

MASTER CONTRACT

Between

SOUTHWESTERN MICHIGAN EDUCATION ASSOCIATION

and

**GLEN OAKS COMMUNITY COLLEGE
BOARD OF TRUSTEES**

February 2, 2025 through December 31, 2026

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ARTICLE I

Agreement and Recognition

- A. This Agreement is entered into, effective February 2, 2025, by and between the Glen Oaks Community College Board of Trustees, hereinafter called the "Board" and the Southwestern Michigan Education Association, hereinafter called the "SMEA", and its respective affiliate, the Glen Oaks Support Staff Employees, hereinafter referred to as "GOSSE". The signatories shall be the sole parties to this Agreement.
- B. WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 336 of the Public Acts of 1947, as amended, to bargain with the GOSSE as the representative of its bargaining unit members with respect to hours, wages, terms of employment and;
- C. WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement;
- D. THEREFORE, in consideration of the following mutual covenants, the parties hereby agree as follows:
- E. The Board hereby recognizes the SMEA as the sole and exclusive bargaining representative of the following regular employees: secretaries, clerks, technicians, assistants, receptionists, maintenance, custodians, or custodian/maintenance, whether on leave or employed by the Board, except the Administrative Assistants of the College. The Board agrees not to negotiate with or recognize any organization other than the SMEA for the duration of this Agreement. Regular employee shall mean persons regularly employed by Glen Oaks Community College as secretaries, clerks, technicians, assistants, receptionists, maintenance, custodians, custodian/security, or custodian/maintenance.

1. **Student and Temporary Employees.**

Students whose services are engaged for the purpose of instructional training or who work for twenty hours or less per week for the College, through either a federal, state or institutional work study program, and all persons employed as seasonal or temporary (one year or less) help or who work less than ten hours per week for the College, are expressly excluded from the definition of regular employees. The employment of a work-study student shall be limited to not more than thirty months. Student helpers (including Assistants, Work-Study, and Co-op Interns) may continue to be used to assist classified employees subject to the following:

- a. Students shall not fill classified positions (except on a temporary basis) nor replace classified employees in accordance with Article XII.
- b. Students shall not be used to deny over-time or additional hours to regular classified employees.

To keep record of the number of student helpers, the College will provide, upon request, to the GOSSE President, each semester, a list showing the number of student helpers by representational area.

- F. All personnel represented by the GOSSE in the above defined bargaining unit shall, unless otherwise indicated, hereinafter be referred to as bargaining unit members.

- G. It is the general policy of the College to continue to utilize its employees to perform work they are qualified and able to perform.
1. Subcontracting
For the purpose of preserving work and job opportunities for the employees covered by this Agreement, the College agrees that work or services presently performed or hereafter assigned to the collective bargaining unit shall not be subcontracted to any other firm, corporation, or outside individuals except when:
- a. It is required for special collegiate events;
 - b. It exceeds the scope of skill (as defined by job description) of present employees;
 - c. It involves large repairs which present employees are unable to do, or the skills needed to perform the work as specified are unavailable within the bargaining unit and cannot be obtained in a reasonable time; or
 - d. No employee is available and no new employee can reasonably be hired to perform the work.

No employee in the bargaining unit shall suffer a loss of wages, fringe benefits or seniority as a result of contracting or subcontracting.

- H. Between September 1-5 of each year, upon written request, Designated Association Representatives will be given, via email and attached excel document, a complete listing of bargaining unit staff that includes the following:
- a. First and Last Name
 - b. Start date of employment
 - c. Classification/position assigned/place of work
 - d. Hourly pay rate/# of regular hours worked weekly/# of days worked per year
 - e. College email address and Personal email address.
 - f. Home/ mailing address and phone (cell) number.

ARTICLE II

Membership Rights

- A. The GOSSE and its representatives shall have the right to use college buildings at all reasonable hours for meetings which do not interfere with the assigned functions of the regular program. No charge shall be made for use of the buildings prior to the beginning of the workday or until 10:00 p.m. so long as the buildings are open and in operation or prior authorization is given.
- B. The GOSSE shall be permitted to transact official business on college property before and after working hours and during regular breaks and lunch period, provided that it shall not interfere with, or interrupt normal operations.
- C. Bulletin boards and other established media of communication shall be made available to the GOSSE and its members.
- D. GOSSE members shall have the right to distribute union material to other bargaining unit members so long as such distribution is not affected while said members are working.
- E. The GOSSE members shall be permitted to use, but not remove from the college premises, office audio-visual equipment with the appropriate administrator's approval when said equipment is not otherwise in use. The GOSSE shall pay in advance for the reasonable use of all materials and supplies incident to such use.

- F. Whenever the president of the GOSSE or the president's designee is mutually scheduled, during working hours, to participate in conferences, meetings, or negotiations, the president or the designee shall suffer no loss of pay, and, when necessary, substitute service shall be provided.
- G. Every bargaining unit member shall have the right freely to organize, join and support the GOSSE for the purpose of engaging in collective bargaining and negotiations and other lawful activities for mutual aid and protection. The Board will not directly or indirectly: discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Act 379 of the Public Acts of 1965 or any other laws of the State of Michigan, or the Constitution of the State of Michigan or of the United States of America; and it will not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of the employee's membership in the GOSSE, the employee's participation in any lawful activities of the GOSSE for collective negotiations with the Board, or the employee's institution of any grievance under this Agreement.
- H. A bargaining unit member shall be notified in advance, in writing, of the purpose of a meeting where disciplinary action is contemplated and shall be entitled to have a MEA representative present at such meeting if desired.
- I. No material of a disciplinary nature shall be placed in any employee's personnel file without the employee's knowledge. Disciplinary records shall be governed by the following procedure: Upon written request to the Human Resources Office by the employee specifying the removal of specific disciplinary documentation, written warnings shall be withdrawn after one year unless there is an intervening warning regarding the same reason; and upon similar written requests, disciplinary write-ups and other penalty actions will be voided and removed from an employee's personnel file if no further action has been taken after three years following the date of the incident.
- J. The administration of Glen Oaks Community College will make every effort possible to maintain a building temperature no colder than 60 degrees F., and not warmer than 80 degrees F. in order to provide a conducive working environment.
- K. All bargaining unit members will be provided with the necessary equipment/tools, in good working order, to satisfactorily complete their assigned work.
- L. The Employer agrees to make all reasonable efforts for the safety and health of its employees during the hours of their employment and will incorporate as standard procedure all applicable rules, regulations, and laws promulgated by the Michigan Occupational Safety and Health Administration (MIOSHA), and the Federal Occupational Safety and Health Administration (OSHA). The GOSSE shall have a representative on any college-wide task force on health and safety that may be put in place.
- M. Walkie-talkies provided by the Board will be carried by the custodial staff during scheduled working hours and will be kept charged and in good working order.

ARTICLE III

Board Rights

- A. The GOSSE recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the college to the full extent authorized by laws and the Constitution of Michigan and the United States of America.

- B. The employer shall also have the right to promote, assign, transfer, suspend, discipline, discharge, layoff, and recall personnel, to comply with the Drug Free Workplace Policy as found in the Policy and Procedure Manual Section 3.40; to create and to fix and determine penalties for violation of such rules; to make judgments as to ability and skill; to create new jobs and set rates for new jobs; to establish work rules; to establish and change work schedules and procedures; to provide and assign relief personnel; to continue and maintain its operations as in the past, provided, however, that these rights shall not be exercised in violation of any specific provision of the Agreement.
- C. The exercise of these rights, powers, authorities, duties and responsibilities by the district include the hiring, retraining, promoting, disciplining and dismissing of the employees represented by GOSSE, and the adoption of such rules, regulations and policies as it may deem necessary, shall be consistent with such statutory and constitutional provisions. The Board or administrative agent shall be free to exercise all such rights and authority to the extent permitted by law, provided however, that no actions shall violate any of the express terms of this Agreement. The reasonableness and accuracy of such rules, regulations, and policies that apply to the conduct of employees is understood to be subject to the grievance procedure.

ARTICLE IV

Financial Responsibility

- A. The GOSSE shall notify the Board thirty (30) days prior to any change in its dues or fees. The Human Resource Office shall notify the GOSSE President of all new hires.
- B. Any bargaining unit member who is a member of the Union, or who has applied for membership, may sign and deliver to the Employer an assignment authorizing deduction of dues, assessments and contributions to the Union as established by the Union.

Pursuant to such authorization, the Employer shall deduct one-tenth of such dues, assessments and contributions from the regular salary check of the bargaining unit member each month for ten (10) months, beginning in September and ending in June of each year.
- C. Upon appropriate written authorization from the bargaining unit member, the Employer shall deduct from the wages of any such bargaining unit member and make appropriate remittance for MEA Financial Services programs and annuities, benefit programs not fully Employer-paid, credit union, savings bonds, charitable donations, MEA-PAC/NEA-PAC contributions or any other plans or programs jointly approved by the Union and the Employer.
- D. Bargaining unit members are entitled to all benefits of the Michigan Public Schools Employees Retirement Fund and to all Federal Insurance Contribution Acts benefits.
- E. All GOSSE members will be given the option to participate in a tax-sheltered annuity program under an employer sponsored 403(b) Plan and contribute to a vendor of their choice within the list of currently approved vendors according to the 403(b) Plan Document. The 403(b) Plan will comply with IRS regulations and all other applicable federal and state laws. Employees electing a Tax-Sheltered Annuity (TSA) option will be provided a vehicle to maintain their options through the IRS Qualified Salary Reduction Program. MEA Financial Services shall be one of the companies available to bargaining unit members.
- F. The Board of Trustees will pay all MPSERS contributions.

ARTICLE V

Hours of Work

- A. A full-time employee, for the purpose of this Agreement, shall be one who regularly works thirty-two (32) or more hours per week for twelve months per year. An employee who works less than thirty-two (32) hours per week shall be considered part-time. For full-time employees the normal workday shall be eight (8) hours, not to exceed forty (40) hours per week, Monday through Friday (Monday - Sunday for custodial and maintenance staff), which shall include one-half (1/2) hour for lunch each day. The Board agrees to make assignments and work schedules that can reasonably be completed within the above work day and week.

The employer retains the right to modify work hours based on business necessity. Should it be necessary to modify work hours based on business necessity that would include working Saturday and/or Sunday, the employee(s) will be paid at their regular hourly rate, plus a shift differential of \$0.75/hour, unless such hours are over forty (40) for the week, in which case, the overtime pay scale based on their regular hourly rate will apply. Employees may temporarily work other hours during the year with the approval of their Supervisor.

- B. Employee work schedules will be adjusted to stay within the prescribed hours per week, whenever possible. Full-Time employee work schedules may be adjusted to stay within 32-40 hours per week, to the extent practical.
- C. Each employee working six (6) or more hours during a day shall be entitled to a duty-free, uninterrupted lunch period, not to exceed one-half (1/2) hour. If an employee agrees to less time for lunch as a solution to an administrative problem, then the employee may leave work correspondingly early at the end of the day.
- D. Each employee shall be provided a fifteen (15) minute rest period during the first half of the working day. Employees scheduled to work eight (8) or more hours in a day shall have a similar rest period during the second half of the working day. An employee may, with the permission of their supervisor, combine their two (2) fifteen (15) minute breaks with their thirty (30) minute lunch period to make a lunch period of up to one (1) hour.

Employees shall be entitled to one (1) fifteen (15) minute break for every three (3) full hours worked. Employees who are scheduled to work at least eight (8) hours per day shall be entitled to a thirty (30) minute paid lunch along with the related break(s).

- E. Hours worked over forty (40) hours per week shall be paid at one-and-a-half (1-1/2) times the employee's regular rate. Hours worked on holidays shall be paid at double time. Employees working on holidays, Saturdays, Sundays, and summer Fridays, are guaranteed a minimum of two (2) hours pay per clocked visit during which scheduled duties are performed. These employees shall be treated the same as those employees on regular five-day work weeks for purposes of holidays and other time off. To the extent practical, overtime shall be offered in rotation by seniority within each department.
- F. When the College is closed at the direction of the President, or the President's designee, or when local roads are closed by order of the Sheriff or State Police, employees are not expected to report to work and will suffer no loss of salary due to such exceptional conditions. At all other times, including when classes are suspended, employees are to report for work. Any decision to close or suspend classes will be communicated through an updated phone tree in order for each GOSSE member to be informed of such decision. In the event that road conditions are reasonably determined by an employee to be hazardous and an employee fails to report for work within four (4) hours of their regularly scheduled start time, no employee will be censured for not reporting to work except by loss of pay for the day, or assessment of a vacation day, or

assessment of a sick day, or assessment of a personal day as determined by the immediate supervisor.

- G. When an employee is off from work due to an approved leave of absence without pay, the affected employee shall not forfeit their balance of accumulated leave days during the approved unpaid leave of absence period. The affected employee shall not accrue sick, personal business, floating holiday or vacation time while on the approved unpaid leave of absence. The Employer shall prorate the amount of floating holiday, vacation time and personal business leave earned upon the employee's return to work.
- H. Employees who sustain a work related injury and are off from work as a result of the injury and are collecting workers compensation benefits, shall continue to accrue the following benefits as if the employee were actively performing work for the employer:
- Sick leave
 - Seniority

ARTICLE VI

Compensation and Classification

- A. The minimum starting hourly rates of pay for all new bargaining unit members shall be as follows and the compensation of existing unit members shall be set forth according to the schedule in Appendix A.

