



# AGREEMENT

Between the  
Board of Trustees of the St. Clair County Community College  
of the County of St. Clair  
and the  
St. Clair County Community College Career Plan

# 2008-2010

St. Clair County Community College  
Port Huron, Michigan  
2008

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## GLOSSARY OF TERMS

Prior to the preparation of the policies themselves, it was felt necessary to agree upon the definition of certain terms to be used in the policies. Therefore, the following list was developed and agreed upon. It was not intended to be all-inclusive, but to cover those areas where agreement was needed in order to develop policies and plans.

**Administrative Staff:** Those positions that have the primary responsibility for budget, personnel and operation of a Cost Center or Programs of a significant scope. These positions generally report to the President or a member of the Executive Leadership Team.

**Career Plan Member:** Any person holding positions listed on pages 23-24.

**Coordinator:** A position within the Career Plan reporting to administrative staff and responsible for a specific subset of duties.

**Department or Office:** A grouping of those Career Plan staff members who work in the same academic or career area.

**Director:** Title of an administrator of general management or highly technical service.

**Executive Leadership Team:** Positions reporting directly to the President of SC4 and/or his/her designee and having a staff reporting relationship to the President, and charged with the viability and management of SC4 programs and practices. These positions will have the primary responsibility for the leadership of SC4 under the general direction of the President and/or his/her designee and the Board of Trustees. The Executive Leadership Team shall not be members of the College Career Plan but shall have at least all benefits accruing to and for College Career Plan individuals. The ELT is listed on page 26.

The Executive Leadership Team will have individual contracts with the Board of Trustees and shall be at-will employees serving at the pleasure of the President and the Board of Trustees.

**Professional Staff:** Those positions that provide technical expertise or support to the primary College functions and whose operations are limited in size of the budget, personnel and scope of responsibility.

**Temporary/Contingent Staff:** Any position based on "income/revenue" and contracted for a specified limited term temporary/contingent upon receipt of grant funds/income generation. Positions are listed on pages 23-24. Guidelines for contingent staff are on page E-1.

**PRINCIPLES TO BE REFLECTED IN A PROPOSED SALARY  
INDEX SCHEDULE  
COLLEGE CAREER PLAN**

1. Experience will be rewarded to members of the College Career Plan with automatic, annual increments except for those who receive an unsatisfactory evaluation.
2. Administrative and leadership ability and meritorious service should be recognized with a merit stipend. The amount would not be added to the salary base.
3. Placement on the College Career Plan salary index should be accomplished in a systematic, equitable manner reflecting the job description and not by the individual who fills the position.
4. There should be an annual review of the salary base figure.
5. No level should have a value of less than one hundred percent.

# **SICK LEAVE POLICY STATEMENT**

## **POLICY**

It is the policy of the College to grant sick leave to Full Time College Career Plan members, based on a minimum of one (1) day's sick leave for each month of service. Part time Career Plan Members and Contingent Staff sick days are prorated based on the number of hours worked in comparison to full time Career Plan members.

## **ADMINISTRATION**

Sick Leave may be earned and credited one (1) day for each month of service. The maximum accumulated sick leave time shall be (50) fifty days.

A bank of (120) one hundred twenty sick days shall be established initially to be used for illness of the employee. The purpose of the bank is to provide security for the employee suffering a long term illness, until such time as the employee qualifies for Long Term Disability. This bank shall be administered at the direction of the Career Plan Sick Bank Committee along with a representative from the ELT and be funded by Career Plan and the ELT. The rules and procedures for administering and funding the sick leave days in the bank shall be non-discriminatory for all employees and are provided in Appendix C-1.

Advancement of sick leave up to a maximum equal to that which a staff member could accrue in one (1) employment year may be granted when all earned sick leave is exhausted, provided there is reasonable assurance that the staff member will be able and intends to return to his work assignment. Advance sick leave outstanding upon termination of employment is deducted from the final separation check at the rate of pay earned when leave was advanced.

New Employees: Employees hired after July 1, 2008 will have their first two days of accrued sick time placed in the Career Plan Sick Bank.

In any case where a College employee is absent from his employment by reason of injury compensable under the Worker's Compensation Act, such an employee shall be paid the amount payable to him under the existing sick leave policy less the amount of compensation payable to such employee under said Act. Leave time shall be deducted from the employee's accumulated leave time, in proportion to the daily amount paid by the College. In cases where the amount of compensation paid by the Act equals more than one-half but less than a whole day, no sick leave shall be deducted.

# **ANNUAL AND PERSONAL LEAVES POLICY STATEMENT**

## **POLICY**

It is the policy of the College to provide annual leave to allow paid vacations based on months of service for all College Career Plan members. All College Career Plan members are encouraged to use their annual leave for the taking of a non-work related vacation each year. Personal leave is permitted, in addition, for emergency and/or personal situations.

## **ADMINISTRATION**

All members of the College Career Plan shall earn, accrue and have the privilege of using annual leave from the date of their initial employment with the College.

Leave requests must be submitted in advance, and approved by the immediate supervisor. Leave may be advanced to the amount equal to that to be earned during the current term of employment.

Employees will receive payment for all unused annual leave accrued up to a maximum accrual limit at the time of their termination of employment. This applies to all except those who have failed to complete three full months of continuous employment at the time of their termination.

Annual leave will be earned and accrued by full-time College Career Plan members in accordance with the following schedule:

### Earning and Accrual Rate

0 - 6 years of service - 1.75 days per month  
7 - 12 years of service - 2.00 days per month  
13+ years of service - 2.25 days per month

Part time Career Plan Members and Contingent Staff annual and personal leaves are prorated based on the number of hours worked in comparison to full time Career Plan Members.

Maximum limits for all staff shall be twenty-five (25) days of earned annual leave, carried from one contract period to the next contract period. Over limits are removed on 6/30 of the carryover year and accrual is added on 7/1 of the new contract year. Not more than forty-five (45) days may be used during any single agreement year. Employees in danger of losing vacations may request an additional 6 month period to use said vacation. Requests will be submitted to the Vice President of Human Resources for his/her approval.

