

**PERSONNEL POLICIES FOR ADMINISTRATIVE & PROFESSIONAL  
STAFF EXEMPT FROM THE MCCC PROFESSIONAL STAFF ASSOCIATION**

EFFECTIVE DATE – JULY 1, 1995

**I. EMPLOYMENT**

**A. APPOINTMENT & REAPPOINTMENT**

Members of the exempt administrative staff are employed under the terms and conditions of individual contracts. In accordance with law, during the first five (5) years of professional employment, appointments shall be for not more than one (1) year. After five (5) years of employment the employee shall be entitled to two (2) year appointments.

After ten (10) years of employment, the employee shall be entitled to three (3) year appointments.

During the first five (5) years of professional employment, an employee shall receive the following notices of non-reappointment:

1 <sup>st</sup> year	60 calendar days
2 <sup>nd</sup> year	90 calendar days
3 <sup>rd</sup> year	120 calendar days
4 <sup>th</sup> year	150 calendar days
5 <sup>th</sup> year	180 calendar days

After five (5) years of employment, the employee is entitled to a full year's notice of non-reappointment. After ten (10) years, he/she is entitled to fifteen (15) months notice, and after fifteen (15) years, he/she is entitled to eighteen (18) months notice. If not so noticed, the employee is entitled to a one-year extension of the existing two-or-more year contract.

Exempt administrative staff members who have rank and tenure are entitled, after providing the college with one semester's notice, to return to full-time teaching at the beginning of any semester. However, should this return be mandated, the above non-reappointment schedule shall be followed. Those who return to full-time teaching shall be paid in accordance with their academic rank. Seven (7) year's service in an administrative position (other than Division Chair) while holding a particular rank entitles an individual to maximum pay for that rank.

Each exempt administrative staff members staff member holding rank and tenure must remain active in his or her academic discipline and shall be responsible for instructing at least on course (3 or more credits) each academic year.

No employee may be suspended, disciplined, dismissed or reduced in compensation or range at any time during the term of an individual contract without just cause as prescribed by law.

**B. WORK WEEK**

Exempt administrative staff members are responsible for the completion of all tasks assigned to them and are evaluated accordingly. While the normal work week is 35 hours, it is recognized that professional staff members are required, depending upon individual time and circumstances, to perform services that are significantly beyond that which would normally be reasonably accomplished within the usual work week. In extraordinary situations, compensatory time may be authorized upon the approved of the Dean. Within the context of a five (5) day work week and a seven (7) hour work day, professional staff members may, with approval of the appropriate Vice President, adopt flexible work hours.

During the period June 1 through August 15 , exempt administrative staff may, if appropriate, adopt summer hours in the same manner as the non-exempt professional staff.

**II. FRINGLE BENEFITS & INSURANCE**

**A. PENSIONS**

Retirement plans for professional staff members are provided by law.

**B. INSURANCE**

1. All individuals participating in Alternate Benefit Program (TIAA-CREF), PERS and TPAF pension plans shall be entitled to like insurance benefits in accordance with the respective ABP, TPAF and PERS plans.

2. Exempt administrative staff members may participate in the Public School Employees Health Benefit Act of the State of New Jersey, which will cover employees and their dependents in accordance with the statutes and regulations adopted by the State Health Benefits Commission.
3. The college will pay the premium for full coverage for The professional staff members and his eligible dependents under the basic Blue Cross/Prudential program provided through the New Jersey State Health Benefits Programs or an equal amount towards an approved HMO program. The college will also pay the premiums for Major Medical coverage for both the employee and eligible dependents who are covered under basic Blue Cross/Prudential plans.
4. Life insurance coverage under ABP, TPAF and PERS will be continued for a one-year period if any unpaid leave is granted to fulfill the residency requirement for an advanced degree. This insurance coverage is continued for a two-year period if any unpaid leave is granted for illness. This insurance coverage is continued for up to 93 days for any other unpaid leave.

**C. TUITION REMISSION/REIMBURSEMENT**

Employees, their spouses and dependent children may attend regular credit courses offered by the college for credit without payment of tuition and fees. However, these individuals are responsible for extraordinary fees (flight training, etc.) as paid by other students enrolled at the college. Employees shall pursue such courses during their normal free time. Family members shall be subject to the same rules and regulations as regular students of the college. Dependent children shall be those defined by the Internal Revenue Code of the United States.

Employees may enroll in degree programs offered at other colleges and, providing that criteria as set forth in the Procedures Manual are met, shall be eligible for tuition reimbursement at one-half the applicable Rutgers University rate. For first semester study, this reimbursement shall be made following proof of satisfactory completion of the course(s). In subsequent semesters, reimbursement shall be given upon presentation of the receipted tuition bill.

