



# **A**greement

## **2024-2027**

Between the  
Board of Trustees of St. Clair County Community College of the County of St. Clair  
and the  
St. Clair County Community College Career Plan Association

St. Clair County Community College  
Port Huron, Michigan

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## Recognition

The College recognizes the Career Plan Association as the sole and exclusive representative for the purpose of collective bargaining with respect to employment for the entire term of this Agreement for all full-time and part-time personnel (excluding all contracted limited-term staff) as described in the Career Plan Association Agreement excluding all other employee groups.

## Sick Leave

Full-time non-contingent employees' sick leave is earned and credited one (1) day for each month of service. The maximum accumulated sick leave time for all full-time non-contingent employees shall be one hundred fifty (150) days.

Annual sick leave is credited at the beginning of the fiscal year but is earned monthly on the 15<sup>th</sup> of each month. Annual sick leave time advanced and used but unearned at termination shall be deducted in any final pay calculation.

Part-time non-contingent employees' sick leave is earned and credited at the proration of hours worked to full-time for each month of service. Earned days for a month shall not exceed one (1) day.

Part-time non-contingent employees hired prior to July 1, 2016: shall be allowed to keep their balance of sick days as of June 30, 2016. Unused annual sick time may be accumulated up to a maximum of three hundred seventy-five (375) hours. A balance above three hundred seventy-five (375) as of June 30, 2016 shall be allowed to remain until/if the balance reaches three hundred seventy-five (375) hours.

Part-time non-contingent employees hired after July 1, 2016: shall be allowed to carry-over a maximum of forty (40) sick leave hours.

Sick leave shall be granted for the following reasons:

**A.** The employee's personal mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's personal mental or physical illness, injury, or health condition; or preventative medical care for the employee. Sick time usage of more than three (3) consecutive days may require a doctor's note as requested by the College.

**B.** The employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for family member of the employee. Sick time usage of more than three (3) consecutive days may require a doctor's note as requested by the College.

**C.** If the eligible employee or the eligible employee's family member is a victim of domestic violence or sexual assault, the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault. The College may require an employee to provide documentation that the paid leave has been used for this purpose.

**D.** For closure of the eligible employee's primary workplace by order of a public official due to a public health emergency; for an eligible employee's need to care for a child whose school or place of care has

been closed by order of a public official due to a public health emergency; or if it has been determined by the health authorities having jurisdiction or by a health care provider that the eligible employee's or eligible employee's family member's presence in the community would jeopardize the health of others because of the eligible employee's or family member's exposure to a communicable disease, whether or not the eligible employee or family member has actually contracted the communicable disease. The College may require an employee to provide documentation that the paid leave has been used for this purpose.

For purposes of the above leaves (paragraphs A-D), family member is defined as: a) a biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis; b) a biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an employee or an employee's spouse or an individual who stood in loco parentis when the employee was a minor; c) an individual to whom the employee is legally married under the laws of any state; d) a grandparent; e) a grandchild; f) a biological, foster, or adopted sibling.

In any case where a College employee is absent from his/her employment by reason of injury compensable under the Worker's Compensation Act, such an employee shall be paid the amount payable to him/her under the existing sick leave policy less the amount of compensation payable to such employee under said Act. Leave time shall be deducted from the employee's accumulated leave time, in proportion to the daily amount paid by the College. In cases where the amount of compensation paid by the Act equals more than one-half (1/2) but less than a whole day, no sick leave shall be deducted.

In addition to the leave provided for above, employees shall have the right, if they qualify, to take leave under the Family Medical Leave Act (FMLA). Any request for an FMLA leave shall be governed by the law and regulations of the FMLA. To the extent permitted by law, the College shall have the right to have paid leave and FMLA leave run concurrently.

## **Annual and Personal Leaves**

Leave requests must be submitted in advance and approved by the immediate supervisor. Leave may be advanced to the amount equal to that to-be earned during the current term of employment.

Employees will receive payment for all earned, but unused annual leave accrued up to a maximum of thirty (30) days at the time of their termination of employment. This applies to all except those who have failed to complete three (3) full months of continuous employment at the time of their termination.

Annual leave will be earned and accrued by full-time non-contingent Career Plan members in accordance with the following schedule:

### **Earning and Accrual Rate**

- 0 - 5 years of service - 1.75 days per month
- 5+ -9 years of service - 2.00 days per month
- 9+ years of service - 2.25 days per month

Part-time non-contingent Career Plan Association members annual and personal leaves are prorated based on the number of hours worked in comparison to full-time Career Plan members.

