



CONTRACT BETWEEN

**THE PROFESSIONAL AND SUPERVISORY ALLIANCE
OF JAMESTOWN COMMUNITY COLLEGE**

AND

**THE BOARD OF TRUSTEES
OF JAMESTOWN COMMUNITY COLLEGE**

SEPTEMBER 1, 2019 – AUGUST 31, 2024

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1. RECOGNITION

The college recognizes the Professional and Supervisory Alliance as the sole and exclusive representative for the professional and supervisory employees of the college for the collective bargaining negotiations with respect to salaries, terms, and conditions of employment, and the administration of grievances. The bargaining unit shall consist of all non-instructional professional and supervisory personnel including the following titles:

| | |
|---|--|
| • Academic Technology Support Specialist | • Director of Information Technology Services |
| • Achievement Coach | • Director of Liberty Partnership Program |
| • Admissions Coordinator | • Director of Marketing and Communications |
| • Assistant Director of Admissions | • Director of MIS |
| • Assistant Director of Athletics & Athletic Compliance | • Director of Workforce Development |
| • Assistant Director of Buildings and Grounds | • Financial Aid Counselor |
| • Assistant Director of Facilities | • Financial Aid Systems Administrator |
| • Assistant Director of Financial Aid | • Financial Analyst |
| • Associate Director of Facilities | • Grants Management Specialist |
| • Associate Director of Gear Up Program | • Graphic Design & Marketing Specialist |
| • Associate Director, Liberty Partnership Program | • Health Center Nurse |
| • Athletic Trainer | • Institutional Research Manager |
| • Career Services Manager | • Learning Commons Digital Resources Manager |
| • Communications and Social Media Manager | • Learning Commons Engagement Specialist |
| • Communications Coordinator/Athletics | • Liberty Partnership Navigator |
| • Coordinator of Academic Technology Support | • Manager of Adult Learning Initiatives Support Services |
| • Coordinator of Accessibility Services | • Managing Director of Galleries |
| • Coordinator of Athletics & Recreation | • Marketing Coordinator |
| • Coordinator of Campus Safety & Security | • Navigator |
| • Coordinator of Honors Program | • Network Systems Administrator |
| • Coordinator of Prison Education | • Program Coordinator |
| • Coordinator of the Student Services Center | • Program Manager |
| • Coordinator of Student Support Services | • Programmer Analyst |
| • Coordinator of Technology Training | • Project Manager |
| • Director of Admissions | • Public Relations Specialist |
| • Director of Athletics & Recreation | • Recruiter/Workforce and Adult Students |
| • Director of Campus Life | • Scharmann Theatre Manager |
| • Director of College Health Services | • Senior Programmer/Analyst |
| • Director of Facilities | • Staff Development Coordinator |
| • Director of External Resources | • Student Support Services Coordinator |
| • Director of Financial Aid | • Success Navigator |
| • Director of Gear Up Program | • Trainer/Instructional Designer |
| • Director of Global Learning | • Web Content Manager |
| • Director of High School Partnerships | • Web Technologist |

Excluded from the bargaining unit are titles which are completely funded externally, are JCC Foundation employees, or have significant supervision over PASA members. For purposes of this section, “significant supervision” shall be as defined by PERB Case Law and require a significant role in directing, evaluating, hiring, and terminating PASA members. The college will discuss any newly created, non-instructional,

professional, and supervisory personnel positions with the Alliance prior to final determination of unit placement.

| INACTIVE TITLES | |
|--|--|
| • Achievement Coach | • Director of Academic Initiatives |
| • Arts Administrator | • Director of Admissions and Recruitment |
| • Assistant Controller | • Director of Business Services |
| • Assistant Coordinator of Admissions and Recruitment | • Director of Bridge College to Work |
| • Assistant Director of Admissions and Recruitment | • Director of Campus Children’s Center |
| • Assistant Director of Computer Training-Continuing Education | • Director of Campus Life/Athletic Director |
| • Assistant Director of Continuing Education | • Director of Collaborative Learning |
| • Assistant Director of Custodial Services | • Director of College Connections |
| • Assistant Director of Hardware and Network Services | • Director of Community Cultural Center |
| • Assistant Director of Health Services/Campus Nurse | • Director of Continuing Education |
| • Assistant Registrar | • Director of Distance Learning |
| • Assistant Director of Student Recruitment | • Director of Finance |
| • Associate Director of Admissions | • Director of Galleries/Curator of Collections and Exhibitions |
| • Associate Director of Buildings and Grounds | • Director of Hardware and Network Services |
| • Associate Director of Continuing Education | • Director of Instructional Computing and Software Services |
| • Community Relations Assistant | • Director of Northwestern Pennsylvania Outreach/Warren Center |
| • Computer Systems Manager | • Director of Student Recruitment |
| • Computer Trainer/Coordinator | • Employment Development Specialist |
| • Coordinator of Campus Life | • Gear Up Coordinator |
| • Coordinator of College Connections | • Graphic Design Branding Specialist |
| • Coordinator of Community Relations | • Institutional Research Analyst |
| • Coordinator of Computer Training | • Instructional Research Assistant |
| • Coordinator of Events and Sports Information | • Outreach Coordinator/Liberty Partnership Program |
| • Coordinator of Experiential Learning | • Professional Instructional Technologist |
| • Coordinator of International Outreach | • Project Coordinator/Hispanic Success Center |
| • Coordinator of Recruitment/ESL | • Recruitment Specialist |
| • Coordinator of the Scharmann Theatre | • Senior Project Manager |
| • Coordinator of Student Recruitment | • Social Media Specialist |
| • Coordinator of Sustainability | • Student Success Coach/Hispanic Success Center |
| • Coordinator of Web Technology | |

2. ALLIANCE RIGHTS

2.1 The Alliance and its representatives shall have the right to use appropriate space for its business meetings without charge.

- 2.2 The Alliance shall have the right to post notices of its activities and matters concerning the Alliance on bulletin boards or in lounges and departments. The Alliance may use campus mail service, electronic messaging, and members' mailboxes for communication to members.
- 2.3 Upon notification to their supervisor, duly authorized representatives of the alliance shall be permitted to transact official business, to a reasonable degree, on college property at all reasonable times, provided that this shall not interfere with or interrupt normal college operations. Alliance members shall incur no loss in pay for administering this agreement including processing grievances, negotiating contracts, and other items limited to the administration of this agreement.
- 2.4 The Alliance shall have the right to use college office machines and equipment at times when such equipment is not in use. The Alliance shall pay for the cost of all materials and supplies.
- 2.5 Reasonable notice must be provided to the College if the Alliance wishes to use College facilities for large events, such as membership meetings.
- 2.6 The college may grant Alliance members and/or officers leave time to attend labor management conferences or workshops, on an event-by-event basis.
- 2.6 The college agrees to furnish the Alliance, in response to reasonable requests from time to time, all necessary information for grievances and negotiations regarding the staffing and the financial resources of the college, including annual financial reports and audits, register of Alliance personnel, tentative budgetary requirements and allocations, treasurer's reports, names and addresses, and position on the salary schedule of all members and such other information as will be needed to assist the Alliance in processing grievances or in contract negotiations.
- 2.7 Agendas and minutes of all Board of Trustee meetings will be housed for reference in the document repository.

