2015-2017

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

UMPQUA COMMUNITY COLLEGE

AND

UMPQUA COMMUNITY COLLEGE CLASSIFIED ASSOCIATION

This agreement is between the Umpqua Community College District Board of Trustees and its representative, herein after referred to as the “College” and the Umpqua Community College Classified Association of Oregon Education Association as certified by the Employee Relations Board, and herein after referred to as the “Association.”

Executed this 19th day of August, 2015 at Roseburg, Oregon, by the undersigned officers of authority on behalf of the College and the Association, this Agreement is in effect from July 1, 2015 through June 30, 2017.

For the Association:

Judy Ode, President
Umpqua CC Classified Association

Debbie Hill, Negotiation Chair
Umpqua CC Classified Association

For the College:

Vanessa Becker, Chair
Umpqua CC Board of Trustees

Rita Cavin, Interim President
Umpqua Community College

DECLARATION OF COLLEGIALLY

It is the combined goal of the Association of Classified Employees of Umpqua Community College and the College Board and Administration to collaboratively sustain a climate of effective communication and mutual respect to achieve the outcome of a culture where all campus citizens are held in regard and treated with dignity and respect. A climate such as this will promote the success of students and serve the citizens of our region.
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article I</td>
<td>Recognition – Definition</td>
<td>3</td>
</tr>
<tr>
<td>Article II</td>
<td>Association Rights</td>
<td>5</td>
</tr>
<tr>
<td>Article III</td>
<td>Employer Rights</td>
<td>7</td>
</tr>
<tr>
<td>Article IV</td>
<td>Health and Safety</td>
<td>8</td>
</tr>
<tr>
<td>Article V</td>
<td>Strikes and Lockouts</td>
<td>9</td>
</tr>
<tr>
<td>Article VI</td>
<td>Association Dues and Fair Share</td>
<td>10</td>
</tr>
<tr>
<td>Article VII</td>
<td>Employee Rights</td>
<td>11</td>
</tr>
<tr>
<td>Article VIII</td>
<td>Employment Status / Disciplinary Action</td>
<td>13</td>
</tr>
<tr>
<td>Article IX</td>
<td>Personnel Files</td>
<td>15</td>
</tr>
<tr>
<td>Article X</td>
<td>Assignments / Vacancy / Transfers / Job Sharing</td>
<td>17</td>
</tr>
<tr>
<td>Article XI</td>
<td>Employee Evaluation</td>
<td>20</td>
</tr>
<tr>
<td>Article XII</td>
<td>Reduction in Force</td>
<td>22</td>
</tr>
<tr>
<td>Article XIII</td>
<td>Job Position and Grade System</td>
<td>26</td>
</tr>
<tr>
<td>Article XIV</td>
<td>Salary</td>
<td>28</td>
</tr>
<tr>
<td>Article XV</td>
<td>Employee Benefits</td>
<td>30</td>
</tr>
<tr>
<td>Article XVI</td>
<td>Holidays and Vacation</td>
<td>33</td>
</tr>
<tr>
<td>Article XVII</td>
<td>Work Hours and Overtime</td>
<td>35</td>
</tr>
<tr>
<td>Article XVIII</td>
<td>Classified Teaching Procedure</td>
<td>38</td>
</tr>
<tr>
<td>Article XIX</td>
<td>Paid Leaves of Absence</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>A. Sick Leave</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>B. Bereavement Leave</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>C. Emergency Leave</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>D. Jury Duty and Other Court Appearances</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>E. Personal Leave</td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>F. Bone Marrow Leave</td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>G. Military Leave</td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>H. Sick Leave Bank</td>
<td>41</td>
</tr>
<tr>
<td>Article XX</td>
<td>Unpaid Leaves of Absence</td>
<td>43</td>
</tr>
<tr>
<td>Article XXI</td>
<td>Professional Growth and Development</td>
<td>45</td>
</tr>
<tr>
<td>Article XXII</td>
<td>Grievance Procedure</td>
<td>46</td>
</tr>
<tr>
<td>Article XXIII</td>
<td>General Provisions</td>
<td>49</td>
</tr>
<tr>
<td>Article XXIV</td>
<td>Term and Execution of Agreement</td>
<td>50</td>
</tr>
<tr>
<td>Appendix A</td>
<td>Salary Schedule</td>
<td>51</td>
</tr>
<tr>
<td>Appendix B</td>
<td>Position Title by Grade</td>
<td>52</td>
</tr>
<tr>
<td>Appendix C</td>
<td>Grievance Conference Request Form</td>
<td>56</td>
</tr>
<tr>
<td>Appendix D</td>
<td>Reclassification Review Form</td>
<td>57</td>
</tr>
<tr>
<td>Appendix E</td>
<td>Sample Job Description Format</td>
<td>58</td>
</tr>
<tr>
<td>Index</td>
<td></td>
<td>59</td>
</tr>
</tbody>
</table>
ARTICLE I
RECOGNITION-DEFINITION

A. BARGAINING UNIT DESCRIPTION

Umpqua Community College hereby recognizes the Association of Classified Employees of Umpqua Community College (ACEUCC) affiliated with the Oregon Education Association and the National Education Association as the exclusive representative of all classified employees of the College who work or are scheduled to work an average of 20 hours per week or more during three academic terms in a year.

B. EXCLUSIONS TO UNIT

Specifically excluded from the bargaining unit are classified employees who work less than an average of 20 hours per week during three academic terms in a year, supervisory and confidential employees, faculty, and students employed by the College, and casual employees.

C. DEFINITIONS

1. The term “Association” when used hereinafter in this agreement shall refer to the Association of Classified Employees of Umpqua Community College/OEA/NEA.

2. The terms “member,” “unit member”, “bargaining unit member” or “employee” shall refer to all employees represented by the Association in the bargaining unit as defined above.

3. The term “College” or “Board” shall refer to the Board of Trustees or designee.

4. The term “President” as used in this agreement means the chief executive officer of the college or a person acting in that capacity duly appointed and authorized by the Board.

5. The term “academic year” is the total time from the start of fall quarter through the end of spring quarter.

6. The term “fiscal year/year” shall refer to the College’s year starting July 1 to June 30 of the following calendar year.

7. The term “day” shall mean the days the college is open for business unless otherwise specified in a particular Article.

8. “Confidential employee” shall mean an employee who assists and acts in a confidential capacity to a person who formulates, determines, and effectuates management policies in the area of collective bargaining.

9. “Supervisory employee” shall mean any individual having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, or discharge, assign, evaluate, reward, or discipline other employees, or responsible to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection therewith, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.
10. The term “full-time” shall refer to employees who work or are scheduled to work 40 hours/week during a minimum of three academic terms in a year.

11. The term “part-time” shall refer to employees who work or are scheduled to work at least 20 hours/week but less that 40 hours/week during a minimum of three academic terms in a year.

12. The term “temporary” employee shall refer to bargaining unit members, as defined in Section A, who are hired by the College for specific job assignment involving a limited period of time, not longer than one year. This may include temporary positions funded by grants, but does not include regular grant funded employees as defined in Article I C. 14. All temporary employees of the College are employed on an at-will basis. The term “temporary,” and the anticipated ending date, will be clearly designated on the employee’s hiring documentation.

13. The term “self support” employee shall refer to bargaining unit members as defined in Section A whose position in a department/program designated as self support (i.e. cafeteria, bookstore) is funded greater than 0.5 FTE by sources other than general fund or tuition.

14. The term “grant funded” employee shall refer to bargaining unit members as defined in Section A, whose position in a department/program designated as grant funded (i.e. Upward Bound, JOBS) and is funded greater than 0.5 FTE by sources other than general fund or tuition. The term of employment will be clearly designated on the employee’s hiring documentation, with continuing employment contingent upon grant funding.

D. SUBCONTRACTING

The College shall notify the Association, prior to any Board action, if at any time they are considering the contracting out of bargaining unit work/positions. After such notification, the College will enter into discussions with the Association to provide the opportunity to suggest alternatives to subcontracting. If, after discussions have been completed, the College determines to contract out bargaining unit work/positions through Board action, the College shall enter into immediate negotiations under ORS 243.698 over the impact of such decision.
ARTICLE II
ASSOCIATION RIGHTS

A. USE OF COLLEGE FACILITIES

The Association and its representatives shall have the right to use College facilities for meetings. College facilities shall be scheduled in advance when they are required for meetings. The Association may use the facilities without charge, except that it will pay for any specific extra costs, such as costs for custodial employees that are incurred by the College because of the use.

B. TRANSACTION OF BUSINESS

Association business/meetings shall be transacted at such times that it will not interfere with the performance of the employee’s regular duty. Member’s may be released from their assigned work shift to attend to Association business or meetings of up to two hours only with advance approval of their supervisor and agreed-upon adjustment of their work schedule so that the work is made up within the same work week. No overtime shall be incurred by the College as a result.

C. POSTING OF NOTICES

The Association shall have the right to post notices on College approved bulletin boards. The Association may use the College's mail and e-mail service for communication. Email use will be for the purposes of professional communication and in accordance with UCC computer usage policies.

D. COLLEGE BOARD AGENDAS

The Association may suggest items to be placed on the agenda of each regular meeting of the College Board of Education as long as those matters are made known to the College President at least ten (10) business days prior to the board meeting.

E. PRESIDENT’S OPPORTUNITY TO SPEAK AT BOARD MEETINGS

The President of the Association or his/her designee may give a monthly presentation to the Board of Trustees at each regular Board meeting on relevant issues. Comments will be made with professionalism and a level of trust. This contractual right does not waive the Association’s President or his/her designee from speaking during the public input portion of the Board’s agenda.

F. ACCESS TO INFORMATION

The Association shall be furnished agendas, minutes, budget documents and other written materials falling within the provisions of the Oregon Public Records Law, ORS 192.420 et seq. and the Public Employee Collective Bargaining Act, specifically ORS 243.672 (1)(e).
G. BARGAINING UNIT ROSTERS

1. Within twenty (20) College business days of the beginning of each fall term a report containing the names, addresses, and location of all bargaining unit members shall be provided to the Association. Within twenty (20) College business days after the start of winter and spring terms, the Association will be provided a report containing all changes to the bargaining unit.

2. The names of all new employees shall be furnished to the Association within the first twenty (20) days of employment.

3. The Association will be notified on new hires and the College will provide a new member packet containing at least communications, membership forms, contracts and contact lists.

H. COMMITTEE PARTICIPATION

When member representation on College committees is customary or appropriate, the Association will identify and appoint half of the classified members named to the committee and the College President or designee, which may be the Association President, will appoint the other half. No member will serve on more than two College committees at any one time unless approved by the College President. The College will keep the Association informed of all active committees and task forces. Committee/task force facilitators will ensure that Association representatives are informed of all related meetings and activities.

I. LABOR/MANAGEMENT COMMITTEE

The College and the Association shall establish a joint Labor/Management Committee composed of an equal number of College and Association representatives. The committee will meet monthly during the academic year for the purpose of discussing issues and concerns that could impact the College and/or Association bargaining unit members. Agreement, if any, shall not have contractual force or effect unless a modification of the contract is written and signed by both parties. The committee will not be a substitute for the grievance procedure.

