

contact hours times (x) the teacher's ECN rate (1/2854 of the teacher's 10 month contractual salary including Longevity compensation).

Effective with the Fall 2020 Semester and thereafter, extra-contractual compensation for a non-credit assignment shall be determined according to the following formula: the total number of contact hours times (x) the teacher's ECN rate (1/2534 of the teacher's 10 month contractual salary including Longevity compensation).

- G.** With respect to the number of extra-contractual teaching assignments during the course of a Contractual Year, a load equivalent to an assignment of thirty-three (33) regular semester contact hours is considered to be a desirable professional limit in the best interests of students, the College, and teachers. Within the confines of this desirable professional limit, a teacher may select a Fall and/or Winter semester load up to and including nine (9) contact hours per week and a load up to and including twenty-four (24) contact hours per week per Spring Session or Summer Session.

Effective with the Fall 2018 Semester, with respect to the number of extra-contractual teaching assignments during the course of a Contractual Year, a load equivalent to an assignment of thirty (30) regular semester contact hours is considered to be a desirable professional limit in the best interests of students, the College, and teachers. Within the confines of this desirable professional limit, a teacher may select a Fall and/or Winter semester load up to and including nine (9) contact hours per week and a load up to and including twenty-four (24) contact hours per week per Spring Session or Summer Session.

Effective with the Fall 2020 Semester and thereafter, with respect to the number of extra-contractual teaching assignments during the course of a Contractual Year, a load equivalent to an assignment of twenty-eight (28) regular semester contact hours is considered to be a desirable professional limit in the best interests of students, the College, and teachers. Within the confines of this desirable professional limit, a teacher may select a Fall and/or Winter semester load up to and including nine (9) contact hours per week and a load up to and including twenty-four (24) contact hours per week per Spring Session or Summer Session.

It is understood that honors teaching, "mini-courses," substitute teaching, portfolio assessment, data collection, non-credit courses, CEU courses, special assignments (internships, externships, etc.), extra-compensation assignments (prorated at a 2% (0.02) annual extra-compensation factor equivalent to one (1) contact hour), contracted training services paid by or through the College, workshops, and non-teaching extra-contractual work (two (2) hours equivalent to one (1) contact hour of teaching) are included within the confines of this desirable professional limit.

Exceptions to the limits on hours cited above may be made by the College President only after consultation with the Union.

- H.** Effective with the Fall 2017 Semester, extra-contractual compensation for a substitute teaching assignment of a week's duration or six (6) contact hours, whichever is less, shall be determined according to the following formula: the total number of contact hours times (x) 1.5 times (x) the teacher's ECN rate (1/2854 of the teacher's 10 month contractual

salary including Longevity). Extra-contractual compensation for a substitute teaching assignment of more than a week's duration or six (6) contact hours shall be compensated according to Article XXVI.A.

Effective with the Fall 2020 Semester and thereafter, extra-contractual compensation for a substitute teaching assignment of a week's duration or six (6) contact hours, whichever is less, shall be determined according to the following formula: the total number of contact hours times (x) 1.5 times (x) the teacher's ECN rate (1/2534 of the teacher's 10-month contractual salary including Longevity). Extra-contractual compensation for a substitute teaching assignment of more than a week's duration or six (6) contact hours shall be compensated according to Article XXVI.A.

- I. The responsibility of filling substitute teaching assignments resides with the Administration. However, should a qualified teacher be teaching less than the desirable professional limit of extra-contractual contact hours, as cited in Article XXVI.E., said teacher shall be given priority in the filling of substitute teaching assignments. Substitutes shall be provided for the first instance of a teacher's absence in Skilled Trade and Apprentice Education or Corporate Training programs, only if required by a corporate contract.

Extra-contractual compensation for a substitute teaching assignment of a week's duration or six (6) contact hours, whichever is less, shall be determined according to the following formula: the total number of contact hours times (x) 1.5 times (x) the teacher's ECN rate (1/3000 of the teacher's 10 month contractual salary including Longevity).

Extra-contractual compensation for a substitute teaching assignment of more than a week's duration or six (6) contact hours shall be compensated according to Article XXVI.A.

- J. Notwithstanding the ECT and ECN rates cited previously throughout this Article, if a threshold total of 12 or more full-time teachers, in addition to the 13 teachers who participated in the 2016 VESP, end their employment at the College prior to the 2018-19 Contractual Year, an ECT rate of 1/1267 and ECN rate of 1/2534 shall be in effect beginning with the Fall 2018 semester, with an annual limit of twenty-eight (28) regular semester teaching contact hours or the equivalent in non-teaching clock hours (896 clock hours).

If the threshold of 12 or more full-time teachers is met any time prior to the 2019-20 Contractual Year, the ECT rate of 1/1267 and ECN rate of 1/2534 shall be in effect beginning with the Fall 2019 semester, with an annual limit of twenty-eight (28) regular semester teaching contact hours or the equivalent in non-teaching clock hours (896 clock hours).

If the threshold of 12 additional teachers is met any time prior to the 2020-21 Contractual Year, the ECT rate of 1/1125 and ECN rate of 1/2250 shall be in effect beginning with the Fall 2020 semester and thereafter, with an annual limit of twenty-four (24) regular semester teaching contact hours or the equivalent in non-teaching clock hours (768 clock hours).

If the threshold of 12 additional teachers is met any time prior to the 2021-22 Contractual Year, the ECT rate of 1/1125 and ECN rate of 1/2250 shall be in effect beginning with the Fall 2021 semester and thereafter, with an annual limit of twenty-four (24) regular semester teaching contact hours or the equivalent in non-teaching clock hours (768 clock hours).

K. When extra-contractual assignments are made, the following are the priorities which must be considered:

1. Qualified teachers in the Department which is offering the assignment,
2. Qualified teachers in the Division which is offering the assignment,
3. Qualified full-time members of the Bargaining Unit,
4. Qualified retirees of the Bargaining Unit.

The intent of this provision is to afford those individuals listed, in priority order, the maximum number of extra-contractual assignments possible within the semester and annual limitations of the contract. Should an extra-contractual assignment(s) be cancelled by the College, the affected teacher shall be offered an alternative extra-contractual assignment(s), for which the teacher is qualified, first from those individuals not listed in XXVI.K.1-4 yet having part-time/extra-contractual assignments and, if necessary, then from individuals listed in XXVI.K.4., XXVI.K.3., and XXVI.K.2. in that order.

Wherever possible extra-contractual assignments shall be made according to Article IV.A., with the advice of the teachers of the Division and/or Department. Division/Department policies for determining extra-contractual assignments shall be subject to review by the Union and Administration in order to assure an equitable distribution of extra-contractual opportunities.

XXVII. EXTRA-COMPENSATION

Extra-compensation positions shall be open for application every two (2) years, except for those positions for which full-time teachers were specifically hired. Applications, including that of the incumbent, shall be forwarded to the appropriate Vice-president in the Winter semester of second year of the term of office. For the purpose of computing the two-year terms, September 1989 shall be the base year.

Art Collection Curator	5.00%
Baseball.....	11.00%
Basketball Head	11.00%
Coordinator of Cultural Activities	12.00%
Dance Art	9.00%
Director of Exhibits	7.25%
Drama	9.00%
Golf	5.00%

Instrumental Music.....	12.00%
Radio.....	9.00%
Recording Studio Manager/Music Assistant	6.00%
Staff Advisor, Student Council	9.00%
Technical Theatre	9.00%
Vocal Music.....	12.00%
Volleyball	7.00%
Wellness	12.00%

All assistants: 6.0% (0.06) or 54.5% (0.545) of the compensation of the head coach in the particular sport, whichever is less.

The percentages stated above shall be applied to 100% of the current annual average salary, to be determined and provided by the Administration. Compensation for newly established assignments shall be determined by discussion and agreement with the Union.

XXVIII. SALARY SCHEDULE PLACEMENT – EXPERIENCE CREDIT

- A.** New teachers employed at the College by the Board shall be given credit for all relevant full-time teaching experience up to five (5) years. Teachers coming to the College from within the Dearborn Public School District shall be given credit for all relevant full-time teaching experience credited in the District.

Relevant full-time administrative experience at the College shall be credited the same as full-time teaching experience at the College for placement on the salary schedule.

Relevant part-time teaching experience, including teaching experience as a graduate student, shall be provided credit on an adjusted, prorated basis rounded off to the nearest full semester.

- B.** Teachers who have served in the armed forces of the United States shall be given experience credit of one-half (.5) year for each year of military service up to four (4) years of such military service.
- C.** New teachers with work experience directly pertaining to their teaching assignment shall be given credit for each full year of work experience (meaning at least eleven (11) consecutive months of full-time employment with a given employer) up to a maximum of five (5) years of work experience.
- D.** Teachers having zero (0), one (1), or two (2) years of creditable experience shall be placed on Step 1 of the appropriate lane of the salary schedule.

Teachers having three (3) years of creditable experience shall be placed on Step 2 of the appropriate lane of the salary schedule.

Teachers having four (4) years of creditable experience shall be placed on Step 3 of the appropriate lane of the salary schedule.

Teachers having five (5) or more years of creditable experience shall be placed on Step 4 of the appropriate lane of the salary schedule.

Teachers having six (6) or more years of creditable experience shall be placed on Step 5 of the appropriate lane of the salary schedule.

Effective with the Fall 2017 semester, the following shall be added to the above:

Teachers having seven (7) or more years of creditable experience shall be placed on Step 6 of the appropriate lane of the salary schedule.

