

Three colleges.  
*Thousands of opportunities.*



**2007-2009  
Agreement between**

**The Nebraska State College System  
Board of Trustees  
(Employer)**

**and the**

**Nebraska State College System  
Professional Association (NSCPA)**

**July 1, 2007**

**TABLE OF CONTENTS**  
**2007-09 AGREEMENT**

	Page
Agreement .....	1
Article I - Recognition.....	1
Article II - Nondiscrimination/Recruitment for Employment.....	3
Article III - Professional Staff Appointments/Notice Requirements .....	4
Article IV - Change in Job Status .....	6
Article V - Working Schedules .....	8
Article VI - Holidays.....	9
Article VII - Personnel Files.....	10
Article VIII - Professional Conduct .....	11
Article IX - Professional Staff Performance Evaluation .....	12
Article X - Professional Development .....	13
Article XI - Grievance and Arbitration Procedure .....	15
Article XII - Wages .....	18
Article XIII - Fringe Benefits .....	18
Article XIV - Provisions for Leaves.....	21
Article XV - Use of Facilities and Services.....	27
Article XVI - Association Activities .....	28
Article XVII - Payroll Deductions .....	29
Article XVIII – Grievance Procedure for Termination for Cause and Termination of a Specific Term Appointment Prior to its Expiration .....	30
Article XIX - Resignation, Abandonment, Lay Off .....	33
Article XX - Board Policy.....	35
Article XXI - Miscellaneous .....	36
Article XXII - Duration and Limitations of Contract.....	37
Appendix - Salary Guide .....	39

**AGREEMENT  
2007-09**

This Agreement between the Board of Trustees for the Nebraska State Colleges acting on its own behalf and through its agents (hereinafter referred to as the Employer) and the Nebraska State College Professional Association (hereinafter referred to as NSCPA) is for the purpose of establishing mutually acceptable procedures, practices and conditions regarding rates of pay, hours of work, and conditions of employment to be observed by the parties to this Agreement on the three state college campuses regarding the bargaining unit hereinafter described.

**ARTICLE I.  
RECOGNITION**

**Section 1.1 Unit Membership**

The Employer recognizes the NSCPA as the exclusive bargaining agent for all full-time (at least 0.75 FY FTE) librarians and non-supervisory, professional staff employees who are employed on a nine (9) to twelve (12) month basis by the Employer at Chadron, Peru and Wayne, Nebraska for the purpose of negotiating with respect to hours of work, rates of pay and working conditions; provided, however, that the Agreement will not apply to supervisors, part-time, interim or temporary employees, employees specifically listed below, and any other employees.

The Employer and NSCPA agree that professional staff employees will be considered to have supervisory responsibilities, and therefore excluded from the bargaining unit and not covered by this Agreement, when assigned to supervise at least one (1) full-time equivalent (FTE) professional staff employee or two (2) FTE support staff employees.

The Employer and NSCPA further agree that the only full-time employees other than supervisory employees to be excluded from the bargaining unit are those employees who occupy the following positions full-time:

- a) Temporary positions which are funded for one year only or less;
- b) Head coaching positions in all sports;
- c) Institutional Research Officer positions;
- d) College Foundation positions;
- e) One Assistant to the President position per campus;
- f) One Assistant to the Vice President for Academic Affairs position per campus;
- g) One Assistant to the Vice President for Administration and Finance position per campus; and
- h) Human Resource Directors and Coordinators, if any.

The Employer and NSCPA agree that unit members who are assigned to unit positions on an interim basis are covered by this Agreement. Unit members who are assigned to non-unit positions on an interim basis are not covered by the Agreement.

## **2007-09 NSCPA Agreement**

New employees with interim/temporary appointments to unit positions are not covered by this Agreement, unless the interim/temporary appointment extends beyond a period of one year.

The Employer and NSCPA also agree that the creation of any new professional staff position or any change in job title of any existing unit position will require the Employer to give email notice of such change to the local NSCPA President before posting of such position and that any issue arising therefrom that relates to unit status, including salary guide mid-points for new positions, will be addressed and decided by the NSC Chancellor, or his or her designee, and the NSCPA Uni-Serve Director.

### **Section 1.2 Exclusivity**

The Board agrees that it will not sign any contract, make any written agreement, or recognize any other employee representative for the employees covered by this Agreement during the term of this Agreement.

### **Section 1.3 Notice of Personnel Actions**

Personnel actions affecting unit members such as appointment, promotion, reclassification, salary and termination are approved by college Presidents and reported as information to the Board of Trustees at regularly scheduled meetings of the Board. A record of such personnel actions will be provided the NSEA Officer of Higher Education by giving email notice that the agenda and Board materials prepared for each meeting are available for viewing on the Board's website at [www.nscs.edu](http://www.nscs.edu).

### **Section 1.4 Non-Unit Classification Questions and Review**

Should NSCPA have questions regarding the classification of a position as a NSCPA unit member or non-unit member, such questions will be directed to the Chancellor, or designee, for review. The review will occur within four (4) weeks and resolution will be based upon the unit determination directive issued by the CIR.

### **Section 1.5 Terms and Conditions of New Appointments**

All new unit member appointments shall be consistent with the express terms and conditions of this Agreement.

**ARTICLE II.  
NONDISCRIMINATION / RECRUITMENT FOR EMPLOYMENT**

**Section 2.1 Nondiscrimination**

The Board and NSCPA agree that no preference or discrimination shall be shown by either the Employer or NSCPA for or against any employee covered by this Agreement in regard to race, color, creed, national origin, age, ancestry, sex, disability, religion or affiliation or non-affiliation with NSCPA all as provided by law.

The parties further agree that no employment or educational policy shall be discriminatory on the basis of individual characteristics other than qualifications for employment, quality of performance of duties, and conduct in regard to employment in accord with Board policies and rules and applicable law, including the Nebraska Fair Employment Practices Act.

**Section 2.2 Posting and Notice of Position Openings**

When vacancies occur in bargaining unit positions which the College intends to fill or when new positions are established which are part of the unit, a notice of such openings shall be posted a minimum of ten (10) working days from date of publication on designated bulletin boards on each of the three campuses stating the job title, description, qualifications, date of availability and pay range. No selection or announcement regarding the filling of a vacant position will be made prior to the conclusion of the posting period.

**Section 2.3 Advertising Position Openings**

Simultaneous to the internal posting of position announcements, the College may advertise vacancies externally in such placement offices as the Nebraska Workforce Development, Career Services Offices, regional newspapers and where eligible under-represented populations have a greater probability of receiving notice of the existing vacancy. Promotions of unit members within the same job classification on the System Professional Position Guide may be or may not be advertised externally. When a qualified internal candidate within the job classification does not exist, the position must be advertised externally.

**Section 2.4 EEO & Affirmative Action Compliance**

Equal employment opportunities and affirmative action guidelines as outlined in Board Policy 5000 will apply to professional staff employees at each of the State Colleges and are incorporated herein by reference.

## **2007-09 NSCPA Agreement**

### **Section 2.5 Unit Member on Search Committee**

At least one bargaining unit member will be asked to serve on each search committee, which serves in an advisory capacity, for a vacant unit position that the college intends to fill. The names of the selected unit member(s) will be provided to the local NSCPA President by the HR Director prior to the start of the search.

### **Section 2.6 Job Description & Evaluation Procedure for New Hires**

Newly hired employees will be provided a current job description and a copy of the procedure or forms used in the evaluation of their performance.

### **Section 2.7 Notification of Unit Membership for New Hires**

Newly hired employees will be advised that their position is covered by the NSCPA Agreement and that a copy of such Agreement is available to the employee on the website of each College and on the Board's website at [www.nscs.edu](http://www.nscs.edu). Notice of such employment will be provided to the NSCPA and the NSCPA Campus Presidents through the provision of Board materials prior to each Board meeting, or upon request from the NSCPA campus President.

## **ARTICLE III. PROFESSIONAL STAFF APPOINTMENTS/NOTICE REQUIREMENTS**

### **Section 3.1 Professional Staff Contracts**

Unit members holding regular, full-time budgeted positions shall be issued specific term contracts specifying salary and other terms of employment which must be approved by the applicable college President. The contracts shall contain the following, and may contain additional mutually agreed upon terms:

- a) Identification of the type of appointment, as an "Appointment for a Specific Term" as defined by Board Policy;
- b) A statement that the rights and responsibilities, specified in Sections 2000 and 5000 of Board policies, are a part of the contract; and
- c) Identification of the appointee's position, salary, and the termination date of the appointment.

### **Section 3.2 Specific Term Appointments**

Unit members holding regular, full-time budget positions shall be designated as having an appointment for a Specific Term. A "Specific Term Appointment" is a professional staff appointment for a term of one year. A Specific Term Appointment

## 2007-09 NSCPA Agreement

shall carry no presumption of renewal, and will terminate at the end of the stated term, if written notice of non-reappointment is given to the appointee by the appropriate administrative officer in accordance with notice requirements listed in Section 3.3 below.

### **Section 3.3 Notice Requirements for Non-Renewal of Specific Term Appointments**

Except for instances involving termination for cause, professional staff appointments for a Specific Term shall be given written notice of intent not to renew their appointments or contracts in accordance with the following notice requirements:

- a) At least thirty (30) days prior to expiration during the first year of employment;
- b) Three (3) months prior to expiration during the second year of employment; or
- c) Six (6) months prior to expiration during the third and subsequent years of employment in a full-time position. Notice shall be given by the appropriate administrator. After the third year, non-renewal of the annual contract requires adequate cause, except for assistant coaches as noted in d) below
- d) A decision resulting in a resignation or dismissal of a head coach shall require the college to give at least ninety (90) days notice to terminate the employment of any assistant coaches the college does not intend to retain in the affected sport.
- e) Notice by an appropriate administrative officer may be signed by the immediate supervisor, the Director, or the college President. Notice shall be deemed to have been properly given if mailed to the appointee's home address, as reflected by the records of the College, by certified mail, with sufficient postage attached. It shall be the responsibility of the unit member to maintain a current address, which shall be other than the college's own address.
- f) If written notice is not given to the appointee of a professional position in the manner herein provided within the time specified, failure to provide a term appointee with the required notice period shall not result in automatic reappointment or create any right to reappointment for an additional term. The employer shall have the option of providing employment or severance pay in lieu of any portion or all of the notice to which the employee is entitled, so long as the extension of employment or severance pay is commensurate with the notice to which the employee is otherwise entitled.

### **Section 3.4 Calculating Years of Employment for Notice Requirements**

For purposes of calculating years of employment under the notice requirements cited in Section 3.3, unit members hired between July 1 and September 30 of any calendar year will be considered to have completed their first year of employment on July 1 of the next fiscal year. Unit members hired between October 1 and June 30 of any calendar year will be considered to have completed their first year of employment not on July 1 of the next fiscal year, but on July 1 the year thereafter e.g., a new hire on October 1, 2005 would be credited with the first year of employment on July 1, 2007.

## **2007-09 NSCPA Agreement**

### **Section 3.5 Notice Requirements for Special Term Appointments**

Unit members occupying full-time budgeted positions who are hired after July 1<sup>st</sup> of any year, and whose contract will not be renewed, shall be given at least thirty (30) days notice prior to the expiration of their special appointment.

### **Section 3.6 Termination of Specific Term Appointment Prior to Expiration**

An "Appointment for a Specific Term" may be terminated prior to expiration of the stated term only for adequate cause, disability, bona fide discontinuance or change in scope of a program or department, loss of funding source, or extraordinary circumstances because of financial exigency. Before any termination for cause may occur, a hearing must be offered in accordance with provisions in Article XVII, Dismissal.

### **Section 3.7 Residence Hall Directors Employment**

The existing employment practices for Residence Hall Directors and Assistant Directors of Residence Life, or their equivalent, will continue for the term of this contract.

## **ARTICLE IV. CHANGE IN JOB STATUS**

### **Section 4.1 Transfer to Higher Salaried Position**

At a minimum employees who transfer to another bargaining unit position or job title having a higher salary midpoint on the Salary Guide shall be paid the hiring floor for the new position or granted at least a five percent (5.0%) increase of the current salary, whichever is higher. Any increase over and above these minimums herein established shall be at the discretion of the college. The college will notify the NSCPA of any increase of more than five percent (5.0%) above the minimum hiring floor on the Salary Guide.

### **Section 4.2 Transfer to Lower Salaried Position**

When a unit member assumes a new position having a lower salary midpoint, the unit member shall be placed in the new position on the Salary Guide.

**Section 4.3 Additional Compensation for Significantly Increased Job Responsibilities**

Unit members who are assigned significant increased job responsibilities, as an addition to existing responsibilities, will receive additional compensation. Any additional compensation greater than five percent (5.0%) will be reported to the NSCPA.

