

# **FACULTY AGREEMENT**

**Southeast Community College  
Faculty Association  
and  
Southeast Community College  
Board of Governors**

**Contract Year: August 1, 2024 through July 31, 2026**

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## ARTICLE I – PREAMBLE

This Agreement is entered as of the date of execution by both parties as indicated below, by and between THE SOUTHEAST COMMUNITY COLLEGE BOARD OF GOVERNORS acting for and on behalf of the Southeast Community College Area, hereinafter referred to as "the College" and THE SOUTHEAST COMMUNITY COLLEGE FACULTY ASSOCIATION, an incorporated association of full-time Faculty Members of Southeast Community College, hereinafter referred to as "the Association."

This Agreement is intended to be consistent with and supportive of the College's following mission statement:

*“SCC strives to be a national leader in developing high-contact technical and academic experiences through personal and sincere relationships with engaged and invested faculty, staff, and administrators. These personal connections will be coupled with intensive learning opportunities through co-curricular involvement, research, volunteerism, and public service. SCC's commitment to student transformation intentionally encompasses the development of essential life skills, including reflective thinking, resiliency, and emotional intelligence proficiency.”*

The Agreement is also designed to support the College's Strategic Plan, which includes goals related to enrollment, student success, student enrichment, program development, faculty and staff excellence, partnerships, educational environment, financial stability, and organizational environment. The tenor of the Agreement is designed to facilitate the following objective related to the College's organizational environment: “Maximize a positive and engaging organizational environment by encouraging input, reflective and transparent communication, and compassion and respect toward the views and ideas of others.” Faculty, administrators, and staff are all vital parts of one College with the single purpose of empowering and transforming its students and the diverse communities it serves.

The Agreement recognizes that the College's Governing Board delegates day-to-day management and operation of the institution to the administration and that the College relies on its faculty and staff members to carry out both classroom and non-classroom roles to facilitate student success and completion. It is the expectation of the College that supervisors and management will make appropriate decisions in a manner which is responsible, compassionate and reflective – considering the best interests of the students, as well as that of the faculty, staff, the College and taxpayers.

## ARTICLE II – RECOGNITION OF BARGAINING UNIT AND UNIT MEMBERSHIP

**Recognition of Bargaining Unit:** The College has recognized the Southeast Community College Faculty Association for the purposes of representing all full-time Faculty Members (Members) serving on one of the three campuses at Lincoln, Milford, or Beatrice, or at any other approved College location, excluding all part-time faculty, administrative, professional staff, and support staff personnel as provided herein; this recognition is pursuant to Case No. 399, Representation Case 135 of the Nebraska Commission of Industrial Relations.

## ARTICLE III – NEGOTIATION PROCEDURE FOR SUCCEEDING NEGOTIATED AGREEMENT

Negotiations shall follow the procedures set forth in Neb. Rev. Stat. §§ 48-818, 48-818.01, 48-818.02 and 48-818.03.

The parties agree that it is in the interest of the College that members of the Faculty Association Negotiating

Team be actively involved in the development and negotiation of the Collective Bargaining Agreement. Therefore, during any term in which negotiations take place, the College will grant to the Association's designated Chief Negotiator release time amounting to a reduction of three (3) Load Hours from that faculty member's base course load. Such release will not adversely impact the Member's right to receive overload pay during that term.

In an attempt to avoid the negotiation process spanning multiple academic terms, the parties agree to meet for an initial negotiation session no later than September 15, with the aspiration of concluding negotiations on all terms by December 15, with the exception of those terms specific to total compensation adjustments, negotiations of which shall conclude by February 8. If the parties do not agree to continue negotiations beyond February 8, the parties shall submit to mandatory mediation or factfinding as ordered by the Nebraska Commission of Industrial Relations as provided by law; however, nothing shall prohibit the parties from continuing negotiations beyond these deadlines by agreement.

Total compensation adjustments for the succeeding negotiated Agreement shall be calculated using the agreed upon formula set out in Appendix A.

#### **ARTICLE IV – SPECIAL PROVISIONS**

**Section 1:** This Agreement shall be effective as of August 1, 2024, shall continue in effect until July 31, 2026 (or thereafter until a new agreement is implemented), and shall constitute the full and complete commitments between both parties, which may be altered, changed, added to, deleted from, or modified only through the mutual consent of the parties, in written and signed amendment to this Agreement.

**Section 2:** Any and all individual contracts between the College and individual Members involving topics covered by this Agreement shall be subject to and consistent with the Agreement.

**Section 3:** No College policy or provision of a College Handbook as it applies to Association Members shall be contrary to or inconsistent with the applicable provisions of this Agreement. In the event that the Agreement is inconsistent with a College policy or provision of a College Handbook, the Agreement shall take precedence.

**Section 4:** If any provision of this Agreement, or any application of the Agreement to any Member or group of Members, shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

**Section 5:** All Members will receive equal consideration under this Agreement without regard to race, color, religion, sex, age, marital status, pregnancy, childbirth or related medical condition, national origin, ancestry, sexual orientation, veteran status, or disability.

**Section 6:** Members shall have the right to join and participate in, or to refrain from joining and participating in the Association. There shall be no discrimination, interference, restraint, or coercion by the College or the Association against any Member because of membership in, or non-membership in, the Association.

**Section 7:** The Association recognizes its responsibility as bargaining representative and agrees to represent all Members in the bargaining unit without discrimination, interference, restraint, or coercion.

**Section 8:** For purposes of this Agreement, the College and the Association agree to the following community colleges to be included in the array in the determination of total compensation and associated benefits: Central Community College, Metropolitan Community College, Mid-Plains Community College, Northeast Community College, and Western Nebraska Community College. All the array schools are the College’s Nebraska counterparts.

## **ARTICLE V – SALARY AND FRINGE BENEFITS**

### **Section 1 – Salary Plan:**

#### **A. Definitions:**

1. Contract Year: “Contract Year” shall mean a term of this Agreement beginning:
  - a. 2024-2025 Contract Year: August 1, 2024, and ending on July 31, 2025.
  - b. 2025-2026 Contract Year: August 1, 2025, and ending on July 31, 2026.
2. Service Week: “Service Week” shall mean an implied forty (40) hour professional service week.
3. Contract Days: “Contract Days” shall mean the accumulated number of service days for an individual Member.
4. Academic Year: “Academic Year” shall mean the Contract Days of the academic year comprising of two semesters, fall and spring, as identified in the Academic Calendar adopted by the Board of Governors for each Contract Year.
5. Total Compensation: Total Compensation shall mean (1) base salary and (2) other compensation as provided in Neb. Rev. Stat. § 48-818.02, including College retirement contributions at 9%.
6. Per-Diem Rate: A Member’s per-diem rate shall be calculated using the Member’s annual salary for that given year divided by the minimum number of Contract Days in the applicable Academic Year set forth in subparagraph “B” below.

**B.** All full-time faculty members shall be contracted for 175 Contract Days during the Academic Year, and shall be paid a Per-Diem Rate for any additional days assigned. The 175 Contract Days will include in-service days as provided in the full-time Faculty calendar approved by the College; if additional Contract Days are assigned, management will attempt to maintain an equivalent apportionment of instructional days and in-service days.

**Payment of Salary:** Salaries and associated benefits, subject to applicable taxes and withholding, shall be paid on the last day of each month in twelve (12) equal monthly installments of the Contract Year, August to July.

**C. Total Compensation Package Increase:** For the 2024-2025 Contract Year, Members shall receive a total compensation increase of 4.60%. Total compensation increase for the 2025-2026 Contract Year shall be calculated using the agreed upon formula set out in Appendix A.

**D. Distribution of Base Salary Increase:** Each Member’s base salary increase shall be computed

and distributed as follows: Fifty percent of the salary change shall be an equal dollar amount for each Member; and fifty percent shall be a percentage change multiplied by the Member's base salary from the previous Contract Year. Each member shall receive by June 30 prior to each Contract Year a written notification from the College setting forth their base salary for that Contract Year.

**E. Salary Increase:** By no later than March 1<sup>st</sup> of the year prior to the associated Contract Year, the College shall provide to the President of the Association the College's proposed salary increases for each Member, and the calculations used to determine the proposed salary increases. The calculations shall be derived from the negotiated amount in Paragraph C. above or the results of the calculations performed pursuant to Appendix A of this Agreement, as applicable. The calculations shall include the names of each Member so that the Association can examine the calculations. The Association shall provide notice to the College of any discrepancies.

## **Section 2 – Base Workload and Overload:**

**A. Definition of Base Workload:** The purpose of the Base Workload definition is to provide fair and comparable workloads for Members across academic disciplines and assess workload in metrics which conform to Nebraska Community College practices.

Southeast Community College (SCC) strives to be a national leader in developing high-contact technical and academic experiences through personal and sincere relationships with engaged and invested faculty, staff and administrators. SCC's commitment to student transformation intentionally encompasses the development of essential life skills. In the spirit of fostering this portion of SCC's vision statement, the College recognizes the vital role faculty plays. Faculty are expected to be accessible for in-person meetings and have frequent contact with students and colleagues in order to help achieve this visionary goal.

As exempt professionals, Members' weekly schedules and hours may vary based upon each Member's professional discretion and, with reasonable notice when feasible, may be adjusted at the supervisor's discretion when justified by the circumstances. Base Workload includes instructional/student contact time, student advising in accordance with an approved advising plan, to include a reasonable number of students to advise, wherein faculty will provide advising during the Member's professional time, professional development, division/program/committee meetings, grading and preparation time for teaching, and scheduling/posting five (5) office hours per week (faculty shall schedule office hours with the goal of maximizing their accessibility to students which, with proper communication to immediate supervisor and students, may be adjusted as reasonably necessary to better accommodate student schedules). Because the College's philosophy is that faculty are professionals who will utilize their best judgment to ensure students receive the best possible learning experience, and with the emergence of online courses, there is no set on-campus hour requirement for faculty to fulfill the above-defined Base Workload. Members shall have a set weekly schedule for contact hours, required meetings, trainings, and office hours as developed by the Member and approved by their supervisor. Other than this subset of workload components, Members shall have no set weekly schedule, but will utilize their professional judgment to ensure all of the above-defined Base Workload components are fulfilled.

Courses for each Member will be scheduled by the Responsible Administrator, defined as: Associate Dean, Dean, Vice-President for Instruction or President.

Faculty workload is designed to maximize student success and completion, and to align with the College's mission, strategic goals and objectives. Assignment and scheduling of workload, to include the hours and days classes are scheduled, shall be made with primary consideration given to maximizing student success and completion, and aligning with the College's mission, strategic goals and objectives, but reasonable and thoughtful

consideration shall be given to the needs of the faculty, as well as principles of equity and fairness.

**Teaching Load:** Each Member shall have a base teaching load per semester not to exceed fifteen (15) Load Hours. Any teaching load exceeding fifteen (15) load hours shall be paid as overload as set forth below. Load Hours shall be determined utilizing the following formula:  $(\text{lecture contact hours}/15) + (\text{lab/clinical contact hours}/15 \times 0.60) = \text{Load Hours}$ .

A Member who is assigned a course load that includes labs and clinical contact hours that encompass eighty percent (80%) or more of their overall contact hours assigned, and whose base teaching load as calculated in Art. V. Sec. 2 of this Agreement does not exceed the 15 Load Hours, may opt to utilize the teaching load model applicable to them in the 2019-2022 negotiated agreement, including the agreed upon load calculation spreadsheet utilized for determining overload. The purpose of this provision is to ensure that a Member assigned a course load during the term of this contract that is equivalent to the course load assigned to them during the 2021-2022 Contract Year will be held harmless.

**The Career Academy (TCA):** The Members assigned to teach within The Career Academy (TCA) (TCA Instructors) program operated jointly by the College and Lincoln Public Schools (LPS), will have an Academic Year schedule that is a combination of the College Academic Year calendar and the LPS academic year calendar and will be compensated on a per diem basis for days of service beyond the College Academic Year.

**B. Overload:** A Member may be provided the opportunity to teach an additional course(s) or otherwise perform work beyond the Member's teaching load. It is the expectation of the College that supervisors will utilize reasonable, compassionate and thoughtful judgment in their assignment and scheduling of overload, with consideration of the needs of the College, students, and faculty, and shall be subject to the priority of assignment consideration as set forth below.

Workload will be averaged over the fall and spring terms. Following the start of the spring term, Member workload will be reviewed. If it is determined that Base Workload for the Academic Year has been exceeded, overload will be paid at the per load hour rate set forth below.