3. EMPLOYEES AND ALLIANCE RIGHTS

- 3.1 An employee is expected to give at least four (4) weeks' notice when terminating employment. In the event less than four (4) weeks' notice is given, JCC shall be authorized to reduce any payment for accrued benefits to offset the shortened period of notice.
- 3.2 Should a permanent employee be terminated except for performance reasons, the employee shall be given six (6) weeks' notice if the employees years of continuous service are fewer than five years, or eight (8) weeks' notice if service is five years or more. Should a non-benefit-eligible part-time employee be terminated except for performance reasons, they shall be given four (4) weeks' notice. At the discretion of the administration, severance pay may be substituted for all or a portion of the period of the notice.
- 3.3 When professional and supervisory vacancies occur, the human resources office will post the position on departmental bulletin board and notify PASA.
- 3.4 Individual personnel files shall be open to the individual employee. There will be only one official personnel file and it shall be retained by the human resources office. When an item concerning work performance, employee evaluation, or discipline is placed in an employee's personnel file, the employee shall be offered the opportunity to read and sign the item. The employee's signature shall indicate that the employee has read the item but does not indicate that the employee agrees with the content therein. If an employee refuses to sign the item, it shall be noted before being placed in the folder. The employee shall

have the right to attach a written response to any item in their personnel folder. The employee shall be provided a copy of the item.

4. JUST CAUSE/DISCIPLINE/DISCHARGE

4.1 No employee shall be disciplined, reprimanded, reduced in rank or compensation, suspended, dismissed, or denied continuous service without just cause.

4.2 “Discipline.” Discipline includes but is not limited to: documented verbal warning, written warning, suspension without pay, demotion and termination. The infraction and discipline procedures contained below are intended to serve as a guideline and are not intended to prohibit a supervisor from taking more serious action depending upon the nature of the incident and the performance and discipline history of the employee.

4.3 “Progressive Discipline.” Employees committing the following actions shall be warned in writing for a first offense, receive three (3) days suspension without pay for a second offense, and shall be terminated for a third offense:

- Violation of College policy
- Failure to follow proper safety procedures
- Repeated tardiness
- Abuse of sick leave
- Insubordination
- Misuse of college property
- Repeated absence from worksite without permission
- Discourteous treatment of the public or other employees
- Threatening physical harm to any individual on campus
- Incompetence

4.3.1 Any employee committing a first offense in the above areas, who has no second offense within a thirty (30) month period, will have the warning removed from their personnel file and again be considered eligible for first offender status. The employee shall be responsible for notifying the human resources office that the thirty (30) month period has expired.

4.4 Employees committing the following actions will receive three (3) days suspension without pay and shall be terminated for a second offense:

- Neglect of duty
- Under the influence of drugs and/or alcohol while on duty
- Manufacturing, distributing, possession, and/or using controlled drugs on any college owned or controlled property
- Intentional destruction of college property
- Dishonesty resulting in harm to individuals or the college
- Gross incompetence

4.5 Employees may be able to avoid termination or lessen the disciplinary action taken if they accept a referral to the Employee Assistance Program (EAP) and complete all required program recommendations. In addition, employees who commit a second alcohol or drug use offense may avoid termination by agreeing to a rehabilitation program approved by the college. A subsequent offense following rehabilitation can result in termination.

4.6 Employees convicted of a drug-related offense committed on college-owned or controlled property must notify the college within five (5) days.

4.7 Employees committing the following actions shall be terminated:

- Falsification of official documents and/or records
- Fraud in securing employment
- Theft of college property
- Conviction of a felony
- Causing physical harm to any individual on campus except for just cause
- Three (3) days absence without notice.
- Intentional, unauthorized sharing or distribution of confidential information
- Gross negligence

4.8 Documentation of any offense and a description of the actions taken shall be placed in the employee's personnel file.

4.9 Employees who are using an excessive amount of sick leave may be required to provide a written doctor's certificate at the employee's expense in order to receive payment for the sick day in question.

5. ALLIANCE DUES

The college agrees to deduct from the wages of all employees in the bargaining unit who are members of the Alliance the correct dues and promptly transmit the funds to the Alliance account. The Alliance will provide a list of officers and the amount of dues to be deducted annually. PASA shall defend and save the college harmless against any and all such claims, suits, or other forms of liability that shall or may arise by reason of action taken by the college to comply with the article.

6. WORK WEEK/ATTENDANCE AND ABSENCE

6.1 The normal work week for all full-time employees shall be 35 hours per week.

6.2 Summer Hours: During the summer, full-time employees will work a four-day work week, totaling 32 hours, with compensation based on 35 hours.

6.2.1 With the approval of the supervisor, an employee may work a five-day work week with shorter hours each day.

6.2.2 Memorial Day will be recognized as a holiday, reducing the 4-day work week to a 3-day work week during that week.

6.2.3 Summer hours, four (4) day week, will begin the week after graduation and end three (3) weeks prior to the beginning of the fall semester classes.

6.3 Extended Work Year: If an individual is assigned work beyond the length of their regular work year, a per diem rate will be established based on their regular work year salary and said rate will be paid for each and every day worked beyond the aforementioned regular work year. Any and all benefits afforded an individual that accrue as a result of their work schedule will also be pro-rated if additional work time is scheduled. JCC shall have the right to assign up to two (2) weeks of extended work per year per employee upon at least thirty (30) days' notice provided that the employee and supervisor jointly establish the

schedule for such extended work. Work time beyond two (2) weeks of extended work per year may be scheduled if both the employee and supervisor agree to it.

6.4 Jury Duty: An employee shall be entitled to their usual salary for the days they serve as a juror in any court, less any jury pay received.

6.5 Inclement Weather: If the college is closed due to inclement weather prior to the beginning of the employee's workday, employees shall be paid for that day and shall not be expected to report for work unless their duties require their appearance. If the college is closed due to inclement weather during the workday, employees will be released from their duties at the earliest opportunity and shall be compensated for the entire workday. Cancellation of classes does not mean that the college has been closed. On days when classes are cancelled, the College will communicate to bargaining unit members whether or not they are required to attend that day of work.

6.6 Flex Time: Employees in the Professional and Supervisory Alliance, by the nature of their positions, are expected to work more than the normal hours of their department. Subject to approval of their supervisors, PASA members may be allowed to flex reasonable amounts of time without regard to their vacation, paid time off, or sick leave. Flex time is not payable to the employee. Management shall not unreasonably deny such request to flex a schedule.

