

AGREEMENT

BETWEEN

THE LEGISLATURE OF THE

COUNTY OF ORANGE,

ORANGE COUNTY COMMUNITY COLLEGE

AND

THE STAFF AND CHAIR ASSOCIATION

September 1, 2023 to August 31, 2026

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PREAMBLE

In order to effectuate the provisions of Chapter 392 of the Laws of 1967, as amended (the Public Employees' Fair Employment Act), to encourage and increase effective and harmonious working relationships between the Legislature of the County of Orange (hereinafter referred to as the "County"), and its professional employees represented by the Staff and Chair Association of Orange County Community College (hereinafter referred to as the "Association") and to enable the professional employees (hereinafter referred to as "unit members") more fully to participate in and contribute to the development of policies for Orange County Community College (hereinafter referred to as the "College"), so that the cause of public higher education may best be served in the County, the County and the Association enter into this Agreement.

ARTICLE I

RECOGNITION

- A. The County/College recognizes the Association as the exclusive negotiating agent for the Department Chairs, Assistant Chairs, Coordinators, and Directors and other Professional Staff positions, as outlined in grade level table in Article IV, or as either may be created hereafter. Prior to the creation of new permanent administrative and/or Chair/Coordinator positions, the College will consult with the President of the Association. With respect to current and newly created temporary positions, the parties recognize the same as being within the Association bargaining unit, except where otherwise expressly agreed in a separate memorandum of agreement. Temporary positions created to address particular tasks within limited time frames, which involve full-time staff or chair duties, will, at the end of one year from creation, be made permanent or be terminated, unless mutually

agreed to between the County/College and the Association, consent to which will not be unreasonably withheld. Notwithstanding the foregoing, internships shall continue for the duration of respective projects.

- B. Evidence of membership in the Association will be in the form of quarterly statements provided by the Secretary of the Association to the Director of Payroll.
- C. This recognition constitutes an Agreement between the County/College and the Association to reach mutual understandings regarding matters related to wages, hours, salaries, and conditions of employment. The County and the Association recognize that the County is the legally constituted body responsible for the determination of policies covering all aspects of administration of the College. The County recognizes that it must operate in accordance with all statutory provisions of the State University and such other rules and in accordance with such statutes. The County or its successors cannot reduce, negotiate, or delegate its legal responsibilities.
- D. This Agreement shall become effective upon its approval by a majority of the Association members, the Board of Trustees of the College, and of the Legislators of the County of Orange. It may be amended by mutual consent of all parties with written evidence of said consent being presented by each party to the other.
- E. The Association affirms that it does not assert the right to strike against the County/College, to assist or participate in any such strike, or to impose an obligation upon its members to conduct, assist, or participate in such a strike.
- F. All references to the terms “College working days”, “working days”, and/or “days” shall be defined as any weekday that the College is open for regular business unless specifically delineated to the contrary, e.g. “calendar days”.

ARTICLE II
ASSOCIATION RIGHTS

- A. The County hereby agrees that unit employees have the right to join, or not to join, the Association, and membership shall not be prerequisite for employment or continuation of employment and any employee. References to “members” throughout the collective bargaining agreement shall refer to unit employees, regardless of whether they are members of the Association.
- B. There will be no reprisals of any kind taken against any unit member by reason of their membership in the Association.
- C. One afternoon of every month, after the daytime classes, will be reserved for Association meetings. Except in extreme emergency, the Association meetings will take precedence over all other College meetings on this day.
- D. The Association will use the College’s room scheduling system to reserve appropriate rooms for meetings. The supervisor of the building in question or a designated representative of the College President will be notified in advance of the time and place of all meetings. Approval shall not be unreasonably withheld.
- E. The Association shall have the right to post officially signed notices on College bulletin boards used for notices, to place notices, circulars and other materials in Association members' mailboxes, and/or through other electronic means.
- F. At the accusatory stage of a College disciplinary action, a unit member shall have the right to be represented by a person of their own choosing provided the unit member so requests it and reasonably believes that disciplinary action may follow. In the event the unit member requests representation, they shall be given a reasonable period from the

time the request is made to secure representation. Non-members will not be represented by the Association at any discussion with the Administration concerning discipline or proposed disciplinary action. No unit member shall convene an accusatory stage of a disciplinary action vis-à-vis another unit member.

- G. The President of the College or their designee, upon request, shall provide the Association with public documents within their possession which will assist the Association in developing intelligent, accurate, informed and constructive programs for recommendations to the President. The President of the College or their designee also shall furnish, upon request, available documents which may be necessary to process grievances under this Agreement. The Secretary of the Association will provide the President's office with a list of persons authorized to obtain this information.
- H. The President of the Association will have access to copies of the approved official minutes of Board of Trustees meetings.
- I. Dues Deduction
 - 1. The College agrees to deduct from the salaries of Association members such dues assessments of said members who individually and voluntarily authorize the College to do so. Members' authorization shall be in writing on the form provided by the Association.
 - 2. The Association shall certify to the College, in writing, the current rates of membership dues. If the Association shall change the rate of membership dues, the Association shall give the College thirty (30) days' notice prior to the effective date of such change.

3. Deductions referred to in Section I shall be made in the following manner: Dues shall be deducted each pay period from the salary of each member who authorizes such on a form mutually agreed to between the parties. The Association shall provide the College with a list of those unit members who have voluntarily authorized the College to deduct for the Association.
 4. Additional authorizations submitted at least two (2) weeks prior to any regularly scheduled pay shall be honored and the deductions will be made in the next regular pay.
 5. Following each pay period from which a dues deduction is made, the College shall transmit within one (1) week the amount deducted to the Treasurer of the Association. Each payment shall be accompanied by a list of the unit members for whom deductions have been made and the amount deducted for each.
- J. Official communications from the Association addressed to the College may be sent return receipt requested or via e-mail for the purpose of acknowledgement thereto.
- K. Acknowledgment of Association Executive Commitment
1. In the event that a staff member is President of the Association, it is understood that they may devote time to carry out the responsibilities of the Office of Association President during their regular workweek, subject to the reasonable operating needs of the College. Staff member serving as President would receive payment from the college equivalent to six (6) credits per semester using the current Lab Rate for Instructor rank as noted in Chart C2 Rates for Part-Time Day Adjunct in the Faculty Collective Bargaining Agreement and an additional three (3) credits per semester during negotiations.

Ex: Faculty contract 23-24 \$1,091 per credit which is \$6,546 per semester for staff serving as Association President and an additional \$3,273 per semester during negotiations.

2. In the event a Chair, Assistant Chair, or Coordinator is President of the Association, they shall be given a six credit (eight contact hours) redefined load per semester. An additional three credit (four contact hours) redefined load per semester shall be granted in semesters when:
 - a. the term of “this Agreement” has expired and a successor contract has not been ratified; or
 - b. it is known at least 30 days prior to the beginning of the semester that a legal action is underway regarding an Association member’s professional responsibilities; or
 - c. it is known at least 30 days prior to the beginning of the semester that three (3) or more Association grievances are pending.
3. Unit members serving as President or Vice President of Shared Governance shall receive the following:
 - a. If a Chairperson, Assistant Chair, or Coordinator, they will receive twelve (12) credit abatement for President and nine (9) credit abatement for Vice-President.
 - b. If a staff member, then in lieu of the above abatement they will receive the same credit compensation using the current Lab Rate for Instructor rank as noted in Chart C2 Rates for Part-Time Day Adjunct in the Faculty Collective Bargaining Agreement.

Ex: Faculty contract 23-24 \$1,091 per credit which is \$13,092 for staff serving as Governance President and \$9,819 for serving as Governance Vice President.

ARTICLE III
MANAGEMENT RIGHTS

Nothing in this Agreement shall be deemed to limit the County, the Board of Trustees, or the College in any way in the exercise of their regular and customary functions of management, including but not limited to (1) the scheduling of classes and other activities; (2) the right to introduce new or improved methods or facilities; (3) the right to abolish existing jobs, and, upon notice to and discussion with the Association, the right to change existing jobs; (4) the right to formulate any reasonable rules and regulations; (5) the right of employment of all personnel and initial placement in grade or rank and step on the salary schedule; (6) the use and control of College property; and (7) all other rights that have traditionally belonged to the County, the Board of Trustees or the College except as abridged by contract.

All the rights, powers and authority which have not been specifically abridged, terminated or modified by this Agreement are recognized by the Association as being retained by the County, the Board of Trustees or the College. The management rights reserved by this Article are not subject to grievances and/or arbitration procedures set forth in this Agreement unless in the exercise of said rights the County, the Board of Trustees, or the College has violated a specific term or provision of this Agreement.

ARTICLE IV
ADMINISTRATIVE CLASSIFICATION

In February 2019, Orange County Community College retained Evergreen Solutions, LLC (“Evergreen”), to conduct a Classification and Compensation Study for Staff/Chair unit members.

Evergreen revealed that the College’s system of using only three grades resulted in a number of inconsistencies in regards to range spread, midpoint regression, salary placement, and grade level placement. In order to address these concerns Evergreen proposed and the College agreed during the course of collective bargaining to the following changes to the existing Staff/Chair pay structure:

- Nine (9) separate pay grades;
- A constant range spread of 65.0 percent; and
- A constant midpoint progression of 7.5 percent

Following in the new Staff Chair Pay Plan;

2023-2024

Grade	Minimum	Midpoint	Maximum	Range Spread	Grade Progression
10	\$37,877.76	\$50,188.03	\$62,498.30	65.0%	-
20	\$40,718.59	\$53,952.12	\$67,185.67	65.0%	7.5%
30	\$43,772.48	\$57,998.53	\$72,224.59	65.0%	7.5%
40	\$47,055.43	\$62,348.43	\$77,641.43	65.0%	7.5%
50	\$50,584.58	\$67,024.56	\$83,464.54	65.0%	7.5%
60	\$54,378.41	\$72,051.40	\$89,724.39	65.0%	7.5%
70	\$58,456.79	\$77,455.25	\$96,453.71	65.0%	7.5%
80	\$62,841.06	\$83,264.39	\$103,687.74	65.0%	7.5%
90	\$67,554.12	\$89,509.22	\$111,464.33	65.0%	7.5%

2024-2025

Grade	Minimum	Midpoint	Maximum	Range Spread	Grade Progression
10	\$38,161.84	\$50,564.44	\$62,967.04	65.0%	-
20	\$41,023.98	\$54,356.76	\$67,689.56	65.0%	7.5%
30	\$44,100.77	\$58,433.52	\$72,766.27	65.0%	7.5%
40	\$47,408.35	\$62,816.04	\$78,223.74	65.0%	7.5%
50	\$50,963.96	\$67,527.24	\$84,090.52	65.0%	7.5%
60	\$54,786.25	\$72,591.79	\$90,397.32	65.0%	7.5%
70	\$58,895.22	\$78,036.16	\$97,177.11	65.0%	7.5%
80	\$63,312.37	\$83,888.87	\$104,465.40	65.0%	7.5%
90	\$68,060.78	\$90,180.54	\$112,300.31	65.0%	7.5%

2025-2026

Grade	Minimum	Midpoint	Maximum	Range Spread	Grade Progression
10	\$38,448.05	\$50,943.67	\$63,439.29	65.0%	-
20	\$41,331.66	\$54,764.44	\$68,197.23	65.0%	7.5%
30	\$44,431.53	\$58,871.77	\$73,312.02	65.0%	7.5%
40	\$47,763.91	\$63,287.16	\$78,810.42	65.0%	7.5%
50	\$51,346.19	\$68,033.69	\$84,721.20	65.0%	7.5%
60	\$55,197.15	\$73,136.23	\$91,075.30	65.0%	7.5%
70	\$59,336.93	\$78,621.43	\$97,905.94	65.0%	7.5%
80	\$63,787.21	\$84,518.04	\$105,248.89	65.0%	7.5%
90	\$68,571.24	\$90,856.89	\$113,142.56	65.0%	7.5%

The College has agreed to use Evergreen’s Job Assessment Tool (JAT) and market data-based methodology to evaluate position titles and grade-slotting. The JAT uses the following weighted compensatory factors to evaluate positions: leadership (37.5%), working conditions (18.75%), complexity (25%), decision-making (25%), and relationships (18.75%). For the duration of this contract, the parties acknowledge that the following titles have been placed in the following grades:

CLASSIFICATION TITLE	Grade
Technical Assistant - Biology Learning Center	10
Technical Assistant - Impaired Driver Program	10
Technical Assistant - Safety and Scheduling	10
IT User Support Specialist I *	10
Academic Services Assistant	20
Information Commons Assistant	20
Systems Specialist	20
Youth Employment Counselor	20
IT Support Technician *	30
Coordinator of Center for Student Involvement	30
Coordinator of Cannabis Workforce Program	30
Coordinator of Student Accounts	30
Financial Aid Advisor	30
Internship/Community Service Developer	30
PROSPERAR Coordinator of Learning Pathways	30
Program Coordinator of Orange County FoodTEC	30
IT Support Specialist	30
Multi-Media Specialist	30

Admissions Recruiter *	40
Facilities Assistant Custodial & Grounds Manager *	40
Business Analyst	40
Coordinator of Academic Fieldwork	40
Coordinator of Continuing and Professional Education	40
Coordinator of Cultural Affairs	40
Coordinator of Data Management	40
Coordinator of ESL Program	40
Coordinator of Enrollment Management	40
Coordinator of Procurement	40
Coordinator of CSTEP	40
Facilities Assistant Maintenance Manager - Newburgh *	40
Accessibility Specialist	40
IT Support Technician II *	40
Math Resource Manager	40
Network Administrator *	40
Success Coach - EOP	40
Systems Administrator *	40

