

**Bergen Community College Support
Staff Association, Inc.**

Contract Booklet

July 1, 2015 – June 30, 2018

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THIS AGREEMENT is entered into this first day of July 1, 2015 by and between the **BOARD OF TRUSTEES OF BERGEN COMMUNITY COLLEGE**, hereinafter referred to as the "BOARD" or "COLLEGE" and the Bergen Community College Support Staff Association, Inc., hereinafter referred to as the "ASSOCIATION".

WHEREAS, the ASSOCIATION and the BOARD have, in good faith, bargained collectively with respect to the terms and conditions of employment for all the employees within the BARGAINING UNIT and have reached an amicable settlement as is more particularly set forth hereinafter:

ARTICLES OF AGREEMENT

Now, therefore, the parties hereto agree as follows:

ARTICLE I- BARGAINING UNIT

1. The Board hereby recognizes the Bergen Community College Support Staff Association, Inc. as the exclusive negotiating, bargaining and contractual representative for all current and future regularly employed full-time (12 month) employees, child care assistant (10 and/or 12 month) employees, and regularly employed part-time (20 hours per week minimum) employees assigned to a salary range, employed on campus or on leave, all of which collectively are designated as the Bargaining Unit. The term, employee, when used hereafter in this Agreement, shall refer to those job titles listed in the salary guide (Appendix "A").
2. Any job classification established during this Agreement shall be either excluded or included within the bargaining unit, subject to mutual agreement of the parties. In the event the parties fail to agree, the dispute may be submitted to PERC for a unit clarification in accordance with its rules and regulations.

ARTICLE II - DUES DEDUCTION - REPRESENTATION FEE

1. Effective September 1, 2000 and upon completion of the probationary period, the Board will deduct from the monthly pay of each member covered by this Agreement, who authorizes Association dues in writing such deductions from their salary. Revocation of this authorization must likewise be in writing to the Association and the Payroll Office, at which point the individual would be subject to the representation fee as stated in Item 2 of this Article.
2. The College in compliance with State Law and this Agreement will deduct from non-Association members in this bargaining unit who have completed their probationary period a representation fee equal to eighty-five (85%) percent of the dues of Association members. If the Association affiliates with any other representative organization or implements any work disruption, this section shall become null and void and all representation fee deductions shall cease.

3. Remittance of such funds shall be made to the Bergen Community College Staff Association, Inc. for any month together with a list of names of employees from whose salaries such deductions have been made not later than the 15th of the month whenever possible.
4. It is agreed by the parties to this Agreement that the Board shall have no other obligation or liability, financial or otherwise, (other than set forth herein) because of actions arising out of the understandings expressed in the language of this Article. It is further understood that once the funds deducted are remitted to the Association, the disposition of such funds thereafter shall be the sole and exclusive obligation and responsibility of the Association.
5. The Association shall indemnify and save the Board (and College) harmless against any and all claims, demands, suits or other forms of liability including reasonable legal and/or representation fees resulting from any other provisions of this Article or in reliance on any list, notice or assignment furnished under this Article.

ARTICLE III – UNDERSTANDINGS RELATIVE TO THIS DOCUMENT

1. The Board agrees that it shall not, during the period of this Agreement, affect changes concerning terms and conditions of employment inconsistent with Chapter 123, P. L. of N.J. 1974, except those that are negotiated and included as part of this Agreement as amendments. The parties agree that during the term of this Agreement, they shall, upon mutual agreement, meet in a good faith effort to resolve issues which may arise that are not covered by this Agreement.
2. The dates of this contract are from July 1, 2015 until June 30, 2018. On an annual basis, the College will provide a listing of the Association's current members and will notify the Association of the hiring of any new member on an ongoing basis. The Association and the College further agree to cooperate in exchanging information on an ongoing basis.
3. During the term of this Agreement or extension thereof, the Association agrees that neither the Association, nor any of its agents, nor any employees represented by it, will engage in or support any strike, work stoppage, slow down, or any job action of any kind. In the event of a non-authorized strike, cessation of work, slow down or interference of any kind with normal College operations, the Association agrees to promptly cause a termination of those activities and/or any other job interference. The College shall not cause a lockout of the Association members from the required work assignments during the term of this Agreement.
4. This Agreement represents and incorporates the complete and entire understanding of the parties on all matters which have or could have been the subject of negotiations pertaining to terms and conditions of employment.
5. Should a mutually accepted amendment be negotiated by the parties it shall be

reduced to writing and submitted to appropriate ratification procedures of the parties and if ratified by both parties, shall become part of this Agreement.

6. Severability: If any portion of this agreement or the application of this agreement to any person or circumstance should be held to be invalid by operation of law or by any tribunal of competent jurisdiction, the remainder of this agreement shall remain valid.
7. The Board agrees to duplicate and present copies of this Agreement, within a reasonable time, after signing by both parties, to all Association employees, current and future.
8. The term "employee", as used herein, shall be defined to include the plural as well as the singular and the female as well as the male, where applicable.
9. The Association agrees that it shall actively work with the College to support all reasonable efforts to increase productivity and reduce costs through all appropriate measures and programs.
10. This Agreement shall be binding upon the parties and their successors or legal representatives.
11. Waiver - the failure of either party to pursue any rights granted herein shall not deem to be a waiver of such party's exercise thereof in the future.
12. Whenever spouse is used it is understood to include civil union partner.

ARTICLE IV - NEGOTIATIONS

1. The Board agrees not to negotiate with any member in the bargaining unit individually, or with any organization or group within the bargaining unit other than the Association for the duration of this Agreement. The parties shall enter into negotiations no later than April 1st of the date preceding the expiration of this contract unless otherwise agreed to by both parties.
2. The Association and the Board agree that negotiations shall proceed in good faith effort on the part of both parties to arrive at an Agreement on salaries, wages, and other conditions of employment within the rules as set forth in Chapter 123, P. L. of N.J. 1974.
3. Neither the Board nor the Association shall have or exercise control over the selection of the negotiating representatives of the other party, and it is mutually agreed that said representatives shall have all necessary authority to make proposals and make counter proposals during negotiations.
4. Upon request, the Board shall make available to the Association relevant non-

confidential data pertaining to unit members which the Board has in its possession and the Association may need to negotiate a successor agreement.

ARTICLE V - BOARD RIGHTS AND RESPONSIBILITIES

The Association recognizes that the Board has the responsibility and the authority to manage and direct on behalf of the public and itself, all the operations and activities of the College to the full extent authorized by law. It is understood and agreed that such managerial rights are limited only by the specific provisions of this Agreement and applicable law.

ARTICLE VI - ASSOCIATION RIGHTS AND RESPONSIBILITIES

1. The Association shall enjoy such rights and privileges as are accorded by this Agreement and by law.
2. The Board agrees that each eligible employee of the College may, on his volition, have the right to join and support the Association and its affiliates for the purpose of negotiating salary, wages, and other conditions of employment. Further, he may take part in any Association activity for his and/or the Association's mutual aid without fear of recrimination provided the activity does not adversely interfere with the operations of the College. It is further agreed that no employee will be discriminated against by reason of his membership in the Association, its affiliates and his activity there in or his institution of any grievance concerning terms and conditions of employment pertaining to this Agreement.
3. Whenever any representative of the Association is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings which are related to Association matters, he shall suffer no loss in pay, nor be expected to compensate in any way for time spent in carrying out such responsibilities, nor shall he receive extra compensation therefore.
4. Meeting Space: The Association and its duly authorized representatives will be permitted use of College facilities for meeting purposes at such time and place as will not interfere with, delay, or defer any activity or function of the College.
5. The Association shall supply, at its own cost, all material, stationery and other supplies required for use in carrying on the administrative, financial or operational functions of the Association. College equipment, when not required for College purposes, shall be available for use on campus by the Association.
6. The Association shall be permitted reasonable use of the College internal mail and telephone system. Postage for external mail for Association purposes shall be provided by the Association. All outside calls, local and long distance, for

Association purposes shall be paid for by the Association.

7. Bulletin Board: The Board will provide a covered bulletin board for exclusive use by the Association. Such bulletin board shall be used by the Association for the posting of notices and bulletins pertaining to Association business and social activities.
8. The members of the Association are required to adhere to all rules and regulations necessary for the proper administration and conduct of the College. The Association will cooperate with the Administration on this matter for their mutual best interest.
9. Inspection Privileges: The authorized representative of the Association, or his designee, upon arrival at the College, shall notify the President, or his designee. The representative, or his designee, shall have access to the College's premises during working hours to assist the employees that he represents. Such visits shall not interfere with or interrupt the normal and efficient operation of the College nor shall the visitation privilege be arbitrarily withheld.
10. Inspection of Records: Association officers or Representatives shall, upon reasonable notice, be permitted to examine during normal working hours, time records, logs, and payroll records which may be applicable to any grievance arising under this Agreement.
11. A committee of two (2) delegated employees chosen by the representative of the Association shall represent the Association at the President's Advisory Council.

