

**Baltimore City  
Community College**

**Dr. Debra L. McCurdy**  
President

**Board of Trustees  
Open Session**

**Mr. Kurt L. Schmoke**  
Chair

WEDNESDAY | NOVEMBER 17, 2021

**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 1 | Approval of the November 17, 2021 Agenda

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**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

Open Session Agenda | 4:00pm November 17, 2021 (Virtual Zoom Meeting)

Meeting Link: <https://us02web.zoom.us/j/83094968613>

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<b>I. Call to Order</b>	Mr. Kurt L. Schmoke, <i>Chair</i>
<b>Adoption of Agenda (Vote)</b>	Mr. Kurt L. Schmoke, <i>Chair</i>
a. Approval of the November 17, 2021 Agenda (Tab 1)	
<b>II. Board Actions / Consent Agenda (Vote)</b>	Mr. Kurt L. Schmoke, <i>Chair</i>
a. Approval of the October 20, 2021 Open Session Minutes (Tab 2)	
b. Closed Session Meeting Summary (Tab 2)	
c. Student Government Association Report (Tab 3)	
<b>III. Items Removed from the Agenda (Tab 6)</b>	Mr. Kurt L. Schmoke, <i>Chair</i>
a. AFSCME Local #1870 at BCCC Report (Tab 4)	
b. Faculty Senate Report (Tab 5)	
<b>IV. New Business (Tab 7)</b>	Mr. Kurt L. Schmoke, <i>Chair</i>
▪ Exempt Bargaining Unit Memorandum of Understanding (Vote)	Dr. Debra McCurdy, <i>President</i>
▪ Non-Exempt Bargaining Unit Memorandum of Understanding (Vote)	Ms. Channa Williams,
▪ Sworn Police Officers Bargaining Unit Memorandum of Understanding (Vote)	<i>Interim VP Finance &amp; Admin.</i>
▪ American Sign Language Course (Vote)	
<b>V. College Policies (Tab 8)</b>	Mr. Kurt L. Schmoke, <i>Chair</i>
▪ None	
<b>VI. Presentations (Tab 9)</b>	Mr. Kurt L. Schmoke, <i>Chair</i>
▪ Annual Operating Budget, FY 2023	Dr. Debra McCurdy, <i>President</i>
	Ms. Channa Williams,
	<i>Interim VP Finance &amp; Admin.</i>
▪ Enrollment Report	Dr. Debra McCurdy, <i>President</i>
	Dr. Daniel Velez,
	<i>VP Student Affairs</i>
	Ms. Becky Burrell,
	<i>VP Institutional Effectiveness</i>
▪ Enterprise Resource Planning (ERP) Update	Dr. Debra McCurdy, <i>President</i>
	Mr. John Schiesler,
	<i>Director, Enterprise Applications</i>
<b>VII. President's Report (Tab 10)</b>	Dr. Debra McCurdy, <i>President</i>
a. Operational	
b. Realignment	

VIII. **Active Search Listing (Tab 11)**

Mr. Kurt L. Schmoke, *Chair*

IX. **Motion for Adjournment (Vote)**

Mr. Kurt L. Schmoke, *Chair*

**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 2 | Approval of the October 20, 2021 Minutes

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**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

OPEN SESSION MINUTES | 4:00pm October 20, 2021 (Virtual Zoom Meeting)

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**Board Members Present:** Kurt L. Schmoke, Esq. (Chair); John C. Weiss, III; Dr. Rachel Pfeifer; Dr. John Brothers; Leonor Tannhauser Blum; Olumafemi Toriola (Student Trustee)

**Also Present:** Dr. Debra L. McCurdy, President

**I. Call to Order**

Chair Kurt L. Schmoke called the Open Session meeting to Order at 4:08pm.

**Adoption of Agenda**

a. Approval of the October 20, 2021 Agenda

Chair Schmoke asked for motion to approve the Agenda for October 20, 2021. Trustee John C. Weiss, III motioned to approve, and Trustee Leonor Tannhauser Blum seconded the motion. The motion on the Agenda was unanimously approved.

Chair Schmoke addressed Mr. Patrick Morgan, ASCME President, stating that the By-laws indicate that requests to speak at a Board meeting must be directed to the Chairman 48 hours before a meeting and the Chair can allow or deny it. He was aware of the issues which pertained to the negotiations for the Union MOU's, but because the Board had not been briefed, stated that it should be discussed in Closed Session as personnel matters. Chair Schmoke stated that he would consider calling a special session to discuss the contract resolution issues and then allowed Mr. Patrick Moran to address the Board for five minutes.

Mr. Patrick Moran thanked the Board for allowing him to speak and spoke about the following:

- Representation for all bargaining units at BCCC.
- Multi-union contracts with BCCC tentatively agreed upon with administration as of July 2021.
- Concern that ratified agreements had not yet been approved by the Board of Trustees.

Chair Schmoke responded that labor negotiations rest with BCCC administration; and he received the documents recently sent to him by ASCME and thanked Mr. Moran for his time.

**II. Board Actions / Consent Agenda**

Chair Schmoke asked for a motion to approve the Consent Agenda. Trustee Weiss motioned to approve the Agenda for the October 20, 2021 meeting and Trustee Leonor Tannhauser Blum seconded the motion. The motion was unanimously approved.

a. Approval of the September 15, 2021, Open Session Minutes

b. Closed Session Meeting Summary

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- c. Student Government Association Report
  - d. Faculty Senate Report

### III. Items Removed from the Agenda

- a. AFSCME Local #1870 at BCCC Report

### IV. New Business

- Extension of President's Contract

Chair Kurt Schmoke asked for motion to extend the President's contract. The motion was made by Trustee Leonor Tannhauser Blum and Trustee Oluafemi Toriola seconded the motion. The motion was unanimously approved to extend President Debra McCurdy's contract.

### V. College Policies (Tab 8)

- None

### VI. Presentations (Tab 9)

- Articulation Agreement:  
BCCC & Baltimore City Police Department

Dr. Debra McCurdy, BCCC President, reported that this does not call for Board of Trustee action. Rather the item communicated to the Board about the move to an articulation agreement. The Baltimore City Police program is located at the University of Baltimore.

Dr. Liesl Jones, VP Academic Affairs, reported that the MOU will allow Police Cadets to get 36 credits toward their AA Degree in Criminal Justice at BCCC. This partnership started a few years ago when the Baltimore Police department determined that BCCC was the only community college that had an Apprenticeship program. Mr. Michael Thomas, VP Workforce Development & Continuing Education has been in contact with the Baltimore City Police department. Chair Schmoke asked if BCCC was going public with this partnership; and the answer was yes, there will be a joint press release.

- Enrollment Report

Dr. Debra McCurdy introduced Dr. Daniel Velez, the new VP for Student Affairs. He joined BCCC on September 27, 2021 and is actively working on enrollment strategies.

Dr. Velez shared his background experience and looks forward to putting new enrollment strategies in place. Dr. Velez reported on the following strategies:

- Use of technology to update the applications process.
- Territory Management process – detailing projected numbers; the objectives of recruiters; and the organizations and groups being targeted.
- The Banner implementation and impact on student information systems.
- The creation of a Dashboard
- The coordination of Mayor's Scholars Program, Granville T. Woods and the First Time Experience under one department to recruit and retain students in these areas.
- Working with Workforce Development and Continuing Education to recruit students on the credit side.
- Improvement of Dual Enrollment processes.
- Implementation of an Early Warning to increase retention.

Chair Schmoke commented that buy in was needed from the faculty.

Ms. Becky Burrell, VP Institutional Effectiveness, reported on enrollment numbers as reported by MHEC and BCCC.

- BCCC is down -4.1% in ineligible FTE's; eligible FTE's down 29%.
- BCCC is looking to increase the numbers for the ESL and Hispanic population.
- A report was provided comparing the enrollment numbers with other sister institutions.
- The Headcount Enrollment for FY 20 was 4,909. MHEC did not update FY 2021 number, which is 4,181.
- MHEC enrollment projections for Fall 2019 – 4,909 and FY 2020 – 3,801.
- Ms. Eileen Hawkins, Director of Institutional Research, and the Affinity Group for institutional research will review how MHEC gathers data.
- MHEC's enrollment projections indicate that BCCC is expected to increase by 71% over the next several years.

Trustee John Brothers asked about the institutional peer groups and the technology that utilized regarding enrollment.

VP Becky Burrell also indicated that enrollment information could be obtained from Ms. Eileen Hawkins, to determine formulas used to identify the numbers for these projections.

- **Enterprise Resource Planning (ERP) Update**  
Mr. John Schiesler, Director, Enterprise Applications, reported on:
  - The implementation status for Banner.
  - Meeting bi-weekly with DoIT.
  - Being on target for completion in December 2023.
  - Data migration and data validation (general student and financial aid) for the ERP.
  - State interfaces (FMIS, Workday, etc.) are targeted for 2022.
  - Reciprocal Program – use of Argos to overcome issues faced.

Chair Kurt Schmoke asked if any interruptions were experienced due to working virtually. Mr. Schiesler responded there had been fewer interruptions and things have been positive.

## VII. President's Report

Dr. Debra McCurdy reported on operational and realignment aspects of the College.

- Return to campus – Cabinet returned on September 13<sup>th</sup>, Administrators and Cabinet on September 20<sup>th</sup> and Staff on October 4<sup>th</sup>, virtual environment on Fridays.
- Labs (20% – 25%) are being held on campus. Many classes (projecting up to 70%) will resume back on campus during the Spring 2022.
- Staff were presented with a vaccine initiative for \$200 for those who got the COVID-19 vaccine. A little over half have received it.
- PPE – gloves, hand sanitizer, masks, and disinfectant was provided for every office. Plexiglass was installed in areas most frequently visited; carpets were shampooed, and HVAC systems checked.
- Demolition of the Harper Hall building. Information Technology Services (ITS) will move temporarily to West Pavilion and then back to the Main building in the late spring or summer. The Clarence Blount Childcare Center will be relocated to another facility. The Internal Audit area and Distance Learning offices will be moved to the Main building. Moves will be completed by November 30.



Trustee Leonor Tannhauser Blum asked for the percentage of staff vaccinated and Ms. Channa Williams, VP for Administration and Finance reported about 200 of the staff and Dr. McCurdy responded about 50%.

Trustee Oluwafemi Toriola asked if any requirements were in place for staff refusing to get the COVID-19 vaccine. Dr. McCurdy responded that BCCC has not mandated it yet; however, staff are told to stay home if they receive a positive COVID-19 result. Trustee Leonor Tannhauser Blum asked if staff without the COVID-19 vaccine can be tested weekly – Dr. McCurdy indicated it was something BCCC can explore. As far as students, it is difficult to mandate requirements for the student body.

- Meetings were held to discuss the Operating and Capital budgets with MHEC on September 22 and with the Capital Debt and Affordability Committee on October 14, 2021. Dr. McCurdy and VP Williams presented the information. BCCC has no current debt but it is an area to explore to determine the viability of taking on debt to fund some capital projects.
- New Student Government Association appointments were provided:
  - Ms. G. Adewumi, President
  - Ms. G. Adeqohe, Vice President
  - Ms. T. Talbert, Secretary
  - Ms M. Stanford, Senator
- Faculty Promotions - Dr. McCurdy indicated that while faculty promotions do not require the Board to vote, the names provided acknowledge their work. Chair Schmoke asked if the promotions were represented by academic discipline across the board and Dr. McCurdy responded yes.
  - Genevieve Dibua – Associate Professor to Professor
  - Paul Long – Associate Professor to Professor
  - Rebekah Kimara – Assistant Professor to Associate Professor
  - Patricia Lee – Assistant Professor to Associate Professor
  - Debra Parson – Assistant Professor to Associate Professor
  - Maria Robinson – Assistant Professor to Associate Professor
  - Emmanuel Okereke – Assistant Professor to Associate Professor

### VIII. Active Search Listing

Dr. Debra McCurdy reported that a search would take place to fill the Chief CIO position, recently vacated by Mr. Stephan Byam (accepted position at the University of the District of Columbia, Washington DC). Also, a search was in process to fill a new Deputy CIO position.

### IX. Motion for Adjournment

Chair Kurt L. Schmoke motioned to adjourn the Open Session at 5:13pm and call to order the Closed Session at 5:25pm. Trustee John C. Weiss motioned to adjourn the meeting; Trustee Leonor Tannhauser Blum seconded the motion. The motion to adjourn was unanimously approved.

Respectfully submitted,

Debra L. McCurdy, PhD  
President



## **BOARD OF TRUSTEES BALTIMORE CITY COMMUNITY COLLEGE**

### Closed Session Summary | October 17, 2021 (Virtual Zoom Meeting)

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**Board Members Present:** Chairman Kurt L. Schmoke, Esq.; Ms. Leonor Tannhauser Blum; Dr. John Brothers; Dr. Rachel Pfeifer; Mr. J.C. Weiss III; and Mr. Oluwafemi Toriola.

**Also Present:** Dr. Debra L. McCurdy.

**Board Members Absent:** Mr. John Lewis; Lelia F. Parker, Esq.; Mr. Jason Perkins-Cohen.

**Also in Attendance:** Ms. Maria E. Rodriguez, Esq.; Ms. Kristin McFarland, Esq.; Ms. Becky Burrell, BCCC VP of Institutional Effectiveness, Research & Planning; Ms. Channa Williams, BCCC Interim VP of Finance & Administration; Mr. Michael Thomas, BCCC VP of Workforce Development & Continuing Education; Dr. Liesl Jones, BCCC VP of Academic Affairs; Mr. Mark Swerdlin, Esq., outside labor counsel to BCCC.

The open meeting was closed at 5:20 pursuant to a unanimous vote of Board Members. Chairman Schmoke brought the closed session meeting to order at 5:25 PM.

Upon motion by Ms. Blum seconded by Mr. Weiss, all Board members present voted unanimously to approve the consent agenda.

#### **Topics Discussed:**

Chairman Schmoke confirmed with Ms. McFarlane that the Maryland Open Meetings Act provides for an exemption and allows a public body to close a meeting to “conduct collective bargaining negotiations or consider matters that relate to the negotiations.” The trustees heard from Mr. Swerdlin and from the assembled Cabinet members and President McCurdy about the negotiations with AFSCME and outstanding issues.

Additionally, ongoing College litigation and personnel issues were discussed.

The closed session was adjourned at 6:02 PM following a unanimous vote upon a motion made by Mr. Weiss and seconded by Ms. Tannhauser Blum.

Respectfully submitted,

Debra L. McCurdy, PhD  
President

**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 3 | Student Government Association Report

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## **Baltimore City Community College**

### **CABINET UPDATE**

**Board of Trustees, November 17, 2021**

*Student Affairs*

#### **STUDENT GOVERNMENT ASSOCIATION**

##### *SGA Meetings*

The newly installed officers of the Student Government Association (Gbemisola Adewumi, President; Grace Adegoke, Vice President; and Morgan Stanford, Senator) have been working to fill the vacant positions of treasurer, parliamentarian and secretary. The application deadline was extended to November 5<sup>th</sup> or until positions are filled. Executive and general meeting dates have been established along with office hours. The virtual office hours will take place in the help desk during the months of November and December. All schedules will be posted on Canvas for the BCCC community.

##### *Activities and Events*

###### October 13 and October 25, 2021 - Psychology Club Interest Meetings

Interest Meetings for the establishment of a new Psychology Club were held. Julianna Hawk (BCCC Assistant Professor, Psychology) was the coordinator of both meetings that took place via Zoom at 4 and 4:30pm.

###### October 28, 2021 - I Stand with Immigrants Day of Action

BCCC celebrated the Annual "I Stand with Immigrants Day of Action" by having a program with a student panel of immigrant students. The panelists discussed their experiences and how we as a campus can support immigrants and our international students. The event was held virtually via Zoom from 1 – 2pm. The program was co-sponsored with the Office of Student Life and Engagement.

###### October 29, 2021 – Keeping It Real Lecture Series with Baba Kondo - Critical Race Theory: Simply One Approach to Understanding America's Racist Past & Culture

The first session of the "Keeping it Real" lecture series was held virtually during the month of October. The topic discussed was "Critical Race Theory: Simply One Approach to Understanding America's Racist Past & Culture". The event was sponsored by the History Club, Anthropology Club, the Department of Education, Social & Behavior Sciences and the Office of Student Life & Engagement. The event was held from 6 – 8pm via the Zoom platform.

**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 4 | AFSCME Local #1870 at BCCC Report

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- None

**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 5 | Faculty Senate Report

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- None

**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 6 | Items Removed from the Agenda

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- AFSCME Local #1870 at BCCC Report
- Faculty Senate Report

**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

**TAB 7 | New Business**

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- Exempt Bargaining Unit Memorandum of Understanding (Vote)
- Non-Exempt Bargaining Unit Memorandum of Understanding (Vote)
- Sworn Police Officers Bargaining Unit Memorandum of Understanding (vote)
- American Sign Language Course (Vote)



**EXEMPT BARGAINING UNIT**

**Memorandum of Understanding**

**between**

**Baltimore City Community College**

**and**

**AFSCME Council 3/AFSCME Local 1870**

**July 13, 2021 – July 12, 2024**



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ADDENDA

    Exempt Bargaining Unit Job Titles  
    Side Letters 1, 2, and 3

## **Preamble**

This Memorandum of Understanding (MOU) is entered into by and between the Baltimore City Community College (hereinafter referred to as “Employer” or “College” and the American Federation of State, County and Municipal Employees, AFL-CIO, Local 1870 (hereinafter referred to as the “Union” or AFSCME), and has for its purpose the promotion of harmonious relations between the employees in the bargaining unit, the College and the establishment of an equitable procedure for the amicable resolution of differences concerning wages, hours and other terms and conditions of employment.

Both the Union and the College are committed to providing quality, affordable and accessible educational opportunities with comprehensive programs that meet the professional and personal goals of students while improving communities in the greater Baltimore area. The parties to this agreement shall make a sincere effort to ensure that the administration of this MOU is conducted in a fair and consistent manner and the administration is for the benefit of establishing stability and understanding in the parties’ labor-management relationship. Therefore, pursuant to and consistent with the Collective Bargaining Law, Maryland State Personnel and Pensions Article Annotated, Section 3-501(d)(iii), 3-601(a)(2)(iii) the parties agree, based upon the various articles hereinafter set forth, that this MOU constitutes a Collective Bargaining Agreement between BCCC and AFSCME.

## **Article 1. Recognition and Definition of the Bargaining Unit**

### **Section 1 AFSCME is the Exclusive Bargaining Representative**

AFSCME is the sole and exclusive bargaining representative for all bargaining unit employees for purposes of collective bargaining with the College over matters establishing and pertaining to wages, hours and other terms and conditions of employment for all permanent and probationary full-time and regular part-time employees. In recognition of AFSCME’s status as the exclusive bargaining representative of bargaining unit employees, the College shall not bargain with any other organization concerning bargaining unit employees’ wages, hours, terms and conditions of employment.

### **Section 2. Bargaining Unit Definition**

The bargaining unit shall be comprised of all job classifications identified in Appendix I to this MOU.

All job classifications and positions considered within this bargaining unit on the date of the Union’s certification, as outlined in the SHELRB certification shall be considered bargaining unit positions. All employees occupying such positions on a full-time or part-time basis, who are under probationary or regular status, and who are not classified as managerial, supervisory, and/or confidential, are considered to be in the bargaining unit and shall enjoy the benefits, rights, obligations and protections stipulated in this agreement in addition to any other rights provided by law.

A new job classification that is a successor title and with no substantial change in duties compared to a classification currently included in the bargaining unit shall be within the bargaining unit. A new classification assigned duties that are a significant part of the work done by any classification currently in the bargaining unit shall be within the

bargaining unit. The College shall inform AFSCME of any intention to place a new job classification in a bargaining unit.

During the term of this MOU, if a new job classification(s) is created or the status of a classification within one of the bargaining units has changed, the College shall notify the Union at least sixty (60) days prior to the intended date of entry. If it is believed that the bargaining unit status of a position has changed, the College or the Union, whichever is proposing the change, shall notify the other as soon as possible. The parties will meet and attempt to resolve any disagreements concerning the relation of the position or classification to the bargaining unit. Any unresolved dispute between the parties regarding whether or not a position or positions should be included in the bargaining unit covered by this MOU may be submitted to SHELRB by either party pursuant to its regulations. The decision of SHELRB shall be final and binding on both parties, subject to any appeal rights provided by law or regulation.

## **Article 2. The Right of Employees to Non-Discrimination, Fairness and Respect**

The College recognizes the rights and protections afforded its employees under Federal, State and local law. It is the policy of Baltimore City Community College that employees will be treated with dignity, respect and fairness in employment including, but not limited to, physical appearance. It is the policy of the College to prohibit discrimination, including harassment in employment against any employee due to race, age, ancestry, color, religious affiliation, belief or opinion, genetic information, creed, sex, sexual orientation, gender identity, political affiliation, national origin, ethnic background, marital status, family status, disability, labor organization affiliation, membership or non-membership in the Union or any other category protected by law.

Similarly it is the policy of the Union that it shall not discriminate against any employee or cause or attempt to cause the College to discriminate against any employee due to race, age, ancestry, color, religious affiliation, belief or opinion, genetic information, creed, sex, sexual orientation, gender identity, political affiliation, national origin, ethnic background, marital status, family status, disability, labor organization affiliation, membership or non-membership in the Union or any other category protected by law.

## **Article 3. Duration and Renewal**

### **Section 1. Duration**

This MOU shall become effective upon ratification by the respective parties. No provision of this MOU has retroactive application unless required by law or it has been agreed to expressly in this MOU. This MOU expires at 12:01 AM on July 13, 2024. The parties shall ensure that their respective ratification processes are completed as promptly as possible after the conclusion of negotiations.

## **Section 2. Renewal**

Except as otherwise provided herein, this Memorandum of Understanding shall become effective upon signing and remain in effect until the date established in Section 1 above. This MOU shall be automatically renewed from year to year thereafter unless either party provides written notification to the other by December 31 of the calendar year prior to expiration of its intent to terminate, modify or amend this MOU. After notification is provided, the parties shall then commence negotiations for a successor MOU during the last year of this MOU at dates and times agreed to by the parties.

## **Section 3. Reopener**

In the event that there is a change in law affecting the legally permissible scope of bargaining, either party may reopen this MOU to request bargaining over the newly negotiable matters. In the event that the subject matter being proposed does not give rise to a duty to bargain, the party which has not requested bargaining may notify the party requesting bargaining that it does not wish to bargain over the newly negotiable matters. Additionally, upon mutual agreement, the parties may re-open the MOU at any time to bargain about any permissible subject.

## **Article 4. Mid-Contract Negotiations**

### **Section 1.**

The College and the Union acknowledge their mutual obligation to negotiate over the College's proposed changes in wages, hours and other terms and conditions of employment for bargaining unit employees. If the parties have not addressed a matter related to wages, hours or other terms and conditions of employment in this MOU, then any change in the current practice or any policy related to that term or condition shall be negotiated before it is implemented pursuant to Section 2 below.

### **Section 2.**

The College shall provide the Union with notice of a change in practice or a new policy, as far in advance as is practical but no later than thirty (30) days of an intended change in wages, hours or other terms and conditions of employment, for bargaining unit employees. The Union may request bargaining within this thirty (30) day period and, upon request, the College shall negotiate with the Union. The Union may submit responsive proposals concerning the College's intended changes to change working conditions prior to a bargaining conference. Nothing in this Section requires the College to change its planned implementation date.

If an intended change is required to meet a legislative mandate or an emergency situation, the College shall notify the Union as soon as possible. In situations involving legislative or executive mandates, the College may implement a change even if negotiations do not yield mutual agreement.

## **Article 5. Scope of Agreement- The Relationship of the MOU to BCCC Policies**

The parties agree that the terms of this MOU shall apply to the wages, hours and other terms and conditions of employment of exempt bargaining unit employees and shall supersede and replace all College policies and procedures which pertain to matters covered by this MOU.



## **Article 6. Employee Rights**

In accordance with Senate Bill 78, unless required by State law or negotiated by collective bargaining, Baltimore City Community College may not decrease the rights, benefits, compensation, or privileges of an employee of the College who was transferred from the skilled service of the State Personnel Management System to an independent personnel system on July 1, 2005.

## **Article 7. Union Rights- Access, Communication, Meeting space, Information, Job Stewards, etc.**

### **Section 1. Access to Campus by Union Representatives**

Union representatives shall be granted access to work areas and to the campus to conduct union business, in the same manner as the general public. The activities of the union representative will not interfere with the operations of the Department or prevent employees from performing their work.

### **Section 2. Meeting Space**

Union representatives may request the use of College facilities to hold union meetings by contacting the Administrative Assistant to the Vice President of Administration & Finance, or his or her designee, at least 24 hours prior to the meeting. Upon prior notification, the College will provide meeting space where feasible. Such meetings will not interrupt the business of the College and will not involve employees who are on working time, unless approved in writing by their supervisor. The College shall make space available for Union representatives to have confidential discussions with employees on an as-needed basis subject to availability and provided that the Union has made prior arrangements with the Director of Human Resources or his or her designee to schedule such meetings.

### **Section 3. Other Electronic Means of Communications**

The Union may communicate with bargaining unit employees through the use of bulletin boards and/or electronic means consistent with the policies of the College. The Union shall provide a copy of general bargaining unit communications sent to the entire bargaining unit or a specific portion of the bargaining unit to the Director of Human Resources and the Employee Labor Relations Coordinator.

### **Section 4. Information Provided to the Union**

The College will provide a report three times per year (February 1, July 1, and November 1) to the Union containing the following information on bargaining unit employees:

The name, workday ID, date of hire, job title, campus/address, office, department, work phone, work email, building, room number, and assigned salary grade. Upon request by the Union, the College will provide other necessary and relevant information to the extent not prohibited by applicable law. Information may be provided to the Union in the form of a password protected file sent via email or a password protected file provided on a USB flash drive or paper format.

### **Section 5. Right to Union Representation**

Except as otherwise set forth in the provisions of this MOU (e.g. Grievance Article), an employee shall have the right to union representation if requested

by the employee, only as provided below.

- A. In any investigatory interview or discussion with an employee who is the subject of the investigation.
- B. At any disciplinary hearing or discussion with the employee who is the subject of the disciplinary hearing.
- C. Management shall allow reasonable time for Union representatives to attend Disciplinary meetings or a meeting that could lead to disciplinary action but in no case less than four (4) hours if there is a representative on duty at the campus. If there is no Union representative on duty at the campus, the employee shall be allowed at least twenty-four (24) hours to obtain a Union representative.

An employee shall not have the right to a union representative in attendance during a discussion solely related to performance or during a performance review unless the performance review could lead to termination or demotion without immediate improvement on the part of the employee.

All employees are expected to give prompt and truthful responses and to otherwise fully cooperate with the College's investigation.

The role of the union representative is to advocate for and to assist the employee including consulting with the employee in advance of the meeting with management, clarifying the employee's statement concerning the facts and suggesting possible witnesses. The Union shall not interfere with the College's investigating process. The employee shall speak on his or her own behalf.

### **Section 6. New Employee Orientation**

A new bargaining unit employee and a union officer or job steward, as designated by the Union, shall be granted twenty minutes without loss of pay to meet and discuss rights, benefits and obligations under the MOU. The Union shall also have the opportunity to make a presentation, not to exceed fifteen minutes, at orientation sessions for all new College employees.

### **Section 7. Job Stewards**

The Union will appoint or elect certain employees to serve as job stewards, not to exceed six (6) job stewards and two (2) alternate job stewards. The Union will provide to the College a listing of its current job stewards, including all alternative job stewards. Such list shall be updated and provided to the College whenever there is a change. The College will permit a job steward (or alternative job steward in the absence of the job steward) to have a reasonable amount of release time, without loss of compensation, not to exceed 600 hours per calendar year for all job stewards and alternate job stewards combined, to investigate and present grievances to the College on behalf of employees and to attend monthly steward meetings.

If 600 hours is not an appropriate amount of time for the job stewards to responsibly represent employees, the parties shall meet to discuss the amount of time required. Job Stewards must obtain authorization from their supervisor for release time to conduct representational duties during working time. Approval of release time will not be

unreasonably denied.

### **Section 8. Union Office**

The College shall provide an office for Union use with at least a desk, a phone, a filing cabinet and a locking door; as identified by the College.

### **Article 8. Management Rights**

Except as otherwise modified by this MOU, the College retains the right to:

1. determine its mission, budget, financial management, organization, number of employees and number of employees assigned to work projects, academic endeavors, method and means and personnel by which its operations are conducted, technology needed, internal security practices, location or relocation of its facilities, and types and grades of employees assigned and personnel by which its operations are conducted, including the right to subcontract operations, general level of wages, wage patterns, fringe benefits;
2. maintain and improve the efficiency and effectiveness of operations
3. determine the services to be rendered and the operations to be performed , classify duties and assign duties to employees and determine the technology to be used;
4. determine the overall processes, means and classes of work or personnel to conduct operations;
5. determine hours of operation and schedule tours of duty;
6. hire, direct, supervise and assign employees;
7. discipline, discharge and lay off employees;
8. terminate employment because of lack of funds, lack of work, under conditions where the College determines there is insufficiency or non-productiveness or for any other legitimate reason;
9. set the qualifications of employees for appointment and set standards of conduct;
10. promulgate policies and procedures,
11. take actions not otherwise delineated to carry out the mission of the College.

### **Article 9. Seniority Defined**

“Seniority” in this MOU means seniority based upon total State service.

The seniority of an employee whose employment has been converted from a contract to a regular position shall be calculated based upon the initial date of service as a contractual employee prior to the conversion.

### **Article 10. Compensation**

Within 4 weeks of ratification of this MOU, the College will pay a \$100 (gross) ratification bonus to all bargaining unit employees who were employed as of July 1, 2021. The ratification bonus shall not be added to employee base pay.

In July, 2022, the College will pay a \$200 (gross) bonus to all bargaining unit employees who were employed as of July 1, 2022. Such bonus shall not be added to employee base pay.

In July, 2023, the College will pay a \$200 (gross) bonus to all bargaining unit employees who were employed as of July 1, 2023. Such bonus shall not be added to employee base pay.

## **Article 11. Compensation- Rates of Compensation**

### **Section 1. Generally**

The standard wage rates associated with College positions shall be no less than the wage rates associated with positions in the State Personnel Management System that are of the same classification or, if the classification system is not the same, of the same requisite education, background and experience and with the same duties and responsibilities.

### **Section 2. Skilled Service Employees**

The College's Non-Exempt, skilled service employees who are in the State Personnel Management System shall be compensated in accordance with the State's pay plans, regulations, and guidelines promulgated by the Secretary of the Department of Budget and Management.

### **Section 3. Increases Associated with the State's Annual Budget**

The College shall provide its employees with cost of living adjustments and raises in accordance with requirements established in the State's Annual Budget.

### **Section 4. Pay Increases Upon Reclassification, Promotion, Acting Capacity, Lead Worker, Bilingual Situations**

The College's method of determining the minimum increase that will be given to an employee, following a reclassification, promotion, acting capacity, lead worker status or bilingual pay situation will be consistent across the Exempt, Non Exempt, and Sworn Police Officer MOUs.

### **Section 5. In-Charge Pay**

Employees who are designated as "In-Charge", who are designated to perform the immediate daily supervision duties of a supervisor for an entire shift, or tour of duty shall be eligible for a daily stipend of Twenty Dollars (\$20) per day, not to exceed five (5) continuous days. The designation must be pre-approved by the Divisional Vice-President or a President Staff member and must consist of the daily direction, planning and controlling of a department or work unit.

If the designation is longer than 5 continuous days, then the Acting Pay provision and process shall apply from the 6 continuous day moving forward.

## **Article 12. Compensation: Bonuses**

An award made under this section is a bonus provided by the College in addition to the regular compensation of the recipient.

### **Section 1. BCCC College Excellence Award**

Nominations will be accepted by the Excellence Committee continuously throughout the year until the Call for Nominations terminates on December 15 of each year.

Winners of the College Excellence Award receive recognition, \$500, a framed certificate,

Campus Communicator publicity, an award letter for their personnel files, and a campus posting. Award benefits may change due to a change in policy or funding.

## **Section 2. Innovative Ideas**

### **A. The Program Generally**

The College may award an Innovative Idea Award for an innovative idea, including an invention or suggestion, that, if implemented, would:

1. increase revenue to the College;
2. save money for the College;
3. improve the quality of services delivered to the public; or
4. otherwise significantly benefit the College.

Except under exceptional circumstances, an award may not be made for an innovative idea that is under active study or continual review by a unit of State government.

### **B. Review of Innovative Ideas Submitted to the College.**

To the extent possible, within 60 days after an innovative idea is submitted to the President or his or her designee, the College shall decide whether to give an innovative idea award.

### **C. Award for Innovative Idea**

The College may give an employee a cash award of not more than:

1. \$1,000 for an innovative idea with a reasonably ascertainable monetary savings or gain to the College; or
2. \$300 for any other innovative idea.

## **Section 3. Incentive Performance Awards Program for employees.**

### **A. Awards for Performance that Exceeds Expectations**

The College shall grant an employee who receives an overall annual performance rating of Exceeds Expectations one day of Award Leave.

### **B. Awards for Performance that is Outstanding**

The College shall grant an employee who receives an overall annual performance rating of Outstanding, two days of Award Leave.

### **C. Award Leave Terms**

1. Award Leave is not accrued leave.
2. Leave taken shall not be charged against an employee's accrued leave balance.
3. Award leave shall be taken within six months of the date it shows on employee's leave balance.
4. This leave shall not be paid out in lieu of taking leave.
5. This leave shall not be paid out upon termination of employment.  
Notification will be posted by October 1.

## **Article 13. Payroll, Hours of Work and Overtime**

### **Section 1. Workweek**

#### **Forty Hour Work Week**

With the exception of employees who are hired into positions with alternate work schedules,

all employees shall be expected to work between 8:00 AM and 5:00 PM, inclusive of an unpaid one (1) hour lunch break, which generally shall be taken during the middle of the workday. In addition, all employees shall also receive two (2) duty-free rest periods of fifteen (15) minutes each in duration, scheduled by the supervisor to support operational needs. The duty-free rest periods may be combined with the 1 hour lunch to create a longer rest period, with prior supervisory approval. Where appropriate, supervisors, consistent with their departmental needs, may allow employees to work 7:30 AM to 4:30 PM or 8:30 AM to 5:30 PM, with the exception of employees hired into positions with alternate work schedules.

The following outlines flexible scheduling:

- 7:30 a.m. – 4:30 p.m.
- 8:00 a.m. – 5:00 p.m. (standard work day)
- 8:30 a.m. – 5:30 p.m.

The College agrees to count as work time all time that COMAR and the Fair Labor Standards Act indicate should be counted as work time.

## **Section 2. Copy of Job Description Bargaining Unit Assignment**

Upon initial employment and upon any change in job classification thereafter, each fulltime or part-time bargaining unit employee shall be furnished a copy of his/her job description, applicable salary, assigned work, location, daily work schedule, and prescribed standard workweek.

## **Section 3. Compensatory Time Off**

With the prior authorization of their supervisor or in emergencies, Exempt employees may receive compensatory time on an hour for hour basis for work that exceeds the 40 hours per week. The 40 hours is defined as 40 hours actually worked per week and time on paid leave.

During an emergency closing of the College and when Administrative Leave is granted, Compensatory Time shall be authorized to essential personnel. Compensatory Time shall be granted for each hour worked that the College is closed. If an employee is required to work on a holiday, the employee shall be granted compensatory time at the rate of an hour for an hour basis. Compensatory time must be used within twelve (12) months of the date it is earned and can be accumulated to a maximum of 80 hours per calendar year.

Unused Compensatory Time may not be carried over and will not be paid.

## **Section 4. Notice and Process for Schedule Changes**

### **A. Notice**

#### **1. Regular Schedule Changes**

The College will not change regular work schedules absent operational need. In the event that the College determines that a change is necessary, it will provide three (3) weeks' notice. In general, employees will adhere to an 8:00 AM to 5:00 PM schedule.

