



January 6, 2022 – January 15, 2027

Collective Bargaining Agreement

between

Fashion Institute of Technology

State University of New York

and

United College Employees of Fashion Institute of Technology Local 3457

American Federation of Teachers

Contents

1.0 DURATION	7
2.0 STATUTORY PROVISIONS.....	7
3.0 LAW CONFLICT CLAUSE	7
4.0 MATTERS NOT COVERED	7
5.0 UNION RECOGNITION	7
6.0 UNION DUES CHECK-OFF.....	13
7.0 GRIEVANCE PROCEDURE	14
7.4 FORMAL PROCEDURE FOR PROCESSING GRIEVANCES	14
8.0 REIMBURSEMENT OF CRIMINAL DEFENSE EXPENSES.....	16
9.0 GOVERNANCE.....	16
10.0 ACTING AND TEMPORARY EMPLOYEES	16
11.0 VOTING ELIGIBILITY	17
12.0 DEPARTMENT CHAIRS, ASSOCIATE CHAIRS, AND ASSISTANT CHAIRS: TERM OF OFFICE AND ELIGIBILITY ...	19
13.0 APPOINTMENT OF DIRECTORS (AS LISTED IN 5.3).....	20
13.13.0 APPOINTMENT OF ACADEMIC ADMINISTRATORS	21
14.0 PERSONNEL FILES	21
15.0 APPOINTMENT: FACULTY	22
16.0 JOB POSTING	23
17.0 REAPPOINTMENT, TENURE & JOB SECURITY: FACULTY AND CLASSROOM ASSISTANTS.....	24
Department Meeting Process	26
17.17.0 STUDENT EVALUATION OF FACULTY WITH TENURE OR CERTIFICATE OF CONTINUOUS EMPLOYMENT ..	26
18.0 APPOINTMENT, EVALUATION, JOB SECURITY OF FACULTY TEACHING NON- DEPARTMENTAL OR INTER- DIVISIONAL COURSES	27
19.0 JOB SECURITY FOR PART-TIME FACULTY & PART-TIME CLASSROOM ASSISTANTS	27
20.0 EVALUATION, TENURE, CCE AND JOB SECURITY: STAFF, FULL-TIME AND PART-TIME	30
21.0 ASSIGNMENT OF PROGRAM (AOP): CLASSROOM FACULTY	31
21.2 AOP Course Denial:	32
21.3 Full-time Day Assignments:	33
21.4 Part-time Assignment:	33
21.4.5 Substitution	34
21.5 Evening and/or Weekend Assignments Excluding Summer I, Summer II, and Winter Session:.....	35
21.6 Teaching Hour Limitations	36
21.7 Discretionary Department Part-Time Assignments (Fall & Spring Semesters)	36

21.8	Summer I, Summer II, and Winter Session Assignments	37
21.9	Online Learning Program	38
21.10	Collaborative Online International Learning Program (COIL).....	39
22.0	ASSIGNMENT OF PROGRAM: NON-CLASSROOM FACULTY AND CLASSROOM ASSISTANTS	39
23.0	NEPOTISM	40
24.0	PROMOTION: FACULTY	41
24.1	Automatic Promotion:	41
24.2	Merit Promotion:	41
24.3	Adjunct Classroom Faculty Promotions:.....	41
24.4	Adjunct Non-Classroom Faculty Promotions:.....	42
24.5	Department Tenure and Promotion Committee	42
25.0	FACULTY DEVELOPMENT/STAFFING	43
26.0	WORKING CONDITIONS: CLASSROOM FACULTY.....	44
27.0	WORKING CONDITIONS: NON-CLASSROOM FACULTY.....	44
27.27.0	WORKING CONDITIONS: CLASSROOM ASSISTANTS.....	44
28.0	WORKING CONDITIONS: STAFF.....	45
28.8	Staff Remote Work Program.....	46
28.28.0	DISCIPLINARY PROCEDURE.....	47
29.0	ACADEMIC (DAY & EVENING) CALENDAR	48
30.0	VACATIONS: CLASSROOM FACULTY	48
31.0	VACATIONS: NON-CLASSROOM FACULTY.....	48
31.31.0	VACATIONS: CLASSROOM ASSISTANTS.....	51
32.0	HOLIDAYS: FULL-TIME STAFF.....	52
32.32.0	HOLIDAYS: PART-TIME STAFF, NON-CLASSROOM FACULTY, AND CLASSROOM ASSISTANTS	53
33.0	VACATIONS: FULL-TIME STAFF	53
33.4	Vacation Scheduling:	53
34.0	LEAVES OF ABSENCES: SICK LEAVE, PERSONAL LEAVE, EXCUSED ABSENCE WITHOUT LEAVE, UNPAID LEAVE, MATERNITY LEAVE, ADOPTION LEAVE, PATERNITY LEAVE	54
34.1	SICK LEAVE	54
34.2	Personal Business Days.....	56
34.3	Excused Absence with Pay.....	56
34.4	Unpaid Leave Provisions	57
34.5	Maternity Leave	57

34.6	Adoption Leave	58
34.7	Parental Child Care Leave	58
	WAIVER	58
34.9	Workers' Compensation	58
35.0	WELFARE	58
35.1	Healthcare.....	58
35.1.1	REIMBURSEMENT RATE FOR MEDICAL COVERAGE FOR PART-TIME CLASSROOM FACULTY HIRED PRIOR TO JUNE 1, 1997.....	59
36.0	SALARY PAYMENTS: PROCEDURE	60
37.0	RETRENCHMENT	60
37.2	Definitions:.....	61
37.3	Consultation:.....	61
37.4	Notice.....	61
37.5	Recall List:	61
38.0	CLASSROOM FACULTY WORKLOAD	62
39.0	CLASS SIZE	63
40.0	SABBATICALS.....	64
41.0	OTHER	64
42.0	STAFF COMPENSATION	65
42.1	Staff Compensation Program.....	65
I.	Definitions of Terms Used in Staff Compensation	65
II.	Position Evaluation.....	65
III.	Evaluation of New Position	65
IV.	Reevaluation	65
c.	Reevaluation Committee:.....	66
d.	Factor Comparison Method.....	66
e.	Benchmark Jobs	67
f.	Assignment to Salary Groups.....	67
V.	Performance Appraisals	67
VI.	Salary Administration	68
42.3	Staff Longevity Payment	68
43.0	STAFF WORKDAY: SUMMER & RECESS	69
43.3.1	Friday and Christmas Closings:.....	69

44.0 STAFF DEVELOPMENT	70
45.0 SALARY ADJUSTMENTS/ECONOMIC CONSIDERATION.....	70
46.0 MUNICIPAL COALITION ECONOMIC AGREEMENT	70
SALARY SCHEDULE INFORMATION SUMMARY	71
COLLECTIVE BARGAINING SALARY SCHEDULES.....	73
INDEX.....	94

1.0 DURATION

- 1.1 This contract and each of its provisions shall be effective as of January 16, 2022, and shall continue in full force and effect through January 15, 2027.
- 1.2 Negotiations for subsequent contract shall commence upon the request of either party.

2.0 STATUTORY PROVISIONS

- 2.1 The parties to this contract are the United College Employees of FIT (hereinafter referred to as “the Union”) and the College.
- 2.2 It is agreed by and between the parties that any provision of this agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore shall not become effective until the appropriate legislative body has given approval.
- 2.3 Neither party will discriminate against any employee in a manner contrary to law with regard to the application of the terms and conditions of this agreement.

It is the policy of the College and the Union that the provisions of this agreement shall be applied to all employees without regard to race, color, religious creed, national origin, age, sex, sexual orientation physical disability, pregnancy, marital status, or citizenship status.

3.0 LAW CONFLICT CLAUSE

- 3.1 The sections, paragraphs, sentences, clauses, and phrases of this contract are subject to applicable federal, state, and local law, and are separable. If any phrase, clause, sentence, paragraph, or section of this contract shall be found to be invalid because of conflict with any applicable federal, state, or local law, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this contract.
- 3.2 Any substitute provisions shall be subject to appropriate consultation and negotiation between the parties to this contract.

The parties will meet not later than ten (10) days after such finding for the purpose of renegotiating the provision(s) offered.

4.0 MATTERS NOT COVERED

- 4.1 With respect to matters not covered by this contract, or by other mutual understandings resulting from the negotiations of said contract, or by the written policies or by established procedures in effect as of February 28, 1995, and which are proper subjects for collective bargaining, the parties agree that they will make no changes without appropriate prior mutual consultation and negotiation.

5.0 UNION RECOGNITION

- 5.1 The Fashion Institute of Technology (hereinafter referred to as FIT or the College) recognizes the

United College Employees of the Fashion Institute of Technology, Local 3457, American Federation of Teachers (hereinafter referred to as the UCE or the Union), or its successors as the exclusive bargaining representative for all those listed below, including those individuals employed either full or part-time. A list of new employees in the positions represented by the Union shall be furnished to the Union monthly by the College. This list shall indicate department, title, and salary.

5.2 Classroom Faculty

5.3 Non-classroom Faculty

- *Assistant Director of Admissions
- *Assistant Director of Career Services
- *Assistant Director of Financial Aid
- *Assistant Director of the Library
- *Assistant Director of Records and Registration
- *Assistant Director of Writing and Speaking Studio

- *Director of Academic Advisement Center
- *Director of Accommodative Services
- *Director of Admissions
- *Director of Counseling Center
- *Director of Faculty Development
- *Director of Financial Aid
- *Director of International Student Services
- *Director of Library
- *Director of Career and Internship Center
- *Director, Educational Opportunity Programs
- *Director of Records and Registration
- *Director of Student Life
- *Director, Writing and Speaking Studio
- Coordinator, Center for Excellence in Teaching
- International Student Advisor
- Librarian
- Registrar

*Non-Tenure Bearing Title

5.4 Classroom Assistant

5.5 Staff

Title	Schedule
Academic Skills Evening Supervisor	92
Access Services Manager	93
Accounting Clerk I	87
Accounting Clerk II	88
Accounting Clerk III	90
Accounting Officer	95
Accounting Supervisor	93
Accounts Supervisor	93
Administrative Assistant	91
Administrative Associate	94
Administrative Coordinator	93
Administrative Secretary	90
Admissions Office Assistant	90
Admissions Office Associate	94
Admissions Operations Manager	96
Admissions Systems Manager	95

Animation & Interactive. Media Manager	95
Assistant Conservator	91
Assistant Coordinator	93
Assistant Curator	91
Assistant Manager	94
Assistant Manager, International Education	96
Assistant Museum Registrar	91
Assistant Supervisor - Mail Room	90
Assistant Supervisor, Payroll	94
Assistant To Bursar	93
Assistant To Director of the FIT Museum	94
Assistant To the Dean	96
Associate Conservator	93
Associate Coordinator	94
Associate Curator/Costumes	93
Associate Museum Registrar	93
Asst. Supervisor, Accounts Payable	91
Athletics Department Secretary III	89
Athletics Director	96
Benefits Coordinator	95
Budget Coordinator	94
Bursar Office Assistant	92
Bursar's Office Associate	92
Campus Exhibitions Coordinator	93
Cataloging Assistant I	89
Cataloging Associate	92
Chief Storyteller	99
Clerical Assistant	86
Clerk I	87
Clerk II	88
Collections Assistant	88
Collections Manager	95
Collections Supervisor	93
Communication Designer	95
Compliance Cert. Coordinator	94
Coordinator, Academic Skills Center	94
Coordinator, Bursar Office	94
Coordinator, Photo & Production	94
Coordinator, Special Programs	94
Counselor Assistant I	89
Counselor Assistant II	90
Counselor Assistant III	91
Counselor Associate	92

Curator, Accessories	94
Curator, Education & Research	94
Database Administrator	96
Department Coordinator	92
Department Secretary	88
Dept. & Industry Project Coordinator	93
Deputy Director	96
Desktop Services Supervisor	96
Desktop Support Specialist	94
Editorial Associate	92
Editorial Director	99
Educations and Collections Assistant	89
Executive Assistant	95
Executive Assistant/Concierge	95
Executive Coordinator	96
Exhibition Production Coordinator	93
Exhibitions Manager	94
External Events Manager	94
External Relations Specialist	94
Faculty Services Coordinator	96
Faculty Services Office Associate	92
Financial Aid Assistant	90
Financial Aid Data Coordinator/Project Manager	96
Financial Aid Loan Manager	96
Financial Aid Record Assistant	89
Fleet Operator I	87
Grants Coordinator	93
Grants Manager	95
Graphics Lab Assistant	92
Help Desk Technologist	91
Institutional Research Analyst	94
Internal Communications Specialist	92
Internal Events Manager	94
IT Assistant	87
IT Team Lead	94
Library Aide	88
Library Analyst	90
Library Analyst Periodicals	90
Library Associate	92
Library Clerk	87
Library Reference Assistant	89
Machine Technician	92
Machine Technologist	90

Mail Clerk I	87
Manager, Accounts Payable	96
Manager, Academic Technology & Desktop Support	96
Manager, Cashiering Operations	95
Manager, Computer Operations	96
Manager, Curatorial and Museum	99
Manager, Customer Support	96
Manager, Database Admin. System and Services	99
Manager, Digital Strategy	99
Manager, IT Enterprise Tech Svc	99
Manager, IT Enterprise Unis/Linux	99
Manager, IT Operations/Middleware	99
Manager, Mail Operations	93
Manager, Online Learning??	96
Manager, Photography Operations	95
Materials Assistant	92
Media & Education Assistant Manager.	91
Media Communications Associate	92
Media Coordinator	90
Media Relations Manager	96
Media Relations Specialist	94
Micro Computer Support Specialist	91
Museum Installation Assistant	92
Museum Media Manager	94
Museum Photographer	92
Museum Registrar	95
Network Facilities Manager	94
Network Manager	96
Office Assistant	90
Office Associate	91
Office Manager	94
Online Learning Coordinator	93
Operations Manager-Technology	96
Payroll Analyst II	90
Payroll Coordinator	94
Print & Mail Clerk I	87
Print Services Coordinator	93
Print Shop Assistant	88
PrintFX Fablab Coordinator	95
Procedure & Communications Coord.	96
Program Coordinator	92
Project Associate	94
Project Coordinator	93

Project Manager	96
Publications & Advertising Manager	96
Purchasing Agent	94
Receiving Coordinator, Asset & Fleet Management	93
Reconciliation Records Assistant	89
Records & Registration Assistant II	91
Records Assistant II	89
Records Manager	91
Recruitment & Event Manager	96
Research Assistant	90
Resource Assistant	88
Resource Associate	93
Scheduling Manager	96
Scholarship Coordinator	94
Secretary I	87
Secretary II	88
Secretary III	89
Senior Conservator	95
Senior Curator, Costumes	95
Senior Exhibition Manager	95
Senior IT Manager	99
Senior Project Manager	99
Senior Systems Administrator	96
Senior Systems Analyst-Unix Win.	96
Social Media Coordinator	94
Space Planning & Management Assistant	93
Special Collections Associate	91
Special Projects Manager	99
Senior Curator of Education & Public Programming	96
Senior Institutional Research Analyst	96
Staff Writer	96
Stockroom Assistant I	87
Student Account Representative	88
Student Life Office Assistant	92
Student Services Representative I	87
Student Services Representative II	88
Student Services Representative III	89
Supervisor, End User Support	93
Supervisor, Mail Operations	90
Supervisor, Periodicals	90
Supervisor, Student Financial Services	93
Support Center Manager	96
System Specialist	96

Systems Programmer	96
Systems Specialist	96
Technical Manager	99
Technologist A	89
Technologist B	90
Technologist C	91
Technology Associate	93
Telecom Manager	99
Telecommunications Operator	88
Telecommunications Supervisor	95
Telecommunications Technologist	92
Telephone Operator	87
Testing Center Coordinator	93
Unified Help Desk Shift Sup/Dispatcher	94
Unified Help Desk Shift Supervisor/Dispatcher	95
User Services Assistant	93
User Services Supervisor	94
User Support Assistant I	91
User Support Assistant III	93
User Support Manager	96
User Support Supervisor	94
Videographer	92
Visual Resources Curator	94
Web Content Coordinator	94
Web Content Specialist	91
Web Systems Specialist	96

- 5.6 Job titles within the bargaining unit cannot be changed except by mutual agreement of the parties to the contract. Individuals employed with grant funds or in positions of limited duration not to exceed three months are not included in the bargaining unit. The parties to this contract reserve the right to petition the Public Employment Relations Board (PERB) to include or exclude any positions covered by this contract.

6.0 UNION DUES CHECK-OFF

- 6.1 The College shall, to the extent permitted by applicable law, check off UCE dues, VOTE/COPE, Opportunity Plus, and NYSUT Benefit Trust upon submission of a signed authorization to the Payroll Office by the Union for anyone within any eligible members of the bargaining unit. Eligibility for the NYSUT Benefit Trust shall be limited to UCE members. In addition, the Union agrees to hold the College harmless from any claims, damages or costs incurred in connection with such deductions. The College shall remit to the Union the deductions and shall furnish the Union with a list of all employees from whose salaries such deductions have been made.

7.0 GRIEVANCE PROCEDURE

7.1 **INTENT:** It is the declared objective of this procedure to encourage the prompt resolution of employee complaints and grievances as they arise and to provide recourse free from coercion, interference, restraint, discrimination, or reprisal.

7.2 **DEFINITIONS:** A complaint is an informal claim by an employee or by the Union of improper, unfair, arbitrary, or discriminatory treatment.

A complaint may, but need not constitute a grievance and every effort shall be made by the complainant to resolve complaints informally with the supervisor. Any settlement, withdrawal, or disposition of a complaint at this informal stage shall not constitute a binding precedent in the settlement of similar complaints or grievances; nor shall any resolution of a complaint be inconsistent with the terms of this contract.

7.3 The term "grievance" shall mean any claim by a grievant that:

- (a) there has been a violation, misinterpretation, or misapplication of any of the provisions of this contract which concern the grievant; or
- (b) there has been a violation, misinterpretation, or misapplication of written or established policies or procedures governing or arising out of the day-to-day conditions of employees herein, if the sustaining of such a claim would not be inconsistent with the provisions of this contract.

7.3.1 A grievance may be instituted by the parties to this contract and/or by any person(s) covered by this contract; and such parties or persons shall be termed "grievant."

7.4 FORMAL PROCEDURE FOR PROCESSING GRIEVANCES

7.4.1 The grievant shall have the right to be represented at all stages of the grievance procedure by any representative of their choice; however, if the Union is not chosen as the representative of an individual grievant, the Union shall have the right to have a representative present at each step of the grievance procedure and this representative may participate to the extent of presenting the position or interpretation of the Union.

7.4.2 The administrator making the decision shall send a copy of the decision to the Union on the same day that the decision is sent to the grievant. The Union may appeal any decision(s) which violates any term of this contract.

7.4.3 All grievances shall be filed in writing on an approved form. The grievant shall state the nature of the grievance, the contract provision(s) affected, the relief sought, and shall date and sign the grievance. The grievance shall be presented in accordance with the grievance procedure set forth below. In each instance, the acknowledgment of receipt of the grievance shall be made by the appropriate administrator involved by initialing and dating the form presented and returning a copy of the form to the grievant.

7.4.4 All grievances must be filed not later than thirty (30) working days from the date on which the grievance arose or could reasonably have been discovered, whichever comes later, except those involving reappointment which must be filed within twenty (20) working days from the date on which the grievance arose or could reasonably have been discovered, whichever comes later.

For the purposes of the grievance procedure, working day is defined as any day on which classes are officially in session during the Fall and Spring semester, except Saturdays and Sundays.

- 7.4.5 The failure of an administrator at any level to communicate their decision to the grievant within the proper time limits shall permit the grievant to proceed to the next stage of the grievance procedure. The failure of the grievant to file their grievance within the time limits set forth in Sec. 7.4.4 above or to appeal any decision within applicable time limits set forth in the grievance steps shall bar consideration of, or further action on, the grievance.
- 7.4.6 The time limitations prescribed at each step of the grievance procedure may be extended only by mutual agreement of the parties in writing before the expiration of the time period for the applicable step.
- 7.4.7 Hearings and conferences held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all interested parties to attend. When such hearings and conferences are held during class or working hours, all employees whose presence is required shall be excused for that purpose without loss of payment from the College.
- 7.4.8 Grievances presented at STEPS I and II shall be private unless the grievant, the Union, and the College all agree that the grievance be public.
- 7.4.9 At all steps of the grievance procedure, the grievant shall have the right to require the production of relevant records relating specifically to the particular grievance in question, upon reasonable notice to the supervisory administrator and the contract administrator. The College will attempt to provide documents in a timely fashion.
- 7.4.10 The grievance procedure shall be as follows:
- 7.4.11 STEP I: The grievance shall be presented to the Senior Administrator for the grieving's area with a copy to the President's Office or President's designee (and to the UCE if grievance is filed by an individual), who may rule upon the grievance or may designate a Department Chair or other designee to rule upon the grievance after consultation with the Senior Administrator. A written decision by the Senior Administrator (or their designee) shall be furnished to the grievant, with a copy to the Union, within ten (10) working days of receipt of the written grievance.
- 7.4.12 STEP II: If the grievance has not been resolved at STEP I, the grievant shall have the right within fifteen (15) working days following notice of the STEP I decision to appeal said decision to the President or President's designee. The appeal shall be in writing, and shall set forth the disposition of the grievance at STEP I. A hearing date shall be established within fifteen (15) working days of receipt of the appeal, and the grievant and the Union shall be notified of such hearing. Oral and written statements or arguments may be presented directly or through witnesses. The President or President's designee shall communicate their decision in writing to the grievant and the Union within fifteen (15) working days after completion of the hearing.
- 7.4.13 STEP III: If a grievance has not been resolved at the conclusion of STEP II, it may be submitted to arbitration pursuant to the voluntary labor arbitration rules of the American Arbitration Association within fifteen (15) working days after the receipt of the STEP II decision.

A copy of the notice of arbitration shall be given to the President of the College or President's designee and shall include a brief statement setting forth the issue or issues to be decided by the arbitrator.

The arbitrator shall be selected by the Union and the President of the College or President's designee from a list of arbitrators submitted by the American Arbitration Association. The arbitrator's decision or award shall be final and binding in accordance with applicable law and shall not add to or subtract from or modify this collective bargaining agreement. The costs and fees of such arbitration shall be borne equally so that the College shall pay one-half (1/2) and the other party or parties to the arbitration shall pay the other one-half (1/2).

Unless the arbitrator should otherwise require, the arbitration hearings shall be held at the College. A union member shall not be permitted to go to arbitration if the Union has voted not to support the grievance.

8.0 REIMBURSEMENT OF CRIMINAL DEFENSE EXPENSES

- 8.1 In conformance with Article 126, Section 6309 of the New York State Education Law, the College will provide for reimbursement of defense costs incurred by employees upon acquittal or dismissal of criminal charges which arose from acts within the scope of the employee's duties. Payments for such costs shall commence at such time as agreed to by the College and the UCE of F.I.T.

9.0 GOVERNANCE

- 9.1 Administration/Union Relations. The President of the College or President's designee and the President of UCE/FIT shall confer at the request of either as their interests may require.
- 9.2 The faculty shall participate in the formulation of policy for graduate and undergraduate education in relation to curriculum, academic standards, student affairs, and tenure and promotion, through elected committees of the Faculty Senate and shall make recommendations related to these matters to the President of the College, through the Vice President of Academic Affairs' Cabinet or other designee of the President.

10.0 ACTING AND TEMPORARY EMPLOYEES

- 10.1 A person in an acting capacity is one who works in the absence of a permanent employee for a given period of time.
- 10.2 Persons employed in temporary positions are those hired to cover emergency situations for a reasonable period of time.
- 10.3 Part-time employees with a minimum of three (3) years of service and all full-time employees who take acting positions will go back to their original or comparable positions as determined by mutual agreement by the parties to this contract when the permanent employee returns.
- 10.4 An acting or temporary employee newly hired to replace a permanent employee on leave, will be dismissed upon return of the permanent employee unless an opening may exist in a permanent position within the College for which such temporary or acting employee may be qualified. There is, however, no guarantee of employment.

- 10.5 Persons whose initial full-time employment is in an acting position may not be employed in the acting position for a period in excess of two (2) years. These employees are not eligible to apply for other acting positions. If after serving in an acting position for two years and employment status changes to permanent in the same role, time served as acting will count towards tenure provided there is no break in service.
- 10.6 Non-tenured permanent employees may apply for acting positions only if they have been employed by the College on a full-time basis for at least two years and have served in their current position for at least one year.

11.0 VOTING ELIGIBILITY

- 11.1 Faculty: A Department shall consist of any group of faculty members working under a Chair, Associate Chair, Director, or any equivalent title.
- 11.2 In the Enrollment Management and Student Success (EMSS) Division, for purposes of voting eligibility, a Department shall refer to any area with four (4) or more full-time faculty (or their part-time day equivalent) eligible to vote, as defined in Section 11.4. In the EMSS Division, any area with less than four (4) full-time faculty (or their part-time day equivalent) eligible voters shall, for the purposes of voting, expand to four (4) full-time faculty by the temporary addition of one (1) or more full-time faculty members from within the EMSS Division selected by written mutual agreement between the area and the Vice President of EMSS.

The number of full-time day equivalent in the EMSS Division is determined by adding the total of hours worked during the day by all part-time non-classroom faculty in one department divided by the total hours worked by one full-time non-classroom faculty member (30 hours/week).

- 11.3 Only those qualified voters physically present at the time a vote is taken may vote. A majority (51%) of the full-time qualified voters of the Department constitutes a quorum. A majority vote of those physically present and voting shall decide each issue. A secret ballot must be used on all issues except "other matters. Meetings that involve elections and Department Tenure and Promotion matters must have two (2) weeks' notice unless there is a serious emergency -- in such event every effort will be made to contact each voting member personally.

11.4 Voting eligibility in Department matters shall be determined as follows:

MATTER	ELIGIBLE VOTERS*
Initial appointment, tenure, or Certificate of Continuous Employment (hereinafter may be referred to as CCE).	Tenured faculty and part-time day faculty holding a Certificate of Continuous Employment in the Department in which they are working. Those part-time faculty members who vote on initial appointment, reappointment or tenure of an individual may at no time become candidates for that position, or for one which becomes available as a result of a negative department vote on that individual.
Reappointment, for 2nd, 3rd, 4th, 5th & 6th semesters.	Tenured faculty and tenured classroom assistants, part-time day faculty and classroom assistants holding a Certificate of Continuous Employment in the Department in which they are working. Those part-time faculty members who vote on initial appointment, reappointment or tenure of an individual may at no time become candidates for that position, or for one which becomes available as a result of a negative department vote on that individual.
Promotions	Full-time faculty with at least two (2) years continuous service and part-time day faculty holding a Certificate of Continuous Employment in the Department in which they are working.
Elections/Recall: Chair, Associate Chairs, Assistant Chairs	Full-time faculty and part-time day faculty holding a Certificate of Continuous Employment in the Department in which they are working. Candidates for these positions are eligible to vote. Individual being recalled is eligible to vote.
Other Elections and Other Matters	Full-time faculty and classroom assistants with at least two (2) semesters continuous service; and part-time day faculty who are on the AOP B list in the Department in which they are voting and part-time day classroom assistants who have completed the equivalent of one year's service in the Department in which they are voting.