Annual vacation leave is credited at the beginning of each fiscal year but is earned monthly on the 15<sup>th</sup> of the month. Movement on the scale for years of service is July 1 following the earned years of service.

Annual leave time advanced and used but unearned at termination shall be deducted in any final pay calculation.

Maximum limits for all eligible staff shall be thirty (30) days of earned annual leave, carried from one (1) contract period to the next contract period. Over limits are removed on June 30 of the carryover year and accrual is added on July 1 of the new contract year. If approved by the appropriate Vice President or Chief and notification is provided by June 1 to payroll, continuous vacation days scheduled before June 30 in which the vacation starts on or before June 30, will not be lost due to carryover limits. Not more than forty-five (45) days may be used during any single agreement year unless otherwise approved by the college.

Personal leave days are provided for full-time non-contingent Career Plan members for leave time due to extenuating circumstances as deemed appropriate by the individual employee. Examples of these days are; bereavement, or necessary personal business which cannot be taken care of outside of work hours, and/or do not fall under definitions for annual or sick leave. Requests for use of these days are to be submitted in writing per established form to the appropriate supervisor. A maximum limit of five (5) days annually may be granted. Additional days for bereavement may be granted by the appropriate Vice President or Chief in extenuating circumstances. Requests must be made in writing outlining reasons the additional time is needed, and shall be signed by the employee, the reporting supervisor, and forwarded to the appropriate Vice President or Chief.

Personal business and bereavement days for part-time non-contingent members may be granted at a prorated rate by the appropriate Vice President or Chief

**Jury Duty:** A leave of absence, with pay, not chargeable against an employee's leave time allowance, shall be granted when an employee is called for jury duty or is subpoenaed by a recognized court of law. The College shall pay the employee their salary. The employee shall reimburse the College his/her jury duty pay.

## **Holidays**

Non-contingent employees shall have the following days off with pay for holidays or days closed. Part-time non-contingent Career Plan Association members holiday compensation shall be prorated based on the number of hours worked in comparison to full-time Career Plan Association members.

- New Year's Day plus one
- Friday of Spring Break
- Memorial Day
- Juneteenth (June 19)
- Independence Day
- Labor Day
- Day before Thanksgiving
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day plus one

If the holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday. This schedule may be revised annually.

The Christmas/New Year's Holiday Calendars shall be as follows:

### **2024-2025**

Holidays: December 24, 25, 31, January 1  
Days Closed: December 26, 27, 30

### **2025-2026**

Holidays: December 24, 25, 31, January 1  
Days Closed: December 26, 29, 30

### **2026-2027**

Holidays: December 24, 25, 31, January 1  
Days Closed: December 28, 29, 30

The College may make exceptions and/or substitutions in the holiday schedule provided not less than twelve (12) holidays a year plus the days the College is closed between Christmas and New Years' are observed.

Employees shall receive holiday pay for days in which he/she would otherwise have been scheduled to work.

## **Performance Appraisal**

Performance appraisals shall take place at least once a year between January 1 and March 1. Appraisals will be shared with the staff member in a meeting and will be maintained in the personnel file. Appraisals may be done more often if necessary.

1. Each Career Plan member is to be provided with a written evaluation of performance by a supervisor.
2. The evaluation shall be carried out at least once annually. The completed evaluation forms are to be available to the person evaluated and maintained in each Career Plan member's personnel file.

## **Professional Development**

Each Career Plan Association member shall participate in professional development activities.

- Professional development shall be defined as any activity that contributes to the professional growth and development of the member over and above the in-service activities provided for in the College calendar.
- Professional development shall include, but not be limited to, professional reading, attending workshops, seminars, and conferences; active membership in professional organizations; writing for publication; reviewing textbooks and other educational materials; making presentation to professional groups and organizations; participating in teleconferences, webinars; taking College-credit courses; and earning continuing-education credits.

## **Compensation for Additional Duties**

All members of the Career Plan Association shall be expected to perform duties assigned to them as part of their appointment. Exceptions may be allowed in the following cases:

- A. A Career Plan Association member on less than a twelve (12) month appointment may be given a contract for any portion of the remaining period or may be given a contract to teach provided that there is not an overlap.
- B. A Career Plan Association member may be given a supplementary contract to teach courses, provided in the judgment of his/her supervisor that it can be done in such a time and manner so as not to interfere with normal duties.
- C. A Career Plan Association member may be given a supplementary contract to perform other duties, provided in the judgment of this supervisor it can be done in such a time and manner so as not to interfere with normal duties.