#### **2. Temporary Schedule Changes**

In the case of an emergency or other unforeseen circumstance, or when the College's institutional needs require a temporary change of an employee's schedule, the College shall have the right to implement a temporary schedule change with twenty-four hours' notice. A temporary schedule change is one that is in effect thirty (30) working days or fewer. If the

College does not have twenty-four hours advance notice, the College shall notify the employee as soon as possible of the schedule change. Supervisors may make changes to an employee's regular schedule to avoid the payment of overtime or accrual of compensatory time.

#### **Article 14. Shift Differential**

Not Applicable.

#### **Article 15. Tuition**

In recognition of the importance of tuition benefits for employees of the College and their dependents, the College remission for employees and their dependents will begin after 6 months of employment and a mid-year review of satisfactory or above. Employees need to reimburse the College if they drop a class after the withdrawal date or receive a "D" or below for a BCCC credit class.

Tuition remission will be maintained subject to the reciprocal agreement with the University System as long as the University System maintains a reciprocal agreement with BCCC. The College will follow USM system tuition remission policies and all changes instituted by the University System:

- USM Policy on Tuition Remission for Regular and Retired and Staff Employees of the University System of Maryland VII-4.10
- USM Policy on Tuition Remission for Spouses and dependent Children of Regular and retired Faculty and Staff employees of the University System of Maryland Policy on Tuition Remission for Spouses and Dependent Children of Faculty and Staff VII-4.20

#### **Article 16. Insurance**

Health and Other Insurance Benefits.

Bargaining unit employees may participate in health and other insurance benefit plans offered by the State pursuant to the terms of those plans.

#### **Article 17. Pension**

##### **Section 1. Retirement Benefits.**

Bargaining unit employees may participate in the State's retirement plans in accordance with the plans' eligibility requirements.

#### **Article 18. Parking**

The current parking fees for all bargaining employees shall remain in effect for the duration of this MOU.

Should the College experience a loss of a parking facility, the loss will trigger a reopener on the subject of parking and the associated fees.

#### **Article 19. Labor Management Committee**

##### **Section 1. Purpose**

The College and the Union share a belief that many concerns can be resolved through a mutually constructive, cooperative and participative approach. The College and the Union encourage administrators, supervisors, and employees to resolve concerns in a manner which emphasizes shared communication, including respect for different viewpoints and professional interaction.

To help promote a constructive and cooperative relationship, the College and the Union agree to create a Labor Management Committee as an organized forum for the discussion of issues associated with the implementation of this MOU. Among the specific objectives of the Committee are:

- A. Foster productive communication between the parties;
- B. Provide a forum to discuss issues of mutual concern;
- C. Work to build consensus for joint problem solving and planning;
- D. Communicate and share the activities of the Committee with the College community; and
- E. Make recommendations or reports to the appropriate College divisions, departments or administrators.

### **Section 2. Authority**

The Committees shall have no authority to modify the terms of the parties' MOU, nor bargain for a successor MOU or in any re-opener circumstance.

The Committee shall have no authority to hear or determine grievances. Disputes over alleged contract violations should be pursued through the Article 32. When a recommendation is reached by the committee, it shall be forwarded to the Director of Human Resources and any appropriate department and the relevant Vice President for consideration. Within 30 days of receiving the Committee's recommendation(s), the relevant Vice President shall issue a written response to the Committee addressing its recommendation(s).

### **Section 3. Membership**

The Committee shall be composed of (6) six bargaining unit employees and (6) six representatives from the College. The Committee shall not exceed 12 members. Either party can substitute an alternate for a representative when necessary. Upon mutual agreement of the co-chairs, the parties may invite individuals who are not Committee members to present information to the Committee. Such individuals may be from the College, the Union, or agencies such as the Federal Mediation and Conciliation Service.

### **Section 4. Meetings**

Bargaining unit employees shall be granted 3 hours of release time per month for meetings. Committee members may attend meetings during regular business hours after providing reasonable notification to their supervisors. Supervisors shall not unreasonably deny an employee's request to attend the meeting. Time spent in doing Committee work is work time.

## **Article 20. Holidays**

### **Section 1. Holidays**

All regular full-time employees shall be paid for thirteen (13) official State Holidays. The annual Holiday schedule shall be distributed by the Human Resources Department. BCCC shall observe the following Holidays:

- New Year's Day
- Dr. Martin L. King Day
- Good Friday
- Juneteenth
- Independence Day
- Labor Day



- Thanksgiving Day
- Thanksgiving Friday
- Memorial Day
- Christmas Day
- Veterans Day (Observed during winter break)
- Columbus Day (Observed during winter break)
- Presidents Day (Observed during winter break)

If a Holiday falls on a Saturday, it shall be observed on the preceding Friday; if it falls on a Sunday, it shall be observed on the following Monday.

If an employee is scheduled to work on any one of the thirteen (13) official Holidays (excluding holidays observed during winter break), or if the employee's regular scheduled day off falls on a Holiday, then the employee may schedule the Holiday observance sometime during the 7 days prior to the observed date and 30 days post observed date, with the approval of the immediate supervisor. Such approval will not be unreasonably denied.

The College shall observe the Statewide General Election Day Holiday. Closure when designated by the Governor of Maryland.

All regular full-time employees shall receive one floating holiday at the beginning of the first pay period of the calendar year. An unused floating holiday may not be carried over to the next calendar year. An employee shall not receive or use a floating holiday during his or her probationary period.

## **Section 2. Holiday Pay**

Employees working on a Holiday Winter break shall have the option of receiving cash or compensation time at one and one-half times their regular rate.

## **Article 21. Leave**

### **Section 1. Annual Leave**

#### **A. Rate of Earning Annual Leave**

From the beginning of the first year of service through the completion of the twentieth year of employment, an employee who works forty hours per week shall be credited with annual leave at a rate of 6.77 hours per pay period / 22 days per year. An employee may not earn more than one-hundred seventy-six (176) hours of annual leave per year.

From the beginning of the twenty-first year of service and continuing thereafter, an employee who works forty hours per week shall be credited with annual leave at a rate of 7.69 hours per pay period/25 days for year. An employee may not earn more than two hundred (200) hours of annual leave per year.

An employee does not earn annual leave for hours worked in excess of the employee's regular workweek.

## B. Use of Annual Leave

1. Generally except in emergency situations, an employee shall make a written request for time off for use of annual leave from his or her supervisor in advance of the date(s) that he or she wants to use annual leave. Supervisors shall grant or deny the request in writing within one week of the request. If the supervisor is on leave or unavailable, his/her designee shall approve or deny the leave within one week of the request. Employees shall not take annual leave in excess of the hours they have accumulated. Employees shall not have a limitation on the amount of annual leave he/she is requesting or used as long as the employee has the leave to use.

Employees must give 60 days' notice prior to taking the leave for leave in excess of 30 days (except in the case of an emergency).

### 2. Limitations

Employees working in the following departments shall not take Annual Leave in excess of two (2) consecutive days during the following periods, except if approved by the Supervisor or Designee:

- A. By employees in Students Affairs, Financial Aid, Bookstore and Cashier's Office, during the Fall and Spring Early and General Registration and add/drop week;
- B. By employees in General Accounting during July and August.
- C. By employees in ITS in August, September and January, except that a maximum of one programmer, one network engineer, and two computer information specialists may be permitted to take leave.
- D. By employees in the Library during the Spring and Fall semesters, except each semester at least one employee will be able to take one week of annual leave.
- E. By employees in BCED during Fall and Spring General Registration and one week following General Registration.
  - The definitions of periods that are barred for more than two consecutive days of annual leave are as follows: Registration (Includes Early and General)
  - Spring Between 20 and 17 wks BTDCS 3 wks BTDCS 1 wk ATDCS
  - Fall Between 20 and 17 wks BTDCS 3 wks BTDCS 1 wk ATDCS

BTDCS means before the date that classes start

ATDCS means after the date that classes start

Leading up to the week before each semester starts, any leave must be approved by the Supervisor or Designee.

### 3. Advance Requests for Use of Leave

During the months of February and September, employees shall submit

written requests for leave to be used from August through January, and February through July, respectively. These written requests shall be submitted to the employee's supervisor by the first day of the second week in February and September. During the first week of February and September only those employees who are carrying 400 hours or more of accrued annual leave shall be able to request advanced use of leave.

Conflicts among employees with more than 400 hours of banked time shall be settled by total hours of banked time. After the first week of February and September when there is a conflict in scheduling leave the conflict shall be resolved based upon continuously rotating seniority.

The College encourages employees to take advantage of the advance leave request procedure in February and September, so that supervisors and employees can make appropriate plans. Employees may still make leave requests on other occasions. When leave requests are submitted outside of the February and September leave-scheduling process, the request shall be considered on a first come, first serve basis, rather than based upon continuously rotating seniority. No leave shall be cancelled if it has been approved 14 days or more in advance of the first day of the leave unless the employee agrees.

The College shall try to schedule the break during the same time as the spring break for Baltimore City Public Schools.

#### C. Accrued Annual Leave

Employees who work a forty (40) hour workweek shall not accumulate or carry over more than 600 hours of accrued annual leave from one calendar year to the next. Part-time employees may accumulate and carry over a maximum number of hours determined on the basis of the percentage of a forty-hour workweek they work. Accumulated and unused leave shall be forfeited. Upon termination of employment, after successful completion of the initial probationary period, employees shall be paid for their unused accrued annual leave up to 400 hours. In the event that the State increase leave payout in excess of 400 hours the College will reopen negotiations of the Current MOU.

#### D. Contractual Conversion

Contractual employees who convert to regular employee status shall accrue leave based upon their initial date of employment as a contractual employee as long as their service is continuous. Contractual employees shall not be credited with leave for the period of time that they were contractual employees.

#### E. Rate of Accrual Upon Return to Service

A non-temporary employee who returns to College service shall be credited for previous State or College service if the employee had satisfactory performance and at least 180 days of continuous service in an allocated position and returns to state service within a 3year period.

The College shall consider an employee's performance to have been satisfactory

unless the employee's most recent personnel evaluation before separation denotes unsatisfactory performance. An employee returning to College service shall accrue leave at the effective rate based upon years of actual service.

## **Section 2. Personal Leave**

All full-time employees shall be granted three (3) days of personal leave at the beginning of the first full pay period of the calendar year. Unused leave days may not be carried over beyond the first full pay period in the next calendar year. A supervisor may not deny an employee the right to use personal leave unless the supervisor is not notified prior to the start of the leave.

## **Section 3. Payout upon Termination of Employment**

An employee whose employment terminates after working for the College for at least six (6) months shall be paid his or her accumulated annual leave and compensatory time at a rate of compensation equal to the greater of: (1) the average regular rate received by the employee during the last three (3) years of employment or (2) the final regular rate. An employee who transfers to another State agency shall have his or her leave balances transferred from the College to the employee's new employing agency if the agency will accept the transfer.

## **Section 4. Religious Observance Leave**

An employee may elect to work overtime to earn compensatory time for an absence for religious observance. An employee's request to earn compensatory time for use for religious observance shall not be denied if the modification to the employee's schedule does not interfere with the efficient operation of the College. An employee's supervisor shall reasonably accommodate an employee's request to use leave for religious observance when the employee is scheduled to work on a College holiday if accommodations can be made without serious interference with the efficiency of the College. If a reasonable accommodation cannot be made, the supervisor may deny the leave request.

## **Section 5. Winter Break**

The President shall designate six (6) days for a paid Winter Break.

An employee required to work during the Winter Break shall be compensated according to Article 20, Section 2: Holiday Pay (excluding weekends attached to the Winter Break).

Six (6) days observed during the Winter break:

Veteran Day

Presidents Day

Columbus Day

Three (3) administrative leave (winter break) days

## **Section 6. Administrative Leave**

Administrative Leave may be granted at the sole discretion of the President

## **Section 7. Jury Service and Legal Actions Leave**

An employee who is selected for jury service shall notify his or her supervisor without delay. An employee who serves as a member of a jury is entitled to leave with pay so

long as the employee's jury service occurs on a regularly scheduled workday and the employee provides documentation.

Leave of absence with pay shall be granted to employees for time spent in jury duty, appears before or is a member of a grand jury or if the employee is subpoenaed to appear in a court proceeding, before an administrative agency, or for a deposition, and is neither a party to the action nor a paid witness. If an employee is dismissed from jury duty or released from his or her appearance in court, before an agency or at a deposition, and if after being released an employee has more than two hours left in the normal shift for that day, then the employee shall return to work for the balance of the scheduled workday. An employee on a non-standard shift with hours outside of the 8 a.m. to 5 p.m. range shall not be required to report to work on the day that they have jury duty.

### **Section 8. Definition of a Child for Purposes of Sections Bereavement Leave, Sick Leave and FMLA**

For purposes of the College's leave policies on Family and Medical leave (used for the care of a sick child), Sick Leave and Bereavement Leave, a child is a person who is the son or daughter of an otherwise eligible employee and who is under eighteen (18) years of age, or who is eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability during the period of serious illness. The child may be the biological, adopted, step or foster child of the eligible employee. The term child also includes someone who is the legal ward of the employee or someone for whom the eligible employee has provided sufficient, notarized affidavit(s) and proof of financial dependence that the employee is standing in loco parentis.

### **Section 9. Family and Medical Leave**

#### **A. Generally**

The College shall provide an employee with a serious health condition or an employee whose spouse, child or parent has a serious health condition, with Family and Medical Leave in accordance with the Family and Medical Leave Act. An employee is eligible for twelve weeks of Family and Medical Leave during a rolling 12 month period. An employee must exhaust all available forms of paid leave, including sick, annual, personal and compensatory time, before taking unpaid leave. Available paid leave shall run concurrently with FMLA Leave.

#### **B. Birth or Adoption.**

An employee who has been employed by the College for a period of at least one year in a permanent full-time position and who is responsible for the care and nurturing of a child may use, with certification of the birth or adoption, up to thirty (30) days of accrued sick leave for the time period immediately following the birth of the employee's child or the placement of a child with the employee for adoption. If two College employees are responsible for the care and nurturing of a child, a maximum of 40 days may be shared, not to exceed 30 days for one employee.

#### **C. Employees should notify their supervisors as far in advance as possible of their desire to use Leave after birth or adoption and must provide documentation of birth or adoption placement.**

- D. If the employee's absence qualifies as FMLA leave, the college shall provide the employee with written notice that the employees' leave is being designated as FMLA leave. The College shall not discriminate against any employee who has exercised rights protected under the FMLA.
- E. An employee must exhaust all available forms of paid leave, including sick, annual, personal and compensatory time, before taking unpaid leave.
- F. Use of intermittent or short-term family medical leave allowed.
- G. Intermittent leave in intervals as short as a day or part of a day are allowed under Family Medical Leave. If a serious health condition flares up on sporadic or intermittent basis, an otherwise qualified employee has a right to use family medical leave if requested.
- H. Reduced schedule must be granted if a health care provider certifies the need for a reduced schedule (reduced hours in the day or reduced days in the week, etc., then the request for a reduced schedule must be granted.

## **Section 10. Sick Leave**

### **A. Accrual of Sick Leave**

Employees shall be credited with one-and-a-half (1-1/2) hours of sick leave for each twenty-six (26) hours worked, up to a maximum of fifteen days (not to exceed one hundred and twenty hours) of sick leave per year. Sick leave is not earned for hours worked in excess of an employee's regular workweek, nor for hours is an employee on leave without pay. Sick leave may be accumulated without limitation.

### **B. Use of Sick Leave**

Use of sick leave shall be limited to the following purposes:

1. for the illness, injury or disability of the employee;
2. for death, illness or disability of a member of the employee's family;
3. for a medical appointment of the employee or a member of the employee's immediate family;
4. following the birth of the employee's child; or
5. when a child is placed with the employee for adoption.

Employees do not receive payment for accrued sick leave upon the termination of employment. Unless an employee objects, accrued sick leave shall be placed in the Leave Bank, described in Section D below, upon the termination of employment. Upon retirement, employees are granted 1 month of creditable service for each 22 days of unused sick leave and their leave is not placed in the Leave Bank.

### **C. Certification of Illness or Disability**

An original certificate authenticating the employee's illness or disability resulting in his or her unavailability for work shall be presented to the employee's immediate supervisor for leaves of five or more days. A supervisor or the Director of Human Resources may require a certificate for leaves of fewer than five days

only when there has been a demonstrated abuse of sick leave and only after the employee has been warned about their leave usage.

D. Sick Leave Bank

An employee may be eligible to donate, and request for use of leave from the State's Sick Leave Bank, so long as the employee meets all of the State's criteria for participation and satisfies all of the State's procedural requirements. An employee requiring leave from the Sick Leave Bank shall submit the completed requisite form to Human Resources as far in advance of the need for the leave as possible.

E. Employee-to-Employee Sick Leave Donation

An eligible employee may donate sick leave to another State employee, as long as the donor employee has at least two hundred and forty (240) hours of sick leave remaining after the donation. There is no limit on hours that can be donated when donating from other balances (annual, personal).

An employee may receive donated leave from another State employee if he or she has exhausted all forms of their own leave, meets all of the State's criteria for participation and satisfies all of the State's procedural requirements subject to Human Resources Verification. The College encourages employees to voluntarily participate in the State's employee to employee leave donation program. However, it is the employee's responsibility to secure sick leave donations.

F. Advanced Sick Leave

The College may advance up to sixty (60) days of advanced sick leave to an employee in any twelve month period for the employee's own serious illness or disability if the employee had used all leave with pay which has been credited to the employee. The employee shall submit a request for advanced sick leave in writing to the College's Director of Human Resources. The Director of Human Resources shall provide written notice of the approval or disapproval of the request to the employee.

The employee shall agree in writing that any advanced sick leave must be repaid in accord with this Article. The use of advanced sick leave by an employee constitutes a debt for which payment shall be enforceable upon the employee's return to work, and shall continue to be enforceable upon the employee's transfer from one agency to another or upon termination. Reimbursement shall be made at the minimum rate of 1/2 of the rate of sick leave and annual leave earned, and at the employee's discretion by applying credited annual leave, personal leave, sick leave, compensatory leave or cash payments. Any leave accrued during the period of advanced leave will be applied to the leave.

G. Extended Sick Leave

An employee may qualify for extended sick leave with pay for their own illness or disability if the employee had been employed by the State for at least five years and has exhausted all paid leave that is available to him or her.

An employee's continuous absence while using earned leave, advanced sick leave and extended sick leave shall not exceed a total of fifteen months.

The employee shall submit a request for extended sick leave in writing, together with supporting documentation to the College's Director of Human Resources. The Director of Human Resources, after consultation with the President shall provide written notice of the approval or disapproval of the request to the employee.

H. Abuse of Sick Leave

The College shall take appropriate action, which may include counseling and/or discipline, up to and including termination of employment, when an employee abuses sick leave and such abuse prevents the employee from performing the essential job functions.

I. Sick Leave Incentive Program

Should the State fund its Sick Leave Incentive Program or direct its agencies to fund it themselves, an employee may cash out forty (40) hours of unused sick leave per calendar year if the employee used no more than forty (40) hours of sick leave during the year and had a sick leave balance of at least 240 hours on December 31 of that year. An employee may cash out fifty-six (56) hours of sick leave per calendar year if the employee used no more than twenty-four (24) hours of sick leave during the year and had a sick leave balance of at least 240 hours on December 31. For purposes of determining eligibility for cash out, sick leave that is donated or is used for a death in the family does not count as sick leave usage, but will affect an employee's balance.

**Section 11. Bereavement Leave**

- A. A maximum of 3 bereavement leave days may be granted in the event of the death of any member of the employee's immediate family. An additional 2 days of sick leave may be used in the event of the death of any member of the employee's immediate family. Immediate family shall be defined as spouse, children, parents, stepparents, foster parents, legal guardians or others who took the place of parents of the employee or the employee's spouse, grandparents or grandchildren of the employee or the employee's spouse, brothers and sisters of the employee or the employee's spouse, or any relative living in the employee's household.
- B. A maximum of 1 bereavement leave day (sick) may be granted in the event of the death of any member of the employee's extended family. An additional 2 days of vacation, personal or compensatory leave maybe requested. Extended family is defined as aunts and uncles of the employee, or the employee's spouse, nephews and nieces of the employee, or the employee's spouse, brothers-in-law or sisters-in-law of the employee, or the employee's spouse, and sons-in-law and daughters- in-law. If an employee requires additional time off, the employee's supervisor shall make reasonable efforts to arrange the employee's work so that the employee may use his or her accrued leave for this purpose.
- C. If the State changes its leave policy to provide five bereavement days to employees under certain circumstances, the College will also provide five



bereavement days in the same situations.

Documentation shall be provided to the Office of Human Resources.

Documentation must be shown to identify the date of the funeral and relationship to the employee.

## **Section 12. Leaves of Absence Without Pay**

- A. An employee may request a leave of absence without pay:
1. For personal reasons not to exceed thirty (30) calendar days;
  2. The amount of time permitted by the FMLA if the employee is eligible for leave under the FMLA;
  3. Up to a maximum of six (6) months, for the employee's documented temporary personal illness or disability, when there is medical documentation that the employee can return to the employee's full range of duties.  
An employee whose request for leave without pay is granted shall not be separated from the payroll. No leave is accrued during a period of leave without pay.
- B. The College may approve an unpaid leave of absence for a greater period of time than specified in A. above. Such an extended leave without pay may not extend beyond two years, except for leave to enter the armed forces. In no case shall an unpaid leave extend beyond two years. An employee on an extended leave of absence without pay shall be separated from the payroll. If such leave is granted, that does not entitle the employee to return to the same position that the employee vacated or any other position in the College.
1. The College shall mail an employee who is on leave a notice advising them that they will be separated from the College before the action is taken.
  2. If a vacancy exists, the employee shall be restored to his or her classification. If the employee cannot be restored, the employee may request that the College place the employee's name on the appropriate list as a reinstatement candidate. An employee who fails to notify the College in writing prior to the expiration of the leave without pay of the employee's desire to return to duty shall be considered resigned from the College.
  - 3.
- C. Union Leave without pay  
In the event a bargaining unit member is elected or appointed to a statewide union office, the College agrees to provide that individual, upon request, with an unpaid leave of absence not to exceed two (2) years. The union may also designate up to 2 employees a calendar year to participate in its lost time program for up to 3 months. An employee whose request for leave without pay for this program is granted shall not be separated from the payroll. No leave is accrued during a period of leave without pay. Employees participating in this program shall be placed in their previous position upon return to the College.

D. No Retaliation

The College shall not retaliate against any employee because he or she takes a leave of absence when he or she is entitled to and in accordance with this Article.

1. Except for leave of absence for military purposes, an employee granted leave of absence without pay for more than thirty (30) calendar days, and who is ready to return to duty at or prior to the expiration of the leave, shall notify the College of the employee's readiness to return.

**Section 13. Military and War Leave**

An employee who is a member of a Reserve Unit of the armed forces or National Guard Reserve shall be entitled to leave for military training for a period of not more than 15 workdays annually with pay and without charge against leave. Employees of the College are covered by the Uniformed Services Employee and Reemployment Rights Act (USERRA), 38 USC §§ 4301 through 4333. This law helps to preserve rights to leave afforded by the FMLA.

The College shall provide military administrative leave to eligible employees according to State law.

**Section 14. Disaster Leave**

Disaster service leave is leave with pay granted to an employee by the College to support the mission of the American Red Cross in giving aid to the citizens of the State of Maryland and neighboring states.

A. Requests for Disaster Service Leave

An employee may request disaster service leave with pay if the American Red Cross or similar organization:

1. Requests the services of the employee during a declared disaster;
2. Certifies that the employee is a disaster service volunteer; and
3. Designates the disaster as Level II or above, in the regulations and procedures of the National Office of the American Red Cross

B. Amount Allowed. An employee may use up to 15 days of disaster leave in a 12-month period, only with the approval of the Office of Human Resources. Disaster Service leave shall not be unreasonably denied.

C. Claim Status. For the purpose of workers' compensation and the Maryland Tort Claims Act, an employee is deemed not to be a State employee while on disaster service leave.

**Section 15. Paid Leave Following a Positive Tuberculin Skin Test**

An employee is entitled to receive appropriate health care to be provided by the College and leave with pay in accordance with subsection (b) of this section, if:

- A. The employee has a positive tuberculin skin test result on a test taken, and, or:
- B. The Secretary of the Department of Health and Mental Hygiene determines that, for public health reasons, the employee should not work for a given period of time.

Period of leave - Leave granted to an employee under this subsection for public health

reasons may not exceed 90 days. If it is determined that a longer absence is medically required, the employee may use other forms of leave to the extent authorized under this MOU.

## Section 16. Organ Donation Leave

### A. Leave Available for Organ Donation in Any Twelve Month Period

#### 1. Length of time available.

In any twelve (12)-month period, an employee may use up to seven (7) days of organ donation leave to serve as a bone marrow donor and thirty (30) days of organ donation leave to serve as an organ donor.

#### 2. When leave available.

Organ Donation Leave may be used only for the actual donation procedure, the preparation for the actual donation procedure and recovery from the actual donation procedure. It may be used in increments in one (1) hour or more.

### B. Applications for Leave

An employee or his or her authorized representative may request Organ Donation Leave by submitting: (1) the appropriate request form and (2) the medical documentation required as indicated on the form, to the Director of Human Resources. The College shall render its decision on the request for Organ Donation Leave within five (5) business days of the Director of Human Resources' receipt of the request.

Leave shall be provided retroactively if the employee had to make his or her donation before receiving approval and the leave is otherwise approved in accordance with this Article. If there is any question about medical documentation, it shall be forwarded to the State Medical Review Director for review.

Organ Donation Leave shall be denied only if the employee fails to provide the medical documentation that is required to establish his or her status as a donor.

### C. Confidentiality of Medical Documentation

Medical documentation submitted with the request for Organ Donation Leave shall be treated as confidential medical information and shall be disclosed only to those who need to know its contents as part of the review, evaluation and approval process. The failure to maintain the confidentiality of medical information shall subject an employee to disciplinary action up to and including termination of employment.

## Section 17. Transfer of Leave Earnings

An employee who transfers to a position at the College from another unit of the State government, and vice versa, shall do so without loss of leave earned or credit for State employment. Personal leave will be adjusted according to the 24 hour limit granted by the College.

## **Section 18. Accidental Workplace Injury**

### **A. Generally**

Maryland State Workers' Compensation Insurance and the State Personnel and Pensions Laws cover employees sustaining injuries in the performance of their duties at a BCCC site during their scheduled work time. The College shall abide by those laws and the regulations related to them.

Leave benefits apply to employees who are unable to return to work as a result of workplace injuries. Within two years of the injury, employees may file a claim directly with the Workers' Compensation Commission.

### **B. Reporting**

1. The employee, or an individual acting on the employee's behalf, shall provide oral or written notice of the accident to the College immediately after the accident occurs. Immediately shall be defined in this case as being within 2 work days after the injury unless the employee is incapacitated to the extent that they are unable to participate in providing notice.
2. The employee or an individual acting on the employee's behalf and the employees' supervisor shall complete a first report of injury and provide this report and any available health care provider reports to the College within 3 working days after the incident occurs.

### **C. Medical treatment:**

Emergency injuries are to be handled by 911 emergency response. For non-life threatening injuries, the employee shall be referred to a College selected medical provider for evaluation and treatment.

### **D. Work-Related Accident Leave**

#### **1. Introduction**

Eligibility for work-related accident leave shall be governed by Maryland's Workers' Compensation Law and State Personnel and Pensions Article, Title 9, Subtitle 7, Annotated Code of Maryland. Work Related Accident Leave is not earned, accrued leave. It is governed by SPP §§ 9-701 to 705. Accident leave shall equal two thirds of the employees' regular pay which may be excluded from federal adjusted gross income and therefore is not subject to either federal or state income tax. An employee may be entitled to work-related accident leave if available prior to the determination of compensability made by the Workers' Compensation Commission.

#### **2. Timing**

- a. An employee may use work-related accident leave beginning on the first day of disability that an employee cannot work due to a work-related injury and shall continue until the earlier of (1) the day that the employee is able to return to work as certified by a physician or (2) 6 months from the day of disability.

b. After an employee returns to work, work-related accident leave may be granted for continuing treatment as certified by a physician selection by the appointing authority up to 6 months from the day of the original disability.

c. Work-related accident leave may be granted for up to an additional 6 months if: (1) the employee is certified by a physician selected or accepted by the College or (2) no decision has been reached by the Workers' Compensation Commission on the employees' claim.

E. Non Compensable Injuries

1. If a Workers' Compensation Commission order determines that the injury is not compensable, the College shall correct the employee's leave record to reflect a conversion of the work-related accident leave which was granted in advance of the notification. The employee shall notify the College as to what category of the employee's accrued paid leave shall be used for the conversion. If the employee does not have accrued leave with pay, then the conversion shall be for leave without pay.

2. Eligibility for Workers' Compensation

- a. In addition to Accident leave, an employee has the right to file a claim with the Workers' Compensation Commission.
- b. Within two years of the injury, employees may file a claim directly with the Workers' Compensation Commission.

F. Employee Medical Reports

The employee shall receive copies of all medical reports that the College obtains that are related to the employee's accident leave.

**Section 19. Accrued Leave and Maintenance of Benefits and Seniority during Periods of Leave**

Employees continue to accrue leave during periods that they use paid leave. Leave shall not accrue when an employee is taking unpaid leave. Employees maintain their seniority during periods of leave. Employees are also entitled to maintain benefits, subject to any of the requirements of the benefit plan(s) to which they subscribe.

**Section 20. No Retaliation**

The College shall not retaliate against any employee because he or she takes a leave of absence when he or she is entitled to and in accordance with this Article.

**Article 22. Release Time- Training, Meetings, Interviews & Union Activity**

**Section 1. Release Time**

- A. Release Time is paid work time for time spent by an employee participating in training, meetings, committees and interviews, as provided in this Article.
- B. Release Time is not earned accrued time. It does not come out of any earned leave balance.

- C. The parties recognize their respective obligations to grant and use Release Time in accordance with this MOU in an efficient and effective manner.
- D. Release time may be used in increments of one (1) hour or more.

### **Section 2. College Sponsored Committees**

Employees shall be allowed to participate in College-sponsored, work-related committees and events with prior supervisory approval. Such approval shall not be unreasonably denied.

### **Section 3. Staff Development**

1. The College encourages and supports its employees' pursuit of educational opportunities by authorizing release time for employees who participate in educational opportunities that are scheduled during the normal work day. An educational opportunity (program) may be a meeting, seminar, conference, workshop, training program, or course. Employees are encouraged to recommend training that would benefit the College and bargaining unit members.
2. Each employee shall complete forty (40) hours of staff development per fiscal year. An employee shall be allowed Release Time to attend a Staff Development Program, as authorized by his or her supervisor or the Director of Human Resources, for career development purposes. Authorization for release time to attend a staff development program shall not be unreasonably denied.
3. Release Time for staff development training purposes may be granted under the following conditions:
  - a. Release time must be pre-approved by the employee's immediate supervisor.
  - b. The College or the State Department of Personnel offers the program.
  - c. The Program does not affect employees in a discriminatory manner.
  - d. Employee's absence does not unreasonably disrupt the normal operations of the College or the office in which the employee works.
  - e. An equivalent program is not available during the employee's non-working hours.
  - f. The Program is job-related or career enhancing. Job-related includes improvement in skills and knowledge currently used in his or her position, recommended by the employee's supervisor, or is in preparation for potential promotion.

### **Section 4. In-Service Training**

If the College requires an employee to participate in an in-service training program, the employee shall use release time for time spent in the training and travel time in excess of the employee's regular commute time. An employee shall not normally be scheduled to work the shift immediately before or after the training. However, this scheduling shall be permitted if an employee volunteers for it or if the employee is assigned to a shift on an overtime basis to meet minimum staffing requirements.

## **Section 5. Job Interviews and Examinations**

Employees shall be allowed up to 4 hours of release time to take examinations and to attend interviews for College and State positions.

Employees shall obtain prior approval from his or her supervisor of the interview or examination leave request and shall provide his or her supervisor documentation from the interviewer verifying the employee took the examination or attended the interview.

Release time to take an examination or to attend an interview shall not be unreasonably denied.

## **Section 6. Union-Related Activities**

- A. On July 1 of each year, the College shall credit the Union's release time account with one day of release time for each five (5) bargaining unit members. Release time used in accordance with this section shall be charged to this release time account. No release time shall be granted in excess of the Union's account balance on July 1.
- B. The Union may designate employees to use the Union's accrued time for Union business such as Union-sponsored labor relations training, State or area-wide committee meetings or State or International conventions. The employee shall be permitted to use release time when he or she provides his or her supervisor with notice and the time off will not otherwise be unreasonably denied.
- C. Generally, reasonable notice for such meetings is at least twenty (20) calendar days. The supervisor shall grant or deny the employee's request to take Union-Related Activities leave within seven (7) calendar days. A request shall not be unreasonably denied.

## **Article 23. Acting Capacity**

### **Section A. Acting Capacity Pay**

An employee assigned to perform the duties associated with a classification with a higher rate of pay than that of the employee's classification shall receive the hourly rate applicable to the higher classification. This higher rate of pay is Acting Capacity Pay. Prior to accepting the acting capacity appointment, the employee will be notified in writing of the duties expected. Acting Capacity Pay shall be paid for the period in excess of five (5) continuous work days.

The initial period of Acting Capacity Pay shall be limited to six (6) months or less and may be extended for period up to six (6) months. An employee in Acting Capacity shall not be relieved of such capacity prior to the completion of the five -day waiting period for the purpose of avoiding Acting Capacity Pay. The College shall not rotate employees in an acting capacity position to avoid acting capacity pay, nor shall employees be recurrently scheduled in an acting capacity position without compensation. An employee shall not be required to accept an acting capacity assignment if he/she would suffer a loss in pay.

The performance evaluation of the employee working the duties of a higher pay rate shall reflect the added responsibilities the employee performs.

Acting Capacity appointments are voluntary. No employee shall be disciplined or retaliated against for rejecting an opportunity to work in an acting capacity appointment.

Employees who do not satisfactorily perform the required elements of the higher classification shall be returned to their position instead of suffering formal disciplinary action.

### **Section B. Increased Responsibilities Pay**

An employee assigned to both their own job responsibility and significant responsibilities from a separate role of equal or lower classification shall be considered for increased responsibilities pay. Should an employee be assigned to such a dual capacity their supervisor shall request that Human Resources increase the affected [pay] by as much as 15% of their base pay.

The initial period is limited to six (6) months or less and may be extended for a period up to six (6) months.

Increased responsibility appointments are voluntary.

Employees who do not satisfactory perform the required elements of the dual capacity shall be returned to their position instead of suffering formal disciplinary action. The performance evaluation of the employee in dual capacity shall reflect the added responsibilities the employee performs.

## **Article 24. Job Classification, Reclassification and Workload**

### **Section 1 Generally**

Employees will be classified based on duties, knowledge, skills and abilities.

### **Section 2. Job Study**

When the employee (and Union representative, if chosen) and supervisor believe a position is incorrectly classified a request may be submitted to study the position. Such study shall be completed within 90 calendar days unless a study of the job in question has been completed within the previous twelve months and the job duties have not changed. The employee (and the Union representative, if chosen) will be provided with a copy of the Employer's findings upon request. The Employer will apply its established classification guidelines in a fair and equitable manner.

### **Section 3. Reclassification**

A reclassification is defined as a change in a position from one classification to another classification due to a significant change in duties and responsibilities of the current position. This may occur when the duties assigned to a position fit better in a higher classification than they do in the current classification.

When additional duties are assigned to a filled position that may warrant its reclassification and there is more than one qualified candidate in an organizational unit, documentation indicating the specific reasons for selecting the qualified candidate to whom the additional duties were assigned shall be retained for three years.



#### **Section 4. Workload**

The College shall assign workloads as equitably as possible. The College shall consider redistributing staff or positions among the College's programs, shifts, or work sites or other means of alleviating excess workload and shall specifically consider hiring additional staff where there are chronic workload problems.

If an employee believes that his or her workload is unreasonable and the employee's supervisor is unable to satisfactorily address the employee's concerns, the employee may request that Human Resources conduct a workload audit. The employee, the employee's supervisor, and the Human Resources Director or his or her designee will meet within 15 days of such request being filed. The employee may have a union representative at any such meetings. The College will notify the employee of its decision within 60 days from the date the workload audit request was filed.