If a unit member believes that additionally assigned duties/responsibilities have significantly changed his or her job duties within their salary guide classification, the unit member can request a meeting with his or her supervisor to discuss a review of existing duties. The supervisor will follow the appropriate campus staffing procedures to respond within thirty (30) days of the unit member's request. Any change in job title or salary is at the sole discretion of the College and contingent upon college or system administrative approval, as appropriate. In the event approval is not obtained, the job will be restructured to conform to its original classification.

Reclassification of an existing position will not require the unit member currently performing the duties of the position to reapply for the position. Reclassification of an existing position will require the Employer to give notice of such reclassification to the local NSCPA President. Employee retains years of service relative to the Salary Guide with reclassification of existing position.

Salary changes resulting from reclassification or from significantly increased job responsibilities will be made in accordance with the provisions outlined in this Agreement.

**Section 4.4 Transfer to Temporary Position**

Unit members assigned to a temporary position shall not change the employee's service date in relation to benefits, salary guide, and contract renewal status.

**Section 4.5 Transfer to Professional Staff Unit Position**

College employees transferred into professional staff unit positions will maintain their service date in relation to any leave and vacation benefits in this Agreement. Transferred employees will be treated as new employees in relationship to the salary guide and notice requirements regarding renewal or non-renewal of appointment.

## **2007-09 NSCPA Agreement**

### **Section 4.6 Transfer to Another Unit Position**

Professional staff unit members transferring to another unit position within the State College System will maintain their service date in relation to any leave/vacation benefits outlined in this Agreement. Transferring unit members will be treated as new employees in relationship to the salary guide and notice requirements regarding renewal or non-renewal of appointment, unless credit for prior service to the college is granted or otherwise agreed upon in writing by both parties at the time of transfer.

## **ARTICLE V. WORKING SCHEDULES**

### **Section 5.1 Work Schedules; Job Responsibilities**

College supervisors will provide a job description for each unit member and inform each employee of his or her work schedule and job responsibilities, and may require employees to work evenings, weekends, and/or holidays. If the employee is required to work or attend job-related functions on an unscheduled work day or a scheduled campus holiday, such employee shall be allowed an equal number of hours off on an alternate date. If significant or ongoing new responsibilities are added to the employee's job duties, the employee shall be so advised with as much advance notice as is practical and will meet to discuss any realignment or adjustment of existing priorities. The assignment of employee work schedule and job responsibilities are non-grievable matters. The supervisor will meet annually with each unit member to review and prioritize job responsibilities.

### **Section 5.2 Exempt Employees**

Unit members exempted from the Wage and Hour Law of the Federal Fair Labor Standards Act who work more than forty (40) hours a week in fulfilling their job responsibilities will not be compensated for the overtime hours and are not eligible to receive additional compensation for overload assignments. Upon the unit member's request and at the discretion of the supervisor, the unit member's work schedule may be adjusted when the unit member's job responsibilities do not conform to the regular workweek and/or regular work schedule. The supervisor shall not unreasonably deny consideration of such flexible work schedule requests. Directors of resident halls, because of the unique nature of their jobs, shall be eligible for deviations only on a limited basis.

**Section 5.3 Non-Exempt Employees**

Unit members not exempted by the Wage and Hour Law of the Federal Fair Labor Standards Act from payment of overtime wages must be compensated for overtime hours worked. Compensatory time off may be given when one of the following conditions are met:

- a) Compensatory time on a one-for-one basis must take place within the work week; e.g., employee works ten hours Wednesday and can be compensated by working six hours on Thursday to avoid exceeding the 40-hour limit in one work week. College supervisors may establish the workweek to accommodate departmental needs.
- b) Compensatory time on a one-and-one-half basis must be granted within the same pay period during which overtime accrued. Overtime shall not be allowed to accumulate beyond the pay period, unless such overtime was accrued at the end of the pay period and, therefore, can only be taken in the subsequent pay period. If the Fair Labor Standards Act is amended to provide additional accrual and use of compensatory time, the Employer may implement such new policy as conforms to law.
- c) Non-exempt unit members must be paid at time-and-one-half for overtime hours, unless given compensatory time off under the conditions outlined in Sections a and b above.

Issues relating to the exempt status of unit members will be reviewed by the College with the results shared with the local NSCPA President and Uni-Serve Director. In the event any unit members are determined to be non-exempt, all salary issues arising therefrom will be negotiated with the NSCPA.

**Section 5.4 Graduation Ceremonies**

For unit members, participation in graduation ceremonies is voluntary.

**ARTICLE VI.  
HOLIDAYS**

**Section 6.1 Holidays**

The following holidays are compensated holidays for unit members:

New Year's Day	January 1
Martin Luther King, Jr. Day*	Third Monday in January
President's Day*	Third Monday in February
Arbor Day*	Last Friday in April
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September

## **2007-09 NSCPA Agreement**

Columbus Day*	Second Monday in October
Veteran's Day*	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following
Christmas Day	December 25

### **Section 6.2 Holidays Taken at Other Times**

In order to more closely match the academic year the employer may at its discretion elect to schedule the holidays marked with an asterisk (\*) with an equivalent number of compensated days at other times in the year such as a Christmas break, fall or spring break. The Board may also adjust any compensated holiday to match state and federal holiday observances without reducing the total number of compensated holidays. Holiday schedules will be announced by September 1 of each academic year.

## **ARTICLE VII. PERSONNEL FILES**

### **Section 7.1 Official Personnel File**

Each college shall maintain an official personnel file for each bargaining unit employee.

### **Section 7.2 Initial Hiring File**

If there is a separate initial hiring file which contains only materials requested by the college or supplied by the employee in connection with the employee's initial employment, and is deemed confidential, e.g., reference/ recommendations from previous employers, then the initial hiring file shall be a sealed portion of the personnel file available only to designated individuals responsible for the review and recommendation of the employee with respect to appointment, reappointment or promotion.

### **Section 7.3 File Contents**

The personnel file may include, but not be limited to, the following:

- a) General personnel information
- b) Academic records
- c) Personnel actions generated by the college
- d) Memoranda of discussions with the employee relating to evaluations of the employee's performance

**Section 7.4 File Inspection**

A Unit member or an NSCPA representative whom the unit member has so designated in writing has the right to inspect the contents of his or her individual personnel file and the unit member has the right to insert a reasonable amount of material in accordance with procedures established by each college including statements of exceptions to any material in the file. Files must be reviewed in the presence of an appropriate administrative officer and may not be removed from the office in which they are located. Materials which unit members wish to have added to the personnel file shall be forwarded to the appropriate supervisor.

**Section 7.5 Informed Inclusion**

The unit member will be given a copy when material relating to performance and/or conduct is placed in the personnel file.

**ARTICLE VIII.  
PROFESSIONAL CONDUCT**

**Section 8.1 Committee Establishment & Membership**

A Professional Conduct Committee will be established as needed on each campus and shall be composed of three (3) professional staff members or their alternates; one appointed by the Chancellor; one by the college president; and one named by the local NSCPA.

**Section 8.2 Powers**

A Professional Conduct Committee shall be empowered:

- 1) To receive complaints from any person charging a unit member of the professional staff with professional misconduct.
- 2) To investigate the facts relevant to the charge and to make factual determinations. Said investigations shall include advising the affected party of the charge, hearing his or her response, and considering any evidence produced by such party.
- 3) To conclude whether there are reasonable grounds to believe that the person against whom the charge is directed committed acts that amount to professional misconduct.
- 4) To advise the person filing the charge, and any other appropriate person or groups, of the Committee's conclusion and factual findings.

## **2007-09 NSCPA Agreement**

- 5) To recommend to the appropriate State College officer, or group, whether action should be taken with respect to the charge, and the nature of such action.
- 6) To recommend sanctions less severe than appointment termination where the Committee judges less severe sanctions appropriate.

### **Section 8.3 Functions**

The Professional Conduct Committee's function shall be to ascertain facts, to interpret standards of professional conduct applicable to persons in this unit, to apply those standards to the facts, to advise other persons or groups whether a violation of professional conduct has occurred, and to recommend an appropriate sanction, if it concludes a violation has occurred. The Professional Conduct Committee does not have power to impose sanctions, and its findings of fact, interpretations of professional standards, advice, and recommendations are not binding. The Professional Conduct Committee shall not serve as a prosecutor of cases involving alleged violations of professional standards. The Committee acts only in an advisory capacity.

## **ARTICLE IX. PROFESSIONAL STAFF PERFORMANCE EVALUATION**

### **Section 9.1 Purpose**

The purpose of the employee performance evaluation shall be to promote high levels of achievement and morale through a system which encourages management and employees to work together to improve individual performance and to facilitate communication concerning employee progress toward the attainment of college objectives. Evaluation forms for each college will include four rating categories for performance. The categories shall be as follows: Exceeds Expectations, Satisfactory, Needs Improvement, and Unsatisfactory. Only a satisfactory or above performance designation by the college is eligible for any negotiated annual increase to base salary, if any.

### **Section 9.2 Procedure**

Every full-time unit member shall receive a written performance appraisal for the academic/fiscal year based on the documented job assignment which reflects the current job description. The employee's supervisor will schedule a meeting with the employee prior to May 1 of each year and before recommendation of a salary increase is submitted to discuss the appraisal in relation to the job assignment and to set goals and specific objectives for the following year. If a performance evaluation was not completed during the previous academic/fiscal year, an employee's performance shall be considered as satisfactory.

## **2007-09 NSCPA Agreement**

Supervisors will provide each unit member a copy of strengths identified or improvements required in the unit member's performance with recommendations to assist improvement and specific outcomes that are expected. In case of identified areas of concern, a plan for implementation of recommendations with specific outcomes will be created by the supervisor in consultation with the unit member. Such a plan will be signed and attached to the original evaluation with a copy placed along with the evaluation in the unit member's personnel file.

Subsequent to the annual evaluation, if an area of concern arises the supervisor will notify the unit member of the concern and will provide guidance in an effort to improve performance to a satisfactory level.

### **Section 9.3 Review & Acknowledgment of Evaluation**

Performance evaluations must be reviewed and acknowledged by each employee. Acknowledgment signifies only that the employee has reviewed and discussed the performance evaluation. Each employee shall receive a complete copy of his or her performance evaluation with all administrative signatures within ten (10) working days of its completion and have an opportunity to comment or rebut any performance assessment within ten (10) days of receipt. A copy of each performance evaluation and any rebuttal or comment submitted shall be included in the employee's personnel file.

### **Section 9.4 Job Description Outlining Significant Changes**

Unit members will be provided a copy of a new job description whenever significant changes occur in the work effort for the position they hold. Unit members will be provided copies of any changes which occur in the criteria used for evaluation of their position.

## **ARTICLE X. PROFESSIONAL DEVELOPMENT**

### **Section 10.1 Development Opportunities**

The employer agrees to maintain its continuing effort to provide employees with training and the opportunity to attend professional meetings necessary for the accomplishment of the employee's assigned duties. Priority shall be given to immediate work requirements when assigning employees to training or professional meeting activities.

## **2007-09 NSCPA Agreement**

### **Section 10.2 Cost & Work Time**

The cost of training required by the college shall be paid for by the college. An employee participating in training or course work required by the College and approved by the College for his or her assigned duties shall be considered to be on work time. If required training is not offered during a regular workday, the employee shall be allowed compensatory time off for the actual hours in training and excluding any travel time associated with such training.

### **Section 10.3 Completion of Advanced Academic Degree**

In recognition of the employee's increased value to the system, the college shall provide a salary base increase upon the completion of each advanced academic degree earned after the commencement of employment, and after the effective date of this contract, that relates to the employee's professional staff position and better qualifies the employee to perform assigned tasks. A salary base increase will only be awarded when such degree is part of a degree plan agreed upon by the unit member, supervisor, and appropriate Vice President, and when the plan details the relevance between the degree program and the employee's job. The base salary increases will be awarded only on July 1<sup>st</sup> following completion of the degree and will be based on the following schedule:

Masters Degree	\$ 1,000
Doctoral or appropriate terminal Degree	\$ 2,500

### **Section 10.4 Tuition Remission**

All unit members shall be eligible to enroll for credit in course offerings which relate either to their employment responsibilities at any of the State Colleges or in courses of the unit member's choosing not related to a degree or his or her current work assignments that may enhance new career opportunities or personal development, provided space is available, for a fee of \$1.00 per course. Enrollment under this provision will be limited to one (1) course of not more than four (4) hours in each of the Fall and Spring semesters and one Summer term. Approval for enrollment in the courses under these provisions must be granted by the college President or designee. Fees connected with course enrollment must be paid for by the unit member including the same institutional and class fees paid by all other students. Such approval is subject to the following regulations:

- a) Employees must be admitted as students of the College and must have met all normal academic requirements for the courses taken.
- b) This tuition waiver is not available to employees on leave of absence.
- c) This tuition waiver is not available to employees whose anticipated employment period is less than six months, regardless of FTE employment status.