Effective with the Fall 2018 semester, the following shall be added to the above:

Teachers having eight (8) or more years of creditable experience shall be placed on Step 7 of the appropriate lane of the salary schedule.

Effective with the Fall 2019 semester, the following shall be added to the above:

Teachers having nine (9) or more years of creditable experience shall be placed on Step 8 of the appropriate lane of the salary schedule.

Effective with the Fall 2020 semester, the following shall be added to the above:

Teachers having ten (10) or more years of creditable experience shall be placed on Step 9 of the appropriate lane of the salary schedule.

XXVIII. SALARY SCHEDULES

The Board shall, beginning 9-1-76 and thereafter, pay the retirement for teachers.

A teacher shall advance one (1) step on the Salary Schedule with each contractual year of full-time employment with the College. A teacher hired with the Winter Semester shall advance one-half step in the following Fall Semester and shall thereafter advance one (1) step in subsequent Fall Semesters with each contractual year of full-time employment with the College. Faculty who reach Step 12.5 in any given Fall Semester shall move to Step 13 the following Fall Semester.

Salary Schedule for Contractual Years 2013-2016

Step	Less than Master's	Master's	Master's +30	Master's +60	Doctorate
1	\$36,345	\$45,567	\$47,837	\$50,107	\$52,377
1.5	\$38,409	\$47,631	\$49,901	\$52,171	\$54,441
2	\$40,473	\$49,695	\$51,965	\$54,235	\$56,505
2.5	\$42,537	\$51,759	\$54,029	\$56,299	\$58,569
3	\$44,601	\$53,823	\$56,093	\$58,363	\$60,633
3.5	\$46,665	\$55,887	\$58,157	\$60,427	\$62,697
4	\$48,729	\$57,951	\$60,221	\$62,491	\$64,761
4.5	\$50,793	\$60,015	\$62,285	\$64,555	\$66,825
5	\$52,857	\$62,079	\$64,349	\$66,619	\$68,889
5.5	\$54,921	\$64,143	\$66,413	\$68,683	\$70,953
6	\$56,985	\$66,207	\$68,477	\$70,747	\$73,017
6.5	\$59,049	\$68,271	\$70,541	\$72,811	\$75,081
7	\$61,113	\$70,335	\$72,605	\$74,875	\$77,145
7.5	\$63,177	\$72,399	\$74,669	\$76,939	\$79,209
8	\$65,241	\$74,463	\$76,733	\$79,003	\$81,273
8.5	\$67,305	\$76,527	\$78,797	\$81,067	\$83,337
9	\$69,369	\$78,591	\$80,861	\$83,131	\$85,401
9.5	\$71,433	\$80,655	\$82,925	\$85,195	\$87,465
10	\$73,497	\$82,719	\$84,989	\$87,259	\$89,529
10.5	\$75,561	\$84,783	\$87,053	\$89,323	\$91,593
11	\$77,625	\$86,847	\$89,117	\$91,387	\$93,657
11.5	\$79,689	\$88,911	\$91,181	\$93,451	\$95,721
12	\$81,753	\$90,975	\$93,245	\$95,515	\$97,785
12.5	\$83,817	\$93,039	\$95,309	\$97,579	\$99,849
13	\$85,881	\$95,103	\$97,373	\$99,643	\$101,913

**Salary Schedule for Contractual Years 2016-2019
Career Faculty**

Step	Less than Master's	Master's	Master's +30	Master's +60	Doctorate
1	\$38,162	\$47,845	\$50,229	\$52,613	\$54,997
1.5	\$40,329	\$50,012	\$52,396	\$54,780	\$57,164
2	\$42,496	\$52,179	\$54,563	\$56,947	\$59,331
2.5	\$44,663	\$54,346	\$56,730	\$59,114	\$61,498
3	\$46,830	\$56,513	\$58,897	\$61,281	\$63,665
3.5	\$48,997	\$58,680	\$61,064	\$63,448	\$65,832
4	\$51,164	\$60,847	\$63,231	\$65,615	\$67,999
4.5	\$53,331	\$63,014	\$65,398	\$67,782	\$70,166
5	\$55,498	\$65,181	\$67,565	\$69,949	\$72,333
5.5	\$57,665	\$67,348	\$69,732	\$72,116	\$74,500
6	\$59,832	\$69,515	\$71,899	\$74,283	\$76,667
6.5	\$61,999	\$71,682	\$74,066	\$76,450	\$78,834
7	\$64,166	\$73,849	\$76,233	\$78,617	\$81,001
7.5	\$66,333	\$76,016	\$78,400	\$80,784	\$83,168
8	\$68,500	\$78,183	\$80,567	\$82,951	\$85,335
8.5	\$70,667	\$80,350	\$82,734	\$85,118	\$87,502
9	\$72,834	\$82,517	\$84,901	\$87,285	\$89,669
9.5	\$75,001	\$84,684	\$87,068	\$89,452	\$91,836
10	\$77,168	\$86,851	\$89,235	\$91,619	\$94,003
10.5	\$79,335	\$89,018	\$91,402	\$93,786	\$96,170
11	\$81,502	\$91,185	\$93,569	\$95,953	\$98,337
11.5	\$83,669	\$93,352	\$95,736	\$98,120	\$100,504
12	\$85,836	\$95,519	\$97,903	\$100,287	\$102,671
12.5	\$88,003	\$97,686	\$100,070	\$102,454	\$104,838
13	\$90,170	\$99,853	\$102,237	\$104,621	\$107,005

**Salary Schedule for Contractual Year 2016-2017
Non-Career Faculty**

Step	Less than Master's	Master's	Master's +30	Master's +60	Doctorate
1	\$36,345	\$45,567	\$47,837	\$50,107	\$52,377
1.5	\$38,409	\$47,631	\$49,901	\$52,171	\$54,441
2	\$40,473	\$49,695	\$51,965	\$54,235	\$56,505
2.5	\$42,537	\$51,759	\$54,029	\$56,299	\$58,569
3	\$44,601	\$53,823	\$56,093	\$58,363	\$60,633
3.5	\$46,665	\$55,887	\$58,157	\$60,427	\$62,697
4	\$48,729	\$57,951	\$60,221	\$62,491	\$64,761
4.5	\$50,793	\$60,015	\$62,285	\$64,555	\$66,825
5	\$52,857	\$62,079	\$64,349	\$66,619	\$68,889
5.5	\$54,921	\$64,143	\$66,413	\$68,683	\$70,953
6	\$56,985	\$66,207	\$68,477	\$70,747	\$73,017
6.5	\$59,049	\$68,271	\$70,541	\$72,811	\$75,081
7	\$61,113	\$70,335	\$72,605	\$74,875	\$77,145
7.5	\$63,177	\$72,399	\$74,669	\$76,939	\$79,209
8	\$65,241	\$74,463	\$76,733	\$79,003	\$81,273
8.5	\$67,305	\$76,527	\$78,797	\$81,067	\$83,337
9	\$69,369	\$78,591	\$80,861	\$83,131	\$85,401
9.5	\$71,433	\$80,655	\$82,925	\$85,195	\$87,465
10	\$73,497	\$82,719	\$84,989	\$87,259	\$89,529
10.5	\$75,561	\$84,783	\$87,053	\$89,323	\$91,593
11	\$77,625	\$86,847	\$89,117	\$91,387	\$93,657
11.5	\$79,689	\$88,911	\$91,181	\$93,451	\$95,721
12	\$81,753	\$90,975	\$93,245	\$95,515	\$97,785
12.5	\$83,817	\$93,039	\$95,309	\$97,579	\$99,849
13	\$85,881	\$95,103	\$97,373	\$99,643	\$101,913

**Salary Schedule for Contractual Year 2017-2018
Non-Career Faculty**

Step	Less than Master's	Master's	Master's +30	Master's +60	Doctorate
1	\$37,254	\$46,706	\$49,033	\$51,360	\$53,687
1.5	\$39,370	\$48,822	\$51,149	\$53,476	\$55,803
2	\$41,486	\$50,938	\$53,265	\$55,592	\$57,919
2.5	\$43,602	\$53,054	\$55,381	\$57,708	\$60,035
3	\$45,718	\$55,170	\$57,497	\$59,824	\$62,151
3.5	\$47,834	\$57,286	\$59,613	\$61,940	\$64,267
4	\$49,950	\$59,402	\$61,729	\$64,056	\$66,383
4.5	\$52,066	\$61,518	\$63,845	\$66,172	\$68,499
5	\$54,182	\$63,634	\$65,961	\$68,288	\$70,615
5.5	\$56,298	\$65,750	\$68,077	\$70,404	\$72,731
6	\$58,414	\$67,866	\$70,193	\$72,520	\$74,847
6.5	\$60,530	\$69,982	\$72,309	\$74,636	\$76,963
7	\$62,646	\$72,098	\$74,425	\$76,752	\$79,079
7.5	\$64,762	\$74,214	\$76,541	\$78,868	\$81,195
8	\$66,878	\$76,330	\$78,657	\$80,984	\$83,311
8.5	\$68,994	\$78,446	\$80,773	\$83,100	\$85,427
9	\$71,110	\$80,562	\$82,889	\$85,216	\$87,543
9.5	\$73,226	\$82,678	\$85,005	\$87,332	\$89,659
10	\$75,342	\$84,794	\$87,121	\$89,448	\$91,775
10.5	\$77,458	\$86,910	\$89,237	\$91,564	\$93,891
11	\$79,574	\$89,026	\$91,353	\$93,680	\$96,007
11.5	\$81,690	\$91,142	\$93,469	\$95,796	\$98,123
12	\$83,806	\$93,258	\$95,585	\$97,912	\$100,239
12.5	\$85,922	\$95,374	\$97,701	\$100,028	\$102,355
13	\$88,038	\$97,490	\$99,817	\$102,144	\$104,471