Youth Program Administrator	40
PROSPERAR Business Pathway Coach	40
Financial Analyst	40
Technical Lead	40
Adaptive Skills Specialist	40
Coordinator of P-Tech Program *	40
Enterprise Application Administrator *	40
Theater Production Manager	40
Success Coach - TRIO	40
Career & Internship Advisor	40
Assistant Director of Admissions *	50
Assistant Director of Athletics *	50
Assistant Director of BRIDGES	50
Assistant Director of Career Services	50
Assistant Director of Financial Aid *	50
Assistant Director of Payroll *	50
Assistant Director of Safety and Security *	50
Assistant Registrar *	50

Assistant Director Center for Student Success	50
Coordinator of BRIDGES	50
Coordinator of Grants and Accounting	50
Coordinator of Impaired Driver Program	50
IT Support Manager *	50
PROSPERAR Academic Data Analyst	50
Server Administrator *	50
Simulation Technician	50
Testing Center Manager	50
Workforce Development Education Coordinator	50
Digital Media Manager	50
Assistant Director of Workforce Development	50
Academic Technology Manager *	60
Associate Director of Communications	60
Assistant Director of Information Services *	60
Associate Director of Academic Advising	60
Associate Director of Admissions *	60
Associate Director of Financial Aid *	60

Associate Director of Safety and Security *	60
Associate Director of Technology	60
Associate Registrar *	60
Director of BRIDGES	60
Director of Educational Partnerships	60
Director of TRIO Student Services Program	60
Director of Liberty Partnerships Program	60
Facility Project Manager *	60
Information Security Analyst	60
Director of Center for Student Success	60
Associate Director of Technical Services *	60
Associate Director of OAS	60
PROSPERAR Program Director	60
Director of Center for Student Involvement	70
Director of Center for Teaching and Learning	70
Director of Continuing and Professional Education	70
Director of Grants	70
Director of Newburgh	70
Director of Payroll *	70
Director of Student Accounts	70

Director of Library	70
Director of Wellness Center	70
Facilities Custodial & Grounds Manager *	70
Facilities Environmental Health & Safety Officer	70
Facilities Maintenance Manager *	70
Assistant Comptroller	80
Director of Academic Advising	80
Director of Financial Aid *	80
Director of Safety and Security *	80
Director of Student Services Central	80
Registrar *	80
Director of Admissions *	90
Director of Campus Facilities *	90
Director of Infrastructure Services *	90

Revised as of 9/13/2023

*These members may be required to work during breaks as outlined in Article IX C1.

ARTICLE V
ASSIGNMENTS AND APPOINTMENTS

- A. The President of the College will appoint the Department Chairs on a yearly basis after consultation with the appropriate administrators. Appointment of Department Chairs for the next academic year will be made no later than February 1st of the current academic year. Failure of a Department Chairperson to be reappointed shall not be subject to the grievance procedure of Article VIII of this Agreement. However, the President of the

College will notify in writing any Department Chair who is not reappointed, giving the reason therefore.

B. Unit appointments will be made by the President of the College after consultation with the administrators, as appropriate, subject to availability.

C. All recommendations to the President of the College are advisory only; the President shall make the final decision, subject to the approval of the Board of Trustees. If no recommendations concerning appointments are forthcoming, the President shall nevertheless make the appointment, subject to the approval of the Board of Trustees.

D. Staff Promotions and Hiring Preferences

1. When a vacancy occurs or a new administrative position is created, a notice of the vacancy shall be posted on bulletin boards, unit member listservs, and the College website. A generic job description shall be created and made available in the Human Resources Office for a period of not less than twenty (20) calendar days prior to the filling of the vacant position. However, any vacancy occurring after June 15 and before September 1 may be filled by the College at any time after the notice of vacancy is posted and the Association will be notified.

2. The College and Board of Trustees shall look first to the existing unit members in filling all vacancies, but complete discretion in filling the vacancy remains with the College and the Board of Trustees.

3. All applicants will be notified when the vacant position has been filled.

E. Professional staff, if teaching on a part-time basis, will be granted faculty rank without tenure commensurate with their educational qualifications. Faculty criteria will determine

faculty rank and no interdependence will exist between faculty rank and administrative rank.

- F. The President of the College may, at their discretion, appoint a consenting unit member to assume the responsibility of a temporarily vacated office. The President, after consultation with the Association, shall provide an appropriate stipend for the temporary appointee. The stipend shall reflect the grade of the position being filled and the appointee's longevity, experience and qualifications.
- G. The President of the College may appoint acting Department Chairs, Assistant Chairs, Coordinators, and Directors as listed in Article VI, Table 1. The aforesaid individuals shall receive the appropriate stipend and abatement for that position.
- H. No member of the unit may be asked to perform additional duties without prior consultation with the Association. No member of the unit who is asked to cover additional duties at the same time they perform their own duties will assume such additional duties unless they consent to do so in writing. For each month a member covers for a vacant position the unit member will receive a monthly stipend of seventeen and one-half (17.5%) percent of the "Midpoint" salary in accordance with the Grade in which the additional duties are being assigned. In the event members cover the additional duties in increments of less than a month, the aforementioned rates will be pro-rated accordingly. The parties further agree that no member will begin covering the additional duties until the parties have reached an agreement concerning the reassignment of the duties, unless in an emergency situation.

2023-2024

Grade	Midpoint	Stipend Agreement (remains same) 17.5% of midpoint of vacant position
10	\$50,188.03	\$731.91
20	\$53,952.12	\$786.80
30	\$57,998.53	\$845.81
40	\$62,348.43	\$909.25
50	\$67,024.56	\$977.44
60	\$72,051.40	\$1,050.75
70	\$77,455.25	\$1,129.56
80	\$83,264.39	\$1,214.27
90	\$89,509.22	\$1,305.34

2024-2025

Grade	Midpoint	Stipend Agreement (remains same) 17.5% of midpoint of vacant position
10	\$50,564.44	\$737.40
20	\$54,356.76	\$792.70
30	\$58,433.52	\$852.16
40	\$62,816.04	\$916.07
50	\$67,527.24	\$984.77
60	\$72,591.79	\$1,058.63
70	\$78,036.16	\$1,138.03
80	\$83,888.87	\$1,223.38
90	\$90,180.54	\$1,315.13

2025-2026

Grade	Midpoint	Stipend Agreement (remains same) 17.5% of midpoint of vacant position
10	\$50,943.67	\$742.93
20	\$54,764.44	\$798.65
30	\$58,871.77	\$858.55
40	\$63,287.16	\$922.94
50	\$68,033.69	\$992.16
60	\$73,136.23	\$1,066.57
70	\$78,621.43	\$1,146.56
80	\$84,518.04	\$1,232.55
90	\$90,856.89	\$1,325.00

- I. Every unit member will be given a copy of their job description at the time of hire, annual review, and at the time of any reassignment or reappointment to different duties. In addition, a copy shall simultaneously be provided to the Association.
- J. The remedies available as a result of a grievance under Article V shall exclude only those that would result in the invalidation of an appointment, assignment or promotion.
- K. With the start of the 1988-89 academic year, Association members who have earned teaching tenure at this College will have equal rights with full-time teaching faculty to teach fall and spring evening credit courses and summer and winter credit courses for additional compensation, provided that such courses as may be taught are available. Such rights shall be granted, however, consistent with the laws of New York State governing collective bargaining.

Until such time as the priority clause is eliminated from the faculty contract, the President of the College shall offer an alternative appropriate assignment in lieu of the course in the fall, spring, summer and winter semesters. The unit member has the option

of accepting or rejecting the alternative assignment; rejections shall forfeit the opportunity for additional compensation for the semester.

An amount equal to the impacted Chair's individual annual stipend shall be paid to them over the course of performing the alternative assignment.

In the event the priority clause is eliminated from the faculty contract and replaced by a clause in which the Vice President for Academic Affairs obtains the authority to assign courses between the faculty and Chair in an equitable fashion, the aforesaid clause requiring the offering of an alternative assignment and compensation therefore shall become inoperative and ineffective. Upon that occurrence, the Vice President for Academic Affairs shall have the authority to assign courses between the faculty and Chair in an equitable fashion.

- L. Full-time unit members who retire with academic rank have priority over part-time faculty for adjunct teaching assignments.
- M. The advisory evaluation of the teaching faculty of this unit for promotion, retention, and tenure within the provisions of this contract, will be reviewed by a committee on Promotion, Retention and Tenure. The Committee will be chaired by the Vice President of Academic Affairs and will provide non-binding recommendations to the President. The Committee shall consist of three (3) administrators chosen by the President to include the Vice President of Academic Affairs and the Vice President of Student Services, along with three (3) members of the Association to include the supervisor of the individual who is being evaluated, one (1) Chair and one (1) staff member. The President of this unit will be informed of the names of members to be evaluated and of the date(s)

of the meeting(s) at least one (1) month prior to the meeting of the Committee on Promotion, Retention, and Tenure.

N. No individual outside the unit shall have superior rights to unit members in the consideration of assignments in co-curricular activities by virtue of any other collective bargaining agreement. Final right of selection shall remain with the College.

O. Any necessary retrenchment/layoff of unit members shall be governed by the following provisions:

1. For purposes of this paragraph O, the following terms are defined as:

a. Retrenchment/layoff: is the act of removing a worker from a job as a way of saving the cost of employing them.

b. Unit Member: means an individual in the Association.

c. Seniority: is, for retrenchment/layoff purposes, the principle of retrenching unit members in accordance with their seniority within a discipline and/or title. Seniority shall be determined based upon length of continuous service, with no lapse in service in excess of one (1) year, except for authorized leaves, beginning with permanent, full-time employment. Interruptions in service shall not apply for the purposes of seniority, except for authorized leaves. In the event several individuals share the same date of original employment, seniority shall be based upon the date of the letter of original appointment.

2. Prior to a retrenchment, the College shall seek alternatives to retrenchment including normal attrition, seeking voluntary terminations, offering unpaid leaves of absence, seeking voluntary reduction in load for reduced compensation, offering overload and evening division courses normally given to others for extra compensation to unit

- members facing retrenchment and encouraging early retirement as provided elsewhere in this Agreement. Consideration also will be given to requests made for Sabbatical Leaves for the purpose of retraining in accordance with the Sabbatical Leaves provision of this Agreement. Unit members who accept unpaid leaves of absence may continue their health insurance coverage under the County's plan by tendering an amount of money equivalent to the unit member's "premium" share.
3. The subgroup committee will continue to meet with the College and Faculty to clarify this Article with all in agreement by no later than November 30, 2023.
 - a. In the event of a retrenchment in a discipline or title, all unit members in that discipline shall be retrenched in inverse order of seniority.
 - b. All unit members recognized hereunder shall be placed on a seniority list indicating their discipline or title and the list shall be provided to all unit members and the Association.
 - c. In developing this seniority list, unit members shall, sixty (60) days of the effective date of this Agreement, provide the Vice President for Academic Affairs with a written statement of a discipline in which they assert secondary competency. No such individual shall assert competency in more than one secondary discipline or title. If the Vice President of Academic Affairs disapproves the individual's claimed secondary competency, the Vice President shall so advise such individual within sixty (60) days of receipt of the secondary competency request.
 - d. Unit members who are granted competency in a secondary discipline shall, in the event of a retrenchment, displace less senior unit members in that

discipline, provided the individual has the competency. In addition, the College shall give such unit members first priority consideration to teach in disciplines outside their area(s) of competence if the individual possesses the requisite background by virtue of undergraduate or graduate education, training, or experience.

4. The College shall notify unit members of retrenchment by April 15 of the calendar year prior to retrenchment.
5. The College shall maintain a recall list of unit members retrenched. Retrenched unit members shall remain on that recall list for up to four (4) years and shall be recalled to a vacancy in their primary discipline or title in order of seniority and to a vacancy in their secondary discipline or title in order of seniority, provided they have the competency. Retrenched unit members have the obligation to notify the College of any changes in their addresses. The College will make reasonable efforts to offer retrenched unit member part-time opportunities that may become available.
6. To the extent required by the New York State Health Insurance Plan Rules and Regulations, the College shall continue to provide health insurance under the Agreement without cost to retrenched unit member until the last day of the month following the month in which the unit member's status as an employee ends.
7. Unit members, including those not presently teaching in a discipline, have the right to enter or return to a position within the Faculty Association unit and shall then be subject to the Faculty Association contract including all rights and privileges accorded thereunder.

ARTICLE VI
WORKING CONDITIONS

- A. Wherever and whenever possible, an attempt will be made to provide adequate equipment and supplies to every unit member.
- B. Each Chair will be provided a private office. Wherever and whenever possible, an attempt will be made to provide all other unit members with a private office.
- C. All unit members shall be on a twelve (12) month contract except for teaching unit members outlined in Article VI, Table 1.
- D. A "performance merit" increase for a unit member may take the form of a one-time payment or an upward adjustment to a unit member's base salary in recognition of fulfillment of agreed upon performance standards. The amount of the "performance increase" or payment is based upon an evaluation and is to be determined by the President.

Eligibility: A full-time unit member becomes eligible after completing three years of employment at the College. A full-time unit member receiving a "performance merit" increase may reapply for a "performance merit" increment after three years have elapsed.

Criteria: The criteria to be used to determine "performance merit" are the following:

- a. Professional contribution to the College.

Including but not limited to: Improvements in the way work is performed; increased productivity of staff; improvement in the delivery of services to students, faculty and staff; implementation of new services, etcetera.

- b. Professional development.

Course work; certifications; conferences; seminars; papers presented; keeping abreast of the literature; memberships related to work.

c. Job performance.

Accomplishes the objectives of the job; demonstrates knowledge of the job; consistently performs at superior level; motivates staff to do best work; takes an active interest in their staff; encourages thinking and analysis.

Procedure: Through their supervisor, unit members and/or someone on their behalf may initiate a request for merit via a trackable form no later than April 30th of the current fiscal year. Merit recommendations by the supervisor will be submitted to the appropriate Vice President or directly to the President of the College if the supervisor is a Vice President.