7. PROFESSIONAL DEVELOPMENT

A fund will be established for professional staff development totaling \$8,000 per year. An individual may apply for a maximum of \$1,000 every other year. Decisions on disbursement of these funds will be made by a committee consisting of two Alliance members and two Administrators.

8. FRINGE BENEFITS FOR FULL-TIME EMPLOYEES

8.1 Vacation

8.1.1 Full-time, 12-month appointment, employees shall be entitled to one month (22 working days) of vacation per year.

8.1.2 For PASA members hired after 9/1/14, on less than 12-month appointments, vacation is accumulated for the number of months of the employee's assignment.

8.1.3 On September 1 each year 2.75 vacation days will be posted on employee records; thereafter, vacation days will accrue at the rate of 1.75 days per month for the number of months of the employee's assignment.

8.1.4 Newly hired PASA employees who are in the first six months of their employment shall have 1.75 days per month posted to employee records. An additional 1 day (2.75 total) shall be posted during their seventh month of service, and thereafter they shall have days posted to employee records in the same manner as existing employees.

8.1.5 Vacation time must be approved by the employee's supervisor and normally shall be scheduled in blocks of two weeks or less. Requests which deviate from this norm must be reviewed by the appropriate Vice President. No reasonable request shall be denied, so long as normal operations of the college and complete discharge of duties are not compromised. However, all vacation time must be taken in half-day blocks or more.

8.1.6 The employee's anniversary date shall be used to determine years of service.

8.1.7 An employee may carry over from year-to-year up to fourteen (14) unused vacation days and be paid a maximum of one (1) year's accumulation when leaving the college. The number of carry-over days may not exceed fourteen (14).

8.1.8 Effective November 8, 2021, no additional requests for vacation sellback will be honored.

8.1.9 Those unit members who have not sold back any vacation during the 2021-2022 contract year will be permitted to roll over up to five (5) additional vacation days at the end of the 2021-2022 contract year only.

8.2 Holidays: All full-time, 12-month employees will have fourteen (14) paid holidays, which may include New Year's, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. PASA members hired after 9/1/14, and on less than a 12-month assignment, will have those holidays that fall within the months the employee is regularly scheduled to work.

8.3 Paid Time Off (PTO): All full-time, 12-month employees shall be eligible for five (5) days of paid time off for religious holidays, weddings, funerals, emergencies, legal matters, immediate family illness, medical and dental appointments, and other legitimate reasons requiring employees to be absent from the workplace.

8.3.1 PASA members hired after 9/1/14, and on less than 12-month assignment, shall be eligible for three (3) PTO days annually.

8.3.2 During the first year of employment, all new hires will have their PTO allotment pro-rated, commensurate with the date of hire.

8.3.3 PTO may be taken with prior approval of an employee's supervisor.

8.3.4 PTO may be taken in 1-hour blocks or more.

8.3.5 PTO cannot be accumulated and must be used in the year that it is earned.

8.4 Sick Leave: Sick leave for full-time employees will accumulate at the rate of one and one half (1-1/2) days each month during the first year of employment. Thereafter, sick leave will accumulate at the rate of one (1) day each month, without limit. Sick leave is accumulated only for months when the employee is actually working. All sick leave must be taken in half-day blocks or more.

8.4.1 Sick leave may be used for doctor's or dental appointments, sickness of an immediate family member, or for bereavement purposes. In the case of a prolonged illness, a physician's certificate may be required.

8.4.2 The payout of sick leave shall not exceed ninety (90) calendar days, at which time Long Term Disability becomes effective. The cost of Long-Term Disability Insurance shall be borne by the college.

8.4.3 After one (1) year of service, all full-time employees are eligible for long-term disability insurance, beginning ninety (90) calendar days after the disability begins.

8.5 Sick Leave Payout at Retirement: Subject to the following terms, all accumulated sick leave will be paid in a lump sum to the employee upon retirement.

8.5.1 Group “A”

- 1. Group A consists of individuals whose age + years of service as of 9/1/05 is 65 or greater.
- 2. Group A is grandfathered as follows “All accumulated sick leave, up to one hundred twenty (120) days. Days in excess of one hundred twenty (120) and up to one hundred sixty-five (165) additional, shall be used for the 41J retirement rider for ERS covered employees.

8.5.2 Group “1”

- 1. Group 1 consists of individuals whose years of service as of 4/1/2022 is five (5) years or greater.
- 2. To be eligible for this benefit, a PASA member must be between the ages of 55 and 65.99 and have been employed by the college for a minimum of ten (10) years at the time of retirement.
- 3. Members of ERS, TRS and TIAA-CREF will be paid up to a maximum of one hundred twenty (120) days of accumulated sick leave upon retirement.
- 4. Any future TRS participants would be treated according to the terms of this sick leave payout proposal based on the group they fall into.

8.5.3 Group “2”

- 1. Group 2 consists of individuals whose years of service as of 4/1/2022 is less than five (5) years.
- 2. To be eligible for this benefit, a PASA member must be between the ages of 55 and 65.99 and have been employed by the college for a minimum of ten (10) years at the time of retirement.
- 3. Group “B” will receive a sick leave payout, per the following schedule:

| Years of service | Sick leave payout |
|-------------------------|--------------------------|
| 25+ years | 60 days |
| 20-24.99 years | 50 days |
| 15-19.9 years | 40 days |
| 10-14.99 years | 30 days |
| <10 years | 0 days |

8.5.4 Group “3”

- 1. Group 3 consists of individuals whose hire date is on or after 4/1/2022.
- 2. To be eligible for this benefit, a PASA member must be between the ages of 60 and 65.99 and have been employed by the college for a minimum of ten (10) years at the time of retirement.
- 3. Group “C” will receive a sick leave payout, per the following schedule:

| Years of service | Sick leave payout |
|-------------------------|--------------------------|
| 20+ years | 30 days |
| 15-19.9 years | 20 days |
| 10-14.99 years | 10 days |
| <10 years | 0 days |

8.6 Paid and Unpaid Child Care Leave: A paid childcare leave may be granted to a male or female employee for reasonable periods of up to four (4) weeks.

8.6.1 This leave must be taken within six (6) months of the birth or adoption of a child and all such time must be taken in half-day blocks or more.

8.6.2 If both parents are college employees, only one shall be eligible for this leave.

8.6.3 The college shall continue to furnish said employee with full insurance benefits on the same basis as if they had been actively at work.

8.6.4 At the conclusion of either childcare leave, the employee shall be reinstated to the status which they held when the leave began or to a comparable position, without decrease in the rate of compensation or loss of promotional opportunities, or any rightful privilege of employment.

8.6.5 Additional unpaid leave may be granted in accordance with the Family Medical Leave Act (FMLA).

8.7 Health Insurance: Full-time employees shall be eligible for coverage for themselves and all of their eligible dependents.