**Salary Schedule for Contractual Year 2018-2019
Non-Career Faculty**

Step	Less than Master's	Master's	Master's +30	Master's +60	Doctorate
1	\$38,162	\$47,845	\$50,229	\$52,613	\$54,997
1.5	\$40,329	\$50,012	\$52,396	\$54,780	\$57,164
2	\$42,496	\$52,179	\$54,563	\$56,947	\$59,331
2.5	\$44,663	\$54,346	\$56,730	\$59,114	\$61,498
3	\$46,830	\$56,513	\$58,897	\$61,281	\$63,665
3.5	\$48,997	\$58,680	\$61,064	\$63,448	\$65,832
4	\$51,164	\$60,847	\$63,231	\$65,615	\$67,999
4.5	\$53,331	\$63,014	\$65,398	\$67,782	\$70,166
5	\$55,498	\$65,181	\$67,565	\$69,949	\$72,333
5.5	\$57,665	\$67,348	\$69,732	\$72,116	\$74,500
6	\$59,832	\$69,515	\$71,899	\$74,283	\$76,667
6.5	\$61,999	\$71,682	\$74,066	\$76,450	\$78,834
7	\$64,166	\$73,849	\$76,233	\$78,617	\$81,001
7.5	\$66,333	\$76,016	\$78,400	\$80,784	\$83,168
8	\$68,500	\$78,183	\$80,567	\$82,951	\$85,335
8.5	\$70,667	\$80,350	\$82,734	\$85,118	\$87,502
9	\$72,834	\$82,517	\$84,901	\$87,285	\$89,669
9.5	\$75,001	\$84,684	\$87,068	\$89,452	\$91,836
10	\$77,168	\$86,851	\$89,235	\$91,619	\$94,003
10.5	\$79,335	\$89,018	\$91,402	\$93,786	\$96,170
11	\$81,502	\$91,185	\$93,569	\$95,953	\$98,337
11.5	\$83,669	\$93,352	\$95,736	\$98,120	\$100,504
12	\$85,836	\$95,519	\$97,903	\$100,287	\$102,671
12.5	\$88,003	\$97,686	\$100,070	\$102,454	\$104,838
13	\$90,170	\$99,853	\$102,237	\$104,621	\$107,005

**Salary Schedule for Contractual Year 2019-2020
All Faculty**

Step	Less than Master's	Master's	Master's +30	Master's +60	Doctorate
1	\$38,353	\$48,084	\$50,480	\$52,876	\$55,272
1.5	\$40,531	\$50,262	\$52,658	\$55,054	\$57,450
2	\$42,709	\$52,440	\$54,836	\$57,232	\$59,628
2.5	\$44,887	\$54,618	\$57,014	\$59,410	\$61,806
3	\$47,065	\$56,796	\$59,192	\$61,588	\$63,984
3.5	\$49,243	\$58,974	\$61,370	\$63,766	\$66,162
4	\$51,421	\$61,152	\$63,548	\$65,944	\$68,340
4.5	\$53,599	\$63,330	\$65,726	\$68,122	\$70,518
5	\$55,777	\$65,508	\$67,904	\$70,300	\$72,696
5.5	\$57,955	\$67,686	\$70,082	\$72,478	\$74,874
6	\$60,133	\$69,864	\$72,260	\$74,656	\$77,052
6.5	\$62,311	\$72,042	\$74,438	\$76,834	\$79,230
7	\$64,489	\$74,220	\$76,616	\$79,012	\$81,408
7.5	\$66,667	\$76,398	\$78,794	\$81,190	\$83,586
8	\$68,845	\$78,576	\$80,972	\$83,368	\$85,764
8.5	\$71,023	\$80,754	\$83,150	\$85,546	\$87,942
9	\$73,201	\$82,932	\$85,328	\$87,724	\$90,120
9.5	\$75,379	\$85,110	\$87,506	\$89,902	\$92,298
10	\$77,557	\$87,288	\$89,684	\$92,080	\$94,476
10.5	\$79,735	\$89,466	\$91,862	\$94,258	\$96,654
11	\$81,913	\$91,644	\$94,040	\$96,436	\$98,832
11.5	\$84,091	\$93,822	\$96,218	\$98,614	\$101,010
12	\$86,269	\$96,000	\$98,396	\$100,792	\$103,188
12.5	\$88,447	\$98,178	\$100,574	\$102,970	\$105,366
13	\$90,625	\$100,356	\$102,752	\$105,148	\$107,544

**Salary Schedule for Contractual Year 2020-2021
All Faculty**

Step	Less than Master's	Master's	Master's +30	Master's +60	Doctorate
1	\$38,545	\$48,324	\$50,732	\$53,140	\$55,548
1.5	\$40,734	\$50,513	\$52,921	\$55,329	\$57,737
2	\$42,923	\$52,702	\$55,110	\$57,518	\$59,926
2.5	\$45,112	\$54,891	\$57,299	\$59,707	\$62,115
3	\$47,301	\$57,080	\$59,488	\$61,896	\$64,304
3.5	\$49,490	\$59,269	\$61,677	\$64,085	\$66,493
4	\$51,679	\$61,458	\$63,866	\$66,274	\$68,682
4.5	\$53,868	\$63,647	\$66,055	\$68,463	\$70,871
5	\$56,057	\$65,836	\$68,244	\$70,652	\$73,060
5.5	\$58,246	\$68,025	\$70,433	\$72,841	\$75,249
6	\$60,435	\$70,214	\$72,622	\$75,030	\$77,438
6.5	\$62,624	\$72,403	\$74,811	\$77,219	\$79,627
7	\$64,813	\$74,592	\$77,000	\$79,408	\$81,816
7.5	\$67,002	\$76,781	\$79,189	\$81,597	\$84,005
8	\$69,191	\$78,970	\$81,378	\$83,786	\$86,194
8.5	\$71,380	\$81,159	\$83,567	\$85,975	\$88,383
9	\$73,569	\$83,348	\$85,756	\$88,164	\$90,572
9.5	\$75,758	\$85,537	\$87,945	\$90,353	\$92,761
10	\$77,947	\$87,726	\$90,134	\$92,542	\$94,950
10.5	\$80,136	\$89,915	\$92,323	\$94,731	\$97,139
11	\$82,325	\$92,104	\$94,512	\$96,920	\$99,328
11.5	\$84,514	\$94,293	\$96,701	\$99,109	\$101,517
12	\$86,703	\$96,482	\$98,890	\$101,298	\$103,706
12.5	\$88,892	\$98,671	\$101,079	\$103,487	\$105,895
13	\$91,081	\$100,860	\$103,268	\$105,676	\$108,084

XXX. GRIEVANCE PROCEDURE

A. Definition of Grievance

The term "Grievance" shall be interpreted to mean a complaint by a teacher or by the Union in its own behalf that: (1) there has been a violation, misinterpretation or misapplication of any provision of this Agreement, or (2) there has been a violation, misinterpretation or misapplication of written policies or procedures affecting the conditions of employment of teachers in effect from time to time. Whenever the term "teacher" is used, it may be interpreted as a plural.

B. Statement of Basic Principles

1. Every teacher or group of teachers shall have the right to present grievances in accordance with these procedures.
2. All discussions shall be kept confidential during procedural stages of the resolution of a grievance.
3. A teacher who participates in these grievance procedures shall not be subject to discipline or reprisal because of such participation.
4. Administrators have the responsibility to consider and take action promptly, within authority delegated to them, on grievances presented to them.
5. The failure of an administrator at any level to communicate a decision to the teacher or Union within the proper time limits permits the teacher to proceed to the next stage, within the limits provided, had the decision been rendered on time.
6. The failure of a teacher or the Union to appeal a decision to the next higher stage within the proper time limits shall constitute a withdrawal and shall bar further action on that teacher's grievance.
7. The teacher or group of teachers has a right to be present and to be represented, at the teacher's option. If the teacher(s) elects to be represented, the representative shall not be a representative of any teacher organization other than the Union.
8. When the grievance originates at an administrative level higher than Coordinator, Division Director, or Department Chairperson, the teacher or the Union shall start the grievance at the appropriate written stage of the Grievance Procedure as designated herein.
9. In any instance where the Union is not represented in the Grievance Procedure, the administrator making the decision shall notify the Union, in writing, of the resolution of the grievance at each level. The Union may grieve any decision which would seem either to violate any term of the contract or to affect working conditions of the teachers in the Bargaining Unit.
10. Hearings and conferences held under this procedure shall be conducted at a time and place which shall afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. When such hearings and conferences are

during College hours, all teachers whose presence is required shall be excused, with pay, for that purpose.

C. Grievance Procedure

1. Preliminary Stage

In the interest of maintaining harmonious relations, the aggrieved teacher is encouraged to have an oral conference with the Coordinator, Division Director, Department Chairperson or appropriate administrator upon discovery of the grievance and prior to initiating formal written grievance procedures.

The Union and College and Office of Human Resources shall meet prior to the formal stages of the grievance procedure to determine if the issue posing a potential formal grievance can be resolved prior to the formal stages of the grievance procedures. It is understood that such meetings prior to the formal stages of the grievance procedure shall not count toward timeline requiring the Union to file a formal grievance within twenty-three (23) day of the discovery of the grievance. It is further understood that the Union may move to the formal grievance stage at its discretion at any point during this preliminary stage of the grievance procedure.