ARTICLE VII - HOURS OF WORK

1. Normal hours per day for employees working a thirty-five (35) hour week shall be seven (7) hours each day over a period of five (5) days in a given week, exclusive of lunch periods. The normal hours per day for employees working a forty (40) hour week shall be eight (8) hours each day, over a period of five (5) days in a given week, exclusive of lunch periods, except for those employees assigned to jobs which by their nature require continuous operation; normal hours for such employees (HVAC mechanics, public safety officers, electricians and computer operators) shall be eight (8) hours per day over a period of five (5) days in a given week inclusive of lunch periods. It is understood and mutually agreed that if any employee's starting time on a shift is changed, the employee will be given seventy-two (72) hours notice prior to the change, except that if unusual circumstances could jeopardize the Physical Plant a change could be made without the seventy-two (72) hours notice.
2. An employee will be told, when hired, that Saturday or Sunday may be part of said employee's regularly scheduled work week. If an employee's work schedule involves either Saturday or Sunday or both, his schedule will be arranged to

afford him two (2) consecutive days off during the week, whenever possible. In a multi-employee situation, the employees shall be given the opportunity to work out work schedules, subject to the approval of the Division/Department Head, sharing work on weekends or whatever other hours are required for the welfare of the College. In the absence of an agreement on the part of the employees, assignments to such .hours shall be made by the Division/Department Head . He shall give primary consideration to employees with seniority.

3. Employees are required to work the full hours scheduled. Failure to do so will be penalized by pro-rata docking of salary. If an employee is to be late he will notify his supervisor no later than the first one-half (1/2) hour prior to the start of his shift. If an employee is to be absent he will notify his supervisor no later than one (1) hour prior to the start of his shift.
4. Employees will be allowed one (1) ten (10) minute break in the first half of his/her shift and one (1) ten (10) minute break in the second half of his / her shift giving full consideration to the operating needs of the Division/Department. Break time may not be used at the beginning of any work shift nor at the end of a work shift nor may breaks be combined together or with any other break. It is recognized that break time is a privilege and will not be abused.

ARTICLE VIII - SUMMER HOURS

1. The College shall remain open Monday through Friday during the period of summer hours. Thirty-five (35) hour employees will work thirty (30) hours per week for four (4) days in a row, either Monday through Thursday or Tuesday through Friday. Specifically, thirty-five (35) hour employees will work eight and one-half (8.5) hours per day during the period of summer hours. Forty (40) hour employees shall work a thirty-five (35) hour week per week for four (4) days in a row, either Monday through Thursday or Tuesday through Friday. Specifically, forty (40) hour employees will work eight and three-quarter (8.75) hours per day during the period of summer hours. The employees and their Departmental Supervisors will establish the four (4) day workweek during the period of summer hours. Absences during the four (4) day workweek (i.e., vacation, sick, etc.) will be charged as one day for each occurrence.
2. The period of summer hours shall start on the second Monday in June and shall conclude on the second Friday in August of each year.
3. The operational needs of the College shall govern in the application of the above hours to the working schedules of individual forty (40) hour employees; this will require some staggering of starting times and/or work weeks. Preferences of individual employees will be considered to the extent practical.

ARTICLE IX - OVERTIME

1. Work in excess of seven (7) hours a day (35 hour employees) and eight (8) hours a day (40 hour employees) shall be paid at one and one-half (1 1/2) times the regular hourly rate of the employee. Employees will be assigned no less than one-half (1/2) hour of overtime work. All overtime shall be paid to the nearest quarter (1/4) hour. Overtime shall be scheduled and worked as required by the Division/Department's needs and authorized in advance by the Division/Department Head.
2. An employee shall be compensated at double time for working the seventh (7th) day of his normal work week, (regardless of whether or not he worked on the sixth (6th) day).
3. Opportunities for overtime will be offered as equally as practical by shift and by classification of employees. To the extent practical, regular full-time employees will be given preference over On-Call employees in the scheduling of occasional extra hours.
4. In the Public Safety and Building and Grounds Departments and in the Sidney Silverman Library and Learning Resource Center lists of employees by classification will be posted to record overtime worked and/or declined. Employees will be asked to work in rotational order providing that they are qualified to do the work scheduled; those declining shall so indicate by initialing the list.

ARTICLE X - COMPENSATORY TIME

Extra work authorized for, and performed by regular full-time employees may be compensated by allowing equivalent compensatory time at the proper overtime rate. The earning of compensatory time is granted at the discretion of the Division/Department Head in consultation with his/her Vice President or designee at the time extra work is authorized. The maximum amount of compensatory time is limited to forty (40) hours, which can be replenished up to the forty (40) hour cap. Requests for the use of compensatory time that has accrued must be in writing and approved by the Division/Department Head and his/her Vice President or designee. Work must be in excess of one-half (1/2) hour of continuous work to be counted as compensatory time.

ARTICLE XI- CALL IN TIME

Should any employee who has left the premises at the end of his shift be called-in to return to work, he shall be guaranteed:

- a. Thirty-five (35) hour employees, a minimum of two (2) hours of work.
- b. Forty (40) hour employees, a minimum of two and one-half (2½) hours of work.

The hours of call in time shall be calculated at time and one-half. Individuals called in prior to the start of their shift who work into their regular shift shall be compensated at one and one-half (1½) times their hourly rate for time actually worked prior to the start of their shift.

ARTICLE XII- PLACEMENT ON SALARY SCHEDULE

1. Effective and retroactive to July 1, 2015, each employee employed in the support staff unit as of the date of ratification of this Agreement shall receive \$100.00 added to his/her base salary plus 2%, provided the employee was employed by the College for a period of one (1) year prior to June 30, 2015. Effective July 1, 2016 through June 30, 2017 there shall be a two and one half percent (2.5%) salary adjustment to the employee's June 30, 2016 base salary, provided the employee has been actively employed by the College for a period of one (1) year prior to June 30, 2016. Effective July 1, 2017 through June 30, 2018 there shall be a two and one half percent (2.5%) salary adjustment to the employee's June 30, 2016 base salary, provided the employee has been actively employed by the College for a period of one (1) year prior to June 30, 2016.

Employees, if otherwise eligible and appropriate, with a full year of active employment since July 1, 2014, will be entitled to a retroactive adjustment if retired prior to the ratification of the Agreement.

2. Wage ranges shall not be adjusted.
3. Adjustments for those employees with less than a full year of active employment will be partial as follows:

8 months or more	100%
6 months, but less than 8 months	75%
4 months, but less than 6 months	50%
2 months, but less than 4 months	25%
Less than 2 months	-0-

Additional adjustments, not to exceed the maximum for the particular job classification, may be made at the discretion of the Administration with the

mutual agreement of the Association.

4. In the event that an employee is required to work at a higher level position than the one for which said employee was engaged, the employee shall, after three (3) consecutive weeks in the higher level position, be compensated at the higher rate until the position is permanently filled.
5. Employees in the bargaining unit whose salaries exceed the foregoing ranges, as adjusted, and, as a consequence of the wage increases contained herein, shall be "red circled" and shall receive the foregoing wage increases, if otherwise eligible, even if their salary exceeds the maximum for the range.
6. Employees who have completed ten (10) years of continuous service shall receive a \$200.00 longevity increase effective the July 1st, October 1st, January 1st or April 1st following the calendar quarter in which they complete the ten (10) years. Employees with continuous service dating from June 30, 1970 or earlier shall continue to have the \$100.00 increment added to their annual base salary. Effective December 1, 2015, longevity payments shall be eliminated for all current and future employees.

ARTICLE XIII - SHIFT DIFFERENTIAL

1. Full-time employees shall be compensated with a differential payment working outside of the regular day schedule as follows:

1st Shift	No differential
2nd Shift	\$650.00 per year
3rd Shift	\$1,000.00 per year
Rotating 1st and 2nd Shift	\$325.00 per year
Rotating 1st, 2nd and 3rd Shift	\$600.00 per year
Rotating 2nd and 3rd Shift	\$775.00 per year

Effective July 1, 2009, the shift differential shall be increased by \$200 for all full time employees receiving a shift differential.

The leadpersons hourly rate shall be \$1.25 per hour.

2. Shift differentials shall be paid to employees who are asked to change their shifts for a period in excess of one (1) week. If an employee is asked to change his shift for the convenience of the College on a day to day basis, and said day to day continuous basis exceeds one (1) week, he shall be paid shift differential on a retroactive basis to the first day.