#### **Section 5. Contractual Conversion**

Current contractual personnel have the option to apply for open PIN positions and to pursue such openings on a competitive basis. The College may designate a vacant PIN for conversion. Contractual employees will be considered for conversion subject to the following criteria:

- Three (3) years or more of consecutive service to the College; Education can be substituted for years of service:
  - One year of relevant education at the undergraduate level may be substituted for one year of required work experience. In general, when equating education and experience, 2.5 credit hours will be considered to be equivalent to one month of experience
- Meets the minimum qualifications;
- Has position related experience;
  - One year of relevant work experience may be substituted for one year of required education
- Has a meets standards performance evaluation or better. If employee did not receive an evaluation, the evaluation will automatically default to meets standards.

A contractual employee may be appointed to a PIN only when there are no qualified candidates for the position in the unit. In the event there are multiple eligible candidates within the unit, a five (5) day internal competitive search will be required. The converted permanent position should be essential to operations and the College's mission. Converted PINs will not be used for peak or seasonal needs which can be met using part-time personnel.

### **Article 25. Promotion, Transfer, Demotion**

#### **Section 1. Promotions**

Employees may apply for any vacant positions at the College that may provide a promotional opportunity as long as they meet the minimum qualifications for the position. All qualified candidates in the applicant pool will complete a competitive

process prior to a selection being made.

The College agrees to develop a selection plan that will (1) contain a job announcement for the vacant position; (2) list the minimum qualifications and (3) include job related selection criteria that assess the knowledge, skills and abilities required for the position.

All College positions will be posted for a minimum of (2) two weeks. For the purposes of recruitment of positions within the State Personnel Management System, the College shall follow the policies of the Department of Budget and Management.

The College shall make a selection from among the candidates who meet the minimum qualifications for the position. Applicants shall be evaluated based upon position related:

- A. Experience (including length of State, College and contractual employee service, and where possible, allow for the substitution of experience for educational criteria;
- B. Education;
- C. Knowledge skills and abilities.

In the event that any two or more applicants are equal, State, College and contractual service shall serve as the tie breaker. If requested, the supervisor and a human resources representative shall meet with a College employee candidate who was not selected for the position to discuss the ways that the employee may be able to improve his/her chances for possible future promotional opportunities.

In the event that the College creates a new Police Officer I position or fills a Police Officer I vacancy, it shall conduct a position specific recruitment (internal) search. Building Guards (Building Security Officers) who are otherwise qualified shall be considered for the opportunity in accordance with Section A. The selected candidate shall be reclassified as a Police Officer Trainee and the College shall send the person to the MPCTC approved training course. If the College must pay for the employee's training, the employee shall reimburse the College if he or she voluntarily leaves the College within 24 months from the date that the employee completes the training. Reimbursement shall occur at the time the employee leaves the College. If the employee fails to complete his or her training successfully, he or she may return to a vacant Building Guard (Building Security Officer) position if available, however, the College shall not send the employee to training again. If the employee leaves the College for any reason other than a medical disability (during the training), the employee shall reimburse the College for all training costs.

## **Section 2. Transfer.**

### **A. Voluntary**

An employee may apply for transfer to a vacant position of the same classification or another classification of the same grade for which the employee meets the minimum qualifications.

### **B. Involuntary Transfer**

The College may reassign any employee from a position to another position for which the employee meets minimum qualifications, in accordance with any legal requirements. As a result of a departmental, divisional, or College-wide reorganization, the College reserves the right to re-align staff and positions to best serve the interests of the College, and to do so according to the MOU and the law.

The College shall provide at least ten (10) working days' notice before involuntarily transferring an employee. Transfer is defined as a change in reporting structure of employee.

### **Section 3. Demotion**

- A. A demotion is a change from a classification with one pay range to a classification with a pay range with a lower maximum rate of pay.
- B. A demotion may be made:
  - 1. voluntarily;
  - 2. as a form of discipline; or
  - 3. when, upon promotion or reinstatement to a position in the non-exempt bargaining unit, the College determines that the employee is unable or unwilling to satisfactorily perform the duties of the position during the probationary trial period.
- C. An employee who applies under B (1) for a voluntary demotion shall be considered for the position along with other eligible applicants who have also applied for the same position.
- D. If, a demotion is made under B(3) above, the College shall in accordance with the law during the probationary period:
  - 1. return the employee to his or her former position if it is vacant; or
  - 2. demote the employee to a position comparable to the employee's position within the appointing authority's jurisdiction.
- E. If a demotion takes place, the wage in the lower pay range shall be the level or step that is closest to the employee's current rate of pay but not more than the employee's current salary.

### **Section 4. Retirement Notification**

To allow for a transition period, employees are encouraged to provide 30 days or more advance written notice of retirement to his/her Department Head and the Department of Human Resources whenever possible. Not providing 30 days' notice will have no negative impact on an employee's ability to retire.

## **Article 26. Probation or Trial Period Following a Promotion**

### **Section 1. Probation for New Employees**

#### **A. Generally**

Newly hired employees (employees whose appointment is their first appointment as a state employee) are probationary employees for six months. The employment of a probationary employee may be terminated at any time, for any reason. The College shall give the employee a notice of termination at least 10 days before the effective date of the termination, but it may suspend the employee with pay between the date of the notice and the effective date of the termination.

The original probationary period may be extended on a one-time basis up to three months at the College's discretion.

The sole basis for an appeal of the termination of employment while on original probation is that the action was illegal or unconstitutional.

#### **B. Successful Completion of the Probationary Period**

In order to successfully complete the probationary period, an employee shall demonstrate proficiency in the duties and responsibilities associated with the position. A rating of overall "meets standards" (or in the case of a rating of "good") on an evaluation shall indicate proficiency in the duties and responsibilities associated with the position.

With that goal in mind, it is the College's responsibility and where applicable the supervisor's responsibility to properly explain the duties and responsibilities of an employee's position to the employee, provide the employee with a written position description and otherwise orient the employee to the operations of the employee's unit.

Periodically during the probationary period, the employee's supervisor shall confer with the employee about the employee's performance and improvements in that performance that are necessary to satisfactorily complete probation. At the end of an employee's first 90 days of probation, the employee shall receive a written evaluation of the employee's performance and any recommendations for improvement. If the College extends an employee's probationary period, the employee shall receive additional written evaluations (i) at the end of the employee's initial probationary period; and (ii) at the midpoint of the extension period. The immediate supervisor shall maintain accurate records and documentation of the above actions.

#### **C. Contractual Conversion**

An employee who has worked in a contractual position for a period of at least six months immediately preceding the date of conversion from a contractual position to a regular position shall not serve a probationary period. If the employee has worked in a contractual position for a period of less than six months, the employee shall serve a probationary period that would be, when added to the length of time the employee served in the contractual position, six months.

### **Section 2. Returning Employees**

#### **A. Return Within Less Than One Year from Date of Separation.**

An employee who is reinstated within one (1) year after separation to a classification in which the employee previously completed a probationary period shall not serve another probationary period. If an employee did not complete probation before separation, the employee shall serve a new probationary period.

#### **B. Return After One Year from Date of Separation.**

An employee who is reinstated more than one (1) year after separation shall serve a trial period pursuant to Sections 3 and 4 below.

### **Section 3. Trial Period for Current Employees**

#### **A. Generally**

Current employees shall serve a trial (probationary) period of three (3) months when:

1. transferring to a different job classification with a substantially different job description or duties within the College; or
2. appointed to a position following a competitive promotion.

The trial period (probationary period) for transferred employees may be extended on a one-time basis for an additional 30 days at the College's discretion. In order to successfully complete the probationary period, an employee shall demonstrate proficiency in the duties and responsibilities associated with the position. A rating of overall "meets standards" (or in the case of a rating of "good") on an evaluation shall indicate proficiency in the duties and responsibilities associated with the position. With that goal in mind, it is the College's responsibility and where applicable the supervisor's responsibility to properly explain the duties and responsibilities of an employee's position to the employee, provide the employee with a written position description and otherwise orient the employee to the operations of the employee's unit.

Periodically during the probationary period, the employee's supervisor shall confer with the employee about the employee's performance and improvements in that performance that are necessary to satisfactorily complete probation. At the end of an employee's first 45 days of probation, the employee shall receive a written evaluation of the employee's performance and any recommendations for improvement. If the College extends an employee's probationary period, the employee shall receive additional written evaluations (i) at the end of the employee's initial probationary period; and (ii) at the midpoint of the extension period. The immediate supervisor shall maintain accurate records and documentation of the above actions.

#### **B. Rejection during a trial period**

Notice of a rejection during a trial period shall be in writing with a copy to the union. The College shall provide notice at least 10 work days before the effective date of the termination. The notice shall state the reasons for the termination, the effective date, and the appropriate appeal route. If the rejection during the trial period is for a reason specified in the section of this MOU on automatic termination, then the College may disregard the requirement for 10 days' notice and immediately submit a written termination notice to the employee with a copy to the union.

When the College determines that an employee is unable or unwilling to satisfactorily perform the duties and responsibilities of the position, the College shall either:

1. return the employee to his or her former position, if it is vacant; or
2. if that position is not available, demote the employee to a comparable position.

Employees serving probation following a transfer may grieve a demotion or termination under the Discipline Article of this Agreement.

### **Article 27. Performance Evaluations**

#### **Section 1. Generally**

Evaluations are performance management tools. Employee job performance shall be evaluated in accordance with this Article.

The College will use the Performance Evaluation Form as agreed to by a joint management and Union bargaining team that is distinct from the Labor Management Committee. The agreed upon form will be incorporated into the MOU as an appendix. There are NO written changes to the MOU (exempt, non-exempt, SPO) documents but to ensure that Performance Evaluation FORMS are included in all (3) MOUs and listed in Table of Contents as such.

Nothing in this Article shall prohibit employees and supervisors from communicating about the employee's performance, the relationship between the employee and the supervisor, and the employee's goals for career development at the College, at times other than those specified in this Article. Regular communication feedback between the employee and his or her supervisor is an important component to the employee's performance and development and ultimately to the evaluation process.

## **Section 2. Performance Ratings**

Performance ratings are:

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

## **Section 3. Performance Standards**

Standards shall be specific, attainable, relevant, measurable and fully consistent with an employee's duties, responsibilities and grade as described in his/her job description. Standards and elements will be job and outcome related. Standards and elements shall be provided to an employee in writing at the outset of the rating period and changed during the period only after review with the employee.

If an employee does not have an opportunity to perform work described by a standard or element, that standard/element will not be considered in the performance appraisal process.

Standards/elements shall be applied fairly, objectively and equitably. The College shall take into account equipment and resource problems, lack of training, frequent interruptions, and other matters outside of an employee's control when applying standards/elements to performance. Pre-approved time away from the job including sick leave, personal days, annual leave and authorized duty time for union representational purposes and other authorized activities will not be considered negatively in the application of performance standards and behavioral elements. Evaluations shall fully take into account such approved absences in a measure of timeliness and quantity of work.

## **Section 4. Procedure**

### **A. Frequency**

Employees receiving a performance rating of "Meets Standards" or above shall receive an annual performance evaluation to be conducted at the end of the fiscal year, June 30<sup>th</sup>. Employees receiving a performance rating below "Meets Standards" shall receive two

written performance evaluations per year: (1) a mid-year performance evaluation and (2) an end-of-year performance evaluation including an overall performance rating.

#### B. Preliminary Performance Evaluation

1. A supervisor shall prepare a preliminary performance evaluation for each employee for which the supervisor has primary direct responsibility.
  - a. If the employee's supervisor is unavailable, the highest ranking manager with the best knowledge of the employee's performance shall prepare the appraisal.
  - b. If an employee is transferred, demoted or promoted, he or she shall be given an exit appraisal, and it shall be used in conjunction with his or her new supervisor's year-end appraisal.
  - c. If the employee has been working under a new supervisor for at least six months, the employee and the College may mutually agree not to use the former supervisor's appraisal.
  - d. If two appraisals are used, they shall be averaged in accordance with the number of months in the performance period measured by each appraisal.
2. The College may review a preliminary evaluation before the supervisor presents it to the employee.

#### C. Employee self-assessment.

Each employee shall prepare a written self-assessment that includes the following:

- A self-evaluation of the employee's own performance during the relevant rating period;
- Suggestions for ways that the employee and the employee's supervisor can enhance the employee's contribution to the College's mission, goals, and objectives; and
- Suggested training and/or other methods to promote the development of the employee's career objectives at the College.

#### D. Meeting for Review and Discussion

An employee and the employee's supervisor shall meet to review and discuss together the employee's self-assessment and the supervisor's assessment. The employee must be notified of the date of the meeting at least five (5) days prior to the date of the review and the discussion. The objective of the meeting is to provide an opportunity for the employee and his or her supervisor to:

1. Promote agreements and understanding about the assessments made by the employee and the supervisor and to aid the supervisor in determining the final ratings for the performance evaluation;
2. Develop appropriate modifications to the employee's position description, if needed;

3. Establish specific written tasks and indicators, based on measurable and objective standards that can be evaluated on outcome, that the employee needs to accomplish during the next rating period in order to meet the overall objectives of the position; and
4. Identify any area in which training is needed for the next rating. When a supervisor believes that helpful training opportunities are available that would assist an employee to lift his or her performance to at least a level that is meeting expectations, the supervisor shall identify them to the employee. If an employee does not avail himself or herself of an available opportunity, the supervisor may take this into account when evaluating future performance issues.

The supervisor shall note an employee's areas of strength and areas that need improvement. The supervisor shall examine areas of agreement and disagreement with the employee, and attempt to resolve any differences or misunderstandings so that both supervisor and employee can collectively work on maintaining good employee performance or improving weaker areas.

#### E. Procedure at the End of Previous/Beginning of New Cycle

The College shall approve a written performance evaluation before it is final. The College may change an employee's end-of-cycle final evaluation only with written justification, which cites the employee's performance standards/behavioral elements and the employee's actual performance. The supervisor shall give employees a copy of the end-of-year appraisal at the time that it is initially presented and signed and at the time that it is finalized, and a copy will be placed in the employee's personnel file. A statement of an employee's objection to an appraisal or comment shall be attached and put in their personnel file.

1. Final written performance evaluations shall include:
  - a. Final performance ratings;
  - b. Specific tasks the employee is to achieve during the next rating period;
  - c. A list of modifications to the employee's position description, if any;  
and
  - d. Any recommendations for training to enhance the employee's skills.
2. The supervisor shall:
  - a. Give the employee a copy of the final performance evaluation;
  - b. Retain a copy; and
  - c. Provide Human Resources with a copy to place in the employee's personnel file.
3. If there is a modification made to the position description:
  - a. The employee and the supervisor shall sign and date it to acknowledge that it has been reviewed by both;
  - b. The supervisor shall forward a copy of the modified position description to Human Resources for placement in the employee's personnel file; and



- c. The employee shall receive a copy of the modified position description.
  - d. Nothing in this Article prohibits modifications to a position description or meetings between a supervisor and an employee to review performance expectations at any other time.
4. This subsection shall also apply if any modification to a position description is made outside of the performance evaluation process.
  5. Regardless of whether there is a modification to the employee's position description:
    - a. The supervisor shall give the employee a copy of the employee's position description and go over it with the employee. The position description shall be the basis for setting expectations for the employee.
    - b. The supervisor and the employee shall go over the supervisor's performance expectations. The supervisor shall be as clear and specific as possible. The employee shall ask the supervisor to clarify anything that is confusing or nonsensical and shall ask any questions that he or she may have about the supervisor's expectations.
  6. If a good faith effort has not been made to finalize the employee's rating within 30 days of the midpoint or end of cycle, then the assumption must be that the employee was at minimum, meeting standards.

## **Section 5. Procedures When an Overall or Individual Performance Rating Is Below Meets Standards**

- A. Generally, an employee who receives a performance rating of "Needs Improvement" or "Unsatisfactory":
  1. has been notified by his or her supervisor of the performance or behavior issue during the evaluation period that is below meeting standards;
  2. has received written notification of the performance or behavior problem; and
  3. has been counseled about how the performance or behavior must be improved, assisted in determining how to attain a meets standard rating and, has had an opportunity to improve performance or behavior.
- B. If an employee's annual performance evaluation indicates that his or her overall performance is unsatisfactory, in addition to following the procedures outlined in Section 3 above, the employee's supervisor shall:
  1. if the employee's performance has been rated overall as "needs improvement," inform the employee that the employee has an opportunity period of 180 days from the date of the evaluation to improve his or her level of performance to a level that meets standards or his or her employment shall be terminated. Approximately midway through the 180-day opportunity period, the employee and the employee's supervisor shall meet to evaluate the employee's progress toward meeting standards. At this mid-point evaluation, the supervisor shall give the employee written notice of which areas of performance are still below meeting standards; the evidence of and in specifically in what way performance is still below meeting standards; and specifically what has to be done to bring the performance up to meeting standards; or

2. if the employee's performance has been rated overall as "unsatisfactory", the employee's supervisor shall inform the employee that the employee has an opportunity period of 90 days from the date of the evaluation to improve his or her level of performance to a level that meets standards or his or her employment shall be terminated. Approximately midway through the 90-day opportunity period, the employee and the employee's supervisor shall meet to evaluate the employee's progress toward meeting standards. At this mid-point evaluation, the supervisor shall give the employee written notice of which areas of performance are still below meeting standards; the evidence of and specifically in what way performance is still below meeting standards; and specifically what has to be done to bring the performance up to meeting standards.
- C. The employee shall be given a development plan including the following elements: 1. identification of the performance standards/behavioral elements for which performance is unacceptable;
1. a description of what the College will do to assist the employee and a description of what the employee must do to improve the unacceptable performance during the opportunity period; and
  2. a statement as to when the employer and the employee decide to meet to evaluate the employee's performance within the opportunity period.
- D. Failure to improve performance to the meets standards level by the end of the opportunity period shall result in a termination of the employee's employment. No employee may receive an overall rating of "unsatisfactory" on an annual performance evaluation unless the employee already received an overall "unsatisfactory" rating on the employee's mid-year evaluation.

Termination under this subsection is a disciplinary action and the procedures in the Discipline Article shall be followed. An employee whose employment is terminated under this subsection shall be able to grieve the termination in accordance with the Discipline Article.

### **Section 6. Pay Increases Related to Performance-Based Criteria**

An employee may not be denied a pay increase which is linked to performance-based criteria unless substantial reasons relating to work performance are cited on the relevant mid-year or final performance evaluation forms.

### **Section 7. Interim Conferences**

The parties recognize that interim conferences are an important part of developing and maintaining a high quality workforce. Therefore, employees and supervisors are encouraged to hold interim conferences to evaluate employees' progress in meeting objectives established during the previous mandatory performance evaluation.

### **Section 8. Appraisals of Supervisors**

Employees shall evaluate, anonymously, the performance of supervisors. The College shall ensure that employees are given the opportunity to evaluate the supervisor prior to the supervisor's year-end evaluation. The forms will be considered in the supervisor's evaluation.

## **Article 28. Health and Safety**

**Section 1.** BCCC shall comply with the provisions of the Occupational Safety and Health Act and any applicable state, local and/or federal Health and Safety legislation. BCCC shall take all necessary steps to ensure the workplace health and safety of employees.

**Section 2.** Employees are responsible for working in a safe manner, complying with safe working practices on all assignments, as made known by the College, and adhering to the requirements set out in all of BCCC's safety policies.

**Section 3.** Employees who encounter hazards that they believe may constitute a health, safety hazard or potential threat to others shall immediately report such danger to Public Safety and their immediate supervisor. No employee shall be required to use equipment that he or she reasonably believes poses a health or safety hazard until such equipment is approved for use by the Risk Manager or the Risk Manager's designee. Similarly, no employee shall be required to work in conditions that he or she reasonably believes pose a health or safety hazard until such conditions have been reviewed by the Risk Manager or the Risk Manager's designee and determined to be safe.

**Section 4.** BCCC agrees that bargaining unit employees shall be allowed to move to another work area if it has been determined that construction, remodeling, painting or any other health and safety hazard impacts an employee's health or safety. The Risk Manager or his/her designee shall consult with other safety professionals when necessary to achieve the most accurate evaluation of the health or safety issues. The determination of whether or not the negative impact on employee health and safety requires that employees be moved to another work area shall be made as soon as practicable, without unreasonable delay. The determination of the Risk Manager or his/her designee may be grieved.

**Section 5.** An Occupational Health and Safety Committee ("Committee") shall be formed.

A. The purposes for which the Committee shall be formed are:

1. Establishing a collaborative relationship to improve the health and safety of the College, its employees, students and visitors;
2. Reviewing safety and health inspection reports issued by any state, local, or federal agency or BCCC's staff, to assist in correction of identified unsafe practices, procedures, situations or environments;
3. Evaluating health and safety related investigations conducted since the last meeting to determine whether the causes of the unsafe acts or unsafe conditions were properly identified and corrected;
4. Evaluating accident and illness prevention programs, including recommendations for policies and procedures to improve the programs;
5. Developing and maintaining a health and safety manual.
6. In the event of a workplace incident that involves College health and safety, the President or his designee will appoint staff or an outside consultant, depending upon the expertise desired for the appropriate

investigation, to make an investigative report to present to the Committee. The Committee shall make recommendations regarding their findings relating to these matters to the Campus Safety Officer and/or to College Council.

7. Identifying and recommending training opportunities for the College community.
8. Members of the Occupational Health and Safety Committee shall survey the College's three locations (Liberty, Harbor and RPC) on a semiannual basis for the purpose of examining the physical conditions of the workplace and shall make recommendations regarding their findings to the Risk Manager and/or to College Council. The surveys shall be conducted in a reasonable manner as it relates to the location under review.

**Section 6.** The Committee shall be comprised of members of the College Community, including one representative from each of the following groups: Facilities, Public Safety, Workforce Development & Continuing Education, Finance & Administration, Student Affairs, Advancement & Strategic Partnerships, Institutional Effectiveness, Research & Planning and Academic Affairs, The President or his or her designee shall appoint the Facilities, Public Safety, Workforce Development & Continuing Education, Finance & Administration, Student Affairs, Advancement & Strategic Partnerships, Institutional Effectiveness, Research & Planning and Academic Affairs members. There shall be two faculty and two student members on this Committee who will be appointed to the Committee by the respective faculty and student governing bodies. The Union shall have the right to appoint and be represented by seven employee representatives. The Union shall determine how the bargaining unit members shall be appointed. Each Committee Member shall serve for a period of one year, unless reappointed by the President or by the Union.

There shall be Committee Co-Chairs (one for the College and one for the Union) who will manage the Committee, its meetings, and the Committee's work. The President or his or her designee will select the College Co-Chair. The Union shall select the Union Co-Chair. The Committee Co-Chairs shall ensure that the Committee performs its duties set forth under this Article in a manner that ensures the purposes of this Article are effectuated in keeping with College committee practices. The Committee Co-Chairs shall ensure that minutes of any Committee meetings are created and maintained. Any member of the Committee shall have a workplace safety-related matter discussed at a Committee meeting by so informing a Committee Co-Chair in writing in advance of the meeting.

Meetings of the Committee shall be conducted when four (4) members from the College and four (4) members from the Union are in attendance. The Committee Co-chairs may mutually agree to waive this requirement.

During the first six months, the Committee shall meet not less than once per month and then not less than quarterly thereafter. Meetings shall be limited to two hours in length, unless there is mutual agreement otherwise. BCCC shall appoint campus-wide representatives to represent all of the stakeholders in the College's health and safety, in an effort to promote a safe work environment.

**Section 7.** BCCC shall be responsible for informing College employees of any procedures or policies established by BCCC and associated with the safe handling of

materials or equipment; require them to use any protective devices, clothing, or equipment, and to follow such procedures; and advise such persons of the existence of hazards of which BCCC is aware or ought reasonably to be aware, associated with the employee's employment duties. BCCC shall provide reasonable advance notice of any known potential hazardous or unsafe conditions associated with new construction, renovation, or restoration projects at all worksites, including off campus locations.

**Section 8.** Critical incident situations shall be handled pursuant to the College's Critical Incident Management Plan.

**Section 9.** Nothing under the Health and Safety Article of this MOU shall be construed as to preclude an employee from filing any complaint with any appropriate authority. The parties agree that it is in both parties' best interest that the processes set forth in this MOU be utilized appropriately.

## **Article 29. Uniforms and Equipment**

### **Section 1. Uniforms**

This article shall apply to the facilities and public safety departments.

When the College requires employees to wear a uniform, the College shall provide those employees with five (5) sets of the required uniform trousers and shirts (both short- and long- sleeved).

New employees shall receive three (3) sets of uniforms and an additional two (2) additional sets after the completion of the employee's probationary, providing them with their 5 sets of uniform trousers and shirts. The College shall also provide employees with safety shoes and/or non-prescription safety glasses or goggles if the employee is required to wear them. The College shall provide at least one (1) jacket, rain gear and snow gear to all whose job duties regularly require them to work outside. These items shall be replaced only as a result of regular wear and tear as needed.

New public safety employees shall receive five (5) sets of uniforms. Employee shall be

fully responsible for the safe keep, basic upkeep and cleaning of uniforms issued to him or her. Employees shall report immediately to his or her supervisor when any uniform becomes damaged or is lost. The College shall provide a uniform replacement for a damaged or worn-out pair of pants or shirt, so that the employee may be able to maintain five (5) sets of serviceable uniforms. An employee shall return the pair of pants or shirt to his or her supervisor when a replacement will be made. Replacement(s) will be approved by the employee's supervisor or his or her designee on a case-by-case basis.

If the College is permitted by law to use a rental uniform service, the facilities department shall do so.

The College reserves the right to make decisions on the types, color, prints and style of uniforms. Employees may be required to submit to sizing or provide his or her measurement for new uniforms.

There shall be a color coded system for uniformed employees whereby different departments wear different colored uniforms. There shall be a bargaining committee subcommittee of the Labor Management Committee composed of members of labor and management to determine what the colors of the new uniforms shall be. The subcommittee shall meet yearly in September.

Employees who do not comply with this policy shall be subject to disciplinary action. The Employer will ordinarily furnish and maintain in good condition the equipment needed by employees to perform their jobs.

## **Section 2. Equipment**

### **A. General**

The College will ordinarily furnish and maintain in good condition the equipment needed by employees to perform their jobs.

College property is not for personal use.

### **B. College Property**

#### **1. Removal of College Property from College Property**

With the exception of cell phones, pagers, laptops and PDAs taken off College property for business purposes, equipment and tools furnished by the College shall not be removed from College property.

#### **2. Employee Responsibility**

Employees are responsible for the safekeeping of tools and equipment assigned to them. Employees shall sign an Acknowledgment they have been assigned College property or equipment. If tools and equipment are lost or damaged due to negligence by an employee, then the responsible employee may be held personally liable. Otherwise, the College recognizes that tools and equipment normally experience wear and damage during the course of regular use and such wear and damage is not the responsibility of the employee. The Acknowledgment shall include this acknowledgment.

All equipment assigned to an employee shall be returned to the College immediately upon demand and upon separation of employment. Failure to do so shall result in deduction from the employee's last wages of the value of the unreturned property, in accordance with the law. The Acknowledgement shall include an employee authorization for such a deduction. The College may take legal action against an employee who fails to return College property upon demand.

### **C. Cell Phones**

The College follows the State's Cell Phone Policy. Employees who receive cell phones from the College shall also abide by this Policy. The College shall provide the Policy to any employee who is given a cell phone. Employees are responsible for the cost of all personal calls. While the College anticipates that some incidental personal use of cell phones, it is also expected that such use is infrequent.

## **Article 30. Personnel Files**

### **Section 1. Official Personnel File**

There shall be one official personnel file and that file shall be kept in the College's

Human Resources Office.

The Official Personnel File shall include, but may not be limited to, the following:

- A. Applications and/or Resumes
- B. Position description of the position held by the employee
- C. Classification studies of the position held by the employee
- D. Performance Evaluations
- E. Documents reflecting changes in pay compensation
- F. Documents reflecting conversion from contractual to regular status
- G. Discipline
- H. Documents relating to credentials
- I. Documents that the employee is obligated to provide to the College or that the
- J. College has otherwise requested from the employee
- K. Work-related commendations, awards and training certificates that the employee or the employee's supervisor gives to Human Resources.

If an employee believes that a document or documents are missing from his or her official personnel file, the employee shall immediately notify the Director of Human Resources in writing of the specific document(s) he or she believes is/are missing. The Director of Human Resources or his or her designee shall conduct a good faith search to locate the document(s). The employee will be notified whether the document was found and placed into the file or whether it could not be located.

Grievance-related documents, immigration matters, medical information, and investigatory materials shall be kept in separate files. An employee shall have access to: (1) his or her own I-9 or other immigration-related documents that he or she has provided to the College; (2) any grievance that the employee has filed and its related documented decision(s); and (3) his or her own file containing medical information.

The College shall not provide an employee representative access to an employee's medical information file until the employee has signed a Release and the College has received a Release with the employee's original signature. The Release form shall be provided by the College and shall comply with the federal Health Information Privacy and Administration Act of 1997 (HIPAA) and other relevant privacy laws. The Release form shall include a statement that if the employee signs the release, he/she may have waived his/her rights under HIPAA or other relevant privacy laws. To the extent required by law, an employee may gain access to the investigative files or grievance related documents under established laws and regulations.

An employee shall not, in the ordinary course, have access to investigative files or grievance-related documents, except as provided above. There is no grievable action based upon this Section.

## **Section 2. Anonymous Materials**

Other than routine personnel forms, no anonymous materials shall be placed in an employee's official personnel file.

## **Section 3. Working Files**

Supervisors may keep a working file, but records of previous discipline counseling and performance evaluations not found in the official personnel file cannot be used against an employee in any future disciplinary proceeding.

#### **Section 4. Access**

An employee, and, with the employee's written authorization, a representative(s) shall have the right to review his/her personnel file upon request, during normal business hours, with no loss of pay. An employee has the right to request and to receive copies of documents from his or her official personnel file. The employee may incur reasonable copying charges for all documents requested.

#### **Section 5. Notification**

Any negative material to be placed in an employee's personnel file will be initialed and dated by the employee and a copy provided to him/her. If the employee refuses to sign, material shall be placed in the file with a note of the employee's refusal. The employee's initials indicate simply that he/she has seen the material and is not to be viewed as agreement with its contents. The documentation of the disciplinary action shall also include the statement that the employee's initials indicate simply that he/she has seen the material and is not to be viewed as agreement with its content. Any negative material which is placed in an employee's personnel file without following this procedure will be removed from the file and destroyed.

#### **Section 6. Requests to Correct or Amend Personnel Files**

An employee shall have the right to request a correction or make an amendment to his or her personnel file. The request shall be: (1) made in writing; (2) filed with the Director of Human Resources; and (3) filed within thirty (30) days of the date that the employee first knew or should have known of the allegedly inaccurate or incomplete information.

Each written request shall: (1) identify the personnel record that the employee is seeking to correct or amend; (2) state the precise correction or amendment requested; (3) state the reason that the correction or amendment is being sought; and (4) include a statement that the records are, in the employee's belief, currently inaccurate or incomplete. A request that does not reasonably comply with these requirements shall be returned to the employee with an explanation of the reason for the rejection and a statement that the employee may re-file a corrected written request within fourteen (14) calendar days.

Within thirty (30) days after a compliant written request has been timely filed, the Director of Human Resources or his or her designee shall: (1) make the requested correction or amendment and inform the employee in writing of that action; (2) inform the employee in writing of the College's refusal to make the requested correction or amendment and the reason for the refusal; or (3) inform the employee that the request will not be acted upon if there is a legal reason for the inaction.

Although not grievable, if the College's determination is a refusal to correct or amend, the employee may file a concise statement of disagreement concerning the College's refusal. The statement of disagreement shall: (1) include the reason for the requested correction or amendment; (2) include the reason for the disagreement with the College's refusal; and (3) contain a maximum of five (5) one-sided pages, with a maximum page size of 8-1/2 X 11 inches.

If the personnel file is disclosed to third parties, the statement of disagreement shall also



be disclosed.

## **Article 31 Discipline**

### **Section 1. Generally**

The primary objective of disciplinary action is to counsel employees at an early stage in the disciplinary process, concentrating on helping the employee determine ways to prevent a problem from recurring. Nothing in this Article shall alter the at-will status of employees in the exempt bargaining unit.

An employee shall have the right to Union representation if he or she requests it at a meeting that may lead to discipline or when a disciplinary action is taken. The College shall consider any mitigating circumstances when determining the appropriate discipline. The College shall not consider mitigating factors in circumstances warranting immediate termination of employment.

The College may take disciplinary action because of an employee's unsatisfactory work performance or because of misconduct.

The College's burden of proof is by preponderance of the evidence in any proceeding under this Article, except in a case involving an employee on original probation. Employees on original probation bear the burden of proof in a disciplinary action. The sole issue is whether the College's action in disciplining an employee on original probation is illegal or unconstitutional.

After taking a disciplinary action against an employee, the College may not impose an additional disciplinary action against that employee for the same conduct unless additional information is made known to the College after the disciplinary action was taken.

### **Section 2. Disciplinary Actions Permitted**

- A. The College may impose any disciplinary action no later than 30 days after a supervisor or manager, including any chair or dean but excluding faculty, acquires knowledge of the misconduct for which the disciplinary action is imposed.
- B. The College may take the following disciplinary actions against any employee:
1. give the employee a written reprimand;
  2. direct the forfeiture of up to 15 work days of the employee's accrued annual leave;
  3. suspend the employee without pay;
    - a. An employee may be suspended without pay, so long as his or her FLSA classification is not changed, no later than five (5) workdays following the close of the employee's next shift after the College acquires knowledge of the misconduct for which the disciplinary action is imposed. Saturdays, Sundays, legal holidays, and leave days of any kind are excluded in calculating the five (5) workday period.
  4. deny the employee an annual pay increase;
  5. demote the employee to a lower pay grade; or
  6. with prior approval of the President:
    - a. terminate the employee's employment, without prejudice, or;

- b. if the College finds that the employee's actions are egregious to the extent that the employee does not merit employment in any capacity with the College, terminate the employee's employment, with prejudice.
- 7. direct up to 3 workdays of emergency suspension of the employee, with pay, to immediately remove the employee from the workplace when the College believes that the employee:
  - a. poses a threat to self, another individual or College property; or
  - b. is incapable of properly performing the employee's duties because of extraordinary circumstances;
- 8. terminate the employee's employment immediately.

In determining the appropriate level of discipline, the College agrees to abide by the tenets of progressive discipline; however, that does not mean that the list of disciplinary actions above are listed to show a particular order of disciplinary action that must be followed in every circumstance, nor to indicate that each step listed needs to be taken prior to a heightened level of discipline, nor that the first time an employee is disciplined, that disciplinary action should be the type of discipline listed in item (a).

The College shall discipline an employee in the manner it determines to be appropriate given the reason for the discipline and other relevant circumstances, including the severity of the misconduct or performance issue leading to the discipline and the relevant history of discipline. Progressive discipline does not require supervisors to impose harsher penalties than are necessary to inspire and move an employee to correct a problem. Similarly situated employees will be treated similarly regarding the application of disciplinary actions.

- C. After 18 months, discipline relating to attendance and job performance shall be removed from an employee's file, so long as the employee was not disciplined for engaging in similar conduct during the previous 18 months.

Records of previous counseling, discipline, and performance evaluations not found in the official personnel file cannot be used against an employee in any future disciplinary procedure.

After taking a disciplinary action against an employee, the College may not impose an additional disciplinary action against that employee for the same conduct unless additional information is made known to the College after the disciplinary action was taken.

- D. An employee who is placed on leave without pay for an unapproved absence may be subject to disciplinary action for the unapproved absence, but placing the employee on leave without pay for the unapproved absence is not a disciplinary action.
- E. Requiring an employee to make restitution to the College for loss or damage to College property due to an employee's negligence is not a disciplinary action, but an employee who makes restitution may be disciplined for his or her negligence. The College may not require an employee to pay restitution exceeding 3% of the employee's annual base pay. An employee who is ordered to make restitution may be subject to civil prosecution or criminal prosecution.
- F. This Article does not preclude the College and an employee from agreeing to:

1. hold in abeyance a disciplinary action for a period not to exceed 18 months in order to permit the employee to improve conduct or performance;
2. impose of a lesser disciplinary action as a final and binding action.