**Payment for Overload:** Following the workload review as set forth above, if it is determined the Member had an overload in the fall term, payment for such overload will be made in a single payment in the February pay cycle. Overload performed in the spring term will be paid in two (2) equal monthly installments in the March and April pay cycles; if the class for which overload is designated begins in March, April, or May the overload payment(s) will start the month after the course has started.

**Overload Rate:** \$1,035.00 per Load Hour

**Cancellations:** If an assigned course is cancelled or assigned to another Member, adjunct faculty, or administrator, and the cancellation or reassignment of that course occurred within seven (7) days prior to the date that course was set to begin, and the Member did not teach the course in the previous semester or is not assigned to teach another section of the course in the current semester, that Member shall be paid a flat sum of \$380.00 as compensation for the work performed in preparation for teaching the course assigned, provided that: 1) had the course not been cancelled, or assigned to another, the assignment would have resulted in overload compensation for the Member and, 2) the Member was not provided release time in the previous term to prepare for such assignment; provided, however, if the Member taught such class in the immediately preceding semester or is assigned to teach the same course in the current semester, then the payment is \$190.00.

**Priority of Assignment:** In assigning overload, administration should consider relevant factors in relation to the

needs of the College, its faculty, and its students. To that end, overload employment opportunities should be offered utilizing the following guidelines, with the understanding that, when feasible, full-time faculty receive primary consideration in offering course assignments:

- 1) First, to full-time faculty who are not already assigned an overload assignment; then,
- 2) To full-time faculty irrespective of current overload assignment; then,
- 3) To adjunct faculty or College non-faculty employees.

**Agreements:** All agreements for the performance of overload assignments shall be reduced to writing and signed by all parties effected by the agreement prior to or substantially near the commencement of the work assigned. The completion of any work performed by the Member at the direction of the College prior to the execution of such agreement shall be deemed unequivocal approval on the part of the College of such completed work. All standard form pay agreements shall be reviewed by the Association before use.

**Section 3 – Other Assignments and Related Compensation:** The following assignments are available for Members as (1) workload supplementary professional duties to complete the Member’s standard workload pursuant to Section “A” above; or, (2) extra-duty or overload assignments (hereinafter “Other Assignments”). For “Other Assignments” that are extra-duty or overload assignments, compensation therefor shall be as set forth below. For matters related to assignment of Other Compensation duties, such assignment by the Responsible Administrator will be based on reasonable and thoughtful consideration of the needs of the College, students, and faculty. All agreements referenced in the subsections below shall be reduced to writing and signed by all parties effected by the agreement prior to the commencement of the work assigned.

**A. Supplementary Workload Assignments:** Supplementary workload assignments are those included in the standard workload calculation treated as either within the Member’s base teaching load or as overload.

**1. Supervising Practicums, Co-ops, or Internships:** A Member may be assigned to supervise Practicums, Co-ops or Internships as part of their base teaching load. The load hours for such assignments will be calculated as follows:  $(\text{number of students} * 5 / 15) * 0.6 = \text{load hours}$ . The contact hours for any purely lecture component of such assignment will be calculated as lecture contact hours as part of the Member’s Teaching Load pursuant to Art. V, Sec. 2.A. of this Agreement and are not subject to this formula; any lecture contact hours must be verified with the Member’s respective dean. The load hours for clinical and practicum assignments (however denominated) in the health sciences programs will continue to be calculated using the standard Teaching Load formula set out in Art. V, Sec. 2.A. of this Agreement.

**2. Program Chair Assignments:** A Member may be offered the opportunity to perform services for the program by being assigned the responsibilities associated with a Program Chair. A Member may decline an offer by the College to serve in this role. If accepted by the Member, this assignment would be a part of the Member’s teaching load calculation. Load hours of release time will be provided as defined in Appendix B.

A Program Chair assignment may not involve the hiring or evaluation of faculty members or any other duties or responsibilities that would result in the disqualification from membership in the Faculty Association Bargaining Unit under the provisions of the Industrial Relations Act and precedent applying same.

If a Member wishes to share the assignment and there are two faculty who wish to share the duties, then the stipend and contact hours of release time will be split based on the approval of the Dean and VPI. The stipend and release time, if applicable, will be given in the term in which the additional work is performed.

**3. New Course Development/Course or Program Revision:** A Member may be assigned by the College to perform services for the College for new course or curriculum development. Work performed on new course or curriculum development shall be compensated, at the College's discretion, with either (1) release time equal to the load hours associated with the course developed as part of the Member's base teaching load for the semester, or (2) paid as overload equal to the load hours associated with the course developed, if in excess of the Member's teaching load for the semester. If release time is offered, such release time shall be given during the term in which the additional work is performed.

**4. Coaching.** Faculty assigned to coach a Southeast Community College sanctioned sports team shall be compensated in the form of release time each semester equating to thirty percent (30%) of their full-time teaching load per team coached. In addition, faculty who coach teams that include obligations occurring during the summer, shall receive a stipend of \$500.00 per team coached.

**B. Extra Duty Assignments – General Ad Hoc Assignments:** A Member may be offered opportunities to perform extra duty services for the College outside of the Member's Base Workload. A Member may decline an offer by the College to perform extra duties.

**1. General Ad Hoc Assignments:** Any Member may be requested to perform general services that advance the College program or curriculum or assist students. Such general services may be made at the request of a College administrator. The Member shall be compensated for these hours at a per hour rate of \$38.00. If offered by the College, the Member may, in lieu of receiving compensation of \$38.00 per hour for work performed, agree to permit such extra duty hours to be treated as lab/clinical contact hours and applied toward the Member's Teaching Load for the semester; if this option is used, the work to be performed and the number of lab/clinical contact hours to be applied shall be reduced to writing and signed by all parties effected by the agreement prior to or substantially near the commencement of the work assigned.

**2. Student Organization Leadership:** A Member may be offered the opportunity to perform services relating to student organization sponsorship. A student organization is defined, within the Student Organization Guidelines, as a student organization which is affiliated with a Program of Study ("Category A Organizations" in the Student Services Handbook), or is identified by the Responsible Administrator to be academically related to the program in which the Member is employed. Any Member who accepts such leadership role will be compensated at \$550.00 per term per Student Organization. Payment will be based on the approved Student Organization documents and a Pay Agreement. Payment of the stipend will be paid no later than the end of the month of the first full month of the term. Any required and approved travel expenses incurred in the performance of services related to student organization sponsorship shall be reimbursed to the faculty by the College in accordance with College travel policy.

**3. Production Activities:** A Member may be assigned to services relating to Production Activities. The Responsible Administrator and Member shall agree on the scope of responsibilities, activities to be completed in the term, and a total number of hours to be spent on such production activities. A document will be maintained by the College identifying the production activities to be completed, scope, expectations and activities performed. Any deviation from the approved agreement must be approved in advance by the Member and the Responsible Administrator. Work performed shall be compensated with a stipend using the following formula: (the number of hours per semester assigned) x (the established rate of \$38.00 per hour) = stipend total. If offered by the College, the Member may, in lieu of receiving compensation of \$38.00 per hour for work performed, agree to permit such extra duty hours to be treated as lab/clinical contact hours and applied toward the Member's Teaching Load for the semester, provided such application does not result in Overload; if this option is used, the work to be performed and the number of lab/clinical contact hours to be applied shall be reduced to writing and signed by all parties effected by the agreement prior to or substantially near the

commencement of the work assigned .

**4. Independent Study:** A Member may be offered the opportunity to supervise a student completing an independent study program for credit. The Member, in exercising his or her academic freedom, shall dictate the scope of the independent study. A member agreeing to accept such assignment shall be paid a per student rate as follows:  $(\text{Overload rate} / 8) * \text{credit hours for such course}$ .

**5. Community or Continuing Education Courses:** The College provides opportunities for members of the public to take certain courses that do not lead to a degree or certification and are not otherwise part of a College program. A member may be asked to teach such a course as part of their base teaching load. When teaching a community or continuing education course that will not count toward a Member's base teaching load, the Member shall receive pay at the current market rate as determined by the College and agreed to by the Member. The determination of whether the course constitutes a community or continuing education course is determined by the College in consultation with the affected member.

**6. Customized Training Courses:** The College occasionally partners with certain entities to provide customized training. If a member agrees to provide instruction as part of a customized training course, the Member shall receive pay at the current market rate as determined by the College and agreed to by the Member. The determination of whether the course constitutes a customized training course is determined by the College in consultation with the affected member.

**C. Off-Term Teaching Opportunities:** A Member may be provided the opportunity to teach a course during a summer term, a mini-term between the fall and spring semester, or any similar teaching opportunity during the contract year but outside of the 175 day Academic Year (collectively referred to as "off-term" teaching opportunities). Members assigned to teach (1) a regular course during an off-term shall be paid per load hour taught pursuant to the overload rate above, or (2) a customized training agreement course, or College provided training course (credit or non-credit), shall be paid based upon the agreement with the business or the current market rate as determined by the College for such training. If the period in which the course is taught carries into the next Contract Year, the overload rate used will be that which was in effect during the majority of days in which the course was taught. Courses taught off-term do not count toward the Member's workload, unless more than half of the teaching days occur during the Academic Year. Full time faculty members should be given priority of assignment consideration over adjunct faculty for any off-term employment opportunities as set forth below. The terms of any off-term teaching assignment shall be reduced to a written agreement and executed by all parties prior to the commencement of any work by the Member associated with such agreement. The completion of any work performed by the Member at the direction of the College prior to the execution of such agreements shall be deemed unequivocal approval on the part of the College of such completed work. The terms above regarding "Cancellations" shall apply to off-term teaching assignments. All standard form pay agreements shall be reviewed by the Faculty Association before use. This provision does not apply in situations where the College and the Member agree to extend the Member's Contract Days pursuant to Article V. Sec. 1.B.

**Priority of Assignment:** In assigning off-term teaching opportunities, administration should consider relevant factors in relation to the needs of the College, its faculty, and its students. To that end, off-term teaching opportunities should be offered utilizing the following guidelines, with the understanding that, when feasible, full-time faculty receive primary consideration in offering course assignments:

- 1) First, to full-time faculty who are not already assigned an overload assignment; then,
- 2) To full-time faculty irrespective of current overload assignment; then,
- 3) To adjunct faculty or College non-faculty employees.

**D. Class Coverage:** In the event that a Member must miss a scheduled class, the Member must obtain approval from their Dean or their designee for class coverage. If class coverage is approved, the Member providing coverage for the class shall be compensated as follows:

*Short-Term Substitution:* The Member shall be paid at an hourly rate of \$38.00 to perform each contact hour of instruction, and the Member shall have no obligations for any work beyond the contact hour of instruction. For purposes of this section, a contact hour equals 50 minutes of scheduled class time.

*Long-Term Substitution:* If it is determined that the situation requires a long-term substitute to be assigned due to an extended leave of absence, the remaining contact hours of the course to be taught will be added to the Member's workload calculation and be paid per the terms of the Overload section of this Agreement.

A Member whose teaching load is below the base teaching load set forth in Section 2.A. "Teaching Load" during the relevant term and who is not already assigned a class during that time can be assigned with priority to cover a class or classes without payment of the aforementioned compensation until the point the Member reaches the base teaching load, at which point the Member shall be compensated as set forth herein. The Member may be asked to reschedule office hours to accommodate the required assignment of coverage.

**Section 4 – Health Insurance and Section 125 Cafeteria Plan:** This section of the Agreement is designed to support the College's strategic objective to "promote physical and psychological health among faculty and staff through innovative wellness programs, services, and facilities. Both parties, recognizing that access to adequate and affordable health care is central to each Member's ability to carry out his or her professional responsibilities, agree to the following conditions regarding Members' health insurance and IRC Section 125 Cafeteria Plan (a "Section 125 Plan") benefits.

**A. Health and Dental Insurance Plan:** For the term of this Agreement the College shall make available to all Members a group health and dental insurance plan through the Educators Health Alliance (EHA) with a Blue Cross and Blue Shield of Nebraska (BCBSNE) health care plan or equal coverage by another provider or successor coverage to such plan as determined and established by the College. The College will make available for health insurance coverage a dual choice option encompassing (1) a \$1,050 deductible plan, or (2) a \$3,800 high deductible health savings account eligible plan or an equivalent plan. Both dual choice options include dental coverage, per the EHA plan types.