ARTICLE XIV - VACANCIES, NEW POSITIONS, TRANSFERS AND PROMOTIONS

1. Notice of all vacancies in association positions shall be posted by the Executive Vice President or her designee on the Department of Human Resources Bulletin Board. Promotional vacancies will be filled from within to the extent practical.
2. The notice shall be posted for five (5) work days and employees interested therein must submit a written application stating their qualifications to the Chief Human Resources Officer, Quality and Process Improvement or his/her designee within the aforementioned five (5) work days. The notice shall state salary range, title, Division/Department, summary of job description, hours and shall be posted on designated Bulletin boards.
3. The selection process for internal applicants will be completed within twenty (20) working days of the expiration date of the posting; this time limit may be extended by mutual agreement. If the Employer breaches this provision, any grievance shall commence at Step 2 of the Grievance Process.
4. The Chief Human Resources Officer, Quality and Process Improvement or his/her designee and the Head of the Division/Department having the open position shall rate the qualifications and abilities of employees who apply and, in the event two (2) applicants are of equal experience and ability, as determined by the Chief Human Resources Officer, Quality and Process Improvement or his/her designee the applicant with the greater seniority shall be awarded the job.
5. If Divisional/Departmental needs require the upgrading of an existing position, the incumbent in the position in question will be given first consideration for the promotion.

ARTICLE XV - PROBATIONARY PERIODS

The first ninety (90) days of initial employment shall be a period of probation of the employee by the supervisor. During this period, the employee may be terminated at any time and shall have no recourse to the grievance procedure hereinafter contained. An employee who successfully completes the initial employment probationary period shall be known as a regular employee in the job classification.

If a regular employee is transferred, assigned or promoted to a different position through his/her request or at the direction of the College, there will be a thirty (30) day probationary period. If an employee does not successfully complete this probationary period, he/she will be reassigned to the original position, if available, or the College may place the employee in a position it deems comparable.

It is the College's sole discretion whether an employee has successfully completed the probationary period.

ARTICLE XVI- ANNUAL MERIT AWARD/PROMOTIONAL PROGRAM

One or more employees will be selected each year for the Annual Merit Award/Promotional Program. Recommendations for such award will be communicated to the Association by June 1 of each year by the College. The effective date of Annual Merit Award/Promotional Program increases shall be July 1 and will be in addition to any other salary adjustments/increases provided by collective bargaining agreements. All Annual Merit Award/Promotional Program recommendations must be approved by the Board. The parties agree to meet and discuss implementation of the Annual Merit Award/Promotional Program with an effective date of July 1, 2015 and annually thereafter which shall be based on employee evaluations. The first promotional group identified in 2012 shall be included in the July 1, 2015 Annual Merit Award/Promotional Program.

Upon promotion an employee shall receive a minimal promotional increase of five and one half percent (5 1/2%), but in no case less than \$450.00. When an employee moves to a position with a salary maximum of at least \$500.00 in excess of the salary maximum of his former position, it will be considered a promotion.

If the new salary based upon the five and one-half (5 1/2%) percent falls within the first quartile of the range, the employee may receive up to an additional one and one-half percent (1 1/2%) increase to bring the employee's salary further into but not beyond the top of the first quartile of the new salary range.

If the combined increase as set forth above (i.e. 5 1/2% + up to 1 1/2%) does not bring the employee to the new salary range minimum, the promoted employee shall receive the new salary range minimum, but nothing beyond that amount. In no event shall the promotional increase exceed the maximum salary of the new position. When an employee moves to a position with a salary maximum of at least \$500.00 in excess of the salary maximum of his former position, it will be considered a promotion.

In the event a staff member applies for a position which has a salary range maximum Five Hundred (\$500.00) Dollars lower than the position he or she holds and is chosen to fill the lower position, the individual's salary shall be reduced by the Dollar increase he or she received when promoted to their existing job classification. If the individual was hired at their existing position he or she will have their salary reduced by five and one-half (5 1/2%) percent. In no event will their new salary exceed the maximum of the salary range of the lower position.

ARTICLE XVII - TERMINATION OF EMPLOYMENT

1. An employee who is resigning from his position shall give a ten (10) business day written notice to his immediate Division/Department Head and the Chief Human Resources Officer, Quality and Process Improvement or his/her designee. Failure

to give the required notice in writing shall cause the employee to have deducted from his accrued vacation time one (1) day of earned pay for each day the notice of resignation is late.

Generally, once notice is given, leave time may not be utilized during the ten day period. At any time after receiving notice of resignation, the College may separate an employee. The separated employee will receive all wages due and any other benefits to which he may be entitled under the contract, for the period between separation by the College and his date of resignation, provided the employee has given notice as required herein.

2. Earned vacation shall be paid according to the proportion of full months worked to the total contract year upon proper notification of resignation: an employee who resigns with less than one (1) year of service must have worked a minimum of six (6) months to receive his vacation benefit.
3. The College shall not discipline or discharge an employee without just cause. Except in extreme cases (i.e., dishonesty, drunkenness, drug abuse, physical violence), disciplinary measures will be progressive in order to convince the employee of the seriousness of the situation and the importance of correcting his behavior. The normal progression of actions, depending on the seriousness of the offense and the prior record of the employee, will be as follows:
 - 1st step – verbal warning may be given by department supervisor/manager. Notes shall be kept in manager's file, and are admissible/useable if discipline progresses to 2nd step, provided employee is entitled to the same representational rights as presently provided for under Article XVII.
 - 2nd step – written warning is done by Assistant Director of Human Resources or the Chief Human Resources Officer, Quality and Process Improvement.
 - 3rd step – suspension without pay or the alternative of final written warning.
 - 4th step – discharge.

Docking of pay:

- 1st dock per year – no action taken
- 2nd dock – begins oral (1st step) discipline process
- 3rd dock – proceeds to written (2nd step) discipline process
- 4th dock – proceeds to suspension or final written warning (3rd step)
- 5th dock – termination

Exceptions to the above docking schedule will only be considered if the employee provides acceptable medical documentation in a timely manner.

When an employee is disciplined, he will be given a reasonable period in which to

correct his behavior or face further disciplinary action.

4. If an employee is being called to the Department of Human Resources for the purpose of disciplinary action, as stated above, the Chief Human Resources Officer, Quality and Process Improvement or his/her designee, will notify the employee, prior to coming to the Department of Human Resources, of the reason for the call and of his right to have a Representative present. The Chief Human Resources Officer, Quality and Process Improvement or his/her designee will also notify a Representative prior to the meeting.

An employee being suspended or dismissed may appeal this action through the regular grievance procedure. The Administration and the Association mutually agree to expedite such a grievance in order to process it to its final conclusion within two (2) weeks of its initiation. Notwithstanding the above, the dismissal of a probationary employee for cause is not subject to the grievance procedure.

ARTICLE XVIII - SNOW/EMERGENCY CLOSINGS

1. When it is necessary to close the College because of heavy snow and emergency this decision will be announced on the appropriate designated radio stations. To the extent practical, employees at home will also be notified by a phone "snow/emergency chain."
2. In order to maintain essential services, any employee may be required to work his/her normal schedule during the period of the closing. Employees in the classifications of Custodians, Groundskeepers, HVAC Mechanics or Public Safety Officers who do not work their normal schedule during the period of closing will be charged vacation days for the time involved. An employee in any other classification who is called in shall receive two (2) times his/her regular hourly rate.
3. The President, or designee, will establish the start time and end time of the snow/emergency closing. Employees required to work during the period of a snow/emergency closing will be paid two (2) times their regular hourly rate; (i.e. an employee working his regular schedule will be paid an extra hour for each hour worked during the period of the snow/emergency closing).

ARTICLE XIX - BENEFITS

1. The Board agrees to provide each member with full family coverage in a health benefits plan which is comparable to the New Jersey State Health Benefits Program, or its replacement the New Jersey School Employees Health Program. Employees shall contribute to their health care in accordance with Chapter 78, P.L. 2011. The College further agrees that during the term of this Agreement if it negotiates a reduction in the health care contribution level for another bargaining unit at the College, it will agree to re-open negotiations with the Support Staff

Association. The Board will continue to provide for employees a dental plan with its present coverage. Premium costs for the Board shall not exceed for employee only coverage the following dollar amount: \$282.00 per annum. For employee and single dependent coverage the premium cost to the Board shall not exceed \$586.00 per annum. A dependent is an employee's spouse if married or oldest eligible dependent is a single parent. The Board agrees to provide up to family coverage an optical program which provide eye examinations, lenses and frames once each 24 months provided services are performed by the current plan provider. Otherwise the plan will provide partial reimbursement. The parties agree that the College shall have the right to change from its present medical, dental, prescription and vision insurance carriers providing the resulting coverage is equal or better to the current coverage provided to the bargaining unit. The right to change from the present insurance provider shall be exclusive to the College provided the change results in equal or better coverage. The Association agrees to cooperate with the College in efforts to secure cost savings in providing such medical coverage as are presently provided in the future.