## 2007-09 NSCPA Agreement

- d) The granting of the waiver is subject to openings in the specific class in which the employee intends to enroll. If the withdrawal of this privilege is necessitated by a lack of college funds for such program, such withdrawal shall apply to all classes of employees on a College-wide basis and timely notice of this action shall be provided to all employees.
- e) Normally, employees taking advantage of this tuition waiver will enroll in classes held during non-working hours.
- f) If the course is not scheduled during non-working hours, the employee's hours may be arranged, with appropriate approvals, to accommodate enrollment. Such approval shall not be unreasonably denied.
- g) In the event an employee is both a full-time employee and a spouse of a full-time employee, and intends to enroll in more than one course per term for the purpose of professional development, said spousal employee shall be eligible for the tuition waiver for only one course per term. Subsequent courses taken during the term in question shall not be eligible for a 67% tuition remission as outlined in the provisions of Policy 5510.

### ARTICLE XI. GRIEVANCE AND ARBITRATION PROCEDURE

#### Section 11.1 Limitations

The grievance and arbitration procedure as set forth herein, and as modified in Sections 18.4 through 18.15 of this Agreement, is designed to provide a prompt and efficient method for the resolution of grievances. The grievance procedure hereinafter set forth shall be the exclusive method for resolving grievances concerning the administration of this Agreement. Time limits provided herein should be adhered to unless modifications are agreed to in writing by the parties to the grievance.

#### Section 11.2 Representation

A unit member shall have the right to have a NSCPA representative participate in any step of the grievance and arbitration procedure.

#### Section 11.3 Definition of a Grievance

A grievance is hereby jointly defined to be a dispute filed by a unit member, a local chapter of the NSCPA, or NSCPA concerning the interpretation or application of this Agreement, or other terms and conditions of employment, and filed in accordance with the terms of this Article.

## 2007-09 NSCPA Agreement

The parties jointly agree that the procedure for grieving a dismissal decision for cause prior to the expiration of a specific term appointment during the probationary period, and for cause after the probationary period has been completed, is outlined in Article XVII, Dismissal, and is the exclusive method for resolving such grievances.

### Section 11.4 Informal Grievance Requirement

Prior to the filing of a formal grievance hereunder, a professional staff member covered by this Agreement shall discuss his or her dispute with the immediate supervisor or the administrator who made the decision at issue in an attempt to resolve the dispute. This discussion may be held with or without a NSCPA representative present. Similarly, representatives of the NSCPA may informally present and discuss the dispute on behalf of any unit member or group of unit members with the supervisor or administrator who made the decision at issue. Any settlement, withdrawal or disposition satisfactory to the complainant at this informal stage shall be reduced to writing, signed by the parties, and shall be binding on the parties as to the facts and circumstances giving rise to the dispute and the matters therein resolved. However, the same shall not constitute a binding precedent in the disposition of other similar disputes that may subsequently arise.

### Section 11.5 Formal Grievance Contents

In reducing a grievance to writing, the following information must be stated with reasonable clearness:

- a) the exact nature of the grievance;
- b) the act or acts of commission or omission;
- c) the dates of the act or acts;
- d) the identity of the party or parties alleged to have caused the grievance;
- e) the specific provisions of the Agreement or policies that are alleged to have been violated; and
- f) the remedy that is sought.

### Section 11.6 Steps of Grievance Process

A formal grievance initiated by a unit member shall be processed in the following manner:

- a) **Step 1.** A formal grievance shall be filed in writing with the immediate supervisor and the appropriate Vice President within twenty (20) working days following the act or omission giving rise thereto, or the date on which the grievant knew, or reasonably should have known, of such act or omission if the date is later. The administration has ten (10) working days after receipt of the grievance, or any extension provided for herein, to issue a determination in writing to the grievant and the NSCPA. The formal processing of the grievance shall be delayed for a period of up to ten (10) working days, during

## 2007-09 NSCPA Agreement

which period efforts to informally resolve the grievance shall be made. Upon the written request of either party to the other, an additional ten (10) working days extension may be granted by mutual consent. The administrator shall during such delay or postponement, investigate the grievance and meet with the grievant and NSCPA representatives. If such meeting results in the resolution of the grievance, a written report reflecting such decision shall be prepared, executed by the parties and distributed to the grievant and the NSCPA. Any settlement, withdrawal or disposition satisfactory to the grievant at this informal stage shall be reduced to writing, signed by the parties, and shall be binding on the parties as to the facts and circumstances giving rise to the dispute and the matters therein resolved. However, the same shall not constitute a binding precedent in the disposition of other similar disputes that may subsequently arise. In the event the written decision refers to documents, copies of such documents shall be attached to the decision.

- b) **Step 2.** The grievant and/or the NSCPA shall have five (5) working days from receipt of the administrator's decision to appeal that decision to the college President. The President shall submit the grievance to a "Grievance Advisory Committee" consisting of two (2) unit members chosen by the local chapter of the NSCPA, none of whom is a member of the grievant's department, and two (2) administrators chosen by the President, neither of whom has line authority over the grievant. The Committee shall hold a hearing within ten (10) working days after receipt of the grievance and shall admit and consider evidence submitted by the parties in the form of documents or the testimony of witnesses. The aggrieved unit member shall have the right to attend all evidentiary proceedings of the committee, to present evidence, to examine documents, to question witnesses, and to otherwise present any relevant argument or evidence. A request may be made by the aggrieved unit member for a continuation to review evidence, which request shall not unreasonably be denied. The aggrieved unit member shall also have the right to assistance by counsel at unit member's own expense. The committee following its own procedures and in accordance with this Agreement shall submit a complete written transcript of the audio or video recording of the hearing, copies of all exhibits, and the committee's findings and recommendations to the President, NSCPA, and grievant within ten (10) working days following the hearing. The college shall have the responsibility of providing the complete written transcript of the proceedings. The President shall issue a written decision to the grievant and the NSCPA within five (5) working days following receipt of the recommendation of the Grievance Advisory Committee.
- c) **Step 3.** The Grievant and/or the NSCPA shall have ten (10) working days from receipt of the President's decision to appeal that decision to the Chancellor. A copy of the grievance and all prior written recommendations and responses is to be provided. The Chancellor shall within the normal order of business, review and notify the grievant of his or her decision. If the Chancellor's decision under this Step fails to satisfy the grievant, the grievant wishing to continue may seek relief under applicable State or Federal laws, by mediation referred to the Federal Mediation and Conciliation Service, or by

## **2007-09 NSCPA Agreement**

mutual agreement of the Chancellor and the NSCPA, through binding arbitration. It is the intent of the parties to participate in binding arbitration unless the issue is clearly non-grievable. Should the parties agree to arbitration and are unable to agree on an arbitrator within ten (10) working days, the dispute shall be referred to the American Arbitration Association for resolution by an arbitrator from its labor panel in accord with its voluntary rules of labor arbitration. The cost of arbitration shall be shared equally by the Chancellor and the NSCPA and/or the grievant. Such cost shall be limited to the arbitrator's fees and expenses and applicable charges of the American Arbitration Association.

### **Section 11.7 Reprisals**

There shall be no reprisals taken against a unit member for the filing of a grievance.

## **ARTICLE XII. WAGES**

### **Section 12.1 2007-08 Base Salary Increase**

For the 2007-08 fiscal year, each unit member shall receive a four percent (4.0%) increase. All increases are to be based on satisfactory or better performance.

### **Section 12.2 2008-09 Base Salary Increase**

For the 2008-09 fiscal year, each unit member shall receive a four percent (4.0%) increase above his or her prior year base salary. All increases are to be across the board for all unit members and are to be based on satisfactory or better performance.

### **Section 12.3 Position Salary Guide**

A listing of professional staff job classifications referred to as the Professional Position Salary Guide is attached hereto as Appendix A and made a part of this Agreement. Attached as Appendix B and made a part of this Agreement are Guidelines for the 2005-07 Salary Guide.

### **Section 12.4 Salary Guide Adjustments**

The Salary Guide mid-point salary levels will be adjusted upward by one percent (1.0%) less than the annual across-the-board increase in base salary for each year of this Agreement.

## **2007-09 NSCPA Agreement**

### **Section 12.5 CUPA & Salary Guide Issues**

Issues relating to CUPA codes and Mid-points to the Salary Guide, if any, will be addressed and agreed upon at the System level by the Uni-Serve Director and the Chancellor, or their respective designee, upon request of the Uni-Serve Director.

## **ARTICLE XIII. FRINGE BENEFITS**

### **Section 13.1 Insurance Coverage & Carriers**

The Employer agrees to make available to all employees covered by this Agreement the same level of group medical, dental, vision, life and disability insurance coverages currently being provided. Further details are available through the Human Resources Office. If costs of coverages should increase during the second year of this Agreement, the Employer and NSCPA agree to continue the same arrangement for sharing costs. Nothing within this Agreement, however, shall prohibit the Employer from considering other insurance carriers. Prior to putting any insurance contract out for bids to insurance companies, the Employer shall meet and confer with the NSCPA in regard to specifications of such contracts.

### **Section 13.2 Medical Insurance**

A deductible medical plan offered by the current insurance carrier will be offered which requires the employee to satisfy the lowest calendar year deductible amount offered by the insurer, but not less than three hundred dollars (\$300), a coinsurance amount, and an out-of-pocket stop loss limit amount after which all other eligible medical claims will be covered for the remainder of the calendar year up to a lifetime maximum of five million dollars (\$5 million) for each covered person. The Employer will contribute a fixed dollar amount equivalent to eighty-five percent (85%) of the aggregate costs of the individual medical plan for the term of this Agreement, with the employee responsible for the remainder amount of the cost of coverage. For those employees who opt for coverage under a family medical plan, the Employer will contribute a fixed dollar amount equivalent to seventy-five percent (75%) of the aggregate costs of the family medical plan for the term of this Agreement, with the employee responsible for the remainder amount of the cost of coverage.

### **Section 13.3 Section 125 Plan**

The Board agrees to expand its current Internal Revenue Service Code Section 125 Plan to provide an opportunity for employees to voluntarily participate in a flexible spending account, subject to provisions of IRS Code Section 125. Employees may choose to set aside an amount from their paychecks only, which is not taxed, in a medical or dependent care account for payment of eligible expenses.

**Section 13.4 Dental Insurance**

A PPO dental plan will be provided which covers one hundred percent (100%) of the aggregate costs of preventive and diagnostic services, maintenance dentistry, and restorative dentistry. Such coverage will include dental services ranging from examinations, cleaning and fillings to caps, crowns, bridges and root canals. Orthodontic services will not be provided. The Employer will contribute eighty-five percent (85%) toward the cost of single dental coverage. For those employees opting for family dental coverage, the Employer will contribute seventy-five percent (75%) toward the cost of family dental coverage. An employee must be enrolled in the group medical plan to be eligible for dental plan coverage.

**Section 13.5 Nonparticipation in Medical Plan**

For those employees who have medical coverage provided by a spouse and who elect not to participate in the individual medical and dental plan provided by the Employer, a monthly credit of one-hundred ten dollars (\$110.00) will be made available as a cash payment in the form of additional salary or as a payment which may be applied to other fringe benefit options that are then available such as supplemental life insurance, disability insurance, or a supplemental retirement annuity account. The parties agree that should the insurance underwriter disallow this option during the term of this Agreement that the opt out provision will no longer be available. If there are any funds not allocated to union members health care insurance because of the discontinuation of Section 13.5, the disbursement of these funds in the aggregate will be negotiated with the NSCPA.

**Section 13.6 Life Insurance**

A life insurance plan offering group term life insurance coverage in the amount of thirty -thousand dollars (\$30,000) will be provided at the Employer's expense with the employee permitted to supplement the basic coverage with either a ten-thousand dollar (\$10,000), twenty-thousand dollar (\$20,000), fifty-thousand dollar (\$50,000), one-hundred-thousand dollar (\$100,000), or one-hundred eighty-thousand dollar (\$180,000) optional life insurance policy addition at the employee's expense. Employee may also purchase a two thousand dollar (\$2,000) dependent life policy on spouse and child, or a five thousand dollar (\$5,000) dependent life policy on a child, or ten thousand dollar (\$10,000) coverage for a spouse at the employee's expense.

## **2007-09 NSCPA Agreement**

### **Section 13.7 Disability Insurance**

A group long-term disability plan will be provided which will pay sixty-six and two-thirds percent (66 2/3%) of salary after ninety days (90) of continuous disability as defined by the insurance carrier. The Employer will provide seventy-five percent (75%) of the aggregate costs of this coverage.

