Macomb Community College
Education • Enrichment • Economic Development
Discover. Connect. *Advance.*

AGREEMENT

between the

BOARD OF TRUSTEES

of the

COMMUNITY COLLEGE DISTRICT

of the

COUNTY OF MACOMB COMMUNITY COLLEGE

and the

INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE and AGRICULTURAL IMPLEMENT WORKERS of AMERICA (UAW) and its LOCAL 2411, MACOMB COLLEGE ASSOCIATION OF ADMINISTRATIVE PERSONNEL

July 1, 2025 - June 30, 2028

Table of Contents

PREAMBLE 3
RECOGNITION 3
ARTICLE I - MEMBERSHIP 3
ARTICLE II - CONDITIONS OF EMPLOYMENT 4
ARTICLE III - CHANGES IN ORGANIZATION 5
ARTICLE IV - VACANCIES 7
ARTICLE V - ASSIGNMENTS 7
ARTICLE VI - DUTIES AND RESPONSIBILITIES 8
ARTICLE VII - EVALUATION 8
ARTICLE VIII - CIVIC RESPONSIBILITIES 8
ARTICLE IX - ADMINISTRATIVE SERVICE COMMITTEE 9
ARTICLE X - COMPENSATION 9
ARTICLE XI - LEAVES OF ABSENCE 9
ARTICLE XII - FRINGE BENEFITS 12
ARTICLE XIII - ASSOCIATION RIGHTS 16
ARTICLE XIV - MANAGEMENT RIGHTS 17
ARTICLE XV - DUE PROCESS 17
ARTICLE XVI - GRIEVANCE PROCEDURE 18
ARTICLE XVII - LAYOFF PROVISION 20
ARTICLE XVIII - SEVERABILITY, SCOPE OF AGREEMENT, AND NO STRIKE PLEDGE 21
ARTICLE XIX - TERMINATION AND MODIFICATION 22
COMMUNITY COLLEGE DISTRICT OF MACOMB COLLEGE ASSOCIATION 22
COUNTY THE COUNTY OF MACOMB ADMINISTRATIVE PERSONNEL 22
APPENDIX A - ADMINISTRATIVE SALARY RANGES 23
APPENDIX B - ADMINISTRATIVE POSITIONS AND LEVELS 25
APPENDIX C DEFINITIONS 27
INDEX 28

THIS AGREEMENT is made this 20th day of August, 2025, by and between the Board of Trustees of the Community College District of the County of Macomb (hereinafter called the "Board") and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) and its Local 2411, also known as the Macomb College Association of Administrative Personnel (hereinafter "the Association") for the period covered in Article XIX.

PREAMBLE

The purpose of this agreement is to set forth terms and conditions of employment, and to promote orderly labor relations for the mutual interest of the Board and the Association.

It is the intent of the parties to work cooperatively in maintaining and promoting the goals and purposes of the College.

The Board acknowledges the important contribution of professional administrators to the educational process; and the parties jointly commit to the maintenance of professional and ethical standards.

RECOGNITION

The Board recognizes the Association as the exclusive bargaining representative with respect to rates of pay, wages, hours of employment, and other conditions of employment for all administrators listed in appendix B. The provisions contained herein shall be binding upon the parties to this agreement. The Board shall make no changes in hours, wages, or working conditions of administrators incorporated in these provisions except in accordance with this agreement after good faith negotiation and agreement between the parties to this Agreement.

Communication between the Board and/or its representatives and the Association shall be routed through the President of the Association or their designee.

The provisions of this agreement shall be applied without discrimination as defined in Article II.B. and shall be applied in a manner which is not arbitrary, capricious, or discriminatory.

ARTICLE I - MEMBERSHIP

A. The provisions herein contained shall cover all full-time administrators working at any installation of Macomb Community College and include all employees holding the title of and performing the work as contained in Appendix B of this Agreement. The provisions shall also cover permanent part-time administrators as determined under the provisions of Article I.B. All other employees of the College are hereby excluded from coverage under this Agreement.

B. In recognition of the need for flexibility in addressing the constantly changing environment in which the College exists, the College may employ part-time, casual and/or temporary administrators outside the bargaining unit work provided that members of the bargaining unit are not laid off for the purpose of employing part-time administrators in their place. The proposed use of a part-time administrative position shall be discussed at the Administrative Service Committee and the procedures outlined in Article III. A shall be followed. Upon the request of the Association, the parties shall meet every six months (or more often as needed) to review the status of each employee hired under this provision. Such review shall include possible inclusion of such individual in the bargaining unit. In the event it is determined that the position of any such administrator is permanent, such administrator will

be included in the bargaining unit and the parties will determine which provisions of this Agreement shall apply.

ARTICLE II - CONDITIONS OF EMPLOYMENT

A. Each employee shall have the right to join, or not to join, the Union as they individually prefer, it being agreed that there shall be no discrimination or coercion by the Employer or by the Union in connection with the decision of the individual employee.

1. During the life of this Agreement and to the extent the laws of the State of Michigan permit, the Employer will only honor written voluntary individual membership Dues Deduction Authorizations of employees.
2. The Union shall certify to the Employer in writing the amount of each member's regular monthly dues. A copy of the Dues Deduction Authorization Form for each employee for whom the Union membership dues are to be deducted hereunder shall be delivered by the employees to the Employer before any payroll deductions shall be made. Dues deductions will be made only under the Dues Deduction Authorization Forms which have been properly executed and are in effect. Each dues deduction authorization will be limited to the deduction of regular monthly basic dues. Any Authorization Form which is incomplete or in error will be returned to the employee by the Employer and will not be honored.
3. All properly executed Dues Deduction Authorization Forms shall become effective at the time the application is tendered to the Employer. If received on or before the fifteenth (15th) day of the month preceding the month in which a deduction is to be made, deductions shall be deducted from the first (1st) pay of such month and monthly thereafter, and will remain in effect (i) for a specified time in accordance with law and shall thereafter automatically renew unless the employee changes or rescinds the check off, or (ii) until the Employer receives written notification that the employee has cancelled the authorization, or (iii) until an employee's active employment in a covered classification is terminated.
4. All sums deducted by the Employer shall be remitted to the labor Union's Financial Officer once each month within fifteen (15) calendar days following the payday in which deductions were made, together with a list which identifies current employees for whom the Union dues have been deducted, the amount deducted from the pay of each employee and any employees who have terminated their Dues Deduction Authorization during the previous month. Employees may terminate their Dues Deduction Authorization at any time by serving written notice thereof to Human Resources.
5. Once any funds are remitted to the Labor Council by the Employer, their disposition shall be the sole and exclusive obligation and responsibility of the Labor Council. In cases where a deduction is made that duplicates a payment that an employee already has made to the Council, or where a deduction is not in conformity with the provisions of the Constitution of the Labor Council or applicable state or federal law, refunds to the employee shall be made by the Labor Council to the employee.
6. The Employer shall not be liable to the Labor Council from the remittance or payment of any sum other than those constituting actual deductions made from wages earned by employees.
7. The Labor Council shall indemnify, protect and hold harmless the Employer from any and all claims, actions, demands, suits, proceedings, and other forms of liability, including all costs and attorney fees, that shall arise out of or by reason of any actions

taken or not taken by the Employer for the purpose of complying with the provisions of this Article.