2. The College agrees to provide dependent health coverage and pension benefits to the civil union or domestic partners of employees in the same manner as such coverage is provided to the spouse of other employees, provided that the employee meets the requirements of the Domestic Partnership Act (the "Act") N.J.S.A. 26:8A-1, et. seq. or the Civil Union Law (the "Law"), N.J.S.A. 37:128, et. seq.

In order to establish a civil union under the law, both persons must not be a party to another civil union, domestic partnership or marriage in this State; be of the same sex; and be at least 18 years of age, except as provided in section 10 of the Law.

The College reserves the right to request verification from an employee and civil union or domestic partner to determine whether they have met the requirements set forth above.

3. Work incurred injury shall be understood to mean that subject to the provisions of N.J.S.A. 34:15-1 et seq. an employee shall not forfeit any sick leave for absence due to a job connected disabling injury which is covered by Worker's Compensation Insurance. The College agrees to continue his salary and benefits subject to the limitations contained in N.J.S.A. 18A:64A13, and further subject to reimbursement by the employee following the Worker's Compensation Award(s) to the amount of such College compensation. This continuation shall cease when the employee returns to work or reaches the maximum allowable number of weeks of benefit under the Worker's Compensation Law, whichever comes first.

Employees shall report all injuries immediately, no matter how slight, suffered by them in connection with their work, to the Medical Office and/or the Public Safety Department.

4. Educational Opportunity: Full-time employees who have a minimum of six (6) months of active full-time employment with the College, as of the first class day of the course being attended, shall be accorded the privilege of having their dependent children who are residing in their home, attend Bergen Community College. Such dependent children of eligible full time employees may attend Bergen Community College courses for credit as tuition-free registrants provided such dependent children shall be subject to all rules and regulations, including admission requirements, as regular students of the College. Tuition reimbursement ceases at the end of the calendar year in which the dependent child reaches twenty-four (24) years of age, or becomes independent, whichever occurs earlier. Full-time employees and their spouses will be permitted to take up to six (6) credits per semester as tuition-free registrants,

Tuition-free registrants shall only be financially responsible for forty percent (40%) of the general fees and the entire Security/Safety fee levied by the College on student tuition. Tuition free registrants shall not be subject to any other fees except those indicated in the previous sentence. This shall be effective September 1, 2011

Employees or their spouses shall not be blocked or prohibited from registering for a course section that is otherwise closed because the course section has reached the established maximum enrollment. Employees or their spouses may be blocked or prohibited from registering for closed course sections for courses in which enrollment above the established maximum would be a violation of law, or jeopardize safety, or would hinder the proper performance of course requirements for the employee, or spouse, or other students (e.g., laboratory rooms, classrooms with limited, necessary computer terminals and/or software).

Full time employees who have completed two (2) years of service shall be permitted to take two (2) non-credit Continuing Education course tuition free per year on a space available basis.

Effective July 1, 2000 full time employees may seek tuition reimbursement for credits toward a bachelor's degree subject to the following:

- a) The employee must have a minimum of three (3) years of active full-time employment with the college prior to the first class for which tuition reimbursement is requested.
- b) The employee must have matriculated and graduated with an associate's degree from Bergen Community College unless the associate's degree was previously earned elsewhere.
- c) Enrollment must be in an accredited college for a bachelor's degree.

- d) Courses have to be required for the bachelor's degree and must be pre-approved by Bergen Community College.
- e) Reimbursement occurs after successful completion of the course(s) and upon submission and review of proof of same by the employee.

Reimbursement is for no more than the rate charged per undergraduate credit at Rutgers University as determined annually by Human Resources (for a maximum of twelve (12) credits per year) for undergraduate or self-improvement studies related to and within the scope of the employee's classification at the College, provided his/her course of study has been submitted to the President of the College or his/her designee for review and approval. In special circumstances, an employee may request approval for graduate credits. An employee making such a request must have completed his/her Bachelor's Degree or equivalent, must be enrolled in an accredited college, and must be pursuing a degree related to the employee's classification at the College. Approval for reimbursement will be limited to twelve (12) credits per year (no more than six (6) credits per semester/session) to a maximum of thirty (30) graduate credits. All requests for approval for undergraduate or graduate credit enrollment and subsequent requests for reimbursement after successful course completion must be submitted to the President or his/her designee.

- 5. Those employees who take special job-related courses authorized in writing by their Division/Department Head will be reimbursed for the following expenses upon presentation of proof of successful completion of all courses and submission of appropriate receipts:
 - a. Tuition
 - b. Fees (including licenses if required by the College)
 - c. Books
 - d. Mileage and tolls

Successful completion of the course shall be noted in the employee's personnel file.

- 6. Uniforms: The College shall continue its existing policy of providing uniforms to employees working in the Public Safety and Building and Grounds Departments. Employees so provided shall wear the uniforms while on duty. The College shall continue to pay for dry cleaning and maintenance of Public Safety uniforms as per past practice.
- 7. Effective June 1, 2000, the Board will deduct from the pay of each Association member covered by this Agreement who authorizes in writing such deduction from their salary, the cost of the monthly premium to participate in an Association sponsored temporary disability insurance plan. Revocation of this authorization

must likewise be in writing to the approved carrier and to the Payroll Office.

ARTICLE XX- MEAL ALLOWANCE

Non-registration Related

1. Any employee who works more than three (3) continuous hours prior to or following his regularly assigned shift shall be provided with a paid meal allowance of four dollars (\$4.00). The payment of a meal allowance is for continuous work only (a one [1] hour interruption shall be considered continuous) and does not apply to call in time worked. An employee who receives the cash allowance must "clock out" for his meal break which will be limited to one-half (1/2) hour.
2. An employee who works in excess of eleven (11) hours on a sixth (6th) day of his normal work week shall receive a four dollar (\$4.00) meal allowance if he is required to "clock out" for the meal break.
3. An employee who works in excess of eleven (11) hours on the seventh (7th) day of his normal work week shall receive a four dollar (\$4.00) meal allowance if he is required to "clock out" for the meal break.

Registration Related

An employee who is required to work registration for more than one (1) hour beyond their regular shift shall be provided with a paid meal allowance of four dollars (\$4.00). The payment of a meal allowance is for continuous work only (a one [1] hour interruption shall be considered continuous) and does not apply to call in time worked. An employee who receives the cash allowance during registration overtime will not be required to "clock out" for a meal break.

ARTICLE XXI- HOLIDAYS

1. Each employee shall be entitled to fourteen (14) holidays for each contract year.

Effective July 1, 2008, seven (7) holidays shall be taken as follows:

1. Independence Day
 2. Labor Day
 3. Thanksgiving Day
 4. Day after Thanksgiving
 5. Christmas Day
 6. New Year's Day
 7. Memorial Day
-
3. Effective July 1, 2008, an employee shall have two (2) floating holidays in any year in which the College is open and classes are scheduled on Yom Kippur

- and Good Friday. The employee shall notify the College of the intention to take the floating holidays no later than August 15 and January 15. The College shall acknowledge receipt of notification and provide approval no later than September 1 and February 1.
4. The remaining (5) five non-designated holidays will be incorporated into the academic calendar established by the President, as follows:
 - a. In a contract year in which the College is to be closed during the Christmas break, the four (4) working days between Christmas and New Year's will be designated as holidays.
 - b. In a contract year in which the College is not to be closed during the Christmas break, the four (4) working days between Christmas and New Years and four (4) days during the Easter break will be designated as "Split Holidays" with approximately half of the employees taking each period. In determining which employees will take the Christmas period and which will take the Easter period, the operating needs of the College will govern; however, every effort will be made to honor the individual employee's choice.
 - c. The remaining one (1) holiday will be scheduled in accordance with the operating needs of the College and the academic calendar; in selecting this day, preferences expressed by the Association will be considered.
 5. Additional holidays beyond the seven (7) designated holidays, two (2) floating holidays, and five (5) non-designated holidays may be had when indicated in the academic calendar as additional non-designated holidays. An act of God or an emergency closing of the College does not constitute a holiday. Scheduling of holidays must be done with due consideration for the operating needs of the various Divisions/Departments of the College.
 6. An employee may set aside a maximum of four (4) floating holidays as alternate days off on a day to day basis. The parties agree that floating holidays cannot be carried from year to year. The parties further agree that if the four (4) floating holidays cannot be scheduled within the calendar year, through no fault of the employee, then the College shall pay to the employee the value of the holiday (i.e., one days pay) in lieu of time off for the floating holiday provided the employee's request that the floating holiday be scheduled is documented. Floating Holiday pay for staff scheduled to work will include the appropriate rate for the designated holiday actually worked and the employee who worked the designated holiday will retain the Floating Holiday for future use.
 7. Employees shall be entitled to four (4) personal days per year. Personal days are for use by staff for emergencies. Whenever possible, advance notice for

the use of a personal day should be given to the respective supervisor; however, in an emergency situation, a personal day can be used without advanced notice. In all cases, there is no need for any employee to disclose the nature of his/her request to utilize a personal day.