### **Section 13.8 Retirement Contribution**

The retirement plan presently in effect shall be continued and the Employer shall take no action to decrease the benefits under the present retirement plan during the term of this contract. During the term of this Agreement, the Employer contribution will be eight percent (8.0%) with all eligible new hires required to contribute six percent (6.0%) of his or her gross earnings amount. New hires are eligible to participate in the retirement plan at age twenty-five (25) with two (2) years of consecutive service to the College. At age thirty (30), participation is mandatory.

### **Section 13.9 Immediate Family Tuition Remission**

A sixty-seven percent (67%) tuition remission shall be available for immediate family (spouse and dependent children) of unit members who enroll at a Nebraska State College on a space available basis. If, at any time, the System combines tuition and fee costs into a single tuition charge an amount equal to the previously applicable fee schedule will remain the responsibility of the student. This tuition remission program is not available for correspondence courses or online courses for non-spouses unless the dependent is a student enrolled in at least two (2) on campus courses. Employee tuition remission is covered in Article X, Professional Development, contained herein.

### **Section 13.10 Vision Insurance**

A voluntary vision insurance program will be provided in the second year of the Agreement which covers the cost of an eye exam and spectacle lenses every twelve (12) months, and frames every twenty four (24) months. The Employer will contribute fifty percent (50%) toward the cost of single vision coverage. Family coverage will be offered at the same group rates, if available, and at the employee's expense.

### **Section 13.11 Employee Assistance Program**

Beginning with the effective date of this agreement, the Employer shall make available to all its employees an Employee Assistance Program. The Employer shall pay the annual flat rate as established by the program. Any other costs shall be borne by the employee.

**Section 13.12 Use of Facilities**

Unit members will be allowed to use free of charge during non-working hours those facilities belonging to the College that are used to promote wellness. Such facilities will be available to employees during the facilities normal hours of operation and when not being used for classroom instruction or program activities.

**ARTICLE XIV.  
PROVISIONS FOR LEAVES**

**Section 14.1 Vacation Leave**

- a) All regular, full-time unit members serving on a twelve (12) months basis shall be allowed three (3) weeks vacation with pay, which consists of fifteen (15) working days. The basis for computation is the accrual of 1.25 vacation days per month of employment. Following the fifth (5th) year of continuous employment, the following schedule of earned vacation leave will be followed:

1st year through 5th year	15 days
6th year	16 days
7th year	17 days
8th year	18 days
9th year	19 days
10th year	20 days

After ten (10) years of continuous service, all unit members shall be allowed one (1) month vacation, which consists of twenty (20) working days. The basis for computation of twenty (20) vacation days per calendar year is the accrual of 1.667 vacation days per month of employment.

Unit members with ten (10) or eleven (11) month appointments will accrue vacation leave at a proportional pro-rated amount.

- b) For unit members whose appointments coincide with the academic year, vacation leave may be taken only during between-semester breaks or when classes are not in session. Such employees may be allowed up to two (2) days of leave in personal situations which can only be conducted when classes are in session. In those cases equal time will be worked during break periods.
- c) The vacation leave account of each unit member shall be balanced as of December 31 each year. Each employee shall be entitled to have accumulated as of December of each calendar year the number of hours of vacation leave which he or she earned during that calendar year. Hours of vacation leave accumulated in excess of that number shall be lost. Any employee shall be entitled to use any vacation time as soon as it has accrued. Any vacation time not used within one year following the calendar year in

## 2007-09 NSCPA Agreement

which that vacation time accrued, shall be lost. In special and meritorious cases, where to limit the annual leave to the period therein specified would work a peculiar hardship, such leave may be extended to a date no later than April 30 at the discretion of the college President.

- d) The college President may advance vacation leave to a unit member in an amount not to exceed a total of 40 hours. Vacation time earned thereafter will be applied to the negative vacation balance until the advanced amount has been fully reimbursed. Upon separation from employment, employees who have been advanced vacation leave shall reimburse the College or System for all advanced and unreimbursed vacation leave, if any, and if employee fails to do so the campus is authorized to deduct such amount from the final pay.
- e) Each unit member, upon retirement, dismissal or voluntary separation from college employment, shall be paid for unused accumulated vacation leave. Upon the death of a unit member, his or her beneficiary shall be paid for his or her unused accumulated vacation leave.
- f) Unit member requests for up to ten (10) consecutive days of accumulated vacation leave shall not be unreasonably denied.
- g) Supervisors shall respond to written requests for vacation leave within five (5) working days of the request. Requests for use of accumulated vacation leave shall not be unreasonably denied.

### Section 14.2 Sick Leave

- a) All regular, full-time unit members shall be allowed sick leave with pay. Proof of illness may be required by college authorities.
- b) Sick leave for unit members shall accumulate at the rate of one day per calendar month of consecutive service during the first five (5) years of service. Those employees who have completed six (6) or more years of consecutive service shall be entitled to monthly sick leave according to the following schedule:

1st through 5th year	1.0 day per month
6th year	1.1 days per month
7th year	1.2 days per month
8th year	1.3 days per month
9th year	1.4 days per month
10th year and on	1.5 days per month

The accumulation of sick leave shall begin the first day of the first complete calendar month of employment, and unused sick leave may be accumulated up to and including 180 working days.

## 2007-09 NSCPA Agreement

Unit members with ten (10) or eleven (11) month appointments will accrue sick leave only during the months employed as per the schedule above.

- c) Sick pay is available with the realization that an employee may become ill or injured through no fault of his or her own to the extent of being unable to work. Sick leave may be taken for absences made necessary by reason of illness, injury, or disability, including temporary illnesses covered by or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from, by exposure to dangerous disease which may endanger the employee or public health, or by illness in the immediate family making it necessary that the employee be absent from his or her duties. The term "immediate family" as used in this section shall be defined to include the spouse, children (adopted, foster, step, biological, or legal ward, grandchildren, brothers, sisters, parents, grandparents, or parents of the spouse. It is not intended as any earned time off with pay, and shall not be granted as such. Employees shall not be compensated for unused sick leave upon termination of their employment.
- d) The college President may advance sick leave to unit members in an amount not to exceed a total of 40 hours. Sick leave earned thereafter will be applied toward the negative sick leave account balance until the amount advanced is fully reimbursed. Upon separation from employment, employees who have been advanced sick leave shall reimburse the College or System for all advanced and unreimbursed sick leave and if the employee fails to do so, the college is authorized to deduct such amount from the final pay.
- e) Should an employee become ill or disabled and require hospitalization while on vacation, vacation leave shall be changed to sick leave, effective the date of hospitalization, upon application to the employee's immediate supervisor outside the bargaining unit. Upon such application, employees may be requested by the appointing authority to furnish proof of hospitalization. If requested by the appointing authority, such statement shall be provided as soon as possible. Further, vacation leave may, as permitted by applicable Negotiated Agreement provisions, if approved by the supervisor, be changed to sick leave under submission of a physician's statement substantiating and verifying treatment of the employee.
- f) Each unit member who is eligible for retirement in the State College System will, upon termination of employment with the college by reason of retirement, be entitled to a one-time payment of one-fourth (1/4) of their accumulated sick leave, with the rate of payment based upon their regular pay at the time of retirement. Upon the death of the employee, his or her beneficiary will be paid one-fourth (1/4) of his or her accumulated, unused sick leave, with the rate of payment based upon the employee's regular pay at the time of death.

## 2007-09 NSCPA Agreement

### Section 14.3 Return to Employment Within One Year

An employee whose employment has been terminated for other than disciplinary reasons, and who returns to college employment within one year from the date of such termination, shall have service for sick leave and vacation leave reinstated at the level established prior to the termination. Employees who have retired or voluntarily terminated employment may compete for available employment openings at the institution after proper hiring practices are observed. If successful, the employee will be considered a new employee with all the rights, responsibilities, and obligations of a new hire, unless otherwise negotiated and noted on the employee's letter of appointment/contract.

### Section 14.4 Family and Medical Leave

- a) In accordance with the federal Family and Medical Leave Act (FMLA), unit members with one (1) year service and who have worked at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) month period shall be entitled to take up to twelve (12) weeks of unpaid FMLA leave during any twelve (12) month period:
  - 1) for the birth of a child, or the placement of a child with the employee for adoption or for foster care;
  - 2) to care for a wife, husband, children, parents, grandparents, or persons bearing the same relationship to the employee's spouse with a serious health condition; or
  - 3) for the employee's own serious health condition.
- b) A serious health condition is defined to include:
  - 1) an illness, injury, impairment, or physical or mental condition that involves either inpatient care, meaning an overnight stay in a hospital, hospice, or residential care facility, or continuing treatment by a health care provider for three or more consecutive days.
  - 2) any period of incapacity because of pregnancy or prenatal care (even without treatment by a health care provider and even if the absence is less than three days, e.g., morning sickness).
  - 3) any period of incapacity because of a chronic serious condition (even without treatment by a health provider and even if the absence is less than three days, e.g., an asthma attack).
  - 4) any period of absence to receive multiple treatments by health care providers for reconstructive surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three consecutive days if untreated, e.g., cancer (chemotherapy), kidney disease (dialysis).
- c) "Children" shall mean a biological, adopted or foster child, a stepchild, a legal ward.

## 2007-09 NSCPA Agreement

- d) Sick leave or vacation leave may be used at the election of the employee during family and medical leave. Although employees may retain accrued, unused vacation and sick leave, such leave shall not accrue while on FMLA leave.
- e) Requests for FMLA leave must be in writing, must include the reason for the request and the anticipated time period, and must be approved through the appropriate campus process for leave. Appropriate certification or documentation may be required by the State College.
- f) To the extent possible, thirty (30) days notice will be given by the employee and, where possible, an effort will be made to begin and end the leave to coincide with the beginning of academic semesters.
- g) The Board agrees to continue to pay its portion of health, life, and disability insurance premiums during the term of FMLA leave. In the event both parents are eligible under this policy, only one parent may elect to take FMLA leave.

### Section 14.5 Crisis Leave Sharing Program

Employees may contribute accrued vacation leave to benefit another State College employee on the same campus who is suffering from a catastrophic illness. Vacation leave may be donated in no less than one (1) day increments. Hours donated, but not used, will be maintained in a shared leave pool and distributed on an as needed basis to eligible employees by a Shared Leave Committee designated by the College and including a professional staff bargaining unit member. The Committee will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of ninety (90) days in a twelve (12) month period. To be eligible to receive donated leave, an employee must have had an absence of at least thirty (30) days during the prior six (6) months and have exhausted all paid leave due to his or her own serious health condition, as defined, and which has caused, or is likely to cause, the employee to take leave without pay. The crisis leave-sharing program will permit salary and health insurance continuation for those employees receiving shared leave.

Details of this program are available at the Human Resources or designated office and on the HR Website. The College will provide other means to ensure that the employee is knowledgeable about the eligibility criteria and availability of this program. In the event any substantive changes to this program are proposed, the NSCPA will be provided advance notice and an opportunity to meet and confer on the proposed changes prior to their implementation.

## **2007-09 NSCPA Agreement**

### **Section 14.6 Bereavement Leave**

At the discretion of the immediate supervisor and upon the approval of the College President up to six (6) days of funeral leave, per fiscal year, may be granted to employees for purposes of bereavement.

### **Section 14.7 Inclement Weather/Campus Closure Leave**

During periods when inclement weather causes classes on a campus to be canceled, all unit members, other than those required to report to work to provide emergency or other essential services, shall be entitled to take Inclement Weather Leave. Such leave does not require the prior approval of the employee's supervisor. Time spent on Inclement Weather Leave will be charged against the employee's vacation leave balance, or time can be made up within thirty (30) days at the request of the unit member which request shall not unreasonably be denied. When the college President declares the entire campus closed unit members will not be charged leave. Employees required to report to work to provide emergency or other essential services shall be allowed comparable time off on an alternate date.

### **Section 14.8 Injury Leave/Worker's Compensation**

All unit members who are disabled as a result of a job-related injury or disease may be granted injury leave. Injury leave shall not exceed five (5) of the employee's normal working shifts for any particular injury. Such leave is not to be charged against accumulated vacation or sick leave. For details of Workers' Compensation benefits, employees are to inquire at the college or System Office responsible for such matters.

### **Section 14.9 Civic Duty Leave**

Unit members shall be eligible for absence with pay for jury service, during the actual period of such service, and the employee may retain fees paid him/her as a juror. Absence with pay may also be granted for employees who are subpoenaed as a witness for the State of Nebraska, during the actual period of such service, provided in both instances that the employee, upon being served a summons that his/her name has been drawn as a juror or upon being served a subpoena to appear as a witness, shall immediately advise the college President in writing, stating the time, place and name of the court to which he/she is to attend.