2. Formal Stages

First Written Stage, College Administration

- a. Any grievance shall be forwarded in writing to the respective Vice-president within whose jurisdiction the grievance occurred within twenty-three (23) working days of the discovery of the grievance.
- b. The Vice-president shall return copies of the grievance to the teacher and the Union with the Vice-president's decision in writing within ten (10) working days of the receipt of the grievance.

Second Written Stage, College Administration

- a. If the teacher or the Union is dissatisfied with the decision at the first stage, the teacher or the Union may refer the matter directly to the President by submitting a copy of the grievance and the decision returned to the teacher or the Union by the Vice-president within ten (10) working days of its receipt.
- b. The President or designee shall inform in writing the aggrieved teacher, the Union, and the Vice-president involved of the President's decision within ten (10) working days of the receipt of the grievance. The aggrieved teacher or the Union shall have the right to a conference with the President or designee, within this time limit.

Third Written Stage, Board of Trustees

- a. If the teacher or the Union is dissatisfied with the decision of the President or designee, the teacher or the Union may refer the matter to the Board within ten (10) working days after receipt of the decision of the President or designee by submitting a copy of the grievance and all previous decisions to the Chairperson of the Board of Trustees.

**HENRY FORD COLLEGE
GENERAL COLLEGE CALENDAR
2013-2014**

SPRING SESSION – 2014 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

May	13	Tuesday	Day and Evening classes begin
May	26	Monday	Memorial Day- College closed
June	30	Monday	Day and Evening classes end
July	2	Wednesday	Grades due – 6:00 p.m.

SUMMER SESSION – 2014 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

July	1	Tuesday	Day and Evening classes begin
July	4	Friday	Independence Day – College Closed
July	7	Monday	No Classes (in observance of Independence Day)
August	18	Monday	Day and Evening classes end
August	20	Wednesday	Grades due – 6:00 p.m.

**HENRY FORD COLLEGE
GENERAL COLLEGE CALENDAR
2014-2015**

FALL SEMESTER – 2014

August	26- 27	Tuesday/Wednesday	Teachers report. Faculty Organization Meeting. Meetings and Preparation.
August	28	Thursday	All classes begin
September	1	Monday	Labor Day – College closed
November	26	Wednesday	All classes end following evening session
December	1	Monday	All classes resume
December	15	Monday	All classes end following evening session
December	16	Tuesday	Final exams begin
December	21	Sunday	Final exams end
December	22	Monday	Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

WINTER SEMESTER – 2015

January	7	Wednesday	Teachers report. Faculty Organization Meeting. Meetings and Preparation.
January	8	Thursday	Professional Issues Conference
January	12	Monday	All classes begin
January	19	Monday	Martin Luther King, Jr. Day – College closed
March	8	Sunday	All classes end following evening session
March	16	Monday	All classes resume
May	4	Monday	All classes end following evening session
May	5	Tuesday	Final exams begin
May	9	Saturday	Graduation Day
May	10	Sunday	Final Exams End
May	11	Monday	Faculty Organization Meeting. Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

**HENRY FORD COLLEGE
GENERAL COLLEGE CALENDAR
2014-2015**

SPRING SESSION – 2015 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

May	12	Tuesday	Day and Evening classes begin
May	25	Monday	Memorial Day- College closed
June	29	Monday	Day and Evening classes end
July	1	Wednesday	Grades due – 6:00 p.m.

SUMMER SESSION – 2015 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

June	30	Tuesday	Day and Evening classes begin
July	4	Saturday	Independence Day – College Closed
July	6	Monday	No Classes (in observance of Independence Day)
August	17	Monday	Day and Evening classes end
August	19	Wednesday	Grades due – 6:00 p.m.

**HENRY FORD COLLEGE
GENERAL COLLEGE CALENDAR
2015-2016**

FALL SEMESTER – 2015

August	25- 26	Tuesday/Wednesday	Teachers report. Faculty Organization Meeting. Meetings and Preparation.
August	27	Thursday	All classes begin
September	7	Monday	Labor Day – College closed
November	25	Wednesday	All classes end following evening session
November	30	Monday	All classes resume
December	14	Monday	All classes end following evening session
December	15	Tuesday	Final exams begin
December	20	Sunday	Final exams end
December	21	Monday	Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

WINTER SEMESTER – 2016

January	6	Wednesday	Teachers report. Faculty Organization Meeting. Meetings and Preparation.
January	7	Thursday	Professional Issues Conference
January	11	Monday	All classes begin
January	18	Monday	Martin Luther King, Jr. Day – College closed
March	7	Sunday	All classes end following evening session
March	14	Monday	All classes resume
May	2	Monday	All classes end following evening session
May	3	Tuesday	Final exams begin
May	7	Saturday	Graduation Day
May	8	Sunday	Final Exams End
May	9	Monday	Faculty Organization Meeting. Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

**HENRY FORD COMMUNITY COLLEGE
GENERAL COLLEGE CALENDAR
2015-2016**

SPRING SESSION – 2016 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

May	10	Tuesday	Day and Evening classes begin
May	30	Monday	Memorial Day – College closed
June	27	Monday	Day and Evening classes end
June	29	Wednesday	Grades due – 6:00 p.m.

SUMMER SESSION – 2016 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

June	28	Tuesday	Day and Evening classes begin
July	4	Monday	Independence Day – College closed
August	15	Monday	Day and Evening classes end
August	17	Wednesday	Grades due – 6:00 p.m.

**HENRY FORD COMMUNITY COLLEGE
GENERAL COLLEGE CALENDAR
2016-2017**

FALL SEMESTER – 2016

August	23-24	Tuesday/Wednesday	Teachers report. Faculty Organization Meeting. Meetings and Preparation.
August	25	Thursday	All classes begin
September	5	Monday	Labor Day – College closed
November	23	Wednesday	All classes end following evening session
November	28	Monday	All classes resume
December	12	Monday	All classes end following evening session
December	13	Tuesday	Final exams begin
December	18	Sunday	Final exams end
December	19	Monday	Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

WINTER SEMESTER – 2017

January	4	Wednesday	Teachers report. Faculty Organization Meeting. Meetings and Preparation.
January	5	Thursday	Professional Issues Conference
January	9	Monday	All classes begin
January	16	Monday	Martin Luther King, Jr. Day – College closed
March	5	Sunday	All classes end following evening session
March	13	Monday	All classes resume
May	1	Monday	All classes end following evening session
May	2	Tuesday	Final exams begin
May	6	Saturday	Graduation Day
May	7	Sunday	Final exams end
May	8	Monday	Faculty Organization Meeting Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

**HENRY FORD COMMUNITY COLLEGE
GENERAL COLLEGE CALENDAR
2016-2017**

SPRING SESSION – 2017 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

May	9	Tuesday	Day and Evening classes begin
May	29	Monday	Memorial Day – College closed
June	26	Monday	Day and Evening classes end
June	28	Wednesday	Grades due – 6:00 p.m.

SUMMER SESSION – 2017 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

June	27	Tuesday	Day and Evening classes begin
July	4	Tuesday	Independence Day – College closed
August	14	Monday	Day and Evening classes end
August	16	Wednesday	Grades due – 6:00 p.m.

**HENRY FORD COMMUNITY COLLEGE
GENERAL COLLEGE CALENDAR
2017-2018**

FALL SEMESTER – 2017

August	22-23	Tuesday/Wednesday	Teachers report. Faculty Organization Meeting. Meetings and Preparation.
August	24	Thursday	All classes begin
September	4	Monday	Labor Day – College closed
November	22	Wednesday	All classes end following evening session
November	27	Monday	All classes resume
December	11	Monday	All classes end following evening session
December	12	Tuesday	Final exams begin
December	17	Sunday	Final exams end
December	18	Monday	Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

WINTER SEMESTER – 2018

January	3	Wednesday	Teachers report. Faculty Organization Meeting. Meetings and Preparation.
January	4	Thursday	Professional Issues Conference
January	8	Monday	All classes begin
January	15	Monday	Martin Luther King, Jr. Day – College closed
March	4	Sunday	All classes end following evening session
March	12	Monday	All classes resume
April	30	Monday	All classes end following evening session
May	1	Tuesday	Final exams begin
May	5	Saturday	Graduation Day
May	6	Sunday	Final exams end
May	7	Monday	Faculty Organization Meeting Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

**HENRY FORD COMMUNITY COLLEGE
GENERAL COLLEGE CALENDAR
2017-2018**

SPRING SESSION – 2018 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

May	8	Tuesday	Day and Evening classes begin
May	28	Monday	Memorial Day – College closed
June	25	Monday	Day and Evening classes end
June	27	Wednesday	Grades due – 6:00 p.m.

SUMMER SESSION – 2018 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

June	26	Tuesday	Day and Evening classes begin
July	4	Wednesday	Independence Day – College closed
August	13	Monday	Day and Evening classes end
August	15	Wednesday	Grades due – 6:00 p.m.