Emergency/personal leave days are provided for Career Plan members for leave time due to extenuating circumstances as deemed appropriate by the individual employee. Examples of these days are: bereavement, or necessary personal business which cannot be taken care of outside of work hours, and/or do not fall under definitions for annual or sick leave. Requests for use of these days are to be submitted in writing on the Absence and Vacation Report Form to the appropriate supervisor and dean. A maximum limit of five (5) days may be granted.

If circumstances are such that additional emergency time is required, the decision to grant additional time will be made jointly in a meeting of the employee, reporting supervisor, appropriate dean, and the President. Requests outlining reasons the additional time is needed,

must be made in writing, and signed by the employee, reporting supervisor, appropriate dean, and the President.

**Jury Duty:** A leave of absence, with pay, not chargeable against an employee's leave time allowance, shall be granted when an employee is called for jury duty or is subpoenaed by a recognized court of law. The College shall pay the employee their salary. The employee shall reimburse the College his/her jury duty pay.

**Wellness Clause:** The College agrees to provide \$10,000 to refurbish and/or purchase equipment to enhance the College Fitness Center for employee use in the year 2008-2009. The College agrees to provide an additional \$2,500 at the beginning of 2009-2010 contract year for the same purpose. Expenditures to be approved by the Vice President of Administrative Services in conjunction with the Vice President of Human Resources.

# **HOLIDAYS**

## **POLICY STATEMENT**

### **POLICY**

It is the policy of the College to observe eleven (11) holidays each year plus the days the College is officially closed between Christmas and New Year's.

### **ADMINISTRATION**

Friday of Spring Break	The day preceding, the day following, and Thanksgiving Day
Memorial Day	Labor Day
Independence Day	

The Christmas/New Years Holiday Calendars shall be as follows:

#### **2008-2009**

Holidays: December 24, 25, 31, January 1  
Days Closed: December 26, 29, 30

#### **2009-2010**

Holidays: December 24, 25, 31, January 1  
Days Closed: December 28, 29, 30

If the holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday. This schedule may be revised annually.

The College President may make exceptions and/or substitutions in the holiday schedule provided not less than eleven (11) holidays a year plus the days the College is closed between Christmas and New Year's are observed.

# **PERFORMANCE APPRAISAL POLICY STATEMENT**

## **POLICY**

It is the policy of the College to provide a review of the performance and contributions of all College Career Plan members at appropriate intervals, to provide an overall review of each staff member's progress, training and/or reassignment needs, general growth and progress.

## **ADMINISTRATION**

Performance appraisal shall take place at least twice a year with one at least sixty (60) days prior to issuance of the annual contract letter. The President will review all appraisals. Appraisals will be shared with the staff member in an interview, and will be maintained in the personnel file. Appraisals may be done more often if necessary.

1. Each College Career Plan member is to be provided with a written evaluation of performance by the immediate supervisor.
2. The evaluation shall be carried out at least twice annually. The evaluation forms are to be available to the person evaluated and maintained in each College Career Plan member's personnel file.
3. The system shall be based on the forms developed in cooperation with the College Career Plan members, approved by the President, and reviewed annually.

## **PROFESSIONAL DEVELOPMENT**

Each career Plan member shall participate in professional development activities in the amount of a minimum of one (1) continuing education unit (CEU) or the equivalent per academic year.

- Professional development shall be defined as any activity that contributes to the professional growth and development of the member over and above the in-service activities provided for in the College calendar.
- Professional development shall include, but not be limited to, professional reading, attending workshops, seminars, and conferences; active membership in professional organizations; writing for publication; reviewing textbooks and other educational materials; making presentation to professional groups and organizations; participating in teleconferences, webinars; taking college-credit courses; and earning continuing-education credits.
- Career Plan members new to the college shall participate in a minimum of four (4) professional development activities during their first year and a minimum of six (6) professional development activities during their second year of employment with the college.

# **COMPENSATION FOR ADDITIONAL DUTIES**

## **POLICY STATEMENT**

### **POLICY**

It is the policy of the College that College Career Plan members shall not receive any additional stipend or contract from the College, except in certain special instances when approved by the President.

### **ADMINISTRATION**

All members of the College Career Plan shall be expected to perform duties assigned to them as part of their annual appointment letter. Exceptions may be recommended to the President in the following cases:

- A College Career Plan member on less than a twelve (12) month appointment may be given a contract for any portion of the remaining period or may be given a contract to teach in summers provided that there is not an overlap.
- A College Career Plan member may be given a supplementary contract to teach courses, provided in the judgment of his supervisor that it can be done in such a time and manner so as not to interfere with normal duties. The compensation would be based on an assigned equivalency instructor's salary not to exceed maximum overload or part time of the faculty schedule.
- A College Career Plan member may be given a supplementary contract to perform other duties, provided in the judgment of this supervisor it can be done in such a time and manner so as not to interfere with normal duties.

# **APPOINTMENT LETTER POLICY STATEMENT**

## **POLICY**

It is the policy of the College to offer a letter of appointment annually to every member of the College Career Plan Staff.

## **ADMINISTRATION**

Each year the President shall have prepared a letter of appointment for each member of the College Career Plan Staff, informing him/her of the title and salary, and the period of time covered. The letter shall be mailed not later than sixty (60) days prior to the expiration of the previous contract, or April 15, whichever occurs first, subject to Board of Trustees approval.

The College Career Plan member shall signify acceptance by signing a copy of the letter and returning it to the President.

The appointment shall not be continuous but shall be on a year-to-year or less basis. The College may not discontinue employment except as noted below during the term of the letter, except for cause and with due process. The staff member may request termination with sixty (60) days prior written notice.

Persons with less than five (5) years of service who will not be given a new appointment letter for the following year or period will be notified sixty (60) days in advance of the expiration of the current appointment letter. Persons with five or more years of service who will not be given a new appointment letter for the following year or period will be notified ninety (90) days in advance of the expiration of the current appointment letter.