Unit members will be recommended by the head of the unit, in writing, to the Vice President in charge of the area. The Vice President will forward the recommendation with their recommendation and comments to the President of the College. Vice Presidents will recommend individuals who report directly to them to the President of the College and simultaneously, a list of all members recommended for advancement will be submitted to the President of the Association. Unit members will be notified, in writing, of the College President's decision. The President's decision is not grievable.

Unit members awarded a merit increase shall receive same effective with the subsequent academic year.

- E. If a title is recommended to and reviewed by the AVP of Human Resources and it is determined that the new increased responsibilities or duties, etc. warrant a change in grade, then the unit member will be placed within the range of the new grade at a base

salary which will result in an increase of not less than \$2,700 or 6% of base salary, whichever is greater. When a unit member title position is reviewed by the AVP of Human Resources and it is determined that it has taken on more new responsibilities, but not enough to warrant a grade change, a salary adjustment will be negotiated with the President of the Association.

F. A member who has been granted an official leave under Article IX of this Agreement by the College of six (6) months or less shall have no interruption in continuous service to determine placement on salary schedule, service increments and vacation time. If an official leave of absence, except for sabbatical leave, is granted for more than six (6) months, the unit member will return to the same step and credited years of service as when beginning the leave.

G.

1. Clock hours and individual student loads must be considered by the College in determining individual workloads.

2. The Vice President for Academic Affairs may assign alternative projects in order to bring any Department Chair up to the specified teaching load listed below in paragraph 3.

Once during the life of this Agreement, the College may increase the teaching load of any Department Chair as listed below by a total of three (3) credit or four (4) contact hours. The Association President shall be excluded from the operation of this provision.

3. The College agrees that the maximum teaching loads agreed to by the College and the Association will apply except as modified by Paragraphs G.2 and H of the Contract.

4. Any Chair who is given class assignments beyond the maximum set forth in paragraphs 2 and 3 below shall have the right to grieve in accordance with the provisions of Article VIII.

REDEFINED LOADS IN CREDITS/CONTACTS PER YEAR

(Reduction in Teaching for Association Members with Faculty Rank due to Administrative Duties):

Teaching Employee	Redefined Load
Arts and Communication	15 credits or 20 contacts
Arts and Communication Assistant Chair	9 credits or 12 contacts
Athletic Director	12 credits or 16 contacts
Behavioral Sciences	15 credits or 20 contacts
Biology	15 credits or 20 contacts
Biology Assistant Chair	9 credits or 12 contacts
Business	18 credits or 24 contacts
Business Assistant Chair	12 credits or 16 contacts
Computer Science and Technology	15 credits or 20 contacts
Coordinator of Academic Planning & Projects for the office of the Provost	12 credits or 16 contacts
Criminal Justice	15 credits or 20 contacts
Dental Hygiene	12 credits or 16 contacts
Diagnostic Imaging	12 credits or 16 contacts
Education	12 credits or 16 contacts
English	21 credits or 28 contacts
English Assistant Chair	12 credits or 16 contacts
English Coordinator of Reading and Writing Center	12 credits or 16 contacts
English Coordinator of Writing Consultancy	9 credits or 12 contacts
Global Studies	15 credits or 20 contacts
Global Studies Coordinator	6 credits or 9 contacts
Honors Program Chair & Interdisciplinary Studies Coordinator	18 credits or 24 contacts
Human Services Coordinator	12 credits or 16 contacts
Mathematics	15 credits or 20 contacts
Mathematics Assistant Chair	9 credits or 12 contacts
Medical Laboratory Technology	12 credits or 16 contacts
Movement Science	12 credits or 16 contacts

Nursing	21 credits or 28 contacts
Nursing Assistant Chair	15 credits or 20 contacts
Nursing Newburgh Coordinator	9 credits or 12 contacts
Nursing Simulation Coordinator	12 credits or 16 contacts
Occupational Therapy	12 credits or 16 contacts
Physical Therapist Assistant	12 credits or 16 contacts
Physical Therapist Assistant Coordinator of ACCE	12 credits or 16 contacts
Science, Engineering, and Architecture	15 credits or 20 contacts

All redefined loads are subtracted from a teaching load of 27 credits/36 contacts per year.

Teaching Load	Redefined Load	Office Hour Requirement
21	6	8
18	9	7
15	12	6
12	15	5
9	18	4
6	21	3
3	24	2

5. The Vice President of Academic Affairs agrees to continue the above maximums during the term of this contract, unless there is a substantial reduction of non-teaching assignments in any individual case.
- H. If a Chair's day teaching load is less than that specified in paragraphs G.2 and G.3 above, such a Chair may be assigned to evening courses in order to bring their teaching assignment up to such provisions.
- I. The decision to offer a course in the evening shall be made by the Administration only after consultation with the appropriate Department Chair.
- J. Tenure at the College is a vested right on a College-wide basis that shall continue with its attendant seniority even after the Association-covered employment ends (so long as college employment continues). The College remains committed to the goal of a single, uniform seniority system (based upon the initial date of tenured teaching appointment)

for all members holding teaching tenure at the College. Department Chairs will be granted tenure as faculty members upon the completion of four (4) years of satisfactory service at the College.

K. Appraisals

1. Department Chairs, Assistant Department Chairs, Academic Coordinators and Director of Athletics.

A non-tenured Department Chair, Assistant Department Chair, Academic Coordinator or Director of Athletics will be granted tenure as a faculty member upon the completion of four (4) years of satisfactory service to the College.

2. Staff Members.

- a. The following procedure shall apply to appraisals of staff members:
 - i. Appraisals shall be in writing with a copy provided to the unit member and Association president.
 - ii. Appraisals shall be consistent with current duties and responsibilities reflected in the job description provided to the unit member and the Association. A job description will be provided to each staff member upon hire and within ten (10) days of any revision to the staff member's job description. The job description shall be provided to the unit member prior to the commencement of the appraisals period.
 - iii. Appraisals shall contain specific criteria by which the staff member's performance is to be appraised. The criteria are set forth in the Management Employee Performance Review form.

- iv. Non-probationary 12-month unit member performance appraisals are due on the anniversary of the employee's hire date.

All 12-month unit members will serve a one (1) year probationary period upon initial appointment. The immediate supervisor of newly appointed unit members will clearly define the duties and responsibilities of the position, using as a minimum, the current job description. In addition, the supervisor will provide substantive feedback during a 30-day, 60-day, 90-day, 6-month, 9-month, and one-year appraisal meeting.

When a 12-month unit member is promoted from a lower administrative classification to a higher classification between Grade 20-50, said unit member shall serve an additional ninety (90) calendar days probationary period within the new title. At the completion of the additional ninety (90) calendar day probationary period, the unit member will either 1) be placed permanently in the higher classification position or 2) return to their former administrative position, either voluntarily or involuntarily. In the event of number 2 above, the returning unit member will be credited with all time spent in the higher classification title for purposes of seniority.

When a 12-month unit member is promoted from a lower administrative classification to a higher classification or within the same grade between Grade 60-90, said unit member shall serve an additional one (1) year probationary period within the new title. The

immediate supervisor will clearly define the duties and responsibilities of the position, using as a minimum, the current job description, and will provide substantive feedback during a 30-day, 60-day, 90-day, 6-month, 9-month, and one-year appraisal meeting. On or before the completion of ninety (90) calendar days, the unit member may return to their former administrative position, either voluntarily or involuntarily. In the event that the unit member returns within the ninety (90) calendar days, the unit member will be credited with all time spent in the higher classifications for purposes of seniority.

- v. The appraiser shall meet with the staff member and provide them with the performance appraisals. During the meeting, the staff member will be required to sign a copy of the appraisals acknowledging their receipt of same.
- vi. A staff member who does not agree with the contents of the appraisals may submit a written rebuttal within ten (10) work days of the meeting as set forth in v. above. Upon request of the staff member, a meeting shall be arranged with the unit member's supervisor to discuss the rebuttal. Upon request of the staff member, the supervisor's supervisor shall attend the meeting. The unit member shall have the opportunity to have their union representative attend the meeting. The appraisals and any rebuttal shall be maintained in the personnel file.

- b. In instances where, based upon the appraisals and the rebuttal, the College determines that a staff member's performance is not satisfactory, the College will:
 - i. Provide the staff member (and unit president) with written notice, within ten (10) days of the meeting set forth in (2av) (2)(a)(v) above, that the performance is not satisfactory and the particulars thereof.
 - ii. Provide the staff member with an opportunity to improve their performance. The staff member will be advised of the specific ways in which performance is deficient, the specific steps needed to take to improve performance, the reasonable time frame within which to take corrective action needs to be taken (not to exceed 90 days), and the date of the next appraisals concerning the unsatisfactory areas of performance; and
 - iii. Articulate the specific disciplinary action (e.g., termination) that it proposes to take if satisfactory performance is not achieved in a timely manner.
- c. Appraisals that result in disciplinary action shall only be reviewed pursuant to the procedures set forth in Article VII (Disciplinary Procedures). Issues concerning the substantive content of appraisals shall only be reviewed in the disciplinary proceeding.
- d. Nothing in the foregoing shall operate to prevent the College from abolishing a position at the end of an academic year (subject to usual retrenchment rules and procedures) nor from taking such personnel action at any time as is

necessary (in an emergency, as reasonably determined by the College to exist) to protect the safety and security of the campus. The decision to take such actions is not grievable. However, if the action involves disciplinary action (including termination) of a member, the action shall be subject to the disciplinary procedures as set forth in Article VII.

- L. A unit member will be granted faculty rank without tenure, commensurate with their educational qualifications, if they are asked to teach on a part-time basis. Faculty criteria will determine faculty rank and no interdependence will exist between faculty rank and administrative rank.
- M. A professional determines the amount and character of the work they do outside the College with due regard to their paramount responsibilities within it. A unit member may pursue any outside activities so long as they do not interfere with the performance of classroom, administrative and other campus duties.
- N. The academic calendar shall be submitted to the Association for advice and recommendations prior to its adoption and promulgation.
- O. Unit members who are employed by the College three quarters (3/4) time or more shall have all rights and privileges of full-time unit members with only salary and leave benefits prorated. Only full-time unit members will be considered for tenure.
- P. It is recognized that the normal workweek shall consist of thirty-five (35) hours of work for unit members in Grades 10-50. In the event such an individual works more than thirty- five (35) hours in a given week, said individual shall be entitled to compensatory time off on an hour-for-hour basis for each hour worked over thirty-five (35) hours. In the event such an individual works more than forty (40) hours in a given week, said

individual shall be entitled to compensatory time off on a time-and-one-half basis for actual hours of work in excess of forty (40) hours. Such compensatory time off entitlement shall not be convertible to a cash entitlement. Any hours worked for which any other form of compensation is received shall not be counted towards hours worked for the purpose of this clause. All compensatory time shall be used within the academic year in which it is earned. However, unit members may request approval from their immediate supervisor to roll over unused compensatory time to the subsequent semester. If approved, all rollover compensatory time must be used by the end of the subsequent Fall semester.

- Q. Return to Faculty Provision: Unit members who return to full-time faculty and have served in the title for five (5) full academic years or less will receive the same base salary that they received as a faculty member just prior to assuming the title, adjusted to reflect all of the base salary increases granted to the Faculty Association membership (and any promotion increases they received) while serving as Department Chair.

Unit members who return to full-time faculty and have served in the title for greater than five (5) full academic years, will be placed on the Faculty Association schedule without loss of base pay received on the Staff and Chair schedule.

- R. Labor-Management Committee. A College/Staff and Chair labor-management committee shall be created on an ad hoc basis, consisting of three (3) representatives of the Staff and Chair Association designated from among unit members by the Association President and three (3) non-unit managerial personnel designated by the College President. The Committee shall meet at agreed dates and times to address issues of mutual concern. The

recommendations of the Committee on any other matters shall be submitted for the respective approval of the President of the College and the Association President.

- S. The County/College shall provide the newly negotiated contract in both electronic and paper format. The County/College shall distribute the newly negotiated contract within thirty days of ratification by the membership.
- T. 12-month unit members may only teach credit and non-credit courses before and after their regular scheduled workday.
- U. 12-month unit members may only teach a maximum of two (2) sections per semester.

ARTICLE VII

DISCIPLINARY PROCEDURE

Section 1. Non-Probationary Unit Members:

1. No unit member (except for probationary employees) may be disciplined except for just cause. The parties recognize the importance of counseling and the principle of corrective discipline.
2. Prior to initiating formal disciplinary action pursuant to this section, the Administrator will meet with the unit member to discuss the nature of the allegations and is encouraged to resolve informally the matter with the unit member. The Administrator may at any time dismiss the complaint or determine in consultation with the appropriate Vice President that formal charges will be brought against the unit member.
3. The unit member has the right to have an Association representative present at any discussion with the Administration concerning discipline or proposed disciplinary action.

4. Discipline may be imposed on a member by serving on the unit member a written notice of disciplinary charges, signed by the appropriate Vice President. The notice of discipline shall detail the act(s) warranting disciplinary action, the proposed sanction(s), and advise that the unit member has the right to object by appealing to the appropriate Vice President and/or filing a grievance within ten (10) working days after receiving the notice of discipline. The Association shall be advised by registered or certified mail or college e-mail that a notice of discipline has been served on a member.
5. Discipline may consist of a letter of reprimand placed in the unit member's file, a suspension without pay, and/or dismissal from the College. Non-reappointment of a Department Chair, Assistant Department Chair, Academic Coordinator or Director of Athletics and decisions under Article VI not to promote or propose a merit raise for a member do not constitute discipline subject to this procedure unless the stated reason for the decision is based upon a disciplinary incident.
6. In the event the unit member files an appeal, the Vice President or their designee shall hold a meeting no later than ten (10) working days after receipt of the appeal. During the meeting, the unit member and their representative shall respond to the notice of discipline. Where possible, the Vice President or their designee shall render a decision sustaining or denying the appeal no later than ten (10) working days after the meeting.
7. If the unit member is not satisfied with the Vice President's decision, the unit member may appeal by filing a demand for arbitration with the College within ten (10) working days of receipt of the Vice President's decision, by submitting the demand to the College's President. An arbitrator shall be appointed from a mutually selected panel of five arbitrators who shall be utilized on a rotating basis and who shall be subject to

reappointment on an annual basis. If the parties are unable to agree upon a panel of five (5) arbitrators, or in the event none of the panel members are available to serve, the parties shall select an arbitrator through a list provided by the American Arbitration Association Labor Arbitration Panel. The arbitrator and parties shall be bound by the Labor Arbitration Rules of the American Arbitration Association. This Section shall be the unit member's exclusive remedy and the unit member may not also file a grievance under Article VII (Grievance Procedure) concerning the disciplinary action.