**B. Payment of Premium for Employee Health/Dental Coverage:** All Members shall be required to enroll in Employee (self only) level health insurance coverage and Employee (self-only) Option 2 Dental Coverage (PPO-100%A, 75%B, 50% C Coverage) offered by the College through the Educators Health Alliance (EHA) with a BCBSNE health care plan. Deductibles for the PPO plan and the HSA plan will be determined each Contract Year by the College. SCC reserves the right to provide comparable coverage by another provider or successor coverage to such plan during the term of this Agreement. The College shall pay 100% of the premiums for health coverage if an employee qualifies for and elects health coverage for "Employee, Spouse & Child(ren)" plus dental coverage PPO – 100% A, 75% B, 50% C Coverage—Option 2 for Employee only.

**C. Health and Dental Benefit Dollars:** The College shall provide each Member health and dental benefit dollars ("Ben Dollars") equal to the difference between the negotiated Ben Dollar Base and the annual premium for PPO Employee (self-only) health insurance coverage with a \$1,050 deductible and Employee Option 2 Dental Coverage. The Ben Dollar Base for 2024-2025 is \$25,500, and for 2025-2026 is \$25,800. The parties agree that in the second contract year, if the EHA plan is modified for deductibles or other plan changes, the College may opt to offer different but reasonably equivalent health and dental plans.

**1. Use of “Ben Dollars” to Pay Premiums for Dependent Health Coverage:** Through a Member’s “Ben Dollars” as outlined in Health and Dental Benefit Dollars above, the College shall provide and pay up to the Ben Dollars available of the cost of the premium for the level of dependent health insurance coverage (Employee/Child(ren) or Employee/Spouse) for which the Member qualifies and elects. Members who elect the high deductible HSA-eligible health plan option shall receive a College paid contribution to the Member’s HSA account equal to the difference between the PPO premium and the premium for the high deductible HSA-Eligible health plan for the level of dependent health insurance coverage for which the Member qualifies and elects; the Member is responsible for any fees related to such HSA account. Dependent dental insurance coverage shall be available to Members at the Member’s cost and may be paid for through “Ben Dollars” or through a salary reduction agreement under the College’s Section 125 Plan.

**2. “Ben Dollars” Paid in Cash:** Any benefit dollars that the Member does not elect to use for the purchase of dependent health and dental insurance will be paid to the Member in cash at \$.93 per \$1 benefit dollar in twelve (12) equal installments (which begins with the August payroll, for a September 1 effective date, and runs through July 31) of each Contract Year. For example, if the Member has \$100.00 in benefit dollars that he/she elects not to use for qualified benefits, the College will pay the Member \$93.00 in cash. All amounts paid in cash are subject to withholding for income and employment taxes.

**D. Section 125 Cafeteria Plan:** The College has established and will maintain at the College’s cost a Section 125 Plan.

**1. Election of Qualified Benefits:** A Member may use the Section 125 Plan to purchase any qualified benefits, including health and dental insurance through the College’s EHA group plan.

**2. Medical Reimbursement and Dependent Care Expense:** Through the Section 125 Plan document the College will make available a reimbursement account for those Members who elect to participate. The reimbursement account is created to provide pre-tax deductions for health care deductions as specified under Section 213 (c) of the IRC, and work-related dependent care expenses meeting criteria specified in Section 129 of the IRC and related regulations. The reimbursement account will be operated on a calendar year basis.

**Section 5 – Retirement Plan:** The College agrees to make available a group retirement plan (TIAA Retirement Plan) and will contribute an amount equal to the Member's election of the percentage of contribution from the Member’s base salary, compensation for off-term teaching as provided in Article V, Section 3(C), and overload compensation, provided the College's matching contribution shall not exceed 9% of the Member's base salary and overload compensation combined, subject to IRS contribution limits.

**Section 6 – Long-Term Disability Insurance:** The College will make available a group long-term disability insurance program for Members with a minimum coverage of at least 66.66% of the Member’s base salary. After a Member satisfies a 120-calendar day elimination period for any particular illness or accident, or related illness or accident, if approved for LTD, the Member may be placed on long-term disability leave for the duration of the illness or accident as allowed under the terms of the insurance policy. The College will pay employer contributions for long-term disability insurance for the lesser of 120 calendar days or until such time as the employee becomes eligible for benefits under the provisions of the long-term disability insurance plan. While the Member is on long-term disability coverage, the College will continue to pay the health insurance premium for the Member's current coverage for the lesser of two (2) calendar years or until the Member reaches age 65, provided that the Member is not covered by other health insurance. If the Member's status changes such that a lower level of health coverage is appropriate, then only the premiums for the lower level of coverage will be paid. The College will continue to pay the group life insurance premium for six (6) months.

**Section 7 – Life Insurance:** The College agrees to make available a group term life insurance program with a minimum coverage of at least \$50,000.

**Section 8 – Tuition Reimbursement:** This section is designed to support the College’s strategic objective to “promote internal and external opportunities for leadership, professional development, and educational advancement to ensure a dynamic work environment.” A Member shall have the opportunity to be reimbursed for costs incurred for the completion of undergraduate or graduate credit courses from colleges or universities according to the following:

A. Subject to an adjustment as provided below, the College shall provide a maximum of \$45,000 annually for the 2024-2026 contract, provided that the cost of coursework for Members that are required to complete additional coursework to maintain Higher Learning Commission Accreditation or other regulatory compliance agencies through an action plan, shall not be deducted from the foregoing established maximum. Increases in this benefit, if any, will be adjusted based upon a base tuition rate of \$259.00 per credit hour and the percentage of annual increase to this base tuition rate and the UNL in-state tuition rates.

1. Approval requests for reimbursement will be applied to the contract year in which the course is projected to be completed (not begun).

2. Final requests for reimbursement will be submitted prior to the end of each contract year in which the course ended. Final requests for reimbursement will be submitted within thirty (30) days of course completion date as outlined in paragraph 1 above.

3. The College will provide to the faculty representative to the Board of Governors and the Faculty Association President a usage report the first week of October, January 15, the first week of April, and a year-end report by July 31. The report will include the date of report, the amount requested year to date by contract year, and the amount reimbursed year to date in the current contract year.

B. The courses must have prior approval of the Vice President for Instruction or Administrative designee.

C. The course is taken to maintain or improve job-related skills or the course is in a formal program of study the Member is pursuing and is job-related or required to meet the qualification for another position within the College. Whether the course or program is job-related shall be interpreted broadly to include not only those courses or programs directly related to the Member’s program of instruction, but also those that will assist the Member to develop and advance as an academic professional.

D. Eligibility for full reimbursement extends to a maximum nine (9) semester or equivalent credit hours in any contract year for each Member. Eligibility for half (50%) reimbursement extends to an additional six (6) semester or equivalent credit hours in any contract year for each Member. These limitations will be based on courses completed (not begun) in the given contract year. The intent of these limitations is to reimburse Members for continuing their education but at the same time ensure these benefits are accessible to more Members and to encourage Members not to take so many hours and/or courses that it interferes with their commitment to the College.

E. The Member must provide verification of satisfactory completion at the "C" grade level or above or pass if the course is taken as pass/fail. If the Member provides a transcript showing that the granting institution accepted the course with the appropriate grade, satisfactory completion may be achieved by testing out.

F. Following satisfactory completion of A, B, C, D, and E above, the Member shall be eligible for reimbursement equal to the University of Nebraska Lincoln (UNL) undergraduate courses tuition rate per semester credit hour for undergraduate courses and the UNL graduate courses tuition rate per semester credit hour

for graduate courses, or the actual cost if less than the UNL undergraduate courses tuition rate per undergraduate semester credit hour, or the UNL graduate courses tuition rate per graduate semester credit hour. UNL distance education courses typically have higher tuition rates than undergraduate or graduate courses but will be reimbursed at the appropriate undergraduate course tuition rate or graduate course tuition rate.

**G.** If a Member is reimbursed for any credit hours and the Member voluntarily ends their employment with the College for a reason other than retirement or disability within two years of when the last course was completed, the Member shall be required to repay the College for the tuition reimbursed in the previous two-year period according to the following schedule:

1. 100% for courses completed in the last twelve (12) months.
2. 66% for courses completed in the last thirteen (13) to twenty-four (24) months.

The repayment to the College will be made within six (6) months unless other payment arrangements are made with the College. This section does not apply to employees with at least seven (7) years of employment with the College at an FTE factor of 0.75 or more when they end their employment with the College.

**Section 9 – Tuition Waiver Policy for Members, Spouse and Qualified Dependents:** The College shall designate annually an amount for Tuition Remission for courses taken at SCC. Should the budgeted amount be reached, no additional Tuition Remission shall be available for the balance of that contract year. A Member, Member’s spouse, or qualified dependent, may enroll in any course(s) offered by the College under the following conditions:

**A.** Member: A Member may enroll in any course(s) offered by the College under the following conditions:

1. The tuition shall be waived but the Member shall pay the full amount of any additional instructional costs (books, laboratory fees, materials, other fees, etc.).
2. The course(s) cannot conflict with the Member’s instructional responsibilities/schedule with the College.
3. If the minimum enrollments have been reached and the maximum enrollments have not been reached.
4. A tuition waiver shall not apply to courses that have been designated as exempt from tuition waiver.

**B.** Member’s Spouse and/or Qualified Dependents: A Member’s spouse and/or dependent(s) (“dependent” is defined as a dependent for Federal income tax purposes) may enroll in any course(s) offered by the College under the following conditions:

1. The tuition shall be waived but the spouse and/or dependent shall pay the full amount of any additional instructional costs (books, laboratory fees, materials, other fees, etc.).
2. If the minimum enrollments have been reached and the maximum enrollments have not been reached.
3. A tuition waiver shall not apply to courses that have been designated as exempt from tuition

waiver.

Tuition Remission budget for Faculty/Faculty Dependent/Spouse:  
2024-2025: \$95,000.00  
2025-2026: See Formula\*

\*Tuition Remission Formula: Current tuition remissions dollar amount multiplied by the percent increase in the College tuition rate for ensuing Contract Year.

C. The College will provide the Faculty Association President a report one week prior to the opening of SCC class registration for the spring semester, and another report one week prior to the opening of the SCC class registration for the first summer session. The report will include the date of report, the amount used by faculty, the amount used by dependent(s)/spouse, and the remaining balance. No identifying information will be provided.

After notice has been given to the Association that the funds have been expended, and funds are thereafter made available (e.g., due to drops or corrections made by accounts receivable), the College shall immediately notify the Faculty Association President with an updated balance so that the membership can be given the opportunity to utilize the remaining funds.

**Section 10 – Safety Eyewear:** The College will reimburse Members required to wear protective eyeglasses for the cost of one pair of protective eyeglasses each contract year for each Member assigned to a position requiring that they utilize Z87.1 rated eyewear in their work environment. The College will negotiate an annual contract with a local vendor or vendors for the procurement of protective eyewear. The College will reimburse the Member at the negotiated price or the actual cost if less than the negotiated price. If a Member chooses a style of eyeglasses different than the negotiated style(s), the College will only reimburse the negotiated price or actual cost, whichever is less. If a Member chooses to use a different vendor, the College will only reimburse the negotiated price less \$10.00, or the actual cost, whichever is less.

**Section 11 – Employee Assistance Program:** The College will provide an employee assistance program and pay the premiums to provide coverage for Members and their immediate families. Each individual is responsible for any cost if a referral is made to an additional facility or service.

**Section 12 – Licensing, Certification and Accreditation:** The College will reimburse Members required to maintain licensing, certification or other accreditation as part of their program of instruction for the cost of all periodic and annual fees or dues, however enumerated, and the cost of any continued education training required to maintain such accreditation or licensing.

## ARTICLE VI – LEAVE PROVISIONS

The following sections related to sick, medical and personal leave provisions are designed to support the College’s strategic objective to “promote physical and psychological health among faculty and staff through innovative wellness programs, services, and facilities.”

### Section 1 – Sick Leave:

A. **Sick Leave Defined:** Sick leave provisions apply to personal illness, mental health, injury,

pregnancy, childbirth or related medical conditions, and absence due to the quarantine laws of the State; however, a Member may elect to use sick leave to assist a member of his or her immediate family who is incapacitated due to personal illness, injury, pregnancy, childbirth, or related medical conditions, and absences due to the quarantine laws of the State. Sick leave must have the approval of the Member's Responsible Administrator. Such approval will be based on sound reasoning, compassion, and respect.