8.7.1 Eligibility: New employees shall become eligible on the first day of employment.

8.7.2 Premium Contribution: Effective January 1, 2017, the employer contribution for medical and prescription coverage for full-time PASA members is set at 85% of the cost of the \$20 copay Plan. Those employees electing to enroll in the high deductible plan will be responsible for the difference in premium cost. The cost of the plan is subject to change on a yearly basis. Representatives of PASA, other employee groups, and the administration will meet annually, before such rates are announced.

8.7.3 Plan: Effective January 1, 2017, the college will offer full-time PASA members the choice of a high deductible plan with a \$20 copay or a high deductible health plan.

8.7.3.1 \$20 Copay plan: The chart below outlines the contribution of the full-time PASA member and the college to cover the cost of the deductible:

\$20 Copay Plan:

| | Single | Family |
|--|---------|---------|
| Employee paid deductible | \$0 | \$0 |
| Health Reimbursement Arrangement funded by JCC | \$2,500 | \$5,000 |
| Total Deductible | \$2,500 | \$5,000 |

After the deductible is met, the employee is responsible for paying the co-pay for prescriptions and other services as outlined in the schedule of benefits.

The co-pay on prescriptions for a 30-day supply will be as follows:

- \$10.00 for generic drugs
- \$30.00 for brand name drugs
- \$75.00 for specialty drugs

8.7.3.2 High Deductible plan: The chart below outlines the contribution of the full-time PASA member and the college to cover the cost of the deductible:

High Deductible Plan:

| | Single | Family |
|--|---------|---------|
| Employee paid deductible (included in biweekly premium contribution) | \$150 | \$250 |
| Health Reimbursement Arrangement funded by JCC | \$2,500 | \$5,000 |
| Total Deductible | \$2,500 | \$5,000 |

After the deductible is met, the employee is responsible for paying the co-pay for prescriptions as outlined in the schedule of benefits.

The co-pay on prescriptions for a 30-day supply will be as follows:

- \$10.00 for generic drugs
- \$30.00 for brand name drugs
- \$75.00 for specialty drugs

8.8 Health Insurance Waiver: Employees shall have the annual right to waive group health insurance coverage for themselves and/or their dependents, after certification that the employee has coverage through sources other than JCC and has obtained spousal consent for waiver of their dependent coverage. Rebates will not influence base salary.

8.8.1 An employee may rejoin either plan at the beginning of each Plan Year or at any time coverage through other sources is lost.

8.8.2 The college shall pay employees waiving group insurance a rebate equal to one-third of the cost of such coverage, payable over the portion of the Plan Year in which the waiver exists in the biweekly paycheck.

8.8.3 COBRA benefit entitlements at the time of separation will be affected by the rebate since the employee is not effectively insured by the college.

8.9 PASA will be given representation on a coalition of faculty, staff, and administration representatives who will meet periodically during the term of the contract to review the college insurance plan and examine alternatives.

8.10 Dental Insurance

8.10.1 The college shall pay the cost of an employee dental insurance coverage plan (separately described) beginning on the first day of employment.

8.10.2 Optional dental coverage for dependents shall be available at the employee's expense.

8.10.3 An employee may opt out of the dental insurance plan.

8.11 Early Retirement Health Insurance Continuation: For eligible retirees, the college will provide medical insurance coverage, as follows:

8.11.1 A full-time PASA member hired before 4/1/2022 and who is age 55 or older and has been employed by the college for ten (10) or more years at the time of retirement will be eligible to retain medical coverage for themselves and their eligible dependents for one (1) year following retirement, under the same terms and conditions of an active employee. The college shall continue payment of its portion of the health insurance for the retiree only until the retiree reaches the age of 65 or qualifies for Medicare, whichever occurs first. Insurance benefits for the employee's eligible dependents after the first year may be purchased from the college at the employee's expense for 100% of the dependent coverage.

8.11.2 A full-time PASA member hired on or after 4/1/2022 and who is between the ages of age 60 and 65.99 and who has been employed by the college for ten (10) or more years at the time of retirement will be eligible to retain single medical coverage for themselves following retirement, under the same terms and conditions of an active employee. The college shall continue payment of its portion of the health insurance for the retiree only for up to a maximum of five (5) years, until the retiree reaches the age of 65, or until the retiree qualifies for Medicare, whichever occurs first. Insurance benefits for the employee's eligible dependents may be purchased from the college at the employee's expense for 100% of the dependent coverage.

8.12 Life Insurance – The College shall pay the cost of two (2) times the salary, not to exceed \$50,000, for term life insurance for each full-time employee, beginning on the first day of employment.

8.13 Retirement Benefits

8.13.1 The Employees' Retirement System of New York State is available for all full-time non-teaching staff.

8.13.2 Contributions (if any) to retirement by an employee are dependent on the date an employee enters the system.

8.13.3 Four optional plans through TIAA-CREF, ING, VALIC, and MetLife are available.

8.14 Early Retirement Benefit Payment

8.14.1 A full-time unit member who has completed at least ten (10) years of continuous service at the time of retirement may request a retirement benefit payment, based upon the following criteria:

8.14.2 Those full-time unit members who are between the ages of 55 and 62.99 and who were hired before 4/1/2022 will receive a benefit payment of \$10,000 plus \$1,500 for each year of service over ten years, not to exceed a total of \$30,000.

8.14.3 Those full-time unit members who are between the ages of 60 and 65.99 and who were hired on or after 4/1/2022 will receive a benefit payment of \$1,200 for each year of service over ten years, not to exceed a total of \$15,000.

8.14.4 At the employee's option, a lump sum payment will occur within one (1) month after their final working day or the employee may choose two (2) or three (3) equal cash payments, which must be issued by no later than two (2) years following their final working day.

8.15 Tuition Waivers

8.15.1 Tuition is waived for all employees of Jamestown Community College and their immediate families (spouses and dependent children) for course work at JCC.

8.15.2 Disabled or retired long-term employees are also eligible for tuition to be waived.

8.15.3 Tuition is waived for spouses and dependent children of a long-term (after 5 years) employee who retires from, or who, while employed at JCC, becomes disabled or deceased.

8.15.4 The amount of the tuition waived shall equal the tuition minus New York State Tuition Assistance Program (TAP) monies.

8.16 Flex Plan: The College shall offer a flex plan in which employees may, on a pre-tax basis, establish flexible spending accounts for uncovered medical expenses, for employee premiums for medical benefits, and for dependent care expenses.