J. ASSOCIATION BUSINESS

Whenever any representative of the Association or any member participates in negotiations, grievance proceedings, conferences, or meetings with the College during the employee(s) work day by mutual agreement, he/she shall suffer no loss in pay or disciplinary action.
ARTICLE III
EMPLOYER RIGHTS

The Association recognizes that the College has the responsibility and authority to manage and direct and otherwise control, on behalf of the public, all of the operations and activities of the College. The College retains all rights and prerogatives not specifically restricted by this Agreement. However, the Association maintains its rights under ORS 243.698 if the College considers changing a mandatory subject of bargaining during the life of this agreement that has not been previously negotiated.
ARTICLE IV
HEALTH AND SAFETY

A. The College shall provide a safe and healthful working environment for all employees by complying with state and federal standards for workplace health and safety. No reprisals or discrimination shall be taken against any employee who makes disclosures of unsafe or unhealthy working environment. A grievance under this Section may be pursued only to Step 2 of the grievance procedure and shall not be the basis for an unfair labor practices complaint because of the availability of a remedy through state and federal agencies.

B. A Safety Committee shall exist at the College in accordance with state law, and shall include classified employee(s). Employees may report safety and health concerns to the Committee or to their supervisor.

C. The College will provide protective clothing and equipment as required by OSHA or OR-OSHA.
ARTICLE V
STRIKES AND LOCKOUTS

The Association agrees that during the term of this Agreement they will not participate in a strike, work stoppage, slowdown, or picket line observance which interferes with an employee's normal duties. The College agrees that during the term of this Agreement there will be no lockout of members of the bargaining unit.
ARTICLE VI
ASSOCIATION DUES AND FAIR SHARE

A. ASSOCIATION DUES

1. Any employee who is a member of the Association may authorize deductions of membership dues in the Association (ACEUCC/OEA/NEA). Such authorization shall continue in effect from year to year, unless revoked in writing as hereinafter provided. Pursuant to such authorization, the College shall deduct and remit the monthly dues from the mid-month salary check of the employee each month, beginning in October of each year. (Deductions for employees who join the Association after November 1 shall be appropriately prorated so that payments will be completed by the following June.)

2. Withdrawing the payroll deduction for Association membership may be accomplished by writing a letter to the office of the Association and to the Human Resources Office and delivered between August 1 and October 1 of any year.

3. A computer printout or accurate listing of employees on Association dues deduction shall be sent to the Association, together with the remittance due to the Association, within five (5) days after the mid-month salary check has been received by the employees of the College.

B. FAIR SHARE

1. The College shall deduct a fair share fee equal to 100% of the dues of the Association (ACEUCC/OEA/NEA) from the pay of each employee who is not a member of the Association, beginning with the mid-October paycheck, as a fair share fee to the Association for collective bargaining and contract administration. Any fair share member may file objections with the Association to obtain reimbursement for that portion of fair share dues in excess of permissible ACEUCC/OEA/NEA expenditures as provided annually by OEA. Employees who are new to the College after November 1, who elect to be non-members of the Association, shall be fair share fee payers and have a prorated amount deducted by the College. This Fair Share agreement shall be construed to safeguard the rights of employees with religious objections under ORS 243.666.

2. Any employee who has not requested payroll deduction of Association dues under Article VI, Section A, of this Agreement, or who has not been certified by the Association to the College that his/her dues have been paid directly to the Association, shall be subject to the provisions of Article VI, Section B.

C. HOLD HARMLESS

The Association shall hold the College harmless from any claims against the College as a result of deductions paid to the Association.
ARTICLE VII
EMPLOYEE RIGHTS

A. CRITICISM OF PERFORMANCE

Any criticism of performance, made by supervisors of employee’s performance, shall be made in confidence. Violation of this section is subject to the grievance procedure.

B. REQUIRED MEETINGS

Whenever any employee is required by the College to appear before an supervisor/administrator, Board or any committee or member thereof, concerning any matter which could lead to discipline, adversely affect the continuation of that employee in his/her position or the salary pertaining thereto, he/she shall be given prior written notice of the general reasons for such meeting or interview and shall be entitled to have a representative of the Association or legal counsel present to advise him/her and represent him/her during such meeting or interview in accordance with the parameters for representation rights established by the Employment Relations Board. Such representation shall be provided by the Association within a reasonable period of time (normally no more than three (3) College business days after the scheduling of the meeting), and the convening administrator shall be notified in advance of the meeting if legal counsel will be present.

C. NONDISCRIMINATION

1. All practices, procedures and policies of the College shall clearly demonstrate that there is no discrimination in the hiring, assignment, or discipline of bargaining unit members or in the application or administration of this Agreement on the basis of race, color, religion, national origin, union activity, gender, age, marital status, disability, sexual orientation, or association membership.

2. The College will not discriminate/retaliate against an employee because he/she makes a complaint, whether contractual or non-contractual.

3. Alleged violations of this Section (C) will not be pursued as a contract violation past Step 2 of the grievance procedure or as unfair labor practice under ORS 243.672(1)(g) before the Employment Relations Board if the employee has a remedy for the complaint under state or federal law.

D. PERSONAL LIFE

As citizens of the United States, employees are free to exercise all rights of citizenship, as defined by and in accordance with decisions of state and federal courts, without institutional censorship, discipline or other interference.

E. NOTICE OF RESIGNATION

Employees desiring to terminate employment with the College are requested to notify their immediate administrator and the Director of Human Resources, in writing, and whenever possible, at least two (2) weeks prior to the requested effective date of the resignation.
F. COMPLAINT PROCESSING

1. Written complaints
   Any written complaint regarding an employee will be promptly investigated and called to the attention of the employee. If the College determines there is merit (i.e. could lead to discipline) to the complaint, it will be brought to the attention of the employee and a copy of the complaint will be provided within fifteen (15) business days or as soon as the parties are available if during a break. The employee will be given an opportunity to respond to and/or rebut such complaint(s).

2. Oral complaints
   Any oral complaint(s) considered by the College to have merit (i.e. could lead to discipline) will be promptly investigated and will be brought to the attention of the employee within fifteen (15) business days or as soon as the parties are available if during a break. The employee will be provided the name(s) of the complainant(s) and the nature of the complaint(s), and the employee will be given an opportunity to respond to and/or rebut such complaint(s).

3. Meeting with Complainant
   The employee or administrator may request a meeting with the complainant(s). In such case, the administrator in charge of processing the complaint will convey that request to the complainant unless there are other reasons why such meeting should not be scheduled. The meeting will proceed at the option of the complainant(s). Regardless of the results of any meeting involving the complainant(s) and the employee, the College is not precluded from proceeding to disciplinary action (written reprimand, suspension, or dismissal) if there is just cause for discipline.
ARTICLE VIII
EMPLOYMENT STATUS / DISCIPLINARY ACTION

A. PROBATIONARY EMPLOYEE

1. Employment Status
   a. Each new employee hired to a bargaining unit position shall be placed on probationary status beginning the date the employee starts to work. The probationary period shall be six (6) months for all employees. Upon successful completion of the six (6) month probationary period, he/she shall acquire regular status.
   
b. Each existing employee that is reassigned, transferred, or promoted may be placed on three (3) months probation with a review at six (6) weeks. Employee will have full access to vacation, personal leave, and sick time.
   
c. If the employee is reassigned, transferred or promoted during the initial six-month period of employment, the probationary period may continue up to a total not to exceed nine (9) months. Total probationary period will be reviewed and mutually agreed upon by the Association and Human Resources Director.
   
d. A probationary employee’s supervisor may request, and the Director of Human Resources may allow upon mutual agreement by the Association, the employee to serve an additional one-time probationary period not to exceed three (3) months.
   
e. In no case will an employee’s total probationary period extend beyond twelve (12) months after the date of hire.

2. Disciplinary Action
   a. A probationary employee may be disciplined or dismissed at any time during the initial probationary period for any reason and without recourse to the grievance procedure in this Agreement.
   
b. A probationary employee shall have the right to representation as required in Article VII B.

B. REGULAR EMPLOYEE

1. Employment Status
   Upon the employee completing the probationary period as described in Section A of this Article, the employee will be placed on regular status. All current members of the bargaining unit who have completed the probationary period are regular employees.

2. Disciplinary Action
   a. Regular employees shall not be reprimanded in writing, suspended without pay, demoted or dismissed without just cause.
b. The College shall furnish any regular employee a written statement for the reasons for any demotion, unpaid suspension, termination or unpaid administrative leave. The College, upon written request of the employee, shall send a copy of the statement to the Association President within two (2) business days.

c. An appeal of a disciplinary action shall be filed pursuant to the grievance procedure in this agreement.

d. Discipline shall be administered in confidence.

e. A regular employee shall have the right to representation as required in Article VII.B.

f. The President of the College, or designee, will be present at all meetings where there will be discussion of any disciplinary action that could lead to termination of an Association member.

3. Temporary Employee
An employee in temporary status, as defined in Article I C. 12., who has continuously worked for more than six (6) months in the same position, and is subsequently selected for regular status from a qualified pool of applicants for the same position through the UCC application process, shall have their probationary period waived unless extension is requested according to Article VIII A. 1. c.
ARTICLE IX
PERSONNEL FILES

A. MAINTENANCE OF FILES

The College shall maintain personnel files for each classified member in the College’s Human Resources Office. These files shall be the official repository of materials relevant to the member’s employment with the College, including but not limited to evaluations, letters of intent, commendations, letters or other materials deemed appropriate by the College. Materials that are obtained confidentially by the College during the employing process and grievance processing shall not be made a part of the official personnel file. All entries in the official personnel file must be dated and signed by the submitting party. It is the responsibility of the College to properly secure and maintain all confidential personnel records.

B. WORKING FILES

1. Nothing in this Agreement shall be construed to prevent or restrict immediate administrators from maintaining individual working files which shall be deemed personal to the administrators as part of their work product.

2. Materials from working files may only be used as evidence in proceedings when related to statements contained in the official personnel file on the date of the College’s action.

C. PLACEMENT OF MATERIALS AND REBUTTALS

1. Except for employment documents returned to Human Resources by the member and other routine materials and any other document already provided to the member with a “cc: Personnel File” listed, the member shall be notified within fifteen (15) College business days of any and all other documents to be placed in the member’s personnel file.

2. The member shall have the right to include in this file a written response to any materials placed in the file; such response shall be attached to the material to which it refers.

3. The member may reasonably include in his/her personnel file any material or information considered germane to that member’s career.

D. INSPECTION AND USE OF FILES

Personnel files, by appointment, shall be open for inspection by the member, and such other persons as are officially designated by the College or the member. Information from working files shall be made available to the affected member during investigatory meetings that may lead to formal action.

E. REQUEST FOR COPY OF PERSONNEL FILE

The member or his/her designee will be provided upon request one copy of his/her personnel file per fiscal year at no cost to the employee.
F. USE OF OFFICIAL FILE MATERIAL

Materials may be expunged from the official file by mutual consent of the College and the member.
ARTICLE X
ASSIGNMENTS/VACANCY/TRANSFERS/JOB SHARING

A. ASSIGNMENTS

1. An “assignment” shall refer to the bargaining unit position which an employee is normally assigned. The position shall include the job description, pay grade, hours per day, days per work year, and title of their immediate supervisor.

2. All current employees will be provided written notice of the specific assignments for the forthcoming fiscal year no later than June 1. Members will be contacted as soon as possible if, after June 1, their assignment is to be changed contrary to the notice provided earlier.