In the event of a reduction or shortfall in revenue, if the College determines that it is necessary to make budgetary and employee adjustments, any member of the Career Plan is subject to being laid off for the remainder of their contract upon sixty (60) days prior written notice. Those subject to this provision will have the right to re-call for up to the remainder of their current appointment.

From time to time the College may establish positions that will be filled for a specified limited term. (I.e. temporary/contingent staff) Persons employed in such capacity shall be subject to review and shall have no claim to continued employment beyond the specified term established for that position. See Guidelines for Temporary/Contingent Staff in Appendix, page E-1.

# **MILITARY LEAVE POLICY STATEMENT**

## **POLICY**

It is the policy of the College to establish a policy for military leave which will serve to protect the rights of those who are called to annual or extended active military service.

## **ADMINISTRATION**

A full-time member of the administrative staff will be granted a leave-of-absence without pay if he is drafted, enlists, or is called to active duty during the term of the contract while the period the Selective Service Law is in effect in the United States. This leave will apply only to the initial draft, enlistment, or active duty recall and not to any additional voluntary stay in the Armed Forces. The College will re-employ the staff member in a comparable position.

A full-time administrative staff member under contract who is called to temporary active duty as a reservist for periods of two (2) weeks shall be granted a leave-of-absence and be entitled to receive in pay from the College the difference between his regular full-time salary and his military pay.

# **BENEFIT PROGRAM POLICY STATEMENT**

## **POLICY**

It is the policy of the College to provide a program of non-salary or fringe benefits to the Full time College Career Plan members on a continuing basis.

## **ADMINISTRATION**

The Board will provide the following non-salary benefits to members (as defined in the letter of appointment) of the College Career Plan. College Career Plan members appointed to a contract of at least 40-weeks in length will be considered full-year appointments for purposes of these benefits.

- A. **Life Insurance:** The College shall provide group term life insurance plus Accidental Death and Dismemberment insurance for each full-time Career Plan member in the amount of 1.0 x the Career Plan member's base salary, with a minimum of \$30,000. The carrier shall be selected by the College and the premium thereon less any dividend that may be payable on said policies shall be paid by the College. Benefits shall be payable to the employee's designated beneficiary.
- B. **Group Health Insurance:**
1. The College shall provide each full-time Career Plan member with one person, two people, or full family health insurance coverage under the MESSA Choices PPO program.
    - a. Members shall make the following contributions, after favorable tax treatment, per month to the cost of their health insurance.

	<b>2008-2009</b>	<b>2009-2010</b>
FF	\$40.00	\$41.00
2P	\$36.00	\$37.00
1P	\$16.00	\$17.00

2. A Career Plan member desiring coverage in addition to, or not included in, the coverage to be furnished pursuant hereto may arrange for a payroll deduction to cover the costs thereof. The College will make such payroll deductions to cover such costs, but the College shall not be responsible for lack of coverage resulting from Career Plan members' errors or failure to notify the Employee Services Office to make deductions.
3. Career Plan members not electing College-paid group health insurance or not having a spouse receiving College-paid group health insurance coverage shall receive one hundred seventy-five dollars (\$175.00) per month, upon proof of other health insurance coverage.
  - a. If a Career Plan member finds it necessary to revert to College-paid health insurance, the decision to resume College-paid health insurance shall be subject to the approval of the insurance company and be subject to any restrictions placed thereon by the carrier.

- C. **Dental Insurance:** The College shall provide each full-time Career Plan member the School Employees Trust Ultra Dent Basic Incentive Plan with coordination of benefits.
- D. **Vision/Hearing Insurance:** The College shall provide all full-time Career Plan members the benefits of the College Vision Plan in the percentage of reimbursement and maximum annual amounts designated below:
1. For 2008-09: 65% to max of \$475.00
  2. For 2009-10: 65% to max of \$475.00
- E. **Retirement and FICA:** The College will continue to pay stipulated rates for all Career Plan members.
- F. **Optional Retirement Plan:** In addition to the Michigan Public School Employees Retirement System program, newly-hired full-time Career Plan Administrative members shall have the option of choosing the optional retirement plan provided by the College. All provisions for enrollment, amounts provided by the College, and amounts to be paid by the Career Plan member shall be governed by the terms and conditions of the optional retirement plan adopted by the College as required by state of Michigan regulations. The optional retirement plan for eligible members is described on page B-1.
- G. **Worker's Compensation:** As provided by Law.
- H. **Travel and Accident Insurance:** The College shall provide travel and accident insurance for all Career Plan members traveling on College business in an amount of \$100,000, and for each of the Deans this coverage shall be \$200,000.
- I. Military, sick, annual and personal leaves, as spelled out in appropriate policy.
- J. Career Plan members shall be permitted, without charge, to attend all College-sponsored functions by showing proper identification. A Career Plan member may have one (1) other person accompany him/her to such activity without charge.
- K. **Scholarships:** A scholarship will be awarded to any full-time Career Plan member, spouse, dependent children thereof, and spouse and dependent children of full-time Career Plan members who die while actively employed by the College who enroll in College credit or Workforce Training Institute courses if there are enough other paying students to warrant the continuing of the class. For part-time and contingent College Career Plan Members, the scholarship shall be equal to the percentage that these members work in relation to a full-time position. Repeat classes are not covered by the scholarship fund.
1. Unmarried Career Plan members may designate any legal dependents according to Internal Revenue Service standards for such a scholarship.
  2. Any scholarship shall include the registration fee, tuition, and contact hour fee if applicable.
  3. Any recipient of a scholarship as designated above shall pay other normal fees.
  4. There is no cap amount for part-time employees.

- L. **Educational Fund:** The College shall provide  
\$20,000 fund for 2008-09  
\$22,500 fund for 2009-10

for education, professional memberships, travel and conferences each year of this Agreement. Money not used in any year shall be retained in this fund and added to subsequent years' funds, not to exceed a fund of \$20,000 for 2008-09 and \$22,500 for 2009-10.

1. Money from this fund may be requested by any Career Plan member for education, professional memberships, travel, or conferences.
2. Allocation of this fund shall be administered by the Career Plan Review Committee.

- M. **Wellness Clause:** (see page 6 for details).