**B. Immediate Family Defined:** Immediate family is defined as spouse, children, parents, parents-in-law, grandparents, grandchildren, brothers, and sisters. Members may request to use up to a total of three (3) days times their full-time equivalency factor of sick leave per contract year, for individuals who are not included within the definition of immediate family. The Member requesting the leave must submit a written/documented request to their supervisor. Leave requests must be submitted with forty-eight (48) hour advance notice when possible.

**C. Sick Leave Additional Guidelines:** The following additional guidelines are applicable to the use by a Member of all sick leave provided herein:

1. Doctor and dental appointments are to be scheduled outside the normal working hours if at all possible. Time for those appointments that must be made during working hours shall be recorded as sick leave.

2. Sick leave is to be taken for the circumstances set forth above (illness, injury, etc.), is not intended as earned time off with pay, and shall not be granted as such. Unused sick leave will not be paid upon termination of employment with the College.

3. After a Member uses all accumulated sick leave, pay for absences due to illness, sickness, injury, or disability shall be deducted at the daily rate of pay as computed in accordance with the terms of the contract of each Member.

4. Holidays or non-contract days occurring within the period that the Member is absent on sick leave shall not be recorded as sick leave.

5. A Member absent five (5) or more workdays due to their own illness or injury will be required to present a written statement from the Member's attending physician or mental health care provider stating that the Member is able to return to work. Such physician's statement should include any applicable restrictions regarding the Member's ability to perform their essential job functions. This is to help maintain a healthy and safe working environment for students and College staff. Members are requested to provide the College with as much advance notice as possible in any situations where the Member will be absent for five (5) or more continuous workdays due to the use of sick leave. A Member who has been absent on sick leave for five (5) or more continuous workdays should provide the College with as much advance notice as possible regarding when the Member expects to return to work. This will allow the College to minimize any disruption to the educational process for students and to other staff. A physician's statement shall not be required for absences fewer than five (5) days.

6. While a Member is on paid sick leave, all salary and benefits will continue to be paid as prescribed in College policies.

7. All applicable sick leaves outlined in this section are subject to the provisions of the Family and Medical Leave Act of 1993 (FMLA).

- a. The minimum amount of sick leave, which can be taken, is one (1) hour.
- b. New Members, during their first year of employment, are allowed to take up to twelve (12) days of sick leave even if they have not earned the sick leave. Any new Member who takes advantage of the advanced sick leave shall reimburse the College for all used but unearned sick leave upon separation, and if the Member fails to do so, the College is authorized to deduct such amount from the Member's final paycheck.
- c. Members will accrue and accumulate sick leave as follows:
  - (i) Members will accrue one (1) day of sick leave multiplied by the Member's full-time equivalency factor for each month of employment during the contract year. One (1) day is defined as equal to eight (8) hours for sick leave accrual/usage.
  - (ii) Members can accumulate unused sick leave to a maximum of one hundred (100) days. When the maximum is reached, additional days of sick leave will not accrue.

**Section 2 – Leave of Absence (Medical):**

**A. Generally:** A Member may request to be placed on paid or unpaid leave of absence whether or not the Member qualifies for the College's long-term disability insurance plan, including Family and Medical Leave Act (FMLA) leave (See, Section 10 below). Paid or unpaid leave may be granted for less than the full-time equivalence of the Member's position as allowed by law.

**B. FMLA Leave:** All Members are granted certain benefits under the Family and Medical Leave Act of 1993 (FMLA). In all cases, benefits and eligibility therefore shall be as specifically provided by the Act.

**Section 3 – Personal Leave:**

**A. Number of Personal Leave Days:** Members will be granted four (4) days of personal leave with pay per contract year upon approval by the Member's immediate supervisor. It is the expectation of the College that supervisors will review and consider requests for personal leave in an appropriate, respectful, and responsible manner. Subject to prior approval, personal leave may be taken at any time. A Member may carry over up to two (2) days of unused personal leave into the next contract year resulting in a maximum of six (6) days of personal leave in any given contract year. One (1) day is defined as equal to eight (8) hours for personal leave accrual/usage.

**B. Requirements for Use of Personal Leave Days:**

1. Personal leave may be requested for any reason the Member deems necessary.
2. The minimum amount of personal leave which can be taken is one (1) hour.
3. Personal leave requests must be submitted in writing to the Member's immediate supervisor, with forty-eight (48) hour advance notice when possible. The reason for such leave need not be given.
4. The request for personal leave may be denied if granting the request would cause the operations of the College to be impaired as a result of the number of such requests already submitted and approved.

**C.** Any unused personal leave at the time of retirement, resignation or termination shall be paid out to the Member within the Member's final paycheck as required by law.

**Section 4 – Professional Leave:** This section supports the College's strategic objective to "promote opportunities

for faculty development through collaborative initiatives such as networking, research, conferences, and participation in professional societies and associations.” A Member shall have the opportunity to be granted professional leave for the purpose of visiting other schools to observe other professionals, or for attending a professional conference subject to the approval and direction of the Member's immediate supervisor. Such leave shall be for such time and under such conditions as may be determined by the Member's Responsible Administrator. When a Member is in attendance at an approved conference, the Member is highly encouraged to coordinate with their supervisor regarding a substitute. However, the Member shall not have the obligation of obtaining a substitute. The College encourages the continuing education of its faculty through actual, responsible work experiences in the field in which they teach, consistent with their primary obligations and responsibilities to the College and their students. It is the expectation of the College that supervisors will review and consider requests for professional leave in an appropriate and responsible manner.

**Section 5 – Education/Training Leave (Sabbatical):** A sabbatical experience is supportive of the College’s strategic objective to “promote internal and external opportunities for leadership, professional development, and educational advancement to ensure a dynamic work environment.” Sabbaticals provide opportunities for faculty to expand their knowledge base or skill set, which can directly and positively impact the student experience.

**A. General Provisions:**

1. Sabbatical leave may be granted to qualified Members for up to one (1) semester during a Contract Year.
2. In no case shall there be more than (a) one (1) full-time faculty member from each area of instruction, as defined in the Instructional Handbook (Academic Transfer, Career, Technical, and Health Sciences) or (b) two (2) Members on sabbatical leave during any semester.
3. Activities while on sabbatical leave must pertain directly to the needs of Southeast Community College or contribute in a significant way to the Member’s professional development or the development of the Member’s field of study.

**B. Eligibility:**

1. A Member will be eligible to request sabbatical leave after completing five (5) consecutive years of full-time employment at the College.
2. A recipient of sabbatical leave shall become eligible for a subsequent sabbatical leave only after again fulfilling the employment requirement above, with the years of employment calculated from the date of the Member returning to full-time duties at the College.
3. College Administration has determined there are sufficient resources and class coverage during the Member’s absence.

**C. Application:**

1. The application for sabbatical leave shall be submitted to the Member's Responsible Administrator no later than April 1 preceding the Contract Year for which the leave is requested.
2. The application for sabbatical leave will set forth the plans for the sabbatical period, to include the type of activity to be pursued; a general summary of the activities; the value to the academic program, students and the College; and the proposed objectives and evidence of completion.
3. The applications will be reviewed by a Sabbatical Committee for recommendation to the Vice-President of Instruction and followed by review for approval by the President.

**D. Criteria Considered:**

1. The academic program proposed for the leave;
2. The value to be received by students, the College and Member;
3. The number of years of service and elapsed time since the Member's previous sabbatical leave;
4. The replacement plans as determined by the College administration, and;
5. Administration determines that there are acceptable resources and adequate coverage available during the Member's absence.

**E. Requirements of Member Taking Sabbatical Leave:**

1. The Member must file a full report with the College President within three (3) months of his/her return from sabbatical leave.
2. The report will include a summary of the experience to include how the experience will add value to the academic program, students and the College, and evidence the objectives set forth in the application have been accomplished.
3. Members granted a sabbatical leave are required to enter into a written agreement with the College guaranteeing full-time service to the College for a minimum of two (2) years following the date of the Member's return to full-time duties with the College, or the Member will refund the compensation received from the College during the sabbatical leave.

**F. Compensation While on Sabbatical Leave:**

1. A Member whose sabbatical application has been accepted by the Board shall receive 50% of the Member's base salary during the sabbatical leave semester.
2. No additional compensation will be paid for leave that extends over non-contract days.
3. A Member on sabbatical leave shall be paid in the same manner as if the Member had remained in active service. Health and life insurance shall remain in effect through the College plan in accordance with the then current negotiated health and life insurance terms. All other benefits shall remain in effect, including retirement match.
4. In cases where the Member's sabbatical is outside employment: (a) if the remuneration is not greater than the Member's salary (based on the time period of the sabbatical), the sabbatical pay will be reduced by the amount of remuneration; (b) if the remuneration is greater than the Member's annual salary (based on the time period of the sabbatical) the College's obligation for the Member's salary during that period will be zero. In either case, benefits as stated above will remain in place.
5. If a Member voluntarily (as determined by the Vice President for Instruction) breaches the sabbatical agreement, then monthly salary payments shall cease and all previous monthly payments made by the College during the sabbatical shall be repaid to the College by the Member. Involuntary interruptions (as determined by the Vice President for Instruction) of the sabbatical leave shall not affect the compensation to be

paid the Member under the terms of the sabbatical leave agreement.

**G. Sabbatical Leave Committee:**

1. The Sabbatical Leave Committee shall consist of the Vice President for Instruction, Dean of the program of study or division in which the applicant is employed, one officer of the Faculty Association selected by the Faculty Association, and one faculty member from the program of study or division in which the applicant is employed selected by the Faculty Association. The Committee shall make a recommendation to the Vice President for Instruction which in turn is presented to the College President for review and consideration/approval.

2. The Committee reserves the right to reject any or all applicants that do not meet the qualifications for sabbatical leave; it is the expectation of the College that the committee and Responsible Administrators will consider applicants in a responsible and thoughtful manner.

**Section 6 – Bereavement Leave:** A total of up to seven (7) days of full pay is allowed each Member for absence in case of a death in the immediate family. For purposes of Bereavement Leave the term "immediate family" is defined as the Member's father, mother, stepparent, grandfather, grandmother, grandchild, spouse, child, stepchild, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law and any other relative living in the household of the employee.

In addition, approved time off may be granted for a period of up to a maximum of three (3) days for the death of an aunt, uncle, first cousin, niece, or nephew. With the approval of the employee's supervisor, an employee may utilize accrued personal leave instead of leave without pay. Members who suffer the death of a child, stepchild or spouse will be allowed an additional ten (10) bereavement days.

Bereavement leave may also be granted for attendance at the funeral services for a co-worker at the College where there has been a personal friendship, and is subject to the supervisor's determination that the absence will not create an interruption in the essential workflow.

Members may be excused, without loss of pay, for a period of up to one (1) day, to attend funeral services of relatives other than those listed above or to attend funeral services of friends with the approval of the Member's immediate supervisor. It is the expectation of the College that supervisors will apply compassionate and responsible decision-making when considering Bereavement Leave requests.

Bereavement Leave is not limited to seven (7) days in a year, but is allowed for each death in the immediate family that occurs during the year.

**Section 7 – Jury Duty:** Members are encouraged to fulfill their citizenship obligation of jury duty. A Member scheduled for jury duty shall be excused from professional responsibilities with pay during the fulfillment of such obligations.

**Section 8 – Military Leave:** Military leave shall be granted as provided in applicable Nebraska and federal law.

**Section 9 – Civic Leave:** A Member elected to public office shall be granted civic leave not to exceed two (2) days per month. Such leave shall be without pay.

**Section 10 – Family Medical Leave:** The College will comply with the Family Medical Leave Act of 1993

(Public Law 103-3). Procedures for Members to follow in applying for and receiving benefits as provided by the law are listed in the College Handbook.

**Section 11 – Leave Usage:** Members should record leave usage when they are unable to perform professional service for the College on a contracted day. Members should apply the appropriate leave based on the number of hours in a normal workday (based on a forty (40) hour work week) which they are unavailable to teach, respond or interact with an online course, attend scheduled meetings, provide coverage (if required), offer office and advising hours or are not reasonably accessible by phone or email to peers, staff, supervisors, or students. If a Member is wholly unavailable as described above for an entire contract day, that Member shall record eight (8) hours of leave usage. If a Member is not wholly unavailable for an entire contract day, the Member shall be required to apply for leave only during those periods in which they have scheduled contact hours, office hours or scheduled meetings.