**HENRY FORD COMMUNITY COLLEGE
GENERAL COLLEGE CALENDAR
2018-2019**

FALL SEMESTER – 2018

August	21- 22	Tuesday/Wednesday	Teachers report. Faculty Organization Meeting. Meetings and Preparation.
August	23	Thursday	All classes begin
September	3	Monday	Labor Day – College closed
November	21	Wednesday	All classes end following evening session
November	26	Monday	All classes resume
December	10	Monday	All classes end following evening session
December	11	Tuesday	Final exams begin
December	16	Sunday	Final exams end
December	17	Monday	Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

WINTER SEMESTER – 2019

January	2	Wednesday	Teachers report. Faculty Organization Meeting. Meetings and Preparation.
January	3	Thursday	Professional Issues Conference
January	7	Monday	All classes begin
January	21	Monday	Martin Luther King, Jr. Day – College closed
March	3	Sunday	All classes end following evening session
March	11	Monday	All classes resume
April	29	Monday	All classes end following evening session
April	30	Tuesday	Final exams begin
May	4	Saturday	Graduation Day
May	5	Sunday	Final exams end
May	6	Monday	Faculty Organization Meeting Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

**HENRY FORD COMMUNITY COLLEGE
GENERAL COLLEGE CALENDAR
2018-2019**

SPRING SESSION – 2019 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

May	7	Tuesday	Day and Evening classes begin
May	27	Monday	Memorial Day – College closed
June	24	Monday	Day and Evening classes end
June	26	Wednesday	Grades due – 6:00 p.m.

SUMMER SESSION – 2019 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

June	25	Tuesday	Day and Evening classes begin
July	4	Thursday	Independence Day – College closed
August	12	Monday	Day and Evening classes end
August	14	Wednesday	Grades due – 6:00 p.m.

**HENRY FORD COMMUNITY COLLEGE
GENERAL COLLEGE CALENDAR
2019-2020**

FALL SEMESTER – 2019

August	20-	Tuesday/Wednesday	Teachers report. Faculty Organization Meeting.
	21		Meetings and Preparation.
August	22	Thursday	All classes begin
September	2	Monday	Labor Day – College closed
November	27	Wednesday	All classes end following evening session
December	2	Monday	All classes resume
December	9	Monday	All classes end following evening session
December	10	Tuesday	Final exams begin
December	15	Sunday	Final exams end
December	16	Monday	Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

WINTER SEMESTER – 2020

January	8	Wednesday	Teachers report. Faculty Organization Meeting.
			Meetings and Preparation.
January	9	Thursday	Professional Issues Conference
January	13	Monday	All classes begin
January	20	Monday	Martin Luther King, Jr. Day – College closed
March	8	Sunday	All classes end following evening session
March	16	Monday	All classes resume
May	4	Monday	All classes end following evening session
May	5	Tuesday	Final exams begin
May	9	Saturday	Graduation Day
May	10	Sunday	Final exams end
May	11	Monday	Faculty Organization Meeting
			Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

**HENRY FORD COMMUNITY COLLEGE
GENERAL COLLEGE CALENDAR
2019-2020**

SPRING SESSION – 2020 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

May	12	Tuesday	Day and Evening classes begin
May	25	Monday	Memorial Day – College closed
June	29	Monday	Day and Evening classes end
July	1	Wednesday	Grades due – 6:00 p.m.

SUMMER SESSION – 2020 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

June	30	Tuesday	Day and Evening classes begin
July	4	Saturday	Independence Day
July	6	Monday	Independence Day observed – College closed
August	17	Monday	Day and Evening classes end
August	19	Wednesday	Grades due – 6:00 p.m.

**HENRY FORD COMMUNITY COLLEGE
GENERAL COLLEGE CALENDAR
2020-2021**

FALL SEMESTER – 2020

August	25- 26	Tuesday/Wednesday	Teachers report. Faculty Organization Meeting. Meetings and Preparation.
August	27	Thursday	All classes begin
September	7	Monday	Labor Day – College closed
November	25	Wednesday	All classes end following evening session
November	30	Monday	All classes resume
December	14	Monday	All classes end following evening session
December	15	Tuesday	Final exams begin
December	20	Sunday	Final exams end
December	21	Monday	Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

WINTER SEMESTER – 2021

January	6	Wednesday	Teachers report. Faculty Organization Meeting. Meetings and Preparation.
January	7	Thursday	Professional Issues Conference
January	11	Monday	All classes begin
January	18	Monday	Martin Luther King, Jr. Day – College closed
March	7	Sunday	All classes end following evening session
March	15	Monday	All classes resume
May	3	Monday	All classes end following evening session
May	4	Tuesday	Final exams begin
May	8	Saturday	Graduation Day
May	9	Sunday	Final exams end
May	10	Monday	Faculty Organization Meeting Grades due – 6:00 p.m.

M-W evenings = 30

T-R evenings = 30

Saturday sessions = 15

**HENRY FORD COMMUNITY COLLEGE
GENERAL COLLEGE CALENDAR
2020-2021**

SPRING SESSION – 2021 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

May	11	Tuesday	Day and Evening classes begin
May	31	Monday	Memorial Day – College closed
June	28	Monday	Day and Evening classes end
June	30	Wednesday	Grades due – 6:00 p.m.

SUMMER SESSION – 2021 (all day classes scheduled Monday through Thursday, unless otherwise noted)

DAY and EVENING Calendar

June	29	Tuesday	Day and Evening classes begin
July	4	Sunday	Independence Day
July	5	Monday	Independence Day observed – College closed
August	16	Monday	Day and Evening classes end
August	18	Wednesday	Grades due – 6:00 p.m.

Statement of Agreement – Voluntary Employee Separation Agreement (VESP) -- 2016

VOLUNTARY EMPLOYEE SEVERANCE PROGRAM

The parties agree to implement a Voluntary Employee Severance Program ("VESP") as described as follows:

Objective

Henry Ford College ("HFC") has adopted the Voluntary Employee Severance Program ("VESP") to afford eligible employees the opportunity to resign voluntarily in exchange for the payment of benefits. Applications from Employees electing to resign under the VESP must be received by the Office of Human Resources beginning May 10, 2016, but no later than 4:00 p.m. on June 23, 2016. Employees wishing to rescind their application may do so through 4:00 p.m. on June 30, 2016. The VESP will be administered by HFC which has the sole discretion to interpret the VESP and determine eligibility for benefits.

Qualifications and Exclusions

- A.** An eligible employee who wishes to apply for the VESP must:
1. Voluntarily elect to resign under the VESP by properly completing the "Application for Enrollment" prescribed by HFC and filing it with the HFC Office of Human Resources. The application must be received by the Office of Human Resources no later than 4:00 p.m. on June 23, 2016.
 2. Sign, and not revoke, the "Release and Waiver of Claims Agreement" and complete the "Beneficiary Designation" forms (prescribed by HFC) and submit them, along with a written letter notifying HFC of their decision to resign under the VESP to the HFC Office of Human Resources, no later than 4:00 p.m. on June 23, 2016, and the eligible has executed and not revoked the Release and Waiver of Claims Agreement, and the revocation period has expired.
 3. Resign from Henry Ford College ("HFC") no later than August 18, 2016, except to the extent retention rights are exercised, as described below.
- B.** An individual instructor's VESP shall be null and void unless an "Application for Enrollment" is received by the HFC Office of Human Resources no later than 4:00 p.m. on June 23, 2016, and the eligible employee had declared his/her intentions to resign as described above.
- C.** HFC reserves the right to retain any instructor that has submitted an "Application for Enrollment" for up to three (3) semesters (i.e., Fall 2016, Winter 2017, and Fall 2017) beyond the general August 18, 2016, severance deadline. This retention decision will be based on HFC's educational and operational needs. In cases of retention, VESP payments will commence as follows:

Fall 2016 Semester resignees: June 15, 2017

Winter 2017 Semester resignees: December 15, 2017

Fall 2017 Semester resignees: June 15, 2018

If the retained resignee attains age 67 during the retention period, the VESP payment will be paid in one lump sum on December 15, 2017.

- D. HFC reserves the right to not execute the VESP if at least twenty-five (25) eligible employees do not participate.

Eligibility

All current full-time (as defined under the HFCC-FT labor agreements, instructors shall be eligible to participate in the VESP provided the instructor has achieved Step 9 or higher on the Local 1650 salary schedule as of the last day of the 2015-2016 Contractual Year (“Eligible Employees”). Instructors presently on approved leaves of absence, disability, workers' compensation, or who otherwise qualify may take advantage of the VESP plan.

Benefits

- A. Eligible Employees who submit an “Application for Enrollment” and otherwise complete all necessary conditions, will receive VESP payments equaling \$70,000. This amount shall be paid in three (3) installments on December 15, 2016, December 15, 2017, and December 15, 2018. For those who are over the age of 64 at the time VESP payments begin, the number of annual installments shall be reduced so that all payments are completed on December 15, 2018, prior to the teacher's 67th birthday; and for those age 68 or over at the time of termination, on December 15, 2016.
- B. In the event the resignee dies before the end of the term of the benefits to be paid pursuant to the VESP expires or during a retention period, monetary benefits of the VESP will continue to be paid to the Primary Beneficiary designated on the “Beneficiary Designation” form properly completed and submitted to HFC, with the “Application for Enrollment.” In the event the Primary Beneficiary is not alive at the time of the resignee’s death, payments will instead be made to the Contingent Beneficiary[ies] designated on the “Beneficiary Designation” form properly completed and submitted to HFC. Payment to the Primary Beneficiary or Contingent Beneficiary[ies] will cease at the end of the benefit term of the VESP.
- C. Eligible employees, as defined by the VESP, who request to participate in the VESP must sign the release form provided by HFC, indicating that they voluntarily chose to resign, and in exchange for the receipt of severance benefits, agree not to take any action against HFC, the Board and/or the employee's bargaining unit for any claims that may result from and/or be related to their severance and/or employment with HFC, and the revocation period must expire without the employee exercising the right to revoke.
- D. Any employee who resigns under this plan, along with their spouse and dependent[s] will no longer be entitled to receive any fringe benefits paid by HFC (including hospitalization, life insurance, dental, optical, long-term disability, short-term disability, or accidental death and dismemberment benefits or coverage) as of the last day of the month in which employment is severed. All resigning employees and eligible spouses and dependent[s] will be given the option to purchase hospitalization, dental, and optical continuation coverage under COBRA as required by law.

