

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**THE BOARD OF REGENTS FOR HIGHER
EDUCATION**

AND

**THE CONGRESS OF CONNECTICUT
COMMUNITY COLLEGES**

2021-2025

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021
– June 30, 2025.

Table of Contents

PREAMBLE.....	12
ARTICLE I - RECOGNITION	12
ARTICLE II - EMPLOYEE RIGHTS	12
<i>Section 1. Collective Bargaining Rights</i>	<i>12</i>
<i>Section 2. Nondiscrimination.....</i>	<i>13</i>
<i>Section 3. Gender</i>	<i>13</i>
<i>Section 4. Domestic Partners.....</i>	<i>13</i>
ARTICLE III - RIGHTS OF THE BOARD OF REGENTS	13
ARTICLE IV - RIGHTS OF THE CONGRESS.....	14
<i>Section 1. Use of Facilities</i>	<i>14</i>
<i>Section 2. Chapter Meetings</i>	<i>14</i>
<i>Section 3. Congress Activity.....</i>	<i>14</i>
A. Leaves of Absence for Union Assignments.....	14
B. Released Time for Union Business	15
C. Contract Administration Training/Attendance at Conventions.....	15
<i>Section 4. Meetings of the Board</i>	<i>15</i>
<i>Section 5. Position Openings</i>	<i>16</i>
<i>Section 6. Notice to Chapter Chairs of New Bargaining Unit Hires</i>	<i>16</i>
ARTICLE V - DEDUCTION OF DUES.....	16
<i>Section 1. Dues.....</i>	<i>16</i>
<i>Section 2. Calculation/Payment Schedule</i>	<i>16</i>
<i>Section 3. Rebate.....</i>	<i>16</i>
<i>Section 4. Summer Salaries</i>	<i>17</i>
<i>Section 5. Payroll Deduction.....</i>	<i>17</i>
ARTICLE VI - ACADEMIC FREEDOM.....	17
ARTICLE VII - GRIEVANCES	18
<i>Section 1. Informal Adjustments</i>	<i>18</i>
<i>Section 2. Grievance Procedure.....</i>	<i>18</i>
A. Definition.....	18
B. Union Representation.	18
C. Steps.....	19
D. Extension of Time Limits.....	19

E.	Appearances.....	20
F.	Information	20
G.	Remand	20
Section 3.	<i>Mediation Panel</i>	20
Section 4.	<i>Arbitration</i>	20
A.	Notice	20
B.	Selection	20
C.	Arbitrator’s Authority.....	21
D.	Hearing	22
E.	Arbitrability	22
F.	Decision and Review.....	22
G.	Costs	22
H.	Individual Rights	22
ARTICLE VIII MAINTENANCE OF RECORDS.....		23
Section 1.	<i>College Files</i>	23
A.	Personnel File	23
B.	Professional File.....	23
C.	Application File.....	23
Section 2.	<i>System Office Files</i>	24
A.	General File	24
B.	Grievance File	24
Section 3.	<i>Limitations</i>	24
A.	Contents	24
B.	Limitations.....	24
C.	Written Reprimand.....	25
D.	Expiration/Destruction of Documents.....	25
E.	Burden.....	25
ARTICLE IX APPOINTMENT AND REAPPOINTMENT		25
Section 1.	<i>Types of Appointments</i>	25
A.	Standard Appointment.....	25
B.	Tenured Appointment.....	25
C.	Special Appointment	26
D.	Third or Subsequent Special Appointment.....	26
E.	Nonreappointment.....	26
Section 2.	<i>Authority to Appoint and Reappoint</i>	26
Section 3.	<i>Nonreappointment of Standard Appointments</i>	26
A.	Notice of Intent not to Renew a Standard Appointment	27
Section 4.	<i>Tenure</i>	27
A.	Purpose	27
B.	Procedure	27
ARTICLE X - WORKING CONDITIONS AND WORKLOAD.....		29
Section 1.	<i>Teaching and Related Duties of Teaching Faculty</i>	29
Section 2.	<i>Additional Responsibilities/Teaching</i>	30

<i>Section 3. Work Load, Hours of Work, and Work Year of Teaching Faculty</i>	31
A. Work Load	31
B. Faculty Initiated Courses	33
C. Hours of Work and Work Year.....	33
D. Scheduling Privileges	33
<i>Section 4. Duties of Nonteaching Professional Staff</i>	34
A. All Nonteaching Professional Staff shall:	34
B. Responsibilities of nonteaching professional staff.....	35
C. Notification and Consultation of Job Description Changes	35
<i>Section 5. Work Load, Hours of Work, and Work Year of Nonteaching Professional Staff</i>	35
A. Work Load	35
B. Service on Committees.....	36
C. Work Year.....	36
D. Informal Work Schedule Adjustments/Compensatory Time.....	36
<i>Section 6. General Provisions</i>	37
A. Outside Employment.....	37
B. Indemnity for Liability	37
C. Additional Employment.....	37
D. Professional Day	38
E. Audio-Visual Instructional Materials and Copyrights	38
F. Summer Session Assignments.....	38
G. Inclement Weather or Other Emergency Condition.....	38
H. Class Coverage.....	38
I. Changes in Assignment of Professional Staff	38
J. Notice of Retirement or Resignation.....	39
K. Part-time Employment at Another Community College	39
L. Health and Safety	39
M. Assignment to Teach at Another College	39
N. Interim Pay	39
O. Emeritus Status	39
<i>Section 7. Telecommuting</i>	40
A. Approval	40
B. Grievance and Arbitration	40
ARTICLE XI EVALUATION	41
<i>Section 1. Criterion</i>	41
<i>Section 2. Periodic Evaluation</i>	41
<i>Section 3. Optional Peer Evaluation</i>	41
<i>Section 4. Staff Improvement</i>	41
<i>Section 5. Opportunity to Discuss Evaluation</i>	42
<i>Section 6. Evaluation Forms</i>	42
ARTICLE XII PROMOTION	42
<i>Section 1. Definition</i>	42
<i>Section 2. Standard for Promotion</i>	42

Section 3. Eligibility	42
Section 4. Salary	43
Section 5. Procedures for Promotion	43
Section 6. Funding	45
Section 7. Merit Recognition	45
ARTICLE XIII - TERMINATION OR REASSIGNMENT FOR SPECIAL REASONS REDUCTION IN FORCE	45
Section 1. No Loss of Employment.....	45
Section 2. Methods of Reducing the Workforce	46
A. Attrition	46
B. Reassignment	46
C. Layoffs	46
Section 3. Effect on Tenure.....	48
Section 4. Placement or Recall	48
Section 5. Statement to Employee	49
Section 6. Employer Decision.....	49
ARTICLE XIV - SEPARATION BECAUSE OF INCAPACITY	49
ARTICLE XV - TRANSFER AND RESTRUCTURING.....	50
Section 1. Definition	50
Section 2. Application for Transfer.....	50
Section 3. Tenure.....	50
Section 4. Restructuring	50
ARTICLE XVI - DISMISSAL AND DISCIPLINE	51
Section 1. Dismissal	51
Section 2. Discipline.....	51
Section 3. Suspension Pending Discipline or Discharge	52
Section 4. Investigatory Interview	52
ARTICLE XVII - SABBATICAL LEAVE	52
Section 1. Purpose	52
Section 2. Eligibility and Conditions.....	52
A. Eligibility	52
B. Conditions	53
Section 3. Rights	53
Section 4. Number	53
Section 5. Sabbatical Leave Committee	53
Section 6. Procedure.....	54

ARTICLE XVIII - PROFESSIONAL DEVELOPMENT	54
<i>Section 1. Full-Time Leave for Professional Development</i>	<i>54</i>
A. Purpose	54
B. Eligibility and Conditions	55
C. Rights.....	55
D. Professional Development Committee	55
E. Procedure.....	55
<i>Section 2. Short-Term Leave.....</i>	<i>56</i>
<i>Section 3. Partial Leave</i>	<i>57</i>
A. Definition and Purpose.....	57
B. Eligibility and Conditions	57
C. Denial and Meeting	57
D. Funding.....	57
ARTICLE XIX - OTHER LEAVES	57
<i>Section 1. Leave of Absence Without Salary</i>	<i>57</i>
A. Leaves Unrelated to Medical or Family Leave	57
B. Medical, Parental, and Family Leaves	58
<i>Section 2. Sick Leave.....</i>	<i>60</i>
A. Entitlements and Conditions	60
B. Compensation at Retirement	60
C. Retention of Accrued Sick Time.....	60
D. Emergency Sick Leave.....	60
<i>Section 3. Special Leave.....</i>	<i>61</i>
A. Conditions	61
B. Purpose	61
<i>Section 4. Personal Leave</i>	<i>61</i>
A. Entitlement.....	61
B. Purpose and Conditions	62
<i>Section 5. Leave for Civil Obligations.....</i>	<i>62</i>
A. Military Leave	62
B. Jury Duty.....	62
<i>Section 6. Maternity Leave for Childbearing Disability and Childrearing.....</i>	<i>62</i>
A. Entitlement to Childbearing Disability Leave	62
B. Conditions	62
C. Reinstatement	63
D. Benefits While on Leave Without Salary	63
<i>Section 7. Miscellaneous Leave Provisions</i>	<i>64</i>
ARTICLE XX - HOLIDAYS AND VACATIONS	64
<i>Section 1. Holidays</i>	<i>64</i>
A. Teaching Faculty	64
B. Non-teaching faculty	64
C. Insufficient Class Days	64
<i>Section 2. Vacations</i>	<i>65</i>
A. Entitlement.....	65

B.	Conditions	65
C.	Adjustments on Termination.....	65
ARTICLE XXI - SALARY AND FRINGE BENEFITS		66
<i>Section 1.</i>	<i>Salary</i>	<i>66</i>
A.	General Wage Increase	66
B.	Salary Schedules	67
C.	Withholding of Increments.....	67
D.	Miscellaneous Rates of Pay	67
E.	Other Allocations.....	68
F.	Increase in Gross Payroll	68
<i>Section 2.</i>	<i>Longevity.....</i>	<i>68</i>
<i>Section 3.</i>	<i>Reclassification of Administrator, Counselor, Librarian</i>	<i>69</i>
<i>Section 4.</i>	<i>Insurance and Retirement Benefits.....</i>	<i>69</i>
A.	Retirement	69
B.	Individual Retirement Annuities.....	69
C.	Medical Insurance	69
D.	Group Life Insurance	69
<i>Section 5.</i>	<i>Workers' Compensation</i>	<i>70</i>
A.	Workers' Compensation Coverage and Payments	70
B.	Extended Benefits	70
C.	Insurance	70
<i>Section 6.</i>	<i>Travel Expenses and Reimbursements.....</i>	<i>70</i>
A.	Funding.....	70
B.	Use of Personal Vehicle.....	70
C.	Required Out of State Travel.....	70
D.	More than One College Stipend	71
<i>Section 7.</i>	<i>Death Benefit.....</i>	<i>71</i>
<i>Section 8.</i>	<i>Tuition Waiver</i>	<i>71</i>
<i>Section 9.</i>	<i>No Lapses.....</i>	<i>72</i>
<i>Section 10.</i>	<i>Allied Health Uniforms</i>	<i>72</i>
<i>Section 11.</i>	<i>Exemption Examinations</i>	<i>72</i>
<i>Section 12.</i>	<i>Overpayments</i>	<i>72</i>
ARTICLE XXII - LABOR MANAGEMENT COMMITTEE		73
A.	Committee Composition	73
B.	Meetings.....	73
C.	Mandatory Discussions	73
D.	Committee Topics.....	73
ARTICLE XXIII - EXTENT OF AGREEMENT		73
ARTICLE XXIV - SAVINGS CLAUSE		74
ARTICLE XXV - TERM AND DURATION OF AGREEMENT		74

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

<i>Section 1. Duration</i>	74
<i>Section 2. Supplemental Letters of Agreement</i>	74
Schedules, Summaries, and Supplemental Letters	75
<i>SCHEDULE A LONGEVITY SCHEDULE AND CATEGORIES</i>	75
FY22 Congress Longevity Schedule	75
FY23 Congress Longevity Schedule	75
FY24 Congress Longevity Schedule	75
<i>Congress Longevity Categories</i>	76
<i>SCHEDULE B</i>	77
<i>TABLE OF RANK AND MINIMUM QUALIFICATIONS</i>	77
<i>ADMINISTRATORS, COUNSELORS, LIBRARIANS AND NON-TEACHING PROFESSIONALS</i>	77
<i>SCHEDULE C</i>	78
<i>SALARY SCHEDULES AND LUMP SUM VALUES</i>	78
FY 2022, 2023, & 2024 – FACULTY SALARY SCHEDULES	78
FY22 - Faculty	78
FY23 – Faculty	79
FY24 – Faculty	80
FY 2022, 2023, & 2024	81
<i>Nursing/Allied Health Salary Schedules</i>	81
FY22 - Nursing / Allied Health Faculty	81
FY23 - Nursing / Allied Health Faculty	81
FY24 - Nursing / Allied Health Faculty	82
FY 2022, 2023, 2024	83
<i>Administrators, Counselors, and Librarians</i>	83
FY22 12-month Administrators, Counselors, and Librarians	83
FY23 12-month Administrators, Counselors, and Librarians	84
FY24 12-month Administrators, Counselors, and Librarians	86
FY22 11-month Administrators, Counselors, and Librarians	87
FY23 – 11-month Administrators, Counselors, and Librarians	89
FY24 – 11-month Administrators, Counselors, and Librarians	90
FY22 – 10-month Administrators, Counselors, Librarians	92
FY23 – 10-month Administrators, Counselors, Librarians	93
FY24 – 10-month Administrators, Counselors, Librarians	95
FY22 – 9-month Administrators, Counselors, Librarians	96
FY23 – 9-month Administrators, Counselors, Librarians	98
FY24 – 9-month Administrators, Counselors, Librarians	99
SCHEDULE D	101
<i>Value of Step for Purposes of Reclassification of Non-Teaching Employees</i>	101
SCHEDULE E	102
SUMMARY OF MISCELLANEOUS RATES OF PAY (2022-2024)	102

SUMMARY OF MISCELLANEOUS RATES OF PAY (2022- 2024)	105
SUPPLEMENTAL LETTERS OF AGREEMENT	107
<i>RE: POSITION VACANCIES</i>	107
<i>RE: ADDITIONAL RESPONSIBILITIES</i>	108
<i>RE: GRADE PLACEMENT</i>	109
<i>RE: MERIT AWARDS, EDUCATIONAL EXCELLENCE AWARDS, AND DISTINGUISHED SERVICE AWARDS</i>	110
<i>RE: RETRAINING</i>	112
<i>RE: PART-TIME NURSING (GENERAL FUND)</i>	112
<i>RE: AREAS OF IMPROVEMENT</i>	112
<i>RE: SABBATICALS</i>	113
<i>RE: GRANTS AND CONTRACTS</i>	113
<i>RE: TEACHING WORKLOAD OBLIGATION</i>	113
<i>RE: TECHNOLOGY TRAINING</i>	113
<i>RE: DAY AFTER THANKSGIVING</i>	114
<i>RE: MERGED COLLEGE ACADEMIC STRUCTURES (DEPARTMENT CHAIRS AGREEMENT)</i>	114
<i>RE: DEPARTMENT CHAIRS (UNINTENDED CONSEQUENCES)</i>	116
<i>RE: TREATMENT OF PTL CALCULATION FOR DEPARTMENT CHAIRS</i>	117
<i>RE: PROGRAM COORDINATORS</i>	118
<i>RE: MINORITY FELLOWSHIP PROGRAM</i>	122
<i>RE: MINORITY FELLOWSHIP PROGRAM</i>	123
<i>RE: COMPENSATION OF ATHLETIC COACHES</i>	123
<i>RE: NURSING/DENTAL FACULTY PAID LEAVES</i>	124
<i>RE: NURSING/DENTAL FACULTY COURSE LEADERS</i>	124
<i>RE: INFORMAL WORK SCHEDULE/COMPENSATORY TIME</i>	124
<i>RE: CONSULTATION</i>	124
<i>RE: COMMENCEMENT</i>	125
<i>RE: SYSTEMWIDE HEALTH AND SAFETY COMMITTEE</i>	125
<i>RE: UNIT PLACEMENT OF FACULTY, COUNSELOR, AND LIBRARIAN POSITIONS</i>	125
<i>RE: DELEGATION OF BOARD AUTHORITY</i>	127
<i>RE: PROTOCOLS FOR DISTANCE LEARNING</i>	127
<i>RE: INTERIM BARGAINING ON DISTANCE LEARNING</i>	129
<i>RE: BENEFIT FOR INTERPRETERS FOR THE DEAF AND HEARING IMPAIRED</i>	129
<i>RE: REOPENER NEGOTIATIONS</i>	130
<i>RE: ADDITIONAL TEACHING DUTIES</i>	130
<i>RE: EQUITY IN WAGES</i>	130

<i>RE: GAP INSURANCE</i>	131
<i>RE: REOPENERS</i>	131
<i>Stipulated Agreement in the Matter of Faculty Promotion Calculations and Miscellaneous Rates of Pay</i>	132
PART TIME COLLECTIVE BARGAINING AGREEMENT	136
Article I - Recognition	136
A. <i>Part-Time Teaching Employees</i>	136
B. <i>Part-Time Non-Teaching Employees</i>	136
C. <i>Coaches</i>	136
Article II – Nondiscrimination	136
Article III – Academic Freedom	136
Article IV – Deduction of Dues	136
Article V – Maintenance of Records	137
Article VI – Appointment	137
Article VII - Job Security for Part-time Lecturers	137
Article VIII – Grievance Procedure	138
Article IX – Workload and Working Conditions	139
A. <i>Teaching Members</i>	139
C. <i>Non-teaching Members</i>	139
D. <i>Indemnity, Part-Time Employment at Another College, and Health and Safety</i>	139
E. <i>Inclement Weather or Other Emergency Condition</i>	139
Article X – Evaluation	139
Article XI – Discipline	140
Article XII – Holidays, Vacations and Sick Leave	140
Article XIII – Leaves	140
Article XIV – Compensation	140
Article XV – Fringe Benefits	141
A. <i>Health Insurance</i>	141
B. <i>Pension</i>	141
C. <i>Travel</i>	141
D. <i>Tuition Waivers</i>	141

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

Article XVI – Longevity.....	142
Article XVII – Workers’ Compensation	142
Article XVIII – Management Rights	142
Article XIX – Duration and Extent of Agreement	143
SUPPLEMENTAL LETTERS OF AGREEMENT	144
<i>RE: COMPENSATION OF LESS THAN 20-HOUR PER WEEK NONTEACHING EMPLOYEES.....</i>	<i>144</i>
<i>RE: UNIT PLACEMENT OF PTLs ON MERGED CAMPUSES.....</i>	<i>144</i>

PREAMBLE

The intent of both parties in carrying out their responsibilities is to promote the quality and effectiveness of education in the Connecticut Community College System.¹ This objective is best accomplished by a good faith cooperative and collegial relationship in the System and on each campus. The parties also recognize the value of productive engagement between professional staff members and students, which is a hallmark of the community college system. Professional staff members are encouraged to continue their efforts in this area. This preamble is a statement of intent and is not subject to grievance and arbitration.

Agreement, made and entered into this 1st day of July, 2021, by and between the Congress of Connecticut Community Colleges, hereinafter referred to as “the Congress” or “the union,” and the Board of Regents for Higher Education (formerly the Board of Regents of Regional Community Colleges) and the State of Connecticut, hereinafter referred to as “the Board” or “the employer.”

ARTICLE I - RECOGNITION

The Board recognizes the Congress as the sole and exclusive bargaining agent for the purposes of collective bargaining with respect to salaries, hours, and other conditions of employment for all professional employees in the bargaining unit presently or hereafter employed by the Board as set forth in the certification issued by the Connecticut State Board of Labor Relations in Case No. SE-3259 on December 17, 1975 and the Recognition Agreement in Case No. SE-3259 issued on January 28, 1975, Case No. SE-4669 issued on November 3, 1978, and Case No. SE-8181 issued on December 4, 1984. These certifications are for a unit of employees working twenty (20) or more hours per week. This Agreement covers all such Congress-represented Faculty and Administrators, Counselors and Librarians (ACLs), except those covered by this Agreement between the Board and Congress/AFSCME (Merged Agreement).

Should additional colleges, branches, or teaching locations be established, all professional staff members employed therein by the Board who are in positions in the unit as defined pursuant to the aforementioned certification and Recognition Agreement shall be covered automatically by the terms of this Agreement.

ARTICLE II - EMPLOYEE RIGHTS

Section 1. Collective Bargaining Rights

The Board will not discriminate, interfere, restrain, or coerce professional staff members in the bargaining unit or in any way infringe upon their rights pursuant to Sections 5-270 et seq. of the Connecticut General Statutes. The Congress shall represent all professional staff members in the bargaining unit without discrimination, interference, restraint, or coercion, or in any way infringing upon their rights pursuant to Sections 5- 270 et seq. of the Connecticut General Statutes.

¹ Reference in this Agreement to “the Community Colleges” or “the Community College System” shall be the equivalent of a reference to the Board of Regents of Community-Technical Colleges.

Section 2. Nondiscrimination

The Board and the Congress shall continue their policy of not discriminating against any member of the bargaining unit on the basis of race, color, religious creed, national origin, ancestry, sex (including sexual harassment), sexual orientation, age, marital status, political affiliation, or present or past history of mental disorder, developmental disability, learning disability or physical disability, criminal record, or opposition to discrimination, as required by any federal or Connecticut statute or regulations pursuant thereto. The Board and the Congress agree not to discriminate against bargaining unit members based upon membership in any union representing employees of the Board of Regents.

The parties acknowledge their mutual support of the concept of affirmative action. In the event that a problem arises between the parties concerning affirmative action, it may be raised at a meeting between the union and representatives of the Board but not through the grievance and arbitration provisions of this Agreement.

Section 3. Gender

All references to bargaining unit members in the Agreement designate both sexes, and whenever gender is specified, it shall be construed to include male and female employees.

Section 4. Domestic Partners

Wherever the term “spouse” is used in this Agreement, it shall also mean domestic partner. A “domestic partner” is a person who has qualified for domestic partnership benefits under the pension and health care agreement between the State and SEBAC.

ARTICLE III - RIGHTS OF THE BOARD OF REGENTS

Except as otherwise limited by an express provision of this Agreement, the Board reserves and retains, whether exercised or not, all the lawful and customary rights, powers, and prerogatives of public management. Such rights include but are not limited to: establishing standards of performance of its employees; determining the mission of the System and the methods and means necessary to fulfill that mission, including the discontinuation of services, positions, or programs in whole or in part; the determination of the content of job classifications; the appointment, promotion, and transfer of personnel; determining educational policy, programs and courses; directing employees and determining professional assignments; the suspension, demotion, discharge or any other appropriate action against its employees; the relief from duty of its employees because of lack of work or for other legitimate reasons; the establishment of regulations not inconsistent with this Agreement; and the taking of all necessary actions to carry out its mission in emergencies.

ARTICLE IV - RIGHTS OF THE CONGRESS

Section 1. Use of Facilities

The Congress and its duly authorized representatives shall be permitted to confer and transact official Congress business on college property and to use college facilities for meetings and other official business, subject to standard and reasonable rules established by the Board and provided that there is no interference with the instructional program and other operations of the college or the duties of professional staff members as employees.

No charge shall be made for use of facilities by the Congress provided that there is no cost to the college for such usage. If costs are incurred, they will be borne by the Congress.

The use of facilities does not include the use of equipment, machines, materials, supplies or similar items, or personal services. The foregoing notwithstanding, copy machines, if such are available at the college, may be used for local chapter purposes only.

The Congress may use the college internal mail service and professional staff mailboxes for purposes of communication, subject to the establishment by the CEO/President of standard procedures for general distribution. The Congress may postdate official notices and communications on suitable bulletin boards designated by the CEO/President of the college. The Congress will establish and publicize to unit members a toll-free telephone number for use when it is needed for union business.

Section 2. Chapter Meetings

The Congress shall have the right to schedule one regular and one emergency Congress chapter meeting per month during normal operating hours at a college at times mutually agreeable to the college CEO/President and the union. Subject to the operating needs of the college, non-teaching professional staff members shall be allowed to rearrange their schedules to attend such meetings provided, however, that the revised work schedule be approved by the appropriate management representative. Individuals shall not be required to reschedule mutually agreed upon time periods spent in such meetings provided that their work responsibilities are fulfilled. Teaching obligations take precedence over attendance at such meetings. Normal college procedures will be followed in scheduling available space.

Section 3. Congress Activity

A. Leaves of Absence for Union Assignments

The Board of Regents may grant leaves of absence without pay in accordance with the provisions of Article XIX, Section 1 of this Agreement to permit Congress assignees to pursue assigned union tasks. Such leaves of absence may be full or part-time, but in total may not exceed two full-time equivalent assignments per fiscal year for the System. Upon return from such leave, the employee(s) shall have the right to purchase back retirement credits for the period of the leave, provided that the employee or the union shall pay the State's contribution for the period of the leave.

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

The person seeking the leave will apply to the college CEO/President. The CEO/President will in turn forward the request to the Board, with a statement which indicates the effect of the leave on educational offerings and/or college services to students and includes a recommendation. Such a request must be made three months prior to the opening of a semester and shall not be unreasonably denied.

B. Released Time for Union Business

The Board of Regents shall grant released time, equivalent to twenty-four (24) contact/credit hours plus Additional Responsibilities for instructional staff and fourteen (14) hours per week for non-teaching professionals per year, to union officials for the purposes of: (1) investigating and processing grievances; (2) meeting with the Board or its representatives to discuss implementation of this Agreement; (3) conducting other union responsibilities related to collective bargaining and contract administration. The released time will be assigned on a semi-annual basis by the Congress, subject to the following: (1) the Board reserves the right to approve said selection on the basis of the impact of the leave on the college, provided that said approval shall not be unreasonably denied; (2) the Board will be advised of

individuals so designated; (3) released time must be utilized in a manner which is least disruptive of the individual's professional responsibilities and college operations; (4) to this end, prior notice must be given to the appropriate management representative when released time is to be utilized. No teaching professional shall receive more than six contact/credit hours' release from teaching responsibilities in any semester and no non-teaching professional shall receive more than seven hours' release per week.

The Congress shall be afforded sixty percent release time for its President or his/her designee to conduct business of the union, effective July 1, 2017.

C. Contract Administration Training/Attendance at Conventions

Congress delegates to contract administration training/union conventions shall have a combined total of twenty-four (24) working days' leave with pay per year, to be distributed by the Congress, to attend said meetings upon thirty (30) calendar days' notice to the CEO/President of the appropriate college.

Section 4. Meetings of the Board

Such meetings of the Board or its committees which are public meetings according to law are open to any representative of the Congress. For each such regular or special public meeting, a copy of the agenda will be mailed to the CEO/President of the Congress 48 hours after it has been mailed to the Board. Included with the agenda will be reports that are related to agenda items, provided that such reports are public information and have been provided to Board members.

The President of the Congress or his/her designee shall be accorded the privilege of speaking at Board meetings in accordance with Board policy on oral presentation at meetings.

Should the Congress wish to have an item placed on the agenda of a Board meeting, the President of the Congress shall request such in writing of the President of the Connecticut State Colleges and Universities at least three weeks in advance. The President of the Connecticut State Colleges and Universities shall notify the President of Congress of the Board's disposition of the request. Bargaining unit members have

the right to attend meetings of the Board or its committees to the extent provided by law or Board policy. If any right exists under law or Board policy for unit members to participate in such meetings, that right shall be accorded to unit members.

Section 5. Position Openings

The Board shall advise the Congress of all full-time openings in professional positions at any college or at the System Office.

Section 6. Notice to Chapter Chairs of New Bargaining Unit Hires

Names and addresses of new hires will be provided to Chapter Presidents/chairs on a quarterly basis. The Faculty Workload Report, SWRXI12, or its equivalent, will be provided to the bargaining unit as reasonably available.

ARTICLE V - DEDUCTION OF DUES

Section 1. Dues

Upon notification by the Union of an employee's signed authorization to deduct membership dues, the Employer agrees to deduct from the pay of the employee an amount as established and periodically adjusted by the Congress. Such deductions shall continue unless the employer is notified in writing by the Congress that the employee is no longer a member. The Congress reserves the right to modify and or replace any such authorization form.

Section 2. Calculation/Payment Schedule

Said dues shall be paid bi-weekly for the life of this Agreement and, in the event of any time lapse in the above arrangements on the part of the employer, shall be deducted and paid retroactively to the Congress.

The employer shall annually electronically transmit to the Congress a run-off of each member of the bargaining unit, alphabetized by college, to include each employee's name, classification, gross salary and bi-weekly dues deduction (to be calculated by multiplying salary by the appropriate percentage dues rate).

The Congress assumes the responsibility for reimbursing bargaining unit members, upon their request, in the amount of any overpayment of Congress dues or service fees which they may have made due to an incorrect deduction of such dues from their salaries by the employer's agent who is responsible for said deduction.

Section 3. Rebate

It is understood that the provisions of this Article are subject to the requirements of law. The Congress agrees to indemnify and save the Board harmless from any claims arising out of or resulting from any deduction from wages made under this Article.

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

Section 4. Summer Salaries

Dues shall be deducted from the payment of the summer- session salary at the rate of one percent.

Section 5. Payroll Deduction

Pursuant to Section 5-260a of the Connecticut General Statutes, upon receipt of a professional staff member's written request, the employer shall deduct from that professional staff member's salary each pay period the requested payments to the Congress' Political Action Committee and remit same promptly to the Congress, together with a list of the names of unit members from whose salaries such deductions were made.

ARTICLE VI - ACADEMIC FREEDOM

The Board of Regents recognizes that professional staff members are entitled to academic freedom, such that:

1. Each member of the professional staff is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other professional duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Each member of the professional staff is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject.
3. The professional staff member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

The parties agree that the foregoing language is intended to give meaning to a right of professional staff members which is derivative from the interest of the public and must be balanced with the rights of students. Accordingly, the parties agree that interpretations or applications of the foregoing language by any professional association or labor organization shall not be determinative in interpreting this Article.

ARTICLE VII - GRIEVANCES

The Board and the Congress recognize the importance of adjusting grievances fairly without fear of prejudice or reprisal. Accordingly, the Board and the Congress agree that they will encourage the prompt settlement of grievances which may arise between a professional staff member, a group of the professional staff, or the union and the employer. Unless otherwise provided within this Agreement, the orderly processes hereinafter set forth shall be the sole method used for the resolution of all grievances.

The parties recognize that some grievances filed may concern the interpretation or application of language common to the Union and one or more of the other unions representing unclassified professional employees of the System. In such cases, the other union or unions shall be necessary parties with the rights to be present and heard.

Section 1. Informal Adjustments

Whenever possible, problems affecting professional staff members should be adjusted between the professional staff member and the immediate supervisor or within the college structure through the level of CEO/President if necessary. Any professional staff member in the bargaining unit may present and discuss his/her complaint with appropriate management representatives and may be represented by the Congress in this process. The Congress may present and discuss with appropriate management representatives any complaint on its own behalf, but not on behalf of a professional staff member or professional staff members. These presentations or discussions shall be entirely informal. Any settlement, withdrawal, or disposition of a complaint at the informal stage shall not constitute a binding precedent in the settlement of similar complaints or grievances. Such matters shall not be deemed grievances and their settlement shall not establish any precedent whatsoever for the resolution of any problems between a professional staff member and the immediate supervisor, the college, or the Board. If a bargaining unit member believes that a problem or concern constitutes a grievance, he or she may request that the CEO/President agree to extend the time for filing the grievance for up to fifteen calendar days, as provided in 2D below.

Section 2. Grievance Procedure

A. Definition

If any professional staff member, group of professional staff members, or the Congress should have a complaint as to the interpretation or application of this Agreement, such complaint shall constitute a grievance subject to settlement pursuant to this Section.

In processing grievances under this Section at Levels One and Two, the parties shall not be precluded from considering questions of equity, provided, however, that any resolution based upon equity shall not constitute a waiver of the right to assert appropriate contractual provisions in any like case unless such right is expressly waived in writing by the President of the Connecticut State Colleges and Universities.

B. Union Representation.

Grievants shall have the right to representation by the union at each and every level of the procedure outlined in this Section.

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

When an individual employee or group of employees elects to submit a grievance without union representation, the union's representative shall be provided a copy of the pending grievance and shall have the right to be present at any discussions of the grievance, except that if the employee does not wish to have the union representative present, the union representative shall not attend the meeting but shall be provided a copy of the written response to the grievance and no such response shall constitute an interpretation of this Agreement binding on the union.

C. Steps

A grievance shall be filed on a form mutually agreed upon by the Board and the Congress. If the grievance involves an action of the Board or a matter of general applicability within the System, the grievance may be filed at Level Two, provided however that such grievances must be filed within thirty (30) calendar days after the grievant knew, or should have known, of the act or conditions on which the grievance is based. All other grievances shall be processed in accordance with the following:

1. Level One – CEO/President

Within thirty (30) calendar days after he/she knew or should have known of the act or conditions upon which the grievance is based, the grievant shall present the grievance in writing to the CEO/President, specifying the facts, rationale, the section or provision of the Agreement alleged to have been violated and remedy sought, provided that this requirement shall not be interpreted to limit the right to amend a grievance.

Failure to file the grievance within the time prescribed shall result in a waiver of the grievance. The CEO/President or designee shall meet with the grievant for the purpose of resolving the grievance and shall, within fourteen (14) calendar days of receipt of the written grievance, or the meeting with the grievant, render his/her decision and reasons therefore in writing to the grievant and the Congress office.

2. Level Two – President of the Connecticut State Colleges and Universities

If the grievance is not resolved at Level One or the written decision of the CEO/President or his/her designee is not rendered within the time specified, the grievant may then appeal the grievance to the President of the Connecticut State Colleges and Universities but, if he/she chooses to appeal to the President of the Connecticut State Colleges and Universities, the grievance shall be filed within ten (10) calendar days of the receipt of the CEO/President's or his/her designee's answer or within ten (10) calendar days after the end of the time specified in Level One for said answer.

Failure to file with the President of the Connecticut State Colleges and Universities within the time specified shall be deemed to be acceptance of the decision rendered at Level One. The President of the Connecticut State Colleges and Universities or his/her designee shall meet with the grievant and shall render a written decision within twenty-one (21) calendar days of receipt of the grievance or the meeting with the grievant.

D. Extension of Time Limits

Any of the specified time limits may be extended by mutual agreement between the grievant or his union representative and the CEO/President, or President of the Connecticut State Colleges and Universities, as the case may be, provided, however, that in no case shall the period of time for filing a grievance be extended more than an additional fifteen (15) calendar days except by the President of the

Connecticut State Colleges and Universities or his/her designee. Any extension shall be in writing.

E. Appearances

Whenever possible, grievance meetings shall be scheduled so as not to interfere with professional responsibilities of individuals involved. If it is necessary to meet with the employer during working hours, the grievant, one union representative who is a member of the bargaining unit, and necessary witnesses may attend without loss of time or compensation for such meetings.

F. Information

Upon reasonable notice, the Board shall make available to the Congress any relevant information as provided by applicable law.

G. Remand

In the event that new information is introduced or new arguments presented at Level Two, the matter may be remanded to Level One for further consideration.

Section 3. Mediation Panel

There shall be a bipartite mediation panel which shall consist of two members selected for the Board and two members selected for the Congress. The panel shall be selected from two lists established in advance by the parties. Within sixty (60) days of the signing of this Agreement and whenever necessary thereafter, representatives of the parties shall meet to designate the individuals to be placed on said lists. The parties may by mutual agreement submit a grievance which has not been resolved at Level Two to the panel which shall hear the positions of the respective parties and endeavor to effect an amicable resolution. In the event that resolution is not possible, the sole authority of the panel shall be to make a confidential report and recommendation to the President of the Connecticut State Colleges and Universities with a copy to the Congress. The President of the Connecticut State Colleges and Universities shall within fourteen (14) calendar days after receipt of the report of the mediation panel render his/her decision and reasons therefore to the grievant with a copy to the Congress.

Section 4. Arbitration

A. Notice

If the grievance is not resolved satisfactorily to the grievant at Level Two of the grievance procedure set forth in Section 2 of this Article, or in the mediation process, the Congress may proceed to arbitration by filing a written notice by certified mail with the President of the Connecticut State Colleges and Universities. Such notice must be postmarked within thirty (30) calendar days after receipt by the grievant of the Level Two or mediation decision or within thirty (30) calendar days of the expiration of the time for said answer, whichever is later.

B. Selection

The parties shall attempt to select an arbitrator by mutual agreement. In the event that the parties do not agree upon an arbitrator within thirty (30) days of the notice provided for in paragraph A above, the grievance may be submitted to the American Arbitration Association, and the arbitrator shall be selected from a panel provided by the AAA pursuant to their rules and procedures. The arbitration shall

be conducted under said rules and procedures. The foregoing shall not prevent the parties from otherwise agreeing to submit a matter to an arbitrator or arbitration panel other than pursuant to the AAA's rules and procedures.

C. Arbitrator's Authority

1. The arbitrator shall not have any power, right or authority to add to, subtract from, modify, change, or alter any of the terms or provisions or the express intent of this Agreement.
2. The arbitrator shall be without power, right or authority to make a decision in the following areas beyond a determination as to whether the provisions set forth in this Agreement as to these areas were violated. Beyond making such a determination, the arbitrator shall not substitute his/her judgment for that of the Board or its representatives:
 - a) any incident which occurred or failed to occur prior to the effective date of this Agreement, provided that grievances filed which antedate this Agreement shall not be deemed to be waived by reason of the execution of this Agreement;
 - b) the failure or refusal by the Board to renew the contract of or reappoint a member of the bargaining unit on a standard appointment;
 - c) disputes over alleged unlawful discrimination as set forth in Section 2 of Article II of this Agreement, except as provided in Section 4 of that Article;
 - d) changes in job descriptions or assigned duties or classifications and pay grades for newly created positions;
 - e) the granting of a promotion;
 - f) the granting of a tenure appointment;
 - g) the granting of sabbatical leave;
 - h) the granting of leaves for professional development;
 - i) the substance of an evaluation;
 - j) termination or reassignment for special reasons in accordance with Article XIII.

In the event that the arbitrator determines that the contractual provisions in these areas have been violated as alleged, his/her award shall direct that appropriate action be taken, which may include a reassessment of the original decision, but in no event shall such award have the result or effect of granting a promotion, tenure appointment, sabbatical leave, or leave for professional development.

3. If notice that further employment will not be offered is inadequate solely upon the basis that it was not given on time as provided in this Agreement, the arbitrator may direct the Board to renew the appointment only upon a finding that no other remedy is adequate or that notice was given so late that the professional staff member was deprived of a reasonable opportunity to

seek other employment, provided that such award or reappointment shall be for no more than one (1) appointment period and without right to further employment.