ARTICLE XXII – VACATIONS

1. Vacation entitlement for a contract year shall be determined by the length of the member's active employment as of July 1 of that year. Employment before the 15th day of a month shall be considered employment for the full month.
2. An employee shall receive his/her annual vacation allotment (pro-rated based on date of hire) at the commencement of his/her employment and at the commencement of each academic year thereafter. The following schedule of vacation entitlement shall be in effect:

Year 1 – 13 days	Year 6 – 19 days
Year 2 – 14 days	Year 7 – 20 days
Year 3 – 15 days	Year 8 – 21 days
Year 4 – 16 days	Year 9 – 22 days
Year 5 – 18 days	Year 10 – 23 days

Should an employee separate from service for any reason, and have used more than his/her annual vacation allotment by the time of separation, his/her final paycheck will be reduced accordingly to reflect the over utilization of annual vacation leave.

4. A member who leaves before completing six (6) months of active employment shall receive no vacation credit. A member who resigns before the end of a given month shall receive no credit for that month. Members shall only accrue vacation during months of active employment, not to include leaves of absence (i.e. medical, maternity, family leave or other). Therefore, a member shall have his vacation entitlement to reflect his months of active employment.
5. All members are expected to utilize their vacation entitlement within the contract year in which it has been earned or, with the approval of the appropriate administrator, within fifteen (15) months immediately following the year in which it has been earned. Any vacation entitlement not utilized as prescribed above shall be forfeited. Employees can utilize up to two (2) vacation days annually in one (1) hour increments.
6. Vacations shall be scheduled with due consideration for the operating needs of the College, division, department; however, individual requests will be considered by the Administration to the extent practical. If it should be necessary to choose between employees in the same job in arranging the vacation schedule, seniority at the college shall rule.

7. Earned but unused vacation shall be paid to the estate of an employee in the event of his/her death during employment.

ARTICLE XXIII - SAFETY AND HEALTH

The Board and the Association recognize the importance of safety provisions for the welfare of the employees and for the protection of College property and both the parties recognize their mutual interest to assist in the prevention, correction and elimination of all unhealthy and unsafe working conditions and practices.

The College shall continue to make reasonable provisions for the safety and health of the employees during the hours of their employment. The College and the Association and the employees shall cooperate in maintaining safe working procedures throughout the College, and exercise due care at all times.

No employee shall be expected to perform work under conditions which are in violation of safety and health rules established by the College or any local, State or Federal health and safety laws.

ARTICLE XXIV - NON-DISCRIMINATION

The Board and the Association agree that there shall be no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, age, religion, national origin, sex, domicile, handicap, marital status or political affiliation.

ARTICLE XXV - PERSONNEL FILE

1. The official personnel file of each employee shall be maintained in the Department of Human Resources and shall be available to the employee upon written request. However, before the file is made available to the employee, all references not generated by the College will be removed from his file. An Association Representative may accompany the employee at the time the file is examined. The file shall not be removed from the Department of Human Resources by the employee.
2. Except for a) references and other confidential information related to employment of the individual, b) confidential material relating to the discharge of an employee, no other material shall be placed in the employee's personnel file until he has been given the opportunity to read the contents and attach any comments he may so desire. All such material shall be initialed by the employee before being placed in his file as evidence of his having seen the same. This initiating shall not be deemed to constitute approval by the employee of the contents of the material. If the employee refuses to initial any

material after having been given an opportunity to read the same, a statement to that effect, witnessed by a second party should be affixed to the document.

3. If a Division/Department File exists or if any material pertinent to an employee's file exists elsewhere, but is not part of the official Personnel File. This material shall not be used against the employee unless the employee has prior knowledge of the documentation and has had an opportunity to initial same.
4. The College will expunge documents as defined below in item (7). Eligible documents, dated prior to a three (3) year period from July 1st of the current year, will be removed from the personnel file. Employees can request an expungement of documents (as defined in item 7) for the period of July 1st to July 15th of the current year.
5. An employee who wished to have his/her file expunged shall submit a written request for a review of the file per Article XXV of the Agreement. The employee will meet the Assistant Director of Human Resources or his/her designee to review the file. They will in-turn consult with the Chief Human Resources Officer, Quality and Process Improvement.
6. The Assistant Director of Human Resources will consult with the Chief Human Resources Officer, Quality and Process Improvement, as necessary, to determine the appropriate documents to be expunged and will do so with notification to both the employee and Association;
7. Expungement of documents will be applicable to letters, notices and memoranda/reports on progressive disciplinary matters, including but not limited to:

- *Tardiness
- *Absenteeism
- *Performance not resulting in impairment of work operations, loss of revenues or significant resources of the College
- *Unexcused absence from post
- *Failure to punch in/out
- *Minor safety violations not posing direct threat to self/others
- *Use of telephone for personal phone calls
- *Smoking on College premises not resulting in a safety/hazardous situation or not related to statutory violations
- *Disregard of uniform regulations
- *Failure to comply with leave request policies
- *Violation of call-in procedures
- *No-call/no show

8. Letters, notices, memoranda/reports on disciplinary matters related to the following are not eligible for expungement:

- *Use, possession or distribution of alcohol, drugs, controlled substances
- *Unauthorized weapons possession/and/or use of a weapon
- *Harassment
- *Fighting and/or physically acting out against an individual
- *Sexual Harassment
- *Bias/Discriminatory behavior
- *Illegal Conduct on College premises
- *Gambling on premises
- *Verbal and/or threatening and/or intimidating behavior
- *Sleeping on the job
- *Insubordination/Refusal to follow instructions or complete assignments from a Supervisor, Public Safety Officer or College Administrator.
- *Impairment of work operations through physical/verbal misbehavior
- *False malicious statements/misrepresentation of self, other employees, faculty, staff, students
- *Interference with Public Safety Officers in carrying out duties or conducting an investigation
- *Falsification of any College record
- *Punching another's time card
- *Forging of another's signature
- *Theft of College property whether intellectual and/or real tangible property
- *Misuse and/or defacement of College property/equipment, including but not limited to, computers, telephones, equipment, vehicles
- *Misuse of telephone services resulting in significant expenditures to College
- *Negligence on the job resulting in impairment of work operations
- *Moral/ethical misconduct
- *Willful violation of safety regulations resulting in direct threat to the safety of others/self

ARTICLEXXVI- LEAVES OF ABSENCE

1. Sick Days

During the initial twelve months of an individual's employment there will be a pro rata earning (one day per month - no bank arrangement) of sick days. Any employee on the job on or before the 15th of the month shall be allowed one (1) sick day for said month. After the initial twelve months, each employee shall be allowed fifteen (15) additional sick days for a full year of active employment; for less than a full year the sick day allowance shall be prorated. An employee can utilize up to two (2) sick days annually in one (1) hour increments. After the initial twelve months, all sick leave shall be calculated on a bank arrangement, i.e., an employee could use any sick time to be earned through

June 30th of the current year at any time during that year. Should said employee terminate employment with the College prior to earning sufficient time to cover the advance from the bank, said employee would be financially penalized for the number of days outstanding.

Unused sick leave is accumulated from year to year, maximum fifteen (15) days each year. Sick leave may be used for the employee's illness or a sick dependent. The Term "dependent" shall conform to the criteria used in the Internal Revenue Service Code for 1983. An employee may be asked to produce a doctor's certificate at no cost to the College if absent for more than three (3) consecutive working days or when there is a demonstrated pattern of sick day use or when there is a collective effort by employees to abuse sick time. The College shall advise each employee, in writing, as to the amount of accumulated sick leave time on or before June 30 of each year.

An employee shall be allowed a maximum of three (3) days per annum (two (2) commencing July 1 and one (1) commencing January 1) which shall not be charged against sick leave provided the employee meets one-half (1/2) of his obligations on said days.