Additionally, employees who are actively employed on the date of contract ratification shall receive a one-time signing bonus of \$1,300.00. This bonus shall be subject to deductions such as taxes and not applicable to overtime.

The compensation of GOSSE unit members is set forth according to the pay schedule listed within the GOSSE Master Agreement Appendix A. Step increases through step ten (10) for employees whose pay rates fall within the pay schedules shall occur July 1 of each year.

- B. Annually, bargaining unit members will be given a choice of one (1) of the following three (3) options regarding unused sick leave once their sick leave balance has reached one-hundred (100) hours. This section shall also apply to all affected GOSSE bargaining unit members as listed under Article I.E.

- 1) A bargaining unit member may annually convert up to one half (1/2) of their unused annual sick hours to a vacation hour bank. The vacation hour bank shall not exceed more than a total of 200 hours. The banked vacation hours are to be withdrawn upon retirement/termination, except in the case of layoff where the individual shall have the opportunity to keep some/all of the banked vacation days intact or take the payout, at the employee's current daily pay rate. This is in addition to the annual vacation hours normally accrued for the fiscal year the bargaining unit member earned them, and vacation hours banked in this way have no effect on vacation hours accrued normally as detailed in Article VII.

In order to receive vacation bank credit, each employee must make a written request to the Human Resources Coordinator prior to the expiration of the fiscal year. Notice of this annual date will be sent two (2) weeks prior to all GOSSE members through use of the Employer's e-mail. Compensation for banked hours will be paid on the first pay period of the following month upon submission of written notice of the intent to retire to the Human Resources Coordinator.

- 2) A bargaining unit member may annually sell up to one half (1/2) of their unused accumulated annual sick hours to the employer at the employee's daily pay rate. In order to receive compensation each employee must make a written request to the Human Resources Coordinator prior to the expiration of the fiscal year. Notice of this annual date will be sent two (2) weeks prior to all GOSSE members. Compensation will be paid in the first pay period in August.
 - 3) Each employee shall have one (1) opportunity to make a one (1) time conversion of up to 150 hours sick hours to their personal vacation bank as found in Section B above.
- C. Original employment in any position shall be determined by the Board. Advance placement shall in no way modify seniority benefits agreed to elsewhere in this agreement.
- D. Payment will be made on a biweekly basis on alternate Fridays. Each payment shall cover the biweekly period ending on the Friday previous to the scheduled pay date.
- E. Job classification shall remain the same as those in existence at the effective date of this agreement and shall be incorporated into this Agreement as part of Appendix C. However, it is understood and agreed that job descriptions may be modified as provided in other areas of this collective bargaining agreement.

Each employee shall be given an appropriate job description, Appendix D, at the beginning of the contract period.

- F. No bargaining unit member is obligated to accept a transfer or promotion for arbitrary or capricious reasons/purposes
- G. New/Modified Jobs

Job descriptions are considered to be a general description of the types of duties associated with any particular classification/position. Job descriptions shall not be interpreted to limit the right of the Employer in any way to assign other duties to an employee within a particular job classification/position or to the classification/position itself. The Employer reserves the right to modify job descriptions.

When a current job is modified more than 33% (33% of both time and duties and the modification is deemed "permanent and/or expected to last for at least 90 calendar days) or a new job is established, the Employer may establish a new classification and a rate of pay pertaining to the position/classification and will designate the rate of pay as temporary.

A copy of the classification name and related temporary rate of pay will be furnished to GOSSE and, upon request, the GOSSE may promptly submit their input pertaining to the new/modified job and related duties which will be considered by the Employer. The Employer agrees to meet with GOSSE and the impacted employee if requested to consult with the GOSSE regarding the changes/modifications, so long as GOSSE makes the request in a timely fashion. However, the Employer retains the right to make the final assignment determinations.

If GOSSE disagrees with the placement on the salary scale, GOSSE may, within fourteen (14) calendar days request (in writing) to bargain over the related rate of pay.

When negotiations pertaining to the rate of pay are completed, such classification and rate shall become a part of the local wage agreement and, the negotiated rate, if higher or lower than the temporary rate, shall be applied retroactively to the date when the position began.

The Employer agrees that employees shall be provided with any necessary training and employees shall be assigned a reasonable workload. In the event an employee fails to

perform their temporary work in an acceptable fashion and the employee has not received training, they shall not be subject to performance related disciplinary action.

Any new job proposed by the Board shall be assigned to an appropriate classification according to the skill required. No job shall be reclassified to a lower level unless changes are made in accordance to the process outlined above.

- H. Temporary reassignment of duties may be made by the College President at any time. It is understood that no reduction in pay will be made during the temporary reassignment, and further, that if the assignment is to a higher classification that the employee will receive the higher salary associated with the higher classification. Temporary reassignment is an assignment meant to cover for other employees who are ill, on approved vacation, approved leave of absence, or for seasonal/operational needs.
- I. The day of the employee's resignation shall mark the last day for which the employer will be responsible for wages. The last day of the month of termination shall mark the last day the employer is responsible for contracted fringe benefits.
- J. Shift Differentials:

If an employee is scheduled Mon-Fri and works between 4pm-10pm they receive a shift differential of \$0.40 cents per hour and if between 10pm and 6am, \$0.50 cents per hour.

If an employee is regularly scheduled to work on Sat-Sun, they receive a differential of \$0.75 cents per hour, regardless of shift.

If an employee is not regularly scheduled to work on Sat-Sun but does so, they shall receive a differential of \$1.15 per hour, regardless of shift.

ARTICLE VII

Holidays and Vacations

- A. The following holidays, with appropriate pay, will be provided all bargaining unit members. Section A shall apply to all affected bargaining unit members.

New Year's Day and the day before
Martin Luther King Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day and the day before and after
Christmas Day and the day before
The days between Christmas and New Year's Day

GOSSE members shall be entitled to additional floating holidays per year as outlined by the GOSSE Master Agreement with the approval of their immediate supervisor. If any GOSSE Member is required to perform work on any of the above listed holidays during the regular work week (Monday through Friday) (Monday - Sunday for custodial and maintenance staff) they shall be given two (2) options:

- 1) Compensation at double the regular rate of the hourly pay for each hour an affected employee is required to perform work for the employer on a listed holiday found in Section A above.
- 2) An additional floating holiday for each affected employee required to perform more than four (4) hours of work on a listed holiday above.

It is agreed to by both parties to this agreement that if an employee is required to work on Easter, it will be treated as any other holiday, with compensation at double the regular hourly rate.

- B. Any employee whose vacation period includes a holiday shall not be required to use vacation time for the holiday(s).
- C. Should any holiday fall on a Saturday or Sunday, the Friday before will be the holiday for Saturday and the Monday after will be the holiday for Sunday. Effective July 1, 2012 employees who are not normally scheduled to work on a day that a holiday falls on shall not be eligible to receive holiday pay for the holiday.
- D. Employees will receive an annual vacation accrual on July 1 of each year. The vacation accrual time will be prorated during the first year of employment. Bargaining unit members, upon four (4) weeks advance notice to their immediate supervisor, will be allowed the following vacation time with full pay.

Effective July 1, 1991, the Anniversary Date for all employees will be July 1st each year. Employees hired after that date will receive salary and benefits on a pro-rata basis for the initial year of employment.

Based on the anniversary date (July 1), the following formula will be used for the purpose of determining holidays (including floating), insurance protection and leaves of absence (including personal hours):

	Hours Worked	% of The Above Listed Fringe Benefits	Sick* (Hrs.)	Personal* (Hrs.)	Floating* (Hrs.)
Full-time	40-32	100%	96	24	16
¾ time	31.99-26	75%	72	18	12
½ time	25.99-20	50%	48	12	8
¼ time	19.99-10	25%	24	6	4
	9.99-0	0%	0	0	0

Based on the hire date, the following formula will be used for the purpose of determining vacation hours.

	Hours Worked	% of Vacation* Benefits	1 Yr. (Hrs.)	2-4 Yrs. (Hrs.)	5-9 Yrs. (Hrs.)	10 Yrs. (Hrs.)	20 Yrs. (Hrs.)
Full-time	40-32	100%	40	80	120	160	200
¾ time	31.99-26	75%	30	60	90	120	150
½ time	25.99-20	50%	20	40	60	80	100
¼ time	19.99-10	25%	10	20	30	40	50
	9.99-0	0%	0	0	0	0	0

*The hours earned shall be prorated for any employee on less than a twelve (12) month contract.

Vacation time may be taken in one-hour increments. Employees are permitted to choose either a split or an entire vacation.

In the event an employee severs employment from the college as a result of retirement or voluntary termination after July 1st and subsequent renewal of the leave time (floating holiday, sick, personal, and vacation), the affected employee shall be compensated on a prorated basis for the vacation time earned between July 1st and June 30th annually. For purposes of this Article, a month of earned vacation time shall be satisfied when the affected employee works not less than two (2) scheduled work weeks in a month and the prorated amount of vacation time earned shall be determined using this formula.

A maximum of eighty (80) earned vacation hours may be accumulated. Hours in excess of eighty (80) earned hours will be forfeited on June 30th.

The exception to this forfeiture is listed in Article VI, Section B.1. Special consideration of exemption from this policy for all regularly earned vacation hours may be granted upon advance application and approval by the immediate supervisor. Section D shall apply to all affected bargaining unit members as listed under Article V, Section I.

- E. Less than a full week's vacation may be taken with approval of the employee's immediate supervisor.
- F. Employees have the right to choose the time of their vacation with approval of their immediate supervisor. Approval shall not be withheld except for good and sufficient reason. In the event of a conflict between employees concerning specific vacation periods, the employee with the most seniority shall have first choice.
- G. Upon termination of service, the employee shall receive payment for up to two hundred (200) earned, unused, and banked vacation hours at the rate of pay at the time of termination.

In addition to the annual vacation hours normally accrued each fiscal year, bargaining unit members who retire and have banked vacation hours as defined above with ninety (90) days notice of both intent to retire and desired leave time, cannot be denied use of accrued time, except for good and sufficient reason. If denied, then the accrued/earned leave time shall be paid to the employee.

ARTICLE VIII

Leaves of Absence

- A. On July 1 of each year, full-time employees who are on paid status shall be credited with ninety-six (96) hours of sick leave. This sick leave allowance shall be prorated for less than full-time employees. Unused sick leave will accumulate from year to year to a maximum of 960 hours. If an employee should exceed the total number of credited sick hours, then vacation, personal, or floating holiday days will be applied. The employer also reserves the right to deduct from the employee's final pay, that money paid the employee for sick days not earned. Each employee will forfeit all hours of sick leave to the College upon termination of employment. Section A shall apply to all bargaining unit members listed under Article I, E.

Sick Leave shall run concurrent with, and not in addition to, leave provided under the FMLA.

- B. Accumulated sick leave with regular pay can be used by the bargaining unit member for any personal illness or injury.

- C. For full-time employees, up to 480 hours of accumulated sick leave with regular pay, in any twelve (12) month period, may also be used for emergencies created by illness or injury to a member of the bargaining unit member's immediate family. Immediate family shall be defined as parents, spouse, children and other members of the employee's household as provided under the FMLA.

All Leave time must be taken in a minimum of 4 hour blocks unless otherwise approved by the Supervisor or their designee.

- D. Bereavement

Each employee shall be allowed five (5) workdays (not to exceed 40 hours) in the event of death in the immediate family. Immediate family shall be defined as: spouse, current domestic partner, children-step/adopted/fostered, grandchildren, parents of the employee and spouse, brothers and sisters of the employee and spouse, grandparents of the employee and spouse.

In the event of a death of other relatives, not defined as "immediate family", such as aunts, uncles, nieces, and nephews, members shall be granted bereavement leave using sick leave, not to exceed (3) workdays.

Bereavement leave must be used at the time of the funeral/memorial. The Employer may require proof of eligibility for funeral leave.

- E. Up to 24 hours in any one (1) twelve (12) month period shall be granted, with pay, to a full-time bargaining unit member for personal business. These hours shall not be used to extend sick leave when normal sick leave accumulated has been exhausted or to extend bereavement leave. Employees shall give their immediate supervisor at least two (2) days prior notice for personal business hours except that in an emergency the two (2) day notice requirement shall be waived. In all situations, scheduling requirements may result in the denial of said leave.
- F. The Board of Trustees shall pay to a bargaining unit member performing jury duty, the member's regular hourly pay, up to a maximum of eight (8) hours per day. The employee will notify the employer immediately of any jury notice and shall provide prior notice to the employer of the jury schedule. The employee shall present written verification from the court of time served in jury duty to the immediate supervisor before the employee's next paycheck is issued. The jury duty clause will be applied to all employees regardless of shift. The employees shall retain jury duty fees and reimbursements. Affected employees released from jury duty within four (4) hours of reporting for jury duty shall be required to call their immediate supervisor to verify if the affected employee shall be required to report to work for the remainder of that day's regularly assigned shift.
- G. When a bargaining unit member is requested to be a witness in a criminal action in the public interest, the Board agrees to reimburse the member the difference between the witness fee and the regular daily salary of the member.
- H. An employee who, because of personal illness or accident, is physically or mentally unable to report for work and has exhausted all accumulated leave hours and FMLA, shall be given a leave of absence, without pay and without loss of seniority, for the duration of such disability for up to one (1) year, starting from the date of injury or illness, provided they promptly apply for the unpaid leave of absence.
- I. Notwithstanding other provisions of this contract, a GOSSE member is entitled to the benefits provided under the Family and Medical Leave Act of 1993. An employee shall be required to utilize accrued sick leave, vacation and personal leave as provided for herein, as a credit against any family and medical leave requested. In essence, to the extent permitted by law, all leaves shall run concurrent with, and not in addition to, leaves provided under the FMLA.