- N. **Long Term Disability:** (see page 21 for details).

- O. **Annuity/Retirement Clause:** An employee, who has at least ten (10) years of full-time equated service at the College and who is eligible to immediately receive Michigan Public School Employees Retirement System benefits or TIAA CREF, shall be eligible for a lump sum supplemental retirement benefit upon his/her retirement from the College. This benefit shall be equal to one hundred fifty dollars (\$150) per year of full-time equated Service at the College. The maximum benefit is four thousand dollars (\$4,000) to be put in a tax deferred annuity of the employee's choice, of those that are participating with the College.

# **SALARY GUIDE** **POLICY STATEMENT**

## **POLICY**

It is the policy of the College to have the President prepare and publish a salary and increment guide for categories of College Career Plan members, to promote the attraction and retention of a competent and dedicated College Career Plan group.

Salary schedules for the term of this agreement are found in Appendices A1-A2.

## **POSITION CLASSIFICATION**

Positions will be classified into grades as follows:

### **ADMINISTRATIVE:**

Level I  
Level II  
Level III  
Level IV

These positions have primary responsibility for budget, personnel and operation of a Cost Center or Programs of a significant scope. These positions generally report to the President or a member of the President's ELT.

### **PROFESSIONAL STAFF:**

Level V	Specialist 1
Level VI	Specialist 2
Level VII	Specialist 3
Level VIII	Specialist 4

These are positions which provide technical expertise or support to the primary College functions and whose operations are limited in size of the budget, personnel and scope of responsibility.

## **GUIDELINES FOR USE**

### **Time Period**

Salary rates quoted are for services rendered during a full twelve (12) month college year with the understanding that contracts for a lesser period of time, if offered by the College, would be on a pro-rated basis. All benefits would likewise be pro-rated except for hospitalization which will be continuous for all employees who have worked 170 work days of at least 6 hours per day.

### **Placement**

Placement for new staff members will normally be on one of the first five (5) steps of the guide, based on the hiring supervisor's evaluation of experience and educational background, in

comparison with the job description, and as reviewed and approved by the President. Placement for new staff members shall be upon written recommendation of their supervisor as reviewed and approved by the President, and may be at any appropriate level on the guide.

#### Advancement

Following a satisfactory performance appraisal, each member will advance one horizontal step on the compensation ratio scale each year unless said employee records an unsatisfactory evaluation that year. This step becomes effective July 1, and the new compensation ratio will be identified in the employee's annual contract letter. Employees hired before July 1, 2008 salaries will be contained on Appendix A1. Employees hired after July 1, 2008 salaries will be contained on Appendix A2.

#### Base figure

2008-09 College year for this guide is \$49,238 for administrative and \$24,624 for professional staff

2009-10 College year for this guide is \$50,223 for administrative and \$25,116 for professional staff

#### Exceptions and Revisions

The ratios, position classifications and base shall be subject to an annual review. Any change from one level to another will be reviewed by the Board before it becomes effective.

Any College Career Plan member will have the opportunity to request from his supervisor re-evaluation of his compensation ratio. This request shall be in writing and describe the justification or re-evaluation. A copy of the College Career Plan member's request shall be forwarded by the supervisor to the President of the College.

The College Career Plan member is to be subsequently informed by the supervisor of the President's decision for recommendation or denial of his/her request.

# **COLLEGE CAREER PLAN REVIEW COMMITTEE PROCEDURES POLICY STATEMENT**

## **POLICY**

It is the policy of the College to establish a system whereby decisions affecting the employment and welfare of the members of the College Career Plan may be reviewed.

## **ADMINISTRATION**

The President shall annually assemble a committee to be entitled the College Career Plan Review Committee, consisting of four (4) members elected on a rotating basis, by the membership of the Career Plan, and three (3) members appointed by the President. The Committee will elect its own chairperson, set meeting times and establish its own agenda. See appendix page F-1 for members of committee and rotation schedule.

The purpose of the committee is to act as a channel of communication and to advise the President in matters affecting the personnel procedures, status and welfare of the members of the College Career Plan.

# **CONFLICT RESOLUTION PROCEDURES**

## **POLICY STATEMENT**

### **POLICY**

It is the policy of the college to establish a system whereby conflict resolution is provided for all Career Plan Members.

### **ADMINISTRATION**

Any College Career Plan member, who feels that he/she has a just cause for complaint, should follow the procedures outlined below.

1. He/She should request and be given an informal hearing by his/her supervisor to discuss adjustment of the matter of concern.
2. If step one (1) does not result in a satisfactory adjustment, either party may request a second informal meeting, with the presence of a third party (a "neutral" member of the College Career Plan) to sit in and make suggestions.
3. If step two (2) does not result in a satisfactory judgment, both parties shall submit their case in writing to the College Career Plan Review Committee, which shall submit a recommendation to the President. If he/she accepts the recommendation, the case is completed.
4. If the President shall not accept the finding of the College Career Plan Review Committee, his/her decision will be final, except that he/she shall report the entire case, including all written materials, to the Board of Trustees who may decide to review it if they so desire.

# **JOB DESCRIPTIONS POLICY STATEMENT**

## **POLICY**

It is the policy of the College to establish a system whereby job descriptions accurately reflect existing Career Plan positions.

## **ADMINISTRATION**

Procedures for review of Career Plan positions, new, revised, deleted:

### **1. Filling Positions** (revised positions, new positions)

- a. Before the search process is begun to fill new and vacant positions, and prior to implementation of a significantly revised position, the administrator to whom the position reports shall meet jointly with the Career Plan Review Committee and the President and will present a written job description and recommendation with rationale for placement of the position on the Career Plan.
- b. The standard format currently in use for Career Plan job descriptions shall be used in constructing new position descriptions. See appendix page G-1 for standard format.
- c. The Career Plan Review Committee shall make a recommendation in writing to the President for placement of the position on the Career Plan.