B. VACANCY

1. Whenever the College determines that a vacancy exists in a current bargaining unit position or new bargaining unit position, the College will first determine if the position will be filled through recall, and, if not possible via recall, will post the vacancy notice at the Human Resources Department, to all off-campus sites, and to all bargaining unit members by email and on the College web site for a minimum of five (5) calendar days prior to any off-campus advertising.

2. The vacancy notice will include the job title, job description, pay grade, hours per day, days per work year, and the title of the immediate supervisor. If the same job title has been opened within the prior three months, a candidate from the prior application pool may be selected without reposting the vacancy.

C. TRANSFERS

1. Voluntary Transfers
   Any bargaining unit employee wishing to transfer to a vacant position shall make application at the Human Resources Department prior to the closing date for the position. Members may submit in writing to Human Resources a request that they be notified if a vacancy in a specific job classification is posted.

2. Involuntary Transfers
   a. The College may transfer an employee to another college position for which the employee is qualified as long as compensation is not reduced. Such transfer will be discussed in advance with the Human Resources Director, the Association, and the employee. Such transfer must be justifiable and in no way be considered disciplinary or punitive.

   b. Involuntary transfers resulting in a loss in compensation, except as provided in Article XII (Reduction in Force), shall be considered disciplinary.
c. Whenever an employee transfer is initiated by the College, the employee shall receive written notice at least fourteen (14) calendar days prior to the transfer and be given the opportunity to review the job description of the new position and to meet with the supervisor.

d. In the case of involuntary transfer, a Memorandum of Agreement will be required to specify the conditions of the transfer.

3. Salary Placement/Seniority on Transfers
   When a transfer results in a change in salary grade, the new salary will be determined in the following manner:

   a. If the new salary grade is higher than the employee’s current grade, placement will be made to the step closest to, but not less than the current salary.

   b. Except as a result of voluntary transfer, disciplinary action or demotion due to performance, if the new salary grade is lower than the employee’s current grade there shall be no reduction in the employee’s current salary. In those cases which the employee’s current salary falls within the new grade, the placement will be made to the step closest to, but not less than the current salary. The employee will be considered topped out at the salary grade, if the current salary falls above the new grade. The employee shall continue to be paid the current salary until such time as the grade range catches up with the current salary. Once the new grade range catches up with the current salary, the employee will resume bargained salary increases at scheduled times.

   c. The employee will transfer seniority into the new position as provided in Article XII, Reduction in Force.

D. TEMPORARY REASSIGNMENTS

   1. Regular and probationary employees temporarily reassigned in writing by the College to a higher grade position shall assume all the duties and responsibilities of the assigned position and be considered working out of classification. A temporary reassignment shall be no longer than one (1) year without mutual agreement between the Association and the College. Without mutual agreement the position becomes vacant.

   2. After more than 40 working hours in that reassignment, an employee shall be entitled to the rate of pay that is 5% higher than the salary he/she was receiving prior to the assignment, or the rate of the first pay step of the next grade, whichever pays the greater amount for the remainder of the assignment.

E. JOB SHARING

   1. Job sharing shall refer to one full-time position (1.0 FTE) being voluntarily shared on an equal basis by two current employees.

   2. Employees wishing to share one full-time position shall jointly submit a written proposal to the supervisor of the department and to the Human Resources Office. The proposal shall include a plan for the division of responsibilities and the work year schedule.
3. Insurance benefits, leaves, and other benefits will be split equally between the two job-sharers. Each shall be placed on the salary schedule step on the basis of his/her own prior experience and qualifications.

4. If, during the job share, one of the participants is unable to continue in the job share assignment, the College will determine if the job sharing will continue with a new partner. Otherwise, the remaining job sharer shall be required to return to full-time work or to resign.

5. All decisions about job shares (initial approvals, any changes and whether or not to continue a job share) are at the sole discretion of the College.
ARTICLE XI
EMPLOYEE EVALUATION

It is encouraged that during the evaluation cycle that the employee and supervisor engage in discussions in an ongoing basis about performance and expectations. The evaluation process should be seen as a communication tool between supervisor and employee, a formal opportunity to review the employee’s job description and work activities, and an opportunity for employee self-improvement. In addition, the evaluation provides a record of the employee’s performance for the employee personnel file.

A. EVALUATION FORM

Evaluation of employees shall be in accordance with a standardized Classified Employee Evaluation Form provided by the Human Resources Office. Additional information in narrative form may be included at the option of the supervisor or of the employee in the “Employee Comments” section.

No performance evaluation or identified need for improvement is considered formal unless the supervisor has worked through the process with the Human Resources Director.

B. TIMING

1. All probationary employees shall be evaluated half-way through the probationary period to specifically address areas of performance before reaching regular status. The evaluation serves as a communication tool for the supervisor and employee.

2. Regular status employees shall be evaluated a minimum of once every two years.

C. EVALUATION MEETING

1. The supervisor shall meet with the employee during a scheduled meeting to review the evaluation and the optional self-evaluation.

2. If the supervisor has rated any portion of the regular employee’s job performance as unacceptable, the supervisor must provide written suggestions for improvement to the employee.

3. In instances where any component of a regular employee's job performance has been listed as unacceptable on the evaluation, the employee will be given a minimum of at least one month to meet acceptable standards. A follow-up progress report on that component alone must be filed in the Human Resource Office within six (6) months of the previous evaluation.

4. The employee shall sign the evaluation form at the conference and be given a copy of the evaluation at that time. Such signature shall only indicate that the employee has read the evaluation.
D. EMPLOYEE COMMENTS

The employee shall have the right to make any written comments on the evaluation. Upon request, the supervisor will grant a conference to discuss the employee's written comments. The employee may have an Association representative in attendance at that conference. The supervisor may have another College supervisor or administrator in attendance at that conference. The comments shall be attached to the evaluation in the personnel file.

E. PLAN OF ASSISTANCE

1. If performance issues deemed unacceptable in the employee’s evaluation, as stated in section C. 3. above, could affect decisions about continued employment, the employee will be entitled to a Plan of Assistance.

2. "Plan of Assistance" is a written plan to help the employee improve work performance.
   a. The Plan identifies specific deficiencies in the employee's performance as documented in an evaluation that is not more than 6 months old.
   b. The Plan must include specific expectations and corrective steps the employee may pursue to overcome or correct the deficiencies.
   c. The Plan must include specific support the College will provide to encourage employee success.
   d. The Plan sets a timeline for improvement which shall not be less than thirty (30) days.
   e. The Plan identifies what will occur if the Plan of Assistance is or is not met.

3. If the supervisor(s) determine(s) the need to initiate a Plan of Assistance, the employee will be notified in writing prior to scheduling the initial meeting. The employee will meet with the supervisor(s) responsible for administering the plan for the purpose of discussing the plan, asking questions, and seeking clarification of its requirements. The employee will have opportunity to provide input toward corrective actions. The employee is entitled to Association representation in this meeting, or any other meeting with supervisor(s) regarding the plan.

4. No performance evaluation or identified need for improvement is considered formal unless the supervisor has worked through the process with the Human Resources Director.

5. A Plan of Assistance for improvement is not disciplinary action.
ARTICLE XII
REDUCTION IN FORCE

A. DEFINITIONS

1. “Full reduction” is the complete elimination of an employee position or reduction of hours to the extent to cause an employee to no longer be qualified as a bargaining unit member.

2. A “partial reduction” is the decrease in hours that causes a full-time employee to be retained only part-time.

3. “Seniority” is the full-time equivalent of an employee’s total length of continuous service at the College, including time off through approved leaves that provide seniority accumulation, professional development opportunities (including work out of classification). Ties in seniority will be broken by drawing lots.

4. “Qualifications” is defined as the employee meeting the minimum written qualifications for the position as appears on the official job description.

B. LAYOFF

1. Preliminary Notice
   a. As soon as reasonable after the College administration determines that reduction in force may be necessary, but prior to any College Board action authorizing implementation, the College shall furnish the Association with the reasons and justifications for the proposed action, the specific position(s) to be affected, and the proposed time schedule for the action(s). The College will then schedule meetings with the Association and such employees as the Association and the College invite to discuss and consider alternative actions (such as reassignment within the affected job classification unit, transfer to another job classification unit, or retraining).

   b. If, after such meetings occur, as described in 1.a. above, the College proceeds with Board action for implementing reduction in force of employees, the College shall schedule a meeting with the Association to discuss implementation procedures.

2. When the College determines by Board action the need for a reduction in force, the Association and any potentially impacted employee(s) shall be given written notice sixty (60) calendar days prior to the effective date of layoff. Such notice will include the reasons and justifications for the proposed action, the specific position(s) to be affected, and the proposed time schedule for the action(s).

C. ORDER OF LAYOFF

Classified employees shall be laid off in the following order within the classification being reduced or eliminated:

1. Non-bargaining unit employees by job classifications.
2. 0.5 FTE or greater temporary employees by job classifications.

3. 0.5 FTE or greater probationary employees by job classifications.

4. Regular 0.5 FTE employees or greater by job classifications.

5. Regular 1.0 employees by job classifications.

D. PROCEDURE OF LAYOFF

1. For the purpose of layoff and recall, full-time and part-time employees’ layoff and recall rights will be limited to their respective employment status of fulltime and part-time within the bargaining unit.

2. Seniority shall be used to determine employee layoff order, bumping rights, and recall due to a layoff except where a lower seniority employee possesses special skills/ability/experience that the College needs to retain. However, the employee shall have the right to obtain needed skills, ability, and experience in order to retain employment. Meetings between the Association, Human Resources Director, and the affected area’s management team to discuss the issues at hand will take place at least 30 calendar days before any decision is rendered or made public. The association and the employee will have opportunity to suggest alternative plans.

3. Vacant positions shall be first filled by employees who have been notified of layoff as long as they are qualified for the position.

4. Bumping
   a. Rights
      i. Bumping is available to all employees. Part-time employees may only bump into part-time positions.
      ii. Bumping can only occur to the same or lower grade positions.
      iii. In order to bump, the bumping person must have greater seniority and meet the position’s qualifications.
      iv. An employee who is unable, or chooses not to bump, shall be placed on layoff status.

   b. Procedures
      i. The classified employee notified of impending layoff must inform the Director of Human Resources (or designee), in writing, within ten (10) business days following the notification of layoff, of his/her desire to bump into another position. At the time of notification, the Director of Human Resources will provide the classified employee a seniority list of current positions within their employment job category.
      ii. The employee bumping shall retain his/her current salary, if it is with the salary grade of the position to which he/she has bumped. If the bumping person’s current salary is higher than the maximum of the new position, the employee’s salary shall be the top step of the range for the new position.
E. RECALL

1. For a period of thirty (30) months following the date of layoff, an employee shall be classified as on recall status, and his/her name will be maintained on the recall eligibility list. If a position has not been accepted within this period, the employee shall be removed from the recall list.

2. An employee who is laid off shall be recalled, in order of seniority, as positions become available that are the same or lower grade as the position he/she was laid off from providing the employee meets the minimum job qualifications. However, employees who were less than 1.0 FTE before layoff shall not be recalled to vacant positions of 1.0 FTE but may compete for those positions through the application process.

3. All employees on recall status are eligible to compete for any vacant position as internal candidates. They will be notified in writing by the Director of Human Resources of all vacant positions at least one day prior to the beginning of the internal application period.