B. All positions shall be filled without discrimination as to sex (including sexual orientation and gender identity), race, color, age, religion, national origin, marital status, height, weight, familial status, membership or participation in, or association with the activities of any professional organization.

The College shall prepare, publish, and distribute all notices of administrative vacancies. Sufficient time shall be provided between posting and the filling of vacancies so that all interested parties may file application.

Procedure: All notices of vacancy shall be published at least ten (10) calendar days prior to the filling of the position, except as indicated below.

Distribution shall be made internally to each College administrator and externally to appropriate sources of qualified applicants.

In the event a vacancy must be filled in less than ten (10) calendar days, waiver of that time requirement shall require the Agreement of the Association.

In the event a vacancy is not filled, the Association may request rationale for such action from the President. Such rationale shall include a statement of the disposition of the functions previously performed by that position.

C. Filling of administrative vacancies shall require participation by administrators.

Whenever an Association position is available, the supervisor (Administrator or Non-Bargaining Unit) of the vacant administrative position if they so elect, shall participate with and appoint a committee composed of appropriate level administrators to review applications, interview candidates, and recommend candidates for the vacancy. Such committees may include -individuals from outside the bargaining unit as appropriate, with prior Association approval. Recommendations shall include a priority list of preferred applicants with supporting rationale. If the supervisor is a Non-Bargaining Unit member, they will select an Administrator to chair the committee.

The committee recommendations shall be transmitted in writing to the immediate supervisor five (5) business days after completion of review of all applicants. If the recommendation of the committee is rejected, upon request the President or their designee shall discuss the reasons for its rejection with the committee.

It is agreed that the intent of Article 11.B. is that the Association would not be involved in the selection of member administrators to serve on selection committees. However, the Association shall monitor the process of forming selection committees to ensure conformance with the provisions of Article II.B.

D. The Association president or designee shall be notified by Human Resources in writing of any additional stipend for performance of administrative work paid to any member. The notification will include the member's name and the amount of the stipend through electronic means for those stipends processed by Human Resources.

ARTICLE III - CHANGES IN ORGANIZATION

A. Whenever the President determines that it is in the best interest of the College to eliminate, redefine, reclassify, or create any administrative position, or to effect other organizational changes in the administrative structure, Association shall be informed in writing.

This written notification must include:

1. The specific change(s) being recommended.
2. Rationale supporting the changes.
3. Related job descriptions and grade level recommendations for the entire administrative structure affected.
4. Implementation dates or timelines.
5. Where position elimination is recommended, a written description of where the duties previously performed will be assigned.
6. An organizational chart for the entire administrative structure affected.

The Association will be given ten (10) business days to respond. This period may be extended by mutual agreement. If the response of the Association is rejected, the President or their designee will discuss the reasons for rejection with the Association prior to implementation. Such reasons will be forwarded to the Association in writing after the conference. In any case, before any reorganization is implemented, the Association shall be given an opportunity to meet with the President or their designee to discuss and make recommendations regarding criteria and possible alternatives.

B. An administrator displaced by position elimination shall suffer no loss in pay or employment without first being offered any existing vacant administrative position of equivalent grade and pay for which they are qualified; or second, being offered any existing vacant administrative position of lesser grade without loss of pay for which they are qualified; or third, request assignment to another employee group in which there is an opening, provided they are qualified, consistent with College policies and procedures and consistent with other employee group Master Agreements.

C. No individual shall suffer loss of pay or employment as an administrator except as provided in Article IV and Article XI. For administrators who are in grant or special funded positions, the position's availability is contingent on funding. An individual may lose their employment status if the grant funding or special funding is eliminated or no longer available. When that occurs, the College will follow Section B above. If an administrator moves to a different bargaining unit, the terms of the bargaining unit to which they are transferred will dictate the compensation. The Vice President of Human Resources has the authority to make exceptions for the compensation of an employee who moves to a classification outside of the bargaining unit.

D. The College must notify an administrator at least 120 calendar days in advance of its intent to eliminate the position they hold due to reorganization as specified in Article III, A, B, and C.

E. The Association may make recommendations to the President concerning the elimination, redefinition, or reclassification of any existing administrative positions or the proposed creation of any new administrative positions.

F. In the event the functions or duties of an administrator position are reassigned to another member or members of the bargaining unit, the positions of the administrators to whom the functions or duties are reassigned will be reviewed by the College and the Association Service Committee. The College may grant equity adjustments. For a denial for an equity adjustment, an administrator through the Association's board may request a meeting with the Vice President of Human Resources or their designee for reconsideration.

ARTICLE IV - VACANCIES

A vacancy shall be determined to exist when an administrative position is vacated due to the following reasons:

A. Resignation/Retirement - The Board may accept resignations upon recommendation of the President. Retirement shall be consistent with established Board policy.

   Procedure: Employees shall utilize the electronic retirement/resignation form found on MyMacomb to submit notice thirty (30) calendar days prior to the effective date of separation. When agreed between the Association and the head of Human Resources less notice may be accepted without penalty by the employee seeking approval. Resigning/retiring employees shall work their last workday of employment.

B. Dismissal - The Board agrees that the administrator shall not be peremptorily discharged. An Administrator may be discharged for just cause. (See Due Process Procedure, Article XV.)

C. Death of the administrator holding the position.

D. Professional Growth Leave - An administrative position shall be deemed to be vacant if the administrator who previously held such position has been granted a professional growth leave without a condition of return to their previous position by the Board.

E. Leave of Absence - an administrative position may be deemed to be vacant as the result of an award of any leave of absence which exceeds ninety (90) calendar days, providing that no conditions of return to the previously held position shall have been made in the award of the leave of absence.

F. New positions created in accordance with policy.

ARTICLE V - ASSIGNMENTS

A. Each administrator will be issued a letter of assignment at the beginning of each contract year which shall include annual salary in dollars, administrative grade level, job title, and a statement that employment is subject to the terms and conditions of this Agreement and College policies and procedures.

   Termination of employment may occur in these four instances:

   1. Position elimination due to reorganization in accordance with Article III
   2. Layoff in accordance with Article XVII
   3. Unsatisfactory performance in accordance with Article XV (Due Process)
   4. Termination of employment during the probationary period (Section B. of this article)

B. An administrator appointed to a position shall serve a probationary period of two years in the case of an initial appointment. The College may exercise an option to extend this probationary period for an additional one year by working with Human Resources. Termination of employment during the probationary period shall be at the option of the Board and may be with or without just cause. Articles XV and XVI shall not apply in case of termination of employment. If employment is terminated during the probationary period with just cause, the Board shall pay to the administrator the earned salary compensation to the date employment is terminated. If employment is terminated during the probationary period without just cause, the Board shall pay to the administrator an amount equal to sixty (60) days salary for up to one year of service, and ninety (90) days salary for more than one but less than three years of service.