## **Appointment**

Appointment shall be on a year-to-year or less basis. New employees shall be required to serve a ninety (90) calendar day probationary period. The probationary period may be extended at the discretion of the College.

Persons with less than five (5) years of service whose employment will not be continued for the following year or period shall be notified by May 1<sup>st</sup> in advance of the expiration of the current appointment. Persons with five (5) but less than ten (10) years of service whose employment will not be continued for the following year or period shall be notified by April 1<sup>st</sup> in advance of the expiration of the current appointment. Persons with ten (10) or more years of employment shall be notified by March 1<sup>st</sup> in advance of the expiration of the current appointment.

In the event of a reduction or shortfall in revenue, if the College determines that it is necessary to make budgetary and employee adjustments, any member of Career Plan Association is subject to being laid off for the remainder of their contract upon thirty (30) days prior written notice. Those subject to this provision will have the right to re-call for up to the remainder of their current appointment.

From time to time the College may establish positions that will be filled for a specified limited term (i.e. contingent staff). Persons employed in such capacity shall be subject to review and shall have no claim to continued employment beyond the specified term established for that position. See Guidelines for Contingent Staff in Appendix C.

Employees may be dismissed for cause at any time during the appointment.

## **Military Leave**

A member will be granted a leave-of-absence without pay for military service in accordance with federal law governing military service. Upon completion of military service, the College will re-employ the staff member in a comparable position in accordance with federal law.

A member under contract who is called to temporary active duty as a reservist for periods of two (2) weeks shall be granted a leave-of-absence and be entitled to receive pay from the College equal to the difference between his/her regular part-time or full-time wage and his/her military pay. Leaves beyond two (2) weeks will be without pay and members on such leaves shall have reinstatement rights as provided for by federal law. Such employees will receive benefits as provided by law.

## **Benefit Program**

The following non-salary benefits will be offered to full-time non-contingent members of the Career Plan Association.

A. **Life Insurance:** The College shall provide group term life insurance plus Accidental Death and Dismemberment insurance for each full-time non-contingent Career Plan Association member in the amount of 1.0 x the Career Plan member's base salary, with a minimum of thirty-thousand dollars (\$30,000). The carrier shall be selected by the College and the premium thereon less any dividend that may be payable on said policies shall be paid by the College. Benefits shall be payable to the employee's designated beneficiary.

B. **Group Health Insurance:**

1. The College shall provide each full-time non-contingent Career Plan Association member with the State of Michigan legislated hard cap amount towards the purchase of agreed upon health care. The amounts, as adjusted annually by the State of Michigan for each plan and deductible year, will be provided annually no later than during the open enrollment period. The Association shall choose a carrier and plan no later than forty-five (45) calendar days prior to the end of the health plan year. Failure to notify the College by the deadline shall result in the College implementing continuation with the then current carrier and plan(s). If the current carrier and plan(s) are not available, then the College shall implement a plan and carrier at its sole discretion.
  - a. The College has the right to self-insure its insurance plan and the Association shall select the plan. The third-party administrator for the self-insured plan shall determine the illustrative rates which will be the rate applied to each level of coverage being full family, two party or single coverage.
  - b. If the amount provided for Health Care exceeds the cost of the premium, the excess amount shall be placed in an HSA (Health Savings Account) if the member is enrolled in a qualified College sponsored HSA plan.
  - c. In the event the hard cap contribution provided by the College does not cover the cost of the premiums, members shall make the necessary contributions, per month by payroll deduction, to the cost of their health insurance. Failure to make payments shall result in cancellation of coverage.
  - d. Members deciding to fund their College sponsored HSA (Health Savings Account) may make contribution via payroll deduction to do so, not to exceed the maximum IRS allowed deduction to an eligible HSA provider.