**All eligible voters must be in active status. For the purposes hereof, active status is defined as those employees receiving their regular compensation inclusive of faculty on Sabbatical Leave, Travia Leave or other non-disciplinary paid leaves. For the purpose of Article 11 (Voting Eligibility), part-time day faculty shall mean all part-time faculty teaching week (Monday-Friday), and day (8 A.M. – 6 P.M.) courses. Faculty voting eligibility is determined by their current position. Those part-time faculty members who vote on initial appointment, reappointment or tenure may not be a candidate for that position or one which might become available as the result of a negative vote.*

12.0 DEPARTMENT CHAIRS, ASSOCIATE CHAIRS, AND ASSISTANT CHAIRS: TERM OF OFFICE AND ELIGIBILITY

- 12.1 Effective Fall 2009, elections for Department Chairs, Associate Chairs and Assistant Chairs, except as excluded in Section 12.4, shall be nominated and elected by the Department at any time after the start of the semester but prior to October 15th for a three (3) year term and shall take office at the beginning of the Spring semester. Full-time faculty and part-time day faculty with Certificates of Continuous Employment shall be eligible to vote in such elections. Special elections shall be held for interim terms whenever necessary.
- 12.2 Those eligible for election to office of Chair, Associate Chair, and Assistant Chair, shall be all full-time tenured faculty within a Department who are in active status; however, the tenure requirement of this provision may be waived by a vote of two-thirds (2/3) of the Department.
- 12.3 All Department Chairs, Associate Chairs, and Assistant Chairs shall be subject to recall and replacement. A recall election may be called by the President of the College once per semester, or by the Department once per semester, except that a recall election may be called during the individual's first semester as Chair only with a mutual consent of the President of the College and the majority of the Department. The individual to be recalled shall be informed of the reasons with a copy to the Vice President of Academic Affairs and the President, not less than ten (10) working days prior to the recall vote. To implement recall, a written ballot and a two-thirds (2/3) majority vote of those qualified members present are required.
- 12.3.1 Should the administration desire recall of a Chair, Associate or Assistant Chair, the President or President's designee shall meet with the Department for consultation purposes. If the issue is not resolved, the President or President's designee shall ask for a Department recall vote. Should fifty-one percent (51%) or more of those qualified members present agree to the recall proposal, the referenced Chair is removed and a new election shall be undertaken to fill the unexpired term. Should fifty-one percent (51%) or more of those qualified members present not agree to the recall proposal, the President may appoint a mutually agreed upon college-wide committee as described under Section 37.1. The vote of this committee shall be binding. The administration may not call for a recall vote in any one Department more than once in an academic year.
- 12.4 For the first four (4) years of the existence of a new Department, the head of the Department shall be chosen by the President of the College. The President determines the released time. After the initial four (4) years, if the Department has fewer than three (3) full-time faculty members (or their part-time day equivalent), the head of the Department shall continue to be chosen by the President for one (1) year terms. If after the initial four (4) years, the Department has from three (3) to five (5) full-time faculty members (or their part-time day equivalent), the head of the Department will be elected as an Associate Chair. In a Department of six (6) or more full-time faculty members (or their part-time day equivalent), the head of the Department shall be elected as Chair.
- 12.5 In any currently existing Department of three (3) through five (5) full-time members (or their part-time equivalent), the head of that department shall be designated as an Associate Chair. If after the initial four (4) years the department has six (6) full-time members or more (or their part-time equivalent), the head of that department shall be elected.

The number of full-time day equivalent for classroom faculty is determined by adding the total of hours taught during the day by all part-time faculty in one department divided by the total hours taught by one full-time faculty member (12 contact teaching hours/week).

- 12.6 In addition to a Chair, whenever a department has fifteen (15) or more full-time faculty members (or their part-time day equivalent), an election for an Assistant Chair may be held after authorization by the School Dean and Vice President of Academic Affairs. If a Department has fifteen (15) full-time

faculty members or more (or their part-time day equivalent), and does not already have an Assistant Chair, an Assistant Chair shall be elected.

12.7 Evening Coordinator(s)

- a. Chair has the right of refusal of the first seventy-five percent (75%) of the Evening Coordinator hours.
- b. Assistant Chair has the right of first refusal of the remaining twenty-five percent (25%) of the hours.
- c. If the Assistant Chair does not want all or a portion of the twenty-five percent (25%) of the hours, the Chair may take these hours.
- d. Any hours not taken by the Chair and Assistant Chair, will be granted to faculty of the Department based on an annual election by the appropriate faculty of the Department. More than one (1) individual may be elected to receive Evening Coordinator hours. Specialized areas, as mutually agreed to by the Union and Administration, are excluded from the pool of hours. These hours are to be assigned by the Chair.

13.0 APPOINTMENT OF DIRECTORS (AS LISTED IN 5.3)

13.1 The President shall appoint Directors (including Associate and Assistant Directors) who shall serve at their pleasure.

13.2 The appointment and consultation process for Directors of Departments of four (4) or more qualified full-time members shall be as follows, unless the President opts to fill the vacancy from outside the College (see 13.3):

- a. All interested full-time faculty members in the Department may submit applications for candidacy stating their qualifications to the Senior Administrator.
- b. The Senior Administrator shall submit the name of a proposed appointee to the Department faculty.
- c. An opportunity shall be provided the qualified faculty of the Department to discuss the Senior Administrator's proposed appointee.
- d. The Senior Administrator's proposed appointee shall be submitted for a vote by secret ballot by the qualified faculty members of the Department. A faculty member may not become a self-proposed candidate for the term being considered if (s)he participates in the voting.
- e. Unless two-thirds (2/3) of the qualified faculty of the Department vote against the Senior Administrator's proposed appointee, their name shall be submitted to the President.
- f. In the event of the rejection of the Senior Administrator's proposed appointee by a majority of the Department faculty, or by the President, the Senior Administrator will submit an alternate candidate.
- g. Upon receipt of the name of the Senior Administrator's proposed appointee, and prior to the faculty's discussion of the appointee, the faculty shall designate, by majority vote, one of its members to prepare an explanation of the Department discussion and decision, if the decision is to reject the appointee. The explanation shall be submitted to the President, Senior Administrator, and rejected proposed appointee.
- h. In the instance of a vacancy and/or pending the appointment of a successor in the foregoing manner, the President may appoint an Acting Director for a period of ninety (90) working days or one (1) semester.
- i. For the purpose of Article 13, Appointment of Directors, a faculty member qualified to vote is one who has been a full-time member of the Department for one (1) year prior to the vote being taken.
- j. The foregoing process shall be initiated following the occurrence of a vacancy in the position.

- 13.3 If a vacancy exists within a department, the President, at their option, may initiate a search outside of the College. After the Senior Administrator certifies the pool, a Screening Committee, composed of two (2) members from the Administration appointed by the President and two (2) members of the department selected by the full-time non-classroom faculty of that department (the number of Committee members may be expanded by mutual consent of the President and the Union) will be appointed to screen resumes. Resumes will be forwarded to the respective departments. The process for faculty appointments will be followed.
- 13.4 When filling any of the above-mentioned titles, every effort shall be made to give consideration to all qualified candidates from within the College.
- 13.5 When a Director (such Directors as listed in 5.3) is appointed who does not have tenure, evaluation for reappointment and tenure will first be handled by the department in accordance with the faculty reappointment and tenure process as stated in Section 17.0. Once the department has voted and made their recommendation to the senior administrator, the reappointment and tenure of the director will be handled by a committee appointed by the President, composed of two (2) administrators, two (2) faculty members, and one (1) faculty member from the Department. The reappointment process for directors requires that peer/surrogate evaluations be administered each semester until tenure is granted. This committee will make recommendation(s) to the President. The President's decision is final.

13.13.0 APPOINTMENT OF ACADEMIC ADMINISTRATORS

- 13.13.1 Initial appointment to academic positions with the title of Vice President and Dean, or positions of equal or greater rank that may be established, shall be made by the President after consultation with a search committee of the Faculty Senate. All Deans (including Associate Deans and Assistant Deans) serve at the pleasure of the President of the College.
- 13.13.2 When filling any of the above-mentioned titles, every effort shall be made to give consideration to all qualified candidates from within the College.
- 13.13.3 Moreover, with regard to these positions, the President shall consult with the appropriate committee of the Faculty Senate with respect to the effectiveness of the performance within these positions for the first three (3) years of an individual's appointment and at the end of each succeeding three (3) year period.

14.0 PERSONNEL FILES

- 14.1 All evaluation reports, letters of reference, and other comparable personnel documents relating to any individual covered by this contract, shall be kept in the individual's personnel file within the Office of Human Resources. No other personnel file shall be maintained. Whenever an item is placed in an individual's personnel file, the Office of Human Resources shall within five (5) working days, notify the individual.
- 14.2 If an employee believes that material in their file contains an incorrect statement of facts, the employee may file a grievance. Pending the disposition of a grievance concerning inclusion of material in a personnel file, the material shall not be contained therein.
- 14.3 Information placed in an employee's personnel file shall be limited to matters affecting official responsibilities, academic and professional achievement.

- 14.4 Any matter which has not been put in writing ninety (90) working days from the time of its occurrence or from the time it could reasonably have been discovered may not be later added to the employee's personnel file.
- 14.5 Notwithstanding the above, observation and evaluation reports must be put in writing within ten (10) consecutive (excluding weekends and holidays) days from the date the observation was made, unless an extension is granted upon mutual consent of the College and the Union. Reports shall be signed by the individual observed and the employee shall be permitted to file a written reply to any portions of such reports to which the employee may take exception. All written replies shall be attached to the copy of the observation or evaluation report placed in the employee's personnel file, and a copy of these replies shall be given to the observer within ten (10) days of the date of placement in the employee's personnel file.
- 14.6 Individual personnel files shall be confidential, but individuals shall have the right to review their own personnel file in the presence of a representative of the Office of Human Resources during business hours upon reasonable notice. An individual may be accompanied by an adviser of their own choice. An employee may, in writing to the Office of Human Resources, authorize another employee to view their file.
- 14.7 The President of the College or President's designee and the Vice President of Academic Affairs shall have access to all personnel files. Whenever the President or President's designee or the Vice President of Academic Affairs obtains access to a personnel file, the employee shall subsequently be advised within five (5) workdays. Upon prior notice to the employee, a Senior Administrator may review the personnel file of the employee in their jurisdiction in which event the employee will be given the opportunity to be present upon review of the file. The date and purpose of the file review shall be noted in the file.
- 14.8 Every grievance and its disposition shall be filed in the grievant's personnel file and a copy placed in the personnel file of the employee against whom the grievance is directed.
- 14.9 Supervisors may maintain files on employees under their supervision. They may maintain in these files notes regarding conversations, copies of memos they have written to employees that have or have not been copied to individuals' personnel files and other information pertaining to employees' performance, attendance, and other relevant information. Materials from these files may not be used in disciplinary procedures unless they are offered in support of similar misconduct already documented in the employees' official personnel files maintained in the Office of Human Resources.

15.0 APPOINTMENT: FACULTY

- 15.1 All appointments to full or part-time faculty positions at any rank, exclusive of appointments of Directors or Administrative Heads in non-classroom faculty Areas, shall be made by the President of the College after having been reviewed by the qualified voters of the Department or Area, the School Dean and the Vice President of Academic Affairs. The recommendation to the President of the College for appointment shall be made by a majority of the qualified voters of the Department and shall be accompanied by the recommendation of the School Dean and Vice President of Academic Affairs.
- 15.2 If a candidate is being considered at a rank higher than the first step of Instructor, and the majority vote (over 50% of eligible voters) is for approval, the candidate's name, together with the recommendations from the department and the School Dean shall be sent to the College-wide Tenure and Promotion Committee for a recommendation to the Vice President of Academic Affairs for consideration and recommendation to the President. Such recommendation of the Faculty Senate

Tenure and Promotion Committee shall be submitted not later than five (5) working days, if possible, after receipt of the information from the School Dean/Senior Administrator.

- 15.2.1 When an adjunct faculty member is appointed to a full-time position, those adjunct faculty who have earned between seventy-two (72) and one hundred forty-three (143) hours shall automatically go to step "1" if there is a step "0" or to step "2" if there is no step "0", upon receiving a full-time appointment. Those faculty who have earned one hundred forty-four (144) hours and above shall automatically go to step "2" if there is a step "0" or to step "3" if there is no step "0".
- 15.3 If a candidate is hired during the months of June, July, August or during winter session, or at any time when no regular session of the College is being held, a faculty member shall not be hired beyond one (1) semester until after all of the procedures set forth hereinabove shall have been completed.
- 15.4 Whenever a full-time position becomes available, part-time faculty on the Department's Assignment of Program (AOP) list (see Section 21.0) shall be notified and have the right to apply and be considered. If a part-time faculty member with seniority is bypassed, they upon written request directed to the Department Chair, shall be provided in writing a summary of the Department's decision as to their application.
- 15.5 In the event that full-time classroom faculty appointments to fill a proven emergency must be considered during an academic vacation or intersession, or emergency part-time appointments during registration periods, it shall be the responsibility of the Department Chair (or designee) to make every effort to consult with as many voting members of the Department as possible and with the Dean of the School and the Vice President of Academic Affairs, if possible, and an appointment recommendation shall be conveyed to the President on the basis of a majority vote of the voting members of the Department who are available.

16.0 JOB POSTING

- 16.1 All openings for full-time and part-time day and evening positions for staff, classroom assistants and non-classroom faculty positions must be posted and/or circulated. Vacant or acting positions within a Department may be filled from within the Department without posting provided that the proposed candidate meets the minimum requirements for the position and that the formal hiring process is followed. Any vacancy that will not be filled from within the Department shall be posted college-wide prior to being posted externally.
- 16.2 Employees shall have a period of five (5) working days to apply after the date of college-wide distribution.
- 16.3 All qualified College employees who apply within the five (5) day period must be interviewed first; and, if none are found suitable, the position may then be filled from other sources.
- 16.4 An employee who accepts any transfer will continue to be assigned to such position only after having successfully completed a probationary period, during which probationary period the employee may be involuntarily returned to their former position, without prejudice. Such probationary period shall expire after three (3) months service in the position during either the Fall or Spring academic semester excluding recess period. The total probationary period shall not exceed five (5) months unless extended by employee absence. The supervisor may decide to include recess periods in the probationary period. Part-time employees shall be covered by the provisions of this clause only after completing four (4) years of service.

17.0 REAPPOINTMENT, TENURE & JOB SECURITY: FACULTY AND CLASSROOM ASSISTANTS

- 17.1 The use of the word "evaluation" in this Section shall refer to an evaluation of the individual's total performance and contribution to the College. For classroom faculty, evaluation shall always include classroom peer observations as one method of evaluating the individual's performance. (Peer observations must be conducted by active tenured faculty or as otherwise stated in Section 19.3 of this agreement.) For faculty and classroom assistants, evaluations shall always include peer observations and student classroom evaluations or equivalent peer observations where classroom student evaluations are not applicable as one method of evaluating the individual's performance. A written summary of criteria used for evaluation of faculty and classroom assistants will be developed and distributed at the time of initial appointment.

In departments where faculty may not have student contact, peer/surrogate evaluations will be administered during the semester prior to the faculty member being considered by the department for tenure or promotion. Peer/surrogate evaluations are administered by the Office of Faculty Services.

- 17.2 It shall be the responsibility of the Department Chair or Director to arrange for all new faculty members and classroom assistants to be peer observed before the end of the third month of service. The Department Chair or Director shall arrange that observation assignments be balanced among all tenured members of the Department, and that no faculty member shall be observed by the same person more than once in one (1) semester. Only one observer may be present at any one time. Notice of at least one (1) week shall be given to the person being observed. Peer observations in newly-created Departments shall be done by a Departmental Tenure and Promotion Committee as provided for in Section 24.5.3.

- 17.2.1 A faculty member who is assigned and conducts a classroom observation of an evening and/or weekend course shall be compensated at one-half (1/2) their hourly teaching rate. No more than two (2) observations per semester shall be required of any faculty member during evening and/or weekend hours without the consent of the faculty member.

An observation shall be deemed to require two (2) hours work. To be paid, the faculty member must spend a minimum of fifty (50) minutes in the classroom engaged in the observation.

- 17.3 Full-time non-tenured faculty and classroom assistants shall be observed at least twice per semester in their first year of service and at least once per semester thereafter, and at least twice per semester if in the second semester the vote was approved with reservations. During the first eighteen (18) months qualified members of the Department (excluding the candidate) shall vote for one of the following options to recommend:
- (a) Reappointment with unqualified approval (requires two-third (2/3) majority vote);
 - (b) Reappointment with reservations (requires simple majority vote);
 - (c) Non-reappointment (requires simple majority vote).
 - (d) When the combined votes of unqualified approval and approval with reservations results in a simple majority or a tie vote, the vote shall be recorded as approval with reservations.

During the second eighteen (18) months each qualified voter in the Department shall have only one (1) of the following two (2) options to recommend:

- (a) reappointment; or
- (b) non-reappointment.

A simple majority vote shall be sufficient to constitute a recommendation of appointment or non-

reappointment.

- 17.3.1 A third observation will be required if two (2) peer observations that are conducted in the same semester are conflicting (one is positive and one is negative) or if peer observations and student evaluations are conflicting. The third observation will be done by either a tenured faculty member or the department Chair.
- 17.4 All Department votes and supporting material regarding reappointment shall be forwarded by the Departmental Tenure and Promotion Committee with the appropriate Dean's recommendation to the College-wide Tenure and Promotion Committee. The College-wide Tenure and Promotion Committee shall review only those votes for reappointment with reservations or for non-reappointment for the third, fourth and fifth semesters.
- 17.5 Approval with reservations and recommendations for non-reappointment shall be accompanied by a written statement by the Department Tenure and Promotion Committee to the College-wide Tenure and Promotion Committee with a copy to the candidate, the Vice President for Academic Affairs, and to the President of the College.
- 17.6 If the Department votes for non-reappointment during the Fall semester, the candidate shall be notified on or before December 1st; if the Department votes for non-reappointment at the end of the Spring semester, the candidate shall be notified on or before May 1st. All reappointed non-tenured and non-certified faculty members and classroom assistants shall be reevaluated every semester before May 1st (or December 1st) and the resulting recommendations reported to the College-wide Tenure and Promotion Committee until tenure or a CCE is granted.
- 17.6.1 If the Dean or Vice President recommends non-reappointment, the employee shall be notified on or before December 15th for the Fall semester and on or before May 15th for the Spring semester.
- If the President's decision is non-reappointment, the employee shall be notified on or before December 15th for the Fall semester and on or before May 15th for the Spring semester.
- 17.7 In accordance with Education Law 2587, anyone who has satisfied the requirements for tenure (unless these requirements are waived by the President), has completed three (3) consecutive years of full-time service and is reappointed on a full-time basis for a fourth year, receives tenure upon approval by the Board of Trustees.
- 17.8 Anyone who has completed three (3) consecutive years of service and has been denied tenure cannot be employed on a part-time basis unless (s)he is already certified. Time spent in non-tenure bearing positions shall not accrue towards tenure.
- 17.9 It shall be the responsibility of the School Dean to ascertain and assure that the Department and Departmental Tenure and Promotion Committees perform the responsibilities assigned above within the time limits. The Faculty Services Office shall prepare a list of those in their first, second, and third years of employment and shall forward that list to both the Chair of the College-wide Tenure and Promotion Committee and to the Chair of the applicable Departmental Tenure and Promotion Committees.
- 17.10 Before granting credit for prior service towards tenure, the President of the College shall have available for their review an evaluation by the Department, the School Dean, the Vice President of Academic Affairs and the College-wide Tenure and Promotion Committee of the individual's prior service in an accredited institution and/or their industrial experience. The foregoing also applies to staff members and classroom assistants transferring to faculty status.

- 17.11 If tenure is not recommended by the College-wide Tenure and Promotion Committee and the President chooses to recommend tenure, (s)he shall meet with College-wide Tenure and Promotion Committee and Vice President of Academic Affairs and state their reason(s).
- 17.12 Beginning the Fall 2007 semester, for the purposes of reappointment, tenure and certificates of continuous employment, the candidate's records to be presented at the department meeting will be made available by the Tenure and Promotion Committee to interested department members at least two weeks (14 calendar days) prior to the vote. Any objections to the records must be made to the department Tenure and Promotion Committee prior to the meeting. The parties to the contract agree to the process for the conduct of such meetings. The department vote will not be subject to the grievance and arbitration procedures. The only grievance that may be filed is one alleging that the process as defined below has not been followed.

The T&P committee will prepare its report on the candidate to distribute to the department two weeks (fourteen (14) calendar days) before the vote. Any objections to the report must be made prior to the date of the vote. The objection must be resolved before the date of the vote. No objections may be filed at the meeting.

Department Meeting Process

1. An announcement must be distributed two weeks prior to a department meeting stating the purpose of the meeting. If there is a vote scheduled, the candidate must be invited.
2. Discussion takes place as follows:
 - a. T&P Committee reads evaluations and candidate information in the presence of candidate (if in attendance). Faculty may question candidate at this time.
 - b. Candidate may comment or clarify any questions that may arise.
 - c. Candidate leaves the meeting room.
 - d. Discussion takes place.
 - e. Candidate returns and answers any additional questions.
3. Voting
 - a. Prepared ballot should be distributed to eligible voters (the candidate may not vote)
 - b. A secret ballot is conducted.
 - c. The ballots are counted in the presence of the candidate.
 - d. Result of the vote is announced and recorded.
 - e. The T&P chair shall retain the original ballots for a period not to exceed one semester.

17.17.0 STUDENT EVALUATION OF FACULTY WITH TENURE OR CERTIFICATE OF CONTINUOUS EMPLOYMENT

- 17.17.1 Under the auspices of Faculty Services, each tenured and CCE'd faculty member shall have student evaluations taken once every two (2) years. These evaluations shall be for the faculty members' use only except where the rating is below 4.0 in any class in which case they shall be reviewed by the Department Chair. In the event of an evaluation rating of below 4.0, the faculty member shall be evaluated in that class in the subsequent semester. In the event the second evaluation results in a rating of below 4.0, the evaluation shall be reviewed by the Dean as well as the Department Chair. In the event an evaluation is rated below 4.0 in any class, the Dean and the Department Chair shall review the evaluation in the first instance. The evaluation shall be used for developmental purposes.

- 17.17.2 A joint committee for creating post-tenure review recommendations, made up of representatives from both the UCE and the college, will be established by the end of the spring 2024 semester and shall convene in the fall 2024 semester. The committee will issue a report of their recommendations for review by the Labor Management Committee by the spring 2025 semester.

18.0 APPOINTMENT, EVALUATION, JOB SECURITY OF FACULTY TEACHING NON-DEPARTMENTAL OR INTER-DIVISIONAL COURSES

- 18.1 The Dean(s) of the School(s) shall appoint a three (3) member faculty committee from the appropriate School(s) to function as a Departmental Tenure and Promotion Committee following all procedures outlined in Section 17:
- (a) When inter-divisional, by the Deans of the appropriate divisions and the Vice President for Academic Affairs;
 - (b) When intra-divisional, by that School's Dean; and
 - (c) When non-departmental, by the Dean(s) of the appropriate Division(s).

19.0 JOB SECURITY FOR PART-TIME FACULTY & PART-TIME CLASSROOM ASSISTANTS

- 19.1 All part-time classroom faculty who have completed a minimum of 65 (sixty-five) hours of part-time service, including a minimum of fifty (50) hours in any one Department, shall be considered by the department for a Certificate of Continuance Employment. Upon recommendation by the department, the senior administrator and the College-wide Tenure and Promotion Committee, the application will be submitted to the Vice President for Academic Affairs for recommendation to the President who will make the final decision. If approved, the faculty member will be granted a CCE upon completion of 72 hours. The CCE shall be granted in courses that the faculty member has taught a minimum of two (2) times. Once a CCE is granted, additional courses may be added by following the formal process for adding courses to a CCE.

Part-time non-classroom faculty shall be granted a Certificate of Continuous Employment after having completed three thousand two hundred (3200) hours of continuous service.

Part-time classroom assistants shall be granted a Certificate of Continuous Employment after having completed three thousand two hundred (3200) hours of continuous service.

However, in no case shall a Certificate of Continuous Employment be granted prior to the completion of three (3) years. The procedures to be followed in the granting of these Certificates shall parallel those followed in the granting of tenure to full-time faculty. Hours of part-time service counted for the purpose of granting a Certificate of Continuous Employment shall not be counted again for the granting of another Certificate of Continuous Employment.

- 19.2 A part-time faculty member who has refused an offered assignment in a Department for four (4) consecutive offerings in different semesters (Fall/Spring), shall be terminated in that Department, except that one (1) semester extension may be granted upon the mutual agreement of the School Dean and the Department. Any subsequent employment shall be without prior service credit except that upon recommendation by the Department and School Dean and approval of the Vice President for Academic Affairs, an employee may be granted any portion of or all prior service credit. The application for prior service credit may be obtained in the Office of Faculty Services.

- 19.3 Part-time faculty and part-time classroom assistants shall be observed and evaluated at least once a semester for the first six (6) semesters and at least once a year thereafter until the part-time person attains a Certificate of Continuous Employment. Observations shall be performed by tenured full-time faculty members and may include Chairs and Directors. Observations in newly-created Departments shall be done by a Departmental Tenure and Promotion Committee as provided for at Section 24.5.3. The Department Chair or Director may, in consultation with the Department Tenure and Promotion Committee, assign part-time faculty members of a Department holding a Certificate of Continuous Employment to observe non-certified faculty members. No person shall be observed by the same person more than once per semester. Notice of at least one (1) week shall be given to a person being observed.
- 19.4 A third observation will be required if two (2) peer observations that are conducted in the same semester are conflicting (one is positive and one is negative) or if peer observations and student evaluations are conflicting. The third observation will be done by either a tenured faculty member or the department Chair.
- 19.4.1 For the first thirty-six (36) hours of teaching by a part-time faculty member, each qualified voter in the Department shall have one of the following options: to recommend
- (a) unqualified approval (requires two-third (2/3) majority vote);
 - (b) approval with reservations (requires simple majority vote); or
 - (c) non-reappointment (requires simple majority vote).
- 19.4.2 When the combined votes of unqualified approval and approval with reservations results in a simple majority or a tie vote, the vote shall be recorded as approval with reservations.
- 19.5 After the completion of thirty-six (36) teaching hours or two (2) calendar years by a part-time faculty member, whichever comes later, each qualified voter in the Department shall have one of the following options: to recommend
- (a) approval; or
 - (b) non-reappointment.
- 19.6 A two-thirds (2/3) majority vote is required for unqualified approval to reappoint. A majority vote, which is less than two-thirds (2/3) shall constitute an approval with reservations. Approval with reservations after the completion of thirty-six (36) teaching hours shall be accompanied by a written statement by the Department Tenure and Promotion Committee to the College-wide Tenure and Promotion Committee, with a copy to the candidate.
- 19.7 If the Department votes for termination at the end of the Fall semester, the candidate shall be notified on or before December 1st. If the Department votes for termination at the end of the Spring Semester, the candidate shall be notified on or before May 1st.
- 19.7.1 If the Dean or Vice President recommends non-reappointment, the employee shall be notified on or before December 15th for the Fall semester and on or before May 15th for the Spring semester. This recommendation shall serve as notice of termination.
- If the President's decision is non-reappointment, the employee shall be notified on or before December 15th for the Fall semester and on or before May 15th for the Spring semester.
- 19.8 Prior to the completion of thirty-six (36) teaching hours or two (2) calendar years by a part-time faculty member, whichever is later, reappointment may be denied by the Department for such reasons as the Department deems sufficient.