C. An administrator who has not previously completed the terms of Article V.B. and is appointed to a new position shall serve the balance of the probationary period defined in Article V.B. If employment is terminated during the probationary period, the terms defined in Article V.B. shall apply.

ARTICLE VI - DUTIES AND RESPONSIBILITIES

A. Duty Hours - Administrators will observe reasonable duty hours.

Procedure: Normal duty hours will be determined by the individual administrator subject to the approval of their immediate supervisor.

B. Job Description - An official job description shall be established for each administrative position. Change(s) in any previously established job description shall be deemed redefinition of the respective position and as such is (are) subject to the provisions of Article 111, A.

Procedure: Each job description shall include:

1. administrative title that accurately reflects the level of responsibilities and duties of the position
2. specific areas of responsibility in detail
3. relationship to immediate supervisor and other appropriate administrators

The Office of Human Resources shall be responsible for the format of job descriptions. The Vice Presidents shall be responsible for the preparation of their respective administrative job descriptions.

C. Policies, Guidelines, and Directives

Employees covered by this agreement are required to follow the provisions and adhere to all policies, procedures, and guidelines established by the College as outlined within the Policies, Guidelines, and Directives Catalog within MyMacomb except to the extent inconsistent with this collective bargaining agreement.

ARTICLE VII - EVALUATION

Evaluation for probationary administrators shall be a continuous process which shall include a minimum of bi-annual written/oral evaluations of each probationary administrator by their immediate supervisor.

Written evaluations will be reviewed by the Vice President responsible for the unit to which the evaluated probationary administrator has been assigned before this evaluation is sent to the Human Resources Office for inclusion in the administrator's file.

Evaluation and feedback for administrators who have completed their probationary period is encouraged in an ongoing and continuous manner.

ARTICLE VIII - CIVIC RESPONSIBILITIES

When the administrator speaks or writes as a citizen, they shall be free from institutional censorship and discipline. The administrator bears the responsibility to clarify the fact that they speak or write as an individual and not on behalf of the institution.

ARTICLE IX - ADMINISTRATIVE SERVICE COMMITTEE

A. An Administrative Service Committee shall be established with such functions as are described below:

   1. The Association shall be represented on the committee by the President of the Association and two others appointed by them.

   2. The College shall have three representatives on this committee.

B. Functions: The Administrative Service Committee shall provide the context in which clarification of the intent of these contract provisions shall occur. The determinations of the Administrative Service Committee shall not preclude the implementation of the Due Process Procedure, nor limit the proper authority of the Board or the Association.

C. Procedures: Meetings of the Administrative Service Committee may be called by either party upon written notification to the other. Any agreements reached shall be signed by the parties present at the Service Committee Meeting. It is the intent of the parties relating to the Service Committee that only those agreements signed by the parties shall have any binding effect and discussions in the Service Committee will not constitute a binding obligation by either party. Agreements reached in the Service Committee shall be limited to interpretation of the Agreement and substantive provisions require formal agreement of the parties.

ARTICLE X - COMPENSATION

A. Each administrative position shall be assigned a salary grade reflecting the relative level of administrative duties and responsibilities for the position. The salary schedule during the term of this Agreement shall be as set forth in Appendix A.

B. Except as provided in C., below, each administrator's annual salary within their grade level shall be determined by the number of full years of related experience for which they have been credited as of July 1 in each year of this Agreement. Each year of related experience represents one step on the salary schedule set forth in Appendix A.

   Newly hired administrators will be given credit for the number of full years of related experience up to a maximum number of eight (8) years (Step 8) on the salary schedule in Appendix A, unless otherwise determined by the head of Human Resources. The union will be informed of any exceptions to this provision.

C. In the case of promotion, the new salary assigned shall not be less than the salary that would have been obtained if promotion had not taken place.

D. The College provides an administrator with a retirement option under either the Michigan Public School Employees Retirement Fund or Optional Retirement Plan and an administrator may choose between the two options.

ARTICLE XI - LEAVES OF ABSENCE

A. Non-Compensable - An administrator, upon the approval of the College, may be granted a leave of absence without compensation. These leaves may be granted for personal, military, public service or professional reasons, and where possible the position to which the administrator will return shall be determined at the time the leave is granted.

   Procedure: An administrator requesting a leave of absence shall submit their request in writing to their immediate supervisor, with notice to the head of Human Resources

or their designee. This request shall include the reason for the leave of absence and the term of the leave.

The College may modify the terms of the leave upon receipt of written request and shall respond as soon as possible.

The employment of an administrator who does not return to the service of Macomb Community College at the approved time may be considered terminated if an extension has not been granted.

An administrator who accepts a leave in excess of ninety (90) days as provided for in Article IV may be entitled to return to the administrative position they held.

B. Compensable Leaves

1. Professional Growth Leaves - an administrator, upon approval of the College, may be granted a Professional Growth Leave with compensation. Such leaves may be employed to permit administrators to serve on local, state, federal and association committees/ commissions; to enroll in special seminars, workshops or courses; or to engage in other activities which lead to improved professional administration or to an enhancement of the stature of the institution.

   The total number of weeks to be allocated to the bargaining unit for professional growth leave in any one contract year shall be forty (40).

   Condition for Leave:

   a. No loss of pay, benefits, or status. The College will pay the administrator the differential between their regular pay rate and that paid by the local, state, federal or association committee/commission. It is understood Paid Time Off (PTO)shall not accrue for Professional Growth Leave of one semester or more.

   b. Return to same administrative position.

   c. Number, length, and nature of short duration leaves to be determined as needed by the President.

   d. The plan for compensable Professional Growth Leaves shall include:

      i. Plan for satisfactory administration of unit involved.

      ii. Detailed plan of work for period of leave.

      iii. Provisions for review of progress.

      iv. Statement of how the leave will benefit the institution.

2. Sick Leave, Personal Business and Vacations are replaced with Paid Time Off (PTO) schedule as follows:

Annual PTO Accrual Amount	Maximum Carryover	Payout Percentage at Separation
40 days	68 days	75%

   a. Nine (9) days (72 hours) of PTO will be frontloaded annually as of July 1*. Remaining PTO days will be earned on a bi-weekly basis in accordance with the accrual amount noted above.

b. PTO payment at time of separation (separation is defined as last day worked) for those with the maximum accrual amount at the conclusion of the prior contract year will include the maximum accrual amount, plus earned PTO for that contract year based on percentages listed above.

c. As of ratification and Board approval of this agreement, any days currently maintained in a sick bank over 20 will be grandfathered and rolled into a separate sick bank to be used for personal illness.

i. For administrators who have been with the College for one year at the time of the distribution of the payout, the College will review their PTO usage at the end of the contract year and will provide the following:

ii. For individuals who have over 68 days in their bank will receive payout of up to five (5) PTO days.