Leave may not be used during the first week of classes or the last week of classes, as well as finals week as defined by the approved instructional calendar. Leave may not be used during the five (5) in-service days designated as required attendance days on the College Instructional Calendar. Programs or Divisions may also designate up to two (2) of the in-service days throughout the Academic Year as required attendance days, but must give at least fourteen (14) days' notice of such. Special circumstances may be considered by the Responsible Administrator on a case-by-case basis, with approval by the VPI.

A Member will work with their supervisor to communicate their schedules.

## **ARTICLE VII – MISCELLANEOUS PROVISIONS**

**Section 1 – Direct Deposit:** Members shall be paid in equal installments over the Contract Year as defined herein on the last weekday of the month, provided, however, should such weekday be a holiday, then the Members shall be paid on the weekday immediately preceding the holiday. For the purposes of this Agreement, a weekday shall be Monday through Friday.

**Section 2 – Salary Letters:** Members will receive an annual salary letter. A copy of the letter will be filed in the Member's personnel file.

**Section 3 – Early Release from Contract:** A Member under contract is expected to fulfill their contractual agreement to provide services until the end of the given contract year. When a Member wishes an early release from their contract, the Member should submit their resignation as far in advance as possible of their last day of employment. The Member will work cooperatively with the College administration to fulfill the Member's professional obligation to minimize the adverse impact upon students and the College caused by the Member's request for an early release from their contract.

**Section 4 – Outside Employment:** A Member's engagement in additional employment or a private interest in a business shall not interfere or create a conflict of interest with the Member's ability to carry out their responsibilities to the College. Southeast Community College is absolved of any liability due to a Member's outside employment or business interest, including any liability for workers compensation or unemployment.

**Section 5 – Drug-Free Environment Policy Compliance:** It is understood and agreed that all Members will comply with the College's Drug-Free Environment Policy listed at E-9 in the College Handbook.

**Section 6 – Payroll Deduction for Association Dues:** The College agrees to provide for payroll deduction of Association dues and other Association special service programs. The total amount will be deducted in equal

installments beginning July 1 and will be transmitted to the Treasurer of the Southeast Community College Faculty Association on or about the first working day of each month.

The Association shall provide a current copy of its Constitution and by-laws to the College Area Business Office annually, on or before July 1, unless the Constitution and by-laws have remained unchanged since the previous submission. The Association shall notify each Member of the amount of a change in dues prior to informing the College of the amount of the change. Such fees will be authorized, levied and certified in accordance with the Constitution and by-laws of the Association. Each Member and the Association hereby authorize the College to rely on and to honor certifications regarding the amounts to be deducted and the legality of the adopting action specifying such amount of Association dues together with a copy of such authorization from the Association. The amount of the individual dues shall from time to time be certified in writing by the Association President to the College Area Business Office.

The College agrees to provide the withholding of dues and pay out of those dues to the Treasurer of the Association without a service charge to the Association.

The Association agrees to indemnify and hold the College harmless against any and all claims, suits, orders or judgments brought or issued against the College as a result of any action taken or not taken by the College under the provisions of this section.

**Section 7 – Association Use of College Facilities, Services, and Bulletin Boards:** The Association may transact official Association business on College property at reasonable times which do not interfere with normal College operations under the following terms and conditions:

A. In transacting its business, the Association may use College facilities in accordance with the same procedures that College facilities are available for public use.

B. The Association may use College mailboxes, email, and other electronic media, where available, for the purpose of communicating with Association Members and exchange correspondence related to Association matters and collective bargaining. Members shall have an expectation of privacy for all emails related to a Member grievance or matter concerning collective bargaining. The College shall make no effort to review such private emails and shall take reasonable measures to avoid inadvertent viewing of such emails, **unless the College has reasonable cause to believe any College policy or procedure has been violated.** If the College has reasonable cause to believe there has been a violation of the College's internet and computer use policy by a Member with access to emails related to a Member grievance or matters concerning collective bargaining, the College shall provide forty-eight (48) hours' notice to the General Counsel for the Association prior to accessing any such emails.

C. The Association may use designated College limited open forum bulletin boards for the purpose of communicating Association business to Members. The following bulletins and notices are eligible:

1. Notices of Association meetings.
2. Notices of Association elections and results.
3. Notices of Association recreational and social activities.
4. The Association agrees to use bulletin boards only for the posting of bulletins and notices,

which comply with the aforementioned guidelines.

All newly hired full-time faculty shall receive information about the Association and Membership therein in their hiring information packets. Such information shall be composed by the Association and shall be printed by the Association to College standards and distributed by the College.

**Section 8 – Personnel File Information:** Upon receipt of a written authorization from a Member, the College will allow the Member or a designated representative to inspect and/or copy the Member's entire electronic Personnel File or payroll record. While a Member's personnel file may include paper documents, the electronic personnel file serves as the official file of record. To the extent the personnel file contains paper documents, such documents will be made available for inspection and/or copying by the Member or the Member's designated representative.

Members will be notified in writing of any information that is placed in their Personnel File by persons other than the Member regarding the performance or conduct of the Member within five (5) workdays. A Member so notified shall have fifteen (15) workdays to respond to any information placed in the Member's Personnel File. Member responses shall become part of the file.

It is understood that such original files themselves cannot be removed from the premises, and the cost of any copies of the files will be assessed to the Member. The charge for any such copies shall not exceed the cost to the College of producing such copies. In determining the cost to the College, there shall be included all costs related to such production, including, if applicable, the cost of the time of the employee who produces the copies.

The College agrees to maintain one official Personnel File per individual. It is understood and agreed by the Association that an additional file on a Member may be maintained at the work situs of the particular Member. Upon the specific request to the Human Resources Division by a Member or that Member's designated representative, the College will, within five (5) workdays, acquire the information from any file which may be kept at the Member's work situs and place such information in the Personnel File for that Member, unless such time is extended by mutual agreement of the parties.

**Section 9 – Board Meeting Attendance by Faculty Association Representative:** One Faculty Association representative, as designated by the Association, from each of the campuses (Beatrice, Lincoln, and Milford) may attend a meeting of the Area Board of Governors during the Member's normal duty hours (class time or scheduled office hours) without cost to the Association or the representative. It shall be the practice of the Association to first attempt to send an officer whose schedule does not conflict with the meeting before sending an officer whose schedule does conflict.

**Section 10 – Mutual Interests Bargaining Teams:** The Association and the College will each have a minimum of a three (3) member team. However, the expectations are for both the Association and College to provide members to ensure a robust and thorough analysis of the needs and goals of the agreement and to maintain a consistent core membership of participants. The Association's team will be comprised of the Association's Attorney, the Association President, and other Association officers elected by the Association Executive Team. The College's team will be comprised of a minimum of three (3) members of the College administration and/or legal counsel. In the event that a member of either team cannot attend a meeting, that team can designate a surrogate member to attend the meeting.

Process and Procedure: In the spirit of mutual interests bargaining, and with the goal of resolving issues in a way that accounts for and maximizes both the individual and mutual interests of each party, MIB meetings shall, when feasible, begin with the identification of an issue, followed by the expression of interests and the identification of those interests that are mutual, and finally, the offering of proposals for resolving the issue in a manner that maximizes the interests conveyed. To the extent it is feasible, the parties shall develop, prior to each meeting, a robust agenda that lists each issue to be discussed and sets forth each party's interests related to each issue; the

party putting forth a particular issue should, when feasible, set forth a proposed solution for resolving the issue. The parties will aim to have an agreed upon meeting agenda finalized two business days prior to the meeting.

During the meeting, team members will communicate with each other and their constituents in a manner that is consistent with the College's strategic objective to maximize a positive and engaging organizational environment by encouraging input, reflective and transparent communication, and compassion and respect toward the views and ideas of others.

Unless otherwise agreed by the parties at the beginning of the meeting, no issue may be discussed that is not on the agenda for that meeting.

No interests or proposals offered, either through the agenda or during an MIB meeting, shall be binding; however, interests and proposals should be offered only when there is a good faith belief that such positions would be supported by the party that team represents.

The parties understand that some issues may require input and approval from those not present at the meeting, and that this may result in the issue being carried over to the next meeting. This, however, shall not prevent the parties from entering into a tentative agreement on certain terms, contingent upon other factors, including approval of those not present at the meeting. All efforts should be made to identify an agreeable solution to an issue within a single meeting, but in no case should it take more than two meetings (assuming an agreeable solution is possible).

Upon the identification of an agreeable solution to an issue identified, the parties will, through their attorneys, jointly draft and execute a memorandum of understanding setting forth the agreed upon terms. The MOU will be signed by the President of the College and the President of the Faculty Association. While efforts will be made to resolve issues in a manner that will avoid the need to modify the current Faculty Agreement, team members understand that approval of the Board of Governors and the FA Membership may be required to implement solutions that materially impact the effect of the Faculty Agreement.

Meeting Frequency: The MIB teams will agree on the frequency of MIB meetings, but shall meet at least once per semester. At the end of each MIB meeting, the subsequent meeting will be scheduled.

**Section 11 – Renegotiation:** This Agreement covers all subjects of bargaining and there shall be no duty on either party to bargain collectively for the duration of this Agreement except as to those provisions itemized in Appendix D, as well as any instance where a proposed exercise of a management right will impact the economic welfare of a Member, in which case the parties shall renegotiate the terms of this Agreement to account for the impact of the proposed change.

**Section 12 – Mandatory/Permissive Nature of Issues Preserved:** The mandatory or permissive nature of any subject, matter, or issue included in this Agreement is fully preserved and shall be determined by law without regard to its inclusion herein. The inclusion of any subject, matter, or issue herein shall not be deemed an agreement, understanding, or consent to submit the same in the future to the collective bargaining process, or be deemed a waiver of the College's management prerogatives or the Association's rights.

**Section 13 – Discipline:** The disciplinary policies and procedures applicable to Southeast Community College Employees as set forth in the College Handbook shall not apply to Members subject to this Agreement.

## **ARTICLE VIII - MANAGEMENT RIGHTS**

**Section 1:** It is understood and agreed by the parties that the College possesses the right to operate the College so as to carry out the statutory mandate and goals assigned to the College and that all management rights repose

in management. Such rights will be exercised in a manner consistent with the College's mission, core values, and strategic goals and with the College's philosophy that faculty are professionals who will utilize their judgment to ensure students receive the best possible learning experience. It is also understood, however, that such rights will be exercised consistent with the other provisions of this Agreement, principals of academic freedom applicable to community and technical college faculty, the Constitutions of the State of Nebraska and the United States, and other applicable law. The College will implement no policy or decision impacting the economic welfare of a Member without first bargaining for such impact through renegotiation.

**Section 2:** These management rights include the right:

- A. To oversee and direct the day-to-day operations and management of the College;
- B. To utilize personnel methods and means in the most appropriate manner and to establish position classifications;
- C. To evaluate, manage and direct the Members of the College;
- D. To hire, promote, transfer, schedule and/or assign Members in positions within the College;
- E. To establish reasonable work rules and rules of conduct;
- F. To suspend, demote, discharge or take other appropriate corrective action against Members consistent with Nebraska law.
- G. To determine the size and composition of the workforce and in accordance with Nebraska law reduce the number of Members in the event of lack of work or funds or under conditions where management believes that continuation of such work would be inefficient or nonproductive;
- H. To determine the mission of the College and the methods and means necessary to efficiently fulfill that mission, including the contracting out for or the transfer, alteration, curtailment or discontinuance of any goods or service. The provisions of this section will not be used for the purpose of undermining the Association or discriminating against any of its Members;
- I. To establish the calendar of the College; and
- J. To determine the nature, type and kind of classes or courses to be taught including the delivery method, schedule and assignment of courses for each Member.

## **ARTICLE IX – GRIEVANCE PROCEDURE**

**Section 1 – Overview:** Any complaint, disagreement or an alleged misapplication or violation of this Agreement between the College and the Association (or any employee covered by this Agreement) concerning the application or interpretation of the terms of this Agreement or any College Policy/Procedures pertaining to wages, benefits, or terms and conditions of employment may be the subject of a grievance under this grievance procedure.

It is the intent of the College to provide Members with both informal and formal procedures for processing grievances. Faculty and administration are encouraged to first attempt to make every possible effort to resolve conflicts through the informal procedure. The primary purpose of the grievance procedure is to provide a mechanism for Members and College administrators to communicate issues with the goal of resolving issues at

the lowest possible level of the grievance procedure. All persons involved in the grievance procedure shall proceed in good faith and fair dealing. All persons shall be free from any and all restraint, interference, coercion, retaliation, or reprisal on the part of their associates or supervisors in making a complaint or appeal or for participating in the grievance process in any manner. All persons involved in conflict resolution shall communicate in a reflective, transparent, and respectful manner. All persons involved will be encouraged to engage in active listening to ensure a complete understanding of the relevant facts and issues. The College and Grievant shall both utilize valid and reliable data and documentation in their actions in all grievable matters, provided that the College shall bear the burden of proof by a preponderance of the evidence.