4. An arbitrator's decision that may award employment that extends beyond the sixth year of employment shall not entitle the professional staff member to a tenure appointment. In such cases, the professional staff member shall serve during the seventh year as if such service had been performed during the sixth year of employment.
5. Those inherent management rights not restricted by a specific provision of this Agreement are not directly or indirectly subject to the grievance and arbitration procedure.

D. Hearing

The arbitration hearing shall be held in the City of Hartford, unless otherwise agreed to by the parties. The arbitrator's decision shall issue within thirty (30) calendar days of the close of the hearing or the submission of briefs, whichever is later, unless additional time is agreed to by the parties. The decision shall be in writing and shall set forth findings of fact, reasoning, and conclusions on the issues submitted.

E. Arbitrability

1. In the event that the Board challenges the substantive arbitrability of a grievance in a proceeding prior to arbitration, the guidelines articulated in the Steelworkers Trilogy shall be applied.
2. The submission of questions of substantive arbitrability to the arbitrator in the first instance shall not constitute a waiver of the right to a fresh review without being bound by the arbitrator's decision over such questions, provided that this shall neither enlarge nor diminish the standard for review of questions of substantive arbitrability. The parties have not agreed as to whether the Trilogy is dispositive of post- arbitration decisions reviewing questions of substantive arbitrability.

F. Decision and Review

The decision of the arbitrator shall be final and binding upon the Board, the Congress, and the grievant in accordance with the statutes of Connecticut. The parties intend that arbitral decisions (other than questions of substantive arbitrability addressed in the foregoing paragraph) shall be reviewable in accordance with the standards established in Enterprise Wheel.

G. Costs

All fees and expenses of the arbitrator shall be divided equally between the parties. Each party shall bear the cost of preparing and presenting its own case. Any party desiring a transcript of the proceedings shall bear the cost.

H. Individual Rights

It is understood that the procedure provided by this Article is not intended to address claims not within the scope of this procedure.

ARTICLE VIII MAINTENANCE OF RECORDS

Section 1. College Files

Each college in the Connecticut Community College System shall maintain three official files for each member of its professional staff: (1) a personnel file, a professional file, and (3) an application file.

A. Personnel File

The personnel file shall include the following: (1) record of salary, increments, and change of status; (2) record of leaves of absence, vacations, and personal leave days; (3) sickness reports; (4) records of payments for insurance, retirement benefits, etc.; (5) record of accrued longevity; and (6) general fiscal data. These records shall be accessible on a reasonable basis to the professional staff member concerned.

B. Professional File

Subject to the provisions specified hereinafter, the CEO/President of the college shall be responsible for the confidentiality, control, and content of the professional file. The foregoing shall not be interpreted to override applicable law with regard to disclosure. The file may include only the following: (1) information relating to the professional staff member's academic and professional accomplishments; (2) records generated by the college; (3) reports of the evaluation of the professional staff member's performance; (4) memoranda of discussions between the professional staff member and supervisory and managerial personnel, including but not limited to department chairpersons, division heads, deans, or CEO/Presidents, relating to the professional staff member's employment relationship to the Board; and (5) signed, written statements relating to the quality of service of the professional staff member.

Where no released time is provided, a bargaining unit member may include in the professional file a statement of the extent of activities as campus grievance representative or as a participant in joint activities of the Board of Regents and the Congress.

The professional staff member may attach written comments. To this end, professional staff members are encouraged to review their files on a regular basis with the right to have any and all documents reproduced at cost to the professional staff member. Such files shall be placed in a location other than the private office of the CEO/President. No item shall be included unless a copy has been provided to the professional staff member together with a notice that a copy will go into the file. Each document placed in the file shall be numbered seriatim in chronological order.

The Congress may have access to a unit member's professional file upon written authorization of the unit member. Any such authorization shall not be valid for a period in excess of twenty working days.

C. Application File

The application file, which shall be in the control of the CEO/President, shall contain all materials requested by the college or supplied by the professional staff member in connection with original employment, including confidential material solicited in regard to the employment application. Such confidential material shall be accessible to the individual professional staff member unless such professional staff member agreed to its confidentiality as to himself prior to its solicitation. The material may be made available to the Board of Regents and appropriate System Office and college personnel and committees for the purpose of initial selection. Confidential material may not be utilized in any

subsequent decision affecting the individual's employment, except as the initial appointment may come into question.

Section 2. System Office Files

A. General File

Files for all professional staff are maintained in the System Office. These files may contain materials submitted to the Board in support of appointment recommendations by the CEO/Presidents. The files may also contain duplicates of all materials submitted in conjunction with Board actions, such as promotions, and duplicates of all appointment and reappointment notices. In addition, all correspondence between the System Office and the individuals may be part of these files. The file shall be accessible on a reasonable basis to the professional staff member concerned, who may attach written comments.

B. Grievance File

In any action taken or recommended by a CEO/President in which an appeal is made by a professional staff member to the Board, a separate file relative thereto may be maintained. This file shall be accessible on a reasonable basis to the professional staff member concerned.

Section 3. Limitations

A. Contents

No material from any source other than the files referred to in Section 1 above shall be used as the basis for any disciplinary action. Written notes or records regarding matters which are to be used as a basis for discipline shall be merged into the professional file by incorporation into an evaluation or by written communication to the professional staff member concerning the problem, provided that prior to discipline any such evaluation or communication shall be provided to the professional staff member for a period of time sufficient to provide reasonable notice of the proscribed conduct. Nothing herein shall prevent the employer from deviating from this provision when the nature of the offense requires or when the professional staff member could reasonably be expected to know of the inappropriate nature of the conduct. Materials withdrawn by agreement from an individual's professional file may not be asserted as the basis for any disciplinary action, but may be considered with regard to the extent of disciplinary action and relevance, if any, to defenses to disciplinary action.

B. Limitations

An employee may contest the accuracy, completeness, or relevancy of any facts stated in said documents within thirty (30) calendar days after the date on which notice of inclusion was transmitted to the professional staff member. The employee may file a grievance within thirty (30) calendar days after the date on which notice of inclusion was transmitted to the professional staff member. No grievance may be filed which directly or indirectly contests a judgment stated or reflected in such documents. Grievances arising hereunder may only contest the accuracy, completeness, or relevancy of facts contained in the documents. Only questions of accuracy or relevancy may be brought to arbitration under Article VII. In any such arbitration, the burden shall be on the employee to establish that the matter complained of constitutes a

fact and that said matter, once established to be a fact, is inaccurate. In lieu of or in addition to filing a grievance hereunder, an employee may attach to any such document a statement indicating the employee's belief that facts stated in said document are inaccurate, incomplete, or irrelevant and/or setting forth the facts as understood by the employee.

C. Written Reprimand

A written reprimand or warning shall carry the date, if any, of planned removal from the professional file. Evaluations and signed statements of an evaluative nature shall not be construed as written reprimands or warnings. It shall be the employee's obligation to request such removal after the reprimand's expiration date, if any, has passed.

D. Expiration/Destruction of Documents

An employee may request destruction of any document in his/her professional file which is more than seven (7) years old except for documents which comprise part of the evaluation process set forth in Article XI, hereof, or any documents reflective of a pattern of employee conduct which continued into the seven (7) year period and which was subsequently addressed, in writing, by another document contained in the professional file. Pursuant to such a request, the employer will make a good faith request of the Public Records Administrator for such destruction.

The parties recognize that this provision does not negate the employer's existing right to remove and destroy documents in accordance with applicable law.

E. Burden

The provisions of this Section shall not affect the employer's burden under Article XVI.

ARTICLE IX APPOINTMENT AND REAPPOINTMENT

Section 1. Types of Appointments

All members of the bargaining unit hold one of the types of appointments described in this Section. No appointment shall be made or modified except in accordance with the Agreement.

A. Standard Appointment

A standard appointment is an appointment which creates an interest in employment at a college for a specified term of one (1) year or less.

B. Tenured Appointment

A tenured appointment is an appointment which creates an interest in employment at a college without limit of time, subject to retirement, dismissal, and termination for special reasons and subject to evaluation for consideration for continuation in accordance with Article XI, provided that a dismissal based on said evaluation shall be subject to Article XVI. A tenured appointment normally will not be offered to a member of the bargaining unit until he/she will have, by September 1 of the year such appointment is to be effective, completed six (6) years of full-time employment by the Board at the same college, at least three (3) years of which must be in the current job function. Service as a lecturer

or educational assistant shall not count toward the six- year requirement, unless the President of the Connecticut State Colleges and Universities determines that all or a portion of such service should count.

C. Special Appointment

A special appointment is an appointment to the position of lecturer or educational assistant which creates an interest in employment for a specified term of one year or less at a college. Such an appointment does not require notice of nonreappointment and is not subject to Section 3 herein below. Completed service while on a special appointment may count toward tenure and/or promotion. An individual in the bargaining unit shall not normally be employed on a special appointment for more than three (3) years, provided that this limitation shall not apply to positions funded by external funds such as government or private grant or contract, except that the non-reappointment of said individual for reasons other than the loss or reduction of said funding shall be governed by the appropriate provisions of this Article.

D. Third or Subsequent Special Appointment

Employees serving on the third or subsequent special appointment, each lasting an academic year or calendar year (two consecutive semesters) shall be given 90 day notice of nonrenewal. For each of the first three special appointments, the decision of the employer not to renew shall be final.

- a. In cases of nonappointment of the 4th consecutive special appointment, the employee may request the reasons in writing. The reasons shall not be arbitrary or capricious. This provision is subject to the grievance and arbitration procedures.
- b. The Board may grant special appointments for a period of six (6) years. Any employee who has successfully completed six (6) consecutive special appointments shall transition to a standard, tenure-track appointment.

E. Nonreappointment

Nonreappointment for reasons other than special reasons of a full-time employee on special appointment who was hired prior to January 1, 1975 shall be subject to the provisions of Section 3 of this Article as if such individual had been on a standard appointment; this provision shall not constitute a precedent for individuals hired on special appointments after January 1, 1975.

Newly hired ten-month staff who have met their scheduled obligation of professional staff meetings and are present and working on the first day of classes shall receive compensation from the beginning of the appointment period for all ten-month staff.

(See side letter RE: Grants and Contracts.)

Section 2. Authority to Appoint and Reappoint

Except as expressly provided for by Board policy, the authority to offer appointments and reappointments rests with the Board of Regents and no agent of the Board may expressly or by implication offer appointment or reappointment.

Section 3. Nonreappointment of Standard Appointments

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

A. Notice of Intent not to Renew a Standard Appointment

Notice of intent not to renew a standard appointment shall be afforded by the employer, in writing, three (3) months prior to the termination of the appointment for the first standard appointment, six (6) months prior to the termination of the appointment for the second standard appointment, and, in the case of each subsequent standard appointment, the effective date of termination shall be at least twelve (12) months from the date of notification. Any extension of appointment to meet the notice requirements of this section shall not constitute a new appointment and the termination of the extension shall not be otherwise reviewable. In the case of the nonreappointment of the third or subsequent standard appointment, the bargaining unit member shall be notified in writing of his/her right to union representation.

For each of the first three standard appointments, the decision of the employer not to renew an appointment shall be final. An initial standard appointment made on or before December 1 of any appointment period shall constitute the first standard appointment. This provision shall not be deemed to affect appointments made prior to the effective date of this Agreement.

In the case of nonreappointment of the third or subsequent standard appointment, the employee may request a written statement of the factors considered. The decision of the employer not to renew the third or subsequent standard appointment shall not be arbitrary, capricious, or unreasonable, provided, however, that the decision of the employer not to renew the third standard appointment shall not be subject to the arbitration procedure of this Agreement.

Section 4. Tenure

A. Purpose

Tenure is a means for providing job security consistent with the mission of the community colleges and of assuring a high level of service to the college by those holding such tenure. The employer agrees that the appointment of a member of the bargaining unit who has been granted tenure pursuant to the terms of this Agreement or who had acquired tenure under the Board's personnel policies may be terminated only in accordance with the procedures set forth in this Agreement. The professional staff member has a correlative responsibility to the employer to maintain an acceptable level of proficiency in service to the college.

Tenure is granted by the CEO/President and relates only to the college and not the System, except as provided in Article IX, Section 4 (B) (4). Tenure recognizes professional growth and improvement in service to the college, the usefulness of the individual's services to the college, affirmative evidence of an acceptable level of proficiency of service, and the potential for service and professional growth. The decision of the CEO/President with respect to tenure shall be final.

B. Procedure

The following procedures shall govern the consideration of bargaining unit members for tenured appointments. The CEO/President or his/her designee is responsible for insuring that the procedures are followed.

1. Bargaining unit members requesting consideration for tenure must apply, on forms which the CEO/President will make available, by the first day of the spring semester. Bargaining unit members may submit data to support their application for tenure. Such application shall be in writing and addressed to the college CEO/President. College CEO/Presidents can approve an extension if necessary.
2. A college-wide Tenure Committee shall be formed at each college consisting of four tenured bargaining unit members-two teaching members and two nonteaching members – elected by the bargaining unit members, and two members of the Administration selected by the CEO/President. The Tenure Committee shall review all evaluative material in the candidate's file generated since her/his original appointment to the college, and the recommendations of the supervisor.
3. The Tenure Committee shall keep a written record of the dates of all meetings, attendance at meetings, and materials considered. All records and materials shall remain in the custody of the CEO/President or her/his designee. The committee shall not disclose its records or recommendations except as provided herein.
4. By March 1st, the Tenure Committee may recommend to the CEO/President that a tenured appointment be granted, that a tenured appointment not be granted and a standard appointment issued, or that a tenured appointment not be granted and a final appointment issued. The Tenure Committee shall inform each candidate for tenure, in writing, of the recommendation made.
5. In making its recommendations, the Tenure Committee shall be guided only by the best interests of the college and the individual's quality of performance of professional responsibilities as provided in Article X of this Agreement as indicated by material in the individual's file generated since her/his original appointment to the college.
6. The CEO/President shall consider the recommendations of the Tenure Committee. By April 15th, the CEO/President shall decide the award of tenure. The CEO/President may decide that a tenured appointment be granted, that a tenured appointment not be granted a standard appointment issued, or that a tenured appointment not be granted and a final appointment issued. If a standard appointment is granted, the CEO/President shall specify areas of improvement, in writing, to the candidate and the tenured appointment review process shall be repeated the following year.
7. If the CEO/President's decision does not agree with the recommendations of the Tenure Committee, the CEO/President shall notify the bargaining unit member involved and the Union CEO/President, in writing, and shall provide said bargaining unit member, in writing, with the reason(s) for such action.
8. Tenure, once granted, is continuous. Should tenure be denied, the bargaining unit member affected shall be so advised in writing and shall have the option to appear before the Board or a Committee thereof, with representation, to appeal the CEO/President's decision. The decision of the Board on the appeal shall be final.

9. Tenure, once granted, is also portable for involuntary transfers. If transfer is voluntary, tenure shall be included in the decision to hire within a similar position.

ARTICLE X - WORKING CONDITIONS AND WORKLOAD

Section 1. Teaching and Related Duties of Teaching Faculty

All Teaching Faculty members shall:

- a) within the workload limitations of Section 3 of this Article, perform such other duties as the CEO/President may assign, provided that such duties shall be consistent with the mission of the college;
- b) serve on college and division/department committees, if chosen;
- c) attend and participate in commencement ceremonies, unless excused by the CEO/President, wearing academic garb when required);
- d) attend and participate in college convocations, conferences, and meetings, and divisional/departmental meetings during the work year;
- e) prepare and teach college-approved courses in accordance with approved course descriptions and class schedules, including developing syllabi and reading lists and keeping each course taught complete and up to date;
- f) respond to and work with multiple constituencies, including students, peers (faculty and staff), and external agencies (business, community, educational, etc.);
- g) possess strong information literacy skills, including the ability to word process and to use spreadsheets, presentation ware, e-mail, CD-ROM, compressed video, the Internet, the World Wide Web, and other distance communication modalities; demonstrate the ability to evaluate, synthesize, and make decisions from data;
- h) perform divisional or departmental responsibilities in the selection of texts and related teaching resources;
- i) maintain a minimum of three (3) regularly scheduled office hours per week, scheduled in time blocks of no less than one-half hour periods, or an equivalent assignment designated by the employer, for the purpose of student-faculty contact as it relates to classroom instruction;
- j) engage in academic and career-oriented advising of students;
- k) maintain contact with one's academic discipline(s) or areas of assigned responsibility, the development of knowledge in one's field of specialization, and the teaching/learning process; in

connection with career-oriented programs, this also involves working with program advisory committees;

- l) maintain accurate student records;
- m) distribute to students during the first week of classes, subject to subsequent modification, with copies to the supervising dean, a course outline or overview, information as to course objectives, topics and assigned time- frames, reading and attendance requirements, and an indication of evaluative and grading mechanisms to be utilized;
- n) attend System-wide convocations; conferences and meetings during the work year;
- o) prepare routine reports such as veterans' attendance records or academic deficiency reports;
- p) during the second week of classes, submit to the supervising dean a schedule confirming the number, hours and location of each assigned course together with the location and time of office hours and other regularly scheduled professional responsibilities.

(See side letters RE: Technology Training and RE: Commencement.)

Section 2. Additional Responsibilities/Teaching

The Additional Responsibilities as specified in Section 3A may include, but shall not be limited to the following, and shall be for the purpose of fulfilling the mission, goals, and priorities of the college and the System as determined by the employer:

- a) preparation of special reports such as accreditation reports;
- b) participation in special college projects, surveys, studies;
- c) development of new instructional techniques, course offerings or programs, or major revisions of courses or programs;
- d) participation in community service activities designed to further the mission of the college;
- e) participation in career-development and related advising activities or special retention programs (in addition to academic and career-oriented advising required of all faculty as provided in Section 1 (j) above);
- f) serving on System-wide committees;
- g) advising student organization and activities;
- h) peer evaluations requested by the college administration; the evaluation of part-time faculty; retention counseling; the recruitment of students;

- i) providing assistance in student registration and add/drop procedures;
- j) working with statewide and/or regional business groups and trade associations and/or employers to ascertain what educational programs and offerings they would like the college to provide to their current and/or future employees; as approved by the college, developing traditional and/or non-traditional courses; programs and offerings to meet the identified needs of such groups, associations and/or employers;
- k) working with high school and/or adult education administrators, teachers and other professionals (e.g. counselors), and students to ascertain the needs of high school and G.E.D. graduates which, if met by the college, would induce them to attend the college and/or would facilitate their success at the college; as approved by the college, developing traditional and/or non-traditional courses; programs and offerings to meet the identified needs of such graduates;
- l) working with community agencies and similar organizations (traditional and non-traditional) to ascertain the needs of the individuals they serve which, if met by the college, would induce those individuals to attend the college and/or would facilitate their success at the college; as approved by the college, developing traditional and/or non-traditional courses, programs and offerings to meet the identified needs of such individuals;
- m) developing professional development activities consistent with an approved departmental, divisional or college professional development plan;
- n) within the limitation of the Article, such other administrative or supervisory or teaching-related assignments as are consistent with the mission and goals of the college, including but not limited to:
 - 1) additional office hours;
 - 2) supervising adjunct or independent study, provided it is not asserted that such supervision is part of the teaching obligation of 24 contact/credit hours;
 - 3) review of patient charts in preparation for clinical instruction.
- o) Significant leadership on a major committee or a significant time commitment resulting from membership on a committee.

Section 3. Work Load, Hours of Work, and Work Year of Teaching Faculty

A. Work Load

During each academic year, full-time teaching faculty shall:

1. teach twenty-four contact/credit hours and perform related duties as provided in Section 1 above (one 50 minute lecture hour/clinical hour shall equal one contact/credit hour for purposes of this provision);

2. perform Additional Responsibilities equivalent to the preparation and teaching of an additional three contact/credit course or an average of nine hours per week for each semester within the appointment year or teach an additional three contact/credit hours each semester or combine Additional Responsibilities with additional contact/credit hours as provided in Section 2 above.

(See Side Letter Re: Additional Responsibilities of Teaching Faculty and Additional Responsibilities Addendum.)

The parties agree that it is desirable to limit the number of class preparations required of a teaching faculty member to three per semester; however, it is recognized that the assignment of a fourth preparation may be required in special cases to accommodate the needs of the college. Whenever possible, the fourth preparation will be assigned on the basis of mutual agreement between the teaching faculty member and the CEO/President or his/her designee. Individuals responsible for four different class preparations in a semester shall be credited with two hours per week toward the satisfaction of Additional Responsibilities. Where a course includes a laboratory component, the parties agree that the laboratory component shall count as an additional preparation.

The parties recognize that in some cases, in order to accommodate the needs of the college, the teaching load of a teaching faculty member may have to be unequally divided between the semesters of an academic year. Whenever possible, such an arrangement shall be on the basis of mutual agreement between faculty member and the CEO/President or his/her designee. No teaching faculty member shall be assigned more than 16 contact/credit hours – including the time spent on Additional Responsibilities pursuant to this Agreement – during any one semester.

The parties agree that an individual cooperative education or field-work placement which involves both the development of work placement and on-site evaluation by the unit member may be considered to be equivalent to six (6) student contact hours. This provision constitutes a general guideline and shall not be deemed to require a reduction in work load for any unit member.

1. Notwithstanding the above, the parties agree to the following changes regarding workload for teaching faculty:
 - a) Full time faculty hired on or after July 1, 2017 shall be required to teach a course in lieu of Additional Responsibilities (AR);
 - b) Teaching faculty hired on or after July 1, 2017 shall be hired at step 3 of their respective rank on the salary schedule. Step movement shall be in accordance with this agreement;
 - c) Faculty hired on or after July 1, 2017 shall be released as appropriate with approval from the college so that they may work on professional obligations toward the goals of attaining tenure and/or promotion;
 - d) All faculty employed on or before June 30, 2017 shall elect to either complete AR or teach a 3-credit course for compensation as outlined in the miscellaneous rate of pay table. The parties understand that compensation shall be pro-rated based on the number of credits taught, not necessarily the number of courses. Said election shall be made by the faculty member no later than May 15th of the preceding academic year. AR approval decisions shall be made no later than June 1st of the

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

preceding academic year. The existing practices and rules regarding AR proposals/approvals shall remain in place;

- e) If a faculty member elects to perform AR and such election and proposal is approved, any additional course(s) taught by such faculty member shall be paid at the prevailing PTL rate;
- f) The parties agree to continue discussions regarding limitations (policy and/or contractual) on teaching assignments.

(See side letter Re: Teaching Workload Obligation.)

B. Faculty Initiated Courses

For such purposes as developing new courses or experimental approaches, or providing for the cultural enrichment of teachers and/or students, teaching faculty may, with the approval of the college CEO/President, offer additional courses beyond the limitations of Article X, Section 3A. There shall be no compensation for such course offerings, except that after the following minimum SCH are reached on a cumulative basis, said teachers shall be offered the appropriate reduction in contact/ credit hours of teaching the following semester. Cumulative minima: composition, foreign language, remedial courses, 80 SCH; all other courses, 100 SCH.

C. Hours of Work and Work Year

1. The work year for teaching faculty members shall consist of up to 160 days of instruction and exams. In addition, faculty members may be scheduled for up to eight (8) additional days plus commencement for a total of 169 days. Where possible, the additional days should be scheduled at each college and by October 1 for the fall semester and by February 15 for the spring semester, provided that orientation days shall be scheduled no later than June 1 for the fall semester and October 1 for the spring semester. As used herein, orientation days shall refer only to scheduled obligations which apply to all teaching faculty at an institution.
2. Fall semester – Teaching faculty may be scheduled to work beginning on or after August 25 through December 23rd. However, where necessary for programmatic reasons (e.g., allied health programs), the academic work year may begin up to a week before August 25th by mutual agreement, which shall not be unreasonably withheld. Regardless of the first scheduled day of work, the first paycheck for new full-time, ten-month teaching faculty who begin employment at the beginning of the academic year will be no later than the pay period that includes August 25th.
3. Spring semester – Teaching faculty may be scheduled to work beginning no earlier than the day following the Martin Luther King holiday through June 1, exclusive of commencement. Commencement shall not be scheduled later than June 5.

A teaching faculty member who has fulfilled the employment responsibilities of any one semester shall be entitled to salary equal to one-half (1/2) of her/his normal annual salary.

D. Scheduling Privileges

Teaching faculty are committed to the operation of the college five days a week, in day and evening sessions, which may include Saturday or Sunday. Unless otherwise agreed to by the individual concerned, all members of the faculty must have two consecutive days off in each week including either

Saturday or Sunday, except for days scheduled pursuant to C(1) above.

Teaching faculty may be required to work a sixth day in a work week no more than twice per academic year. A teaching faculty member who, on a given work day, has no scheduled classes, no committee, department, division, faculty or staff meetings, or other professional responsibilities as provided in this Agreement shall not be required to be present at the college, provided, however, that such member shall be available for the performance of such professional responsibilities.

To the extent possible, the assignment of a teaching faculty member to a class schedule shall be based on mutual agreement between the faculty members, grouped by division or department, and the division or department head, and shall be subject to the approval of the CEO/President or his/her designee. If no agreement is reached, the CEO/President or his/her designee shall assign teaching schedules.

When possible, a faculty member may be granted scheduling privileges as to days and time of day by the CEO/President, in cases such as these:

1. when the faculty member is engaged in special college- approved community service programs or special employer-approved activities;
2. when the faculty member is engaged in a program of study relevant to his/her professional responsibilities at an accredited institution and has not been granted released time;
3. when a faculty member is engaged in research or writing deemed by the CEO/President to be beneficial to the member and to the college;
4. when there are circumstances of a personal nature warranting special consideration. In any of the above instances, arrangements must be worked out giving careful consideration to schedules of other faculty and staff and needs of students for particular courses. Such arrangements may occur only with the written approval of the CEO/President.

Section 4. Duties of Nonteaching Professional Staff

A. All Nonteaching Professional Staff shall:

- a) within the work load limitations of Section 5 of this Article, perform such other duties as the CEO/President may assign, provided that such duties shall be consistent with the mission of the college;
- b) serve on college and division/department committees, if chosen; if elected/appointed;
- c) respond to and work with multiple constituencies, including students, peers (faculty and staff), and external agencies (business, community, educational, etc.);
- d) possess strong information literacy skills, including the ability to word process and to use spreadsheets, presentation ware, e-mail, CD-ROM, compressed video, the Internet, the

World Wide Web, and other distance communication modalities; demonstrate the ability to evaluate, synthesize, and make decisions from data

- e) attend and participate in commencement ceremonies, unless excused by the CEO/President, wearing academic garb when required
- f) attend and participate in college convocations, conferences, and meetings, and divisional/departmental meetings during the work year;
- g) maintain contact with one's academic discipline(s) or areas of assigned responsibility, the development of knowledge in one's field of specialization, and the teaching/learning process;
- h) serve on System-wide committees if elected/appointed.

(See side letter Re: Commencement and Technology Training);

B. Responsibilities of nonteaching professional staff

The responsibilities of non-teaching professional staff shall be assigned in accordance with the System-wide job description approved by the President of the Connecticut State Colleges and Universities or developed by the CEO/President to meet the needs of local campus subject to the approval of the President of the Connecticut State Colleges and Universities.

A bargaining unit member may request a copy of his/her job description and the employer will provide a copy.

C. Notification and Consultation of Job Description Changes

The Board may consult appropriate professional groups with regard to any contemplated change in a system-wide job description. When such a change is under consideration, the Board shall notify and consult the union and provide sixty (60) days within which the union may respond.

(See side letter Re: Grade Placement.)

Section 5. Work Load, Hours of Work, and Work Year of Nonteaching Professional Staff

A. Work Load

The required work week is 35 hours of assigned responsibilities which may include evening or weekend work. Unless otherwise agreed to by the individual concerned, all members of the non-teaching professional staff must have two consecutive days off each week including either Saturday or Sunday. The 35 hours shall be scheduled over a five-day work week, provided that the individual and the CEO/President or his designee may, by mutual agreement, schedule a four-day work week and provided that a sixth day may be required in exceptional circumstances or by agreement with the employee. There shall be no obligation for mutual agreement if a four-day schedule is changed by the employer. The parties recognize that fulfillment of professional responsibilities may necessitate service to the college in excess of 35 hours per week. The CEO/President or his designee shall consult with professional

staff members prior to the establishment of work schedules. When possible, and consistent with the interests of the college, a professional staff member may be granted scheduling privileges as to days and hours, including a nonstandard schedule, by the CEO/President. Such arrangements may occur only with the written approval of the CEO/President whose decision shall be final.

Professional staff members who are granted scheduling privileges to attend, during their regularly scheduled hours, a credit or non-credit course for retraining or to enhance knowledge or skills related to their responsibilities will either be scheduled for make-up hours or otherwise fulfill their professional responsibilities in a manner approved by the CEO/President or his/her designee whose decision shall be final.

B. Service on Committees

All non-teaching Professional Staff/Faculty shall be granted time to serve on system-wide, college and division/department committees, if elected/appointed.

C. Work Year

The work year for twelve-month nonteaching professional staff shall normally begin on July 1 and conclude the following June 30.

The work year for ten-month nonteaching staff shall begin on or after a date established by the employer. Ten-month staff then serve for a continuous period of ten months, unless the parties mutually agree otherwise, or, specifically, not less than 217 days.

This provision shall not prevent the Board from making appointments of shorter duration.

D. Informal Work Schedule Adjustments/Compensatory Time

In those cases in which a professional staff member, in significant measure, works repeatedly more than 35 hours per week, informal work schedule adjustments will be accommodated. Compensatory time will be provided on a one-for-one basis in accordance with the following procedure:

1. Compensatory time can be accrued only with the prior approval of the employer, except when emergencies or unanticipated conditions make it impractical to obtain such prior approval.
2. There shall be a record of accrued compensatory time as it is approved and used. Such record of accumulated compensatory time shall be available to the employee and the union.
3. Compensatory time shall be used within the calendar year earned or within three months of being earned, whichever comes later, at times mutually agreeable to the employee and supervisor. When using compensatory time, employees are expected to take into account the interests of the college and to accommodate to the scheduling requests of supervisors. In the event that time off is not allowed, the employee may request that compensatory time be taken at a later date. Such requests shall not be unreasonably denied.
4. The parties recognize that there may be special circumstances in which their agreement with respect to informal work schedule adjustments and use of compensatory time cannot be implemented because of the nature of the work or staffing. In any period, after an employee in such circumstances accrues 70 hours of compensatory time, the employee will be paid at a

straight time rate for those additional hours which would have otherwise been added to the compensatory time total. Situations to be covered by this provision shall be identified by mutual agreement of the parties. This method of computing for compensatory time will be used only for the purposes of this paragraph and will have no application to any other provision of this agreement.

5. Upon terminating employment, an employee will be paid for accrued but unused compensatory time up to a total of 70 hours pursuant to the following limitations. Nothing in this provision modifies or supersedes the requirement that employees use compensatory time as set forth in paragraph 3 above. In the event that an employee ends employment without giving at least two weeks notice, the employee shall not be paid for any unused compensatory time. In the event that the employee provides at least two weeks notice, the employer may pay out the unused compensatory time by relieving the employee of the obligation to work through the notice period.

Section 6. General Provisions

A. Outside Employment

Full-time employment by the Board shall be considered the basic employment of each professional staff member. Outside employment is work for which compensation is received and which is not within the normal duties and responsibilities assigned to a professional staff member as an employee of the Board. A professional staff member engaged in outside employment shall notify the CEO/President of the college of this activity in a general statement indicating the extent of such employment.

Outside employment shall be limited so as not to impair the performance of the professional staff member's professional responsibilities. Outside employment which requires the member's absence on a school day during that member's normally scheduled working hours when he should be available for professional responsibilities as provided in this Agreement is presumed to interfere with the performance of the duties and responsibilities of that member. Outside employment, including consulting or other self-employment, may not be asserted as a basis for academic or professional scheduling privileges.

B. Indemnity for Liability

The protection of bargaining unit members from liability afforded by the Connecticut General Statutes shall be continued. In deciding whether to provide counsel to an employee, the question of whether such employee was acting within the scope of his/her employment shall be sympathetically considered consistent with the purpose of the indemnification statutes.

C. Additional Employment

The Board may authorize additional payment for services performed by full-time professional staff members provided that the nature and scope of such services, particularly with regard to instructional services, lie outside the regular duties of the professional staff member and are so certified by the CEO/President of the college, and that they constitute no more than the estimated equivalent of teaching an additional class or one-fifth of a total load.

D. Professional Day

There shall be a Professional Day each year, scheduled on a Saturday between March 15 and April 15, for the purpose of discussing matters of educational concern to the Community College System, its staff, and students. The organization of the Professional Day shall be the responsibility of a Professional Day Committee of six members, of whom three shall be named by the Congress and three by the Board. The Congress and the Board shall each contribute \$500 for the expenses of the Professional Day, unspent monies to be refunded to each on an equal basis.

E. Audio-Visual Instructional Materials and Copyrights

There shall be a Study Committee on Audio-Visual Instructional Materials and Copyrights composed of eight members, four to be appointed by the Board and four by the Congress. This committee shall make recommendations regarding disposition and future use of material developed by a professional staff member while in the employ of the Board, royalties, residual fees, assignment of copyrights, and related matters. When and if the committee reaches agreement on a policy with regard to this subject, such shall become an official part of this Agreement after ratification by the Board and the Congress.

F. Summer Session Assignments

Priority for consideration for summer session assignments for additional pay will be given to full-time ten-month professional staff members within each college for employment in their primary areas of competence up to a maximum of 80% of the anticipated course offerings. Each college shall establish a system of rotation for allocating available opportunities. The offer of employment is made only by written contract executed by the CEO/President. In selecting professional staff members for the summer session, the CEO/President may consider but is not limited to consideration of the requirements of the assignment and any special skills or experience of potential assignees. Nothing herein shall preclude the CEO/President from offering summer school employment to nonbargaining unit members.

Summer session pay shall be according to the schedule for part-time lecturers, except that up to two courses per session, but no more than four per college per summer, may be taught at a lower rate by mutual agreement between the employee and the college.

G. Inclement Weather or Other Emergency Condition

When classes are cancelled or the college is closed due to inclement weather or other emergency conditions, all employees need not report to work and staff shall suffer no loss of pay or charge to accrued time.

H. Class Coverage

Each department, division, or discipline shall establish, subject to the approval of the academic dean, procedures for handling class coverage up to a maximum of one week of absence of a teaching faculty member. Thereafter, such teaching shall be compensated on the basis of the prevailing part-time lecturer established by the Board of Regents.

I. Changes in Assignment of Professional Staff

The terms of an appointment of a member of the professional staff assigned to a different Board classification (excluding promotion) or the reclassification of the member of the staff from a 10- to an 11- or 12- month appointment or from a 12- to an 11- or 10- month appointment shall be negotiated for a period not to exceed 30 days with the individual concerned, who may be represented by the Congress.

A change from a 12- to an 11- or 10-month appointment shall result in a 1/12 reduction of the original base salary for the first appointment year following said change and for 10-month appointments an additional 1/12 reduction of original base salary for the second appointment year. The terms of appointment shall be in writing. The decision to reclassify shall not be subject to arbitration except on the basis that the decision was arbitrary and capricious.

J. Notice of Retirement or Resignation

It is recognized by the parties that a professional staff member should give notice of retirement or resignation in advance whenever possible in order to allow for the normal recruitment and hiring process, preferably not less than 90 days.

K. Part-time Employment at Another Community College

Whenever a full-time member of the professional staff is employed to teach part-time at any Community College in the System, the rate of compensation for said teaching shall be calculated upon the basis of the total number of courses previously taught by that individual in any and all colleges in the Community College System.

L. Health and Safety

The employer shall maintain safe and healthy working conditions in accordance with applicable law. Unit members shall not be required to work under unsafe conditions, provided that such conditions have been brought to the attention of the CEO/President of the college or his/her designee, in writing, by the unit member and the college has failed to exercise reasonable efforts to redress the complaint; however, a unit member must follow the rule, work now, grieve later, unless there is imminent danger to the employee's physical well-being.

In any grievance regarding this Section, the award of an arbitrator in matters relating to physical facilities, staffing and the hiring of additional staff shall be advisory only and not binding on the Board. This limitation shall not prevent the Board of Regents from seeking legislative funding pursuant to the advisory opinion.

The Board shall comply with the provisions of the Connecticut Occupational Safety and Health Act. Such compliance shall not be subject to arbitration.

M. Assignment to Teach at Another College

By agreement, faculty members may be assigned to teach one or more courses, not to exceed eight (8) contact/credit hours in any one semester, at a college in the Community College System other than the "home" college. If, on any day, the faculty member's total travel obligation exceeds the normal round-trip commuting distance between that faculty member's home and the "home" college, the difference in mileage shall be reimbursed to the faculty member in accordance with Article XXI, section 6B.

N. Interim Pay

Employees acting in an interim capacity in a higher position shall be compensated for the higher grade effective with the commencement of the work in the higher position.

O. Emeritus Status

The parties agree to incorporate the present BOR policy as it pertains to the CSU universities within the

Connecticut State University system into the parties' respective CBAs.

Emeritus status maybe awarded to a professional staff member by the Board of Regents upon recommendation of the CEO/President or President of the Connecticut State Colleges and Universities, as appropriate. Persons eligible for emeritus status must have retired from state service with at least fifteen years of service to the college/system. A CEO/President or the President of the Connecticut State Colleges and Universities may, however, request that the Board waive these minimum requirements in exceptional circumstances.

The following are the privileges and benefits of emeritus status:

- (1) formal announcement to professional staff and public;
- (2) separate listing in the college catalog;
- (3) placement on a select mailing list, including invitations to college functions and receipt of college publications;
- (4) invitation to participate in commencement exercises;
- (5) use of the library on the same basis as the active professional staff;
- (6) access to college email; and
- (7) course privileges for Emeritus members and their dependents. As appropriate, individuals granted emeritus status may also be afforded the benefits of staff parking and notification and attendance at staff meetings with the right to participate but not vote.

Section 7. Telecommuting

The CEO/President or his/her designee may authorize an individual to perform work from a remote site. Telecommuting is by mutual agreement only.

The employee must have adequate internet at the employee's expense at the proposed telecommuting site.

The employee must have a job function acceptable for telecommuting, i.e. one that can be performed at a remote site without diminishing the quality of the work, the availability of services, or disrupting the productivity of an office.

A. Approval

A request for a telecommuting agreement must first be completed by the member and is forwarded to his/her immediate manager for discussion and approval. If approved by the immediate supervisor, the request for approval will be sent to the Vice President, Associate Vice President or CIO responsible for the member's functional area. If approved at that level, the request shall then be sent to the CEO/President or his/her designee, generally the chief human resources officer for final approval. An employee for whom an agreement has been approved shall not provide day care services while telecommuting.