- J. Full-Time members of the bargaining unit shall be allowed a maximum of four (4) hours per personal medical and dental appointment not to exceed six (6) times (or more if and as provided in the employee handbook) in any calendar year. The supervisor may require that the employee submit written verification from the doctor that the appointment was kept.

For medical and dental appointments scheduled during the first four (4) hours of the employee's work day in which they are too ill to return to work, the time shall be deducted from the employee's sick leave.

- K. Military leave shall be granted pursuant to State and Federal laws.
- L. The College President may grant unpaid leaves of up to one (1) year, for educational or personal reasons, when requested to do so by the bargaining unit member.
- M. An employee who is repeatedly absent due to illness may be required to present a doctor's excuse and/or submit to a fitness for duty exam by Human Resources. Repeated absence shall be defined as three (3) or more consecutive days absent and/or a pattern of absences.
- N. The Association shall be granted up to 24 hours leave per year, without loss of pay, to be used for Association business.

ARTICLE IX

Insurance and Retirement

Each employee who works at least half-time (1/2 time) will be eligible to enroll in any of the available insurance plan options (including employee and employer monthly premium contributions) offered to GOSSE represented employees as determined by the Employer.

- A. Employer contribution toward premium, per month as determined by the college consistent with Michigan Law under the hard cap:

In the event the state legislation (PA152) changes rules pertaining to the "hard cap" that requires changes during the term of the contract, both parties agree to open this section to bargain any applicable changes, including contribution calculation.

2025 Priority Health Plans & Premiums

<u>\$250/\$500</u>	<u>Monthly Employee Premium</u>
Single	\$285.44
Two Person	\$595.72
Family	\$781.01
<u>\$1650/\$3300</u>	
Single	\$150.71
Two Person	\$314.13
Family	\$413.18
<u>\$2000/\$4000</u>	
Single	\$74.82
Two Person	\$270.38
Family	\$256.25

\$2000/\$4000 with 80% Co-insurance

Single	\$0.0
Two Person	\$100.76
Family	\$45.16

1. Full-time employees who elect the cash in lieu of health benefits shall receive three hundred fifty dollars (\$350.00) per month.

Employees may use this money for insurance options upon completion of the appropriate application forms, or a specified amount may be applied through a Salary Reduction Agreement by the bargaining unit member towards other non-taxable options provided by a Board approved company. All selections may be payroll deducted.

2. Those employees who work less than full-time, but at least half-time (1/2 time) and enroll in a health insurance plan, will receive the benefits included in that plan upon agreeing to pay a pro-rata health insurance contribution that is based on the published for the family status of coverage selected by the employee in the corresponding plan year. The remainder of the monthly cost will be paid by the employer.

Otherwise, part-time employees who work at least half-time (1/2 time) will receive non-health benefits and pay a monthly contribution as follows:

- Non-health plan participating employees' monthly premium contribution shall be \$30.00

3. The employer will provide a Section 125 Plan that allows the employee to pay their contribution requirements on a pre-tax basis through payroll deduction. The employer shall formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue Code.

- B. There shall be no duplication of health coverage in the event more than one (1) member of the same family is employed by the college.
- C. The Board of Trustees shall contribute the legal maximum allowable contribution towards cost of retirement for each GOSSE Member.

ARTICLE X

Professional Development/Tuition Assistance

- A. Professional Development
Each GOSSE member will prepare, in consultation with their immediate supervisor, a professional development plan on an annual basis. Members of the bargaining unit are encouraged to attend conferences, meetings, and workshops relating to their work.

Upon application to, and approval by the immediate supervisor, they may be allowed time and/or expenses to attend without loss of salary. There will be no limit as to how many employees may participate, as long as college operations aren't affected.

Tuition/Professional Development Reimbursement Fund – In addition to other professional development provided by the college, which includes employee tuition assistance, each

bargaining unit member shall be reimbursed up to a maximum of \$1,000.00 of tuition assistance funds per fiscal year (July 1 through June 30) for attendance of workshops or seminars which are broadly job related and benefit the College. The funds shall be used to supplement, not replace departmental funds set aside for regular professional development.

The following details the procedural steps to follow in claiming reimbursement under this section:

- Discuss professional development plans with direct supervisor and receive their written approval for the program/course/workshop being considered. The continuing education being considered should be strongly related to the employee's current position and its requirements. A copy of the signed approval for the program/course/workshop should be provided by the employee to the Dean of the appropriate unit.
- Enroll in the approved program/course/workshop. At the conclusion of the program/course/workshop a written request for reimbursement should be sent to the Human Resources office. This request should include a copy of the supervisor's written approval, receipts for the costs incurred, and a copy of the employee's grade report for the program/course/workshop.
- Requests must be submitted within thirty (30) calendar days of the end of the semester in which the tuition was paid or the course training was completed.

B. Tuition Assistance

In addition to professional development funds covered by the department's professional development budget. The College shall establish and may modify a Tuition Remission and Reimbursement Plan for GOSSE. The funds shall be used to supplement, not replace departmental funds set aside for regular professional development.

The current Plan is as follows:

ENROLLMENT IN GLEN OAKS CLASSES

The College provides tuition waivers for eligible employees upon employment. For eligible full-time employees, their spouses, and dependent children (including the natural-born, adopted or step-child under the age of 26) the benefit is equal to 100% of the academic course tuition charge.

The benefit for eligible part-time instructors or staff, either hired directly by Glen Oaks as an employee or placed on assignment at GOCC by EduStaff or a third party is tuition and fee (except for course fees and those associated with competitive degrees and certificates (Nursing and Allied Health) for ONE course during the semester of employment.

The benefit for eligible part-time employees (at least 50% Full-Time Equivalency), their spouses, and any children under the age of 26 (according to the language stated above), is equal to 50% of the academic course tuition charge. Eligible employees are those belonging to the Administrative, Faculty Senate, or GOSSE classifications. For dependents, no fee waiver applies. For employees, all fees are waived. This tuition waiver benefit does not apply to Business Services courses and seminars. Glen Oaks will waive costs for a given course one time only, provided that a grade of 2.0 or better is attained. Employees will be required to sign a document agreeing to pay back to Glen Oaks through payroll deduction the amount of tuition and fees for a course where a grade of 2.0 or better is not attained.

Prior to the semester in which course(s) is being taken, all eligible employees and their spouses dependents children planning to use this benefit must visit the Financial Aid Office in person to sign the appropriate forms authorizing this benefit, and complete the necessary registration procedures. The Financial Aid Office must obtain authorization with the Human Resources Department before approving the tuition remission request. Employees are required to present proof of dependent children to the Human Resources Office, such as marriage license, birth certificate, adoption certificate, etc.

Employees using this benefit are expected to schedule courses outside of their normal work hours. When a supervisor is requiring the employee to complete a course as part of a performance improvement plan, and it is only offered during work hours, an exception may be granted, and the employee will not be required to use vacation/personal time to cover missed work. However, if an employee is seeking, on their own initiative, to take a course either for work improvement or in pursuit of a job related degree, upon approval from the supervisor, the employee will be required to use vacation/personal time or a written flex time arrangement to cover work missed. In the event an employee is not satisfied with the supervisor's decision, they may make an appeal to either the appropriate Vice-President or President (whichever would be considered the next level supervisor for that employee).

Work-study students, departmental assistants and temporary personnel are not eligible.

In order to recognize years of service to Glen Oaks Community College, employees who have reached at least ten or twenty years of service are eligible for the following benefit in the event they leave employment with the College:

10+ years of service: 50% waiver of academic course tuition for the employee, their spouse, and their eligible dependent children.

20+ years of service: Waiver of academic course tuition for the employee, their spouse, and their eligible dependent children.

Glen Oaks will pay for a given course one time only, provided that a grade of 2.0 or better is attained.

Employees covered by a negotiated agreement will receive tuition waiver benefits as outlined in the negotiated collective bargaining agreement.

TUITION REIMBURSEMENT POLICY

GOCC has established a tuition reimbursement program to help eligible employees improve job skills and enhance opportunities for advancement. This program is open to eligible employees who wish to voluntarily pursue educational courses on training from an accredited college, university, or trade school. The tuition reimbursement program is administered by Human Resources. This program is contingent upon the annual appropriation of funds for this purpose and is subject to change at any time.

Eligibility

- Regular full-time employees
- Employees on a leave (unless specifically approved for an educational leave) are not eligible for this benefit.
- Completion of a minimum of one year of employment as a regular status employee.

Course Requirements, Other Provisions

- Course must be from an accredited college, university, or trade school.
- Course must be for credit or extended education purposes. Audited classes are not eligible.
- Course must be directly related to employee's current job or deemed to increase the employee's knowledge skills and abilities to potential advancement opportunities within the college.

OR

- The course must be required to fulfill specific requirements for a degree program that the employee is currently enrolled in and the degree program is related to the employee's job or to a position available within the college.
- Courses must not interfere with the employee's job responsibilities and must be taken on the employee's own time.
- Under special circumstances, the President may authorize an employee to attend classes during normal working hours; however, it is the responsibility of both the individual employee and the supervisor to ensure that the employee makes up all lost time.

Process

- The employee should meet with their supervisor and in some cases Human Resources to request consideration for tuition funding. If applicable, employee should complete the Degree Application and Approval Form with an outline of required courses.
- Prior to registration, employee is required to complete a Course Schedule Approval Form and submit the form to their Supervisor with their course schedule. Supervisor submits to Human Resources. Alternatively, if enrolling in a degree program, the employee is required to submit an outline of all courses required (along with corresponding descriptions) for advance approval of the degree program. Once the degree program is approved, the employee will follow the process for individual classes with the exception of providing course description(s) as the courses will be approved in advance.
- Within sixty (60) days of completion, the employee is required to submit the Course Completion with 2.0 grade or better, Reimbursement Request Form and grade(s) to Human Resources for final review of eligible tuition reimbursement with itemized tuition/fee statement.

Reimbursement

- Approval of tuition reimbursement requests are contingent upon the availability of tuition reimbursement funds specifically budgeted for this purpose. Should funding become insufficient to meet reimbursement requests due to increased demand, budget cutbacks, or for any other reason, reimbursements will be processed on a first-come, first-served basis.
- Reimbursement eligibility is subject to conditions, requirements and processes, as explained in this policy.
- Reimbursement is limited to \$5,250 per fiscal year, per employee.
- Upon completion: Reimbursement will be made on the basis of one hundred (100%) percent of the tuition cost (not to include registration fees, books, lab fees, etc.).
- Employees who receive tuition support or financial assistance from alternate sources must report such amount, and shall not be eligible to be reimbursed for any amount that they do not have to repay.

Repayment Obligation

- Employees who drop or fail receive less than a 2.0 grade for a course will not be eligible for reimbursement and will not receive reimbursement.
- Employees who do not submit final grade(s) within sixty (60) days of completion of course(s) will not receive reimbursement.
- Employees who leave employment by their own initiative shall be required to reimburse the college according to the following schedule:
 - Within one year of completion of the course(s): 100%
 - Within 24 months of completion of the course(s): 75%
 - Within 36 months of completion of the course(s): 50%
 - No repayment will be required after 36 months

ARTICLE XI

Seniority, Lay-Off and Recall

- A. All new employees shall be considered on probation for the first one hundred (100) calendar days. During this probationary period, the employee shall have no seniority rights, nor be represented by GOSSE in the area of discharge, but at the completion of this period, the employee shall be placed on the active seniority list and shall be credited back to the employment date. Seniority, for the purpose of this article, shall be defined as continuous, week-to-week employment, from the first day of hire to the present. Any authorized leaves shall not constitute a break in employment.

The administration will develop, by April 15 each year, a seniority list of all GOSSE Employees (ranked by order of effective start date of each employee). GOSSE Membership will have until April 30 of the same year to dispute any possible discrepancies regarding their placement on the list. The final list will be available May 1, of the same year. Any dispute by a GOSSE Member will be evaluated by a committee comprised of two (2) GOSSE Negotiators, the Vice President of Finance and Administrative Services, and an appointment made by the Vice President of Finance and Administrative Services.