4. Employees recalled into a different type of job position shall serve a three (3) month probationary period in the new position unless the recalled employee has served at least ninety (90) days service in that job classification previously. During that period, either the employee or his/her supervisor may terminate the placement and the employee will remain on the recall list for the remainder of the original thirty (30) months of eligibility.

5. The College will provide tuition waiver to the employee for all classes during the thirty (30) months of recall and to the employee dependent for the first 12 months of recall if room is available in the class.

6. Upon layoff, the impacted employee will continue College paid benefits for one month following the month of layoff.

7. An employee on layoff status shall promptly inform the Director of Human Resources, in writing, of any change of address, and shall be deemed terminated if a certified letter mailed to the employee's last address recorded with the College is returned unclaimed.

8. While on layoff, an employee shall not accrue any seniority. However, upon recall, the College will recognize all previous seniority, sick leave accumulation, vacation days status, and the salary step the employee earned at the time of layoff with the addition of any additional step earned upon return.

F. GRANT FUNDED / SELF SUPPORT POSITIONS

1. For the purpose of bumping, layoff and recall, an employee who is hired into a "self support position (e.g., cafeteria, bookstore, community education) shall have the same bumping and recall rights as regularly funded (general fund) employee members.

2. Employees in positions that are regularly or self support funded shall not have bumping or recall rights into grant funded positions, nor shall grant funded employees have bumping or recall rights into
regularly or self support funded positions.

3. At the time of layoff notice to employees in grant funded positions, the employee affected may indicate to the Director of Human Resources and program director other grant funded positions within the same grant they feel they are qualified to fill, and may provide supporting information to demonstrate their qualifications.
A. CLASSIFICATION SYSTEM

The College will maintain a position and salary grade classification system. Together, the College and the Association will review the need for job studies every four years, evaluate and/or re-evaluate classified jobs according to the classification system and revise the classification system and related procedures as deemed necessary. The College and Association will form a joint committee with no more than three (3) representatives appointed by each party to create and maintain a set of standards, qualifications, and requirements for each grade to ensure consistency.

B. JOB DESCRIPTION

At the time of job entry, or in the event that a job description is revised or reclassified, the Human Resources office shall provide to each employee a copy of the description assigned to that employee’s position. Such job description shall indicate the grade level placement for the job occupied by the employee. Job descriptions shall be written using the format in the sample (Appendix E).

C. JOB DESCRIPTION CHANGE/NEW CLASSIFICATION

During the term of this Agreement, if the College is implementing a substantial change or a new position is to be created, the pay grade for that position shall be subject to negotiations upon request by the Association. A copy of the proposed change/new position description shall be submitted to the Association along with a written explanation of the change/new position and the proposed salary grade. The Association shall have ten (10) business days from receipt of the changed/new position description to state in writing that the Association wants to commence bargaining on the position’s salary. If the Association fails to respond within ten (10) business days, the College’s proposed salary range shall not be subject to negotiations during the term of the contract. Bargaining will take place under ORS 243.698 starting within fifteen (15) business days of the Association’s request to bargain the grade placement.

D. CLASSIFICATION REVIEW

1. Initial Reclassification Request
   a. If an employee believes that his/her job has changed such that it requires a substantially different level of skills, ability, or level of responsibility than existed when the pay for the job was last bargained, the employee may file a Reclassification Request Form (see Appendix D) with Human Resources. Such request should include those changes in duties, responsibilities, functions, requirements, and/or working conditions that cause the employee to believe his/her position should be reclassified. The current and proposed job description should be attached.

   b. Within twenty (20) business days, the Human Resources Director, after consultation with an Association representative designated by the Association President, shall make a decision on the request and communicate the decision of the grade placement to the employee.
2. Reclassification Appeal
   In the event an employee disagrees with the results of a reclassification request, the decision may be appealed. The employee must file an appeal within ten (10) business days following receipt of the decision by Human Resources. To appeal the decision the employee will:

   a. Submit a written appeal to Human Resources.

   b. The Reclassification Appeal committee will convene to review the appeal.

   c. Membership in the Reclassification Appeals Committee will include one classified representative, one administrative representative and a third member selected by the College President and the Association President. Members serve a rotating three-year term (July through June).

   d. The reclassification file will be distributed to the Reclassification Appeals Committee and to the employee appealing. Included in the file should be the employee's written request, current and proposed job descriptions, rationale used by the College HR department for the decision, and any other pertinent supportive information. The Appeals committee shall meet within twenty (20) business days, or a mutually agreed upon schedule, from the date the appeal is filed to review the appeal. A majority vote of the Appeals Committee will determine the final outcome and the written findings will be placed in the employee’s personnel file.

   e. Members of the Reclassification Appeals committee may be substituted because of potential conflicts of interest and/or to meet reclassification deadlines.

3. Reclassification Request/Appeal Results
   a. If a reclassification request/appeal determines that a higher level of skill or ability or responsibility is required of the employee than when last bargained, the College may reduce the level of responsibility or required skill or ability or may bargain with the Association over the appropriate pay rate.

   b. All reclassifications that result in a higher salary grade will be paid retroactive sixty (60) business days prior to the date of the initial reclassification request or to the date the change in duties occurred, whichever is less. Placement on the new salary grade will be at Step 1 or a step that is at least 5% over current salary, whichever is greater.

   c. If an employee’s current position/duties are reduced as described in D.3.a, the employee shall be paid at the higher level for the days worked in the higher skill, ability, or level of responsibility for the period beginning 60 business days prior to the reclassification request or the date when the change to higher duties occurred, whichever is less, and ending on the date when the duties were reduced.
ARTICLE XIV
SALARY

A. SALARY

1. The current salary schedule (Appendix A) will continue to be implemented with annual steps until each employee reaches the top step of grade.

The salary schedule in effect as of June 30, 2015 shall remain until June 30, 2016. Negotiations for salary changes in 2016-17 will reopen by March 2016. See Memorandum of Agreement for application of furlough days.

Salary schedule will be reviewed at least every four years by the Association and the College to determine if a new job study should be conducted.

3. Employees shall be paid for all hours (or portions thereof) worked.

4. Overtime, pay differentials, etc. shall be paid as defined in Article XVII, Work Hours and Overtime.

5. Each employee who has completed at least 23 years of continuous full-time equivalent service will receive 105% of his/her current salary step. This will remain in effect until the employee separates from the college.

B. INITIAL PLACEMENT CRITERIA

Initial salary placement of each new employee shall be at Step 1 of the level at which the job is classified. However, if the applicant has, as determined by the hiring supervisor, substantial experience in work related to that which the employee is being hired to perform, the employee may be placed at a step determined by the Director of Human Resources and approved by the President.

C. PAYMENT SCHEDULE

Paychecks shall be issued two times per month on the 15th and the last working day of the month. If either of these days falls upon a weekend day, or a holiday, then paychecks shall be distributed the last workday before the scheduled payday.

D. COMPENSATION FOR EXTRA RESPONSIBILITIES

Employees engaged in extra responsibilities, for more than two (2) weeks, beyond the normal contract responsibilities shall be compensated at the appropriate grade, not to exceed a five percent (5%) increase.

E. PERS/OPSRP

1. The College shall withhold from members’ monthly salaries the employee contributions/payments required by the Public Employee Retirement System (PERS) and/or Oregon Public Service Retirement Plan (OPSRP).
2. For all employees continuously employed prior to November 1, 1994, the college shall “pick-up” the six percent (6%) employee contribution for members participating in PERS. Such “picked-up” or paid employee contributions shall be credited to employee accounts and shall be considered to be employee contributions for purpose of applicable law.
ARTICLE XV
EMPLOYEE BENEFITS

A. INSURANCE BENEFITS AVAILABLE

1. For the 2015-16 benefit year, each eligible full-time bargaining unit member who has elected to participate, the College shall contribute $1180.00 per month toward the purchase of the insurance benefits listed below.

2. Full Family Medical

3. Full Family Vision

4. Full Family Dental

5. Employee AD&D/Group Life - $30,000

The College will contribute an additional $50 per month for any full-time member whose annual salary is $36,000 or less. Insurance options will be discussed and reviewed with the College at the earliest opportunity in 2016 as they are affected by State and Federal guidelines.

B. LONG-TERM DISABILITY INSURANCE

Long Term Disability insurance premiums shall be deducted from the employee’s monthly pay. The policy shall provide two-thirds salary, maximum $5,000/month, available after ninety (90) days of disability.

C. DOMESTIC PARTNER COVERAGE

Domestic Partner coverage will be available to those employees who submit the notarized signed affidavit acceptable to the insurance company(ies).

D. SECTION 125 PLANS

The College shall provide Section 125 Plans (A and B) for use by members. Beginning with ratification, administrative fees will be paid by the College.

E. CONTINUATION OF BENEFITS

Members completing their annual contractual duties shall receive the full twelve (12) months of insurance benefits. Members not completing their annual contractual duties shall receive College contribution for any month in which they worked. Thereafter, terminating employees may self-pay to participate in the College’s insurance program if eligible under COBRA.
F. EARLY RETIREMENT

1. Eligibility for Early Retirement benefits shall be contingent upon the employee meeting the following standards:
   a. The minimum age for full early retirement benefits shall be 58 years;
   b. The employee shall have completed a minimum of fifteen (15) years of full-time equivalent service for the College.
   c. The employee must have been hired prior to July 1, 2007.

2. Early retirement benefits shall include the following:
   a. For the employee and their spouse/domestic partner, the College shall contribute the premium amount equal to that of active members under the current benefit plan. Such premium payments will continue for the life of the employee or until the retiree reaches Medicare eligibility, whichever comes first.
   b. The same tuition waiver for classes as provided currently employed members will be available to the retiree, regardless of age.
   c. Early retirement does not preclude the employee from continuing employment on a part-time or contract basis at the option of the College.

3. Approved paid or unpaid leaves of absence do not constitute a break in continuous years of service, but will not be counted as time served for this option.

4. A minimum of six (6) months notice must be given prior to the planned date of retirement. Normally, retirements should be effective at the end of an academic term. This requirement may be waived by the College President.

5. A “Lifetime Pass” will be granted to a retiring employee who has worked at the College for ten (10) or more years. The pass will entitle the member and one guest to free admission to college-sponsored events including athletic events. This pass will also allow the member and their spouse/domestic partner free tuition (but not fees) to classes.

G. TUITION WAIVER

1. Eligibility
   The College agrees to waive tuition (but not fees) for all members who enroll in classes at Umpqua Community College. Such classes may be taken either with or without credit. Immediate family members of full-time employees are also eligible for this waiver. Immediate family for this purpose shall include spouse, children, step-children, domestic partner, or legal dependents which meet the IRS dependent definition. Children, step-children, and legal dependents are eligible for this waiver until age 25.

2. Annual Allotment
   Tuition waivers shall be granted tuition-free enrollment in all classes offered by the College, subject to space available.
3. **Employee Enrollment in Classes** - An employee may enroll in a class provided that:
   a. attendance does not interfere with the employee’s regular responsibilities,
   b. he/she has first received permission from his/her Supervisor if the class is taken during his/her normal work day,
   c. rescheduling of assigned duties is appropriate and manageable.

4. **Waiver for Dependents of Deceased Employees**
   All dependents, as defined in Section G. 1. of this Article, of a deceased member who died while employed are entitled to six consecutive terms of tuition-free enrollment described in Section G. 1.
ARTICLE XVI
HOLIDAYS AND VACATION

A. HOLIDAYS

1. All employees whose contract period includes any of the holidays listed in Section A.2, will be paid for the holiday at their regular daily rate of salary. This includes employees on a paid leave.