### **Section 3. Counseling Memoranda**

- A. Issuing a counseling memorandum is an instructional communication and is not a disciplinary action.
- B. An employee may submit a written response to the memorandum to the College within 5 days after receiving a counseling memorandum. The employee's written response shall be placed in the employee's personnel file as an attachment to any record of the memorandum. An employee may not take any other action in response to a counseling memorandum.
- C. Counseling Memoranda may not be grieved.
- D. A counseling memorandum shall be removed from an employee's record after two (2) years, provided there have been no similar occurrences.

### **Section 4. Automatic Termination of Employment**

The following actions are just causes for automatic termination of employment:

- A. intentional conduct, without justification that:
  1. seriously injures another person,
  2. causes substantial damage to property, or
  3. seriously threatens the safety of the workplace;
- B. theft of College property
- C. illegal sale, use or possession of drugs on the job;
- D. conviction of a controlled dangerous substance offense by an employee in a designated sensitive classification;
- E. conviction of a felony;
- F. accepting for personal use any fee, gift or other valuable thing in connection with or during the course of College employment if given to the employee by any person with the hope or expectation of receiving a favor or better treatment than that accorded to other persons;
- G. a violation of the Fair Election Practices Act; or
- H. using threatening, or attempting to use political influence or the influence of any College employee or officer in securing, promotion, transfer, leave of absence, or increased pay.
- I. Engaging in intentional misconduct, without justification, which physically injures another person, causes damages to property, or threatens the safety of the workplace.
- J. Engaging in conduct involving intentional fraud or illegality

Though Section 1 provides for cause reasons to terminate an employee's employment, an employee's employment may be terminated with or without cause.

### **Section 5. Employee Misconduct**

- A. The following actions are just causes for discipline:
  1. being negligent in the performance of duties;

2. being guilty of conduct that has brought or, if publicized, it would bring the College disrepute;
3. being unjustifiably offensive toward fellow employees or the public;
4. violating a provision of SP&P, Title 2, Subtitle 3, Title 15 or §9-607.
5. stealing College property.
6. after notification, continuing to engage in another business, trade, or occupation, which conflicts with the employee's position, or which prevents the employee from satisfactorily performing the duties of the employee's position;
7. engaging in conduct involving dishonesty, fraud, deceit, misrepresentation, or illegality;
8. causing damage to public property or wasting public supplies through negligence, recklessness, or willful conduct;
9. willfully making a false official statement or report;
10. knowingly assisting another in conduct that is a violation of State Personnel and Pensions Article, Annotated Code of Maryland, the regulations in this chapter, or any other lawful College policy;
11. violating a lawful order or failing to obey a lawful order given by a superior, or engaging in conduct, violating a lawful order, or failing to obey a lawful order which amounts to insubordination;
12. engaging in discrimination prohibited by law;
13. using leave contrary to law or MOU
14. committing another act, not previously specified, when there is a connection between the employee's activities and an identifiable detriment to the College; or,
15. failing to notify the supervisor regarding his or her absence for three or more consecutive days. "Notify," for the purposes of this section, means: to speak with the supervisor during normal business hours and, if no contact is made, to leave a message on his/her cell or work phone, or email and then contact the department's administrative assistant unless the person has proof of being incapacitated.

B. Before an employee may be disciplined, the College shall:

1. notify the employee of the misconduct and provide an explanation of the College's evidence;
2. investigate the alleged misconduct;
3. meet with the employee;
4. consider any mitigating circumstances;
5. determine the appropriate disciplinary action, if any, to be imposed; and
6. give the employee a written notice of the disciplinary action to be taken and the employee's appeal rights and inform the employee of the effective date of the disciplinary action.

Though Section A provides for examples of cause that support a decision to discipline an employee and Section B provides a procedure, an employee's employment may be terminated with or without cause.

C. Except when otherwise authorized by law, an employee may not be required to submit

to a polygraph test.

## **Section 6. Performance-Related Discipline**

- A. The College may discipline an employee for reasons relating to the employee's performance. These reasons include, but are not limited to:
1. that the employee is incompetent or inefficient in the performance of the employee's duty as determined under Article 27, Section 5(D);
  2. that an employee with a disability does not or cannot perform the essential functions of his or her position with a reasonable accommodation; or
  3. that the employee currently is not qualified for the position.
- B. Excessive tardiness constitutes just cause for the College to take corrective action, including discipline. The following guidelines will be used to identify excessive tardiness:
1. An employee who is tardy without approval three (3) or more days within a twenty (20) day period shall be counseled in accordance with section 3 in this article.
  2. If the employee is tardy without approval three (3) or more times within the following forty (40) day period, the employee shall receive a written reprimand.
  3. If the employee is tardy without approval three (3) or more days within the following sixty (60) day period, the employee shall receive a suspension without pay of either one (1) day.
  3. If the employee is tardy without approval three (3) or more days within the following forty (40) day period, the employee shall receive a suspension without pay for (3) three days.
  4. If the employee is tardy without approval three (3) or more days within the following forty (40) day period, the employee shall receive a suspension of five days without pay.
  5. Any further tardiness without approval three (3) or more days within the following forty (40) day period will subject the employee to more severe discipline up to and including termination.
- C. Before an employee may be disciplined for performance-related reasons, the College shall:
- a Investigate the employee's performance, including the employee's most recent performance appraisals.
  - b Notify the employee in writing of the deficiency and provide an explanation of the College's position.
  - c Meet with the employee to hear the employee's explanation, unless the employee is unavailable or unwilling to meet;
  - d Together with the employee, discuss possible courses of action that make the performance goal attainable; and
  - e After determining the appropriate discipline, give the employee written notice of the disciplinary action to be taken, and the employee's appeal rights, and inform the employee of the effective date of the disciplinary action.
- D. Between the time the College notifies the employee of the disciplinary action and the time of the imposition of the discipline, the College may rescind the discipline.

E. Except in the case of an annual performance appraisal, within 30 days after the College acquires knowledge of performance-related reasons for which disciplinary action may be imposed, the appointing authority shall take each of the actions required in Section B of this article. The time period may be extended for any time that the employee is unavailable.

### **Section 7. Severance**

An employee who is involuntarily terminated without cause shall be entitled to, in addition to the payout of any accrued leave and COBRA eligibility:

- A. One month's severance pay, at the employees' regular rate of pay at the time of termination and
- B. Job placement assistance.

### **Section 8. Time Limits**

- A. An employee who fails to appeal a decision in accordance with this MOU has accepted the decision.
- B. If the College fails to abide by any of the time limits in this Article, then the discipline shall be rescinded and the employee shall be made whole for his or her losses.
- C. The College and the Union may agree to waive or extend any time limits as stated in this Article.

### **Section 9. Appeals of Discipline**

- A. The appeal of a disciplinary action shall begin at Step I of the grievance procedure. An appeal shall be filed no later than 15 days from the date that the employee received a copy of the disciplinary action. The appeal shall be filed with the Dean or Director. The employee may appeal any decision maker's decision pursuant to the Grievance Article.
- B. Each party shall make every effort to resolve an appeal at the lowest level possible.
- C. A failure to decide an appeal in accordance with this MOU is considered a denial from which an appeal may be made.
- D. When appealing a disciplinary action, the employee or the employee's representative shall state to the extent possible and on a written form provided by the College the issues of fact, law and mitigating circumstances the employee believes would warrant rescinding or modifying the disciplinary action. Failure to state the issues of fact and law when it is possible to do so may be grounds for dismissing the appeal.
- E. The at-will status of an exempt bargaining unit employee shall not prohibit an employee from grieving the termination of employment.

## **Article 32. Grievances**

The purpose of this Article is to provide a mutually acceptable method for the prompt and equitable resolution of grievances filed by bargaining unit employee(s). the Union or the College. This is the exclusive procedure available to bargaining unit employees, the Union or the College for the resolution of grievances alleging a breach of the provisions of this MOU. No reprisal shall be taken against any employee for the filing and processing of any grievance.

### **Section 1. Definitions**

**Grievance:** A dispute alleging a violation, misapplication, or misinterpretation of this MOU, or applicable College policies, rules, regulations, or procedures.

**Working Day:** A day in which the main Administrative Offices of the College are open for regular business (Monday-Friday).

**Grievable:** Where the matter in dispute involves an alleged violation, interpretation, or application of the terms of this MOU, or applicable College policies, rules, regulations or procedures.

### **Section 2. Resolution of Grievances**

The Union and the College agree that grievances should be processed in an orderly, prompt, and equitable manner so that the efficiency of the College and the morale of employees shall be maintained. Every effort will be made by the parties to resolve grievances at the earliest possible step of this procedure. In this regard, the parties commit to fully discussing their positions and the facts and evidence supporting such position so that each party can make an informed decision on the appropriate resolution of the grievance under consideration.

### **Section 3. Grievability Issues**

In the event either party should declare a grievance non-grievable or non-arbitrable, the original grievance shall be considered amended to include this issue. The parties agree to raise any question of grievability of a grievance prior to the time limit for the written answer in the final step of this procedure.

### **Section 4. Exceptions**

The negotiated grievance procedure will not be available to resolve a dispute concerning:

- A. Any examination, certification, or training requirement;
- B. The reclassification of any position, which does not result in the reduction in grade or basic pay of an employee;
- C. The removal of an employee serving a probationary period;
- D. Decisions on incentive awards;
- E. Performance evaluations that do not impose a work improvement plan;
- F. Any policy or regulation over which management does not have control.

### **Section 5. Procedure for Employee Grievances**

#### **Informal Procedure**

- A. Within fifteen (15) calendar days of the action involved, or within fifteen (15) working days of the employee having knowledge of such act, an informal meeting should take place with his/her immediate supervisor for the purpose of resolving the problem. The supervisor will issue an oral decision within three (3) working days from the date the employee presented the issue.

- B. In the absence of the first level supervisor, the grievance may be submitted to his or her designee.
- C. If the decision is not received within 3 working days, or if the decision is not satisfactory to the employee, the employee may proceed to Step 1 of the grievance procedure.
- D. Time limits can be extended for good cause and with the written consent of the parties.

#### Step I. Formal Procedure

- A. If the grievance is not resolved at the informal meeting, the employee and/or his or her representative may submit the grievance, in writing on the approved grievance form, to the appropriate Vice President or his/her designee, with a copy to the Director of Human Resources.
- B. The Vice President or designee will, within five (5) business days of the receipt of the grievance, schedule a meeting with the job steward and the grievant, along with the Director of Human Resources to attempt to resolve the grievance. The meeting will occur within fifteen (15) business days of the receipt of the grievance.
- C. The Vice President or designee will render a written answer within ten (10) business days of the meeting. The answer will include the reasons for the decision. A copy of the written answer in a disciplinary grievance shall be provided to the appropriate Vice President(s).
- D. In the event the Vice President or designee's answer is not satisfactory to the grievant, the grievance may be appealed to the Step 2 of this grievance procedure. Such appeal must be submitted in writing within five (5) business days of the Union's receipt of the first step answer.
- E. Time limits can be extended for good cause and with the written consent of the parties.

#### Step II. Intermediate Decision

- A. The President will make every effort to resolve the grievance.
- B. The President will, within five (5) business days of the receipt of the grievance, hold a meeting with the grievant, the Union representative and the Director of Human Resources to attempt to resolve the grievance.
- C. The President shall, within ten (10) business days of the second step meeting, render a decision in writing containing the reason(s) for the decision.
- D. Time limits can be extended for good cause and with the written consent of the parties. If the decision is not deemed acceptable, the grievance may be appealed



to Step 3 of this grievance procedure. Such appeal must be submitted in writing within five (5) business days of the Union's receipt of the second step answer.

### Step III. Final Decision

If the grievance is not resolved at Step II, the grievant has the right to appeal the decision to the Office of Administrative Hearings within ten (10) business days for a final and binding resolution unless an appeal is otherwise provided by law.

## **Section 6. General Provisions**

- A. If a dispute arises from the action of an authority higher than the immediate supervisor, such dispute may be initiated at the appropriate step of this procedure.
- B. When meetings, conferences or hearings are scheduled or held under this Article, employees who are required to attend or who are called as witnesses
- C. by one of the parties shall, with 48 hours advance notice, be excused from his duties. Grievance meetings shall be treated as work time.
- D. A grievance may be withdrawn at any time. After withdrawal the grievant shall not file any subsequent grievance on the basis of the same event.
- E. Upon the failure of the grievant, or his/her representative where appropriate, to file an appeal within the time limits provided in this Article, the grievance shall be deemed to have been resolved by the decision at the previous step.
- F. Only those issues and sections of this MOU cited in the initial filing of the grievance may be considered at subsequent steps of the procedure.
- G. Each party has an obligation to fully present its position and its evidence in support of its position at each step of the grievance procedure. No party may present evidence at an hearing before the Office of Administrative Hearings if the party refused to present such evidence during the grievance procedure.
- H. The decision to submit a case to the Office of Administrative Hearings shall be a waiver of all other remedies except as provided otherwise by statute.
- I. If an employee wins a grievance/appeal, that employee shall receive the requested resolution or what a hearing officer sees fit not later than two (2) weeks following the decision.

## **Article 33. Drugs and Alcohol Abuse**

### **Section 1. Generally**

The College is committed to having a community free of drugs and alcohol. The College and the Union recognize the societal damage of substance abuse. The parties agree that the College must show the way towards achieving a drug- and alcohol-free workplace and academic community by recognizing the benefit of rehabilitation, and, at the same time, demonstrating to substance abusers and potential abusers that substance use will not be tolerated at the College. Permitting employees to work under the influence of drugs and alcohol is inconsistent with the special trust placed in the College's employees

as servants of the public.

The possession, use, consumption, sale, purchase or distribution, dispensation, or manufacture by any employee of alcohol, illegal drugs, or any illegally-obtained drugs on the College's premises or within its facilities, or in the conduct of College-related work off College premises, or at any time during the course of the workday, is strictly prohibited.

The College recognizes that an individual with alcoholism has a disability which is protected under the ADA. While people with alcoholism may be individuals with disabilities, the ADA still allows employers to hold them to the same performance and conduct standards as all other employees. Current illegal use of drugs is not protected by the ADA. The College does not need to employ someone who is currently engaging in the illegal use of drugs.

The College encourages employees who are experiencing substance abuse problems to seek treatment through the College, the State's Employee Assistance Program, or self-referral to a certified rehabilitation program. Employees are encouraged to voluntarily do so in advance of, and ideally to avert, any adverse impact on work-related performance and behavior issues that substance use may lead to. The College will not terminate the employment of an employee who, in advance of any workplace incident, accident, injury or performance issue leading to discipline, voluntarily seeks assistance for a substance abuse program.

## **Section 2. Drug and Alcohol Use or Abuse**

- A. Reporting to work or performing work duties after having ingested illegal drugs or non-prescribed prescription drugs, or while under the influence of alcohol, is strictly prohibited. Under the influence of alcohol is defined by state law.
- B. An employee shall not report to work or perform his or her duties while taking prescribed drugs or over-the-counter medications which the employee knows or reasonably should know adversely affect the employee's ability to safely and effectively perform his or her job duties.
- C. An employee who notifies his or her supervisors that he or she may not be able to safely and effectively perform his or her job because of his or her therapeutic drug use may take paid leave or leave without pay as permitted by the Leave Article of this MOU.
- D. An employee who is called to report to work during an unscheduled time shall immediately inform his or her supervisor if he or she should not report to work. Employees should not report to work if doing so would violate this Article. An employee should consider his or her consumption of alcohol within the previous four (4) hours, and any drug or over the counter medication that would interfere with his or her ability to travel safely to work and/or perform safely and efficiently his or her job duties.
- E. A referral to an Employee Assistance Program and/or a substance abuse rehabilitation program is not discipline. The College may discipline an employee based upon actions or inactions leading to the referral, and the employment of an employee who fails to participate successfully in such a Program when referred to it may be

terminated, pursuant to Article on Discipline in this MOU. Continued unacceptable job performance, attendance and/or behavioral problems shall result in disciplinary action, up to and including termination of employment in accordance with the Article on Discipline in this MOU.

An employee who is found guilty, accepts a plea of nolo contendere, or receives probation before judgment of an alcohol driving offense or a controlled dangerous substance offense shall report as such to the Director of Human Resources within five (5) work days.

F. Violations of the aforementioned prohibitions will be subject to discipline up to and including termination in accordance with Article on Discipline in this MOU.

### **Section 3. Testing**

#### **A. Types**

The College may require testing for illegal use of drugs, or alcohol level. The College will not ask that the samples provided for this purpose be used for other purposes.

Testing may take place only under the following circumstances:

1. Pre-Employment - Applicants for employment who have received an offer of a job contingent on passing the substance abuse test;
2. Behavior Indicated (Reasonable Suspicion) Testing - When the Director of Human Resources has reasonable and specific grounds to believe that the actions, appearance and/or conduct of an employee are indicative of using alcohol or drugs, other than authorized and reported prescription or nonprescription drugs and that a test of the employee shall produce evidence of the illegal use of drugs or evidence of use of alcohol.
3. Post-Accident Testing -- An employee who, while on duty, was involved in an accident, or incident that resulted in injury to the employee or to another employee, student or visitor, shall be tested as soon as possible after the accident or injury. An employee, who is unable to submit to testing at the time of an accident due to the seriousness of his/her injuries, is required to provide the necessary authorization for obtaining hospital reports and other documentation that would indicate whether there were any drugs or alcohol in his/her body system.
4. Periodic Testing – A sensitive employee may be required to submit to drug/alcohol testing during a fixed time frame, such as a return from leave.
5. Random Testing -- A sensitive employee will be required to submit to unannounced drug/alcohol testing when selected pursuant to a random selection process. Random testing requires that statistically significant samples of employees in sensitive classifications or in sensitive positions be tested on a periodic basis. If, during the duration of this MOU, the College becomes the administrator of its drug and alcohol testing program the College shall have a written system for random testing which shall include an identification of the specific system used to arrive at who will be tested, what the statistically significant numbers are, what random sampling techniques are going to be used,

etc. The College shall provide the union with a copy of this written system and any revisions of it at the time that it is developed.

6. The College may arrange for testing of an employee in a position or classification that has been designated as sensitive when the employee's participation in a Substance Abuse Rehabilitation Program is not the result of having tested positive for drugs or alcohol. Such testing may be administered at any time during the employee's participation in the Program and the one-year period following the employee's successful completion of the program.

#### B. Certified Laboratory; Chain of Custody

When drug or alcohol testing in any of the above circumstances is required, all testing will be conducted by a College-designated, State-certified medical testing laboratory with appropriate chain of custody procedures in place to ensure accuracy and continuity in specimen collection, handling, transfer, and storage, as required by applicable law and regulation.

#### C. Cooperation In Testing

Employees are expected to cooperate fully in order to properly complete the testing procedure, including providing the necessary consent, written authorization, information and specimens for testing. Failure to provide specimens, any attempt to contaminate a specimen, or any other interference with the collection procedures are grounds for disciplinary action, up to and including discharge, pursuant to the Article on Discipline in this MOU.

#### D. Positive Test Results

1. All specimens identified as positive on the initial test will be verified by a confirmatory test. Gas chromatography/mass spectrometry (GC/MS) or an equivalent or better confirmation test shall be used in urine samples. The standards established in COMAR shall be the basis for determining whether a test is positive.
2. There shall be a split sample. In the event of a positive test result, the employee may request independent testing at his/her own expense, of a portion of the tested specimen for verification of the test results. If the independent test result is negative, the College will re-test the original sample.
3. Any sensitive employee whose test results are confirmed positive for illegal drugs or use of alcohol shall be subject to disciplinary action up to and including termination.
4. The College recognizes that there is a possibility of a false positive result. If the employee's retest and the College's re-test show that the original positive result was false, then the employee shall not be disciplined on the basis of the false positive test result, and shall not experience any loss in pay or benefits. The false positive test result and any reference to that result shall be removed from the employee's personnel file.

#### **Section 4. Searches**

The College retains the right to conduct reasonable searches and inspections of that employee while the employee is on College property, including its building, grounds and parking lot, or garage. Such searches will be conducted with respect for the employee and if the employee requests, with the presence of a job steward. Such searches may be of their lockers, desks, College-provided tool boxes, and College vehicles. The College may also request that an employee permit inspection of his or her baggage, briefcase, or person. Any employee who refuses to submit to a search and/or inspection may be subject to disciplinary action up to and including termination of employment.

#### **Section 5. Rehabilitation Required for Continued Employment**

- A. An employee's continued employment may be conditioned on the employee's enrollment in and satisfactory completion of a substance abuse rehabilitation program. If an employee is, in lieu of termination, required to enroll in a substance abuse rehabilitation program, the employee shall participate in a Program of appropriate, length given the employee's circumstances that is at least six (6) months in duration. The employee shall be subject to periodic testing throughout the Program's duration. If an employee fails to enroll in the Program or does not successfully participate in and complete the Program or if the employee tests positive during the program or during the one year following completion of the Program, the employee shall be terminated.
- B. A current employee who applies for a sensitive position and tests positive on a drug test for illegal use of drugs shall be suspended without pay for fifteen (15) days. As a condition of returning to work, the employee shall enroll in a treatment program of at least six (6) months, be subject to periodic testing throughout this time, and submit a certification from an attending physician or other licensed professional associated with the rehabilitation program. The certification shall be made under oath to confirm that the employee has successfully participated in the program for at least six (6) months and has not tested positive.
- C. At the conclusion of a Rehabilitation Program, the employee shall be required to submit to the Director of Human Resources a certification from the attending physician, certified chemical dependency counselor, licensed certified social worker or licensed psychologist associated with the Program, certifying under oath that the employee has successfully participated in the Program and has not tested positive for use of illegal drugs or alcohol use at any point during the Program.
- D. An employee who fails to enroll in a substance abuse rehabilitation program during the suspension period or who fails to successfully participate in a program for at least six (6) months shall be terminated. An employee who submits the proper certification and remains drug-free for 18 months may reapply for a sensitive position.

## **Section 6. Sensitive Employees**

- A. The College may designate certain positions as “sensitive”. Applicants for sensitive positions shall be tested for the illegal use of drugs as part of the selection process. The College shall provide the Union a list of classifications and positions designated as sensitive.
- B. A refusal to submit to testing required as part of the selection process for a sensitive position shall result in disqualification and removal from list maintained to track eligible candidates.
- C. A sensitive employee:
1. convicted of any controlled dangerous substance offense while employed by the College shall be terminated;
  2. who tests positive for a controlled dangerous substance as a result of a random drug test shall be suspended for fifteen (15) work days and shall be required to successfully participate in a drug treatment program designated by an Employee Assistance Program;
  3. who abuses prescription drugs provided to the employee or an over-the-counter drug shall, on a first offense, be suspended for five (5) workdays and be required to participate in a drug treatment program designated by the Employee Assistance Program.
  4. who for the first time, is convicted of alcohol driving offense based upon activity that occurred during the employee’s work time or is found to be under the influence of alcohol while at work shall be suspended for fifteen (15) days and shall be required to successfully participate in an alcohol treatment program designated by the Employee Assistance Program.

## **Section 7. Alcohol Driving Offenses**

A sensitive employee convicted of an off-duty alcohol driving offense, and a non-sensitive employee convicted of any alcohol driving offense shall:

- A. on the first conviction, be referred to an Employee Assistance Program and, in addition, be subject to appropriate discipline;
- B. on the second conviction, be suspended for a minimum of five (5) days, be referred to an Employee Assistance Program, be required to participate successfully in the designated treatment program, and be subject to any appropriate disciplinary action, up to and including termination;
- C. on the third conviction, be terminated.

## **Section 8. Records**

Testing records shall be treated as confidential and shall be kept in employees’ separate medical files.

## **Article 34. Employee Assistance Program**

### **Section 1. Employee Assistance Program (EAP)**

The College and the Union recognize the value of counseling and assistance programs to those employees whose personal problems affect the performance of their job duties and responsibilities. Employees may participate in the State's Employee Assistance Program in accordance with the Program's eligibility requirements. Participation in an EAP is purely voluntary. Except as provided in Section 3, job security and promotional opportunities will not be jeopardized by an employee's participation in the EAP. The College shall treat documents received from the Program as confidential and shall not release them without the express written consent of the employee or as otherwise provided by law.

### **Section 2. Limited Waiver of Confidentiality**

If the College and an employee enter into an agreement which includes the College's agreement to defer or reduce an otherwise immediate disciplinary action contingent upon the employee's successful participation in a treatment program, the employee shall be required to waive confidentiality in order to permit the College to verify the employee's successful participation in a treatment program. The employee shall be required to sign a release so that the program will provide the College with reports regarding the employee's successful participation (but without details on the employee's medical condition or history) and, if appropriate, the employee's ability to perform his or her job safely and effectively and/or whether the employee needs to continue to participate in a program beyond the time period initially indicated.

These reports shall be submitted to and maintained by Human Resources. The reports shall be treated as confidential and shall not be maintained in the employee's regular personnel file.

### **Section 3. Adherence and Accountability**

If an employee does not comply with all of the requirements contained in his or her Employee Assistance Program Participation Agreement (an agreement to participate in an EAP in order to defer or reduce an otherwise immediate disciplinary action), the College may take the level of disciplinary action that is appropriate under the circumstances and in line with the provisions of the MOU article on discipline.

### **Section 4. Referrals to EAP**

If a supervisor or the College refers an employee to an Employee Assistance Program, then the College shall simultaneously give the employee a copy of the referral form and documents submitted with the referral.

## **Article 35. Essential Employees**

The end-result of bargaining over this Proposal will be contained in the College's Procedures for Delayed Opening, Early Dismissal and Closing Due to Inclement Weather.

1. An Essential Employee is an employee of who has been designated as being vital to the College's operation, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well-being of the campus population and/or physical plant. Examples of such employees are police, stationary engineers or other heating plant and maintenance personnel and snow removal

employees.

2. Employees deemed “essential” may be required to report to work even though a decision has been made to close the College or delay its opening.
3. Each department is responsible for establishing and notifying which employees or class (es) of employees are considered essential and for establishing the conditions under which employees must report.

## **Article 36. College Delayed Opening, Early Dismissal or Closing**

### **Section 1. Use of Release Time or Leave**

- A. Whenever the College closes or delays opening, the period specified during which non-essential staff are not required to report will be recorded as emergency release (code 72). This is paid release time that is not charged to any employee leave balance.
- B. Liberal leave will be granted to non-essential staff who cannot comply with announced operations schedule.
- C. Essential employees who do not report as required may be subject to disciplinary action.
- D. If a non-essential employee does not have any accrued leave available, the employee may take leave without pay for liberal leave.
- E. Liberal leave means that employees may use available annual, compensatory or personal leave without advance approval of a supervisor. This does not apply to essential personnel.

### **Section 2. Compensation for Essential Employees**

- A. Essential, Non-Exempt Skilled Service Employees who report in accordance with their departmental plan for two hours for each hour worked. If, at the end of the pay period in which an emergency closing occurred, the employee had worked more than 40 hours, the employee will be paid at time and one-half for each hour over forty or receive compensatory leave, whichever the employee chooses.
- B. Essential, Exempt Employees who report in accordance with their departmental plan will be credited with compensatory leave of one hour for each hour worked.

### **Section 3. Compensation for Non-Essential Employees in Special Circumstances**

This Section shall become effective only if skilled service employees are removed from SPMS. During special situations, an employee who has not been designated as an Essential Employee for a particular type of situation may be eligible to be paid in accordance with Section 2 above, subject to these requirements:

- A. In the event a supervisor determines that he or she has a specific project which



requires work that may not be able to be completed by non-essential employees during a time when there may be a delayed opening, early closing or closing that results in an announcement that non-essential employees are not required to work, the supervisor will provide advance notice that he or she is seeking volunteers to work on a specific project.

- B. The number of volunteers solicited shall be selected based upon the number of employees the supervisor elects to schedule.
- C. No employee who previously volunteered to work pursuant to this Article but who failed to report to work shall be selected to work in this circumstance.

### **Article 37. Layoffs**

The procedures in this article shall apply in the event that the College determines that layoffs of exempt bargaining unit employees are required. A layoff involves reallocating, consolidating or terminating program functions when the College confronts decreasing enrollment patterns, changing program priorities or fiscal crisis.

#### **Section 1. Notice to the Union**

The College will notify the Union at least ten (10) calendar days prior to the implementation of a layoff. The notice of the layoff shall include the number of bargaining unit employees and the reasons for the layoff. The College shall meet with the Union at its request within the ten (10) day period preceding the layoff to discuss the situation and the reasons for the layoff, the departments that will be affected, the total number of bargaining unit employees, and the expected duration of the layoff. The Union may provide and the College will consider alternatives to the announced layoff at this meeting or at a later meeting, if so requested by the Union. If requested, management will meet with the Union to discuss and consider alternatives to layoffs within one week of the request; however, this request shall not delay the effective date of the layoff.

#### **Section 2. Notice to Affected Employees**

Only after consultation with the Director of Human Resources, the Department Head shall notify those employees who are to be laid off at least 60 calendar days before the effective date of the layoff. Employees shall be paid and shall not report to work during the notice period. During this period, the employee shall continue to have the status of being employed by the College.

The notice to the employees shall state:

1. The fact that the College has made a decision that circumstances require that the employee be laid off;
2. The reason or reasons for the layoff;
3. The effective date of the layoff;
4. The right to receive pay and not have to work for the sixty (60) day notice period;
5. Recall rights after layoff;
6. Reinstatement rights after layoff.

During the sixty (60) day period, the employee shall continue to have the status of being employed by the College.

### **Section 3. Displacement**

There is no right for an employee affected by a layoff to displace another College employee.

### **Section 4. Outplacement Services**

The College will provide off-campus outplacement services for all laid off employees when in the College's judgment the layoff will be for more than ninety days. Each eligible employee may request information about the types of counseling available for both the employee and his/her family. Free and confidential short-term counseling (max six sessions) and assessments and referrals for all affected employees will be provided covering the following and related topics:

- Job search skills
- Resume writing
- Stress and crisis management
- Grief and loss counseling
- Financial and adjustment planning/budgeting
- Family counseling

### **Section 5. Tuition**

#### **A. Waiver**

The College shall continue to provide tuition waiver for those employees, their spouses and their dependent children enrolled in a class and using tuition waiver at the time that they receive notice of layoff until the end of the academic year that the layoff occurs, and the one immediately following semester.

#### **B. Reimbursement**

The College shall continue to provide tuition reimbursement for those employees enrolled in a class and using tuition reimbursement at the time that they receive notice of layoff until the end of the semester that the layoff occurs.

#### **C. Remission**

The College shall continue to provide tuition remission for those employees and their dependent children enrolled in a class and using tuition remission at the time that they receive notice of layoff until the end of the semester that the layoff occurred.

### **Section 6. Medical and Dental Benefits Continuation**

In consideration of the hardships caused by layoff to employees and their families, the College shall pay the entire COBRA premium for those employees enrolled in the College's medical and dental plan at the time they receive notice of the layoff and who elect COBRA for two (2) months after the effective date of the layoff.

### **Section 7. Recall Rights**

Employees who are laid off will be eligible for recall to their former position, or to another position requiring the same or substantially similar duties and the same qualifications as their former position for a period of up to one year from the effective date of the layoff. A qualified employee who has been laid off shall be offered the opportunity to fill a vacancy or contractual position prior to an internal candidate or other applicant. If employees are offered an opportunity for recall, they must accept the offer within seven (7) calendar days and report to work within fourteen (14) calendar days or they shall lose their recall rights. The Department of Human Resources shall proactively assist employees who have been laid off in identifying employment opportunities within

the College for which such employees may qualify.

Employees on the recall list shall be offered non-PIN opportunities that become available within the College within one year of layoff and that are within the job classification that the employee held prior to layoff. If an employee accepts a non-PIN position, this shall not affect his or her recall rights.

### **Section 8. Reinstatement Rights**

If an employee who has been laid off returns to College service within three (3) years of the effective date of his or her layoff, the employee will have all unused sick leave restored to his or her sick leave balance. Reinstated employees shall receive service credit for all time periods of State and College employment. This credit shall determine the step in pay grade and rate of annual leave accrual.

### **Article 38. Termination of Employment of Grant and Contract Funded Employees upon Termination of the Grant or Contract**

Grant and contract funded employees are those employees who will be notified in writing, at the time of hire, of the start and end dates of the grant or contract which funds the position.

If a grant or contract through which a position is funded is discontinued or reduced to a level that substantially impacts the College's ability to maintain the position, bargaining unit employees who: are in grant and contract funded positions on the effective date of this MOU shall be entitled to thirty days' notice, Recall Rights, Outplacement Services and Tuition Waiver as defined in Article 38, Layoffs.

1. have been in that grant or contract funded position for three years or more shall be entitled to thirty days' notice, Recall Rights, Outplacement Services and Tuition Waiver as defined in Article 37, Layoffs.
2. have been in that grant or contract funded position for periods of less than three years shall be entitled to at least two weeks' notice, or pay in lieu of notice, Outplacement Services and Tuition Waiver as defined in Article 37, Layoffs.

### **Article 39. Contracting Out/Outsourcing**

#### **Section 1. Generally**

The College recognizes the integrity of positions comprising the bargaining unit. It shall act consistently with the State's current statutory policy to use State employees to perform State functions in State-operated facilities in preference to contracting with the private sector, unless otherwise permitted by law. The College shall adhere to the State Personnel and Pension Article Title 13 and this law is hereby incorporated in this Agreement as if fully set forth herein.

#### **Section 2. Procedure**

- A. Notice If the College proposes to displace employees in the bargaining unit by outsourcing to the private sector a function currently performed by employees in the bargaining unit, the College shall provide the Union with a written Notice at its earliest opportunity, but normally no later than sixty (60) days in advance of the publication of the RFP, unless circumstances require a shorter notice.

This Notice shall contain: (1) an explanation of the College's reason(s) for its outsourcing proposal, (2) a listing of the number of employees, department(s), location(s), position(s), and names of employees that the College anticipates its outsourcing proposal would affect upon implementation and (3) an accounting of the projected cost of the service contract as opposed to the cost of using College employees. The College shall send a copy of the RFP prior to publication.

#### B. Meeting to Discuss the Union's Proposal

The Union may make a written Request to the Director of Human Resources to meet to discuss the reasons for outsourcing. If the Union elects to meet with the College in order to discuss the reasons for outsourcing it shall, within seven (7) calendar days of its receipt of the Notice described in Section A, make a request to meet with the College to discuss the decision with the Vice President of the affected department or his or her designee.

Following that meeting, the Union may request a meeting with the College to present a written Proposal to the College detailing the specific benefits associated with the continued employment of the current College employees rather than outsourcing, improvements that could be realized by changing existing practices or methods, and the Union's and the affected employees' commitment to demonstrating the benefits and putting into practice these improvements cited in the Union's proposal. If the Union requests such a meeting, it shall occur within three weeks of the meeting referred to in the above paragraph.

#### C. College Response.

If the Union presents the College with a written Proposal in accordance with subsection (B) above, the College shall consider the Proposal. If the College determines that it will not at that time outsource and displace current employees, the College shall notify the Union within thirty (30) days of the date of its meeting with and receipt of the Union's proposal.

If the College's decision results in the displacement of current employees, the College shall proceed in accordance with the Layoff Article. A meeting requested by the Union and held pursuant to Section B is not a substitute for a meeting held pursuant to the Layoffs Policy to discuss alternatives to layoffs. However, the Union shall not present the College with the same proposal it presented pursuant to this Article as its proposal for an alternative to a layoff.

Nothing in this Article restricts the College's authority to determine whether to continue to employ current employees or to outsource.

The College shall provide the Union with a copy of the successful bid for all contracted work, the extent provided by law.

## **Article 40. Nepotism Prohibited**

### **Section 1. General**

A Family Relationship to another College employee is not an automatic bar to employment by the College. An employee of the College shall not hire, supervise, lineman age, set conditions of employment or promote or evaluate subordinate employees with whom a family relationship exists.

### **Section 2. Definitions**

A Family Relationship exists where an employee is related to another employee or spouse of an employee of the College by blood, marriage, or adoption and extends, to the following relationships: spouses, parents, children, siblings, in-laws, step-family members, aunts, uncles, nieces, nephews, cousins, and grandparents. This policy applies to all employees of the College, including support staff, administrative/professional staff, faculty and contractual employees.

A Supervisor or Line Manager includes anyone having the authority to make decisions, assign work or give orders to subordinates in the chain of command.