Additional Conditions

In consideration of benefits to be received pursuant to the VESP, employees waive (effective on the date of their severance from HFC service) all future rights to full-time employment, all entitlement to any future increases in benefits or wages, and agree not to reapply for full-time employment with HFC except at the request, and upon approval from HFC.

An employee who chooses to participate in the Voluntary Employment Severance Program shall be required to execute the following documents:

1. Release and Waiver of Claims Agreement;
2. Application for Enrollment; and
3. Beneficiary Designation Form.

Additional Information

HFC cannot provide legal or other advice concerning whether an instructor should participate in the VESP. An instructor should consult independent legal counsel for advice.

**Statement of Agreement
Faculty Credentials**

The parties hereby agree that the following shall apply with respect to the Higher Learning Commission's (HLC) Faculty Credential Standards.

1. Such HLC standards shall apply to all new faculty hires at the College effective with the Fall 2016 semester.
2. Proposed tested experience policy(ies) shall be subject to review by the Senate and Faculty Organization and subject to the approval of the College and Union.
3. Faculty hired prior to the Fall 2016 semester shall be provided three (3) years (until Fall semester 2019) to meet HLC credential and/or tested credential requirements.
4. Faculty in need of additional graduate credit, licensure, or certification shall inform their Associate Deans and Union Area Representatives of their progress in meeting HLC requirements each semester.
5. For incumbent faculty, Administration shall no longer require official transcripts of associate's or bachelor's degrees from faculty in Communications, Math and Science, Social Science, Arts and Fitness and Business and Computer Technology unless required by the HLC to teach specific classes. Official transcripts of all degrees from faculty in Health Sciences and Industrial Technology will still be required.
6. Should HLC credentialing requirements require a teacher to complete a Master's degree, to complete graduate credit hours beyond the Master's Degree, or secure licensure or certification in a discipline, the teacher may apply for reimbursement of tuition, fees, and book expenses related to HLC required degree or credit hours which are incurred at a Michigan public institution of higher education or a license or certification from an entity approved by the College and Union as follows.

HLC related expenses shall have priority in the second Professional Improvement Fund (PIF) draw, if funds are available, to be paid in equal sums to applicants until such funds may be exhausted or all expenses are covered. Reimbursement shall be paid upon submission of an official transcript citing successful completion of the relevant degree or credit hours or documentation confirming successful licensure or certification meeting HLC credentialing requirements.

Should HLC related expenditures still remain unreimbursed in any Contractual Year, the College shall reimburse the remaining HLC credentialing expenditures.

Should HLC require credentialing in a subset of a discipline, it is understood that the College agrees to challenge such requirement. Should the College not prevail in such challenge, the College and Union shall negotiate reimbursement of expenditures related to a "subset" requirement of the HLC.

Statement of Agreement – Degree/Certificate Granting Program

It is the intention of the Administration to devote further resources to supporting teachers responsible for coordination and assessment of degree and certificate granting programs that require significant oversight each semester.

Statement of Agreement – Evaluation Processes

The parties agree to form a joint committee to study the nature and scope of the roles that Faculty and Administration currently play in the evaluation processes for probationary and tenured faculty, resulting in a report for the Board of Trustees.

Statement of Agreement – Learning Lab/Tutoring Center

The parties agree to form a joint committee to pursue the integration of the Learning Lab and the Tutoring Center and determine the role of full-time faculty in tutoring.

Statement of Agreement – Reopener

The parties agree that the HFCC-FT Collective Bargaining Agreement shall be subject to renegotiation in the event that failure to do so would impair the College's ability to operate.

The parties agree that the 2016-17 Contractual Year of the HFCC-FT Collective Bargaining Agreement shall be subject to renegotiation for the purpose of renegotiating the date of 2012 and 2013 VESP replacements.

It is understood that should agreement not be reached by the parties in any of the above reopeners of the HFCC-FT Collective Bargaining Agreement, the College shall not have the right to unilaterally impose its terms of settlement, but rather the parties will renew their efforts to reach settlement.

Statement of Agreement – External Audit

The 2013-2018 HFCC-FT Collective Bargaining Agreement is subject to an external audit funded by the AFT.

Statement of Agreement – Local 1650 President Participation

The HFCC-FT President or designee(s) shall retain the right to participate in the governance structure of the College, consistent with the rights of full-time teachers, regardless of the amount of redirected time which may or may not be requested under Article III.J. or whether the HFCC-FT President/designee(s) is employed by the College or the Union.

Statement of Agreement – Reduction in Force

The parties agree that reductions in force shall affect no more than two (2) teachers during the 2013-14 Contractual Year and no more than four (4) teachers per year during the 2014-15 through 2017-18 Contractual Years. The parties further agree that priority will be given to such teachers in the granting of Sabbatical Leave per the Sabbatical Leave for retraining provision of the contract, Article XVIII.A.4. It is understood that four (4) Sabbatical Leaves per year are available for retraining.

Community Service Guidelines

Community Service

Community Service, as envisioned by the Federation and College, is intended to: (1) provide support and demonstrate appreciation to those communities most strongly represented in the College's student body; (2) establish a more personal connection and identity for the College and faculty in the minds of community organizations, leaders, and activists; (3) establish a greater understanding among faculty of the communities the College serves through a greater faculty presence out in the communities and (4) lay the groundwork for establishing partnerships or coalitions with community organizations and leaders that may better serve the communities and the College in fulfilling their missions.

This community engagement focuses on five communities in order to concentrate the efforts of the College's 205 full-time faculty and, in turn, create a stronger presence of the College and faculty in these communities.

If you have any uncertainty as to whether your proposed community service qualifies, forward your proposal to the Federation Office for review by the Federation and the Office of Human Resources.

There is no need to secure confirmation of service from community organizations. Each September, the Office of Human Resources will survey faculty regarding service performed during the immediately preceding Fall, Winter, Spring, Summer semesters/sessions.

HFCC-FT Community Service Contract Language

All full-time teachers shall demonstrate a commitment to community service by one of the following means:

1. Ongoing membership and participation in a nonsectarian, nonpartisan, nonprofit community service organization within one of the top five municipalities from which the College derives enrollment.
2. Twenty (20) or more hours of community service per Contractual Year (Fall, Winter, Spring, Summer Terms) to any nonsectarian, nonpartisan, nonprofit community organization(s) serving one of the top five municipalities from which the College derives enrollment.
3. Twenty (20) or more hours of other community service per Contractual Year (Fall, Winter, Spring, Summer Terms), as pre-approved by the College and the Union.

Community Service Guidelines

1. Community service provided within HFC's top five enrollment feeder municipalities: Dearborn, Detroit, Dearborn Heights, Taylor, Allen Park (see point 1a clarification).

- 1a.** Community service performed outside the five top feeder municipalities, provided it is offered through a community service organization located within HFC's top five enrollment feeder municipalities.
- 2.** Community service provided to nonpartisan, nonsectarian, nonprofit community organizations (see point 2a clarification).
- 2a.** Community service provided through religious organizations or HFC Student organizations with a religious focus to recipients within HFC's top five enrollment feeder municipalities, provided the community service is not proselytizing in nature.
- 3.** Community service opportunities provided by the College and/or HFCC Student Organizations taking place off campus and within HFC's top five enrollment feeder municipalities (see points 3a and 3b clarification).
- 3a.** Community service provided on campus to school groups and community organizations from within HFCC's top five (5) enrollment feeder municipalities, provided its purpose is not to secure input, advice, or funding related to course/program offerings. PLEASE NOTE: qualifying service on campus is limited to 10 hours per Contractual Year.
- 3b.** Participation in HFCC Student Organization service activities off campus. Service on campus as Faculty Advisor to a HFC Student Organization(s) does not qualify.
- 4.** Community service provided through a professional organization/association to recipients within HFC's top five (5) enrollment feeder municipalities – but not service provided to a professional organization/association.
- 5.** Contributions to community organizations in the form of funds, pledges, or attending an event do not qualify as community service. Working at a fundraising event of a qualifying organization would apply.

**CONSTITUTION FOR THE FACULTY ORGANIZATION
HENRY FORD COLLEGE**

I. PRINCIPLES

- A.** The basic functions of a college are to preserve, augment, criticize, and transmit knowledge and to foster creative capacities. These functions are performed by a faculty which must be free to exercise independent judgment in the planning and execution of its educational responsibilities.
- B.** Three groups play the most important roles in the government of American colleges and universities: faculties, administrations, and governing boards. The roles of these groups must be defined.
- C.** The development of college and university teaching as a profession has produced a scholarly community of talent fully qualified for an active and responsible part in institutional government. The faculty, which is entrusted with primary tasks for which educational institutions are organized, is the essential participant, by virtue of its particular competence, both in recommending and in carrying out decisions on College educational policy, as determined by the Board of Trustees and the President.
- D.** The three responsible agents -- faculty, administration, and governing board -- should endorse the principle of joint responsibility and endeavor to work out a judicious balance in the area of their collective responsibilities, with the understanding that nothing in this document shall be construed to deny the Board of Trustees (the "Board") or any administrative officers any of the powers or responsibilities vested in them by law or by action of the Board.