B. Grievance and Arbitration

The operational needs of the System take precedence over telecommuting agreements. A telecommuting employee must forego telecommuting if needed in the office on a regularly scheduled telecommuting day, but the individual should be given as much notice as is reasonably possible. A

supervisor may allow for flexibility in scheduling the specific days of the week used for telecommuting and allow week-to-week flexibility to meet changing needs. Requests shall not be unreasonably denied. The provisions of this section shall not be subject to the grievance and arbitration procedure.

ARTICLE XI EVALUATION

Section 1. Criterion

The criterion for the evaluation of professional staff members shall be the quality of the performance of professional responsibilities as provided in Article X of this Agreement.

Section 2. Periodic Evaluation

There shall be periodic evaluation by the employer of all members of the bargaining unit as follows:

1. in each of their first two appointment periods;
2. once in every three years thereafter for those on standard appointments;
3. once in every five years thereafter for those holding tenured appointments.

The list of professional staff members to be evaluated in accordance with this schedule in an academic year shall be published at each college by October 1.

This provision notwithstanding, the Board or its representative may initiate more frequent evaluation as appropriate. A professional staff member may also request more frequent evaluation, which request shall not unreasonably be denied.

The professional staff member shall be notified in advance of the period (not to exceed two weeks) during which a classroom visitation for the purpose of evaluation is to occur.

Section 3. Optional Peer Evaluation

A professional staff member may request a peer evaluation, provided however, that the request must be made prior to the occurrence of any other scheduled evaluation. Selection of the peer shall be by mutual agreement between the CEO/President or his designee and the person to be evaluated.

The peer evaluation shall be forwarded to the next management level by the evaluator independently of the evaluation pursuant to Section 2 above.

Section 4. Staff Improvement

Management or a professional staff member may, at any time, arrange for an evaluation by a mutually acceptable peer (s) or by other mutually acceptable method of systematic rating for the sole purpose of self-improvement. Such evaluation shall have no other standing and the report shall not be placed in any official personnel record of the professional staff member.

Section 5. Opportunity to Discuss Evaluation

In the case of every evaluation of a professional staff member, there shall be provided the opportunity to meet and discuss the evaluation with the evaluator, prior to its submission elsewhere.

Section 6. Evaluation Forms

There shall be standard evaluation forms.

ARTICLE XII PROMOTION

Section 1. Definition

Promotion recognizes quality of performance by means of an increase in compensation, as provided herein. Within the current delegation of authority, all promotion-eligible candidates shall be promoted if

the CEO/President determines that they meet the standards for promotion in this Agreement. There shall be no production of promotion lists at individual campuses. Calculations for promotions will be done consistent with the SPP Stipulated Agreement regarding Faculty Promotion Calculations and Miscellaneous Rates of Pay.

Section 2. Standard for Promotion

The standard for promotion shall be the individual's quality of performance of professional responsibilities as provided in Article X, Section 1 of this Agreement and the individual's job description. Consideration shall be given to all evaluative material in the applicant's file generated since the applicant's previous promotion or original appointment to the college, whichever is more recent.

In the case of teaching faculty, for promotion to all ranks the major area of emphasis shall be growth and demonstrated competence in teaching and related responsibilities; for promotion to professor or associate professor, additional consideration shall be given to demonstrated growth and effectiveness in community service, contribution to the college, and professional development and, additionally, for promotion to professor, effective academic leadership. In the case of promotion to professor or associate professor, it is recognized that a teaching faculty member may not be outstanding in all of the additional areas.

In the case of administrators, counselors and librarians, the major areas of emphasis shall be growth and demonstrated competence in performance of professional responsibilities as set forth in Article X, Section 4 and in the job description.

Section 3. Eligibility

Members are eligible to apply for promotion when they believe they've met the standards for promotion. Prior service on full-time special appointments, which the employer determines is similar, shall be credited.

Eligibility for promotion of an administrator, counselor or librarian whose position has been reclassified pursuant to the Side Letter RE: Grade Placement shall be determined without regard to the effective date of said reclassification.

(See Side Letter RE: Grade Placement.)

Fulfillment of the minimum formal requirements for promotion to a higher rank or grade, as established by the employer (attached hereto as Schedule B for informational purposes only) or who have an appropriate equivalency in accordance with Board policy, provided that the determination of appropriateness shall be subject to the grievance process only), shall determine eligibility for promotion, but shall not guarantee a right to promotion which shall remain within the sole discretion of the CEO/President.

Section 4. Salary

Upon promotion, a unit member's annual salary shall be increased by an amount as provided in the *Stipulated Agreement entered by the parties on March 20, 2015.*²

Section 5. Procedures for Promotion

The following procedures shall govern consideration for promotion at the college level. The CEO/President or his designee is responsible for ensuring that the procedures are followed.

1. It is the responsibility of the bargaining unit member to submit to the CEO/President of the college an application for promotion, with supporting documentation, on a form which the CEO/President will make available. Candidates are requested to submit a notice of intent to apply for promotion by the last day of the fall semester. The application for promotion is due on the 1st day of the spring semester. The CEO/President can approve extensions if necessary.
2. A Promotion Committee as described below shall, by March 1, consider each applicant for promotion and shall:
 - a) Make a recommendation for or against promotion (the committee shall not rank applicants);
 - b) Inform each applicant, in writing, of the recommendation made;
 - c) Produce a written recommendation with supporting rationale for each person recommended for promotion in a format to be chosen by the committee. These written recommendations shall be included in the applicant's promotion application file but comments contained therein shall not be used in any grievance procedure.

² See Stipulated Agreement on pages 132-133.

At each college there shall be one Promotion Committee comprised of four bargaining unit members appointed by their respective union and two (2) members of the Administration appointed by the CEO/President or his/her designee of the respective college in which the promotion is being considered. The bargaining unit should include 2 union members from the teaching faculty and 2 union members from the non-teaching faculty.

For the Congress bargaining unit, committee members shall be elected by the members of the bargaining unit consisting of tenured members of the bargaining unit, if possible, or if not possible, bargaining unit members who have completed at least three years of service. Members of the committee shall serve two-year terms.

The Board shall consult with the Unions with respect to the written instructions which it gives to promotion committees. (See Side Letter Re: Consultation.) The Promotion Committee shall keep a written record of the dates of all meetings, attendance at meetings, and materials considered and shall review the Board guidelines for their work. These records and materials shall be in the custody of the CEO/President or his designee. The committee shall not disclose its records or recommendations except as provided herein.

(See Side Letter Re: Consultation.)

The promotion application and all evaluative material in the applicant's file generated since her/his previous promotion or original appointment to the college, whichever is more recent, referred to herein as the promotion application file, shall be forwarded to the Promotion Committee by the CEO/President. In making its recommendation, the Promotion Committee shall be guided by the individual's quality of performance of professional responsibilities as provided in Article X of this Agreement, shall give consideration to the material in the individual's promotion application file, shall consider the best interest of the college and seek to establish an overall institutional perspective with respect to its recommendations.

The individual shall have the right to appeal an alleged violation of the foregoing procedural requirements by the Promotion Committee to the CEO/President provided that she/he does so in writing within ten (10) calendar days of the date of recommendation of the Promotion Committee. The CEO/President or his/her designee shall investigate any such allegation and the CEO/President shall, if he/she finds a procedural violation prejudicial to the individual, take remedial action or give weight to the violation in making his/her decision. This provision shall be the exclusive remedy for an alleged violation of the contractual procedures by the Promotion Committee, and any such allegation shall not be subject to Article VII unless the CEO/President has failed to take remedial action or give weight to the violation.

In making his/her decision, the CEO/President shall be guided only by the criteria contained in this Article and shall give consideration to all material in the individual's promotion application file. In determining whom to promote, the CEO/President shall review the recommendations of the Promotion Committee. Prior to making his/her decision, the CEO/President shall meet and discuss her/his intended decision with the Promotion Committee. Where there are differences between the CEO/President and the committee, the committee may forward a statement of the reasons for its position to the CSCU President.

The CEO/President shall forward her/his decision respecting promotions and a copy of the recommendations of the Promotion Committee to the Board by April 15. The CEO/President shall inform the person concerned, in writing, of her/his decision. When the CEO/President determines that a candidate has failed to meet the standards for promotion, she/he will provide specific written suggestions for areas of improvement.

Section 6. Funding

Contract funding will be provided to colleges for promotions based on the contractual based calculations.

Section 7. Merit Recognition

Nothing in this Article shall prevent the Board from providing merit recognition to unit members in the form of lump-sum payments.

(See side letter Re: Merit Pay.)

ARTICLE XIII - TERMINATION OR REASSIGNMENT FOR SPECIAL REASONS REDUCTION IN FORCE

The Board shall retain the right to reduce its workforce. A reduction in force does not include a termination of employment for disciplinary reasons.

Section 1. No Loss of Employment

There shall be no loss of employment within the CSCU system for full-time employees on tenured appointment as a result of any consolidation or restructuring of the community colleges or its system.

The foregoing does not prevent the BOR from restructuring and eliminating positions of "full time,"³ employees provided that affected employees shall be reassigned or transferred to an existing comparable job in the system for which the employee possesses the requisite qualifications and experience. In any case, salary and tenure status shall be preserved. An employee who refuses an offered position will not be considered a layoff for purposes of this Agreement.

- a) An employee who is not offered a comparable position shall be given the right of refusal prior to posting externally for any vacancy within Connecticut State Colleges and Universities, provided they are qualified for the position.
- b) An employee who does not accept an offered comparable position within the rights established above in (a), shall be separated with no additional mandatory rights.

³ Full time is defined for purposes of this section as a member of the principal bargaining unit.

The employer shall make every effort to place any non-tenured “full-time” employee who would otherwise lose employment as a result of any consolidation or restructuring of the community colleges or its system into a comparable vacancy within the CSCU system during their contractual recall period. Acceptance of a position outside the CSCU system following the expiration of that period shall have no effect on the recall rights of such employees to CSCU positions consistent with existing CBA language.

Section 2. Methods of Reducing the Workforce

A. Attrition

Insofar as possible under the circumstances, the Employer shall attempt to permit the process of attrition to effectuate the required reduction in staff.

B. Reassignment

When a reduction in staff is deemed necessary by the Employer every effort shall be made to reassign the affected employee to another academic position within the same or another department at the college where the reduction in staff occurs or at the same department or another department at another college, or to provide the employee with an assignment at two colleges which collectively comprise a full-time appointment in accordance with Article XXI, Section 6D; provided however,

- (a) that no such reassignment shall be made unless such Bargaining unit member is qualified for the newly assigned work; and,
- (b) that such reassignment shall only be made to a position then vacant.

If the Employer determines that a Bargaining unit member may, with limited retraining, qualify for reassignment to an academic position then vacant, such Bargaining unit member may be granted up to one year’s leave of absence without pay in order to obtain the training that will qualify him/her for reassignment. The vacant position will be filled by special appointment for up to one (1) year, pending the Bargaining unit member’s completion of required training during the specified time allotted.

C. Layoffs

When attrition and reassignment are insufficient or inapplicable methods of effectuating the required reduction in staff, bargaining unit members shall be laid off in accordance with the following:

1. The Employer may lay off on a system-wide basis or may limit the layoff to a specific department or technology. For the purposes of this Article, the library and counseling office at each college shall be considered a department.
2. In accordance with Section 1 above, the order of layoff of bargaining unit members shall be as follows:
 - a) Part-time employees on special appointment
 - b) Full-time employees on special appointment
 - c) Part-time employees on terminal appointment
 - d) Full-time employees on terminal appointment
 - e) Part-time employees on regular appointment

- f) Full-time employees on regular appointment
- g) Employees on tenured appointment

Layoffs in each category listed above in this section shall be based upon both the academic needs of the System and seniority.

3. Non-bargaining unit employees in teaching and non-teaching administrative positions shall be laid off before bargaining unit employees except the employer may retain non-bargaining unit employees with special qualifications which cannot be readily replicated by bargaining unit employees.
 - a. A bargaining unit member who feels that he/she is qualified to teach and/or perform the job duties of positions in a different department within the System shall submit to the Employer a completed candidate summary form as provided by the Employer. This candidate summary form shall be filed by a tenured bargaining unit member within ninety (90) days of a grant of tenure. An updated candidate summary form shall be filed when the tenured bargaining unit member's status changes; the window period for such filing shall be September 1 through November 30 of each academic year.
 - b. The Employer shall inform the candidate of its decision regarding the candidate's qualification to teach and/or perform the job duties of a position in a different department within a reasonable period of time after the filing of the form, said time generally to be within sixty (60) days after the filing of a form upon a grant of tenure or sixty (60) days after the close of the annual window period.
4. Seniority shall be defined as current, continuous service measuring from the Employee's most recent date of appointment or most recent date of hire to a bargaining unit position. Part-time bargaining unit employees shall accrue seniority without regard to the number of hours worked. Within sixty (60) days after the effective date of this Agreement, the Employer shall provide the Congress with a seniority list of bargaining unit employees.
5. Notice of Layoffs. The Employer shall give at least twelve (12) months' notice of layoff.
6. Recall. Employees who have been laid off shall be eligible for recall for a period of two years to a position at any college in the same department from which they were laid off or in a department in which they previously served. The order of recall shall be the most senior qualified employee for the available position. Employees shall receive notice of recall opportunities by registered letter at their last known address. A recalled employee must respond by registered letter within fifteen (15) calendar days. After the passage of fifteen (15) calendar days, recall rights shall be lost for that position and the next senior qualified employee for the available position shall be recalled. For two years after a layoff, the President of the Congress shall be notified of any bargaining unit positions to be filled in the System.
7. Scope of Grievance Arbitration. The determination of whether to reduce the workforce, the scope of such reduction of the workforce, the determination of what part of the workforce to reduce and the determination of qualifications for reassignment shall not be grievable or arbitrable.

8. Expedited Grievance-Arbitration. Grievances involving or affecting a reduction in force shall be expedited as follows:
 - a) Filed with the President of the Connecticut State Colleges and Universities within seven (7) calendar days, with or without a meeting;
 - b) Written response within seven (7) calendar days, with or without a meeting;
 - c) Arbitrator to be selected who can hear the case within twenty (20) days;
 - d) Decision to be rendered within five (5) calendar days after the close of the hearing.

Section 3. Effect on Tenure

When a member of the bargaining unit who is on a tenured appointment is reassigned to another college under the provision of this Article, the individual shall retain his/her tenure. In the case of a reassignment of a non-tenured individual, the service requirement for eligibility for tenure consideration shall be no less than three (3) years.

Section 4. Placement or Recall

- A. The employer shall make a reasonable effort to place an individual who is terminated for special reasons in another suitable position opening within the Community College System. This obligation shall not create a claim or right to any position opening and shall end thirty (30) days following termination of the affected employee. The obligation of the employer shall be satisfied by compliance with the following procedure:
 1. Upon written request of the affected employee, the Board shall provide copies of all position notices for which external searches are ongoing and all position notices for external searches which commence during the obligation period specified herein. This obligation relates to bargaining unit positions for which a standard appointment is contemplated.
 2. The affected employee may apply for any position opening. The employee will be considered on the same basis as any other applicant, except that the CEO/President's recommendation shall consider that the affected employee should be selected if the qualifications of the affected employee and top candidate(s) are relatively equal. The CEO/President shall notify the affected employee of his/her decision. Within five (5) calendar days of such notice, the affected employee may file a notice with the President of the Connecticut State Colleges and Universities by certified letter requesting review of the CEO/President's recommendation. The decision of the President of the Connecticut State Colleges and Universities shall be final.
- B. When an appointment is terminated for special reasons, the released individual's position shall not be filled within a period of two (2) years from the date of termination unless he/she has been offered reappointment and has declined it or has failed to respond within thirty (30)

calendar days of the offer. The obligation to offer reappointment shall be satisfied by mailing a certified letter to the individual's last known address. The thirty-day period shall begin the date said offer is postmarked.

- C. The employer shall maintain a list of those individuals whose full-time employment was terminated for special reasons with a copy to the Congress. An individual's name shall remain on the list for a period of two years from the date of notice of termination. For that two-year period, the employer will notify the individual of full-time vacant positions for which he/she may be qualified to apply. If the individual applies for any such position, the employer shall give due consideration to the individual's prior service in the Community College System, provided however, that actual appointment to any such position remains within the discretion of the employer.
- D. A member who is recalled to employment to his/her position shall regain all rights and privileges he/she had at the time of the termination, including tenure, rank, and salary, and shall not be considered as a new professional staff member for the purposes of fringe benefits provided under this Agreement, subject to any requirements of insurance carriers.

Section 5. Statement to Employee

Termination for special reasons shall not be considered a non-renewal of a standard appointment or a dismissal for cause. Notices in writing to this effect shall be provided to each individual affected and shall include a statement that the reason for termination is not dissatisfaction with service rendered.

Section 6. Employer Decision

The decision of the employer as to the need for termination or reassignment for special reasons shall be final.

ARTICLE XIV - SEPARATION BECAUSE OF INCAPACITY

When a professional staff member has become physically or mentally incapable of or unfit for the efficient performance of duties of his/her position, the employer may separate the individual in good standing. Unless otherwise agreed, any medical determination hereunder shall be only by mutually agreed-upon medical authority.

Any such action shall be subject to the grievance and arbitration provisions of this Agreement.

Prior to or at the time of requesting a medical determination, the Board or its representative will provide the unit member with a statement of the problem and disclose to him/her any information to be considered, except as otherwise provided by law. The professional staff member shall be informed in writing of his/her right to Congress representation. Either the employer or the unit member may request that the medical authority determine whether or not there might be a basis for such a medical determination.

ARTICLE XV - TRANSFER AND RESTRUCTURING

Section 1. Definition

Transfer is the appointment of a professional staff member to a Community College other than the one at which he/she is employed. Transfers may be initiated by the employer or by a professional staff member.

Section 2. Application for Transfer

In the event the transfer is initiated by the professional staff member, application for transfer shall be made directly to the CEO/President of the college to which transfer is desired. Applicants shall inform the CEO/President of the college from which transfer is desired of any such application at the time the application is made. Candidates for transfer are subject to the same selection procedures as any other applicant for an available position.

Section 3. Tenure

In the event of an involuntary transfer to one college to another, the employee shall retain his/her tenure. If a transfer is voluntary, tenure will not normally be made with tenure. However, on a case by case basis, at the discretion of the CEO/President of the receiving college, tenure may be preserved. The CEO/President's decision is final and shall not be subject to grievance or arbitration.

A tenured employee who accepts a transfer without tenure may apply for tenure when he/she will have, by September 1 of the year such appointment is to be effective, completed three (3) years of full-time employment in the same job function at the receiving college.

A non-tenured employee who accepts a transfer shall receive credit for up to three (3) years of full-time employment at the first college in the same job function.

Decisions concerning whether an employee's position upon transfer is in the same job function shall be made by the CEO/President of the receiving college or his/her designee.

Section 4. Restructuring

This Agreement is made on the basis of circumstances at the time of the Agreement. In the event of restructuring of higher education (which shall include campus closings or the mandated termination of major academic or student-service programs employing ten (10) or more members of the unit), the employer and the union agree to negotiate to the extent required by law provided that notice of termination to the affected employee(s) in the case of termination of such programs may be given ninety days following notice to the union.

ARTICLE XVI - DISMISSAL AND DISCIPLINE

No professional staff member shall be dismissed or otherwise disciplined except for just cause and with full due process as specified in this Agreement. Each individual for whom suspension without pay or dismissal is under consideration shall be notified of his/her right to union representation. A copy of said notice shall be provided to the Congress office in a timely manner.

Section 1. Dismissal

- A. Dismissal is an action by the CEO/President which terminates the appointment of a professional staff member for cause. Dismissal for cause shall include, but not be limited to the following:
 - 1. incompetent or inadequate performance of responsibilities of the position or repeated neglect of these responsibilities;
 - 2. repeated noncompliance with reasonable regulations or reasonable directives of the Board, the CEO/President, or designated management employees;
 - 3. conduct which impairs the effective performance of assigned responsibilities or impairs the rights of students or of other staff members;
 - 4. the use of fraud, collusion, or misrepresentation of a fact material to obtaining employment with the college and/or status therein.
- B. The appointment of a professional staff member may be terminated according to the following dismissal procedure:
 - 1. The CEO/President shall notify the professional staff member in writing that termination of his/her appointment is under consideration. Said notice will contain a statement of the reasons for the proposed termination.
 - 2. The professional staff member may respond in writing within twenty-one (21) calendar days of receipt of notice from the CEO/President.
 - 3. If, after considering the response of the professional staff member, or if the professional staff member has not responded within the twenty-one (21) day period, the employer or its representative determines to dismiss the professional staff member, the employer or its representative shall so notify the member in writing of the decision.
 - 4. Within fourteen (14) calendar days of the notice of the CEO/President's decision, the professional staff member may appeal such decision by filing a written grievance at Level Two of the grievance procedure set forth in Article VII of this Agreement.

Section 2. Discipline

- A. Nothing within this Article shall preclude the employer or its representatives from disciplining

members of the professional staff by means less than discharge, provided that such discipline shall be for just cause as specified in Section 1A above for dismissals.

- B. In case of employee misconduct for which suspension without pay is under consideration, the employee shall be afforded, in a timely manner, written notice of the charge(s) against him/her, disclosure of the employer's then available evidence and an opportunity to present his/her position orally or in writing prior to the discipline.

Section 3. Suspension Pending Discipline or Discharge

When it is necessary, an individual may be suspended, with full salary and benefits, pending disciplinary action.

Section 4. Investigatory Interview

If a bargaining unit member reasonably believes that an investigatory interview conducted by the employer will result in discipline or place his/her job security in jeopardy, she/he may have a Congress representative present at any such interview.

ARTICLE XVII - SABBATICAL LEAVE

Section 1. Purpose

Sabbatical leave is educational leave. The purpose of sabbatical leave is to provide a professional staff member with the time and support for scholarly or creative endeavors which will benefit the college and the staff member professionally, and/or enable the professional staff member to develop resources or materials to enrich his/her teaching effectiveness or the performance of administrative responsibilities. The President of the Connecticut State Colleges and Universities may grant sabbatical leave for a full year on half salary, or for a half year on full salary, or for such period and portion of salary as agreed to by the applicant and the President of the Connecticut State Colleges and Universities.

Section 2. Eligibility and Conditions

A. Eligibility

A professional staff member on tenure-track appointment shall become eligible for sabbatical leave after six (6) consecutive years of full-time service at a college. Such professional staff member shall be considered for sabbatical leave during his/her sixth year of full-time service, but the sabbatical shall not commence until he/she has completed six years of service. Once the sabbatical leave has been taken, the professional staff member shall again become eligible for sabbatical leave after six (6) additional consecutive years of full-time service following the completion of the sabbatical.

(See side letter Re: Sabbaticals.)

Full-time leave for professional development shall be considered as continuous service for sabbatical

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

leave, but shall not be included as accumulated time required to qualify for sabbatical leave.

B. Conditions

The recipient of a sabbatical leave is permitted to receive other remuneration in the form of fellowships, assistantships, grants, honoraria or consultant fees. However, an individual on sabbatical leave is generally not expected to engage in paid employment elsewhere. Each applicant for sabbatical leave shall disclose, as part of his/her proposal, all anticipated remuneration including but not limited to, professional development and/or tuition reimbursement dollars and, if paid employment is involved, he/she shall describe the relationship of such employment to the purpose of the sabbatical leave as outlined in Section 1 above. Total compensation while on sabbatical leave shall normally not exceed the regular salary (base pay plus longevity) of the recipient plus expenses attributable to the leave. The recipient of a sabbatical leave must agree to return to the college for at least one year of full-time service following the expiration of the leave. Failure to return to the college for at least one year may result in forfeiture of any and all compensation due him/her and shall be considered a resignation not in good standing.

Section 3. Rights

Time on sabbatical leave at full or partial pay shall be considered as continuous service for longevity and retirement pursuant to the professional staff member's particular State-approved retirement plan. Time on sabbatical leave at less than full pay will be considered as full-time service for the purpose of determining years of service for longevity. All fringe benefits shall be continued during the period of the sabbatical leave. Upon completion of such leave, the professional staff member shall return to the same college at the same salary and rank he/she would have attained had he/she not taken such leave.

Section 4. Number

In each year of this Agreement, there shall be allocated a maximum of twenty six (26) sabbaticals per academic year to be administered in accordance with applicable contract provisions.

Section 5. Sabbatical Leave Committee

At each college, there shall be a Sabbatical Leave Committee elected by the members of the bargaining unit(s). Only tenured employees or employees on tenure track appointment at the college may serve as members of a Sabbatical Leave Committee. The size and composition of the committee shall be determined by mutual agreement. At merged campuses, subcommittees of the Sabbatical Leave Committee will be established consisting of representatives of each bargaining unit. Each subcommittee shall make the recommendation with respect to its own bargaining unit members. AFSCME members shall apply directly to the CEO/President for sabbaticals, unless they opt to apply to the committee.

The Sabbatical Leave Committee shall have the responsibility to review all applications for sabbatical leave and shall make recommendations to the CEO/President listing in priority order applicants recommended for sabbatical leave at full pay, and separately, applicants recommended for sabbatical leave at half pay.

The operation of the Sabbatical Leave Committee shall be subject to the supervision of the

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

CEO/President or his/her designee. The committee shall review the President of the Connecticut State Colleges and Universities' guidelines for its work and shall keep a written record of the dates of all meetings, attendance at the meetings and materials considered. These records and materials shall be in the custody of the CEO/President or his/her designee. The committee shall not disclose its records or recommendations except as provided herein.

Section 6. Procedure

Applicants for sabbatical leave shall prepare a proposal for leave which describes the prospective activity, and indicates the contribution it will make to the individual concerned and to the college, and addresses all other conditions set forth in sections 1 and 2 above. By November 15th of the fall semester of the year prior to the year in which the sabbatical would occur, the proposal shall be submitted to the College CEO/President on a form established by the Employer. This deadline for submitting such proposals may be extended, at the discretion of the College CEO/President.

The College CEO/President shall seek the recommendations of the College Sabbatical Leave Committee, which shall be submitted by December 15th. In making its recommendations, the committee shall be guided only by the criteria contained in Sections 1 and 2 of this Article and shall proceed in the manner set forth in said Sections. By January 15th, the College CEO/President shall forward his/her recommendations to the President of the Connecticut State Colleges and Universities. Prior to making his/her recommendations, the College CEO/President or his/her designee shall meet and discuss his/her intended recommendations with the College Sabbatical Leave Committee. Where there are differences between the CEO/President and the committee, the committee may forward a statement of the reasons for its position to the President of the Connecticut State Colleges and Universities or his/her designee, with a copy to the College CEO/President.

The CSCU Sabbatical Leave Selection Committee shall then review college-approved sabbatical leave proposals and make a final decision on the approved system-wide list of these proposals by February 1st. The President of the Connecticut State Colleges and Universities or his/her designee shall review and confirm the final decision of the CSCU Sabbatical Leave Selection Committee by February 15th and allocate such full-pay and half-pay sabbatical leaves in a manner that is consistent with this Article and with funds from College Operating Funds.

All applicants shall be entitled to know the formal recommendations at each level and the decision of the President of the Connecticut State Colleges and Universities or his/her designee by March 1st, which shall be final.

ARTICLE XVIII - PROFESSIONAL DEVELOPMENT

Section 1. Full-Time Leave for Professional Development

A. Purpose

Professional development funds are made available to reimburse employees for approved activities that relate to the bargaining unit member's responsibilities at the college. The following are examples that may be appropriate for approval:

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

- Tuition and fees for coursework relevant to the member’s employment;
- Conference, seminar and workshop fees relevant to the member’s employment;
- Professional society membership relevant to the member’s employment;
- Travel related to the above.

B. Eligibility and Conditions

Professional staff members are eligible for full-time leave for professional development after one year of service on a full-time standard appointment, subject to the following conditions:

- (1) the applicant’s professional duties permit his/her absence for the period of time requested;
- (2) the leave is of value to the college; and,
- (3) if with pay, there is no other remuneration to the professional staff member.

Full-time leave for professional development may be granted for up to one year and the President of the Connecticut State Colleges and Universities may authorize an extension of the leave for an additional year.

C. Rights

Full-time leave for professional development shall be considered as continuous service for longevity (if leave for professional development, with pay, on a pro-rata basis), placement in the salary schedule and retirement pursuant to the individual’s particular State retirement plan. All fringe benefits shall be continued during the period of full-time professional development leave, if with pay. All other terms and conditions of full-time leave of absence for professional development are to be agreed upon by the professional staff member concerned, who may request representation by the Congress. The final agreement shall be in writing.

D. Professional Development Committee

At each of the non-merged colleges, the Sabbatical Leave Committee shall also serve as a Professional Development Committee. At each merged college, the Congress subcommittee for Sabbatical Leave shall serve as the Professional Development Committee. The operation of the Professional Development Committee shall be subject to the supervision of the CEO/President or his/her designee.

The Professional Development Committee shall have the responsibility to review all applications for full-time leave for professional development and shall make recommendations to the CEO/President. The Professional Development Committee shall keep a written record of the dates of all meetings, attendance at meetings and materials considered. These records and materials shall be in the custody of the CEO/President or his/her designee. The committee shall not disclose its records or recommendations except as provided herein.

The committee shall make a recommendation to the CEO/President addressing the proportion of such professional development money to be utilized for short-term leave, partial leave and full-time leave. The recommendation of the committee is advisory to the CEO/President whose decision is final.

E. Procedure

Applicants for full-time leave for professional development shall prepare a proposal for leave which describes the prospective activity and indicates the contribution it will make to the individual concerned and the college, utilizing a form established by the employer. This proposal shall be presented to the

CEO/President six (6) months in advance of the requested leave.

The CEO/President shall seek the recommendation of the supervisor. In making this recommendation, the supervisor shall be guided only by the criteria contained in this Article. Prior to making his/her recommendation to the CEO/President, the supervisor shall meet with the applicant and discuss his/her intended recommendation with the applicant.

The CEO/President shall also seek the recommendation of the Professional Development Committee which shall be completed by December 15. In making its recommendation, this committee shall be guided only by the criteria contained in this Article. Prior to making his/her recommendations for professional development leave to the President of the Connecticut State Colleges and Universities, the CEO/President or his/her designee shall meet and discuss his/her intended recommendations with the committee. Where there are differences between the CEO/President and the committee, the committee may forward a statement of the reasons for its position to the President of the Connecticut State Colleges and Universities, with a copy to the CEO/President.

In addition, the CEO/President may consult with and/or seek the recommendations of other representatives of the employer, provided, however, that the CEO/President shall inform persons under consideration of any formal recommendation process and any such recommendation shall be guided only by the criteria contained in this Article. Formal recommendations made to the CEO/President by other employees of the college shall be consistent with the following:

- (a) Recommendations shall be limited to bargaining unit members for whom the management personnel have direct supervisory responsibility;
- (b) Management recommendations shall be guided by the criteria contained in this Article and management personnel shall give consideration to all materials specified and the recommendations of the supervisors and the Professional Development Committee.

The foregoing shall not be deemed to limit the right of the CEO/President to consult others as provided in this paragraph.

The professional staff member shall be entitled to know the formal recommendations at each level in the decision of the CEO/President, which shall be final.

Within ninety (90) days of receipt of the proposal, the CEO/President shall forward his recommendations to the President of the Connecticut State Colleges and Universities for final determination. The President of the Connecticut State Colleges and Universities shall act on the recommendations within sixty (60) days.

Section 2. Short-Term Leave

The Board encourages professional staff members to attend appropriate professional meetings, conferences, and seminars consistent with the needs of the college. Leave for these purposes for a period of up to five (5) working days with pay may be granted by the CEO/President.

In the case of a denial of a request for short-term leave, the CEO/President or his/her designee shall

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

meet with the individual concerned to discuss the reasons for the denial. The decision of the CEO/President or his/her designee shall be final.

Expenses incurred by the professional staff member may be reimbursed from funds made available under this Agreement.

Section 3. Partial Leave

A. Definition and Purpose

Partial leave for professional development shall consist of released time or a reduced assignment. In the latter case, the professional staff member shall be paid a pro-rata salary for the portion of his/her assignment which remains after such leave has been granted. This leave may be granted for such purposes as study, research, or services as a consultant.

B. Eligibility and Conditions

Professional staff members are eligible for this leave after one (1) year of service on a full-time standard appointment, subject to the following conditions:

- (1) the applicant's professional duties permit his/her absence for the period of time requested;
- (2) the leave is of value to the college; and,
- (3) in the case of released time, no additional remuneration is received by the professional staff member.

C. Denial and Meeting

In the case of a denial of a request for partial leave, the CEO/President or his/her designee shall meet with the individual concerned to discuss the reasons for the denial.

D. Funding

The cost of providing part-time replacements for unit members provided with released time hereunder shall be from funds made available under this Agreement.

ARTICLE XIX - OTHER LEAVES

Section 1. Leave of Absence Without Salary

*A. Leaves **Unrelated** to Medical or Family Leave*

The CEO/President may grant a leave of absence without salary upon the request of a professional staff member for a period not to exceed two years. Professional staff members are eligible for leave of absence without salary after two years of full-time service on standard appointment, except that a leave for educational advancement may be granted after one year of service. An individual who believes his/her leave was unreasonably denied may forward his/her request to the President of the Connecticut State Colleges and Universities with a statement of his/her position. The decision of the President of the Connecticut State Colleges and Universities shall be final.

The terms and conditions of such a leave of absence shall be agreed upon by the CEO/President and the professional staff member concerned, who may be represented by the Congress. The agreement shall be in writing.

Only leaves designated as educational leave without salary shall be considered as continuous service for retirement pursuant to the professional staff member's particular State-approved retirement plan. Insurance benefits for professional staff members on leaves under this subsection shall be continued, if the professional staff member pays the full premiums for said benefits.

Sick leave shall accrue in any month in which a professional staff member is on a leave of absence without salary, on a pro-rata basis, calculated to the nearest quarter-day.

B. Medical, Parental, and Family Leaves

Medical, parental and family leaves are available as follows:

1. Medical Leave

- (a) After exhaustion of accrued sick leave and upon establishment of the actual disability of a professional staff member who has two (2) or more years of service on standard appointments, such professional staff member shall be entitled to a medical leave without salary not to exceed two (2) years from the date sick leave accrual is or was exhausted (such exhaustion date to be determined without reference to sick leave days accrued after the disability commenced). Said leave shall include any leave pursuant to Section 31-51kk of the Connecticut General Statutes.
- (b) After exhaustion of accrued sick leave and upon establishment of a serious illness, a permanent professional staff member who has more than six months of service shall be entitled to a medical leave without salary not to exceed a maximum of twenty-four (24) weeks in any two (2) year period.

2. Parental Leave

- (a) Parental leave without salary not to exceed two (2) years may be granted by the CEO/President to professional staff members after one (1) year of service on standard appointment. An individual who believes that his/her request for leave was unreasonably denied may forward his/her request with a statement of his/her position to the President of the Connecticut State Colleges and Universities. The decision of the President of the Connecticut State Colleges and Universities shall be final.
- (b) Such leave without salary shall be granted to permanent professional staff members after six (6) months of service for a period not to exceed a maximum of twenty-four (24) weeks in any two (2) year period. As used in this Article, "parental leave" shall be defined as leave for the purpose of: (a) rearing a child for whom the professional staff member has legal responsibility; or (b) the prenatal and postnatal care of a wife.

3. Family Leave

All permanent professional staff members after six (6) months of service shall be entitled to family leave

without salary not to exceed a maximum of twenty-four weeks in any two (2) year period. As used in this Article, “family leave” shall be defined as a leave necessitated by a serious illness suffered by the permanent professional staff member’s own parent, spouse, or child.

4. Benefits

- (a) The employer shall pay for the continuation of health insurance benefits covered by Section 38a-554 of the Connecticut General Statutes for professional staff members during parental leave under Section 1B(2)(b), above, family leave under Section 1B(3), above, and medical leave under Section 1B(1)(b), above. In order to continue any other health insurance coverage during such leaves, the professional staff member shall contribute that portion of the premium the professional staff member would have been required to contribute had he/she remained an active employee during the leave period.

- (b) Sick leave shall accrue in any month in which a professional staff member is on medical, parental, or family leave of absence without salary on a pro rata basis calculated to the nearest quarter day. Service credits for accumulated seniority, retirement, fringe benefits (except as provided in subsection 4 (a) above) and other service credits (except sick leave) shall not accrue during the leave of absence without salary.

5. Reinstatement

Upon the expiration of a medical leave under Section 1B(1)(b), above, parental leave under Section 1B(2)(b), above, or a family leave under Section 1B(3), above, the professional staff member shall be entitled to return to the professional staff member’s original job from which the leave of absence was provided or, if the original job is not available, to an equivalent position with equivalent pay, provided, however, that a professional staff member returning from medical leave who is unable to perform his/her original job shall be assisted by the Personnel Division of the Department of Administrative Services in finding other suitable work in State service.

Unless otherwise agreed upon the expiration of all other leaves under Section 1 of this Article, professional staff members shall be returned to work in the professional staff member’s original job, or , if the job is not available, to an equivalent position with equivalent pay.

6. Definitions

For all purposes under this Article, “permanent professional staff member” shall be defined as to have the same meaning as the phrase “permanent employee” in Section 31-51kk of the Connecticut General Statutes, to wit: a bargaining unit employee who has served in his/her bargaining unit position for a period of more than six months, except employees in positions funded in whole or in part by the Federal Government as part of any public service employment program, on-the-job training program, or work experience program. “Serious illness” shall be defined as that phrase is defined in Section 31-51kk of the Connecticut General Statutes to wit: an illness, injury, impairment, or physical or mental condition that involved (1) inpatient care in a hospital, hospice, or residential care facility or (2) continuing treatment or continuing supervision by a health care provider.

Section 2. Sick Leave

A. Entitlements and Conditions

All full-time professional staff members accrue sick leave with pay for continuous service at the rate of one and one-quarter days per calendar month from the date of initial employment. All part-time professional staff members in the bargaining unit accrue sick leave with pay for continuous service from the date of initial employment at the rate of one and one-quarter days per calendar month multiplied by the following fraction: the number of hours worked per week divided by 35. Earned sick leave is granted to a professional staff member who is incapacitated for duty. However, if a faculty member is unable to fulfill her/his obligations to the college for a period of time that encompasses the end of an academic semester, there shall be no charge to a sick leave balance for days following the date on which grades are due or the date on which the semester ends, whichever is sooner.

