

AGREEMENT

BETWEEN

BOARD OF TRUSTEES OF LANSING COMMUNITY COLLEGE  
OF THE STATE OF MICHIGAN

AND

THE PART TIME CLERICAL TECHNICAL UNION  
MEA/NEA

June 1, 2000 - JUNE 30, 2004

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**LANSING COMMUNITY COLLEGE**  
**PART TIME CLERICAL TECHNICAL UNION MEA/NEA**

**AGREEMENT**

**DESIGNATION OF PARTIES**

This Agreement is entered into this 14<sup>th</sup> day of May 2001, by and between the Board of Trustees of Lansing Community College of the State of Michigan, hereinafter designated as the "College", and the LCC Part Time Clerical-Technical Union MEA/NEA, hereinafter designated as the "Union".

**PREAMBLE**

WHEREAS, the College has a statutory obligation, pursuant to the Michigan Public Employment Relations Act, to negotiate with the Union as the exclusive representative of the bargaining unit personnel, with respect to rates of pay, wages, hours of employment, and other terms and conditions of employment, and

WHEREAS, the parties have agreed to this collective bargaining agreement, which, as fully bargained, settles, and contains all matters with respect to wages, benefits, hours, and other terms and conditions of employment for the term of this Agreement, the following provisions represent the understandings reached by the parties:

**ARTICLE 1. RECOGNITION**

The College recognizes the Union as the exclusive representative of all regular, part-time clerical/technical employees; EXCLUDING employees with assignments funded by an outside source, periodic or seasonal employees [those who are regularly scheduled to work less than ten (10) hours per week and less than thirty-two (32) weeks per year], sworn Police and Public Safety Officers, confidential employees, employees who work within the Divisional Offices, employees in the Information Technology and Research Division.

**ARTICLE 2. UNION RIGHTS**

A. Release Time

The President of the Union, Union officers, or designated representatives will be granted an aggregate total of fifty six (56) hours off with pay for each fiscal year of this Agreement for the purpose of conducting Union business. Prior to the expected absence, the Union President, officers, or designated representatives will

strive to provide five (5) days notice to the respective immediate supervisor(s). The days may be used in smaller increments, but must be submitted to the College Human Resource Department in minimum increments of one-hour blocks. The hours should be reported to the College Human Resources Department as soon as possible. Use of any time off under this paragraph will be subject to the approval of the immediate supervisor, but such approval will not be unreasonably withheld, plus one (1) hour per year for general membership meetings.

**B. Use of College Rooms**

College rooms may be used by the Union for Union business at no cost to the Union provided that:

1. The requested room is available.
2. Approval from the administration is secured in advance.
3. Meetings are scheduled within the regular shift hours of the custodial staff.

**C. Use of College Equipment**

The Union is authorized to use College equipment, including but not limited to: typewriters, word processors, xerographic machines, other duplicating equipment and calculating machines, subject to availability and prior approval. The Union shall pay for the reasonable cost of all materials and labor, including the cost of all consumable supplies, incident to such use. Reasonable cost shall be determined by the Vice President for Administrative Services/Finance of the College.

### **ARTICLE 3. COLLEGE RIGHTS**

A. The Union recognizes that the College, on its own behalf, and on behalf of the electors of the district, hereby retains and reserves unto itself all rights, powers, and authority conferred upon and vested in it by the laws and the Constitution of the State of Michigan and/or the United States.

It is further recognized that, subject only to clear and express restrictions, if any, as are provided in this Agreement, all management rights, powers, functions, and authority shall remain vested exclusively in the College.

These management rights, powers, functions, and authority include but are not limited to:

1. the administration and management of the College, the control of its properties, and the maintenance of an orderly, effective, and efficient operation of the College;
2. the selection and direction of the work force including the right to determine the size and composition of the work force and the qualifications of employees and to

hire, discipline, suspend, discharge, assign, transfer, promote, lay off, or relieve employees from duty because of lack of work or any other legitimate reason;

3. the right to determine the number and location of facilities, the work to be performed and the standards to be met for performing that work, the amount of supervision necessary, and the schedule of work;
4. the right to establish, eliminate, or change work classifications;
5. the right to promulgate reasonable rules, policies, and regulations provided that the same are not inconsistent with the provisions of this Agreement; and
6. the right to change or introduce new operations, methods, processes or means of operation, and the right to determine whether and to what extent work shall be performed by employees.