### **Section 14.10 Military Leave**

Military leaves of absence shall be granted to all unit members as may be provided by state law (Section 55-160, 55-161, RRS Nebraska Reissue 1988), or by federal regulation.

**Section 14.11 Requested Leave of Absence**

Leaves of absence may be requested by unit members from the college President. The leave may be granted at full pay for six (6) months, half pay for twelve (12) months, or without pay. Lesser paid amounts may be arranged, subject to the approval of the unit member, and the college President. These leaves are granted pursuant to the terms outlined in Board Policy.

**ARTICLE XV.  
USE OF FACILITIES AND SERVICES**

**Section 15.1 Use of Facilities**

Duly authorized representatives of NSCPA shall be permitted to transact official NSCPA business on college property at reasonable times, provided that such business shall not interfere with or interrupt normal college operations or the responsibilities of professional staff members. Duly authorized representatives of the NSCPA who are not employees of the college are to provide prior notice to the college human resources office when planning to transact official NSCPA business on college property.

**Section 15.2 Access to Services**

The NSCPA and its local chapters shall continue to have access to use of printing, duplicating, addressing and other campus services subject to the then current use and fee requirements.

**Section 15.3 Distribution of Unit Information**

NSCPA unit members will have access to college bulletin boards used for employee information and campus email following procedures that apply to other employees. General distribution of union materials will be allowed in non-working areas, including campus mail, during both working and non-working hours, provided that the same shall not be disruptive. Meeting rooms may be scheduled, as available, by the NSCPA Local Chapter President through the college conferencing office.

## **2007-09 NSCPA Agreement**

### **ARTICLE XVI. ASSOCIATION ACTIVITIES**

#### **Section 16.1 Negotiation Team Member Notification**

It is specifically agreed that NSCPA President shall provide the Chancellor and each college President with the names of the members of the NSCPA negotiating team. Likewise, the Chancellor shall provide the NSCPA President with the names of the Employer negotiating team prior to negotiations.

#### **Section 16.2 Negotiation Team Member Leave of Absence**

NSCPA officers, members of the Negotiations counsel, and team members shall be granted leaves of absence without loss of salary to participate in negotiation sessions with the Employer. Campus administrations must be informed of and approve such leaves through the usual leave practices or procedures.

#### **Section 16.3 Board Agenda Meeting Materials**

The Chancellor shall advise the NSCPA President at the time of the distribution of normal meeting call of open meetings of the Board; and shall provide the NSCPA President and local NSCPA President, with notice by email that a copy of the agenda and Board materials which are distributed publicly for each meeting are available at the Board's website at [www.nscs.edu](http://www.nscs.edu), provided the names of these officeholders are furnished by the NSCPA.

#### **Section 16.4 Availability of Board Meeting Minutes**

It is specifically agreed that the Chancellor will make available on the Board's website at [www.nscs.edu](http://www.nscs.edu) an official copy of the official minutes of each meeting of the Board.

### **ARTICLE XVII. PAYROLL DEDUCTIONS**

#### **Section 17.1 Deduction of Membership Dues**

The Board agrees to deduct membership dues established by NSCPA from the salary of any bargaining unit employees authorizing such deduction in writing.

**Section 17.2 Payroll Deduction Authorization**

NSCPA agrees to send a certified list, and a copy of the written payroll deduction authorization of all new NSCPA members who request payroll deduction of dues. Said authorized deduction shall be made from the monthly pay of each new NSCPA member beginning in September and ending in June of the following year.

**Section 17.3 Remittance of Monthly Deductions**

The aggregate deductions shall be remitted monthly to the NSEA Treasurer together with an itemized statement containing the names of the unit members from whom deductions have been made and the amount so deducted from each one. The aforementioned remittance shall be made no later than the 10th day of the month following the month for which deductions were made or as soon thereafter as normal payroll procedure permits.

**Section 17.4 Membership Cancellation**

Each unit member's written authorization shall remain valid as outlined on the membership enrollment form unless a written notice of cancellation is received by the college financial officer and the local NSCPA President before May 15th of each fiscal year. The NSCPA shall notify each unit member of the May 15 deadline for cancellation of unit membership. Such notice shall be given at least thirty (30) days prior to the deadline. Continuing and new members will have equal monthly dues deductions made from each paycheck.

**Section 17.5 Deduction Errors/Issues**

If dues are deducted and remitted to the NSCPA and its Local Chapters in accordance with the procedure specified in Sections 1, 2, and 3 above, the NSCPA shall be solely responsible in the event of any claims that the deductions and/or remissions were improper. NSCPA shall indemnify and hold employer harmless from any claims arising out of a deduction made in accordance with provisions of this article.

**ARTICLE XVIII.  
GRIEVANCE PROCEDURE FOR TERMINATION FOR CAUSE AND  
TERMINATION OF A SPECIFIC TERM APPOINTMENT PRIOR TO ITS EXPIRATION**

**Section 18.1 Grounds for Suspension or Termination**

The employer may suspend or terminate the services of a unit member whose appointment has not expired for reasons of professional, physical or mental incompetence, unprofessional conduct, immorality, unlawful conduct, continuous disregard for established procedures, serious insubordination, neglect of duty, institution's financial exigency, and extramural conduct of a nature to destroy professional competence.

**Section 18.2 Dismissal for Disruption of Normal Operations**

It shall also be grounds for the dismissal of any unit member employed by any of the Nebraska State Colleges to use or assist others in any way in the use of force or to counsel, recommend, or urge the use of force or the threat of force or seizure of property under the control of one of the institutions or by any act or action not sanctioned by law to prevent the faculty, administrative officers, employees or students in such institution from engaging in their normal duties in connection with the operation of the institutions or pursuing their studies at such institutions.

**Section 18.3 Statement of Charges and Hearing Opportunity**

No unit member shall be dismissed prior to the expiration of an appointment until accorded an opportunity for a hearing under rules and regulations of the Board. Notice of the hearing and a formal written statement of the charges against the person shall be served at least twenty (20) working days before the date set for hearing. Dismissal of any unit person for cause and subsequent to a hearing shall be by written order, which shall contain findings of fact upon which dismissal is based, and shall be signed by the college President.

**Section 18.4 Procedure for Requesting Hearing**

The following grievance procedure shall be applicable for dismissal of a unit member for cause, and to terminate a specific term appointment prior to its expiration. The unit member should state in written reply to the college President within no more than ten (10) working days after receipt of the President's communication whether he or she wishes a hearing and generally how he or she responds to statements contained in the President's letter. If the unit member issues a written request for a hearing, or upon a hearing request by the President, the President of the college shall refer the proposed dismissal to a "Grievance Advisory Committee" for a hearing and recommendation pursuant to its guidelines and regulations and as provided for in this Article below.

**Section 18.5 Advisory Committee Selection Process**

A Grievance Advisory Committee shall be convened to hear disputes referred by the college President for unit members who have submitted a written request for a hearing in response to a decision to terminate a specific term appointment prior to its expiration, or to dismiss a unit member for cause. The committee shall consist of two (2) members of the bargaining unit chosen by the NSCPA and two (2) members chosen by the college President, none of whom is to be a member of the grievant's department.

**Section 18.6 Advisory Committee Hearing Procedures**

Once the President refers the matter to the Grievance Advisory Committee for an advisory hearing, the committee will then establish the time and place of a hearing before it, and so inform the unit member, NSCPA and the President. The committee shall admit, consider, and video or audiotape record evidence submitted by the parties in the form of documents or the testimony of witnesses. The aggrieved unit member shall have the right to attend all evidentiary proceedings of the committee, to present evidence, to examine documents, to question witnesses, and to otherwise present any relevant evidence with respect to the statement of reasons for termination. A request may be made by the aggrieved unit member to the Committee for a continuation to review evidence, which request shall not unreasonably be denied. The aggrieved unit member shall also have the right to be represented by the NSCPA or by legal counsel at the grievant's expense. The college shall provide a written transcript of the proceedings. Any party who wishes to use a court reporter to take a verbatim transcript may do so at its own expense. The committee shall adopt rules to be followed which ensure substantive and procedural due process including prior notice of witnesses to be called and documents to be offered in evidence at the hearing, no documents or witnesses not so listed shall be heard, except for the purpose of rebutting oral testimony of the other party or for other justifiable cause found to exist by the committee, and may admit probative evidence as well as exclude incompetent or repetitive evidence, as well as the procedures for compelling witnesses who are college employees to appear.

## **2007-09 NSCPA Agreement**

### **Section 18.7 Advisory Committee Hearing Schedule**

The hearing before the Grievance Advisory Committee shall be conducted within twenty (20) working days of the request for a hearing. The committee shall render its written recommendation along with a complete written transcript of the audio or video proceedings of the hearing to the unit member, NSCPA, and to the college President within ten (10) working days after the hearing is closed.

### **Section 18.8 Presidential Decision**

Within ten (10) working days after receiving the recommendation from the Grievance Advisory Committee, the President shall render a decision in writing to the unit member, NSCPA, and committee. If the campus President rejects the recommendations of the committee, the President shall state reasons for doing so, in writing, to the committee, grievant, and NSCPA. The committee shall have the opportunity within five (5) working days to provide a response for the record.

### **Section 18.9 Response to Presidential Decision**

If the unit member is not satisfied with the decision of the President the unit member may make a written request to the Chancellor within ten (10) working days of the receipt of the President's decision requesting a hearing before the Board.

### **Section 18.10 Appeal to the Board**

Upon receipt of the appeal to the Board, the Chancellor as designee of the Board, shall decide if a hearing is to be provided. The Chancellor shall not unreasonably deny the grievant's request for a hearing if the request is supported with a showing that the record as submitted is incomplete or inaccurate.

If the Chancellor chooses to utilize the services of a hearing officer for the purpose of hearing the grievance and making a recommendation, the hearing officer's scope of review shall be to determine if terms of this Agreement have been violated. The hearing officer shall have no authority to add to, subtract from or in anyway modify the terms of this Agreement. Upon receipt of the recommendation, the Board or its designee, shall issue a written decision stating the reasons therefore within twenty (20) working days.

**Section 18.11 Hearing Date**

The date for a hearing before the hearing officer will allow at least two (2) weeks for the unit member to prepare his or her defense, will allow the unit member to be represented by counsel of his or her choice, to present witnesses and affidavits in his or her defense, and to question adverse witnesses.

**Section 18.12 Chancellor Decision**

The decision of the Chancellor, on behalf of the Board, will be final. The dismissed unit member may seek recourse under appropriate state and federal law, by mediation referred through the Federal Mediation and Conciliation Service, or by mutual agreement of the Chancellor and the NSCPA through binding arbitration under the terms relating to arbitration set forth in Section 11.6, Step 3 of this Agreement. It is the intent of the parties to participate in binding arbitration unless the issue is clearly non-grievable.

**Section 18.13 Public Disclosure**

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the unit member or administrative officers should be avoided so far as possible until the proceedings have been completed.

**Section 18.14 Time Limit Modifications**

Time limits provided herein should be adhered to unless modifications are agreed to in writing by the parties to the dismissal.

**Section 18.15 Employment Status During Appeals Process**

A unit member recommended for dismissal or any unit member recommended for mid-year dismissal shall continue to be an employee of the college until the appeal procedure to and including the Chancellor only has been exhausted or until the unit member has failed to advance his or her appeal in a timely fashion. The college President may, at his or her discretion, suspend or reassign the unit member to other professional duties with pay during the appeal procedure.

## **2007-09 NSCPA Agreement**

### **ARTICLE XIX. RESIGNATION, ABANDONMENT, LAY OFF**

#### **Section 19.1 Resignations**

To resign in good standing, a unit member must give written notice to the college President, or designated officer, whichever appropriate, at least one (1) month before separation, unless the college President, or designated officer, agrees to a shorter period.

#### **Section 19.2 Abandonment**

Unit members may be considered to have abandoned the job if he or she has been absent from work for longer than one workday without being on approved leave and in the absence of extenuating circumstances. Such abandonment shall be considered as a resignation not in good standing.

#### **Section 19.3 Lay offs**

- a) The college President decides when a lay off is necessary, and which classes of employees and positions will be affected. Lay offs may be determined necessary because of budget adjustments or reallocations, a modification of position workloads, or elimination of or change in scope of institutional services, or as the result of any other job-related management decision.
- b) When a lay off is contemplated, the college President will consult the local NSCPA chapter who shall make recommendations and act in an advisory capacity only. The local NSCPA President or designee will forward in writing the chapter's recommendation to the college President. The involvement of the advisory committee will be as soon as practicable, but not less than three (3) weeks before layoff notice is given employees, in order to allow for meaningful input to the college President.
- c) When the college President decides that a lay off among professional staff is necessary, the college President or his representative shall lay off people so that the reduction shall be made in such manner that the remaining members of the work force possess the necessary qualifications to perform all the tasks that need to be done by College employees.
- d) The campus administrators will make an effort to avoid a lay off by use of attrition wherever possible. In addition, the administration will solicit, and may accept depending on college needs, a unit member's voluntary offer of a reduced individual work schedule or a voluntary layoff in a department or budgetary unit targeted for a layoff.