An acceptable medical certificate is required to substantiate a request for sick leave in the following situations: any period of absence of more than five (5) consecutive working days; sick leave during annual vacation; leave of any duration if absence from duty recurs frequently or habitually, provided that the employee has been notified that a certificate will be required; leave of any duration when evidence indicates reasonable cause for requiring such a certificate. Sick leave shall be accrued in quarter-day units.

B. Compensation at Retirement

Upon retirement, pursuant to Chapter 66 or 167a of the Connecticut General Statutes, a professional staff member shall be compensated at the rate of one-fourth of her/his daily salary for each day of sick leave standing to her/his credit as of his/her last day on the active payroll, up to a maximum of 240 days.

C. Retention of Accrued Sick Time

Unit members whose services are terminated pursuant to Article XIII shall have accrued sick leave credited upon reinstatement within two years of the date of termination.

D. Emergency Sick Leave

Effective March 31st of each year of this agreement, all bargaining unit members not currently in the sick leave bank shall automatically be enrolled and contribute three (3) days of accrued sick leave to the bank. Days contributed to the bank shall thereafter be allocated to employees with catastrophic or extended long term illness.

Bargaining unit members with a sick leave balance of 105 hours or more on March 31st will have these three (3) days deducted effective immediately. Employees with less than a 105 hours sick leave balance on March 31st, will have one (1) day each deducted quarterly with all three (3) days deducted no later than the end of the calendar year. New hires will have one (1) day deducted in each of the 9th, 10th and 11th month accruals.

To be eligible for allocation of sick days from the bank, an employee must meet the following conditions:

- a) Membership in the bank;
- b) Exhaustion of all personal sick leave, personal, or vacation leave and any other compensatory time due;

- c) The illness or injury is not covered by worker's compensation or such benefit has been exhausted;
- d) An acceptable medical certificate supporting the absence is on file;
- e) The bank is not depleted.

Days shall be allocated by a joint committee of four members, two designated by the Congress, two by the Employer. This Committee shall have full authority to grant benefits and administer the program in accordance with guidelines outlined above; in addition, the committee may by agreement provide for additional opportunities for contribution to the bank. Time off without loss of pay or benefits may be granted, as necessary, to members of the committee to attend meeting to administer this program.

Unused days shall be carried over from year to year and shall not lapse.

The actions or nonactions of this committee shall in no way be subject to collateral attack or the grievance/arbitration process. The panel shall not be considered a State agency, board, or any other subdivision of the Employer. No requests shall be conducted as contested cases or otherwise be subject to the Uniform Administrative Procedure Act.

Upon retirement, bargaining unit members who have accrued in excess of 240 days of sick leave, shall have those days over 240 added to the sick bank.

Section 3. Special Leave

A. Conditions

Special leave is leave for personal emergencies which is to be charged to sick leave. It shall be accrued in quarter-day units.

B. Purpose

Special leave shall be granted for the following reasons: (1) dental, medical, or eye examination or treatment for which arrangements cannot be made outside of working hours; (2) when presence at work will expose others to contagious diseases; (3) in the event of death in the immediate family, when as much as five working days' leave with pay shall be granted (immediate family means spouse, father, mother, sister, brother, or child, or any other relative who is domiciled in the professional staff member's household); (4) if critical illness or severe injury in the immediate family or household creates an emergency which requires the attendance or aid of the professional staff member, when up to five working days' leave with pay in a calendar year shall be granted. The CEO/President may also grant necessary time, not to exceed in the aggregate a total of three working days' leave per calendar year, to fulfill the obligations of traveling to, attending, and returning from funerals of persons other than members of the immediate family. Special leave shall be contingent upon the availability of earned sick leave and charged against sick leave.

Section 4. Personal Leave

A. Entitlement

Each full-time member of the professional staff who has served in a position for a minimum of six months shall be granted three days' personal leave of absence with pay in each calendar year.

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

Each part-time member of the professional staff who has served in a position for a minimum of six months shall be granted one and one-half days' personal leave of absence with pay in each calendar year.

B. Purpose and Conditions

Personal leave of absence shall be for the purpose of conducting private affairs, including observance of religious holidays, and shall not be deducted from vacation or sick leave credits. Personal leave of absence days not taken in the calendar year in which they are granted shall not be accumulated. Except in an emergency situation, professional staff members shall give at least three working days' notice to the appropriate management representative and should take personal leave of absence on days and in a manner which is least disruptive of the instructional program and the educational progress of students.

Section 5. Leave for Civil Obligations

A. Military Leave

A professional staff member who is a member of the armed forces of the State or of any reserve component of the United States and is required to undergo active duty or field training therein shall be entitled to a leave of absence with pay for a period not exceeding three calendar weeks of such active duty or field training. Military leave shall not be charged against the annual vacation.

A professional staff member who has served in a full-time position for more than six months and who has left the employ of the Community Colleges in order to serve in the armed services is eligible for reinstatement according to the provisions of Section 5- 255 (c) of the Connecticut General Statutes.

B. Jury Duty

Professional staff members who are summoned to court to perform jury duty or who are subpoenaed to attend court or board hearings to testify in matters in which they have no personal or pecuniary interest shall suffer no loss of salary thereby, but they shall be required to remit to the employer any sums of money received in compensation for such duty or attendance.

Section 6. Maternity Leave for Childbearing Disability and Childrearing

A. Entitlement to Childbearing Disability Leave

Disabilities caused or contributed to by pregnancy, abortion, miscarriage, childbirth, and recovery there from ("childbearing disabilities") shall be treated like another temporary disability. At the option of a professional staff member, vacation leave or portions thereof may be utilized for childbearing disabilities after the exhaustion of sick leave accruals, provided, however, that a professional staff member, solely at her discretion, may request an unpaid childbearing disability leave in order to retain her accrued sick leave. In such a case, the professional staff member may utilize vacation leave or portions thereof or the childbearing disability leave prior to exhaustion of her accrued sick leave.

B. Conditions

Sick leave may be utilized for any such period of childbearing disability, provided that the employer may require that a medical doctor certify that any period in excess of five (5) days to which sick leave is applied is medically necessary as a result of or to recover from childbearing disability.

In addition, the employer recognizes the right of professional staff members to leave as follows:

After all employee-designated sick and vacation leave have been exhausted, a professional staff member shall be granted, upon request, a leave of up to twelve months without salary (including the 24-week leave provided for in Section 5- 248a of the Connecticut General Statutes) for childbearing disability which extends beyond accumulated sick leave, provided, however, that a professional staff member who has elected to retain her sick leave pursuant to Section 6A of this Article, above, shall be entitled to retain her accumulated sick leave. Further, at the end of a childbearing disability leave, a professional staff member shall be granted, upon request, a leave of up to twelve months without salary (including the 24-week leave provided for in Section 5- 248a of the Connecticut General Statutes) for childrearing. Adjustments in the duration of the leave may be made by mutual agreement between the CEO/President and the professional staff member concerned to insure that such leave is least disruptive of the instructional program of the college and the educational progress of students, provided, however, that the CEO/President shall not have authority to reduce such leave below twenty- four weeks, in combination with other such medical leaves taken within a two- year period (commencing with the first day of leave of the first such leave within the period). Time on such leave shall be considered as continuous service for purposes of sabbatical leave, but shall not be included as accumulated time required to qualify for sabbatical leave.

C. Reinstatement

Provided that the professional staff member shall return to service no later than twelve months from the beginning of leave without salary for disability or childrearing, subject to the adjustments stipulated in Section 6B above, she shall be restored, subject to any provisions on staff reductions, to the same job or to an equivalent position with the same seniority, salary, retirement and fringe benefits, and other service credits which she had attained at the time such leave was granted, plus the appropriate increase in benefits accorded to persons of that rank and salary and any and all improvements in fringe benefits established through negotiations between the Congress and the Board during the period of such leave.

For up to twelve (12) months from the beginning of leave without salary for disability or childrearing, part-time return to service may be arranged by mutual agreement between the professional staff member concerned and the CEO/President of the college, subject to the following: in the case of an employee holding a special appointment or a standard appointment which has not been renewed in accordance with Article IX, Section 3, a leave shall not extend beyond, and provisions for reemployment shall not apply beyond, the termination date of the appointment unless the employer agrees in writing to such an extension.

D. Benefits While on Leave Without Salary

The employer shall pay for continuation of a professional staff member's health insurance benefits during any childbearing disability leave with salary. Upon commencement of childrearing leave without salary, the employer shall pay for continuation of a professional staff member's health insurance benefits for a period of up to 24 weeks in any two (2) year period.

A professional staff member may continue health insurance benefits at her own expense for any period of childrearing leave without salary which extends beyond 24 weeks in any two (2) year period.

Childbearing disability and childrearing leave without salary shall be considered as continuous service for retirement pursuant to the professional staff member's particular state-approved retirement plan

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

and for accumulation of sick leave. Service credits for seniority, fringe benefits, and other service credits (except sick leave) shall not accrue during leave without salary.

Section 7. Miscellaneous Leave Provisions

Professional staff members who are transferred into the Community College System shall not be deprived of sick, vacation, and special leave privileges previously earned in another Connecticut State agency.

All accrued leaves may be taken in hourly increments, for those who accrue time in hourly increments.

ARTICLE XX - HOLIDAYS AND VACATIONS

Section 1. Holidays

A. Teaching Faculty

Teaching faculty will be granted the following holidays between August 25 and June 1:

Labor Day Day after Thanksgiving Thanksgiving Memorial Day

In addition, three holidays will be granted to faculty to be selected by the College from among the following:

Columbus Day Lincoln's Birthday Good Friday Veteran's Day Washington's Birthday

B. Non-teaching faculty

Each year, all nonteaching professional staff members shall be granted time off with pay for the following 12 holidays:

New Year's Day Independence Day Martin Luther King Day Labor Day
Lincoln's Birthday Columbus Day Washington's Birthday Veteran's Day
Good Friday Thanksgiving Day Memorial Day Christmas Day

(See side letter Re: Day After Thanksgiving.)

If a professional staff member is required to work on a holiday, or if a holiday falls on a day on which he/she is not regularly scheduled to work, he/she shall be granted equivalent time off. Such time off must be utilized within one (1) year.

C. Insufficient Class Days

When there are not a sufficient number of class days to meet Board policy, a college may reschedule no more than two Monday holidays to days other than the state-designated day in order to balance the class schedule. No attempt shall be made to reschedule a faculty holiday to a Friday for the sole purpose of having faculty members not present on this particular day.

Section 2. Vacations

A. Entitlement.

1. Full-time teaching faculty employed on a 10-month basis shall receive such vacations as are officially listed in the academic calendar of the college, and may be excused from further responsibilities during the term of the appointment by the CEO/President of the college upon completion of all academic and administrative duties, including commencement.
2. After six months of continuous employment in state service, full- time Administrators, Counselors, Librarians, and non-teaching professionals employed on a 10-month basis are entitled to a total of 18.3 working days of vacation accrued at the rate of 1.83 days per calendar month of service.
3. After six months of continuous employment in state service, part- time Administrators, Counselors, Librarians, and non-teaching professionals employed on a 10-month basis are entitled to vacation accrued at the rate of 1.83 days per calendar month of service multiplied by the following fraction: the number of hours worked per week divided by 35.
4. After six months of continuous employment in state service, full- time professional staff members employed on a 12-month basis are entitled to a total of 22 working days of vacation each calendar year accrued at the rate of 1.83 days per calendar month of service.
5. After six months of continuous employment in state service, part- time professional staff members employed on a 12- month basis are entitled to vacation accrued at the rate of 1.83 days per calendar month of service multiplied by the following fraction: the number of hours worked per week divided by 35.

B. Conditions

1. Vacation days taken by Administrators, Counselors, and Librarians and non-teaching professionals are subject to prior approval by the CEO/President of the college. It is expected that Administrators, Counselors, Librarians, and non- teaching professionals will take a minimum of three week's vacation each calendar year.

However, in extenuating circumstances, vacation days may be carried over into a new calendar year with the written approval of the CEO/President of the college, which approval shall not be unreasonably withheld, but may not be accumulated to a total of more than 120 days.

2. Vacation days do not accrue during any month in which an Administrator, Counselor, Librarian, or non-teaching professional is on leave of absence without salary for more than five days.

C. Adjustments on Termination

1. If an Administrator, Counselor, Librarian, or non-teaching professional has taken more vacation days than would have been accrued at the rate specified in Section 2A above, the college shall, on termination, deduct from his/her pay the value of vacation days taken in excess of the amount accrued.
2. Any eligible Administrator, Counselor, Librarian, or non-teaching professional leaving state service shall receive a lump sum payment for accrued but unused vacation time, except that all

Administrators, Counselors, Librarians or non- teaching professionals who have been notified of termination of their appointment are required to use all accumulated vacation time prior to expiration of the final appointment year unless other arrangements are specifically authorized in writing by the college CEO/President, which authorization shall not be unreasonably withheld.

ARTICLE XXI - SALARY AND FRINGE BENEFITS

Section 1. Salary

A. General Wage Increase

Except as provided otherwise in subsection B of this Section, any general wage increase provided in this subsection shall be added to and become part of the base salaries of members of the bargaining unit and shall be additional to the annual salaries to which bargaining unit members are entitled. During the term of this Agreement, members of the bargaining unit shall receive general wage increases as follows:

1. Wage increases for FY 2021-22

Section 1. Salary

A. General Wages Increases/Steps and Lump Sum Pattern

The parties agree to the wage package negotiated by SEBAC for fiscal years 2021-2022, 2022-2023, 2023-2024 (see the table below) including advancement of steps provided in the 2016-2021 CBAs by the GWI provided in the chart. All wages/non-wage and miscellaneous rates if pay including longevity shall be increased consistent with the wage schedules in the table in this section (Longevity, coaches, part time lecturer, part time EAs, part time nursing, nursing/dental course leader, program coordinator (cash), department chairs (cash), PC/DC call-in rates, and payments in lieu of additional teaching. The bonuses identified in the table shall be paid to part time employees in a prorated basis.

General Wage Increases/Steps and Lump Sum Pattern			
Contract Year	Special Payment (part-timers are pro-rated for payments)	General Wage Increases	Steps (includes top payments where applicable)
7/1/21-6/30/22	Special Lump Sum of \$2500 payable as soon as practicable upon general assembly approval	2.5%GWI (retro payroll including to July 1) must be an active employee in the bargaining unit on the date of GA ratification or a former employee who left after 7/1/21 as defined below.*	Steps on time (retro step to date)
7/1/22-6/30/23	\$1,000 lump sum payment effective with the Fall 2022 semester.	7/1/2022 2.5% GWI	Steps on time
7/1/23-6/30/24		7/1/2023 2.5% GWI	Steps on time
7/1/24-6/30/25		Reopener on GWI	Reopener on Steps

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

* Employees who left in good standing with 10 years or more of service, or who retired after 7/1/21 will be eligible for retroactive GMI and Steps through their date of departure. The state will have five years from date of legislature ratification to make any necessary pension adjustments as a result of retroactivity. No interest or other penalties will accrue during this five-year period. The resolution of the parties' differences with respect to retroactive wage increases for employees who resign state service prior to legislative ratification shall not be used to support either party's future arguments in any future dispute.

B. Salary Schedules

The salary schedules for FY2022, FY2023, and FY2024 shall be as set forth in Schedule C.

C. Withholding of Increments

It is recognized that the Board may withhold salary increments if it can demonstrate that its decision is not arbitrary, capricious, or unreasonable.

D. Miscellaneous Rates of Pay

1. Nursing and Dental Course Leaders shall be paid at the following per semester rate:

FY2022	FY2023	FY2024
\$5,547	\$5,796	\$6,057

2. The cash payment for Program Coordinators shall be as follows:

FY2022	FY2023	FY2024
\$5,803	\$6,064	\$6,337

3. The cash portion of the compensation for Department Chairs shall be as follows:

	FY2022	FY2023	FY2024
Per FTE faculty in the department below 17 FTE	\$235per FTE	\$246 per FTE	\$257per FTE
Per FTE faculty commencing with the 17th FTE	\$597 per FTE	\$624per FTE	\$652 per FTE

4. The Department Chair daily summer call-in rates shall be as follows:

Summer FY2022	Summer FY2023	Summer FY2024
\$494	\$517	\$540

E. Other Allocations

- (a) In each year of this Agreement, there shall be allocated 1% of payroll to fund promotions and merit awards each fiscal year for the duration of the collective bargaining agreement effective July 1, 2021. Any funds not spent on promotion shall revert back to the BOR.
- (b) In each year of this Agreement, there shall be allocated a maximum of twenty-six (26) sabbaticals per academic year for the Congress to be administered in accordance with applicable contract provisions.
- (c) In each year of this Agreement, there shall be allocated 1.35% of payroll shall be allocated to fund professional development, to include nursing/dental refreshers, each fiscal year for the duration of the collective bargaining agreement effective July 1, 2021. Any funds not spent on professional development/ nursing refresher shall revert back to the BOR.
- (d) The grievance/equity account for Congress (Acct #A803) shall continue to be funded as a contract account in the same manner in the collective bargaining agreement effective July 1, 2021, as a set aside rate of .07%.
- (e) All other contract accounts shall terminate and the benefits they support shall become funding obligations of the BOR. All remaining/ residual funds from existing contract accounts shall be transferred to the Congress grievance/equity account respectively. Funds that are transferred shall be used in accordance with existing parameters applicable to the grievance/ equity account. Funds presently in the Minority Fellowship account shall also be transferred to the respective bargaining units' grievance/equity accounts on a proportionate basis.

F. Increase in Gross Payroll

The increase in the Gross Payroll resulting from increases per Article XXI, Section 1. E. (a), (c) and (d) above shall be equal to, and the “roll-out” into the next fiscal year shall not exceed, the cash value for that fiscal year.

Section 2. Longevity

Professional staff members in the bargaining unit shall continue to receive semi-annual payments in addition to salary according to Schedule A.

Such semi-annual longevity lump-sum payments shall be made during the months of April and October of each year except that a retired employee shall receive, during the month immediately following retirement, a prorated payment based on the proportion of the six-month period served prior to the effective date of his/her retirement.

Section 3. Reclassification of Administrator, Counselor, Librarian

For the purposes of reclassification pursuant to the Side Letter Re: Grade Placement, or otherwise, the value of a step shall be the average of all steps in that salary group. (See Schedule D)

Section 4. Insurance and Retirement Benefits

A. Retirement

1. Entitlement

The present retirement plans provided by the Pension Agreement and the Connecticut General Statutes shall be continued for members of the bargaining unit.

2. Salary Pay-Out for 10-Month Staff

Any individual on a 10-month appointment who has completed the work obligations of his/her appointment period and who retires after May but before September 1, shall receive, upon retirement, pursuant to Chapter 66, credit for the entire appointment year and the remaining bi-weekly payments due for the entire appointment year, together with any amounts held back previously.

B. Individual Retirement Annuities

Benefits shall be made available on a voluntary basis to eligible professional staff members, as provided in Section 5-264 of the Connecticut General Statutes, whereby under certain conditions the Board of Regents of Community- Technical Colleges may enter into an agreement involving purchase of an individual retirement annuity contract that will qualify for income tax benefits.

C. Medical Insurance

The State shall continue in force the health insurance coverage for this bargaining unit described in the Agreement between the State and SEBAC 2017.

D. Group Life Insurance

Group life insurance shall be available to principal bargaining unit members at the same rate and coverage limits as provided to non-bargaining unit state employees under Section 5-257 of the Connecticut General Statutes.

In addition, any principal bargaining unit member shall be permitted to purchase group life insurance in excess of what the current plan permits up to a maximum of \$50,000, provided the member shall pay the full cost for the difference in premium under the terms and conditions governing such purchases under the policy in effect on the date of said insurance purchase.

Section 5. Workers' Compensation

A. Workers' Compensation Coverage and Payments

Where an employee has become temporarily totally disabled as a result of illness or injury caused directly by his/her employment or sustained in the course of his/her employment, said employee may, pending final determination as to the employee's eligibility to receive workers' compensation benefits, charge said period of absences to existing leave accounts. Where a determination is made supporting the employee's claim, State authorities shall take appropriate steps to rectify payroll and leave records in accordance with said determination. Upon final and non-appealable decision by appropriate State authority that an employee is entitled to receive workers' compensation benefits, said employee shall receive his/her first payment no later than four (4) weeks following such determination. Accrued leave time may be used to supplement workers' compensation payments up to but not beyond the regular salary.

B. Extended Benefits

The benefits of Section 5-142, Paragraph A of the Connecticut General Statutes shall continue to be applicable to the extent, if any, that said provision may have been applicable prior to the effective date of this Agreement.

C. Insurance

The State will continue to provide benefits and coverage pursuant to Sections 5-142(a) and (b) of the Connecticut General Statutes. The employer will continue to pay the applicable current contributions for life insurance and hospital and medical insurance for the period of time the employee is on a work-related disability leave under Paragraph A of this Section.

Section 6. Travel Expenses and Reimbursements

A. Funding

Within funds appropriated to the Board, the Board shall have full authorization to allocate funds for travel and to authorize the expenditure of such funds for out-of-State travel under the authority of the President of the Connecticut State Colleges and Universities or his/her designee.

B. Use of Personal Vehicle

An employee who is required to use his/her personal vehicle in the performance of duty shall be reimbursed at the GSA rate subject to the following limitation that no mileage reimbursement shall be paid for travel 10 miles or less per week. Employees shall be notified of the minimum insurance requirements prior to using their personal vehicles in the performance of duties.

C. Required Out of State Travel

During the life of this Agreement, any employee who is required to travel out-of-State on employer business shall be reimbursed at the following rates:

- i. Reimbursement for meal expenses while bargaining unit members are traveling on business of the college/system shall be the actual receipted amount spent on meals, but not to exceed \$100 a day.

- ii. In addition, a \$5.00 lump-sum payment may be provided if authorized out-of-State travel is for a period of two full working days. The same amount may be authorized for each additional two full working-day periods.

D. More than One College Stipend

Bargaining unit members who teach/work at more than one college or at a location more than ten (10) miles from the home campus shall receive a five hundred dollars (\$500.00) stipend per semester.

Section 7. Death Benefit

Upon the death of an employee who has completed ten (10) years of State service, the employer shall pay to the beneficiary one-fourth (1/4) of the deceased employee's daily salary for each day of sick leave accrued to his/her credit as of his/her last day on the active payroll up to a maximum payment equivalent to sixty (60) days' pay.

Section 8. Tuition Waiver

In addition to the waiver of tuition and fees permitted under Chapter 185b, Section 10a-77 of the Connecticut General Statutes, the Board may waive tuition and fees for part-time and full-time bargaining unit members, emeriti, and their spouses and dependent children at all colleges in the Community College System.

Waiver of fees for noncredit course offerings and for extension credit course offerings may be granted on a space-available basis, in the discretion of the employer, to full-time and part-time bargaining unit members, emeriti, and their spouses and dependent children. Waivers may be granted to bargaining unit members only where the course is offered outside of the employee's regularly scheduled work day, except that where a course is job-related and the employee's supervisor approves his/her release for this purpose, the course may be taken during the member's regularly scheduled work day. The parties agree that the employer will determine on a case-by-case basis the courses to which the waiver may apply as well as the administrative processes to be used in the implementation of this benefit. The decision of the employer whether or not to grant a waiver shall be final and not subject to grievance or arbitration.

Community College tuition and fee waivers are limited to in-state tuition, the application fee, program enrollment fee, college service fee, and student activity fee.

Community College part-time and full-time bargaining unit members, emeriti, and their spouses and dependent children can apply the cash value of their community college in-state tuition and fee waiver to universities throughout the CSCU System with the exception of Charter Oak State College.

The cash value of a Community College tuition and fee waiver will equate to the total amount of in-state Community College tuition and college service fee per the number of registered credit hours. The maximum cash value for principal bargaining unit members, emeriti, their spouses, and dependent children per semester will equate to a full-time load of twelve (12) or more credit hours. The maximum

cash value for part-time bargaining unit members, their spouses and dependent children will equate to one 3-credit course per semester during the period they are working. The cash value equivalent for Community College tuition and fee waivers will be adjusted to align with changes in community college in-state tuition and fees.

The cash value of the Community College tuition and fee waiver can be applied to graduate-level courses for those Community College employees/emeriti, their spouses, and dependents who are academically eligible for graduate classes.

Section 9. No Lapses

No money provided in sub-section 1. E. above, and in the prior agreements, shall lapse if not disbursed or expended during any fiscal year. This provision shall supersede any conflicting State statute or regulation.

Section 10. Allied Health Uniforms

Upon the employee's submission of an acceptable receipt for the purchase and/or cleaning of clinical uniforms by full-time clinical faculty in the nursing, and dental and allied health programs, the Board shall reimburse up to one hundred fifty dollars (\$150) of such receipted expenditures per person per fiscal year.

Section 11. Exemption Examinations

Upon request, a faculty member shall be required, as part of his/her regular assignment, to prepare, proctor, and grade exemption exams and shall be compensated at the rate of twenty five dollars (\$25) per credit per student for the course for which exemption or credit is sought, provided that such compensation shall not be less than seventy-five dollars (\$75) per exam per student. The parties understand that this compensation schedule relates solely to faculty members who are assigned to prepare, proctor and grade exemption exams and is not meant to compromise the Board's right to assign and compensate this work through other appropriate means.

Section 12. Overpayments

When the system office or an institution determines an employee has been overpaid, the Human Resources office shall give reasonable written notice to the employee of the facts and reasons therefore. Prior to making any deduction, employer shall notify the employee in writing at least two pay periods prior to the deduction. Overpayments or other unauthorized payments may be involuntarily recovered by payroll deduction at a rate not to exceed the rate the overpayment was made, provided:

- (1) the member has not agreed to a reasonable repayment schedule;
- (2) there is no outstanding grievance on the matter; and
- (3) that such recovery rate shall not exceed five percent (5%) of the member's gross biweekly salary.

ARTICLE XXII - LABOR MANAGEMENT COMMITTEE

A. Committee Composition

The parties agree that, in order to provide a method for the promotion of mutual goals and for addressing future considerations which may affect the continuing climate of harmony and mutual responsibility, there shall be a Labor Management Committee consisting of not more than five (5) designees of the employer and five (5) designees of the union.

B. Meetings

Said committee shall meet no less than six (6) times annually and shall discuss the application, clarification, or other aspects of the terms and conditions of this Agreement as well as improvement of the parties' relationships. The committee may propose additional matters, mutually agreed upon in committee, which were not within the contemplation of the parties to this Agreement but which deserve immediate attention or redress, subject to the provisions of Article XXIII of this Agreement.

C. Mandatory Discussions

If, at any time during the term of this Agreement, any insurance coverage, plan, or service incorporated by reference or described herein becomes unavailable or is altered by any third party not within the contemplation of this Agreement, that matter shall be the subject of immediate discussion hereunder, subject to the provisions of Article XXIII of this Agreement.

D. Committee Topics

Subject to the provisions of Article XXIII, the committee shall discuss:

1. guidelines for early retirement;
2. appropriate community service activities;
3. affirmative action; ways and means of improving retirement and other fringe benefits of members of the bargaining unit;
4. day care centers;
5. faculty/student contact hour load.

Establish best practices to promote a productive working environment for employees who are having or raising children.

ARTICLE XXIII - EXTENT OF AGREEMENT

Except as expressly provided to the contrary, the parties hereto agree that they have fully bargained with respect to wages, hours, and other conditions of employment and that the understandings and agreements arrived at by the parties are set forth in this contractual Agreement and shall constitute the sole Agreement between the parties for the duration thereof.

Therefore, for the life of this Agreement, each of the parties voluntarily and unqualifiedly waives the right and agrees that the other shall not be obliged to bargain collectively with respect to any subject or matter not specifically referred to, covered in or reserved by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

ARTICLE XXIV - SAVINGS CLAUSE

In the event any Article, Section, or portion of this Agreement should be declared unlawful by any court of competent jurisdiction, such decision shall be held to apply only to the specific Article, Section or portion thereof specified in the court’s decision. Upon issuance of such a decision, the Board and the Congress agree to immediately negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE XXV - TERM AND DURATION OF AGREEMENT

Section 1. Duration

This Agreement shall be effective July 1, 2021, and shall expire June 30, 2025.

Section 2. Supplemental Letters of Agreement

The parties have agreed to a reopener as more fully described in the Supplemental Letters of Agreement.

SIGNATURES OF THE PARTIES TO THIS AGREEMENT

BOARD OF REGENTS FOR
HIGHER EDUCATION

CONGRESS OF CONNECTICUT
COMMUNITY COLLEGES

By: Terrence Cheng
Terrence Cheng
President
Connecticut State Colleges
and Universities

By: Seth Freeman
Seth Freeman
President
Congress of Connecticut Community
Colleges

Schedules, Summaries, and Supplemental Letters

SCHEDULE A LONGEVITY SCHEDULE AND CATEGORIES

FY22 Congress Longevity Schedule

	Category	Longevity Base	10-14 Years	15-19 Years	20-24 Years	25 years or More
	I	\$3,473	\$868	\$1,737	\$2,605	\$3,473
Professor	II	\$2,693	\$673	\$1,346	\$2,019	\$2,693
Assoc Prof	III	\$2,384	\$596	\$1,192	\$1,788	\$2,384
Assist Prof	IV	\$2,118	\$529	\$1,059	\$1,588	\$2,118
Instructor	V	\$1,809	\$452	\$905	\$1,357	\$1,809
	VI	\$1,566	\$392	\$783	\$1,175	\$1,566
	VII	\$1,356	\$339	\$678	\$1,017	\$1,356
	VIII	\$1,173	\$293	\$587	\$880	\$1,173

FY23 Congress Longevity Schedule

	Category	Longevity Base	10-14 Years	15-19 Years	20-24 Years	25 years or More
	I	\$3,647	\$912	\$1,823	\$2,735	\$3,647
Professor	II	\$2,827	\$707	\$1,414	\$2,120	\$2,827
Assoc Prof	III	\$2,503	\$626	\$1,252	\$1,877	\$2,503
Assist Prof	IV	\$2,224	\$556	\$1,112	\$1,668	\$2,224
Instructor	V	\$1,900	\$475	\$950	\$1,425	\$1,900
	VI	\$1,644	\$411	\$822	\$1,233	\$1,644
	VII	\$1,423	\$356	\$712	\$1,068	\$1,423
	VIII	\$1,232	\$308	\$616	\$924	\$1,232

FY24 Congress Longevity Schedule

	Category	Longevity Base	10-14 Years	15-19 Years	20-24 Years	25 years or More
	I	\$3,829	\$957	\$1,915	\$2,872	\$3,829
Professor	II	\$2,969	\$742	\$1,484	\$2,226	\$2,969
Assoc Prof	III	\$2,628	\$657	\$1,314	\$1,971	\$2,628
Assist Prof	IV	\$2,335	\$584	\$1,167	\$1,751	\$2,335
Instructor	V	\$1,995	\$499	\$997	\$1,496	\$1,995
	VI	\$1,727	\$432	\$863	\$1,295	\$1,727
	VII	\$1,495	\$374	\$747	\$1,121	\$1,495
	VIII	\$1,294	\$323	\$647	\$970	\$1,294

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

Congress Longevity Categories

Category I

CCP21 (12 month) and above

Category II Professor

CCP21 (10 month)

CCP20 (10, 11, 12 month)

CCP19 (12 month)

Category III Associate Professor

CCP19 (10, 11 month)

CCP18 (12 month)

Category IV Assistant Professor

CCP18 (10 month)

CCP17 (12 month)

CCP16 (12 month)

Category V Instructor

CCP17 (9 and 10 month)

CCP16 (10 month)

CCP15 (12 month)

CCP14 (12 month)

Category VI CCP 15 (10 month)

CCP14 (10 month)

CCP13 (12 month)

CCP12 (12 month)

Category VII CCP13 (10 month)

CCP12 (10 month)

CCP11 (12 month)

CCP10 (12 month)

Category VIII CCP11 (10 month)

CCP10 (10 month)

CCP9 (10 and 12 month)

CCP8 (9, 10, and 12 month)

SCHEDULE B

TABLE OF RANK AND MINIMUM QUALIFICATIONS⁴

Classification	Minimum Qualifications Approved by the Board of Regents ⁵	Standard Equivalencies
TEACHING FACULTY		
Professor	Master's and 10 years	6th and 9 years Doctorate and 8 years
Associate Professor	Master's and 7 years	6th and 6 years Doctorate and 5 years
Assistant Professor	Master's and 4-6 years	6th and 3 years Doctorate and 2 years
Instructor	Master's and 0-2 years	6th year

ADMINISTRATORS, COUNSELORS, LIBRARIANS AND NON-TEACHING PROFESSIONALS

CCP 8	1-2 years	Associate's
CCP 9	1-2 years	Associate's
CCP 10	2-3 years	Associate's and 0-1 year
CCP11	2-3 years	Associate's and 0-1 year
CCP 12	Associate's and 0-2 years	Bachelor's
CCP 13	Associate's and 0-3 years	Bachelor's and 0-1 year
CCP 14	Bachelor's and 0-3 years	Master's and 0-1 year
CCP 15	Bachelor's and 1-4 years	Master's and 0-2 years
CCP 16	Bachelor's and 1-4 years	Master's and 0-2 years
CCP 17	Bachelor's and 2-5 years	Master's and 0-3 years
CCP 18	Master's and 1-4 years incl. 0-2 years supv.	6th and 1-3 years incl. 0-2 supv.
CCP 19	Master's and 2-5 years incl. 0-2 years supv.	6th and 1-4 years incl. 0-2 supv.
CCP 20	Master's and 3-6 years incl. 1-3 years supv.	6th and 2-5 years incl. 1-3 supv; Doctorate and 1-4 yrs. Incl. 1-3 supv.
CCP 21	Master's and 4-7 years incl. 2-4 years supv.	6th and 3-6 years incl. 2-4 supv.; Doctorate and 2-5 yrs. Incl. 2-4 supv.
CCP 22	Master's and 4-7 years incl. 2-4 years supv.	6th and 3-6 years incl. 2-4 supv.; Doctorate and 2-5 yrs. Incl. 2-4 supv.

⁴These are the minimum qualifications established by the Board on October 16, 1989 for each classification. The Board action also authorized the President of the Connecticut State Colleges and Universities to establish specific minimums for each type of position assigned to that classification and to establish qualifications less than the minimum in order to meet market conditions.

⁵Job experience required for CCP 14 and below may be at the paraprofessional level; for CCP 15 and above, experience must be at the professional level. Supervisory experience is required only for supervisory positions.