Satisfactory completion of the course(s) remains a requirement, and failure to complete or pass the course requires a repayment of the tuition assistance.

**D. DENTAIL INSURANCE PLAN**

The Board will provide a Dental Care Program. The Program shall provide benefits to eligible exempt administrative staff employees and their eligible dependents.

**E. PRESCRIPTOPN DRUG PROGRAM**

The college will provide exempt administrative staff members with a co-payment Prescription Drug Program (exclusive of contraceptives). This program shall have a co-payment no greater than that agreed to by the State of New Jersey for its own employees.

**F. EARLY RETIREMENT**

Upon retirement, each exempt administrative staff member will receive a payment for a portion of accumulated sick leave according to the following schedule:

<u>YEARS EMPLOYEED AT COLLEGE</u>	<u>PERCENTAGE OF SICK LEAVE</u>
1 - 19	20%
20 – 24	25%
OVER 25	35%

Maximum payment for this sick leave is \$12,000.

**G. MEDICAL BENEFITS AT RETIREMENT**

Effective July 1, 1986, the college will provide hospital/medical insurance benefits to eligible retired employees who retire after that date, consistent with the provisions of Chapter 88, Public Law 1974.

## **H. OPTICAL INSURANCE**

Effective July 1, 1994, the college will provide exempt administrative and professional staff members with optical insurance as follows:

1. The coverage shall be \$35.00 for regular prescription eye glasses and \$40.00 for bifocal glasses or more complex prescriptions. Included are all eligible full-time employees and their eligible dependents (spouse and unmarried children under 23 years of age who live with the employee in a regular parent/child relationship). The extension of benefits to dependents shall be effective only after the employee has been continuously employed for a minimum of 60 days.
2. Full-time employees and eligible dependents, as defined above, shall be eligible for a maximum payment of \$30.00 or the cost, whichever is less, of an eye examination by an ophthalmologist or an optometrist.
3. Each eligible employee and dependent may receive only one (1) payment for glasses per 24-month period and one (1) payment for examination per 12-month period. Proper affidavit and submission of receipts are required of the employee in order to receive payments.

## **III. LEAVES**

### **A. GENERAL**

1. Applications for leave must be submitted in writing sufficiently in advance of desired effective dates to provide for processing. Exceptions may occur in case of illness, death or national or personal emergencies. Applications must fully explain purpose and duration of requested leave and include appropriate substantiation.
2. At the conclusion of any leave, an individual shall be reinstated to a position equivalent to that held prior to the leave, with at least the same salary and accrued benefits as existed prior to the leave. Prior to a leave, the exempt receive clarification of the criteria to be applied for a salary increase at the conclusion of the leave.

3. All leave of absence provisions provided by the Teacher's Pension and Annuity Fund, the Public Employees' Retirement System, and the Alternate Benefit Program shall be interpreted from the rules and regulations of same.

**B. PAID LEAVE**

**1. SICK LEAVE**

- a. Sick leave is occasioned by the absence of an individual from duty because of illness, accident, or exposure to contagious disease and is recorded from the first day of absence.
- b. Sick leave shall be earned at the rate of one (1) day for each full calendar month of employment. Unused sick leave shall be cumulative.
- c. Any absences in excess of accrued sick leave and not covered by the sick leave bank shall be taken without pay.
- d. Service prior to July 1, 1967, or staff of Trenton Junior College shall be taken into account at the rate of five (5) days for each year of said prior service up to maximum of fifty (50) calendar days.
- e. Individuals may be required to submit proof of illness. Where absence due to illness exceeds one (1) calendar month, the absentee must present a statement from a licensed physician explaining the nature of the illness and certifying that he/she is physically and mentally able to return to work.
- f. In cases of absence in excess of one (1) calendar month, the college may require an exam by a physician in its employ or appointed by to determine whether the physical and mental condition of the absentee is such that his/her return to work is in the best interest of the college. In cases where there is a conflict of opinion, a third physician, acceptable to the absentee and to the President of the College, shall be called in and his judgment shall be accepted as conclusive.

- g. Employees shall participate in the MCCC Select Employees Sick Bank.
- h. In the event of terminal illness, an exempt administrative professional staff member can withdraw up to eighteen (18) additional weeks coverage past the sick leave bank at twenty-five percent (25%) of salary.

## **2. VACATION LEAVE**

- a. Effective July 1, 1989, annual vacation accrual for those exempt administrative and professional personnel who have completed twenty (20) or more years of continuous full-time service shall be as follows:

<u>Year of Service</u>	<u># of Days to be Accrued</u>
21 <sup>st</sup>	22
22 <sup>nd</sup>	23
23 <sup>rd</sup>	24
24 <sup>th</sup>	25
25 <sup>th</sup> and thereafter	26

- b. Vacation leave must be taken within two (2) years if its accrual or it is forfeited.
- c. Individuals are entitled to prorated accrued vacation leave of payment for same upon termination of employment.