8. The written report of the Arbitrator shall contain a statement of the Arbitrator's findings of fact, reasoning, conclusions and award on the issues submitted. The arbitrator shall determine whether the disciplinary procedures have been followed properly, whether the College had just cause to discipline the unit member and, if so, the sanction to be imposed, which is limited to the discipline set forth in Section 1(5). The arbitrator's decision shall be final and binding on the parties.
9. A grievance may be settled at any stage of the procedure. The terms of the settlement shall be agreed upon in writing. When the Association is not a party to settlement, the College shall notify the Association of any settlement no later than twenty-four (24) hours after execution of a written settlement agreement.
10. All fees and expenses of the arbitrator shall be divided equally between the College and the Association. If the unit member is not represented by the Association, all fees and expenses of the arbitrator shall be divided equally between the College and the unit member. Transcript fees, if any, shall also be divided equally according to the same rules, unless the College, the Association or the unit member does not agree to use of a transcript. Each party shall bear the costs of preparing and presenting its own case.

11. The President or designee may suspend a member, with pay, during the conduct of an investigation prior to the initiation of charges. A member upon whom charges have been served may be suspended, with or without pay, by the President or designee pending final determination on the charges by the Arbitrator.

Section 2. Probationary Unit Members: Probationary unit members may be disciplined (including termination) at-will by the College President. The President's decision is final and binding and shall not be subject to any direct or collateral review under the grievance and arbitration procedure, or before any court or administrative agency.

Section 3. Department Chairs, Assistant Department Chairs, Academic Coordinators and Director of Athletics (referred to as "faculty" for purposes of this section only) Without Tenure as Faculty: The College President may terminate the employment of non-tenured faculty at-will. The College President may decide not to reappoint a non-tenured faculty member. The President's decision to terminate or not reappoint a non-tenured faculty member is final and binding and shall not be subject to any direct or collateral review under the grievance and arbitration procedure, or before any court or administrative agency. The decision to discipline a non-tenured faculty member, which does not result in termination or non-reappointment at the end of a semester, shall be subject to review through Stage II of the grievance procedure, only, and solely on the issue of whether there was just cause to discipline.

Section 4. Job Abandonment – Applies to All Unit Members:

After three (3) working days of a unit member's unauthorized absence, the College shall send a Notice of Unauthorized Absence to the unit member by next day mail and by certified mail at the unit member's most recent address on file with the College's Human Resources Department,

with a copy also sent to the Association. The Notice of Unauthorized absence shall state that the unit member will be considered to have resigned from their position if the employee does not contact the College within ten (10) calendar days from the date the College sends the notice or otherwise initiates contact with the absent unit member. A copy of such Notice shall also be sent to the Association. After notice is provided, a unit member who is on an unauthorized absence for five (5) consecutive calendar days without contacting the College will be deemed to have resigned from their position at 5 p.m. on the 6th calendar day. Thereafter, the unit member may submit an explanation to the Department Head as to why they were unable to contact the College during the ten (10)-calendar days' unauthorized absence. The burden of proof is on the unit member to establish their inability to contact the College. The Department Head will determine whether the unit member's reason is acceptable. If the reason is acceptable, the Department Head will direct the unit member to return to work. If the reason is not acceptable, the Department Head must notify the unit member of this determination within ten (10) calendar days after receipt of the explanation from the unit member. No later than ten (10) calendar days after receipt of the determination, the unit member may file an appeal with the AVP of Human Resources or their designee. The AVP of Human Resources or their designee will issue a final decision no later than ten (10) calendar days after receipt of the unit member's appeal. The decision of the AVP of Human Resources or their designee is binding and shall not be subject to any direct or collateral review under the grievance and arbitration procedure.

ARTICLE VIII

GRIEVANCE PROCEDURE

A. Declaration of Purpose

In order to establish a more harmonious and cooperative relationship between the Association, the Board of Trustees and the County, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly, as they arise and to assure the equitable and proper treatment of Chairs, Assistant Chairs, Coordinators, and Administrators pursuant to this Agreement.

B. Basic Principles

1. It is the intent of these procedures to provide for swift and orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is a most desirable goal.
2. Nothing contained herein will be construed as limiting the right of any member of the unit having a grievance under this contract to pursue any other remedies available.
3. A member of the unit shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.
4. A member of the unit shall have the right to be represented at any stage of these procedures by the Association or a person of their own choosing.
5. All hearings shall be and remain confidential unless an open hearing is requested by the aggrieved party.
6. It shall be the responsibility of the respective parties to take such steps as may be necessary to give force and effect to these procedures. Each supervisor shall have the responsibility to consider promptly each grievance presented to them and make a determination within the authority delegated to them within the time specified in these procedures.

7. Time limits set forth herein may be extended or diminished by mutual agreement of all parties concerned.

C. Definitions

1. The scope of any grievance shall be limited to a claim by the Association or any Administrator or a group of unit members, of a violation, misinterpretation, misapplication or inequitable application of the specific terms and conditions of this Agreement. Neither the initial placement of a position in a grade nor the failure or refusal of the College to renew the contract of a nontenured member of the unit shall be a grievance for purposes of these procedures unless said failure or refusal is based on a violation of the provisions of this Agreement.
2. Supervisor shall mean the appropriate immediate superior or other administrative or supervisory officer responsible for the area in which an alleged grievance arises.
3. Association shall mean Staff and Chairman's Association of Orange County Community College.
4. Aggrieved party shall mean any person or group of persons in the negotiating unit filing a grievance.
5. Party in Interest shall mean the Grievance Committee of the Association and any party named in a grievance who is not the aggrieved party.
6. Grievance Committee is the committee created and constituted by the Staff and Chair Association of the College.
7. Hearing Officer shall mean any individual or Board charged with the duty of rendering decisions at any stage on grievances hereunder.

8. Appeal shall mean the referral of a grievance matter to the next higher stage of consultation in the event that the aggrieved unit member or the Association is not satisfied with the solution offered by the lower stage of consultation.
9. Representative shall mean the person designated from the Association by the aggrieved member to act or speak on their behalf in grievance procedures.
10. Stage shall mean successive levels of consultation for the purpose of resolving a grievance.

D. Procedures

1. All grievances shall include: the name and position of the aggrieved party; the identity of provisions of this Agreement involved; the time when and the place where the alleged events or conditions constituting the grievance occurred; the identity of the party responsible for causing the said events or conditions, if known to the aggrieved party; and a general statement of the nature of the grievance and the redress sought by the aggrieved party.
2. If the grievance affects a group of staff or administrators of three (3) or more and appears to be associated with College-wide policies, it may be submitted by the Association directly at Stage 2 described below.
3. All reasonable efforts will be made to avoid interruption of classroom activity and to avoid involvement of students in any phase of the grievance procedure.
4. The College and the Association agree to facilitate any investigation which may be required and to make available, upon the request of any aggrieved party, any and all material and relevant documents, communications and records maintained in the ordinary course of business concerning the alleged grievance. The parties recognize

- that the College has no duty to prepare or assemble any such material, documents, communications or records.
5. Except as otherwise provided in Stage 1.a and 1.b, an aggrieved party and any party in interest shall have the right at all stages of a grievance to confront and cross examine all witnesses called against them, to testify and to call witnesses on their own behalf and to be furnished with a copy of minutes, if any, of the proceedings made at each and every stage of this grievance procedure.
 6. Forms for filing grievances, serving notices, taking appeals, and making reports and recommendations, and other necessary documents will be jointly developed by the College and the Association.
 7. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
 8. If any provision of this grievance procedure or any application thereof to any unit member shall be finally determined by any court to be contrary to law then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.
 9. The President of the College or their designee shall be responsible for accumulating and maintaining an official grievance record which shall consist of the written grievance, all exhibits, transcripts, communications, minutes and/or notes of testimony, if any, written arguments and briefs, considered at all levels other than Stage 1.a and all written decisions at all stages. The official grievance record shall be

available for inspection and/or copying by the aggrieved party, the Grievance Committee and the Board of Trustees, but shall not be deemed a public record.

10. No written grievance will be entertained as described below, and such grievance will be deemed waived, unless the written grievance is forwarded at the first available stage within thirty (30) calendar days after the Association member knew or should have known of the act or condition on which the grievance is based.
11. If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this Agreement shall be barred.
12. Failure by the College to communicate a decision to the aggrieved party, his representatives and the Association within the specified time limit at each stage of the grievance procedure shall permit the lodging of an appeal to the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.
13. In the event a grievance is filed on or after June 1st, upon request by or on behalf of the aggrieved party, the time limits set forth herein will be reduced pro rata by the President of the College and Grievance Committee so that the grievance procedure may be exhausted prior to the end of the academic term or as soon thereafter as is possible.
14. If, in the judgment of the Hearing Officer, the attendance of a unit member, College representative, member of the Association's Grievance Committee or other representative designated by the Association, is necessary for resolution of a grievance, such person will be released from their duties for that period of time

necessary to participate in the proceedings without loss of pay, provided notice is timely given to their immediate superior or the President of the College or their designee by the Chair of the Grievance Committee.

Stage 1: Supervisor – Informal

- a. A unit member having a grievance will discuss it with their immediate supervisor, either directly or through a representative, with the objective of resolving the matter informally. The supervisor will confer with all parties in interest but, in arriving at their decision, will not consider any material or statement offered by or on behalf of any such party in interest with whom consultation has been had without the aggrieved party or his representative present.
- b. If the grievance is not resolved informally, it shall be reduced in writing and presented to the immediate supervisor. Within ten (10) working days after the written grievance is presented to them, the supervisor shall without any further consultation with the aggrieved party or any party in interest, render a decision thereon, in writing, and present it to the unit member, their representative and/or the Association.

Stage 2

- a. If the unit member initiating the grievance is not satisfied with the written decision at the conclusion of Stage 1 and wishes to proceed further under this grievance procedure, they shall within ten (10) working days, present the grievance to the Association's Grievance Committee for its consideration. A notice of said action shall also be presented to the President of the College within the same time period.

- b. If the Grievance Committee determines that the unit member has a meritorious grievance, then it may file a written appeal of the decision at Stage 1 with the President of the College within ten (10) working days after the unit member has received such written decision. Copies of the written decision at Stage 1 shall be submitted with the appeal.
- c. The President of the College shall render a decision in writing to the unit member, the Grievance Committee and its representative within ten (10) working days after the conclusion of the hearing.

Stage 3

- a. If the Association determines that the grievance is meritorious, the Association may submit the grievance to arbitration by written notice to the College President within ten (10) college working days of the decision at Stage 2.
- b. Within ten (10) working days after such written notice of submission to arbitration, the College President and the Association may agree upon a mutually acceptable arbitrator competent in the area of the grievance and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators will be made to the New York office of the American Arbitration Association by either party. The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- c. The arbitrator shall have no power or authority to make any decision, which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The Arbitrator shall have no authority over matters involving academic judgment.

- d. Notwithstanding any other provision of this contract, the decision of the arbitrator shall be final and binding upon all parties. The Arbitrator shall not substitute their judgment for the academic judgment of persons charged with the responsibility for making such judgments.
- e. The costs for the services of the arbitrator, including expenses, if any, will be borne equally by the County and Association.

ARTICLE IX

SALARY, FRINGE AND OTHER BENEFITS

A. Salary

1.

- a. Effective 9/1/23, base salaries of all returning unit members will be increased 3.25%.
- b. Effective 9/1/24, base salaries of all returning unit members will be increased 2.00%.
- c. Effective 9/1/25, base salaries of all returning unit members will be increased 2.00%.

Base salaries for unit members hired on or after date of contract ratification cannot exceed the maximum salary level for their pay grade as stated on the current Pay Schedule. Once maximum salary level is attained, employee's salary will be capped.

- b. In addition to each year's base wage increase, each unit member shall receive an annual "professional development" stipend (not includable as base salary) equal to

(i) 2.00% of their base annual salary for the titles listed in Article VI, Table 1; and

(ii) 2.10% of their base annual salary for all other unit members.

c. The minimum base salary of a unit member with academic rank shall not be less than the college's "prevailing" minimum base salary for that academic rank.

d. Effective September 1, 2023, base salaries of all returning unit members and the Pay Schedule will be increased an additional 0.75%.

Effective September 1, 2024, base salaries of all returning unit members and the Pay Schedule will be increased an additional 0.75%.

Effective September 1, 2025, base salaries of all returning unit members and the Pay Schedule will be increased an additional 0.75%.

2. The stipend for Department Chairs, Assistant Department Chairs, Academic Coordinators and the Director of Athletics shall be as follows:

	9/1/23	9/1/24	9/1/25
Department Chair	\$7,391	\$7,502	\$7,615
Assistant Chairs	\$4,211	\$4,274	\$4,338
Academic Coordinators	\$3,273	\$3,322	\$3,372
Director of Athletics	\$6,470	\$6,567	\$6,666
Doctoral Stipend **	\$1,758	\$1,784	\$1,811

Base salaries and certain other compensation elements for Chairs, Assistant Chairs, Academic Coordinators, and Director of Athletics are governed by the Faculty Association Collective Bargaining Agreement. Appendix C contains the tables from the Faculty contract as C1-Salaries

for 10- and 12-month members, C-2 – Part-time Day Adjunct Rates, C-3 – Rates Performed Outside Regular Duties.