- 69 days = 1 day payout
- 70 days = 2 days payout
- 71 days= 3 days payout
- 72 days = 4 days payout
- 73 days or more = a total of 5 days payout

iii. The payout for these payments will occur the following fiscal year on the last paycheck in September.

iv. All remaining PTO days will be removed up to the maximum.

v. In order to be eligible for payout, you cannot be on any leave of absence at the time of distribution or the year in which the payout was calculated.

vi. *PTO time frontloaded and used but unearned may be deducted in any final pay calculation.

3. Bereavement Leave - Each administrator shall be allowed up to five (5) days bereavement leave, non-cumulative, in the case of the death of an immediate relative as defined in Appendix C.

4. Professional Business - Each administrator is encouraged to represent the institution at appropriate conferences, seminars, workshops, etc. The necessary funds for resulting expenditures will be reimbursed when such conferences have been approved by their immediate supervisor. No administrator shall be expected to use personal funds for College business.

5. Absences - Each administrator is responsible for reporting to their immediate supervisor in accordance with the published procedure.

6. Jury Duty - An administrator who is required to perform jury duty shall receive the difference between the administrator's rate of pay and that paid for jury duty. The College shall have the opportunity to request the court to excuse the administrator from jury duty after consultation and agreement between the appropriate Vice President and the administrator.

C. Medical Leave of Absences

An administrator may request a medical leave of absence for medical reasons. Such request for a leave of absence shall be in writing and must be approved by the President. Ordinarily, such medical leaves of absence will be for a period of ninety (90)

calendar days but may be extended for good medical reason for longer periods of time. An administrator who has gone on a medical leave of absence of less than one year's duration shall be entitled to return to the job which they left at the commencement of such medical leave, providing such job is then available and further providing that the employee can physically and emotionally perform the job. Such jobs, if filled, will be filled on a temporary basis subject to the employee's return from medical leave of absence. If the administrator is unable to work at the end of twelve months commencing the first day of the leave, the employer may replace the position permanently.

The College may require an administrator to submit to a physical or mental examination by an appropriate physician, selected by the College, at College expense prior to return from medical leave of absence. The administrator shall have the right to appeal the findings of such an examination and submit findings from a physician of their choice at their expense.

If there is a dispute between the findings of the two (2) physicians, the administrator shall have the right to request an examination through Henry Ford Health or Corewell Health Beaumont Hospitals, the costs of such examination to be shared equally by the Board and the individual administrator. The results of this examination shall be binding upon the administrator, the Association and the College.

ARTICLE XII - FRINGE BENEFITS

Fringe benefits enumerated here represent the total fringe benefits program provided administrators by the Board during the life of these policies.

A. Holidays

Independence Day	Day before New Year's
Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day
Day before Christmas	Juneteenth
Christmas	

The College will be closed for the year end period between December 25 and December 31 and on the recognized Martin Luther King Jr. Day. This does not preclude an administrator from having access to their respective office if they deem it necessary. Administrators will not be required to use sick or PTO leave for days closed during this year end period and/or Martin Luther King Jr. Day.

Refer to the Human Resources Guidelines for Departmental Closures, College Closures, and Holiday on MyMacomb for additional guidance related to holidays and closure days.

Whenever state or federal statute requires that such holidays be observed on a day or date other than as set forth above, holidays shall be observed on the day or date prescribed by state or federal statute, whichever is controlling.

It is agreed that the College reserves the right to re-open during the year end period between December 25 and December 31 and/or Martin Luther King Jr. Day at their discretion.

B. Medical Care Plan

1. The Board shall provide each administrator with the following options in selecting health insurance coverage:

   a. A PPO option with a prescription drug rider. The plan design will be developed by the Health Care Coalition and College.

   b. A High-Deductible Health Care Plan option. The plan design will be developed by the Health Care Coalition and the College.

   Other options may be offered if the Health Care Coalition and the College agree.

   The contribution paid by the Association members following the effective date of this agreement will be subject to the requirements of Public Act 152.

2. The coverage for which the Board will contribute under the foregoing may be, at the administrator's option, protection for 1) self alone or 2) self and family, including only spouse and eligible children. However, the Board shall not be required to pay for two kinds of coverage for any administrator, either as a subscriber or dependent. For newly enrolled administrators, coverage shall begin after the waiting period prescribed by the provider.

3. The Board's annual contribution toward the premium for the coverage selected under the health care coverage options shall be subject to the requirements of Public Act 152. The administrator shall pay the balance of the premium through payroll deductions.

C. Life Insurance-Administrator Non-Contributory

The Board shall provide life insurance protection. The College will meet with the Association prior to selecting a different carrier. Such insurance shall be in the amount of two* times the administrator's annual salary. Additional life insurance protection under existing policies may be purchased at the administrator's expense and paid for through payroll deduction subject to the limitations of the terms of the insurance contract.

*As authorized by the older workers benefit protection act, this amount will be reduced by 33% at age 65 and by 33% of the original amount every 5 years thereafter.

D. Dental Insurance

The Board shall provide dental insurance for all administrators and their eligible dependents with plan option design as developed by the Health Care Coalition and the College.

E. Workers' Compensation

The Board shall carry Workers' Compensation Insurance so that an administrator disabled from an injury or disease due to their employment may receive medical attention and weekly benefits while not losing pay. Such insurance shall cover all benefits required by Michigan's Workers' Compensation Act. In the event an administrator is entitled to benefits under the Workers' Compensation Act, the administrator may exercise the option of being paid the difference between the benefits they received under Workers' Compensation and 65% of the administrator's current annual contract salary out of their accumulated sick leave allowance and/or vacation days, which shall be pro rata reduced.

F. Public Liability Insurance

The Board shall provide Professional Public Liability Insurance covering services rendered during the course of employment.

G. Tuition and Professional Development

1. Tuition for credit courses taken at Macomb Community College (but not registration and course related fees) shall be waived for administrators and their dependents.

2. The Board will establish a fund in the amount of $600 per administrator per year, which will be known as "Administrators' Tuition and Professional Development Fund." Each administrator is eligible to draw up to $2,000 per year for tuition for successfully completed credit courses, for approved professional development or approved conference costs. Encumbering of funds shall be permitted for tuition. If the fund is exhausted, reimbursement for administrators shall be on a pro-rated basis. Any monies left over in the fund not already committed will revert to the general fund on June 30 of each year. For the usage of these funds, the administrator must receive pre-approval from their supervisor and Human Resources.