## **3. WORKER'S COMPENSATION**

- a. An individual disabled by injury incurred in the performance of his/her duty will be covered by Worker's Compensation Insurance in accordance with New Jersey statute. Under these circumstances no sick leave will be charged.

## **4. PROFESSIONAL IMPROVEMENT LEAVE**

- a. Professional Improvement Leave is designed to improve college programs and operations through the development of individual knowledge and skills. Persons under the age of sixty-five (65) years, who have completed six (6) continuous years of service at MCCC subsequent to any previous Sabbatical or Professional Improvement Leave, are eligible.

- b. The application for Professional Improvement Leave must present a well considered plan to increase the employee's value to the college. Upon return to the college after such leave, the employee shall submit a fill report on the use of the leave to the President.
- c. Application for leave shall be filed at least six (6) months prior to the effective date of leave.
- d. Leave may be requested for periods of time not to exceed one (1) full calendar year. If granted, the applicant may receive full salary for up to one-half (1/2) year, or half salary for up to one (1) year.
- e. Professional Improvement Leaves may be used for rendering service in another enterprise or institution. Grants, stipends, fellowships, foundation funds, or similar funds for accomplishing the stated purposes of such leaves may be accepted provided the applicant shall fully reveal same. Compensation received by the individual shall be considered when the college sets the percentage of salary to be received during the leave.
- f. The recipient of a leave retains rights of regular employment as if employment has been interrupted.
- g. Individuals granted leave are expected to return to duties in the college for at least two (2) years. If they do not return, entire compensation paid during the leave period must be returned to the college.
- h. It is a general principle that leaves shall not be granted for study toward a degree if geographic area to earn such degree on a part-time basis.
- i. Responsible deans shall review applications for leave and make recommendations to the President. The President's decision is final.



**5. BEREAVEMENT LEAVE**

The college will permit an employee time off, with pay, to attend the matters related to the death of a member of the immediate family. The immediate family and the number of days allowed for each are as follows:

Brother, sister, mother-in-law	<b>3 days</b>
Father-in-law, grandmother	
Grandfather or grandchild	

Brother-in-law, sister-in-law	<b>1 day</b>
Aunt, uncle, niece or nephew	

Parent, spouse, child or guardian	<b>5 days</b>
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The supervisor shall be immediately notified whenever such leave is necessary.

**6. EMERGENCY AND PERSONAL LEAVE**

Absence to respond to personal emergencies and business will be allowed up to three (3) days per calendar year. This is non-cumulative.

**7. SUMMER MILITARY DUTY**

Individuals shall be granted leave of absence with pay to meet annual two (2) weeks military duty field obligations. The employee will be paid the difference between his/her base salary and his/her service pay for this period. Employees must present the Personnel Office with a copy of the active duty notice and will be granted military leave which is in addition to annual vacation leave.

**8. JURY DUTY**

It is college policy to permit employees to serve if they are called for jury duty. This paid leave shall be granted to the employee provided that any payment received for such duty is remitted to the college.

**9. HOLIDAYS**

The college shall schedule fourteen (14) paid holidays per fiscal year. Each exempt administrative or professional staff member shall also be entitled to one (1) floating holiday each fiscal year taken at any time subject to approval of the immediate supervisor. This schedule includes Martin Luther King Day.

**10. INVOLUNTARY SICK LEAVE**

- a. An individual may be placed on Involuntary Sick Leave when it is apparent to the President that he/she is no longer able, physically and/or mentally, to discharge his/her duties in a competent manner.
- b. The President may require, in writing, that the individual take a physical and/or mental examination at college expense, the results of which may be used for determining Involuntary Sick Leave.
- c. When an examination is requested, a report of three (3) physicians shall be required; one (1) physician shall be selected by the individual; one selected by the Broad; one mutually agreed upon by both parties.
- d. An individual requesting return from Involuntary Sick Leave may return only upon the recommendation of the President and approval of the Broad. The request to return must be made at least sixty (60) days prior to the return date.

**C. UNPAID LEAVES OF ABSENCE****1. CHILDBEARING**

- a. Upon request, a pregnant exempt administrative staff member shall be granted a leave of absence without pay if application is made at least two (2) months prior to the requested commencement of such leave. This leave shall be for a maximum of one (1) year.

- b. An exempt administrative staff member who has been granted such a leave may return to work as soon as she is physically able. However, she must notify the Board of her intention to return at least sixty (60) calendar days prior to the effective date of return.