- B. In the event of a need to reduce the working force, positions will be eliminated based on the need of the college as determined by the Administration. In the event there is both a full-time position and part-time position performing the same duties and hours need to be reduced, the part-time position will be reduced in hours/eliminated first, and then the full-time position will be reduced in hours/eliminated, as deemed necessary by the Administration. Regular employees with the least seniority within each job classification will be laid off first if there is an employee with more seniority who is qualified to perform the duties of that particular job description. Employees on lay-off shall have recall rights and bumping privileges (provided they have the necessary skills to perform the job) up to one (1) year from the date of lay-off. Employees returning from lay-off shall be paid at their new rate.
- C. In the event of a lay-off during the probationary period and recalled within ninety (90) calendar days, said employee shall retain credit for the number of days already worked during the initial probationary period.
- D. If any of the positions reopen or are reactivated, employees on lay-off shall be recalled in the reverse order in which they were laid off, i.e., highest seniority employee shall be recalled first, and so on down the line. Seniority earned before the date of this contract shall be retained by all bargaining unit members.
- E. Recall of employees shall be affected by sending a certified letter, return receipt requested, to the last address on file with the college office. If an employee being recalled does not report for work within ten working days from receipt of this letter, the employee shall be deemed to have quit.
- F. Employees shall not be required to accept temporary or part-time work in order to retain their seniority and shall not waive their right to recall if the affected employee chooses not to accept a position that is less in hours than the position they were laid off from.
- G. "Bumping" shall be defined as follows: A bargaining unit member with more seniority and whose position has been eliminated or reduced in hours may "bump" the employee with the least amount of seniority within the same job classification level (provided that the employee shall have the necessary skills to perform the job into which they are "bumping"). If an employee whose position has just been eliminated or reduced in hours wishes to "bump" into a different job classification level, the above stated procedure would be followed including possessing the necessary skills.

It is further agreed to that the employee who is "bumping" could realize an hourly pay increase depending on their current hourly wage rate. A committee made up of the President of GOSSE, a GOSSE representative designated by the affected employee, and the CFO will determine a fair and equitable hourly rate. If this committee cannot reach consensus then the matter shall be resolved by the President of Glen Oaks Community College or his/her designee. In the event an employee with superior seniority elects not to "bump" then that employee shall be laid off, but shall enjoy recall status according to seniority at the time of lay-off.

Any person displaced from a position, whether because of elimination of the position, or because of being bumped by another employee (according to the contract), shall have the right to bump the least senior employee in their current classification level or into a separate classification level if the employee possesses the required skill sets to perform the duties of the position.

Full-time employees are not required to accept part-time positions and part-time employees may exercise bumping rights to the least senior position (full or part time) provided they meet the qualifications as determined by the College.

1. Upon notification by the Administration to the GOSSE employee that their position has either been eliminated, or that they have been bumped from their current position, the employee has two (2) business days to notify Glen Oaks Administration of their intent to choose one of the following three options:
 - a. Layoff with recall rights up to one (1) year (or length of service, whichever is less) from the date of layoff per Article XI, Section B.
 - b. Bump within their current Job Classification Level (lowest position for which they are then-presently able to perform the work) to the least senior occupied position.
 - i. If the employee qualifies, by evaluation, for the least senior occupied position, they will be awarded that position, and the current employee in that position will be laid-off, and then bump if eligible.
 - ii. If the employee does not qualify, by evaluation, for the least senior occupied position, they can then move on to the next least senior occupied position (choosing not to accept part-time positions) and attempt to qualify for that position.
 - iii. The employee may repeat this process as needed until they either qualify for a position or reach a more senior employee's position on the seniority list which they will then be unable to bump.
 - iv. If the employee does not qualify for a position within a bumpable classification they are placed on layoff.
 - v. The employee is only allowed to go through the seniority list once.
 - vi. Bump the least senior occupied position from a separate job classification in which they are qualified to bump into.
 - vii. An employee only has one (1) chance (Bump) at qualifying, by evaluation, for a position within a different Job Classification Level, and is limited to the LEAST senior position.
 - viii. If the employee does not qualify, they are placed on layoff.

Qualifications, Skill and Ability are determined by the Employer

Once the Administration has been notified of the employee's decision to bump into a particular position, the Administration has five (5) business days to determine through various mechanisms whether the employee is qualified for the chosen position. If the Administration needs additional time to make the determination, the GOSSE President and the affected employee will be notified.

- H. It is hereby understood that if a public or private funding agency, reduces or discontinues the funding of employees, any action taken by the college which results in termination of employment of said employees is not subject to the grievance procedure. While this public or private funding continues, these employees will receive all benefits of the Master Contract guaranteed other employees. Should an employee, employed under said funding, subsequently be employed as a regular employee, seniority accrued during the period of said funding shall be credited to the employee.
- I. An employee shall lose all seniority for the following reasons:
 1. The employee quits or retires.
 2. The employee is discharged and the discharge is not reversed through the procedure set forth in this Agreement.
 3. The employee is absent for two (2) consecutive working days without notifying the employer (no call-no show). The employer will send written notification to the employee at the last

known address that the seniority has been lost and employment has been terminated. In the event the employee is physically unable to contact the employer, and a licensed physician attests to the fact that the employee was not physically able to make contact with the employer, the employer shall make an exception. It is the responsibility of the employee to have a current place of residence on file with the Human Resources Office.

- J. Seniority shall be determined by the last four (4) digits of the employees' social security numbers, with the employee having the lowest such number being assigned first on the seniority list, between any two (2) or more employees who have the same seniority date.

All current GOSSE members, as of ratification of this Master Agreement, shall be grandfathered in placement of the seniority list. Determination of seniority for all new hires (effective after ratification of this agreement) shall be the process above.

ARTICLE XII

Vacancies, Promotions and Transfers

- A. A vacancy shall be defined for purposes of this Agreement, as a position previously held by a bargaining unit member that the employer intends on filling, or a newly created position within the bargaining unit. No vacancy shall be filled until it has been posted internally for at least three (3) working days.
- B. Whenever a vacancy occurs, the Human Resources Office shall immediately notify the President of GOSSE.
- C. The Board agrees to offer, in filling vacancies, the position to present bargaining unit members who have the necessary qualifications and experience.

When consideration is given to present bargaining unit members, and all qualifications (required and desired) and experience are equal, the vacancy will be offered to the current bargaining unit member with the most seniority. The Administration shall provide a revised seniority list to the Association each July 1. The Association shall have fifteen (15) days to notify the Administration and request a meeting to adjust the list if necessary.

When consideration is given to both non-bargaining unit members and bargaining unit members and all qualifications (required and desired) and experience are equal, the vacancy will be offered to the current bargaining unit member with the most seniority. In any case, the administration reserves the right to apply criteria of qualifications, both required and desired, and evaluate the experience of each candidate. If the bargaining unit member is denied the position, such person(s) shall be notified, in writing, the reason(s) for being denied the position.

- D. Requests for transfer shall be made in writing, on forms provided by the Board, one copy of which may be filed with the president of GOSSE.
- E. All promotions shall be made in accordance with the levels and criteria established in the job descriptions on file in the Human Resources Office.
- F. In the event an employee who is transferred or promoted is found to be unsatisfactory in the new position; that employee shall have the right to return to the original position within fifteen (15) working days.
- G. In the event an employee transfers job classification levels they could realize an hourly pay increase or reduction depending on their current hourly wage rate. A committee made up of the President of GOSSE, a GOSSE representative designated by the affected employee, and the HR

Director will determine a fair and equitable hourly rate. If this committee cannot reach consensus then the matter shall be resolved by the President of Glen Oaks Community College or their designee. When a GOSSE employee is assigned a new hourly rate, the GOSSE President will receive a copy of the letter, which is sent to the employee informing them of their new rate.

ARTICLE XIII

Grievance Procedure

- A. A claim by a bargaining unit member, or the GOSSE, that there has been a violation, misinterpretation or misapplication of any provision of this Agreement, may be processed as a grievance as hereinafter provided. For purposes of this Article, working days shall exclude Holidays.
- B. In the event that a bargaining unit member believes there is a grievance, the member shall first discuss the alleged grievance with the immediate supervisor, either personally or accompanied by a GOSSE representative. If, as a result of the discussion with the immediate supervisor, a grievance still exists, the bargaining unit member may invoke the formal grievance procedure.
- C. The grievance shall be filed within twenty-five (25) working days of the alleged violation and shall be signed by the grievant. A copy of the grievance shall be delivered to the immediate supervisor. If the grievance involves more than one work location, it may be filed with the College President or the President's designee.
- D. Within five (5) working days of receipt of the grievance, the immediate supervisor shall meet with the GOSSE and/or the grievant in an effort to resolve the grievance. The immediate supervisor shall indicate, in writing, the disposition of the grievance within five (5) working days of such meeting, and shall furnish a copy thereof to the GOSSE and the grievant.
- E. If the GOSSE and/or grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days of such meeting, or ten (10) working days from the date of filing, the grievance shall be transmitted to the College President or the President's designee. Within ten (10) working days, the College President or the designee shall meet with the GOSSE on the grievance. The grievant may use their own discretion regarding the attendance of this meeting. The President of the college or the designee shall indicate, in writing, the disposition within ten (10) working days of such meeting, and shall furnish a copy thereof to the GOSSE and the grievant.
- F. If the GOSSE or the grievant is not satisfied with the disposition of the grievance by the College President, or if no disposition has been made within the period provided above, the GOSSE will notify the college, in writing, of its intention to seek arbitration within ten (10) working days. At this time, the Board of Trustees of Glen Oaks Community College may within five (5) working days announce its desire to review the grievance. If the Board of Trustees so desires, it will meet within ten (10) working days with the GOSSE and the grievant, if the grievant desires to attend. The Board shall have five (5) working days to announce its decision after the above meeting. If the Board of Trustees does not announce its decision to review the grievance within the time period, or if the GOSSE is not satisfied with the decision of the Board of Trustees, it may be submitted for arbitration. If the parties cannot agree as to the arbitrator within five (5) working days from the notification that arbitration will be pursued, the arbitrator shall be selected by the American Arbitration Association in accordance with its rules, which shall likewise govern the arbitration proceeding. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction. All claims for back wages shall be limited to the amount of the wages that the employee would otherwise have earned, less any unemployment compensation or compensation for personal services that they

may have received. It is agreed that an individual employee shall not have the authority to move a grievance forward to be scheduled for arbitration. GOSSE maintains the responsibility to move all grievances forward, which shall include grievances filed on behalf of one (1) member.

- G. The fees and expenses of the arbitrator shall be shared equally by the parties. Each party shall make arrangements for and pay any expenses of the witnesses who are called by them.
- H. The time limits provided in this article shall be strictly observed but may be extended by written agreement of the parties. If the grievance is not processed in a timely manner by the employee or GOSSE, it shall be considered withdrawn.
- I. Notwithstanding the expiration of this Agreement, any claim, or grievance arising hereunder, may be processed through the grievance procedure until resolution.
- J. For the purpose of assisting a bargaining unit member or the GOSSE in the prosecution or defense of any contractual, administrative, or legal proceeding, including but not limited to grievances, the Board shall permit a bargaining unit member access to and the right to inspect and acquire personal copies the member's personnel file and any other files or records of the Board which pertain to the bargaining unit member or any issue in the proceeding in question, within the limits of the Freedom of Information Act. Confidential letters of reference secured from sources outside the college shall be excluded from inspection.
- K. A bargaining unit member who must be involved in the grievance procedure during the work day shall be excused with pay for that purpose.
- L. If a grievance arises from the action of an authority higher than the immediate supervisor of the bargaining unit member, the GOSSE may present such grievance at the appropriate step of the grievance procedure.

ARTICLE XIV

Miscellaneous Provisions

- A. In the event that any provision of this Agreement, at any time, be held to be contrary to law by a court of competent jurisdiction, from whose final judgment or decree an appeal has been taken within the time provided for doing so, such provision shall be void and inoperative; however, all other provisions of this Agreement shall continue in effect.
- B. The provisions of the Agreement, and the wages, hours, terms and conditions of employment shall be applied without regard to any protected class, including, but not limited to race, creed, religion, color, national origin, age, sex, or marital status or membership in, or association with activities of any labor organization.
- C. GOSSE agrees that during the life of this Agreement, neither GOSSE, its agents, nor its members will authorize, instigate, aid or engage in a work stoppage, slowdown, or strike. Willful violation of this article by any employee will constitute just cause for discipline, up to, and including discharge. The Board agrees that during the same period there will be no lockouts.
- D. The Board agrees that no bargaining unit member shall be disciplined, reprimanded, reduced in level or compensation, or discharged without just cause. Any such disciplinary action shall be subject to the grievance procedure contained herein. All information forming the basis for disciplinary action will be made available to the bargaining unit member and to the GOSSE.

Glen Oaks Community College shall provide access to this Agreement via their website.

- E. **Assault** - If an employee, acting in the line of duty, is assaulted as defined by the law, the incident shall be immediately reported to the Board or its representative. Complete incident reports will be sent to the President's office by the administration as soon as reasonably possible.
- F. **Physical Assault or Injury** -
 1. If an employee, acting in the line of duty, is assaulted as defined by the law, the incident shall be immediately reported to the Community College President or its designee.
 2. An employee who is injured or harmed (while the employee is acting in the line of duty) will follow all guidelines and procedures for a work related injury, including completing the Employee Injury Report.
- G. No GOSSE member shall be required to put themselves in a dangerous situation that could result in harm to the member. All GOSSE members shall be provided with an updated Emergency Plan of Action Policy and administrative contact list. In cases of emergency of severe weather, the Administration of the Community College shall be responsible for enforcement of all policies and procedures.