H. Short and Long-Term Disability Insurance -Administrator Non-Contributory

1. Sickness and Accident Insurance

The Board shall provide short-term Sickness and Accident Insurance in the amount of 70% of the administrator's basic contract salary to a maximum as specified in the insurance agreement. Disability benefits may commence upon the exhaustion of PTO days (and/or old sick bank) up to six (6) days. This insurance shall apply to absences from work because of illness, accident or hospitalization. Benefits continue through the thirteenth week or end of disability, whichever occurs first.

The Board may require an administrator to submit to a physical or mental examination by an appropriate physician, selected by the College, at College expense prior to return from medical leave of absence. The administrator shall have the right to appeal the findings of such an examination and submit findings from a physician of their choice at their expense.

If there is a dispute between the findings of the two (2) physicians, the administrator shall have the right to request an examination through Henry Ford Health or Corewell Health Beaumont Hospitals, the costs of such examination to be shared equally by the Board and the individual administrator. The results of this examination shall be binding upon the administrator, the Association and the College.

2. Long-Term Disability

The Board shall provide long-term disability insurance in the amount of 70% of the administrator's basic contract salary to a maximum as specified in the insurance agreement.

Disability benefits shall commence the 14th week of total disability and continue for the period of total disability. In accordance with the 1978 Age Discrimination in Employment Act amendments and final interpretative bulletin by the Department of Labor, the following shall apply: if disability occurs at age 60 or before, benefits will cease at 65; if disability occurs after age 60, benefits will cease 5 years after disablement or at age 70, whichever occurs first. If long-term disability benefits commence at age 69 or older, benefits will be paid for 12 months from the first day of absence supported by medical documentation. During the time of total disability there shall be excluded from the non-duplication offset any Social Security Benefits in excess of those in effect at the time of disability.

The Board may require an administrator to submit to a physical or mental examination by an appropriate physician, selected by the College, at College

expense prior to return from medical leave of absence. The administrator shall have the right to appeal the findings of such an examination and submit findings from a physician of their choice at their expense.

If there is a dispute between the findings of the two (2) physicians, the administrator shall have the right to request an examination through the Henry Ford Health System or Corewell Health Beaumont Hospitals, the costs of such examination to be shared equally by the Board and the individual administrator. The results of this examination shall be binding upon the administrator, the Association and the College.

3. The insurance company's requirement of medical examination is not impaired or limited.

I. Accidental Death and Dismemberment Insurance - Administrator Non-Contributory

The Board shall provide accidental death and dismemberment insurance in the amount of $15,000.

J. Administrator Non-Contributory Investment Plan

The College shall make a contribution on behalf of each employee to a 403(b) tax sheltered annuity, 457 deferred compensation account or mutual fund selected by the employee under this non-elective deferral plan, or cash. The contribution is based on full-time service beginning with years(s):

Years of Full-Time Service at MCC	Percent of Base
Beginning with 3rd year	2%
Beginning with 4th year	3%
Beginning with 5th year	4%
Beginning with 6th year through 9th year	5%
Beginning with the 10th year through 14th year	5.5%
Beginning with 15th year through 19th year	6%
Beginning with 20th year through 24th year	6.5%
Beginning with 25th year	7%

The investment plan is voluntary and there is no basis for any suit by an administrator or their beneficiary against the College or the Association resulting from an alleged imprudent investment.

K. Optical Insurance

The Board shall provide optical insurance for all administrators and their eligible dependents with plan option design as developed by the Health Care Coalition.

L. The Board shall provide to administrators while on Health Leave as specified below the following insurance coverage for the periods indicated:

1. Administrators on extended Health Leave shall be provided with Life, Long-Term Disability and Health Insurance coverage as described above. Benefits shall be provided for a term of twelve months commencing the first day of the leave provided that the person provides a written diagnosis and prognosis by an attending physician stating the administrator's inability to work.

2. The liability of the Board shall be specifically limited to the Provision of 1 above. Administrators on other forms of Personal and Professional Leaves may elect to

continue under the College Health Insurance at the administrator's expense subject to the limitations of the terms of the insurance contract.

ARTICLE XIII - ASSOCIATION RIGHTS

A. The President of the Association shall be furnished with one copy of the agenda of each public meeting of the Board with all non-confidential attachments at the same time regular distribution is made.

B. The President of the Association may recommend items to the College President for the Board Agenda.

C. Special Studies - When committees are formed to study administrative salaries, a system for grading administrative positions, or policies relating to administrative rules, authority, and responsibility it is recognized that representation from the Association will be included on such committees. Outside, independent management consultants may be called upon to assist in these studies subject to Board Approval.

D. Association Security and Check-off

In accordance with Michigan Public Act 349, all employees covered by this Agreement and employees hired, rehired, reinstated or transferred into the Bargaining Unit may tender the initiation fee and become members of the Union or may pay service fees in an amount equal to dues uniformly required for membership (as set forth in the Constitution of the International Union) on or before thirty (30) calendar days after the effective date of this Agreement or their date of employment, or transfer into the Bargaining Unit, whichever is later.

In the event that Michigan Public Act 349 is repealed or rendered unenforceable the parties agree to meet to determine the effects of integrating the change into the collective bargaining agreement.

The Board agrees to deduct Association membership dues or the service fee from each pay of those employees who individually request, in writing, that such deduction be made. Membership dues, initiation fees and service fee deductions shall be in such amount as shall be certified to the College in writing by the authorized representative of the Association. The sum shall be deducted in equal bi-weekly installments beginning the first pay period following the month this Agreement shall become effective or the first pay period following employment, whichever shall be applicable. The dues and fees shall be deducted and remitted to the Association Financial Secretary/Treasurer no later than the last business day of the month.

E. Mail, Electronic Service and Facilities

1. The Association shall have the right to reasonable use of College mailboxes, the internal mail service, email, Microsoft Office 365 Suite and other technology adopted by the college for Association material, in accordance with College policies and procedures and provided that all such material is clearly identified and the Association accepts all responsibility for such material.
2. Individual administrators shall not be prohibited from reasonable use of the College mail, email services, Microsoft Office 365 Suite and other technology adopted by the college for Association matters.
3. The Association shall have the right to make judicious use of campus rooms for Association activities. These shall be requested and used only in accord with the established College room booking procedures.

ARTICLE XIV - MANAGEMENT RIGHTS

Macomb Community College has the legal responsibility and, subject to the terms of this Agreement, the right to manage its operations, except those, which are clearly and expressly limited in this Agreement shall remain vested exclusively in the Employer. It is expressly recognized by way of illustration and not by way of limitation, that such rights and functions include, but are not limited to:

- hire, assign, reassign, promote, schedule, discipline and discharge administrators for just cause
- determine and schedule the academic year
- locate or relocate its physical facilities and equipment
- control all of its property

The above rights and functions of the College shall be exercised in a manner consistent with the terms of the Agreement. The above rights or functions will not be utilized to detract from the rights expressly and clearly given to the Union by the terms of this Agreement.