In medical emergency circumstances, a member of the bargaining unit without sufficient sick days to cover the period of the medical emergency ("affected member") may receive and use sick days obtained from the Emergency Sick Day Bank, which is hereby established at Bergen Community College. Emergency medical circumstances shall be determined on a case-by-case basis, and such determination must be requested by one of the Parties and agreed to by the other Party. Members of the bargaining unit who have been employed for more than two years with greater than or equal to ten (10) sick days may voluntarily donate up to five (5) of his/her own accumulated and earned sick days to the Emergency Sick Day Bank. Additional days may be allowed but will be subject to administrative review. Said sick days shall be subtracted from the donating member's total, accumulated and earned sick days and be deposited into the Emergency Sick Day Bank, and then transferred to the affected member's sick day account. Donations shall be made by a bargaining unit member by contacting the designated Human Resources employee and submitting and executing the appropriate form. Donations may be made at any time. The Emergency Sick Day Bank shall be administered by the Human Resources Department of the College. Quarterly reports of the sick bank usage will be compiled by Human Resources Department and forwarded to the Support Staff Association President. A maximum of one-hundred (100) sick days per medical emergency occurrence may be transferred to an affected member's sick day account. A member of the bargaining unit shall be eligible for Emergency Sick Day Bank transfers for more than one medical emergency occurrence under the same process described above.

Sick leave payouts at the time of retirement/death shall be in accordance with applicable New Jersey law. The employee shall be paid for one-half (1/2) of his unused accumulated sick days at a daily rate based upon the employee's salary at the time of retirement up to a maximum payment of \$17,500. Employees hired on or after May 21, 2010, shall be paid a maximum of \$15,000 at the time of retirement. In the event of an employee's death prior to termination, regardless of age or length of service, his beneficiary(ies) shall be paid one-half (1/2) of the unused sick calculated as above.

Bereavement Days

An employee covered by this Agreement shall be entitled to four (4) work-days of leave with pay upon the death of a member of his immediate family. Immediate family is defined as father, mother, sister, brother, child, dependent stepchild, spouse, grandchild, grandmother, grandfather, father-in-law, mother-in-law, brother-in-law, sister-in-law, son in-law and daughter-in-law.

Other than immediate family, one (1) day shall be allowed for aunts, uncles, first cousins and nieces and nephews of the employee and spouse plus grandparents of the spouse.

If an employee is on vacation and a death occurs in the immediate family as listed above during such vacation, such allowable absence shall not be considered vacation time and shall be rescheduled for a time which does not interfere with the College's operations.

2. Jury Duty Days

When an employee receives a subpoena for jury duty, he must present the notice to his supervisor immediately. An employee on jury duty is expected to report to work when he is not actively serving as a juror, provided he has been excused by the judge or other duly authorized court official. When an employee is serving on jury duty, he shall be paid the difference between his base pay earnings, including any applicable shift premium, and his jury pay. Jury pay excludes court compensation for mileage. A certification of the number of days actually spent by an employee on jury service must be obtained from the appropriate court official and submitted to the College. The employee shall forward any jury pay in excess of \$5.00 (less compensation for mileage) to the College.

3. Military Leave

Any employee inducted into the Armed Forces of the United States during the period of this agreement shall have the right to reinstatement to his former position at the termination of such service, provided that within ninety (90)

days of receiving an honorable discharge from such Armed Forces, the employee applies to the College for reinstatement. Time spent in military service shall be treated as a leave of absence during which time an employee will not be entitled to any form of compensation but he may accumulate seniority.

The College shall pay to employees who are called into the Armed Forces of the United States for annual two (2) week periods of active duty for training, the difference between their military pay for such periods and their pay from the College for two (2) weeks of a regular work schedule. The College will respect all other rights of such employees in accordance with applicable state and federal statutes. An employee returning from Military Leave, shall be placed on a salary schedule at the level he would have achieved had he not been absent on Military Leave.

4. Medical Leave

An employee may be granted a leave of absence without pay for a period of up to two (2) years for medical reasons. Such leave may be granted for a period of up to six (6) months by the Board of Trustees. If additional leaves are required, they may be granted, but the total of such leaves shall not exceed two (2) years. Said employee shall be asked to present a doctor's certificate each time an additional six (6) months of leave is requested. Said employee may be required to have a physical examination with a physician chosen by the College; in such an event, the College will pay for the physician's services. The employee may not be gainfully employed during this period. During the period of the leave, the College will pay all health, dental and vision benefit premiums for 30 days after the employee goes off payroll. The employee is expected to pay for his own benefit premium thereafter.

The employee shall be required to present a doctor's certificate indicating that said employee is physically able to return to his position; he may be required to have a physical examination with a physician of the College's choosing to substantiate his fitness to perform his job, in which case the College will pay for the physician's services. An employee returning to work at the same position level that he held prior to the commencement of the leave shall receive a salary no less than that which he earned prior to the medical leave. If an employee is unable to perform the duties of the position that he held prior to the medical leave, then the College may place the employee in a position and at a salary as close as practical to the position he held prior to commencing the leave.

An employee with more than two (2) years of continuous service, who is authorized a medical leave for three (3) months or less without pay, commencing on the date specified by the attending physician, shall, upon return, be placed in the same position he held prior to the leave. Said employee shall receive full salary entitlement for the position.

Time on leave is excluded from "active employment" but included in seniority.

6. Maternity/Adoption Leave

After two (2) years of continuous employment with the College, a female employee shall be entitled to a maternity/adoption leave for a period of up to one (1) year, without pay, commencing on the date specified by the attending physician or adoption agency.

The leave may be extended by application of the employee to the Board of Trustees for additional periods of up to one (1) year, not to exceed a total leave of two (2) years. The employee must use vacation time and may elect to use sick leave time in any combination with maternity/adoption leave.

An employee returning from such a maternity/adoption leave shall be required to give the Department of Human Resources a one (1) month advance written notice of a desire to return to work. Upon return, said employee shall be placed in a position as close as practical to her position prior to the commencement of the leave, at a salary no less than that which she earned prior to the maternity/adoption leave.

A female employee with more than two (2) years of continuous service may elect a maternity/adoption leave, for three (3) months or less, without pay, commencing on the date specified by the attending physician or adoption agency. The employee must use vacation time and may elect to use sick leave time, for the purposes of compensation during the leave but not for the purpose of extending the leave period. An employee returning from such a maternity/adoption leave shall be required to give the Department of Human Resources a one (1) week advance written notice of a desire to return to work. Upon return, said employee shall be placed in the same position she held prior to the leave and shall receive her full salary entitlement for the position.

A female employee with less than two (2) years of continuous service shall be entitled to a maternity/adoption leave of not more than nine (9) weeks, without pay, commencing on the date specified by the attending physician or adoption agency. The employee must use vacation time and may use sick leave time for the purpose of compensation during the leave but not for the purpose of extending the leave period. An employee returning from such a maternity/adoption leave shall be required to give the Department of Human Resources a one (1) week advance written notice of a desire to return to work. Upon return, said employee shall be placed in the same position she held prior to the leave and shall receive her full salary entitlement for the position.

Time on maternity/adoption leave is excluded from active employment but included in seniority.

The employee may not be gainfully employed, except at the College, during the period of any of the maternity/adoption leaves as outlined above.

During the period of the leave the College will pay all health, dental and vision benefit premiums for 30 days after the employee goes off payroll. The employee is expected to pay for her own benefit premium thereafter.

7. Other Leaves of Absence

Upon written request to the employee's Division/Department Head and the Chief Human Resources Officer, Quality and Process Improvement or his/her designee, the Board of Trustees may grant a leave for up to six (6) months. An employee shall have been employed for at least two (2) years at the College before said leave is granted. When required, an extension of this leave may be granted for a period of an additional six (6) months. The employee may not be gainfully employed during this period. The employee must return on the date specified in the leave agreement. If an employee fails to return on the specified date, this failure to return may be considered as a resignation from employment at the College. Exceptions to this policy will only be made in case of emergency. In the event of such an emergency, the employee shall request permission from the College for a delayed return. Permission shall not be arbitrarily withheld.

This leave shall be without pay and neither retirement nor salary increase nor any other benefits shall be granted during the period of the leave. Upon return, said employee shall be placed in a position and at a salary as close as practical to his position and salary prior to commencing the leave. Time on leave is excluded from "active employment" but included in seniority.

8. Concurrent Use of Leaves of Absence

In the event an employee is eligible to utilize sick days, medical leave, maternity leave, paternity leave, adoption leave or other leave of absence (excluding jury duty leave, military leave, or bereavement days) under Article XXVI, and/or is eligible to utilize and requests to utilize leave under the Federal Family Medical Leave Act and/or the New Jersey Family Leave Act, such leave shall be taken on a concurrent basis (i.e., there shall be no pyramiding of leaves, nor the scheduling of leaves on a consecutive basis one after another) providing such leaves of absences for which the employee is eligible arose from the same event, circumstance or medical condition.