A Member who feels they have been discriminated against on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability or other factors prohibited by law may seek relief through this grievance procedure or pursuant to the provisions of the College Handbook Policy A-15 and/or E-18.

The grievance procedure includes both an informal component and formal component:

Informal Procedure: The informal procedure, as the term would imply, is a procedure whereby a Member who believes there has been misapplication or violation of a term of this Agreement or College Policy/Procedures can informally discuss the matter with his or her Division Dean. The purpose of this discussion is to seek resolution of the issue. If the Member and the Dean cannot resolve the issue through informal discussion, the parties will have the opportunity to present the matter to a Peer Review Panel prior to the initiation of a formal grievance. Both the Member and the College should recognize that in some circumstances the problem may be due to miscommunication, misunderstanding, personality conflict, or other reasonably resolvable issue, and that informal conflict resolution may be more appropriate for addressing the issue. Conflicts can often be resolved if the parties involved communicate their concerns, listen to each other, and show a willingness to compromise and/or change. The informal procedure is designed to enable and empower the parties to reach a mutually satisfactory resolution.

Formal Procedure Overview: The formal procedure is designed to provide the parties a formal mechanism for resolving Member grievances. Although the formal procedure provides steps allowing a Member to proceed to binding arbitration, a primary goal of the formal procedure is to resolve the issue as expediently as possible and at the lowest possible level of supervisory authority.

## **Section 2 – Definitions:**

A. **Grievance:** shall be defined to mean any dispute or controversy between a Member and the College whereby there has been an alleged misapplication or violation of a term of this Agreement, or College Policy/Procedures. The term shall not apply to any matter in which the College is without authority to act.

B. **Grievant:** shall be defined as the Member or the Association on behalf of a class or group of Members, who are affected by an alleged misapplication or violation of a College Policy/Procedure or a contract term.

C. **Party:** Party or parties refers to the Grievant and the Responsible Administrator involved at the particular level of the grievance process where the term is used.

D. **Party in Interest:** shall mean the Grievant, the Faculty Association, and any person who might be required to take action or against whom action might be taken in order to resolve the grievance.

E. **Mediator:** an unbiased facilitator who assists the parties in clarifying and understanding their different points of view, identifying common ground, generating and evaluating alternatives, and attempting to reach a mutually acceptable resolution.

F. **Peer Review Committee:** shall consist of seven (7) College Faculty Members selected by the Faculty Association who will from time to time be asked to sit on a grievance Peer Review Panel.

G. **Peer Review Panel:** shall consist of three (3) members of the Peer Review Committee selected by the Faculty Association to review a Member grievance that reaches Step 2 of the Informal Grievance Procedure. The Peer Review Panel will provide non-binding findings of fact and recommendations.

H. **Days:** shall be defined to mean calendar days excluding Saturdays, Sundays, the actual day of a holiday and faculty non-contract days.

I. **Association or Faculty Association:** shall be defined to mean the Southeast Community College Faculty Association.

### **Section 3 – General Provisions and Terms:**

A. A grievance must be initiated within fifteen (15) days (refer to Section 2-H for definition of days) after discovery of the occurrence of the act or omission giving rise to the alleged grievance. Repeated or continued conduct by the College related to the act or omission giving rise to the grievance, or actions by the College causing the Member to believe the issue may be resolved without need to initiate a grievance, shall toll the time period in which the grievance must be initiated. Any time periods or deadlines herein may be extended by mutual agreement of the parties. If the parties agree on an extension of a particular deadline, and no set amount of days is stated, the default shall be to extend the period for an amount of days equal to that of the original time period. If the person acting on behalf of the College fails to meet a responsive deadline, the Grievant may proceed to the next step or level as if the person had timely responded. A grievance involving compensation may be grieved at any time.

B. The Faculty Association may join multiple Members in a single grievance to assert a right to relief with regard to an issue or matter that impacts such Members jointly and severally under similar facts, or in the alternative in respect of or arising out of the same transaction, occurrence, or series of transactions or occurrences and if any question of contract or policy common to all grieving members is present.

C. A grievance may be withdrawn at any step or level.

D. At Level 1 of the formal grievance procedure, the Grievant must clearly state or provide the contract provision, or College Policy/Procedures that is alleged to have been violated.

E. Nothing herein contained shall be construed as limiting the right of any Member having a grievance to discuss the matter informally with any member of the administration.

F. To preserve the informal atmosphere, no tape recording may be made during the informal grievance procedure. With notice to all present, tape recordings may be made of meetings involved in the formal grievance procedure. A copy of the recording shall be made available to any person present at such meeting.

G. At any level of the grievance procedure, either party may have up to three (3) representatives of their choice present as observers who may also serve as consultants to the parties. Unless the parties agree, no

party shall have as a representative any person who may be involved in the facilitation of the grievance at a subsequent level. For example, during Informal Step 1, it would be inappropriate for the Dean to have as a representative the Vice President of Human Resources or the Grievant to have as a representative any member of the Peer Review Committee.

H. At any level of the grievance procedure, one (1) Association Grievance Representative may attend and participate in any meeting, hearing, appeal, or other proceeding related to a Member grievance. The Association Grievance Representative acting in this role will not count toward the Member's three (3) representatives provided for above. Moreover, at any meeting or other proceeding in the formal grievance procedure, any party, upon providing reasonable notice to all parties, may have legal representation who may participate in such meeting or proceeding.

I. Nothing contained herein shall be construed to prevent any Association Member from presenting a grievance and having the grievance adjudicated without the intervention of the Association. If an Association Member does not want an Association Grievance Representative to participate in the process at any level, the Association Grievance Representative may still attend but must do so strictly as an observer and may not participate.

J. At any level of the grievance procedure, either party shall have the right to bring in witnesses to present factual information regarding the grievance. Such testimony may also be offered in the form of an affidavit.

K. All documents, communications and records retained by the College pertaining to a Member grievance shall be filed separately from the Personnel Files of the participants.

L. All meetings and hearings under this procedure through Level 3 shall not be conducted in public and shall include only the parties, their designated or selected representatives, individuals designated as fact witnesses, and individuals representing the Association.

M. In the course of any investigation of a grievance, the Grievant, designated representatives of the Grievant, designated representatives of the College, members of a sitting Peer Review Panel, or a Faculty Association Grievance Representative investigating such grievance may contact the Vice President for Instruction for the purpose of obtaining information relevant to the investigation. The Vice President for Instruction shall cooperate fully and timely in providing the requested information.

N. If, in the judgment of the Association, certain grievable conduct affects a group or class of Association Members, the Association may initiate a grievance on behalf of the Association, and may initiate such grievance at any level of the grievance procedure the Association deems appropriate to obtain immediate resolution of the issue. This term shall not prevent or limit the Association's right to bring a complaint before the Commission on Industrial Relations for adjudication of prohibited practice.

O. Certain grievance forms shall be used in processing grievances:

1. Request for Peer Review
2. Peer Review Panel Findings and Recommendations
3. Grievance Form 1 (to initiate Formal Level 1)
4. Grievance Form 2 (to initiate Formal Level 2)
5. Grievance Form 3 (to initiate Formal Level 3)
6. Demand to Arbitrate (to initiate binding arbitration)

P. No reprisals of any kind shall be taken by the College against any party in interest, any representative, any Member, or any other participant in the grievance procedure by reason of such participation, and no action or inaction by the College upon which a grievance is based shall have effect during the pendency of the grievance.

Q. At any level in the formal grievance procedure through Level 3, any decision made by the administrator at that level must be in writing and accompanied by the reasoning or justification for the decision. A meeting between the Grievant and the administrator must occur at each level in the formal grievance procedure to discuss the issue and for clarity.

R. At each level of the grievance procedure, the Grievant must provide the reasoning or justification for appealing the decision made at the previous level, including identification of the alleged misapplication of the applicable contract provision or College policy or procedure, and the facts which support such allegation.

S. At any level in the grievance procedure, the Grievant and the administrator charged with making a determination at that Level may mutually agree to initiate and utilize the mediation process as set forth herein.

T. No grievance shall be denied solely on the basis that a Grievant failed to adhere to a particular term or requirement of the grievance procedure if the Grievant can present good and verifiable justification for such failure, or where a denial on this basis would result in an outcome contrary to the purpose of this procedure or the parties' duty to proceed in good faith.

#### **Section 4 - Grievance Representative:**

A. Members of the Southeast Community College Faculty Association selected by the Association to act as Association Representatives within the context of the grievance procedure shall be known as "Association Grievance Representatives." The names of Association Members selected as Association Grievance Representatives for the ensuing year shall be certified in writing to the President by the Association no later than September 1 of each year.

B. The Association may designate up to two (2) Association Members for Beatrice, three (3) Association Members for Milford, and four (4) Association Members for Lincoln as Association Grievance Representatives, and one (1) Grievance representative who will act as area-wide grievance coordinator.

C. When requested by an Association Member, an Association Grievance Representative may investigate any alleged or actual grievance in their assigned area of responsibility and assist in its presentation.

**Section 5 – Limitations on Certain Grievances:** Except as otherwise provided herein, a Grievant shall be entitled to process his or her grievance through all levels of the grievance procedure, except that grievances based upon the following College policies or procedures listed in Table “B” below are not grievable beyond Formal Level 1. The term Applicable Vice-President of the College shall mean the Vice-President for Human Resources (VPHR), Vice President for Instruction (VPI), Vice President for Administrative Services – Resource Development (VPAS-RD), or Vice President – Access/Equity/Diversity (VP-AED).

#### **Grievances Limited to Respective Vice President – Table “B”**

<i>Subject of Grievance</i>	<i>Policy and Procedure No. Reference (if applicable)*</i>	<i>Policy and Procedure Title (if applicable)</i>	<i>Applicable Vice-President</i>
<b>Employment Issues:</b>			
• Initial Employment Issues	E-2a	Beginning Employment	VPI
• Instructor Expectations	E-17	Instructor Expectations	VPI
• Personnel File	E-16	Personnel File Information	VPHR
<b>Compensation Issues:</b>			
• Payroll/Salary Computation	D-9a	Payroll/Salary	VPAS-RD
• Benefit Eligibility and Election	E-2, E4 and E-4a	Benefits for Eligible Employees	VPHR
<b>Professional Performance Issues:</b>			
• Staff Development Attendance and Requirements	E-13	Staff Development	VPI
• Performance evaluation	E-12b	Evaluation	VPI
• Oral warning or reprimand regarding unsatisfactory conduct or performance	E-12b	Evaluation	VPI
• Written warning or reprimand regarding unsatisfactory conduct or performance	E-12b	Evaluation	VPI
• Disciplinary action	E-12b	Disciplinary Separation	VPI
• Resignation	E-20	Resignation	VPI
• Ending Employment	E-20	Exit Procedures	VPI
<b>Professional Assignment</b>			
• Work Schedule	E-2c	Work Schedules	VPI
• Assignment	E-2d	Assignment	VPI
• Transfer	E-2 and E-3a	Transfers	VPI
• Reduction-in-force	E-20		VPI
<b>Work Environment and Personal Conduct Issues:</b>			
• Motor Vehicle Safety and Vehicle Safety Guidelines	E-8 and E-8a	Motor Vehicle Safety and Vehicle Safety Guidelines	VPAS-RD
• Discrimination or Harassment	A-15 and E-18a	Discrimination or Harassment (if brought under the Grievance procedure)	VP-AED
• Professional Ethics	E-6	Code of Ethics	VPI

<i>Subject of Grievance</i>	<i>Policy and Procedure No. Reference (if applicable)*</i>	<i>Policy and Procedure Title (if applicable)</i>	<i>Applicable Vice-President</i>
<ul style="list-style-type: none"> <li>Professional Boundaries</li> </ul>	E-11	Consensual Sexual or Romantic Relationships	VPI

\*Reference to a “Policy” shall include all procedures under such Policy.

And, grievances based on the following College Policies/Procedures are not grievable beyond the decision of the President of the College:

**Grievances Limited to President of the College – Table “C”**

<i>Subject of Grievance</i>	<i>Policy or Procedure No. Reference (if applicable)*</i>	<i>Policy or Procedure Title (if applicable)</i>
Intellectual Property	A-20	Intellectual Property
Instructional Services	C-1	Instructional Services
Technology Services	A-18 and A-18a	Technology Services
Board Responsibility	D-1	Board Responsibility

\*Reference to a “Policy” shall include all procedures under such Policy.