ARTICLE XV - DUE PROCESS

Disciplinary measures less than discharge, and discharge will be in accordance with these provisions:

A. Unsatisfactory Performance

1. The administrator/member shall receive prompt verbal notification at the time it is determined that their performance is unsatisfactory from their immediate supervisor. The administrator/member shall be given a detailed explanation of the basis of such determination and advised specifically of the areas requiring improvement.
2. If the unsatisfactory performance referred to in Paragraph 1 above has not been corrected within a reasonable period of time, the administrator/member shall be given a written notice of unsatisfactory performance together with the detailed basis for such action. Such written notice shall include a time frame for meeting the required expectations, along with meeting times for periodic review of the administrator's/member's progress. The administrator/member and/or Association may provide feedback regarding the same, with the understanding that the College shall be responsible for developing the final plan. If either party is unable to meet for a scheduled periodic review, then it shall be rescheduled at a mutually agreed upon time, but not to exceed five business days from the original meeting date.
3. If the unsatisfactory performance referred to in Paragraph 2 above has not been corrected within a reasonable period of time, the administrator/member may be notified of termination of employment. A dispute involving an unsatisfactory rating or notification to an administrator of termination of employment may be initiated at Step C of the Grievance Procedure. (Article XVI)

B. Discipline and Discharge

No administrator/member shall be disciplined, reprimanded, suspended or discharged without just cause.

1. In all instances in which the President may conclude that an administrator's/member's performance or conduct may justify discharge, the administrator/member may be first suspended.
2. A written notification of discipline with a complete statement of the charges pertaining to the discipline shall be given to the administrator/member and the Association no later than the business day preceding the first day of suspension, if any.
3. During any period of initial suspension, the administrator/member may resign or request a hearing before the President and a representative of the Association.
4. At the time of the hearing, which shall be held within thirty (30) calendar days from the first day of suspension, the administrator/member may bring their own counsel at their own expense.
5. After the hearing has been concluded, the President shall render their decision within ten (10) business days.
    a. If the President's decision is to proceed with discharge, their decision and rationale will be forwarded to the suspended administrator/member. A dispute involving the decision may be initiated at Step C. of the Grievance Procedure.
    b. If the decision of the President is not to proceed with discharge, the administrator/member shall be reinstated with no loss of pay or benefits, if withheld, for the period of the non-disciplinary suspension, and appropriate records of such charges or proceedings will be made part of the administrator's/member's personnel file.

ARTICLE XVI - GRIEVANCE PROCEDURE

Whenever a dispute arises between an administrator or group of administrators and the Board or one of its agents concerning the application or interpretation of the provisions of this Agreement, that is considered a grievance. A grievance is a complaint by an employee in the Bargaining Unit or by a group of employees concerning any alleged violation of this Agreement. Maximum monetary adjustments of a grievance cover a period of six (6) months prior to the filing of a written grievance by the Association.

When a grievance (dispute over the terms of the collective bargaining agreement) is discovered, it shall be handled in accordance with the following:

A. **Step 1 Supervisor** - The administrator who feels that the provisions of this Agreement have been violated, misinterpreted, or misapplied shall voice their concerns to the administrator who has violated said provisions or to the grievant's area Vice President within ten (10) business days after the final date of the events that occurred which formed the basis of such dispute or disagreement. An attempt at resolving the difference shall be immediately made within ten (10) business days of the date the issue was brought to the immediate supervisor, by a conference between the grievant and their immediate supervisor.

B. **Step 2 Area Vice President** - If there is no resolution, the Administrator will meet with the Union representative to discuss the issue within five (5) business days of the response from the Administrator. If the Union representative believes there is a violation of the collective bargaining agreement, the Union representative shall submit a written grievance to the area Vice President within five (5) business days of the Step 1 meeting. Within ten (10) business days of receipt of the written grievance, the area Vice President will have a meeting with the Union representative and the grievant to discuss the matter. Within ten (10) business days of the meeting the Area Vice President will

provide a written decision to the Union and a copy to the head of Human Resources or their designee.

C. **Step 3 Human Resources** - If the grievance is not resolved at Step 2, within five (5) business days after the written decision of the Step 2 meeting, the union shall present the written grievance to the head of Human Resources or their designee. Within ten (10) business days of receiving the written grievance, the head of Human Resources or their designee shall schedule a meeting with the grievant, the grievant' s union representative, and such other college staff who may be helpful in resolving the grievance. The head of Human Resources or their designee will provide a written response to the grievance within ten (10) business days of the Step 3 meeting.

D. **Step 4 Mediation** - If the determination of the head of Human Resources or their designee does not resolve the matter within fifteen (15) business days of receipt of the Step 3 written decision, the Association may request upon the approval of the Association Executive Board that the dispute be submitted to the Mediation Process. Mediation is a nonbinding attempt to settle grievances prior to Arbitration. The grievance may be submitted for mediation through the Federal Mediation and Conciliation Services (FMCS).

   The parties will coordinate a date for mediation as soon as administratively possible, so as to not unduly delay the grievance process. Mediators will be presented with the case facts, receive and review documents and hear testimony from each party. It is agreed that any and all settlement discussions by the parties, recommendations, or opinions offered by the Mediators shall not be used by either party in the presentation of their case as arbitration.

E. **Step 5 Arbitration** - If the Mediation Process does not resolve the matter, within fifteen (15) business days after the final day of the mediation hearing, the Association may request upon the approval of the Association Executive Board that the dispute be submitted to final and binding arbitration by notifying the head of Human Resources in writing. After receipt of the written notification, the head of Human Resources or their designee shall meet with the Association and select a mutually acceptable arbitrator who shall be empowered to make a final and binding decision. If a mutually acceptable arbitrator cannot be selected, then an arbitrator shall be selected pursuant to the voluntary arbitration rules of the Federal Mediation and Conciliation Service.

   It shall be the obligation of the arbitrator to make a reasonable effort to rule on cases within sixty (60) calendar days after final hearing and said decision shall be final and binding upon the Board, the Association and the grievant.

F. **Timelines, Appeals and Authority**

   All complaints and appeals must be in writing and shall contain a specific statement of the facts and article(s) upon which the grievance is based and the recommended resolution. Facts discovered subsequently shall be forwarded in writing to the head of Human Resources prior to the date of arbitration. There shall be strict adherence to the time limits specified in this procedure except when a time limit, in any specific instance, is extended by mutual written agreement.

   Failure of the College to report any decision within the specified time limit at any step of the Grievance Procedure shall automatically move the grievance to the next step in the Grievance Procedure. Failure of an employee or the Association to file an appeal within the specified time limit at any step of the Grievance Procedure shall constitute

an acceptance of the last decision rendered by the College.

The Association has the authority to provide the grievance to the College at each level of the grievance process. An individual must submit a written grievance through Steps 2 through 5 through the Association.