9. Longevity Award: Effective with the start of the 2022-2023 fiscal year, a lump sum longevity award payment shall be issued in a separate check in the first payroll in November to those full-time employees reaching the following years of service prior to October 31 of the preceding year, as follows:

9.1 Those full-time PASA members hired before 4/1/2022 will receive a longevity award, based upon the following schedule:

| Years of service | Longevity award |
|--------------------------------------|------------------------|
| 5 years | \$250 |
| 10 years | \$500 |
| 15 years | \$750 |
| 20 years | \$1,000 |
| 25 years | \$1,250 |
| 30 years | \$1,500 |
| 35 years and each 5 years thereafter | \$1,750 |

9.2 Those full-time PASA members hired on or after 4/1/2022 will receive a longevity award, based upon the following schedule:

| Years of service | Longevity award |
|--------------------------------------|------------------------|
| 5 years | \$500 |
| 10 years | \$1,000 |
| 15 years | \$1,500 |
| 20 years | \$2,000 |
| 25 years | \$2,500 |
| 30 years | \$3,000 |
| 35 years and each 5 years thereafter | \$3,500 |

10. FRINGE BENEFITS FOR PART-TIME EMPLOYEES (MINIMUM 15 HRS. PER WEEK)

10.1 Vacation

10.1.1 Part-time, 12-month, employee's vacation accrues vacation at the rate of one (1) day per month for the number of months of the employee's assignment.

10.1.2 For PASA members hired after 9/1/14, and on less than a 12-month assignment, vacation is accumulated for the number of months of the employee's assignment.

10.1.3 An employee may accumulate up to the amount which he/she earns annually.

10.1.4 All vacation time must be taken in half-day blocks or more.

10.2 Holidays: Part-time employees shall be paid for up to fourteen (14) holidays listed by the college for days on which the employee is normally scheduled to work. For PASA members hired after 9/1/14, and on less than a 12-month assignment will have those holidays that fall within the months the employee is regularly scheduled to work.

10.3 Paid Time Off (PTO): Part-time, 12-month, employees are eligible for two (2) days of paid time off for religious holidays, weddings, funerals, emergencies, legal matters, immediate family illness, medical and dental appointments, and other legitimate reasons requiring employees to be absent from the workplace.

10.3.1 For PASA members hired after 9/1/14, on less than 12-month appointments, PTO will be pro-rated based on the employee's assignment.

10.3.2 During the first year of employment, all new hires will have their PTO allotment pro-rated, commensurate with the date of hire.

10.3.3 PTO may be taken with prior approval of an employee's supervisor. PTO may be taken in 1-hour blocks or more.

10.3.4 PTO cannot be accumulated and must be used in the year that it is earned.

10.4 Sick Leave: Sick leave for part-time employees will accumulate at the rate of one (1) day each month without limit. Up to 90 calendar days may be taken for any single illness. Sick leave is accumulated only for months when the employee is actually working. Sick leave may be used for doctor or dental appointments, sickness of an immediate family member, or for bereavement purposes. In the case of a prolonged illness, a physician's certificate may be required. All sick leave must be taken in half-day blocks or more.

10.5 Health Insurance: Part-time employees shall be eligible for coverage for themselves and all of their eligible dependents.

10.5.1 Eligibility: New employees shall become eligible on the first day of employment.

10.5.2 Premium Contribution: Effective January 1, 2017, the employer contribution for medical and prescription coverage for part-time PASA members is set at 85% of the cost of the \$20 copay Plan. Those employees electing to enroll in the high deductible plan will be responsible for the difference in premium cost. Dependent coverage shall be available with the entire cost borne by the employee. The cost of the plan is subject to change on a yearly basis.

10.5.3 Plan: Effective January 1, 2017, the college will offer part-time PASA members the choice of a high deductible plan with a \$20 copay or a high deductible health plan.

10.5.3.1 \$20 Copay plan: The chart below outlines the contribution of the part-time PASA member and the college to cover the cost of the deductible:

\$20 Copay Plan:

| | Single | Family |
|--|---------|---------|
| Employee paid deductible | \$0 | \$0 |
| Health Reimbursement Arrangement funded by JCC | \$2,500 | \$5,000 |
| Total Deductible | \$2,500 | \$5,000 |

After the deductible is met, the employee is responsible for paying the co-pay for prescriptions and other services as outlined in the schedule of benefits.

The co-pay on prescriptions for a 30-day supply will be as follows:

\$10.00 for generic drugs
\$30.00 for brand name drugs
\$75.00 for specialty drugs

10.5.3.2 High Deductible plan: The chart below outlines the contribution of the part-time PASA member and the college to cover the cost of the deductible:

High Deductible Plan:

| | Single | Family |
|--|---------|---------|
| Employee paid deductible (included in biweekly premium contribution) | \$150 | \$250 |
| Health Reimbursement Arrangement funded by JCC | \$2,350 | \$4,750 |
| Total Deductible | \$2,500 | \$5,000 |

After the deductible is met, the employee is responsible for paying the co-pay for prescriptions as outlined in the schedule of benefits.

The co-pay on prescriptions for a 30-day supply will be as follows:

\$10.00 for generic drugs
\$30.00 for brand name drugs
\$75.00 for specialty drugs

10.6 Health Insurance Waiver: Employees shall have the annual right to waive group health insurance coverage for themselves and/or their dependents, after certification that the employee has coverage through sources other than JCC and has obtained spousal consent for waiver of their dependent coverage. Rebates will not influence base salary.

10.6.1 An employee may rejoin either plan at the beginning of each Plan Year or at any time coverage through other sources is lost.

10.6.2 The college shall pay employees waiving group insurance a rebate equal to one-third of the cost of such coverage, payable over the portion of the Plan Year in which the waiver exists in the biweekly paycheck.

10.6.3 COBRA benefit entitlements at the time of separation will be affected by the rebate since the employee is not effectively insured by the college.

10.7 Dental Insurance

10.7.1 The college shall pay the cost of an employee dental insurance coverage plan (separately described) beginning on the first day of employment.

10.7.2 Optional dental coverage for dependents shall be available at the employee's expense.

10.7.3 An employee may opt out of the dental insurance plan.

10.8 Life Insurance: The College shall pay the cost of two (2) times the salary, not to exceed \$50,000, for term life insurance for each part-time employee, beginning on the first day of employment.

10.9 Tuition Waiver

10.9.1 Tuition is waived for all employees of Jamestown Community College and their immediate families (spouses and dependent children) for course work at JCC.

10.9.2 Disabled or retired long-term employees are also eligible for tuition to be waived.

10.9.3 Tuition is waived for spouses and dependent children of a long-term (after 5 years) employee who retires from, or who, while employed at JCC, becomes disabled or deceased.

10.9.4 The amount of the tuition waived shall equal the tuition minus New York State Tuition Assistance Program (TAP) monies.

10.10 Flex Plan – The College shall offer a flex plan in which employees may, on a pre-tax basis, establish flexible spending accounts for uncovered medical expenses, for employee premiums for medical benefits, and for dependent care expenses.

11. TAX DEFERRED ANNUITIES:

11.1 Full-time Employees

11.1.1 In an effort to encourage full-time employees to save for their retirement, the college offers voluntary enrollment into a tax-deferred annuity plan. All contributions to this plan are made on a pre-tax basis.

11.1.2 The college will pay a bonus to full-time employees that elect to make contributions to a tax-deferred annuity plan under the terms of this article. The bonus will be calculated as set forth in paragraph 11.2.1. The maximum cap on the bonus is set forth in paragraphs 11.2.2. and 11.2.3.