Any Member of the Faculty who has completed the two-year probationary period and receives notice of possible contract termination has a statutory right to a hearing before the Board of Governors under Neb. Rev. Stat. § 85-1528. Any such Member of the Faculty shall be required to proceed under the provisions of § 85-1528 and shall not have a right to grieve the notice of possible termination nor the actual termination of their employment by the Board of Governors.

**Section 6 – Informal Procedure:** Prior to the initiation of a formal grievance, the Grievant shall (1) present the potential grievance to a Faculty Association Grievance Representative for review and comment, and to ensure the grievance pertains to a matter involving a term of this Agreement, or a College Policy/Procedure listed within Section 5 Tables B & C, pertaining to wages, benefits, or terms and conditions of employment; and (2) after review with the Faculty Association and a determination to proceed with the grievance, attempt to resolve the matter through the informal procedure set forth below. All parties shall adhere to the rules set forth in this section.

**Step 1 (Informal Meeting)**

The Grievant, within the time period set forth in Section 3., paragraph A. above, shall request an informal meeting to discuss the dispute with the Grievant’s Division Dean (Dean). The Grievant shall clearly articulate to the Dean the nature of the grievance and the remedy sought. The purpose of the meeting is to seek resolution of the matter expeditiously and at the lowest possible level in the grievance process.

**Step 2 (Peer Review Panel)**

If at the end of the discussion(s) in Step 1, or after a later in time response from the Dean if the Dean had requested additional time to consider the matter, the Grievant is not satisfied with the outcome, the Grievant may, at his or her discretion, submit the matter for review by a Peer Review Panel, or choose to proceed to Formal Level 1. To request review by a Peer Review Panel, the Grievant must complete a Request for Peer Review form and submit one copy to each of the following within ten (10) days from the conclusion of the informal meeting outlined in Step 1: 1) the Faculty Association Grievance Coordinator, 2) the Grievant’s Division Dean, 3) the applicable Vice President, and 4) the Vice President for Human Resources.

**Peer Review Panel Selection:** The Faculty Association shall be responsible for forming a standing seven (7) member Peer Review Committee composed of full-time College Faculty Members. Committee members will be

elected or appointed by the Faculty Association Executive Team, and will serve renewable one-year terms. At least one Faculty Member from each campus will serve on the Committee. A representative of the Faculty Association shall, within five (5) days of receiving the Request for Peer Review form, select from the Peer Review Committee a three (3) member panel (Peer Review Panel). No Peer Review Committee member working in the same academic program, section, division, or department as the Grievant, or who otherwise has a conflict of interest with either party or the matter at hand, may serve on the Panel.

**Procedure:** A representative designated by the Faculty Association will be responsible for scheduling the Peer Review Panel hearing, with consideration given to the schedules of the Panel members and each party in interest. Within ten (10) days of the Faculty Association's receipt of the Request for Peer Review form, the Panel shall conduct a full and fair hearing on the issues raised by the Grievant. This period may be extended at the discretion of the Peer Review Panel for up to fifteen (15) days, and can be further extended upon agreement of the parties. Prior to or during the hearing, the Panel may require the production from any party or College administrator any additional information or documentation it deems relevant to the grievance. At the hearing, each party may offer narratives, exhibits, or witness testimony (or affidavits in lieu of witness testimony). Each party shall be given a fair opportunity to be heard. The Panel may examine any party or witness. The Panel shall determine the length of the hearing. The hearing may be continued at the discretion of the Panel for good cause. Within five (5) days of the conclusion of the hearing, the Panel shall deliver its written findings of fact and recommendations to the Grievant, the Dean, the applicable Vice President, and the Vice President for Human Resources. This period may be extended at the discretion of the Panel for good cause. The Panel's findings of fact and recommendations shall be recorded on a Peer Review Findings and Recommendations form. The Panel's decision or recommendations are non-binding.

The Panel's recommendation may include, but are not limited to:

- 1) A recommendation that the Grievant withdraw the grievance.
- 2) A recommendation that the Grievant proceed to Formal Level 1.
- 3) Recommendation(s) for how the matter may be resolved informally by agreement.

## **Section 7 – Formal Procedure:**

### **LEVEL 1**

If the grievance is not resolved to the satisfaction of the Grievant through the informal procedure, the Grievant may initiate the formal grievance procedure by submitting a Grievance Form 1 and related materials to the applicable Vice President in writing, a copy shall be provided to the Vice President for Human Resources. Level 1 of the formal grievance procedure must be initiated within ten (10) days following the receipt by the Grievant of the Peer Review Panel's findings and recommendations, or, if the Grievant chose to bypass the Peer Review Panel, within ten (10) days from the conclusion of the informal meeting outlined in Informal Step 1. Within fifteen (15) days after receipt of Grievance Form 1, the Applicable Vice President shall coordinate and conduct a meeting with the Grievant and his or her representatives, and shall issue to Grievant a written decision in response to the grievance; such decision shall be titled "Level 1 Response." Should the Grievant be unsatisfied with the decision of the Applicable Vice President, the Grievant may, within ten (10) days of the receipt of the decision of the Applicable Vice President, request in writing that the VPHR (or his/her designee, if the issue involves a decision of the VPHR) review the facts presented with regard to the grievance and the decision of the Applicable Vice President. As part of such review, the VPHR (or designee) shall, within fifteen (15) days of the aforementioned request, meet with the Grievant and his or her representatives and the Applicable Vice President and conduct an informal mediation meeting in an attempt to seek resolution of the grievance. If the matter is not resolved through such mediation, the VPHR shall, based upon the facts presented, render an independent decision on the grievance; such decision shall be titled "Independent Decision of the VPHR."

## **LEVEL 2**

If the Grievant is not satisfied with the decision of the Vice President for Human Resources at Formal Level 1, the Grievant may submit the matter to mediation. To submit the matter to mediation, the Grievant shall, within ten (10) days following receipt of the Level 1 Response, complete a Grievance Form 2 (Notice of Mediation) and provide one copy to the Vice President for Human Resources, one copy to the applicable Vice President, and one copy to the Faculty Association Grievance Coordinator. If the Grievant believes that attempts at mediation would be futile, the Grievant may bypass the mediation requirement and proceed directly to Formal Level 3.

The Vice President for Human Resources shall be responsible for coordinating the mediation of the dispute.

The mediation shall be conducted by the primary mediator proposed by either party unless the VPHR determines there to be a good cause basis why such individual should not conduct the mediation. If the VPHR determines there is a good cause basis why the primary mediator proposed by the Grievant should not conduct the mediation, the proposed alternate mediator shall conduct the mediation unless the VPHR determines there to be a good cause basis why such individual should not conduct the mediation. Any costs associated with the use of the primary or alternate mediator proposed by the Grievant will be borne equally between the Grievant (or the Association if the Grievant is a member of the Faculty Association) and the College. If the VPHR determines there is a good cause basis why neither the primary nor alternate mediator should conduct the mediation, the mediation shall be conducted by a randomly selected trained mediator through the Mediation Center, and any costs associated will be borne solely by the College.

The mediation may include and/or involve any party or individual that the Grievant, the College, or the mediator believe would be helpful in moving the matter toward resolution.

The mediation shall begin and conclude within ten (10) days of the VPHR identifying the mediator to be used, unless an extension is agreed upon by all parties, or, due to the schedule of the selected mediator, this deadline cannot be met. The VPHR will be responsible for scheduling the mediation, with consideration given to the schedules of each party in interest.

The mediation shall proceed in any manner the mediator believes is appropriate and productive in moving the matter toward resolution.

## **LEVEL 3**

If the parties are unable to reach a resolution through mediation, and the grievance is not of the type specifically excluded by Section 5 above, the Grievant may proceed to Formal Level 3 by submitting a Grievance Form 3 and related materials to the President of the College. Level 3 of the formal grievance procedure must be initiated within ten (10) days following the conclusion of mediation, or upon the expiration of the time within which mediation is to be conducted, whichever is longer. Within ten (10) days after receipt of Grievance Form 3, the President of the College shall coordinate and conduct a meeting with the Grievant and his or her representatives, and shall issue to Grievant a written decision in response to the grievance; such decision shall be titled "Level 3 Response." The President may request additional time to respond due to demands on the President's time, and such request shall be granted unless there is good cause for it to be denied. In any event, such extension shall not cause the grievance to extend beyond six (6) months from the date of the filing of the formal grievance at Level 1. If the grievance involves a College policy or procedure listed in Section 5, Table "C", the grievance process is ended at this Level 3 stage.

## **LEVEL 4**

If the Grievant is not satisfied with the resolution proposed by the President at Level 3, the Grievant may choose to have the matter resolved by binding arbitration.

**Binding Arbitration:**

To initiate arbitration, the Grievant shall submit a Demand to Arbitrate form to the President of the College within ten (10) days after the Grievant receives the decision of the President, (or respective Vice President as identified in the table), at Level 3, or within ten (10) days after expiration of the time allowed for a decision in Level 3, whichever is longer.

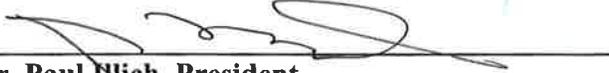
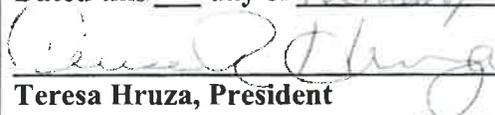
**Terms Pertaining to Arbitration:**

- (i) The arbitrator will be a member of the American Arbitration Association.
- (ii) Upon receipt of a Demand to Arbitrate, the College and the Grievant (or a representative of the Grievant) will jointly contact the American Arbitration Association to determine which local arbitrators are available and willing to serve under an hourly rate agreed upon by the Grievant (or the Faculty Association if the Grievant is a member of the Faculty Association) and the College. The parties, or representatives of the parties, shall confer within ten (10) days after determining the list of available and willing arbitrators and shall alternate striking names from such list, with the College striking the first name in any odd-numbered year and the Association striking the first name in any even-numbered year. The last name remaining unstricken shall be the arbitrator.
- (iii) The arbitrator's fee shall be borne by the College. The parties shall pay their own attorney fees in connection with the arbitration and any hearing before the arbitrator.
- (iv) There shall be a hearing before the arbitrator on the matter in dispute, at such time as may be specified by the arbitrator, with consideration given to the schedules of the parties in interest. Unless otherwise mutually agreed by the parties, the hearing will be held at a College campus location to be specified and provided by the College without monetary charge to the Association. At the outset of the hearing, the parties shall deliver to the arbitrator an agreed and stipulated written joint submission statement which shall state the issue to be decided. If the parties are unable to agree upon a joint submission statement, each party shall submit to the arbitrator its own submission statement which shall state the submitting party's version of the issue to be decided.
- (v) The arbitrator may continue or postpone the hearing as the arbitrator deems reasonably necessary. The arbitrator shall render his or her decision or award within thirty (30) calendar days after the arbitrator closes the hearing. Either party may request an expedited ruling upon the showing of good cause, as determined by the arbitrator.
- (vi) The decision of the arbitrator on the matter shall be final and binding on the Association, all bargaining unit employees, and the College, except that:
  - (a) The arbitrator may not award any remedy or relief that a Nebraska state district court would not have jurisdiction to award or that would conflict with the Constitution or laws of the United States or of the State of Nebraska.
  - (b) The arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement.
  - (c) The arbitrator shall have no power to establish wage scales or rates on new or changed jobs or to change any wage or other compensation or employee benefit rate or scale.
  - (d) The arbitrator shall have no jurisdiction or power to rule upon any matter, issue or complaint that is not based upon an alleged breach or violation, or the interpretation or application, of a provision of this Agreement or College policy.
- (vii) If any matter is submitted to an arbitrator and the arbitrator finds that he/she has no power or

jurisdiction to rule on the matter, the arbitrator shall refer the matter back to the parties without any decision, recommendation or comment upon the merits of the matter. In such instance, the Grievant may proceed in filing suit in the District Court of Lancaster County, Nebraska.

(viii) The Grievant and the College shall each have the right to file suit or other legal proceedings to confirm an arbitrator's award rendered under and pursuant to this arbitration procedure. Similarly, the Grievant and the College shall each have the right to file suit or other legal proceedings to vacate, modify or correct, upon any ground or grounds allowable by law, an arbitrator's award rendered under and pursuant to this arbitration procedure.