The grievant shall have the right to Association representation at each step of the Grievance Procedure. This representation shall include all individuals designated by the Association to appear on behalf of the grievant and the Association. Similarly, the Vice President of Human Resources shall have the right to designate individuals to appear on its behalf at each step of the Grievance Procedure along with the administrators identified above.

The award of the arbitrator shall be accepted as final and binding on all parties. There shall be no appeal from an arbitrator's decision if said decision is within the scope of the arbitrator's authority. The fees and expenses of the arbitrator shall be shared equally by the College and the Association. Any additional expenses will be paid by the party incurring such costs.

The arbitrator shall have no power to add to, to subtract from, to disregard, to alter or to modify any of the terms of this Agreement. Their powers shall be limited to deciding whether the College has violated this Agreement.

If the College disputes the arbitrability of any grievance, the arbitrator shall first decide whether they have jurisdiction to act before taking proofs on the merits of the grievance. If the arbitrator finds they have no such jurisdiction, the grievance shall be referred back to the parties without decision or recommendation on its merits.

It is understood and agreed that the following matter shall not be subject to arbitration: The interpretation of any contracts or policies of insurance.

ARTICLE XVII - LAYOFF PROVISION

A. Staff Reductions

Whenever it is necessary to decrease the size of the administrative staff, or to affect a reorganization due to insufficient funds, substantial decrease of student population, natural disaster, or other reasons beyond the control of the College, the necessary number of administrators may be laid off without pay. Before layoffs are implemented the Association shall be given an opportunity to meet with the President to discuss and make recommendations regarding criteria and possible alternatives.

B. Any administrator who is subject to layoff will be notified 120 calendar days in advance.

C. Administrative positions which become vacant or newly created positions shall be offered to laid-off administrators in inverse order of their layoff providing they meet the minimum posted requirement of the position and after all internal administrative transfers or promotions are effectuated.

Such recall shall be in effect for a period of up to twenty-four (24) months from the date of layoff.

D. The Board shall continue to provide health insurance coverage to any laid-off administrator for an additional four (4) months beyond the date of layoff.

ARTICLE XVIII - SEVERABILITY, SCOPE OF AGREEMENT, AND NO STRIKE PLEDGE

A. If any provision of this Agreement is held illegal, void or invalid by a court of competent jurisdiction or by existing or subsequent legislation, the parties shall attempt, if possible, to negotiate language which will conform to the law. Otherwise, the affected provision shall be deleted from this Agreement without affecting the remaining provisions.

B. The Board and the Association agree that all terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto and any matter outside of this Agreement shall not be deemed to be a part hereof. This Agreement may be added to, deleted from, or modified only through the mutual consent of the Board and the Association during the term hereof.

C. The Association, its officers, agents and members agree that for the duration of this Agreement there shall be no strike, sit-downs, slowdowns, boycotts, stoppage of work or any other act which would interfere in the operations of the College. Any violation of the foregoing may be made a subject of disciplinary and/or damage action. Nothing in this provision shall be construed to limit the Board's right to any remedy under law for violation of said provision.

ARTICLE XIX - TERMINATION AND MODIFICATION

A. This Agreement shall be effective as of July 1, 2025, and shall continue in full force through June 30, 2028, subject to conditions set forth herein.

B. Either party may give written notice to the other of its desire to negotiate no later than February 1, 2028, but not prior to January 1, 2028.

C. Collective bargaining meetings between the Board and the Association may be called during the term of the Agreement only through the request of one party and the consent of the other party for the purpose of negotiating amendments or modifications of the Agreement, but in no case shall these modifications or amendments become final until they have been ratified by the Board and the Association.

D. Any amendments that may be agreed upon during the life of this Agreement shall become and be a part of this Agreement without modifying or changing any other terms of this Agreement.

IN WITNESS WHEREOF, THE SAID PARTIES HAVE CAUSED THIS DOCUMENT TO BE EXECUTED BY THEIR DULY AUTHORIZED OFFICERS.

COMMUNITY COLLEGE DISTRICT OF COUNTY THE COUNTY OF MACOMB

By _____
Katherine Lorenzo,
Chairperson, Board of Trustees

By _____
James O. Sawyer,
President, Macomb Community College

By _____
Justin Washington,
Associate Vice President for Human Resources

MACOMB COLLEGE ASSOCIATION ADMINISTRATIVE PERSONNEL

By _____
Patrick Evans-Mach,
President MCAAP

By _____
Thomas Brenner,
Chief Negotiator, UAW

APPENDIX A - ADMINISTRATIVE SALARY RANGES

The following salary increases will become effective upon ratification and Board approval:

Contract Year 2025-26 (retroactive to July 1, 2025):

• 6% increase, with step leveling at 2% and 2% lump sum for employees off step as of June 30, 2025 (those post step 16) of their salary in lieu of a step.

Contract Year 2026-27:

• 4% increase plus step and 2% lump sum for employees off step as of June 30, 2026 (those post step 16) of their salary in lieu of a step.

Contract Year 2027-28:

• 3% increase plus step and 2% lump sum for employees off step as of June 30, 2027 (those post step 16) of their salary in lieu of a step.

2025-2026

Percent Increase: 6%

	LEVEL				
Step	1	2	3	4	5
1	$119,827	$110,208	$100,593	$95,867	$90,980
2	$122,223	$112,412	$102,605	$97,785	$92,799
3	$124,668	$114,661	$104,657	$99,741	$94,655
4	$127,161	$116,954	$106,750	$101,735	$96,548
5	$129,704	$119,293	$108,885	$103,770	$98,479
6	$132,298	$121,679	$111,063	$105,845	$100,449
7	$134,944	$124,112	$113,284	$107,962	$102,458
8	$137,643	$126,595	$115,550	$110,122	$104,507
9	$140,396	$129,126	$117,861	$112,324	$106,597
10	$143,204	$131,709	$120,218	$114,570	$108,729
11	$146,068	$134,343	$122,622	$116,862	$110,904
12	$148,989	$137,030	$125,075	$119,199	$113,122
13	$151,969	$139,771	$127,576	$121,583	$115,384
14	$155,009	$142,566	$130,128	$124,015	$117,692
15	$158,109	$145,417	$132,730	$126,495	$120,046
16	$161,271	$148,326	$135,385	$129,025	$122,447
Off Step*	$164,496	$151,292	$138,093	$131,605	$124,896