### **Section 3. Employee Obligations**

If a supervisor/subordinate relationship develops between employees with a Family Relationship during employment, the employees shall immediately notify Human Resources. Human Resources shall recommend options for eliminating the supervisor/subordinate relationship including, but not limited to, transfer, reassignment or removal of one or more of the employees involved. Employees may come up with other alternatives. Once Human Resources has presented alternatives, the employees shall determine which alternative to take.

All employees and applicants for employment are required to disclose to the Director of Human Resources the identity of any family member(s) employed by the College who work in the same chain of command and are in a supervisor/subordinate relationship.

## **Article 41. Child Care**

Employees shall continue to have access to child care at BCCC for as long as child care is provided at BCCC and under the terms and conditions as exist at the present time.

## **Article 42. Posting of Job Announcements and other Information**

The College shall post job announcements for vacant positions on the College's web site, and shall post hard copies of job announcements for vacant positions in the Department of Human Resources. The Department of Human Resources shall also maintain hard copies of commonly used forms, such as vacation request forms and insurance claim forms, in a visible area frequented by bargaining unit members.

**Article 43. Social Security Numbers**

The College shall not print or have printed a College employee’s Social Security number on any type of identification card.

**Article 44. Strikes and Lockouts**

The parties agree to abide by the law prohibiting strikes and lockouts.

**Article 45. Reinstatement**

Not Applicable

**Article 46. Savings and Effectiveness**

Should any part of this MOU be declared invalid by operation of law or by a tribunal of competent jurisdiction, the remainder of the MOU shall not be affected but shall remain in full force and effect. In the event that any provision is thus rendered invalid, upon written request of either party, the parties shall meet promptly to negotiate a substitute for the invalid portion of the MOU.

If there are terms and conditions that cannot be legally implemented at the point that the MOU is signed, and if a law changes that will make it legal to implement that term or condition, then the term or condition shall become effective on the earliest date possible by law.

**Article 47. Fair Share Reopener**

Either party may re-open negotiations on the exclusive subject of service fees “Fair Share” agreement. Negotiations shall be scheduled within 30 days of the presentation of the written request for reopener.

**Article 48. Telework Policy**

BCCC and AFSCME MD will develop a telework policy for employees at BCCC. The policy will be negotiated at the LMC and added to the contract upon completion

## **Exempt Bargaining Unit**

ABE COORDINATOR

ABE PROGRAM COORDIANTOR

ACADEMIC ADVISOR

ACADEMIC COMPUTER LAB COORDINATOR

ACADEMIC COORDINATOR

ACADEMIC COORDINATOR/COUNSELOR

ACADEMIC OPERATIONS COORDINATOR

ACADEMIC SERVICES COORDINATOR

ACCOUNTING ASSOCIATE

ADMISSIONS RECRUITER/ADVISOR

ADVISOR, ADMISSION INTERNATIONAL

ADVISOR, FIRST YEAR EXPERIENCE

ADVISOR, SPECIAL POPULATIONS

ADVISOR, STUDENT LIFE

ANNOUNCER/PRODUCER WBJC

ASSISTANT TO GRADUATION/REGISTRATION

BI-LINGUAL COUNSELOR

BUDGET COORDINATOR

BUDGET SPECIALIST

CAREER DEVELOPMENT & EMPLOYEE SVC. ADVISOR

CAREER DEVELOPMENT COORDINATOR

CATALOG MANAGEMENT SPECIALIST

CHIEF ENGINEER MANAGER, WBJC

CONFERENCE MEETING PLANNER

CONTRACT SPECIALIST

COORDINATOR, ACADEMIC

COORDINATOR, ACADEMIC SERVICES

COORDINATOR BASIC SKILLS  
COORDINATOR, CAREER PATHWAYS  
COORDINATOR COMMUNITY ESL SITES  
COORDINATOR OF COLLECTIONS DEVELOPMENT  
COORDINATOR OF MATH COORDINATOR, OFF CAMPUS STUDENT SERVICES  
COORDINATOR OF REFERENCE AND INSTRUCTIONAL SERVICES  
COORDINATOR OF SCIENCE COORDINATOR, TEXT BOOK  
COORDINATOR, TEXTBOOKS/ST  
COORDINATOR, VA AND DEGREE AUDIT  
COUNSELOR, DISABILITY SUPPORT  
CUSTOMER SERVICE SPECIALIST  
DATA SECURITY TECHNICIAN  
DEGREE AUDIT SUPERVISOR  
DIAGNOSTICIAN  
DIRECTOR, DEV. AND UNDERWRITING SAL  
DIRECTOR, WBJC OPERATIONS  
DONOR RELATIONS/DEVELOPMENT SPECIALIST  
DP PROGRAMMER  
DSS ADVISOR  
ELECTRONIC RESOURCES LIBRARIAN  
ELI SPECIALIST  
ESL INSTRUCTOR  
ESL COMMUNITY COORDINATOR  
ESL INSTRUCTIONAL SPECIALIST  
FINANCIAL AID ADVISOR  
FINANCIAL AID PROGRAM OFFICER  
FINANCIAL AID SPECIALIST  
GRADUATION/REGISTRATION COORDINATOR  
GRANTS ASSOCIATE-WRITER  
GRANTS COORDINATOR



INSTRUCTIONAL SERVICES LIBRARIAN  
INSTRUCTIONAL SPECIALIST  
INSTRUCTIONAL TECHNOLOGIST  
INTAKE ASSESSMENT SPECIALIST  
IT PROCUREMENT SPECIALIST 75  
KNOWLEDGE MANAGEMENT SPECIALIST  
LAB COORDINATOR  
LEAD SYSTEMS ADMINISTRATOR  
MAINTENANCE ENGINEER I  
MANAGER, CLINICAL LAB  
MANAGER, JOB PLACEMENT & EMPLOYMENT  
MANAGER OF ELS  
MANAGER, PRODUCTIONS WBJC  
MEMBERSHIP/OPERATIONS ASSISTANT  
NETWORK ENGINEER  
NETWORK INFRASTRUCTURE SECURITY ENGINEER  
NURSING LAB MANAGER  
OFFICE MANAGER  
OPERATIONS SPECIALIST  
OPERATIONS TECHNICIAN  
PTECH COORDINATOR  
PROCUREMENT SPECIALIST  
PROGRAM GUIDE EDITOR WBJC  
PROGRAMMER/SYSTEMS ANALYST  
PUBLIC RELATIONS SPECIALIST  
PUBLIC SERVICES/ELECTRONIC REFERENCES  
PUBLICATION AND GRAPHIC DESIGNER  
PUBLICATION SERVICES/ELECTRONIC REFERENCE  
QUALITY ASSURANCE COORDINATOR

RAP SPECIALIST  
RECORDS AND REGISTRATION SPECIALIST – RECORD & DOCUMENT IMAGING  
RECRUITMENT & ADMISSIONS ADVISOR – REFUGEE EMPLOYMENT TRAINING COORDINATOR  
RECRUITMENT AND ADMISSIONS ADVISOR  
RECRUITMENT AND ADMISSIONS ADVISOR - INTERNATIONAL  
REFUGEE YOUTH PROJECT COORDINATOR  
RESEARCH ANALYST  
RESEARCH ANALYST II  
RETENTION COUNSELOR  
RETENTION SPECIALIST  
RETENTION SPECIALIST SNHP  
SENIOR ACCOUNTANT  
SENIOR AUDIO-VISUAL TECHNICIAN  
SENIOR FINANCIAL SPECIALIST  
SENIOR GRAPHIC DESIGNER  
SENIOR RESEARCH & PLANNING ANALYST  
SPECIALIST, BUDGET  
SPECIALIST, CAREER SERVICES  
SPECIALIST, ELI  
SPECIALIST, ESL INSTRUCTIONAL  
SPECIALIST, MEMBERSHIP/OPERATI  
SPECIALIST, STUDENT SUCCESS  
SPECIALIST, COMPUTER OPERATIONS  
SPECIALIST, INSTRUCT SERVICES  
SPECIALIST, SYSTEMS LIBRARY  
SR. FINANCIAL AID SPECIALIST  
STUDENT LIFE ADVISOR  
STUDENT SUCCESS ADVISOR  
STUDENT SUCCESS SPECIALIST  
SYSTEMS ADMINISTRATOR

SYSTEMS LIBRARIAN

TALENT SEARCH COUNSELOR

TECHNICAL PROGRAM MANAGER

TEXTBOOK COORDINATOR

TRAINING COORDINATOR

TRANSFER SPECIALIST

TUTORING MANAGER

WEB SPECIALIST

WEBMASTER

WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION SPECIALIST

### **SIDE LETTER 1**

BCCC and AFSCME (the parties) mutually agree on the need to allow employees to access the Office of Administrative Hearings (OAH or the Office) when appealing a decision by the President in a grievance. This side letter becomes effective in the event that the Office has no jurisdiction, or otherwise concludes that a grievance appeal to OAH is not legally permitted. In that case, BCCC and AFSCME agree to work together to make statutory changes in the Maryland General Assembly stating at the beginning of the legislative session immediately following the rejection of a grievance appeal by OAH. In the interim period following a rejection of a grievance appeal by OAH, the parties will continue to use non-binding arbitration as a form of relief as outlined in the 2016-2019 MOU between the parties. Once BCCC and AFSCME achieve any necessary statutory changes to access OAH for relief in grievance appeals, this side letter shall be retired.

### **SIDE LETTER 2**

The College and AFSCME will mutually agree to an editor to clean up the three MOUs for spelling and grammatical corrections. The selection of the editor must be made in accordance with the State of Maryland Procurement guidelines. The costs for the editor will be paid for by the College. Corrections will be first made with strike through for deletions and bold and underlines for new additions. After a review of a first draft a copy will be available via the track change format. Either party has the option to veto any change made by the editor so that it is not included in the final MOUs.

### **SIDE LETTER 3**

Bargaining unit employees at the Harbor Campus shall pay \$350 per year to park.

SIGNATURE PAGE

**BALITMORE CITY COMMUNITY  
COMMUNITY COLLEGE**

**AMERICAN FEDERATION OF STATE,  
COUNTY & MUNICIPAL EMPLOYEES**

\_\_\_\_\_  
Debra L. McCurdy, PhD  
President

\_\_\_\_\_  
Stuart Katzenberg, Chief Negotiator  
AFSCME  
AFSCME Council3/LOCAL 1870

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Channa Williams, MBA  
Interim Vice President  
Administration & Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved for form and legal sufficiency

\_\_\_\_\_  
Date

Acknowledged By:  
AFSCME Bargaining Team

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

**NON-EXEMPT  
BARGAINING  
UNIT**

**Memorandum of  
Understanding**

**between**

**BALTIMORE CITY  
COMMUNITY COLLEGE AND  
AFSCME COUNCIL 3 / AFSCME  
LOCAL 1870**

**July 13, 2021 – July 13, 2024**



**Non-Exempt**

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ADDENDA

Non-Exempt Bargaining Unit Job Titles

Evaluation Form

Side letters 1, 2, and 3

## **Preamble**

This Memorandum of Understanding (MOU) is entered into by and between the Baltimore City Community College (hereinafter referred to as “Employer” or “College”) and the American Federation of State, County and Municipal Employees, AFL-CIO, Local 1870 (hereinafter referred to as the “Union” or AFSCME), and has for its purpose the promotion of harmonious relations between the employees in the bargaining unit, the College and the establishment of an equitable procedure for the amicable resolution of differences concerning wages, hours and other terms and conditions of employment.

Both the Union and the College are committed to providing quality, affordable, and accessible educational opportunities with comprehensive programs that meet the professional and personal goal of students while improving communities in the greater Baltimore area. The parties to this agreement shall make a sincere effort to ensure that the administration of this MOU is conducted in a fair and consistent manner and the administration is for the benefit of establishing stability and understanding in the parties’ labor-management relationship. Therefore, pursuant to and consistent with the Collective Bargaining Law, Maryland State Personnel and Pensions Article Annotated, Section 3-501(d)(iii), 3-601(a)(2)(iii) the parties agree, based upon the various articles hereinafter set forth, that this MOU constitutes a Collective Bargaining Agreement between BCCC and AFSCME.

## **Article 1. Recognition and Definition of the Bargaining Unit**

### **Section 1. AFSCME is the Exclusive bargaining representative**

AFSCME is the sole and exclusive bargaining representative for all bargaining unit employees for purposes of collective bargaining with the College over matters establishing and pertaining to wages, hours and other terms and conditions of employment for all permanent and probationary full-time and regular part-time employees. In recognition of AFSCME’s status as the exclusive bargaining representative of bargaining unit employees, the College shall not bargain with any other organization concerning bargaining unit employees’ wages, hours, terms and conditions of employment.

### **Section 2. Bargaining Unit Definition**

The bargaining unit shall be comprised of all job classifications identified in Appendix A. to this MOU. All job classifications and positions considered within this bargaining unit on the date of the Union’s certification, as outlined in the SHELRB certification shall be considered bargaining unit positions. All employees occupying such positions on a fulltime or part time basis, who are under probationary or regular status, and who are not classified as managerial, supervisory, and/or confidential, are considered to be in the bargaining unit and shall enjoy the benefits, rights, obligations and protections stipulated in this agreement in addition to any other rights provided by law.

A new job classification that is a successor title and with no substantial change in duties compared to a classification currently included in the bargaining unit shall be within the bargaining unit. A new classification assigned duties that are a significant part of the

work done by any classification currently in the bargaining unit shall be within the bargaining unit. The College shall inform AFSCME of any intention to place a new job classification in a bargaining unit. During the term of this MOU, if a new job classification(s) is created or the status of a classification within one of the bargaining units has changed, the College shall notify the Union at least sixty (60) days prior to the intended date of entry. If it is believed that the bargaining unit status of a position has changed, the College or the Union, whichever is proposing the change, shall notify the other as soon as possible. The parties will meet and attempt to resolve any disagreements concerning the relation of the position or classification to the bargaining unit. Any unresolved dispute between the parties regarding whether or not a position or positions should be included in the bargaining unit covered by this MOU may be submitted to SHELRB by either party pursuant to its regulations. The decision of SHELRB shall be final and binding on both parties, subject to any appeal rights provided by law or regulation.

## **Article 2. The Right of Employees to Non-Discrimination, Fairness and Respect**

The College recognizes the rights and protections afforded its employees under Federal, State and local law. It is the policy of Baltimore City Community College that employees will be treated with dignity, respect and fairness in employment, including, but not limited to, physical appearance. It is the policy of the College to prohibit discrimination, including harassment in employment against any employee due to race, age, ancestry, color, religious affiliation, belief or opinion, genetic information, creed, sex, sexual orientation, gender identity, political affiliation, national origin, ethnic background, marital status, family status, disability, labor organization affiliation, membership or non-membership in the Union or any other category protected by law.

Similarly it is the policy of the Union that it shall not discriminate against any employee or cause or attempt to cause the College to discriminate against any employee due to race, age, ancestry, color, religious affiliation, belief or opinion, genetic information, creed, sex, sexual orientation, gender identity, political affiliation, national origin, ethnic background, marital status, family status, disability, labor organization affiliation, membership or non-membership in the Union or any other category protected by law.

## **Article 3. Duration, Renewal and Reopener**

### **Section 1. Duration**

This MOU shall become effective upon ratification by the respective parties. No provision of this MOU has retroactive application unless required by law or it has been agreed to expressly in this MOU. This MOU expires at 12:01 AM on July 13, 2024. The parties shall ensure that their respective ratification processes are completed as promptly as possible after the conclusion of negotiations.

### **Section 2. Renewal**

Except as otherwise provided herein, this Memorandum of Understanding shall become effective upon signing and remain in effect until the date established in Section 1 above. This MOU shall be automatically renewed from year to year thereafter unless either party

provides written notification to the other by December 31 of the calendar year prior to expiration of its intent to terminate, modify or amend this MOU. After notification is provided, the parties shall then commence negotiations for a successor MOU, during the last year of this MOU at dates and times agreed to by the parties.

### **Section 3. Reopener**

In the event that there is a change in law affecting the legally permissible scope of bargaining, either party may reopen this MOU to request bargaining over the newly negotiable matters. In the event that the subject matter being proposed does not give rise to a duty to bargain, the party which has not requested bargaining may notify the party requesting bargaining that it does not wish to bargain over the newly negotiable matters. Additionally, upon mutual agreement, the parties may re-open the MOU at any time to bargain about any permissible subject.

## **Article 4. Mid-contract Negotiations**

### **Section 1.**

The College and the Union acknowledge their mutual obligation to negotiate over the College's proposed changes in wages, hours and other terms and conditions of employment for bargaining unit employees. If the parties have not addressed a matter related to wages, hours or other terms and conditions of employment in this MOU, then any change in the current practice or any policy related to that term or condition shall be negotiated before it is implemented pursuant to Section 2 below.

### **Section 2.**

The College shall provide the Union with notice of a change in practice or a new policy, as far in advance as is practical but no later than thirty (30) days of an intended change in wages, hours or other terms and conditions of employment, for bargaining unit employees. The Union may request bargaining within this thirty (30) day period and, upon request, the College shall negotiate with the Union. The Union may submit responsive proposals concerning the College's intended changes to change working conditions prior to a bargaining conference. Nothing in this Section requires the College to change its planned implementation date.

If an intended change is required to meet a legislative mandate or an emergency situation, the College shall notify the Union as soon as possible. In situations involving legislative or executive mandates, the College may implement a change even if negotiations do not yield mutual agreement.

## **Article 5. Scope of Agreement- The Relationship of the MOU to BCCC Policies**

The parties agree that the terms of this MOU shall apply to the wages, hours and other terms and conditions of employment of Non-exempt bargaining unit employees and shall supersede and replace all College policies and procedures which pertain to matters covered by this MOU.

## **Article 6. Employee Rights and Benefits**

In accordance with Senate Bill 78, unless required by State law or negotiated by collective bargaining, Baltimore City Community College may not decrease the rights, benefits compensation, or privileges of an employee of the College who was transferred from the skilled service of the State Personnel Management System to an independent personnel system on July 1, 2005.

## **Article 7. Union Rights - Access, Communication, Meeting space, Information, Job Stewards, etc.**

### **Section 1. Access to Campus by Union Representatives**

Union representatives shall be granted access to work areas and to the campus to conduct union business in the same manner as the general public. The activities of the union representative will not interfere with the operations of the Department or prevent employees from performing their work.

### **Section 2. Meeting Space**

Union representatives may request the use of College facilities to hold union meetings by contacting the Administrative Assistant to the Vice President of Administration & Finance, or his or her designee, at least 24 hours prior to the meeting. Upon prior notification, the College will provide meeting space where feasible. Such meetings will not interrupt the business of the College and will not involve employees who are on working time, unless approved in writing by their supervisor. The College shall make space available for Union representatives to have confidential discussions with employees on an as-needed basis subject to availability and provided that the Union has made prior arrangements with the Director of Human Resources or his or her designee to schedule such meetings.

### **Section 3. Means of Communications**

The Union may communicate with bargaining unit employees through the use of bulletin boards and/or electronic means of communication consistent with the policies of the College. The Union shall provide a copy of general bargaining unit communications to the Director of Human Resources and the Employee Labor Relations Coordinator.

### **Section 4. Information Provided to the Union**

The College will provide a report three times per year (February 1, July 1, and November 1) to the Union containing the following information on bargaining unit employees:

The name, workday ID, date of hire, job title, campus/address, office, department, work phone, work email, building, room number, and assigned salary grade.

Upon request by the Union, the College will provide other necessary and relevant information to the extent not prohibited by applicable law. Information may be provided to the Union in the form of a password protected file sent via email or a password protected file provided on a USB flash drive or paper format.

### **Section 5. Right to Union Representation**

Except as otherwise set forth in the provisions of this MOU (e.g. Grievance Article), an employee shall have the right to union representation if requested by the employee, only as provided below.

- A. In any investigatory interview or discussion with an employee who is the subject of the investigation.
- B. At any disciplinary hearing or discussion with the employee who is the subject of the disciplinary hearing.
- C. Management shall allow reasonable time for Union Representatives to attend Disciplinary meetings or a meeting that could lead to disciplinary action but in no case less than four (4) hours if there is a representative on duty at the campus. If there is no Union representative on duty on campus, the employee shall be allowed at least twenty-four (24) hours to obtain a Union representative.

An employee shall not have the right to a union representative in attendance during a discussion solely related to performance or during a performance review unless the performance review could lead to termination or demotion without immediate improvement on the part of the employee. All employees are expected to give prompt and truthful responses and to otherwise fully cooperate with the College's investigation. The role of the union representative is to advocate for and to assist the employee including consulting with the employee in advance of the meeting with management, clarifying the employee's statement concerning the facts and suggesting possible witnesses. The Union shall not interfere with the College's investigating process. The employee shall speak on his or her own behalf.

### **Section 6. New Employee Orientation**

A new bargaining unit employee and a union officer or job steward, as designated by the Union, shall be granted twenty minutes without loss of pay to meet and discuss rights, benefits and obligations under the MOU. The Union shall also have the opportunity to make a presentation, not to exceed fifteen minutes, at orientation sessions for all new College employees.

### **Section 7. Job Stewards**

The Union will appoint or elect certain employees to serve as job stewards, not to exceed six (6) job stewards and two (2) alternate job stewards. The Union will provide to the College a listing of its current job stewards, including all alternative job stewards. Such list shall be updated and provided to the College whenever there is a change.

The College will permit a job steward (or alternative job steward in the absence of the job steward) to have a reasonable amount of release time, without loss of compensation, not to exceed 600 hours per calendar year for all job stewards and alternate job stewards combined, to investigate and present grievances to the College on behalf of employees

and to attend monthly steward meetings.

If 600 hours is not an appropriate amount of time for the job stewards to responsibly represent employees, the parties shall meet to discuss the amount of time required. Job Stewards must obtain authorization from their supervisor for release time to conduct representational duties during working time. Approval of release time will not be unreasonably denied.

### **Section 8. Union Office**

The College shall provide an office for Union use with at least a desk, a phone, a filing cabinet and locking door; as identified by the College.

### **Article 8. Management Rights**

Except as otherwise modified by this MOU, the College retains the right to:

1. determine its mission, budget, financial management, organization, number of employees and number of employees assigned to work projects, academic endeavors, method and means and personnel by which its operations are conducted, technology needed, internal security practices, location or relocation of its facilities, and types and grades of employees assigned and personnel by which its operations are conducted, including the right to subcontract operations, general level of wages, wage patterns, fringe benefits;
2. maintain and improve the efficiency and effectiveness of operations;
3. determine the services to be rendered and the operations to be performed, classify duties and assign duties to employees and determine the technology to be used;
4. determine the overall processes, means and classes of work or personnel to conduct operations;
5. determine hours of operation and schedule tours of duty;
6. hire, direct, supervise and assign employees;
7. discipline, discharge and lay off employees;
8. terminate employment because of lack of funds, lack of work, under conditions where the College determines there is insufficiency or non-productiveness or for any other legitimate reason;
9. set the qualifications of employees for appointment and set standards of conduct;
10. promulgate policies and procedures,
11. take actions not otherwise delineated to carry out the mission of the College.

### **Article 9. Seniority Defined**

“Seniority” in this MOU means seniority based upon total State service.

The seniority of an employee whose employment has been converted from a contract to a regular position shall be calculated based upon the initial date of service as a contractual employee prior to the conversion.



## **Article 10. Compensation**

Within 4 weeks of ratification of this MOU, the College will pay a \$100 (gross) ratification bonus to all bargaining unit employees who were employed as of July 1, 2021. The ratification bonus shall not be added to employee base pay.

In July, 2022, the College will pay a \$200 (gross) bonus to all bargaining unit employees who were employed as of July 1, 2022. Such bonus shall not be added to employee base pay.

In July, 2023, the College will pay a \$200 (gross) bonus to all bargaining unit employees who were employed as of July 1, 2023. Such bonus shall not be added to employee base pay.

## **Article 11. Compensation- Rates of Compensation**

### **Section 1. Generally**

The standard wage rates associated with College positions shall be no less than the wage rates associated with positions in the State Personnel Management System that are of the same classification or, if the classification system is not the same, of the same requisite education, background and experience and with the same duties and responsibilities.

### **Section 2. Skilled Service Employees**

The College's Non-Exempt, skilled service employees who are in the State Personnel Management System shall be compensated in accordance with the State's pay plans, regulations, and guidelines promulgated by the Secretary of the Department of Budget and Management.

### **Section 3. Increases Associated with the State's Annual Budget**

The College shall provide its employees with cost of living adjustments and raises in accordance with requirements established in the State's Annual Budget.

### **Section 4. Pay Increases upon Reclassification, Promotion, Acting Capacity, Lead Worker, Bilingual Situations**

The College's method of determining the minimum increase that will be given to an employee, following a reclassification, promotion, acting capacity, lead worker status or in bilingual pay situations will be consistent across the Exempt, Non-Exempt, and Sworn Police Officer MOUs.

### **Section 5. In-Charge Pay**

Employees who are designated as "In-Charge", who are designated to perform the immediate daily supervision duties of a supervisor for an entire shift, or tour of duty shall be eligible for a daily stipend of Twenty Dollars (\$20) per day, not to exceed five (5) continuous days. The designation must be pre-approved by the Divisional Vice-President or a President Staff member and must consist of the daily direction, planning and controlling of a department or work unit. If the designation is longer than five(5) continuous days, then the Acting Pay provision and process shall apply from the 6<sup>th</sup> continuous day moving forward.

## **Article 12. Compensation: Bonuses**

An award made under this section is a bonus provided by the College in addition to the regular compensation of the recipient.

### **Section 1. BCCC College Excellence Award**

Nominations will be accepted by the Excellence Committee continuously throughout the year until the Call for Nominations terminates on December 15 of each year. Winners of the College Excellence Award receive recognition, \$500, a framed certificate, Campus Communicator publicity, an award letter for their personnel files, and a campus posting. Award benefits may change due to a change in policy or funding.

### **Section 2. Innovative Ideas**

#### **A. The Program Generally**

The College may award an Innovative Idea Award for an innovative idea, including an invention or suggestion, that, if implemented, would:

1. increase revenue to the College;
2. save money for the College;
3. improve the quality of services delivered to the public; or
4. otherwise significantly benefit the College.

Except under exceptional circumstances, an award may not be made for an innovative idea that is under active study or continual review by a unit of State government.

#### **B. Review of Innovative Ideas Submitted to the College.**

To the extent possible, within 60 days after an innovative idea is submitted to the President or his or her designee, the College shall decide whether to give an innovative idea award.

#### **C. Award for Innovative Idea**

The College may give an employee a cash award of not more than:

1. \$1,000 for an innovative idea with a reasonably ascertainable monetary savings or gain to the College; or
2. \$300 for any other innovative idea.

### **Section 3. Incentive Performance Awards Program for employees.**

#### **A. Awards for Performance that Exceeds Expectations**

The College shall grant an employee who receives an overall annual performance rating of Exceeds Expectations one day of Award Leave.

#### **B. Awards for Performance that is Outstanding**

The College shall grant an employee who receives an overall annual performance rating of Outstanding two days of Award Leave.

#### **C. Award Leave Terms**

1. Award Leave is not accrued leave.
2. Leave taken shall not be charged against an employee's accrued leave

balance.

3. Award leave shall be taken within six months of the date it shows on employee's leave balance.
4. This leave shall not be paid out in lieu of taking leave.
5. This leave shall not be paid out upon termination of employment.

Notification will be posted by October 1.

## **Article 13. Payroll, Hours of Work and Overtime**

### **Section 1. Scheduling Generally**

In general, the regular work schedule is between the hours of 8:00 AM and 5:00 PM, inclusive of a one (1) hour lunch break, with the exception of schedules for employees hired into positions with alternate work schedules. Supervisors, consistent with their departmental needs, may allow employees to work 7:30 AM to 4:30 PM or 8:30 AM to 5:30 PM, with the exception of employees hired into positions with alternate work schedules.

### **Section 2. Copy of Job Description**

Upon initial employment and upon any change in job classification or modification of position description thereafter, each full-time or part-time bargaining unit employee shall be furnished a copy of his/her job description, assigned bargaining unit, applicable salary, assigned work, location, daily work schedule, and prescribed standard workweek.

### **Section 3. Workweek**

The regular workweek consists of forty hours in a seven-day period. The workweek runs from 12 midnight on Wednesday through 11:59 p.m. on Tuesday, or as otherwise dictated by the State.

With the exception of employees who are hired into positions with alternate work schedules, all employees shall be expected to work eight hours per day, between the hours of 8:00 AM and 5:00 PM. In addition to the 8 hours of work, each employee will have a one (1) hour lunch break. In addition, each employee shall receive two (2) duty-free rest periods of fifteen (15) minutes each in duration. The duty-free rest periods may be combined with the 1 hour lunch to create a longer rest period, with prior supervisory approval. Some of the College's functions are twenty-four hour operations and shall be staffed accordingly.

### **Section 4. Work Time**

The College agrees to count as work time all time that COMAR and the Fair Labor Standards Act indicate should be counted as work time.

Compensable work time includes:

- 1) All time that an employee is on duty or at a prescribed place of work, and 2) Any time that an employee is required or permitted to work. Among other things, this includes all time that the employee is on duty and time that the employee performs the duties associated with his or her position; time spent in traveling required by the College during regular working hours (not time spent traveling from home to work and work to home); non-voluntary meetings, committee work

and training, as defined in MOU Article on Release Time; Union steward time, in accordance with the MOU Article on Union Rights; and time spent by the grievant at a grievance meeting, in accordance with the MOU Article on grievances.

Employees shall not perform work at home unless asked to do so by their supervisors or their supervisors have granted express permission for them to do so.

### **Section 5. Time Sheets**

The College's payroll records shall be the basis for establishing the number of hours worked by each employee. An employee shall be responsible for recording accurately all hours the employee has worked, even if the hours go beyond the normal eight-hour day. As stated in Article 13, Section 8, an employee may work hours beyond the normal eight-hour day only with prior approval of a supervisor. The employee and the supervisor will review all changes prior to submitting to payroll. If anyone other than the employee makes a change in a time sheet, the employee must be given a copy of the changed time sheet with a written explanation of the reason for the change.

### **Section 6. Breaks**

There shall normally be a duty-free lunch of at least one half hour but no longer than one hour and two (2) duty-free rest periods of fifteen (15) minutes each in duration per day for each 8 hours worked for all full-time, non-exempt bargaining unit employees. In general, rest periods shall be scheduled towards the mid-point of the first and second parts of the daily schedule and the duty-free lunch period shall occur at about the middle of the scheduled shift. With prior supervisory approval, the duty-free rest periods may be combined with the 1 hour lunch to create a longer rest period.

### **Section 7. Notice and Process for Schedule Changes**

#### **A. Notice**

##### **1. Regular Schedule Changes**

The College will not change regular work schedules absent operational need. In the event that the College determines that a change is necessary, it will provide three (3) weeks' notice. In general, employees will adhere to an 8:00 AM to 5:00 PM schedule.

##### **2. Temporary Schedule Changes**

In the case of an emergency or other unforeseen circumstance, or when the College's institutional needs require a temporary change of an employee's schedule, the College shall have the right to implement a temporary schedule change with twenty-four hours' notice. A temporary schedule change is one that is in effect thirty (30) working days or fewer. If the College does not have twenty-four hours advance notice, the College shall notify the employee as soon as possible of the schedule change. Supervisors may make changes to an employee's schedule to avoid the payment of overtime or accrual of compensatory time.

##### **3. Employee Requests for a Regular Schedule or Shift Change**

A supervisor may grant an employee's request to change his or her regular days

off and/or shift, if: (1) the employee has been employed by the College for at least two years; (2) the employee has found a volunteer who works on the employee's desired shift who wants to swap shifts with the employee; (3) the volunteer is in the same classification and has earned a similar seniority level as the employee; and (4) the employee and the volunteer agree explicitly in writing to the regular shift change and its duration.

4. **Employee Requests for a Temporary Schedule or Shift Change**  
Nothing in this agreement shall preclude the "trading of time" or swapping shifts among employees in the same classification provided that: (1) they have the particular skills necessary to perform the work; (2) such swaps do not increase the College's costs; (3) the swaps do not substantially disrupt work; (4) neither employee has failed to report to work in the past on a swapped shift; and (5) they receive prior supervisory approval.

## **Section 8. Overtime**

### **A. Generally**

With prior supervisor approval, all work performed by a nonexempt employee, in any classification, beyond forty (40) hours worked, shall be compensated at the rate of one and one-half (1 ½) times his/her current hourly rate.

Employees shall not unilaterally determine their schedules or whether overtime is required.

In the event of an emergency that requires that an employee work beyond his or her regular approved schedule, the employee will contact his/her immediate supervisor to obtain approval to work the overtime. A list of contact information for supervisors will be posted in every department. If overtime is approved, the employee will record the hours worked on a time sheet and complete an overtime authorization form.

### **B. Overtime List**

There shall be a list of employees who have volunteered to work overtime that is maintained by the head of each department or his or her designee for purposes of overtime recordkeeping (the "Overtime List").

The Overtime List shall include the name, classification, job title, seniority date and overtime opportunity hours (as described in section C below) for each nonexempt employee in the department or other relevant unit.

The names on the list shall be listed by classification, and then within classification, by total state seniority. If there is a tie in total State service, then the person with the highest last four digits of their social security number shall be considered to have more seniority (in relation to the tie) for the purpose of overtime equalization.

Employee may opt in and off the voluntary overtime list with 14 days advanced notice.

The Overtime List shall be established within 30 days after the ratification of this contract and shall be revised each fiscal year by both the Employer and the Union. This List shall be permanently posted in a visible area frequented by bargaining unit members. A union steward or representative may view or copy it. Employees will not be subject to reprisal or disciplinary action for refusal of voluntary overtime.

C. Voluntary Overtime

Volunteers for overtime shall be solicited by using the Overtime List, except where the completion of a job assignment may be accomplished by the same employee who has been working on the job during regular hours, in which case, the employee who has been working on the job shall receive the first opportunity to complete the job regardless of seniority.

Overtime shall be offered on a rotating basis from the Overtime List described in Section B above. The first opportunity for overtime shall be offered to the bargaining unit member with the highest seniority in the classification with the skills required for the overtime work.

Once the most senior employee in the classification in the department has had an overtime opportunity or opportunities, then the employee with the second highest seniority level shall be offered the next overtime opportunity. Thereafter, overtime opportunities shall be administered in descending order of seniority, and then rotating back to the most senior employee when the person with the least seniority has had an overtime opportunity.

If an employee is properly on leave when an overtime opportunity would have been offered based upon the employee's position on the overtime list, the supervisor shall not consider that employee as having had an overtime opportunity. The employee shall be eligible if and when the next overtime opportunity occurs.

Overtime opportunities shall be distributed as equitably as possible among all of the employees within a specific department/ for which the overtime is needed, *vis a vis* the essential job functions as described in the College's job descriptions. Where the overtime involves specialized skills, the College may assign overtime to employees who have demonstrated the skills and ability to do the work rather than to more senior employees who have not demonstrated the skills and ability to do the work.

Involuntary Overtime

Where there is an insufficient number of volunteers, overtime shall be assigned on an inverse seniority basis. In a circumstance when no employee from the list is available or everyone has rejected the opportunity to perform overtime work, the Employer will assign the work to that person with the least seniority within the job classification in the department. Once an employee has worked

mandatory overtime, his or her name will be rotated to the bottom of the list for purposes of mandatory overtime.

If any employee feels that he or she has been wrongfully overlooked or denied an overtime opportunity, he or she shall bring the oversight or denial of overtime to his or her supervisor's attention before or at the time the overtime is scheduled to be worked.

**D. Emergencies Requiring Overtime**

In an emergency situation, a supervisor may exercise his or her discretion to enlist available and easily accessible personnel to correct or defuse the emergency in the most efficient manner. An emergency is not a circumstance known in advance of the overtime requirement.

**E. Advance Notice**

Where possible, the College shall provide notice of required overtime at least forty-eight (48) hours in advance of such overtime.

**Section 9. Payment of Overtime**

Hourly employees who work overtime will be compensated monetarily. Monetary compensation shall be paid on a regular pay day for the pay period in which it was earned.

**Section 10. Payment of Wages**

**A. Timing**

The College recognizes that employees should be paid at the time that has been designated as their payday. At the first of every calendar year and at the time of hire, the College shall provide employees with written notice of the timing of paydays in accordance with the schedule set by Central payroll.