- 19.9 After the completion of the above specified period, a vote of non-reappointment shall be accompanied by a written statement of the reasons for the vote by the Department Tenure & Promotion Committee to the College-wide Tenure and Promotion Committee with a copy to the candidate and the President of the College or President's designee.
- 19.10 Part-time classroom assistants and non-classroom faculty who take a full-time job at the College will start on the second step if they have three (3) years part-time experience at the College and work fifteen (15) or more hours per week. An employee will start on the third step if they have six (6) years part-time experience at the College and work fifteen (15) or more hours per week. An employee who works under fifteen (15) hours per week will be placed on a step at a pro-rated basis. No part-time employee will be hired above the third step. When a zero (0) step exists under the Municipal Coalition Agreement, it shall be considered the first step, step 1 (1) will be counted as step two (2), and step two (2) will be counted as the third step for this provision.
- 19.11 Beginning the Fall 2007 semester, for the purposes of reappointment, tenure and certificates of continuous employment, the candidate's records to be presented at the department meeting will be made available by the Tenure and Promotion Committee to interested department members at least two weeks (14 calendar days) prior to the vote. Any objections to the records must be made to the department Tenure and Promotion Committee prior to the meeting. The parties to the contract agree to the process for the conduct of such meetings. The department vote will not be subject to the grievance and arbitration procedures. The only grievance that may be filed is one alleging that the process as defined below has not been followed.

The T&P committee will prepare its report on the candidate to distribute to the department two weeks (fourteen (14) calendar days) before the vote. Any objections to the report must be made prior to the date of the vote. The objection must be resolved before the date of the vote. No objections may be filed at the meeting.

Department Meeting Process

1. An announcement must be distributed two weeks prior to a department meeting stating the purpose of the meeting. If there is a vote scheduled, the candidate must be invited.
2. Discussion takes place as follows:
 - a. T&P Committee reads evaluations and candidate information in the presence of candidate (if in attendance). Faculty may question candidate at this time.
 - b. Candidate may comment or clarify any questions that may arise.
 - c. Candidate leaves the meeting room.
 - d. Discussion takes place.
 - e. Candidate returns and answers any additional questions.
3. Voting
 - a. Prepared ballot should be distributed to eligible voters (the candidate may not vote)
 - b. A secret ballot is conducted.
 - c. The ballots are counted in the presence of the candidate.
 - d. Result of the vote is announced and recorded.
 - e. The T&P chair shall retain the original ballots for a period not to exceed one semester.

20.0 EVALUATION, TENURE, CCE AND JOB SECURITY: STAFF, FULL-TIME AND PART-TIME

20.1 During the first six (6) months of employment, the employee may be terminated by the Supervisor after consultation and review by the Office of Human Resources.

20.2 Performance appraisals are required for full-time employees three (3), six (6), nine (9) and twelve (12) months after employment and twice a year during the next two (2) years of employment until tenure is granted.

It is expected that performance appraisals will be completed within thirty (30) working days.

20.3 During the following twenty-four (24) months of employment, the Supervisor shall complete at least one (1) performance appraisal within each six (6) month period. An employee may be terminated with notice following any negative performance appraisal after review and consultation with the Office of Human Resources.

Individuals employed full-time for at least one (1) year shall receive one (1) week's notice of termination or one (1) week's pay. Individuals employed full-time for at least two (2) years shall receive two (2) weeks' notice of termination or two (2) weeks' pay. No notice of termination will be given in cases of misconduct or criminal activity. The College shall have the option of notification or payment.

20.3.1 The Supervisor shall meet with the employee to review the performance appraisal. The employee shall have the right to respond in writing within ten (10) working days to any part of the performance appraisal. This response shall be attached to the performance appraisal before it is forwarded to the Senior Administrator and the Office of Human Resources. The response shall be placed in the employee's personnel file along with the performance appraisal.

20.4 Following thirty-six (36) months of continuous full-time employment, if the employee is reappointed, tenure shall be granted upon approval by the Board of Trustees. Tenure may not be granted in an acting position but shall be granted in the previously held permanent position. Time worked in non-tenure bearing titles shall not accrue towards tenure.

20.5 The tenure of all classified staff employees shall continue to be effective in any and all staff positions to which they may thereafter be permanently promoted or permanently transferred. For any tenured employee, who serves in a particular acting position for three (3) years or more and is subsequently returned to their original position, first consideration will be given to that employee for a comparable position to the vacated acting position; said consideration is to be given after members of the Department involved are considered and before said position is posted.

20.6 For the purposes of this article, a part-time employee is one who does not hold a full-time job in the College.

20.6.1 Performance appraisals are due on part-time employees at least semi-annually until a Certificate of Continuous Employment is received.

It is expected that performance appraisals will be completed within thirty (30) working days.

20.6.2 Prior to obtaining a Certificate of Continuous Employment, part-time employees may be terminated with notice following any negative evaluation after review and consultation with the Office of Human Resources.

20.6.3 A Certificate of Continuous Employment for part-time employees shall be granted after five thousand four hundred sixty (5,460) part-time hours.

- 20.7 If the College brings in new equipment or machinery for which employees have to be retrained, the College will undertake to provide this training.
- 20.8 In the event a position is abolished or discontinued, every effort shall be made to assign its holder to another position of equal rank for which (s)he may qualify, if it is available. Seniority shall govern in the offering of vacant positions to those whose positions have been abolished or discontinued. If an abolished position is reinstated, the employee has first right of refusal to the reinstated position. However, in applying the principle of seniority, assignments shall be made first to positions of a similar classification. Following such assignments, vacancies in lower classifications shall be offered in order of seniority. The employee shall be offered any position which is vacant in a lower classification for which they may qualify and remain frozen at their former salary step until the salary schedule for their new position exceeds the salary step at which the employee's salary was frozen.
- 20.9 Whether or not the employee accepts the lower position, (s)he shall nevertheless be placed on a preferred employment list for appointment to any new position for which (s)he may be qualified and which is equal in rank and salary to that which was discontinued. The names of such persons shall remain on the preferred list for three (3) years. The College agrees to make all reasonable effort to notify such persons by certified mail, at their last known address, of available positions. Upon notification having been made, they shall have ten (10) working days in which to respond. First consideration shall be given to those who respond from the eligibility list. All such persons shall have the right to refuse any position offered by the College administration and remain at the same level on the preferred eligibility list. They shall retain all seniority earned at the College. Seniority shall determine the level at which such employees are to be placed on the preferred eligibility list. Upon reemployment, the employee shall be placed on the next salary increment step beyond the step which was completed at the time the employee's services were terminated. In the event an individual with lesser seniority is proposed for reemployment, the Office of Human Resources shall consult with the Union before making the final decision to recommend for reemployment. After the above procedure has exhausted the preferred eligibility list, full-time positions will initially be offered to full-time staff, and thereafter, to part-time staff employed in the College in accordance with the procedure outlined in the Section, "Job Posting."

21.0 ASSIGNMENT OF PROGRAM (AOP): CLASSROOM FACULTY

- 21.1 The three (3) types of Assignment of Program lists (hereinafter referred to as AOP lists) shall be established and maintained by Faculty Services and available in the Department offices.
- 21.1.1 For the selection of any course given in the evening and/or weekend, one (1) combined AOP list shall be compiled which will include all teaching experiences at the College in one Department -- day, evening, winter session, summer I, and summer II. This is the "A" list.
- 21.1.2 For the selection of part-time day session classes, an AOP list shall be compiled that includes only part-time day teaching experience and prior full-time teaching at the College in one (1) Department. This is the "B" list.
- 21.1.3 For the selection of full-time day session programs, an AOP list shall be compiled that includes all full-time and part-time day session teaching at the College in one (1) Department during the Fall and Spring semester. This is the "C" list.
- 21.1.4 When a faculty member develops a new course which was approved by the Academic Cabinet and given the course designation number, the faculty member shall have the right of first selection of that course, the first four (4) times it is offered.

If the faculty member opts to decline to teach the course when it is offered, it shall count as one of the four.

If the faculty member is unable to teach because of circumstance beyond their control, the Vice President for Academic Affairs in consultation with the U.C.E. of FIT shall determine if that semester will count as one of the four.

When two faculty members co-author a new course, the above applies with the exception that each faculty member has the right to select the course two (2) times.

- 21.1.5 Department Chairs will post and distribute faculty assignments to all Department faculty on the AOP lists immediately after completion of the course selection process.
- 21.1.6 No one who is or becomes full-time in one (1) Department may continue to claim a place on the full-time AOP list of another Department, but (s)he shall not lose any hours of accumulated AOP ranking credits in the determination of their place on the list of the Department in which (s)he is or becomes full-time.
- 21.1.7 An adjunct faculty member who drops a course after December 15th for the Spring semester or after July 1st for the Fall semester, except for cause (personal illness, professional or personal obligations, military service, etc.), which shall be reviewed by the Chair and Dean and approved by the Vice President for Academic Affairs, shall be prevented from exercising their AOP rights for one year effective the semester directly following the one during which the course was dropped. No loss of AOP hours shall occur.
- 21.1.8 For full-time and part-time faculty, if registration (excluding any pre-registration time period) requires a Department to either add or cancel classes, reassignment of programs shall be within the discretion of the Department Chair beginning on the first day of regular registration, in consultation with the affected faculty member(s) wherever possible. If there is disagreement between the Chair and faculty member(s), it is clearly understood that the Chair has the sole prerogative of reassignment of the teaching schedule to the faculty members; however, the chair will recognize AOP ranking if a faculty member is left with no or fewer assignments and a lower ranking faculty member has assignments. The individual affected by the reassignment must accept the course(s) offered by the Chair and may not assert their AOP ranking to "bump" a faculty member from a course.

In addition, for all faculty, when a faculty member states that (s)he cannot fulfill a program assignment after course selection has been completed in the Department, the reassignment of programs shall be within the discretion of the Department Chair.

21.2 AOP Course Denial:

- 21.2.1 A Department may, by majority secret ballot, vote to deny a full-time or part-time faculty member a course or courses chosen by the AOP list rankings method. Such decision may be made only if the Department judges that the specific requirements of the course(s) are not being met, or the educational needs and purposes of the Department will not be served, or if the educational background and/or industry experience of the faculty member does not meet the needs of such an assignment.
- 21.2.2 In addition, after the completion of course selection by the Department, the assignments shall be reviewed by the School Dean who may challenge any selection. If the Dean and Chair or Coordinator agree to challenge an assignment, it will be referred to the Department where a majority vote will be necessary to deny the faculty member's choice based on the criteria stated in the above paragraph. If the Dean and Chair or Coordinator cannot reach an accord, the assignment will be referred to the

Department where a sixty percent (60%) vote is needed to deny the assignment based on the criteria stated in the above paragraph.

- 21.2.3 The department Chair and Dean may deny a full-time or part-time faculty member a course or courses chosen by the AOP list rankings method. Such decision may be made only if there is documented evidence of the specific requirements of the course(s) not being met, or the educational needs and purposes of the Department will not be served, or if the educational background and/or industry experience of the faculty member does not meet the needs of such an assignment.

The faculty member who is denied a course under this provision shall have the option of selecting another course for which s/he is qualified or following a developmental program determined by the Chair, Dean and the CET. The faculty member will receive pay while undergoing the developmental program for one semester. The program contents will be shared with the UCE. The program will have objective benchmarks and its successful completion will be determined by the Chair, Dean and the CET. If the individual successfully completed the program, s/he may select the course which they were originally denied in the following semester. A peer observation will be conducted.

If the individual fails to successfully complete the program as determined by the Chair, Dean and the CET, s/he will not be permitted to teach that particular course or may pursue, on their own and without pay, additional developmental programs with the CET.

21.3 Full-time Day Assignments:

- 21.3.1 Preference in assignments shall be governed primarily by an individual's ranking on their Department's AOP list (Section 21.1.3), except that Department Chairs, and those Associate and Assistant Chairs, who teach no more than six (6) hours, shall have preference over all others.

- 21.3.2 Full-time faculty shall have preference over part-time faculty in program assignments.

- 21.3.3 All full-time faculty in the Department shall receive full assignments, including any hours owed, before classes may be assigned in said Department to part-time faculty. If a full-time faculty member owes teaching hours during a Fall or Spring semester and it is impossible to give the faculty member a full program, including hours owed, during the day hours, the faculty member, with their approval, may be assigned evening teaching assignment hours as part of their regular program during that semester. The appropriate School Dean will pay back to a faculty member the number of hours owed. Conversely, the faculty member will make up to the College the number of hours owed.

21.4 Part-time Assignment:

- 21.4.1 Except when a full-time faculty member owes hours to the College, no additional sections or extra hours in the day may be assigned to any full-time person if there is a part-time person on the Department AOP list who is qualified and available for the assignment. In the event a Department's total program is unbalanced over the academic year, a full-time faculty member may accept an overload in one (1) semester, compensated by an underload in the following semester.

- 21.4.2 The order of selection for the "B" AOP list shall be as follows:

1. Part-time faculty who have 175 hours or more on the "B" list select one course in AOP order;
2. Next, retirees (who were full-time classroom faculty at retirement) select one course. Full-time retirees must teach a minimum of one class during a calendar year to maintain their ranking on

the "B" list, except for personal illness or other extenuating circumstances approved by the Vice President of Academic Affairs, such as the course being canceled or the faculty member being "bumped" by another faculty member. Should a full-time classroom faculty retiree lose such order of selection, s/he will accrue AOP credits as specified in 21.4.4.

3. Next, part-time faculty who have 175 hours or more on the "B" list select a second course in AOP order;
4. Next, part-time faculty other than retirees, with fewer than 175 hours make one selection in AOP order;
5. Then, return to the top of the AOP list.

However, if an individual selects an assignment of six (6) or more hours on the first round of selections, (s)he may not make another selection until all individuals on the "B" AOP list have selected two (2) courses not exceeding a total of six (6) hours. Once an individual has declined an assignment for any semester, (s)he may not later assert a claim on an assignment for that semester unless everyone on the list who claims an assignment has received one. In the event an assignment is canceled because of inadequate registration or changes in curriculum, a person may exercise their AOP ranking privilege if (s)he is left with no assignment or with fewer assignments than someone with lower ranking on the AOP list.

21.4.3 Prior to each semester, the School Dean, after receiving recommendations from the appropriate Department Chair, shall designate the number of teaching assignments available within each Department. A teaching assignment may consist of a complete course or all the lecture contact hours of a course or all the laboratory/studio hours of a course. Whenever the lecture and laboratory/studio hours of a course are split into two (2) teaching assignments, it shall be done only for educational need or lack of qualified personnel or lack of full-time faculty lines. Both parties agree that splitting a course due to a lack of full-time faculty is not educationally desirable.

21.4.4 Part-time faculty whose employment commenced prior to June 1, 1997, shall be added to the Departmental AOP list only after the faculty member has completed twenty-four (24) contact hours. Part-time faculty whose employment is on or after June 1, 1997, shall be added to the Departmental AOP lists only after the faculty member has completed forty-eight (48) contact hours. The name of any individual not full-time in any Department shall be removed from the AOP lists (A&B) if (s)he has declined an offered assignment for four (4) consecutive fall or spring semesters. The requirement to accept an assignment may be fulfilled by teaching in any of the following sessions: part-time day, evening, weekend, winter session, summer I, or summer II. An extension of one (1) semester may be granted upon the mutual agreement of the School Dean and the Department. Any subsequent employment shall be without prior service credit except that upon recommendation by the Department and School

Dean and approval of the President an employee may be granted any portion or all prior service credit.

21.4.5 Substitution

For the Fall and Spring semesters, a classroom faculty member's first absences equating to a week's load (i.e., a maximum of 12 hours for full-time faculty) there shall be no substitutions. The course work shall be made up by the faculty member in accordance with the criteria and methods established for each department by the Dean, the Department Chair and the department members. Each make-up shall be approved by the Department Chair in writing. Full-time faculty shall make up the first twelve (12) hours of absence each semester. Part-time faculty shall make up the first absences equating to one week's class load up to twelve (12) hours per semester except that part-timers with a three (3) hour class load per week shall make up the first six (6) hours of absence each semester. The Department Chair may, after the review and approval of the respective College Dean, provide an exception to the substitution hours limit(s) specified above to the affected faculty member(s). Faculty members who

make up the classes hour for hour shall have their sick leave charge restored. For winter session, summer I, and summer II, the number of absences will be two (2) per class without substitutes.

21.4.6 Day substitution hours should be first offered by the Department Chair to qualified part-time faculty on the AOP list, whenever possible.

21.4.7 AOP credit shall be given to the faculty member who does the substitution after five (5) consecutive weeks of teaching the same class.

21.5 Evening and/or Weekend Assignments Excluding Summer I, Summer II, and Winter Session:

21.5.1 The above assignments shall be distributed according to the AOP list of the Department as specified in Section 21.1.1 above.

21.5.2 As the name of each part-time faculty member on AOP list (Section 21.1.2) is reached in order of ranking, the individual may select one (1) assignment for which (s)he is deemed qualified from among the unfilled assignments. The procedure continues through the list again, if necessary, until all assignments are filled; however, if an individual selects an assignment of seven (7) or more hours on the first round of selections, (s)he may not make another selection until all individuals on the AOP list have selected two (2) courses not exceeding a total of seven (7) hours. Once an individual has declined an assignment for any semester, (s)he may not later assert a claim on an assignment for that semester unless everyone on the lists who claims an assignment has received one.

21.5.3 Prior to each semester, the Dean of each School, after receiving recommendations from the appropriate Department Chair, shall designate the number of teaching assignments available within each Department. A teaching assignment may consist of a complete course or all the lecture contact hours of a course or all the laboratory/studio hours of a course. Whenever the lecture and laboratory/studio hours of a course are split into two (2) teaching assignments, it shall be done only for educational need or lack of qualified personnel or lack of full-time faculty lines. Both sides to the contract agree that splitting a course due to lack of full-time faculty lines is not educationally desirable.

21.5.4 In the event an assignment is canceled because of inadequate registration or changes in curriculum, an individual may exercise their AOP ranking privilege if (s)he is left with no assignment or with fewer assignments than someone with lower ranking on the AOP list.

The name of any individual not full-time in any Department shall be removed from the AOP lists (A&B) if (s)he has declined an offered assignment for four (4) consecutive fall or spring semesters. The requirement to accept an assignment may be fulfilled by teaching in any of the following sessions: part-time day, evening, weekend, winter session, summer I, and summer II. An extension of one (1) semester may be granted upon the mutual agreement of the School Dean and the Department. Any subsequent employment shall be without prior service credit except that upon recommendation by the Department and School Dean and approval of the President an employee may be granted any portion or all prior service credit.

21.5.5 When computing ranking as specified in Section 21.1.1 above for the combined AOP list, supervisory time in the evening shall be accrued as teaching experience.

21.5.6 Upon retirement, a full-time faculty member shall retain their accrued AOP ranking credits for part-time assignments.

- 21.5.7 Effective June 9, 2022, adjunct faculty will receive \$2,000 for new course development after the course(s) is/are approved in accordance with the College's formal curriculum approval process.

21.6 Teaching Hour Limitations

- 21.6.1 Full-time faculty shall not be permitted to have more than two (2) classroom assignments or eight (8) class or supervisory hours per week on evenings and/or weekends, except as the College may require.

Supervisory/evening coordinator hours are expected to provide on-site academic leadership and administrative oversight of departmental operations during the evenings/weekends which may include, but is not limited to:

- Assuring classes are covered; assigning substitutes as necessary
- Handling administrative paperwork
- Handling faculty questions and scheduling issues
- Assisting faculty who may have classrooms without proper instructional technology or supplies.
- Visiting classes as needed
- Viewing final projects, if requested
- Assisting faculty in managing student issues and concerns

Supervisory/evening coordinator hours are only to be scheduled during the fall and spring semesters in support of courses that meet in person and take place on campus.

- 21.6.2 All part-time faculty members employed prior to the start of the Fall, 1978 semester, shall be limited to no more than twenty (20) hours of combined day and evening teaching with no more than three (3) assignments including evenings and/or weekends.

- 21.6.3 All part-time faculty members whose employment commenced on or after the start of the Fall, 1978 semester, shall be limited to a maximum of sixteen (16) hours of combined day and evening and/or weekend teaching with no more than three (3) assignments taught in the evening and/or weekend except by mutual agreement between the College and Union.

- 21.6.4 All part-time faculty members whose employment commenced on or after May 31, 1997, shall be limited to a maximum of nine (9) day hours and no more than twelve (12) hours combined day, evenings and weekends each semester.

A part-time day faculty member employed prior to June 1, 1997 may not teach more than eleven (11) day hours a week.

21.7 Discretionary Department Part-Time Assignments (Fall & Spring Semesters)

- 21.7.1 Upon recommendation of the Department Chair, the Department may by majority secret ballot exclude from the AOP system any specialized courses so that the Chair may assign such courses in order to fulfill the needs of the Department. Such action must be approved by the School Dean.

- 21.7.2 After the first selection under the AOP system, the Chair may exercise discretionary authority to assign sections to new and/or existing faculty who have sixty (60) or fewer teaching hours subject to the Dean's approval.

New faculty appointed under this discretionary provision shall be evaluated by the Department during the first semester and prior to any subsequent reappointment.

- 21.7.3 The total of sections assigned and/or excluded as above provided may not exceed ten percent (10%) or six (6) sections, whichever be the lesser, of the Department's part-time day and evening and/or weekend sections for the applicable semester, with a minimum of one (1) section.

21.8 Summer I, Summer II, and Winter Session Assignments

- 21.8.1 Summer I, summer II, and winter session assignments shall be distributed according to the AOP list of the Department as specified in Section 21.1.1 above.

Summer I and summer II classes, both day and evening, shall be considered as a single entity for AOP purposes. Winter session, both day and evening, shall be considered as a single entity for AOP purposes.

- 21.8.2 The procedure to be followed in determining summer I, summer II, and winter sessions teaching assignments shall be the same as the procedures described at Section 21.1.1.

- 21.8.3 Prior to each summer I, summer II, and winter sessions, the School Dean, after receiving recommendations from the appropriate Chair, shall designate the number of teaching assignments available within each Department. A teaching assignment may consist of a complete course or all the lecture contact hours of a course or all the laboratory/studio hours of a course. Whenever the lecture and laboratory/studio hours of a course are split into two (2) teaching assignments, it shall be done only for educational need, or lack of qualified personnel, or lack of full-time faculty lines. Both parties agree that splitting a course due to a lack of full-time faculty lines is not educationally desirable.

- 21.8.4 As a name is reached in order of AOP ranking, each individual on the combined list may select one (1) assignment for which that individual is deemed qualified, as previously defined, from among the unfilled assignments. The procedure continues until all assignments are filled. Once an individual has declined an assignment for a semester, that individual may not later assert a claim on an assignment for that semester unless everyone on the list who claims an assignment has received one.

In the first round of course selection, full-time and part-time faculty on the A-AOP list shall have first preference over retirees for selecting day summer I, summer II, and winter session courses. Retirees shall choose in AOP order on the second round.

- 21.8.5 In the event an assignment is canceled because of inadequate registration or changes in the curriculum, an individual may exercise their AOP ranking privilege if (s)he is left with no assignment or with fewer assignments than someone with lower ranking on the AOP list.

Faculty who chose international courses for winter session, summer I, and summer II shall be excluded from the AOP reassignment process for that semester. Thus, once instructors have chosen international assignments they will not be subject to another faculty member, who has lost a course, claiming an international study course previously assigned.

The name of any individual not full-time in any Department, shall be removed from the AOP lists (A&B) if (s)he has declined an offered assignment for four (4) consecutive fall or spring semesters. The requirement to accept an assignment may be fulfilled by teaching in any of the following sessions: part-time day, evening, weekend, winter session, summer I, or summer II. An extension of one (1) semester may be granted upon the mutual agreement of the School Dean and the Department. Any

subsequent employment shall be without prior service credit except that upon recommendation by the Department and School Dean and approval of the President an employee may be granted any portion or all prior service credit.

- 21.8.6 All individuals affected by a reduction in the part-time faculty shall be placed on a Departmental preferential rehiring list, established by AOP ranking. Each person shall be responsible for securing information about their position in order to be considered by the Department. Any name on the Departmental preferential rehiring list shall be removed after three (3) years if no assignment has been applied for and accepted.

21.9 Online Learning Program

- 21.9.1 The terms and conditions of employment for faculty teaching in an online learning program will be consistent with the conditions set forth in the Collective Bargaining Agreement, except as set out below.
- 21.9.2 For the life of this contract, there will be no reduction in the number of employees and/or sections available to faculty on campus as a direct result of the online learning program.
- 21.9.3 A faculty member who adapts a current course or develops a new course for delivery by Online Learning shall have the right to first selection of that course for the first four times it is offered. If the faculty member opts to decline to teach the course, when it is offered, it shall count as one of the four. When two sections of the course are offered, the decline of one section shall not count toward the four. However, if the faculty member chooses to teach two sections in one semester, it shall count as two.
- If the faculty member is unable to teach because of circumstances beyond their control, the Vice President for Academic Affairs in consultation with the UCE of F.I.T. shall determine if that semester will count as one of the four.
- 21.9.4 Effective spring semester 2023, all full-time and part-time faculty may teach up to four (4) online courses: two (2) as part of their day schedule and two (2) as part of their evening schedule for a total of four (4) online courses.
- 21.9.5 Faculty members must teach at least four (4) courses in the classroom before being eligible to teach online.
- 21.9.6 Adjuncts must teach at least one (1) face-to-face class on campus every 4th year.
- 21.9.7 Effective Spring '04, faculty who are tenured or have received a CCE, teaching online for the first time at FIT, must have peer evaluations for their first two (2) consecutive semesters teaching online.
- 21.9.8 Online courses will be available to students one (1) week before classes begin. Faculty will begin teaching these courses once classes begin on campus. Faculty will not be expected to engage with students prior to the commencement of classes. Course outlines, syllabi and requirements would be posted prior to commencement of live programming.
- 21.9.9 Notwithstanding the above, all faculty shall be subject to the evaluation processes outlined in the collective bargaining agreement.

21.9.10 Faculty being trained and developing an online course for the first time shall receive a \$2,000 stipend.

21.9.11 Faculty members shall receive a \$500 stipend for developing a second course and any additional course after the second course.

21.9.12 Faculty members being trained to teach an additional section of an existing course shall receive a \$500 stipend.

21.9.13 Faculty seeking training in order to assert their AOP ranking to select a course already online will receive training but will not be compensated for the training.

21.10 Collaborative Online International Learning Program (COIL)

21.10.1 The Creation of a COIL module shall have no impact upon the assignment of program selection rights pertaining to classes.

21.10.2 COIL programs will be developed by the FIT professor, with the assistance of the FIT Office of International Programs and the Office of Online Learning, and approved by the Vice President of Academic Affairs, to exist as a three (3) to eight (8) week module within an existing course. The module would partner the class with an international class, and the two classes would interact online for a period of the module.