2. The following days (plus two (2) additional days between December 25 and January 1) are recognized as holidays.

   - New Year's Day (January 1st)
   - Martin Luther King Jr. Day (Third Monday in January)
   - President's Day (Third Monday in February)
   - Memorial Day (Last Monday in May)
   - Independence Day (July 4th)
   - Labor Day (First Monday in September)
   - Veteran's Day (November 11th)
   - Thanksgiving Day and the day following (4th Thursday in November)
   - Christmas Day

   **NOTE:** When Christmas and New Year's fall on:

   - Sunday - Monday for each
   - Monday - Monday for each
   - Tuesday Christmas - Monday and Tuesday
   - New Years - Tuesday only
   - Wednesday Christmas - Tuesday and Wednesday
   - New Years - Wednesday only
   - Thursday Christmas - Thursday and Friday
   - New Years - Thursday only
   - Friday Christmas - Thursday and Friday
   - New Years - Friday only
   - Saturday - Friday for each

   If the holiday falls on the weekend, the Friday before or the Monday after the holiday will be designated.

3. Members whose regular day off falls on one or more of the above listed holidays will be given a compensatory day off at the member's authorized percent for each such day. Such compensatory day off will be scheduled by the College within the same payroll period as the holiday.

4. Members required to work on any of the above listed holidays shall be compensated at two times his/her regular hourly rate in either pay or compensatory time.

5. Part-time employees shall be paid for the hours normally scheduled to work on any closure day.
B. VACATION

1. On July 1 of each year, each full-time member will be credited with vacation hours according to the following schedule:

YEARS OF SERVICE VACATION HOURS
0.5 (6 months) - 5 years, 80 hours
6 -10 years, 120 hours
11 or more years, 160 hours

2. Upon severance or termination of a regular member, such member shall be paid for accrued but unused vacation credit at the rate of pay that it was earned. In the event that an employee has used more than the prorated amount, then the employee will be responsible for the difference.

3. Vacation hours will be granted July 1 of each fiscal year.

4. Up to two years of earned vacation may be accrued. With extenuating circumstances can be extended three months with approval of the College President or their designee.

5. Vacation is established on July 1 and extends through June 30 of each fiscal year. Example: An employee hired January 1 will be granted forty (40) hours. Employees will have access to vacation accrual information.

6. Schedule for vacation must be approved by the employee’s supervisor. Vacation plans extending beyond eighty (80) working hours requires approval by the appropriate member of the executive cabinet. Vacation requests should be submitted three (3) days in advance.

7. Probationary employees shall not take vacation time prior to the completion of the probationary period without the approval of the appropriate member of the executive cabinet. Any probationary employee who terminates prior to successful completion of the six (6) months’ probationary period will not be paid for vacation and the monetary equivalent of any hours taken will be deducted from the final paycheck.

8. Twenty (20) vacation hours will be granted July 1 of each fiscal year to part-time members. Any employee moving from a part-time to a full-time position will have the choice of being paid for unused vacation hours or carrying them over to the full-time position. Any vacation hours carried forward to the full-time position are exempt from Article XVI B. 7. and may be used with supervisor approval. All other conditions of vacation time for full-time members listed above will apply.
ARTICLE XVII
WORK HOURS AND OVERTIME

A.  REGULAR WORK DAY AND WEEK

1. A full-time employee’s work week shall be forty (40) hours for no less than three (3) academic terms a fiscal year including any holidays/vacation/leaves.

2. A part-time bargaining unit member is scheduled to work an average of twenty (20) hours or more during three (3) academic terms in a fiscal year.

3. Employees who work a ten (10) hour work day schedule shall have all holiday/vacation/leaves calculated on a ten (10) hour per day basis.

4. Whereas the College will set the normal hours of operation, it is expected that each individual employee will work an eight-hour day (or a 10-hour day during the summer) as mutually agreed upon between the employee and supervisor based on the needs of the position to best serve the college. If it is necessary for an employee to work more than the regularly scheduled hours on any given day, they may flex those hours by working a shorter day during the same pay period. Flex hours need to be mutually agreed upon by the supervisor and employee. If an employee is unavoidably required to work past regularly scheduled hours at the end of the pay period due to immediate needs of a student, staff member/college department, or public customer and no supervisor is available, it is the employee’s responsibility to provide the services and to notify the supervisor as soon as reasonably possible. If flex hours are not able to be taken in the same pay period, hours will be reported as overtime as stated in Article XVII, Section D, or taken as compensatory time.

5. An employee may need to adjust his/her regular work schedule to accommodate occasional personal issues. A mutually agreed upon schedule may be arranged between the employee and supervisor to accommodate these needs.

B.  BREAK PERIOD

Full time employees shall be granted two fifteen (15) minute break periods per day. Employees working less than eight (8) hours per day shall be granted a fifteen (15) minute break during each four (4) hour work period.

C.  MEAL PERIOD

Employees shall be granted a meal period of not less than one-half hour (30 minutes) during each work shift of six (6) hours or more. Such meal period shall be without pay. Exceptions to this rule are swing and graveyard shifts for custodians and campus security, who shall receive a one-hour (60 minutes) paid meal period during each work shift of eight (8) hours or more.
D. OVERTIME

1. All work performed by an employee over forty (40) hours per week shall be paid in accordance with ORS 653.268. Sick leave time, vacation and holiday time are excluded from counting toward the forty (40) hour maximum. All work above this maximum during the regular seven-day (168-hour) work week designated by the employer shall be paid at time and one-half of the employee’s regular rate of paid, except when such time is a result of a scheduled shift change.

2. If the college determines that budgeted funds are not available for the payment of overtime, such overtime shall be paid in compensatory time off at not less than time and a half. The employee will have up to one year from the time of earning compensatory time to utilize the compensatory time. Written records of accumulating and using compensatory time will be maintained by the supervisor and signed off by the employee and supervisor at the time compensatory time is earned and used.

3. All overtime must be pre-approved in writing by the supervisor.

E. VOLUNTEER WORK RESTRICTIONS

As restricted by Oregon’s Wage and Hours Laws, the College may not ask, and employees may not volunteer, without pay, to do the same work that they normally do in their paid positions.

F. CALL-BACK PAY

In the event of an emergency call back to work outside of a member’s regular work day, the member directed back to work shall be guaranteed no less than two (2) hours of pay.

G. PAY FOR IN-SERVICE

Part-time classified employees required to attend in-service will be compensated at their hourly rate.

H. STAFF MEETINGS

Employees are free to leave staff meetings at the end of their normal work shift without being subject to discipline or criticism unless required to remain, in which case they will be paid at their regular rate or overtime, whichever is applicable. Employees may not volunteer to attend or remain at such meetings beyond their normal work hours.

I. SHORT-TERM COLLEGE FACILITY CLOSURE

1. In the event that any College facility is closed due to inclement weather or short-term hazardous or emergency conditions, members who normally report to duty at that facility but are not required to report will not suffer a reduction in pay. The College reserves the right to reschedule these days and require those members who had not been required to report originally to work the rescheduled days without additional pay. Pre-arranged leave days will be charged as arranged, despite emergency closure on those days.
2. Members required to report for duty to a closed or delayed facility will be paid at their regular rate or at the overtime rate if Section D above applies.

3. No employee shall be disciplined for not reporting to duty, if the employee is endangered by attempting to report to work. The employee may, at his/her option, report the day as a vacation day, personal leave day, or be docked his/her salary for that day.
ARTICLE XVIII
CLASSIFIED TEACHING PROCEDURE

Classified employees may, if interested, accept assignments to teach a class (lower division transfer, career/technical, ABSD, CEU, CED or non-credit) under the following circumstances:

A. For part-time classified employees, the teaching assignment does not conflict with their work schedule, and their number of work hours per week as a Classified employee plus their number of contact hours per week as an instructor do not total more than forty (40); or

B. The supervisor(s) agree to pay the employee at the overtime rate; or

C. The supervisor of the employee’s classified position agrees to "reassignment" of the employee for the number of classroom contact hours he or she will be teaching. This "reassignment" time will be unpaid, but will not lower the employee's benefits (e.g., medical insurance payment, holiday, vacation time, sick leave accrual, etc.); or

D. The maximum teaching load for any classified employee must be less than a 0.68 FTE load of classes per academic year.

E. The regular rate of pay for classified employees performing instructional assignments will be determined by the College policies for adjunct instructors. Any overtime rate will be calculated pursuant to the Fair Labor Standards Act.

F. All classified employee teaching assignments must receive prior approval by their direct supervisor and the appropriate Dean/VP.
ARTICLE XIX
PAID LEAVES OF ABSENCE

A. SICK LEAVE

1. Sick leave is a benefit that the employee is contractually and legally entitled to use to cover absences due to accident, illness, doctor or dental appointments of employees or members of the immediate family when the presence of the employee is required. The employee is not required to disclose the nature of the health concern to his or her supervisor. However, disclosure may be required by Human Resources as needed by federal and state laws to determine eligibility for benefits such as FMLA/OFLA. Members of an employee's immediate family are defined as parent, step-parent, or legal guardian; spouse or domestic partner; children, step-children, or grandchildren; grandparents; mother-in-law, father-in-law, son-in-law, or daughter-in-law; and siblings or other member of the immediate household. Depending on the situation, other persons may be included or a greater period of accumulated sick leave may be allowed at the discretion of the President or designee.

2. Up to twelve (12) weeks (60 work days) of accumulated sick leave may be used within a rolling one-year period to cover the member’s absence due to the illness or injury of members of the immediate family, as described in A.1 above, when the presence of the employee is required.

3. Full-time employees shall accumulate Sick Leave at the rate of eight (8) hours per month worked. Unused sick leave for employees shall accumulate for an unlimited number of days.

4. Any disability due to pregnancy shall be included within the definition of accident or illness for sick leave purposes.

5. Sick leave allowance shall be credited to the employee’s account from beginning of employment with the institution. However, during the first sixty (60) calendar days of employment, the employee may only use the sick leave that has been earned to the date of the leave (at a rate of one day per month worked). Each employee shall have access to a record, showing the number of hours allowed for that year and the number of hours of unused sick leave remaining.

6. When employee is absent in excess of four (4) consecutive working days, certification by a health care provider may be required. Certification should document that the employee is unable to work for personal or family medical reasons. In the event of repeated medical absences, FMLA/OFLA may apply. Either the Human Resources Director or the employee may initiate discussion regarding the use of FMLA/OFLA leave of absence (see information on FMLA/OFLA following in Article XX) and how it may be appropriately applied.

7. When an employee is to be absent, he/she shall notify, if possible, his/her immediate supervisor at the earliest possible time to minimize the impact to students and other college employees.

8. Employees absent because of illness must fill out an absence form.

9. Sick leave may be used to cover absence due to on-the-job injury or accident provided that any additional payment for such time loss is endorsed over to the College by the employee. In such
instances, deductions from accumulated sick leave shall not include the amount reimbursed from the state.

10. Full-time employees hired from other schools and colleges within Oregon may transfer up to ten (10) days of sick leave accumulated with that school to Umpqua Community College.

11. Employees who work less than full-time shall earn sick leave per month worked based on their scheduled FTE (FTE x 8). This sick leave shall be allowed to accumulate to a maximum of one year's equivalent hours (e.g. 0.5 FTE x 8 hours x 10 months worked = 40 hours).