11.2.1. Bonuses paid pursuant to this article are for full-time employees only. Eligible employees will register for their chosen level of tax-deferred annuity contributions through the proper procedure (Employee Contribution Percentage). Once such notice is given, the College will pay a bonus equal to a percentage that is half (1/2) of the Employee Contribution

Percentage in each payroll period, as additional compensation (“College Bonus Percentage”). After the College Bonus Percentage is added to the employee’s regular payroll earnings, the Employee Contribution Percentage will be deducted and contributed to the tax-deferred annuity.

11.2.2. Eligible employees hired prior to 4/1/2022 will have a cap of 3% on their College Bonus Percentage. Therefore, in order to achieve the highest College Bonus Percentage, an eligible employee under this section must have an Employee Contribution Percentage of 6% or more. Employee contributions under this section beyond 6% will not receive an additional College Bonus Percentage beyond 3%.

11.2.3. Eligible employees hired on or after 4/1/2022 will have a cap of 4% on their College Bonus Percentage. Therefore, in order to achieve the highest College Bonus Percentage, an eligible employee under this section must have an Employee Contribution Percentage of 8% or more. Employee contributions under this section beyond 8% will not receive an additional College Bonus Percentage beyond 4%.

12. MANAGEMENT RIGHTS

It is recognized that the management of the college, the control of its properties, and the maintenance of order and efficiency are solely responsibilities of the college. Accordingly, the college retains all rights, except as they may be specifically modified by this agreement, including, but not limited to, selection and direction of the working forces; to hire, to discipline, reduce in rank or compensation, suspend or discharge for just cause; to make reasonable and binding rules which shall not be inconsistent with this agreement; to assign, promote or transfer; to relieve employees from duty because of lack of work or financial exigency; to decide on the number and locations of facilities and stations; to determine the work to be performed, amount of supervision necessary, equipment, methods, schedules, together with the selections, procurement, designing, engineering and the control of equipment and materials; except as may be otherwise specifically limited by this agreement.

The college may make temporary, short-term assignments of work exclusively performed by bargaining unit members to employees or organizations not represented by the Association. Such assignments will never result in the permanent reduction of the workforce represented by PASA and will last no more than twelve (12) months and will not be initiated in response to a layoff. Written notice of the short-term assignment of work pursuant to this clause will be given to the Association president at least thirty (30) calendar days before such assignment is made, except in emergency circumstances (for example, but not limited to: the sudden termination of employment of a unit member without proper notice to the college and/or without sufficient time to replace such a unit member without substantial detriment to college operations). Should JCC wish to extend such assignment of work past the initial twelve-month period, it will meet with the Association president at least sixty (60) calendar days prior to the end of such twelve-month period. The Association shall not unreasonably withhold approval of the request for an extension of said assignment. This paragraph is not intended to affect or curtail in any way JCC’s right to subcontract under the parameters set forth in PERB caselaw, including, but not limited to: (1) the subcontracting of non-exclusive bargaining unit work; and (2) the subcontracting of work where there has been a significant change in the qualifications for the work.

13. PROBATIONARY APPOINTMENTS

13.1 New Hires

13.1.1 All new employees will serve a probationary period of up to 26 weeks after which time they will be considered to be appointed on a permanent basis (unless the position is a temporary assignment).

13.1.2 For a new hire, the supervisor can extend the probationary period if the probationary period provided insufficient time for the staff member's job suitability to be determined.

13.2 Transfers/Reassignments

13.2.1 All employees who have completed their initial probationary period upon hire and transfer to a new position within the bargaining unit shall serve a probationary period of ninety (90) days after which time they will be considered to be appointed on a permanent basis.

13.2.2 For purposes of this section, employees who are merely promoted to a higher title within the same field, or moved to a different site, shall not be considered "transferred."

14. PASA EVALUATION PROCESS

14.1 The college and PASA are committed to an evaluation system that assists in developing the highest quality of performance among professional staff in an environment of support and mutual respect. This purpose is achieved by:

- a. Establishing clarity regarding the functions and responsibilities of the position and the supervisor's expectations of performance.
- b. Assessment of the performance to support continuous improvement in the quality of service offered by the staff member.
- c. Aligning the work of each staff member to the strategic plan.
- d. Reevaluation of job functions, when appropriate.

14.2 Initial Reviews

14.2.1 New staff members serve a probationary period of up to 26 weeks.

14.2.2 All employees who have completed their initial probationary period upon hire and transfer to a new position within the bargaining unit shall serve a probationary period of ninety (90) days after which time they will be considered to be appointed on a permanent basis.

14.2.3 Process

14.2.3.1 During the first week of employment or transfer to a new position, the supervisor will conduct a performance planning meeting to review the job description with the staff member and determine the most important duties to be learned and goals to be accomplished during the probationary period.

14.2.3.2 During this probationary period, the supervisor will complete two evaluations of the staff member's work performance. For new hires, at the third and fifth months of employment. For transferred employees at 6 weeks and 10 weeks of employment. Probationary evaluations assess the new staff member's progress in learning the job.

14.2.3.3 The probationary evaluations are primarily developmental and help the supervisor identify staff member strengths and weaknesses and areas where more emphasis is required.

14.2.3.4 For a new employee, the supervisor can extend the probationary period if the probationary period provided insufficient time for the staff member's job suitability to be determined.

14.3 Elements and Responsibilities for Annual Evaluations

14.3.1 Developing Goals

14.3.1.1 At the end of the academic year the staff member and supervisor will meet to review goals established from the previous year and develop goals for the following year as well as conduct a review of the job description. The goals should consist of operational responsibilities that relate to the strategic plan (functional area goals) and areas for professional development.

14.3.1.2 The goals will reflect a balance between workload and work schedule, will respond to college/department needs for the year, and will be mutually agreed upon by the staff member and the supervisor.

14.4 Annual Evaluations

14.4.1 Evaluations are done for all staff members annually.

14.4.2 The evaluation process shall begin no earlier than May 1 and be completed by August 31 of each academic year.

14.4.3 The staff member shall be responsible for developing and submitting a self-evaluation to the supervisor.

14.4.4 The supervisor shall prepare a written preliminary evaluation report. The supervisor will make their assessment of the overall performance of the individual, taking into account:

- a. The supervisor's assessment of the quality of the professional's performance in carrying out the responsibilities of their position.
- b. The supervisor's assessment of the accomplishment of goals and objectives established for the year.
- c. The professional's personal assessment of their own performance.
- d. Circumstances which may have affected the professional's performance or attainment of objectives, and any special accomplishments on the part of the professional.
- e. Areas in need of improvement shall be identified where appropriate.
- f. Recommendations regarding changes in job function should also be identified if appropriate.

14.4.5 The supervisor and the staff member shall meet to discuss the preliminary report. The supervisor will provide the staff member with a written draft of this report. Prior to conclusion of the discussion, the staff member and the supervisor shall discuss and propose goals for the next year.