SCHEDULE C

SALARY SCHEDULES AND LUMP SUM VALUES

FY 2022, 2023, & 2024 – FACULTY SALARY SCHEDULES

FY22 - Faculty

	Group	Step 1	2	3	4	5	6	7
INSTR	1	\$57,237	\$59,127	\$61,016	\$62,906	\$64,796	\$66,685	\$68,575
ASS'T	2	\$61,816	\$63,857	\$65,898	\$67,939	\$69,980	\$72,021	\$74,063
ASSOC	3	\$69,824	\$72,132	\$74,440	\$76,748	\$79,056	\$81,364	\$83,672
PROF	4	\$80,134	\$82,775	\$85,417	\$88,059	\$90,701	\$93,343	\$95,984

	Group	Step 8	9	10	11	12	13	14
INSTR	1	\$70,465	\$72,354	\$74,244	\$76,134	\$78,023	\$79,913	\$81,803
ASS'T	2	\$76,104	\$78,145	\$80,186	\$82,227	\$84,269	\$86,310	\$88,351
ASSOC	3	\$85,980	\$88,288	\$90,596	\$92,904	\$95,212	\$97,520	\$99,828
PROF	4	\$98,626	\$101,268	\$103,910	\$106,552	\$109,193	\$111,835	\$114,477

	Group	15	16	17	18	19	AI Value	At Max Lump Value
INSTR	1	\$83,692	\$85,582	\$87,472			\$1,890	
ASS'T	2	\$90,392	\$92,433	\$94,475	\$97,222		\$2,083	1384
ASSOC	3	\$102,136	\$104,444	\$106,752	\$109,859	\$111,369	\$2,308	1499
PROF	4	\$117,119	\$119,761	\$122,402	\$125,959	\$127,686	\$2,642	1613

FY23 – Faculty

	Group	Step						
		1	2	3	4	5	6	7
INSTR	1	\$58,668	\$60,605	\$62,542	\$64,478	\$66,415	\$68,352	\$70,289
ASS'T	2	\$63,361	\$65,453	\$67,545	\$69,638	\$71,730	\$73,822	\$75,914
ASSOC	3	\$71,570	\$73,936	\$76,301	\$78,667	\$81,033	\$83,399	\$85,764
PROF	4	\$82,137	\$84,845	\$87,553	\$90,260	\$92,968	\$95,676	\$98,384

	Group	Step						
		8	9	10	11	12	13	14
INSTR	1	\$72,226	\$74,163	\$76,100	\$78,037	\$79,974	\$81,911	\$83,848
ASS'T	2	\$78,006	\$80,099	\$82,191	\$84,283	\$86,375	\$88,468	\$90,560
ASSOC	3	\$88,130	\$90,496	\$92,861	\$95,227	\$97,593	\$99,958	\$102,324
PROF	4	\$101,092	\$103,800	\$106,508	\$109,215	\$111,923	\$114,631	\$117,339

	Group	15	16	17	18	19	AI Value	At Max
								Lump
								Value
INSTR	1	\$85,784	\$87,721	\$89,658			\$1,937	
ASS'T	2	\$92,652	\$94,744	\$96,836	\$99,653		\$2,135	1384
ASSOC	3	\$104,690	\$107,056	\$109,421	\$112,605	\$114,153	\$2,366	1499
PROF	4	\$120,047	\$122,755	\$125,462	\$129,108	\$130,878	\$2,708	1613

FY24 – Faculty

		Step						
	Group	1	2	3	4	5	6	7
INSTR	1	\$60,134	\$62,120	\$64,105	\$66,090	\$68,076	\$70,061	\$72,046
ASS'T	2	\$64,945	\$67,089	\$69,234	\$71,379	\$73,523	\$75,668	\$77,812
ASSOC	3	\$73,359	\$75,784	\$78,209	\$80,634	\$83,059	\$85,483	\$87,908
PROF	4	\$84,190	\$86,966	\$89,741	\$92,517	\$95,292	\$98,068	\$100,844

		Step						
	Group	8	9	10	11	12	13	14
INSTR	1	\$74,032	\$76,017	\$78,002	\$79,988	\$81,973	\$83,958	\$85,944
ASS'T	2	\$79,957	\$82,101	\$84,246	\$86,390	\$88,535	\$90,679	\$92,824
ASSOC	3	\$90,333	\$92,758	\$95,183	\$97,608	\$100,033	\$102,457	\$104,882
PROF	4	\$103,619	\$106,395	\$109,170	\$111,946	\$114,721	\$117,497	\$120,272

		Step					At	Max
	Group	15	16	17	18	19	AI Value	lump Value
INSTR	1	\$87,929	\$89,914	\$91,900			\$1,985	\$1,454
ASS'T	2	\$94,968	\$97,113	\$99,257	\$102,144		\$2,188	\$1,574
ASSOC	3	\$107,307	\$109,732	\$112,157	\$115,420	\$117,007	\$2,425	\$1,694
PROF	4	\$123,048	\$125,823	\$128,599	\$132,336	\$134,150	\$2,776	\$1,816

FY 2022, 2023, & 2024

Nursing/Allied Health Salary Schedules

FY22 - Nursing / Allied Health Faculty

		Step							
	Group	5	6	7	8	9	10	11	
ASS'T	2	\$69,980	\$72,021	\$74,063	\$76,104	\$78,145	\$80,186	\$82,227	
ASSOC	3	\$79,056	\$81,364	\$83,672	\$85,980	\$88,288	\$90,596	\$92,904	
PROF	4	\$90,701	\$93,343	\$95,984	\$98,626	\$101,268	\$103,910	\$106,552	
	Group	12	13	14	15	16	17	18	
ASS'T	2	\$84,269	\$86,310	\$88,351	\$90,392	\$92,433	\$94,475	\$96,516	
ASSOC	3	\$95,212	\$97,520	\$99,828	\$102,136	\$104,444	\$106,752	\$109,061	
PROF	4	\$109,193	\$111,835	\$114,477	\$117,119	\$119,761	\$122,402	\$125,044	
	Group	19	20	21	22	23	AI Value	At Max Lump Value	
ASS'T	2	\$98,557	\$100,598				\$2,041	\$1,499	
ASSOC	3	\$111,369	\$113,677	\$115,985	\$118,293		\$2,308	\$1,613	
PROF	4	\$127,686	\$130,328	\$132,970	\$135,611	\$138,253	\$2,642	\$1,729	

FY23 - Nursing / Allied Health Faculty

		Step							
	Group	5	6	7	8	9	10	11	
ASS'T	2	\$71,730	\$73,822	\$75,914	\$78,006	\$80,099	\$82,191	\$84,283	
ASSOC	3	\$81,033	\$83,399	\$85,764	\$88,130	\$90,496	\$92,861	\$95,227	
PROF	4	\$92,968	\$95,676	\$98,384	\$101,092	\$103,800	\$106,508	\$109,215	
	Group	12	13	14	15	16	17	18	
ASS'T	2	\$86,375	\$88,468	\$90,560	\$92,652	\$94,744	\$96,836	\$98,929	
ASSOC	3	\$97,593	\$99,958	\$102,324	\$104,690	\$107,056	\$109,421	\$111,787	
PROF	4	\$111,923	\$114,631	\$117,339	\$120,047	\$122,755	\$125,462	\$128,170	
	Group	19	20	21	22	23	AI Value	At Max Lump Value	
ASS'T	2	\$101,021	\$103,113				\$2,092	\$1,536	
ASSOC	3	\$114,153	\$116,518	\$118,884	\$121,250		\$2,366	\$1,653	
PROF	4	\$130,878	\$133,586	\$136,294	\$139,002	\$141,710	\$2,708	\$1,772	

FY24 - Nursing / Allied Health Faculty

		Step						
	Group	5	6	7	8	9	10	11
ASS'T	2	\$73,523	\$75,668	\$77,812	\$79,957	\$82,101	\$84,246	\$86,390
ASSOC	3	\$83,059	\$85,483	\$87,908	\$90,333	\$92,758	\$95,183	\$97,608
PROF	4	\$95,292	\$98,068	\$100,844	\$103,619	\$106,395	\$109,170	\$111,946

	Group	12	13	14	15	16	17	18
ASS'T	2	\$88,535	\$90,679	\$92,824	\$94,968	\$97,113	\$99,257	\$101,402
ASSOC	3	\$100,033	\$102,457	\$104,882	\$107,307	\$109,732	\$112,157	\$114,582
PROF	4	\$114,721	\$117,497	\$120,272	\$123,048	\$123,823	\$128,599	\$131,375

	Group	19	20	21	22	23	AI Value	At Max Lump Value
ASS'T	2	\$103,546	\$105,691				\$2,145	\$1,574
ASSOC	3	\$117,007	\$119,431	\$121,856	\$124,281		\$2,425	\$1,694
PROF	4	\$134,150	\$136,926	\$139,701	\$142,477	\$145,252	\$2,776	\$1,816

Administrators, Counselors, and Librarians

FY22 12-month Administrators, Counselors, and Librarians

Group	Step 1	2	3	4	5	6	7	8
8	\$37,488	\$38,740	\$40,004	\$41,281	\$42,571	\$43,873	\$45,189	\$46,517
9	\$38,890	\$40,182	\$41,486	\$42,803	\$44,133	\$45,477	\$46,834	\$48,205
10	\$40,497	\$41,847	\$43,211	\$44,589	\$45,980	\$47,386	\$48,805	\$50,239
11	\$42,472	\$43,882	\$45,306	\$46,744	\$48,196	\$49,664	\$51,145	\$52,642
12	\$44,668	\$46,159	\$47,665	\$49,186	\$50,722	\$52,274	\$53,841	\$55,424
13	\$47,257	\$48,832	\$50,422	\$52,028	\$53,650	\$55,289	\$56,944	\$58,615
14	\$50,274	\$51,949	\$53,640	\$55,348	\$57,073	\$58,816	\$60,576	\$62,353
15	\$54,369	\$56,184	\$58,017	\$59,868	\$61,738	\$63,627	\$65,535	\$67,461
16	\$59,044	\$61,012	\$62,999	\$65,006	\$67,034	\$69,081	\$71,149	\$73,238
17	\$63,723	\$65,853	\$68,004	\$70,177	\$72,372	\$74,589	\$76,827	\$79,089
18	\$69,276	\$71,589	\$73,924	\$76,283	\$78,666	\$81,072	\$83,502	\$85,957
19	\$75,124	\$77,628	\$80,156	\$82,710	\$85,289	\$87,895	\$90,526	\$93,183
20	\$81,850	\$84,577	\$87,332	\$90,114	\$92,924	\$95,762	\$98,629	\$101,524
21	\$88,865	\$91,826	\$94,817	\$97,838	\$100,889	\$103,971	\$107,083	\$110,226
22	\$97,046	\$100,280	\$103,546	\$106,844	\$110,176	\$113,541	\$116,939	\$120,372

Group	9	10	11	12	13	14	15	16
8	\$47,860	\$49,215	\$50,584	\$51,967	\$53,363	\$54,774	\$56,198	\$57,637
9	\$49,589	\$50,987	\$52,400	\$53,826	\$55,267	\$56,722	\$58,191	\$59,675
10	\$51,687	\$53,149	\$54,626	\$56,118	\$57,625	\$59,147	\$60,684	\$62,236
11	\$54,153	\$55,680	\$57,222	\$58,779	\$60,352	\$61,941	\$63,545	\$65,166
12	\$57,023	\$58,637	\$60,268	\$61,915	\$63,579	\$65,259	\$66,956	\$68,670
13	\$60,303	\$62,008	\$63,730	\$65,470	\$67,226	\$69,000	\$70,792	\$72,602
14	\$64,148	\$65,962	\$67,793	\$69,643	\$71,511	\$73,398	\$75,303	\$77,228
15	\$69,407	\$71,373	\$73,358	\$75,363	\$77,388	\$79,433	\$81,498	\$83,585
16	\$75,347	\$77,478	\$79,630	\$81,803	\$83,999	\$86,216	\$88,455	\$90,717
17	\$81,372	\$83,679	\$86,009	\$88,362	\$90,738	\$93,138	\$95,563	\$98,011
18	\$88,436	\$90,940	\$93,469	\$96,024	\$98,603	\$101,209	\$103,841	\$106,499
19	\$95,867	\$98,578	\$101,316	\$104,081	\$106,874	\$109,695	\$112,545	\$115,422
20	\$104,448	\$107,402	\$110,385	\$113,398	\$116,441	\$119,514	\$122,618	\$125,753
21	\$113,401	\$116,608	\$119,847	\$123,118	\$126,422	\$129,759	\$133,129	\$136,533
22	\$123,839	\$127,340	\$130,877	\$134,449	\$138,057	\$141,700	\$145,381	\$149,097

Group	17	18	19	20	21	22	23	AI Value	At Max Lump Sum
8	\$59,090	\$60,558	\$62,040	\$63,538	\$65,050	\$66,577	\$68,120	\$1,392	\$1,153
9	\$61,175	\$62,689	\$64,218	\$65,762	\$67,322	\$68,898	\$70,489	\$1,436	\$1,153
10	\$63,804	\$65,388	\$66,987	\$68,603	\$70,234	\$71,882	\$73,547	\$1,502	\$1,153
11	\$66,803	\$68,456	\$70,126	\$71,812	\$73,515	\$75,235	\$76,973	\$1,568	\$1,268
12	\$70,401	\$72,149	\$73,915	\$75,699	\$77,500	\$79,320	\$81,157	\$1,659	\$1,268
13	\$74,430	\$76,277	\$78,141	\$80,025	\$81,927	\$83,848	\$85,789	\$1,751	\$1,384
14	\$79,172	\$81,135	\$83,118	\$85,121	\$87,144	\$89,187	\$91,251	\$1,863	\$1,384
15	\$85,692	\$87,820	\$89,970	\$92,141	\$94,333	\$96,548	\$98,785	\$2,019	\$1,499
16	\$93,001	\$95,308	\$97,639	\$99,992	\$102,369	\$104,770	\$107,195	\$2,189	\$1,499
17	\$100,484	\$102,982	\$105,505	\$108,053	\$110,626	\$113,225	\$115,850	\$2,369	\$1,613
18	\$109,184	\$111,895	\$114,634	\$117,400	\$120,193	\$123,015	\$125,865	\$2,572	\$1,613
19	\$118,329	\$121,264	\$124,229	\$127,224	\$130,248	\$133,303	\$136,388	\$2,785	\$1,729
20	\$128,920	\$132,118	\$135,348	\$138,610	\$141,905	\$145,233	\$148,595	\$3,034	\$1,729
21	\$139,971	\$143,443	\$146,950	\$150,493	\$154,070	\$157,684	\$161,333	\$3,294	\$1,729
22	\$152,852	\$156,643	\$160,473	\$164,341	\$168,247	\$172,193	\$176,178	\$3,597	\$1,729

FY23 12-month Administrators, Counselors, and Librarians

Group	Step							
	1	2	3	4	5	6	7	8
8	\$38,425	\$39,708	\$41,004	\$42,313	\$43,635	\$44,970	\$46,318	\$47,680
9	\$39,863	\$41,186	\$42,523	\$43,873	\$45,237	\$46,614	\$48,005	\$49,410
10	\$41,509	\$42,893	\$44,292	\$45,704	\$47,130	\$48,570	\$50,025	\$51,495
11	\$43,534	\$44,979	\$46,438	\$47,913	\$49,401	\$50,905	\$52,424	\$53,958
12	\$45,785	\$47,313	\$48,857	\$50,416	\$51,990	\$53,581	\$55,187	\$56,810
13	\$48,438	\$50,052	\$51,682	\$53,329	\$54,992	\$56,671	\$58,367	\$60,080
14	\$51,531	\$53,248	\$54,981	\$56,732	\$58,500	\$60,286	\$62,090	\$63,912
15	\$55,728	\$57,588	\$59,467	\$61,365	\$63,282	\$65,218	\$67,173	\$69,148
16	\$60,520	\$62,537	\$64,574	\$66,631	\$68,709	\$70,808	\$72,928	\$75,069
17	\$65,316	\$67,499	\$69,704	\$71,932	\$74,181	\$76,453	\$78,748	\$81,066
18	\$71,008	\$73,379	\$75,773	\$78,190	\$80,632	\$83,099	\$85,590	\$88,106
19	\$77,003	\$79,569	\$82,160	\$84,778	\$87,422	\$90,092	\$92,789	\$95,513
20	\$83,896	\$86,692	\$89,515	\$92,367	\$95,247	\$98,157	\$101,095	\$104,062
21	\$91,087	\$94,122	\$97,188	\$100,284	\$103,411	\$106,570	\$109,760	\$112,982
22	\$99,472	\$102,787	\$106,134	\$109,515	\$112,930	\$116,379	\$119,863	\$123,381

Group	9	10	11	12	13	14	15	16
8	\$49,056	\$50,445	\$51,849	\$53,266	\$54,697	\$56,143	\$57,603	\$59,078
9	\$50,829	\$52,262	\$53,710	\$55,172	\$56,648	\$58,140	\$59,646	\$61,167
10	\$52,979	\$54,478	\$55,992	\$57,521	\$59,066	\$60,625	\$62,201	\$63,792
11	\$55,507	\$57,072	\$58,653	\$60,249	\$61,861	\$63,489	\$65,134	\$66,795
12	\$58,448	\$60,103	\$61,775	\$63,463	\$65,168	\$66,890	\$68,630	\$70,387
13	\$61,811	\$63,558	\$65,323	\$67,106	\$68,907	\$70,725	\$72,562	\$74,417
14	\$65,752	\$67,611	\$69,488	\$71,384	\$73,298	\$75,232	\$77,186	\$79,159
15	\$71,143	\$73,157	\$75,192	\$77,247	\$79,322	\$81,419	\$83,536	\$85,674
16	\$77,231	\$79,415	\$81,621	\$83,848	\$86,099	\$88,371	\$90,666	\$92,985
17	\$83,407	\$85,771	\$88,159	\$90,571	\$93,007	\$95,467	\$97,952	\$100,462
18	\$90,647	\$93,214	\$95,806	\$98,424	\$101,069	\$103,739	\$106,437	\$109,161
19	\$98,264	\$101,043	\$103,849	\$106,684	\$109,546	\$112,438	\$115,358	\$118,308
20	\$107,060	\$110,087	\$113,144	\$116,233	\$119,352	\$122,502	\$125,683	\$128,897
21	\$116,236	\$119,523	\$122,843	\$126,196	\$129,582	\$133,003	\$136,457	\$139,946
22	\$126,935	\$130,524	\$134,149	\$137,810	\$141,508	\$145,243	\$149,015	\$152,825

Group	17	18	19	20	21	22	23	AI Value	At Max Lump Value
8	\$60,567	\$62,072	\$63,591	\$65,126	\$66,676	\$68,242	\$69,823	\$1,427	1182
9	\$62,704	\$64,256	\$65,823	\$67,406	\$69,005	\$70,620	\$72,252	\$1,472	1182
10	\$65,399	\$67,023	\$68,662	\$70,318	\$71,990	\$73,679	\$75,385	\$1,540	1182
11	\$68,473	\$70,167	\$71,879	\$73,607	\$75,353	\$77,116	\$78,897	\$1,607	1300
12	\$72,161	\$73,953	\$75,763	\$77,591	\$79,438	\$81,303	\$83,186	\$1,700	1300
13	\$76,291	\$78,183	\$80,095	\$82,025	\$83,975	\$85,944	\$87,933	\$1,795	1419
14	\$81,151	\$83,164	\$85,196	\$87,249	\$89,323	\$91,417	\$93,532	\$1,909	1419
15	\$87,834	\$90,016	\$92,219	\$94,444	\$96,692	\$98,962	\$101,254	\$2,069	1536
16	\$95,326	\$97,691	\$100,080	\$102,492	\$104,929	\$107,389	\$109,875	\$2,243	1536
17	\$102,996	\$105,557	\$108,142	\$110,754	\$113,392	\$116,056	\$118,747	\$2,429	1653
18	\$111,913	\$114,692	\$117,499	\$120,335	\$123,198	\$126,090	\$129,011	\$2,636	1653
19	\$121,287	\$124,296	\$127,335	\$130,404	\$133,504	\$136,635	\$139,798	\$2,854	1733
20	\$132,143	\$135,421	\$138,732	\$142,076	\$145,453	\$148,864	\$152,310	\$3,110	1733
21	\$143,470	\$147,029	\$150,624	\$154,255	\$157,922	\$161,626	\$165,366	\$3,376	1733
22	\$156,673	\$160,559	\$164,485	\$168,449	\$172,454	\$176,498	\$180,583	\$3,687	1733

FY24 12-month Administrators, Counselors, and Librarians

Group	Step 1	2	3	4	5	6	7	8
8	\$39,386	\$40,701	\$42,029	\$43,371	\$44,726	\$46,094	\$47,476	\$48,872
9	\$40,859	\$42,216	\$43,586	\$44,970	\$46,368	\$47,779	\$49,205	\$50,645
10	\$42,547	\$43,966	\$45,399	\$46,846	\$48,308	\$49,785	\$51,276	\$52,782
11	\$44,622	\$46,103	\$47,599	\$49,110	\$50,636	\$52,178	\$53,735	\$55,307
12	\$46,929	\$48,496	\$50,078	\$51,676	\$53,290	\$54,920	\$56,567	\$58,230
13	\$49,649	\$51,304	\$52,974	\$54,662	\$56,366	\$58,088	\$59,826	\$61,582
14	\$52,820	\$54,579	\$56,356	\$58,150	\$59,963	\$61,793	\$63,642	\$65,510
15	\$57,121	\$59,028	\$60,954	\$62,899	\$64,864	\$66,848	\$68,852	\$70,877
16	\$62,033	\$64,101	\$66,188	\$68,297	\$70,427	\$72,578	\$74,751	\$76,945
17	\$66,949	\$69,187	\$71,447	\$73,730	\$76,036	\$78,365	\$80,717	\$83,092
18	\$72,784	\$75,213	\$77,667	\$80,145	\$82,648	\$85,176	\$87,730	\$90,309
19	\$78,928	\$81,558	\$84,214	\$86,897	\$89,607	\$92,344	\$95,109	\$97,901
20	\$85,993	\$88,859	\$91,753	\$94,676	\$97,629	\$100,610	\$103,622	\$106,664
21	\$93,364	\$96,475	\$99,617	\$102,791	\$105,997	\$109,234	\$112,504	\$115,807
22	\$101,959	\$105,356	\$108,788	\$112,253	\$115,754	\$119,289	\$122,860	\$126,466

Group	9	10	11	12	13	14	15	16
8	\$50,282	\$51,706	\$53,145	\$54,597	\$56,065	\$57,547	\$59,043	\$60,555
9	\$52,100	\$53,569	\$55,052	\$56,551	\$58,064	\$59,593	\$61,137	\$62,697
10	\$54,303	\$55,840	\$57,392	\$58,959	\$60,542	\$62,141	\$63,756	\$65,387
11	\$56,895	\$58,499	\$60,119	\$61,755	\$63,408	\$65,077	\$66,762	\$68,465
12	\$59,909	\$61,606	\$63,319	\$65,050	\$66,797	\$68,563	\$70,346	\$72,146
13	\$63,356	\$65,147	\$66,957	\$68,784	\$70,629	\$72,494	\$74,376	\$76,278
14	\$67,396	\$69,301	\$71,225	\$73,168	\$75,131	\$77,113	\$79,115	\$81,138
15	\$72,921	\$74,986	\$77,072	\$79,178	\$81,305	\$83,454	\$85,624	\$87,816
16	\$79,162	\$81,400	\$83,661	\$85,945	\$88,251	\$90,580	\$92,933	\$95,309
17	\$85,492	\$87,915	\$90,363	\$92,835	\$95,332	\$97,854	\$100,401	\$102,973
18	\$92,913	\$95,544	\$98,201	\$100,885	\$103,595	\$106,333	\$109,098	\$111,890
19	\$100,721	\$103,569	\$106,445	\$109,351	\$112,285	\$115,249	\$118,242	\$121,266
20	\$109,736	\$112,839	\$115,973	\$119,138	\$122,335	\$125,564	\$128,826	\$132,119
21	\$119,142	\$122,511	\$125,914	\$129,351	\$132,822	\$136,328	\$139,869	\$143,445
22	\$130,108	\$133,787	\$137,503	\$141,255	\$145,046	\$148,874	\$152,740	\$156,646

Group	17	18	19	20	21	22	23	AI Value	At Max Lump Value
8	\$62,082	\$63,624	\$65,181	\$66,754	\$68,343	\$69,948	\$71,568	\$1,463	1212
9	\$64,272	\$65,862	\$67,469	\$69,092	\$70,731	\$72,386	\$74,058	\$1,509	1212
10	\$67,034	\$68,698	\$70,379	\$72,076	\$73,790	\$75,521	\$77,270	\$1,578	1212
11	\$70,185	\$71,921	\$73,676	\$75,447	\$77,237	\$79,044	\$80,870	\$1,648	1333
12	\$73,965	\$75,802	\$77,657	\$79,531	\$81,424	\$83,335	\$85,266	\$1,743	1333
13	\$78,198	\$80,138	\$82,097	\$84,076	\$86,074	\$88,093	\$90,132	\$1,840	1454
14	\$83,180	\$85,243	\$87,326	\$89,431	\$91,556	\$93,703	\$95,871	\$1,957	1454
15	\$90,030	\$92,266	\$94,524	\$96,805	\$99,109	\$101,436	\$103,786	\$2,121	1574
16	\$97,709	\$100,133	\$102,582	\$105,054	\$107,552	\$110,074	\$112,622	\$2,299	1574
17	\$105,571	\$108,195	\$110,846	\$113,523	\$116,227	\$118,957	\$121,715	\$2,489	1694
18	\$114,711	\$117,560	\$120,437	\$123,343	\$126,278	\$129,242	\$132,236	\$2,702	1694
19	\$124,319	\$127,403	\$130,518	\$133,664	\$136,842	\$140,051	\$143,293	\$2,926	1776
20	\$135,446	\$138,806	\$142,200	\$145,627	\$149,089	\$152,586	\$156,117	\$3,187	1776
21	\$147,057	\$150,705	\$154,390	\$158,111	\$161,870	\$165,666	\$169,501	\$3,461	1776
22	\$160,590	\$164,573	\$168,597	\$172,661	\$176,765	\$180,910	\$185,097	\$3,779	1776

FY22 11-month Administrators, Counselors, and Librarians

Group	Step							
	1	2	3	4	5	6	7	8
8	\$34,365	\$35,511	\$36,667	\$37,836	\$39,015	\$40,207	\$41,411	\$42,626
9	\$35,649	\$36,833	\$38,028	\$39,236	\$40,455	\$41,687	\$42,931	\$44,187
10	\$37,122	\$38,361	\$39,612	\$40,875	\$42,151	\$43,440	\$44,742	\$46,057
11	\$38,933	\$40,225	\$41,531	\$42,849	\$44,181	\$45,525	\$46,884	\$48,256
12	\$40,946	\$42,313	\$43,693	\$45,088	\$46,496	\$47,919	\$49,356	\$50,807
13	\$43,319	\$44,762	\$46,221	\$47,694	\$49,181	\$50,684	\$52,201	\$53,734
14	\$46,084	\$47,619	\$49,170	\$50,736	\$52,317	\$53,914	\$55,528	\$57,157
15	\$49,840	\$51,501	\$53,179	\$54,873	\$56,585	\$58,314	\$60,060	\$61,823
16	\$54,124	\$55,928	\$57,750	\$59,590	\$61,449	\$63,326	\$65,222	\$67,137
17	\$58,414	\$60,365	\$62,336	\$64,326	\$66,336	\$68,367	\$70,417	\$72,489
18	\$63,503	\$65,623	\$67,765	\$69,928	\$72,112	\$74,319	\$76,547	\$78,798
19	\$68,865	\$71,161	\$73,480	\$75,822	\$78,187	\$80,576	\$82,989	\$85,426
20	\$75,028	\$77,529	\$80,055	\$82,607	\$85,184	\$87,787	\$90,416	\$93,071
21	\$81,460	\$84,174	\$86,916	\$89,684	\$92,481	\$95,305	\$98,158	\$101,039
22	\$88,959	\$91,923	\$94,916	\$97,939	\$100,992	\$104,076	\$107,191	\$110,337

Group	9	10	11	12	13	14	15	16
8	\$43,854	\$45,094	\$46,347	\$47,612	\$48,890	\$50,180	\$51,483	\$52,800
9	\$45,456	\$46,738	\$48,033	\$49,340	\$50,661	\$51,994	\$53,341	\$54,702
10	\$47,385	\$48,726	\$50,080	\$51,449	\$52,830	\$54,226	\$55,636	\$57,059
11	\$49,641	\$51,041	\$52,454	\$53,882	\$55,323	\$56,780	\$58,250	\$59,736
12	\$52,272	\$53,753	\$55,248	\$56,758	\$58,283	\$59,823	\$61,379	\$62,950
13	\$55,282	\$56,846	\$58,425	\$60,020	\$61,630	\$63,257	\$64,901	\$66,560
14	\$58,803	\$60,465	\$62,144	\$63,840	\$65,552	\$67,282	\$69,029	\$70,793
15	\$63,604	\$65,403	\$67,220	\$69,055	\$70,909	\$72,781	\$74,671	\$76,581
16	\$69,072	\$71,025	\$72,998	\$74,991	\$77,004	\$79,036	\$81,089	\$83,163
17	\$74,581	\$76,693	\$78,827	\$80,983	\$83,159	\$85,358	\$87,579	\$89,821
18	\$81,071	\$83,367	\$85,686	\$88,028	\$90,393	\$92,782	\$95,195	\$97,633
19	\$87,888	\$90,374	\$92,885	\$95,421	\$97,983	\$100,570	\$103,183	\$105,822
20	\$95,752	\$98,461	\$101,197	\$103,959	\$106,750	\$109,568	\$112,415	\$115,290
21	\$103,949	\$106,889	\$109,857	\$112,855	\$115,884	\$118,942	\$122,031	\$125,151
22	\$113,514	\$116,723	\$119,964	\$123,238	\$126,544	\$129,883	\$133,256	\$136,663

Group	17	18	19	20	21	22	23	AI Value	At Max Lump Value
8	\$54,129	\$55,472	\$56,829	\$58,198	\$59,582	\$60,979	\$62,391	\$1,274	\$1,153
9	\$56,076	\$57,464	\$58,866	\$60,282	\$61,712	\$63,156	\$64,615	\$1,317	\$1,153
10	\$58,497	\$59,950	\$61,416	\$62,898	\$64,394	\$65,905	\$67,432	\$1,378	\$1,153
11	\$61,236	\$62,752	\$64,282	\$65,828	\$67,389	\$68,966	\$70,559	\$1,438	\$1,268
12	\$64,538	\$66,140	\$67,759	\$69,395	\$71,046	\$72,714	\$74,399	\$1,521	\$1,268
13	\$68,237	\$69,930	\$71,640	\$73,367	\$75,111	\$76,873	\$78,652	\$1,606	\$1,384
14	\$72,575	\$74,375	\$76,193	\$78,029	\$79,884	\$81,757	\$83,649	\$1,707	\$1,384
15	\$78,510	\$80,458	\$82,425	\$84,412	\$86,419	\$88,446	\$90,494	\$1,848	\$1,499
16	\$85,258	\$87,373	\$89,509	\$91,667	\$93,847	\$96,048	\$98,271	\$2,007	\$1,499
17	\$92,087	\$94,375	\$96,685	\$99,019	\$101,376	\$103,757	\$106,162	\$2,170	\$1,613
18	\$100,094	\$102,580	\$105,091	\$107,627	\$110,189	\$112,776	\$115,389	\$2,358	\$1,613
19	\$108,488	\$111,180	\$113,899	\$116,645	\$119,419	\$122,220	\$125,050	\$2,554	\$1,729
20	\$118,194	\$121,127	\$124,089	\$127,081	\$130,103	\$133,155	\$136,238	\$2,782	\$1,729
21	\$128,302	\$131,485	\$134,700	\$137,946	\$141,225	\$144,537	\$147,882	\$3,019	\$1,729
22	\$140,103	\$143,578	\$147,088	\$150,633	\$154,213	\$157,829	\$161,481	\$3,296	\$1,729

FY23 – 11-month Administrators, Counselors, and Librarians

Group	Step							
	1	2	3	4	5	6	7	8
8	\$35,225	\$36,398	\$37,584	\$38,781	\$39,991	\$41,212	\$42,446	\$43,692
9	\$36,540	\$37,753	\$38,979	\$40,216	\$41,466	\$42,729	\$44,004	\$45,292
10	\$38,051	\$39,320	\$40,602	\$41,897	\$43,205	\$44,526	\$45,861	\$47,208
11	\$39,906	\$41,231	\$42,569	\$43,920	\$45,285	\$46,664	\$48,056	\$49,462
12	\$41,969	\$43,371	\$44,786	\$46,215	\$47,659	\$49,117	\$50,590	\$52,077
13	\$44,401	\$45,881	\$47,376	\$48,886	\$50,411	\$51,951	\$53,506	\$55,077
14	\$47,237	\$48,810	\$50,399	\$52,004	\$53,625	\$55,262	\$56,916	\$58,586
15	\$51,086	\$52,788	\$54,508	\$56,245	\$58,000	\$59,772	\$61,561	\$63,369
16	\$55,477	\$57,326	\$59,194	\$61,080	\$62,985	\$64,909	\$66,853	\$68,816
17	\$59,874	\$61,874	\$63,894	\$65,934	\$67,995	\$70,076	\$72,178	\$74,301
18	\$65,091	\$67,264	\$69,459	\$71,676	\$73,915	\$76,177	\$78,461	\$80,768
19	\$70,586	\$72,940	\$75,317	\$77,717	\$80,142	\$82,591	\$85,064	\$87,562
20	\$76,904	\$79,467	\$82,057	\$84,672	\$87,314	\$89,981	\$92,676	\$95,397
21	\$83,496	\$86,279	\$89,089	\$91,927	\$94,793	\$97,688	\$100,612	\$103,565
22	\$91,183	\$94,221	\$97,289	\$100,388	\$103,517	\$106,678	\$109,871	\$113,095

Group								
	9	10	11	12	13	14	15	16
8	\$44,951	\$46,222	\$47,506	\$48,802	\$50,112	\$51,435	\$52,771	\$54,120
9	\$46,593	\$47,906	\$49,233	\$50,574	\$51,927	\$53,294	\$54,675	\$56,070
10	\$48,569	\$49,944	\$51,332	\$52,735	\$54,151	\$55,582	\$57,026	\$58,486
11	\$50,882	\$52,317	\$53,765	\$55,229	\$56,706	\$58,199	\$59,707	\$61,229
12	\$53,579	\$55,096	\$56,629	\$58,177	\$59,740	\$61,319	\$62,914	\$64,524
13	\$56,664	\$58,267	\$59,885	\$61,520	\$63,171	\$64,839	\$66,523	\$68,224
14	\$60,273	\$61,977	\$63,698	\$65,436	\$67,191	\$68,964	\$70,755	\$72,563
15	\$65,195	\$67,038	\$68,901	\$70,782	\$72,682	\$74,600	\$76,538	\$78,496
16	\$70,798	\$72,801	\$74,823	\$76,866	\$78,929	\$81,012	\$83,117	\$85,242
17	\$76,445	\$78,611	\$80,798	\$83,007	\$85,238	\$87,492	\$89,768	\$92,067
18	\$83,098	\$85,451	\$87,828	\$90,228	\$92,653	\$95,102	\$97,575	\$100,073
19	\$90,085	\$92,634	\$95,207	\$97,807	\$100,432	\$103,084	\$105,763	\$108,468
20	\$98,146	\$100,922	\$103,726	\$106,558	\$109,419	\$112,308	\$115,226	\$118,173
21	\$106,548	\$109,561	\$112,604	\$115,677	\$118,781	\$121,916	\$125,082	\$128,280
22	\$116,352	\$119,641	\$122,963	\$126,319	\$129,708	\$133,131	\$136,588	\$140,079

Group	17	18	19	20	21	22	23	AI Value	At Max Lump Value
8	\$55,483	\$56,859	\$58,249	\$59,653	\$61,072	\$62,504	\$63,950	\$1,306	1182
9	\$57,478	\$58,901	\$60,338	\$61,789	\$63,255	\$64,735	\$66,230	\$1,350	1182
10	\$59,960	\$61,448	\$62,952	\$64,470	\$66,004	\$67,553	\$69,118	\$1,412	1182
11	\$62,767	\$64,321	\$65,889	\$67,474	\$69,074	\$70,690	\$72,323	\$1,473	1300
12	\$66,151	\$67,794	\$69,453	\$71,129	\$72,822	\$74,532	\$76,259	\$1,559	1300
13	\$69,943	\$71,678	\$73,431	\$75,201	\$76,989	\$78,795	\$80,619	\$1,646	1419
14	\$74,390	\$76,235	\$78,098	\$79,980	\$81,881	\$83,801	\$85,740	\$1,750	1419
15	\$80,473	\$82,469	\$84,486	\$86,523	\$88,580	\$90,658	\$92,756	\$1,894	1536
16	\$87,389	\$89,557	\$91,747	\$93,959	\$96,193	\$98,449	\$100,728	\$2,057	1536
17	\$94,389	\$96,734	\$99,102	\$101,495	\$103,911	\$106,351	\$108,816	\$2,225	1653
18	\$102,596	\$105,145	\$107,719	\$110,318	\$112,944	\$115,595	\$118,274	\$2,417	1653
19	\$111,200	\$113,959	\$116,746	\$119,561	\$122,404	\$125,276	\$128,176	\$2,618	1733
20	\$121,149	\$124,155	\$127,192	\$130,258	\$133,356	\$136,484	\$139,643	\$2,852	1733
21	\$131,510	\$134,772	\$138,067	\$141,395	\$144,756	\$148,151	\$151,579	\$3,095	1733
22	\$143,606	\$147,168	\$150,765	\$154,399	\$158,068	\$161,775	\$165,518	\$3,379	1733

FY24 – 11-month Administrators, Counselors, and Librarians

Group	Step							
	1	2	3	4	5	6	7	8
8	\$36,105	\$37,308	\$38,524	\$39,751	\$40,991	\$42,243	\$43,507	\$44,784
9	\$37,454	\$38,697	\$39,953	\$41,222	\$42,503	\$43,797	\$45,104	\$46,424
10	\$39,002	\$40,303	\$41,617	\$42,945	\$44,285	\$45,639	\$47,007	\$48,388
11	\$40,904	\$42,262	\$43,633	\$45,018	\$46,417	\$47,830	\$49,257	\$50,698
12	\$43,019	\$44,455	\$45,905	\$47,371	\$48,850	\$50,345	\$51,854	\$53,379
13	\$45,512	\$47,028	\$48,561	\$50,108	\$51,671	\$53,250	\$54,844	\$56,454
14	\$48,417	\$50,030	\$51,659	\$53,304	\$54,966	\$56,644	\$58,339	\$60,051
15	\$52,363	\$54,108	\$55,871	\$57,651	\$59,450	\$61,266	\$63,100	\$64,953
16	\$56,864	\$58,759	\$60,674	\$62,607	\$64,560	\$66,532	\$68,524	\$70,536
17	\$61,371	\$63,421	\$65,491	\$67,583	\$69,695	\$71,828	\$73,982	\$76,158
18	\$66,718	\$68,946	\$71,195	\$73,468	\$75,763	\$78,081	\$80,422	\$82,787
19	\$72,351	\$74,763	\$77,199	\$79,660	\$82,145	\$84,655	\$87,191	\$89,751
20	\$78,826	\$81,454	\$84,108	\$86,789	\$89,496	\$92,231	\$94,993	\$97,782
21	\$85,584	\$88,436	\$91,316	\$94,225	\$97,163	\$100,130	\$103,127	\$106,155
22	\$93,463	\$96,576	\$99,721	\$102,897	\$106,105	\$109,345	\$112,617	\$115,923

Group	9	10	11	12	13	14	15	16
8	\$46,074	\$47,377	\$48,693	\$50,022	\$51,365	\$52,720	\$54,090	\$55,473
9	\$47,758	\$49,104	\$50,464	\$51,838	\$53,225	\$54,627	\$56,042	\$57,471
10	\$49,784	\$51,193	\$52,616	\$54,053	\$55,505	\$56,971	\$58,452	\$59,948
11	\$52,154	\$53,624	\$55,109	\$56,609	\$58,124	\$59,654	\$61,199	\$62,760
12	\$54,919	\$56,474	\$58,045	\$59,631	\$61,233	\$62,852	\$64,486	\$66,137
13	\$58,081	\$59,723	\$61,382	\$63,058	\$64,751	\$66,460	\$68,186	\$69,930
14	\$61,780	\$63,526	\$65,290	\$67,072	\$68,871	\$70,688	\$72,523	\$74,377
15	\$66,824	\$68,714	\$70,623	\$72,551	\$74,499	\$76,465	\$78,452	\$80,458
16	\$72,568	\$74,621	\$76,694	\$78,787	\$80,902	\$83,038	\$85,195	\$87,373
17	\$78,356	\$80,576	\$82,818	\$85,082	\$87,369	\$89,679	\$92,012	\$94,369
18	\$85,175	\$87,587	\$90,023	\$92,484	\$94,969	\$97,479	\$100,015	\$102,575
19	\$92,337	\$94,949	\$97,588	\$100,252	\$102,943	\$105,661	\$108,407	\$111,179
20	\$100,600	\$103,445	\$106,320	\$109,222	\$112,154	\$115,115	\$118,106	\$121,127
21	\$109,212	\$112,300	\$115,419	\$118,569	\$121,750	\$124,964	\$128,209	\$131,487
22	\$119,261	\$122,632	\$126,037	\$129,477	\$132,950	\$136,459	\$140,002	\$143,581

Group	17	18	19	20	21	22	23	AI Value	At Max Lump Value
8	\$56,870	\$58,281	\$59,706	\$61,145	\$62,598	\$64,066	\$65,549	\$1,338	1212
9	\$58,915	\$60,373	\$61,846	\$63,334	\$64,836	\$66,353	\$67,886	\$1,383	1212
10	\$61,459	\$62,984	\$64,526	\$66,082	\$67,654	\$69,242	\$70,845	\$1,447	1212
11	\$64,336	\$65,929	\$67,537	\$69,161	\$70,801	\$72,458	\$74,131	\$1,510	1333
12	\$67,805	\$69,489	\$71,190	\$72,908	\$74,643	\$76,395	\$78,165	\$1,598	1333
13	\$71,691	\$73,470	\$75,267	\$77,081	\$78,914	\$80,765	\$82,634	\$1,687	1454
14	\$76,250	\$78,141	\$80,051	\$81,980	\$83,928	\$85,896	\$87,883	\$1,794	1454
15	\$82,484	\$84,531	\$86,598	\$88,686	\$90,794	\$92,924	\$95,075	\$1,941	1574
16	\$89,574	\$91,796	\$94,041	\$96,308	\$98,598	\$100,910	\$103,246	\$2,108	1574
17	\$96,749	\$99,152	\$101,580	\$104,032	\$106,509	\$109,010	\$111,536	\$2,280	1694
18	\$105,161	\$107,773	\$110,412	\$113,076	\$115,767	\$118,485	\$121,231	\$2,478	1694
19	\$113,980	\$116,808	\$119,665	\$122,550	\$125,464	\$128,408	\$131,380	\$2,683	1776
20	\$124,178	\$127,259	\$130,371	\$133,515	\$136,689	\$139,896	\$143,135	\$2,923	1776
21	\$134,798	\$138,142	\$141,519	\$144,930	\$148,375	\$151,855	\$155,369	\$3,172	1776
22	\$147,196	\$150,847	\$154,534	\$158,259	\$162,020	\$165,819	\$169,656	\$3,463	1776