21.10.3 COIL modules may be developed and approved for both online and face-to-face classes; however COIL modules shall not be approved where the developing faculty member is also being certified to teach online for the first time.

21.10.4 Full-time and part-time faculty who develop a COIL module that is approved and taught shall receive a \$750 one-time stipend following the development and approval of each such approved COIL module.

21.10.5 If the COIL module is cancelled or otherwise does not proceed (e.g. the partnered international class is unable to proceed) through no fault of the faculty member, the faculty member shall still receive payment development for the COIL module.

21.10.6 The parties agree to revisit after a period of three academic years, or the successful completion of twelve (12) COIL modules, whichever should come first.

22.0 ASSIGNMENT OF PROGRAM: NON-CLASSROOM FACULTY AND CLASSROOM ASSISTANTS

22.1 Work assignments shall be compact and each day's schedule shall run consecutively.

22.2 When extra work hours are scheduled, full-time employees within the Department shall have first right of refusal based upon their length of full-time day and extra hours service providing they are considered by the Supervisor to be qualified and suitable for such extra work. The number of extra hours per week which may be worked by an individual are limited to eight (8) hours per week, except as the College

may require. Notwithstanding any provisions herein to the contrary, these sections shall not constitute a guarantee of regular extra hours assignments.

- 22.3 Preference in assignments shall be governed primarily by length of service at the College. Full-time members of the non-classroom faculty and classroom assistants shall have preference over part-time members in program assignments.
- 22.4 A Department may, by majority secret ballot, vote to deny a member an assignment chosen by the guidelines above described. Such decision may be made only if the Department judges that the member is not qualified or the specific requirements of the course are not being met, or the educational needs and purposes of the Department will not be served by such an assignment.
- 22.5 The maximum program for part-time non-classroom faculty and part-time classroom assistants working either day and/or evening shall be no more than twenty-two (22) hours or as the College may require.

23.0 NEPOTISM

- 23.1 Individuals related to each other by affinity or consanguinity will not be hired to work in the same Department, or to occupy any position that may cause one to affect or have influence over the status, activities or working conditions of the other, including, but not limited to, work assignments and voting on tenure or promotion.
- 23.2 Individuals related to each other by affinity or consanguinity who were employed in the same Department before April 26, 1988, may retain the position they held as of that date, but may not move into any other position in that Department. Neither of the related individuals may participate in any Departmental or college activity that may cause one individual to affect or have influence over the status, activities or working conditions of the other, including, but not limited to, work assignments and voting on tenure or promotion.
- 23.3 Individuals related to each other by affinity or consanguinity may not move into any position that may cause one to affect or have influence over the status, activities or working conditions of the other, including, but not limited to, work assignments and voting on tenure or promotion.
- 23.4 Should a marriage, a relationship by marriage, or registered Domestic Partnership come about between individuals already employed in the same Department, neither of the related individuals may participate in any Departmental or college activity, or assume any position, that may cause one individual to affect or have influence over the status, activities or working conditions of the other, including, but not limited to, work assignments and voting on tenure or promotion.
- 23.5 An individual who, on or after April 26, 1988, occupies a position supervisory to someone related to them by affinity or consanguinity:
 - a) may run for re-election, if in an elected position; however, the relative must abstain from voting in the election;
 - b) may be reappointed, if in an appointed position.

In both cases, the supervisor may not participate in decisions that affect or have influence over the status, activities or working conditions of the relative; such decisions will be made by the Vice President of Academic Affairs.

24.0 PROMOTION: FACULTY

24.1 Automatic Promotion:

- 24.1.1 Full-time Faculty: For all full-time members of the faculty there shall be automatic promotion from the rank of Instructor to the first step of the Assistant Professor rank, in the following manner:
- 24.1.2 Individuals whose initial appointment was made at the first step of the Instructor rank shall be promoted to Assistant Professor after completing three (3) years' service as an Instructor.
- 24.1.3 Individuals whose initial appointment was made at the second step of the Instructor rank shall be promoted to Assistant Professor after completing two (2) years' service as an Instructor.
- 24.1.4 Individuals whose initial appointment was made at the third step of the Instructor rank shall be promoted to Assistant Professor after completing one (1) year's service as an Instructor.
- 24.1.5 Part-time Faculty: For all part-time members of the faculty, there shall be automatic promotion from the rank of Adjunct Instructor to the rank of Adjunct Assistant Professor, upon completion of hours equivalent to three (3) years of full-time service.

24.2 Merit Promotion:

- 24.2.1 In addition to the above, merit promotions may be made between ranks.
- 24.2.2 A person may not be considered for a merit promotion for the entire period (s)he is elected to serve on the College-wide Tenure and Promotion Committee. This provision applies to each term of office (s)he is elected to serve on this committee.
- 24.2.3 Merit promotions for both full-time and part-time faculty shall be made in accordance with the following procedure.
- 24.2.4 For this Section, a Department is defined as any grouping of faculty members working under a Chair, Associate Chair, Director, or an appointed Administrative Officer.
- 24.2.5 Those faculty members who have been at the top step of their salary schedule for a minimum of four (4) years shall constitute a separate pool of candidates for promotion from which the President may make promotions after the faculty member has completed the procedures set forth in Section 24.5.

24.3 Adjunct Classroom Faculty Promotions:

- 24.3.1 Effective the Fall 2009 Semester, adjunct classroom faculty who have attained 168 hours on the AOP list and who meet the criteria for promotions as outlined in the Faculty Senate Handbook, shall be eligible for promotion to Adjunct Associate Professor. Adjunct classroom faculty who have attained 216 hours on the AOP list and who meet the criteria for promotions as outlined in the Faculty Senate Handbook, shall be eligible for promotion to Adjunct Professor.
- 24.3.2 Adjunct classroom faculty who are promoted to the Adjunct Associate Professor shall receive the salary as set out in the attached Schedules 97A.

24.4 Adjunct Non-Classroom Faculty Promotions:

- 24.4.1 Effective the Fall 2009 Semester, adjunct non-classroom faculty who meet the criteria for promotions as outlined in the Faculty Senate Handbook, shall be eligible for promotion to Adjunct Associate Professor. Adjunct non-classroom faculty who work 19 or more hours per week will be eligible for one year of credit towards promotion for every 18 months worked. Non-classroom faculty working 10-18 hours per week will be eligible for one year of credit towards promotion for every 2 years worked. Non-classroom faculty working 1-9 hours per week will be eligible for one year of credit towards promotion for every 3 years worked. Adjunct Associate Professors, who meet the criteria for promotions as outlined in the Faculty Senate Handbook, shall be eligible for promotion to Adjunct Professor.
- 24.4.2 Adjunct non-classroom faculty who are promoted to the Adjunct Associate Professor shall receive the salary as set out in the attached Schedules 98A, except that Adjunct Assistant Professors who are on step 13 or 14 of salary schedule 98 shall receive a five percent (5%) hourly increase upon promotion to Adjunct Associate Professor.

24.5 Department Tenure and Promotion Committee

- 24.5.1 A Department Tenure and Promotion Committee may consist of a minimum of three (3) but no more than five (5) tenured faculty members inclusive of the Chair or Director of the Department and two (2) tenured members of the Department elected by qualified members to serve three (3) year terms. The Committee shall elect one of its own members as Committee Chair excluding the Chair or Director.
- 24.5.2 In a Department of five (5) full-time members, the entire Department shall constitute the Tenure and Promotion Committee. If a Department has four (4) or fewer full-time members, it shall elect additional members drawn from the day CCE part-time classroom faculty within the Department to bring the size of its Tenure and Promotion Committee to five (5) members. If there are an insufficient number of CCE day part-timers, the Department shall elect additional members drawn from the School. The additional members shall serve for one (1) year.
- 24.5.3 However, in a newly-created Department, the above procedure becomes operative only if there are three (3) full-time members of the Department, two (2) of whom are tenured. If the procedure is inoperative in a newly-created Department, a committee of three (3) tenured faculty members, appointed by the School Dean from among the Chairs, Associate Chairs, and Assistant Chairs of the School, shall function as the Departmental Tenure and Promotion Committee.
- 24.5.4 In a Department of more than five full-time tenured members, the Department shall vote to determine the members of the Department Tenure and Promotion Committee which shall be no more than five (5). The Committee shall elect one of its own members as Committee Chair excluding the Chair or Director.

Any member of the Department who is a candidate for promotion shall not be eligible to serve on the Departmental Tenure and Promotion Committee for the academic year during which they apply for promotion.

- 24.5.5 Whenever a Departmental Tenure and Promotion Committee meets concerning the granting of a Certificate of Continuous Employment or Merit Promotion for part-time faculty it shall be augmented by active part-time faculty with a CCE, elected by the Department for three-year terms, as follows:

When the Department has one (1) part-time member, no additions; when the Department has two (2) part-time members, the other shall serve; when the Department has three (3) or more part-time members, two (2) shall be elected to serve.

- 24.5.6 For purposes of considering reappointment, tenure and promotion, the Fashion Department shall have four (4) separate Tenure and Promotion Committees, one (1) from the Apparel Area, one (1) from the Art Area, one (1) from the Accessories Area, and one (1) from the Jewelry Area . Each Tenure and Promotion Committee shall consist of the Department Chair, the Area Assistant Chair and two (2) other tenured members elected by the Area. There shall be a separate vote within each Area and the Department Chair shall not serve as Chair of either Committee.
- 24.5.7 Any member of a Department shall have the right to nominate a tenured member of the Department, including themselves, to be considered by the Departmental Tenure and Promotion Committee.
- 24.5.8 The Department Tenure and Promotion Committee shall then collect and report to all members of the Department the necessary information about the candidate for merit promotion.

The Departmental Tenure and Promotion Committee reports to the Department in the presence of the candidate. If the report includes negative points, the candidate shall have the opportunity for rebuttal. After opportunity for rebuttal, the candidate shall leave. After Department discussion, the candidate shall return and have the opportunity to answer questions and to make a statement on their own behalf. At this time, a written secret ballot cast by qualified voters (excluding the candidate) shall be taken and counted immediately in the presence of the candidate and the Department, the count to be made by all members of the Department Tenure and Promotion Committee present. Candidates receiving a majority vote of approval shall be recommended by the Department to the College-wide Tenure and Promotion Committee along with the recommendation of the School Dean. Written justification of a Departmental vote of disapproval shall be offered to the candidate if requested. At any point in the proceedings, a candidate may have forty-eight (48) hours to prepare a rebuttal on their own behalf if they so desire.

- 24.5.9 A faculty member denied a recommendation by the Department may appeal to the School Dean to consider the candidate's credentials. If the School Dean regards them favorably, they shall forward the candidate's forms to the College-wide Tenure and Promotion Committee.
- 24.5.10 The College-wide Tenure and Promotion Committee shall vote to recommend or not recommend candidates for promotion. A ranked list of all the candidates for promotion, in order of priority, shall be forwarded to the President.
- 24.5.11 If the action of the President is to grant promotion to non-recommended candidates, or in other than the recommended order of priority, they shall meet with the College-wide Tenure and Promotion Committee and state the reasons for their actions.
- 24.5.12 After a candidate has once been approved by majority vote of their Department and recommended to the College-wide Tenure and Promotion Committee for consideration for promotion, the candidate shall be automatically recommended for promotion by their Department in the following two (2) years unless the Department reverses its recommendation in the following two (2) years by a two-thirds (2/3) vote. Any candidate, or the Department Tenure & Promotion Committee, or the College-wide Tenure and Promotion Committee has the option of requiring that new student evaluations be submitted. In addition, any candidate who wishes to be reconsidered by their Department before having their application automatically reapproved, may request the Department to reconsider and re-vote on their recommendation for promotion.

25.0 FACULTY DEVELOPMENT/STAFFING

- 25.1 Based on a mutually agreed upon process of assessment of individual faculty strengths and weaknesses, the College and the U.C.E. will mutually establish an individualized faculty development program.

- 25.2 The College will make every reasonable effort to maintain appropriate professional staffing commensurate with the growth of the student population.

26.0 WORKING CONDITIONS: CLASSROOM FACULTY

- 26.1 A minimum of one hundred-twenty (120) square feet of office space shall be provided for each full-time member of the faculty employed as of September 1, 1981. The College shall make every reasonable effort to provide office space for each full-time member of the faculty employed subsequent to September 1, 1981. Each occupied office shall have a telephone.
- 26.2 In reference only to full-time currently employed members of the faculty, there shall be not more than two (2) such individuals in any one (1) office without permission of the faculty involved.
- 26.3 Exceptions to the above sections with respect to office space may be made by mutual agreement between the parties to this contract.
- 26.4 The College shall provide adequate office space for the Union.

27.0 WORKING CONDITIONS: NON-CLASSROOM FACULTY

- 27.1 The normal work week shall consist of five (5) days, thirty (30) hours work per week.
- 27.2 Upon request, the Director shall consult with the members of the Department relative to the arrangement of work schedules so that the thirty (30) hours may be worked on either a five (5) or four (4) day schedule including flex-time variations on the fifth day. Such schedule shall be on a semester basis and be subject to the needs of the Department, the recommendation of the Senior Administrator and the approval of the President. The schedule shall be arranged during the semester prior to implementation.
- 27.3 Non-classroom faculty who are required to participate in assignments such as the FIT Open House and Parents Day shall be compensated at their hourly rate. Employees who have worked these events shall record their time on their time sheet which shall be verified by their Chairperson or Director.

27.27.0 WORKING CONDITIONS: CLASSROOM ASSISTANTS

- 27.27.1 The normal work week shall consist of five (5) days, thirty (30) hours work per week.
- 27.27.2 Upon request, the Chair/Coordinator shall consult with the members of the Department relative to the arrangement of work schedules so that the thirty (30) hours may be worked on either a five (5) or four (4) day schedule including flex-time variations on the fifth day. Such schedule shall be on a semester basis and be subject to the needs of the Department, the recommendation of the Senior Administrator and the approval of the President. The schedule shall be arranged during the semester prior to implementation.
- 27.27.3 Classroom Assistants who are required to participate in assignments such as the FIT Open House and Parents Day shall be compensated at their hourly rate. Employees who have worked these events shall record their time on their time sheet which shall be verified by their Chairperson or Director.

27.27.4 Effective March 28, 2022, part-time classroom assistants shall receive one-half (1/2) of their hourly rate for each hour spent attending mandatory training. Such training shall include Diversity, Equity and Inclusion, Sexual Harassment Training, Occupational Safety and Health Training (OSHA), and any training required by federal law, state law and organizational policy.

28.0 WORKING CONDITIONS: STAFF

- 28.1 The regular work day for all employees in this category is a seven (7) hour day exclusive of one (1) hour for lunch. For all new and vacant positions, the College shall post and schedule the daily hours according to the needs of the College. The regular work week is defined as five (5) consecutive days. With the prior approval of the Supervisor and Senior Administrator in the School/Division, employees may schedule their hours of work time outside the hours of 9:00 a.m. to 5:00 p.m. Seniority shall prevail in the rescheduling of hours.
- 28.2 Work assignments for full-time staff shall be compact and each day's working hours shall be consecutive.
- 28.3 Any time the inside temperature reaches eighty-five (85) degrees or above or sixty-five (65) degrees or below and if an employee in this category cannot be transferred to another area with proper temperature conditions, the employee shall be released from work with no deduction in pay provided the Senior Administrator is notified.
- 28.4 Full-time staff shall have first choice of any overtime hours available in their Department. The assignment shall be made on the basis of seniority, provided the employee is qualified, consistent with the needs of the Department as determined by the Supervisor. Notwithstanding any provision herein to the contrary these sections shall not constitute a guarantee of regular overtime hours assignments. Continued good performance will guarantee continuation in the on-going overtime assignment.
- 28.4.1 The number of overtime hours per week which may be worked by a full-time staff employee is limited to the equivalent of ten (10) hours per week except as the College may require.
- 28.4.2 Overtime work shall be paid at the rate determined by the job and in accordance with Fair Labor Standards Act (FLSA) guidelines.
- 28.4.3 IT employees who are on-call will carry a communications device on a rotational basis. An individual would normally be assigned once every five weeks for weekend and/or holiday coverage. The employee on-call must be able to report within two hours. Employees on-call will receive two hours pay for each day on-call. The individual will either respond or coordinate a response by calling the appropriate person to handle the specific problem. The person who has to actually respond to a call will receive overtime pay at their own pay rate for the time actually worked or for a minimum of four hours, whichever is greater, including travel time.

The following titles may be expected to perform on-call duty:

Database Administrator
Manager, Enterprise Technology Services
Manager, Telecommunications
Supervisor, Customer Support
User Support Manager
Technology Manager
Web Specialist

- 28.4.4 The Union will be given thirty (30) working days advance notice in the event the IT Department seeks to add additional titles to perform on-call duty.

Recall:

IT employees shall not unreasonably refuse to come back to work and/or to stay at work for overtime assignments in the event of an emergency.

Special Assignments/Projects:

IT employees shall not unreasonably refuse to work on a day or time when the college or IT department is closed, for special assignments or special projects that must be performed while the college is not in session (such as software upgrades, hardware replacement, implementation or new equipment/software, etc.) IT personnel may be asked to stay late in the evening or arrive at work early in the morning and may be asked to report to work on a weekend or holiday, except if excused for extenuating circumstances with approval by the CIO. The individual reporting will be compensated for the time spent at work in accordance with FLSA regulations. Management will give employees as much advanced notice of such assignments as possible, but no less than five (5) business days, unless a shorter duration is agreed to by both parties to this agreement. An employee who works on an official holiday shall receive two and one half (2-1/2) hours of pay for each hour worked in lieu of the holiday and will not receive another day off for the holiday worked.

- 28.5 Emergency overtime in continuation of the employee's normal day's activities on campus (exclusive of work described in Section 28.4) when authorized, by a supervisor and a senior administrator, as necessary and performed by a member of the staff in excess of the work day or week shall be compensated as follows: for overtime work the employee shall receive one and a half (1-1/2) hours of compensatory time per each hour worked. In order to receive meal benefits, the employee must have worked an excess of two (2) hours beyond the normal workday and will then be reimbursed (upon presentation of a receipted bill) the Federal Government reimbursement rate as defined by the General Services administration (GSA) effective as of the date of the receipt.

- 28.5.1 At the option of the employee and at the discretion of the President of the College or President's designee an employee may be compensated at their regular hourly rate in lieu of compensatory time.

- 28.6 Part-time staff shall be limited to twenty five (25) hours per week, except by mutual consent by the College and the Union. This shall not preclude part-time staff from working hourly assignments of limited duration (e.g., evening registration) in addition to their regular assignments.

- 28.7 Effective September 28, 2011 part-time staff will receive one half (1/2) of their hourly rate to study and take the NY fire safety certification test.

28.8 Staff Remote Work Program

All full-time staff, after the completion of one year of full-time service, are eligible to apply for the College's Remote Work program. Full-time staff may request to work from home one day each workweek with the approval of the Supervisor, Senior Administrator and the unit Vice President. In accordance with the policy, remote work arrangements may be modified or terminated at any time following a two (2)-week notice by an immediate supervisor/manager in consultation with HR, based on operational needs, performance concerns, or any other non-discriminatory reason. The supervisor may schedule modifications or blackout calendar days/weeks based on operational needs of the department.

- 28.9 With the approval of the immediate Supervisor and Senior Administrator, and at the discretion of the President or President's designee, employees covered in this Section are permitted to take a course(s) during the normal work schedule with such time charged to vacation or to be made up. Such approval shall not be unreasonably withheld.

- 28.11 Part-time staff employees who take a full-time job will start on the second step if they have three (3) years part-time experience at the College and work fifteen (15) or more hours per week. An employee will start on the third step if they have six (6) years part-time experience for fifteen (15) or more hours per week. An employee who works under fifteen (15) hours per week will be placed on a step at a pro-rated basis. No part-time employee will be hired above the third step.

If the salary schedule to which the employee is appointed has a zero (0) step, that step shall be counted as the first step, step 1 (1) will be counted as step two (2), and step two (2) will be counted as the third step under this provision.

28.28.0 DISCIPLINARY PROCEDURE

- (a) No employee may be disciplined except for just cause. Just cause shall include, but is not limited to, poor job performance, misconduct, insubordination, sexual harassment, discrimination, and violation of College policy.
- (b) An employee proposed to be disciplined in accordance with this procedure shall be furnished by the Office of Human Resources, a detailed written statement describing the cause requiring disciplinary action. A copy shall be given to the President or the President's designee, the Senior Administrator of the area, the Union, and the employee's supervisor. They shall further be informed by the Office of Human Resources of their rights under this procedure by furnishing a copy of these procedures.
- (c) Should the Senior Administrator and/or Human Resources believe that the offense is so serious as to require immediate suspension with pay, Human Resources may recommend such action to the President prior to fact finding and due process described below.
- (d) The charges against the employee shall be reviewed by the Union/Administration Disciplinary Committee consisting of two (2) individuals, one member selected by the Union, and one member selected by Administration. The Committee shall promptly investigate the matter by interviewing all concerned parties, reviewing appropriate and related documents, and submitting a recommended disposition to the President for their action.
- (e) The Committee shall deliver its recommendations to the President no later than sixty (60) work days from the date the charges are filed. Upon request, the President may grant the Committee, for good cause shown, up to an additional thirty (30) days to submit its report. For the purposes of Disciplinary procedure, "work day" is defined as any day on which classes are officially in session during the fall and spring semesters, except Saturdays and Sundays. The clock will stop on the Committee's work beginning July 1st through the day before the fall semester convocation or beginning January 1st through the day before spring semester convocation unless the two members of the Committee agree to continue working through all or part of this period. Should the Committee not be ready to submit a recommendation to the President by the deadline, the Union will have five (5) work days to submit information about the disciplinary action to the President.
- (f) Upon receipt of the committee report, the President may take disciplinary action. Penalty may include, but is not limited to, reprimand or recommendation to the President, to suspend with or without pay, or termination. If the President's decision is to terminate a tenured employee, s/he will utilize the process described in the Education Law Section 2587, and the process described in the Board of Trustees By-Laws, Section VC, 1a and 1b. If the President's decision is to terminate a part-time employee who is a bargaining unit member and who holds a certificate of continuous employment (CCE), the College and Union will refer the case to an outside arbitrator for final and

binding determination.

- (g) The Committee recommendation, the President's action and other findings, if any, shall be placed in the employee's file unless the charges are ultimately rejected.
- (h) These sections do not replace or amend the provisions of Education Law, Section 2587, governing dismissal of tenured employees.

29.0 ACADEMIC (DAY & EVENING) CALENDAR

- 29.1 The President of the College or President's designee shall consult with the executive committee of the Union or its representative concerning the College academic calendar prior to their recommending any proposed calendar to the Board of Trustees. Subsequent changes in the calendar may only be made by mutual agreement of all parties involved in the original decision.

30.0 VACATIONS: CLASSROOM FACULTY

- 30.1 Full-time faculty shall be on vacation immediately after the latter of the graduation ceremony in the Spring semester or submission of final grades. Such vacation shall continue without interruption until the first assignment for the Fall semester for the faculty member which shall not be earlier than one (1) week before the resumption of classes for the Fall semester. They shall be on vacation immediately after the end of the Fall semester or submission of final grades until one (1) week before the start of classes in the Spring semester.

During the period prior to the resumption of classes, all full-time faculty members shall be available on campus for counseling and advisement of students.

31.0 VACATIONS: NON-CLASSROOM FACULTY

- 31.1 Full-time non-classroom faculty employed prior to December 15, 1994, shall be entitled to fifty (50) days vacation per year. Up to fifteen (15) days unused vacation from the prior year may be carried over to the next year.

For full-time non-classroom faculty employed prior to December 15, 1994, the administration shall provide staggered blocks of uninterrupted vacation time of eight weeks duration between commencement and one week prior to registration. The immediate supervisor shall develop the schedule of available vacation blocks, having received input from the affected employees. The selection of vacation blocks shall be governed by seniority. A block may not be selected by more than one employee as long as an open time block remains available. At least one hundred and twenty (120) days prior to commencement, the immediate supervisor shall deliver a copy of the proposed vacation schedule to the Senior Administrator.

In the event that the Senior Administrator shall determine that the vacation schedules do not meet the needs of the Department or College, they shall determine the departments, and time periods where such needs have not been met and the adequate number of employees with the special skills and ability required to meet such needs. However, in no case shall such determination be arbitrary, capricious, or unreasonable. Upon such determination, the Senior Administrator shall seek voluntary coverage, absent which, they shall assign employee(s) on an inverse rotating seniority basis, in each instance subject to the special skills and abilities required, for one week periods until the need for

coverage has been met. No person in subsequent years shall be assigned such periods until all employees have been so assigned.

At least ninety (90) days prior to commencement, the Senior Administrator shall provide the final vacation schedule to the Department. Vacations at other times of the year or of other duration, as well as all other unused vacation time, may be taken only with the prior approval of the immediate supervisor and the Senior Administrator.

- 31.2 Full-time non-classroom faculty employed on or after December 15, 1994, shall earn vacation at the following rate:

<u>Years of Service</u>	<u>Vacation Days</u>
1 through 5	30 days
6 and 7	40 days
8 and 9	45 days
After 9 years	50 days

Full-time non-classroom faculty appointed on or after March 5, 2007, shall accrue vacation days as follows:

<u>Years of Service</u>	<u>Vacation Days</u>
1 through 6	25 days
7 through 9	30 days
10 and after	40 days

- 31.3 Full-time non-classroom faculty appointed prior to December 15, 1994, shall be entitled to ten (10) days in addition to vacation days, as free days. The scheduling of these days shall be subject to the recommendation of the immediate supervisor and the approval of the Senior Administrator, whose approval is to be withheld only upon demonstrated absence of coverage for essential functions of the Department.

While not mandatory, the parties to the contract strongly urge that two (2) of the free days be taken during the Christmas Recess period, with the remainder to be taken during winter session and the Spring semester.

For full-time non-classroom faculty appointed after December 15, 1994, free days shall accrue as follows:

<u>Years of Service</u>	<u>Free Days</u>
1 through 5	6 days
6 and 7	8 days
8 and 9	9 days
After 9 years	10 days

Full-time non-classroom faculty appointed on or after March 5, 2007, shall accrue free days as follows:

<u>Years of Service</u>	<u>Free Days</u>
1 through 5	3 days
6 through 8	4 days
9 and after	5 days

31.31.0 VACATIONS: CLASSROOM ASSISTANTS

31.31.1 Full-time classroom assistants employed prior to November 9, 1992, shall be entitled to fifty (50) days vacation per year. Up to fifteen (15) days unused vacation from the prior year may be carried over to the next year.

31.31.2 Full-time classroom assistants employed on or after November 9, 1992 through and including December 14, 1994, shall be entitled to:

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Free Days</u>
1 through 3	30	6
4	35	10
5	40	10
6	45	10
7	50	10

Full-time classroom assistants appointed on or after March 5, 2007, shall accrue vacation days as follows:

<u>Years of Service</u>	<u>Vacation Days</u>
1 through 6	25 days
7 through 9	30 days
10 and after	40 days

Full-time classroom assistants appointed on or after March 5, 2007, shall accrue free days as follows:

<u>Years of Service</u>	<u>Free Days</u>
1 through 5	3 days
6 through 8	4 days
9 and after	5 days

Full-time classroom assistants employed on or after December 15, 1994, shall be entitled to:

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Free Days</u>
1 through 5	30	6
6 and 7	40	8
8 and 9	45	9
After 9 years	50	10

Full-time non-tenured and tenured staff employees given the title of classroom assistant shall continue their staff vacation, free and optional days (30/35 vacation, 4 free, 4 optional) until completion of three (3) years in the classroom assistant category. At such time they are to be placed at the 4th year of the vacation and free day schedule as listed above unless otherwise agreed to by the Union and the College.