#### **ARTICLE 4. AGENCY SHOP AND DUES CHECK-OFF**

##### **A. Membership Dues**

Any member of the bargaining unit may sign and deliver to the College a written assignment authorizing deduction of union dues in the Union in the amount established by the Union, or of the service fee as provided in paragraph B below. Such authorization shall continue in effect from year to year unless revoked in writing. Pursuant to such authorization, the College shall deduct one-tenth (1/10) or other designated portions of such dues or fee at regular intervals, as agreed upon by the parties hereto, so that the annual dues or fee are fully paid no later than June 1 of the following year.

##### **B. Agency Shop**

Any member of the bargaining unit who is not a member of the Union in good standing or who does not make application for membership within thirty (30) days from the date he/she commences employment shall, as a condition of employment, pay as a service fee to the Union an amount not to exceed to the professional dues uniformly required of members of the Union.

1. The non-member may authorize payroll deduction for such fees in the same manner as provided for Union dues.

2. In the event the non-member shall not pay the Service Fee directly to the Union, or authorize payment through payroll deduction, the College shall, upon proper written notice from the Union, deduct the Service Fee from the employee's wages and remit same to the Union pursuant to the conditions described in paragraph 3 below.

3.a. The Union shall notify the employee by certified mail explaining that the employee is delinquent in not tendering Union service fees, specifying the amount of the delinquency and warning him/her that unless the delinquent fees are paid within ten (10) working days of such notice or unless arrangements are made with the Union for payroll deduction of Service Fees within ten (10) working days of such notice, the Union shall request that the Office of Human Resources authorize deduction of Service Fees as provided in this Agreement.

b. The Union shall save the College harmless from any and all damages, including attorney fees, it may suffer as a result of any action the Union or an employee takes. The parties agree that the Union has the right to provide and oversee the legal defense and strategy for such matters and that the College will cooperate with the Union and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available.

### C. Legal Defense

The Union agrees to assume the legal defense of any suit or action brought against the College regarding this section of the Agreement at its own expense. The Union further agrees to indemnify the College for any costs or damages other than unemployment compensation which may be assessed against the College as the result of said suit or action subject, however, to the following conditions:

1. The damages have not resulted from the negligence, misfeasance, or malfeasance of the College or its agents.
2. The Union has the right to choose the legal counsel to defend any such suit or action.
3. The Union shall have the right to compromise or settle any claim made against the College under this section.

### D. Disbursement of Sums

With respect to all sums deducted by the College pursuant to authorization of the employee, whether for professional dues or service fee, the College agrees promptly to disburse said sums to the Union.

## **ARTICLE 5. GRIEVANCE PROCEDURE**

### A. Definition

1. A grievance is defined as an alleged violation, misinterpretation or misapplication of a specific article(s) or section(s) of this Agreement.

2. The Union may also file grievances on behalf of an employee or a group of employees. Union grievances that allege policy violations will commence in writing at Level III.
3. A day is defined as a day on which the College is open for business excluding weekends and holidays.

#### B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal and confidential as possible.
2. Nothing contained herein will be construed as limiting the right of any bargaining unit member having a problem or issue to discuss the matter informally with any appropriate member of the administration and having the problem or issue adjusted without recourse to the formal grievance procedure and without intervention of the Union, provided the adjustment is consistent with the terms of this Agreement. The Union shall be given the opportunity to be present during any grievance adjustment.

#### C. Supplemental Conditions

1. As it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum.
2. If appropriate action is not taken by the employee or the Union within the time limits specified, the grievance will be considered settled on the basis of the disposition at the preceding level.
3. The time limits specified may be extended by mutual agreement.
4. The grievant shall, at the request of the College or the Union, be present at all grievance meetings and hearings.
5. Either party may, at all levels of the grievance procedure, have the right to internal representation.
6. A supply of grievance forms shall be on file with the Executive Director of Human Resources and Union.
7. No grievance shall be processed unless initiated and carried to the next step within the time provided herein or as extended by mutual agreement.