B. BEREAVEMENT LEAVE

1. A full-time employee will be granted three (3) in-state, or five (5) out-of-state days of leave without loss of salary for the death of any member of the employee's family as defined in section A. 1. above, or any other person who has lived with the family for a significant period and is considered a family member. If an eligibility question arises, the Director of Human Resources will review and approve requests.

2. If necessary, additional days of leave shall be granted and deducted from sick leave or vacation days or personal leave after discussion with the immediate supervisor.

3. Bereavement leave, effective 1/1/14, will be managed in accordance with the Oregon Family Leave Act. Employee should contact Human Resources for information.

C. EMERGENCY LEAVE

Full-time employees shall be granted short-term emergency leave by their immediate supervisor for emergencies beyond the employee's immediate control. Whenever circumstances permit, employees are expected to seek advanced approval of paid emergency leave.

D. JURY DUTY AND OTHER COURT APPEARANCES

1. An employee shall be granted leave with pay for required appearances in court or hearings resulting from a subpoena to appear to testify where the employee is not personally involved in the action as the plaintiff, the defendant or the object of the investigation. Any remuneration excluding expenses received for such appearances shall be endorsed to the College.

2. During the period of time an employee is on jury duty, he/she will be responsible for reporting for duty at the College on those days when he/she is not required to report for—or is excused for the day from—jury duty.

3. An employee shall be granted leave with pay for required appearance in court or hearings resulting from a subpoena to appear to testify where the employee is not personally involved in the action as the plaintiff, the defendant or the object of the investigation or called on behalf of the Association in any action against the College. Any remuneration excluding expenses received for such appearances shall be endorsed to the College.
E. PERSONAL LEAVE

During the first six (6) months of employment, each full-time employee shall be entitled to use eight (8) hours of paid personal leave. After the first six (6) months of employment, each employee shall be entitled to use an additional personal leave day during the remainder of the fiscal year. After the first year of employment, employees shall receive sixteen (16) hours of personal leave per fiscal year. The employee shall not be required to state the reasons for said leave. This leave does not accumulate from year to year. Arrangements must be made in advance as mutually agreed with the immediate supervisor. A third personal leave day will be scheduled by the College during the winter holiday break period (for full and part-timers).

F. BONE MARROW LEAVE

Oregon law allows that employees who donate bone marrow will be granted a leave of absence not exceeding the amount of his/her accrued paid leave or forty (40) work hours, whichever is less.

G. MILITARY LEAVE

Military Leave shall be granted consistent with applicable state and federal laws.

H. SICK LEAVE BANK

1. Full-time employees may donate a yearly maximum of forty (40) hours of their accrued sick leave credits to the sick leave bank. An employee member may receive a yearly maximum of 240 hours of donated sick credits. This will assist an employee member in getting through a difficult illness or family situation, and enable them to return to work. The employee member donating must maintain a minimum balance of forty (40) hours of sick leave, which they cannot donate.

2. Employee members are eligible to receive donated credits if:
   a. They are eligible to receive sick leave;
   b. They are not eligible for Worker’s Compensation;
   c. They are not eligible for LTD;
   d. They have exhausted all of their sick leave, personal leave days and vacation days;

3. Sick leave bank credits may be used for serious illness or injury for the employee member or employee’s family as defined in section A. 1. above. Other individuals may be included with prior approval of the Human Resources Director and a representative to the Association.

4. Employee members must provide a certificate from a health care provider to be considered eligible for the sick leave bank. Approval of eligibility for the sick leave bank shall be made by the Human Resources Director and a representative of the Association.

5. Sick leave credit donations shall be made in no less than four (4)-hour increments. If the meeting of the Human Resources Director and Association representative is delayed, donated sick leave credits may be used by the recipient on a retroactive basis beginning the day after sick leave credits, personal days, and vacation days are exhausted.
6. Employee members wishing to request or donate sick leave credits should contact the Director of Human Resources. The sick leave account will be maintained by the Payroll Department.
ARTICLE XX
UNPAID LEAVES OF ABSENCE

A. EXTENDED LEAVE OF ABSENCE

1. Upon request, an employee may be granted an extended leave of absence without pay for up to one (1) year and may, upon approval by the College, be extended for up to an additional year.

2. Except in emergency situations, requests for such leave shall be submitted to the Director of Human Resources in writing at least two (2) months in advance of the date on which the leave is to commence. The response to such request will be given to the employee in time to allow the employee adequate time to make necessary arrangements prior to the period for which the leave is being requested.

3. While on such unpaid leave (greater than 12 weeks), the employee shall be allowed to continue to be covered by the College’s insurance programs at the employee’s expense.

4. Upon return to the College, the employee will be placed in the same job classification as was vacated for the leave. However, an employee returning from leave shall not have any right to reinstatement if the program/position in which the employee was employed at the time of the commencement of the leave has at the time of return been eliminated.

5. Upon return to the College, the employee will be reinstated at the same salary schedule placement and seniority, which the employee occupied at the time the leave was granted.

6. Seniority will not accumulate while an employee is on an extended leave of absence.

7. Upon return to the College, all benefits to which the employee was entitled at the time his/her unpaid leave of absence commenced, and which are currently in effect for bargaining unit members, shall be restored to the employee.

8. If a leave of absence has been granted to participate in a professional work program, an exchange program, or a professional study program, in which unpaid leave was granted, the employee, upon return to College employment, will be required to submit a report to his/her immediate supervisor to be shared, where deemed beneficial, with other college employees.

9. In all instances of leave of ninety (90) days or more, the employee on leave shall, no less than thirty (30) days prior to the end of the scheduled leave, notify the College in writing that the employee intends to return to College employment at the end of the said leave. All extensions or renewals of leaves shall be applied for in writing. Approval or denial shall also be in writing. Failure of the employee upon leave of ninety (90) days or more to give the advance notice of intention to return by the end of the leave may be treated by the College as that employee’s resignation. Failure of any employee to report for duty at the end of such leave shall be deemed as the resignation of the employee.
B. SHORT TERM LEAVES OF ABSENCE

Leaves of absence without pay for less than six (6) weeks will require the approval of the employee’s immediate supervisor. While on such unpaid leave of up to twelve weeks, benefits to which the employee is entitled under the terms of the Agreement, including College paid insurance coverage, will continue. For any leave greater than 12 weeks, the employee will continue to be covered by the College’s insurance program at the employee’s expense for the entire unpaid leave period. Leaves of absence without pay for more than six (6) weeks, up to twelve (12) weeks, shall be submitted to the Director of Human Resources in writing.

C. FAMILY MEDICAL LEAVE

1. Employee members may take family leave without compensation for up to twelve (12) weeks within a one (1) rolling year period for their own injury or illness, or for the care of a family member who suffers from serious health conditions. Family member means the spouse or domestic partner of an employee, the biological, adoptive or foster parent or child of the employee, a parent-in-law of the employee, a grandparent, a grandchild, or a person with whom the employee was or is in a relationship of in loco parentis. The employee must provide certification of need for leave, both before the leave begins and periodically thereafter, from the health care provider. Accumulated sick leave, vacation leave and personal leave must be used for such leave. Employee members will start to utilize family medical leave from the first day of being qualified for its use. Insurance benefits for eligible employees will continue through an employee’s FMLA/OFLA leave of absence. If the member does not return after the leave, the College may recover premium costs for any unpaid leave days.

2. At the end of the twelve (12) weeks of FMLA/OFLA, the employee member unable to work due to his/her own personal illness or injury may continue to use any additional vacation days and/or sick leave days still available and sick leave bank days.

3. Employees returning from family medical leave will be placed on the salary schedule in the same position as that which would have been earned had the leave not occurred.
ARTICLE XXI
PROFESSIONAL GROWTH AND DEVELOPMENT

A. TUITION AND EXPENSES FOR REQUIRED ACTIVITIES

The College agrees to pay the full cost of tuition, fees, and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other such sessions which an employee is required to take by the College.

B. STAFF DEVELOPMENT FUNDS

Recognizing the importance of professional development for the growth of its employees, the College shall provide a $15,000 Professional Development Fund (starting July 1, 2006) for classified staff to support both full and part-time staff development activities related to their job responsibilities or objectives, and/or beneficial with respect to the functions and goals of the college.

1. The College shall increase this pool by 10% for each year of the contract.

2. Employees must have completed their probation period to be eligible for funds.

3. Full and part-time classified may qualify for up to $1,000 each per year until the funds are exhausted.

4. A Staff Development Committee shall be established with three (3) classified staff members, selected by the Association to evaluate applications, develop rules of use and criteria which will be mutually agreeable to the ACEUCC and the College. The Committee will manage the professional development funds for the benefit of classified employees, will authorize the expenditure of funds, and will make reports back to the Association regarding the usage of funds.

5. The time needed for staff development activity must be approved by the supervisor. Once approved, there will be no loss in hours normally scheduled to work for the employee. Any time spent outside normally scheduled work hours will not be compensated with flex time or overtime.

6. Any unused money will be carried forward at the end of each fiscal period.
ARTICLE XXII
GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A “grievance” shall mean a complaint by unit member(s) or the Association of Classified Employees of the Umpqua Community College, hereinafter called the Association, that there has been a violation of any provision of this contract.

2. A “grievant” is the person or persons making the complaint.

3. “Days,” unless otherwise specified, shall mean the days when the College’s administrative offices are open for business.

B. PURPOSE

The purpose of this procedure is to provide an orderly method for resolving grievances. A determined effort shall be made to settle any such differences at the lowest possible level and there shall be no suspension of work or interference with the operations of the College. No reduction in salary shall occur if meetings or discussions involving grievances or grievance procedures occur during the employee’s work hours. The grievant may be accompanied by an Association representative when presenting the grievance at any step. If the grievance hearing officer scheduled the meeting during work time, the grievant and representative shall suffer no loss of pay.

C. STEPS

Grievances will be processed in the following manner and unless mutually agreed upon by the parties, within the stated time limits.

1. Step 1
   a. An employee shall be responsible for instituting the first step of the grievance procedure by contacting the immediate supervisor within 15 days after the facts upon which the grievance is based, or first become known to the employee, to arrange an informal meeting to make an earnest attempt to resolve the grievance.

   b. If the issue is not resolved informally, within ten (10) days of the informal meeting, the employee may submit a completed Grievance Conference Request Form (Appendix C) to the Human Resources Director within ten (10) additional days. The written grievance shall give a clear and concise statement of the alleged grievance including the facts upon which the grievance is based, the issues involved, the Agreement provisions involved, and the relief sought. (Steps 1. a. and 1. b. are a maximum of thirty (30) days.)

   c. The Human Resources Director will designate an impartial College administrator from outside the division where the grievance is occurring who, shall review the grievance, arrange for necessary discussions, and give a written answer to the grievant with a copy to the Association, within ten (10) days after receipt of the written grievance. If no response is received within the 10-day period, the grievance will immediately advance to Step 2.
2. Step 2
   a. If the grievance is not resolved in Step 1, the grievant may file the grievance in writing to the College President. Such appeal shall occur within ten (10) days after receipt of the written answer in Step 1.

   b. The President or his/her representative shall review the grievance, arrange for necessary discussion, and give a written answer to the employee with a copy to the Association no later than ten (10) days after receipt of, or expectation of, the written grievance.