The immediate supervisor shall develop the schedule of available vacation blocks, having received input from the affected employees. The selection of vacation blocks shall be governed by seniority. A block may not be selected by more than one employee as long as an open time block remains available. At least one hundred twenty (120) days prior to commencement, the immediate supervisor

shall deliver a copy of the proposed vacation schedule to the Senior Administrator.

In the event that the Senior Administrator shall determine that the vacation schedules do not meet the needs of the Department or College, they shall determine the departments, and time periods where such needs have not been met and the adequate number of employees with the special skills and ability required to meet such needs. However, in no case shall such determination be arbitrary, capricious, or unreasonable. Upon such determination the Senior Administrator shall seek voluntary coverage, absent which, they shall assign employee(s) on an inverse rotating seniority basis, in each instance subject to the special skills and abilities required, for one (1) week periods until the need for coverage has been met. No person in subsequent years shall be assigned such periods until all employees have been so assigned.

At least ninety (90) days prior to commencement, the Senior Administrator shall provide the final vacation schedule to the Department. Vacations at other times of the year or of other duration, as well as all other unused vacation time, may be taken only with the prior approval of the immediate supervisor and the Senior Administrator.

- 31.31.3 Full-time classroom assistants employed prior to December 15, 1994, shall be entitled to ten (10) free days in addition to regular vacation days. The scheduling of these days shall be subject to the recommendation of the immediate supervisor and the approval of the Senior Administrator, whose approval is to be withheld only upon demonstrated absence of coverage for essential functions of the Department.

While not mandatory, the parties to the contract strongly urge that two (2) of the days be taken during the Christmas Recess period, with the remainder to be taken during winter session and the Spring semester.

32.0 HOLIDAYS: FULL-TIME STAFF

- 32.1 All days on which the College is officially closed in accordance with the College calendar shall be deemed holidays with pay. Effective June 19, 2020, Juneteenth is an official college holiday. If Juneteenth falls on a Saturday, it will be observed on the previous Friday. If it falls on a Sunday, it will be observed on the following Monday. For the following days, if the College is open on any of these days or if any of them falls on a Saturday or Sunday, the staff shall receive optional days: Columbus Day, Veterans Day, Election Day, and Lincoln's Birthday. Suspension of classes for whatever reason does not necessarily mean that the College is officially closed. Optional holidays may be taken consecutively with the approval of the supervisor and the appropriate School/Division Head. Such approval shall not be withheld unreasonably.
- 32.2 The day preceding Christmas and the day preceding New Year's Day shall be deemed a holiday provided such day falls between Monday and Friday, inclusively. If such a day falls on a weekend, it shall be compensated with one (1) day off during the work week. Two (2) days may be taken during the Spring recess period and two (2) days may be taken during the Christmas to New Year's College closure and winter session. These four (4) days shall be selected by each employee with the consent of the Senior Administrator.

Full-time staff appointed on or after March 5, 2007, shall accrue free days as follows:

<u>Years of Service</u>	<u>Free Days</u>
1 and 2	0
3 and after	2

- 32.3 If any of the recognized holidays stated in this section coincide with an employee's scheduled day off, the employee shall receive an additional day (or days) of annual leave (vacation).
- 32.4 In the event a holiday occurs during an employee's assigned annual leave, an additional day (or days) will be added to annual leave.

32.32.0 HOLIDAYS: PART-TIME STAFF, NON-CLASSROOM FACULTY, AND CLASSROOM ASSISTANTS

- 32.32.1 Part-time staff, part-time non-classroom faculty and part-time classroom assistants shall receive one (1) holiday with pay per year after two (2) years of service. Part-time staff, part-time non-classroom faculty and part-time classroom assistants who have been granted a Certificate of Continuous Employment shall be granted two (2) holidays with pay per year. Payment shall equal twenty percent (20%) of the employee's regular work-week compensation. Part-time employees will be paid each year with the last regular pay check in November.

33.0 VACATIONS: FULL-TIME STAFF

- 33.1 All Full-time staff employed prior to November 9, 1992, shall be entitled to the following:

<u>Years of Service</u>	<u>Vacation days</u>
1 through 5	30
6 years	35

- 33.1.1 Full-time staff employed on or after November 9, 1992, shall be entitled to the following:

<u>Years of Service</u>	<u>Vacation Days</u>
1 through 4	20
5 years	25
6 years	30
7 years	35

- 33.1.2 Full-time staff appointed on or after March 5, 2007, shall accrue vacation days as follows:

<u>Years of Service</u>	<u>Vacation Days</u>
1 through 7	20
8 through 13	25
14 and after	30

- 33.2 Vacation time accrues beginning with the date of initial employment and may be taken following the first three (3) months of employment.
- 33.3 Upon separation of employment, earned vacation days will be paid on a one-for-one basis.
- 33.4 Vacation Scheduling:
 Timeline for Vacation Requests for All Full-Time Staff:
 Effective June 9, 2022, requests for vacation submitted outside of the following timelines shall be considered on a first-come, first-served basis, subject to business needs and in accordance with Article 33.0. If all other conditions are equal, seniority prevails.

Fall Semester:	June 1 Submission – July 1 Approval
Spring Semester:	November 1 Submission – December 1 Approval
Summer:	March 1 Submission – April 1 Approval

- 33.4.1 Among employees performing the same or related work, seniority with the College shall be a factor in honoring employees' preferences for vacation dates, taking into consideration Departmental and School/Divisional needs. Determination of vacation dates shall be based upon the needs of the School/Division with the approval of the appropriate Director, Academic Dean, or Senior Administrative Officer. The administration shall make a concerted effort to provide uninterrupted vacation time between June 1st and one (1) week prior to convocation unless otherwise requested by the employee. However, in no case shall this approval be unreasonably withheld. Employees who have been transferred or promoted to different work maintain their seniority.
- 33.4.2 Up to one (1) year's vacation time may be saved and used in succeeding years with the approval of the appropriate Senior Administrative Officer. Employees shall receive notification of all accrued vacation time at the beginning of each academic year. When previous year's accrued vacation is being added to current year's vacation, such scheduling must be approved no less than six (6) months in advance.
- 33.4.3 Vacation schedules shall be posted in all offices.
- 33.5 Upon proper medical documentation to the Office of Human Resources, a staff member who becomes ill for five (5) or more consecutive days during their scheduled vacation shall be deemed on sick leave from the first day of their illness. In such above circumstances, the days originally scheduled as vacation days, had the illness not occurred, shall be returned to the staff member's vacation bank and charged to sick bank. Such unused vacation days may then be rescheduled at a later date.

34.0 LEAVES OF ABSENCES: SICK LEAVE, PERSONAL LEAVE, EXCUSED ABSENCE WITHOUT LEAVE, UNPAID LEAVE, MATERNITY LEAVE, ADOPTION LEAVE, PATERNITY LEAVE

34.1 SICK LEAVE

Sick leave may be for personal illness or except as otherwise permitted by this agreement, the college Family and Medical Leave Policy, city law, state law, or federal law.

- 34.1.1 FULL-TIME EMPLOYEES shall receive nine (9) days of sick leave the first day of each Fall semester, and eight (8) days of sick leave the first day of each Spring semester. Sick leave will be cumulative to a maximum of two hundred and twenty (220) days.

For the life of this contract, full-time employees hired after March 1, 1997, shall receive eight (8) days of sick leave the first day of each Fall semester, and eight (8) days of sick leave the first day of each Spring semester. Sick leave will be cumulative to a maximum of two hundred and twenty (220) days.

Full-time employees hired on or after June 1, 2005, shall receive seven (7) days of sick leave the first day of each Fall semester, and seven (7) days of sick leave the first day of each Spring semester. Sick leave will be cumulative to a maximum of two hundred and twenty (220) days.

PART-TIME CLASSROOM FACULTY shall be granted two (2) hours of sick leave for every semester contact hour taught, cumulative to a maximum of eighty-one (81) teaching hours.

PART-TIME NON-CLASSROOM FACULTY, PART-TIME CLASSROOM ASSISTANTS and PART-TIME STAFF shall be able to accumulate a total of two hundred eighty (280) hours of sick leave. Upon the ratification of this contract, the accrual rates shall be as follows:

Years of Service	Hours Worked	Sick Leave Prorated Per Year
0-3	1-9	0
	10-15	19*/20 hours
	16-25	28*/30 hours
4-5	1-9	0
	10-15	35 hours
	16-25	40 hours
6-8	1-9	0
	10-15	45 hours
	16-25	55 hours
After 8	1-9	0
	10-15	55 hours
	16-25	60 hours

*New employees employed on or after March 1, 1997 for the first three (3) years after which they go to year four's rate.

Employees who serve temporarily in an acting capacity shall retain their sick leave bank credits when returning to their previous positions.

All full-time employees will have one (1) sick bank against which all illnesses will be charged. Each day or portion of a day an employee is absent due to illness, the appropriate number of days (or portion of a day) must be charged to the bank. In addition, one (1) day must be charged to the bank for each evening assignment missed due to illness. Where an employee is absent due to illness on a day when (s)he works both day and evening regularly scheduled assignments, two (2) days must be charged to the employee's sick bank. A regularly scheduled assignment is one that is worked each week during a full semester. This section does not apply to overtime work or assignments that occur intermittently during the course of a semester.

All dual sick leave banks for full-time employees will be combined into one (1) sick leave bank on January 1, 1997 and thereafter.

- 34.1.2 A Retirement Sick Bank Payout, equal to the current value of one-half of the unused days in the employee's sick bank, but in no event more than a total of 100 days, shall be paid to the employee at the time of their retirement, provided that both (a) the employee has either attained the age of 55 years and ten years of full-time service or 20 fall and/or spring semesters of part-time service at the time of retirement or is eligible for an early-retirement incentive then being offered by the College, and (b) the employee has certified in writing to the College that the employee (1) has applied to receive a benefit under an approved FIT employee retirement plan or (2) has been determined by the retirement plan to be entitled to receive such a benefit.

All classroom faculty who opt to retire must do so prior to the beginning or after the close of an academic semester. In the event of extraordinary circumstances, retirement may be permitted during an academic semester. A Terminal Sick-Bank Payment shall be made in such event only when the requirements set forth in the preceding paragraph are met.

- 34.1.3 Long Term Disability Insurance Plan (hereinafter may be referred to as LTD)

A Long Term Disability plan that covers all full-time employees will be administered by the College. Annual funds previously generated for the Catastrophic Sick Bank Leave provision and program and funds after January 1, 1994, will be utilized in funding the Long Term Disability Plan.

Should premiums at any time exceed the reserve and/or annual fund, the Union will work with the Administration to avoid additional costs to the college.

- 34.1.4 Part-time employees (including part-time classroom faculty and all others) may apply for a loan of additional sick leave after exhausting all hours or days in their sick bank. Such loans may be granted at the discretion of the President or President's designee, upon recommendation of the Senior Administrator.
- 34.1.5 Loans of additional sick leave granted to part-time employees are to be repaid by reducing future sick leave time earned per semester or year as applicable at the rate of twenty-five percent (25%) of the total loan.
- 34.1.6 All employees who borrow sick leave time must agree in writing that if they leave the employ of the College they will pay back the dollar value of the remaining time owed. They shall authorize the college to deduct such sum from the employee's terminal compensation.
- 34.1.7 When any full-time employee covered by this contract has exhausted their bank of sick leave days and is still unfit for work, (s)he shall be considered, for purposes of health insurance, as continuing in the employ of the College for one (1) year following the sick bank's expiration. Monthly premiums shall be paid to the insurance carrier by the College for that year.

34.2 Personal Business Days

- 34.2.1 Personal business days may be taken solely to attend to personal business that cannot be conducted outside of the work day such as medical appointments (may be charged to either the personal or sick banks) legal or financial business and/or home repairs. Personal days may not include compensated professional activities unrelated to the college or other activities for which the employee is paid. Advance notice must be given to the immediate supervisor when possible. It is recognized that emergencies may arise which prevent such prior notification. However, upon return to work an explanation must be furnished to the supervisor if requested.

Full-time employees may use up to five personal business days per academic year (September through August). Part-time employees may have two personal business absences during the Fall/Winter session period and two during the Spring/Summer period. Days identified as personal days are drawn from the sick bank. Any unused personal days will be rolled back into the sick bank at the end of the academic year.

In the event an employee has used up all personal business days, the President of the College or President's designee may grant additional personal business days to be charged against the cumulative sick bank. Misuse of the above provisions shall result in the loss of pay.

34.3 Excused Absence with Pay

- 34.3.1 All employees covered by this contract, who are absent for any of the following reasons, shall receive full salary during their absence and shall not suffer loss of sick bank days. Effective June 2009, faculty teaching Pre-College Programs are eligible for payment for absences due to the following:

- (a) College Business:

Employees who represent the college at a function authorized by the senior administrator and / or at the request of the President or the President's designee will be considered to be out on college business. These functions include but are not limited to the authorized attendance at a conference or meeting or fulfilling any other specific external assignment. Employee must submit appropriate documentation to their supervisor / chairperson and senior administrator, and receive prior written approval to participate from the supervisor / chairperson and senior administrator.

- (b) Absence not to exceed five (5) consecutive days from the date of death of a member of the

immediate family of the employees covered by this contract or anyone in the personal household of these employees. Except in extenuating circumstances, such leave shall commence on the date of death. Immediate family shall include grandparents, parents, spouse, domestic partners, sister, brother, children, or "in-law" relationships of the types just mentioned. Reasonable time to attend the funeral services of any associate, a relative, a friend, or an employee of the College shall be permitted.

- (c) Official closing of the College because of an unforeseen emergency.
- (d) Attendance at graduation ceremonies for the employee or the employee's spouse, domestic partner, child, sibling, or parent. If the ceremonies are conducted at a distance which requires the better part of a day for travel, the total number of days for this purpose may not exceed three (3) calendar days. This shall include the day preceding and the day following the ceremonies.
- (e) All employees who are absent due to attendance before a court of law or public authority in matters in which they have no personal or financial interest, directly or indirectly, shall receive full salary during their absence and shall not suffer loss of sick bank days.

34.4 Unpaid Leave Provisions

- 34.4.1 Any employee who has tenure or a Certificate of Continuous Employment may apply to the President of the College or President's designee through the appropriate School Dean or appropriate Vice President for a leave of absence of up to one (1) year without pay; an additional year may be granted at the discretion of the President or President's designee. The College will continue to provide health and welfare benefits to tenured full-time employees comparable to those given an active full-time employee for the duration of an authorized unpaid leave of absence. However, in no case shall the College expend more funds than the cost of the College's contribution for health and welfare benefits for active full-time employees.
- 34.4.2 An employee on such leave maintains their seniority as of the date the leave commences. Such leave shall not be considered an interruption of service. Upon return from such leave, the employee shall be reinstated at the salary step beyond the step which was completed at the time the leave was granted. The period of leave does not count toward incremental advancement. One who takes an authorized leave of absence without pay preserves those rights applicable at the time of such leave without increase or diminution.
- 34.4.3 When an authorized leave of absence without pay is granted at the initiative of the College, the leave of absence may be granted with incremental advancement, if the President of the College or President's designee and the Union Executive Committee concur.
- 34.4.4 An employee on paid leave for health reasons shall not engage in regular alternate compensated employment elsewhere.

34.5 Maternity Leave

- 34.5.1 Any employee who has tenure or a Certificate of Continuous Employment, who becomes pregnant, shall be granted maternity and childcare leave. She may continue to work as long as she is able. Upon certification by a physician of a date upon which she is or will no longer be fit and able to work, she may apply for maternity leave with pay from the date until six (6) weeks after confinement provided she has sufficient days in her sick bank. Effective upon the exhaustion of sick leave, or after the sixth week after the confinement, she may apply for childcare leave without pay for a period not to exceed two (2) years.

Application for childcare leave shall be made three (3) months prior to the expected date of birth. The President or President's designee may, upon application, grant an extension of childcare leave. With the approval of the Senior Administrator(s) involved, a full-time employee on unpaid childcare leave may return to work on a part-time basis. Benefits will accrue as though the employee were on unpaid

leave. Such part-time work will not extend the length of the leave.

Childcare leave may be terminated at the mother's request. The childcare leave of a classroom teacher returning to instructional duties must be terminated at the beginning of a regular or mini- session and the usual program assignment regulations shall be applicable. All employees shall give at least one (1) month's notice if childcare leave is to be terminated prior to the termination of the leave originally approved. The foregoing does not preclude the return of a classroom teacher to non- instructional assignments.

During the entire period of maternity and childcare leave, the individual shall continue to be covered for all health and welfare benefits. An employee on such leave maintains her seniority as of the date leave without pay commences. Such leave shall not be considered to be an interruption of service. The period of childcare leave does not count toward incremental advancement. Upon return from such leave, the employee shall be reinstated at the salary step beyond the step which was completed at the time the leave was granted. One who takes an authorized leave of absence without pay preserves those rights applicable at the time of such leave, without increase or diminution.

34.6 Adoption Leave

- 34.6.1 All provisions for unpaid leave outlined in Section 34.4.1 above shall apply in any and all cases of adoption of children under sixteen (16) years of age when such leave is requested by an adopting parent.

34.7 Parental Child Care Leave

- 34.7.1 All provisions for unpaid leave outlined under Section 34.4.1 above shall apply in all cases where any employee covered by this contract whose spouse or domestic partner gives birth to a child, when such leave is requested by the employee.

WAIVER

- 34.8 The President or President's designee may in their discretion waive the tenure or Certificate of Continuous Employment preconditions to the obtaining of unpaid leaves. The President's or President's designee's decision shall have the effect of an arbitrator's decision which is final and binding.

34.9 Workers' Compensation

- 34.9.1 Effective March 5, 2007, the College shall supplement payments received under Workers' Compensation law to the level of an employee's full salary for up to a maximum of two years. It is understood that full-time employees claiming workers' compensation, who are also eligible for the college's long-term disability plan, must file for long-term disability coverage (LTD) within the appropriate time period. Payments that the employee receives from LTD coverage shall be counted towards the college's obligation.

35.0 WELFARE

35.1 Healthcare

- A. Effective August 1, 2022, all full-time employees who wish to participate in the College's health care plan will be required to contribute, through payroll deductions, as follows:
- | | |
|------------------|---------------------|
| Employee Only: | \$40/per pay period |
| Employee Plus 1: | \$70/per pay period |
| Family: | \$90/per pay period |

B. With the exception of those categories listed in subsection "C", Out-of-Network Reimbursement will be at 300% of Medicare.

C. Out-of-Network Reimbursement will be 100% of Medicare for Chiropractic, Physical Therapy, and Acupuncture.

D. Either party may initiate negotiations on healthcare when the City issues its financial package to FIT.

35.1.1 REIMBURSEMENT RATE FOR MEDICAL COVERAGE FOR PART-TIME CLASSROOM FACULTY HIRED PRIOR TO JUNE 1, 1997.

Current part-time classroom faculty teaching in the day only, shall receive reimbursement of health insurance costs at twenty-five percent (25%) per three (3) hour course, prorated.

Current part-time classroom faculty teaching in the evening and/or weekend only, shall receive reimbursement of health insurance costs at five and eight tenths percent (5.8%) per hour, with a six (6) hour minimum teaching load, prorated.

Current part-time classroom faculty teaching a combined day/evening and/or weekend program with a six (6) hour minimum, shall receive reimbursement of health insurance costs at twenty-five percent (25%) per three (3) hour course, prorated.

REIMBURSEMENT RATE FOR NEW PART-TIME CLASSROOM FACULTY WHO ARE EMPLOYED ON OR AFTER JUNE 1, 1997.

There shall be a three (3) year waiting period before reimbursement of health insurance commences and reimbursement will only be given to those part-time classroom faculty who teach a minimum of six (6) hours day, evening and/or weekend, or a combined program.

For those part-time classroom faculty teaching only day hours or a combined program, there shall be a twenty percent (20%) rate per each three (3) hours, prorated. For part-time classroom faculty teaching evening and/or weekend hours only, there shall be a fifteen percent (15%) reimbursement rate per each three (3) hours, prorated, but only when teaching six (6) hours or more.

- 35.1.2 The health insurance plan covering part-time classroom faculty shall continue for the duration of this agreement without change in eligibility, benefit level, the percentage of employee contribution, or other provisions thereof.

Health insurance reimbursement for part-time staff, part-time non-classroom faculty and part-time classroom assistants employed prior to June 1, 1997 for four (4) consecutive years shall be a pro-rated amount of the individual premium based on the employee's weekly work load. Employees must be working a minimum of one-half of a full-time load.

Health insurance reimbursement for part-time staff, part-time non-classroom faculty, and part-time classroom assistants employed on or after June 1, 1997, and working eighteen (18) or more hours per week will be paid at thirty-five percent (35%) for years six (6) and seven (7) of employment, fifty-percent (50%) for years eight (8) through twelve (12), and sixty-five percent (65%) thereafter.

- 35.1.3 The College assumes responsibility for the costs of the 22nd day and thereafter of hospital stays. In consideration of that assumption of the cost, the UCE agrees that it will no longer receive the annual payment by FIT of \$168,000 and FIT will retain \$100,000 annually from the Equity Fund. All other terms of the 2011 stipulation regarding health insurance shall be discarded.

- 35.2 The College shall continue to pay health and hospital insurance premiums in full for all "part of a program" employees currently employed.
- 35.3 The Union shall administer a welfare insurance program. The College shall pay to the Union, a premium in an amount equal to funds received from the local sponsor for this Welfare Fund.
- The payments made to the Welfare Fund from the City for part-timers and retirees shall continue according to the formula reached in collective bargaining.
- 35.4 The Employee Assistance Program (EAP) mutually agreed upon by the Union and the college shall continue in force for the life of this contract.
- 35.4.1 If any full-time employee shall die while in active service, the College shall continue the same medical and welfare coverage at no cost for the spouse/domestic partner/dependents. The spouse/domestic partner/dependents will pay the current employee share. This coverage will be maintained for a maximum of twelve (12) months. Coverage will stop if the spouse/domestic partner/dependents obtain other medical coverage within the twelve (12) month period. Spouses and domestic partners must have been enrolled on the College's medical plans at the time of the employee's death.
- 35.5 All full-time employees and employees working at least one half (1/2) of a full-time work load, their spouses, domestic partners, dependent children and retirees, shall be exempt from paying tuition and registration fees for all courses offered in the day and/or in the evening and/or weekend program. Online coursework shall not be completed during working hours.
- 35.6 The College shall make arrangements for a payroll savings plan, if desired by the employees.
- 35.7 Upon written request by the employee, a full-time member of the faculty fifty-five (55) years or older having completed at least ten (10) years of full-time service, may be permitted by the President or President's designee with the recommendation of the Department and School Dean to work no less than one-half (1/2) the normal work load during the day at a pro-rated salary. Under such circumstances, the employee may not increase the number of hours taught by the employee in the evening and/or weekend program beyond that which was taught in the previous academic year.

36.0 SALARY PAYMENTS: PROCEDURE

- 36.1 All employees covered by this contract on an annual salary shall be paid semi-monthly.
- 36.2 The Administration shall supply to each employee, annually at their increment date, a statement of the salary schedule and step level they are on.

37.0 RETRENCHMENT

- 37.1 Both parties to this agreement recognize that the existing provisions covering retrenchment may create problems for the institution, the administration, faculty and staff that require study and review. Accordingly, it is agreed that the President or President's designee will establish a mutually acceptable committee to study the provisions of Section 37 of the agreement and report back to the President or President's designee six (6) months prior to the expiration of this agreement. It is understood that the President or President's designee will submit proposals for consideration for the next ensuing agreement taking into account the report of the study committee.

Should an exigency other than financial, i.e., enrollment, change in curriculum due to technological changes, placement, etc., amongst others, occur during the life of this contract, a mutually agreed upon committee of no more than seven (7) persons shall be established to define the nature of the

exigency and to determine if such an exigency exists. Should it be impossible to agree mutually on the membership of such a committee, each party to this contract shall name three (3) persons and the committee itself shall elect a seventh (7th) person from outside this group to act as Chair.

37.2 Definitions:

- 37.2.1 Financial Exigency: Financial exigency shall be deemed to exist, whenever, in any fiscal year, the monies available by legislative appropriation for all the operations of the College shall be insufficient for the continuation of such operations in the manner and to the extent that such operations were conducted during the preceding fiscal year.
- 37.2.2 Retrenchment: Retrenchment shall mean the laying off of personnel by reason of financial exigency and shall not mean termination except as modified by Section 37.1.
- 37.2.3 Seniority: Seniority shall mean the relative status of each employee within the College which status shall be measured by the length of such employee's service at the College; such service shall be deemed to have commenced on the date of initial appointment as a full-time employee.
- 37.2.4 Notwithstanding the foregoing, for the purpose of this Article (Retrenchment), an employee's service at the College shall not include any time in excess of one year that such employee shall have spent in any unpaid leave of absence subsequent to initial appointment.

37.3 Consultation:

- 37.3.1 Whenever there shall exist a financial exigency, the College shall give notice thereof to the President of the Union as soon as reasonably possible. In the event of a financial exigency, the College will first curtail, to the maximum extent feasible, non-personnel expenditures before reducing or abolishing positions.
- 37.3.2 If retrenchment is necessary, then the following retention priorities shall prevail:
 - a) Tenured full-time employees
 - b) Non-tenured full-time employees
 - c) Part-time employees holding Certificates of Continuous Employment
 - d) Part-time employees who have not received Certificates of Continuous Employment
 - e) Temporary full-time employees
 - f) Temporary part-time employees
- 37.3.3 By mutual agreement between the President or President's designee and Union Executive Committee, a different set of priorities may be adopted.
- 37.3.4 Within each of the above groups, the seniority of each employee shall determine the order in which the employee shall be retrenched, so that the most senior employee shall be the last retrenched and the least senior employee shall be first retrenched.

37.4 Notice

- 37.4.1 Whenever a determination has been made that an employee shall be retrenched pursuant to the provisions of this Article (Retrenchment), the College shall give notice of retrenchment to such employee as soon after such determination shall have been made as is practicable.

37.5 Recall List:

- 37.5.1 All employees who shall have been retrenched pursuant to the provisions of this Article

(Retrenchment), shall be placed on a recall list for three (3) years. These employees shall be recalled according to the principle "last retrenched -- first recalled."

- 37.5.2 No appointment of non-campus ("outside") personnel may be made as long as positions available can be filled by recall of retrenched employees, and the employees so recalled shall be reappointed at the same rank and employment status held by that employee at the time the employee was retrenched.