#### D. Procedure

1. Level One. (Grievances can be settled at Level One without setting a precedent in future cases).
  - a. The employee shall discuss the complaint with his/her immediate supervisor and/or departmental chairperson within fifteen (15) days of the event giving rise to the grievance in an attempt to resolve the matter informally. The supervisor and/or chairperson shall render an oral decision within ten (10) days of this discussion. If the aggrieved employee is not satisfied with the oral decision, he/she shall formally file the grievance in writing. The written grievance must be submitted to the employee's immediate supervisor and/or chairperson within fifteen (15) days of the event giving rise to the grievance or within ten (10) days of the receipt of the oral decision, whichever is greater.
  - b. Within ten (10) days of the filing date, the immediate supervisor and/or chairperson will meet with the aggrieved employee in an attempt to resolve the complaint. A written answer shall be given within ten (10) days after such meeting. Failure of the supervisor to respond in writing shall move the grievance to the next level of the grievance procedure. Copies of the answer shall be sent to the grievant and those persons indicated on the grievance form.
2. Level Two
  - a. If the aggrieved is not satisfied with the Level One answer, or if no decision has been rendered in the time specified, a letter shall be sent within ten (10) days thereafter by the grievant to his/her Divisional Dean, stating his/her desire to pursue the issue at Level Two. At this level, the grievance or letter must be signed by both the aggrieved and the Union.
  - b. Within ten (10) days of receipt of the grievance at Level Two, the aggrieved employee or the Union representative will arrange to meet with the Dean or his/her designee to discuss the issues. A written answer will be given within ten (10) days after such meeting. Copies of the answer shall be sent to the parties as in Section D.1.b. above.
3. Level Three
  - a. If the aggrieved is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered in the time allowed, a letter shall be sent within ten (10) days thereafter by the aggrieved to the Executive Director of Human Resources, stating the desire to pursue the issue at Level Three. At this level, the grievance or letter must be signed by both the aggrieved and the Union.

- b. Within five (5) days of receipt of such grievance at Level Three, the aggrieved employee or the Union representative will arrange to meet with the Executive Director of Human Resources or his/her designee to discuss the issues. The parties will meet within ten (10) days and a written answer shall be given within ten (10) days after such meeting. Copies of the answer shall be sent to the parties as in Section D.1.b. above.
- c. Matters involving Union grievances will be discussed with the Executive Director of Human Resources or his/her designee within fifteen (15) days from the event giving rise to the grievance or within fifteen (15) days of when the Union reasonably had knowledge of the event, with the objective of resolving the matter informally. If the matter is not resolved on an informal basis and the Union desires to pursue the matter further, it may then be reduced to writing.

Written Union grievances initiated at this level shall be filed within fifteen (15) days following this informal meeting with the Director of Human Resources. The time limits for the scheduled hearing and the written response will be the same as those specified in Section D.3.b. above. Copies of the answer shall be sent to the parties as in Section D.1.b. above.

#### 4. Level Four

- a. If the aggrieved is not satisfied with the disposition of the grievance at Level Three or if no decision is rendered within the timelines specified, the grievance may be submitted by the Union to arbitration by written notice given by the Union within thirty (30) days after receipt of the Level Three decision. An arbitrator shall be selected in accordance with the procedures of the American Arbitration Association.
- b. The parties may enter into voluntary mediation of the grievance provided that mediation shall not delay the processing of the matter through arbitration. If a satisfactory resolution is achieved through mediation, the grievance will be withdrawn from arbitration.
- c. The power of the arbitrator shall be limited to the interpretation or application of this Agreement, and he/she shall have no power to alter, add to or subtract from the terms of this Agreement as written. The decision of the arbitrator shall be binding on all parties involved.
- d. The fees and expenses of the arbitrator shall be shared equally by the Board and the Union.

- e. The parties shall be responsible for the payment of witnesses called to testify on their behalf.

#### E. Grievance Hearings

The College will attempt to schedule grievance hearings so as to minimize conflict with the employee's regularly assigned duties. Any employee officially engaged in grievance hearings under the terms of this provision and during regular working hours shall not suffer loss of salary.