### **2. Revising Job Descriptions**

- a. Career Plan job descriptions shall be reviewed by Career Plan personnel in concert with their immediate supervisors no less than with each evaluation.
- b. The standard format currently in use for Career Plan job descriptions shall be used in revising job descriptions, and a revision date shall be noted on the revised job description. See Appendix page G-1 for standard format.
- c. A copy of all revised job descriptions shall be forwarded to the Career Plan Review Committee.

### **3. Deleting Positions**

The President shall notify the Career Plan Review Committee in writing when a position(s) is (are) to be activated and/or inactivated from the Career Plan.

# **MATERNITY/PATERNITY, ADOPTION AND FAMILY AND MEDICAL LEAVE POLICY STATEMENT**

## **POLICY**

It is the policy of the College to provide unpaid leave for the purpose of maternity, paternity, and for the adoption of a child. It is also the policy of the College to permit sick leave for maternity-related illnesses as may be determined by law. (Refer to "Sick Leave Policy" on page 4.)

## **ADMINISTRATION**

Maternity and paternity leaves are to be granted consistent with the application of the Family Medical Leave Act.

Family and Medical Leave: A College Career Plan Member may request an unpaid leave for a family or medical situation involving a serious health condition of the career plan members' spouse, parent, child, or grandparent. This leave shall not exceed ninety (90) calendar days calculated pursuant to a rolling year.

If the Career Plan member requesting the aforementioned leaves as provided by this policy has not returned to duty within the time stated in the request for the leave, that Career Plan member shall forfeit his or her claim to return to employment with the College. Persons on these leaves shall not be gainfully employed at places other than St. Clair County Community College for the duration of such leave.

# **DISABILITY POLICY STATEMENT**

## **POLICY**

It is the policy of the College to provide an integrated program of sick leave and insurance benefits to those College Career Plan members who may become disabled due to injury or illness. It is the policy of the College to provide long-term disability insurance coverage to all Career Plan members which commences one hundred eighty (180) calendar days from the date of initial disability and continues to age 65. The benefit shall be 66-2/3 percent of base salary for 2008-09 and 2009-10.

## **ADMINISTRATION**

Career Plan members on extended sick disability leave may apply to the Career Plan sick bank consistent with the guidelines provided in Appendix C-1. It is understood that sick bank benefits cannot be granted after one hundred eighty (180) calendar days from date of initial disability.

Career Plan members on extended sick leave shall make application for long-term disability benefits at least thirty (30) calendar days prior to the anticipated date of eligibility.

As long as a Career Plan member is receiving sick leave or sick bank benefits, the College shall continue to pay the premiums for the insurance coverage provided in this Policy. This is subject to any insurance carrier restrictions. The obligation of the College to make any insurance premium payments shall not extend to coverage beyond twelve (12) months from the date of initial disability.

If a Career Plan member is receiving sick leave benefits and is eligible to receive any benefits under long term disability insurance, he/she shall transfer these long-term disability benefits to the College in return for the payment of insurance premiums provided above.

Once a Career Plan member is no longer receiving sick leave or sick bank benefits, he/she shall be allowed to purchase health insurance through the College to the extent allowed by law and the carrier.

Before a Career Plan member has been off work for one hundred eighty (180) calendar days, he/she must provide the College with an indication of his/her intention and ability to return to work. If the member has one or more years of service at the College and desires and is able to return to work within one year from the date of initial disability, the College will grant up to a six-month leave with the understanding that the member will be returned to his/her former position. Such a leave will be unpaid unless the member has sufficient accrued sick leave days. Such a request must be supported by a medical opinion/prognosis which includes ability to return to work and ability to perform required job duties. It is understood that the College may request additional medical and other evidence at its own expense.

A member who cannot show evidence of being able to return to work within one year from the date of initial disability; or a member who does not have one year of service at the College, may

request of the President a leave of absence for a period not to exceed two years. Such leave is to become effective with the date of initial disability.

# CAREER PLAN PERSONNEL LIST (ACTIVE)

## ADMINISTRATION

## HIRE DATE

### Level I

### Level II

### Level III

Director of Nursing, Health & Human Services	Cindy Nicholson	08/28/08
Director of College Advancement & Alumni Relations		
	Donna M. Blay	05/16/95
Director of Physical Plant	Thomas R. Donovan	12/14/87

### Level IV

Accounting Manager	Doreen L. Vernier	03/08/99
Coordinator of Emergency Planning and Campus Patrol		
	Douglas S. Duncan	01/03/05
Director of Campus Activities	Dale R. Vos	07/15/91
Director of Multimedia & Instructional Technology	Kathleen L. James	09/19/88
Director of Marketing & Recruitment	Kate J. Kenney	10/02/98
Associate Dean of Instruction	Steven L. Fosgard	08/21/00
Financial Aid Coordinator	Kelli J. Kearns	11/26/01
Human Resources & Campus Security Coordinator	Gerilyn M. Kustowski	07/23/84
Training Administrator (p.t.)	Bonnie M. DiNardo	01/09/89
Training Administrator (p.t.)	Lisa A. Kielbas	07/24/06
Workforce Development Coordinator*	Doreen N. MacDonald	08/01/99

## PROFESSIONAL STAFF

### Level V

Administrative Assistant to the Vice President for Administrative Services		
	Patty L. Fasbender	03/22/04
Admissions Representative (p.t.)	Paulette J. Bohm	10/07/96
Advancement & Alumni Specialist	Debbie StaCruz	08/18/08
Advising & Career Specialist	Scott G. Watson	06/06/05
Advising & Career Specialist	Vacant	
Advising & Career Specialist (p.t.)	Deborah S. Jordan	06/06/05
Advising & Career Specialist (p.t.)	Michael E. Shea, Sr.	09/12/05
Career & Employment Specialist (p.t.)	Julie A. Ruiz	10/25/99
Enrollment Services & Student Activities Coordinator		
	Carrie L. Bearss	01/18/01
Financial Aid Officer	Sheila K. Corp	10/05/98
Instructional Support Specialist I	Timothy M. Lutenski	08/22/01
Payroll/Benefits Supervisor	Gisele F. Pettee	09/19/89

**Level VI**

Communications Specialist	Christopher S. Sebastian	10/31/05
Instructional Support Specialist II (p.t.)*	Cat M. Jeffers-Goodwine	08/14/00
Theater Manager	Allen R. Matthews	10/17/83