14.4.6 Based on the various evaluation components and the discussion with the staff member, the supervisor shall prepare a final written evaluation. The final version of the annual evaluation package will contain:

- a. Performance review form
- b. A self-evaluation

14.4.7 The staff member and the supervisor will sign off on the performance review form. The staff member may attach clarifying or rebuttal comments to the final report. A copy will be placed in the staff member's personnel file. A staff member's signature does not imply agreement with the performance evaluation.

14.4.8 The supervisor and staff member will meet at least once during the year to review progress on goals.

15. GRIEVANCE PROCEDURES

Definition: A grievance is claim by the Alliance, an employee or group of employees based upon any claimed violation, misinterpretation, misapplication, or inequitable application of the following: a) laws, b) rules or regulations having the force of law, c) this agreement, and d) policies, rules, bylaws, and regulations of the board and/or the president.

STAGE 1 – SUPERVISOR/INFORMAL:

A grievant will reduce the grievance to writing and present to the supervisor for resolution. Within ten (10) working days, the supervisor shall render a written decision and present it to the grievant.

STAGE 2 – PRESIDENT OR DESIGNEE

If the aggrieved party is not satisfied with the decision and wishes to proceed further, the grievant, within ten (10) working days, shall file a written appeal with the president of the college. Within five (5) working days after receipt of the appeal, the president of the college, or their duly authorized representative, shall set a date for a hearing and notify the grievant, the grievance chairperson and all other parties in interest of said date. The hearings on said grievance shall commence within ten (10) working days after issuance of the notice of the hearing date. The president shall render a decision in writing to the grievant and the grievance chairperson within five (5) working days after the conclusion of the hearing.

STAGE 3 – NON-BINDING MEDIATION

If the aggrieved party represented by the Alliance and the Alliance are not satisfied with the decision and the Grievance Committee determines the grievance is meritorious, it may refer the matter to non-binding dispute mediation through the Alternative Dispute Resolution Center (ADR) located in City Hall in Jamestown, or any other mutually agreeable mediator, if the party represented by the Alliance and the Alliance choose to do so. The cost of the services of the mediation, if any, will be borne equally between the Alliance and the college.

STAGE 4 – BINDING ARBITRATION

- a. If the aggrieved party represented by the Alliance and there not satisfied with the result of the mediation process, or if the mediation process was not elected by the aggrieved party and the Alliance and both are not satisfied with the decision of the president or their duly authorized representative and the Grievance Committee determines the grievance is meritorious, the Grievance Committee of the Alliance may submit the grievance to arbitration, utilizing the arbitration services of the American Arbitration Association by written notice to the president of the college within ten (10) working days after the mediation session ends or after the Alliance has received the written decision from the president in Stage 2, whichever is applicable..

- b. The decision of the arbitrator shall be final and binding upon both parties.
- c. The cost of the services of the arbitrator, if any, will be borne equally between the Alliance and the college.
- d. The arbitrator shall have no power to add to, subtract from, or modify any terms of this Agreement.

16. SALARY/TERM OF AGREEMENT

This agreement shall be effective September 1, 2019, and shall terminate August 31, 2024.

Effective November 8, 2021, or on the member's hire date into PASA, whichever occurs later, 5% will be added to member's base salary as of November 8, 2021. Retirees who are still on the payroll at the time of ratification will be eligible for the retroactive payment, as referenced above.

- In addition, the base of the salary matrix will be raised to that corresponding with Tier I, Range C.
- An additional 2% will be added to the new base salary as calculated above, effective with the first pay period following ratification of this agreement.

Effective September 1, 2022, 4% will be added to base salaries and the salary matrix.

Effective September 1, 2023, 3% will be added to base salaries and the salary matrix.

17. PASA Salary Grades by Title shall be as follows:

| Title | Salary Grade | Title | Salary Grade |
|---|---------------------|--|---------------------|
| Academic Technology Support Specialist | 17 | Director of Information Technology Services | 22 |
| Achievement Coach | 12 | Director of Liberty Partnership Program | 20 |
| Admissions Coordinator | 16 | Director of Marketing and Communications | 22 |
| Assistant Director of Admissions | 17 | Director of MIS | 22 |
| Assistant Director of Athletics & Athletic Compliance | 16 | Director of Workforce Development | 22 |
| Assistant Director of Buildings and Grounds | 14 | Financial Aid Counselor | 16 |
| Assistant Director of Facilities | 18 | Financial Aid Systems Administrator | 21 |
| Assistant Director of Financial Aid | 21 | Financial Analyst | 17 |
| Associate Director of Facilities | 20 | Grants Management Specialist | 14 |
| Associate Director of Gear Up Program | 17 | Graphic Design & Marketing Specialist | 16 |
| Associate Director, Liberty Partnership Program | 17 | Health Center Nurse | 16 |
| Athletic Trainer | 14 | Institutional Research Manager | 18 |
| Career Services Manager | 18 | Learning Commons Digital Resources Manager | 14 |
| Communications and Social Media Manager | 16 | Learning Commons Engagement Specialist | 14 |
| Communications Coordinator/Athletics | 12 | Liberty Partnership Navigator | 14 |
| Coordinator of Academic Technology Support | 17 | Manager of Adult Learning Initiatives Support Services | 18 |
| Coordinator of Accessibility Services | 16 | Managing Director of Galleries | 18 |
| Coordinator of Athletics & Recreation | 16 | Marketing Coordinator | 15 |
| Coordinator of Campus Safety & Security | 22 | Navigator | 14 |
| Coordinator of Honors Program | 12 | Network Systems Administrator | 20 |
| Coordinator of Prison Education | 14 | Program Coordinator | 14 |
| Coordinator of the Student Services Center | 16 | Program Manager | 18 |
| Coordinator of Student Support Services | 12 | Programmer Analyst | 17 |
| Coordinator of Technology Training | 14 | Project Manager | 12 |
| Director of Admissions | 22 | Public Relations Specialist | 12 |
| Director of Athletics & Recreation | 22 | Recruiter/Workforce and Adult Students | 16 |
| Director of Campus Life | 16 | Scharmann Theatre Manager | 14 |
| Director of College Health Services | 18 | Senior Programmer/Analyst | 19 |
| Director of External Resources | 18 | Staff Development Coordinator | 12 |
| Director of Facilities | 22 | Success Navigator | 14 |
| Director of Financial Aid | 22 | Trainer/Instructional Designer | 18 |
| Director of Gear Up Program | 20 | Web Content Manager | 16 |
| Director of Global Learning | 18 | Web Technologist | 16 |
| Director of High School Partnerships | 22 | | |