ARTICLE XV

Waiver of Bargaining

The parties acknowledge that during the negotiations which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the GOSSE, for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, except where modified by this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE XVI

Evaluation

- A. Each GOSSE Member will participate in a GOCC Employee Performance Appraisal, based on their duties and responsibilities. The Employee Performance Appraisal tool shall be included as an Appendix of the Collective Bargaining Agreement. The appraisal will be administered as set forth below:
 - From date of hire:**
 - First evaluation at ninety (90) calendar days.
 - Second evaluation at six (6) months.
 - Then, one (1) evaluation once a year until the third year.
 - Afterwards, one (1) evaluation every three (3) years, or as deemed appropriate by supervisor.
- B. **Unsatisfactory Evaluation** – Before a Bargaining Unit Member is rated unsatisfactory in their job performance, the supervisor shall meet with the individual at least one (1) month prior to such

rating being submitted in order to put the Bargaining Unit Member on notice that their job performance is not satisfactory and to discuss means of improvement.

- C. The Employee Performance Appraisal committee shall be equally represented by the Administration, GOSSE, and Faculty and shall have the authority through mutual agreement to revise the current process and tool.

In the event the Committee is unable to reach consensus on the development of the Employee Performance Appraisal process, the College Council shall have the authority to render the final decision on the process. The College Council shall review the Employee Performance Appraisal tool on an as needed basis. Should concerns be raised by any party regarding the tool or process, the Council shall convene the Evaluation Committee within fifteen (15) business days to address these concerns.

Article XVII

Duration of Agreement

This agreement shall be effective as of February 2, 2025 and shall continue in effect through December 31, 2026. Negotiations between the parties shall begin ninety (90) days prior to the contract expiration date of December 31, 2026. Parties shall meet within two (2) weeks of the notification of intent to bargain. If, pursuant to such negotiations, an agreement on the renewal or modification is not reached prior to the expiration date, this Agreement shall expire at such expiration date unless it is extended by mutual agreement of both parties.

For the GOSSE:

Judy Fetch

President/Negotiator

Tony Mill

Negotiator

CHAD Warkya

Negotiator

Negotiator

Negotiator

March 13, 2025

Date

For the Board of Trustees,

Glen Oaks Community College:

[Signature]

Chairman

[Signature]

Secretary

[Signature]

Negotiator

MARCH 13, 2025

Date

APPENDIX A

SALARY SCHEDULE

For employees hired on or after February 2, 2025, the pay rate and related annual and step increases shall follow the pay grids below.

For current employees, those hired on February 1, 2025 or before, the pay rate and related starting point for the step increases within the pay grid below are provided in the KEY, located below the pay grids.

The 2025 pay grid shall become effective February 2, 2025.

Additionally for current employees (those both actively employed on January 24, 2025 and also actively employed on the date of contract ratification) shall be entitled to a one-time lump sum contract signing bonus of one-thousand, three hundred dollars (\$1,300.00). The signing bonus shall be subject to standard deductions such as taxes and shall not be applicable to overtime.

2025	LEVEL A	LEVEL B	LEVEL C	LEVEL D	LEVEL E
Step 1	\$15.00	\$15.46	\$15.92	\$16.40	\$17.09
Step 2	\$15.59	\$16.07	\$16.54	\$17.04	\$17.76
Step 3	\$16.18	\$16.68	\$17.16	\$17.68	\$18.43
Step 4	\$16.77	\$17.29	\$17.78	\$18.32	\$19.10
Step 5	\$17.36	\$17.90	\$18.40	\$18.96	\$19.77
Step 6	\$17.95	\$18.51	\$19.02	\$19.60	\$20.44
Step 7	\$18.54	\$19.12	\$19.64	\$20.24	\$21.11
Step 8	\$19.13	\$19.73	\$20.26	\$20.88	\$21.78
Step 9	\$19.72	\$20.34	\$20.88	\$21.52	\$22.45
Step 10	\$20.25	\$20.88	\$21.50	\$22.16	\$23.08

The 2026 pay grid shall become effective on the first pay period beginning on or after January 1, 2026 (3%).

2026	LEVEL A	LEVEL B	LEVEL C	LEVEL D	LEVEL E
Step 1	\$15.45	\$15.92	\$16.40	\$16.89	\$17.60
Step 2	\$16.06	\$16.55	\$17.04	\$17.55	\$18.29
Step 3	\$16.67	\$17.18	\$17.67	\$18.21	\$18.98
Step 4	\$17.27	\$17.81	\$18.31	\$18.87	\$19.67
Step 5	\$17.88	\$18.44	\$18.95	\$19.53	\$20.36
Step 6	\$18.49	\$19.07	\$19.59	\$20.19	\$21.05
Step 7	\$19.10	\$19.69	\$20.23	\$20.85	\$21.74
Step 8	\$19.70	\$20.32	\$20.87	\$21.51	\$22.43
Step 9	\$20.31	\$20.95	\$21.51	\$22.17	\$23.12
Step 10	\$20.86	\$21.51	\$22.15	\$22.82	\$23.77

CURRENT EMPLOYEE PAY GRID KEY:

LAST NAME	FIRST NAME	GROUP	CURRENT LEVEL-STEP	YEAR 1 PROPOSED LEVEL-STEP	YEAR 2 PROPOSED LEVEL-STEP
Martinez	Marcelino	Custodian	1-1	A-3	A-4
Haack	Jordan	Custodian	1-2	A-4	A-5
Johnson-Gay	Michaela	Custodian	1-2	A-4	A-5
Arrington	Mark	Custodian	1-10	A-7	A-8
Smith	Shelby	Assistant	3-1	C-2	C-3
Golden	Melanie	Library	3-2	B-4	B-5
Southworth	Kylie	Assistant	3-2	C-3	C-4
Wheeler	Christine	Assistant	3-2	C-3	C-4
Bachinski	Kayla	Financial Aid	3-3	C-3	C-4
Scott	Daniel	AR/Cashier	4-3	D-3	D-4
Fries	Anne	Assistant	3-7	C-5	C-6
Green	Clarice	Assistant	3-10	C-7	C-8
Miller	Tonya	Library	3-10	B-7	B-8
Sanderson	Misty	Library	3-10	B-7	B-8
Fetch	Judy	Library	4-11	D-OFF	D-OFF
Thole	Barb	Accounts Pay	4-11	D-OFF	D-OFF
Anderson	Trisha	Maintenance	5-1	E-3	E-4
Anderson	Dalton	Maintenance	5-2	E-4	E-5
McCoy	Michael	Maintenance	5-3	E-4	E-5
Martin	Paul	Maintenance	5-6	E-5	E-6
Gowan	Jordan (Levi)	Maintenance	5-8	E-6	E-7
Ludwig	Amanda	Maintenance	5-8	E-6	E-7

APPENDIX B: INSURANCE BENEFITS

REFER TO PLAN DOCUMENTS FOR EXACT COVERAGES AND TERMS

	Option 1	Option 2	Option 3	Option 4
Health Plan(s)	\$250/500 deductible in network \$20/\$25/\$50/\$150 co-pays 0% co-insurance \$10/\$40/\$80 co-pay prescription card	High deductible with Health Savings Account (HSA) \$1,650/\$3,300 deductible in-network \$0 co-pay 0% co-insurance \$10/\$40/80 co-pay prescription card	High deductible with Health Savings Account (HSA) \$2,000/\$4,000 deductible in-network \$0 co-pay 0% co-insurance \$10/\$40/\$80 co-pay prescription card	High deductible with Health Savings Account (HSA) \$2,000/\$4,000 deductible in-network \$0 co-pay 80% co-insurance \$10/\$40/\$80 co-pay prescription card
LTD	66 2/3% of Maximum eligible salary \$5000 max monthly benefit 90 calendar day modified fill elimination COLA Yes	66 2/3% of Maximum eligible salary \$5000 max monthly benefit 90 calendar day modified fill elimination COLA Yes	66 2/3% of Maximum eligible salary \$5000 max monthly benefit 90 calendar day modified fill elimination COLA Yes	66 2/3% of Maximum eligible salary \$5000 max monthly benefit 90 calendar day modified fill elimination COLA Yes
Life	\$100,000 with AD&D	\$100,000 with AD&D	\$100,000 with AD&D	\$100,000 with AD&D
Vision	Benefits as included in EyeMed	Benefits as included in EyeMed	Benefits as included in EyeMed	Benefits as included in EyeMed
Dental	100/90/60/50 \$3,000 Class A, B, C, D, annual max \$1500 Class D lifetime max 2 cleaning per year Sealants	100/90/60/50 \$3,000 Class A, B, C, D, annual max \$1500 Class D lifetime max 2 cleaning per year Sealants	100/90/60/50 \$3,000 Class A, B, C, D, annual max \$1500 Class D lifetime max 2 cleaning per year Sealants	100/90/60/50 \$3,000 Class A, B, C, D, annual max \$1500 Class D lifetime max 2 cleaning per year Sealants

APPENDIX C

JOB CLASSIFICATION

Level E

Maintenance Assistant

Level D

Accounts Payable/Payroll Assistant

Accounts Receivable Assistant

Library Technician

Level C

Assistant to VP of Academics/Faculty

Assistant to the VP of Student Services/Records and Registration

Early Middle College Assistant

Executive Assistant to the Administration

Executive Assistant to the Dean of Health & Natural Sciences

Executive Assistant to the Director of Admissions

Executive Assistant to the Director of Athletics/Fitness and Wellness Center

Financial Aid Assistant

Level B

Learning Commons Clerk

Level A

Custodian

APPENDIX D

JOB DESCRIPTIONS

LEVEL E

POSITION TITLE: MAINTENANCE ASSISTANT

REPORTS TO: Director of Buildings & Grounds

DATE: February 2, 2025

Hours: Full-Time employee work schedules may be adjusted to stay within the 32-40 hours per week, to the extent practical.

DUTIES AND RESPONSIBILITIES:

Employees in this position install, maintain repair (and sometimes operate college vehicles,) mechanical, electrical and other maintenance trade equipment such as locks, control-valves, filters, motors, tanks, fans, radiators, hoists, thermostats, refrigerators, pumps, sewers, boilers, air conditioners, heavy equipment and other types of equipment using various types of tools and knowledge and principles of the maintenance trades.

The knowledge of electrical wiring, systems and equipment is essential as well as understanding of the principles involved in systems such as cooling, sewer, water, heating and pressure systems. (Some knowledge of the principles of other maintenance trades is also important, such as welding, plumbing, carpentry, construction, painting and masonry/plaster.) The various types of equipment and systems may be located in buildings or garages, or on outdoor sites. Examples performed by this position include:

1. Make correct adjustments and perform preventive or corrective maintenance on heating and cooling systems.
2. Perform safe preventive or corrective maintenance of electrical circuits, motor controls, etc.
3. Make structural changes as required.
4. Snow removal and mow campus grounds as required.
5. Other duties within the scope of this position as assigned by their supervisor.

COMMITTEE MEMBERSHIP: As assigned.

REQUIRED QUALIFICATIONS:

- Must possess and maintain a valid driver's license without restrictions and a safe driving record.
- Must demonstrate a general knowledge of heating and cooling systems.
- Must demonstrate a safe working knowledge of 110, 208, 480 voltage, 3-phase power electric circuit, such as motor controls, lighting, switching and power outlet circuits.
- Must demonstrate a practical knowledge of rough carpentry and finish carpentry.
- Must demonstrate a general knowledge of brazing, cutting, and welding metal.
- Two (2) years relevant work experience.

LEVEL D

POSITION TITLE: ACCOUNTS PAYABLE/PAYROLL ASSISTANT

REPORTS TO: Chief Financial Officer and Controller

DATE: February 2, 2025

Hours: Full-Time employee work schedules may be adjusted to stay within the 32-40 hours per week, to the extent practical.

DUTIES AND RESPONSIBILITIES

Employees in this position require an in-depth knowledge of accounting procedures as well as an understanding of data processing procedures. The Accounts Payable/Payroll Assistant assists in the implementation of the College's general financial policies, procedures, systems and reporting. Examples performed by this position include:

1. Maintain purchase order and invoice files, validating invoices for payment, preparing, issuing accounts payable checks and reports.
2. Post all budget and accounting records.
3. Prepare payroll checks to include checking time cards and other pay authorizations.
4. Maintain files required to document disbursements.
5. Prepare reports as required.
6. Assist in program reviews and audits as required.
7. Monitor budget for purchasing and accounts payable and return documents to originating office for necessary adjustments.
8. Research vendors, obtain W-9 forms, complete credit applications, and submit tax exempt forms to vendors.
9. Issue and maintain purchase orders.
10. Monitor accounts payable and request refunds for credit when necessary.
11. Other duties within the scope of this position as assigned by their supervisor.