**Level VII**

Assistant to the Vice President of Human Resources & Labor Relations	Kimberly K. Heering	01/02/07
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\*Indicates Contingent Staff

## CAREER PLAN PERSONNEL (INACTIVE)

### ADMINISTRATION

### Inactive since

I

Deans:	Instruction/Vice President	1990-91
	Community & Business Services	1996-97

II

III

Directors:	Athletics	1981-82
	Continuing Education	
	Counseling & Testing	1976-77
	Curriculum & Articulation	
	Marketing & Community Relations	
	Research & Deve. /Institutional	1969-70
	Research & Deve. /Instructional	1989-90

IV

Directors:	Administrative Assistant to President	1992-93
	Business and Professional Development	1988-89
	Small Business Center	1992-93

### SUPPORT & TECHNICAL

V

	Senior Programmer Analyst	1981-82
--	---------------------------	---------

VI

	Director, Day Care	1984-85
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VII

	Assistant to the President's Secretary	1989-90
	Community Arts Coordinator	1978-79
	Nurse	1981-82

VIII

	Auto Body	1982-83
	Instructional	1993-94

## EXECUTIVE LEADERSHIP TEAM (ELT)

Kirk Kramer	Interim President/ Vice President of Administrative Services
Gus Demas	Provost
Kenneth Lord	Vice President of Human Resources & Labor Relations
Mary Hawtin	Assistant to the President
Sue Jakubiak	Administrative Assistant – President’s Office/Events Coordinator
Shawn Starkey	Executive Director of Public Relations, Marketing & Legislative Affairs
Cindy Rourke	Dean of Learning Resource Center
Denise McNeil	Dean of Instruction
Michelle Mueller	Executive Director of Workforce Development & University Center
Pete Lacey	Registrar
Jo Cassar	Director of Financial Aid
Linda Davis	Dean of eLearning, Instructional Technology & Assessment
Rodolfo Garcia	Executive Director of Institutional Effectiveness
Mary Kay Brunner	Controller

# APPENDICES

**APPENDIX A-1  
2008-2009  
Career Plan Salary Schedule  
Employees Hired Before 7/1/08**

Grade	ADMINISTRATION												
	A	B	C	D	E	F	G	H	I	J	K	L	M
	1.73	1.81	1.89	1.97	2.05	2.13	2.21	2.29	2.37	2.45	2.53	2.61	2.69
I	85,183	89,122	93,061	97,000	100,939	104,878	108,817	112,756	116,695	120,634	124,573	128,512	132,451
	1.53	1.60	1.67	1.74	1.81	1.88	1.95	2.02	2.09	2.16	2.23	2.30	2.37
II	75,335	78,782	82,228	85,675	89,122	92,568	96,015	99,462	102,908	106,355	109,802	113,248	116,695
	1.33	1.39	1.45	1.51	1.57	1.63	1.69	1.75	1.81	1.87	1.93	1.99	2.05
III	65,487	68,441	71,396	74,350	77,304	80,259	83,213	86,167	89,122	92,076	95,030	97,985	100,939
	1.00	1.05	1.10	1.15	1.20	1.25	1.30	1.35	1.40	1.45	1.50	1.55	1.60
IV	49,238	51,700	54,162	56,624	59,086	61,548	64,010	66,472	68,934	71,396	73,858	76,320	78,782
Base	49,238												
	PROFESSIONAL STAFF												
	1.63	1.71	1.79	1.87	1.95	2.03	2.11	2.19	2.27	2.35	2.43	2.51	2.59
V	40,137	42,107	44,077	46,047	48,016	49,986	51,956	53,926	55,896	57,866	59,836	61,806	63,776
	1.27	1.34	1.41	1.48	1.55	1.62	1.69	1.76	1.83	1.90	1.97	2.04	2.11
VI	31,272	32,996	34,720	36,443	38,167	39,891	41,614	43,338	45,062	46,785	48,509	50,233	51,956
	1.17	1.23	1.29	1.35	1.41	1.47	1.53	1.59	1.65	1.71	1.77	1.83	1.89
VII	28,810	30,287	31,765	33,242	34,720	36,197	37,674	39,152	40,629	42,107	43,584	45,062	46,539
	1.00	1.05	1.10	1.15	1.20	1.25	1.30	1.35	1.40	1.45	1.50	1.55	1.60
VIII	24,624	25,855	27,086	28,317	29,549	30,780	32,011	33,242	34,473	35,705	36,936	38,167	39,398
Base	24,624												



**APPENDIX A-2**  
**2008-2009**  
**Career Plan Salary Schedule**  
**Employees Hired After 7/1/08**

Grade	A	B	C	D	E	F	G	H	ADMINISTRATION	
									I	J
	1.73	1.81	1.89	1.97	2.05	2.13	2.21	2.29	2.37	2.45
I	85,183	89,122	93,061	97,000	100,939	104,878	108,817	112,756	116,695	120,634
	1.53	1.60	1.67	1.74	1.81	1.88	1.95	2.02	2.09	2.16
II	75,335	78,782	82,228	85,675	89,122	92,568	96,015	99,462	102,908	106,355
	1.33	1.39	1.45	1.51	1.57	1.63	1.69	1.75	1.81	1.87
III	65,487	68,441	71,396	74,350	77,304	80,259	83,213	86,167	89,122	92,076
	1.00	1.05	1.10	1.15	1.20	1.25	1.30	1.35	1.40	1.45
IV	49,238	51,700	54,162	56,624	59,086	61,548	64,010	66,472	68,934	71,396
Base	49,238									
	1.63	1.71	1.79	1.87	1.95	2.03	2.11	2.19	2.27	2.35
V	40,137	42,107	44,077	46,047	48,016	49,986	51,956	53,926	55,896	57,866
	1.27	1.34	1.41	1.48	1.55	1.62	1.69	1.76	1.83	1.90
VI	31,272	32,996	34,720	36,443	38,167	39,891	41,614	43,338	45,062	46,785
	1.17	1.23	1.29	1.35	1.41	1.47	1.53	1.59	1.65	1.71
VII	28,810	30,287	31,765	33,242	34,720	36,197	37,674	39,152	40,629	42,107
	1.00	1.05	1.10	1.15	1.20	1.25	1.30	1.35	1.40	1.45
VIII	24,624	25,855	27,086	28,317	29,549	30,780	32,011	33,242	34,473	35,705
Base	24,624									
									PROFESSIONAL STAFF	