When Central Payroll fails to provide the College with an employee's check on his or her designated payday, as a stop gap measure, the College shall issue the employee a check in an amount that is equivalent to two-thirds of the employee's gross wages. When Central Payroll processes the employee's payroll, the employee shall immediately reimburse the College in the amount of the stop-gap check.

Upon termination of an employee's employment, the College shall provide Central Payroll with prompt notice of termination date so that Central Payroll may process the employee's final paycheck for all wages due.

**B. Deductions**

An employee's wages shall be reduced only: (1) when he or she has indicated expressly in writing that a particular deduction is to be made or (2) in accordance with the law or government rule or regulation or pursuant to a court order.

### **Section 11. Training**

If a supervisor suspects that an employee may not be qualified for potential overtime opportunities or schedule of shift changes within a classification based on the supervisor's belief that the employee does not have the required skills, then the supervisor shall offer training to the employee in the relevant skill areas. This training shall be in accordance with the MOU Article on Release Time- Staff Development.

### **Section 12. Call back pay**

Employees who are called to report to work on their regular day off or that have been recalled to work after having completed their shift and left the employer's premises, shall be guaranteed a minimum of four (4) hours of pay plus travel time at the regular rate of pay for actual hours worked or at the applicable overtime rate, whichever is greater.

### **Section 13. Report Pay**

An employee who is pre-scheduled to work an overtime shift and reports to duty will be guaranteed three (3) hours overtime pay at the appropriate rate unless the employee is a holdover from a previous shift. The College shall notify employees as soon as practical prior to their scheduled start time in the event the employee is not required to report for prescheduled overtime.

### **Section 14. Work schedules less than 40 hours**

Part time employees shall be paid at the overtime rate of time and one half their regular rate of pay plus shift differential when they have worked more than 40 hours per week.

### **Article 14. Shift Differential**

- A. The College's Non-exempt employees shall be paid a shift differential if and when they work a qualifying shift.
- B. A qualifying shift means a full time or established part time shift which starts at or after 2 PM and at or before 1 AM.
- C. An employee who works any part of a qualifying shift shall be paid a shift differential on a prorated basis.
- D. An employee who works overtime from a qualifying shift into another qualifying shift shall be paid a separate shift differential, in addition to any overtime payment or compensatory time to which the employee may be entitled.
- E. An employee who works overtime from a non-qualifying shift into a qualifying shift shall be paid a separate shift differential, in addition to any overtime payment or compensatory time to which the employee may be entitled, if the employee works at least ½ of the qualifying shift.
- F. The rate of shift differential pay shall be paid as follows:
  - (1) For classifications in Salary Grades 1 through 17: \$1.00 per hour
  - (2) For registered nurses through Salary Grade 17: \$1.25 per hour
  - (3) For fire marshals: \$1.00 per hour



## **Article 15. Tuition**

In recognition of the importance of tuition benefits for employees of the College and their dependents, the College remission for employees and their dependents will begin after 6 months of employment and a mid-year review of satisfactory or above. Employees need to reimburse the College if they drop a class after the withdrawal date or receive a “D” or below for a BCCC credit class.

Tuition remission will be maintained subject to the reciprocal agreement with the University System as long as the University System maintains a reciprocal agreement with BCCC. The College will follow USM system tuition remission policies and all changes instituted by the University System:

- USM Policy on Tuition Remission for Regular and Retired and Staff Employees of the University System of Maryland VII-4.10
- USM Policy on Tuition Remission for Spouses and dependent Children of Regular and retired Faculty and Staff employees of the University System of Maryland Policy on Tuition Remission for Spouses and Dependent Children of Faculty and Staff VII-4.20

## **Article 16. Insurance**

Health and Other Insurance Benefits.

Bargaining unit employees may participate in health and other insurance benefit plans offered by the State pursuant to the terms of those plans.

## **Article 17. Pension**

### **Section 1. Retirement Benefits**

Bargaining unit employees may participate in the State’s retirement plans in accordance with the plans’ eligibility requirements.

## **Article 18. Parking**

The current parking fees for all bargaining unit employees shall remain in effect for the duration of this MOU.

Should the College experience a loss of a parking facility; the loss will trigger a reopener on the subject of parking and the associated fees.

## **Article 19. Labor Management Committee**

### **Section 1. Purpose**

The College and the Union share a belief that many concerns can be resolved through a mutually constructive, cooperative and participative approach. The College and the Union encourage administrators, supervisors, and employees to resolve concerns in a manner which emphasizes shared communication, including respect for different viewpoints and professional interaction.

To help promote a constructive and cooperative relationship, the College and the Union agree to create a Labor Management Committee as an organized forum for the discussion

of issues associated with the implementation of this MOU. Among the specific objectives of the Committee are:

- A. Foster productive communication between the parties;
- B. Provide a forum to discuss issues of mutual concern;
- C. Work to build consensus for joint problem solving and planning;
- D. Communicate and share the activities of the Committee with the College community; and
- E. Make recommendations or reports to the appropriate College divisions, departments or administrators.

## **Section 2. Authority**

The Committees shall have no authority to modify the terms of the parties' MOU, nor bargain for a successor MOU or in any re-opener circumstance.

The Committee shall have no authority to hear or determine grievances. Disputes over alleged contract violations should be pursued through the Grievance Article. When a recommendation is reached by the committees, it shall be forwarded to the Director of Human Resources and any appropriate department and the relevant Vice President for consideration. Within 30 days of receiving the Committee's recommendation(s), the relevant Vice President shall issue a written response to the Committee addressing its recommendation(s).

## **Section 3. Membership**

The Committee shall be composed of (6) six bargaining unit employees and (6) six representatives from the College. The Committee shall not exceed 12 members. Either party can substitute an alternate for a representative when necessary. Upon mutual agreement of the co-chairs, the parties may invite individuals who are not Committee members to present information to the Committee. Such individuals may be from the College, the Union or agencies such as the Federal Mediation and Conciliation Service.

## **Section 4. Meetings**

Bargaining unit employees shall be granted 3 hours of release time per month for meetings. Committee members may attend meetings during regular business hours after providing reasonable notification to their supervisors. Supervisors shall not unreasonably deny an employee's request to attend the meeting. Time spent in doing Committee work is work time.

## **Article 20. Holidays**

### **Section 1. Holidays**

All regular full-time employees shall be paid for thirteen (13) official State Holidays. The annual Holiday schedule shall be distributed by the Human Resources Department. BCCC shall observe the following Holidays:

- New Year's Day
- Dr. Martin L. King Day
- Good Friday

- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Memorial Day
- Christmas Day
- Veterans Day (Observed during winter break)
- Columbus Day (Observed during winter break)
- Presidents Day (Observed during winter break)

If a Holiday falls on a Saturday, it shall be observed on the preceding Friday; if it falls on a Sunday, it shall be observed on the following Monday.

If an employee is scheduled to work on any one of the thirteen (13) official Holidays, (excluding holidays observed during winter break), or if the employee's regular scheduled day off falls on a Holiday, then the employee may schedule the Holiday observance sometime during the 7 days prior to the observed date and 30 days post observed date, with the approval of the immediate supervisor. Such approval will not be unreasonably denied.

The College shall observe the Statewide General Election day Holiday closure when designated by the Governor of Maryland.

All regular full-time employees shall receive one floating holiday at the beginning of the first pay period of the calendar year. An unused floating holiday may not be carried over to the next calendar year. An employee shall not receive or use a floating holiday during his or her probationary period.

## **Section 2. Holiday Pay**

Employees working on a Holiday/Winter break shall have the option of receiving cash or compensation time at one and one-half times their regular rate.

## **Article 21. Leave**

### **Section 1. Annual Leave**

#### **A. Rate of Earning Annual Leave**

Employees in the Baltimore City Community College Personnel System

- a. From the beginning of the first year of service through the completion of the twentieth year of employment, an employee who works forty hours per week shall be credited with annual leave at a rate of 6.77 hours per pay period / 22 days per year. An employee may not earn more than one-hundred seventy-six (176) hours of annual leave per year.
- b. From the beginning of the twenty-first year of service and continuing thereafter, an employee who works forty hours per week shall be credited with annual leave at a rate of 7.69 hours per pay period/25 days for year. An employee may not earn more than two hundred (200) hours of annual leave per year.

- c. An employee does not earn annual leave for hours worked in excess of the employee's regular workweek.

## B. Use of Annual Leave

1. Generally, except in emergency situations, an employee shall make a written request for time off for use of annual leave from his or her supervisor in advance of the date(s) that he or she wants to use annual leave. Supervisors shall grant or deny the request in writing within one week of the request. If the supervisor is on leave, or unavailable, his/her designee shall approve or deny the leave within one week of the request. Employees shall not take annual leave in excess of the hours they have accumulated. Employees shall not have a limitation on the amount of annual leave he/she is requesting or used as long as the employee has the leave to use.

Employees must give 60 days' notice prior to taking the leave for leave in excess of 30 days (except in the case of an emergency).

### 2. Limitations

Employees working in the following departments shall not take Annual Leave in excess of two (2) consecutive days during the following periods except if approved by the Supervisor or Designee:

- a. (i) Employees in Students Affairs, Financial Aid, Bookstore and Cashier's Office, during the Fall and Spring Early and General Registration and add/drop week; (ii) Employees in General Accounting during July and August.
- b. Employees in ITS in August, September and January, except that a maximum of one programmer, one network engineer, and two computer information specialists may be permitted to take leave.
- c. Employees in the Library during the Spring and Fall semesters, except each semester at least one employee will be able to take one week of annual leave.
- d. Employees in BCED during Fall and Spring General Registration and one week following General Registration.

The definitions of periods that are barred for more than two consecutive days of annual leave are as follows:

- Registration (Includes Early and General)
- Spring Between 20 and 17 wks BTDCS 3 wks BTDCS 1 wk ATDCS
- Fall Between 20 and 17 wks BTDCS 3 wks BTDCS 1 wk

BTDCS means before the date that classes start

ATDCS means after the date that classes start

Leading up to the week before each semester starts, any leave must be approved by the Supervisor or Designee.

### 3. Advance Requests for Use of Leave

During the months of February and September, employees shall submit

written requests for leave to be used from August through January, and February through July, respectively. These written requests shall be submitted to the employee's supervisor by the first day of the second week in February and September. During the first week of February and September only those employees who are carrying 400 hours or more of accrued annual leave shall be able to request advanced use of leave. Conflicts among employees with more than 400 hours of banked time shall be settled by total hours of banked time. After the first week of February and September when there is a conflict in scheduling leave the conflict shall be resolved based upon continuously rotating seniority

The College encourages employees to take advantage of the advance leave request procedure in February and September, so that supervisors and employees can make appropriate plans. Employees may still make leave requests on other occasions. When leave requests are submitted outside of the February and September leave-scheduling process, the request shall be considered on a first come, first serve basis, rather than based upon continuously rotating seniority. No leave shall be cancelled if it has been approved 14 days or more in advance of the first day of the leave unless the employee agrees.

The College shall try to schedule the break during the same time as the spring break for Baltimore City Public Schools.

C. Accrued Annual Leave

Employees who work a forty (40) hour workweek shall not accumulate or carry over more than 600 hours of accrued annual leave from one calendar year to the next. Part-time employees may accumulate and carry over a maximum number of hours determined on the basis of the percentage of a forty-hour workweek they work. Accumulated and unused leave shall be forfeited. Upon termination of employment, after successful completion of the initial probation period, employees shall be paid for their unused accrued annual leave up to 400 hours. In the event that the State increases leave payout in excess of 400 hours, the College will reopen negotiations of the current MOU.

D. Contractual Conversion

Contractual employees who convert to regular employee status shall accrue leave based upon their initial date of employment as a contractual employee as long as their service is continuous. Contractual employees shall not be credited with leave for the period of time that they were contractual employees.

E. Rate of Accrual Upon Return to Service

A non-temporary employee who returns to College service shall be credited for previous State or College service if the employee had satisfactory performance and at least 180 days of continuous service in an allocated position and returns to state service within a 3year period.

The College shall consider an employee's performance to have been satisfactory unless the employee's most recent personnel evaluation before separation denotes unsatisfactory performance. An employee returning to College service shall accrue leave at the effective rate based upon years of actual service.

### **Section 2. Personal Leave**

All full-time employees shall be granted three (3) days of personal leave at the beginning of the first full pay period of the calendar year. Unused leave days may not be carried over beyond the first full pay period in the next calendar year.

A supervisor may not deny an employee the right to use personal leave unless the supervisor is not notified prior to the start of the leave.

### **Section 3. Payout Upon Termination of Employment**

An employee whose employment terminates after working for the College for at least six months shall be paid his or her accumulated annual leave and compensatory time at a rate of compensation equal to the greater of: (1) the average regular rate received by the employee during the last three (3) years of employment or (2) the final regular rate. An employee who transfers to another State agency shall have his or her leave balances transferred from the College to the employee's new employing agency if the agency will accept the transfer.

### **Section 4. Religious Observance Leave**

An employee may elect to work overtime to earn compensatory time for an absence for religious observance. An employee's request to earn compensatory time for use for religious observance shall not be denied if the modification to the employee's schedule does not interfere with the efficient operation of the College. An employee's supervisor shall reasonably accommodate an employee's request to use leave for religious observance when the employee is scheduled to work on a College holiday if accommodations can be made without serious interference with the efficiency of the College. If a reasonable accommodation cannot be made, the supervisor may deny the leave request.

### **Section 5. Winter Break**

The President shall designate six (6) days for a paid Winter Break. An employee required to work during the Winter Break shall be compensated according to Article 20, Section 2: Holiday Pay (excluding weekends attached to the Winter Break).

Six (6) days observed during the Winter break:

Veterans Day

Presidents Day

Columbus Day

Three (3) administrative leave (winter break) days

### **Section 6. Administrative Leave**

Administrative Leave may be granted at the sole discretion of the President.

## **Section 7. Jury Service and Legal Actions Leave**

An employee who is selected for jury service shall notify his or her supervisor without delay. An employee who serves as a member of a jury is entitled to leave with pay so long as the employee's jury service occurs on a regularly scheduled workday and the employee provides documentation. Leave of absence with pay shall be granted to employees for time spent in jury duty, appears before or is a member of a grand jury or if the employee is subpoenaed to appear in a court proceeding, before an administrative agency, or for a deposition, and is neither a party to the action nor a paid witness.

If an employee is dismissed from jury duty or released from his or her appearance in court, before an agency or at a deposition, and if after being released an employee has more than two hours left in the normal shift for that day, then the employee shall return to work for the balance of the scheduled workday. An employee on a non-standard shift with hours outside of the 8 a.m. to 5 p.m. range shall not be required to report to work on the day that they have jury duty.

## **Section 8. Definition of a Child for Purposes of Sections Bereavement Leave, Sick Leave and FMLA**

For purposes of the College's leave policies on Family and Medical leave (used for the care of a sick child), Sick Leave and Bereavement Leave, a child is a person who is the son or daughter of an otherwise eligible employee and who is under eighteen (18) years of age, or who is eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability during the period of serious illness. The child may be the biological, adopted, step or foster child of the eligible employee. The term child also includes someone who is the legal ward of the employee or someone for whom the eligible employee has provided sufficient, notarized affidavit(s) and proof of financial dependence that the employee is standing in loco parentis.

## **Section 9. Family and Medical Leave**

### **A. Generally**

The College shall provide an employee with a serious health condition or an employee whose spouse, child or parent has a serious health condition, with Family and Medical Leave in accordance with the Family and Medical Leave Act. An employee is eligible for twelve weeks of Family and Medical Leave during a rolling 12 month period. An employee must exhaust all available forms of paid leave, including sick, annual, personal and compensatory time, before taking unpaid leave. Available paid leave shall run concurrently with FMLA Leave.

### **B. Birth or Adoption.**

An employee who has been employed by the College for a period of at least one year in a permanent full-time position and who is responsible for the care and nurturing of a child may use, with certification of the birth or adoption, up to thirty (30) days of accrued sick leave for the time period immediately following the birth of the employee's child or the placement of a child with the employee for adoption.

If two College employees are responsible for the care and nurturing of a child, a maximum of 40 days may be shared, not to exceed 30 days for one employee.

Employees should notify their supervisors as far in advance as possible of their desire to use Leave after birth or adoption and must provide documentation of birth or adoption placement. If the employees' absence qualifies as FMLA leave, the College shall provide the employee with written notice that the employees' leave is being designated as FMLA leave. The College shall not discriminate against any employee who has exercised rights protected under the FMLA.

An employee must exhaust all available forms of paid leave, including sick, annual, personal and compensatory time, before taking unpaid leave.

- C. Use of intermittent or short-term family medical leave allowed  
Intermittent leave in intervals as short as a day or part of a day are allowed under Family Medical Leave. If a serious health condition flares up on sporadic or intermittent basis, an otherwise qualified employee has a right to use family medical leave if requested.
- D. Reduced schedule must be granted if a health care provider certifies the need for a reduced schedule (reduced hours in the day or reduced days in the week, etc., then the request for a reduced schedule must be granted.

## **Section 10. Sick Leave**

### **A. Accrual of Sick Leave**

Employees shall be credited with one-and-a-half (1-1/2) hours of sick leave for each twenty-six (26) hours worked, up to a maximum of fifteen days (not to exceed one hundred and twenty hours) of sick leave per year. Sick leave is not earned for hours worked in excess of an employee's regular workweek, nor for hours an employee is on leave without pay. Sick leave may be accumulated without limitation.

### **B. Use of Sick Leave**

Use of sick leave shall be limited to the following purposes:

1. for the illness, injury or disability of the employee;
2. for death, illness or disability of a member of the employee's family;
3. for a medical appointment of the employee or a member of the employee's immediate family;
4. following the birth of the employee's child; or when a child is placed with the employee for adoption.

Employees do not receive payment for accrued sick leave upon the termination of employment. Unless an employee objects, accrued sick leave shall be placed in the Leave Bank, described in Section D below, upon the termination of employment. Upon retirement, employees are granted 1 month of creditable service for each 22 days of unused sick leave and their leave is not placed in the Leave Bank.

### **C. Certification of Illness or Disability**



An original certificate authenticating the employee's illness or disability resulting in his or her unavailability for work shall be presented to the employee's immediate supervisor for leaves of five or more days. A supervisor or the Director of Human Resources may require a certificate for leaves of fewer than five days only when there has been a demonstrated abuse of sick leave and only after the employee has been warned about their leave usage.

D. Sick Leave Bank

An employee may be eligible to donate, and request for use of leave from the State's Sick Leave Bank, so long as the employee meets all of the State's criteria for participation and satisfies all of the State's procedural requirements. An employee requiring leave from the Sick Leave Bank shall submit the completed requisite form to Human Resources as far in advance of the need for the leave as possible.

E. Employee-to-Employee Sick Leave Donation

An eligible employee may donate sick leave to another State employee, as long as the donor employee has at least two hundred forty hours (240) of sick leave remaining after the donation. There is no limit on hours that can be donated when donating from other balances (annual, personal).

An employee may receive donated leave from another State employee if he or she exhausted all forms of their own leave, meets all of the State's criteria for participation and satisfies all of the State's procedural requirements subject to Human Resource verification. The College encourages employees to voluntarily participate in the State's employee to employee leave donation program. However, it is the employee's responsibility to secure sick leave donations.

F. Advanced Sick Leave

The College may advance up to sixty (60) days of advanced sick leave to an employee in any twelve month period for the employee's own serious illness or disability if the employee had used all leave with pay which has been credited to the employee. The employee shall submit a request for advanced sick leave in writing to the College's Director of Human Resources. The Director of Human Resources shall provide written notice of the approval or disapproval of the request to the employee.

The employee shall agree in writing that any advanced sick leave must be repaid in accord with this Article. The use of advanced sick leave by an employee constitutes a debt for which payment shall be enforceable upon the employee's return to work, and shall continue to be enforceable upon the employee's transfer from one agency to another or upon termination. Reimbursement shall be made at the minimum rate of 1/2 of the rate of sick leave and annual leave earned, and at the employee's discretion by applying credited annual leave, personal leave, sick leave, compensatory leave or cash payments. Any leave accrued during the period of advanced leave will be applied to the leave.

G. Extended Sick Leave

An employee may qualify for extended sick leave with pay for their own illness or disability if the employee had been employed by the State for at least five years and has exhausted all paid leave that is available to him or her. An employee's continuous absence while using earned leave, advanced sick leave and extended sick leave shall not exceed a total of fifteen months.

The employee shall submit a request for extended sick leave in writing, together with supporting documentation to the College's Director of Human Resources. The Director of Human Resources, after consultation with the President shall provide written notice of the approval or disapproval of the request to the employee.

H. Abuse of Sick Leave

The College shall take appropriate action, which may include counseling and/or discipline, up to and including termination of employment, when an employee abuses sick leave and such abuse prevents the employee from performing the essential job functions.

I. Sick Leave Incentive Program

Should the State fund its Sick Leave Incentive Program or direct its agencies to fund it themselves, an employee may cash out forty (40) hours of unused sick leave per calendar year if the employee used no more than forty (40) hours of sick leave during the year and had a sick leave balance of at least 240 hours on December 31 of that year. An employee may cash out fifty-six (56) hours of sick leave per calendar year if the employee used no more than twenty-four (24) hours of sick leave during the year and had a sick leave balance of at least 240 hours on December 31. For purposes of determining eligibility for cash out, sick leave that is donated or is used for a death in the family does not count as sick leave usage, but will affect an employee's balance.

**Section 11. Bereavement Leave**

A. A maximum of 3 bereavement leave days may be granted in the event of the death of any member of the employee's immediate family. An additional 2 days of sick leave may be used in the event of the death of any member of the employee's immediate family. Immediate family shall be defined as spouse, children, parents, stepparents, foster parents, legal guardians or others who took the place of parents of the employee or the employee's spouse, grandparents or grandchildren of the employee or the employee's spouse, brothers and sisters of the employee or the employee's spouse, or any relative living in the employee's household.

B. A maximum of 1 bereavement leave day(sick) may be granted in the event of the death of any member of the employee's extended family. An additional 2 days of vacation, personal or compensatory leave may be requested. Extended family is defined as aunts and uncles of the employee, or the employee's spouse, nephews and nieces of the employee, or the employee's spouse, brothers-in-law or sisters-in-law of the employee, or the employee's spouse, and sons-in-law and daughters-in-law.

C. If an employee requires additional time off, the employee's supervisor shall make reasonable efforts to arrange the employee's work so that the employee may use his or her accrued leave for this purpose.

D. If the State changes its leave policy to provide five bereavement days to employees under certain circumstances, the College will also provide five bereavement days in the same situations.

Documentation shall be provided to the Office of Human Resources.

Documentation must be shown to identify the date of the funeral and relationship to the employee.

## **Section 12. Leaves of Absence Without Pay**

A. An employee may request a leave of absence without pay:

1. For personal reasons not to exceed thirty (30) calendar days;
2. The amount of time permitted by the FMLA if the employee is eligible for leave under the FMLA;
3. Up to a maximum of six (6) months, for the employee's documented temporary personal illness or disability, when there is medical documentation that the employee can return to the employee's full range of duties. An employee whose request for leave without pay is granted shall not be separated from the payroll. No leave is accrued during a period of leave without pay.

B. The College may approve an unpaid leave of absence for a greater period of time than specified in A. above. Such an extended leave without pay may not extend beyond two years, except for leave to enter the armed forces. An employee on an extended leave of absence without pay shall be separated from the payroll. If such leave is granted, that does not entitle the employee to return to the same position that the employee vacated or any other position in the College.

1. The College shall mail an employee who is on leave a notice advising them that they will be separated from the College before the action is taken.
2. If a vacancy exists, the employee shall be restored to his or her classification. If the employee cannot be restored, the employee may request that the College place the employee's name on the appropriate list as a reinstatement candidate. An employee who fails to notify the College in writing prior to the expiration of the leave without pay of the employee's desire to return to duty shall be considered resigned from the College.

C. **Union Leave without Pay**

In the event a bargaining unit member is elected or appointed to a statewide union office, the College agrees to provide that individual, upon request, with an unpaid leave of absence not to exceed two (2) years. The union may also designate up to 2 employees a calendar year to participate in its lost time program for up to 3 months. An employee whose request for leave without pay for this program is granted shall not be separated from the payroll. No leave is accrued during a period of leave

without pay. Employees participating in this program shall be placed in their previous position upon return to the College.

**D. No Retaliation**

The College shall not retaliate against any employee because he or she takes a leave of absence when he or she is entitled to and in accordance with this Article.

1. Except for leave of absence for military purposes, an employee granted leave of absence without pay for more than thirty (30) calendar days, and who is ready to return to duty at or prior to the expiration of the leave, shall notify the College of the employee's readiness to return.

**Section 13. Military and War Leave**

An employee who is a member of a Reserve Unit of the armed forces or National Guard Reserve shall be entitled to leave for military training for a period of not more than 15 workdays annually with pay and without charge against leave. Employees of the College are covered by the Uniformed Services Employee and Reemployment Rights Act (USERRA), 38 USC §§ 4301 through 4333. This law helps to preserve rights to leave afforded by the FMLA.

The College shall provide military administrative leave to eligible employees according to State law.

**Section 14. Disaster Leave**

Disaster service leave is leave with pay granted to an employee by the College to support the mission of the American Red Cross in giving aid to the citizens of the State of Maryland and neighboring states.

**A. Requests for Disaster Service Leave**

An employee may request disaster service leave with pay if the American Red Cross or similar organization:

1. Requests the services of the employee during a declared disaster;
2. Certifies that the employee is a disaster service volunteer; and
3. Designates the disaster as Level II or above, in the regulations and procedures of the National Office of the American Red Cross

**B. Amount Allowed.** An employee may use up to 15 days of disaster leave in a 12-month period, only with the approval of the Office of Human Resources, Disaster Service leave shall not be unreasonably denied.

**C. Claim Status.** For the purpose of workers' compensation and the Maryland Tort Claims Act, an employee is deemed not to be a State employee while on disaster service leave.

**Section 15. Paid Leave Following a Positive Tuberculin Skin Test**

An employee is entitled to receive appropriate health care to be provided by the College and leave with pay in accordance with subsection (b) of this section, if:

- A. The employee has a positive tuberculin skin test result on a test taken, and, or:
- B. The Secretary of the Department of Health and Mental Hygiene determines that, for public health reasons, the employee should not work for a given period of time.

Period of leave - Leave granted to an employee under this subsection for public health reasons may not exceed 90 days. If it is determined that a longer absence is medically required, the employee may use other forms of leave to the extent authorized under this MOU.

## **Section 16. Organ Donation Leave**

### **A. Leave Available for Organ Donation in Any Twelve Month Period**

#### **1. Length of time available.**

In any twelve (12)-month period, an employee may use up to seven (7) days of organ donation leave to serve as a bone marrow donor and thirty (30) days of organ donation leave to serve as an organ donor.

#### **2. When leave available**

Organ Donation Leave may be used only for the actual donation procedure, the preparation for the actual donation procedure and recovery from the actual donation procedure. It may be used in increments in one (1) hour or more.

### **B. Applications for Leave**

An employee or his or her authorized representative may request Organ Donation Leave by submitting: (1) the appropriate request form and (2) the medical documentation required as indicated on the form, to the Director of Human Resources. The College shall render its decision on the request for Organ Donation Leave within five (5) business days of the Director of Human Resources' receipt of the request.

Leave shall be provided retroactively if the employee had to make his or her donation before receiving approval and the leave is otherwise approved in accordance with this Article. If there is any question about medical documentation, it shall be forwarded to the State Medical Review Director for review.

Organ Donation Leave shall be denied only if the employee fails to provide the medical documentation that is required to establish his or her status as a donor.

### **C. Confidentiality of Medical Documentation**

Medical documentation submitted with the request for Organ Donation Leave shall be treated as confidential medical information and shall be disclosed only to those who need to know its contents as part of the review, evaluation and approval process.

The failure to maintain the confidentiality of medical information shall subject an employee to disciplinary action up to and including termination of employment.

## **Section 17. Transfer of Leave Earnings**

An employee who transfers to a position at the College from another unit of the State government, and vice versa, shall do so without loss of leave earned or credit for State employment. Personal leave will be adjusted according to the 24 hour limit granted by the College.

## **Section 18. Accidental Workplace Injury**

### **A. Generally**

Maryland State Workers' Compensation Insurance and the State Personnel and Pensions Laws cover employees sustaining injuries in the performance of their duties at a BCCC site during their scheduled work time. The College shall abide by those laws and the regulations related to them.

Leave benefits apply to employees who are unable to return to work as a result of workplace injuries. Within two years of the injury, employees may file a claim directly with the Workers' Compensation Commission.

### **B. Reporting**

The employee, or an individual acting on the employee's behalf, shall provide oral or written notice of the accident to the College immediately after the accident occurs. Immediately shall be defined in this case as being within 2 work days after the injury unless the employee is incapacitated to the extent that they are unable to participate in providing notice.

The employee or an individual acting on the employee's behalf and the Employee's supervisor shall complete a first report of injury and provide this report and any available health care provider reports to the College within 3 working days after the incident occurs.

C. Medical treatment: Emergency injuries are to be handled by 911 emergency response. For non-life threatening injuries, the employee shall be referred to a College selected medical provider for evaluation and treatment.

### **D. Work-Related Accident Leave**

#### **1. Introduction**

2. Eligibility for work-related accident leave shall be governed by Maryland's Workers' Compensation Law and State Personnel and Pensions Article, Title 9, Subtitle 7, Annotated Code of Maryland. Work Related Accident Leave is not earned, accrued leave. It is governed by SPP §§ 9-701 to 705.

Accident leave shall equal two thirds of the employee's regular pay which may be excluded from federal adjusted gross income and therefore is not subject to either federal or state income tax.

An employee may be entitled to work-related accident leave if available prior to the determination of compensability made by the Workers' Compensation Commission.

1. Timing

- a. An employee may use work-related accident leave beginning on the first day of disability that an employee cannot work due to a work-related injury and shall continue until the earlier of (1) the day that the employee is able to return to work as certified by a physician or (2) 6 months from the day of disability.
- b. After an employee returns to work, work-related accident leave may be granted for continuing treatment as certified by a physician selection by the appointing authority up to 6 months from the day of the original disability.
- c. Work-related accident leave may be granted for up to an additional 6 months if: (1) the employee is certified by a physician selected or accepted by the College or (2) no decision has been reached by the Workers' Compensation Commission on the employee's claim.

2. Non Compensable Injuries

If a Workers' Compensation Commission order determines that the injury is not compensable, the College shall correct the employee's leave record to reflect a conversion of the work-related accident leave which was granted in advance of the notification. The employee shall notify the College as to what category of the employee's accrued paid leave shall be used for the conversion. If the employee does not have accrued leave with pay, then the conversion shall be for leave without pay.

E. Eligibility for Workers' Compensation

- 1. In addition to Accident leave, an employee has the right to file a claim with the Workers' Compensation Commission.
- 2. Within two years of the injury, employees may file a claim directly with the Workers' Compensation Commission.

F. Employee Medical Reports

The employee shall receive copies of all medical reports that the College obtains that are related to the employee's accident leave.

**Section 19. Accrued Leave and Maintenance of benefits and Seniority during Periods of Leave**

Employees continue to accrue leave during periods that they use paid leave. Leave shall not accrue when an employee is taking unpaid leave. Employees maintain their seniority during periods of leave. Employees are also entitled to maintain benefits, subject to any of the requirements of the benefit plan(s) to which they subscribe.

**Section 20. No Retaliation**

The College shall not retaliate against any employee because he or she takes a leave of absence when he or she is entitled to and in accordance with this Article.

## **Article 22. Release Time- Training, Meetings, Interviews & Union Activity**

### **Section 1. Release Time**

- A. Release Time is paid work time for time spent by an employee participating in training, meetings, committees and interviews, as provided in this Article.
- B. Release Time is not earned accrued time. It does not come out of any earned leave balance.
- C. The parties recognize their respective obligations to grant and use Release Time in accordance with this MOU in an efficient and effective manner.
- D. Release time may be used in increments of one (1) hour or more.

### **Section 2. College Sponsored Committees**

Employees shall be allowed to participate in College-sponsored, work-related committees and events with prior supervisory approval. Such approval shall not be unreasonably denied.

### **Section 3. Staff Development**

1. The College encourages and supports its employees' pursuit of educational opportunities by authorizing release time for employees who participate in educational opportunities that are scheduled during the normal work day. An educational opportunity (program) may be a meeting, seminar, conference, workshop, training program, or course. Employees are encouraged to recommend training that would benefit the College and bargaining unit members.
2. Each employee shall complete forty (40) hours of staff development per fiscal year. An employee shall be allowed Release Time to attend a Staff Development Program, as authorized by his or her supervisor or the Director of Human Resources, for career development purposes. Authorization for release time to attend a staff development program shall not be unreasonably denied.
3. Release Time for staff development training purposes may be granted under the following conditions:
  - a. Release time must be pre-approved by the employee's immediate supervisor.
  - b. The College or the State Department of Personnel offers the program.
  - c. The Program does not affect employees in a discriminatory manner.
  - d. Employee's absence does not unreasonably disrupt the normal operations of the College or the office in which the employee works.
  - e. An equivalent program is not available during the employee's non-working hours.
  - f. The Program is job-related or career enhancing. Job-related includes improvement in skills and knowledge currently used in his or her



position, recommended by the employee's supervisor, or is in preparation for potential promotion.

#### **Section 4. In-Service Training**

If the College requires an employee to participate in an in-service training program, the employee shall use release time for time spent in the training and travel time in excess of the employee's regular commute time. An employee shall not normally be scheduled to work the shift immediately before or after the training. However, this scheduling shall be permitted if an employee volunteers for it or if the employee is assigned to a shift on an overtime basis to meet minimum staffing requirements.

#### **Section 5. Job Interviews and Examinations**

Employees shall be allowed up to 4 hours of release time to take examinations and to attend interviews for College and State positions. Employees shall obtain prior approval from his or her supervisor of the interview or examination leave request and shall provide his or her supervisor documentation from the interviewer verifying the employee took the examination or attended the interview.

Release time to take an examination or to attend an interview shall not be unreasonably denied.

#### **Section 6. Union-Related Activities**

A. On July 1 of each year, the College shall credit the Union's release time account with one day of release time for each five(5) bargaining unit members. Release time used in accordance with this section shall be charged to this release time account. No release time shall be granted in excess of the Union's account balance on July 1.

B. The Union may designate employees to use the Union's accrued time for Union business such as Union-sponsored labor relations training, State or area-wide committee meetings or State or International conventions. The employee shall be permitted to use release time when he or she provides his or her supervisor with notice and the time off will not otherwise be unreasonably denied.

C. Generally, reasonable notice for such meetings is at least twenty (20) calendar days. The supervisor shall grant or deny the employee's request to take Union-Related Activities leave within seven (7) calendar days. A request shall not be unreasonably denied.

### **Article 23. Acting Capacity**

#### **Section 1. Acting Capacity Pay**

An employee assigned to perform the duties associated with a classification with a higher rate of pay than that of the employee's classification shall receive the hourly rate applicable to the higher classification. This higher rate of pay is Acting Capacity Pay. Prior to accepting the acting capacity appointment, the employee will be notified in writing of the duties expected.

Acting Capacity Pay shall be paid for the period in excess of five (5) continuous work

days. The initial period of Acting Capacity Pay shall be limited to six (6) months or less and may be extended for period up to six (6) months.

The performance evaluation of the employee working the duties of a higher pay rate shall reflect the added responsibilities the employee performs.

An employee in Acting Capacity shall not be relieved of such capacity prior to the completion of the five-day waiting period for the purpose avoiding Acting Capacity Pay. The College shall not rotate employees in an acting capacity position to avoid acting capacity pay, nor shall employees be recurrently scheduled in an acting capacity position without compensation. An employee shall not be required to accept an acting capacity assignment if he/she would suffer a loss in pay.

Acting Capacity appointments are voluntary. No employee shall be disciplined or retaliated against for rejecting an opportunity to work in an acting capacity appointment.

Employees who do not satisfactorily perform the required elements of the higher classification shall be returned to their position instead of suffering formal disciplinary action.