II. FACULTY ORGANIZATION ROLE AND OPERATING STRUCTURE

A. Faculty Organization Role

The Faculty Organization shall be a deliberative body with powers to initiate, approve, amend, or reject recommendations relative to academic policy. All academic policy recommendations shall be vested in the Faculty Organization, subject to limitations stipulated in Article I.D. addressing the authority of the Board of Trustees and Article VII addressing the authority of the HFCC-FT Collective Bargaining Agent. Any action of the Academic Council, the Coordinating Council, or the Operations Council (herein referred to as the "Councils") and other College committees and groups relative to academic policy shall be subject to approval by the Faculty Senate and the Faculty Organization, which shall have the authority of approving and forwarding all academic policy recommendations to the President.

B. Faculty Organization Operating Structure

- 1.** The Faculty Organization shall consist of all full-time faculty and current adjunct faculty.

2. All meetings of the Faculty Organization shall take place during the Fall and Winter Semesters, with the date and time published at least fourteen calendar days preceding the meeting. Meetings of the Faculty Organization shall take place August, January, and May of each College Year, and on other occasions if approved by the Senate. Those in attendance at a duly called meeting of the Faculty Organization shall constitute a quorum.

Special meetings of the Faculty Organization may be called by the Faculty Senate and/or at the request of the President and/or the Board to address time sensitive issues of academic policy. A two week notice of the meeting shall be provided. A good faith effort shall be made to avoid meetings during the spring and summer terms or at times that conflict with faculty teaching schedules.

3. Voting at meetings of the Faculty Organization shall be limited to those qualified to vote and in attendance at the meeting and shall typically be by voice vote. A hand count, a standing count, or paper ballot vote, if requested by any member of the Faculty Organization in attendance, shall be conducted. Voting on matters before the Faculty Organization shall be limited to all full-time faculty and a number of elected adjunct faculty delegates equal to one-half of the number of full-time faculty, as reported by the Office of Human Resources at the time of the election of adjunct faculty delegates. Adjunct faculty delegates shall be elected annually in Senate conducted elections during each Winter Semester, with adjunct delegate status effective the following August 1.
4. The representation and the voting weight of adjunct faculty in Division and/or Department meetings shall be determined by the Academic Affairs Leadership Council, provided that the voting strength not exceed one-half of the number of full-time faculty members of the Division and/or Department. The representation and the voting weight of adjunct faculty in Division and/or Department committees shall be determined by the Division and/or Department.

III. FACULTY SENATE ROLE AND OPERATING STRUCTURE

A. Role of the Faculty Senate

1. The Faculty Senate of Henry Ford College is an instrument of shared governance, subject to the limitations stipulated in Article I.D. addressing the authority of the Board of Trustees and Article VII addressing the authority of the HFCC-FT Collective Bargaining Agent.
2. The Faculty Senate shall have the responsibility for recommending academic policies of the institution, subject to approval by the President, the Board of Trustees, and other appropriate government agencies and officers. This principle has been expressed in the policies of the Board of Trustees. Nothing in this document shall be construed to deny the Board of Trustees or any administrative officers any of the powers or responsibilities vested in them by law or by action of the Board of Trustees.

- 3.** The faculty shall share responsibility with the President in recommending academic policies to the Board of Trustees in such fundamental College educational matters as:
 - a.** Academic policy relative to subject matter and methods of instruction, such as but not limited to:
 - Course structure, pedagogy, and duration;
 - Course and program prerequisites;
 - Curriculum and course preparation and assignments.
 - b.** Academic policy such as but not limited to:
 - Standards for admission of students;
 - Academic progress, conduct, probation, and dismissal;
 - Granting of degrees and licenses of proficiency;
 - Grading;
 - Withdrawal;
 - Academic appeal;
 - Program requirements;
 - Graduation requirements;
 - Degree and certificate requirements;
 - Placement testing;
 - Student attendance.
 - c.** Those aspects of student life that relate directly to the educational process;
 - d.** Development of programs and courses;
 - e.** The provision of academic extension services to the community;
 - f.** Student and faculty awards and honors;
 - g.** Assumption by the institution of academic research or academic service obligations to private or public agencies.
- 4.** The faculty shall share responsibility and attempt to reach consensus with the Academic Council in recommending policies to the President and Board of Trustees, in matters such as but not limited to:
 - a.** Major changes in the size of the student body;
 - b.** The establishment of new schools or divisions;
 - c.** The provision of extension services to the community;
 - d.** Assumption by the institution of research or service obligations to private or public agencies;
 - e.** Facilities and support for research of faculty members and students;

f. Adding, curtailing or eliminating programs.

In the absence of consensus, the Faculty Organization and the Academic Council may submit their respective recommendations.

5. Any College committee, such as but not limited to steering committees, task forces, and Continuing Process Improvement (CPI) teams, which is charged with developing proposals relative to academic policy within the purview of the faculty, as cited above in this provision, shall consist of at the least a number of faculty members, including at least one adjunct faculty member, equal to the number of non-faculty members serving on the committee. All faculty members serving on such a committee shall be selected through a Senate conducted election or appointed directly by the Senate. The proposals of any such committee relative to academic matters shall be subject to review and approval by the Faculty Senate and qualified voting members of the Faculty Organization prior to being forwarded to the President for approval and the Board of Trustees for final approval.
6. The faculty shall share responsibility and attempt to reach consensus with the Operations Council in recommending to the President and Board of Trustees policies related to planning for additional physical facilities. In the absence of consensus, the Faculty Organization and the Operations Council may submit their respective recommendations.
7. The allocation of resources among competing demands has important implications for the educational responsibilities that are the primary concern of the faculty.

Faculty shall be involved in important developments in administrative planning and funding for educational purposes, including operational expenditures and capital expenditures; shall be consulted on major issues of academic policy involved in such developments; and shall have means through committees or other organized procedures to express its views on major issues of academic policy affecting current or projected College budget decisions affecting academic policy.

8. The Senate shall appoint three full-time and three adjunct faculty to the Academic Council, which shall consult with the Senate regarding Senate academic policy recommendations. Such faculty members shall be selected through a Senate conducted election or appointed directly by the Senate. These appointees shall serve three year terms and shall be eligible for reappointment. The Academic Council shall be chaired by the Vice-president for Academic Affairs and the Senate Chairperson.
9. The Senate shall appoint two full-time and two adjunct faculty to the Coordinating Council. Such faculty members shall be selected through a Senate conducted election or appointed directly by the Senate. These appointees shall serve two year terms and shall be eligible for reappointment.
10. The Senate shall appoint one full-time and one adjunct faculty to the Operations Council. Such faculty members shall be selected through a Senate conducted election

or appointed directly by the Senate. These appointees shall serve two year terms and shall be eligible for reappointment.

B. Faculty Senate Operating Structure

1. Membership on the Senate is open to any full-time faculty member or to any adjunct faculty member who qualifies for voting membership in the Faculty Organization.
2. The Senate shall consist of no more than seventeen members, consisting of seven full-time faculty; seven adjunct faculty; and two full-time faculty members and one adjunct faculty member elected at-large in Senate conducted elections. At least one full-time faculty member and one adjunct faculty member shall represent each Division at the College.

For the purposes of representing divisions on the Faculty Senate, the Counseling and Advising Division, the Teaching and Learning Services Division, and faculty who qualify for membership in Faculty Organization but who are not formally associated with a division shall be considered as one division.

Elections will be conducted in March; terms shall be for three years to begin the following Fall Semester. Should any Senate position become vacant, it shall be filled through a Senate supervised election for the appropriate body.

3. Every five years the Senate shall review the representative structure of the Senate and shall reapportion if necessary.
4. The Chairperson of the Senate shall be elected to a one year term by the Senate from its full-time faculty members. The Chairperson may serve two consecutive one year terms and may serve an additional term(s), provided a one year interval follows any two consecutive terms as Chairperson.
5. The formal method of initiating or altering action in academic policy in which the faculty has responsibility as defined under this Constitution, subject to review and approval by the President and Board of Trustees, shall be by Senate recommendation, with adoption in regular or specially called meetings of the Faculty Organization. The Senate shall inform the Coordinating and Academic Councils of any Senate recommendation at least three weeks prior to consideration by the Faculty Organization.
6. The Senate shall undertake studies on its own initiative or may do so as a consequence of requests brought to it by individual faculty members, by College committees, by the Councils, or by members of the administration.
7. The Senate shall assign tasks to Senate standing committees. Committees shall report to the Senate when their deliberations involve policy.
8. The Senate shall call meetings of the Faculty Organization when necessary to report, to secure the Faculty Organization's approval of a measure, or to request its direction.

9. The Faculty Senate shall hold open meetings on a regular basis, usually monthly, as determined by the Senate at the beginning of each academic year. The Senate Chairperson or one-third of Senate members may call for a special meeting as needed. Agendas will be published in advance. Any member of the College Community may attend meetings of the Faculty Senate, comment on items on the agenda, or make recommendations for future agenda items. The Senate may limit the duration of a non-member's comments to three minutes and the cumulative duration of all non-member comments to one-half hour.