** Doctoral Stipend applies to all unit members of the Association.

3. The current College "prevailing" continuing education overload rate for unit members shall be paid.
4. Longevity for Staff: Staff members shall receive an annual longevity payment, which is added to base pay as of September 1 of the first year in which the unit member becomes entitled to that amount, as set forth in the following chart:

<u>Number of years of Completed Service at the College</u>	<u>Amount</u>
3	\$525
4	\$525
5	\$825
10	\$1,458
15	\$2,008
20	\$2,668
25	\$3,305
30	\$3,757

A member who had been on the College's payroll for one year or more and who resigns or is terminated and then is re-employed by the College within one year will not lose previous time toward the number of years of completed service. However, the break in service shall be deducted from the total service time of the unit member. A member, who resigns or is terminated and is subsequently re-employed by the College, where the break in service was greater than one year, shall not receive credit for prior service.

5. Distance Learning Effective through December 31, 2008, each unit member shall receive a stipend of \$180 per semester for upgraded Internet access for each semester in which such unit member teaches a distance learning course.

Effective January 1, 2009, unit members who teach distance education courses shall be subject to the current College prevailing terms and conditions for same.

6. The hourly rates for academic advising and reading of placement exams will be the current College “prevailing” hourly rates for academic advising and reading of placement exams.
7. All unit members will be paid on a 12-month basis, with a bi weekly frequency. All unit members will be paid on a one-week lag, i.e., unit members will be paid through the Friday of the week before the scheduled pay date.
8. 10-Month Unit Member Summer Stipends
 - a. Effective September 1, 2023, an administrative stipend of the amount provided in Table 2 will be paid for the month of July to each Chair and Assistant Chair for performing administrative duties outlined in their job descriptions.
 - b. Effective September 1, 2023, an additional administrative stipend in the amount provided in Table 2 will be paid for the month of July to each Chair and Assistant Chair who provides an agreed upon (with their AVP) on campus presence for office coverage during regular college hours of operation (this coverage includes other department personnel, i.e. CSEA & staff), and provides at least one of the following:
 - i. participating in a self-study;
 - ii. having at least 15 running courses over the summer in their department;
 - iii. participating in a program review/ general education assessment (either party of accreditation or standalone activity);

- iv. performing a project agreed upon with their AVP or their designee with a clear deliverable due upon completion.
- c. Effective September 1, 2023, an administrative stipend of the amount provided in Table 2 will be paid for the month of August to each Chair and Assistant Chair who provides an agreed upon (with their AVP) on campus presence for office coverage during regular college hours of operation (this coverage includes other department personnel, i.e. CSEA & staff) and for performing administrative duties outlined in their job descriptions, and must attend all the following as applicable:
 - i. a kickoff meeting, which cannot be scheduled earlier than a week preceding the fall assembly;
 - ii. new faculty orientation, if applicable, which cannot be scheduled earlier than the week preceding the fall assembly; and various meetings of individual Chairs, Assistant Chairs, and Coordinators, as mutually agreed upon by the AVP or their designee and the unit member and;
 - iii. such other meetings as may be called by the Administration for time sensitive reasons.
- d. Academic Coordinators not named in item (b) above may meet with their AVP or their designee to discuss departmental needs and determine if a special summer project is appropriate. In the case where such a project is approved by the AVP, there will be a deliverable due by the Chair kickoff meeting. In the case where such a project is not approved, the AVP will inform the unit member; their

supervisor; where appropriate, Human Resources; and the VPAA of this decision.

Payment for approved projects will follow Table 2.

Table 2

Director of Athletics, Physical Therapist Asst and Coordinator of ACCE	AY 23-24	AY 24-25	AY 25-26
Summer stipend	\$2,746.59	\$2,787.79	\$2,829.61

Position	1st part a. July 2024	2nd part b. July 2024	August 2024
Chair	\$1,373.30	\$1,373.30	\$2,746.59
Assistant Chair	\$782.57	\$782.57	\$1,565.13
Academic Coordinator (not mentioned above)	\$603.93	\$603.93	\$1,207.85
	1st part a. July 2025	2nd part b. July 2025	August 2025
Chair	\$1,393.89	\$1,393.89	\$2,787.79
Assistant Chair	\$794.30	\$794.30	\$1,588.61
Academic Coordinator (not mentioned above)	\$612.98	\$612.98	\$1,225.97
	1st part a. July 2026	2nd part b. July 2026	August 2026
Chair	\$1,414.80	\$1,414.80	\$2,829.61
Assistant Chair	\$806.22	\$806.22	\$1,612.44
Academic Coordinator (not mentioned above)	\$622.18	\$622.18	\$1,244.36

B. Fringe Benefits

1. Except as modified herein, all present retirement benefits shall remain in effect with the total cost paid for by the College. Unit members choosing to be enrolled under New York State Retirement Plans will continue to make such individual contributions as required by the laws governing those plans.

2. Health Insurance

a. (1) All employees of the College (including all Association members) shall be eligible for membership in the New York State Health Insurance Plan; however, a unit member who is covered under the College/County's medical insurance program, as a dependent of their spouse, and is eligible for their own coverage pursuant to the County's eligibility criteria listed in the employee benefits guidelines booklet, must choose one family coverage, and one buyout, or two individual coverage's and no buyout.

(2) The parties agree to provide for an optional buy-out of the medical portion of health insurance coverage by a unit member. The buyout of the medical portion of health insurance coverage shall provide that an employee who is covered by another medical health insurance plan, may notify the College on a "Request to Decline and Waive Medical Health Insurance Coverage" form available from the College's Division of Risk Management, that the unit member is opting to decline and waive the medical health insurance coverage provided by the College, for which the unit member is eligible and entitled to receive.

A unit member who declines and waives medical health insurance coverage as provide above shall be compensated at the rate of two-thousand four hundred

(\$2,400.00) dollars per calendar year, payable in equal payments on a quarterly basis, for the period of time the unit member declines and waives medical health insurance coverage provided by the College. Participation in a medical health insurance plan is mandatory. A member who has elected to receive the buyout is required to provide proof and written notice to the College on the College's "Request to Resume Medical Health Insurance Coverage" form, available from the College's Division of Risk Management, that they have involuntarily lost medical health insurance coverage and needs to re-enter the medical health insurance plan of the College. The parties recognize and agree that the effective date of the unit member's re-establishment of medical health insurance coverage provided through the College shall be at the earliest possible date as provided by the plans. The College agrees to notify the plan upon notice by the unit member to them, of that member's decision to re-establish medical health insurance coverage through the College. As required by State Regulations, unit members must make their election to decline and waive medical insurance on an annual basis.

- b. The College reserves the right to substitute insurance carriers, self-insure or a combination of the two, provided that the schedules of benefits are to be substantially the same as the Empire Plan.
- c. Before the College effectuates such a change, it will submit said anticipated plan or plans to a Staff & Chair's Insurance Committee, which will ascertain whether the obligations under 2(b) of this Section have been fulfilled. In the

event a dispute arises as to the fulfillment of the obligations under 2(b) of this Section, the matter shall be submitted to arbitration pursuant to the Arbitration Article of this Agreement. However, it is understood the College may substitute the new carrier or self-insurance program, or a combination of the two, prior to any such arbitration decision, if the College decides to proceed despite the pending arbitration.

- d. Effective September 1, 2023, unit members shall contribute ten percent (10%) of the premiums for their coverage, as applicable, via payroll deductions. If annual health insurance premiums increase more than seven percent (7%), any increase above seven percent (7%) will be borne by the College. In the event that a successor agreement has not been reached as of 8/31/26, any increase in the annual health insurance premium above three percent (3%) will be borne by the College.
- e. The College reserves the right, in its sole discretion, to offer and continue to offer unit members the opportunity to participate in one or more Health Maintenance Organizations (HMOs). In such event, the College shall contribute to premium payments in an amount not to exceed the premium costs paid for the health insurance described in subparagraph “d” hereof. In the event premium costs for participation in any HMO exceeds the premium costs paid pursuant to subparagraph “d”, then any member desiring participation in such in such HMO must assume such excess costs, or declining to do so, participate in a College plan which requires no excess premium contribution.

f.

(i) If any unit member on the payroll as of October 20, 1992, ends their employment with the College before retirement age, they may continue to participate in the College's health insurance plan as provided herein. To be eligible for continued coverage, the unit member must:

- (1) have completed ten (10) years of service with the College,
- (2) be enrolled in the College's health insurance plan at the time employment is terminated, and
- (3) be within five (5) years of eligibility for retirement benefits from the New York State Teachers' Retirement System, or, if the unit member is not a participant in that retirement plan (e.g. TIAA- CREF), be within five (5) years of eligibility for retirement benefits from the New York State Teachers' Retirement System if the unit member would otherwise qualify for receipt of benefits had they been a member of the applicable State plan.

To continue coverage after termination, the former member must pay the full cost of coverage except that when the said individual commences receiving their retirement benefits from the New York State Teachers' Retirement System, or, if they are not a member of such plan, when they would otherwise have begun receiving retirement benefits if they had been a member of that retirement plan, the College

will pay 1/20 of the premium for such coverage for each completed year of service by the employee for the College.

(ii) If any unit member first hired in any portion of County employment after October 20, 1992, ends their employment with the College before retirement age, they may continue to participate in the College's health insurance plan as provided herein. To be eligible for continued coverage, the unit member must have:

- (1) completed twenty (20) years of service with the College,
- (2) be enrolled in the College's health insurance plan at the time employment is terminated, and
- (3) be within five (5) years of eligibility for retirement benefits from the New York State Teacher's Retirement System, or, if the unit member is not a participant in that State plan, be within five (5) years of eligibility for retirement benefits from that plan if they would otherwise qualify had they been a member of the applicable State plan.

To continue coverage after termination, the former employee/member must pay the full cost of coverage except that when said individual commences receiving their retirement benefits from the New York State Teachers' Retirement System, or, if the employee/unit member is not a member of such plan, when they would otherwise have begun receiving retirement benefits if they had been a member of the applicable State retirement plan, the College will pay 1/30 of the

premium for such coverage for each completed year of service by the unit member for the College.

- (iii) If any unit member hired after November 6, 2006, ends employment with the College prior to retirement age, they may continue to participate in the College's health insurance plan as provided herein.

To be eligible for continued coverage, the unit member must:

- (1) have completed twenty (20) anniversary years of benefits-eligible service with the College; and
- (2) be enrolled in the College's health insurance plan at the time employment is terminated; and
- (3) be within five years of eligibility for retirement benefits from the New York State Retirement System, or, if the unit member is not a participant in that retirement plan (e.g., is covered by the ORP), be within five (5) years of eligibility for retirement benefits from the New York State Teachers Retirement System if the unit member would otherwise qualify for receipt of benefits had they been a member of the applicable State plan; and
- (4) to continue coverage after termination, the former employee/member must pay the full cost of coverage, except that when the unit member commences receiving retirement benefits from the applicable retirement plan, the College will pay 90% of the medical premium if the unit

member had twenty to twenty-four (20-24) continuous years of benefits- eligible service with the College at the time of separation, or 100% of the medical premium if the unit member had twenty-five (25) or more continuous years of benefits-eligible service with the college at the time of separation.

- (iv) (1) A unit member who was hired before September 1, 2005, and who announces their retirement, is at least 55, and who leaves College service, is entitled to receive health insurance coverage, excluding optical and dental plan coverage, for the unit member and their dependents subject to the terms and conditions of the current Orange County Employee Benefit Guidelines Book as of March 11, 2004 with amendments specified in this Agreement, at no cost to the unit member provided the unit member has their last continuous years of benefits eligible service with the College at the time of announced retirement.
- (2) Effective September 1, 2005, new employees/unit members (i.e., those hired after September 1, 2005) who announce their retirement, are within five (5) years of eligibility for retirement benefits from the New York State Teachers Retirement System, or, if the unit member is not a participant in that retirement plan (e.g., is covered by the ORP), be within five (5) years of eligibility for retirement benefits from the New York State Teachers Retirement System if the unit member would otherwise qualify for receipt of benefits had they been a

member of the applicable State plan, and leave College service and are otherwise eligible to retire and receive benefits under the applicable retirement program (e.g. the Optional Retirement System, Teachers Retirement System, or the New York State Employees Retirement System), and have the continuous years of benefits-eligible service with the College as listed below, shall have the option to elect contributory medical insurance from the College based on the following schedule:

<u>Eligibility Period</u>	<u>College Share</u>	<u>Employee Share</u>
10-14 years	50%	50%
15-19 years	75%	25%
20-24 years	90%	10%
25 or more years	100%	0%

- (v) Effective September 1, 2005, all employees/unit members who are eligible to continue medical benefits in retirement will be enrolled in the Empire Plan. Retirees may have one family coverage or two single coverage's, with no buyout provision.

3. Dental and Vision Insurance

- a. The schedule of benefits will be made equivalent to that provided, as of January 1, 2008 by the CSEA Dutchess dental insurance plan.
- b. Such "County" plans contemplate that the College shall fully pay for individual coverage, with family coverage available at employee/member cost.

- c. All unit members who are otherwise eligible to retire under the applicable retirement system will be eligible to continue dental and/or vision benefits in retirement provided they pay 100% of the cost of coverage.
 - d. Unit members shall have free access to the College's dental clinic.
- 4. Dependents Coverage in the Event of Death If a unit member with dependents covered by the health insurance plan dies, coverage for the unit member's dependents will be continued for the three (3) months following the month in which the unit member's death occurs. If the unit member had ten (10) years of service with the College at the time of the unit member's death, the unit member's dependents may continue coverage at the dependent's expense until, (a) in the case of the unit member's spouse, the spouse remarries or (b) in the case of the unit member's other dependents, the dependent no longer is a dependent as defined in the College's health insurance plan.
- 5. Supplemental Insurances Fund. The College agrees to provide disability insurance (equal to those in effect on August 31, 1999) for each full-time unit member in each year of this Agreement.
- 6. Early Retirement Incentive. For the life of this contract, a Staff and Chair member with twenty (20) years of service at Orange County Community College, retiring at age 55-62, will receive 42% of their final year's salary. Staff & Chair members must indicate an intention to retire by January 15 of the year retirement will occur. In each year under this Agreement, this incentive provision shall apply to a maximum of five (5) Staff & Chair members, in order of application, who apply for early retirement. In the event the number of Staff and Chair members applying for early retirement

exceeds five (5) in any one (1) year period, the College, in its discretion, may grant said individuals participation in this incentive program.