38.0 CLASSROOM FACULTY WORKLOAD

- 38.1 Full-time employment by the College is considered the basic employment of the individual and the individual shall limit other compensated professional activities so as not to impair their educational effectiveness. In no case shall an employee have full-time employment elsewhere while they are a full-time employee of the College.
- 38.1.1 The standard weekly work load for full-time classroom faculty is a minimum of twelve (12) class contact hours. Any member of the classroom faculty who is assigned the equivalent of twelve (12) hours of combined class contact and released time, excluding evening and/or weekend hours for an entire Fall or Spring semester shall be considered a full-time member of the faculty.
- 38.2 The duties of Department Chairs, Associate Chairs and Assistant Chairs include departmental, academic, and administrative responsibilities. The teaching loads for Department Chairs, Department Associate Chairs and Department Assistant Chairs follow:

(1) Department Chairs

The teaching load for a Department Chair shall be no more than three (3) hours per semester.

(2) Department Associate Chairs

The teaching load for Associate Chairs shall be no more than six (6) hours per semester in both undergraduate and graduate programs.

An Associate Chair setting up a new Department will receive fifty-four (54) hours release time to be used during the first three (3) years of the existence of the Department, including the time before the Department has students. After three (3) years, such Associate Chair will be entitled to six (6) hours release time per semester.

(3) Department Assistant Chairs

The teaching load for Department Assistant Chairs shall be no more than nine (9) hours per semester.

- 38.3 Full-time faculty shall schedule and post four (4) office hours per week at times most convenient for students and deployed over no less than three (3) days per week, except as may otherwise be scheduled and approved by Department Chair. No such hours shall be posted for any time during common hour activity. Additional time will be made available for consultation with students by prior appointment.
- 38.4 Faculty members shall perform such additional College assignments considered to be reasonable by the parties hereto except that registration assignments shall be limited to orientation and counseling of students.
- 38.4.1 A faculty member who is assigned and conducts academic advisement sessions during evening or weekend hours or participates in assignments such as FIT Open House and Parents Day, shall be compensated at one-half (1/2) their hourly rate.

- 38.5 Full-time teaching assignments shall be compact, deployed over no less than three (3) days extending in any one day for no longer than six (6) hours, except that individual faculty members may consent to a different schedule.
- 38.6 The number of different instructional preparations each semester shall be kept to a minimum.
- 38.6.1 Full-time faculty, who substitute on an occasional basis during day session, shall continue to be paid at their regular hourly rate for those hours that exceed six (6) hours for regular courses and nine (9) hours for laboratory/studio courses, per semester. Full-time faculty, who substitute for any given section(s) for three (3) or more consecutive weeks, shall be paid at their regular hourly rate or at 1/1000 of annual base salary, whichever is greater, from the first day of such substitution.
- 38.7 Effective December 22, 2009, each part-time day classroom faculty shall maintain office hours for consultation with students which shall equal two (2) times their weekly contact hours in each regular academic semester. Part-time day classroom faculty will be compensated at fifty percent (50%) of their hourly rate for each of these office hours conducted. This calculation is to be included in the regular semester salary. Part-time day classroom faculty who are required to perform portfolio evaluations shall be compensated at one-half (1/2) their normal hourly rate.
- Effective September 28, 2011 adjunct faculty will receive one half (1/2) of their hourly rate to study and take the NY fire safety certification test.
- 38.8 Effective October 7, 2013 part-time day classroom faculty who asked to serve on a faculty search committee by their Chair and approved by the Dean, shall be compensated at fifty percent (50%) of their hourly rate. The faculty member shall record the hours worked on their timesheet which shall be verified by their department chair.
- 38.9 Effective March 26, 2009, adjunct classroom faculty shall receive one half (1/2) of their hourly rate for each hour spent attending mandatory training. Such training shall include Diversity, Equity and Inclusion, Sexual Harassment Training, Occupational Safety and Health Training (OSHA), and any training required by federal law, state law and organizational policy.
- 38.10 All full-time faculty shall participate in College, School/Divisional, and Departmental meetings arranged with reasonable notice. Full-time faculty are expected to accept assignments that are necessary for the operation and educational needs of the Department and of the College. Department meetings shall not be held at times which will consistently conflict with any full-time faculty class schedule for an entire semester. The College recognizes the value of supplementary avenues of individual professional growth and development. In the event the faculty member is not on campus they must make every effort to leave a telephone number where they can be reached by their Department Chair. When possible, part-time faculty shall be notified of all College, School and Departmental meetings and shall have the right to attend them.
- 38.11 Except where otherwise specifically stated elsewhere in this contract, release time for assignments is negotiable between the employee concerned and the President of the College.

39.0 CLASS SIZE

- 39.1 The following shall be applicable to class size:

The administration recognizes that the College is a professional College and cannot indiscriminately increase enrollment without consulting the professional staff.

At the same time, our current FTE faculty ratio must be maintained if we wish to be considered a full opportunity college in regard to financial support from the State University.

- 39.2 Permission of a faculty member must be obtained if enrollment exceeds twenty-five (25) students; nonetheless, for administrative planning, the Registrar will initially, where applicable, plan for twenty-seven (27) students with final adjustments made at the end of the first week of each semester.
- 39.3 In the case where a faculty member does not give permission to exceed maximum class size which results in placing an unreasonable burden on a student in having to go either in the evening, on a split session, an extra semester, or a summer session, an immediate committee will be made up consisting of the President of the College or President's designee, the Dean of the School concerned, the faculty member, the Registrar, and a member of the Executive Committee of the Union which shall meet and resolve the issue. In no case can the committee assign more than five (5) students above the maximum to any one section without permission of the instructor. In the event there are ten (10) or more students similarly situated in any one course, a new section will be started.
- 39.4 In English Composition and English Speech, the class size shall be limited to twenty (20) except by permission of the instructor.
- 39.5 In laboratory, remedial classes, educational skills, and the special lecture sessions, the Department shall recommend an optimum class size based upon the number of work stations, safety considerations, and educational effectiveness. These recommendations shall be subject to the approval of the President or President's designee and determined by mutual agreement of the parties hereto.

40.0 SABBATICALS

- 40.1 Effective November 2016, six (6) full-year sabbaticals at half-pay per year, and eight (8) half-year sabbaticals at full-pay per year, will be funded by the College. Faculty on sabbatical at full-pay shall be eligible to teach no more than one (1) course in the evening and/or weekend during the semester of the sabbatical.
- 40.2 All full-time faculty shall have the right to apply for a sabbatical leave of absence during their sixth (6th) year of continuous full-time service to the College. The earliest a sabbatical leave of absence may be taken is during the seventh (7th) year. A faculty member shall be given a semester's advance notice, if possible, regarding action taken on a sabbatical leave application.

All full-time faculty who have previously been granted and taken sabbatical leaves of absence must complete a minimum of six (6) years of continuous full-time service to the College from the date of their return to full-time continuous service to be eligible to take another sabbatical leave. The earliest a full-time faculty member may apply for a subsequent sabbatical leave of absence is in their sixth (6th) year of continuous full-time service to the College.

41.0 OTHER

- 41.1 The College will continue constantly to review the proportion of full-time to part-time faculty so as to achieve academically desirable ratios.
- 41.1.1 The College will make every effort to increase the number of full-time staff positions if and when necessary to enable the Departments/Offices to efficiently discharge their responsibilities.
- 41.2 Subject to structural limitations, every effort will be made to provide employees engaged in counseling services adequate space to perform such counseling services in privacy.

42.0 STAFF COMPENSATION

42.1 Staff Compensation Program

I. Definitions of Terms Used in Staff Compensation

Reevaluation is the process of determining the extent of change in the nature of a job. This may result in an upgrade - a change to a title in a higher salary schedule; the position remaining evaluated in the same salary schedule; a downgrade - job changes to a title in a lower salary schedule.

A lateral transfer is the reassignment of an employee to another position in the same salary schedule as the one currently assigned.

II. Position Evaluation

Purpose of Position Evaluation

Position evaluation provides the basis for maintaining the balance between organizational needs for stability and flexibility, developing career ladders and opportunities, providing equal pay for equal work, defining organizational roles, and clarifying job duties and responsibilities.

III. Evaluation of New Position

Before recruiting or filling a newly created job, the department must prepare a personnel requisition form (obtained from the Office of Human Resources) signed by the Senior Administrator and forwarded to the Office of Human Resources for review. The Reevaluation Committee evaluates the position and recommends to the President's designee the appropriate salary schedule assignment and designation for the Federal Labor Standards Act classification. The supervisor and Senior Administrator are advised of the title and salary schedule.

IV. Reevaluation

The assignment of duties by a supervisor to an employee or the assumption of duties by an employee that are inconsistent with those described in their position description which may lead to any upgrade and/or additional cost is prohibited without the approval in advance of the Vice President of the School/Division involved. Temporary assignments of new or different duties for short periods, not to exceed three (3) months, are permitted if other duties are temporarily suspended until the new duties are no longer needed or transferred elsewhere. If temporary duties assigned to an employee elevate the employee's position to a higher classification, the employee will be paid at the higher level for the period of time the employee performs these duties.

Should there be approval by the appropriate Vice President for assignment of significant and additional duties and responsibilities to a staff employee that may result in an upgrade in classification, the Reevaluation Committee will be notified to review the impact of such change and recommend an appropriate reply to the President's designee, which shall be acted upon within forty-five (45) days after receipt by the Committee

- a. When an existing position has significantly changed in duties or responsibilities, the supervisor may request reevaluation. The supervisor with the approval of the Senior Administrator/Dean submits a memo listing the duties of the position to the Office of Human Resources. The position will be analyzed using the factor comparison method. This may result in an upgrading, the position remaining evaluated at the same salary level or a downgrading.

1. The supervisor may submit a request to reevaluate a staff position to the Senior Administrator and the Office of Human Resources simultaneously.
 2. The Office of Human Resources date stamps the request for reevaluation upon receipt. If a request for reevaluation is denied in accordance with the formal review and approval process, the decision is final. Any subsequent requests that are submitted are date stamped upon receipt and are considered a new submission.
 3. The Senior Administrator will approve or disapprove the request for reevaluation and notify the Office of Human Resources, in writing, within 45 (forty-five) working days.
 4. The Office of Human Resources will submit requests for reevaluation approved by the Senior Administrator to the Reevaluation Committee who will have forty-five (45) working days to act upon the request and make a recommendation to the President's Designee.
 5. If the recommendation of the Reevaluation Committee recommends approval and the President's designee accepts that recommendation, any salary change will be retroactive to the original date stamped by the Office of Human Resources in item 2 above.
- b. All positions requested for reevaluation are reviewed by the Reevaluation Committee. The Committee forwards the reevaluation request to the President of the College or President's designee for approval. The President or President's designee may accept or reject any recommendations. This decision is final and not subject to arbitration.

c. **Reevaluation Committee:**

1. Composed of a representative from the Office of Human Resources selected by the Vice President for Human Resources and a Union representative selected by the President of UCE. Both members should possess a comprehension of the factor comparison system; knowledge of the College's policies and procedures and functions related to its academic and administrative departments.
2. Responsible for designating the Federal Labor Standards Act on reevaluated jobs;
3. Responsible for advising the Supervisor and the Senior Administrator making the reevaluation request of the approval or disapproval of the evaluation by the President of the College or President's designee. The Supervisor will inform the employee of the decision;
4. Responsible for auditing the benchmark positions every three years to ensure their accuracy and maintain internal consistency of their evaluation.

d. **Factor Comparison Method**

Jobs are evaluated on the basis of five (5) defined factors which are derived from the assigned duties, responsibilities and other characteristics. These factors and their definitions are:

1. KNOWLEDGE AND SKILL: What needs to be known and the abilities required to carry out the tasks.
2. JUDGEMENT: Problems expected to solve; decisions expected to make; the degree to which the job is guided by standard procedures; and the supervisors degree of supervision.
3. COMPLEXITY: The number of and inter-relationships among assigned tasks and elements in tasks and interdependence of tasks with those performed by others.
4. INTERPERSONAL RELATIONS: The nature, purpose and extent of face-to-face and telephone relationships in assigned tasks and the ability required to carry these out.
5. IMPACT: How performance can affect achieving organizational objectives. Both the

breadth and intensity of impact and special responsibility and accountability are considered.

Using these factors, each position is compared to at least three other college positions in order to determine the position's value relative to other positions in the college. Of the three positions used for comparisons, one position should be a benchmark job. (The benchmark job is typical in a class of position titles in terms of job duties and responsibilities.

e. **Benchmark Jobs**

The benchmark jobs are:

Group	Job Title
86	Clerical Assistant
87	Secretary I
88	Secretary II
89	Secretary III; Technologist A
90	Technologist B
91	Technologist C
92	Department Coordinator
95	Collections Manager
96	Database Administrator

f. **Assignment to Salary Groups**

Through the evaluation process, each job is placed in one of the twelve (12) salary groups, Groups 86 through 96 and 99.

V. **Performance Appraisals**

a. **Timing of Performance Appraisals**

Full-time Employees: Performance appraisals are required for full-time employees three (3), six (6), nine (9) and twelve (12) months after employment and twice a year during the next two (2) years of employment until tenure is granted.

Part-time Employees: Performance appraisals are due on part-time employees at least semi-annually until a Certificate of Continuous Employment is received.

It is expected that performance appraisals will be completed within thirty (30) working days.

b. **Rating Categories and Appraisal Factors**

An employee's performance is rated according to five standards - Outstanding, Very Good, Good, Needs Improvement, and Not Acceptable, using job-related criteria as follows:

- Quality
- Quantity
- Job Knowledge
- Cooperation
- Initiative
- Communication Skills
- Organization
- Judgment
- Attitude
- Customer Service Competency

Additionally, attendance and punctuality are examined to determine if a problem exists, and supervisory personnel are also rated on:

- Supervision
- Employee Development

VI. Salary Administration

a. Salary Structure

The College has developed a salary structure for staff positions consisting of twelve (12) salary schedules.

b. Salary Administration

1. Full-time and part-time employees hired before March 1, 1997, are granted an incremental increase on their salary anniversary date which is either on February 1 or September 1 to the next step in the salary group in which the job is evaluated. The increment date is approximately one year after employment and on the closer of the two dates. Increments for part-time employees hired on or after March 1, 1997, should refer to the appropriate salary schedule.
2. Salary schedules may be adjusted according to the Collective Bargaining Agreement approved by the City of New York.
3. Salary increases granted as a result of an employee taking a position in a higher group are effective on the date the employee starts work on the new job.
4. Salary increases granted as a result of reevaluations are retroactive to the date of the beginning of the first pay period following receipt of the reevaluation request by the Office of Human Resources.
5. An increase in salary as a result of a promotion or upgrade due to a reevaluation will be to the step in the higher group closest to the current salary of the employee. If the differential is \$1004.00 per year or less, the salary in the next step is granted. (This policy only applies to full-time employees).
6. If a promotional increase results in a lower salary in the new salary group structure as compared with the salary in the same step of the former salary schedule, the employee receives the salary in a step of the new salary group structure closest to the salary of the former salary schedule.
7. Downgrade due to reevaluation will not result in a decrease in salary. The employee will remain in the same salary group and when the job is vacated, it will be filled at the salary group determined by the reevaluation.

- 42.2 The parties agree to form a committee represented by the UCE and the College to review the recommend changes to the staff compensation program. The College will negotiate any changes in the terms and conditions of employment which may result from revisions to the classification and compensation system.

42.3 Staff Longevity Payment

Effective June 9, 2022 and upon the completion of twelve (12) continuous years of service to the College, full-time bargaining staff will receive a lump-sum payment of five hundred (\$500) dollars

annually; payment will be made on or about July 16 of each year. Eligibility will be based on years of service as measured on June 1 of each year. The payment will be prorated for part-time bargaining staff who have completed twelve (12) continuous years of service to the College.

43.0 STAFF WORKDAY: SUMMER & RECESS

- 43.1 The regular work day, for the full-time staff employed prior to December 1, 1994, during the Christmas, winter session, Spring, and Summer recess periods shall be a six hour day from 9:00 a.m. to 4:00 p.m. or from 10:00 a.m. to 5:00 p.m., as the College may require, exclusive of one (1) hour for lunch, with the schedule of 9:00 a.m. to 4:00 p.m. for the Christmas and Spring recesses, unless an employee voluntarily agrees to work 10:00 a.m. to 5:00 p.m. to provide coverage of an office on request by the supervisor. The schedule of work during these recess periods shall have prior approval of the Senior Administrator.

Recess periods, as stated above, begin the last day of classes for the fall and spring semesters and end on convocation day as defined in the official academic calendar.

Full-time staff specified above, may voluntarily choose to work thirty-two (32) or thirty-five (35) hours per week during the recess periods specified above. Staff volunteering to work thirty-two (32) hours a week with the supervisors' prior approval of the work schedule, will be eligible for two (2) non-consecutive days off during the Fall semester, with prior approval and advanced scheduling of those days. Staff volunteering to work thirty-five (35) hours per week will work regular hours and receive in addition to the two (2) days referenced previously, three (3) days off between Christmas and New Year's Day unless there is a school closure or holiday observance during that period which prevents the use of one or more of these days. In that event, the day or days will be purchased by the College.

These options must be exercised by October 1 of each year for the recess periods that follow.

In no case shall a staff member hired prior to December 1, 1994, who elects to work a thirty (30) hour week during recess periods, be required to work more than twenty (20) days in a schedule not of their choice during this period.

- 43.2 Employees appointed to full-time staff positions on or after December 1, 1994, will work regular hours during the recess periods specified above. They will become eligible for the options outlined in Section 43.1 on the first day of the fiscal year (July 1) after completion of five (5) years of full-time service.
- 43.3 With the approval of the Supervisor and Senior Administrator, and at the discretion of the President or President's designee, which approval shall not be unreasonably withheld, work schedules from the day after commencement until the first day of the Fall semester may be adjusted to release an employee one (1) day a week if the area is covered and (s)he has worked the equivalent of a normal work week the other four (4) days. This only applies if the employee is scheduled to work five (5) days in a particular week. During the summer if changes to these schedules are required, they shall be made with the approval of the Senior Administrator.

43.3.1 Friday and Christmas Closings:

Effective June 1, 2009, the College will be closed on Fridays for approximately ten (10) consecutive weeks every summer and for the three (3) days between the Christmas and New Year's holidays. Employees will be expected to either make up the time they would have worked on Fridays during the remaining 4-days in the week or, charge that time, if eligible, to their vacation, optional or free day banks. In those cases where operational necessity requires an office to be open on a Friday during the summer, the College will provide the individual with a Monday off or another mutually agreed upon day in the week. The time for the days between Christmas and New Year's Day will be made up by individuals working one additional hour per day during the winter session and Spring breaks, or charge that time, if eligible, to their vacation, optional or free day banks.

44.0 STAFF DEVELOPMENT

- 44.1 During the life of this contract a staff development program shall be implemented. This program shall include but not be limited to professional training in leadership and management skills and workshops that enhance job-related skills.

45.0 SALARY ADJUSTMENTS/ECONOMIC CONSIDERATION

- 45.1 Salary adjustments and matters of economic consideration effective during the term of this Agreement, shall be subject to the negotiations between the City of New York and the Coalition of Municipal Unions (or its successor) applicable to the same period and shall be consistent with the provisions of Municipal Coalition Economic Agreement. Absent a coalition agreement such matters shall be negotiated by the parties hereto.

46.0 MUNICIPAL COALITION ECONOMIC AGREEMENT

- 46.1 There is incorporated herein by this reference the Municipal Economic Agreement made by and between the City of New York, the College and the UCE of the College effective concurrent with the term hereof.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed this 22nd day of January, 2024.

FASHION INSTITUTE OF TECHNOLOGY

by 

**UNITED COLLEGE EMPLOYEES OF F.I.T.
LOCAL 3457, AMERICAN FEDERATION
OF TEACHERS**

by 

SALARY SCHEDULE INFORMATION SUMMARY

Contractual Increases:

<u>Effective Date</u>	<u>General Wage Increases</u>
January 16, 2022	3.00%
January 16, 2023	3.00% compounded
January 16, 2024	3.00% compounded
January 16, 2025	3.00% compounded
January 16, 2026	3.25% compounded

Incremental Increases

Effective 6/1/05, newly hired employees hired at Step 0 shall move to Step 1 when they become eligible for a step increase.

Full-time employees are granted an incremental increase on their salary anniversary date which is either on February 1 or September 1 to the next step in the salary group in which the job is evaluated.

Part-time staff and classroom assistants employed on or after March 1, 1997 for nineteen (19) hours or more per week will advance a step on their respective salary schedule only after eighteen (18) months of service. The new step shall be applied at the incremental date that is closest to the eighteenth (18th) month of employment. For employees working ten to eighteen (10-18) hours per week, an increment will be made after twenty-four (24) months of employment. For employees working one to nine (1-9) hours per week, an increment will be made after thirty-six (36) months of employment.

Adjunct classroom faculty:

Please refer to salary schedule 97 for incremental increase information.

Please refer to salary schedule 97a/97b for adjunct promotional information.

Effective March 26, 2009, adjunct classroom faculty shall receive one half (1/2) of their hourly rate for each hour spent attending mandatory training. Such training shall include Sexual Harassment Training, Occupational Safety and Health Training (OSHA), and any training required by federal law, state law and organizational policy.

Effective September 28, 2011 adjunct faculty will receive one half (1/2) of their hourly rate to study and take the NY fire safety certification test.

Adjunct non-classroom faculty

Please refer to salary schedule 98 for incremental increase information.

Please refer to salary schedule 98a/98b for adjunct promotional information.

Schedule 81:

Effective 4/16/97 when a full-time professor has been on step 9 for six (6) years they shall move to step 10 which is three and five-tenths percent (3.5%) higher.

Schedule 86:

Effective the 2002 - 2003 school year, full-time employees hired in this schedule shall advance to Step 1 after approximately six (6) months and to Step 2 after the next six (6) months (depending on increment dates).

Schedules 86 – 88:

Effective 6/1/05, when a full-time employee has been on step 10 for six (6) years they shall move to step 11 which is three percent (3%) higher. Effective 6/1/05, when a part-time employee has been on step 9 for six (6) years they shall move to step 10 which is three percent (3%) higher.

Schedules 85, 89 – 96

Effective 6/1/05, when an employee has been on step 9 for six (6) years they shall move to step 10 which is three percent (3%) higher.

Schedule 97a

Effective 6/9/22, when an adjunct associate professor has been on step 10 for six (6) years they shall move to step 11.

Schedule 99

Newly hired employees hired at Step 1 shall move to Step 2 when they become eligible for a step increase. Effective 6/1/05, when an employee has been on step 10 for six (6) years they shall move to step 11 which is three percent (3%) higher. Effective Spring 2007, this schedule is five (5%) percent higher than schedule 96.

COLLECTIVE BARGAINING SALARY SCHEDULES
 (*Please refer to Salary Schedule Information Summary for the following Schedules)

Schedule 81					
Full-time Faculty					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	102,134.5253	105,198.5611	108,354.5179	111,605.1534	115,232.3209
1	109,450.4761	112,733.9904	116,116.0101	119,599.4904	123,486.4738
2	113,419.3685	116,821.9496	120,326.6081	123,936.4063	127,964.3395
3	117,377.1961	120,898.5120	124,525.4674	128,261.2314	132,429.7214
4	121,344.9820	124,985.3315	128,734.8914	132,596.9381	136,906.3386
5	129,370.1773	133,251.2826	137,248.8211	141,366.2857	145,960.6900
6	134,326.0370	138,355.8181	142,506.4926	146,781.6874	151,552.0922
7	139,276.3643	143,454.6552	147,758.2949	152,191.0437	157,137.2526
8	142,550.3962	146,826.9081	151,231.7153	155,768.6668	160,831.1485
9	148,495.4362	152,950.2993	157,538.8083	162,264.9725	167,538.5841
*10	153,693.6119	158,304.4203	163,053.5529	167,945.1595	173,403.3772
Full-time Professor					
*Please refer to Salary Schedule Information Summary for this Schedule.					

Schedule 82					
Full-time Faculty					
Step	1/16/22	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	83,757.24	86,269.9543	88,858.0529	91,523.7945	94,498.3178
1	89,757.60	92,450.3284	95,223.8383	98,080.5534	101,268.1714
2	93,719.85	96,531.4495	99,427.3930	102,410.2148	105,738.5468
3	97,686.53	100,617.1293	103,635.6432	106,744.7125	110,213.9157
4	101,647.68	104,697.1107	107,838.0240	111,073.1647	114,683.0426
5	108,263.24	111,511.1357	114,856.4698	118,302.1639	122,146.9842
6	112,228.81	115,595.6757	119,063.5460	122,635.4524	126,621.1046
7	116,194.38	119,680.2158	123,270.6223	126,968.7410	131,095.2251
8	120,161.06	123,765.8956	127,478.8725	131,303.2387	135,570.5940
9	126,100.57	129,883.5885	133,780.0962	137,793.4991	142,271.7878
Full-time Associate Professor					
*Please refer to Salary Schedule Information Summary for this Schedule.					

Schedule 83					
Full-time Faculty					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	71,559.5597	73,706.3465	75,917.5369	78,195.0630	80,736.4025
1	76,683.6023	78,984.1104	81,353.6337	83,794.2427	86,517.5556
2	79,060.2905	81,432.0992	83,875.0622	86,391.3141	89,199.0318
3	81,635.0360	84,084.0871	86,606.6097	89,204.8080	92,103.9643
4	84,605.8964	87,144.0733	89,758.3955	92,451.1474	95,455.8097
5	88,570.3627	91,227.4736	93,964.2978	96,783.2267	99,928.6816
6	92,530.4034	95,306.3155	98,165.5050	101,110.4702	104,396.5605
7	96,492.6568	99,387.4365	102,369.0596	105,440.1314	108,866.9357
8	100,457.1233	103,470.8370	106,574.9621	109,772.2110	113,339.8079
9	105,460.5610	108,624.3778	111,883.1091	115,239.6024	118,984.8895
Full-time Assistant Professor					

Schedule 84					
Full-time Instructor					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	61,464.1672	63,308.0922	65,207.3350	67,163.5551	69,346.3706
1	65,862.3682	67,838.2392	69,873.3864	71,969.5880	74,308.5996
2	69,228.2367	71,305.0838	73,444.2363	75,647.5634	78,106.1092
3	71,610.4572	73,758.7709	75,971.5340	78,250.6800	80,793.8271

Schedule 85					
Full-time Classroom Assistant					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	64,418.4305	66,350.9834	68,341.5129	70,391.7583	72,679.4904
1	69,032.3922	71,103.3640	73,236.4649	75,433.5588	77,885.1495
2	71,014.0722	73,144.4944	75,338.8292	77,598.9941	80,120.9614
3	72,993.5392	75,183.3454	77,438.8458	79,762.0112	82,354.2766
4	74,975.2194	77,224.4760	79,541.2103	81,927.4466	84,590.0886
5	76,961.3251	79,270.1649	81,648.2698	84,097.7179	86,830.8937
6	78,939.6856	81,307.8762	83,747.1125	86,259.5259	89,062.9605
7	82,432.7978	84,905.7817	87,452.9552	90,076.5439	93,004.0316
8	84,947.7942	87,496.2280	90,121.1148	92,824.7482	95,841.5525
9	87,459.4712	90,083.2553	92,785.7530	95,569.3256	98,675.3287
*10	90,081.7948	92,784.2486	95,567.7761	98,434.8094	101,633.9407
*11	92,647.6888	95,427.1195	98,289.9331	101,238.6311	104,528.8866
*Please refer to Salary Schedule Information Summary for this Schedule.					