### **ARTICLE 6. EVALUATION**

#### Staff Development Plan

At the option of the supervisor, the Staff Development Plan (SDP) may be utilized as a tool to facilitate the improvement of job skills and the pursuit of employee development.

Related to the Primary Skills section of the SDP, in the event the College does not provide the mutually agreed upon Supervisor's Support identified in the SDP and/or Action Plan, discipline will not result if the objective for this portion of the plan is not met. Failure to meet objectives in other sections of the SDP will not result in discipline.

### **ARTICLE 7. VACANCIES**

- A. A vacancy shall be defined as a position that is newly created or a position that is open as a result of a bargaining unit member leaving the College or accepting another position at the College. In all cases, the College reserves its right to determine when a position may be filled, when it may be eliminated, and when and if it will be filled through a posted vacancy notice. Prior to posting a new position, the College will consider whether it is practical to add hours (within the guidelines established by the College) to a similar position within the department.
- B. Whenever it is determined by the College that a regular position will be posted as a vacancy to be filled, the College will send a position vacancy notice to all departments. In addition, the College will send a supply of the position vacancy notice to the Union President. The notification will list basic requirements and job duties.
- C. Position vacancy notices shall be posted within the College for a minimum of five (5) working days prior to advertising the position externally.
- D. Employees who desire to be considered for a vacancy shall notify the department identified on the position vacancy notice, by means of a personal memorandum.

- E. The final decision in hiring a PTCTU employee rests with the designated department.
- F. Bargaining unit members who are reassigned on a temporary basis at the College shall retain the right to return to their previous position within the bargaining unit when the temporary assignment ends provided their previous position has not been eliminated.

### **ARTICLE 8. REDUCTION IN FORCE**

- A. The Union recognizes the exclusive right of the Board of Trustees to determine reductions in personnel and/or operations and the exclusive right to determine the area in which such reductions will be made subject to the provisions of this Agreement.
- B. Personnel affected by the reduction in staff will be afforded as much notice as possible, but in no event less than fifteen (15) business days, prior to the effective date of layoff. Laid off employees will be encouraged to apply for vacant positions.

### **ARTICLE 9. EMPLOYEE BENEFITS**

#### A. General Provisions

- 1. The benefit for eligible employees who opt to purchase health insurance shall be effective the first of the month following eligibility.
- 2. The amount and nature of benefits shall be governed by the terms of the group insurance policy and the rules and regulations of the carrier. The College maintains the right to change insurance carriers and will provide a 30-day notice to employees.
- 3. All annual open enrollment periods will be so designated by the Human Resources Department.

#### B. Jury Duty

A member who has been employed by Lansing Community College for at least one (1) year and who is summoned and reports for jury duty shall receive the same pay s/he would have received if s/he had not been summoned for jury duty. All jury duty fees received (not including travel allowances or reimbursement for expenses) shall be turned over to the College.

The College's obligation to pay a member for jury duty is limited to a maximum of ten (10) days in any calendar year.

The provisions of this Article are not applicable to a member who, without being summoned, volunteers for jury duty.

C. Admission to Lansing Community College Courses

Employees are eligible to take two (2) classes per semester or the equivalent of eight (8) credits, whichever is greater at resident rates, provided they are employed by the first week of that semester and remain employed for the duration of said semester. Subject to these limitations, employees will be granted tuition scholarships (excluding any fees associated with courses) for courses they desire, as long as these courses are taken outside of the member's regularly scheduled working hours. It is recognized that enrollment may be limited by such factors as facility and equipment limitations and current safety standards.

D. Parking\*

1. The College will strive to provide parking at no cost for the surface lots. An annual parking fee shall be in effect for the College parking facility. The annual charge will be pro-rated for the parking facility.
2. The College may require parking cards, decals, or other methods of control for each employee car and will furnish parking cards, decals or other methods of control at College expense. If the cards, decals or other methods of control are lost or misplaced, a replacement fee will be charged.
3. No employee will be permitted to park more than one (1) vehicle in College parking facilities at any time.
5. In the event that the College finds it must increase its parking fees prior to the termination of this Agreement for all employees who have access to the facility, the College will notify the Association in writing thirty (30) days prior to implementation specifying the new rates as well as any other modifications proposed for change. The College will also notify the employees of the change and when that change will occur.