- e. The amounts set forth in this paragraph shall be adjusted annually for the plan year as the adjusted amounts are set by the State Treasurer pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act, MCL section 15.563.
- 2. Career Plan Association members not electing College-paid group health insurance or not having a spouse receiving College paid group health insurance coverage shall receive two hundred twenty-five dollars (\$225) per month, upon proof of other health insurance coverage.
  - a. If a Career Plan Association member finds it necessary to revert to College paid health insurance, the decision to resume college-paid health insurance shall be subject to the approval of the insurance company and be subject to any restrictions placed thereon by the carrier.
- C. **Dental Insurance:** The College shall provide each full-time non-contingent Career Plan Association member dental insurance. Cash in lieu of dental insurance of twelve dollars and fifty cents (\$12.50) per month is available to an employee that chooses to opt out of dental coverage at the time of open enrollment.
- D. **Vision/Hearing Insurance:** The College shall provide all full-time non-contingent Career Plan Association members the benefits of the College Vision Plan in annual amounts designated below:

For 2024-2025, 2025-2026, and 2026-2027: \$500 to be allocated to members each year

For those currently enrolled in a qualified College-sponsored HSA, deposit of the vision allocation will be made no later than January 31 in the plan year.

For members not in a qualified College-sponsored HSA, vision/hearing expense will be reimbursed by providing a receipt for expenses up to the maximum amount.
- E. **MPSERS Retirement and FICA:** The College will continue to pay the legally required rates for all Career Plan Association members.
- F. **Optional Retirement Plan:** In addition to the Michigan Public School Employees Retirement System program, newly hired non-contingent full-time Career Plan Association members shall have the option of choosing the optional retirement plan provided by the College. All provisions for enrollment, amounts provided by the College, and amounts to be paid by the Career Plan Association member shall be governed by the terms and conditions of the optional retirement plan adopted by the College as required by state of Michigan regulations. The optional retirement plan for eligible members is described in Appendix A.
- G. **Worker's Compensation:** As provided by law.
- H. **Travel and Accident Insurance:** The College shall provide travel and accident insurance for all non-contingent Career Plan Association members traveling on College business in an amount of one-hundred thousand dollars (\$100,000).
- I. **Leave Policies:** Military, sick, annual and personal leaves, shall be governed by any applicable

law or by the applicable College policy.

- J. **College Sponsored Functions:** Career Plan Association members shall be permitted, without charge, to attend all College-sponsored functions by showing proper identification. A Career Plan Association member may have one (1) other person accompany him/her to such activity without charge. Special designated events excluded.
- K. **Scholarships:** A scholarship will be awarded to any full-time or part-time non-contingent Career Plan Association member, spouse, dependent children thereof, and spouse and dependent children of full-time non-contingent Career Plan Association members who die while actively employed by the College who enroll in College credit or non-credit courses if there are enough other paying students to warrant the continuing of the class.
  - 1. Unmarried Career Plan Association members may designate any legal dependents according to Internal Revenue Service standards for such a scholarship.
  - 2. Any scholarship shall include the registration fee, tuition, and contact hour fee if applicable.
  - 3. Any recipient of a scholarship as designated above shall pay other normal fees.
- L. **Educational Fund:** The College shall provide a fund for use for education, professional memberships, travel and conferences each year of this Agreement. Money not used in any year may be retained in this fund and added to subsequent years' funds, not to exceed a total fund of twenty-five thousand dollars (\$25,000).

Seven thousand dollars (\$7,000) each year shall be provided for professional memberships, travel, and conferences

- 1. Money from this fund may be requested by any Career Plan Association member for education, professional memberships, travel, or conferences.
- 2. Allocation of this fund shall be administered by the Office of Human Resources or designee after approval by the appropriate Vice President or Chief.
- 3. Twelve thousand dollars (\$12,000) annual Advanced Degree fund shall be provided to support earning an advanced degree from an accredited institution relevant to current job duties. Support of seventy-five percent (75%) or more for degree attainment shall require commitment to work at St. Clair County Community College for a minimum of three (3) years after degree attainment. Voluntary separation from the College prior to the three (3) year minimum shall require reimbursement to the College for education funds received from the College for the degree attainment. In those instances where the employee is laid off or experiences a medical/catastrophic event (i.e. death, disability, etc.) beyond the Career Plan Association member's control prior to the three (3) year minimum shall not be required to continue reimbursement for education funds received. Funds shall only be awarded after all financial aid or scholarships are deducted from educational expense requests. Funds shall only be used for tuition/fees/books.

Allocation of this fund shall be administered by the Office of Human Resources after approval by the appropriate Vice President or Chief.