ARTICLE XXVII - GRIEVANCE PROCEDURE

1. Intent

The College and the Association agree that they will use their best efforts to encourage the informal and prompt settlement of complaints and grievances which may arise between the Association, its employees and the College. Nothing herein shall prevent employees from discussing problems privately with their supervisors in an attempt to resolve them.

2. Definition

A grievance is an allegation by an employee or the Association that there has been a misinterpretation, misapplication or violation of the terms of this Agreement or any related established policies and administrative decisions applicable hereto, or an arbitrary or discriminatory act by the College affecting a term or condition of employment.

3. Procedure

a. Step One

Within fifteen (15) working days after the occurrence giving rise to a grievance is known or should have been known the employee shall discuss the grievance informally with his immediate supervisor with the object of resolving the matter informally.

b. Step Two

If within ten (10) working days following the initial discussion (Step One), the grievance has not been resolved to the satisfaction of the employee, he may formally submit to the Assistant Director of Human Resources or his/her designee a written grievance. Within twenty (20) calendar days after receiving the written grievance the Assistant Director of Human Resources or his/her designee shall render a written report of the disposition of the grievance to the grievant.

c. Step Three

In the event the grievant is not satisfied with the disposition of the grievance at Step Two, he may, within ten (10) working days after receipt of the disposition of Step Two, refer the grievance to the President. The President, or her designee, shall conduct a hearing on the grievance appeal. The President shall render her report and decision on the grievance appeal within twenty (20) working days from her receipt of the grievance. Copies of the President's decision shall be given to the grievant and the

Association.

d. Step Four

- i. If the employee is not satisfied with the disposition of his grievance by the President, he may request in writing that the Association submit his grievance to advisory arbitration. If the Association desires to submit the grievance to arbitration, it must do so within twenty (20) working days after receipt by the Association of the Step Three decision of the President of the College.
 - ii. The Association and the College shall jointly request a list of arbitrators from the Public Employee Relations Commission and the matter shall proceed in accordance with the rules and regulations of the Public Employee Relations Commission in the selection of an arbitrator.
 - iii. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and recommendations on the issues submitted. The arbitrator shall be without power or authority to add to, alter, amend or modify the terms of this Agreement and without authority to make any recommendations which require the commission of an act prohibited by law. The arbitrator shall also be bound by the laws of the State of New Jersey and of the United States and decisions of the Commissioner of Education and the State Board of Higher Education.
 - iv. The costs for services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of hearing rooms shall be borne equally by the College and the Association. Any other expenses incurred shall be paid by the party incurring same.
 - v. Upon receipt of the arbitrator's recommendations, representatives of the College and the Association shall meet to review them and determine what further action is appropriate under the particular circumstances.
- e. The College or its representatives fail to respond at any step of the grievance procedure within the time limits, the grievant or the Association will have the option of requesting an immediate response or moving the grievance to the next step of the procedure. Failure of the grievant and/or the Association to respond within the time limits shall be deemed to be an acceptance of the College's decision.
- f. The time limits set forth in the procedure may be extended by mutual agreement.
- g. Any aggrieved person may be represented at all stages of the grievance procedure by himself or, at his option, by a representative of the Association.

- h. All conferences and hearings conducted under this grievance procedure shall be conducted in private and shall be limited to the parties in interest, their representatives, and a witness, during the course of his testimony.

ARTICLE XXVIII - ASSOCIATION REPRESENTATIVES

The Board recognizes the right of the Association to designate the necessary number of Association Representatives needed to handle such Association affairs as may from time to time be delegated to them by the Association. For the term of this Agreement, there shall be no more than six (6) Association Representatives.

An Association Representative shall suffer no loss in regular compensation for time spent in all steps in the grievance process. The Board agrees to cooperate with the Association in assuring that when practical, an Association Representative shall be available for the processing of grievances. In the event the Representative is not available, the Board shall recognize an alternate Association Representative designated by the Association. A Representative may communicate with an employee under his jurisdiction concerning a grievance and an employee may communicate with his appropriate Association Representative concerning a grievance.

ARTICLE XXIX - SENIORITY

Definition

The purpose of this article is to provide job security for all full-time employees based on length of continuous active service.

Seniority within job classification shall mean total length of continuous active college service plus years of service within present classification. Seniority for the purpose of this article shall accrue for employees on authorized leaves of absence but shall not be considered as "active employment" for salary increases nor other benefit entitlements.

Causes for Loss of Seniority

An employee will lose all seniority rights for the following reasons:

- a) voluntary resignation
- b) discharge for just cause
- c) absence for five (5) consecutive working days without notifying the employer-barring highly unusual circumstances which make it impossible to contact the employer
- d) failure to return from lay-off within seven (7) days from date of recall unless an extension is approved in writing by the Chief Human Resources Officer, Quality and Process Improvement or her designee

- e) lay-off in excess of the following allowed period since he last worked for the College:

<u>Time in Service with College</u>	<u>Recall Period</u>
More than 3 months but less than 6 months	2 months
6 months but less than 12 months	4 months
12 months but less than 13 months	6 months
13 months but less than 16 months	8 months
16 months but less than 19 months	10 months
19 months or more	12 months

Seniority List

A Master seniority list shall be compiled for all employees by Group and Job Classification. Each group of job classifications shall have separate Master seniority lists based on College and Job Classification seniority.

Group I

- | | | |
|-----------------------------|----|---|
| 1. Administrative Secretary | 7. | Secretary |
| 2. Department Coordinator | 8. | Switchboard Operator |
| 3. Executive Secretary | 8. | Office Assistant |
| 4. Production Assistant | 8. | Library Assistant |
| 5. Senior Secretary | 9. | Child Care Assistant (10 month and/or 12 month) |
| 6. Senior Office Assistant | | |
| 6. Senior Library Assistant | | |

Group II

- | | | |
|---------------------------------|----|-------------------------|
| 1. Sr. Data Entry Control Clerk | 4. | Data Entry Operator |
| 2. Data Entry Control Clerk | 5. | Jr. Data Entry Oper. II |
| 3. Sr. Data Entry Operator | 6. | Jr. Data Entry Operator |

Group III

- | | | |
|-----------------------------------|-----|--------------------------------------|
| 1. Mail Services Supervisor | 8. | Payroll Assistant |
| 1. Senior Buyer | 9. | Offset Pressperson |
| 2. Buyer | 10. | Bookkeeper |
| 3. Payroll Supervisor | 11. | Senior Office Assistant (Accounting) |
| 4. Mailroom Supervisor | 11. | Senior/Mail Stock Clerk |
| 5. Senior Inventory Control Clerk | 12. | Mail/Stock Clerk |
| 5. Accounting Assistant | 13. | Office Assistant (Accounting) |
| 6. Senior Offset Pressperson | | |
| 6. Inventory Control Clerk | | |
| 7. Head Bookkeeper | | |

Group IV

- | | | |
|---------------|----|-------------------------|
| 1. Programmer | 4. | Sr. Computer Operator I |
|---------------|----|-------------------------|

- | | |
|-----------------------------|-------------------------|
| 2. Jr. Programmer | 5. Computer Operator II |
| 3. Sr. Computer Operator II | 6. Computer Operator I |

Group V

- | | |
|------------------------------------|-----------------------------|
| 1. Head (working) Electrician | 5. Plumber's Helper |
| 1. Head (working) Maint. Repair | 5. Head (working) Custodian |
| 1. Master plumber | 5. Public Safety Sergeant |
| 2. Electrician | 6. H.V.A.C. Mechanic "C" |
| 2. H.V.A.C. Mechanic "A" | 6. Maintenance Repairperson |
| 2. Plumber | 7. Senior Groundskeeper |
| 3. H.V.A.C. Mechanic "B" | 7. Senior Custodian |
| 3. Maintenance Mechanic | 8. Public Safety Officer |
| 4. Public Safety Lieutenant | 8. Groundskeeper |
| 5. Senior Maintenance Repairperson | 8. Custodian |

ARTICLE XXX- REDUCTION OF STAFF, SEVERANCE AND RECALL**1. Reduction of Staff**

Should it be necessary for the College to terminate or lay-off any employee due to lack of work such as, but not limited to, financial exigency, bona fide discontinuance of a program or the elimination/reduction of the size of a Division/Department, the reduction of staff shall be made within a Group by total seniority within a job classification. The least senior employee is to be the first laid-off. Employees shall be given at least two (2) weeks' notice of intended lay-off, except in the case of an extreme emergency. Because of the highly specialized knowledge required for some job classifications, employees who desire to exercise downward job bumping rights must hold greater College employment seniority than the individual they wish to bump and must be capable of performing the available work as scheduled or can function in the new job within two (2) weeks with some on-the-job training.