*** Off Step Calculation: Step 16 (above) plus 2%**

2026-2027

Percent Increase: 4%

	LEVEL				
Step	**1**	**2**	**3**	**4**	**5**
1	$124,620	$114,617	$104,617	$99,702	$94,619
2	$127,112	$116,909	$106,709	$101,696	$96,511
3	$129,654	$119,247	$108,843	$103,730	$98,442
4	$132,247	$121,632	$111,020	$105,805	$100,410
5	$134,892	$124,065	$113,240	$107,921	$102,419
6	$137,590	$126,546	$115,505	$110,079	$104,467
7	$140,342	$129,077	$117,815	$112,281	$106,556
8	$143,149	$131,658	$120,172	$114,526	$108,687
9	$146,012	$134,292	$122,575	$116,817	$110,861
10	$148,932	$136,977	$125,027	$119,153	$113,078
11	$151,911	$139,717	$127,527	$121,536	$115,340
12	$154,949	$142,511	$130,078	$123,967	$117,647
13	$158,048	$145,361	$132,679	$126,446	$120,000
14	$161,209	$148,269	$135,333	$128,975	$122,400
15	$164,433	$151,234	$138,039	$131,555	$124,848
16	$167,722	$154,259	$140,800	$134,186	$127,345

Off Step	$171,076	$157,344	$143,616	$136,870	$129,892

*** Off Step Calculation: Step 16 (above) plus 2%**

2027-2028

Percent Increase: 3%

	LEVEL				
Step	**1**	**2**	**3**	**4**	**5**
1	$128,358	$118,055	$107,755	$102,693	$97,458
2	$130,925	$120,416	$109,910	$104,747	$99,407
3	$133,544	$122,824	$112,108	$106,842	$101,395
4	$136,215	$125,281	$114,351	$108,979	$103,423
5	$138,939	$127,787	$116,638	$111,158	$105,491
6	$141,718	$130,342	$118,970	$113,382	$107,601
7	$144,552	$132,949	$121,350	$115,649	$109,753
8	$147,443	$135,608	$123,777	$117,962	$111,948
9	$150,392	$138,320	$126,252	$120,321	$114,187
10	$153,400	$141,087	$128,777	$122,728	$116,471
11	$156,468	$143,908	$131,353	$125,182	$118,800
12	$159,597	$146,787	$133,980	$127,686	$121,176
13	$162,789	$149,722	$136,660	$130,240	$123,600
14	$166,045	$152,717	$139,393	$132,845	$126,072
15	$169,366	$155,771	$142,181	$135,502	$128,593
16	$172,753	$158,887	$145,024	$138,212	$131,165

Off Step	$176,208	$162,064	$147,925	$140,976	$133,788

*** Off Step Calculation: Step 16 (above) plus 2%**

APPENDIX B - ADMINISTRATIVE POSITIONS AND LEVELS

Positions as of July 1, 2025 - 61 positions
For the most recent list of positions, please refer to the MCAAP Seniority List.

LEVEL 1	Dean of Engineering & Advance Technology Dean, Health & Public Services Dean, Business, Information Technology & Culinary Arts Dean of Student Success Registrar/Director of Enrollment Services Dean of Learning Resources Dean of Arts & Science
LEVEL 2	Associate Dean, Arts & Sciences (5) Associate Dean of Applied Technology, Automotive & Technical Education Associate Dean of Business Associate Dean of Information Technology & Culinary Arts Associate Dean, Engineering Technology Associate Dean of Dental Science Associate Dean of Health Science & Technology Associate Dean of Health & Human Services Associate Dean, Counseling & Academic Advising Associate Dean of Student Success Director, Public Service Institute Director of Marketing Director, Cultural Affairs & Community Engagement Director of MCC Foundation Director, Business Information Services Director of Center of Innovation & Entrepreneurship BIT & Continuing Education Workforce & Continuing Education Director, Engineering & Advanced Technology WCE Director, Health & Public Services, Center for Health Careers Director of Transfer Services & University Relations Director, Center for Teaching & Learning

LEVEL 3	Purchasing Director Director of Career Services Director, Financial Aid Director, Financial Services Director of IT - Client Technologies & Media Systems Enterprise Network Director & Systems Engineer Director of Administrative Services Director of Academic Success Center Director of Admissions & Outreach Director of Institutional Communications Director of Counseling, Academic Advising & Student Access Services & Programs
LEVEL 4	Associate Director, Academic Development Director of Auxiliary Operations Director of K-12 Relations Project Director Student Services Director, Records & Registration Director of Veteran & Military Services Director of Accreditation, Assessment, Program Review & Strategic Initiatives Director of Institutional Research Associate Director of Facilities, Skilled Trades & Building Systems Associate Director of Facilities, Building, Ground & Custodial Operations Director of Inclusive Curricula & Campus Enrichment Activities
LEVEL 5	Assistant Director, Workforce Continuing Education – Engineering & Advanced Technology Director of Athletics IT Delivery Lead Senior Infrastructure Engineer Director, Police Academy Director, Fire Training Center Director, APEX Accelerator Assistant Director, Financial Aid

APPENDIX C DEFINITIONS

College: The "College" shall mean Macomb Community College and whomever is authorized by the Board of Trustees and empowered to act on its behalf.

Lay Off: Response to adverse budgetary or economic conditions of the College. Adjustments in positions or assignments of responsibilities resulting from layoff shall not be considered reorganization.

Reorganization: Prompted by an attempt to change the basic structure of the administrative organization; unrelated to layoff and not resulting from the necessity to layoff.

Immediate Relative: Spouse, Father, Mother, Grandparent, Brother, Sister, Child or Grandchild of the employee or their spouse.

Reference to Board, Specific Administrators or Specific Union Officials: Any reference to the Board of Trustees, the College President, or to particular administrators or specific Union officials by title shall, where not otherwise specified, include by implication "or a designated representative."

Healthcare Coalition: A group of staff consisting of Human Resources and representatives from each of the College's unions who are responsible for the selection and development of healthcare plans to be recommended to the Board.

INDEX

Absences	11,12
Administrative Service Committee	9
Arbitration	19
Association Rights	16
Association Security & Checkoff	16
Bereavement	11
Board Agendas and Meetings	16
Compensation	9
Definitions	27
Discipline & Discharge	18
Discrimination	4,5
Dismissal	7
Due Process	17
Dues (Union)	4
Duty Hours	8
Evaluation	8
Grievance Procedure	18,19,20
Holidays	12
Insurance	
Accidental Death & Dismemberment	15
Dental	13
Disability	14
Life	13
Medical	13
Optical	15
Public Liability	14
Worker's Compensation	13
Insurance while on Health Leave	15,16
Insurance while on Layoff	21
Job Descriptions	8
Job Postings	5
Jury Duty	11
Just Cause	7,17,18
Layoff	20
Leaves of Absence	
Compensable Leave	10
Health Leave	15,16
Medical Leave	12
Non-Compensable Leave	9
Professional Business	11
Professional Growth	7
Reporting Absences	11
Letter of Assignment	7
Management Rights	17
Medical Examinations	14,15
Non-Contributory Investment Plan	15
Organizational Changes	5,6
Paid Time Off (PTO)	10,11
Position Elimination	6
Position Grading Studies	16
Position Vacancies	5,7
Positions & Levels	25,26
Probationary Period	7,8
Resignation/Retirement	7
Salary	23,24
Tuition and Professional Development	14