IV. FACULTY SENATE COMMITTEES

- A. Standing committees are created and discharged by the Faculty Senate. The Faculty Senate shall be represented on task forces and ad hoc committees that may be formed by the President or other governance entities.
- B. The work of standing committees is recommendatory. Committee recommendations dealing with academic policy shall be reviewed by the Senate. The Senate shall review, approve, amend, or reject standing committee recommendations, as well as recommendations of the Academic Council and the Coordinating Council, in formulating academic policy recommendations for consideration by the Faculty Organization. Questions of interpretation of established academic policy shall be referred to the Senate.
 1. Membership on standing committees shall be voluntary.
 2. Unless approved otherwise by the Senate, the Chairperson of each standing committee shall be a full-time faculty member, elected by the committee.
 3. Each standing committee shall determine its own attendance and quorum policy.
 4. The Senate annually shall review the committee structure to consider the enlargement or reduction of the number and size of committees and the redefinition of committee assignments.

V. POLICY APPROVAL PROCEDURE

- A. Recommendations regarding new academic policies or academic policy changes or recommendations on matters otherwise authorized within this Constitution shall be forwarded to the Senate by individuals, standing committees, divisions, the Academic Council, Coordinating Council, Operations Council, Task Forces, CPI teams, or other sources.
- B. The Senate may approve, amend, reject, or forward without approval recommendations regarding new academic policies, academic policy changes or recommendations on matters otherwise authorized within this Constitution in existing academic policies to the Faculty Organization.

1. Copies of recommendations which are to be submitted to the Faculty Organization must be forwarded by the Senate to the initiating body and the President at least three weeks prior to a meeting of the Faculty Organization.
 2. If the President, the Councils, or the initiating body desires to discuss such recommendations with the Senate, a meeting may be called by the Chairperson for that purpose.
 3. Copies of recommendations which are to be submitted to the Faculty Organization must be forwarded by the Senate to the Faculty Organization at least one week prior to its meeting.
- C. If a recommendation of a standing committee, a division, or one of the Councils is rejected by the Senate and that initiating body repasses the recommendation, the Senate shall again consider the measure and forward it to the Faculty Organization. The Senate shall have the option of advocating an alternate proposal.
- D. If such a recommendation is approved by the Faculty Organization and the President, the Board of Trustees shall be apprised of the agreement.
- E. The President shall have 21 calendar days in which to accept or decline a recommendation regarding: (1) a new academic policy, (2) a change in current academic policy, or (3) other matters addressed in this Constitution. Should the President decline the recommendation of the Faculty Organization, the Senate shall be notified of the reasons in writing.
- F. The Faculty Senate shall review the decision of the President, and may: (1) return the original recommendation to the Faculty Organization for further consideration, (2) revise the recommendation and resubmit it to the Faculty Organization and President, or (3) recommend to the Faculty Organization that it appeal the President's decision regarding the original or revised recommendation to the Board of Trustees.
1. The Faculty Organization may pass a revised recommendation with a majority of qualified voters, and the President shall be apprised of the new recommendation.
 2. The Faculty Organization may vote to appeal the President's decision regarding the original or revised recommendation to the Board of Trustees by a two-thirds majority of faculty qualified to vote and in attendance.
- G. Whenever the President's decision regarding: (1) a new academic policy, (2) a change in current academic policy or (3) other matters addressed in this Constitution is appealed, the matter shall be submitted to the Board of Trustees for final determination.

VI. SELECTION OF COLLEGE PERSONNEL

- A. Faculty appointments, reappointments, promotions, and actions resulting in tenure should require the active participation of the faculty and administrators who directly supervise the faculty involved. Each division should publish the manner in which this will be done.

- B.** Because College academic and student support administrators have an important role in the formation of educational policy and are charged with transmitting the views of their respective groups to the Board of Trustees, care should be taken that all such persons should have the confidence of the faculty and normally be qualified for faculty membership by education, experience, and continuing interest in teaching.
1. In the selection of the College President, a committee shall be created by the Board of Trustees for the purpose of screening and recommending candidates. Faculty membership of this committee shall include a Faculty Senate member and four full-time and two adjunct faculty elected at-large in a Faculty Senate conducted election, with at least one full-time faculty member representing each area of the College: Arts and Sciences, Career and Technical Programs, and Student Affairs.
 2. A committee shall screen and recommend candidates for the positions of Vice-president of Academic Affairs and Vice-president for Student Affairs. The committee shall be composed of four full-time faculty and two adjunct faculty members selected in a Senate conducted election, three of whom must be from the area to be administered, and up to six administrators appointed by the administration.
 3. Candidates for the positions of Divisional Associate Dean and Department Chairperson shall be limited to those having full-time status at the College and shall be elected for a three-year term by members of their respective divisions. If no candidates stand for election, a committee, consisting of four full-time faculty and two adjunct faculty elected from the Division and up to four administrators appointed by the President, shall screen and recommend external candidate(s) for the position of Associate Dean and Department Chairperson to the President. Upon resignation, retirement, transfer, or termination of such external candidate, the Division shall then elect a new person from among internal candidates. The administration shall involve faculty in the evaluation of Divisional Associate Deans and Department Chairpersons.
 4. In the selection of the Director of Human Resources or an administrator, excluding Associate Deans and Department Chairs, within Academic Affairs, the composition of the selection committee shall include three full-time and one adjunct faculty, selected in a Senate-conducted election, and no more than four appointees selected by administration.
 5. In the selection of a Director or Executive Director, outside of Academic Affairs, the composition of the selection committee shall include two full-time and one adjunct faculty, selected in a Senate-conducted election, and appointees as selected by administration.

Should the responsibilities of such a Director or Executive Director entail the supervision of faculty and/or the implementation of academic policy, the composition of the selection committee shall include two full-time and one adjunct faculty, selected in a Senate conducted election, and appointees as selected by administration not to exceed the number of faculty serving on the committee.

6. Faculty vacancies on selection committees shall be filled in Senate-conducted elections whenever possible. In the event that a sufficient number of faculty is not available to hold an election (e.g., Spring or Summer Session), the Senate is empowered to make appointments to such committees.
7. Provision shall be made for faculty consultation through the Senate in the creation or modification of any academic administrative position or non-academic administrative position at the director level or above. Once established, such positions shall be filled as prescribed in the appropriate category.

VII. COLLECTIVE BARGAINING AGENT

Nothing included in this document shall be interpreted as inhibiting or interfering with, in any way, the legal status or legal function of the duly designated HFCC-FT sole bargaining agent as the exclusive representative of all the employees in such unit, for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment; nor will anything herein take precedence over results of negotiations with the HFCC-FT sole Bargaining Agent.

VIII. CONCLUSION

Organization and procedures are only the means by which governing boards, administrative officers, and faculties fulfill their responsibilities, give an institution of higher education its special character, and accomplish its goals. Academic freedom, professional integrity, competence, and the advancement of learning are also concerns of the Board of Trustees, administration, and faculty.

IX. AMENDMENT PROCEDURES

Amendment to the Faculty Organization Constitution, Faculty Organization By-laws, Faculty Senate Constitution, and Faculty Senate By-laws.

- A. A Constitutional or By-law amendment, subject to the limitations of Article I.D. addressing the authority of the Board of Trustees and Article VII addressing the authority of the HFCC-FT Collective Bargaining Agent, may be initiated in writing to the Faculty Senate Chairperson by any member of the Faculty Organization or the President.
- B. After 21 calendar days' notice, a meeting of the Faculty Organization shall be called, within the Fall or Winter Semesters, by the Chair of the Senate to vote upon the proposed amendment. A two-thirds vote of those qualified to vote and in attendance at the Faculty Organization meeting shall constitute passage of the amendment, upon which the amendment shall be forwarded to the President for approval, provided the proposed amendment is in accordance with Article VII, the Collective Bargaining Agent article of this Constitution.
- C. Any provision or amendment of any College governance document, emanating from any source, that affects the roles or governance structures of the Faculty Organization or the Faculty Senate, including the process of recommending academic policies to the President

or the process of submitting an appeal to the Trustees, must be approved by qualified voting members of the Faculty Organization and the President.

- D.** The President shall have 21 calendar days in which to accept, decline, or revise the proposed amendment. Should the President choose to revise or decline the proposed amendment, the Senate shall be notified in writing of the reasons.
- E.** The Faculty Senate shall review the decision of the President, and may: (1) return the original proposed amendment to the Faculty Organization for approval or further consideration, (2) revise the proposed amendment and resubmit it to the Faculty Organization and President, or (3) recommend to the Faculty Organization that it appeal the President's decision regarding the original proposed amendment to the Board of Trustees.

The Faculty Organization may appeal the President's decision to the Board of Trustees with a two-thirds majority vote by those qualified to vote and in attendance at a Faculty Organization meeting. Voting shall be limited to those who qualify for membership in the Faculty Organization and who are in attendance at the meeting. The Board of Trustees' determination is final.

- F.** Any alteration of the roles and structures of the Faculty Senate or Faculty Organization is subject to Article VII, the Collective Bargaining Agent Article of this Constitution.
- G.** It is understood, in accordance with the HFCC-FT Collective Bargaining Agreement, that no changes or amendments to the Constitution and/or By-laws of the Faculty Organization shall be made without the mutual agreement of the parties to the HFCC-FT Collective Bargaining Agreement and that grievances arising from changes or amendments to the Constitution, without mutual agreement of the Union and College, shall be subject to binding arbitration provision of the contract. It is further understood that grievances regarding violations arising from existing provisions of the Constitution, By-laws of the Constitution, and procedures outlined within the Constitution shall be subject to the advisory arbitration provision of the contract.

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