FY22 – 10-month Administrators, Counselors, Librarians

Group	Step							
	1	2	3	4	5	6	7	8
8	\$31,242	\$32,281	\$33,332	\$34,392	\$35,464	\$36,546	\$37,638	\$38,742
9	\$32,409	\$33,484	\$34,569	\$35,666	\$36,773	\$37,892	\$39,022	\$40,163
10	\$33,746	\$34,873	\$36,010	\$37,160	\$38,320	\$39,493	\$40,677	\$41,873
11	\$35,392	\$36,569	\$37,758	\$38,959	\$40,171	\$41,396	\$42,633	\$43,883
12	\$37,223	\$38,466	\$39,722	\$40,990	\$42,270	\$43,564	\$44,870	\$46,189
13	\$39,380	\$40,692	\$42,017	\$43,356	\$44,708	\$46,073	\$47,452	\$48,845
14	\$41,894	\$43,290	\$44,699	\$46,123	\$47,561	\$49,013	\$50,480	\$51,961
15	\$45,308	\$46,820	\$48,347	\$49,889	\$51,447	\$53,021	\$54,610	\$56,215
16	\$49,203	\$50,843	\$52,500	\$54,173	\$55,863	\$57,571	\$59,295	\$61,036
17	\$53,104	\$54,877	\$56,668	\$58,477	\$60,304	\$62,149	\$64,013	\$65,896
18	\$57,730	\$59,656	\$61,601	\$63,566	\$65,550	\$67,554	\$69,578	\$71,622
19	\$62,604	\$64,690	\$66,797	\$68,925	\$71,075	\$73,246	\$75,438	\$77,653
20	\$68,208	\$70,481	\$72,777	\$75,095	\$77,437	\$79,802	\$82,191	\$84,604
21	\$74,053	\$76,522	\$79,016	\$81,535	\$84,080	\$86,649	\$89,245	\$91,866
22	\$80,871	\$83,567	\$86,290	\$89,039	\$91,817	\$94,622	\$97,455	\$100,316

Group	9	10	11	12	13	14	15	16
8	\$39,857	\$40,983	\$42,120	\$43,269	\$44,429	\$45,601	\$46,784	\$47,979
9	\$41,315	\$42,479	\$43,655	\$44,842	\$46,042	\$47,253	\$48,476	\$49,712
10	\$43,080	\$44,300	\$45,532	\$46,777	\$48,034	\$49,303	\$50,585	\$51,880
11	\$45,145	\$46,419	\$47,707	\$49,007	\$50,320	\$51,646	\$52,986	\$54,339
12	\$47,522	\$48,868	\$50,227	\$51,600	\$52,987	\$54,388	\$55,802	\$57,231
13	\$50,252	\$51,673	\$53,108	\$54,557	\$56,021	\$57,499	\$58,993	\$60,501
14	\$53,458	\$54,969	\$56,495	\$58,037	\$59,594	\$61,166	\$62,755	\$64,359
15	\$57,836	\$59,473	\$61,126	\$62,797	\$64,483	\$66,187	\$67,908	\$69,646
16	\$62,795	\$64,571	\$66,365	\$68,177	\$70,007	\$71,856	\$73,723	\$75,608
17	\$67,797	\$69,717	\$71,656	\$73,615	\$75,594	\$77,592	\$79,610	\$81,648
18	\$73,687	\$75,773	\$77,879	\$80,006	\$82,155	\$84,325	\$86,517	\$88,731
19	\$79,890	\$82,149	\$84,430	\$86,735	\$89,062	\$91,413	\$93,787	\$96,185
20	\$87,040	\$89,502	\$91,987	\$94,498	\$97,034	\$99,595	\$102,182	\$104,794
21	\$94,514	\$97,188	\$99,888	\$102,616	\$105,371	\$108,154	\$110,964	\$113,803
22	\$103,206	\$106,125	\$109,073	\$112,051	\$115,058	\$118,096	\$121,164	\$124,262

Group							Avg AI	At Max
	17	18	19	20	21	22	Value	Lump Value
8	\$49,186	\$50,406	\$51,637	\$52,881	\$54,137	\$55,406	\$1,151	\$1,153
9	\$50,960	\$52,220	\$53,494	\$54,779	\$56,078	\$57,390	\$1,190	\$1,153
10	\$53,188	\$54,509	\$55,843	\$57,191	\$58,552	\$59,926	\$1,247	\$1,153
11	\$55,706	\$57,086	\$58,480	\$59,888	\$61,310	\$62,746	\$1,303	\$1,268
12	\$58,674	\$60,131	\$61,603	\$63,090	\$64,592	\$66,108	\$1,375	\$1,268
13	\$62,024	\$63,563	\$65,117	\$66,686	\$68,271	\$69,873	\$1,452	\$1,384
14	\$65,979	\$67,615	\$69,268	\$70,937	\$72,623	\$74,326	\$1,544	\$1,384
15	\$71,401	\$73,174	\$74,965	\$76,773	\$78,600	\$80,445	\$1,673	\$1,499
16	\$77,513	\$79,436	\$81,379	\$83,341	\$85,323	\$87,325	\$1,815	\$1,499
17	\$83,707	\$85,786	\$87,886	\$90,007	\$92,150	\$94,314	\$1,962	\$1,613
18	\$90,967	\$93,225	\$95,506	\$97,810	\$100,136	\$102,486	\$2,131	\$1,613
19	\$98,607	\$101,054	\$103,524	\$106,020	\$108,540	\$111,086	\$2,309	\$1,729
20	\$107,433	\$110,098	\$112,790	\$115,509	\$118,254	\$121,028	\$2,515	\$1,729
21	\$116,670	\$119,565	\$122,490	\$125,444	\$128,427	\$131,440	\$2,733	\$1,729
22	\$127,392	\$130,553	\$133,745	\$136,969	\$140,226	\$143,515	\$2,983	\$1,729

FY23 – 10-month Administrators, Counselors, Librarians

Group	Step							
	1	2	3	4	5	6	7	8
8	\$32,023	\$33,088	\$34,165	\$35,252	\$36,350	\$37,459	\$38,579	\$39,711
9	\$33,219	\$34,321	\$35,434	\$36,558	\$37,693	\$38,839	\$39,997	\$41,167
10	\$34,590	\$35,744	\$36,911	\$38,089	\$39,278	\$40,480	\$41,694	\$42,919
11	\$36,277	\$37,483	\$38,702	\$39,933	\$41,176	\$42,431	\$43,699	\$44,980
12	\$38,154	\$39,428	\$40,715	\$42,014	\$43,327	\$44,653	\$45,992	\$47,344
13	\$40,364	\$41,709	\$43,068	\$44,440	\$45,825	\$47,225	\$48,638	\$50,066
14	\$42,942	\$44,372	\$45,817	\$47,276	\$48,750	\$50,239	\$51,742	\$53,260
15	\$46,441	\$47,991	\$49,556	\$51,137	\$52,733	\$54,346	\$55,975	\$57,620
16	\$50,433	\$52,114	\$53,812	\$55,528	\$57,260	\$59,010	\$60,777	\$62,562
17	\$54,432	\$56,249	\$58,085	\$59,939	\$61,812	\$63,703	\$65,614	\$67,543
18	\$59,173	\$61,147	\$63,141	\$65,155	\$67,189	\$69,243	\$71,317	\$73,413
19	\$64,169	\$66,307	\$68,467	\$70,648	\$72,852	\$75,077	\$77,324	\$79,594
20	\$69,913	\$72,243	\$74,596	\$76,973	\$79,373	\$81,797	\$84,246	\$86,719
21	\$75,904	\$78,435	\$80,992	\$83,574	\$86,182	\$88,816	\$91,476	\$94,163
22	\$82,893	\$85,656	\$88,447	\$91,265	\$94,112	\$96,987	\$99,891	\$102,824

Group	9	10	11	12	13	14	15	16
8	\$40,854	\$42,008	\$43,173	\$44,351	\$45,540	\$46,741	\$47,954	\$49,179
9	\$42,348	\$43,541	\$44,746	\$45,964	\$47,193	\$48,434	\$49,688	\$50,955
10	\$44,157	\$45,408	\$46,671	\$47,946	\$49,234	\$50,536	\$51,850	\$53,177
11	\$46,273	\$47,580	\$48,899	\$50,232	\$51,578	\$52,938	\$54,311	\$55,698
12	\$48,710	\$50,090	\$51,483	\$52,890	\$54,312	\$55,747	\$57,197	\$58,662
13	\$51,508	\$52,964	\$54,435	\$55,921	\$57,421	\$58,937	\$60,468	\$62,014
14	\$54,794	\$56,343	\$57,907	\$59,488	\$61,084	\$62,695	\$64,323	\$65,968
15	\$59,282	\$60,960	\$62,655	\$64,367	\$66,096	\$67,842	\$69,606	\$71,387
16	\$64,365	\$66,185	\$68,024	\$69,882	\$71,758	\$73,652	\$75,566	\$77,499
17	\$69,492	\$71,460	\$73,448	\$75,456	\$77,483	\$79,532	\$81,600	\$83,689
18	\$75,529	\$77,667	\$79,826	\$82,007	\$84,209	\$86,433	\$88,680	\$90,949
19	\$81,887	\$84,202	\$86,541	\$88,903	\$91,289	\$93,698	\$96,132	\$98,590
20	\$89,216	\$91,739	\$94,287	\$96,860	\$99,460	\$102,085	\$104,736	\$107,414
21	\$96,876	\$99,617	\$102,386	\$105,182	\$108,005	\$110,858	\$113,738	\$116,648
22	\$105,786	\$108,778	\$111,800	\$114,852	\$117,935	\$121,048	\$124,193	\$127,369

Group	17	18	19	20	21	22	Avg AI Value	At Max Lump Value
8	\$50,416	\$51,666	\$52,928	\$54,203	\$55,491	\$56,791	\$1,179	1182
9	\$52,234	\$53,526	\$54,831	\$56,149	\$57,480	\$58,824	\$1,219	1182
10	\$54,518	\$55,872	\$57,239	\$58,620	\$60,015	\$61,424	\$1,278	1182
11	\$57,098	\$58,513	\$59,942	\$61,385	\$62,842	\$64,315	\$1,335	1300
12	\$60,141	\$61,635	\$63,144	\$64,667	\$66,207	\$67,761	\$1,410	1300
13	\$63,575	\$65,152	\$66,745	\$68,353	\$69,978	\$71,619	\$1,488	1419
14	\$67,628	\$69,306	\$71,000	\$72,711	\$74,439	\$76,184	\$1,583	1419
15	\$73,186	\$75,003	\$76,839	\$78,693	\$80,565	\$82,456	\$1,715	1536
16	\$79,451	\$81,422	\$83,414	\$85,425	\$87,456	\$89,508	\$1,861	1536
17	\$85,800	\$87,931	\$90,084	\$92,258	\$94,454	\$96,671	\$2,011	1653
18	\$93,241	\$95,556	\$97,894	\$100,255	\$102,640	\$105,048	\$2,185	1653
19	\$101,073	\$103,580	\$106,112	\$108,670	\$111,254	\$113,863	\$2,366	1733
20	\$110,119	\$112,851	\$115,610	\$118,396	\$121,211	\$124,054	\$2,578	1733
21	\$119,586	\$122,554	\$125,552	\$128,580	\$131,638	\$134,726	\$2,801	1733
22	\$130,577	\$133,816	\$137,089	\$140,394	\$143,732	\$147,103	\$3,058	1733

FY24 – 10-month Administrators, Counselors, Librarians

Group	Step							
	1	2	3	4	5	6	7	8
8	\$32,823	\$33,916	\$35,019	\$36,133	\$37,259	\$38,396	\$39,544	\$40,704
9	\$34,049	\$35,179	\$36,319	\$37,472	\$38,635	\$39,810	\$40,997	\$42,196
10	\$35,455	\$36,638	\$37,834	\$39,041	\$40,260	\$41,492	\$42,736	\$43,992
11	\$37,184	\$38,420	\$39,669	\$40,931	\$42,205	\$43,492	\$44,792	\$46,104
12	\$39,108	\$40,414	\$41,733	\$43,065	\$44,410	\$45,769	\$47,142	\$48,528
13	\$41,374	\$42,752	\$44,144	\$45,551	\$46,971	\$48,406	\$49,854	\$51,318
14	\$44,015	\$45,482	\$46,962	\$48,458	\$49,969	\$51,494	\$53,035	\$54,592
15	\$47,602	\$49,190	\$50,795	\$52,415	\$54,052	\$55,705	\$57,374	\$59,061
16	\$51,694	\$53,417	\$55,158	\$56,916	\$58,692	\$60,485	\$62,296	\$64,126
17	\$55,792	\$57,655	\$59,537	\$61,438	\$63,357	\$65,296	\$67,254	\$69,232
18	\$60,652	\$62,676	\$64,719	\$66,784	\$68,868	\$70,974	\$73,100	\$75,248
19	\$65,773	\$67,965	\$70,179	\$72,415	\$74,673	\$76,954	\$79,257	\$81,584
20	\$71,661	\$74,049	\$76,461	\$78,897	\$81,357	\$83,842	\$86,352	\$88,887
21	\$77,802	\$80,396	\$83,017	\$85,663	\$88,336	\$91,036	\$93,763	\$96,517
22	\$84,966	\$87,798	\$90,658	\$93,547	\$96,465	\$99,412	\$102,388	\$105,395

Group	Step							
	9	10	11	12	13	14	15	16
8	\$41,875	\$43,058	\$44,253	\$45,459	\$46,678	\$47,909	\$49,152	\$50,408
9	\$43,407	\$44,630	\$45,865	\$47,113	\$48,373	\$49,645	\$50,931	\$52,229
10	\$45,261	\$46,543	\$47,837	\$49,145	\$50,465	\$51,799	\$53,146	\$54,507
11	\$47,430	\$48,769	\$50,122	\$51,488	\$52,868	\$54,261	\$55,668	\$57,090
12	\$49,928	\$51,342	\$52,770	\$54,213	\$55,670	\$57,141	\$58,627	\$60,128
13	\$52,796	\$54,288	\$55,796	\$57,319	\$58,857	\$60,410	\$61,979	\$63,564
14	\$56,164	\$57,752	\$59,355	\$60,975	\$62,611	\$64,263	\$65,931	\$67,617
15	\$60,764	\$62,484	\$64,221	\$65,976	\$67,748	\$69,538	\$71,346	\$73,172
16	\$65,974	\$67,840	\$69,725	\$71,629	\$73,551	\$75,494	\$77,455	\$79,436
17	\$71,229	\$73,246	\$75,284	\$77,342	\$79,420	\$81,520	\$83,640	\$85,782
18	\$77,418	\$79,609	\$81,822	\$84,057	\$86,314	\$88,594	\$90,897	\$93,223
19	\$83,934	\$86,307	\$88,705	\$91,126	\$93,571	\$96,041	\$98,535	\$101,055
20	\$91,447	\$94,033	\$96,644	\$99,282	\$101,946	\$104,637	\$107,355	\$110,099
21	\$99,298	\$102,108	\$104,945	\$107,811	\$110,706	\$113,629	\$116,582	\$119,564
22	\$108,431	\$111,498	\$114,595	\$117,724	\$120,883	\$124,074	\$127,298	\$130,553

Group	17	18	19	20	21	22	AI Value	At Max Lump Value
8	\$51,677	\$52,958	\$54,251	\$55,558	\$56,878	\$58,211	\$1,209	1212
9	\$53,540	\$54,864	\$56,202	\$57,553	\$58,917	\$60,295	\$1,250	1212
10	\$55,881	\$57,269	\$58,670	\$60,086	\$61,516	\$62,960	\$1,310	1212
11	\$58,526	\$59,976	\$61,440	\$62,920	\$64,414	\$65,923	\$1,369	1333
12	\$61,644	\$63,176	\$64,722	\$66,284	\$67,862	\$69,455	\$1,445	1333
13	\$65,164	\$66,781	\$68,413	\$70,062	\$71,728	\$73,410	\$1,526	1454
14	\$69,319	\$71,038	\$72,775	\$74,529	\$76,300	\$78,089	\$1,623	1454
15	\$75,016	\$76,879	\$78,760	\$80,660	\$82,579	\$84,517	\$1,758	1574
16	\$81,437	\$83,458	\$85,499	\$87,561	\$89,643	\$91,746	\$1,907	1574
17	\$87,945	\$90,129	\$92,336	\$94,564	\$96,815	\$99,088	\$2,062	1694
18	\$95,572	\$97,945	\$100,341	\$102,761	\$105,206	\$107,675	\$2,239	1694
19	\$103,599	\$106,170	\$108,765	\$111,387	\$114,035	\$116,709	\$2,426	1776
20	\$112,872	\$115,672	\$118,500	\$121,356	\$124,241	\$127,155	\$2,643	1776
21	\$122,576	\$125,618	\$128,691	\$131,794	\$134,928	\$138,094	\$2,871	1776
22	\$133,841	\$137,162	\$140,516	\$143,903	\$147,325	\$150,781	\$3,134	1776

FY22 – 9-month Administrators, Counselors, Librarians

Group	Step							
	1	2	3	4	5	6	7	8
8	\$28,118	\$29,054	\$30,000	\$30,956	\$31,921	\$32,895	\$33,880	\$34,874
9	\$29,167	\$30,135	\$31,112	\$32,099	\$33,095	\$34,102	\$35,119	\$36,145
10	\$30,372	\$31,385	\$32,409	\$33,443	\$34,487	\$35,542	\$36,607	\$37,683
11	\$31,853	\$32,912	\$33,981	\$35,060	\$36,151	\$37,252	\$38,365	\$39,489
12	\$33,501	\$34,620	\$35,750	\$36,892	\$38,044	\$39,209	\$40,385	\$41,572
13	\$35,443	\$36,623	\$37,815	\$39,019	\$40,235	\$41,464	\$42,704	\$43,957
14	\$37,706	\$38,962	\$40,230	\$41,512	\$42,806	\$44,113	\$45,433	\$46,767
15	\$40,778	\$42,138	\$43,512	\$44,900	\$46,302	\$47,717	\$49,147	\$50,591
16	\$44,283	\$45,758	\$47,249	\$48,754	\$50,275	\$51,810	\$53,361	\$54,928
17	\$47,793	\$49,389	\$51,002	\$52,630	\$54,275	\$55,937	\$57,615	\$59,309
18	\$51,957	\$53,691	\$55,444	\$57,213	\$59,001	\$60,806	\$62,629	\$64,471
19	\$56,344	\$58,221	\$60,116	\$62,030	\$63,963	\$65,916	\$67,888	\$69,880
20	\$61,386	\$63,433	\$65,500	\$67,588	\$69,697	\$71,826	\$73,977	\$76,150
21	\$66,648	\$68,870	\$71,115	\$73,382	\$75,672	\$77,984	\$80,320	\$82,679
22	\$72,785	\$75,210	\$77,660	\$80,134	\$82,633	\$85,157	\$87,706	\$90,281

Group	9	10	11	12	13	14	15	16
8	\$35,878	\$36,892	\$37,917	\$38,951	\$39,996	\$41,052	\$42,117	\$43,194
9	\$37,183	\$38,230	\$39,288	\$40,357	\$41,436	\$42,526	\$43,627	\$44,739
10	\$38,769	\$39,867	\$40,975	\$42,094	\$43,225	\$44,367	\$45,521	\$46,685
11	\$40,623	\$41,770	\$42,927	\$44,096	\$45,277	\$46,470	\$47,675	\$48,891
12	\$42,772	\$43,983	\$45,207	\$46,443	\$47,691	\$48,952	\$50,225	\$51,512
13	\$45,223	\$46,501	\$47,792	\$49,096	\$50,412	\$51,742	\$53,086	\$54,443
14	\$48,113	\$49,473	\$50,847	\$52,235	\$53,636	\$55,052	\$56,481	\$57,925
15	\$52,050	\$53,523	\$55,011	\$56,514	\$58,031	\$59,564	\$61,113	\$62,676
16	\$56,510	\$58,108	\$59,722	\$61,352	\$62,998	\$64,661	\$66,341	\$68,037
17	\$61,021	\$62,750	\$64,496	\$66,259	\$68,041	\$69,839	\$71,656	\$73,492
18	\$66,331	\$68,210	\$70,107	\$72,023	\$73,959	\$75,914	\$77,888	\$79,882
19	\$71,892	\$73,924	\$75,976	\$78,049	\$80,143	\$82,257	\$84,393	\$86,550
20	\$78,344	\$80,561	\$82,799	\$85,060	\$87,343	\$89,650	\$91,979	\$94,331
21	\$85,062	\$87,468	\$89,899	\$92,354	\$94,833	\$97,337	\$99,866	\$102,421
22	\$92,881	\$95,508	\$98,161	\$100,840	\$103,546	\$106,279	\$109,039	\$111,828

Group	17	18	19	20	21	22	23	AI Value	At Max Lump Value
8	\$44,281	\$45,380	\$46,489	\$47,609	\$48,741	\$49,884	\$51,038	\$1,042	\$1,153
9	\$45,862	\$46,996	\$48,142	\$49,299	\$50,467	\$51,648	\$52,840	\$1,076	\$1,153
10	\$47,862	\$49,050	\$50,251	\$51,463	\$52,687	\$53,924	\$55,173	\$1,127	\$1,153
11	\$50,120	\$51,361	\$52,615	\$53,881	\$55,160	\$56,451	\$57,756	\$1,177	\$1,268
12	\$52,811	\$54,122	\$55,448	\$56,786	\$58,138	\$59,503	\$60,882	\$1,245	\$1,268
13	\$55,813	\$57,197	\$58,595	\$60,007	\$61,433	\$62,873	\$64,328	\$1,313	\$1,384
14	\$59,383	\$60,856	\$62,344	\$63,846	\$65,364	\$66,897	\$68,445	\$1,397	\$1,384
15	\$64,256	\$65,851	\$67,462	\$69,089	\$70,733	\$72,393	\$74,070	\$1,513	\$1,499
16	\$69,750	\$71,481	\$73,228	\$74,994	\$76,776	\$78,577	\$80,396	\$1,642	\$1,499
17	\$75,345	\$77,217	\$79,108	\$81,017	\$82,946	\$84,894	\$86,862	\$1,776	\$1,613
18	\$81,896	\$83,931	\$85,985	\$88,060	\$90,156	\$92,273	\$94,411	\$1,930	\$1,613
19	\$88,728	\$90,929	\$93,151	\$95,396	\$97,663	\$99,952	\$102,265	\$2,087	\$1,729
20	\$96,708	\$99,107	\$101,531	\$103,979	\$106,452	\$108,949	\$111,472	\$2,277	\$1,729
21	\$105,001	\$107,607	\$110,239	\$112,897	\$115,582	\$118,294	\$121,033	\$2,472	\$1,729
22	\$114,643	\$117,488	\$120,360	\$123,261	\$126,192	\$129,151	\$132,140	\$2,698	\$1,729

FY23 – 9-month Administrators, Counselors, Librarians

Group	Step							
	1	2	3	4	5	6	7	8
8	\$28,821	\$29,781	\$30,750	\$31,730	\$32,719	\$33,718	\$34,727	\$35,746
9	\$29,897	\$30,888	\$31,890	\$32,901	\$33,923	\$34,954	\$35,996	\$37,049
10	\$31,131	\$32,170	\$33,219	\$34,279	\$35,349	\$36,430	\$37,522	\$38,625
11	\$32,649	\$33,734	\$34,830	\$35,937	\$37,055	\$38,184	\$39,324	\$40,476
12	\$34,339	\$35,486	\$36,644	\$37,814	\$38,995	\$40,189	\$41,394	\$42,612
13	\$36,329	\$37,538	\$38,760	\$39,995	\$41,241	\$42,500	\$43,772	\$45,056
14	\$38,648	\$39,936	\$41,236	\$42,549	\$43,876	\$45,216	\$46,569	\$47,936
15	\$41,797	\$43,192	\$44,600	\$46,022	\$47,459	\$48,910	\$50,376	\$51,856
16	\$45,390	\$46,902	\$48,430	\$49,973	\$51,531	\$53,105	\$54,695	\$56,301
17	\$48,988	\$50,624	\$52,277	\$53,946	\$55,632	\$57,335	\$59,055	\$60,792
18	\$53,255	\$55,034	\$56,830	\$58,644	\$60,476	\$62,326	\$64,195	\$66,083
19	\$57,753	\$59,676	\$61,619	\$63,581	\$65,563	\$67,564	\$69,586	\$71,627
20	\$62,921	\$65,019	\$67,138	\$69,278	\$71,439	\$73,622	\$75,827	\$78,054
21	\$68,314	\$70,592	\$72,893	\$75,216	\$77,563	\$79,934	\$82,328	\$84,746
22	\$74,604	\$77,090	\$79,601	\$82,137	\$84,699	\$87,286	\$89,899	\$92,538

Group								
	9	10	11	12	13	14	15	16
8	\$36,775	\$37,815	\$38,865	\$39,925	\$40,996	\$42,078	\$43,170	\$44,274
9	\$38,112	\$39,186	\$40,270	\$41,365	\$42,472	\$43,589	\$44,717	\$45,857
10	\$39,738	\$40,863	\$41,999	\$43,147	\$44,306	\$45,476	\$46,659	\$47,853
11	\$41,639	\$42,814	\$44,000	\$45,199	\$46,409	\$47,632	\$48,867	\$50,114
12	\$43,841	\$45,083	\$46,337	\$47,604	\$48,884	\$50,176	\$51,481	\$52,799
13	\$46,353	\$47,663	\$48,986	\$50,323	\$51,673	\$53,036	\$54,413	\$55,804
14	\$49,316	\$50,710	\$52,118	\$53,541	\$54,977	\$56,428	\$57,893	\$59,373
15	\$53,351	\$54,861	\$56,386	\$57,926	\$59,482	\$61,053	\$62,640	\$64,243
16	\$57,923	\$59,561	\$61,215	\$62,886	\$64,573	\$66,278	\$67,999	\$69,738
17	\$62,546	\$64,318	\$66,108	\$67,916	\$69,742	\$71,585	\$73,448	\$75,329
18	\$67,989	\$69,915	\$71,860	\$73,824	\$75,808	\$77,811	\$79,835	\$81,879
19	\$73,689	\$75,772	\$77,876	\$80,000	\$82,146	\$84,314	\$86,503	\$88,714
20	\$80,303	\$82,575	\$84,869	\$87,186	\$89,527	\$91,891	\$94,278	\$96,690
21	\$87,188	\$89,655	\$92,146	\$94,662	\$97,204	\$99,771	\$102,363	\$104,982
22	\$95,203	\$97,896	\$100,615	\$103,361	\$106,135	\$108,936	\$111,765	\$114,623

Group	17	18	19	20	21	22	23	AI Value	At Max Lump Value
8	\$45,388	\$46,514	\$47,651	\$48,799	\$49,959	\$51,131	\$52,314	\$1,068	1182
9	\$47,008	\$48,171	\$49,345	\$50,531	\$51,729	\$52,939	\$54,161	\$1,103	1182
10	\$49,059	\$50,277	\$51,507	\$52,749	\$54,004	\$55,272	\$56,552	\$1,155	1182
11	\$51,373	\$52,645	\$53,930	\$55,228	\$56,539	\$57,863	\$59,200	\$1,207	1300
12	\$54,131	\$55,476	\$56,834	\$58,206	\$59,591	\$60,990	\$62,404	\$1,276	1300
13	\$57,208	\$58,627	\$60,060	\$61,507	\$62,969	\$64,445	\$65,936	\$1,346	1419
14	\$60,868	\$62,378	\$63,903	\$65,443	\$66,998	\$68,569	\$70,156	\$1,432	1419
15	\$65,862	\$67,497	\$69,149	\$70,817	\$72,501	\$74,203	\$75,921	\$1,551	1536
16	\$71,494	\$73,268	\$75,059	\$76,868	\$78,696	\$80,542	\$82,406	\$1,683	1536
17	\$77,229	\$79,148	\$81,086	\$83,043	\$85,020	\$87,017	\$89,033	\$1,820	1653
18	\$83,944	\$86,029	\$88,135	\$90,262	\$92,410	\$94,580	\$96,771	\$1,978	1653
19	\$90,947	\$93,202	\$95,480	\$97,781	\$100,104	\$102,451	\$104,822	\$2,139	1733
20	\$99,125	\$101,585	\$104,070	\$106,579	\$109,113	\$111,673	\$114,259	\$2,334	1733
21	\$107,626	\$110,297	\$112,995	\$115,720	\$118,472	\$121,251	\$124,058	\$2,534	1733
22	\$117,510	\$120,425	\$123,369	\$126,343	\$129,346	\$132,380	\$135,444	\$2,765	1733

FY24 – 9-month Administrators, Counselors, Librarians

Group	Step							
	1	2	3	4	5	6	7	8
8	\$29,541	\$30,525	\$31,519	\$32,523	\$33,537	\$34,561	\$35,595	\$36,639
9	\$30,644	\$31,660	\$32,687	\$33,724	\$34,771	\$35,828	\$36,896	\$37,975
10	\$31,910	\$32,974	\$34,050	\$35,136	\$36,233	\$37,341	\$38,460	\$39,590
11	\$33,466	\$34,578	\$35,701	\$36,835	\$37,981	\$39,138	\$40,307	\$41,488
12	\$35,197	\$36,373	\$37,560	\$38,759	\$39,970	\$41,194	\$42,429	\$43,677
13	\$37,237	\$38,477	\$39,729	\$40,994	\$42,272	\$43,563	\$44,866	\$46,182
14	\$39,614	\$40,934	\$42,267	\$43,613	\$44,973	\$46,346	\$47,733	\$49,134
15	\$42,842	\$44,271	\$45,715	\$47,173	\$48,646	\$50,133	\$51,635	\$53,152
16	\$46,524	\$48,075	\$49,641	\$51,222	\$52,820	\$54,433	\$56,063	\$57,708
17	\$50,212	\$51,890	\$53,584	\$55,295	\$57,023	\$58,768	\$60,531	\$62,312
18	\$54,587	\$56,410	\$58,250	\$60,110	\$61,988	\$63,884	\$65,800	\$67,735
19	\$59,197	\$61,168	\$63,159	\$65,170	\$67,202	\$69,253	\$71,325	\$73,418
20	\$64,494	\$66,644	\$68,816	\$71,009	\$73,225	\$75,463	\$77,723	\$80,005
21	\$70,022	\$72,357	\$74,715	\$77,097	\$79,502	\$81,932	\$84,386	\$86,865
22	\$76,469	\$79,018	\$81,591	\$84,191	\$86,816	\$89,468	\$92,146	\$94,851

Group	9	10	11	12	13	14	15	16
8	\$37,694	\$38,760	\$39,836	\$40,923	\$42,021	\$43,130	\$44,250	\$45,381
9	\$39,065	\$40,165	\$41,277	\$42,400	\$43,533	\$44,679	\$45,835	\$47,004
10	\$40,732	\$41,885	\$43,049	\$44,225	\$45,413	\$46,613	\$47,825	\$49,049
11	\$42,680	\$43,884	\$45,100	\$46,329	\$47,569	\$48,823	\$50,088	\$51,366
12	\$44,937	\$46,210	\$47,496	\$48,794	\$50,106	\$51,430	\$52,768	\$54,119
13	\$47,512	\$48,855	\$50,211	\$51,581	\$52,965	\$54,362	\$55,773	\$57,199
14	\$50,549	\$51,978	\$53,421	\$54,879	\$56,352	\$57,839	\$59,341	\$60,858
15	\$54,685	\$56,233	\$57,796	\$59,375	\$60,969	\$62,580	\$64,206	\$65,849
16	\$59,371	\$61,050	\$62,745	\$64,458	\$66,188	\$67,935	\$69,699	\$71,481
17	\$64,110	\$65,926	\$67,761	\$69,614	\$71,485	\$73,375	\$75,284	\$77,212
18	\$69,689	\$71,663	\$73,656	\$75,669	\$77,703	\$79,757	\$81,831	\$83,926
19	\$75,532	\$77,667	\$79,823	\$82,000	\$84,200	\$86,422	\$88,665	\$90,931
20	\$82,311	\$84,639	\$86,991	\$89,366	\$91,765	\$94,188	\$96,635	\$99,107
21	\$89,368	\$91,896	\$94,450	\$97,029	\$99,634	\$102,265	\$104,922	\$107,606
22	\$97,584	\$100,343	\$103,130	\$105,945	\$108,788	\$111,659	\$114,560	\$117,489

Group	17	18	19	20	21	22	23	AI Value	At Max Lump Value
8	\$46,523	\$47,677	\$48,842	\$50,019	\$51,208	\$52,409	\$53,622	\$1,095	1212
9	\$48,183	\$49,375	\$50,579	\$51,794	\$53,022	\$54,262	\$55,515	\$1,130	1212
10	\$50,285	\$51,534	\$52,795	\$54,068	\$55,355	\$56,654	\$57,966	\$1,184	1212
11	\$52,658	\$53,962	\$55,279	\$56,609	\$57,952	\$59,309	\$60,680	\$1,237	1333
12	\$55,484	\$56,862	\$58,255	\$59,661	\$61,081	\$62,515	\$63,964	\$1,308	1333
13	\$58,638	\$60,093	\$61,561	\$63,045	\$64,543	\$66,056	\$67,584	\$1,379	1454
14	\$62,390	\$63,937	\$65,500	\$67,079	\$68,673	\$70,283	\$71,910	\$1,468	1454
15	\$67,509	\$69,185	\$70,877	\$72,587	\$74,314	\$76,058	\$77,819	\$1,590	1574
16	\$73,281	\$75,099	\$76,936	\$78,790	\$80,663	\$82,555	\$84,466	\$1,725	1574
17	\$79,159	\$81,126	\$83,113	\$85,119	\$87,145	\$89,192	\$91,259	\$1,866	1694
18	\$86,042	\$88,180	\$90,338	\$92,518	\$94,720	\$96,944	\$99,191	\$2,027	1694
19	\$93,220	\$95,532	\$97,867	\$100,225	\$102,607	\$105,012	\$107,442	\$2,193	1776
20	\$101,603	\$104,125	\$106,671	\$109,243	\$111,841	\$114,465	\$117,115	\$2,392	1776
21	\$110,317	\$113,055	\$115,820	\$118,613	\$121,433	\$124,282	\$127,160	\$2,597	1776
22	\$120,447	\$123,435	\$126,453	\$129,501	\$132,580	\$135,689	\$138,830	\$2,835	1776

SCHEDULE D

Value of Step for Purposes of Reclassification of Non-Teaching Employees

12 Month Employees

Group	FY22	FY23	FY24
8	\$1,392	\$1,427	\$1,463
9	\$1,436	\$1,472	\$1,509
10	\$1,502	\$1,540	\$1,578
11	\$1,568	\$1,607	\$1,648
12	\$1,659	\$1,700	\$1,743
13	\$1,751	\$1,795	\$1,840
14	\$1,863	\$1,909	\$1,957
15	\$2,019	\$2,069	\$2,121
16	\$2,189	\$2,243	\$2,299
17	\$2,369	\$2,429	\$2,489
18	\$2,572	\$2,636	\$2,702
19	\$2,785	\$2,854	\$2,926
20	\$3,034	\$3,110	\$3,187
21	\$3,294	\$3,376	\$3,461
22	\$3,597	\$3,687	\$3,779

10 Month Employees

Group	FY22	FY23	FY24
8	\$1,151	\$1,179	\$1,209
9	\$1,190	\$1,219	\$1,250
10	\$1,247	\$1,278	\$1,310
11	\$1,303	\$1,335	\$1,369
12	\$1,375	\$1,410	\$1,445
13	\$1,452	\$1,488	\$1,526
14	\$1,544	\$1,583	\$1,623
15	\$1,673	\$1,715	\$1,758
16	\$1,815	\$1,861	\$1,907
17	\$1,962	\$2,011	\$2,062
18	\$2,131	\$2,185	\$2,239
19	\$2,309	\$2,366	\$2,426
20	\$2,515	\$2,578	\$2,643
21	\$2,733	\$2,801	\$2,871
22	\$2,983	\$3,058	\$3,134

SCHEDULE E
SUMMARY OF MISCELLANEOUS RATES OF PAY (2022-2024)

MISCELLANEOUS RATES OF PAY FY22			
	FY22	Effective Date	
Part-Time Educational Assistants		7/1/2021	These hourly rates are for part-time Educational Assistants working fewer than 20 hours per week. The rate is based upon the degree required for the position and not the education preparation for the candidate.
Associate's Degree	29.22		
Bachelor's Degree	33.83		
Master's Degree	40.52		
Master's Degree + 4 years	50.12		
Part-Time Lecturers		7/1/2021	These rates are the per-credit hour rates. The lower rate is for adjuncts who have not yet completed the teaching of 18 credit hours in the community college system. The higher rate is for adjunct faculty who have already completed teaching 18 credit hours in the system.
Level 1	1,811		
Level 2	1,948		
PTL with Clinical Component	13,413	7/1/2021	This is the rate to be paid to adjuncts who are teaching a course which includes both the didactic and clinical portion of the course.
Part-Time Clinical Faculty - Educational Assistant	90.80	7/1/2021	This is the rate of pay for part-time, less than 20 hours per week Educational Assistants hired as Clinical Faculty in Nursing and Allied Health Programs.
Nursing Course Leader	5,573	7/1/2021	This is the rate of pay per semester for Nursing and Allied Health Course Leaders.
Program Coordinator	5,844	7/1/2021	This rate is based upon the PTL rate for a 3 credit course, and is paid to PCs in lieu of release time. Per the PC agreement, PC Level I gets 3 credits release or pay per year; PC Level II gets 6 credits release or pay per year; PC Level III gets 6 credits release or pay per semester.
Department Chair		7/1/2021	This is the rate per FTE for full and part-time faculty supervised by the Department Chair in accordance with the DC agreement.
<17 FTE	236		
>17 FTE	600		
Summer Call-In Per Diem Rate	497	7/1/2021	These are the per diem rates of pay for summer call in rate pursuant to the Department Chair Agreement and the arbitration award for Nursing and Allied Health.
Teaching compensation in lieu of Additional Responsibility (5th course).	2,625	7/1/2021	All faculty employed on or before June 30, 2017 shall elect to either complete AR or teach a 3-credit course for \$2,625 compensation. The parties understand that compensation shall be pro-rated based on the number of credits taught, not necessarily the number of courses. Said election shall be made by the faculty member no later than May 15 of the preceding academic year. AR approval decisions shall be made no later than June 1 of the preceding academic year. The existing practices and rules regarding AR proposals/approvals shall remain in place.