## **Section 2. Increased Responsibilities Pay**

An employee assigned to both their own job responsibility and significant responsibilities from a separate role of equal or lower classification shall be considered for increased responsibilities pay. Should an employee be assigned to such a dual capacity their supervisor shall request that Human Resources increase the affected [pay] by as much as 15% of their base pay.

The initial period is limited to six (6) months or less and may be extended for a period up to six (6) months.

Increased responsibility appointments are voluntary.

Employees who do not satisfactory perform the required elements of the dual capacity shall be returned to their position instead of suffering formal disciplinary action. The performance evaluation of the employee in dual capacity shall reflect the added responsibilities the employee performs.

## **Article 24. Job Classification and Reclassification**

### **Section 1. Generally**

Employees will be classified based on duties and knowledge, skills and abilities.

### **Section 2. Job Study**

When the employee (and Union representative, if chosen) and supervisor believe a position is incorrectly classified a request may be submitted to study the position. Such study shall be completed within 90 calendar days unless a study of the job in question has been completed within the previous twelve months and the job duties have not changed.

The employee (and the Union representative, if chosen) will be provided with a copy of the Employer's findings upon request. The Employer will apply its established classification guidelines in a fair and equitable manner.

### **Section 3. Reclassification**

A reclassification is defined as a change in a position from one classification to another due to a significant change in duties and responsibilities of the current position. This may occur when the duties assigned to a position fit better in a higher classification than they do in the current classification. When additional duties are assigned to a filled position that may warrant its reclassification and there is more than one qualified candidate in an organizational unit, documentation indicating the specific reasons for selecting the qualified candidate to whom the additional duties were assigned shall be retained for three years.

### **Section 4. Workload**

The College shall assign workloads as equitably as possible. The College shall consider redistributing staff or positions among the College's programs, shifts, or work sites or other means of alleviating excess workload and shall specifically consider hiring additional staff where there are chronic workload problems.

If an employee believes that his or her workload is unreasonable and the employee's supervisor is unable to satisfactorily address the employee's concerns, the employee may request that Human Resources conduct a workload audit. The employee, the employee's supervisor, and the Human Resources Director or his or her designee will meet within 15 days of such request being filed. The employee may have a union representative at any such meetings. The College will notify the employee of its decision within 60 days from the date the workload audit request was filed.

### **Section 5. Contractual Conversion**

Current contractual personnel have the option to apply for open PIN positions and to pursue such openings on a competitive basis. The College may designate a vacant PIN for conversion. Contractual employees will be considered for conversion subject to the following criteria:

- Three (3) years or more of consecutive service to the College; Education can be substituted for years of service:
  - One year of relevant education at the undergraduate level may be substituted for one year of required work experience. In general, when equating education and experience, 2.5 credit hours will be considered to be equivalent to one month of experience
- Meets the minimum qualifications;
- Has position related experience;
  - One year of relevant work experience may be substituted for one year of required education
- Has a meet standards performance evaluation or better. If employee did not receive an evaluation, the evaluation will automatically default to meet standards.

A contractual employee may be appointed to a PIN only when there are no qualified candidates for the position in the unit. In the event there are multiple eligible candidates within the unit, a five (5) day internal competitive search will be required. The converted permanent position should be essential to operations and the College's mission. Converted PINs will not be used for peak or seasonal needs which can be met using part-time personnel.

## **Article 25. Promotion, Transfer, Demotion**

### **Section 1. Promotions**

Employees may apply for any vacant positions at the College that may provide a promotional opportunity as long as they meet the minimum qualifications for the position. All qualified candidates in the applicant pool will complete a competitive process prior to a selection being made.

The College agrees to develop a selection plan that will (1) contain a job announcement for the vacant position; (2) list the minimum qualifications and (3) include job related selection criteria that assess the knowledge, skills and abilities required for the position.

All College positions will be posted for a minimum of (2) two weeks. For the purposes of recruitment of positions within the State Personnel Management System, the College shall follow the policies of the Department of Budget and Management.

The College shall make a selection from among the candidates who meet the minimum qualifications for the position.

Applicants shall be evaluated based upon position related:

- A. Experience (including length of State, College and contractual employee service, and where possible, allow for the substitution of experience for educational criteria.
- B. Education,
- C. Knowledge skills and abilities

In the event that any two or more applicants are equal, State, College and contractual service shall serve as the tie breaker.

If requested, the supervisor and a human resources representative shall meet with a College employee candidate who was not selected for the position to discuss the ways that the employee may be able to improve his/her chances for possible future promotional opportunities.

In the event that the College creates a new Police Officer I position or fills a Police Officer I vacancy, it shall conduct a position specific recruitment (internal) search. Building Guards (Building Security Officers) who are otherwise qualified shall be considered for the opportunity in accordance with Section A. The selected candidate shall be reclassified as a Police Officer Trainee and the College shall send the person to the MPCTC approved training course. If the College must pay for the employee's training, the employee shall reimburse the College if he or she voluntarily leaves the

College within 24 months from the date that the employee completes the training.

Reimbursement shall occur at the time the employee leaves the College. If the employee fails to complete his or her training successfully, he or she may return to a vacant Building Guard (Building Security Officer) position if available, however, the College shall not send the employee to training again. If the employee leaves the College for any reason other than a medical disability (during the training), the employee shall reimburse the College for all training costs.

## **Section 2. Transfer.**

### **A. Voluntary**

An employee may apply for transfer to a vacant position of the same classification or another classification of the same grade for which the employee meets the minimum qualifications.

### **B. Involuntary Transfer**

The College may reassign any employee from a position to another position for which the employee meets minimum qualifications, in accordance with any legal requirements.

As a result of a departmental, divisional, or College-wide reorganization, the College reserves the right to re-align staff and positions to best serve the interests of the College, and to do so according to the MOU and the law.

The College shall provide at least ten (10) working days' notice before involuntarily transferring an employee. Transfer is defined as a change in reporting structure of employee.

## **Section 3. Demotion**

A. A demotion is a change from a classification with one pay range to a classification with a pay range with a lower maximum rate of pay.

B. A demotion may be made:

1. voluntarily;
2. as a form of discipline; or
3. when, upon promotion or reinstatement to a position in the non-exempt bargaining unit, the College determines that the employee is unable or unwilling to satisfactorily perform the duties of the position during the probationary trial period.

C. An employee who applies under (B) (1) for a voluntary demotion shall be considered for the position along with other eligible applicants who have also applied for the same position.

D. If a demotion is made under (B)(3) above, the College shall in accordance with the law during the probationary period:

1. return the employee to his or her former position if it is vacant; or
2. demote the employee to a position comparable to the employee's position within the appointing authority's jurisdiction.

- E. If a demotion takes place, the wage in the lower pay range shall be the level or step that is closest to the employee's current rate of pay but not more than the employee's current salary.

#### **Section 4. Retirement Notification**

To allow for a transition period, employees are encouraged to provide 30 days or more advance written notice of retirement to his/her Department Head and the Department of Human Resources whenever possible. Not providing 30 days-notice will not have a negative impact on the employee's ability to retire.

### **Article 26. Probation or Trial Period Following a Promotion**

#### **Section 1. Probation for New Employees**

##### **A. Generally**

Newly hired employees (employees whose appointment is their first appointment as a state employee) are probationary employees for six months. The employment of a probationary employee may be terminated at any time, for any reason. The College shall give the employee a notice of termination at least 10 days before the effective date of the termination, but it may suspend the employee with pay between the date of the notice and the effective date of the termination.

The original probationary period may be extended on a one-time basis up to three months at the College's discretion.

The sole basis for an appeal of the termination of employment while on original probation is that the action was illegal or unconstitutional.

##### **B. Successful Completion of the Probationary Period**

In order to successfully complete the probationary period, an employee shall demonstrate proficiency in the duties and responsibilities associated with the position. A rating of overall "meets standards" (or in the case of a rating of "good") on an evaluation shall indicate proficiency in the duties and responsibilities associated with the position.

With that goal in mind, it is the College's responsibility and where applicable the supervisor's responsibility to properly explain the duties and responsibilities of an employee's position to the employee, provide the employee with a written position description and otherwise orient the employee to the operations of the employee's unit.

Periodically during the probationary period, the employee's supervisor shall confer with the employee about the employee's performance and improvements in that performance that is necessary to satisfactorily complete probation. At the end of an employee's first 90 days of probation, the employee shall receive a written evaluation of the employee's performance and any recommendations for improvement. If the College extends an employee's probationary period, the employee shall receive additional written evaluations (i) at the end of the employee's initial probationary

period; and (ii) at the midpoint of the extension period. The immediate supervisor shall maintain accurate records and documentation of the above actions.

### **C. Contractual Conversion**

An employee who has worked in a contractual position for a period of at least six months immediately preceding the date of conversion from a contractual position to a regular position shall not serve a probationary period. If the employee has worked in a contractual position for a period of less than six months, the employee shall serve a probationary period that would be, when added to the length of time the employee served in the contractual position, six months.

## **Section 2. Returning Employees**

### **A. Return Within Less Than One Year from Date of Separation.**

An employee who is reinstated within one (1) year after separation to a classification in which the employee previously completed a probationary period shall not serve another probationary period. If an employee did not complete probation before separation, the employee shall serve a new probationary period.

### **B. Return After One Year from Date of Separation.**

An employee who is reinstated more than one (1) year after separation shall serve a trial period pursuant to Sections 3 and 4 below.

## **Section 3. Trial Period for Current Employees**

### **A. Generally**

Current employees shall serve a trial (probationary) period of three (3) months when:

1. transferring to a different job classification with a substantially different job description or duties within the College; or
2. appointed to a position following a competitive promotion.

The trial period (probationary period) for transferred employees may be extended on a one-time basis for an additional 30 days at the College's discretion. In order to successfully complete the probationary period, an employee shall demonstrate proficiency in the duties and responsibilities associated with the position. A rating of overall "meets standards" (or in the case of a rating of "good") on an evaluation shall indicate proficiency in the duties and responsibilities associated with the position. With that goal in mind, it is the College's responsibility and where applicable the supervisor's responsibility to properly explain the duties and responsibilities of an employee's position to the employee, provide the employee with a written position description and otherwise orient the employee to the operations of the employee's unit.

Periodically during the probationary period, the employee's supervisor shall confer with the employee about the employee's performance and improvements in that performance that are necessary to satisfactorily complete probation. At the end of an employee's first 45 days of probation, the employee shall receive a written evaluation of the employee's performance and any recommendations for improvement. If the College extends an employee's probationary period, the employee shall receive additional written evaluations (i) at the end of the employee's initial probationary

period; and (ii) at the midpoint of the extension period. The immediate supervisor shall maintain accurate records and documentation of the above actions.

### **B. Rejection during a trial period**

Notice of a rejection during a trial period shall be in writing with a copy to the union. The College shall provide notice at least 10 work days before the effective date of the termination. The notice shall state the reasons for the termination, the effective date, and the appropriate appeal route. If the rejection during the trial period is for a reason specified in the section of this MOU on automatic termination, then the College may disregard the requirement for 10 days' notice and immediately submit a written termination notice to the employee with a copy to the union.

When the College determines that an employee is unable or unwilling to satisfactorily perform the duties and responsibilities of the position, the College shall either:

1. return the employee to his or her former position, if it is vacant; or
2. if that position is not available, demote the employee to a comparable position.

Employees serving probation following a transfer may grieve a demotion or termination under the Discipline Article of this Agreement.

## **Article 27. Performance Evaluations**

### **Section 1. Generally**

Evaluations are performance management tools. Employee job performance shall be evaluated in accordance with this Article.

The College will use the Performance Evaluation Form as agreed to by a joint management and Union bargaining team that is distinct from the Labor Management Committee. The agreed upon form will be incorporated into the MOU as an appendix. There are NO written changes to the MOU (exempt, non-exempt, SPO) documents but to ensure that performance evaluation FORMS are included in all (3) MOUs and listed in Table of Contents as such.

Nothing in this Article shall prohibit employees and supervisors from communicating about the employee's performance, the relationship between the employee and the supervisor, and the employee's goals for career development at the College, at times other than those specified in this Article. Regular communication feedback between the employee and his or her supervisor is an important component to the employee's performance and development and ultimately to the evaluation process.

### **Section 2. Performance Ratings**

Performance ratings are:

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

### **Section 3. Performance Standards**



Standards shall be specific, attainable, relevant, measurable and fully consistent with an employee's duties, responsibilities and grade as described in his/her job description. Standards and elements will be job and outcome related. Standards and elements, shall be provided to an employee in writing at the outset of the rating period and changed during the period only after review with the employee.

If an employee does not have an opportunity to perform work described by a standard or element, that standard/element will not be considered in the performance appraisal process.

Standards/elements shall be applied fairly, objectively and equitably. The College shall take into account equipment and resource problems, lack of training, frequent interruptions, and other matters outside of an employee's control when applying standards/elements to performance. Pre-approved time away from the job including sick leave, personal days, annual leave and authorized duty time for union representational purposes and other authorized activities will not be considered negatively in the application of performance standards and behavioral elements. Evaluations shall fully take into account such approved absences in a measure of timeliness and quantity of work.

#### **Section 4. Procedure**

##### **A. Frequency**

Employees receiving a performance rating of “Meets Standards” or above shall receive an annual performance evaluation to be conducted at the end of the fiscal year, June 30<sup>th</sup> Employees receiving a performance rating below “Meets Standards” shall receive two written performance evaluations per year: (1) a mid-year performance evaluation and (2) an end-of-year performance evaluation including an overall performance rating.

##### **B. Preliminary Performance Evaluation**

1. A supervisor shall prepare a preliminary performance evaluation for each employee for which the supervisor has primary direct responsibility.
  - a. If the employee’s supervisor is unavailable, the highest ranking manager with the best knowledge of the employee’s performance shall prepare the appraisal.
  - b. If an employee is transferred, demoted or promoted, he or she shall be given an exit appraisal, and it shall be used in conjunction with his or her new supervisor's year-end appraisal.
  - c. If the employee has been working under a new supervisor for at least six months, the employee and the College may mutually agree not to use the former supervisor's appraisal.
  - d. If two appraisals are used, they shall be averaged in accordance with the number of months in the performance period measured by each appraisal.
2. The College may review a preliminary evaluation before the supervisor presents it to the employee.

C. Employee self-assessment.

Each employee shall prepare a written self-assessment that includes the following:

- A self-evaluation of the employee's own performance during the relevant rating period; Suggestions for ways that the employee and the employee's supervisor can enhance the employee's contribution to the College's mission, goals, and objectives; and
- Suggested training and/or other methods to promote the development of the employee's career objectives at the College.

D. Meeting for Review and Discussion

An employee and the employee's supervisor shall meet to review and discuss together the employee's self-assessment and the supervisor's assessment.

The employee must be notified of the date of the meeting at least five days prior to the date of the review and the discussion. The objective of the meeting is to provide an opportunity for the employee and his or her supervisor to:

1. Promote agreements and understanding about the assessments made by the employee and the supervisor and to aid the supervisor in determining the final ratings for the performance evaluation;
2. Develop appropriate modifications to the employee's position description, if needed;
3. Establish specific written tasks and indicators, based on measurable and objective standards that can be evaluated on outcome, that the employee needs to accomplish during the next rating period in order to meet the overall objectives of the position; and
4. Identify any area in which training is needed for the next rating. When a supervisor believes that helpful training opportunities are available that would assist an employee to lift his or her performance to at least a level that is meeting expectations, the supervisor shall identify them to the employee. If an employee does not avail himself or herself of an available opportunity, the supervisor may take this into account when evaluating future performance issues.

The supervisor shall note an employee's areas of strength and areas that need improvement. The supervisor shall examine areas of agreement and disagreement with the employee, and attempt to resolve any differences or misunderstandings so that both supervisor and employee can collectively work on maintaining good employee performance or improving weaker areas.

E. Procedure at the End of Previous/Beginning of New Cycle

The College shall approve a written performance evaluation before it is final. The College may change an employee's end-of-cycle final evaluation only with written justification, which cites the employee's performance standards/behavioral elements and the employee's actual performance. The supervisor shall give employees a copy of the end-of-year appraisal at the time that it is initially presented and signed and at the time that it is finalized, and a copy will be placed in the employee's personnel file. A statement of an employee's objection to an

appraisal or comment shall be attached and put in their personnel file.

1. Final written performance evaluations shall include:
  - a. Final performance ratings;
  - b. Specific tasks the employee is to achieve during the next rating period;
  - c. A list of modifications to the employee's position description, if any; and
  - d. Any recommendations for training to enhance the employee's skills.
2. The supervisor shall:
  - a. Give the employee a copy of the final performance evaluation;
  - b. Retain a copy; and
  - c. Provide Human Resources with a copy to place in the employee's personnel file.
3. If there is a modification made to the position description:
  - a. The employee and the supervisor shall sign and date it to acknowledge that it has been reviewed by both
  - b. The supervisor shall forward a copy of the modified position description to Human Resources for placement in the employee's personnel file; and
  - c. The employee shall receive a copy of the modified position description.
  - d. Nothing in this Article prohibits modifications to a position description or meetings between a supervisor and an employee to review performance expectations at any other time.
4. This subsection shall also apply if any modification to a position description is made outside of the performance evaluation process.
5. Regardless of whether there is a modification to the employee's position Description:
  - a. The supervisor shall give the employee a copy of the employee's position description and go over it with the employee. The position description shall be the basis for setting expectations for the employee.
  - b. The supervisor and the employee shall go over the supervisor's performance expectations. The supervisor shall be as clear and specific as possible.
  - c. The employee shall ask the supervisor to clarify anything that is confusing or nonsensical and shall ask any questions that he or she may have about the supervisor's expectations.
6. If a good faith effort has not been made to finalize the employee's rating within 30 days of the mid-point or end of cycle, then the assumption must be that the employee was at minimum, meeting standards.

## **Section 5. Procedures When an Overall or Individual Performance Rating Is Below Meets Standards**

- A. Generally, an employee who receives a performance rating of “Needs Improvement” or “Unsatisfactory”
1. has been notified by his or her supervisor of the performance or behavior issue during the evaluation period that is below meeting standard;
  2. has received written notification of the performance or behavior problem; and
  3. has been counseled about how the performance or behavior must be improved, assisted in determining how to attain a meets standard rating and, has had an opportunity to improve performance or behavior.
- B. If an employee's annual performance evaluation indicates that his or her overall performance is unsatisfactory, in addition to following the procedures outlined in Section 3 above, the employee's supervisor shall:
1. if the employee's performance has been rated overall as "needs improvement," inform the employee that the employee has an opportunity period of 180 days from the date of the evaluation to improve his or her level of performance to a level that meets standards or his or her employment shall be terminated. Approximately midway through the 180-day opportunity period, the employee and the employee's supervisor shall meet to evaluate the employee's progress toward meeting standards. At this mid-point evaluation, the supervisor shall give the employee written notice of which areas of performance are still below meeting standards; the evidence of and in specifically in what way performance is still below standards; and specifically what has to be done to bring the performance up to meeting standards; or
  2. if the employee's performance has been rated overall as "unsatisfactory", the employee's supervisor shall inform the employee that the employee has an opportunity period of 90 days from the date of the evaluation to improve his or her level of performance to a level that meets standards or his or her employment shall be terminated. Approximately midway through the 90-day opportunity period, the employee and the employee's supervisor shall meet to evaluate the employee's progress toward meeting standards. At this mid-point evaluation, the supervisor shall give the employee written notice of which areas of performance are still below meeting standards; the evidence of and in specifically in what way performance is still below standards; and specifically what has to be done to bring the performance up to meeting standards

- C. The employee shall be given a development plan including the following elements:
1. identification of the performance standards/behavioral elements for which performance is unacceptable;
  2. a description of what the College will do to assist the employee and a description of what the employee must do to improve the unacceptable performance during the opportunity period; and
  3. a statement as to when the employer and the employee decide to meet to evaluate the employee's performance within the opportunity period.
- B. Failure to improve performance to the meets standards level by the end of the opportunity period shall result in a termination of the employee's employment. No employee may receive an overall rating of "unsatisfactory" on an annual performance evaluation unless the employee already received an overall "unsatisfactory" rating on the employee's mid-year evaluation.

Termination under this subsection is a disciplinary action and the procedures in the Discipline Article shall be followed. An employee whose employment is terminated under this subsection shall be able to grieve the termination in accordance with the Discipline Article.

### **Section 6. Pay Increases Related to Performance-Based Criteria**

An employee may not be denied a pay increase which is linked to performance-based criteria unless substantial reasons relating to work performance are cited on the relevant mid-year or final performance evaluation forms.

### **Section 7. Interim Conferences**

The parties recognize that interim conferences are an important part of developing and maintaining a high quality workforce. Therefore, employees and supervisors are encouraged to hold interim conferences to evaluate the employee's progress in meeting objectives established during the previous mandatory performance evaluation.

### **Section 8. Appraisals of Supervisors**

Employees shall evaluate, anonymously, the performance of supervisors. The College shall ensure that employees are given the opportunity to evaluate the supervisor prior to the supervisor's year-end evaluation. The forms will be considered in the supervisor's evaluation.

## **Article 28. Health and Safety**

**Section 1.** BCCC shall comply with the provisions of the Occupational Safety and Health Act and any applicable state, local and/or federal Health and Safety legislation. BCCC shall take all necessary steps to ensure the workplace health and safety of employees.

**Section 2.** Employees are responsible for working in a safe manner, complying with safe working practices on all assignments, as made known by the College, and adhering to the requirements set out in all of BCCC's safety policies.

**Section 3.** Employees who encounter hazards that they believe may constitute a health, safety hazard or potential threat to others shall immediately report such danger to Public Safety and their immediate supervisor. No employee shall be required to use equipment that he or she reasonably believes poses a health or safety hazard until such equipment is approved for use by the Risk Manager or the Risk Manager's designee. Similarly, no employee shall be required to work in conditions that he or she reasonably believes pose a health or safety hazard until such conditions have been reviewed by the Risk Manager or the Risk Manager's designee and determined to be safe.

**Section 4.** BCCC agrees that bargaining unit employees shall be allowed to move to another work area if it has been determined that construction, remodeling, painting or any other health and safety hazard impacts an employee's health or safety. The Risk Manager or his/her designee shall consult with other safety professionals when necessary to achieve the most accurate evaluation of the health or safety issues. The determination of whether or not the negative impact on employee health and safety requires that employees be moved to another work area shall be made as soon as practicable, without unreasonable delay. The determination of the Risk Manager or his/her designee may be grieved.

**Section 5.** An Occupational Health and Safety Committee ("Committee") shall be formed.

A. The purposes for which the Committee shall be formed are:

1. Establishing a collaborative relationship to improve the health and safety of the College, its employees, students and visitors;
2. Reviewing safety and health inspection reports issued by any state, local, or federal agency or BCCC's staff, to assist in correction of identified unsafe practices, procedures, situations or environments;
3. Evaluating health and safety related investigations conducted since the last meeting to determine whether the causes of the unsafe acts or unsafe conditions were properly identified and corrected;
4. Evaluating accident and illness prevention programs, including recommendations for policies and procedures to improve the programs;
5. Developing and maintaining a health and safety manual.
6. In the event of a workplace incident that involves College health and safety, the President or his or her designee will appoint staff or an outside consultant, depending upon the expertise desired for the appropriate investigation, to make an investigative report to present to the Committee. The Committee shall make recommendations regarding their findings relating to these matters to the Campus Safety Officer and/or to the College Council.

7. Identifying and recommending training opportunities for the College community.
8. Members of the Occupational Health and Safety Committee shall survey the College's three locations (Liberty, Harbor and RPC) on a semiannual basis for the purpose of examining the physical conditions of the workplace and shall make recommendations regarding their findings to the Risk Manager and/or to the College Council. The surveys shall be conducted in a reasonable manner as it relates to the location under review.

**Section 6.** The Committee shall be comprised of members of the College Community, including one representative from each of the following groups: Facilities, Public Safety, Workforce Development & Continuing Education, Finance & Administration, Student Affairs, Advancement & Strategic Partnerships, Institutional Effectiveness, Research & Planning and Academic Affairs, The President or his or her designee shall appoint the Facilities, Public Safety, Workforce Development & Continuing Education, Finance & Administration, Student Affairs, Advancement & Strategic Partnerships, Institutional Effectiveness, Research & Planning and Academic Affairs members.

There shall be two faculty and two student members on this Committee who will be appointed to the Committee by the respective faculty and student governing bodies. The Union shall have the right to appoint and be represented by seven employee representatives. The Union shall determine how the bargaining unit members shall be appointed. Each Committee Member shall serve for a period of one year, unless reappointed by the President or by the Union.

There shall be Committee Co-Chairs (one for the College and one for the Union) who will manage the Committee, its meetings, and the Committee's work. The President or his or her designee will select the College Co-Chair. The Union shall select the Union Co-Chair. The Committee Co-Chairs shall ensure that the Committee performs its duties set forth under this Article in a manner that ensures the purposes of this Article are effectuated in keeping with College committee practices. The Committee Co-Chairs shall ensure that minutes of any Committee meetings are created and maintained. Any member of the Committee shall have a workplace safety-related matter discussed at a Committee meeting by so informing a Committee Co-Chair in writing in advance of the meeting.

Meetings of the Committee shall be conducted when four (4) members from the College and four (4) members from the Union are in attendance. The Committee Co-chairs may mutually agree to waive this requirement. During the first six months, the Committee shall meet not less than once per month and then not less than quarterly thereafter.

Meetings shall be limited to two hours in length, unless there is mutual agreement otherwise. BCCC shall appoint campus-wide representatives to represent all of the stakeholders in the College's health and safety, in an effort to promote a safe work environment.

**Section 7.** BCCC shall be responsible for informing College employees of any procedures or policies established by BCCC and associated with the safe handling of materials or equipment; require them to use any protective devices, clothing, or

equipment, and to follow such procedures; and advise such persons of the existence of hazards of which BCCC is aware or ought reasonably to be aware, associated with the employee's employment duties. BCCC shall provide reasonable advance notice of any known potential hazardous or unsafe conditions associated with new construction, renovation, or restoration projects at all worksites, including off campus locations.

**Section 8.** Critical incident situations shall be handled pursuant to the College's Critical Incident Management Plan.

**Section 9.** Nothing under the Health and Safety Article of this MOU shall be construed as to preclude an employee from filing any complaint with any appropriate authority. The parties agree that it is in both parties' best interest that the processes set forth in this MOU be utilized appropriately.

## **Article 29. Uniforms and Equipment**

### **Section 1. Uniforms**

This article shall apply to the facilities and public safety departments.

When the College requires employees to wear a uniform, the College shall provide those employees with five (5) sets of the required uniform trousers and shirts (both short- and long-sleeved).

New employees shall receive three (3) sets of uniforms and an additional two (2) additional sets after the completion of the employee's probationary, providing them with their 5 sets of uniform trousers and shirts. The College shall also provide employees with safety shoes and/or non-prescription safety glasses or goggles if the employee is required to wear them. The College shall provide at least one (1) jacket, rain gear and snow gear to all employees whose job duties regularly require them to work outside. These items shall be replaced only as a result of regular wear and tear as needed.

New public safety employees shall receive (5) sets of uniforms. Employee shall be fully responsible for the safe keep, basic upkeep and cleaning of uniforms issued to him or her. Employees shall report immediately to his or her supervisor when any uniform becomes damaged or is lost.

The College shall provide a uniform replacement for a damaged or worn-out pair of pants or shirt, so that the employee may be able to maintain five (5) sets of serviceable uniforms. An employee shall return the pair of pants or shirt to his or her supervisor when a replacement will be made. Replacement(s) will be approved by the employee's supervisor or his or her designee on a case-by-case basis.

If the College is permitted by law to use a rental uniform service, the facilities department shall do so.

The College reserves the right to make decisions on the types, color, prints and style of uniforms. Employees may be required to submit to sizing or provide his or her measurement for new uniforms.



There shall be a color coded system for uniformed employees whereby different departments wear different colored uniforms. There shall be a bargaining committee subcommittee of the Labor Management Committee composed of members of labor and management to determine what the colors of the new uniforms shall be. The subcommittee shall meet yearly in September

Employees who do not comply with this policy shall be subject to disciplinary action.

The Employer will ordinarily furnish and maintain in good condition the equipment needed by employees to perform their jobs.

## **Section 2. Equipment**

### A. General

B. The College will ordinarily furnish and maintain in good condition the equipment needed by employees to perform their jobs. College property is not for personal use.

### C. College Property

#### Removal of College Property from College Property

With the exception of cell phones, pagers, laptops and PDAs taken off College property for business purposes, equipment and tools furnished by the College shall not be removed from College property.

#### 1. Employee Responsibility

Employees are responsible for the safekeeping of tools and equipment assigned to them. Employees shall sign an Acknowledgment they have been assigned College property or equipment. If tools and equipment are lost or damaged due to negligence by an employee then the responsible employee may be held personally liable. Otherwise, the College recognizes that tools and equipment normally experience wear and damage during the course of regular use and such wear and damage is not the responsibility of the employee.

2. The Acknowledgment shall include this acknowledgment: All equipment assigned to an employee shall be returned to the College immediately upon demand and upon separation of employment. Failure to do so shall result in deduction from the employee's last wages of the value of the unreturned property, in accordance with the law. The Acknowledgement shall include an employee authorization for such a deduction. The College may take legal action against an employee who fails to return College property upon demand.

### D. Cell Phones

The College follows the State's Cell Phone Policy. Employees who receive cell phones from the College shall also abide by this Policy. The College shall provide the Policy to any employee who is given a cell phone.

Employees are responsible for the cost of all personal calls. While the College

anticipates some incidental personal use of cell phones, it is also expected that such use is infrequent.

## **Article 30. Personnel Files**

### **Section 1. Official Personnel File**

There shall be one official personnel file and that file shall be kept in the College's Human Resources Office. The Official Personnel File shall include, but may not be limited to, the following:

- A. Applications and/or Resumes
- B. Position description of the position held by the employee
- C. Classification studies of the position held by the employee
- D. Performance Evaluations
- E. Documents reflecting changes in pay compensation
- F. Documents reflecting conversion from contractual to regular status
- G. Discipline
- H. Documents relating to credentials
- I. Documents that the employee is obligated to provide to the College or that the College has otherwise requested from the employee
- J. Work-related commendations, awards and training certificates that the employee or the employee's supervisor gives to Human Resources.

If an employee believes that a document or documents are missing from his or her official personnel file, the employee shall immediately notify the Director of Human Resources in writing of the specific document(s) he or she believes is/are missing. The Director of Human Resources or his or her designee shall conduct a good faith search to locate the document(s). The employee will be notified whether the document was found and placed into the file or whether it could not be located.

Grievance-related documents, immigration matters, medical information, and investigatory materials shall be kept in separate files. An employee shall have access to his or her own I-9 or other immigration-related documents that he or she has provided to the College; (2) any grievance that the employee has filed and its related documented decision(s); and (3) his or her own file containing medical information.

The College shall not provide an employee representative access to an employee's medical information file until the employee has signed a Release and the College has received a Release with the employee's original signature. The Release form shall be provided by the College and shall comply with the federal Health Information Privacy and Administration Act of 1997 (HIPAA) and other relevant privacy laws. The Release form shall include a statement that if the employee signs the release, he/she may have waived his/her rights under HIPAA or other relevant privacy laws.

To the extent required by law, an employee may gain access to the investigative files or grievance related documents under established laws and regulations. An employee shall not, in the ordinary course, have access to investigative files or grievance-related documents, except as provided above. There is no grievable action based upon this Section.

## **Section 2. Anonymous Materials**

Other than routine personnel forms, no anonymous materials shall be placed in an employee's official personnel file.

## **Section 3. Working Files**

Supervisors may keep a working file, but records of previous discipline, counseling, and performance evaluations not found in the official personnel file cannot be used against an employee in any future disciplinary proceeding.

## **Section 4. Access**

An employee, and, with the employee's written authorization, a representative(s) shall have the right to review his/her personnel file upon request, during normal business hours, with no loss of pay. An employee has the right to request and to receive copies of documents from his or her official personnel file. The employee may incur reasonable copying charges for all documents requested.

## **Section 5. Notification**

Any negative material to be placed in an employee's personnel file will be initialed and dated by the employee and a copy provided to him/her. If the employee refuses to sign, material shall be placed in the file with a note of the employee's refusal. The employee's initials indicate simply that he/she has seen the material and is not to be viewed as agreement with its contents. The documentation of the disciplinary action shall also include the statement that the employee's initials indicate simply that he/she has seen the material and is not to be viewed as agreement with its content. Any negative material which is placed in an employee's personnel file without following this procedure will be removed from the file and destroyed.

## **Section 6. Requests to Correct or Amend Personnel Files**

An employee shall have the right to request a correction or make an amendment to his or her personnel file. The request shall be: (1) made in writing; (2) filed with the Director of Human Resources; and (3) filed within thirty (30) days of the date that the employee first knew or should have known of the allegedly inaccurate or incomplete information.

Each written request shall: (1) identify the personnel record that the employee is seeking to correct or amend; (2) state the precise correction or amendment requested; (3) state the reason that the correction or amendment is being sought; and (4) include a statement that the records are, in the employee's belief, currently inaccurate or incomplete. A request that does not reasonably comply with these requirements shall be returned to the employee with an explanation of the reason for the rejection and a statement that the employee may resubmit a corrected written request within fourteen (14) calendar days.

Within thirty (30) days after a compliant written request has been timely filed, the Director of Human Resources or his or her designee shall: (1) make the requested correction or amendment and inform the employee in writing of that action; (2) inform the employee in writing of the College's refusal to make the requested correction or amendment and the reason for the refusal; or (3) inform the employee that the request will not be acted upon if there is a legal reason for the inaction.

Although not grievable, if the College's determination is a refusal to correct or amend, the employee may file a concise statement of disagreement concerning the College's refusal. The statement of disagreement shall: (1) include the reason for the requested correction or amendment; (2) include the reason for the disagreement with the College's refusal; and (3) contain a maximum of five (5) one-sided pages, with a maximum page size of 8-1/2 X 11 inches.

If the personnel file is disclosed to third parties, the statement of disagreement shall also be disclosed.

## **Article 31. Discipline**

### **Section 1. Generally**

The primary objective of disciplinary action is to counsel employees at an early stage in the disciplinary process, concentrating on helping the employee determine ways to prevent a problem from recurring. An employee shall have the right to Union representation if he or she requests it at a meeting that may lead to discipline or when a disciplinary action is taken.

The College shall consider any mitigating circumstances when determining the appropriate discipline. The College shall not consider mitigating factors when considering the discipline of an original probationary employee or in circumstances warranting immediate termination of employment.

The College may take disciplinary action because of an employee's unsatisfactory work performance or because of misconduct.

The College's burden of proof is by preponderance of the evidence in any proceeding under this Article, except in a case involving an employee on original probation. Employees on original probation bear the burden of proof in a disciplinary action. The sole issue is whether the College's action in disciplining an employee on original probation is illegal or unconstitutional.

After taking a disciplinary action against an employee, the College may not impose an additional disciplinary action against that employee for the same conduct unless additional information is made known to the College after the disciplinary action was taken.

### **Section 2. Disciplinary Actions Permitted**

- A. The College may impose any disciplinary action no later than 30 days after a supervisor or manager, including any chair or dean but excluding faculty, acquires knowledge of the misconduct for which the disciplinary action is imposed.
- B. The College may take the following disciplinary actions against any employee:
  1. give the employee a written reprimand;
  2. direct the forfeiture of up to 15 work days of the employee's accrued annual leave;

3. suspend the employee without pay. An employee may be suspended without pay, no later than five (5) workdays following the close of the employee's next shift after the College acquires knowledge of the misconduct for which the disciplinary action is imposed. Saturdays, Sundays, legal holidays, and leave days of any kind are excluded in calculating the five (5) workday period.
4. deny the employee an annual pay increase;
5. demote the employee to a lower pay grade; or
6. with prior approval of the President:
  - a. terminate the employee's employment, without prejudice, or; if the College finds that the employee's actions are egregious to the extent that the employee does not merit employment in any capacity with the College, terminate the employee's employment, with prejudice.
  - b. direct up to 3 workdays of emergency suspension of the employee, with pay, to immediately remove the employee from the workplace when the College believes that the employee:
    - poses a threat to self, another individual or College property; or
    - is incapable of properly performing the employee's duties because of extraordinary circumstances.