## 2007-09 NSCPA Agreement

Where qualifications, training and ability to perform the work remaining is equal, the Employer will follow these priorities for reduction in force while respecting the college's affirmative action guidelines:

- 1) Temporary/part-time before unit members
  - 2) Employees with unsatisfactory records before employees with satisfactory records
  - 3) Employees with short service before employees with long service
- e) Unit members who have accumulated unused vacation leave balances shall be reimbursed for such balances at his/her salary rate as of the last day of service.
- f) For twelve (12) months following the effective date of lay off, a unit member who has been laid off, and who indicates a desire to be placed on a recall list, shall be offered re-employment in the same position at the college should an opportunity for such re-employment arise. The unit member shall receive the same salary which was received at the time of lay off plus any increases in salary or benefits received by the unit covered in this Agreement.
- g) Unit members recalled within twelve (12) months shall not be considered to have suffered a break in service for the purposes of calculating sick and vacation leave, as well as service years regarding placement on the Salary Guide and notice requirements.
- h) For twelve (12) months following the effective date of lay off, a unit member on the recall list who is a qualified applicant for a position in the unit shall be interviewed and given preference for the position when qualifications are equal.
- i) In the event of lay offs, the college President shall establish a recall list and supply it and any changes to the Association.
- j) Employees to be laid off shall be given ninety (90) days notice and the notice shall include the reason(s) for the layoff.
- k) Each laid-off employee shall, once proper notice is given, be allowed to schedule and take up to ten (10) days of leave without pay directed toward securing new employment.

## **2007-09 NSCPA Agreement**

### **ARTICLE XX. BOARD POLICY**

#### **Section 20.1 NSCPA Agreement & Board Policy**

This Agreement shall supersede any rules, regulations or practices of the employer which shall be specifically contrary to or inconsistent with the terms of this Agreement.

#### **Section 20.2 Altering Terms & Conditions of Employment in Board Policy**

All Board policy concerning terms and conditions of employment may not be eliminated or modified in any way during the term of this contract without offering an opportunity to meet and confer with NSCPA. In the event the Board proposes to eliminate or modify any policy concerning unit terms and conditions of employment other than the expressed terms of this Agreement, the Chancellor shall submit to the NSCPA Chapter President on each campus prior to Board approval, a copy of the proposed changes. Any response or concern for any proposed changes on the part of the NSCPA shall be communicated in writing to the Chancellor as soon as possible, but not later than fourteen (14) calendar days prior to the next Board meeting.

#### **Section 20.3 Management Authority**

All management rights, functions, responsibilities and authority not specifically limited by the express terms of this Agreement are retained by the Board and the individual campus administrations and remain exclusively within the rights of the Board and the individual campus administration.

It is understood that the Board may implement testing for alcohol or illegal substances for cause. Guidelines for testing will be provided to protect against abuse which includes, but not be limited to, definition of cause, training of supervisors, a confidentiality statement, and a statement of progressive intervention and treatment. Such Guidelines shall be available for viewing on the College's or HR website and in the professional staff handbook.

**ARTICLE XXI.  
MISCELLANEOUS**

**Section 21.1 Employee Handbook**

Each campus administration shall adopt and promulgate rules of conduct for distribution to professional staff employees in the form of an employee handbook following the guidelines in Board Policy.

**Section 21.2 Adjunct Teaching Appointments**

NSCPA bargaining unit members may accept a separate adjunct teaching appointment for teaching duties performed outside their regularly assigned work schedule with the approval of the immediate supervisor and the Academic Vice President. Such appointments shall be limited to one (1) or more courses of no more than three (3) credit hours per semester in each of the fall and spring semesters, and one summer term.

**Section 21.3 Summer Camp Coaching Assignments**

NSCPA bargaining unit assistant coaches and athletic trainers may accept a separate appointment for summer camp coaching duties performed outside their regularly assigned work schedule with the approval of the immediate supervisor and the college President. It is understood that the terms and conditions of such employment are not covered by or subject to this agreement.

**Section 21.4 Significance of Section Headings**

Section headings are provided in this Agreement for convenience only and shall not be deemed to substantively alter the content of such section.

**2007-09 NSCPA Agreement**

**ARTICLE XXII.  
DURATION AND LIMITATIONS OF CONTRACT**

**Section 22.1 Entire Agreement**

This instrument constitutes the entire Agreement between the parties hereto and the Board, the Association, and the unit members will abide by it.

**Section 22.2 Contract Amendment**

This Agreement will be reopened only upon the agreement of both parties.

**Section 22.3 Review of Contract Interpretation or Application**

Issues of interpretation or application of this Agreement in the interim period between negotiating years will be addressed at the State College System level between the NSCPA Uni-Serve Director and the Chancellor, or their respective designees. Eligibility for bargaining unit inclusion/exclusion will be reviewed and updated each year in a meeting with the Chancellor or designee following each June Board of Trustees meeting.

**Section 22.4 Governing Law; Severability**

This Agreement shall be construed and enforced in accordance with, and is subject to, the laws of the State of Nebraska. If any portion of this Agreement shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions hereof.

**2007-09 NSCPA Agreement**

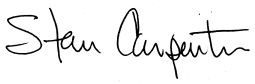
**Section 22.5 Effective Date**

This Agreement shall become effective on the first (1st) day of July, 2007, and shall continue in full force and effect until the thirtieth (30th) day of June, 2009.

Dated this 14<sup>th</sup> day of March, 2007


**BOARD OF TRUSTEES FOR  
NEBRASKA STATE COLLEGES**


By S/:   
Willa Kosman, Board Chair

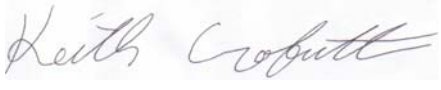
By S/:   
Stan Carpenter, Chancellor


By S/:   
Larry Schultz, Chief Negotiator  
Nebraska State College System

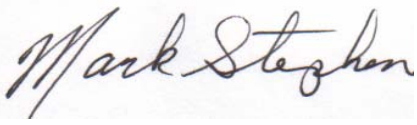
**NEBRASKA STATE COLLEGE  
PROFESSIONAL ASSOCIATION**

By S/\*:   
Ted Harshbarger, Chief Negotiator, Peru

By S/:   
Marilyn Liedorff, Team Member, Wayne

By S/:   
Keith Crofutt, Team Member, Chadron

By S/:   
Barbara L. Bender, Team Member, Peru

By S/:   
Mark Stephen, Team Member, Chadron

By S/:   
Karen Granberg, Team Member, Wayne

\*S/: denotes electronic signature

## 2007-09 NSCPA Agreement

### APPENDIX GUIDELINES FOR THE 2007-09 SALARY GUIDE

- A. New hire salaries will not exceed the mid-point but will range between entry level and mid-point depending upon employee qualifications and experience.
- B. No new hires will be employed beyond the mid-point without specific justification to, and approval by, the Chancellor. The Chancellor will upon request provide a copy of the justification to the NSCPA President.
- C. The Salary Guide will not apply to interim, temporary, or part-time appointments to unit positions.
- D. The general principle of this Agreement is that unit members with actual time served of five (5) or more years in a listed position will receive, at a minimum, the salary identified in salary category two (2) of the Salary Guide, and unit members with actual time served of ten (10) or more years in a listed position will receive, at a minimum, the mid-point salary listed in category three (3) of the Salary Guide. During the term of this Agreement no individual unit member will receive a combined salary increase greater than ten percent (10%) in any one year. The across-the-board increase will be applied prior to the matrix adjustment in determining the maximum increase. For the second (2<sup>nd</sup>) year of this Agreement, effective July 1, 2008, actual time served to qualify, at a minimum, for the salary identified in Steps two (2), three (3) (Mid-point), four (4) and five (5) will be reduced by one (1) year, i.e., four years (4) of continuous years service instead of five (5) will be required to qualify for the category two (2) salary amount listed on the Salary Guide, nine years (9) for category three (3), fourteen years (14) will be required to qualify for category four (4) and nineteen (19) years to qualify for category five (5) of the Salary Guide.
- E. Four (4) years of satisfactory or better performance evaluations in a listed position will be required before category two (2) of the Salary Guide will be considered a minimum salary for a unit member. Before category three (3) of the Salary Guide will be considered a minimum salary for a unit member, nine (9) years of satisfactory or better performance evaluations in a listed position will be required. Before category four (4) of the Salary Guide will be considered a minimum salary for a unit member, fourteen (14) years of satisfactory or better performance evaluations in a listed position will be required. Before category five (5) of the Salary Guide will be considered a minimum salary for a unit member, nineteen (19) years of satisfactory or better performance evaluations in a listed position will be required.
- F. Time served in any other position as a support-staff employee, full- or part-time faculty member, or part-time professional staff employee in a unit or non-unit position, or as a full-time professional staff employee in another unit position listed on the Salary Guide, whether in the same category series or not, will not count toward years of service for purposes of determining placement on the Salary Guide. The salaries listed in salary categories two (2) and three (3) apply only to unit members with actual time served in their current listed position on the Salary Guide, or as provided for in Section 4.6.
- G. From the effective date of this Agreement, July 1, 2003, and thereafter, the completion of a master's degree or equivalent shall be required for new hires who occupy the professional staff positions listed below and who otherwise qualify after ten (10) years employment for consideration of category three (3) as a minimum salary on the Salary Guide:
  - 1) Director of NBDC
  - 2) Licensed Student Counselor
  - 3) Learning Skills Specialist
  - 4) All Librarians
  - 5) Assistant Dean
  - 6) Manager, Records and Registration
  - 7) Assistant Coaches with teaching assignments

## 2007-09 NSCPA Agreement

- H. Unit members hired between July 1<sup>st</sup> and September 30<sup>th</sup> of any calendar year will be credited with one full year of service in a listed position on July 1<sup>st</sup> of the next fiscal year, and with an additional year of service each July 1<sup>st</sup> thereafter. To be credited with their first year of service on the Salary Guide, unit members hired between October 1<sup>st</sup> and June 30<sup>th</sup> of any calendar year will be required to serve in a listed position until the second July 1<sup>st</sup> following the date of their initial employment.
- I. Changes made to the Salary Guide will upon request by the Uni-Serve Director be addressed by the Uni-Serve Director and the Chancellor, or designee.

Three colleges.  
*Thousands of opportunities.*



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE NEBRASKA STATE COLLEGE BOARD OF TRUSTEES  
AND  
THE NEBRASKA STATE COLLEGE PROFESSIONAL ASSOCIATION  
2007-09**

1. A request to extend the early retirement incentive program known as the Voluntary Retirement Settlement Program until June 30, 2009 will be presented to the Board of Trustees for approval at its February 12, 2007 meeting. This program will be offered to eligible professional staff members who elect to surrender their right to continued employment and retire on June 30, 2007, June 30, 2008, or June 30, 2009. In exchange for the surrender of such right, professional staff members will receive a financial settlement incentive of twenty-five percent (25%) of their final year base salary with payment to be made in twelve (12) equal monthly installments following termination of employment.

In addition to the financial settlement incentive, the participant will be permitted to remain in the group medical and dental insurance plan offered retirees by Blue Cross/Blue Shield at the time of the participant's retirement. The College will pay the full cost of such coverage, which includes both the cost the professional staff member would pay if still employed by the College and the cost that the College pays for such coverage as the employer. Coverage payments will continue for a period of twelve (12) months following retirement with termination.

However, if the retired professional staff member reaches sixty-five (65) years of age at any time during the 12-month period of payout, at which time eligibility to participate in the BC/BS retirement plan ceases, the College will pay an amount equivalent to the cost of the 65 Gold Plus Medicare Supplemental Coverage offered by the NSEA for the payout period remaining. This plan has a two-hundred and fifty dollar (\$250) deductible with a fifty percent (50%) co-pay for pharmaceutical drugs.

To retire on June 30, 2007 under the terms and conditions of the Voluntary Retirement Settlement Program, an eligible professional staff member must be fifty-five years of age (55) or more on July 1, 2007 with ten (10) or more years of consecutive service to the College or within the State College System. Eligible staff members will have from the effective date of this document until June 15, 2007 to announce their intention to participate in the program. Eligible participants must signify in writing to the College President and appropriate Vice President by no later than June 15, 2007 of their intent to retire on June 30, 2007 and to receive the incentive payments and health insurance coverage that takes effect for the fiscal year beginning July 1, 2007.