MISCELLANEOUS RATES OF PAY FY23

	FY23	Effective Date	
Part-Time Educational Assistants		7/1/2022	These hourly rates are for part-time Educational Assistants working fewer than 20 hours per week. The rate is based upon the degree required for the position and not the education preparation for the candidate.
Associate's Degree	30.75		
Bachelor's Degree	35.61		
Master's Degree	42.65		
Master's Degree + 4 years	52.75		
Part-Time Lecturers		7/1/2022	These rates are the per-credit hour rates. The lower rate is for adjuncts who have not yet completed the teaching of 18 credit hours in the community college system. The higher rate is for adjunct faculty who have already completed teaching 18 credit hours in the system.
Level 1	1,906		
Level 2	2,050		
PTL with Clinical Component	14,117	7/1/2022	This is the rate to be paid to adjuncts who are teaching a course which includes both the didactic and clinical portion of the course.
Part-Time Clinical Faculty - Educational Assistant	95.57	7/1/2022	This is the rate of pay for part-time, less than 20 hours per week Educational Assistants hired as Clinical Faculty in Nursing and Allied Health Programs.
Nursing Course Leader	5,852	7/1/2022	This is the rate of pay per semester for Nursing and Allied Health Course Leaders.
Program Coordinator	6,151	7/1/2022	This rate is based upon the PTL rate for a 3 credit course, and is paid to PCs in lieu of release time. Per the PC agreement, PC Level I gets 3 credits release or pay per year; PC Level II gets 6 credits release or pay per year; PC Level III gets 6 credits release or pay per semester.
Department Chair		7/1/2022	This is the rate per FTE for full and part-time faculty supervised by the Department Chair in accordance with the DC agreement.
<17 FTE	248		
>17 FTE	630		
Summer Call-In Per Diem Rate	522	7/1/2022	These are the per diem rates of pay for summer call in rate pursuant to the Department Chair Agreement and the arbitration award for Nursing and Allied Health.
Teaching compensation in lieu of Additional Responsibility (5th course).	2,756	7/1/2022	All faculty employed on or before June 30, 2017 shall elect to either complete AR or teach a 3-credit course for \$2,756 compensation. The parties understand that compensation shall be pro-rated based on the number of credits taught, not necessarily the number of courses. Said election shall be made by the faculty member no later than May 15 of the preceding academic year. AR approval decisions shall be made no later than June 1 of the preceding academic year. The existing practices and rules regarding AR proposals/approvals shall remain in place.

MISCELLANEOUS RATES OF PAY FY24

	FY24	Effective Date	
Part-Time Educational Assistants		7/1/2023	These hourly rates are for part-time Educational Assistants working fewer than 20 hours per week. The rate is based upon the degree required for the position and not the education preparation for the candidate.
Associate's Degree	32.36		
Bachelor's Degree	37.48		
Master's Degree	44.89		
Master's Degree + 4 years	55.52		
Part-Time Lecturers		7/1/2023	These rates are the per-credit hour rates. The lower rate is for adjuncts who have not yet completed the teaching of 18 credit hours in the community college system. The higher rate is for adjunct faculty who have already completed teaching 18 credit hours in the system.
Level 1	2,006		
Level 2	2,158		
PTL with Clinical Component	14,859	7/1/2023	This is the rate to be paid to adjuncts who are teaching a course which includes both the didactic and clinical portion of the course.
Part-Time Clinical Faculty - Educational Assistant	100.58	7/1/2023	This is the rate of pay for part-time, less than 20 hours per week Educational Assistants hired as Clinical Faculty in Nursing and Allied Health Programs.
Nursing Course Leader	6,145	7/1/2023	This is the rate of pay per semester for Nursing and Allied Health Course Leaders.
Program Coordinator	6,474	7/1/2023	This rate is based upon the PTL rate for a 3 credit course, and is paid to PCs in lieu of release time. Per the PC agreement, PC Level I gets 3 credits release or pay per year; PC Level II gets 6 credits release or pay per year; PC Level III gets 6 credits release or pay per semester.
Department Chair		7/1/2023	
<17 FTE	260		This is the rate per FTE for full and part-time faculty supervised by the Department Chair in accordance with the DC agreement.
>17 FTE	661		
Summer Call-In Per Diem Rate	548	7/1/2023	These are the per diem rates of pay for summer call in rate pursuant to the Department Chair Agreement and the arbitration award for Nursing and Allied Health.
Teaching compensation in lieu of Additional Responsibility (5th course).	2,894	7/1/2023	All faculty employed on or before June 30, 2017 shall elect to either complete AR or teach a 3-credit course for \$2,894 compensation. The parties understand that compensation shall be pro-rated based on the number of credits taught, not necessarily the number of courses. Said election shall be made by the faculty member no later than May 15 of the preceding academic year. AR approval decisions shall be made no later than June 1 of the preceding academic year. The existing practices and rules regarding AR proposals/approvals shall remain in place.

Parties agree to negotiate wages and steps for fiscal year 2025.

The Congress of Connecticut Community College and the Board of Regents for Higher Education – CBA July 1, 2021 – June 30, 2025.

SUMMARY OF MISCELLANEOUS RATES OF PAY (2022-2024)

FY22 Effective for 7/1/2021

Title	Compensation Basis	Step 1	Step 2	Step 3	Step 4	Step 5
Athletic Director (annual)	Annual	\$15,243	\$16,545	\$17,851	\$19,153	\$20,459
Coach (major)	Season	\$10,440	\$11,382	\$12,321	\$13,263	\$14,204
Assistant Coach (major)	Season	\$6,263	\$6,790	\$7,309	\$7,834	\$8,357
Coach (minor)	Season	\$4,178	\$4,512	\$4,842	\$5,177	\$5,512
Assistant Coach (minor)	Season	\$2,089	\$2,255	\$2,424	\$2,588	\$2,755

Title	Compensation Basis	Step 6	Step 7	Step 8	Step 9	Step 10
Athletic Director (annual)	Annual	\$20,571	\$21,750	\$22,928	\$24,189	\$25,520
Coach (major)	Season	\$14,312	\$15,161	\$16,010	\$16,891	\$17,820
Assistant Coach (major)	Season	\$8,394	\$8,867	\$9,340	\$9,854	\$10,396
Coach (minor)	Season	\$5,527	\$5,829	\$6,131	\$6,468	\$6,824
Assistant Coach (minor)	Season	\$2,763	\$2,914	\$3,065	\$3,234	\$3,411

FY23 Effective for 7/1/2022

Title	Compensation Basis	Step 1	Step 2	Step 3	Step 4	Step 5
Athletic Director (annual)	Annual	\$15,928	\$17,290	\$18,655	\$20,015	\$21,380
Coach (major)	Season	\$10,910	\$11,894	\$12,875	\$13,860	\$14,843
Assistant Coach (major)	Season	\$6,545	\$7,096	\$7,638	\$8,186	\$8,733
Coach (minor)	Season	\$4,366	\$4,715	\$5,060	\$5,410	\$5,760
Assistant Coach (minor)	Season	\$2,183	\$2,357	\$2,533	\$2,704	\$2,879

Title	Compensation Basis	Step 6	Step 7	Step 8	Step 9	Step 10
Athletic Director (annual)	Annual	\$21,497	\$22,728	\$23,960	\$25,278	\$26,668
Coach (major)	Season	\$14,956	\$15,843	\$16,731	\$17,651	\$18,622
Assistant Coach (major)	Season	\$8,772	\$9,266	\$9,760	\$10,297	\$10,864
Coach (minor)	Season	\$5,775	\$6,091	\$6,407	\$6,759	\$7,131
Assistant Coach (minor)	Season	\$2,887	\$3,045	\$3,203	\$3,379	\$3,565

FY24 Effective for 7/1/2023

Title	Compensation					
	Basis	Step 1	Step 2	Step 3	Step 4	Step 5
Athletic Director (annual)	Annual	\$16,645	\$18,068	\$19,494	\$20,916	\$22,342
Coach (major)	Season	\$11,401	\$12,430	\$13,455	\$14,483	\$15,511
Assistant Coach (major)	Season	\$6,840	\$7,415	\$7,982	\$8,554	\$9,126
Coach (minor)	Season	\$4,562	\$4,927	\$5,288	\$5,653	\$6,019
Assistant Coach (minor)	Season	\$2,281	\$2,463	\$2,647	\$2,826	\$3,009

Title	Compensation					
	Basis	Step 6	Step 7	Step 8	Step 9	Step 10
Athletic Director (annual)	Annual	\$22,464	\$23,751	\$25,038	\$26,415	\$27,868
Coach (major)	Season	\$15,629	\$16,556	\$17,483	\$18,445	\$19,460
Assistant Coach (major)	Season	\$9,167	\$9,683	\$10,200	\$10,761	\$11,353
Coach (minor)	Season	\$6,035	\$6,365	\$6,695	\$7,063	\$7,452
Assistant Coach (minor)	Season	\$3,017	\$3,182	\$3,347	\$3,531	\$3,725

SUPPLEMENTAL LETTERS OF AGREEMENT

Related to the Collective Bargaining Agreement between the Board of Regents of Community-Technical Colleges and the Congress of Connecticut Community Colleges

RE: POSITION VACANCIES

This is to indicate, for informational purposes only, that the System Office will continue or initiate the following practices:

Notice of full-time position vacancies within the unit will be provided to the union. The notices will provide a general description of the duties, minimum qualifications and starting salary.

The practice of posting and advertising most position vacancies for thirty days will be continued. The System Office will make a special effort to ensure posting at each college.

To the extent possible, consistent with Section 46a-68-41 of the Regulations of State Agencies, the Board will encourage that consideration be given to candidates from within the System for position vacancies at a college. The Board will require that at least three qualified candidates from within the System receive a preliminary interview. In addition, it shall be understood that qualified part-time employees in any of the three bargaining units may be included among the required three internal candidates eligible for interview in connection with the filling of a full-time position vacancy.

The President of the Connecticut State Colleges and Universities will, from time-to-time, issue general search procedure guidelines for full-time bargaining unit positions.

This letter is provided with the understanding that it is not subject to grievance and arbitration and does not limit Article III of the Agreement.

RE: ADDITIONAL RESPONSIBILITIES

In the course of negotiations, the parties have identified shared concerns regarding the professional responsibilities of teaching faculty beyond those associated with classroom instruction and related duties. The parties recognize that, as professionals, teaching faculty are expected to extend their services to meet other institutional needs related to the mission, goals, and priorities of the college and System. Further, the parties acknowledge that the employer has the responsibility and the right to require the satisfactory fulfillment of appropriate additional responsibilities as part of the teaching workload requirement set forth in Article X, Section 2 and to evaluate the quality of services rendered under the provision as part of the employee's overall evaluation.

To this end, each college shall publish and distribute to all members of the teaching faculty a comprehensive statement of its institutional mission, goals and priorities. During the spring semester, each faculty member will submit a report indicating the specific activities that were undertaken to meet the obligation of Article X, Section 2. The report shall recommend additional responsibilities for the following year. The report will also be included in the faculty member's professional file and be considered for purposes of evaluation. The employer will determine whether the statement satisfies the obligations specified in Article X, Section 2 and is consistent with the priorities of the college and the System.

Questions regarding additional responsibilities may be resolved by means of correspondence or discussions during the spring semester. Unit members shall not be required to participate in any such discussion and the employer shall incur no liability as the result of any such discussion.

Should it be determined that the statement does not satisfy this intent or that there are other priorities, the employer will so notify the faculty member on or before May 1st. The faculty member will be encouraged to file an amended statement within fifteen days of receiving this notice. The employer will confer with the faculty member upon the request of the faculty member and make a reasonable effort to reach agreement on the additional responsibilities. By June 1st, the employer shall provide an approved statement of additional responsibilities to the faculty member for the following academic year, which shall be a part of the professional file. It is recognized that circumstances may necessitate alteration in the additional responsibilities during the academic year. Changes may be initiated by either the employer or the faculty member, but must be approved by the employer.

There shall be a mechanism for building in significant peer input designed to re-energize and better organize Additional Responsibilities. The peer teams shall have access to all reports upon complete Additional Responsibilities so that they may better guide the following year's Additional Responsibilities. If the parties are unable to agree on the mechanism for building in peer input, the mechanism shall be subject to arbitration, however any resulting mechanism shall not alter the managerial review provided above.

RE: GRADE PLACEMENT

This memorandum sets forth the understanding of the parties with respect to the placement of unit members who work twenty or more hours per week and are other than teaching faculty.

1. The parties acknowledge that it is the present intent of the Board of Regents to continue the classification structure recommended by Norman D. Willis and Associates. If the classification structure is discontinued, the employer will meet its obligation to bargain with respect to the compensation of new classifications.
2. So long as the employer continues the Willis classification structure, the following considerations shall apply:
 - a) Unit members who work twenty or more hours per week will be classified by the employer in the grades recommended by Willis.
 - b) The employer will provide the union with a copy of its guidelines for position placement.
 - c) When position placement is based on ratings by System Office staff, the position will be referred to the Rating Committee to be rated. The committee will meet at least once each year. This shall not preclude more frequent meetings where there are sufficient, "bona fide" issues which are to be referred to the Rating Committee. The final decision will be made by the President of the Connecticut State Colleges and Universities or his/her designee and a copy will be provided to the union.
 - d) The parties recognize that it is difficult to properly evaluate the placement of new positions without sufficient job content information. Accordingly, it is agreed that such positions shall not be referred to the Rating Committee until the incumbent has worked for at least six months in the position. If the position is reclassified as the result of the evaluation, the additional cost shall be borne by the Board on a prospective basis only. Prospective shall mean no more than 45 calendar days after the final results from the Rating Committee. It is contemplated that the committee's work will commence by March 1.
3. Unit members who are appointed to the Rating Committee may not disclose information gained during the rating process, nor may they act as advocates or appear as witnesses in any legal or administrative proceeding, arbitration or fact finding involving classification and compensation of unit members.
4. Whenever the employer implements changes in job descriptions or changes in assigned duties for non-teaching professionals who work twenty or more hours per week, the union but not any employee may submit views, data and information on the question of whether or not a change in duties requires a change in the grade.

The employer shall consider whether the change in job duties is sufficiently substantial to have the effect of changing the position placement. Where position placement is based on ratings of staff or where position placement is to a lower grade, the position or classification will be referred to the Rating Committee to be rated. The final decision will be made by the President of the Connecticut State

Colleges and Universities or his/her designee and a copy will be provided to the union. If the Board discontinues the Willis job evaluation process, the Board agrees to negotiate on the question of whether or not such changes in duties require change in the level of compensation for the position(s).

Nothing herein shall prevent the union from raising classification issues with the employer.

5. Effective July 1, 1985, job descriptions will be revised to reflect changes in duties which require a change of grade. The Congress shall receive a copy of all job descriptions revised pursuant to this paragraph.
6. For each of the years of the Agreement, .09 percent of total salaries shall be available for grade changes. The employer shall have no obligation to effect changes in compensation beyond the extent of these dollars. All the dollars shall be expended or carried over for expenditure in subsequent years.
7. No unit member shall have his/her annual salary reduced as a result of this memorandum of understanding.
8. The Board retains the right to increase salaries of unit members, notwithstanding the provisions of this memorandum. In this regard, the Board will continue to attempt to provide funding for such changes, including reclassifications, made pursuant to this paragraph.
9. Employees who are appointed to a position which has a higher grade shall be placed at the step in the new grade which will provide an increase in annual salary at least equal to one step at the new grade, but not to exceed the top step of the new grade. This paragraph shall not be construed to limit paragraph 8.
10. The agreement between the Board and the Congress dated June 29, 1984, shall continue.
11. The provisions of this memorandum of understanding shall not be directly or indirectly subject to the grievance and arbitration provisions of the Agreement.

RE: MERIT AWARDS, EDUCATIONAL EXCELLENCE AWARDS, AND DISTINGUISHED SERVICE AWARDS

Merit Awards are given annually to principal bargaining unit teaching faculty and non-teaching community college professionals who demonstrate unusual service, superior performance, exceptional duty, or excellence in teaching. Merit Awards are designed to embrace continuous, high levels of service as well as unique contributions made during the academic year. Merit Awards are in the amount of \$1,500 per principal bargaining unit member and are non-recurring. They are paid from funds set aside for this purpose pursuant to the Collective Bargaining Agreements and will not impact college budgets.

Nominations for Merit Awards can be provided by management, supervisors, peers, or the bargaining

unit member themselves. These nominations are forwarded to the College President no later than March 15th with selection and notification to the recipients and the System Office no later than April 15th.

Educational Excellence & Distinguished Service Awards

The Educational Excellence & Distinguished Service Award Program was established to recognize employees whose performance exemplifies excellence in teaching, leadership and administration. The program involves recognition of one member per bargaining unit per college each year and provides tangible reward in two forms: (1) a non-recurring, lump sum payment of \$1,500; and (2) the opportunity to be awarded up to \$5,000 to support professional activities. They are paid from funds set aside for this purpose pursuant to the Collective Bargaining Agreements and will not impact college budgets.

Consideration is limited to full-time bargaining unit members with at least ten (10) years of service. Receipt of other merit recognition or promotion through the contractual process does not impact upon eligibility for recognition under the Educational Excellence and Distinguished Service Award program.

While no system-wide consideration process is specified, college Presidents should be prepared to identify the process used, and ensure that all members of the college community are aware of the program and have an opportunity to nominate themselves or colleagues.

The Educational Excellence and Distinguished Service Award program recognizes extraordinary professional service through appropriate college acknowledgement, and rewards this achievement by providing a \$1,500 lump sum payment, and an opportunity to make application for financial support of professional activities not ordinarily available. Up to \$5,000 may be made available to the recipient for projects such as the following:

- **Instructional Innovation.** Included are proposals to enhance computer literacy, writing across the curriculum, designing new instructional materials, etc.
- **Professional Development.** Examples include special professional development activities such as attendance at seminars, conferences, workshops or training programs that might not otherwise be possible through available professional development funds.
- **Alternative Assignment.** Integral to this category is the possibility of arranging for replacement of the award recipient to facilitate release from his/her normal assignments, in order to do special projects related to the college or the system. In this instance, funds may be used to replace the award recipient.

Please note that the \$5,000 is available for professional activities or to replace the recipient where released time is granted. The funds may not be used as a cash award to the recipient nor to employ and compensate the recipient for the performance of additional responsibilities.

RE: RETRAINING

In the course of negotiations, the parties have identified the need to foster and encourage retraining and redirection of staff competencies. While the parties recognize that it is often difficult to identify new areas of need and to anticipate areas for retrenchment, it is agreed that both unit members and management share a responsibility to be aware of and to plan for such changes. Accordingly, the parties have agreed that they shall inform all members of the professional staff through a joint letter of their commitment to provide retraining opportunities, as outlined herein.

1. Both unit members and management are encouraged to identify potential areas for retraining. It is the expectation of the parties that either the bargaining unit member or management would suggest a retraining program for a unit member or members.
2. The President of the Connecticut State Colleges and Universities may approve retraining programs within the limits of funds provided under the Collective Bargaining Agreement. Priority may be given to unit members in those areas or programs which may be subject to reduction or elimination.
3. The general allocation to the colleges of dollars made available under Article XXI of the Collective Bargaining Agreement shall be by agreement between the Board and the union. In addition, on each campus there shall be a Retraining Committee composed of an equal number of management and bargaining unit representatives, the size of the committee to be determined by the college President. The committee shall publicize retraining opportunities and, where practicable, review and rank proposals in order of their merit. The committee shall submit its recommendations to the President who will forward them, with his/her recommendations, to the President of the Connecticut State Colleges and Universities, who shall make the final determination. The decision of the President of the Connecticut State Colleges and Universities shall be final.
4. The parties intend that the dollars allocated shall be distributed.

RE: PART-TIME NURSING (GENERAL FUND)

Part-time nursing salaries shall be increased each year by the total package percentage increase negotiated by the parties.

RE: AREAS OF IMPROVEMENT

The statement of areas of improvement provided in Articles IX and XII is not to be regarded as a statement of reasons for failure to recommend.

RE: SABBATICALS

This memorandum records the understanding of the parties with respect to the provision of leaves.

The employer will continue its practice of allotting dollars to the colleges based on the cost and/or savings resulting from sabbaticals which are granted and utilized.

Notwithstanding the provisions of Article XVII, Section 2A, the Board may provide for consideration of and grant sabbatical leaves to employees who work and have worked in the System for twenty or more hours per week for at least ten years. Such sabbaticals shall be subject to the limitations of Article XVII.

RE: GRANTS AND CONTRACTS

In situations where the terms of a grant or contract require waiver of an economic provision of this Agreement, the Board may request and the union will sympathetically consider such request, provided that such a request for a waiver of minimum salaries for not more than one year will be routinely granted.

RE: TEACHING WORKLOAD OBLIGATION

The parties agree that the establishment of academic standards and the definition of what comprises an academic "credit" are managerial prerogatives. As such, they are permissive subjects of bargaining. On the other hand, the impact upon bargaining unit members of changes in working conditions is a mandatory subject of bargaining. If the Board effects changed workload requirements within the bargaining unit, it shall negotiate with the Congress the impact of these changes.

RE: TECHNOLOGY TRAINING

The parties understand that the technology training language of Article X, Section 1(g) and Article X, Section 4(d) shall not be interpreted as requiring faculty members and ACLs to possess each and every skill listed in those sections. Rather, it is the parties' understanding that faculty members and ACLs should possess strong computer/information literacy skills and that they possess such skills required for the full and effective performance of their positions. To the extent that faculty members and ACLs need to improve their computer/information literacy skills, the parties encourage them to engage in Professional Development activities designed to gain or strengthen such literacy skills. The parties have provided additional funds for this exclusive purpose, which may include group training, although Professional Development funds may also legitimately be used for this purpose. The parties further recognize that it is not reasonable to require employees to acquire, retain, or use technology training skills if they do not have regular workplace access to computer hardware and that management is responsible for providing access to the computer hardware to the extent it seeks to require or encourage the acquiring, retaining, or use of such skills.

RE: DAY AFTER THANKSGIVING

The purpose of this letter is to give recognition to the interest of unit members in being able to use accrued leave time on the day after Thanksgiving. It is recognized that the decision to close the college involves a weighing of the public interest and the rights of other employees. At the same time, we recognize that it is in our mutual interest to facilitate a mechanism for providing for a reduced staffing structure or college closing on the day after Thanksgiving. To this end, it is agreed that unit members who are not scheduled to work on Friday after Thanksgiving may be scheduled to work on a holiday when the college is open.

RE: MERGED COLLEGE ACADEMIC STRUCTURES (DEPARTMENT CHAIRS AGREEMENT)

Agreement, made and entered into by the Congress of Connecticut Community Colleges (“the Congress”) and the Federation of Technical College Teachers, Local 1942, American Federation of Teachers (“the Federation”) hereafter referred to as “the unions”, and the Board of Regents of the Community-Technical Colleges, hereafter referred to as “the Board”. Where a portion of the Agreement relates to a specific union or unions, the Agreement shall refer to the Congress or the Federation.

This Agreement follows from a decision by the Board to merge the separate academic organizations of the five merged community colleges so that each college has a single academic structure.

The parties agree as follows:

1. That they fully bargained with respect to the impact of the Board’s decision, including compensation for academic supervision, and that the Agreements reached are set forth in this document. However, it is understood that this Agreement does not purport to resolve issues or affect any party’s rights with respect to unit replacement.
2. To the extent that this Agreement modifies a term of the Collective Bargaining Agreement between the union and the Board, the terms of this Agreement shall control.
3. Disputes with respect to the interpretation of this Agreement shall be subject to the following grievance resolution mechanism:
 - a) Grievances may be filed by either union at Board level. The non-filing union shall be a necessary party to said grievance with the right to be present and heard.
 - b) Grievances shall be resolved utilizing the procedure outlined in Article 8.4 of the 1990-1993 Collective Bargaining Agreement between the Federation and the Board.
 - c) The arbitrator shall not substitute his judgment for that of the employer or make a decision which as the effect of substituting his judgment for that of the employer with respect to academic judgments.
4. It is understood that the Agreement with respect to the implementation of the new academic structures is modified to take cognizance of the date of this Letter of Agreement, so that

implementation will occur for the Fall Semester, 1994. The department chairs will be selected and announced by June 2 or as soon thereafter as is feasible.

5. Department chairs shall be given release time for their chair duties based upon the number of full-time equivalent (FTE) faculty they directly supervise.
 - a) FTE faculty shall be determined by adding the number of active full-time faculty as of the beginning of the Fall Semester and the average number of full-time equivalent part-time members during the Fall and Spring Semesters of the previous academic year. In departments which have program coordinators supervising faculty in their programs/disciplines, chairs will receive release-time credit for supervising coordinators but no for faculty in the coordinators' programs/disciplines.
 - b) The total FTE faculty will be determined by adding the total full-time faculty and the total FTE part-time faculty. The total FTE part-time Congress faculty will be determined by dividing the total number of credits taught for the Fall and Spring Semesters by 24. The total FTE part-time Federation faculty will be determined by dividing the total number of contact hours taught for the Fall and Spring Semesters by 30.

FTE Department Faculty Supervised	Released Credit Hours (Congress-annual)	Released Contact Hours (Federation-Annual)	Compensation Range ⁶
1 - 3.99	6	8	100+
4 - 9.99	9	11	400+
10 - 16.99	12	15	1,000+
17 - 25.99	15	19	1,700+
26 or more	18	23	2,600 plus \$100 per FTE faculty member in the department over 26

- c) Department Chairs shall receive \$100 per FTE faculty member in the department for their ongoing responsibility for department business. In accordance with the present practice, it is recognized that department chairs and teaching faculty members with administrative responsibility may devote time to the department's business during the Summer and intersessions. When it is necessary for a department chair or other teaching faculty member with administrative responsibility to devote considerable time to department business during the summer, and a mutually agreed-upon schedule is worked out, the appropriate dean, with the approval of the President, may authorize additional days of compensation at the applicable daily rate, not to exceed 25 days.
- d) A department chair who supervises 17 or more FTE faculty, may not receive more than 12 credit hours (Congress) or 15 contact hours (Federation) of release per academic year. In such case, the appropriate dean, in consultation with a department chair, and with approval of the President, may allocate part of the release time assigned to the department to

⁶ See Schedule E (Miscellaneous Rates of Pay) for current pay rates for Department Chairs.

another member of the department, who may be referred to as an academic discipline coordinator, to assist with administrative duties. For situations in which the employer determines that there is no suitable person to perform the work, the department chair shall be paid \$255 for each FTE beginning with the 17th FTE.

6. In consideration of the fact that the new academic organization represents a departure from the existing structure under the Federation contract, a non- recurring lump sum payment of \$35,000 dollars shall be divided on a per capita basis to each member of the Federation bargaining unit employed on June 3, 1994. Said distribution shall be made on or before the last pay period in September of 1994.
7. It is understood that any additional costs which result from the implementation of this Agreement for 1994-95 shall be taken from funds currently available under the Congress contract. The parties understand the additional cost shall be substantially as outlined the Board's costing dated April 22, 1994 (appended hereto), plus the \$35,000 reflected in paragraph 6 above, minus the one hundred and forty four thousand dollars for summer work and the \$64,165 for conversion of division directors to department chairs (Capital Community-Technical College).

Further, it is agreed that the costs which result from the implementation of this Agreement for 1995-96 shall be a part of the cost structure for the Congress contract for that fiscal year. This cost shall be submitted in any arbitration as a stipulated issue and shall not be deemed to have any impact on the arbitrator's decision with respect to any other compensation item.

RE: DEPARTMENT CHAIRS (UNINTENDED CONSEQUENCES)

Whereas, the parties recognize that the impact of the Letter of Agreement has resulted in unintended adverse consequences; and,

Whereas, the parties desire to ameliorate these consequences; Now, therefore, the parties agree as follows:

1. Department chairs who work in an academic structure in which division directors have administrative responsibilities for the department will be paid
2. \$100 per FTE faculty in the department. This is in addition to release time for part-timers which is provided for in the tentative Agreement of May 24, 1994.
3. Department chairs who held the same position in 1993/1994 shall be grandparented in the amount of released time received, in accordance with the following:
 - a) FTE faculty supervised by program coordinators and division directors in the department shall be included within the FTE calculation for the department to determine released time.
 - b) Released time may not exceed twelve (12) credits per year.

- c) The FTE calculation in (a), above, must warrant additional release pursuant to the agreed upon schedule, except as provided in d, below.
 - d) Where the FTE calculation does not warrant the additional release, release up to 12 hours, based upon the incumbent's prior level of release, will be provided for 1994-
 - e) 95. For 1995-96, the parties will consider on an individual basis whether special circumstances exist which may warrant the continuation of the provisions of this paragraph.
- 4. The parties agree to bargain over whether it is appropriate to include as a compensable factor non-faculty members who are supervised by members of an academic department. If the parties fail to reach agreement on this issue, it shall be subject to an expedited interest arbitration. Any additional costs resulting from the arbitrator's award shall be subject to paragraph 4, below.
 - 5. Any additional costs resulting from this Agreement for 1994-95 and 1995-96 shall be taken from funds available under the Congress contract.

The accommodations set out herein, including any costs pursuant to paragraph 3, above, shall terminate at the end of 1995-96 and may not be asserted as precedent by either party.

RE: TREATMENT OF PTL CALCULATION FOR DEPARTMENT CHAIRS

This is to confirm the understanding of the parties that part-time faculty who are retained to partially replace full-time faculty granted release time are not included in department FTE calculations if: (a) the released faculty member does not report to the department chair for the released activities; and (b) the release is not for supervisory responsibilities under the department chair and program coordinator Agreements. The department FTE calculations will continue to include full credit for the full-time faculty member, as provided by the agreement(s) among the parties.

RE: PROGRAM COORDINATORS

The parties have fully negotiated the provisions of the May 3, 1990 memorandum of agreement regarding teaching faculty who have administrative responsibilities as Program Coordinators and have agreed as follows:

1. Faculty/Program Coordinators shall be compensated⁷ or receive released time in accordance with the following schedule:

LEVEL	PAYMENT	RELEASED TIME
I	\$2,000 per year OR	3 credits release per year
II	\$2,000 per semester OR	3 credits per semester
III	\$4,000 per semester OR	6 credits per semester OR
	\$2,000 per semester AND	3 credits per semester

2. The employer has established three job descriptions for the three categories of Program Coordinator. The descriptions incorporate the compensable factors upon which the parties reached agreement. Copies of the job descriptions are attached to this Agreement for informational purposes.
3. Faculty/Program Coordinators shall be assigned responsibilities consistent with the job descriptions and compensated pursuant to paragraph number one above, at the sole discretion of the employer.

Attached is a list of the current Program Coordinators and their assignment within the three categories.

4. The parties recognize that there are some teaching faculty who have responsibilities for an academic program and have historically been referred to as Program Coordinators, but for whom no compensation is appropriate under this Agreement inasmuch as their responsibilities do not rise to the level articulated in the Category I Job description.
5. For the purpose of this Agreement, Program Coordinators are those teaching faculty who have administrative responsibility for a degree and/or certificate program. The employer will maintain the current level of released time for Department Chairs who also serve as Program Coordinators.
6. Payments pursuant to this Agreement shall be funded by the resources identified in paragraphs 6d (\$143,900) and 7 (\$31,500) of the May 3, 1990 agreement between the parties. In the event that the available funds are insufficient to fully implement the payments/released time articulated above, the parties are not precluded from identifying additional resources available in contract funds. It is understood that the Board has no obligation to fund Program

⁷ See Schedule E (Miscellaneous Rates of Pay) for current pay rates for Program Coordinators.

Coordinators beyond the extent of the contact funds available. In the event that the funds available exceed the requirements of implementing this Agreement, the parties will discuss the disposition of the excess dollars.

7. Since the most significant difference between the Category I and Category II Program Coordinators is responsibility for a program which has fieldwork as an integral component of the program, the parties have agreed that:
 - a. Coordinators whose programs include fieldwork as an option or are required component are included in Category II. This placement is based upon the following assumptions:
 - Where the fieldwork is not required to graduate from the program, there are sufficient placements to recognize fieldwork as a major component of the job.
 - Where fieldwork is required for graduation from the program and where there are very few placements at the present time, the expectation is that the program will expand in the future which will create an increase in fieldwork activity for the Coordinator.
 - b. Should any individual Category II Program Coordinator's responsibility for fieldwork fall below the above referenced expectation, the individual will be moved down to a Category I Coordinator until such time as the fieldwork responsibility meets the expected level. The Board will discuss specific changes pursuant to this provision with the union prior to implementation.
 - c. The provisions of paragraph a. above, relate to current position incumbents. The Board reserves the right to reconsider its position with respect to new programs or incumbents.
8. For the record, the following special circumstances are noted:
 - a) Certain Program Coordinators at Naugatuck Valley Community College, (Koski, Palmieri and Brick) have been placed at Category I despite the fact that fieldwork is a component of their respective programs. This placement is based upon the fact that the College has a Cooperative Education Program whose staff is responsible for securing and administering the fieldwork placements for students. In the event that the Cooperative Education Program is reorganized or discontinued in the future and responsibility for fieldwork shifts to the above referenced Program Coordinators, the Coordinators shall be assigned to Category II.
 - b) In accepting the slotting of certain Program Coordinators, the union has not waived any rights which it may have with respect to asserting that the workloads Lewis, DeVito, Pronovost, Bruce and Savva, violate the standards established in Article X.
 - c) The parties have identified six (6) teaching faculty with administrative responsibilities for academic programs who, in addition, have some duties normally associated with the Department Chair designation. For the purposes of this Agreement, the employer will preserve the status quo provided that compensation is provided at the level for Program

Coordinator. When the Board implements a new structure of compensation for Departments Chairs, the question of the appropriate designation/title for these six positions will be reconsidered without prejudice to the position of either party.

9. Implementation of this Agreement shall commence prospectively with the Spring 1994 semester. Prospective payments (in lieu of released time) shall be made at the conclusion of each semester. Category I Program Coordinators will receive one-half payment (\$1,000) at the conclusion of each semester.

10. Retroactive compensation will be provided to Program Coordinators for the years 1990-91, 1991-92 and 1992-93 and the Fall 1993 semester consistent with the following:

a) Retroactive payments shall not exceed the dollars available in each year of the Agreement (\$175,400 each year for a cumulative total of \$701,600).

b) Retroactive payments shall not and will not be asserted as precedent.

c) Retroactive payments shall be based upon the following formula:
Total number of units for all Program Coordinators as defined in d. below, minus released time or payments which were previously provided to Program Coordinators = total (net) units.

Total dollars available divided by the total (net) units = the value of a unit.

d) Units referenced in c. above, are defined as follows:

Level I	=	3 credits release/year	=	1 unit
Level II	=	6 credits release/year	=	2 units
Level III	=	12 credits release/year	=	

e) In the interests of harmonious relations and achieving a complete settlement on the Program Coordinator issue, the employer has agreed not to consider, for the purposes of determining retroactive compensation, release from Article X, 2B responsibilities which may have been provided during the 1990-91, 1991-92 and 1992-93 and the Fall 1993 semester. In exchange, the union agrees not to assert this treatment as precedent, and in particular, agrees not to disclose the fact of this payment to advance its position regarding future compensation of such individuals.

The employer will develop a database to calculate the retroactive obligations and share the information with the union. The parties may discuss unique circumstances which require special treatment.

11. This Agreement constitutes the total compensation arrangement which will be provided to teaching faculty who serve as Program Coordinators and supersedes and extinguishes any previous past practices, including but not limited to college determined released time or additional compensation arrangements and payment for evaluation responsibility pursuant to the June 1984 Agreement between the parties.

12. While Faculty/Program Coordinators may express a preference, the determination as to whether to provide a cash payment or grant released time in the Spring 1993 or subsequent semesters shall be at the sole discretion of the employer.
13. Effective with the implementation of this Agreement, teaching faculty designated and compensated as Program Coordinators shall have this designation recorded appropriately (e.g., on notices of appointment and other appropriate records) and shall not have the option of discontinuing as Program Coordinator.
14. This Agreement reflects a complete settlement of all issues related to the system of compensation for teaching faculty who perform administrative responsibilities as Program Coordinators and upon implementation, becomes the sole source of compensation for Program Coordinator responsibilities.

Noting the fact that the work of Program Coordinators as described herein may exceed the normal workload of teaching faculty, it is understood and agreed that the employer may assign Program Coordinator responsibilities and once assigned, such work shall be an obligation of the faculty member unless modified by the employer.⁸

⁸ Referenced attachments are omitted in this printing.

RE: MINORITY FELLOWSHIP PROGRAM

Agreement made this 17th day of May 2000 by and between the Congress of Connecticut Community Colleges ("the Congress"), AFSCME Local 1303-148, Council 4 ("AFSCME"), the Federation of Technical College Teachers, AFT ("the Federation") and the Board of Regents of Community-Technical Colleges ("the Board") respecting the Community College System Minority Fellowship Program.

1. The parties agree that dollars contained in separate contract accounts for purposes of the Minority Fellowship Program shall be pooled for use in support of the Program, irrespective of the College or System Office location of the particular fellow, mentor or activity being funded. Expenditure of minority fellowship dollars shall be subject to agreement by all parties.
2. The parties further agree that monies set aside for the Minority Fellowship Program that have been carried forward from prior years shall be used for such program-related activities as the parties may mutually agree to support.
3. It is contemplated that there will be thirteen fellows in each appointment year, one at each college and one in the President of the Connecticut State Colleges and Universities' Office. The parties agree that the scheme for bargaining unit placement of fellows shall be as follows:
 - a) All fellows selected at non-merged colleges shall be placed in the Congress bargaining unit;
 - b) A fellow selected at Capital Community College shall be placed in the AFSCME bargaining unit;
 - c) Fellows selected at Gateway Community College and at Naugatuck Valley Community College shall be placed in the Congress bargaining unit;
 - d) Fellows selected at Norwalk Community College and at Three Rivers Community College shall be placed in the Federation bargaining unit;
 - e) The fellow selected for the President of the Connecticut State Colleges and Universities' Office shall be placed in the Congress bargaining unit. The placement of the President of the Connecticut State Colleges and Universities' Office fellow in a bargaining unit shall not be asserted as a precedent.
4. The parties agree that nothing contained in the 1997-2001 Coalition Agreement or any other applicable agreement, nor shall any practice of the parties respecting the deduction of dues and fees from the stipends paid to minority fellows be offered as evidence for any purpose in any negotiation between the Board and the Coalition unions, or any of them, or in any proceeding that may be commenced before the State Board of Labor Relations or before any court.
5. The Union agrees to indemnify and save the Board harmless from any claims arising out of or resulting from any deduction of dues or fees from the stipend paid to minority fellows. In the event any agency or court of competent jurisdiction orders the Board to rebate to fellows the service fee or any portion thereof, the Union agrees to hold the Board harmless for said deduction by returning the agency fee which has been deducted for the period involved.