On an individual basis, upon agreement amongst the Association, the College and the affected employee, an employee who is age 62 may continue their eligibility for an Early Retirement Incentive for one additional year; however, such employee must request this benefit during their last year of eligibility (i.e., while 62), and the ‘final year’s salary’ upon which the 42% payment is based shall be the salary in effect at the time the request for the extension is made.

7.

a. The College agrees to provide Long Term Disability coverage as outlined on the Staff & Chair benefits page of the employee portal.

b. https://sunyorange.edu/human_resources/benefits/staff_chair.html

C. Vacation Periods

1. Members of the unit on twelve (12) month contracts shall enjoy the usual academic vacations as described in the College Bulletin at Thanksgiving, Winter, and Spring, except that it is agreed that some members whose job titles are designated as essential may be required to work one or more days during Winter and/or Spring breaks to meet College needs. (Titles designated as essential can be found in Article IV.) Members required to work one day during either Winter or Spring break or required to work at a manager’s discretion for a compelling operational need during a college closure will be credited with one (1) floating holiday. Members required to work more than one day during either break or during a college closure will be paid at a rate of time and one half their normal

hourly rate for the hours worked beyond the first day. The college will provide the Association a list of essential titles who may be required to work during Winter break by October 15 of each year. A similar list for Spring break will be provided by February 1.

2.
 - a. Members of the unit on twelve (12) month contracts who are on the College's payroll as of April 11, 1986, shall receive twenty- one (21) working days of vacation. A working day is defined as any weekday that the College is open for regular business.
 - b. However, commencing with the September 1, 1986 semester, all new employees hired on twelve (12) month contracts shall receive the following vacation entitlement:
 - First Year-ten (10) days
 - Second through Fourth Year -fifteen (15) days
 - Fifth Year forward-twenty-one (21) days
3. Members of the unit on ten (10) month contracts shall enjoy the usual academic vacations at Thanksgiving, Christmas and Spring.
4. Members on the payroll as of April 11, 1986, may carry over a maximum of eleven (11) days' vacation from year to year, but never to a total of more than thirty-two (32) days at any time. Commencing with the September 1, 1986 semester, all new employees/unit members may carry over a maximum ten (10) vacation days from year to year but never to total more than thirty-one (31) days at any time.

5. The College shall pay the cash value of accumulated unused vacation days up to a total of thirty-one (31) days upon the severance of a unit member from employment from a unit position provided said employee was on the payroll as of April 11, 1986. Commencing with the September 1, 1986 semester, all new members may accumulate unused vacation days up to a total of thirty-one (31) days and from that date forward the severance calculation shall be based on maximum accumulation of thirty-one (31) days.
6. A member who is unable to take one or more vacation days in an academic year due to workload issues and whose unused vacation days would otherwise exceed the maximum number permitted to be carried over shall apply to their supervisor by July 15 for permission to carry over the excess days. The supervisor shall forward the request to the appropriate Vice President for consideration. The request shall include the specific workload reasons why the employee has been unable to take vacation and why the unit member will not be able to take vacation by the end of the academic year. Upon approval of the Vice President, they shall be allowed to either carry over additional vacation days to the next academic year or shall be paid the cash value of the accumulated vacation days in excess of the otherwise permitted carryover, as determined by the Vice President. If employee does not initiate this process, any excess vacation will be lost at the end of the academic year.

D. Sick Leave

1. Ten-month work year unit members shall be granted eleven (11) sick leave days per academic year, cumulative to a maximum of one hundred ninety-five (195)

days. Twelve-month work year unit members shall be granted twelve (12) sick leave days per calendar year, cumulative to a maximum of two hundred twenty (220) days. Sick leave days will be credited to each unit member on September 1 of each year. A prorated number of sick leave days will be credited to any member of the unit employed by the College after September 1st of any year. Unused personal days may be added to the accumulation calculation.

2. To be eligible for a paid sick day for a day of absence, a unit member shall give his immediate superior as much prior notice as possible – both of the absence and of his or her return to duty.
3. A medical doctor's statement is required for all absences in excess of three consecutive business days.
4. The President of the College, or President's designee, shall maintain an accurate record of each member's cumulative sick leave days. An annual accounting shall be given to each member during the month of September. Such record shall be current as of August 31 preceding the September reporting.
5. A member may submit an application to the Board of Trustees for continuation of their salary after all sick leave and other paid accruals have been exhausted. The Board of Trustees shall advise the applicant in writing of its decision; said decision shall be final and not grievable.
6. Sick leave shall run concurrently with Family Medical Leave Act (FMLA) leave, provided the leave usage is for a FMLA qualifying event.

E. Sick Leave Bank

1. An emergency sick leave bank has been established to provide against the economic effects of a long-term disabling illness.
2. Any unit member may contribute any number of days from their annual sick leave allotment per year. These days will be placed in a Sick Leave Bank, which shall be established to aid unit members who are suffering from prolonged or disabling illness or mental incapacitation. The Sick Leave Bank shall be available to a unit member whose sick leave accumulation has been exhausted. A unit member eligible to receive workers' compensation benefits is ineligible to draw upon the Sick Leave Bank. There is no maximum number of days that can be accumulated in the Bank and contributions cannot be withdrawn. In the event the Bank is discontinued, contributions will be refunded to each contributing unit member up to their maximum contractual accumulation.
3. A unit member, on written application and adequate justification replete with medical documents attesting to the disability, may apply to draw up to thirty (30) days against the Bank after their sick leave accumulation has been exhausted. With medical documentation, a unit member may apply to the Committee for additional days from the Bank to a maximum of thirty (30) days. Sick leave bank days shall run concurrently with FMLA leave, provided the leave usage is for a FMLA qualifying event.
4. The College may, at its option, require a second medical opinion prior to paying or continuing payment of sick leave bank days. An applicant to the Bank will provide any documentation deemed necessary with regard to the nature and duration of the disabling condition.

5. A Committee consisting of five (5) members shall administer the Bank and act on each application submitted to it. The Committee may require periodic medical reports from a recipient. Composition of the Committee shall consist of three (3) bargaining unit representatives and two (2) representatives of the College Administration. As necessary, the Committee may consult with independent medical practitioners. Decisions of the Committee are final.
6. The Committee shall present an annual written report to the Association at its first meeting in September. The report shall show the number of days in the Bank, the contributors, the number of requests made for days, and the number of requests granted. A copy of this report shall be given to the College President.

F. Vacation Leave Bank

1. A vacation leave bank has been established to provide unit members returning from an approved FMLA leave a one-time donation of three (3) vacation days to be used consecutively. To be eligible, members must have been on approved FMLA leave, exhausted all of their accumulated leaves, and have returned to their position for at least three (3) months prior to being eligible to utilize the three (3) emergency vacation days.
2. Each unit member may contribute two (2) vacation days from their annual leave allotment per year. These days will be placed in a Vacation Leave Bank, which will aid unit members who have suffered from prolonged or disabling illness or mental incapacitation. There is no maximum number of days that can be accumulated in the Bank and contributions cannot be withdrawn. In the event the

Bank is discontinued, contributions will be refunded to each contributing unit member up to their maximum contractual accumulation.

3. In accordance with Article IX Section E, the Sick Leave Bank Committee shall administer this emergency vacation leave bank. Decisions of the Committee are final.
4. The Committee shall present an annual written report to the Association at its first meeting in September. The report shall show the number of days in the Bank, the contributors, the number of requests made for days, and the number of requests granted. A copy of this report shall be given to the College.

G. Personal Leave

Four (4) days of personal leave per academic year shall be permitted for members of the unit. Notice of leave days shall be given to the appropriate supervisor as far in advance as possible and the reason therefore shall be given unless confidential. To minimize the degree of interference with the education progress of students or other duties of the unit member of the unit involved, the following procedures shall be employed:

1. Personal leave is designed to enable members of the College Staff to carry out personal business, which cannot be transacted at times when the unit member has campus duties. The College assumes that it will be used in such a way as to minimize the disruption of College operations.
2. When a member of the unit plans to take a personal leave day, they shall, except in cases of emergency, notify the appropriate supervisor and tell them the subject of the class involved where applicable. The permission of the Vice President of the unit member's designated area, or the Vice President's designee, is required in

order to take a personal leave day just before or after holiday, recess or vacation. Such permission shall not be unreasonably withheld.

3. The Vice President or designee shall recommend to the appropriate supervisor the course of action best suited to protect the interests of the students affected or other College operations affected. Wherever possible, a qualified and available colleague should be asked to meet the class by the Department Chairs. Other members of the department as well as other members of the unit are asked to accept the professional responsibility to serve.
4. If the department cannot furnish a temporary substitute, the students should be given a sound alternative educational experience, which shall be subject to approval, by the Vice President of Academic Affairs or their designee. A Department Chair on personal leave may be required by the Vice- President to make up a class not covered or for which an approved alternative educational experience has not been scheduled.

The intent of personal leave days is to serve the convenience of the unit member without doing a disservice to the students or disrupt the other operations of the College.

H. Sabbatical Leaves

1. Sabbatical leaves for professional development may be made available to all members of the full-time unit members who meet the requirements as stated below. The objective of such leave is to increase each person's value to the College and thereby improve and enrich its program. Such leave shall not be

regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.

2. Sabbatical leaves may be granted for:
 - a. study and research
 - b. creative work in literature and arts
 - c. educational travel
 - d. retraining as a means of avoiding retrenchment.
3. All unit members who have completed at least six (6) consecutive years of service within the College, or who, if they previously have had a sabbatical leave, have completed at least six (6) consecutive years of full-time service within the College from the date of return from their last sabbatical, shall be eligible for such leave. In computing consecutive years of service, periods of sick leave or other approved leave with pay and exchange professorships shall be included. Periods of approved leaves of absence without pay shall not be included, but shall not be deemed an interruption of otherwise consecutive service.
4. At the convenience of the College, sabbatical leaves will be granted for periods of one (1) year at half-pay or for periods of one-half (1/2) year at full pay. In computing the periods stated above, those on ten (10) month contract shall be given the salary and leave for that period, and those on twelve (12) month contract shall be given the salary and leave for that period. If the leave is for one-half (1/2) year, the year as defined above shall be divided by two.

5. Members of the unit on sabbatical leave may, with prior approval of the VPAA or their designee, accept fellowships, grant-in-aid, or earned income only if they assist in accomplishing the purpose of their leaves.
6. All benefits such as retirement premiums, group insurance plans, and the like shall continue in effect during sabbatical leaves at the rate of pay received during the sabbatical period. A continuing appointment shall remain in effect and such leave shall be credited for retirement purposes. Members on sabbatical leave shall continue to receive stipends as part of the sabbatical pay base.
7. Application for sabbatical leave shall be submitted directly to the VPAA. The deadline is January 5th of the academic year preceding the one during which sabbatical leave is requested. A form provided by the College, obtainable from the Office of the President, stating all necessary information, must be filed. After such necessary application has been filed, the President shall submit their recommendation to the Board of Trustees. The granting of a sabbatical leave shall not in any sense be automatic, but the Board of Trustees will consider the advantage to the applicant as a scholar, educator, teacher and administrator to be expected from the leave and the consequent advantage, through their service, to the College.
8. A full report of the sabbatical leave must be presented to the VPAA in writing within three (3) months after such leave is completed.
9. In the event a member of the unit on sabbatical leave should change, alter, or discontinue their approved sabbatical program before completion thereof, they must so notify the President promptly. If the termination of their sabbatical is

caused by illness, they shall be entitled to sick leave pay for the duration of such illness, or to the extent of such benefits they have accrued; but otherwise they must return to the College for assignment of duties without delay unless mutually satisfactory written arrangements be concluded by the parties concerned. Failure to notify the President promptly of such termination, they shall be deemed derelict in their duty to the College, subject to dismissal therefrom, and liable for repayment of all salary received from the College after the date of said discontinuance of their planned course of study prior to completion. In the event they are dismissed for cause as stated above, they shall be liable for repayment of the full amount of their salary paid to them by the College while on said leave.

10. If a member of the unit does not return for one (1) full year after the completion of the sabbatical leave, they must within three (3) years repay the College in full for each month they do not serve. If a member of the unit resigns during their sabbatical leave, their salary will be terminated and they must within three (3) years repay the College for each month they were on sabbatical leave.

I. Other Approved Leaves

1. Jury Duty - All members of the unit subpoenaed as witnesses or jurors will notify the unit member's direct supervisor at once. Subpoenaed unit members required to serve as jurors or appear as witnesses during a working day will be paid the difference between the fee received and the salary they would have received during this period. Such time is not to be deducted from accumulated sick leave or from personal leave.