M. **Long Term Disability:** (see Disability on page 12)

## **Salary Guide**

The College shall have one (1) pay scale as outlined in this contract. Salary placement and movement is determined by the College. Salary placement and movement is based on market value per position using data including but not limited to salary.com and/or cupahr.org.

The full-time non-contingent salary range for the term of this agreement is \$43,000 to \$112,000.

Each year of this agreement, on July 1, each non-contingent member shall receive a pay increase in the amount of 2% of their base pay. The College, in its sole discretion, may provide merit/wage adjustments should it be determined that funds are available for adjustment during this agreement. A merit stipend/wage adjustment report providing the number of recipients and total dollars allocated shall be sent to the Association President by June 1st of each year of the agreement.

The College agrees to pay all non-probationary, current/actively working Career Plan Association members having a continuing employment commitment in place for 2024-2025 at the time of the 2024-2027 contract ratification a one-time stipend in the amount of \$1500.00. Payment is taxable and will be paid as soon as possible, during the 2023-2024 fiscal year, upon Association contract ratification and Board of Trustee approval of the contract. The 2024-2027 contract ratification stipend provision expires after payment and is non-grievable.

## **Merit Stipend**

A merit stipend may be awarded for service as determined by the College including but not limited to a review of the employee evaluation. Individual merit increases may be in any amount but shall not exceed twenty-five hundred dollars (\$2,500) annually and will not be added to base pay.

## **Work Schedule**

The full-time work week shall consist of thirty-seven and one-half (37.5) hours. Paid leave time shall count as part of the work week.

The College shall be free to establish a work schedule for employees as is necessary for the operation of the College.

Should the College adopt a flexible hour work week, total straight time weekly hours shall not exceed thirty-seven and one-half (37.5) hours.

## **Overtime**

Overtime payment for non-exempt employees will be paid for hours worked more than forty (40) hours in any work week. For purposes of computing the forty (40) hours, the work week is from Sunday through Saturday.

## **Conflict Resolution Procedures**

Any Career Plan Association member, who feels that he/she has a just cause for complaint, shall follow the procedures outlined below.

1. He/she should request and be given an informal hearing by his/her supervisor to discuss adjustment of the matter of concern.
2. If step one (1) does not result in a satisfactory adjustment, either party may request a second informal meeting,
3. If step two (2) does not result in a satisfactory judgment, both parties shall submit their case in writing to the College President or designee for a determination which shall be final and binding on all parties.

## **Job Descriptions**

Whenever new jobs are established in the unit, the College shall establish the job, its duties, qualifications, and the rate to be paid. The College shall notify the unit of such job establishment prior to implementation. Career Plan Association reserves the right to negotiate wages, hours, and other conditions of employment for these positions.

Job descriptions shall be developed by the College and maintained by the Office of Human Resources for all positions within the unit.

## **Maternity/Paternity, Adoption and Family Medical Leave**

Maternity and paternity leaves are to be granted consistent with the sick leave policy or the application of the Family Medical Leave Act (FMLA) as the case may be.

**Family and Medical Leave:** A Career Plan Association member may request an unpaid leave for a family or medical situation as permitted by law. This leave shall not exceed twelve (12) weeks calculated pursuant to a rolling year.

If the Career Plan Association member requesting the aforementioned leaves as provided by this policy has not returned to duty within the time stated in the request for the leave, that Career Plan Association member shall forfeit his or her claim to return to employment with the College. Persons on these leaves shall not be gainfully employed at places other than St. Clair County Community College for the duration of such leave.

## **Disability**

The College shall provide long-term disability insurance coverage to all full-time non-contingent Career Plan Association members which commences upon the greater of one hundred eighty (180) calendar days from the last day worked based on medical documentation or the exhaustion of any sick day accumulation and continues to age sixty-five (65). The benefit shall be sixty-six and two-thirds percent ( $66\frac{2}{3}\%$ ) of base salary for the duration of this agreement.

Full-time non-contingent Career Plan Association members on extended sick leave shall make application for long-term disability benefits at least thirty (30) calendar days prior to the anticipated date of eligibility.

As long as a Career Plan Association member is receiving paid leave benefits, the College shall continue to pay the premiums for the insurance coverage provided in this Policy. This is subject to any insurance carrier restrictions. The obligation of the College to make any insurance premium payments shall not extend to coverage beyond twelve (12) months from the date of initial disability.

Once a Career Plan Association member is no longer receiving sick leave benefits, he/she shall be allowed to purchase health insurance through the College to the extent allowed by law and the carrier.