\* If the College and the Union subsequently agree to the recommendations of the Parking Task Force (Appendix A), the recommended changes will be entered into a Letter of Agreement. It is intended that these recommendations will supersede the language of Article 9, D, 1-4.

E. Other Benefits

The College reserves the right to implement changes relevant to Family Medical Act leaves and policies. The College agrees to discuss any said changes with the Union before implementation.

**ARTICLE 10. PAID TIME OFF**

A. General Provisions

1. Paid time off allowance shall be provided in lieu of annual leave, sick leave and vacation.
2. There will be no carryover or accumulation of any unused paid time off from one fiscal year to the next.
3. Employees who are laid off, terminated, or retired will not be paid for any unused time off.
4. Paid time off should be requested in advance, through the immediate supervisor, except in cases of illness or emergencies.
5. Anyone hired between July 1 and December 31 of any contract year shall be eligible for 100% of the allowable paid time off for that contract year. Anyone hired between January 1 and April 30 of any contract year shall be eligible for one-half of the allowable paid time off for that contract year. Anyone hired after May 1 will not be eligible to receive paid time off until July 1 of that calendar year.

B. Paid Time Off Allowance (PTO)

For the purposes of this section, paid time off will be earned in accordance with the following schedule:

Effective July 1, 2001, on July 1<sup>st</sup> of each year eligible employees will be credited with the appropriate paid time off allowance.

| Years   | Regularly scheduled to work less than 20 hours per week | Regularly scheduled to work 20 or more hours per week |
|---------|---|---|
| 0 to 3  | 20 hours  | 40 hours  |
| 3+ to 6 | 40 hours  | 70 hours  |
| 6+      | 60 hours  | 100 hours   |

By July 1st, a bargaining unit member must have completed three (3) or six (6) years of continuous service to advance on the PTO schedule.

C. Hours of Work

Each employee shall be entitled to a paid fifteen (15) minute rest period for each four (4) consecutive hours worked in a workday.

Each employee shall be entitled to an unpaid, duty-free thirty (30) minute lunch period when assigned to work eight (8) or more consecutive hours in a workday.

## **ARTICLE 11. PROTECTION OF MEMBERS**

A. Due Process

1. No bargaining unit member shall be reprimanded, demoted, or discharged without just cause.
2. The bargaining unit member shall be informed of the specifics of the complaint as soon as the administration determines that the complaint has sufficient merit to warrant further investigation.
3. Bargaining unit members shall be advised that they have the right to have a union representative present during any meeting that may lead to discipline, and the right to postpone any meeting until such representation is available.
4. Prior to invoking formal disciplinary action, an investigation of the events surrounding the complaint will be conducted. During this investigation, both parties will attempt to resolve the matter informally. Following this investigation and if the matter has not been resolved, a hearing will be held to determine if disciplinary action will be taken. If it is decided that disciplinary action will be invoked following this hearing, the bargaining unit member will be notified in writing of the extent of the disciplinary action and the specific reasons for taking such action.
5. The bargaining unit member will have an opportunity to submit written evidence of rebuttal to any charges against him/her and such rebuttal shall become part of his/her record.

## **ARTICLE 12. COMPENSATION**

A. Hourly Wage Adjustments

1. The percent increase shall be 3% for the fiscal year 2000-2001. Employees must be on the payroll as of May 15, 2001 to receive retro pay for time sheet hours only.
2. The percent of increase shall be 3% for the fiscal year 2001-2002.
3. The percent increase shall be 3% for the fiscal year 2002-2003.
4. The percent increase for the fiscal year 2003-2004 shall be in accordance with the Letter of Agreement dated May 4, 2001 (Appendix B).

B. Hiring Range

New employees hired after June 1 will be eligible to receive a salary adjustment equal to 70% of the negotiated salary increase normally granted in July.

C. Minimum Starting Salary

The minimum starting salary shall be:

- |                          |        |
|--------------------------|--------|
| 1. Fiscal year 2000-2001 | \$8.70 |
| 2. Fiscal year 2001-2002 | \$8.85 |
| 3. Fiscal year 2002-2003 | \$9.05 |
| 4. Fiscal year 2003-2004 | \$9.25 |

**ARTICLE 13. GENERAL PROVISIONS**

A. Amendments to the Agreement

No provision of this Agreement shall be changed or altered unless such change or alteration is agreed to in writing between the College and the Union.