## **2. FAMILY RESPONSIBILITY**

- a. An exempt administrative staff member who adopts a child, assumes the legal responsibility for a family, acquires a family by marriage, or acquires other major family responsibilities requiring extensive personal attention, should normally apply for leave of absence without pay at least two (2) months prior to requested commencement of such leave. In emergency situations this time period may be shortened or waived.
- b. An exempt administrative staff member who has been granted such a leave may return to work as soon as possible. However, he/she must notify the Board of their intention to return at least sixty (60) calendar days prior to the effective date. Normally, he/she shall return no later than one (1) year from the date on which the leave commenced. However, he/she may apply for an extended leave of up to one (1) additional year.

## **3. OTHER UNPAID LEAVES**

Deans may make recommendations to the President regarding unpaid leaves of absence for reasons of health, public service, enhancement of professional qualifications through work experience, teaching or service to another institution. Leaves may be granted for up to one (1) year and may be renewed a second year.

## **4. SICK LEAVE BANK**

Exempt administrative staff members may avail themselves of the MCCC Select Employees Sick Bank Procedure.

**IV. GRIEVANCE PROCEDURES**

Individuals may avail themselves of the MCCC Select Employees Grievance Procedure.

**V. EVALUATION**

- A.** Every professional staff member shall be evaluated at least once each year by his/her immediate supervisor. This formal evaluation process shall be designed to assist the administrative staff member to improve his/her performance and shall be based on the responsibilities and duties of the staff member. The final results of the evaluation process shall be reviewed with the staff member in a conference. If the staff member so desires, he/she may respond to the evaluation in writing, and the original evaluation, as well as the response, must be placed in the personnel folder.
- B.** A portion of the evaluation process may include a self-evaluation which requires the staff members to express goals and objectives for a semester or years in writing in advance, and based on these, to summarize achievements at the end of the stated period of time. The evaluation process may also include peer evaluation, faculty evaluation, and/or student evaluation for appropriate positions.

**VI. SALARY**

- A.** Salary ranges are indicated below.
- B.** Compensation for overload teaching assignments shall be based upon academic rank (tenured or adjunct) as provided in the Agreement between the Board and the MCCC Faculty Association. Semester hours are defined in the current Agreement between the Board and MCCC Faculty Association.
- C. SALARY RANGES FOR ADMINISTRATIVE AND PROFESSIONAL STAFF POSITIONS EXEMPT FROM THE MCCC PROFESSIONAL STAFF ASSOCIATION**

RANGE	<u>1995 – 1996</u>	
	<u>MINIMUM</u>	<u>– MAXIMUM</u>
(A)	\$ 28,445	\$45,017
(B)	38,339	75,886
(C)	45,760	84,889
(D)	58,127	96,465
(E)	74,204	102,897

NOTE: MINIMUMS FOR THE RANGES SHALL REMAIN CONSTANT THROUGH JUNE 30, 1997. MAXIMUMS FOR EACH RANG WILL BE ADJUSTED AT THE SAME TIME AND BY THE SAME AMOUNT AS THE GENERAL INCREASE GIVEN TO EXEMPT ADMINISTRATIVE AND PROFESSIONAL STAFF DURING THAT PERIOD.

Positions in Range: (as of July 1, 1995)

**A.** None Assigned

**B.** Assistant Deans:

James Kerney Campus

Purchasing and Auxiliary Services

Registration, Records & Veteran Services

Student Development & Career Services

Assistant to the President

Director of Budgets/Assistant Controller

Director, Public Information & Community Relations

**C.** Academic Division Deans:

Arts and Communications/Engineering Technology

Business

Liberal Arts

Science/Applied Health

Assistant Deans:

Academic Affairs and Director, Academic Resources

Communications and Cultural Events

Director, Security, Maintenance & Grounds

Personnel Services and Human Relations

Assistant Dean and Controller

Associate Dean, Instructional Resources

Director, Management Information Systems

**D.** Deans:

Academic Affairs

Corporate and Community Programs

Student Services

Technology Services

Provost, James Kerney Campus

Special Assistant to the Vice President Administration and Finance

**E.** Vice President, Administration and Finance

**D. Salary Adjustment for Advanced Study**

Exempt administrative and professional staff who at any date after July 1, 1992, complete advanced academic credit beyond a master's degree shall receive a base salary adjustment upon proof of same as follows:

Master's Degree + 30 Credits	\$500
Earned Doctorate	750

Approved:

Board of Trustees

July 27, 1978

Revised:

September 13, 1979

October 16, 1980

June 17, 1982

June 21, 1984

June 19, 1986

July 20, 1989

July 18, 1991

December 18, 1992

June 18, 1992

June 17, 1993

June 16, 1994

June 15, 1995