2. Religious Holidays - Leave will be granted to members of the unit whose convictions require them to observe religious holidays. Such leave will not be charged against annual vacation time, sick leave or personal leave.
3. Unpaid Leaves of Absence - Unit members with three (3) or more years of service at the College may be granted up to two (2) years of unpaid leave for purposes of advanced study, exchange programs, service in professional organizations, political activities, or work in their professional area of competence. The Board of Trustees may extend such leave beyond the two (2) year period. The total number of such leaves in any one (1) year shall not be such as to jeopardize the normal operations of the College. Any unit member on unpaid leave of absence shall not forfeit any of their accrued benefits because of such leave.
4. Bereavement Days - In the event of the death of any of the relatives of a member as listed below, said member shall be granted up to four (4) days per occurrence without charge to any other paid leave accrual. Such four (4) days shall be any four (4) consecutive workdays, one of which is the day of the funeral. For purposes of this provision, relatives shall be construed as parents, siblings, spouse, legal guardians, children, brother- or sister-in- law, mother- or father-in- law, grandparent, grandchild, and any other person whose legal residence is the same as that of the unit member. In the event that out of country travel is required, up to two (2) additional days of leave may be granted in light of the actual travel time required.
5. Retirement Sick Leave Benefit - Upon retirement, a full-time twelve-month work year unit member shall receive a cash payment for unused sick days up to a

maximum of two hundred and twenty (220) days, as specified in this contract, equal to nine (9%) percent of their average per diem salary for the last five (5) years (notwithstanding the foregoing, the percentage shall be 15% for unit members who are members of the NYS Teachers' Retirement System - Tier 1). Upon retirement, a full-time ten-month work year unit member shall receive a cash payment for unused sick days up to a maximum of one hundred ninety-five (195) days, as specified in this contract, equal to nine (9%) percent of their average per diem salary for the last five (5) years. For purposes of this provision only, the per diem calculation for Chairs shall be based on one hundred ninety-five (195) days and for Administrative Staff persons two hundred and twenty (220) days. Full-time unit members who otherwise resign or terminate their employment with the College are not eligible for this benefit. To be eligible for this retirement benefit, a full-time unit member must be at least fifty-five (55) years of age with ten (10) years of County employment.

6. In the event a member dies while in the College's employ, a cash death benefit payment will be made to their estate based on the number of their accumulated unused sick days up to a maximum of ninety (90) days, at the rate of sixty dollars (\$60.00) per day.

J. Mileage Allowance

A member required and authorized to use their personal vehicle for College business shall be reimbursed at the current IRS standard mileage rate.

K. Tuition Remission

The College will waive tuition for credit courses for the spouse and dependent children of a unit member in those instances where such spouse or dependent child is otherwise independently accepted for enrollment in a degree program, and credit one hundred (\$100) dollars for each of two (2) non-credit courses in any one academic year. Such tuition-free enrollees, however, shall not be counted toward the minimum number of students necessary to offer a class, nor shall such students (when causing class sizes to be exceeded) result in additional hirings. The College will waive tuition for three (3) credit courses, and credit one-hundred (\$100.00) for each of two (2) non-credit bearing courses taken by a unit member each academic year. Such tuition-free enrollment shall not be counted towards the minimum number of students necessary to offer a class, nor shall the enrollment (when causing class sizes to be exceeded) result in additional hiring.

ARTICLE X
PAST PRACTICES

The College will continue any practices in effect as of September 1, 1969, including, but not limited to, those contained in the Faculty Handbook provided, however, that said policies and practices have not been specifically abridged, terminated or modified by provisions of this Agreement. No new policies or customs affecting working conditions will be instituted without notification to, and discussion with the Association, and they shall be subject to applicable statutes and interpretations by the Public Employment Relations Board and/or the courts of the State of New York or the United States.

ARTICLE XI

SCOPE OF THE AGREEMENT

Section 1

It is understood by and between the parties to this Agreement that any provisions inconsistent with or contrary to law, or rules and regulations having the force and effect of law, shall be considered as deleted from the Agreement without harm to the remaining provisions of the Agreement. If any Article or Section of this Agreement or any addendum thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any Article or Section should be restrained by such tribunal, the remainder of this Agreement and addenda shall not be affected thereby.

Section 2

The parties agree that during the negotiations that preceded this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective negotiations, 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, for the life of this Agreement, the County and the Staff and Chairman's Association each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matters may have been within the knowledge or contemplation of either or both of the parties at the time they negotiated and signed this Agreement.

Section 3

Terms and provisions contained herein constitute the entire Agreement between the parties and shall supersede all previous communications, representations and agreements either verbal or written between the parties hereto with respect to the subject matter hereof. It is further expressly understood and agreed by and between the parties hereto that the within Agreement contains all of the terms and conditions of employment, that all prior past employment practices governing salary, working conditions and all other terms and conditions of employment are merged into and are fully set forth in the within Agreement except as reserved by Article III of this Agreement.

Section 4

It is expressly understood by and between the parties hereto that none of the terms and conditions of employment as provided for herein, and specifically salary schedules, increments and all fringe benefits, automatically continue beyond the expiration of this Agreement. Continuation of such terms and conditions of employment shall be subject to negotiations at the request of either party at the expiration of this Agreement or any extension thereof.

Section 5

This Agreement shall constitute the full and complete agreement between the parties hereto and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.

Section 6

No individual arrangement, agreement or contract shall be entered into between the County and a member of the unit belonging to the Association, which is not subject to and consistent with the terms and conditions of this Agreement. Any individual arrangement,

agreement or contract hereafter executed with a member of the unit shall be expressly made subject to and consistent with the terms of this Agreement.

ARTICLE XII

SAVINGS CLAUSE

The terms of this contract shall not apply where inconsistent with constitutional, statutory or other legal provisions. If any provision of this Agreement is found to be contrary to law, such provision shall be modified forthwith by the parties hereto to the extent necessary to conform thereto. In such case, all other provisions of this contract shall remain in effect.

ARTICLE XIII

LEGISLATIVE AUTHORITY

"IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."

ARTICLE XIV

CONTRACT DISTRIBUTION

Copies of the Agreement shall be printed at the expense of the College and given to all unit members now employed or hereafter employed by the College within thirty (30) days after

its execution or within thirty (30) days after a member of the unit assumes their position with the College if that occurs later.

ARTICLE XV
DURATION OF CONTRACT

Except as expressly stated in the above provisions of this Agreement, this Agreement shall be effective as of to September 1, 2023 and remain in effect through August 31, 2026. Thereafter, this Agreement shall remain in effect from year to year unless either party gives written notice to the other party within sixty (60) days prior to February 1st of any year that it wishes to terminate or modify the existing contract and enter into collective negotiations.

IN WITNESS WHEREOF, the parties have executed this Agreement this _____day of _____, 2022.

COUNTY OF ORANGE

**STAFF CHAIR ASSOCIATION
OF ORANGE COUNTY
COMMUNITY COLLEGE**

County Executive

President

**BOARD OF TRUSTEES OF
ORANGE COUNTY COMMUNITY COLLEGE**

Chairperson

Appendix A

Disciplines

Accounting	German
Admissions	Government
Anthropology	Guidance Counselors
Architecture	History
Art History	Librarians
Biology	Management
Business	Math
Chemistry	Clinical Laboratory Science
Computer Science	Music/Piano
Criminal Justice	Nursing
Dance	Occupational Therapy
Data Processing	Physical Education
Dental Hygiene	Physical Therapy
Diagnostic Imaging	Physics
Economics	Psychology
Electrical Tech	Recreation
Engineering	Secretarial Science
English	Sociology
Fire Science	Spanish
French	Speech and Theatre
Geography	Studio Art
Geology	

A Technical Assistant's discipline shall be the discipline in which he/she is working. However, in the event of retrenchment, a Technical Assistant shall not displace a faculty member, and a faculty member shall not displace a Technical Assistant.

Appendix B

SUNY Orange Department Chairs

The following are the two areas that may qualify a Program Department Chair to receive additional abatement above and beyond the abatements stipulated in the Staff Chair contract:

1. Program Accreditation Site Visit. Program Chairs may qualify for additional abatement during the academic year in which their accreditation site visit is to occur. Approval must be sought through the appropriate Associate Vice President and then the Vice President for Academic Affairs.
2. Program Development or Special Projects. Program Chairs may qualify for additional abatement if they are asked to develop a program or support a special project by the President, Vice President of Academic Affairs, and the appropriate Associate Vice President. Such projects may also be presented by the chair to appropriate AVP for their consideration and approval.

Criteria and Stipulations:

- Abatements granted for accreditation shall consist of up to three credits/four contacts during either the semester when the accreditation self-study occurs, or the site visit. Only one three-credit/four contacts for one semester will be given in an academic year.
- Abatements for special projects and program development shall consist of up to three credits depending upon the complexity of the project or program, for one semester.
- Stipends may not be substituted for abatements.
- If an abatement is given; the Chair cannot be approved for extra compensation during the day unless an emergency staffing situation arises and a special exemption is granted by the VPAA.
- Abatements cannot be reassigned to faculty but could be awarded to an Assistant Chair.
- Should work not be completed during the semester abatement is granted, it is understood that the work must be completed by the end of the following semester without any further abatement given.
- Frequency of abatements given shall be at the discretion of the Vice President of Academic Affairs.

*Under special/extenuating circumstances an alternative time frame may be Stipulated upon approval of the VPAA.

Appendix C
ARTICLE VI
REAPPOINTMENTS
AND EVALUATION

- A. The Committee on Reappointment, Promotion and Tenure shall be chaired by the academic vice president of the College or their designee. It shall consist of the vice president of academic affairs, the vice president of student affairs, one other administrator named by the president, three (3) full professors (from different departments) elected by the members of this unit, and the department chairperson of the individual whose status is being examined.

Continuing analysis of the faculty promotion process will be performed by a PRT Advisory Committee. The Association will be represented by the association president, one additional association officer, and the three elected PRT representatives. The college president shall be an ex-officio member of this committee and shall appoint up to three administrators and one department chair to serve on the Committee. By February 7, 2008, the Committee will transmit to the college president written proposals for improvements it feels are needed in the PRT process. If approved by the college president and the membership of the Faculty Association, proposed changes to the PRT process shall be put into effect as soon as possible. Additionally, the Committee will advise the vice president for academic affairs regarding decisions to be made in the implementation of agreed upon policies.

- B. Individual letters of non-reappointment shall be issued by December 22nd, except that letters of non-reappointment of first-year faculty members need not be issued prior to February 15. Notices concerning tenure shall be sent to fourth-year faculty members by June 30. Notices concerning non-reappointments should be given at an early date, since a failure to secure another position for the ensuing academic year will deny the faculty member the opportunity to practice his/her profession. Adjunct faculty shall be notified in writing at least 30 days prior to the first day of classes in any semester regarding their reappointment, subject to enrollment.
- C. Summer session appointments shall be issued by April 15 and returnable in thirty (30) days. The College will guarantee any faculty members assigned to summer session courses the payment for one course; in the event no assigned courses materialize, another assignment will be made by the vice president of academic affairs or the appropriate associate vice president.
- D. Termination of a tenured appointment or of a non-tenured or special appointment before the end of the period of appointment, for medical reasons, will be based upon clear and convincing medical evidence. The decision to terminate will be reached only after there has been appropriate consultation and the faculty member or his/her representative has been informed of the basis of the proposed action, and has been afforded an opportunity to present his/her position and to respond to the evidence.
- E. Faculty members, including technical assistants, subject to review for retention and tenure shall be evaluated by the following procedures:

For teaching faculty see Appendix F

For librarians see Appendix G

For academic advisors see Appendix H

For those post-tenured each department shall determine its own evaluation system subject to approval by the college vice president or his/her designee until the new procedures have been developed by the PRT Advisory Committee and approved by the Association.

All evaluation reports shall be made available to those evaluated, prior to their insertion into the employee's personnel file. The employee must initial and date the copy of the evaluation reports to be inserted into the personnel file and shall have the right to respond in writing to the reports. Such written responses shall be included as part of the evaluation report in the employee's personnel file. The president may at any time retain, promote, or grant tenure to members of the faculty; in addition, the president may propose merit raises for full-time professors. The president reserves the right to appoint two (2) administrators to every evaluation team.

- F. Formal classroom evaluation reports will be placed in the employee's official file no later than thirty days after the classroom evaluation or the post-evaluation conference, whichever occurs later.
- G. All faculty serving full-time temporary appointments shall be evaluated in the same manner as individuals serving full-time tenure-track appointments. Adjunct faculty that subsequently receive a full-time tenured appointment will be compensated at the Instructor Level in accordance with Schedule C-1. When an adjunct is hired on a temporary full-time basis, he/she will be paid at his/her current adjunct rank. Faculty serving in part-time adjunct appointments shall be evaluated according to a procedure developed by their academic departments and approved by the president of the College. Full-time tenured faculty members of a department may be assigned to observe classes of a day adjunct faculty member, if their departmental policy specifies such observations.

Individuals serving full-time temporary appointments who are appointed to a full-time tenure-track position shall receive credit for time served as a full-time temporary toward tenure in a 1:1 basis.

Consistent with applicable law and federal, state, county and/or College affirmative actions requirements, any faculty member appointed on a temporary basis, for more than a total of six (6) semesters, who is affirmatively evaluated, shall be entitled to priority consideration for employment in the tenure area for the next semester, and each consecutive semester thereafter in which an opening exists, subject to continuing good evaluations. Nothing in this provision shall require the College to unlawfully discriminate or disregard its affirmative action requirements on the basis of membership in the bargaining unit.

- H. Filling of Vacancies –All Faculty Association members shall be informed in writing and/or electronically of vacancies within the College. Candidates for a faculty vacancy within any department will be screened and interviewed by a committee composed of the appropriate department chairperson or department head and two members of the faculty elected by the department. The search process will be conducted within the realm of the college's Affirmative Action Manual.