(ix) Except to the extent inconsistent with this Article, the Nebraska Uniform Arbitration Act (Neb. Rev. Stat. §§ 25-2601 et seq.) shall apply respecting any arbitration under or pursuant to this Agreement and any subsequent proceedings relating to or arising out of such arbitration.

Southeast Community College	Southeast Community College Faculty Association
Dated this <u>23</u> day of <u>Feb</u> , 2024.  _____ Dr. Paul Hlich, President Southeast Community College	Dated this <u>22</u> day of <u>February</u> , 2024.  _____ Teresa Hruza, President Southeast Community College Faculty Association

## Appendix “A”

### Formula for Calculation of Total Compensation per Contract Year.

Total compensation shall be calculated on a daily rate as follows:

Total compensation shall be defined in Article V of the Agreement. SCC Administration will request salary and benefit information included in the total compensation definition from the array of colleges for each employee included in their Faculty Bargaining Unit on October 1 “Census Data.” SCC will also provide comparable Census Data.

For calculating total compensation for the ensuing Contract Year, the calculation will utilize the total compensation percentage change as set forth in the most recent, signed negotiated agreement (or confirmed tentative negotiated agreement) for each college in the array as of February 8, unless such College and its Faculty bargaining unit have not reached an agreement by that date, then March 15. If another college in the array is in negotiations for the ensuing Contract Year and a signed negotiated agreement is not in effect for such college by applicable deadline stated above, that college’s percent change in total compensation for the most recent Contract Year shall be utilized for purposes of calculating the Midpoint Daily Rate.

The Daily Rate calculation for the ensuing Contract Year for each array college will be as outlined below:

- “Total Compensation Ensuing Contract Year” shall be calculated by multiplying the total compensation in the Census Data supplied by each college by the total compensation percentage change for the ensuing Contract Year.
- “Number of Faculty in Total Comp” shall be determined from the Census Data supplied by each college.
- “Average Number of Days” shall be calculated by totaling the contractual number of working days for all employees in the bargaining unit and dividing by the number of employees in the bargaining unit.
- “Daily Rate” shall be calculated by dividing the Total Compensation Ensuing Contract Year by the Number of Faculty in Total Comp, and then by the Average Number of Days. Daily rate for SCC Members will be calculated in the same manner.

The Midpoint Daily Rate calculation is defined below:

- “Average Daily Rate—Array Colleges” and “Median Daily Rate—Array Colleges” shall be calculated from the Daily Rate calculation for each college as described above. The Average Daily Rate and Median Daily Rate do not include SCC in the calculation.
- “Midpoint Daily Rate—Array Colleges” shall be calculated as an average between the Average Daily Rate—Array Colleges and the Median Daily Rate—Array Colleges. This Midpoint Daily Rate does not include SCC in the calculation.

The College, in conjunction with the Association, shall calculate the total compensation percentage change for the ensuing Contract Year by comparing the Midpoint Daily Rate—Array Colleges to the SCC Daily Rate. Any total compensation percentage change shall be applied to the SCC Faculty census data as of April 1 of the year preceding the Contract Year to which the total compensation change would apply. Any SCC total compensation

percentage change for the ensuing Contract Year shall be adjusted if necessary so that the SCC Daily Rate shall not fall below the 100% of “Midpoint Daily Rate Array Colleges.

The College agrees to provide and share with the Faculty Association President, all spreadsheets which contain formulas and calculations used in the Formula for Calculation of Total Compensation per Contract Year as set forth above to establish salaries. The spreadsheets and calculations will be provided to the Association for each year of the Agreement.

The College shall provide to the Association President the most recent Census Data provided by the five array colleges, as it is received from each College, as well as the Census Data that the College submitted to the five array colleges. The format and content of the data provided to the Association shall be unaltered unless otherwise agreed to by the College and the Association.

Both parties understand that the College shall request and collect Census Data from the array colleges, but the information received may not be in a timely manner nor in the format requested.

## Appendix “B”

*[If Appendix B and any term or policy in a College Handbook are in conflict, Appendix B shall govern]*

Each Program of Study will have an individual that will perform duties affiliated with that program who will hold the title of Program Chair. This assignment will be on a term-by-term basis, performing the duties and tasks of leadership of the program/department as determined by a scope of work collaboration with the Dean and/or Associate Dean.

### **Compensation for Program Chairs (per program, per semester):**

*Stipend* - \$1,500.00 per semester

#### *Reduction in Teaching Load:*

Based on Number of Full Time Equivalent (FTE) Faculty in the Program\*

7 or fewer FTE – 4 load hours reduction per term

8-15 FTE – 6 load hours reduction per term

16+ FTE – triggers need for second chair for the program; each chair shall receive a reduction of 6 Load Hours and full stipend

Additional load reduction may be considered by the Dean and requires approval by the VP of Instruction.

\*FTE will include both full-time faculty and adjuncts. 1 full-time faculty = 1 FTE; the number of FTE for adjunct faculty per program will be determined utilizing IPEDS data identifying SCC adjuncts submitted the previous year (roughly equivalent to 1 FTE per three adjunct faculty). The Member serving as Program Chair shall be included when totaling FTE in the program.

**Summer Responsibility:** If, during the summer term, a Program Chair will have obligations to the College related to their role as Program Chair, such Program Chair shall be paid either the full semester stipend rate or half the semester stipend depending on the scope of work for the summer as determined by the Member’s dean.

### **Clinical Coordinator:**

The College may ask a Member to serve in the role of Clinical Coordinator. The Member shall receive as credit toward his or her load between fifty (50) and ninety (90) lab/clinical hours, depending on the work performed in this role as reasonably agreed upon between the Member and his or her Dean.

**Appendix “C”**

**Grievance Procedure Forms**

REQUEST FOR PEER REVIEW

I, \_\_\_\_\_, am initiating Step 2 of the informal grievance procedure by requesting my grievance be reviewed by the Faculty Association Peer Review Committee.

Name of Grievant’s Division Dean: \_\_\_\_\_

Informal meeting between Grievant and Division Dean (Step 1) occurred on: \_\_\_\_\_  
Date

Response from the Dean Received on (if additional time was requested): \_\_\_\_\_  
Date

Grievance Information:

Date of occurrence(s) \_\_\_\_\_

Faculty Agreement Provision(s) and/or College Policy(ies)/Procedure(s) alleged to have been violated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facts upon which the grievance is based:

See attached document titled “Attachment to Request for Peer Review”

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty member(s) signature(s)

\_\_\_\_\_  
Date submitted\*

*\*Grievant must complete this form and submit one copy to each of the following within ten (10) days from the conclusion of the informal meeting outlined in Step 1: the Faculty Association Grievance Coordinator, the Grievant’s Division Dean, the applicable Vice-President, and the Vice President of Human Resources.*

**PEER REVIEW PANEL FINDINGS AND RECOMMENDATIONS**

---

Peer Review Panel Hearing was concluded on: \_\_\_\_\_  
Date

Peer Review Panel Members (name, department, campus):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Panel’s Findings of Fact and Recommendations:

- See attached document titled “Attachment to Peer Review Panel Findings and Recommendations”
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Panel Representative (print and sign)

\_\_\_\_\_  
Date submitted\*

*\*At the conclusion of the Peer Review process, the Panel must complete this form and submit one copy to each of the following: Grievant, the Grievant’s Division Dean, the applicable Vice-President, and the Vice President of Human Resources.*

GRIEVANCE FORM 1

INITIATION OF LEVEL 1

I, \_\_\_\_\_, am initiating Level 1 of the formal grievance procedure by requesting this matter be reviewed and a decision rendered by the Applicable Vice President.

Peer Review Panel Findings and Recommendations received on: \_\_\_\_\_  
Date

Recommendation of Peer Review Panel:

- Withdraw Grievance*
- Proceed to Formal Level 1*
- Other*

Include with this form:

- Request for Peer Review Form and any related documents*
- Peer Review Panel Findings and Recommendations Form and any related documents*

Rationale for initiating Formal Grievance Level 1:

- See attached document titled "Attachment to Grievance Form 1"*
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty Member(s) signature(s)

\_\_\_\_\_  
Date submitted\*

Proposed Meeting Days and Times (optional): \_\_\_\_\_

*\*Grievant must complete this form and submit one copy to each of the following within ten (10) days from the receipt of the Peer Review Panel's Findings and Recommendations: the applicable Vice-President and the Vice President of Human Resources.*

GRIEVANCE FORM 1B

REQUEST FOR VPHR REVIEW

I, \_\_\_\_\_, am requesting this matter be reviewed and a decision rendered by the Vice President of Human Resources (or designee, if the issue involves a decision of the VPHR).

Name of Applicable Vice President: \_\_\_\_\_

Decision of Applicable Vice President was received on: \_\_\_\_\_  
Date

Include with this form:

- Request for Peer Review Form and any related documents*
- Peer Review Panel Findings and Recommendations Form and any related documents*
- Level 1 Response from Applicable Vice President and any related documents*

Rationale for seeking review by the VPHR:

- See attached document titled "Attachment to Grievance Form 1B"*
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty Member(s) signature(s)

\_\_\_\_\_  
Date submitted\*

Proposed Meeting Days and Times (optional): \_\_\_\_\_

*\*Grievant must complete this form and submit to the Vice President of Human Resources within ten (10) days from the receipt of the decision of the Applicable Vice Present.*

**GRIEVANCE FORM 2 (NOTICE OF MEDIATION)**

---

I, \_\_\_\_\_, am initiating Level 2 of the formal grievance procedure by giving notice of my request for this matter to be mediated.

Level 1 meeting with the Applicable Vice-President and the VPHR occurred on: \_\_\_\_\_  
Date

Level 1 Response received by the Grievant on: \_\_\_\_\_  
Date

Include with this form:

- Request for Peer Review Form and any related documents*
- Peer Review Panel Findings and Recommendations Form and any related documents*
- Level 1 Response and any related documents*
- Independent Decision of VPHR and any related documents*

Proposed Preferred Mediator: \_\_\_\_\_

Proposed Alternate Mediator: \_\_\_\_\_

\_\_\_\_\_  
Faculty member(s) signature(s)

\_\_\_\_\_  
Date submitted\*

*\*Grievant must complete this form and submit one copy to each of the following within ten (10) days from the receipt of the Level 1 Response: Vice President of Human Resources, the applicable Vice-President, and the Faculty Association Grievance Coordinator.*

GRIEVANCE FORM 3

INITIATION OF LEVEL 3

I, \_\_\_\_\_, am initiating Level 3 of the formal grievance procedure by requesting this matter be reviewed and a decision rendered by the President of the College.

Date mediation was concluded at Level 2: \_\_\_\_\_  
Date

Name of the mediator used: \_\_\_\_\_

- Include with this form:
- Request for Peer Review Form and any related documents*
  - Peer Review Panel Findings and Recommendations Form and any related documents*
  - Level 1 Response and any related documents*
  - Independent Decision of VPHR and any related documents*
  - Grievance Form 2 and any related documents*

Rationale for initiating Formal Grievance Level 3:

- See attached document titled "Attachment to Grievance Form 3"
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Faculty Member(s) signature(s)

\_\_\_\_\_  
Date submitted

Proposed Meeting Days and Times (optional): \_\_\_\_\_

*\*Grievant must complete and submit this form to the President of the College within ten (10) days of the conclusion of mediation.*

**DEMAND TO ARBITRATE**

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**INITIATION OF LEVEL 4**

I, \_\_\_\_\_, am initiating Level 4 of the formal grievance procedure by demanding this matter be reviewed and a decision rendered by a neutral arbitrator.

Level 3 meeting with the President of the College occurred on: \_\_\_\_\_  
Date

Level 3 Response received by the Grievant on: \_\_\_\_\_  
Date

Include with this form:

- Request for Peer Review Form and any related documents*
- Peer Review Panel Findings and Recommendations Form and any related documents*
- Level 1 Response and any related documents*
- Independent Decision of VPHR and any related documents*
- Grievance Form 2 and any related documents*
- Level 3 Response and any related documents*

Rationale for initiating Formal Grievance Level 4:

See attached document titled "Attachment to Demand to Arbitrate"

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty Member(s) signature(s)

\_\_\_\_\_  
Date submitted

*\*Grievant must complete and submit this form to the President of the College within ten (10) days of the Grievant's receipt of the President's Level 3 Response.*