Part-time Classroom Assistant					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	49.5740	51.0612	52.5930	54.1708	55.9314
1	53.1321	54.7261	56.3679	58.0589	59.9458
2	54.6508	56.2903	57.9790	59.7184	61.6592
3	56.1911	57.8768	59.6131	61.4015	63.3970
4	57.7098	59.4411	61.2243	63.0610	65.1105
5	59.2068	60.9830	62.8125	64.6969	66.7995
6	60.7579	62.5806	64.4580	66.3917	68.5494
7	63.4266	65.3294	67.2893	69.3080	71.5605
8	65.3466	67.3070	69.3262	71.4060	73.7267
9	67.3209	69.3405	71.4207	73.5633	75.9541
*10	69.3277	71.4075	73.5497	75.7562	78.2183
*11	71.3129	73.4523	75.6559	77.9256	80.4582
*Please refer to Salary Schedule Information Summary for this Schedule.					

Schedule 86					
Full-time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	37,145.1585	38,259.5133	39,407.2987	40,589.5177	41,908.6770
1	39,803.9955	40,998.1154	42,228.0589	43,494.9007	44,908.4850
2	41,294.4048	42,533.2369	43,809.2340	45,123.5110	46,590.0251
3	42,791.4527	44,075.1963	45,397.4522	46,759.3758	48,279.0555
4	44,590.5659	45,928.2829	47,306.1314	48,725.3153	50,308.8880
5	46,096.4657	47,479.3597	48,903.7405	50,370.8527	52,007.9054
6	47,597.9396	49,025.8778	50,496.6541	52,011.5537	53,701.9292
7	49,102.7329	50,575.8149	52,093.0893	53,655.8820	55,399.6982
8	50,604.2067	52,122.3329	53,686.0029	55,296.5830	57,093.7219
9	52,106.7871	53,669.9907	55,280.0904	56,938.4931	58,788.9941
10	53,671.3296	55,281.4695	56,939.9136	58,648.1110	60,554.1746
*11	55,281.2370	56,939.6741	58,647.8643	60,407.3002	62,370.5375
*Please refer to Salary Schedule Information Summary for this Schedule.					

Part-time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	23.2683	23.9663	24.6853	25.4259	26.2522
1	24.9171	25.6646	26.4345	27.2275	28.1124
2	25.8717	26.6479	27.4473	28.2707	29.1895
3	26.7614	27.5642	28.3911	29.2428	30.1932
4	27.7050	28.5362	29.3923	30.2741	31.2580
5	28.6487	29.5082	30.3934	31.3052	32.3226
6	29.5709	30.4580	31.3717	32.3129	33.3631
7	30.6557	31.5754	32.5227	33.4984	34.5871
8	31.5886	32.5363	33.5124	34.5178	35.6396
9	32.5432	33.5195	34.5251	35.5609	36.7166
*10	33.5195	34.5251	35.5609	36.6277	37.8181
*Please refer to Salary Schedule Information Summary for this Schedule.					
Schedule 86 Titles:					
Clerical Assistant					

Schedule 87					
Full-time					
	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	40,507.7076	41,722.9388	42,974.6270	44,263.8658	45,702.4414
1	43,408.8605	44,711.1263	46,052.4601	47,434.0339	48,975.6400
2	45,038.6845	46,389.8450	47,781.5404	49,214.9866	50,814.4737
3	46,665.1891	48,065.1448	49,507.0991	50,992.3121	52,649.5622
4	48,630.2721	50,089.1803	51,591.8557	53,139.6114	54,866.6488
5	50,272.2671	51,780.4351	53,333.8482	54,933.8636	56,719.2142
6	51,909.8363	53,467.1314	55,071.1453	56,723.2797	58,566.7863
7	53,547.4055	55,153.8277	56,808.4425	58,512.6958	60,414.3584
8	55,187.1875	56,842.8031	58,548.0872	60,304.5298	62,264.4270
9	56,828.0761	58,532.9184	60,288.9060	62,097.5732	64,115.7443
10	58,534.2461	60,290.2735	62,098.9817	63,961.9512	66,040.7146
*11	60,287.9942	62,096.6340	63,959.5330	65,878.3190	68,019.3644
*Please refer to Salary Schedule Information Summary for this Schedule.					

Part-time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	25.3620	26.1229	26.9066	27.7138	28.6145
1	27.1626	27.9775	28.8168	29.6813	30.6459
2	28.1606	29.0054	29.8756	30.7719	31.7720
3	29.1912	30.0669	30.9689	31.8980	32.9347
4	30.2217	31.1284	32.0623	33.0242	34.0975
5	31.2088	32.1451	33.1095	34.1028	35.2111
6	32.2502	33.2177	34.2142	35.2406	36.3859
7	33.4435	34.4468	35.4802	36.5446	37.7323
8	34.4741	35.5083	36.5735	37.6707	38.8950
9	35.4829	36.5474	37.6438	38.7731	40.0332
*10	36.5458	37.6422	38.7715	39.9346	41.2325
*Please refer to Salary Schedule Information Summary for this Schedule.					

Schedule 87 Titles:	
Accounting Clerk I	Print & Mail Clerk I
Clerk I	Secretary I
Fleet Operator I	Stockroom Assistant I
IT Assistant	Student Services Representative I
Library Clerk	Telephone Operator
Mail Clerk I	

Schedule 88					
Full-time					
	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	44,182.2801	45,507.7485	46,872.9810	48,279.1704	49,848.2434
1	47,347.8783	48,768.3146	50,231.3640	51,738.3049	53,419.7998
2	49,120.4363	50,594.0494	52,111.8709	53,675.2270	55,419.6719
3	50,895.2072	52,422.0634	53,994.7253	55,614.5671	57,422.0405
4	53,039.5376	54,630.7237	56,269.6454	57,957.7348	59,841.3612
5	54,825.3732	56,470.1344	58,164.2384	59,909.1656	61,856.2135
6	56,618.9540	58,317.5226	60,067.0483	61,869.0597	63,879.8041
7	58,401.4702	60,153.5143	61,958.1197	63,816.8633	65,890.9114
8	60,190.6252	61,996.3440	63,856.2343	65,771.9213	67,909.5087
9	61,977.5672	63,836.8942	65,752.0010	67,724.5610	69,925.6092
10	63,837.5360	65,752.6621	67,725.2420	69,756.9993	72,024.1018
*11	65,751.7216	67,724.2732	69,756.0014	71,848.6814	74,183.7635
*Please refer to Salary Schedule Information Summary for this Schedule					

Part-time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	27.6399	28.4691	29.3232	30.2029	31.1845
1	29.6251	30.5139	31.4293	32.3722	33.4243
2	30.7207	31.6423	32.5916	33.5693	34.6603
3	31.8488	32.8043	33.7884	34.8021	35.9332
4	32.9770	33.9663	34.9853	36.0349	37.2060
5	34.0618	35.0837	36.1362	37.2203	38.4300
6	35.1574	36.2121	37.2985	38.4175	39.6661
7	36.4591	37.5529	38.6795	39.8399	41.1347
8	37.5982	38.7261	39.8879	41.0845	42.4197
9	38.7074	39.8686	41.0647	42.2966	43.6712
*10	39.8545	41.0501	42.2816	43.5500	44.9654
*Please refer to Salary Schedule Information Summary for this Schedule					

Schedule 88 Titles:	
Accounting Clerk II	Resource Assistant
Clerk II	Secretary II
Collections Assistant	Student Account Representative
Department Secretary	Student Services Representative II
Library Aide	Telecommunications Operator
Print Shop Assistant	

Schedule 89					
Full-time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	48,184.3663	49,629.8973	51,118.7942	52,652.3580	54,363.5596
1	51,633.2199	53,182.2165	54,777.6830	56,421.0135	58,254.6964
2	53,568.4282	55,175.4810	56,830.7454	58,535.6678	60,438.0770
3	55,510.2755	57,175.5838	58,890.8513	60,657.5768	62,628.9480
4	57,847.1310	59,582.5449	61,370.0212	63,211.1218	65,265.4833
5	59,795.6169	61,589.4854	63,437.1700	65,340.2851	67,463.8444
6	61,746.3159	63,598.7054	65,506.6666	67,471.8666	69,664.7023
7	63,694.8019	65,605.6460	67,573.8154	69,601.0299	71,863.0634
8	65,645.5009	67,614.8659	69,643.3119	71,732.6113	74,063.9212
9	67,597.3063	69,625.2255	71,713.9823	73,865.4018	76,266.0274
*10	69,623.2449	71,711.9422	73,863.3005	76,079.1995	78,551.7735
*Please refer to Salary Schedule Information Summary for this Schedule.					

Part-time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	30.1566	31.0613	31.9931	32.9529	34.0239
1	32.2936	33.2624	34.2603	35.2881	36.4350
2	33.5195	34.5251	35.5609	36.6277	37.8181
3	34.7452	35.7876	36.8612	37.9670	39.2009
4	35.9385	37.0167	38.1272	39.2710	40.5473
5	37.1209	38.2345	39.3815	40.5629	41.8812
6	38.3901	39.5418	40.7281	41.9499	43.3133
7	39.7786	40.9720	42.2012	43.4672	44.8799
8	40.9718	42.2010	43.4670	44.7710	46.2261
9	42.1977	43.4636	44.7675	46.1105	47.6091
*10	43.4559	44.7596	46.1024	47.4855	49.0288
*Please refer to Salary Schedule Information Summary for this Schedule.					

Schedule 89 Titles:		
Athletics Department Secretary III	Financial Aid Record Assistant	Records Assistant II
Cataloging Assistant I	Library Reference Assistant	Secretary III
Counselor Assistant I	Reconciliation Records Assistant	Student Services Representative III
Educations and Collections Assistant		Technologist A

Schedule 90					
Full time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	52,549.3734	54,125.8546	55,749.6302	57,422.1191	59,288.3380
1	56,316.8889	58,006.3956	59,746.5875	61,538.9851	63,539.0021
2	58,422.4931	60,175.1679	61,980.4229	63,839.8356	65,914.6303
3	60,535.8425	62,351.9178	64,222.4753	66,149.1496	68,298.9970
4	63,087.3523	64,979.9729	66,929.3721	68,937.2533	71,177.7140
5	65,212.8728	67,169.2590	69,184.3368	71,259.8669	73,575.8126
6	67,341.7127	69,361.9641	71,442.8230	73,586.1077	75,977.6562
7	69,465.0203	71,548.9709	73,695.4400	75,906.3032	78,373.2581
8	71,590.5408	73,738.2570	75,950.4047	78,228.9168	80,771.3566
9	73,718.2743	75,929.8225	78,207.7172	80,553.9487	83,171.9520
*10	75,932.3120	78,210.2814	80,556.5898	82,973.2875	85,669.9193
*Please refer to Salary Schedule Information Summary for this Schedule.					

Part-time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	32.8795	33.8659	34.8819	35.9284	37.0961
1	35.1900	36.2457	37.3331	38.4531	39.7028
2	36.5350	37.6311	38.7600	39.9228	41.2203
3	37.9019	39.0390	40.2102	41.4165	42.7625
4	39.1927	40.3685	41.5796	42.8270	44.2189
5	40.5054	41.7206	42.9722	44.2614	45.6999
6	41.7962	43.0501	44.3416	45.6718	47.1561
7	43.3474	44.6478	45.9872	47.3668	48.9062
8	44.6817	46.0222	47.4029	48.8250	50.4118
9	46.0268	47.4076	48.8298	50.2947	51.9293
10*	47.4045	48.8266	50.2914	51.8001	53.4836
*Please refer to Salary Schedule Information Summary for this Schedule.					

Schedule 90 Titles:		
Accounting Clerk III	Library Analyst	Research Assistant
Administrative Secretary	Library Analyst Periodicals	Supervisor, Mail Operations
Admissions Office Assistant	Machine Technologist	Supervisor, Periodicals
Assistant Supervisor - Mail Room	Media Coordinator	Technologist B
Counselor Assistant II	Office Assistant	
Financial Aid Assistant	Payroll Analyst II	

Schedule 91					
Full Time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	57,313.8145	59,033.2289	60,804.2258	62,628.3526	64,663.7741
1	61,422.1214	63,264.7850	65,162.7286	67,117.6105	69,298.9328
2	63,724.6765	65,636.4168	67,605.5093	69,633.6746	71,896.7690
3	66,025.0186	68,005.7692	70,045.9423	72,147.3206	74,492.1085
4	68,806.6733	70,870.8735	72,996.9997	75,186.9097	77,630.4843
5	71,124.7189	73,258.4605	75,456.2143	77,719.9007	80,245.7975
6	73,442.7643	75,646.0472	77,915.4286	80,252.8915	82,861.1105
7	75,766.3422	78,039.3325	80,380.5125	82,791.9279	85,482.6656
8	78,081.0684	80,423.5005	82,836.2055	85,321.2917	88,094.2337
9	80,402.4332	82,814.5062	85,298.9414	87,857.9096	90,713.2917
10*	82,815.6350	85,300.1041	87,859.1072	90,494.8804	93,435.9640
*Please refer to Salary Schedule Information Summary for this Schedule.					

Part Time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	35.8516	36.9271	38.0349	39.1759	40.4491
1	38.4226	39.5753	40.7626	41.9855	43.3500
2	39.8220	41.0167	42.2472	43.5146	44.9288
3	41.3189	42.5585	43.8353	45.1504	46.6178
4	42.7508	44.0333	45.3543	46.7149	48.2331
5	44.1719	45.4971	46.8620	48.2679	49.8366
6	45.6255	46.9943	48.4041	49.8562	51.4765
7	47.3068	48.7260	50.1878	51.6934	53.3734
8	48.7170	50.1785	51.6839	53.2344	54.9645
9	50.2031	51.7092	53.2605	54.8583	56.6412
10*	51.7110	53.2623	54.8602	56.5060	58.3424
*Please refer to Salary Schedule Information Summary for this Schedule.					

Schedule 91 Titles:		
Administrative Assistant	Media & Education Assistant Manager.	User Support Assistant I
Assistant Conservator	Micro Computer Support Specialist	Web Content Specialist
Assistant Curator	Office Associate	
Assistant Museum Registrar	Records & Registration Assistant II	
Asst. Supervisor, Accounts Payable	Records Manager	
Counselor Assistant III	Special Collections Associate	
Help Desk Technologist	Technologist C	

Schedule 92					
Full-time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	62,506.4577	64,381.6514	66,313.1009	68,302.4939	70,522.3250
1	66,986.5373	68,996.1334	71,066.0174	73,197.9979	75,576.9328
2	69,496.0014	71,580.8814	73,728.3078	75,940.1570	78,408.2121
3	72,004.3589	74,164.4897	76,389.4244	78,681.1071	81,238.2431
4	75,040.5008	77,291.7158	79,610.4673	81,998.7813	84,663.7417
5	77,567.6683	79,894.6983	82,291.5392	84,760.2854	87,514.9947
6	80,098.1553	82,501.1000	84,976.1330	87,525.4170	90,369.9931
7	82,625.3228	85,104.0825	87,657.2050	90,286.9212	93,221.2461
8	85,154.7034	87,709.3445	90,340.6248	93,050.8435	96,074.9959
9	87,686.2967	90,316.8856	93,026.3922	95,817.1840	98,931.2425
10*	90,314.1526	93,023.5772	95,814.2845	98,688.7130	101,896.0962
*Please refer to Salary Schedule Information Summary for this Schedule.					

Part-Time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	39.1168	40.2903	41.4990	42.7440	44.1332
1	41.9047	43.1618	44.4567	45.7904	47.2786
2	43.4667	44.7707	46.1138	47.4972	49.0409
3	45.0396	46.3908	47.7825	49.2160	50.8155
4	46.6017	47.9998	49.4398	50.9230	52.5780
5	48.1856	49.6312	51.1201	52.6537	54.3649
6	49.7585	51.2513	52.7888	54.3725	56.1396
7	51.5700	53.1171	54.7106	56.3519	58.1833
8	53.1538	54.7484	56.3909	58.0826	59.9703
9	54.7484	56.3909	58.0826	59.8251	61.7694
10*	56.3864	58.0780	59.8203	61.6149	63.6174
*Please refer to Salary Schedule Information Summary for this Schedule.					

Schedule 92 Titles:		
Academic Skills Evening Supervisor	Graphics Lab Assistant	Museum Installation Assistant
Bursar Office Assistant	Internal Communications Specialist	Museum Photographer
Bursar's Office Associate	Library Associate	
Cataloging Associate	Machine Technician	Program Coordinator
Counselor Associate	Materials Assistant	Student Life Office Assistant
Department Coordinator	Media Communications Associate	Telecommunications Technologist
Editorial Associate		Videographer
Faculty Services Office Associate		

Schedule 93					
Full-Time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	68,172.6685	70,217.8486	72,324.3841	74,494.1156	76,915.1744
1	73,053.2884	75,244.8871	77,502.2337	79,827.3007	82,421.6880
2	75,794.0038	78,067.8239	80,409.8586	82,822.1544	85,513.8744
3	78,533.6129	80,889.6213	83,316.3099	85,815.7992	88,604.8127
4	81,838.6257	84,293.7845	86,822.5980	89,427.2759	92,333.6624
5	84,599.2575	87,137.2352	89,751.3523	92,443.8929	95,448.3194
6	87,358.7829	89,979.5464	92,678.9328	95,459.3008	98,561.7281
7	90,117.2018	92,820.7179	95,605.3394	98,473.4996	101,673.8883
8	92,876.7271	95,663.0289	98,532.9198	101,488.9074	104,787.2969
9	95,635.1460	98,504.2004	101,459.3264	104,503.1062	107,899.4572
10*	98,505.3179	101,460.4774	104,504.2917	107,639.4205	111,137.7017
*Please refer to Salary Schedule Information Summary for this Schedule.					

Part-Time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	42.6639	43.9438	45.2621	46.6200	48.1352
1	45.6905	47.0612	48.4730	49.9272	51.5498
2	47.4153	48.8378	50.3029	51.8120	53.4959
3	49.1076	50.5808	52.0982	53.6611	55.4051
4	50.8214	52.3460	53.9164	55.5339	57.3388
5	52.5463	54.1227	55.7464	57.4188	59.2849
6	54.2494	55.8769	57.5532	59.2798	61.2064
7	56.2453	57.9327	59.6707	61.4608	63.4583
8	57.9810	59.7204	61.5120	63.3574	65.4165
9	59.6841	61.4746	63.3188	65.2184	67.3380
10*	61.4631	63.3070	65.2062	67.1624	69.3452
*Please refer to Salary Schedule Information Summary for this Schedule.					

Schedule 93 Titles:		
Access Services Manager	Campus Exhibitions Coordinator	Receiving Coordinator, Asset & Fleet Management
Accounting Supervisor	Collections Supervisor	Resource Associate
Accounts Supervisor	Dept. & Industry Project Coordinator	Space Planning & Mgmt. Assistant
Administrative Coordinator	Exhibition Production Coordinator	Supervisor, End User Support
Assistant Coordinator	Grants Coordinator	Supervisor, Student Financial Services
Assistant To Bursar	Manager, Mail Operations	Technology Associate
Associate Conservator	Online Learning Coordinator	Testing Center Coordinator
Associate Curator/Costumes	Print Services Coordinator	User Services Assistant
Associate Museum Registrar	Project Coordinator	User Support Assistant III

Schedule 94					
Full-Time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	74,347.8533	76,578.2889	78,875.6376	81,241.9067	83,882.2687
1	79,676.5918	82,066.8896	84,528.8963	87,064.7632	89,894.3680
2	82,659.6232	85,139.4119	87,693.5943	90,324.4021	93,259.9452
3	85,645.9740	88,215.3532	90,861.8138	93,587.6682	96,629.2674
4	89,257.4780	91,935.2023	94,693.2584	97,534.0562	100,703.9130
5	92,267.0645	95,035.0764	97,886.1287	100,822.7126	104,099.4508
6	95,271.1188	98,129.2524	101,073.1300	104,105.3239	107,488.7469
7	98,277.3860	101,225.7076	104,262.4788	107,390.3532	110,880.5397
8	101,291.3984	104,330.1404	107,460.0446	110,683.8459	114,281.0709
9	104,296.5592	107,425.4560	110,648.2197	113,967.6663	117,671.6155
10*	107,427.8570	110,650.6927	113,970.2135	117,389.3199	121,204.4728
*Please refer to Salary Schedule Information Summary for this Schedule.					

Part-Time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	46.4933	47.8881	49.3247	50.8044	52.4555
1	49.8127	51.3071	52.8463	54.4317	56.2007
2	51.7002	53.2512	54.8487	56.4942	58.3303
3	53.5334	55.1394	56.7936	58.4974	60.3986
4	55.4101	57.0724	58.7846	60.5481	62.5159
5	57.2866	59.0052	60.7754	62.5987	64.6332
6	59.1525	60.9271	62.7549	64.6375	66.7382
7	61.3221	63.1618	65.0567	67.0084	69.1862
8	63.1987	65.0947	67.0475	69.0589	71.3033
9	65.0754	67.0277	69.0385	71.1097	73.4208
10*	67.0280	69.0388	71.1100	73.2433	75.6237
*Please refer to Salary Schedule Information Summary for this Schedule.					

Schedule 94 Titles:		
Administrative Associate	Coordinator, Special Programs	Network Facilities Manager
Admissions Office Associate	Curator, Education & Research	Office Manager
Assistant Manager	Curator, Accessories	Payroll Coordinator
Associate Coordinator	Desktop Support Specialist	Project Associate
Assistant Supervisor, Payroll	Exhibitions Manager	Purchasing Agent
Assistant To Director of the FIT Museum	External Events Manager	Scholarship Coordinator
Budget Coordinator	External Relations Specialist	Social Media Coordinator
Compliance Cert. Coordinator	Internal Events Manager	Unified Help Desk Shift Sup/Dispatcher
Coordinator, Academic Skills Center	IT Team Lead	User Services Supervisor
Coordinator, Photo & Production	Institutional Research Analyst	User Support Supervisor
Coordinator, Bursar Office	Media Relations Specialist	Visual Resources Curator
	Museum Media Manager	Web Content Coordinator

Schedule 95					
Full-Time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	81,087.3356	83,519.9557	86,025.5544	88,606.3210	91,486.0264
1	86,894.0674	89,500.8894	92,185.9161	94,951.4936	98,037.4171
2	90,157.0345	92,861.7455	95,647.5979	98,517.0258	101,718.8291
3	93,413.3630	96,215.7639	99,102.2368	102,075.3039	105,392.7513
4	97,345.7419	100,266.1142	103,274.0976	106,372.3205	109,829.4209
5	100,629.7320	103,648.6240	106,758.0827	109,960.8252	113,534.5520
6	103,910.4026	107,027.7147	110,238.5461	113,545.7025	117,235.9378
7	107,188.8603	110,404.5261	113,716.6619	117,128.1618	120,934.8271
8	110,472.8504	113,787.0359	117,200.6470	120,716.6664	124,639.9581
9	113,753.5211	117,166.1267	120,681.1105	124,301.5438	128,341.3440
10*	117,166.9676	120,681.9766	124,302.4359	128,031.5090	132,192.5330
*Please refer to Salary Schedule Information Summary for this Schedule.					

Part-Time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	50.7023	52.2234	53.7901	55.4038	57.2044
1	54.3145	55.9439	57.6222	59.3509	61.2798
2	56.3647	58.0556	59.7973	61.5912	63.5929
3	58.4475	60.2009	62.0069	63.8671	65.9428
4	60.4326	62.2456	64.1130	66.0364	68.1826
5	62.5153	64.3908	66.3225	68.3122	70.5323
6	64.5330	66.4690	68.4631	70.5170	72.8088
7	66.8652	68.8712	70.9373	73.0654	75.4400
8	68.9264	70.9942	73.1240	75.3177	77.7655
9	70.9874	73.1170	75.3105	77.5698	80.0908
10*	73.1027	75.2958	77.5547	79.8813	82.4774
*Please refer to Salary Schedule Information Summary for this Schedule.					

Schedule 95 Titles:		
Accounting Officer	Executive Assistant	Museum Registrar
Admissions Systems Manager	Executive Assistant/Concierge	PrintFX Fablab Coordinator
Animation & Interactive. Media Manager	Grants Manager	Senior Conservator
Benefits Coordinator	Manager, Cashiering Operations	Senior Curator, Costumes
Collections Manager	Manager, Photography Operations	Senior Exhibition Manager
Communication Designer		Telecommunications Supervisor
		Unified Help Desk Shift Supervisor/Dispatcher

Schedule 96					
Full-Time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	88,436.4804	91,089.5748	93,822.2620	96,636.9299	99,777.6301
1	94,766.5704	97,609.5675	100,537.8545	103,553.9901	106,919.4948
2	98,324.9640	101,274.7129	104,312.9543	107,442.3429	110,934.2190
3	101,874.5058	104,930.7410	108,078.6632	111,321.0231	114,938.9564
4	106,167.5926	109,352.6204	112,633.1990	116,012.1950	119,782.5913
5	109,745.9025	113,038.2796	116,429.4280	119,922.3108	123,819.7859
6	113,325.3189	116,725.0785	120,226.8309	123,833.6358	127,858.2290
7	116,904.7353	120,411.8774	124,024.2337	127,744.9607	131,896.6719
8	120,479.7258	124,094.1176	127,816.9411	131,651.4493	135,930.1214
9	124,061.3551	127,783.1958	131,616.6917	135,565.1925	139,971.0613
10*	127,783.5056	131,617.0108	135,565.5211	139,632.4867	144,170.5425
*Please refer to Salary Schedule Information Summary for this Schedule.					

Part-time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	55.3124	56.9718	58.6810	60.4414	62.4057
1	59.2176	60.9941	62.8239	64.7086	66.8116
2	61.4848	63.3293	65.2292	67.1861	69.3696
3	63.7195	65.6311	67.6000	69.6280	71.8909
4	65.9106	67.8879	69.9245	72.0222	74.3629
5	68.1453	70.1897	72.2954	74.4643	76.8844
6	70.3474	72.4578	74.6315	76.8704	79.3687
7	72.9508	75.1393	77.3935	79.7153	82.3060
8	75.1855	77.4411	79.7643	82.1572	84.8273
9	77.4201	79.7427	82.1350	84.5991	87.3486
10*	79.7523	82.1449	84.6092	87.1475	89.9798
*Please refer to Salary Schedule Information Summary for this Schedule.					