No regular employee shall be laid-off until all temporary, on-call, and probationary employees holding positions in the same job classification are dismissed.

2. Severance Allowance

The terminated or laid-off employee, as referenced above, shall receive one (1) weeks' pay for each year of service to a maximum of fifteen (15) weeks. Before terminating or laying-off an employee, the College will make every effort to place the employee in another available position.

3. Recall

Employees who are laid-off shall be placed on a re-employment list in the event

the College should rehire any employee in the job classification of those laid-off. The first (1st) person rehired shall be the individual with greatest job classification seniority.

ARTICLE XXXI - PART-TIME EMPLOYEES

A regular part-time employee may be an employee in Groups I, II and III. A regular part-time employee shall not work less than 20 hours per week. A regular part time employee shall receive prorated holidays, sick days, and vacation days. The Retirement plan and the Medical plan shall be provided as prescribed by law. The salary for a regular part-time employee shall be prorated. It is understood that no regular full-time employee within any group will be laid-off, unless the full-time employee has had the opportunity to bump all regular part-time employees. The bumping procedure will not be affected when the regular part-time employee has a highly specialized skill which the regular full-time employee cannot perform satisfactorily within a two week period.

It is understood that when a combination of hours, during which regular part-time employees are used, can conceivably develop into a regular full time position, by combining positions, a regular full-time position will be created.

Before a new employee is hired to fill a regular full-time position, the most senior regular part-time employee who applies shall be given the full-time position, provided he has the same or better qualifications and experience as other applicants for that regular full-time position.

When a regular part-time employee is offered a regular full-time position, he must satisfactorily complete a thirty (30) working day probationary period. An employee who fails to qualify shall be allowed to return to his former position, unless that position has been eliminated in which case the bumping procedure shall apply.

A regular part-time employee successfully transferring to a regular full time position will be considered as a newly hired regular full-time employee and will be placed at the bottom of the appropriate regular full time seniority list. For vacation and sick day entitlement, the new regular full-time employee shall receive half credit for all time worked as a regular part-time employee.

ARTICLE XXXII - SERVICE OF NOTICE

Whenever formal communication is required to be given by either of the parties to this Agreement to the other, either party shall do so by registered letter or by hand delivery, with a signed return acknowledgement of receipt thereof.

Appendix A

**BERGEN COMMUNITY COLLEGE
Supportive Staff Salary Ranges**

GROUP I**7/1/14 – 6/30/18**

Administrative Assistant	\$37,325	\$38,087	\$44,721
Administrative Secretary	\$31,537	\$32,317	\$38,332
Library Associate	\$29,850	\$30,502	\$35,932
Department Coordinator	\$29,850	\$30,501	\$35,932
Executive Secretary	\$29,850	\$30,501	\$35,932
Production Assistant	\$29,469	\$30,120	\$35,506
Senior Secretary	\$28,340	\$28,896	\$33,863
Senior Office Assistant	\$27,720	\$28,222	\$32,954
Senior Library Assistant	\$27,720	\$28,222	\$32,954
Secretary	\$27,099	\$27,545	\$32,040
Switchboard Operator	\$26,391	\$26,787	\$31,048
Office Assistant	\$26,391	\$26,787	\$31,048
Library Assistant	\$26,391	\$26,787	\$31,048
Child Development Center Assistant	\$22,669	\$22,881	\$26,156
Customer Service Assistant	\$26,530	\$26,971	\$31,382

GROUP II**7/1/14 – 6/30/18**

Senior Data Entry Control Clerk	\$30,471	\$31,177	\$36,842
Data Entry Control Clerk	\$29,320	\$29,933	\$35,187
Senior Data Entry Operator	\$27,720	\$28,222	\$32,954
Data Entry Operator	\$27,010	\$27,316	\$31,380
Junior Data Entry Operator II	\$25,857	\$26,278	\$30,552
Junior Data Entry Operator	\$25,056	\$25,390	\$29,312

GROUP III**7/1/14 – 6/30/18**

Mail Services Supervisor	\$33,663	\$34,553	\$41,144
Senior Buyer	\$33,663	\$34,553	\$41,144
Buyer	\$32,158	\$32,993	\$39,245
Payroll Supervisor	\$31,537	\$32,317	\$38,332
Mail Room Supervisor	\$30,914	\$31,661	\$37,503
Accounting Assistant	\$30,205	\$30,881	\$36,429
Senior Inventory Clerk	\$30,205	\$30,881	\$36,429
Senior Payroll Assistant	\$30,205	\$30,882	\$36,429
Senior Offset Pressperson	\$29,320	\$29,933	\$35,187
Inventory Clerk	\$29,320	\$29,933	\$35,187
Head Bookkeeper	\$28,723	\$29,337	\$34,525
Senior Mail/Stock Clerk	\$28,340	\$28,896	\$33,863
Payroll Assistant	\$28,165	\$28,707	\$33,616
Offset Pressperson	\$28,076	\$28,602	\$33,449
Bookkeeper	\$27,986	\$28,475	\$33,201
Senior Office Assistant-Accounting	\$27,720	\$28,222	\$32,954
Mail/Stock Clerk	\$26,567	\$26,996	\$31,380
Office Assistant-Accounting	\$26,391	\$26,787	\$31,048

GROUP IV**7/1/14 – 6/30/18**

Programmer	\$36,065	\$37,156	\$44,630
Junior Programmer	\$32,156	\$32,981	\$39,202
Senior Computer Operator II	\$31,385	\$32,076	\$37,807
Senior Computer Operator I	\$30,763	\$31,422	\$36,982
Computer Operator II	\$29,519	\$30,090	\$35,242
Computer Operator I	\$28,899	\$29,436	\$34,413

GROUP V**7/1/14 – 6/30/18**

Head (working) Electrician	\$37,462	\$38,479	\$45,893
Master Plumber	\$37,462	\$38,479	\$45,893
Head (working) Maintenance Repairperson	\$37,462	\$38,479	\$45,893
Electrician	\$35,378	\$36,362	\$43,436
H.V.A.C. Mechanic "A"	\$35,378	\$36,362	\$43,436
Plumber	\$35,378	\$36,362	\$43,436
Head (working) Groundskeeper	\$35,378	\$36,362	\$43,436
H.V.A.C. Mechanic "B"	\$33,071	\$33,912	\$40,288
Maintenance Mechanic	\$33,071	\$33,912	\$40,288
Plumber's Helper	\$31,949	\$32,711	\$38,719
Senior Maintenance Repairperson	\$31,949	\$32,711	\$38,719
Head (working) Custodian	\$31,117	\$31,801	\$37,477
Public Safety Sergeant	\$31,117	\$31,801	\$37,477
H.V.A.C. Mechanic "C"	\$30,853	\$31,528	\$37,145
Maintenance Repairperson	\$30,853	\$31,528	\$37,145
Senior Custodian	\$29,875	\$30,471	\$35,739
Senior Groundskeeper	\$29,875	\$30,471	\$35,739
Senior Public Safety Officer	\$29,875	\$30,471	\$35,739
Public Safety Officer	\$28,633	\$29,141	\$33,999
Groundskeeper	\$28,633	\$29,141	\$33,999
Custodian	\$28,633	\$29,141	\$33,999

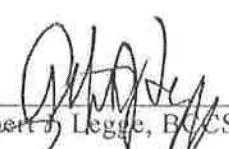
Leadperson to receive a differential of \$1.25 per hour, and Back Hoe Operator to receive a differential of \$.75 per hour.


Master Plumber to receive a differential of \$800.00 per year as a permanent leadperson.

The parties having executed this Agreement as set forth below mutually warrant that:

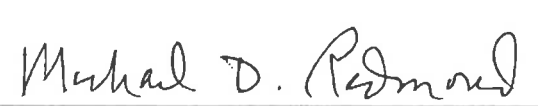
- a) They are authorized to bind their members and the Board of Trustees, as the case may be;
- b) This Agreement contains all of the terms and conditions of employment applicable on the signing date of the Agreement as applied to all employees covered by this Agreement and shall continue to be so applicable during the terms of this Agreement;
- c) This Agreement constitutes the entire Agreement between the parties and encompasses all matters which were the subject of negotiations or could have been the subject of negotiations;
- d) This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties; and
- e) Nothing in this Agreement shall apply retroactively unless specified.

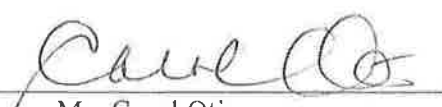
FOR THE ASSOCIATION


Albert J. Legge, BCCSSA President


Maurine Mitchell, BCCSSA Treasurer

FOR THE EMPLOYER


Dr. Michael D. Redmond,
President of Bergen Community College


Ms. Carol Otis,
Chairman of the Board of Trustees