10 Month Faculty Table 2023-2024

	Technical		Professor		
	Assistant	Instructor	Assistant	Associate	Professor
1	\$43,027	\$57,431	\$70,913	\$87,679	\$103,940
2	\$44,317	\$59,154	\$72,520	\$88,976	\$104,979
3	\$45,648	\$60,928	\$74,160	\$89,793	\$106,029
4	\$47,015	\$63,610	\$75,838	\$91,129	\$107,089
5	\$48,425	\$64,246	\$77,558	\$92,488	\$108,160
6	\$49,880	\$64,246	\$79,314	\$93,868	\$110,323
7	\$50,378	\$64,246	\$79,314	\$93,868	\$111,426
8	\$50,882	\$64,246	\$79,314	\$93,868	\$112,541
9	\$51,391	\$64,246	\$79,314	\$93,868	\$113,666
10	\$51,905	\$64,246	\$79,314	\$93,868	\$114,803
11	\$52,424	\$64,246	\$79,314	\$93,868	\$115,951
12	\$52,949	\$64,246	\$79,314	\$93,868	\$117,110
13	\$53,477	\$64,246	\$79,314	\$93,868	\$118,282
14	\$54,013	\$64,246	\$79,314	\$93,868	\$119,464
15	\$54,552	\$64,246	\$79,314	\$93,868	\$120,659
16	\$55,098	\$64,246	\$79,314	\$93,868	\$121,865
17	\$55,649	\$64,246	\$79,314	\$93,868	\$123,084
18	\$56,205	\$64,246	\$79,314	\$93,868	\$124,315
19	\$56,768	\$64,246	\$79,314	\$93,868	\$125,558

20	\$57,336	\$64,246	\$79,314	\$93,868	\$126,814
21	\$57,909	\$64,246	\$79,314	\$93,868	\$128,081

**RATES FOR PART TIME
DAY ADJUNCT
RATES FOR FULL TIME
FACULTY TEACHING
EXTRA
COMPENSATION**

Rank	2016/2017 Credit Rate	2016/2017 Lab Rate	2017/2018 Credit Rate	2017/2018 Lab Rate	2018/2019 Credit Rate	2018/2019 Lab Rate	2019/2020 Credit Rate	2019/2020 Lab Rate
Instructor	\$974	\$730	\$974	\$730	\$974	\$730	\$974	\$730
Assistant Professor	\$1,085	\$814	\$1,085	\$814	\$1,085	\$814	\$1,085	\$814
Associate Professor	\$1,216	\$911	\$1,216	\$911	\$1,216	\$911	\$1,216	\$911
Full Professor	\$1,364	\$1,023	\$1,364	\$1,023	\$1,364	\$1,023	\$1,364	\$1,023

Rank	2020/2021 Credit Rate	2020/2021 Lab Rate	2021/2022 Credit Rate	2021/2022 Lab Rate	2022/2023 Credit Rate	2022/2023 Lab Rate	2023/2024 Credit Rate	2023/2024 Lab Rate
Instructor	\$991	\$743	\$1,023	\$767	\$1,057	\$792	\$1,091	\$818
Assistant Professor	\$1,104	\$828	\$1,140	\$855	\$1,177	\$883	\$1,215	\$912
Associate Professor	\$1,237	\$927	\$1,277	\$957	\$1,319	\$988	\$1,362	\$1,020
Full Professor	\$1,388	\$1,041	\$1,433	\$1,075	\$1,480	\$1,110	\$1,528	\$1,146

**RATES FOR WORK
PERFORMED OUTSIDE
REGULAR DUTIES
(PER HOUR RATES)**

Rank	2016/2017 Rate	2017/2018 Rate	2018/2019 Rate	2019/2020 Rate	2020/2021 Rate	2021/2022 Rate	2022/2023 Rate	2023/2024 Rate
Academic Advising	\$33.17	\$33.17	\$33.17	\$33.17	\$33.75	\$34.85	\$35.98	\$37.15
Academic Review Board or Developmental Review Board	\$33.17	\$33.17	\$33.17	\$33.17	\$33.75	\$34.85	\$35.98	\$37.15
Reading	\$27.67	\$27.67	\$27.67	\$27.67	\$28.15	\$29.07	\$30.01	\$30.99

Appendix D
Procedures & Timelines
for
Reappointment & Tenure

Faculty who join the SUNY Orange academic community are evaluated annually for the first four years. One-year appointments are awarded by the President based on the recommendations of the Department Promotion, Retention and Tenure (PRT) Committee (in all years) and the College PRT Committee (in years two and four). Tenure may be granted at the beginning of the fifth year of employment. Highlighted below is a brief overview of the timeline followed in the promotion, retention and tenure process.

Additional evaluation criteria are set by the department as necessary and are subject to an annual review at the beginning of the academic year. (Details of review and approval: deadline, who participates, vote process, etc.) Once approved, any additional evaluation criteria are then forwarded to the office of the VPAA.

Year 1

An Annual review is conducted at the Department level with recommendation for retention made by the Department PRT Committee. The primary focus during Year 1 is on Evaluation Criteria #1: Teaching. The President makes the final decision for reappointment.

The candidate:

- Participates in the orientation program for new faculty, which includes an overview of the College's organizational structure, expectations of teaching & learning, technical skills, PRT process, etc.
- By October 1, meets with the Department Chair to discuss expectations and determine the composition of the three person Department PRT Committee:
 - The Department Chair
 - A tenured faculty member from within the department (or from the division if the department is too small) chosen by the candidate from two choices provided by the Department Chair, and
 - A tenured faculty member chosen by the candidate from within or outside of the department.
- Determines the content of a portfolio of materials deemed appropriate by the candidate and the Department PRT Committee. This may include such items as Philosophy of Teaching, units of instruction, instructional materials/topics, graded assignments, etc. The portfolio is a collection of materials that document one's professional performance and growth over time. It presents a thoughtful compilation of evidence to demonstrate effectiveness in the four Evaluation Criteria: teaching, service to students, service to the College community and professional growth. Departments may add additional material.

- By November 1, develops with the Department PRT Committee a timeline for implementing the remainder of the process.
 1. Each member of the Department PRT Committee conducts a classroom visit utilizing the Standard Observation Form and any other applicable department forms.
 2. The Department Chair consults with the Department PRT Committee and completes an evaluation based on the classroom observations, the completed “Departmental Promotion, Retention & Tenure Committee Evaluation” form and the candidate’s PRT material.
 3. The Department PRT Committee then meets with the candidate to review the evaluation.
 4. After reviewing the evaluation with the candidate, the Department Chair then writes an overall narrative which includes the strengths, concerns and suggested areas for professional growth. The candidate will be provided with both the narrative and written evaluation for his or her signature as acknowledgement of receipt.
 5. The candidate then has the opportunity to formally respond to the evaluation in writing. If there is a response, it will be attached to the evaluation.
 6. By March 31, the Department Chair in collaboration with the Associate Vice President recommends to the VPAA, in writing, whether the faculty member should be retained.
 7. Upon review, the VPAA sends a written memo to the President with his or her retention recommendation.
 8. By April 15, the candidate receives written notification of the decision from the President.

Year 2

Annual review is conducted at the Department level with recommendation for retention made by the department PRT Committee. In addition, the candidate will present a portfolio to the College PRT Committee during the spring semester. The primary focus during Year 2 is on Evaluation Criteria #1: Teaching and #2: Service to Students. The College PRT Committee votes to recommend retention based on the department materials and the candidate’s portfolio presentation. The recommendation is given to the President who makes the final decision for retention.

The candidate:

- By October 1, meets with the Department Chair to discuss expectations and determine the composition of the three-person Department PRT Committee:
 - The Department Chair
 - A tenured faculty member from within the department (or from the division if the department is too small) chosen by the candidate from two choices provided by the Department Chair, and
 - A tenured faculty member chosen by the candidate from within or outside of the department.

- Department Chair and candidate are encouraged to rotate membership on the Department PRT committee.
- Prepares materials for portfolio developed in consultation with the committee; these may include a narrative, a unit of instruction, a graded assignment, a description of service to students, advising techniques, and so on.
- By November 1, develops with the Department PRT Committee a timeline for implementing the remainder of the process.
 1. Each member of the Department PRT Committee conducts a classroom visit utilizing the Standard Observation Form and any other applicable department forms.
 2. The Department Chair consults with the Department PRT Committee and completes an evaluation based on the classroom observations, the completed “Departmental Promotion, Retention & Tenure Committee Evaluation” form and the candidate’s PRT material.
 3. The Department PRT Committee then meets with the candidate to review the evaluation and to prepare the candidate for his or her presentation to the College PRT Committee.
 4. After reviewing the evaluation with the candidate, the Department Chair then writes an overall narrative which includes the strengths, concerns and suggested areas for professional growth. The candidate will be provided with both the narrative and written evaluation for his or her signature as acknowledgement of receipt.
 5. By March 15, the Department Chair, in collaboration with the Associate Vice President, recommends to the VPAA, in writing, whether the faculty member should be retained.
 6. The candidate submits with his or her portfolio to the Office of Academic Affairs by March 15 for meeting with the College PRT Committee.
 7. The candidate meets with the College PRT Committee to discuss his or her portfolio and evaluation. Members vote to recommend or not to recommend retention. The VPAA submits the committee’s recommendation to the President in writing.
 8. By April 15, the candidate receives written notification of the decision from the President.

Year 3

Annual review is conducted at the Department level with recommendation for retention and reappointment made by the Department PRT Committee. No interview or presentation is required with the College PRT Committee. The candidate is expected to give attention to all four evaluation criteria. The President makes the final decision for reappointment.

The candidate:

- By October 1, meets with the Department Chair to discuss expectations and determine the composition of the three-person Department PRT Committee:
 - The Department Chair

- A tenured faculty member from within the department (or from the division if the department is too small) chosen by the candidate from two choices provided by the Department Chair, and
- A tenured faculty member chosen by the candidate from within or outside of the department.
- Department Chair and candidate are encouraged to rotate membership on the Department PRT committee; however, this committee will continue to work with the candidate into the fourth year.
- Prepares materials developed in consultation with the committee; these may include a narrative, a unit of instruction, a graded assignment, a description of service to students, advising techniques, and so on.
- By November 1, develops with the Department PRT Committee a timeline for implementing the remainder of the process.
 1. Each member of the Department PRT Committee conducts a classroom visit utilizing the Standard Observation Form and any other applicable department forms.
 2. The Department Chair consults with the Department PRT Committee and completes an evaluation based on the classroom observations, the completed “Departmental Promotion, Retention & Tenure Evaluation Criteria” form and the candidate’s PRT material.
 3. The Department PRT Committee then meets with the candidate to review the evaluation.
 4. After reviewing the evaluation with the candidate, the Department Chair then writes an overall narrative which includes the strengths, concerns and suggested areas for professional growth, as well as noting progress from previous year. The candidate will be provided with both the narrative and written evaluation for his or her signature as acknowledgement of receipt.
 5. The candidate then has the opportunity to respond formally the evaluation in writing. If there is a response, it will be attached to the evaluation.
 6. By March 31, the Department Chair in collaboration with the Associate Vice President recommends to the VPAA, in writing, whether the faculty member should be retained.
 7. Upon review, the VPAA sends a written memo to the President with his or her retention recommendation.
 8. By April 15, the candidate receives written notification of the decision from the President.

Year 4

Annual review and the granting of tenure are determined during the fall semester following the non-tenured faculty member’s interview and portfolio presentation to the College PRT Committee. Significant accomplishment in all 4 evaluation criteria is expected. The President makes the final decision for tenure and, if granted, tenure takes effect at the beginning of the fifth year.

The candidate:

- By October 1, meets with the third-year Department PRT Committee to decide what materials are needed to address all four criteria for inclusion in the tenure portfolio that will be presented to the College PRT Committee. If, at this time, it is felt that weaknesses remain, the Department PRT Committee or the candidate may request further classroom visits or additional materials from the candidate.
 1. The Department Chair consults with the Department PRT Committee and completes an evaluation based on the suggestions made at the October 1 meeting, the completed “Departmental Promotion, Retention & Tenure Committee Evaluation” form and the candidate’s PRT material.
 2. The Department PRT Committee then meets with the candidate to review the evaluation and to prepare the candidate for his or her presentation to the College PRT Committee.
 3. Based on the previous meeting, the Department PRT Committee provides a written evaluation which will be given to the candidate for his or her signature as acknowledgment of receipt.
 4. The candidate then has the opportunity to respond formally to the evaluation in writing. If there is a response, it will be attached to the evaluation.
 5. The Department Chair, in collaboration with the Associate Vice President, recommends to the VPAA, in writing, whether the faculty member should be granted tenure. By November 1, the candidate submits his or her portfolio to the Office for Academic Affairs for review by the College PRT Committee members.
 6. By end of November, the candidate meets with the College PRT Committee and presents his or her portfolio. Members vote to recommend or not recommend tenure. The VPAA submits the committee’s recommendation to the President in writing for his or her review and recommendation to the College Board of Trustees. Tenure will be voted on by the College Board of Trustees.
 7. By December 15, the candidate receives written notification of the decision from the President.

Departmental Promotion, Retention & Tenure Committee Evaluation Form

Candidate's Name: _____ Department: _____

The candidate is applying for (circle one):

Retention Tenure/Assistant Professor Associate Professor Full Professor

Place a ✓ ✓ if the candidate meets the following criteria. If **not**, leave blank or mark N/A for Not Applicable. Attach to this document a bulleted outline that identifies the candidate's contributions to each criterion.

Criterion #1: Teaching

- _____Fulfills contractual obligations
- _____Shows current knowledge of subject matter
- _____Exhibits clarity, coherence and logic
- _____Uses concrete, specific illustrations
- _____Presents materials in a clear, effective and organized manner
- _____Encourages students to interact
- _____Accommodates various learning styles by using a variety of techniques
- _____Assesses students effectively through tests and assignments
- _____Maintains high standards when grading
- _____Demonstrates strong classroom management skills

Criterion #2: Service to Students

- _____Provides accurate academic advising
- _____Remains accessible by maintaining regular office hours
- _____Participates in activities/events and/or recruitment related events

Criterion #3: Service to the College Community

- _____Acts as a collaborative member of the department by participating in committees and activities
- _____Participates in campus governance and/or serves on College-wide committees
- _____Is involved in special projects within the department and/or College community

_____ Exhibits leadership within the department and/or College community

_____ Participates in development of new courses and/or revision of existing curriculum

Criterion #4: Professional Growth

_____ Increases knowledge in field (i.e., graduate courses, conferences, workshops, seminars, etc.)

_____ Maintains membership in a professional organization

_____ Makes use of other opportunities pertinent to field

Department Chair: _____

PRT Committee Member: _____

PRT Committee Member: _____

PRT Committee Member: _____

Candidate: _____