3. Step 3
   a. Grievances not settled in Step 2 of the grievance procedure shall be reviewed by the Association, which shall have sole discretion as to whether a grievance, whether individual or Association, should be appealed to arbitration. If the Association determines that a grievance shall be appealed to arbitration, it shall file a written notice of a request for arbitration to the President within fifteen (15) days following the President's written answer in Step 2.

   b. Within ten (10) days after a written notice of arbitration, the parties will attempt to mutually agree on the selection of an arbitrator, or failing that, request a list of seven (7) arbitrators, who reside in Oregon or Washington, from the State Employment Relations Board, Conciliation Service Division and, upon receipt of same, alternately strike names until one (1) remains, and submit the matter to arbitration.

   c. The hearing and all other proceedings shall be conducted according to the voluntary rules of the American Arbitration Association.

   d. The arbitrator shall have no power to add to, subtract from, modify or amend any terms of this Agreement, nor reach a decision contrary to public policy of the State of Oregon or the United States as clearly defined in statutes and/or judicial decision, or make any decision in any matter not specifically addressed by the Agreement, and his/her decision shall be based on whether or not the Agreement has been violated.

   e. A decision of the arbitrator shall, within the scope of his/her authority, be binding upon the parties.

D. COSTS OF ARBITRATION

The College and the Association will share equally any joint costs of the arbitration procedure such as the fee and expense of the arbitrator and the cost of the hearing room.

E. INITIATION OF GROUP GRIEVANCES

1. Where more than one employee has a common grievance, the Association may initiate a group grievance on their behalf. In such a case, a written grievance may be filed originally with the Human Resources Director, who shall designate the grievance hearing officer who will initially hear the grievance.
2. The same steps and time intervals shall apply as in the individual grievances.

3. The Association shall have the right to initiate a grievance growing out of an alleged violation of Association rights under this contract. Any such grievance shall be initiated by filing the written grievance in the first instance with the President. The remainder of the procedure shall be as provided for the individual grievances.

F. GENERAL PROVISIONS

1. No reprisals of any kind will be taken by the employer or by any members of the administration against any party in interest or any other participant in the grievance procedure by reason of such participation.

2. Unless there is a mutual agreement of extension of timelines, failure at any step of the procedure to communicate the decision in writing within the specified time limits shall permit the grievant to proceed to the next step.

3. Unless there is a mutual agreement of extension of timelines, failure at any step of this procedure to appeal a grievance to the next step within the specified time limit shall be deemed to be an acceptance of the decision rendered at that step.

4. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
ARTICLE XXIII
GENERAL PROVISIONS

A. PRECEDENCE OF AGREEMENT

This Agreement shall supersede any rules, regulations, policies, resolutions, or practices of the College which shall be contrary to or inconsistent with its terms.

B. SEPARABILITY

In the event that any provisions of the Agreement shall at any time be declared invalid by any court of competent jurisdiction, or made invalid by any legislative enactment, such decisions shall not invalidate the entire Agreement; it being the expressed intention of the parties hereto, that all other provisions not declared invalid shall remain in full force. Upon such declaration, either party may call for immediate negotiations, which shall be conducted under ORS 243.698, for the purpose of arriving at a mutually satisfactory replacement of such provisions.

C. INDIVIDUAL EMPLOYMENT CONTRACTS

No individual contract offered to employees by the College shall be inconsistent with the terms and conditions of the Agreement.

D. DISTRIBUTION OF AGREEMENT

Following ratification of this Agreement by both parties, the Association shall arrange to print this Agreement. The cost of the printing and distribution of the Agreement shall be borne equally by the Association and by the College. The College shall arrange to distribute copies of this Agreement to aforementioned parties. All classified new to the College shall be provided a copy of the Agreement by the College upon their date of hire, and such Agreement shall be available for review by all applicants for bargaining unit positions on the College’s web site.

E. CHANGES IN PERSONNEL POLICIES

The College shall provide the Association president with a copy of the Board packet, exclusive of executive session materials. Copies of policies recommended at first and second reading shall be included in the packet.

F. MODIFICATION OF AGREEMENT

This agreement may not be modified in whole or in part except by an instrument in writing duly executed by the parties.
ARTICLE XXIV
TERM AND EXECUTION OF AGREEMENT

A. DURATION

This Agreement shall be effective as of July 1, 2015. It shall be binding on the College and the Association and shall remain in full force and effect through June 30, 2017, except that either party shall have the right to re-open Articles XIV Salary and XV Employee Benefits and two additional articles of their choice, for the 2016-2017 contract year. If a party chooses to re-open any article, they shall notify the other party in writing by March 2016 of their intent to re-open and bargain.

B. SUCCESSOR AGREEMENT

Negotiations for a successor agreement shall begin by April 1, 2017. If the contract expires prior to completion of negotiations, this Agreement shall remain in effect until the successor Agreement is ratified.
# APPENDIX A

## CLASSIFIED SALARY SCHEDULE

Effective July 1, 2014

<table>
<thead>
<tr>
<th>Grade</th>
<th>Hourly Step</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
<th>Step 7</th>
<th>Step 8</th>
<th>Step 9</th>
<th>Step 10</th>
<th>Step 11</th>
<th>Step 12</th>
<th>Step 13</th>
<th>Step 14</th>
<th>Step 15</th>
<th>Step 16</th>
<th>Step 17</th>
<th>Step 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>24.00</td>
<td>49,928</td>
<td>50,802</td>
<td>51,691</td>
<td>52,595</td>
<td>53,516</td>
<td>54,452</td>
<td>55,405</td>
<td>56,375</td>
<td>57,361</td>
<td>58,365</td>
<td>59,386</td>
<td>60,426</td>
<td>61,483</td>
<td>62,559</td>
<td>63,654</td>
<td>64,768</td>
<td>65,901</td>
<td>67,054</td>
</tr>
<tr>
<td>70</td>
<td>16.79</td>
<td>34,933</td>
<td>35,545</td>
<td>36,167</td>
<td>36,800</td>
<td>37,444</td>
<td>38,099</td>
<td>38,766</td>
<td>39,444</td>
<td>40,134</td>
<td>40,837</td>
<td>41,551</td>
<td>42,278</td>
<td>43,018</td>
<td>43,771</td>
<td>44,537</td>
<td>45,316</td>
<td>47,043</td>
<td>48,769</td>
</tr>
<tr>
<td>60</td>
<td>15.82</td>
<td>32,897</td>
<td>33,473</td>
<td>34,059</td>
<td>34,655</td>
<td>35,261</td>
<td>35,878</td>
<td>36,506</td>
<td>37,145</td>
<td>37,795</td>
<td>38,456</td>
<td>39,129</td>
<td>39,814</td>
<td>40,511</td>
<td>41,220</td>
<td>41,941</td>
<td>42,675</td>
<td>43,422</td>
<td>44,182</td>
</tr>
<tr>
<td>50</td>
<td>13.90</td>
<td>28,902</td>
<td>29,408</td>
<td>29,923</td>
<td>30,447</td>
<td>30,979</td>
<td>31,522</td>
<td>32,073</td>
<td>32,634</td>
<td>33,206</td>
<td>33,787</td>
<td>34,378</td>
<td>34,980</td>
<td>35,592</td>
<td>36,215</td>
<td>36,848</td>
<td>37,493</td>
<td>38,149</td>
<td>38,992</td>
</tr>
</tbody>
</table>
APPENDIX B

JOB TITLE BY GRADE

Includes Full-Time and Part-Time ACEUCC Member Positions
As of 7-1-15 (includes positions not currently filled)
*Will be updated by the Association and Human Resources Director as needed.*

<table>
<thead>
<tr>
<th>GRADE</th>
<th>JOB TITLE</th>
<th>FULL TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Custodian</td>
<td>70</td>
</tr>
<tr>
<td>30</td>
<td>Tradeshelper/Custodian</td>
<td>70</td>
</tr>
<tr>
<td>40</td>
<td>Bookstore Specialist</td>
<td>70</td>
</tr>
<tr>
<td>40</td>
<td>Groundskeeper</td>
<td>70</td>
</tr>
<tr>
<td>40</td>
<td>Lead Custodian</td>
<td>70</td>
</tr>
<tr>
<td>40</td>
<td>Program Assistant-SSS/TOP</td>
<td>70</td>
</tr>
<tr>
<td>40</td>
<td>Tool Room Aide</td>
<td>70</td>
</tr>
<tr>
<td>40</td>
<td>Tracking &amp; Support Specialist</td>
<td>70</td>
</tr>
<tr>
<td>50</td>
<td>Academic Data Mgmt Specialist</td>
<td>70</td>
</tr>
<tr>
<td>50</td>
<td>Administrative Assistant - OCCDLA</td>
<td>70</td>
</tr>
<tr>
<td>50</td>
<td>Administrative Secretary</td>
<td>70</td>
</tr>
<tr>
<td>50</td>
<td>Admissions Officer</td>
<td>70</td>
</tr>
<tr>
<td>50</td>
<td>Admissions/Records Assistant</td>
<td>70</td>
</tr>
<tr>
<td>50</td>
<td>Asst Registrar/Registration &amp; Records</td>
<td>70</td>
</tr>
<tr>
<td>50</td>
<td>Education Support Specialist - WCJC</td>
<td>70</td>
</tr>
<tr>
<td>50</td>
<td>Enrollment Services Assistant</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>FacilitySched/Special Events Assistant</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>Financial Aid Assistant</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>Help Desk Specialist</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>Instructional Computer Lab Specialist</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>Library Assistant</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>OFSET Specialist</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>Program Assistant-ETS</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>Registration/Records Data Tech</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>Security Guard</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>Accounting Specialist</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>Administrative Assistant - A&amp;S; CTE</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>Computer Support Tech</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>Coordinator-Upward Bound</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>Employment &amp; OFSET Support Specialist</td>
<td>80</td>
</tr>
<tr>
<td>50</td>
<td>Employment Specialist - TEMPORARY</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Financial Aid Specialist</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Lead Teacher - FCEC</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Library Specialist</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Accounting Specialist</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Administrative Assistant - A&amp;S; CTE</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Computer Support Tech</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Coordinator-Upward Bound</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Employment &amp; OFSET Support Specialist</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Employment Specialist - TEMPORARY</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Financial Aid Specialist</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Lead Teacher - FCEC</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Library Specialist</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Financial Aid Specialist</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Lead Teacher - FCEC</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Library Specialist</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Financial Aid Specialist</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Lead Teacher - FCEC</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Library Specialist</td>
<td>80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADE</th>
<th>JOB TITLE</th>
<th>FULL TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>Financial Aid Specialist</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Lead Teacher - FCEC</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Library Specialist</td>
<td>80</td>
</tr>
<tr>
<td>60</td>
<td>Accounting Specialist</td>
<td>90</td>
</tr>
<tr>
<td>60</td>
<td>Applications Support Analyst</td>
<td>90</td>
</tr>
<tr>
<td>60</td>
<td>Network Manager (+)</td>
<td>90</td>
</tr>
</tbody>
</table>

52
<table>
<thead>
<tr>
<th></th>
<th>Full-Time</th>
<th></th>
<th></th>
<th>Full-Time</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Specialist</td>
<td>60</td>
<td>Payroll Manager</td>
<td>90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Technician</td>
<td>60</td>
<td>Staff Accountant</td>
<td>90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration/Attendance Specialist</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SBDC Admin/Program Specialist</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SBDC Workshop Coordinator</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Success Program Assistant</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teen Outreach &amp; WE Coordinator</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testing Coordinator</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advising Specialist</td>
<td>70</td>
<td>Enrollment Services Clerk</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advising Specialist - TOP</td>
<td>70</td>
<td>Kitchen Manager - FCEC</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Success Program Assistant</td>
<td>60</td>
<td>Library Desk Clerk</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teen Outreach &amp; WE Coordinator</td>
<td>60</td>
<td>Mail Services Specialist</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testing Coordinator</td>
<td>60</td>
<td>Security Guard</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advising Specialist</td>
<td>70</td>
<td>CPR/CED/CE Admin Secretary</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore Specialist-Lead</td>
<td>70</td>
<td>Classroom Leader</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom Leader/sub Director</td>
<td>70</td>
<td>Wkfrc Trans Spec - TEMPORARY</td>
<td>80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Specialist</td>
<td>80</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To:  
Date:  
(supervisor’s name)

From:  

I have a concern regarding the Collective Bargaining Agreement and would like to have an informal conference to discuss the interpretation of the contract.