To retire on June 30, 2008 under the terms and conditions of the Voluntary Retirement Settlement Program, an eligible professional staff member must be fifty-five years of age (55) or more on July 1, 2008 with ten (10) or more years of consecutive service to the College or within the State College System. Eligible staff members will have from July 1, 2007 until January 15, 2008, a period of seven months, to announce their intention to participate in the program. Eligible participants must signify in writing to the College President and appropriate Vice President by no later than January 15, 2008, of their intent to retire on June 30, 2008 and to receive the incentive payments and health insurance coverage that takes effect for the fiscal year beginning July 1, 2008.

To retire on June 30, 2009 under the terms and conditions of the Voluntary Retirement Settlement Program, an eligible professional staff member must be fifty-five years of age (55) or more on July 1, 2009 with ten (10) or more years of consecutive service to the College or within the State College System. Eligible staff members will have from July 1, 2008 until January 15, 2009, a period of seven months, to announce their intention to participate in the program. Eligible participants must signify in writing to the College President and appropriate Vice President by no later than January 15, 2009, of their intent to retire on June 30, 2009 and to receive the incentive payments and health insurance coverage that takes effect for the fiscal year beginning July 1, 2009.

If death occurs during the payout period, the professional staff member's beneficiaries or estate will receive any remaining incentive payments due under the terms of this Program. The medical and dental benefit will terminate upon the date of death.

No professional staff member will be coerced in participating in this Voluntary Retirement Settlement Program, or have his or her employment terminated for the purpose of preventing him or her from becoming eligible to participate.

The Program is intended to be operative through the time period indicated with incentive payments and health insurance coverage available only during the fiscal year following retirement.

2. A request to extend until June 30, 2009 the Early Retirement Incentive Program will be presented to the Board of Trustees for approval at its February 12, 2007 meeting. This Program became effective on July 1, 1999 and is scheduled to end on June 30, 2007. The Program is designed to encourage the early retirement of qualified employees by offering an incentive to retire in the form of paid premiums in the group medical and dental health insurance program offered retirees by Blue Cross Blue Shield at the time of the eligible

employee's retirement. The payment of premium will continue until the retired employee becomes eligible for coverage under the federal Medicare program, at which time the paid premiums shall cease. Full-time employees who have completed at least ten years of continuous service within the State College System, and who are sixty years of age or older are eligible to participate in the Plan. The specific terms and conditions regarding participation are outlined in Board Policy 5401 found on the Board's website at [www.nscs.edu](http://www.nscs.edu).

---

Signed, NSC

---

Signed, NSCPA

---

Date

---

Date

**Professional Position Salary Guide 2007-08**

3.0% increase over 06-07 mid-point base

		1	2	Mid-Point	4	5
	<b>Academic Support Services</b>					
711	External Program Facilitator	36,526.13	41,091.90	45,657.66	50,223.43	54,789.20
	Off-Campus Local Program Coordinator	35,094.68	39,481.51	43,868.35	48,255.18	52,642.02
	Resource & Network Facilitator	28,175.77	31,697.74	35,219.71	38,741.68	42,263.65
180	Telecom. Services Specialist	30,579.33	34,401.75	38,224.17	42,046.58	45,869.00
	Telecom. Technician	28,175.77	31,697.74	35,219.71	38,741.68	42,263.65
	Assist. Dir. Instructional Resources	28,175.77	31,697.74	35,219.71	38,741.68	42,263.65
	Distance Learning Coordinator	28,175.77	31,697.74	35,219.71	38,741.68	42,263.65
	Instructional Design Coordinator	30,262.86	34,045.72	37,828.57	41,611.43	45,394.29
	Video Specialist	30,262.86	34,045.72	37,828.57	41,611.43	45,394.29
745	Academic Support Center Coordinator	34,948.80	39,317.40	43,686.00	48,054.60	52,423.20
131	Graphic Design Artist	29,697.03	33,409.15	37,121.28	40,833.41	44,545.54
	Language Delivery Specialist	32,686.97	36,772.84	40,858.71	44,944.58	49,030.45
	Theatre Technician	35,037.51	39,417.20	43,796.89	48,176.58	52,556.27
	Coordinator of Instruction Resources	31,089.52	34,975.71	38,861.90	42,748.09	46,634.28
	Asst. Dir./Continuing Education	29,911.20	33,650.10	37,389.00	41,127.90	44,866.80
	Assessment Coordinator	58,735.54	66,077.49	73,419.43	80,761.37	88,103.32
165	Day Care Center Teacher	23,364.00	26,284.50	29,205.00	32,125.50	35,046.00
	<b>Administration</b>					
200	Accountant	30,956.77	34,826.37	38,695.97	42,565.56	46,435.16
220	Budget Manager/Analyst	35,297.42	39,709.60	44,121.78	48,533.96	52,946.14
191	Payroll/Benefits Manager	29,381.42	33,054.09	36,726.77	40,399.45	44,072.13
140	Print Shop Supervisor	32,998.98	37,123.85	41,248.72	45,373.59	49,498.46
	Assist. Dir. Child Development Center	22,958.03	25,827.79	28,697.54	31,567.29	34,437.05
	Assist to VP/Dir of Extended Campus	27,514.04	30,953.29	34,392.54	37,831.80	41,271.05
710	Coordinator of Conferences	31,457.49	35,389.68	39,321.87	43,254.05	47,186.24
	Coordinator of Special Events	25,045.13	28,175.77	31,306.41	34,437.05	37,567.69
121	Communications Coordinator	34,765.03	39,110.66	43,456.29	47,801.92	52,147.54
121	Public Information Specialist	34,765.02	39,110.65	43,456.28	47,801.90	52,147.53
	Information Services Officer	42,534.75	47,851.59	53,168.44	58,485.28	63,802.12
600	Director of Development	40,943.27	46,061.18	51,179.09	56,297.00	61,414.91
610	Director of Alumni Affairs	37,649.53	42,355.72	47,061.92	51,768.11	56,474.30
	Director/NBDC	37,744.89	42,463.01	47,181.12	51,899.23	56,617.34
	Assistant Director/NBDC	31,904.25	35,892.28	39,880.31	43,868.34	47,856.38
408	Director Economic Development	50,230.51	56,509.33	62,788.14	69,066.95	75,345.77
530	Director Intramurals	29,798.60	33,523.43	37,248.25	40,973.08	44,697.90
	Facilities Technician	28,176.20	31,698.23	35,220.25	38,742.28	42,264.30
	Museum Director	45,729.43	51,445.61	57,161.79	62,877.97	68,594.14
	Exhibit Design & Display Specialist	33,499.46	37,686.90	41,874.33	46,061.76	50,249.20
	SSRC Research Coordinator	25,948.79	29,192.39	32,435.99	35,679.59	38,923.19
	Marketing Coordinator	44,561.92	50,132.16	55,702.40	61,272.64	66,842.88
209	Sponsored Research Director	75,634.05	85,088.30	94,542.56	103,996.81	113,451.07
	<b>Athletic/Physical Activities</b>					

507	Assistant Coach	29,415.19	33,092.09	36,768.99	40,445.89	44,122.79
	Athletic Administrative Assistant	28,697.55	32,284.74	35,871.93	39,459.13	43,046.32
508	Athletic Trainer	32,726.81	36,817.66	40,908.51	44,999.36	49,090.21
519	Sports Information Director	27,287.57	30,698.51	34,109.46	37,520.41	40,931.35
530	Coordinator of Physical Activities/Center	29,798.60	33,523.43	37,248.25	40,973.08	44,697.90
	Compliance/Events Coordinator	30,403.54	34,203.98	38,004.43	41,804.87	45,605.31
	<b>Computer Services</b>					
330	Data Base Administrator	44,402.90	49,953.26	55,503.62	61,053.98	66,604.34
320	Systems Analyst	39,585.45	44,533.64	49,481.82	54,430.00	59,378.18
321	Network Systems Analyst	46,650.70	52,482.04	58,313.38	64,144.72	69,976.05
310	Programmer Analyst	33,595.94	37,795.43	41,994.92	46,194.42	50,393.91
350	Computer Support Specialist	32,400.62	36,450.70	40,500.77	44,550.85	48,600.93
350	Computer Programming Trainer	32,400.62	36,450.70	40,500.77	44,550.85	48,600.93
360	Computer Support Analyst	38,227.25	43,005.65	47,784.06	52,562.46	57,340.87
340	Network Specialist	34,065.76	38,323.98	42,582.20	46,840.42	51,098.64
309.1	Assistant Director Network Services	55,626.48	62,579.79	69,533.10	76,486.41	83,439.71
	Computer Programmer	28,629.51	32,208.20	35,786.89	39,365.58	42,944.26
310.1	Assistant Director Administrative Systems	41,236.45	46,391.01	51,545.57	56,700.12	61,854.68
	Webmaster	38,465.98	43,274.22	48,082.47	52,890.72	57,698.96
	Graphic Design Artist-Digital	32,400.62	36,450.70	40,500.77	44,550.85	48,600.93
	Networking Telecommunications	30,900.00	34,762.50	38,625.00	42,487.50	46,350.00
311	Senior Programmer Analyst	43,038.55	48,418.37	53,798.19	59,178.01	64,557.83
	<b>Counseling</b>					
731	Licensed Student Counselor	38,256.43	43,038.49	47,820.54	52,602.60	57,384.65
720	Student Services Counselor	33,567.12	37,763.01	41,958.90	46,154.79	50,350.68
502.3	Tutorial Services Counselor	34,741.20	39,083.85	43,426.50	47,769.15	52,111.80
502.3	Tutorial Services/ADA Coordinator	34,741.20	39,083.85	43,426.50	47,769.15	52,111.80
502.3	Learning Skills Specialist	34,741.20	39,083.85	43,426.50	47,769.15	52,111.80
502.3	Test Coordinator/Academic Advisor	34,741.20	39,083.85	43,426.50	47,769.15	52,111.80
	Student Intervention Officer	27,514.04	30,953.29	34,392.54	37,831.80	41,271.05
524	Dir. Minority Affairs	40,601.84	45,677.07	50,752.30	55,827.53	60,902.76
	Developmental Studies/Diversity Programs	40,601.84	45,677.07	50,752.30	55,827.53	60,902.76
	Retention Specialist STRIDE	32,131.88	36,148.37	40,164.85	44,181.34	48,197.82
	Math Skills Specialist	31,650.87	35,607.23	39,563.59	43,519.95	47,476.31
	Tutorial Skills Speicalist	32,996.05	37,120.56	41,245.06	45,369.57	49,494.08
	<b>Health Services</b>					
516	Nurse	37,948.51	42,692.08	47,435.64	52,179.20	56,922.77
	Head of Nursing	41,114.51	46,253.82	51,393.14	56,532.45	61,671.77
	<b>Library Services</b>					
203.2	Acquisitions Librarian	35,827.85	40,306.33	44,784.81	49,263.29	53,741.77
203.4	Chief Public Services Librarian	40,230.10	45,258.87	50,287.63	55,316.39	60,345.15
	Public Services Librarian	37,744.89	42,463.01	47,181.12	51,899.23	56,617.34
203.3	Chief Technical Services Librarian	38,749.10	43,592.74	48,436.38	53,280.02	58,123.65