RE: MINORITY FELLOWSHIP PROGRAM

In an effort to add value to the fellowship experience, the three professional employee unions and the Board have agreed that financial support for the professional development activities for fellows, and fellows and mentors, may be afforded, up to the limits specified:

- Up to \$500 per fellow on an annual basis;
- For joint fellow/mentor activities, up to \$250 annually for the mentor to participate jointly with the fellow in a professional development activity. It is assumed that the lesser amount for the mentor is appropriate because there is already professional development funding for the mentor as a professional staff member.

RE: COMPENSATION OF ATHLETIC COACHES⁹

The parties have agreed to the following with respect to the compensation of part-time athletic in the Congress, AFT and AFSCME bargaining units:

1. The compensation structure has two tiers for coaches as noted below:
 - Major Sports: basketball, baseball, soccer, softball and football.
 - Minor Sports: golf, tennis, cross-country, track, volleyball, field hockey, and all other sports unless the parties otherwise agree.
2. The following rules shall govern the placement of part-time Athletic Directors and Coaches in the three bargaining units:
 - Athletic directors and coaches at the seven non-merged colleges (Asnuntuck, Housatonic, Manchester, Middlesex, Northwestern, Quinebaug Valley, Tunxis) shall be placed in the Congress bargaining unit.
 - Athletic directors and coaches at the five merged colleges (Capital, Gateway, Naugatuck Valley, Norwalk, Three Rivers) shall be placed in the Congress or AFT on an alternating basis, as follows:
 - The first athletic director or coach goes into the Congress
 - The second athletic director or coach goes into the AFT.
 - The pattern will repeat so that the odd number will be placed in the Congress bargaining unit and the even number will be placed in the AFT bargaining unit.

⁹ See Schedule E (Miscellaneous Rates of Pay) for current pay rates for Athletic Coaches and Athletic Directors.

RE: NURSING/DENTAL FACULTY PAID LEAVES

Professional development funds as outlined in Article XXI, Section 1(E)(c) shall be available to provide for paid leaves for nursing/dental faculty. The nature of such leaves and the conditions under which they may be granted by the Board shall be the subject of consideration by a joint committee, whose recommendation shall be subject to agreement, including agreed-to modification, by the parties.

RE: NURSING/DENTAL FACULTY COURSE LEADERS

In 2007-08, \$75,045 shall be available to the colleges for payments to nursing and dental course leaders for each individual who fulfills such responsibilities; compensation may be shared by more than one individual on a pro-rata basis. In 2008- 09, \$78,797 shall be available for such payments; in 2009-10, \$82,737 shall be available for such payments.

It is understood that the Board intends to establish uniform job description(s) for course leaders. It is also understood that course-leader responsibilities have been traditionally assigned after consultation with members of the appropriate departments or divisions. For the purpose of maintaining good labor relations, and without waiving its position that this matter is not a mandatory subject of bargaining, the Board of Regents has indicated that this practice will be continued, with the understanding that such consultation may not be appropriate in all circumstances. The Board will consult with the Unions before it modifies this practice but hereby reserves the right to do so.

RE: INFORMAL WORK SCHEDULE/COMPENSATORY TIME

The parties recognize that they have compromised their differences by adopting the approach reflected in this agreement, which shall be considered an experiment. Should either party believe the experiment unsuccessful, it may retain its original position in any negotiations or arbitration of a subsequent agreement such that the position by the employer may not be construed as concession bargaining.

RE: CONSULTATION

The fact that there are differences in language among Congress, AFSCME and Federation contracts shall create no inference with respect to what form of consultation may be available under any of the agreements.

RE: COMMENCEMENT

Agreement made this 17th day of July 2000 by and among the Congress of Connecticut Community Colleges ("Congress"), the American Federation of State, County and Municipal Employees, Chapter 148, Local 1303 ("AFSCME") (collectively "the Union") and the Board of Regents of Community-Technical Colleges ("the Board"). In the interest of fostering labor-management cooperation and avoiding litigation of issues in dispute, the parties mutually agree as follows:

1. Commencement is one of the most important events in the academic calendar. By this Agreement, the parties reaffirm their understanding that it is the obligation of professional staff members to attend commencement ceremonies, unless excused by the President.
2. Effective with the execution of this Agreement, a professional staff member who fails to attend commencement that takes place during the employees normal work day or work week and who has not been excused by the President shall have a half day (3-1/2 hours) charged to the appropriate leave balance. In addition, he/she may be subject to disciplinary action in accordance with the applicable collective bargaining agreement.
3. Effective with the execution of this Agreement, a professional staff member who is excused from attending commencement in accordance with the applicable collective bargaining agreement shall have no charge applied to his/her leave balances.
4. Nonteaching faculty (ACLs, CCPs) who are required to attend commencement outside of the normal work day or work week, shall be granted the equivalent number of hours in compensatory time to be taken during the same pay period in which commencement occurred.
5. This Agreement shall not be construed as an admission of liability on the part of the Board or any of its agents.
6. This Agreement shall have no value as precedent.

RE: SYSTEMWIDE HEALTH AND SAFETY COMMITTEE

The Board shall comply with the provisions of the Connecticut Occupational Safety and Health Act. The parties agree that the Health and Safety Committee will continue.

RE: UNIT PLACEMENT OF FACULTY, COUNSELOR, AND LIBRARIAN POSITIONS

Agreement made this 19th day of December, 2000 by and among the Congress of Connecticut Community Colleges ("Congress") and the Federation of Technical College Teachers, AFT, Local 1942, AFL-CIO ("Federation") (collectively "the Union") and the Board of Regents of Community-Technical Colleges (the "Board" or "the employer"). The parties mutually agree as follows:

1. It is in the mutual interest of the parties to have a systematic basis for determining unit placement of faculty, counselor and librarian positions as between the Federation and Congress bargaining units at the five merged community colleges existing at the time of this agreement (Capital, Gateway, Naugatuck Valley, Norwalk, Three Rivers).
2. The sole factor to be used in determining the unit placement of teaching faculty, counselor, and librarian positions at the five merged colleges shall be the proportionality that existed as between the two units on June 30, 1992, such date being immediately prior to the legislative merger of the Regional Community Colleges and the State Technical Colleges in five geographic regions of the State.
3. Based upon review of data that reflects the bargaining unit placement of all full-time faculty, counselors and librarians employed as of June 30, 1992 in the community and technical colleges, the Federation shall be entitled to 40 percent of the teaching faculty, counselor and librarian positions at the five merged colleges and the Congress shall be entitled to 60 percent. The same 40/60% proportionality ratio will be maintained at each of the merged colleges.
4. This Agreement affects full-time teaching faculty and counselors and librarians at the five merged colleges who work 20 or more hours per week. While the parties differ about the legal significance of multiple appointments, it is agreed that appointments may not be aggregated to meet the 20-hour threshold.
5. In order to establish proportionality upon implementation of this Agreement, the parties recognize that adjustments in current unit placement may be desirable. The parties agree that any adjustment in the bargaining unit status of an employee may be made only with the agreement of the employer, the Union and the affected employee.
6. Notwithstanding the provisions above, the parties agree to make exceptions to the proportionality rule in certain limited situations where placement into a new position would change the bargaining unit status of a current employee. In such cases, the employee will go into the new position but remain in the current bargaining unit.
7. Nothing contained in this Agreement shall affect the unit placement of faculty, counselors and librarians employed at the seven non-merged colleges existing at the time of this Agreement (Asnuntuck, Housatonic, Manchester, Middlesex, Northwestern, Quinebaug Valley, Tunxis).
8. This Agreement does not affect Community College Administrators, whose bargaining unit placement is determined solely in accordance with the Supplemental Letter of Agreement dated October 10, 1994 by and among the Board, the Congress and AFSCME Local 1303-148.
9. This Agreement will be administered at the college level. The Board will issue guidelines to facilitate consistent administration of this Agreement. Thereafter, questions concerning the maintenance of proportionality should be directed to the Director of Human Resources at the college. If the matter cannot be satisfactorily resolved at that level, it may be raised at the Board level.
10. Unit placement decisions shall not be subject to the grievance and arbitration process. The sole remedy for resolution of formal disputes shall be the State Board of Labor Relations.

11. This Agreement is based on the current configuration of the Federation and Congress bargaining units and shall not be asserted by any party in support of its view of the respective legal rights of each, except to enforce the terms of the Agreement. Recognizing that this agreement is premised on there being common workloads for teaching faculty, it is agreed that the terms of the agreement may be revisited if the workload will no longer be the same.
12. This Agreement shall have no value as precedent for the negotiation of an agreement affecting unit placement for part-time faculty teaching credit or non- credit offerings, or for counselors and librarians working fewer than 20 hours per week, at merged or non- merged colleges , who are not covered by the terms of this Agreement.

RE: DELEGATION OF BOARD AUTHORITY

This contract has been modified to reflect the 1996 resolution of the Board delegating certain decision-making authority to the President of the Connecticut State Colleges and Universities and/or to the Community College Presidents. Since the Board has the right to modify its prior decisions respecting delegation of authority in the future, the parties agree that the Board may also develop appropriate procedures to implement any such modification. The parties further agree that any existing provision of this agreement that is inconsistent with such future modification shall be deemed null and void.

RE: PROTOCOLS FOR DISTANCE LEARNING

I. Reopener Provision

The collective bargaining agreements provide for a reopener for “protocols for distance learning.” The agreements further provide that the reopener may not result in a cost to the Board.

II. Statement of Intent

The use of technology is now an important part of instructional delivery, not only because of its potential for enhancing the learning experience, but also because of the expectations of our students.

To that end, the parties reiterate their ongoing support for the infusion of technology to enhance the learning environment of our colleges.

Integral to our success will be the provision of learning opportunities for faculty and staff and appropriate support of these activities.

III. Nature of the Agreement

This Memorandum of Agreement addresses specific issues flowing from discussions among the parties concerning distance learning and creates a labor-management committee as the forum for continued discussion of such issues. This forum does not constitute bargaining and is not subject to impasse resolution. It is anticipated that in this context the parties will be able to identify and suggest solutions of unforeseen problems.

IV. Labor Management Committee

An equal number of designees of the President of the Connecticut State Colleges and Universities and bargaining unit representatives will comprise a labor-management committee. The committee will meet as appropriate and may make recommendations to the President of the Connecticut State Colleges and Universities or his designee concerning distance learning issues of mutual interest, examples of which are set out below:

- a) The use of technology training dollars;
- b) The identification of intellectual property issues;
- c) Contract issues that relate to distance learning, including evaluation of online instruction;
- d) Issues concerning training, support and the introduction of new technologies to enhance distance learning opportunities for students;
- e) Issues relating to courses other than courses that are fully online.

It is contemplated that the President of the Connecticut State Colleges and Universities will issue Guidelines that may address the subjects discussed by the labor-management committee, as well as other subjects that bear on distance learning. The guidelines will not restrict or limit the discussions within the committee and both parties can introduce issues that are consistent with section II of this agreement. The President of the Connecticut State Colleges and Universities' Guidelines will not be subject to contract grievance and arbitration processes.

While the labor-management committee process is not intended to limit the rights of bargaining unit members under existing contract provisions, neither does it create an alternative forum for grievances. It is understood that the labor-management committee is not intended to and may not supplant the existing structure for decisions concerning distance learning. Moreover, it is recognized that colleges are different and that approaches to implementing distance learning may vary among them.

V. Intellectual Property

- A. Recognizing that the concept of "shared use" of distance learning course materials addresses the interests of the faculty and the employer, this section of the agreement sets out a mutually beneficial framework of understanding. The concept of shared use provides incentive for the creation of intellectual property and recognizes the distinction between intellectual property created in the course of employment and work created independently of such employment.
- B. In the case of distance learning courses developed by faculty in the course of employment, the faculty member may use such course materials while teaching as an adjunct within the system or in another higher education setting. It is recognized however that there are limitations inherent, e.g.:
 1. Limitations on the use of the licensed platform (currently a WebCT product);
 2. Circumstances under which course materials may not be used by the faculty member for instructional purposes elsewhere;
 3. The responsibility of faculty who use their course materials to teach elsewhere to avoid infringing the copyrights of others;
 4. Limitations derived from the Code of Ethics for Public Officials.
- C. Consistent with the concept of shared use, the employer may also use distance learning course materials developed by faculty within the system, provided that the employer informs and

consults with the faculty member who developed the materials prior to do doing., where this is reasonably feasible.

- D. Generally, faculty will be responsible for maintaining and keeping their course materials current. Accordingly, the faculty member should have the initial opportunity to teach the distance learning course where he/she has continued to keep the course content current.
- E. There a faculty member desires to develop distance learning course materials outside the employment context, such intent should be communicated to the employer promptly so that there may be a common understanding regarding the specific circumstances of use of such course materials for teaching within the system.

VI. Evaluation

- a) The parties agree that there should be a template for student assessment of distance learning course sections. The labor-management committee shall have the opportunity to make recommendations concerning a student assessment form. It is recognized that the value of information gathered in this manner may be affected by the extent of student participation.
- b) Faculty evaluation will otherwise be done in accordance with a process equivalent to the existing practice for on-campus classes. The labor-management committee shall have the opportunity to make recommendations concerning this evaluation process.

VII. Bargaining Unit Placement

The bargaining unit placement of faculty who teach distance learning courses will be consistent with existing practice for on-ground courses.

VIII. Duration

The Agreement will be effective upon ratification by the Board and the participating union(s). It will sunset at the termination of the existing collective bargaining agreement(s).

RE: INTERIM BARGAINING ON DISTANCE LEARNING

The parties hereby agree that they will negotiate concerning the above subject during the term of this Agreement, notwithstanding the provisions of Article XXIII. The parties agree to commence said negotiations on distance learning by December 1, 2017 unless otherwise agreed to by the parties.

RE: BENEFIT FOR INTERPRETERS FOR THE DEAF AND HEARING IMPAIRED

Bargaining unit members employed as interpreters for the deaf and hearing impaired whose interpreting responsibilities are cancelled due to the closing of the college pursuant to Article X, Section 6G of this Agreement, shall be compensated for any resulting unpaid hours if the time cannot be made up during the same academic semester.

This agreement shall not be cited as precedent by any party.

RE: REOPENER NEGOTIATIONS

The Board and the Congress Union agree that negotiations for this 2016- 2021 contract shall be reopened to permit negotiation of the following items:

1. Compensation for teaching faculty members and clinical EAs in nursing and allied health academic programs.
2. Simplification of Article XIX (Other Leaves). This provision shall not be construed to permit or require discussion of leave benefits not already contemplated by Article XIX and shall not result in any additional cost to the Board.
3. Compensation for teaching faculty members in other than nursing and allied health programs who are assigned to perform academic supervision and administration duties. This reopener includes the continuation of substantive discussions that have already taken place. Costs resulting from implementation of any new Supplemental Letter of Agreement RE: Compensation for Academic Supervision and Administration shall be subject to approval and funding by the General Assembly. The parties shall agree to an estimate of costs associated with any agreement or arbitrator's award on this subject.

RE: PROGRAM COORDINATOR / DEPARTMENT CHAIR:

Parties agree to negotiate and formulate job descriptions for Program Coordinator and Department Chairs.

RE: ADDITIONAL TEACHING DUTIES

The parties agree to reopen negotiations regarding cooperative teaching/internships, independent study and advisory work.

RE: EQUITY IN WAGES

The parties agree to reopen negotiations on the issue of addressing equity in wages throughout the Connecticut State University and Colleges System. Said reopener shall not occur prior to July 1, 2018.

RE: GAP INSURANCE

The parties agree to jointly seek Request for Production (RFP) for disability insurance and negotiate the impact of its cost.

RE: REOPENERS

The parties agree to re-open negotiations on July 1, 2022, regarding the following issues:

Equity and uniformity for Nursing and Allied Health faculty/programs

System-wide transfers

Part time contract

Family/child/parental leave, provided there shall be no financial impact to the BOR from this issue prior to January 1, 2024.

Distance Learning, provided the reopener negotiations shall commence no earlier than January 1, 2023 and there shall be no retroactive cost.

Co-ops, Internships and Independent Study

PC/DC job duties

Course Privileges/tuition and fee waivers

Academic Freedom Panel

Racial Justice-Labor Management Committee

Stipulated Agreement in the Matter of Faculty Promotion Calculations and Miscellaneous Rates of Pay

Stipulated Agreement
In the matter of Faculty Promotion Calculations and Miscellaneous Rates of Pay
with
The Federation of Technical College Teachers, AFT, Local 1942, AFL-CIO
and
The Congress of Connecticut Community Colleges
and
AFSCME, Local 2480, Council 4
and
The Board of Regents for Higher Education

1. This agreement is between the Board of Regents (hereinafter referred to as "BOR") and the Federation of Technical College Teachers, The Congress of Connecticut Community Colleges and AFSCME, Local 2480, Council 4 (hereinafter collectively referred to as "unions") and resolves simultaneously the Faculty Promotion Calculation Grievance and the Miscellaneous Rates of Pay Grievance (i.e., The proposed terms set forth below are a package settlement and; therefore, one of the cases cannot be resolved without at the same time resolving the other one.).
2. **The Faculty Promotion Calculation Grievance:** For academic years 2013-14, 2014-15 and 2015-16, the BOR agrees to utilize the historical* pay calculation method (acknowledging that in 2013-14, the order of calculation was different due to the SEBAC Agreement and MOA "To Clarify the Implementation of the Salary Increases for FY 2014") and then identify "impacted members" by comparing individual salary outcomes for promoted faculty with the pay calculation method proposed by the unions which applies calculations in the following order: (1) Promotion, (2) General Wage Increase (GWI) and (3) Annual Increment (AI). Any "impacted members", individuals that would have received a greater increase using the union's proposed calculation method (as identified on Attachment A for 2013-14 & Attachment B for 2014-15), will be advanced one step within the rank to which they were promoted and will receive the corresponding current biweekly rate of pay for the new step effective April 3, 2015 (paycheck date 5/1/15).

*Historical pay calculation applies calculations in the following order: (1) General Wage Increase (GWI), (2) Annual Increment (AI) and (3) Promotion.
3. **The Faculty Promotion Calculation Grievance:** For academic year 2015-16, the "impacted members" as described above will be advanced one step within their new rank and will receive the corresponding biweekly rate of pay for the new step effective July 24, 2015 (paycheck 8/21/15).
4. **The Faculty Promotion Calculation Grievance:** Any extra monies needed to fund the additional pay produced by advancing the "impacted members" by one step will come from the contractual promotions accounts and no new money outside of contractual funds will be utilized for this purpose. This will follow the typical accounting method for promotions which includes funding the new dollars (cash amount) required. Rollout balances will be adjusted accordingly.

02/20/2015

5. **Miscellaneous Rates of Pay Grievance:** The BOR agrees to utilize the effective date of July 1st for implementing the Miscellaneous Rates of Pay increases for FY 2015-16 as proposed by the unions. Any employee receiving a Miscellaneous Rate of Pay who has an assignment beginning on or after July 1, 2015, shall receive the increased 2015-16 pay rate. See Attachment C for specific Miscellaneous Rates of Pay categories. A total of \$70,000 from the contractual grievance accounts will be utilized to offset the expense of implementing the rate increase on July 1st as described above. (Congress: 56,000.00, AFT: 11,900.00, AFSCME: 2,100.00)
6. The unions will withdraw both pending grievances that are currently before Arbitrator Golick.
7. No party to this agreement may refer to this settlement as constituting any type of precedent for any future negotiation or grievance but may be introduced in a proper forum solely to enforce its terms.



Eric Chester
Counsel for
The Federation of Technical College Teachers, AFT, Local 1942, AFL-CIO



Eric Chester
Counsel for
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Attachments: A, B & C

AGREEMENT FOR PART-TIME EMPLOYEES

Table of Contents

Article I - Recognition	135
A. <i>Part-Time Teaching Employees.....</i>	<i>136</i>
B. <i>Part-Time Non-Teaching Employees.....</i>	<i>136</i>
C. <i>Coaches.....</i>	<i>136</i>
Article II – Nondiscrimination	136
Article III – Academic Freedom	136
Article IV – Deduction of Dues/Service Fees.....	136
Article V – Maintenance of Records	137
Article VI – Appointment	137
Article VII - Job Security for Part-time Lecturers.....	137
Article VIII – Grievance Procedure	138
Article IX – Workload and Working Conditions	139
A. <i>Teaching Members.....</i>	<i>139</i>
C. <i>Non-teaching Members</i>	<i>139</i>
D. <i>Indemnity, Part-Time Employment at Another College, and Health and Safety</i>	<i>139</i>
E. <i>Inclement Weather or Other Emergency Condition</i>	<i>139</i>
Article X – Evaluation.....	139
Article XI – Discipline	140
Article XII – Holidays, Vacations and Sick Leave	140
Article XIII – Leaves.....	140
Article XIV – Compensation	140
Article XV – Fringe Benefits.....	141
A. <i>Health Insurance.....</i>	<i>141</i>
B. <i>Pension.....</i>	<i>141</i>
C. <i>Travel</i>	<i>141</i>

D. Tuition Waivers	141
Article XVI – Longevity.....	142
Article XVII – Workers’ Compensation	142
Article XVIII – Management Rights.....	142
Article XIX – Duration and Extent of Agreement	143
SUPPLEMENTAL LETTERS OF AGREEMENT	144
<i>RE: COMPENSATION OF LESS THAN 20-HOUR PER WEEK NONTEACHING EMPLOYEES</i>	<i>144</i>
<i>RE: UNIT PLACEMENT OF PTLs ON MERGED CAMPUSES</i>	<i>144</i>

PART TIME COLLECTIVE BARGAINING AGREEMENT

Article I - Recognition

Pursuant to the certifications issued by the Connecticut State Board of Labor Relations (Dec. No. 2351 and Dec. No. 2346, Case No. SE-8184), the Board recognizes the Congress as the sole and exclusive agent for the purposes of collective bargaining for all part- time unclassified employees of the Board working fewer than twenty (20) hours per week, as more expressly defined hereinafter.

A. Part-Time Teaching Employees.

Such employees who are scheduled to teach two or more contact/credit hours of credit instruction during a semester shall be included in the bargaining unit covered by this Agreement.

B. Part-Time Non-Teaching Employees.

Commencing sixty (60) calendar days after initial employment, a non-teaching employee who has been and is reasonably expected to continue to be regularly scheduled for nine (9) or more hours per week shall be included in the bargaining unit covered by this Agreement.

C. Coaches.

Coaches shall be included in the unit. The parties recognize that coaches are not regularly scheduled for a set number of hours per week.

Article II – Nondiscrimination

Article II of the Agreement between the Congress and the Board covering full-time professional staff is incorporated and made a part of this Agreement for part- time professional staff.

Article III – Academic Freedom

All members when teaching shall have academic freedom to conduct their courses, provided that the subject matter is that which has been specified by the college.

Article IV – Deduction of Dues

Deduction of dues shall take place in accordance with Article V of the Agreement between the Board and the Congress covering full-time professional staff.

Article V – Maintenance of Records

Each college shall make a good faith effort to maintain accurate records concerning part-time employees.

These records shall be accessible on a reasonable basis to the professional staff member concerned.

Article VI – Appointment

The offer of employment is made only by written contract executed by the CEO/President and may be subject to ratification by the Board or the President of the Connecticut State Colleges and Universities.

Each college shall make a good faith effort to inform part-time members of their employment at the earliest reasonable opportunity.

Where a part-time lecturer at a college has taught eighteen (18) or more contact/credit hours of instruction and been employed during the previous year, that individual will be continued in the part-time lecturer applicant pool. If any such individual has a concern regarding the selection of part-time lecturers, he/she may raise it with the dean and then the CEO/President. The preceding sentences of this paragraph shall not be subject to grievance/arbitration.

Members shall be notified of class cancellations before classes begin. If a class scheduled to be taught by a part-time member is cancelled and assigned to a full-time faculty member within seven (7) days prior to the beginning of the first day of classes, the part-time member shall be paid the sum of three hundred dollars (\$300).

Per availability, and at the discretion of the Department Chair and in consultation with Coordinators, adjunct faculty who have been offered and accepted 8 semesters without a break and who are appointed for a 9th consecutive semester may be offered a full-year contract.

Article VII - Job Security for Part-time Lecturers

When a part-time lecturer in the system has taught 18 credits and has received a satisfactory evaluation, the part-time lecturer will be placed in the part-time lecturer pool at the college(s) where the part-timer has accumulated a minimum of 18 credits.

1. Once a part-time lecturer is placed in the pool, she/he shall remain in the pool unless and until he/she has received an unsatisfactory evaluation. Receipt of an unsatisfactory evaluation shall result in immediate removal from the pool. All members who are in the pool prior to the execution of this CBA shall remain in the pool.
2. Among the members of the pool, employees will be assigned on a seniority basis to at least one course per semester, subject to course availability. Seniority will be calculated by determining when the 18-credit threshold was met. This provision does not require that any specific course be assigned on a seniority basis, only that if the number of pool members exceeds the number

of available courses, senior pool members will be assigned at least one course.

3. Continuous service in the pool for seniority purposes will be considered broken for a break in service resulting from the employee refusing, declining or otherwise not responding to course assignments for three (3) consecutive semesters. Seniority in the pool will restart effective the date the employee returns to teaching. The aforementioned break in service will not apply to the following:
 - a) pursuing an advanced degree related to the field in which the employee teaches
 - b) for medical reasons relating to themselves or immediate family members.
4. This agreement applies only to initial course assignments and does not apply to:
 - Changes in course assignments necessitated by enrollment or by other unanticipated circumstances which occur within 14 days of the start of classes;
 - Courses offered under grants or contracts;
 - The assignment of courses to full-time employees, including but not limited to the assignment of “overload” courses to full-time employees, and the assignment of courses to former full-time employees who have retired;
 - A decision to broaden the hiring pool to enhance the skill base or to enhance affirmative action or diversity in the selection of part-time members.
5. The college where the part-time lecturer has taught eighteen (18) credits, shall maintain the person in the pool. Records of pool membership shall be shared with the bargaining units each semester.
6. Once courses are assigned, a senior member of the pool may not “bump” a junior member of the pool if the senior member’s assigned course is cancelled.
7. Repeated attempts to contact a part-timer by telephone, e-mail and certified mail as a method to satisfy notification requirement, shall constitute compliance with the requirement to offer such part-timer a course under this agreement.

All courses taught by part time faculty shall count toward meeting the requirements for entry into the part time seniority pool. The offering of courses to part time faculty who are in the seniority pool shall apply to every term (fall, spring, summer and intersessions.)

Article VIII – Grievance Procedure

Article VII of the Agreement between the Congress and the Board covering full-time professional staff is incorporated and made a part of this agreement for part-time professional staff.

Article IX – Workload and Working Conditions

A. Teaching Members

Each semester shall be for a maximum of sixteen (16) weeks. Each semester shall include eighty (80) scheduled days of instruction and evaluation.

Teaching members of the unit shall teach their assigned course(s) in accordance with approved course descriptions and class schedules, shall perform other related responsibilities, shall be available at reasonable times to confer with students outside of class, and shall maintain accurate student records.

- B. During the second week of classes, subject to subsequent modification, the teaching member shall submit to the dean and the class a course outline or overview, information as to course objectives, topics and assigned time-frames, reading and attendance requirements, and an indication of evaluative and grading mechanisms to be used.

Ratios of lecture hours to laboratory, studio, and clinical hours shall be as set forth in Article X, Section 3A of the principal agreement between the Board and the Congress.

C. Non-teaching Members

Non-teaching members of the unit shall perform duties in accordance with their assigned job descriptions and established work schedules.

D. Indemnity, Part-Time Employment at Another College, and Health and Safety

Article X, Sections 6B, K and L of the Agreement between the Congress and the Board covering full-time professional staff is incorporated and made a part of this Agreement for part-time professional staff.

E. Inclement Weather or Other Emergency Condition

When classes are canceled or the college is closed due to weather or other circumstances, all Faculty Members (both teaching and non-teaching) need not report to work and shall suffer no loss of pay or charge to any other leave.

Article X – Evaluation

There shall be periodic evaluation as provided by the employer, which may include student evaluation, of all members of the unit. The criterion for the evaluation shall be the quality of performance of professional responsibilities as provided in Article IX of this Agreement for part-time employees. The professional staff member shall be notified in advance of the evaluation and shall be given an opportunity to meet and discuss the evaluation.

Article XI – Discipline

Discipline shall be for just cause.

Article XII – Holidays, Vacations and Sick Leave

All non-teaching unit members shall be granted time off with pay or compensatory time for State holidays on which they would be regularly scheduled to work.

All non-teaching unit members employed for more than ninety (90) scheduled working days and commencing with the third consecutive semester shall receive prorated sick leave in the manner provided by Article XIX of the Agreement between the Congress and the Board covering full-time professional staff.

In addition, such unit members shall receive, commencing the third consecutive semester, two prorated days off with pay per semester in lieu of vacation and personal leave. Use of such day shall be subject to the approval of the President or designee and must be in the semester in which accrued.

Article XIII – Leaves

The Board shall provide for leaves of absence as required by law.

Article XIV – Compensation

1. The part-time lecturer rates for the -FY2022-2024 contract will be as follows:

	Less Than 18 Hours	More Than 18 Hours
Fall 2022	\$1,798	\$1,934
Fall 2023	\$1,879	\$2,021
Fall 2024	\$1,964	\$2,112

2. The minimum hourly rates for part-time (less than twenty hours per week) Educational Assistants for the FY2022-2024 contract shall be as follows:

	FY2022	FY2023	FY2024
Associate's Degree	\$29.01	\$30.31	\$31.68
Bachelor's Degree	\$33.59	\$35.10	\$36.68
Master's Degree	\$40.23	\$42.04	\$43.93
Master's + 4 Years	\$49.76	\$52.00	\$54.34

3. The minima for part-time (less than twenty hour per week) Clinical (Nursing) Educational Assistants shall be as follows for the FY2022-2024 contract:

FY2022	FY 2023	FY 2024
\$90.15	\$94.21	\$98.45

4. Part-time lecturers teaching courses with a clinical component shall be paid as follows:

FY 2022	FY 2023	FY 2024
\$13,318/course	\$13,917/course	\$14,543/course

5. Coaches shall be paid in accordance with Schedule E (Miscellaneous Rates of Pay).

Article XV – Fringe Benefits

A. Health Insurance.

For part-time employees who are receiving health insurance benefits, the employer shall continue in force said benefits.

Employees hired after legislative approval of this Agreement who are regularly scheduled to work at least 17-1/2 hours per week shall receive health insurance coverage. Employees (including teaching employees) regularly scheduled for less than 17-1/2 hours per week may obtain health insurance coverage by the employee paying the full premium for said coverage.

B. Pension

Part-time employees retain their rights existing pursuant to the Pension Agreement provided that this provision shall not be deemed to establish or confirm the applicability of said Agreement to unit members.

C. Travel

Section 6 of Article XXI (Travel Expenses and Reimbursements) of the Agreement between the Congress and the Board covering full-time professional staff is incorporated and made a part of this Agreement for part-time professional staff.

D. Tuition Waivers

In addition to the waiver of tuition and fees permitted under Chapter 185b, Section 10a-77 of the Connecticut General Statutes, the Board may waive tuition and fees for part-time and full-time bargaining unit members, emeriti, and their spouses and dependent children at all colleges in the Community College System.

Waiver of fees for noncredit course offerings and for extension credit course offerings may be granted on a space-available basis, in the discretion of the employer, to full-time and part-time bargaining unit members, emeriti, and their spouses and dependent children. Waivers may be granted to bargaining unit members only where the course is offered outside of the employee's regularly scheduled work day, except that where a course is job-related and the employee's supervisor approves his/her release for

this purpose, the course may be taken during the member's regularly scheduled work day. The parties agree that the employer will determine on a case-by-case basis the courses to which the waiver may apply as well as the administrative processes to be used in the implementation of this benefit. The decision of the employer whether or not to grant a waiver shall be final and not subject to grievance or arbitration.

Community College tuition and fee waivers are limited to in-state tuition, the application fee, program enrollment fee, college service fee, and student activity fee.

Community College part-time and full-time bargaining unit members, emeriti, and their spouses and dependent children can apply the cash value of their community college in-state tuition and fee waiver to universities throughout the CSCU System with the exception of Charter Oak State College.

The cash value of a Community College tuition and fee waiver will equate to the total amount of in-state Community College tuition and college service fee per the number of registered credit hours. The maximum cash value for principal bargaining unit members, emeriti, their spouses, and dependent children per semester will equate to a full-time load of twelve (12) or more credit hours. The maximum cash value for part-time bargaining unit members, their spouses and dependent children will equate to one 3-credit course per semester during the period they are working. The cash value equivalent for Community College tuition and fee waivers will be adjusted to align with changes in community college in-state tuition and fees. The cash value of the Community College tuition and fee waiver can be applied to graduate-level courses for those Community College employees/emeriti, their spouses, and dependents who are academically eligible for graduate classes.

Part-time lecturers and non-teaching unit members shall be eligible for space available tuition waivers on the following terms: Tuition and fees will be waived for one 3-credit course per academic semester to be taken at any community college in the CSCU system. The waiver may be used by the employee, his/her spouse or any of his/her dependents during a semester when the unit member is actually working, except that if a course or courses assigned to the part-time lecturer is cancelled after a space available tuition waiver as described herein has been granted, the waiver may still be used during said semester.

Article XVI – Longevity

Employees shall continue to be eligible for longevity payments for the life of this Agreement in accordance with existing practice.

Article XVII – Workers' Compensation

Article XXI, Section 5 of the Agreement between the Congress and the Board covering full-time professional staff is incorporated and made a part of this Agreement for part of this Agreement for part-time professional staff.

Article XVIII – Management Rights

The Board retains its rights as specified in Article III of the Agreement between the Board and the

Congress. Those inherent management rights not restricted by a specific provision of this Agreement shall not be directly or indirectly subject to grievance or arbitration.

Article XIX – Duration and Extent of Agreement

Articles XXIII, XXIV and XXV of the Agreement between the Congress and the Board covering full-time professional staff are incorporated and made a part of this Agreement for part-time professional staff.

On or after the effective date of any legislation related to the implementation of objective job evaluation, either party may reopen this Agreement for the purpose of negotiating as provided therein.

SUPPLEMENTAL LETTERS OF AGREEMENT

RE: COMPENSATION OF LESS THAN 20-HOUR PER WEEK NONTEACHING EMPLOYEES

In addition to the terms of the Arbitrator's Award, the parties have agreed to add 2% of the wage base to the compensation of less than 20-hour per week nonteaching employees on a prospective basis only.

RE: UNIT PLACEMENT OF PTLs ON MERGED CAMPUSES

Agreement made this 8th day of June 2006, amended this 30th day of March 2007, by and among the Congress of Connecticut Community Colleges ("Congress") and the Federation of Technical College Teachers, AFT, Local 1942, AFL- CIO ("Federation") (collectively "the Union") and the Board of Regents of Community- Technical Colleges (the "Board" or "the employer").

The parties mutually agree as follows:

1. It is in the mutual interest of the parties to have a systematic basis for determining unit placement of PTLs as between the Federation (Level I PT Agreement) and the Congress (Agreement for Part-time Employees) bargaining units at the five merged community colleges existing at the time of this Agreement (Capital, Gateway, Naugatuck Valley, Norwalk, Three Rivers). This Agreement covers the unit placement of those PTLs as PTLs, as well as their placement as full-time faculty members in a merged college, should such a placement be offered. As used herein, the term PTL refers to a part-time lecturer who teaches credit courses offered during the fall and/or spring semesters through the academic division, or through any other division subject to the jurisdiction of both the Congress and the AFT. It is understood that unit placement refers to placement at a specific merged college and that prior or simultaneous placement as a PTL at another college is subordinate as a factor to a unit placement decision in a merged college that is necessary to comply with this Agreement.
2. The primary factor to be used in determining the unit placement of teaching PTLs at the five merged colleges shall be the proportionality that existed as between the two units on June 30, 1992, such date being immediately prior to the legislative merger of the Regional Community Colleges and the State Technical Colleges in five geographic regions of the State. The prior unit placement of the PTL shall also be a factor, which as described below will in some circumstances be superior, and in others subordinate, to the issue of proportionality.
3. Based upon best estimates currently available of the bargaining unit placement of all PTLs employed as of June 30, 1992 in the community and technical colleges, the Federation shall be entitled to 25% of the teaching PTLs at the five merged colleges and the Congress shall be entitled to 75%. The same 25%/75% proportionality ratio will be maintained at each of the merged colleges. The colleges will make a good faith effort to comply with this ratio. It is understood, however, that because placement decisions are made in a compressed time-frame, the final placement results in any given semester may not perfectly reflect the ratio specified in this paragraph.

4. In order to establish proportionality upon implementation of this Agreement, the parties recognize that adjustments in current unit placement may be desirable. These adjustments will take place upon the signing of contracts by PTLs and will be limited to those PTLs not having met the 24 credit threshold.
5. Notwithstanding the provisions of the parties' Unit Placement Agreement affecting full-time faculty, the following understanding shall govern PTLs who have taught 24 or more credits (at any of the 12 colleges) and who are offered full-time faculty, counselor or librarian positions: such PTLs will not be forced to change bargaining units by the proportionality rule unless at the time of full-time appointment, the full-time ratio on the employing campus is off by more than 5% (e.g., the Congress is below 55%, or the Federation is below 35%). In those cases the parties will, as soon as possible, but in all events prior to the time the employee indicates acceptance of the full-time appointment, inform the employee of the necessity to change bargaining units.
6. Any PTL who was previously employed as a full-time faculty member at a college in the Community College System and who retired from full-time State service, who is rehired to teach as a PTL at a merged college, shall be placed in the bargaining unit where he was a member during his full-time employment with the Board.
7. Nothing contained in this Agreement shall affect the unit placement of PTLs employed at the seven non-merged colleges existing at the time of this Agreement (Asnuntuck, Housatonic, Manchester, Middlesex, Northwestern, Quinebaug Valley, Tunxis).
8. This Agreement will be administered at the college level. The Board will issue guidelines to facilitate consistent administration of this Agreement.
9. Unit placement decisions shall not be subject to the grievance and arbitration process. Claimed violations of this settlement agreement may be raised with the State of Board of Labor Relations.