COMMITTEE MEMBERSHIP: As assigned.

REQUIRED QUALIFICATIONS:

- Associate Degree in Accounting.
- Knowledge of accounting as evidences by one year of college level accounting or equivalent experience.
- Knowledge and skill in operation of computer, desk calculator and other standard office machines and equipment.
- Ability to deal effectively with the public.
- One (1) year relevant work experience.

(Other combinations of experience and/or education which could provide the required knowledge, skills and abilities may be considered on an individual basis.)

LEVEL D

POSITION TITLE: ACCOUNTS RECEIVABLE ASSISTANT

REPORTS TO: Chief Financial Officer and Controller

DATE: February 2, 2025

Hours: Full-Time employee work schedules may be adjusted to stay within the 32-40 hours per week, to the extent practical.

DUTIES AND RESPONSIBILITIES:

Employees in this position require knowledge of accounting procedures as well as an understanding of data processing procedures. The Accounts Receivable Assistant participates in the implementation of the College's general financial policies, procedures, systems and reporting. Examples performed by this position include:

1. Receive all revenue and account for same. Balance cash drawer and prepare deposits.
2. Prepare billing and maintain files on receivables.
3. Input data such as student payments, book charges, etc. into the College's accounts receivable system.
4. Answer inquiries (including telephone) regarding registration costs for prospective students.
5. Monitor student refunds. Process necessary paperwork to support the disbursement.
6. Assist in physical inventories and audits as required.
7. Ensure board approved cash handling policy is followed.
8. Assist in directing the activities of student worker.
9. Manage collections process, which may include representing the College in court hearings.
10. Monitor and manage student account activity for completeness and accuracy; including 3rd party payment system.
11. Monitor de-registration process.
12. Represent Business Office at new student orientations.
13. Print reports as required.
14. Other duties within the scope of this position as assigned by their supervisor.

COMMITTEE MEMBERSHIP: As assigned.

REQUIRED QUALIFICATIONS:

- Associate Degree in Accounting or Business Degree with a concentration in Accounting.
- Knowledge of accounting as evidenced by one year of college level accounting or equivalent experience.
- Ability to deal effectively with the public.
- Knowledge and skill in operation of computer, desk calculator, and other standard office machines and equipment.
- One year relevant work experience.

(Other combinations of experience and/or education which could provide the required knowledge, skills, and abilities may be considered on an individual basis.)

LEVEL D

POSITION TITLE: LIBRARY TECHNICIAN

REPORTS TO: Director of Learning Commons

DATE: February 2, 2025

Hours: Full-Time employee work schedules may be adjusted to stay within the 32-40 hours per week, to the extent practical.

DUTIES AND RESPONSIBILITIES

Employees in this position perform many support activities needed to operate the Learning Commons (LC). They help the Director acquire, organize and make materials accessible to others. They answer questions and direct LC users to standard references, perform routine cataloging of library materials, verify information on order requests and help supervise other support staff. They operate and maintain audiovisual equipment and assist LC users with retrieving information from computer databases. They assist patrons & promote LC services and resources to a diverse population of patrons. Examples performed by this position include:

1. Staff the LC two evenings a week. Open and close the LC when necessary and provide appropriate security such as taking measures to secure LC property, ensuring vacancy of the premises before closing, etc.
2. Schedule and move audiovisual equipment and help students, faculty, patrons and vendors in the use and maintenance of audiovisual equipment, copiers, and computers.
3. Assist with correspondence, the telephone, personnel records and various forms of communication.
4. Assist the Director in the acquisition of all library materials: order, receive, return and maintain accounts with monthly reconciliations. Check prices, create purchase orders, and follow through with trouble shooting problems.
5. Assist in the processing or withdrawal of materials including maintaining library databases.
6. Assist in all phases of circulation and maintain circulation records.
7. Prepare periodic statistical reports utilizing the automation system when necessary.
8. Serve as photocopier key operator order supplies and call in service.
9. Assist the Director in the training and supervision of the work-studies and direct others in the absence of the Director and Assistant Director.
10. Assist in providing basic reference services on-line and in print, referring to the Director when necessary.
11. Assist in the sending and receiving of Inter-Library Loan requests.
12. Maintain an audiovisual equipment inventory and a record of maintenance.
13. Maintain a working knowledge of electronic materials, networked databases, the Internet, and curriculum related software to assist students, faculty and patrons.
14. Assist the Director and the network administrator in monitoring the library network and ensuring that patron use remains within college policies.
15. Other duties within the scope of this position as assigned by their supervisor.

COMMITTEE MEMBERSHIP: As assigned.

REQUIRED QUALIFICATIONS:

- Associate Degree in Library Science (equivalent combination of education and experience may be substituted).
- Demonstrated knowledge of library research.
- Ability to deal effectively with a diverse population of patrons.
- Ability to instruct student assistants in work methods and procedures.
- Accuracy, precision, attention to detail.

- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation and the ability to compose, in good form, various correspondences.
- Knowledge and skill in operation of library/audiovisual/telecommunications equipment, computers, other standard office machines and curriculum related software.
- Two (2) years relevant library experience.

LEVEL C

POSITION TITLE: ASSISTANT TO VP OF ACADEMICS/FACULTY

REPORTS TO: VP of Academics/Faculty

DATE: February 2, 2025

Hours: Full-Time employee work schedules may be adjusted to stay within the 32-40 hours per week, to the extent practical.

DUTIES AND RESPONSIBILITIES

Employees in this position, performing the full range of secretarial duties, function as secretaries coordinating office activities for non-clerical supervisors. They participate in and supervise the performance of a variety of clerical tasks, perform secretarial tasks, and participate in management support activities through application of a body of knowledge related to instructions (procedures, practices, manuals or other specified instructions), guidelines (policies, rules, regulations or laws), and office equipment (computer, fax, copier). Examples performed by this position include:

1. Serve as the public face of the Administration suite, notifying administrators of the arrival of their appointments or visitors, and providing directions to students/visitors that need assistance.
2. Ensuring that all course syllabi for faculty are uploaded and maintained in Simple Syllabus.
3. Send course master and syllabi copies to new faculty and, upon request, other constituents (i.e. other institutions, students, etc)
4. Ensure that faculty courses and office hours are posted on their GOCC Google Calendars.
5. Schedule department meetings twice a year, type and distribute the minutes.
6. Assists faculty in preparing class materials as needed to deliver quality instruction.
7. Prepare and honor the confidentiality of instructional materials including tests and exams. Does not grade papers and/or tests. Does not proctor quizzes, tests, or exams for instructors.
8. Implement academic procedures for the end of semester student class evaluations.
9. Type and distribute the agendas and minutes for the Academic Committees.
10. Create and maintain faculty mailboxes each semester.
11. Distribute faculty mail/messages daily and receive college deliveries for the Administration Suite (A-Wing).
12. Order, secure and provide instructional and/or special supplies for all faculty.
13. Maintain contact with the College Bookstore and multiple textbook publishers to facilitate textbook selection by Faculty and manage textbook adoptions get in the system.
14. Order all desk copies, teachers' manuals, and electronic books.
15. Respond to students needing assistance contacting or communicating with faculty.
16. Track faculty professional development, student learning outcome plans and data submission, Learning Management System (LMS) course publishing, committee participation, etc.
17. Assist with (LMS) logistics. Send out correspondence to students and faculty as needed at the start of each semester.
18. Assist with the process of creating and filling student internship opportunities.
19. Assist with the coordination of class field trips including but not limited to organizing travel logistics, field trip forms, etc.
20. Assist with the SPOL software and faculty credentialing processes.
21. Assist with the Booking software for room reservations, run classroom utilization reports, and post class schedules each semester for each classroom.
22. Maintain the copiers in the A and F-Wings. Order supplies and service as needed.
23. Assist in monitoring the class cancellation line and notify students of cancellations.
24. Utilize Watermark or Mobile Text Alerts to send campus announcements.
25. Assist with the coordination of Student Awards Ceremony, Graduation, Ready Set Go, and other Academic Department Events as needed.

26. Other duties within the scope of this position as assigned by their supervisor.

COMMITTEE MEMBERSHIP: As assigned.

REQUIRED QUALIFICATIONS:

- Associate Degree in a related field.
- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation and the ability to compose, in good form, various correspondences.
- Knowledge and skill in operation of computer and other standard office machines and equipment.
- Demonstrated proficiency in Word, Excel, and Power Point.

DESIRED QUALIFICATIONS:

- Bachelor's degree
- One (1) year experience in secretarial position.

LEVEL C

POSITION TITLE: ASSISTANT TO VP OF STUDENT SERVICES/RECORDS AND REGISTRATION

REPORTS TO: Registrar

DATE: February 2, 2025

Hours: Full-Time employee work schedules may be adjusted to stay within the 32-40 hours per week, to the extent practical.

DUTIES AND RESPONSIBILITIES

Employees in this position, performing the full range of secretarial duties, function as secretaries coordinating office activities for non-clerical supervisors. They participate in and supervise the performance of a variety of clerical tasks, perform secretarial tasks, and participate in management support activities through application of a body of knowledge related to instructions (procedures, practices, manuals or other specified instructions), guidelines (policies, rules, regulations or laws), and office equipment (computer, fax, photo-copier). This position provides clerical support to the VP of Student Services and works collaboratively with the Registrar to perform functional duties of the Registration Office within the Student Services Department. Examples performed by this position include:

1. Provide front desk customer service to students and visitors, direct individuals to appropriate departments and/or schedule appointments for students.
2. Assist with all registration processes, including input of student data, registrations, and add/drops.
3. Assist with processing grade changes and grade point re-evaluations.
4. Process transcript requests and transfer evaluations.
5. Manage the class lists, wait-lists, cancellations, and other student lists and processes. Assist in the communication process for status changes and/or the de-registration process.
6. Assist with Student ID cards.
7. Process graduation applications, order diplomas, covers, caps and gowns. Post degree or certificates in the student information system. Assist with graduation ceremony.
8. Assist the Registrar with processing reports to the National Student Clearing House.
9. Assist students with accessing the student portal, password reset, and other software systems.
10. Assist in updating certificate and degree requirements for Degree Audits.
11. Assist in maintenance of college course taxonomy in coordination with the Academic Office.
12. Provide desk coverage during lunch or break times for various units within the Student Services department and provide evening coverage, as needed.
13. Assist in the preparation of the Dean's and President's lists and Academic standing processes each semester.
14. Provide support to ensure operations and accessibility of the student portal, the student information system, and other technology platforms for Student Services Department.
15. Assist and maintain transfer equivalency data for students and databases for web information.
16. Monitor veteran student enrollment, prepare and submit all records to the Veteran Administration.
17. Communicate with students through various venues regarding Student Services office functions and updates.
18. Update student information in the system, including program status, residency changes, etc.
19. Manages concourse conference room reservations.
20. Provide support to the Vice President of Student Services and others within the Student Services Department as assigned by the supervisor.
21. Other duties within the scope of this position as assigned by their supervisor.

COMMITTEE MEMBERSHIP: As assigned.

REQUIRED QUALIFICATIONS:

- Associate Degree in related field.
- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation and the ability to compose, in good form, various correspondences.
- Knowledge and skill in operation of computer and other standard office machines and equipment.
- Demonstrated proficiency in Microsoft Office

DESIRED QUALIFICATIONS:

- Bachelors Degree
- One year relevant work experience.

LEVEL C

POSITION TITLE: EARLY-MIDDLE COLLEGE ASSISTANT

REPORTS TO: Early-Middle College Program Director

DATE: February 2, 2025

Hours: Full-Time employee work schedules may be adjusted to stay within the 32-40 hours per week, to the extent practical.

DUTIES AND RESPONSIBILITIES

Employees in this position perform a variety of secretarial duties and tasks where the secretarial discipline is a substantial and/or essential part of the work, while learning the knowledge and/or guidelines of the service and developing skills needed to perform the work. Work is performed, independently, under general guidance of the EMC Program Director. Examples performed by this position include:

1. Assist the EMC Program Director with composing and editing documents, scheduling meetings or appointments, and handling phone calls, email, texts, and mail.
2. Assists in planning and implementing EMC events.
3. Monitors students' education development plans (EDPs) and corresponds with high school administrators, college advisors, EMC students, and parents as needed for completion of EDPs.
4. Enters student information into Colleague and other databases and software systems as necessary.
5. Provides supplementary assistance and support to high school students both on campus and/or at high school sites.
6. Corresponds with high school students and parents about dual enrollment/EMC programs, requirements, and procedures.
7. Provide EMC coverage during evening and weekend hours when necessary.
8. May assist other departments within Student Services with dual enrollment processes as needed.
9. Provide support to other areas of Student Services as assigned by their supervisor (i.e. mailings, filing, data entry, student ID's, etc.).
10. Other duties within the scope of this position as assigned by their supervisor.

COMMITTEE MEMBERSHIP: As assigned.

REQUIRED QUALIFICATIONS:

- Associate Degree in related field or sufficient progress towards degree to be able to complete within a year.
- Demonstrated keyboarding ability.
- Skilled in Microsoft Office Suite
- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation, and the ability to compose, in good form, various correspondences.
- Knowledge and skill in operation of computer and other standard office machines and equipment.
- Attention to detail essential.
- Strong interpersonal communication ability with the public, students, and all staff.