I can be reached at the following phone numbers:
Day:  
Evening:  

Suggested times of availability:  

Brief nature of my concern: (attach other documents as appropriate)

Supervisor’s signature:  
Date Received:  

(Supervisor’s signature is not required to pursue a grievance, but serves as acknowledgement by the supervisor that a copy of this form has been received. If supervisor declines to sign or to meet within the stated timeline, it should be so noted by the grievant on this form, and the form should be submitted immediately to the Human Resources Director.)
Identification information:
Employee name: ____________________________ Date: __________________
Position title: ____________________________ Department: ________________
Proposed new title (if any): ____________________________
Supervisor’s name/title: ____________________________

This is a request to complete a reclassification evaluation of my position and/or salary schedule grade placement. This initial review is the first information-gathering step in a multi-step assessment. This form, along with a revised job description, should be submitted to the Human Resources Director.

General Instructions:
Please read each question carefully before answering it. Make all of your answers as complete and clear as possible. In responding to the questions, please think of the duties that you have been assigned to perform on a regular basis, and consider the required knowledge, skills and abilities which are necessary to perform these duties. Please type or print clearly. Unreadable documents will not be accepted.

1. I have read my job description and I agree that it adequately represents the duties of my position.  
   □ Yes  □ No  If the answer is yes, what is the basis for your request?

2. If the answer to question #1 is “No,” please answer the following: (attach additional pages as necessary)  
   a. What, if any, essential functions do you perform on a regular or recurring basis that are not included in your job description?

   b. What, if any, essential functions are included in your job description that you rarely or no longer perform?

3. Attach a revised job description which clearly shows the additional, revised, and deleted responsibilities and/or requirements and accurately reflects your position as it currently exists and is approved by your supervisor.

Signatures:

______________________________ Date______________________________ Date
Employee

______________________________
Supervisor
APPENDIX E

Sample Classified Job Description Format

UMPQUA COMMUNITY COLLEGE
CLASSIFIED JOB DESCRIPTION

JOB TITLE:  
GRADE:  
GRANT TITLE IF APPLICABLE:  
DEPARTMENT:  
RESPONSIBLE TO:  

GENERAL DESCRIPTION:  Summarize the general purpose or goal of this position. This statement should give a brief, but concise, overview of the basic functions of the position and should be a maximum of 2-3 sentences.

EXAMPLES OF DUTIES:

Essential Functions: This is considered the essence of the job. These are the major fundamental duties that must be performed to be successful in the position. These duties typically comprise about 50-70% of the responsibilities.

Organize the functions from MOST valuable/complex to LEAST valuable/complex in terms of their importance to the College.

Incidental Functions: These are the duties that do not meet the definition of essential. Include a statement of “other duties as assigned.”

QUALIFICATIONS: Be specific between what is required for the position or preferred for the position.

Education:
Experience:
Specific Skills
Specialized knowledge, licenses, etc.

KNOWLEDGE, SKILLS AND ABILITIES:  Computer/software, people skills, communication skills, etc.

TYPICAL PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Created/Revised Date
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>ARTICLE</th>
<th>TOPIC</th>
<th>ARTICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>absence form</td>
<td>XIX</td>
<td>disciplinary action, regular employee</td>
<td>VIII</td>
</tr>
<tr>
<td>academic year, definition</td>
<td>I</td>
<td>disciplinary action, written notice</td>
<td>VIII</td>
</tr>
<tr>
<td>access to information</td>
<td>II</td>
<td>distribution of Agreement</td>
<td>XXI</td>
</tr>
<tr>
<td>appeal disciplinary action</td>
<td>VIII</td>
<td>domestic partner insurance</td>
<td>XV</td>
</tr>
<tr>
<td>arbitration</td>
<td>XXI</td>
<td>early retirement</td>
<td>XV</td>
</tr>
<tr>
<td>arbitration, cost</td>
<td>XXI</td>
<td>early retirement benefits</td>
<td>XV</td>
</tr>
<tr>
<td>assigned position</td>
<td>X</td>
<td>early retirement insurance coverage</td>
<td>XV</td>
</tr>
<tr>
<td>association business</td>
<td>II</td>
<td>email usage</td>
<td>II</td>
</tr>
<tr>
<td>association dues</td>
<td>VI</td>
<td>emergency leave</td>
<td>XIX</td>
</tr>
<tr>
<td>association, definition</td>
<td>I</td>
<td>employee class enrollment</td>
<td>XV</td>
</tr>
<tr>
<td>bargaining unit description</td>
<td>I</td>
<td>employee rights</td>
<td>VII</td>
</tr>
<tr>
<td>bargaining unit rosters</td>
<td>I</td>
<td>employee transfer</td>
<td>X</td>
</tr>
<tr>
<td>bereavement leave</td>
<td>XIX</td>
<td>employer rights</td>
<td>III</td>
</tr>
<tr>
<td>bereavement leave, family members</td>
<td>XIX</td>
<td>employment contracts</td>
<td>XXI</td>
</tr>
<tr>
<td>bone marrow leave</td>
<td>XIX</td>
<td>employment status, probationary employee</td>
<td>VIII</td>
</tr>
<tr>
<td>break periods</td>
<td>XVII</td>
<td>employment status, regular employee</td>
<td>VIII</td>
</tr>
<tr>
<td>bumping rights</td>
<td>XII</td>
<td>evaluation</td>
<td>XI</td>
</tr>
<tr>
<td>call-back pay</td>
<td>XVII</td>
<td>evaluation form</td>
<td>XI</td>
</tr>
<tr>
<td>COBRA insurance coverage</td>
<td>XV</td>
<td>evaluation frequency</td>
<td>XI</td>
</tr>
<tr>
<td>college board agenda</td>
<td>II</td>
<td>evaluation meeting</td>
<td>XI</td>
</tr>
<tr>
<td>college board presentation</td>
<td>II</td>
<td>evaluation, employee comments</td>
<td>XI</td>
</tr>
<tr>
<td>college, definition</td>
<td>I</td>
<td>exclusions to the unit</td>
<td>I</td>
</tr>
<tr>
<td>committee participation</td>
<td>II</td>
<td>expunged documents</td>
<td>IX</td>
</tr>
<tr>
<td>compensatory time</td>
<td>XVII</td>
<td>extended leave</td>
<td>XX</td>
</tr>
<tr>
<td>complainant</td>
<td>VII</td>
<td>extra duties compensation</td>
<td>XIV</td>
</tr>
<tr>
<td>complaint procedure</td>
<td>VII</td>
<td>fair share</td>
<td>VI</td>
</tr>
<tr>
<td>complaints against employee</td>
<td>VII</td>
<td>Family Medical Leave (FMLA)</td>
<td>XIX, XX</td>
</tr>
<tr>
<td>confidential employee, definition</td>
<td>I</td>
<td>Family Medical Leave (FMLA), family members</td>
<td>XX</td>
</tr>
<tr>
<td>criticism of performance</td>
<td>VII</td>
<td>Family Medical Leave (FMLA), salary schedule</td>
<td>XX</td>
</tr>
<tr>
<td>day, definition</td>
<td>I</td>
<td>fiscal year, definition</td>
<td>I</td>
</tr>
<tr>
<td>definitions</td>
<td>I</td>
<td>flexible (flex) time</td>
<td>XVII</td>
</tr>
<tr>
<td>demotion</td>
<td>X</td>
<td>full-time, definition</td>
<td>I</td>
</tr>
<tr>
<td>dependents of deceased employee</td>
<td>XV</td>
<td>grant funded employee, definition</td>
<td>I</td>
</tr>
<tr>
<td>disciplinary action, probationary employee</td>
<td>VIII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>reduction in force, board action</td>
<td>XII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>reduction in force, definition</td>
<td>XII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>reduction in force, full</td>
<td>XII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>reduction in force, partial</td>
<td>XII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>regular status</td>
<td>VIII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>regular work day</td>
<td>XVII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>regular work week</td>
<td>XVII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>required meeting - employee</td>
<td>VII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>resignation</td>
<td>VII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>resignation</td>
<td>XV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>right to representation</td>
<td>VII, VIII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>salary placement</td>
<td>X, XIV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>salary schedule</td>
<td>XIV, ApA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>section 125 plans</td>
<td>XV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>self-support employee, definition</td>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>self-support positions</td>
<td>XII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>seniority</td>
<td>XII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>short term college closure</td>
<td>XVII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>short term leave</td>
<td>XX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sick leave</td>
<td>XIX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sick leave accrual</td>
<td>XIX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sick leave bank</td>
<td>XIX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sick leave bank donations</td>
<td>XIX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sick leave bank eligibility</td>
<td>XIX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sick leave certification</td>
<td>XIX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sick leave transfer from other schools</td>
<td>XIX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sick leave, family members</td>
<td>XIX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sick leave, part-time employee</td>
<td>XIX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>signing your evaluation</td>
<td>XI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>staff meeting attendance</td>
<td>XVII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>strikes and lockouts</td>
<td>V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>subcontracting</td>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>supervisory employee, definition</td>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>teaching approval, classified employee</td>
<td>XVIII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>teaching load, classified employee</td>
<td>XVIII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>teaching pay, classified employee</td>
<td>XVIII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>temporary employee, definition</td>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>temporary employee, probationary period</td>
<td>VIII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>temporary reassignment</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>term of Agreement</td>
<td>XXI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>transaction of business</td>
<td>II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>transfer seniority</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>transfers</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>tuition waiver</td>
<td>XII, XV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>unpaid leave</td>
<td>XX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>unpaid leave, insurance coverage</td>
<td>XX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>unpaid leave, return to work</td>
<td>XX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>unpaid leave, seniority</td>
<td>XX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>use of college facilities</td>
<td>II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vacancy notice</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vacancy posting</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vacation accrual</td>
<td>XVI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vacation carryover</td>
<td>XVI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vacation eligibility</td>
<td>XVI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vacation pay upon separation</td>
<td>XVI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vacation schedule</td>
<td>XVI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vacation, part-time employee</td>
<td>XVI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vacation, probationary employee</td>
<td>XVI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vacation, years of service</td>
<td>XVI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>voluntary transfer</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>volunteer work</td>
<td>XVII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>work hours, 10-hour days</td>
<td>XVII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>work hours, summer term</td>
<td>XVII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>working out of classification</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>workshops/courses, employee required</td>
<td>XXI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>written complaints</td>
<td>VII</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>