Schedule 96 Titles:		
Admissions Operations Manager	Manager, Accounts Payable	Scheduling Manager
Assistant Manager, International Education	Manager, Academic Technology & Desktop Support	Senior Systems Administrator
Assistant To the Dean	Manager, Computer Operations	Senior Systems Analyst-Unix Win.
Athletics Director	Manager, Customer Support	Sr. Curator Of Ed & Public Prog
Database Administrator	Media Relations Manager	Sr. Institutional Research Analyst
Deputy Director	Network Manager	Staff Writer
Desktop Services Supervisor	Operations Manager-Technology	Support Center Manager
Executive Coordinator	Procedure & Communications Coord.	System Specialist
Faculty Services Coordinator	Project Manager	Systems Programmer
Financial Aid Data Coordinator/Project Manager	Publications & Advertising Manager Recruitment & Event Manager	Systems Specialist
Financial Aid Loan Manager		User Support Manager
		Web Systems Specialist

Schedule 99					
Full-Time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
1	92,855.7043	95,641.3754	98,510.6167	101,465.9352	104,763.5781
2	99,502.2434	102,487.3107	105,561.9300	108,728.7879	112,262.4735
3	103,238.7780	106,335.9413	109,526.0195	112,811.8001	116,478.1836
4	106,966.4607	110,175.4545	113,480.7181	116,885.1396	120,683.9066
5	111,475.3083	114,819.5675	118,264.1545	121,812.0791	125,770.9717
6	115,230.6528	118,687.5724	122,248.1996	125,915.6456	130,007.9041
7	118,989.3165	122,558.9960	126,235.7659	130,022.8389	134,248.5812
8	122,746.8739	126,429.2801	130,222.1585	134,128.8233	138,488.0101
9	126,502.2183	130,297.2848	134,206.2033	138,232.3894	142,724.9421
10	130,263.0951	134,170.9880	138,196.1176	142,342.0011	146,968.1161
11*	134,171.1318	138,196.2658	142,342.1538	146,612.4184	151,377.3220
*Please refer to Salary Schedule Information Summary for this Schedule.					

Part-time					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
1	58.0786	59.8210	61.6156	63.4641	65.5267
2	62.1790	64.0444	65.9657	67.9447	70.1529
3	64.5547	66.4913	68.4860	70.5406	72.8332
4	66.9086	68.9159	70.9834	73.1129	75.4891
5	69.2084	71.2847	73.4232	75.6259	78.0837
6	71.5514	73.6979	75.9088	78.1861	80.7271
7	73.8729	76.0891	78.3718	80.7230	83.3465
8	76.5956	78.8935	81.2603	83.6981	86.4183
9	78.9496	81.3181	83.7576	86.2703	89.0741
10	81.2928	83.7316	86.2435	88.8308	91.7178
11*	83.7443	86.2566	88.8443	91.5096	94.4837
*Please refer to Salary Schedule Information Summary for this Schedule.					

Chief Storyteller	Manager, IT Enterprise Tech Svc	Senior IT Manager
Director, Center for Continuing & Professional Studies	Manager, Curatorial and Museum	Senior Project Manager
Editorial Director	Manager, Digital Strategy	Special Projects Manager
Manager, IT Operations/Middleware	Manager, IT Enterprise Unis/Linux	Technical Manager
	Manager, Database Admin. System and Services	Telecom Manager

Schedule 97					
Part-time Classroom Faculty/Adjunct Faculty/Instructor					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	79.7529	82.1455	84.6099	87.1482	89.9805
1	85.4900	88.0547	90.6963	93.4172	96.4533
2	89.1156	91.7891	94.5428	97.3791	100.5439
3	92.8030	95.5871	98.4547	101.4083	104.7041
4	96.4492	99.3427	102.3230	105.3927	108.8180
5	100.0748	103.0770	106.1693	109.3544	112.9084
6	103.7416	106.8538	110.0594	113.3612	117.0454
7	107.4496	110.6731	113.9933	117.4131	121.2290
8	111.0958	114.4287	117.8616	121.3974	125.3428
9	114.7317	118.1737	121.7189	125.3705	129.4450
10	118.3573	121.9080	125.5652	129.3322	133.5355
11	122.1271	125.7909	129.5646	133.4515	137.7887
12*	125.7836	129.5571	133.4438	137.4471	141.9141
13**	130.1714	134.0765	138.0988	142.2418	146.8647
14	134.0854	138.1080	142.2512	146.5187	151.2806

Note: Adjunct Faculty who are granted a CCE receive a title change to Adjunct Assistant Professor and remain on this salary schedule.

For those part-time faculty who commenced prior to June 1, 1997, the appropriate hourly rate will be determined by calculating the number of semesters the individual has worked at FIT. Two (2) semesters of employment shall equal one (1) year of service for purposes of determining the placement of the hourly rate schedule for part-time day and evening assignments. Such service shall have been in faculty rank.

Part-time faculty appointed on or after June 1, 1997 will be eligible for a step increase on the salary schedule only after completion of every twenty-four (24) hours of teaching. Such increase shall be effective at the beginning of the next sequential academic semester of service.

*Part-time faculty who have been on step 12 for six (6) years, and who have worked at least half of a full-time program for their last three (3) years, shall move to step 13 which is three and five tenths percent (3.5%) higher. Only part-time faculty who were on step 12 as of the Spring, 2009 semester, shall be eligible to advance to steps 13 and 14.

**Effective 9/1/05 part-time faculty who have been on step 13 for six (6) years, and who have worked at least half of a full-time program for their last three (3) years, shall move to step 14 which is three percent (3%) higher.

Full-time faculty members of FIT teaching part-time evenings and/or weekends, shall be placed on the annual step determined by the number of years of experience at FIT. Compensation shall be the hourly rate for that step or 1/1000 of their annual salary, whichever is greater.

Part-Time Classroom Faculty/Adjunct Faculty					
Schedule 97A					
Adjunct Associate Professor					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
1	83.7551	86.2678	88.8558	91.5215	94.4959
2	89.7540	92.4466	95.2200	98.0766	101.2641
3	93.7133	96.5247	99.4204	102.4030	105.7311
4	97.6945	100.6253	103.6441	106.7534	110.2229
5	101.6539	104.7035	107.8446	111.0799	114.6900
6	108.2709	111.5190	114.8646	118.3105	122.1556
7	112.2303	115.5972	119.0651	122.6371	126.6228
8	116.1898	119.6755	123.2658	126.9638	131.0901
9	120.1600	123.7648	127.4777	131.3020	135.5693
10	126.1045	129.8876	133.7842	137.7977	142.2761
11*	131.9732	135.9324	140.0104	144.2107	148.8975
12*	138.1127	142.2561	146.5238	150.9195	155.8244
13*	144.5239	148.8596	153.3254	157.9252	163.0578
<i>*Effective 7/1/22-Steps 11, 12 and 13</i>					
<i>Note: This Schedule starts at Step 1 instead of Step 0</i>					
<i>*Please refer to Salary Schedule Information Summary for this Schedule.</i>					

Schedule 97B					
Adjunct Professor					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
1	102.1420	105.2063	108.3625	111.6134	115.2408
2	109.4534	112.7370	116.1191	119.6027	123.4898
3	113.4236	116.8263	120.3311	123.9410	127.9691
4	117.3721	120.8933	124.5201	128.2557	132.4240
5	121.3424	124.9827	128.7322	132.5942	136.9035
6	129.3698	133.2509	137.2484	141.3659	145.9603
7	134.3271	138.3569	142.5076	146.7828	151.5532
8	139.2845	143.4630	147.7669	152.1999	157.1464
9	142.5496	146.8261	151.2309	155.7678	160.8303
10	148.4942	152.9490	157.5375	162.2636	167.5372
11*	153.6902	158.3009	163.0499	167.9414	173.3995
<i>*Effective 7/1/22 – Steps 11, 12 and 13.</i>					
<i>Note: This Schedule starts at Step 1 instead of Step 0</i>					
<i>*Please refer to Salary Schedule Information Summary for this Schedule.</i>					

SUMMER I, SUMMER II AND WINTER SESSION RATES:				
Effective January, 2003 Rates for Summer I, Summer II, and Winter Session for Full-time				
Contact Hours	Rate			
1	2.5%			
2	5.3%			
3	7.0%			
4	10.3%			
5	12.5%			
6	15.0%			

Full-time faculty working in the above session(s) shall be compensated as follows:

- Effective at the beginning of winter session, 1998, full-time faculty will be compensated at a maximum of eight percent (8%) for teaching forty-five (45) contact hours for a three (3) hour day course in the winter session, summer I, and summer II terms. The pay for all other day courses taught during winter and summer I, and summer II shall be prorated consistent with provisions of the Contract and meet with the hourly guidelines established by SUNY.
- Effective at the beginning of winter session 2003, full-time faculty will be compensated at the rate of seven percent (7%) for teaching forty-five (45) contact hours for a three (3) hour course in the winter session, summer I, and summer II term and prorated for all others.
- Effective April 30, 2009, online courses during winter session, summer I, and summer II, shall be considered "day" classes and full-time faculty will be compensated at the rate of seven percent (7%) for teaching a three (3) hour course and prorated for all others

Schedule 98					
Part-Time Non-Classroom Faculty					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	44.6817	46.0222	47.4029	48.8250	50.4118
1	47.8601	49.2959	50.7748	52.2980	53.9977
2	49.8995	51.3965	52.9384	54.5266	56.2987
3	51.9821	53.5416	55.1478	56.8022	58.6483
4	54.0433	55.6646	57.3345	59.0545	60.9738
5	56.0718	57.7540	59.4866	61.2712	63.2625
6	58.1112	59.8545	61.6501	63.4996	65.5633
7	60.1722	61.9774	63.8367	65.7518	67.8887
8	62.1465	64.0109	65.9312	67.9091	70.1161
9	64.2835	66.2120	68.1984	70.2444	72.5273
10	66.2904	68.2791	70.3275	72.4373	74.7915
11	68.3840	70.4355	72.5486	74.7251	77.1537
12*	70.4341	72.5471	74.7235	76.9652	79.4666
13**	72.9074	75.0946	77.3474	79.6678	82.2570
14	75.0986	77.3516	79.6721	82.0623	84.7293

Part-time non-classroom faculty employed on or after June 1, 1997 for nineteen (19) hours or more per week will advance a step on their respective salary schedule only after eighteen (18) months of service. The new step shall be applied at the incremental date that is closest to the eighteen (18) months of employment. For employees working one to nine (1-9) hours per week, an increment will be made after thirty-six (36) months of employment. For employees working ten to eighteen (10-18) hours per week, an increment will be made after twenty-four (24) months of employment.

*Part-time non-classroom faculty who have been on step 12 for six (6) years and who have worked at least half of a full-time program for their last three (3) years, shall move to be moved to step 13 which is three and five tenths' percent (3.5%) higher than step 12. Only part-time faculty who were on step 12 as of the Spring, 2009 semester, shall be eligible to advance to steps 13 and 14.

**Effective 9/1/05 part-time non-classroom faculty who have been on step 13 for six (6) years, and who have worked at least half of a full-time program for their last three (3) years, shall move to step 14 which is three percent (3%) higher than step 13.

Part-time non-classroom faculty who had a minimum of three (3) years of service at FIT prior to August 31, 1975, and all full-time non-classroom faculty who were employed on August 31, 1975, are exempt from this salary schedule. They will continue to be governed by salary schedules applying to classroom faculty.

Schedule 98A					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
1	53.6852	55.2958	56.9547	58.6633	60.5699
2	57.5362	59.2623	61.0402	62.8714	64.9147
3	60.0855	61.8881	63.7447	65.6570	67.7909
4	62.6130	64.4914	66.4261	68.4189	70.6425
5	65.1621	67.1170	69.1305	71.2044	73.5185
6	69.3927	71.4745	73.6187	75.8273	78.2917
7	71.9420	74.1003	76.3233	78.6130	81.1679
8	74.4912	76.7259	79.0277	81.3985	84.0440
9	77.0187	79.3293	81.7092	84.1605	86.8957
10	80.8371	83.2622	85.7601	88.3329	91.2037

Schedule 98B					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
1	65.4659	67.4299	69.4528	71.5364	73.8613
2	70.1630	72.2679	74.4359	76.6690	79.1607
3	72.7013	74.8823	77.1288	79.4427	82.0246
4	75.2396	77.4968	79.8217	82.2164	84.8884
5	77.7889	80.1226	82.5263	85.0021	87.7647
6	82.9307	85.4186	87.9812	90.6206	93.5658
7	86.1091	88.6924	91.3532	94.0938	97.1518
8	89.2767	91.9550	94.7137	97.5551	100.7256
9	91.3811	94.1225	96.9462	99.8546	103.0999
10	95.1886	98.0443	100.9856	104.0152	107.3957
11*	98.5189	101.4745	104.5187	107.6543	111.1531

Schedule 100					
Step	1/16/2022	1/16/2023	1/16/2024	1/16/2025	1/16/2026
0	48.9774	50.4467	51.9601	53.5189	55.2583
1	52.4703	54.0444	55.6657	57.3357	59.1991
2	56.1151	57.7986	59.5326	61.3186	63.3115
3	60.0855	61.8881	63.7447	65.6570	67.7909
4	60.0855	61.8881	63.7447	65.6570	67.7909
5	60.0855	61.8881	63.7447	65.6570	67.7909
6	71.1284	73.2623	75.4602	77.7240	80.2500

Only part-time/full-time staff, technologists and classroom assistants hired prior to March 30, 1988 shall be paid according to this schedule.

*Part-time/full-time staff, technologists and classroom assistants hired prior to September 1, 1972.

Appendices

DAY ADJUNCTS OFFICE HOURS FORM

In accordance with an agreement between the College (FIT) and the Union (UCE of FIT) regarding the 16th week of pay for day adjunct classroom faculty, day adjunct faculty are required to hold office hours each semester equal to two (2) times their weekly contact hours. For example, an adjunct teaching 3 day contact hours provides 3 office hours per section 38.8 of the Collective Bargaining Agreement. The adjunct shall complete an additional 3 office hours for payment for the 16th week of work during a fall or spring semester in accordance with the following chart:

Contact Hours	Contractual Office Hours	16 th Week Office Hours	Total Office Hours For Semester
1	1	1	2
2	2	2	4
3	3	3	6
4	4	4	8
5	5	5	10
6	6	6	12
7	7	7	14
8	8	8	16
9	9	9	18
10	10	10	20
11	11	11	22

To be completed by the day adjunct faculty member:

Name: _____

(Please print first and last name)

Semester (Fall or Spring): _____ Year: _____

[illegible]

Please complete a second form for additional lines.

As indicated above, I have worked a total of _____ required office hours for the 16th week.

Employee Signature: _____ Date: _____

Chairperson Signature: _____ Date: _____

INDEX

A

A List, 31
Academic (Day & Evening) Calendar, 48
Academic Administrators
 Appointment of, 21
 Search Committee, 21
Acting and Temporary Employees, 16
Acting Position, 17
Administration/Union Relations, 16
Adoption Leave, 58
AOP Course Denial, 32
Appointment of Directors, 20
 Screening Committee, 21
Appointment of Faculty, 22
Appointment, Evaluation, Job Security, 27
Arbitration, 15
Assignment of Program, 31, 39
 A List, 31
 Adjunct Faculty Drops a Course, 32
 B List, 31
 C List, 31
 Classroom Assistants, 39
 Discretionary Department Part-Time Assignments, 36
 Full-time Day Assignments, 33
 Hours Owed, 33
 Inadequate Registration, 34, 35
 Job Security, 24
 Non-Classroom Faculty, 39
 Overload, 33
 Part-Time Assignment, 33
 Part-Time Day, 31
 Preference in Assignments, 33, 40
 Preferential Rehiring List, 38
 Prior Service Credit, 34
 Reassignment of Program, 32
 Removed from the AOP List, 34
 Retirees, 33
 Retirement, 35
 Splitting a Course, 34
 Substitution, 34
 Summer/Summerim Session and Winterim Assignments, 37
 Teaching Hour Limitations, 36
 Underload, 33
Attendance Before a Court of Law, 57
Automatic Promotion, 41, **See Promotion**

B

B List, 31
Benchmark Jobs, 67

C

C List, 31
Certificate of Continuous Employment
 Candidate's Records, 26, 29
 Hours of Continuous Service, 27
 Observations, 28
 Part-time Classroom Assistants, 27
 Part-time Non-classroom Faculty, 27
 Staff, 30
Chairs
 Special Elections, 19
Class Size, 63
Classroom Assistants, 39, 44
 Assignment of Program, 39
 Evaluations, 24
 Holidays, 53
 Job Security, 27
 Non-reappointment, 24
 Observations, 24
 Reappointment, 24
 Tenure, 25
 Vacation, 51
 Work Week, 44
Classroom Observation, 24
College Business, 56
College-wide Tenure and Promotion Committee
 Tenure, 42
Compensation Program, 65
 Benchmark Jobs, 67
 Downgrade, 65
 Factor Comparison Method, 66
 Lateral Transfer, 65
 Lower Salary, 68
 Promotional Increase, 68
 Rating Categories and Appraisal Factors, 67
 Reevaluation, 65
 Reevaluation Committee, 66
 Salary Administration, 68
 Salary Increases, 68
Credit for Prior Service Towards Tenure, 25

D

Death of a Member of the Immediate Family, 57

- Department
 - New, 19, 42, 62
- Department Meeting Process, 26, 29
- Department Tenure and Promotion, 25
 - Merit Promotion, 41
 - Non-reappointment, 24
 - Promotion, 41
 - Reappointment, 24
 - Reappointment with Reservations, 24
 - Tenure, 25
 - Time Limits, 25
 - Written Statement, 25
- Department Tenure and Promotion Committee, 42
- Develops a New Course, 31
- Directors
 - Appointment of, 20
- Disciplinary Committee, 47
 - Education Law Section 2587, 47
- Disciplinary Procedure
 - Disciplinary Committee, 47
 - Discrimination, 47
 - Insubordination, 47
 - Misconduct, 47
 - Poor Job Performance, 47
 - Sexual Harassment, 47
 - Suspension, 47
 - Terminate a Part-Time Employee, 47
 - Violation of College Policy, 47
- Discrimination, 14, 47
- Domestic Partner, 40, 57, 58, 60
- Dual Sick Leave Banks, 55
- Duration, 7

E

- Elections
 - Department Chairs, Associate Chairs and Assistant Chairs, 19
- Employee Assistance Program, 60
- Evaluation
 - Classroom Assistants, 24
 - Faculty, 24
 - Negative Evaluation, 30
- Evening and/or Weekend Assignments, 35
- Evening Coordinator, 20
- Excused Absence with Pay
 - Attendance Before a Court of Law, 57
 - College Business, 56
 - Death of a Member of the Immediate Family, 57
 - Graduation Ceremonies, 57

F

- Factor Comparison Method**, 66
- Faculty

- Appointment, 22
- Assignment of Program, 31
- Automatic Promotion**, 41
- Class Size, 63
- Classroom Observation, 24
- Department Meetings, 63
- Development, 43
- Develops a New Course, 31
- Fire Safety Certification Test, 63
- Initial Appointment, 21, 24, 41
- Job Security, 24
- Medical Coverage**, 59
- Non-departmental or Inter-divisional Courses, 27
- Office Hours, 62
- Office Space, 44
- Peer Observations, 24
- Prior Service Credit, 27, 34, 35, 38
- Promotion**, 41
 - Reappointment, 18, 21, 24
 - Refused an Offered Assignment, 27
 - Sabbaticals, 64
 - Satisfied Requirements for Tenure, 25
 - Semester Extension, 27
 - Student Evaluations, 26, 43
 - Vacation, 48
 - Voting Eligibility, 17
 - Weekly Workload, 62
 - Working Conditions, 44
- Faculty Development/Staffing, 43
- Faculty Senate, 21
- Faculty Services Office
 - Student Evaluation, 26
- Fire Safety Certification Test, 46, 63, 71
- Friday and Christmas Closings**, 69
- Full-time Position
 - Appointment Recommendation, 23
 - Assignment of Program, 31
- Full-Time Position
 - Faculty Appointments, 23

G

- Governance, 16
 - Faculty Participation, 16
- Graduation Ceremonies, 57
- Graduation Ceremony, 48
- Grievance Procedure
 - Arbitration, 15
 - Complaint, 14
 - Formal Procedure, 14
 - Hearings and Conferences, 15
 - Intent, 14
 - Step I, 15
 - Step II, 15
 - Step III, 15

Time Limitations, 15

H

Half the Normal Workload, 60

Health Insurance, 56, 59

Holidays, 52

Classroom Assistants, 53

Full-time Staff, 52

Non-classroom Faculty, 53

Part-time Staff, 53

I

Increase Amounts, 71

Initial Appointment, 18, 21, 24, 41

Insubordination, 47

J

Job Posting, 23

Involuntarily Returned, 23

Probationary Period, 23

Recess Periods, 23

Transfer, 23

Vacant or Acting Positions, 23

Job Security, 24

Classroom Assistants, 24

Faculty, 24

Part-time Classroom Assistants, 27

Part-time Faculty, 27

Staff, 30

L

Lateral Transfer, 65

Law Conflict Clause, 7

Leaves of Absences, 54

Adoption Leave, 58

Death of a Member of the Immediate Family, 57

Excused Absence, 56

Maternity Leave, 57

Parental Child Care, 58

Paternity Leave, 54

Sick Leave, 54

Unpaid Leave, 57

Waiver, 58

Loans of Additional Sick Leave, 56

Long Term Disability, 55

M

Mandatory Training, 45, 63, 71

Maternity Leave, 57

Health and Welfare Benefits, 58

Matters Not Covered, 7

Medical Coverage, 59, 60

Merit Promotion, 41

Misconduct, 22, 30, 47

Municipal Coalition Agreement, 70

N

Nepotism, 40

Non-classroom Faculty

Assignment of Program, 39

Extra Hours, 39

Holidays, 53

Length of Service, 40

Vacation, 48

Work Week, 44

Working Conditions, 44

Notice of Termination, 28, 30

O

Occupational Safety and Health Training (OSHA), 45, 63, 71

Office Hours, 62

Office of Human Resources

Disciplinary Procedure, 47

Evaluation, 21

Negative Evaluation, 30

Performance Appraisals, 67

Reevaluation, 65

Termination, 47

Official Closing of the College, 57

On-Call Duty, 45

Online Learning, 38

Stipend, 39

Other, 64

Overtime Hours, 45

P

Parental Child Care, 58

Part-time

Accrual Rates of Sick Leave, 54

Acting Position, 16

Assignment of Program, 33

B List, 31, 33

Certificate of Continuous Employment, 30

College, School and Departmental Meetings, 63

Department Tenure and Promotion Committee, 42

Evaluation, 28

Health Insurance, 59

Holidays, 53

- Job Posting, 23
- Loans of Additional Sick Leave, 56
- Maximum Program, 40
- Merit Promotion, 41
- Office Hours, 63
- Overtime, 45
- Part-time Assignment, 33
- Reappointment, 28
- Reimbursement Rate for Medical Coverage**, 59
- Retrenchment, 61
- Sick Leave, 54
- Summerim and Winterim Courses, 31
- Teaching Hour Limitations, 36
- Voting Eligibility, 17
- Part-Time
 - Online Learning, 38
- Paternity Leave, 54
- Payroll Savings Plan, 60
- Peer Observations, 24
- Performance Appraisals
 - Rating Categories, 67
 - Timing of, 67
- Personal Business Days
 - Emergency, 56
- Personnel File
 - Access, 22
 - Disciplinary Procedure, 22
 - Evaluation Reports, 21
 - Grievance, 22
 - Incorrect Statement of Facts, 21
 - Personnel Documents, 21
 - President of the College, 22
 - Right to Review, 22
 - Supervisors Files, 22
 - Vice President of Academic Affairs, 22
- Poor Job Performance, 47
- Position Evaluation, 65
- Preferred Employment List, 31
- Prior Service Credit, 27, 34, 35, 38
- Probationary Period, 23
- Promotion
 - Adjunct Non-classroom Faculty, 42
 - Automatic Promotion**, 41
 - Faculty, 41
 - Merit, 41
 - Part-time Faculty, 41
 - Voting Eligibility, 17

Q

Quorum, 17

R

Rating Categories and Appraisal Factors, 67

- Reappointment
 - Candidate's Records, 26, 29
 - Classroom Assistants, 24
 - Department Meeting Process, 26, 29
 - Directors, 21
 - Faculty, 24
 - Part-time, 28
 - Staff, 30
- Recall, 18, 19
 - Department Chairs, Associate Chairs and Assistant Chairs, 19
- Recall List**, 61
- Reduced Work Load. *See* Faculty Work Load
- Reevaluation**, 65
 - Assignment of Duties, 65
 - Benchmark Jobs**, 67
 - Benchmark Positions, 66
 - Definitions of**, 65
 - Factor Comparison Method**, 66
 - Position Evaluation, 65
 - Salary Groups, 67
 - Temporary Assignments, 65
 - Upgrade in Classification, 65
- Reevaluation Committee**, 66
- Registration Assignments, 62
- Reimbursement of Criminal Defense Expenses, 16
- Retrenchment, 60
 - Financial Exigency, 61
 - Recall List**, 61
 - Seniority, 61

S

- Sabbaticals, 64
- Salary Adjustments/Economic Consideration, 70
- Salary Administration**, 68
- Salary Payments, 60
- Sexual Harassment, 47
- Sexual Harassment Training, 45, 63, 71
- Sick Leave
 - Acting Capacity, 55
 - Dual Sick Leave Banks, 55
 - Full-time Employees, 55
 - Loans of Additional Sick Leave, 56
 - Long Term Disability, 55
 - Part-time Classroom Assistants, 54
 - Part-time Classroom Faculty, 54
 - Part-time Non-classroom Faculty, 54
 - Part-time Staff, 54
 - Retirement, 55
 - Unused Days, 55
- Special Assignments/Projects**, 46
- Staff
 - Acting Position, 16, 23, 30
 - Fire Safety Certification Test, 46

Holidays, 52
 Notice of Termination, 30
 Overtime Hours, 45
 Position is Abolished or Discontinued, 31
 Recess Periods, 69
 Seniority, 31, 45
 Termination, 30
 Time Worked in Non-Tenure Bearing Titles, 30
 Work Day, 45
 Work Week, 45
 Working Conditions, 45
 Staff Development, 70
 Staff Remote Work Program, 46
 Statutory Provisions, 7
 Student Affairs
 Part-time Day Equivalent, 17
 Voting Eligibility, 17
 Student Evaluation of Faculty with Tenure or
 Certificate of Continuous Employment, 26
 Student Evaluations, 26, 43
 Substitute
 Hourly Rate, 63
 Substitution, 34, 63
 Suspension, 47

T

Teaching Hour Limitations, 36
 Tenure
 Candidate's Records, 26, 29
 Classroom Assistants, 24
 Credit for Prior Service, 25
 Faculty, 24
 Staff, 30
 Term of Office and Eligibility, 19
 Termination, 47
 Part-time Classroom Assistants, 28
 Part-time Faculty, 28
 Staff, 30
 Transferring to Faculty
 Classroom Assistants, 25
 Staff Members, 25
 Tuition
 Exempt from Paying, 60

U

Union Dues Check-Off, 13
 Union Recognition, 7
Unpaid Leave Provisions, 57

V

Vacation
 Classroom Assistants, 51
 Classroom Faculty, 48
 Non-Classroom Faculty, 48
 Separation of Employment and Earned Vacation
 Days, 53
 Voting Eligibility
 Active Status, 18
 Certificate of Continuous Employment, 18
 Elections/Recall, 18
 Eligible Voters, 18
 Faculty, 17
 Initial Appointment, 18
 Tenure, 18

W

Welfare, 58
 Work Week
 Classroom Assistants, 44
 Non-classroom Faculty, 44
 Staff, 45
 Workers' Compensation, 58
 Working Conditions
 Classroom Assistants, 44
 Classroom Faculty, 44
 Non-classroom Faculty, 44
 Staff, 45
 Workload
 Academic Advisement, 62
 Assistant Chairs, 62
 Associate Chair, 62
 Chairs, 62
 Department Meetings, 63
 Registration Assignments, 62