DESIRED QUALIFICATIONS:

- One (1) year experience in a secretarial position.
- Bi-lingual with ability to speak English and Spanish.

LEVEL C

POSITION TITLE: EXECUTIVE ASSISTANT TO THE ADMINISTRATION

REPORTS TO: Director of Human Resources

DATE: February 2, 2025

Hours: Part-Time

DUTIES AND RESPONSIBILITIES:

Employees in this position, performing the full range of secretarial duties, function as secretaries coordinating office activities for the Administration. Under the supervision of the Director of Human Resources, employees in this position will provide clerical support to various departments, including but not limited to: Human Resources, Marketing, the GOCC Foundation, Institutional Research, Business Services, Vice Presidents and the President's Office. Examples of duties performed by this position include, but are not limited to:

1. Assists with Business Outreach and Services Department communications including typing correspondence, processing incoming and outgoing mail for the Department, and monitoring the Business Outreach and Services web pages for accurate information.
2. Coordinate with Registration Department to ensure up to date course offerings and taxonomies; assist with the enrollment of Business Outreach course students and assignment of instructors.
3. Assist in the coordination of Business Services and Continuing Education courses, including maintaining mailing lists, monitoring enrollment counts and lists, creating certificates, preparing course materials, and assisting with set-up and tear down of events. Input enrollees into computer system for seminars and grant training.
4. Assist with administrative tasks associated with the Motorcycle Safety Program such as corresponding with students and instructors, preparing course materials, assisting with the registration process.
5. May assist with the planning and coordination of other campus events such as job fairs, Explore the Oaks, etc. May include contacting vendors/participants, ordering supplies, adding events to the college events calendar, and assisting at the event.
6. Using a variety of software technologies to assist with department and/or campus communications such as newsletters, text-alerts, social media posts, electronic and paper signage, and mailings.
7. Utilize mail merge software or other technologies to assist with mass mailings such as Business Outreach mailings, President's and Dean's List letters, annual reports, holiday cards, etc.
8. Other duties within the scope of this position as assigned by their supervisor.

COMMITTEE MEMBERSHIP:

As assigned by supervisor.

REQUIRED QUALIFICATIONS:

- Associate degree in a related field (equivalent combination of education and experience may be considered).
- Advanced knowledge of Microsoft Office including Word, Excel, Publisher, and PowerPoint.
- Knowledge and skill in use of office equipment, computers, and the ability to quickly adapt to new software and technology.
- Organizational skills and attention to detail are essential.
- Ability to work independently to prioritize work, managing multiple projects and deadlines.
- Strong written and oral communication skills with the ability to effectively collaborate with a diverse population of individuals across all levels of the organization.

DESIRED QUALIFICATIONS:

- One (1) year experience in secretarial position.
- Skill in Ellucian Colleague.

LEVEL C

POSITION TITLE: EXECUTIVE ASSISTANT TO THE DEAN OF HEALTH & NATURAL SCIENCES

REPORTS TO: Dean of Health & Natural Sciences

DATE: February 2, 2025

Hours: Full-Time employee work schedules may be adjusted to stay within the 32-40 hours per week, to the extent practical.

DUTIES AND RESPONSIBILITIES

Employees in this position, performing the full range of secretarial duties, function as secretary coordinating office activities for the Health Sciences Department. They participate in and supervise the performance of a variety of clerical tasks, perform secretarial tasks, and participate in management support activities through application of a body of knowledge related to instructions, (procedures, practices, manuals or other specified instructions), guidelines, (policies, rules, regulations or laws), and office equipment (computer, fax, photo-copier).

This position provides support to the Dean of Health & Natural Sciences and Director of Allied Health, and students in the Nursing, Allied Health and Science programs.

Examples of tasks performed by this position include:

1. Maintain and monitor student records, courses completed, student progress and other information needed to maintain accreditation records and standing for allied health and nursing students.
2. Maintain and monitor student records through a computerized tracking system to ensure that students meet all prerequisites, are appropriately ranked, and graduates meet all degree requirements.
3. Maintain statistical records for program accreditation/Michigan Department of Licensing and Regulatory Affairs (LARA).
4. Maintain department websites, brochures, advertisements, and marketing materials for the programs, other than those maintained by the Information Technology, marketing, and publications department.
5. Organize the office and maintain computer, Etrieve, and physical files to document information. Identify any problems to the Dean of Health & Natural Sciences/Director of Allied Health.
6. Handle all correspondence coming into and leaving the department in a polite and professional manner.
7. Assist in planning of departmental or other events that promote department programs; schedule spaces, equipment and supplies. (Examples include: Health Education and Career Fair, Mi Career Quest, Orientation, Re-Bootcamp, Explore the Oaks, breakfast for Year 1 Nursing Students, and Allied Health Student Social, and Health Sciences Pinning).
8. Collect and maintain records for students in the programs such as CPR, criminal background checks and immunization records.
9. Assist in planning and organizing the MA Advisory Board and Division of Nursing Advisory Board and Division of Nursing meetings.
10. Take minutes at all meetings held by the Nursing, Allied Health, and Natural Sciences departments.
11. Maintain Allied Health Advisory Board and Division of Nursing Advisory Board member's contact information: phone numbers and emails.
12. Maintain a calendar for the Dean of Health & Natural Sciences; setup meetings and schedule appointments, including all student advising sessions.
13. Support faculty and staff with ordering and stocking of supplies in the offices and labs for Nursing, Allied Health and Sciences.
14. Provide initial information about programs to new students. Maintain and distribute new student packets including student handbooks for Nursing, Allied Health and Sciences.
15. Set up contacts for graduation photos.
16. Assist with documentation required by the State Board of Nursing, and other licensing boards and accrediting bodies.
17. Serves as liaison between nursing clinical sites/faculty/nursing students. Inputs clinical rotations, and student data into multiple software programs utilized by clinical sites.

18. Sets appointments for out of state fingerprinting through Identigo System and drug screens through Myescreen Program for Allied Health and Nursing Students.
19. Serves as Local Agency Security Officer, (LASO), for the Allied Health and Nursing Departments for CHRIS, (Criminal History Record Information System), from the Michigan State Police.
20. Maintains rosters for Kaplan cohorts for nursing students.
21. Maintains spreadsheet for usage to update MiTC Training Website in July yearly for Michigan Works CNA , MA-C, and PBT programs participating in the Michigan Training Connect program.
22. Monitors faculty immunization compliance for clinical instructors.
23. Reconciles monthly credit card statement for Dean of Health & Natural Sciences.
24. Maintains demographic nursing rosters that are distributed to advisors, financial aid, nursing faculty, and registration staff whenever there are revisions.
25. Contacts students referred through Watermark and completes spreadsheet.
26. Updates C N A packet and sends to C N A employers each semester.
27. Other duties within the scope of this position as assigned by the Dean of Health and Natural Sciences and the Director of Allied Health.

COMMITTEE MEMBERSHIP: As assigned.

REQUIRED QUALIFICATIONS:

- Associates degree (equivalent combination of education and experience may be substituted)
- Demonstrated keyboarding ability.
- Advanced knowledge in Microsoft Office Suite including Windows, Word, PowerPoint, Access, and Excel.
- Knowledge and skill in operation of computer, fax, photo-copier and other standard office machinery.
- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation and the ability to compose, in good form, various correspondences.
- Excellent customer service skills including phone etiquette and interpersonal communication.
- Ability to multi-task several projects at the same time.

DESIRED QUALIFICATIONS:

- One year experience in secretarial position.

LEVEL C

POSITION TITLE: EXECUTIVE ASSISTANT TO THE DIRECTOR OF ADMISSIONS

REPORTS TO: Director of Admissions

DATE: February 2, 2025

Hours Worked: Full-Time employee work schedules may be adjusted to stay within the 32-40 hours per week, to the extent practical.

DUTIES AND RESPONSIBILITIES

Employees in this position, performing the full range of secretarial duties, provide clerical support, and coordinate office activities for non-clerical supervisors. They participate in and supervise the performance of a variety of clerical tasks, perform secretarial tasks, and participate in management support activities through application of a body of knowledge related to instructions (procedures, practices, manuals or other specified instructions), guidelines (policies, rules, regulations or laws), and office equipment. Examples performed by this position include:

1. Provide clerical support to the Director of Admissions and the Admissions Department.
2. Assist in supervision of work-study students and student ambassadors.
4. Process admission applications, high school transcripts, GED transcripts, and standardized placement test scores.
5. Communicates with students regarding admissions processes and general inquiries through a variety of methods (phone, text, email, letter, and in-person).
6. Assist with college functions related to the department (e.g. St. Joseph County College Fair, New Student Orientations, Transfer Day, Campus visits, and off-campus presentations and events.)
7. Handle incoming mail, e-mail, phone calls, texts, and appointment arrangements for the Admissions Department.
8. Arrange on-campus recruitment visits for transfer colleges and universities.
9. Assist with the display and inventory of college promotional literature, pertaining to admissions, in the student services area of the college and at other on-campus locations.
10. Assist the Admissions Office in the preparation of packets and distribution of College promotional items for on-campus activities or off-campus locations and events.
11. Assist the Director of Admissions in obtaining school rosters for prospective students. Create mailing lists for recruiting purposes.
12. Serve as back up clerical support for the Registration and Records office as needed.
13. Order office, copier, and student ID supplies for Student Services.
14. Provide frontline customer service for Student Services. Greet students/staff when they enter student services.
15. Other duties within the scope of this position as assigned by their supervisor.

COMMITTEE MEMBERSHIP: As assigned.

REQUIRED QUALIFICATIONS:

- Associate Degree in related field or sufficient progress towards degree to be able to complete within a year.
- Demonstrate keyboarding ability.
- Skilled in Microsoft Office Suite.
- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation, and the ability to compose, in good form, various correspondences.
- Knowledge and skill in operation of computer and other standard office machines and equipment.
- Attention to detail essential.
- Strong interpersonal communication ability with the public, students, and all staff.

Desired

- One (1) year experience in secretarial position.
- Bi-lingual with ability to speak English and Spanish.
- Proficient in Ellucian Colleague

LEVEL C

POSITION TITLE: EXECUTIVE ASSISTANT TO THE DIRECTOR OF ATHLETICS/FITNESS AND WELLNESS CENTER

REPORTS TO: Director of Athletics/Fitness and Wellness Center

DATE: February 2, 2025

Hours: Full-Time employee work schedules may be adjusted to stay within the 32-40 hours per week, to the extent practical.

DUTIES AND RESPONSIBILITIES

Employees in this position perform support activities needed to operate the Athletic Department. They work with and provide support to the Athletic Director and coaches to meet the goals for the department, and to enhance the overall operations of the department. They will provide support for the Athletic Director, Head Coaches, and Assistant Coaches. They perform clerical functions, such as composing, editing, and prioritizing office communications, and when appropriate, resolve issues. They will participate in management support activities through application of a body of knowledge related to instructions (procedures, practices, manuals or other specified instructions), guidelines (policies, rules, regulations or laws), and office equipment (computer, fax, photo-copier). Examples performed by this position include:

1. Provide clerical support to the Athletic Director and coaches within the Athletic Department.
2. Make travel arrangements for all sports teams, coaches, and the Athletic Director.
3. Schedule vehicles for all department travel, including recruiting, errands, and team travels, as well as aid with vehicle scheduling for all campus departments.
4. Request meal money and assist in reconciling reimbursement forms for all teams, coaches, and the Athletic Director.
5. Create, post, and distribute rosters, schedules, and schedule changes to NJCAA, MCCA, and campus constituents to assist in the marketing of each sport.
6. Monitor all social media accounts related to the Athletic Department.
7. Utilize scheduling and payment software to distribute schedules for all sports, to notify appropriate organizations and individuals of schedule changes, and to monitor and pay officials.
8. Prepare the cash box for home contests and concession stands.
9. Collect and deposit, to the Business Office, all cash, checks, and credit card revenues from home games, concessions, athletic fundraisers, expense reimbursement reconciliations, or any other funds for Athletics.
10. Help Athletic Director plan, organize and manage department meetings and activities. Take and maintain minutes from departmental meetings.
11. Process internal requisitions and ordering of supplies.
12. Provide Athletic Director and coaches with course schedules and grade reports for student-athletes when requested.
13. Assist the Athletic Director and coaches with planning, organization, and implementation of clinics, tryouts, awards banquet, athlete orientations, and other special events.
14. Create athletic team and individual certificates for student athletes.
15. Assist and monitor athletic statistics through the NJCAA Stats program and MCCA website.
16. Assist in preparing yearly budget for the Athletic Department and all sports for the review and approval of the Athletic Director. Reconcile the budget monthly and notify the Athletic Director of any potential issues. Informs coaches of their individual budgets as requested. Prints budget reports as requested.
17. Assist the Athletic Director and coaches in fundraising efforts, including completing appropriate college forms, building and maintaining databases, purchasing licenses, and counting and depositing funds to the Business Office
18. Prepare check requests for the AD and coaches from the General Fund and Agency accounts. Reconcile and print agency accounts on a monthly basis and notify the AD and/or coaches of any issues. Print agency account reports as requested by coaches.