Before a Career Plan Association member has been off work for one hundred eighty (180) calendar days, he/she must provide the College with an indication of his/her intention and ability to return to work. If the member has more than five years of service at the College, desires and medically is able to return to work within one year from the last day worked based on medical documentation, the College may grant at its sole discretion up to a six-month leave with the understanding that the member will be returned to his/her former position. Such a leave will be unpaid unless the member has sufficient accrued paid leave days. Such a request must be supported by a medical opinion/prognosis which includes ability to return to work and ability to perform essential job duties. It is understood that the College may request additional medical and other evidence at its own expense.

## **Career Plan Members Personnel List**

A list of members shall be provided to the Association leadership within 10 business days of the request to the Office of Human Resources.

# Appendices

# Appendix A

## Optional Retirement Plan

### A. Plan Administrator

St. Clair County Community College  
323 Erie Street  
Port Huron, MI 48060

### B. Designation of Fund Sponsors

TIAA  
Teachers Insurance and Annuity Association

### C. Plan Design Considerations

#### I. Eligibility

- All Full-time Faculty at time of hire
- All Full-time Administrators/Professionals at time of hire
- College President at time of hire

#### II. Contributions

- Contributory plan
- Percentage of salary
- Employee contributes four percent (4%)
- College contributes fifteen percent (15%)
- If a member chooses to contribute more than four percent (4%), the College will match the additional contribution for each percentage up to and including three percent (3%) making the maximum contribution by the College eighteen percent (18%)

#### III. Vesting

Full/immediate vesting

#### IV. Service Method

Not applicable

#### V. Service of Accounts

All Available

#### VI. Cash Withdrawal Rules

- Cash at retirement or termination of employment one hundred percent (100%), no restrictions by the College
- Subject to extent permitted by Fund Sponsors

### D. Implementation

#### I. Establishment of Plan

October 1, 1996

#### II. Effective Date of Contributions

October 1, 1996 or the first of the following month after plan participation document has been received by the College.

#### III. Window for New Employees

First ninety (90) days of eligible employment

#### IV. Effective Date of Contributions

First date of eligible employment for new employees

## **Appendix B**

### **Career Plan Association Members Employee Performance Feedback**

The goal of the evaluation is to receive and provide feedback and job expectations. The format, using the factors to be evaluated, will be developed and defined to achieve these goals with appropriate feedback as determined by the College from Career Plan Association members. Form to be used will be available in the Office of Human Resources.

#### **Factors to be Evaluated**

1. Quality of Employee's Work
2. Exercise of Good Judgment
3. Attendance – to include punctuality
4. Employee engagement – participation in team effort
5. Work Ethic
6. Initiative
7. Adaptability
8. Communication Skills
9. Dependability & Accuracy
10. Innovation
11. Contribution to Student Success
12. Accountability



## **Appendix C**

### **Contingent Staff**

#### **Conditions of Hire:**

1. Position is contingent upon receipt of grant funds or scope and satisfactory performance. Person employed in such capacity shall be subject to review and shall have no claim to continued employment beyond the specific term established for that position. Contingent staff do not receive non-renewal notices. Continued employment, at the discretion of the College, is dependent upon the issuance of a new appointment.
2. Job description is determined by the supervisor and the appropriate Vice President or Chief and a copy is sent to the Office of Human Resources.
3. College determines compensation.
4. Benefits not required by law will be determined by the College at the time of appointment. In no case will benefits exceed benefits accorded to other Career Plan Association members. Contingent employees are not eligible for the ORP retirement benefit.
5. Contingent employees are subject to the terms and conditions of their employment document.

#### **Performance Appraisal:**

As determined by the College.

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# Duration of the Agreement

This Agreement for Career Plan Association shall be effective on July 1, 2024 and shall continue in effect until the 30<sup>th</sup> day of June 2027.

## Board of Trustees

By: \_\_\_\_\_  
Dr. Karen L. Niver, Chairperson

By: \_\_\_\_\_  
Marcia A. Robbins, Vice Chairperson

By: \_\_\_\_\_  
Kirk A. Kramer, President

By: \_\_\_\_\_  
Bethany Mayea, Chief Human Resources Officer

## Association

By: \_\_\_\_\_  
Kim Heering

By: \_\_\_\_\_  
Michelle Roberts

By: \_\_\_\_\_  
Dane Vos