	Technical Services Librarian	36,751.60	41,345.55	45,939.50	50,533.45	55,127.40
203.5	Reference Librarian	38,206.76	42,982.61	47,758.45	52,534.30	57,310.14
203.6	Catalog Librarian	33,526.53	37,717.35	41,908.17	46,098.98	50,289.80
	<b>Student Services</b>					
	Assistant Dean	38,313.06	43,102.19	47,891.32	52,680.46	57,469.59
	Coordinator of Admissions Services	27,812.02	31,288.52	34,765.02	38,241.53	41,718.03
722	Admissions Counselor/Specialist	27,514.04	30,953.29	34,392.54	37,831.80	41,271.05
722	Admissions Representative	27,514.04	30,953.29	34,392.54	37,831.80	41,271.05
750	Financial Aid Counselor	27,782.22	31,255.00	34,727.78	38,200.56	41,673.33
	Assistant Director of Financial Aid	29,853.23	33,584.89	37,316.54	41,048.19	44,779.85
504.2	Assistant Registrar	30,389.60	34,188.30	37,987.00	41,785.70	45,584.40
	Assistant to Dir. Records/Inst. Research	30,389.60	34,188.30	37,987.00	41,785.70	45,584.40
504.1	Manager, Records & Registration	33,485.68	37,671.39	41,857.10	46,042.81	50,228.52
508.2	Assistant Director Residence Life	29,202.63	32,852.96	36,503.29	40,153.62	43,803.95
700	Coordinator of Student Activities/Union	31,165.37	35,061.04	38,956.71	42,852.38	46,748.05
721	Career Services Specialist/Counselor	33,556.21	37,750.73	41,945.26	46,139.78	50,334.31
740	Coordinator of Cooperative Education	37,425.07	42,103.21	46,781.34	51,459.48	56,137.61
	Assistant Coordinator of Cooperative Ed	34,945.35	39,313.52	43,681.69	48,049.86	52,418.03
	Assistant Manager, Student Center	24,832.17	27,936.19	31,040.21	34,144.24	37,248.26
770	Resident Hall Dir (with room & board)	21,658.63	24,365.95	27,073.28	29,780.61	32,487.94
771	Resident Hall Dir (no room & board)	26,956.81	30,326.42	33,696.02	37,065.62	40,435.22
	Resident Hall Dir (Room only)	22,087.33	24,848.24	27,609.16	30,370.08	33,130.99
511	Student Center Manager	39,093.86	43,980.59	48,867.32	53,754.05	58,640.78
745	Learning Center Coordinator	36,405.35	40,956.02	45,506.69	50,057.36	54,608.03
508.3	Asst. Director of Residence Life	29,561.00	33,256.13	36,951.25	40,646.38	44,341.50

**Professional Position Salary Guide 2008-2009**

3% increase over 2007-08 mid-point

		1	2	Mid-Point	4	5
	<b>Academic Support Services</b>					
711	External Program Facilitator	37,621.92	42,324.66	47,027.39	51,730.13	56,432.87
	Off-Campus Local Program Coordinator	36,147.52	40,665.96	45,184.40	49,702.84	54,221.28
	Resource & Network Facilitator	29,021.04	32,648.67	36,276.30	39,903.93	43,531.56
180	Telecom. Services Specialist	31,496.71	35,433.80	39,370.89	43,307.98	47,245.07
	Telecom. Technician	29,021.04	32,648.67	36,276.30	39,903.93	43,531.56
	Assist. Dir. Instructional Resources	29,021.04	32,648.67	36,276.30	39,903.93	43,531.56
	Distance Learning Coordinator	29,021.04	32,648.67	36,276.30	39,903.93	43,531.56
	Instructional Design Coordinator	31,170.74	35,067.09	38,963.43	42,859.77	46,756.12
	Video Specialist	31,170.74	35,067.09	38,963.43	42,859.77	46,756.12
745	Academic Support Center Coordinator	35,997.26	40,496.92	44,996.58	49,496.24	53,995.89
131	Graphic Design Artist	30,587.94	34,411.43	38,234.92	42,058.41	45,881.91
	Language Delivery Specialist	33,667.58	37,876.02	42,084.47	46,292.92	50,501.36
	Theatre Technician	36,088.64	40,599.71	45,110.79	49,621.87	54,132.95
	Coordinator of Instruction Resources	32,022.21	36,024.98	40,027.76	44,030.53	48,033.31
	Asst. Dir./Continuing Education	30,808.54	34,659.60	38,510.67	42,361.74	46,212.80
	Assessment Coordinator	60,497.61	68,059.81	75,622.01	83,184.21	90,746.42
165	Day Care Center Teacher	24,064.92	27,073.04	30,081.15	33,089.27	36,097.38
	<b>Administration</b>					
200	Accountant	31,885.48	35,871.16	39,856.85	43,842.53	47,828.22
220	Budget Manager/Analyst	36,356.35	40,900.89	45,445.43	49,989.98	54,534.52
191	Payroll/Benefits Manager	30,262.86	34,045.72	37,828.57	41,611.43	45,394.29
140	Print Shop Supervisor	33,988.94	38,237.56	42,486.18	46,734.80	50,983.42
	Assist. Dir. Child Development Center	23,646.77	26,602.62	29,558.47	32,514.31	35,470.16
	Assist to VP/Dir of Extended Campus	28,339.46	31,881.89	35,424.32	38,966.75	42,509.19
710	Coordinator of Conferences	32,401.22	36,451.37	40,501.52	44,551.68	48,601.83
	Coordinator of Special Events	25,796.48	29,021.04	32,245.60	35,470.16	38,694.72
121	Communications Coordinator	35,807.98	40,283.98	44,759.98	49,235.97	53,711.97
121	Public Information Specialist	35,807.98	40,283.98	44,759.98	49,235.97	53,711.97
	Information Services Officer	43,810.79	49,287.14	54,763.49	60,239.84	65,716.19
600	Director of Development	42,171.57	47,443.02	52,714.47	57,985.91	63,257.36
610	Director of Alumni Affairs	38,779.02	43,626.40	48,473.77	53,321.15	58,168.53
	Director/NBDC	38,877.24	43,736.90	48,596.55	53,456.21	58,315.86
	Assistant Director/NBDC	32,861.38	36,969.05	41,076.72	45,184.39	49,292.07
408	Director Economic Development	51,737.43	58,204.61	64,671.79	71,138.96	77,606.14
530	Director Intramurals	30,692.56	34,529.13	38,365.70	42,202.27	46,038.84
	Facilities Technician	29,021.49	32,649.17	36,276.86	39,904.55	43,532.23
	Museum Director	47,101.31	52,988.98	58,876.64	64,764.30	70,651.97
	Exhibit Design & Display Specialist	34,504.45	38,817.50	43,130.56	47,443.62	51,756.67
	SSRC Research Coordinator	26,727.25	30,068.16	33,409.07	36,749.97	40,090.88
	Marketing Coordinator	47,046.25	52,927.03	58,807.81	64,688.59	70,569.37
209	Sponsored Research Director	77,903.07	87,640.95	97,378.83	107,116.72	116,854.60
	<b>Athletic/Physical Activities</b>					
507	Assistant Coach	30,297.65	34,084.86	37,872.06	41,659.27	45,446.47

	Athletic Administrative Assistant	29,558.47	33,253.28	36,948.09	40,642.90	44,337.71
508	Athletic Trainer	33,708.61	37,922.19	42,135.77	46,349.34	50,562.92
519	Sports Information Director	28,106.19	31,619.47	35,132.74	38,646.02	42,159.29
530	Coordinator of Physical Activities/Center	30,692.56	34,529.13	38,365.70	42,202.27	46,038.84
	Compliance/Events Coordinator	31,315.65	35,230.10	39,144.56	43,059.01	46,973.47
	<b>Computer Services</b>					
330	Data Base Administrator	45,734.98	51,451.86	57,168.73	62,885.60	68,602.47
320	Systems Analyst	40,773.02	45,869.65	50,966.27	56,062.90	61,159.53
321	Network Systems Analyst	48,050.22	54,056.50	60,062.78	66,069.06	72,075.34
310	Programmer Analyst	34,603.82	38,929.29	43,254.77	47,580.25	51,905.72
350	Computer Support Specialist	33,372.64	37,544.22	41,715.80	45,887.38	50,058.96
350	Computer Programming Trainer	33,372.64	37,544.22	41,715.80	45,887.38	50,058.96
360	Computer Support Analyst	39,374.06	44,295.82	49,217.58	54,139.34	59,061.10
340	Network Specialist	35,087.73	39,473.70	43,859.66	48,245.63	52,631.60
309.1	Assistant Director Network Services	57,295.27	64,457.18	71,619.09	78,781.00	85,942.91
	Computer Programmer	29,488.39	33,174.44	36,860.49	40,546.54	44,232.59
310.1	Assistant Director Administrative Systems	42,473.55	47,782.74	53,091.93	58,401.13	63,710.32
	Webmaster	39,619.96	44,572.45	49,524.94	54,477.44	59,429.93
	Graphic Design Artist-Digital	33,372.64	37,544.22	41,715.80	45,887.38	50,058.96
	Networking Telecommunications	32,622.68	36,700.51	40,778.34	44,856.18	48,934.01
311	Senior Programmer Analyst	44,329.71	49,870.92	55,412.13	60,953.35	66,494.56
	<b>Counseling</b>					
731	Licensed Student Counselor	39,404.13	44,329.64	49,255.16	54,180.67	59,106.19
720	Student Services Counselor	34,574.14	38,895.90	43,217.67	47,539.44	51,861.21
502.3	Tutorial Services Counselor	35,783.44	40,256.37	44,729.29	49,202.22	53,675.15
502.3	Tutorial Services/ADA Coordinator	35,783.44	40,256.37	44,729.29	49,202.22	53,675.15
502.3	Learning Skills Specialist	35,783.44	40,256.37	44,729.29	49,202.22	53,675.15
502.3	Test Coordinator/Academic Advisor	35,783.44	40,256.37	44,729.29	49,202.22	53,675.15
	Student Intervention Officer	28,339.46	31,881.89	35,424.32	38,966.75	42,509.19
524	Dir. Minority Affairs	41,819.90	47,047.38	52,274.87	57,502.36	62,729.85
	Developmental Studies/Diversity Programs	41,819.90	47,047.38	52,274.87	57,502.36	62,729.85
	Retention Specialist STRIDE	33,095.84	37,232.82	41,369.80	45,506.78	49,643.75
	Math Skills Specialist	32,600.40	36,675.45	40,750.50	44,825.54	48,900.59
	Tutorial Skills Speicalist	33,985.93	38,234.17	42,482.41	46,730.66	50,978.90
	<b>Health Services</b>					
516	Nurse	39,086.97	43,972.84	48,858.71	53,744.58	58,630.45
	Head of Nursing	42,347.95	47,641.44	52,934.93	58,228.42	63,521.92
	<b>Library Services</b>					
203.2	Acquisitions Librarian	36,902.69	41,515.52	46,128.36	50,741.19	55,354.03
203.4	Chief Public Services Librarian	41,437.01	46,616.63	51,796.26	56,975.88	62,155.51
	Public Services Librarian	38,877.24	43,736.90	48,596.55	53,456.21	58,315.86
203.3	Chief Technical Services Librarian	39,911.58	44,900.52	49,889.47	54,878.42	59,867.36
	Technical Services Librarian	37,854.15	42,585.92	47,317.69	52,049.46	56,781.23
203.5	Reference Librarian	39,352.97	44,272.09	49,191.21	54,110.33	59,029.45

203.6	Catalog Librarian	34,532.33	38,848.87	43,165.41	47,481.95	51,798.49
	<b>Student Services</b>					
	Assistant Dean	39,462.45	44,395.26	49,328.06	54,260.87	59,193.68
	Coordinator of Admissions Services	28,646.38	32,227.18	35,807.97	39,388.77	42,969.57
722	Admissions Counselor/Specialist	28,339.46	31,881.89	35,424.32	38,966.75	42,509.19
722	Admissions Representative	28,339.46	31,881.89	35,424.32	38,966.75	42,509.19
750	Financial Aid Counselor	28,615.69	32,192.65	35,769.61	39,346.57	42,923.53
	Assistant Director of Financial Aid	30,748.83	34,592.43	38,436.04	42,279.64	46,123.24
504.2	Assistant Registrar	31,301.29	35,213.95	39,126.61	43,039.27	46,951.93
	Assistant to Dir. Records/Inst. Research	31,301.29	35,213.95	39,126.61	43,039.27	46,951.93
504.1	Manager, Records & Registration	34,490.25	38,801.53	43,112.81	47,424.09	51,735.37
508.2	Assistant Director Residence Life	30,078.71	33,838.55	37,598.39	41,358.23	45,118.07
700	Coordinator of Student Activities/Union	32,100.33	36,112.87	40,125.41	44,137.95	48,150.50
721	Career Services Specialist/Counselor	34,562.89	38,883.25	43,203.61	47,523.98	51,844.34
740	Coordinator of Cooperative Education	38,547.83	43,366.31	48,184.78	53,003.26	57,821.74
	Assistant Coordinator of Cooperative Ed	35,993.71	40,492.93	44,992.14	49,491.36	53,990.57
	Assistant Manager, Student Center	25,577.14	28,774.28	31,971.42	35,168.56	38,365.70
770	Resident Hall Dir (with room & board)	22,308.38	25,096.93	27,885.48	30,674.03	33,462.58
771	Resident Hall Dir (no room & board)	27,765.52	31,236.21	34,706.90	38,177.59	41,648.28
	Resident Hall Dir (Room only)	22,749.95	25,593.69	28,437.44	31,281.18	34,124.92
511	Student Center Manager	40,266.67	45,300.01	50,333.34	55,366.67	60,400.01
745	Learning Center Coordinator	37,497.51	42,184.70	46,871.89	51,559.08	56,246.27
508.3	Asst. Director of Residence Life	30,447.83	34,253.81	38,059.79	41,865.77	45,671.75

3/14/2007 9:43