**APPENDIX A-2**  
**2009-2010**  
**Career Plan Salary Schedule**  
**Employees Hired After 7/1/08**

Grade	ADMINISTRATION									
	A	B	C	D	E	F	G	H	I	J
	1.73	1.81	1.89	1.97	2.05	2.13	2.21	2.29	2.37	2.45
I	86,885	90,903	94,921	98,939	102,957	106,974	110,992	115,010	119,028	123,046
	1.53	1.60	1.67	1.74	1.81	1.88	1.95	2.02	2.09	2.16
II	76,841	80,356	83,872	87,388	90,903	94,419	97,934	101,450	104,966	108,481
	1.33	1.39	1.45	1.51	1.57	1.63	1.69	1.75	1.81	1.87
III	66,796	69,810	72,823	75,836	78,850	81,863	84,876	87,890	90,903	93,917
	1.00	1.05	1.10	1.15	1.20	1.25	1.30	1.35	1.40	1.45
IV	50,223	52,734	55,245	57,756	60,267	62,778	65,290	67,801	70,312	72,823
Base	50,223	PROFESSIONAL STAFF								
	1.63	1.71	1.79	1.87	1.95	2.03	2.11	2.19	2.27	2.35
V	40,940	42,949	44,958	46,968	48,977	50,986	52,996	55,005	57,014	59,024
	1.27	1.34	1.41	1.48	1.55	1.62	1.69	1.76	1.83	1.90
VI	31,898	33,656	35,414	37,172	38,931	40,689	42,447	44,205	45,963	47,721
	1.17	1.23	1.29	1.35	1.41	1.47	1.53	1.59	1.65	1.71
VII	29,386	30,893	32,400	33,907	35,414	36,921	38,428	39,935	41,442	42,949
	1.00	1.05	1.10	1.15	1.20	1.25	1.30	1.35	1.40	1.45
VIII	25,116	26,372	27,628	28,884	30,140	31,396	32,651	33,907	35,163	36,419
Base	25,116									

# APPENDIX B-1

## OPTIONAL RETIREMENT PLAN

<b>A.</b>	Plan Administrator	St. Clair County Community College 323 Erie Street Port Huron, MI 48060
<b>B.</b>	Designation of Fund Sponsors	TIAA-CREF Teachers Insurance and Annuity Association College Retirement Equities Fund
<b>C.</b>	Plan Design Considerations	
	I. Eligibility	All Full-time Faculty at time of hire All Full-time Career Plan Administrators at time of hire College President at time of hire
	II. Contributions	Contributory Plan Percentage of Salary Employee Contributes 4.0% College Contributes 1.5% less than MPSERS
	III. Vesting	Full/immediate vesting
	IV. Service Method	Not applicable
	V. Service of Accounts	All Available
	VI. Cash Withdrawal Rules	Cash at retirement or termination of employment 100%, no restrictions by College Subject to extent permitted by Fund Sponsors
<b>D.</b>	Implementation	
	I. Establishment of Plan	October 1, 1996
	II. Effective Date of Contributions	October 1, 1996 or the first of the following month after plan participation document has been received by the College.
	III. Window for New Employees	First ninety (90) days of eligible employment
	IV. Effective Date of Contributions for New Employees:	First date of eligible employment

# APPENDIX C-1

## CAREER PLAN SICK DAY BANK

### Rules and Procedures for Administering the Sick Day Bank:

#### A. Initial Funding

1. Each member shall contribute 2 sick days as an initial contribution to fund the sick bank. The employer agrees to fund the additional days to reach 120 days. All further contributions will be made by Career Plan members as described below.
2. When the sick bank fund drops below 100 days, the members shall evenly contribute one or more days from each member to fund the bank as necessary to reach 120 days.
3. There is an elimination period of 30 work days in any given year to qualify for utilization of sick bank benefits.
4. Members may carry over up to a maximum of 50 sick days every July 1 per the term of the contract.
  - a. For the initial funding of the bank, beginning July 1, 2008, members having a current balance of fifty-two (52) or more sick days may carry over fifty-two (52) days. After the initial contribution to the bank (see A.1. above) these members will have a net carry over of fifty (50) days.
5. On July 1 of each year, members will receive 12 additional sick days per full-time employee, pro-rated for part-time employees. These days are available for immediate use, for contributions to the sick bank or for covered sick leave for employees with one year or more service. One year or less at accrual rate usage.
6. New Employees: New employees (employees hired after July 1, 2008) will be eligible to participate in the sick bank after their initial contribution of two (2) sick days. Days contributed by new employees will be added to the present balance of the Career Plan Sick Bank, at the time of contribution.

#### B. Rules

1. No one may qualify for days from the sick bank until the individual has made the required contribution to the bank when such contribution is due.
2. Written application requesting sick days from the Bank should be made in a timely manner. Eligibility for utilization for sick bank days shall begin 30 work days after the qualifying condition, illness.
3. Each applicant must be under the care of a physician and secure his/her signature on the applications.
4. Initial request from the bank may be for up to 20 work days – sick days may be re-evaluated by the Committee on request.
5. Sick bank may be used only until long-term disability becomes effective.

6. Only days used from a grant will be deducted from the sick bank total.
7. If an initial qualifying event recurs in the fiscal year, applicant need not requalify for sick bank usage. Applicant may be required to supply medical documentation.