B. Savings Clause

If any provision of this Agreement, or any supplement thereto, is found invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any provision should be permanently restrained by any such court, the remainder of this Agreement, and any supplements thereto, shall remain in full force and effect, and the College and the Union, at the request of

either party, shall enter into negotiations for the purpose of arriving at a mutually satisfactory replacement for such provision or supplement.

C. Waiver

The College and the Union acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and Agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the College and the Union agree that for the life of this Agreement each voluntarily and unqualifiedly waives the right, and agrees that the other shall not be obliged to bargain collectively with respect to any subject or matter referred to or covered in this Agreement.

D. Special Conferences

At the request of either the Union or the College, special conferences shall be held for the purpose of considering matters of mutual interest, other than grievances under consideration in the grievance procedure, provided that mutually acceptable arrangements as to time and place can be made.

It is understood that special conferences shall not be for the purpose of continuing collective bargaining negotiations, nor in any way to modify, add to, or detract from the provisions of this Agreement, nor to change or alter the rights of either the College or the Union under the terms of this Agreement.

**ARTICLE 16. DURATION**

This Agreement shall commence July 1, 2000, and shall continue in full force and effect until midnight June 30, 2004 when it shall terminate. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

FOR THE BOARD OF TRUSTEES

FOR THE Part-Time Clerical Technical  
Union MEA/NEA

By: Brian C. Jeffries  
Chairperson

By: Jan Penton  
President

By: Mark H. Canady  
Secretary

By: Tom Ferris  
PT CTU MEA/NEA Uniserv Director

LANSING COMMUNITY COLLEGE  
PART TIME CLERICAL TECHNICAL UNION  
MEA/NEA

APPENDIX A

LETTER OF AGREEMENT  
May 4, 2001

The College and the Part-Time Clerical Technical Union hereby agree to form a joint committee to review issues of differences in job responsibilities between members of the bargaining unit.

If the Committee determines that the differences in job responsibilities should result in different job classifications within the bargaining unit, the parties will attempt to develop a classification structure and recommendation for wage adjustments if appropriate, to be implemented effective July 1, 2003.

If the committee does not agree on wage adjustments related to a classification structure by May 1, 2003, all hourly wages shall be increased by 3% effective July 1, 2003.

s/ Tom Ferris  
For the Union

5/4/01  
Date

s/ D. J. Davidson  
For the College

5/4/01  
Date

LANSING COMMUNITY COLLEGE  
PART TIME CLERICAL TECHNICAL UNION  
MEA/NEA

APPENDIX B

LETTER OF AGREEMENT

Parking Task Force

The College and the Part-Time Clerical Technical Union agree to participate in a joint labor/management Parking Task Force.

The Parking Task Force will be charged with making recommendations to the College on fair and reasonable parking alternatives. The recommendation(s) will be developed through investigating parking alternatives, including, but not limited to car pooling, shuttle buses, parking contributions based on "convenience" of parking in all College owned and/or leased parking areas.

The College and Union goal is to reach a letter of agreement on parking benefits by June 30, 2001.

s/ Tom Ferris  
\_\_\_\_\_  
For the Union

5/4/01  
\_\_\_\_\_  
Date

s/ D. J. Davidson  
\_\_\_\_\_  
For the College

5/4/01  
\_\_\_\_\_  
Date

LANSING COMMUNITY COLLEGE  
PART TIME CLERICAL TECHNICAL UNION MEA/NEA  
GRIEVANCE FORM

Submitted at Level \_\_\_\_\_ Grievance # \_\_\_\_\_

1. Date of Alleged Occurrence \_\_\_\_\_

2. Cite the Agreement article(s) and/or section(s) alleged to have been violated  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Statement of Grievance  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Remedy Sought  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Copies to: PTCTU President, Executive Director of Human Resources, grievant's immediate supervisor and/or departmental chairperson.

IMPORTANT: The time limits specified in the Master Agreement must be adhered to.