| INACTIVE TITLES | | | |
|--|---------------------|--|---------------------|
| Title | Salary Grade | Title | Salary Grade |
| Achievement Coach | 12 | Director of Academic Initiatives | 18 |
| Arts Administrator | 14 | Director of Admissions and Recruitment | 20 |
| Assistant Controller | 17 | Director of Business Services | 22 |
| Assistant Coordinator of Admissions and Recruitment | 14 | Director of Bridge College to Work | 17 |
| Assistant Director of Admissions and Recruitment | 16 | Director of Campus Children's Center | 17 |
| Assistant Director of Computer Training-Continuing Education | 16 | Director of Campus Life/Athletic Director | 16 |
| Assistant Director of Continuing Education | 16 | Director of Collaborative Learning | 17 |
| Assistant Director of Custodial Services | 18 | Director of College Connections | 20 |
| Assistant Director of Hardware and Network Services | 21 | Director of Community Cultural Center | 16 |
| Assistant Director of Health Services/Campus Nurse | 16 | Director of Continuing Education | 20 |
| Assistant Registrar | 16 | Director of Distance Learning | 20 |
| Assistant Director of Student Recruitment | 16 | Director of Finance | 22 |
| Associate Director of Admissions | 20 | Director of Galleries/Curator of Collections and Exhibitions | 18 |
| Associate Director of Buildings and Grounds | 20 | Director of Hardware and Network Services | 22 |
| Associate Director of Continuing Education | 20 | Director of Instructional Computing and Software Services | 22 |
| Community Relations Assistant | 9 | Director of Northwestern Pennsylvania Outreach/Warren Center | 18 |
| Computer Systems Manager | 19 | Director of Student Recruitment | 22 |
| Computer Trainer/Coordinator | 14 | Employment Development Specialist | |
| Coordinator of Campus Life | 12 | Gear Up Coordinator | 17 |
| Coordinator of College Connections | 17 | Graphic Design Branding Specialist | 16 |
| Coordinator of Community Relations | 16 | Instructional Research Analyst | 17 |
| Coordinator of Computer Training | 14 | Institutional Research Assistant | 11 |
| Coordinator of Events and Sports Information | 12 | Outreach Coordinator/Liberty Partnership Program | 17 |
| Coordinator of Experiential Learning | 14 | Professional Instructional Technologist | 17 |
| Coordinator of International Outreach | 16 | Project Coordinator/Hispanic Success Center | 19 |
| Coordinator of Recruitment/ESL | 17 | Recruitment Specialist | 12 |
| Coordinator of the Scharmann Theatre | 12 | Senior Project Manager | 14 |
| Coordinator of Student Recruitment | 16 | Social Media Specialist | 12 |
| Coordinator of Sustainability | 14 | Student Success Coach/Hispanic Success Center | 12 |
| Coordinator of Web Technology | 16 | | |

18. Salary Plan:

1. PASA matrix would consist of grades 2 to 22
2. Grade for a new position would be set by supervisor and the Executive Director of Human Resources, with a PASA representative sitting in. The president will have final approval on all new positions.
3. Grid ranges are increased by no more than the percent increase in salary each year.

SALARY MATRIX 2022-2024

PRE-9/1/2022

EFF 9/1/2022

EFF 9/1/2023

| Grde | Minimum | Maximum |
|------|----------|----------|
| 2 | \$21,937 | \$30,367 |
| 3 | \$23,089 | \$31,966 |
| 4 | \$24,304 | \$33,646 |
| 5 | \$25,584 | \$35,417 |
| 6 | \$26,932 | \$37,281 |
| 7 | \$28,348 | \$39,243 |
| 8 | \$29,837 | \$41,309 |
| 9 | \$31,407 | \$43,484 |
| 10 | \$33,424 | \$45,771 |
| 11 | \$34,801 | \$48,180 |
| 12 | \$36,633 | \$50,715 |
| 13 | \$38,561 | \$53,385 |
| 14 | \$40,588 | \$56,192 |
| 15 | \$42,725 | \$59,151 |
| 16 | \$44,974 | \$62,264 |
| 17 | \$47,339 | \$65,540 |
| 18 | \$49,830 | \$68,990 |
| 19 | \$52,453 | \$72,622 |
| 20 | \$55,938 | \$76,442 |
| 21 | \$58,120 | \$80,465 |
| 22 | \$61,178 | \$84,702 |
| 23 | \$64,397 | \$89,158 |

| Minimum | Maximum |
|----------|----------|
| \$22,815 | \$31,582 |
| \$24,013 | \$33,245 |
| \$25,277 | \$34,992 |
| \$26,608 | \$36,834 |
| \$28,010 | \$38,773 |
| \$29,482 | \$40,813 |
| \$31,031 | \$42,962 |
| \$32,664 | \$45,224 |
| \$34,761 | \$47,602 |
| \$36,194 | \$50,108 |
| \$38,099 | \$52,744 |
| \$40,104 | \$55,521 |
| \$42,212 | \$58,440 |
| \$44,434 | \$61,518 |
| \$46,773 | \$64,755 |
| \$49,233 | \$68,162 |
| \$51,824 | \$71,750 |
| \$54,552 | \$75,527 |
| \$58,176 | \$79,500 |
| \$60,445 | \$83,684 |
| \$63,626 | \$88,091 |
| \$66,973 | \$92,725 |

| Minimum | Maximum |
|----------|----------|
| \$23,500 | \$32,530 |
| \$24,734 | \$34,243 |
| \$26,036 | \$36,042 |
| \$27,407 | \$37,940 |
| \$28,851 | \$39,937 |
| \$30,367 | \$42,038 |
| \$31,962 | \$44,251 |
| \$33,644 | \$46,581 |
| \$35,804 | \$49,031 |
| \$37,280 | \$51,612 |
| \$39,242 | \$54,327 |
| \$41,308 | \$57,187 |
| \$43,479 | \$60,194 |
| \$45,768 | \$63,364 |
| \$48,177 | \$66,698 |
| \$50,710 | \$70,207 |
| \$53,379 | \$73,903 |
| \$56,189 | \$77,793 |
| \$59,922 | \$81,885 |
| \$62,259 | \$86,195 |
| \$65,535 | \$90,734 |
| \$68,983 | \$95,507 |

19. OUTSIDE EMPLOYMENT

An employee may not accept outside employment or additional contractual work for the college that would interfere with the full and complete discharge of their current job duties. This includes PASA members serving as adjunct faculty. Employees who accept additional employment must notify and receive approval in writing from the appropriate vice president.

20. LEGISLATIVE ACTION

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 additional funds, therefore, shall not become effective until the appropriate legislative body has given approval.

21. AGREEMENT VALIDITY

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law by a court of competent jurisdiction, then such application or provision shall not be deemed valid, but all other provisions or applications shall continue to be in full force and effect.

22. DURATION OF THIS AGREEMENT

This contract shall be in effect from September 1, 2019, to August 31, 2024.

**PROFESSIONAL & SUPERVISORY ALLIANCE
·JAMESTOWN COMMUNITY COLLEGE**

JAMESTOWN COMMUNITY COLLEGE

Annie Chartrand
Annie Chartrand (Aug 7, 2023 13:37 EDT)