C. Procedures

1. Application forms may be obtained from the Chairperson of the Career Plan Sick Bank Committee by the applicant or his/her representative.
2. Forms are to be filled out and sent to:
  - a. Original kept by the Chairperson of the Career Plan Committee
  - b. Copy to Human Resources Office.
  - c. Copy to be retained by applicant.
  - d. Copy to be sent to applicant's supervisor.
3. The Career Plan Sick Bank Committee, at the call of the Chairperson, will meet, evaluate and decide on the applicant's request. The Career Plan Sick Bank Committee shall consist of two (2) career plan members and one (1) member from ELT.
4. The Chairperson will notify the Office of Human Resources, the applicant's supervisor and the applicant of action taken by the Committee.
5. Each case may be re-evaluated by the Committee if and when necessary.
6. The employee will inform his/her immediate supervisor of the date of his/her return to work, and in turn, said supervisor will notify the Chairperson of the Career Plan Sick Bank Committee.
7. The Chairperson of the Committee will notify the Human Resources Office of the number of days in existence in the bank at the end of each fiscal year.
8. The required contributions to the bank shall be determined by and collected by Employee Services. Employee Services shall notify the Career Plan of those employees who are not eligible for the bank.

# APPENDIX D-1

## SC4 CAREER PLAN EMPLOYEE PERFORMANCE FEEDBACK

Evaluator: \_\_\_\_\_ Employee: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Received: \_\_\_\_\_

A. Evaluator's positive commentary on overall performance of duties as outlined in the administrator's/professional staff's job description and in core values expected in the discharge of administrative/professional staff responsibilities.

B. Evaluator's assessment of those areas which need improvement. Be specific. Please provide examples.

C. Professional Development Achievements (list conferences, seminars, & courses).

- D. If necessary, include a Performance Improvement Plan to address noted areas needing improvement. The plan must include assistance to be offered by the College. The plan must delineate the expectations to be met and a timeline with short and long term goals for meeting such expectations.

## FACTOR'S TO BE EVALUATED

1. Quality of Employee's Work
2. Exercise of Good Judgment
3. Attendance – to include punctuality (must comment)
4. Employee engagement – participation in team effort
5. Work Ethic
6. Initiative
7. Adaptability
8. Communication Skills
9. Dependability & Accuracy

**PERFORMANCE PLAN  
DEVELOPMENTAL NEEDS AND EMPLOYEE ASPIRATIONS**

1. What further development and preparation does this employee need for this current position?
  
2. What should the employee do to improve his/her performance?
  
3. What should the organization do to help the employee improve his/her performance?

**EMPLOYEE ASPIRATIONS**

1. What are the employee's aspirations with the organization?
  
2. How can the employee prepare himself/herself to achieve these aspirations?
  
3. What assistance, if any, can the organization give to the employee to pursue these aspirations?

**SPECIAL ACHIEVEMENTS/RECOGNITION**

**RESPONSES**

My performance has been discussed with me and I have read the report.

---

Employee's signature

Date

---

Administrator's signature

Date

## **APPENDIX E-1**

### **GUIDELINES FOR TEMPORARY/CONTINGENT STAFF**

#### **CONDITIONS OF HIRE:**

1. Position is contracted for a specified limited term contingent upon receipt of grant funds and satisfactory performance.
2. Job description is determined by supervisor and appropriate Dean, submitted to the Career Plan Review Committee and a copy sent to the Office of Human Resources.
3. Supervisor and appropriate Dean determine reimbursement based on review of job responsibilities, grant funds/income generation with concurrence from cabinet.
4. Benefits not required by law will be determined by the appropriate Dean and President according to individual contract(s) or grant(s). In no case will benefits exceed benefits accorded to other Career Plan members.
5. Temporary/Contingent with more than one year service shall be sent to the Career Plan Review Committee for evaluation and recommendation.

#### **PERFORMANCE APPRAISAL:**

As determined by supervisor in accordance with performance appraisal policy statement page 8.

**APPENDIX F-1**  
**2008-09**  
**CAREER PLAN REVIEW COMMITTEE**

<b>CAREER PLAN MEMBER</b>	<b>POSITION STATUS</b>	<b>TERM EXPIRES</b>
Bonnie DiNardo, Education Fund	Elected	December 2009
Doug Duncan, HR Liaison	Appointed	December 2009
Dale Vos, President	Elected	December 2008
Gisele Pettee, President Elect/Education Fund	Appointed	December 2008
Carrie Bearss, Courtesy Fund/Newsletter	Elected	December 2008
Scott Watson, Lunch & Learn	Elected	December 2009
Kelli Kearns, Secretary	Appointed	December 2008

In December of 2008 and even number years following:

- 1 appointed position for 2 years, expires 2010
- 2 elected positions for 2 years, expires 2010

In December of 2009 and odd numbered years following:

- 2 appointed positions for 2 years, expires 2011
- 2 elected positions for 2 years, expires 2011

# APPENDIX G-1

## ST. CLAIR COUNTY COMMUNITY COLLEGE CAREER PLAN JOB DESCRIPTION

JOB TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

REPORTS TO: \_\_\_\_\_ LEVEL: \_\_\_\_\_

JOB SUMMARY:

---

RESPONSIBILITIES:

ACCOUNTABILITIES:

JOB SPECIFICATIONS:

---

Dean's Approval: \_\_\_\_\_ On \_\_\_\_\_  
(signature) (date)

Reviewed by CPRC: \_\_\_\_\_ On \_\_\_\_\_

Approved by the President \_\_\_\_\_ On \_\_\_\_\_

CC: CPRC, President's Office, Human Resources, Supervisor, Employee

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**Duration of the Agreement  
2008-2010**

This Agreement shall be effective as of July 1, 2008, and shall continue in effect until the 30<sup>th</sup> day of June 2010.

**Board of Trustees**

By: \_\_\_\_\_  
Marcia Hogan, Chairperson

By: \_\_\_\_\_  
Robert Gunn, Vice Chairperson

By: \_\_\_\_\_  
Kenneth M. Lord, Chairperson Negotiating Committee

**Association**

By: \_\_\_\_\_  
Dale Vos, President

By: \_\_\_\_\_  
Gisele Pettee, President Elect

By: \_\_\_\_\_  
Bonnie DiNardo, Negotiating Committee Member

\_\_\_\_\_  
Date of Signing