19. Create and distribute letters of intent, notify the Financial Aid Office of scholarships, assist the Financial Aid Office in having financial aid contracts signed and returned, maintain scholarship spreadsheet, and request transfer of funds by Controller. Notify the Controller and Financial Aid Office of scholarship adjustments.
20. Maintain student athletic files which include physical forms, insurance forms, code of conduct forms, letters of intent, release forms, transfer forms and awards. Maintain database of student athletes.
21. Assist Athletic Director with NJCAA eligibility and compliance duties and management, including printing transcripts, evaluating each student-athlete's GPA, entering data in NJCAA Audit, and completing requirements as requested by the NJCAA for the review and approval of the Athletic Director.
22. Assist Athletic Director and coaches with recruiting process, department communications, arranging tours for new or prospective student athletes, mass recruiting mailings, and scheduling athletic orientations.
23. Organize and assist with the fundraisers for each sport. Create flyers and prepare mass mailings associated with fundraisers and maintain databases. Collect and deposit funds to the Business Office. Prepare income statement and monitor agency accounts.
24. Assist with the update and distribution of student athlete handbooks..
25. Assist with Student/Athlete Evaluations – check in all student/athlete evaluations. Maintain a “late list” and read all evaluations as a screening step prior to submission to the Athletic Director. Provide information to exiting athletes on NAIA and NCAA compliance.
26. Collaborate with other departments as needed for athletic eligibility requirements and tracking of academic progress.
28. Assist with athletic camps for all sports. Provide communication and marketing materials, register students, maintain databases, count and deposit funds to the Business Office, and create certificates for each camper.
27. Complete Equity in Athletics report required yearly by the U.S. Department of Education for Title IV funding.
28. May work evenings or weekends as needed for Athletic operations.
29. Other duties within the scope of this position as assigned by their supervisor.

COMMITTEE MEMBERSHIP: assigned by the supervisor.

REQUIRED QUALIFICATIONS:

- Associate's Degree in related field (equivalent combination of education and experience may be substituted).
- Demonstrate keyboarding ability.
- Ability to deal effectively with the public.
- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation, and the ability to compose, in good form, various correspondences.

DESIRED QUALIFICATIONS:

- One (1) year experience in secretarial position.

LEVEL C

POSITION TITLE: FINANCIAL AID ASSISTANT

REPORTS TO: Director of Financial Aid

DATE: February 2, 2025

Hours: Full-Time employee work schedules may be adjusted to stay within the 32-40 hours per week, to the extent practical.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Director of Financial Aid, employees in this position, perform a variety of clerical and support tasks pertaining to the financial aid process. Responsibilities include assisting current and prospective students with financial aid inquiries and the processing of financial aid applications. This position requires the ability to communicate with a high degree of diplomacy and professionalism while maintaining confidentiality. Requires knowledge of federal, state, and institutional financial aid rules and regulations.

Examples of duties performed by this position include:

1. Responds to financial aid inquiries and provides services as necessary for students, faculty, staff, and the public in person, by mail, electronically, and/or via telephone. Assists students on the use of MYGOCC
2. Completes verification of student files to ensure compliance with federal and state regulations.
3. Review and award institutional and external scholarships.
4. Monitors enrollment levels and adjusts awards as necessary.
5. Maintains work-study contracts, monitors hours, adjusts awards as required, and post job descriptions online and on campus.
6. Cross-Trained to assist with customer service and walk in traffic within the Student Services Department.
7. Reviews and maintains the procedure manual for this position.
8. Monitors and communicates with financial aid students requiring proof of attendance. Releases financial aid upon attendance verification.
9. Process returns to Title IV calculations in a timely manner. Notifies Business Office of any results requiring action.
10. Creates and mails SAP letters, as needed.
11. Upon notification of identification of students requiring Exit Counseling, create and mail letters.
12. Assist with office coverage during evening hours, including receiving payments for the Cashier's Office. Provide reconciliation to Cashier's Office as needed.
13. Create and track delinquent and default loan mailings.
14. Evaluate and coordinate the department's web presence to ensure accurate, relevant, and comprehensible content. Maintain links, revise, update, and compose new content as needed.
15. Other duties within the scope of this position as assigned by their supervisor.

COMMITTEE MEMBERSHIP: As assigned.

REQUIRED QUALIFICATIONS:

- Associate Degree in related field.
- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation and the ability to compose, in good form, various correspondences and mathematical aptitude.
- Knowledge and skill in Microsoft Office Suite (specifically Excel) and other standard office machines and equipment.
- Demonstrate keyboarding ability.

DESIRED QUALIFICATIONS:

- One (1) year relevant work experience.
- Familiarity with financial aid regulations and procedures.

LEVEL B

POSITION TITLE: LEARNING COMMONS CLERK

REPORTS TO: Director of Learning Commons

DATE: February 2, 2025

Hours: Full-Time employee work schedules may be adjusted to stay within the 32-40 hours per week, to the extent practical.

DUTIES AND RESPONSIBILITIES

This position reports to the Director of Learning Commons but may also take direction from the Assistant Director of Learning Commons in the Director's absence. Employees in this position perform many support activities to meet the informational and educational needs of Learning Commons (LC) patrons. They assist patrons in the use of LC resources, curriculum related software, research via the library catalog, periodical databases, or the internet, as well as proctor a variety of tests. They assist patrons and promote LC services and resources to a diverse population of patrons. Examples of duties performed by this position include:

1. Open the LC and prepare for the day's responsibilities, or close the LC and provide appropriate security such as taking measures to secure LC property, ensuring vacancy of the premises before closing, etc.
2. Assist students, faculty, and patrons in the use of computer programs such as Office, as well as with password resets.
3. Proctor a variety of tests (on and off campus) including but not limited to Accuplacer, GOCC tests, tests sent from other colleges, and Pearson Vue, while providing accommodations when needed, such as a scribing or reading.
4. Maintain a working knowledge of electronic materials, databases, the Internet, and curriculum related software to assist students, faculty and patrons.
5. Assist in providing basic reference services on campus and on-line, referring to the Director of Learning Commons and Library as necessary.
6. Assist in maintaining the circulation functions of the LC and in the sending and receiving of InterLibrary Loan requests.
7. Assist with the acquisition, cataloguing, processing and withdrawal of materials, including maintaining library databases.
8. Maintain statistics on LC usage.
9. Conduct appropriate communications on behalf of the LC and assist with accurate maintenance of LC schedule.
10. Create and update LC knowledgebase and/or documentation at the direction of the Director of Learning Commons.
11. Assist in the training and supervision of the work studies.
12. Other duties within the scope of this position as assigned by their supervisor.

COMMITTEE MEMBERSHIP: As assigned.

REQUIRED QUALIFICATIONS:

- Associate Degree in related field.
- Acquire and maintain appropriate testing certifications.
- Ability to deal effectively with a diverse population of patrons.
- Accuracy, precision, and attention to detail.
- Knowledge and skill in operating standard office machines, audio-visual equipment, computers and curriculum related software.
- Demonstrated keyboarding ability.
- Demonstrated knowledge of library research.

DESIRED QUALIFICATIONS:

- One (1) year relevant work experience.
- Credentials in curriculum and library related software.
- Experience with web page maintenance.

LEVEL A

POSITION TITLE: CUSTODIAN

REPORTS TO: Custodian Supervisor

DATE: February 2, 2025

Hours: Full-Time employee work schedules may be adjusted to stay within the 32-40 hours per week, to the extent practical.

DUTIES AND RESPONSIBILITIES:

Employees in this position participate in a variety of custodial tasks using basic skills, knowledge, practices and tools of the custodial service. The employee is required to work from uniform methods and standards and oral and written instructions, select required cleaning compounds, materials and equipment, participate in the cleaning of all buildings and furniture and perform related custodial tasks according to prescribed methods and procedures of the service. Examples performed by this position include:

1. Reads and follows directions on chemical containers, understand general cleaning, disinfecting, floor finishing and basic chemicals.
2. Washes walls, ceilings, woodwork, windows, mirrors, and fixtures using both step and extension ladders as required.
3. Scrubs, strips, sanitizes, waxes and buffs floors using powered machines equipped with rotating brushes.
4. Sweeps, vacuums and dust mops floors and stairways.
5. Dusts such items as blinds, furniture, file cabinets, and windowsills using cloths or various hand-cleaning items.
6. Polishes furniture, metal work and chrome using appropriate cleaning and polishing compounds.
7. Cleans and services restrooms.
8. Gathers and disposes of rubbish and waste materials by hand or with the use of powered equipment.
9. Locks and unlock premises.
10. Other duties within the scope of this position as assigned by their supervisor.

COMMITTEE MEMBERSHIP: As assigned.

REQUIRED QUALIFICATIONS:

- High school diploma/GED or equivalent experience.
- Be able to handle 24" to 60" dust mops and 24 oz. wet mops.
- Must have general knowledge of operating cleaning machines.
- Physical characteristics to perform duties.

DESIRED QUALIFICATIONS:

- Should be an observant self-motivator in order to look for and take care of special problems.
- Previous related work experience.

APPENDIX E

**LETTER OF AGREEMENT
EDUCATION CREDITS
February 7, 2025**

This Letter of Agreement is entered into between GLEN OAKS COMMUNITY COLLEGE (the "COLLEGE") and GLEN OAKS SUPPORT STAFF EMPLOYEES /MEA/NEA (the "Association").

The College and the Association agree to the following:

Language shown below, from previous collective bargaining agreement, will be removed with no loss of compensation in any successor agreement for GOSSE members that currently qualify for these hourly increases.

The Association agrees to remove current language listed in Sections L and M, with the understanding that current employees (employees that qualify for such hourly increases at the time of ratification of a successor agreement) shall suffer no loss of compensation.

The following is a list of applicable GOSSE members:

- Judy Fetch \$2.00/hour
- Clarice Green \$2.50/hour
- Tonya Miller \$3.00/hour
- Barbara Thole \$1.00/hour

By entering into this Letter of Agreement, neither the College nor Association may amend, modify, waive, or qualify any other provisions, conditions, rights or duties in their current or any successor collective bargaining agreement between them, except as specifically waived, modified, or relinquished herein. Any disputes over the interpretation, or implementation of this Letter of Agreement shall be resolved under the grievance procedure in the Collective Bargaining Agreement.

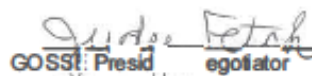
On Behalf of
GLEN OAKS COMMUNITY COLLEGE


Chairman


Secretary

DATE: March 13, 2025

On behalf of
GLEN OAKS SUPPORT STAFF EMPLOYEES


GOSSE President, Negotiator


GOSSE Chief Negotiator

DATE: March 13, 2025

APPENDIX F

**Glen Oaks Community College
Employee Performance Appraisal**

Employee: _____ Supervisor: _____

Position: _____ Date: _____

Review position description for accuracy. Identify any additions, deletions or revisions to your current job description.
Return revised position description with completed performance appraisal.

- ____ No revisions made
- ____ Yes, revisions made (see attached)

How challenging are your job responsibilities:

___ Good challenge ___ Too challenging ___ Not challenging enough

List any significant events during the past year and any activities performed that fit college priorities:

Identify your strengths in your job performance. Identify any weaknesses.

List possible work process improvements: _____

In what areas do you feel you need additional training to be more competent in your current position? _____

What are your goals that you want to accomplish in the next year?

Action needed to reach goals? _____

(Attach additional sheet if necessary)

Be sure and complete side 2

Job Skills (Rating Key: 1= Progressing Toward Standard; 2= Meets Standard; 3= Exceeds Standard)

	Rating	Supervisor Comments
Knowledge – Technical knowledge and skills, analytical ability, problem-solving skills.		
Ability to learn – Mastering new routines, understanding instructions, improving job knowledge, professional develop.		
Initiative – Does employee work independently? Solve Problems? Assumes additional responsibility? Looks for more efficient and cost effective-ways?		
Innovation – Creativity used to lower costs and improve productivity.		
Planning – Work output, speed, timeliness, effectiveness. Work habits.		
Organization – Accuracy, neatness, thoroughness, completeness of work.		
Decision Making – Uses logical and sound judgment.		

Interactive Skills (Rating Key: 1= Progressing Toward Standard; 2= Meets Standard; 3= Exceeds Standard)

	Rating	Supervisor Comments
Courtesy – Respect and politeness for coworkers, supervisors, student/clients. Maintains professional image.		
Cooperation – Willingness to work with coworkers, supervisors & others.		
Dependability – Responsibility in performing tasks and achieving goals.		
Perseverance – Determined pursuit of task completion when faced with obstacles.		
Attendance – Availability for work. Absence/tardiness.		

Additional Comments: _____

Supervisor Signature

Date

Employee Signature*

Date

CC: Employee, Supervisor, Employee Personnel File

*Signature does not necessarily indicate agreement with appraisal results, but that the appraisal was reviewed and discussed with the employee. Supplementary comments by the employee will be attached if provided to Human Resources within five (5) working days of the appraisal date (employee signature date).