In determining the appropriate level of discipline, the College agrees to abide by the tenets of progressive discipline; however, that does not mean that the list of disciplinary actions above are listed to show a particular order of disciplinary action that must be followed in every circumstance, nor to indicate that each step listed needs to be taken prior to a heightened level of discipline, nor that the first time an employee is disciplined, that disciplinary action should be the type of discipline listed in item (a).

The College shall discipline an employee in the manner it determines to be appropriate given the reason for the discipline and other relevant circumstances, including the severity of the misconduct or performance issue leading to the discipline and the relevant history of discipline. Progressive discipline does not require supervisors to impose harsher penalties than are necessary to inspire and move an employee to correct a problem. Similarly situated employees will be treated similarly regarding the application of disciplinary actions.

- C. After 18 months, discipline relating to attendance and job performance shall be removed from an employee's personnel file, so long as the employee was not disciplined for engaging in similar conduct during the previous 18 months.

Records of previous counseling, discipline, and performance evaluations not found in the official personnel file cannot be used against an employee in any future disciplinary procedure.

After taking a disciplinary action against an employee, the College may not impose an

additional disciplinary action against that employee for the same conduct unless additional information is made known to the College after the disciplinary action was taken.

- D. An employee who is placed on leave without pay for an unapproved absence may be subject to disciplinary action for the unapproved absence, but placing the employee on leave without pay for the unapproved absence is not a disciplinary action.
- E. Requiring an employee to make restitution to the College for loss or damage to College property due to an employee's negligence is not a disciplinary action, but an employee who makes restitution may be disciplined for his or her negligence. The College may not require an employee to pay restitution exceeding 3% of the employee's annual base pay. An employee who is ordered to make restitution may be subject to civil prosecution or criminal prosecution.
- F. This Article does not preclude the College and an employee from agreeing to:
  - 1. hold in abeyance a disciplinary action for a period not to exceed 18 months in order to permit the employee to improve conduct or performance;
  - 2. impose a lesser disciplinary action as a final and binding action.

### **Section 3. Counseling Memoranda:**

- A. Issuing a counseling memorandum is an instructional communication and is not a disciplinary action.
- B. An employee may submit a written response to the memorandum to the College within 5 days after receiving a counseling memorandum. The employee's written response shall be placed in the employee's personnel file as an attachment to any record of the memorandum. An employee may not take any other action in response to a counseling memorandum.
- C. Counseling Memoranda may not be grieved.
- D. A counseling memorandum shall be removed from an employee's record after two (2) years, provided there have been no similar occurrences.

### **Section 4. Automatic Termination of Employment**

The following actions are just causes for automatic termination of employment:

- A. intentional conduct, without justification that:
  - a. seriously injures another person,
  - b. causes substantial damage to property, or
  - c. seriously threatens the safety of the workplace;
- B. theft of College property of a value greater than \$300.00;
- C. illegal sale, use or possession of drugs on the job;
- D. conviction of a controlled dangerous substance offense by an employee in a designated sensitive classification;
- E. conviction of a felony;
- F. accepting for personal use any fee, gift or other valuable thing in connection with

- or during the course of College employment if given to the employee by any person with the hope or expectation of receiving a favor or better treatment than that accorded to other persons;
- G. a violation of the Fair Election Practices Act; or
- H. using, threatening, or attempting to use political influence or the influence of any College employee or officer in securing, promotion, transfer, leave of absence, or increased pay.
- I. Engaging in intentional misconduct, without justification, which physically injures another person, causes damages to property, or threatens the safety of the workplace.
- J. Engaging in conduct in involving intentional fraud or illegality.

### **Section 5. Employee Misconduct**

- A. The following actions are just causes for discipline:
  1. Being negligent in the performance of duties;
  2. Being guilty of conduct that has brought or, if publicized, it would bring the College disrepute;
  3. Being unjustifiably offensive toward fellow employees or the public;
  4. 5. Violating a provision of SP&P, Title 2, Subtitle 3, Title 15 or § 9-607.
  5. Stealing College property.
  6. After notification, continuing to engage in another business, trade, or occupation, which conflicts with the employee's position, or which prevents the employee from satisfactorily performing the duties of the employee's position;
  7. Engaging in conduct involving dishonesty, fraud, deceit, misrepresentation, or illegality;
  8. Causing damage to public property or wasting public supplies through negligence, recklessness, or willful conduct;
  9. Willfully making a false official statement or report;
  10. Knowingly assisting another in conduct that is a violation of State Personnel and Pensions Article, Annotated Code of Maryland, the regulations in this chapter, or any other lawful College policy;
  11. Violating a lawful order or failing to obey a lawful order given by a superior, or engaging in conduct, violating a lawful order, or failing to obey a lawful order which amounts to insubordination;
  12. Engaging in discrimination prohibited by law;
  13. Using leave contrary to law or MOU,
  14. Committing another act, not previously specified, when there is a connection between the employee's activities and an identifiable detriment to the College,
  15. Failing to notify the supervisor regarding his or her absence for three or more consecutive days. "Notify," for the purposes of this section, means: to speak with the supervisor during normal business hours and, if no contact is made, to leave a message on his/her cell or work phone, or email and then contact the department's administrative assistant unless the person has proof of being incapacitated.
- B. Before an employee may be disciplined, the College shall:
  1. notify the employee of the misconduct and provide an explanation of the

- College's evidence.
2. investigate the alleged misconduct;
3. meet with the employee;
4. consider any mitigating circumstances;
5. determine the appropriate disciplinary action, if any, to be imposed; and
6. give the employee a written notice of the disciplinary action to be taken and the employee's appeal rights and inform the employee of the effective date of the disciplinary action.

C. Except when otherwise authorized by law, an employee may not be required to submit to a polygraph test.

### **Section 6. Performance-Related Discipline**

A. The College may discipline an employee for reasons relating to the employee's performance. These reasons include, but are not limited to:

1. that the employee is incompetent or inefficient in the performance of the employee's Duty as determined under Article 27, Section 5(D);
2. that an employee with a disability does not or cannot perform the essential functions of his or her position with a reasonable accommodation; or
3. that the employee currently is not qualified for the position.

B. Excessive tardiness, constitutes just cause for the College to take corrective action, including discipline. The following guidelines will be used to identify excessive tardiness:

1. An employee who is tardy without approval three (3) or more days within a twenty (20) day-period shall be counseled in accordance with section 3 in this article.
2. If the employee is tardy without approval three (3) or more times within the following forty (40) day period, the employee shall receive a written reprimand.
3. If the employee is tardy without approval three (3) or more days within the following sixty (60) day period, the employee shall receive a suspension without pay of one (1) day.
4. If the employee is tardy without approval three (3) or more days within the following forty (40) day period, the employee shall receive a suspension without pay for (3) three days.
5. If the employee is tardy without approval three (3) or more days within the following forty (40) day period, the employee shall receive a suspension of five days without pay.
6. Any further tardiness without approval three (3) or more days within the following forty (40) day period will subject the employee to more severe discipline up to and including termination.

C. Before an employee may be disciplined for performance-related reasons, the College shall:

1. Investigate the employee's performance, including the employee's most recent performance appraisals.



2. Notify the employee in writing of the deficiency and provide an explanation of the College's position.
3. Meet with the employee to hear the employee's explanation, unless the employee is unavailable or unwilling to meet;
4. Together with the employee, discuss possible courses of action that make the performance goal attainable; and
5. After determining the appropriate discipline, give the employee written notice of the disciplinary action to be taken, and the employee's appeal rights, and inform the employee of the effective date of the disciplinary action.

D. Between the time the College notifies the employee of the disciplinary action and the time of the imposition of the discipline, the College may rescind the discipline.

E. Except in the case of an annual performance appraisal, within 30 days after the College acquires knowledge of performance-related reasons for which disciplinary action may be imposed, the appointing authority shall take each of the actions required in Section B of this article. The time period may be extended for any time that the employee is unavailable.

### **Section 7. Time Limits**

- A. An employee who fails to appeal a decision in accordance with law, regulation, or policy has accepted the decision.
- B. If the College fails to abide by any of the time limits in this Article, the discipline shall be rescinded and the employee shall be made whole for his or her losses.
- C. The College and the Union may agree to waive or extend any time limits as stated in this Article.

### **Section 8. Appeals of Discipline**

- A. The appeal of a disciplinary action shall begin at Step I of the grievance process. An appeal shall be filed no later than 15 days from the date that the employee received a copy of the disciplinary action. The appeal shall be filed with the Dean or Director. The employee may appeal any decision makers' decision pursuant to the Grievance Procedure Article.
- B. Each party shall make every effort to resolve an appeal at the lowest level possible.
- C. A failure to decide an appeal in accordance with law and regulation is considered a denial from which an appeal may be made.
- D. When appealing a disciplinary action, the employee or the employee's representative shall state to the extent possible and on a written form provided by the College the issues of fact, law and mitigating circumstances the employee believes would warrant rescinding or modifying the disciplinary action. Failure to state the issues of fact and law when it is possible to do so may be grounds for dismissing the appeal.

## **Article 32. Grievances**

### **Grievance Procedure**

The purpose of this Article is to provide a mutually acceptable method for the prompt and equitable resolution of grievances filed by bargaining unit employee(s), the Union or the College. This is the exclusive procedure available to bargaining unit employees, the Union or the College for the resolution of grievances alleging a breach of the provisions of this MOU. No reprisal shall be taken against any employee for the filing and processing of any grievance.

### **Section 1. Definitions**

- A. Grievance: A dispute alleging a violation, misapplication, or misinterpretation of this MOU, or applicable College policies, rules, regulations, or procedures.
- B. Working Day: A day in which the main Administrative Offices of the College are open for regular business (Monday-Friday).
- C. Grievable: Where the matter in dispute involves an alleged violation, interpretation, or application of the terms of this MOU, or applicable College policies, rules, regulations or procedures.

### **Section 2. Resolution of Grievances**

The Union and the College agree that grievances should be processed in an orderly, prompt, and equitable manner so that the efficiency of the College and the morale of employees shall be maintained. Every effort will be made by the parties to resolve grievances at the earliest possible step of this procedure. In this regard, the parties commit to fully discussing their positions and the facts and evidence supporting such position so that each party can make an informed decision on the appropriate resolution of the grievance under consideration.

### **Section 3. Grievability Issues**

In the event either party should declare a grievance non-grievable, the original grievance shall be considered amended to include this issue. The parties agree to raise any question of grievability of a grievance prior to the time limit for the written answer in the final step of this procedure.

### **Section 4. Exceptions**

- A. The negotiated grievance procedure will not be available to resolve a dispute concerning:
  - A. Any examination, certification, or training requirement.
  - B. The reclassification of any position, which does not result in the reduction in grade or basic pay of an employee.
  - C. The removal of an employee serving a probationary period.
  - D. Decisions on incentive awards.
  - E. Performance evaluations that do not impose a work improvement plan.
  - F. Any policy or regulation over which management does not have control.

## **Section 5. Procedure for Employee Grievances**

### **Informal Procedure**

- A. Within fifteen (15) working days of the action involved, or within fifteen (15) working days of the employee having knowledge of such act, an informal meeting should take place with his/her immediate supervisor for the purpose of resolving the problem. The supervisor will issue an oral decision within three (3) working days from the date the employee presented the issue.
- B. In the absence of the first level supervisor, the grievance may be submitted to his or her designee.
- C. If the decision is not received within 3 working days, or if the decision is not satisfactory to the employee, the employee may proceed to Step 1 of the grievance procedure.
- D. Time limits can be extended for good cause and with the written consent of the parties.

### **Step I. Formal Procedure**

- A. If the grievance is not resolved at the informal meeting, the employee and/or his representative may submit the grievance, in writing on the approved grievance form, to the appropriate Vice President or his/her designee, with a copy to the Director of Human Resources.
- B. The Vice President or designee will, within five (5) business days of the receipt of the grievance, schedule a meeting with the job steward and the grievant, along with the Director of Human Resources to attempt to resolve the grievance. The meeting will occur within fifteen (15) business days of the receipt of the grievance.
- C. The Vice President or designee will render a written answer within ten (10) business days of the meeting. The answer will include the reasons for the decision. A copy of the written answer in a disciplinary grievance shall be provided to the appropriate Vice President(s).
- D. In the event the Dean or Director or designee's answer is not satisfactory to the grievant, the grievance may be appealed to the Step 2 of this grievance procedure.

Such appeal must be submitted in writing within five (5) business days of the Union's receipt of the first step answer.

- E. Time limits can be extended for good cause and with the written consent of the parties.

## Step II. Intermediate Decision

The President will make every effort to resolve the grievance.

- A. The President will, within five (5) business days of the receipt of the grievance, hold a meeting with the grievant, the Union representative and the Director of Human Resources or designee to attempt to resolve the grievance.
- B. The President shall, within ten (10) business days of the second step meeting, render a decision in writing containing the reason(s) for the decision.
- C. Time limits can be extended for good cause and with the written consent of the parties.
- D. If the decision is not deemed acceptable, the grievance may be appealed to Step 3 of this grievance procedure. Such appeal must be submitted in writing within five (5) business days of the Union's receipt of the second step answer.

## Step III. Final Decision

If the grievance is not resolved at Step II, the grievant has the right to appeal the decision to the Office of Administrative Hearing within ten (10) business days for a final and binding resolution unless an appeal is otherwise provided by law.

## Section 6. General Provisions

- A. If a dispute arises from the action of an authority higher than the immediate supervisor, such dispute may be initiated at the appropriate step of this procedure.
- B. When meetings, conferences or hearings are scheduled or held under this Article, employees who are required to attend or who are called as witnesses by one of the parties shall, with 48 hours advance notice, be excused from his duties. Grievance meetings shall be treated as work time.
- C. A grievance may be withdrawn at any time. After withdrawal the grievant shall not file any subsequent grievance on the basis of the same event.
- D. Upon the failure of the grievant, or his/her representative where appropriate, to file an appeal within the time limits provided in this Article, the grievance shall be deemed to have been resolved by the decision at the previous step.
- E. Only those issues and sections of this MOU cited in the initial filing of the grievance may be considered at subsequent steps of the procedure.
- F. Each party has an obligation to fully present its position and its evidence in support of its position at each step of the grievance procedure. No party may present evidence at hearing before the Office of Administrative Hearings if the party refused to present such evidence during the grievance procedure.

- G. The decision to submit a case to the Office of Administrative Hearings shall be a waiver of all other remedies except as provided otherwise by statute.
- H. If an employee wins a grievance/appeal, that employee shall receive the requested resolution or what a hearing officer sees fit no later than two (2) weeks following the decision.

## **Article 33. Drugs and Alcohol Abuse**

### **Section 1. Generally**

The College is committed to having a community free of drugs and alcohol. The College and the Union recognize the societal damage of substance abuse. The parties agree that the College must show the way towards achieving a drug- and alcohol-free workplace and academic community by recognizing the benefit of rehabilitation, and, at the same time, demonstrating to substance abusers and potential abusers that substance use will not be tolerated at the College. Permitting employees to work under the influence of drugs and alcohol is inconsistent with the special trust placed in the College's employees as servants of the public.

The possession, use, consumption, sale, purchase or distribution, dispensation, or manufacture by any employee of alcohol, illegal drugs, or any illegally-obtained drugs on the College's premises or within its facilities, or in the conduct of College-related work off College premises, or at any time during the course of the workday, is strictly prohibited.

The College recognizes that an individual with alcoholism has a disability which is protected under the ADA. While people with alcoholism may be individuals with disabilities, the ADA still allows employers to hold them to the same performance and conduct standards as all other employees. Current illegal use of drugs is not protected by the ADA. The College does not need to employ someone who is currently engaging in the illegal use of drugs.

The College encourages employees who are experiencing substance abuse problems to seek treatment through the College, the State's Employee Assistance Program, or self-referral to a certified rehabilitation program. Employees are encouraged to voluntarily do so in advance of, and ideally to avert, any adverse impact on work-related performance and behavior issues that substance use may lead to. The College will not terminate the employment of an employee who, in advance of any workplace incident, accident, injury or performance issue leading to discipline, voluntarily seeks assistance for a substance abuse program.

### **Section 2. Drug and Alcohol Use or Abuse**

- A. Reporting to work or performing work duties after having ingested illegal drugs or non-prescribed prescription drugs, or while under the influence of alcohol, is strictly prohibited. Under the influence of alcohol is defined by state law.

- B. An employee shall not report to work or perform his or her duties while taking prescribed drugs or over-the-counter medications which the employee knows or reasonably should know adversely affect the employee's ability to safely and effectively perform his or her job duties.
- C. An employee who notifies his or her supervisor that he or she may not be able to safely and effectively perform his or her job because of his or her therapeutic drug use may take paid leave or leave without pay as permitted by the Leave Article of this MOU.
- D. An employee who is called to report to work during an unscheduled time shall immediately inform his or her supervisor if he or she should not report to work. Employees should not report to work if doing so would violate this Article. An employee should consider his or her consumption of alcohol within the previous four (4) hours, and any drug or over the counter medication that would interfere with his or her ability to travel safely to work and/or perform safely and efficiently his or her job duties.
- E. A referral to an Employee Assistance Program and/or a substance abuse rehabilitation program is not discipline. The College may discipline an employee based upon actions or inactions leading to the referral, and the employment of an employee who fails to participate successfully in such a Program when referred to it may be terminated, pursuant to Article on Discipline in this MOU.

Continued unacceptable job performance, attendance and/or behavioral problems shall result in disciplinary action, up to and including termination of employment in accordance with the Article on Discipline in this MOU.

An employee who is found guilty, accepts a plea of nolo contendere, or receives probation before judgment of an alcohol driving offense or a controlled dangerous substance offense shall report as such to the Director of Human Resources within five (5) work days.

- F. Violations of the aforementioned prohibitions will be subject to discipline up to and including termination in accordance with Article on Discipline in this MOU.

### **Section 3. Testing**

#### **A. Types**

The College may require testing for illegal use of drugs, or alcohol level. The College will not ask that the samples provided for this purpose be used for other purposes.

Testing may take place only under the following circumstances:

1. Pre-Employment - Applicants for employment who have received an offer of a job contingent on passing the substance abuse test.
2. Behavior Indicated (Reasonable Suspicion) Testing -- When the Director of Human Resources has reasonable and specific grounds to believe that the actions, appearance and/or conduct of an employee are indicative of using

alcohol or drugs, other than authorized and reported prescription or nonprescription drugs and that a test of the employee shall produce evidence of the illegal use of drugs or evidence of use of alcohol.

3. Post-Accident Testing -- An employee who, while on duty, was involved in an accident, or incident that resulted in injury to the employee or to another employee, student or visitor, shall be tested as soon as possible after the accident or injury. An employee, who is unable to submit to testing at the time of an accident due to the seriousness of his/her injuries, is required to provide the necessary authorization for obtaining hospital reports and other documentation that would indicate whether there were any drugs or alcohol in his/her body system.
4. Periodic Testing --A sensitive employee may be required to submit to drug/alcohol testing during a fixed time frame, such as a return from leave.
5. Random Testing -- A sensitive employee will be required to submit to unannounced drug/alcohol testing when selected pursuant to a random selection process. Random testing requires that statistically significant samples of employees in sensitive classifications or in sensitive positions be tested on a periodic basis.

If, during the duration of this MOU, the College becomes the administrator of its drug and alcohol testing program the College shall have a written system for random testing which shall include an identification of the specific system used to arrive at who will be tested, what the statistically significant numbers are, what random sampling techniques are going to be used, etc. The College shall provide the union with a copy of this written system and any revisions of it at the time that it is developed.

- A. The College may arrange for testing of an employee in a position or classification that has been designated as sensitive when the employee's participation in a Substance Abuse Rehabilitation Program is not the result of having tested positive for drugs or alcohol. Such testing may be administered at any time during the employee's participation in the Program and the one-year period following the employee's successful completion of the program.
- B. Certified Laboratory; Chain of Custody  
When drug or alcohol testing in any of the above circumstances is required, all testing will be conducted by a College-designated, State-certified medical testing laboratory with appropriate chain of custody procedures in place to ensure accuracy and continuity in specimen collection, handling, transfer, and storage, as required by applicable law and regulation.
- C. Cooperation In Testing  
Employees are expected to cooperate fully in order to properly implement the testing procedure, including providing the necessary consent, written authorization, information and specimens for testing. Failure to provide

specimens, any attempt to contaminate a specimen, or any other interference with the collection procedures are grounds for disciplinary action, up to and including discharge, pursuant to the Article on Discipline in this MOU.

**D. Positive Test Results**

1. All specimens identified as positive on the initial test will be verified by a confirmatory test. Gas chromatography/mass spectrometry (GC/MS) or an equivalent or better confirmation test shall be used in urine samples. The standards established in COMAR shall be the basis for determining whether a test is positive.
2. There shall be a split sample. In the event of a positive test result, the employee may request independent testing at his/her own expense, of a portion of the tested specimen for verification of the test results. If the independent test result is negative, the College will re-test the original sample.
3. Any sensitive employee whose test results are confirmed positive for illegal drugs or use of alcohol shall be subject to disciplinary action up to and including termination.
4. The College recognizes that there is a possibility of a false positive result. If the employee's retest and the College's re-test show that the original positive result was false, then the employee shall not be disciplined on the basis of the false positive test result, and shall not experience any loss in pay or benefits. The false positive test result and any reference to that result shall be removed from the employee's personnel file.

**Section 4. Searches**

The College retains the right to conduct reasonable searches and inspections of that employee while the employee is on College property, including its building, grounds and parking lot, or garage. Such searches will be conducted with respect for the employee and if the employee requests, with the presence of a job steward. Such searches may be of their lockers, desks, College provided tool boxes, and College vehicles. The College may also request that an employee permit inspection of his or her baggage, brief case, or person. Any employee who refuses to submit to a search and/or inspection may be subject to disciplinary action up to and including termination of employment.

**Section 5. Rehabilitation Required for Continued Employment**

- A. An employee's continued employment may be conditioned on the employee's enrollment in and satisfactory completion of a substance abuse rehabilitation program. If an employee is, in lieu of termination, required to enroll in a substance abuse rehabilitation program, the employee shall participate in a Program of appropriate length given the employee's circumstances that is at least six (6) months in duration. The employee shall be subject to periodic testing throughout the Program's duration. If an employee fails to enroll in the Program or does not successfully participate in and complete the Program or if the employee tests positive during the program or during the one year following



completion of the Program, the employee shall be terminated.

- B. A current employee who applies for a sensitive position and tests positive on a drug test for illegal use of drugs shall be suspended without pay for fifteen (15) days. As a condition of returning to work, the employee shall enroll in a treatment program of at least six (6) months, be subject to periodic testing throughout this time, and submit a certification from an attending physician or other licensed professional associated with the rehabilitation program. The certification shall be made under oath to confirm that the employee has successfully participated in the program for at least six (6) months and has not tested positive.
- C. At the conclusion of a Rehabilitation Program, the employee shall be required to submit to the Director of Human Resources a certification from the attending physician, certified chemical dependency counselor, licensed certified social worker or licensed psychologist associated with the Program, certifying under oath that the employee has successfully participated in the Program and has not tested positive for use of illegal drugs or alcohol use at any point during the Program.
- D. An employee who fails to enroll in a substance abuse rehabilitation program during the suspension period or who fails to successfully participate in a program for at least six (6) months shall be terminated. An employee who submits the proper certification and remains drug-free for 18 months may reapply for a sensitive position.

## **Section 6. Sensitive Employees**

- A. The College may designate certain positions as “sensitive.” Applicants for sensitive positions shall be tested for the illegal use of drugs as part of the selection process. The College shall provide the Union a list of classifications and positions designated as sensitive.
- B. A refusal to submit to testing required as part of the selection process for a sensitive position shall result in disqualification and removal from list maintained to track eligible candidates.
- C. A sensitive employee:
  - 1. convicted of any controlled dangerous substance offense while employed by the College shall be terminated;
  - 2. who tests positive for a controlled dangerous substance as a result of a random drug test shall be suspended for fifteen (15) work days and shall be required to successfully participate in a drug treatment program designated by an employee assistance program;
  - 3. who abuses prescription drugs provided to the employee or an over-the counter drug shall, on a first offense, be suspended for five (5) workdays and be required to participate in a drug treatment program designated by the Employee Assistance Program.
  - 4. who for the first time, is convicted of alcohol driving offense based upon activity

that occurred during the employee's work time or is found to be under the influence of alcohol while at work shall be suspended for fifteen (15) days and shall be required to successfully participate in an alcohol treatment program designated by the Employee Assistance Program.

### **Section 7. Alcohol Driving Offenses**

A sensitive employee convicted of an off-duty alcohol driving offense, and a non-sensitive employee convicted of any alcohol driving offense shall:

- A. on the first conviction, be referred to an Employee Assistance Program and, in addition, be subject to appropriate discipline;
- B. on the second conviction, be suspended for a minimum of five (5) days, be referred to an Employee Assistance Program, be required to participate successfully in the designated treatment program, and be subject to any appropriate disciplinary action, up to and including termination;
- C. on the third conviction, be terminated

### **Section 8. Records**

Testing records shall be treated as confidential and shall be kept in employees' separate medical files.

## **Article 34. Employee Assistance Program**

### **Section 1. Employee Assistance Program (EAP)**

The College and the Union recognize the value of counseling and assistance programs to those employees whose personal problems affect the performance of their job duties and responsibilities. Employees may participate in the State's Employee Assistance Program in accordance with the Program's eligibility requirements. Participation in an EAP program is purely voluntary. Except as provided in Section 3, job security and promotional opportunities will not be jeopardized by an employee's participation in the EAP. The College shall treat documents received from the Program as confidential and shall not release them without the express written consent of the employee or as otherwise provided by law.

### **Section 2. Limited Waiver of Confidentiality**

If the College and an employee enter into an agreement which includes the College's agreement to defer or reduce an otherwise immediate disciplinary action contingent upon the employee's successful participation in a treatment program, the employee shall be required to waive confidentiality in order to permit the College to verify the employee's successful participation in a treatment program. The employee shall be required to sign a release so that the program will provide the College with reports regarding the employee's successful participation (but without details on the employee's medical condition or history), and, if appropriate, the employee's ability to perform his or her job safely and effectively and/or whether the employee needs to continue to participate in a program beyond the time period initially indicated.

These reports shall be submitted to and maintained by Human Resources. The reports shall be treated as confidential and shall not be maintained in the employee's regular personnel file.

### **Section 3. Adherence and Accountability**

If an employee does not comply with all of the requirements contained in his or her Employee Assistance Program Participation Agreement (an agreement to participate in an EAP Program in order to defer or reduce an otherwise immediate disciplinary action), the College may take the level of disciplinary action that is appropriate under the circumstances and in line with the provisions of the MOU article on discipline.

### **Section 4. Referrals to EAP**

If a supervisor or the College refers an employee to an Employee Assistance Program, then the College shall simultaneously give the employee a copy of the referral form and documents submitted with the referral.

### **Article 35. Essential Employees**

The end-result of bargaining over this Proposal will be contained in the College's Procedures for Delayed Opening, Early Dismissal and Closing Due to Inclement Weather.

1. An Essential Employee is an employee of who has been designated as being vital to the College's operation, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and wellbeing of the campus population and/or physical plant. Examples of such employees are police, stationary engineers or other heating plant and maintenance personnel and snow removal employees.
2. Employees deemed "essential" may be required to report to work even though a decision has been made to close the College or delay its opening.
3. Each department is responsible for establishing and notifying which employees or class(es) of employees are considered essential and for establishing the conditions under which employees must report.

### **Article 36. College Delayed Opening, Early Dismissal or Closing**

#### **Section 1. Use of Release Time or Leave**

- A. Whenever the College closes or delays opening, the period specified during which non-essential staff are not required to report will be recorded as emergency release (code 72). This is paid release time that is not charged to any employee leave balance. B. Liberal leave will be granted to non-essential staff who cannot comply with announced operations schedule.
- B. Essential employees who do not report as required may be subject to disciplinary action.
- C. If a non-essential employee does not have any accrued leave available, the employee may take leave without pay for liberal leave.
- D. Liberal leave means that employees may use available annual, compensatory or personal leave without advance approval of a supervisor. This does not apply to essential personnel.

## **Section 2. Compensation for Essential Employees**

- A. Essential, Non-Exempt Skilled Service Employees who report in accordance with their departmental plan will be credited for two hours for each hour worked. If, at the end of the pay period in which an emergency closing occurred, the employee had worked more than 40 hours, the employee will be paid at time and one-half for each hour over forty or receive compensatory leave, whichever the employee chooses.
- B. Essential, Exempt Employees who report in accordance with their departmental plan will be credited with compensatory leave of one hour for each hour worked.

## **Section 3. Compensation for Non-Essential Employees in Special Circumstances**

This Section shall become effective only if skilled service employees are removed from SPMS. During special situations, an employee who has not been designated as an Essential Employee for a particular type of situation may be eligible to be paid in accordance with Section 2 above, subject to these requirements:

- A. In the event a supervisor determines that he or she has a specific project which requires work that may not be able to be completed by non-essential employees during a time when there may be a delayed opening, early closing or closing that results in an announcement that non-essential employees are not required to work, the supervisor will provide advance notice that he or she is seeking volunteers to work on a specific project.
- B. The number of volunteers solicited shall be selected based upon the number of employees the supervisor elects to schedule.
- C. No employee who previously volunteered to work pursuant to this Article but who failed to report to work shall be selected to work in this circumstance.

## **Article 37. Layoffs**

The procedures in this article shall apply in the event that the College determines that layoffs of nonexempt bargaining unit employees are required. A layoff involves reallocating, consolidating or terminating program functions when the College confronts decreasing enrollment patterns, changing program priorities or fiscal crisis.

### **Section 1. Notice to the Union**

The College will notify the Union at least ten (10) calendar days prior to the implementation of a layoff. The notice of the layoff shall include the number of bargaining unit employees and the reasons for the layoff. The College shall meet with the Union at its request within the ten (10) day period preceding the layoff to discuss the situation and the reasons for the layoff, the departments that will be affected, the total number of bargaining unit employees, and the expected duration of the layoff. The Union may provide and the College will consider alternatives to the announced layoff at this meeting or at a later meeting, if so requested by the Union. If requested, management will meet with the Union to discuss and consider alternatives to layoffs within one week of the request; however, this request shall not delay the effective date of the layoff.

## **Section 2. Calculation of Seniority Points**

The management decision regarding who to layoff shall be determined by who has the least number of seniority points within a classification and department.

Employees shall be allowed to exercise their displacement rights and recall rights on a College wide basis using their seniority points and qualifications as described in the sections on displacement and recall.

Seniority points shall be calculated in accordance with the following formula:

1. One point for each month of State employment;
2. One point for each month of employment in the College;
3. One point for each month of employment in the job series or job class in which the layoff will occur;
4. For service of less than a complete month, an employee shall be credited with 0.032 points for each day of service; and
5. For part-time employment, layoff points shall be prorated according to the percentage of employment.

"Job series" means a group of two or more classes in the same occupational area which requires the application of the same knowledge, skills, and abilities at varying levels of proficiency or responsibility, as determined by the Secretary. "Job class" means positions in the same occupational area which require the application of the same knowledge, skills, and abilities and the same or similar duties and responsibilities, as determined by the College. For the purposes of this section, job class includes the titles held by nonexempt employees in the administrative category of employment.

If two or more employees with an equal number of seniority points are in the same position that is subject to a layoff, then the person with the least number of total State service points will be laid off first. If two or more employees in the same class have an equal number of seniority points and the same number of points for total State service, then the College shall determine which employee to retain after making a written evaluation of the skills, knowledge or abilities of each employee.

## **Section 3. Notice to Affected Employees**

Only after consultation with the Director of Human Resources, the Department Head shall notify those employees who work in positions identified for layoff at least [60] calendar days before the effective date of the layoff.

The notice to the employees shall state:

- A. The fact that the College has made a decision that circumstances require that the employee be laid off;
- B. The reason or reasons for the layoff;
- C. The number of seniority points that the employee has and the calculation used to arrive at that figure;
- D. The effective date of the layoff;
  1. That the employee has the right to displace another employee, if the employee has the necessary qualifications and seniority points to do so, and that the employee must notify the College within fifteen (15) days of the notice if the

employee will exercise his or her displacement right. The notice shall also state what, if any, positions the employee could displace into, based upon the employee's qualifications known to Human Resources at the time of the layoff and the employee's seniority points. Because this list may not be exhaustive, the notice will also include a statement encouraging the employee to go to Human Resources to evaluate whether he or she may have other displacement options;

2. The College shall maintain in Human Resources a list of all BCCC positions, the duties and minimum qualifications for each position, as well as a list of all of the incumbents and their seniority points. The notice shall state that the employee has the right to review and copy these items;
3. The right to receive pay and not have to work for a minimum of forty-five (45) days of the sixty (60) day notice period;
4. Recall rights after layoff;
5. Reinstatement rights after layoff;
6. The two paragraphs following this list.

An employee who will be laid off shall be paid and shall not report to work or perform duties for the 45 days immediately preceding the effective date of the layoff, unless the employee and the Union expressly waive the employee's displacement rights prior to the forty-fifth day. During this period, the employee shall continue to have the status of being employed at the College.

If the employee elects to waive his or her displacement rights, the employee shall receive pay (and shall not report to work or perform duties) for a period of up to 60 days; the amount shall be pro-rated based upon the date that the College receives written notice from the employee and the Union of the employee's waiver of his or her displacement rights. During this additional period, the employee shall continue to have the status of being employed at the College.

#### **Section 4. Displacement**

An employee may displace into another position in the nonexempt bargaining unit only if the employee is qualified for the position as stated in the position description. An employee who, at the time he or she receives a notice of layoff, is without the required qualifications as stated in the position description but is with sufficient seniority points to displace a less senior employee, may exercise his or her displacement rights under the following conditions: The employee may exercise displacement rights so long as he or she attains the required qualifications prior to the effective date of the layoff. Any employee who shall exercise, or, who based upon his or her plan to attain the required qualifications prior to the effective date of the layoff plans to exercise, his or her displacement rights shall notify the Director of Human Resources within fifteen (15) calendar days of receipt of notice of layoff.

If more than one employee receives a notice of layoff and wants to displace into the same position, the employee with the qualifications as stated in the position description and with the greater number of seniority points shall be awarded the right to displace into the position.

The salary of an employee who exercises his or her displacement rights will be based upon the pay grade of the classification that the employee displaces into, at the salary step that is closest to, but not more than the employee's rate of pay prior to displacement.

### **Section 5. Outplacement Services**

The College will provide off-campus outplacement services for all laid off employees when in the College's judgment the layoff will be for more than ninety days. Each eligible employee may request information about the types of counseling available for both the employee and his/her family. Free and confidential short-term counseling (max six sessions) and assessments and referrals for all affected employees will be provided covering the following and related topics:

- A. Job search skills
- B. Resume writing
- C. Stress and crisis management
- D. Grief and loss counseling
- E. Financial and adjustment planning/budgeting
- F. Family counseling

### **Section 6. Tuition**

#### A. Waiver

The College shall continue to provide tuition waiver for those employees, their spouses and their dependent children enrolled in a class and using tuition waiver at the time that they receive notice of layoff until the end of the academic year that the layoff occurs and the one immediately following semester.

#### B. Reimbursement

The College shall continue to provide tuition reimbursement for those employees enrolled in a class and using tuition reimbursement at the time that they receive notice of layoff until the end of the semester that the layoff occurs.

#### C. Remission

The College shall continue to provide tuition remission for those employees and their dependent children enrolled in a class and using tuition remission at the time that they receive notice of layoff until the end of the semester that the layoff occurs.

### **Section 7. Medical and Dental Benefits Continuation**

In consideration of the hardships caused by layoff to employees and their families, the College shall pay the entire COBRA premium for those employees enrolled in the College's medical and dental plan at the time they receive notice of the layoff and who elect COBRA for two (2) months after the effective date of the layoff. These provisions apply only if the skilled service employees are excluded from the State Personnel Management System (SPMS) and become part of the College's personnel system (or when legally possible).

## **Section 8. Recall Rights**

Employees who are laid off will be eligible for recall to their former position, or to another position requiring the same or substantially similar duties and the same qualifications as their former classification for a period of up to one year from the effective date of the layoff. A qualified employee who has been laid off shall be offered the opportunity to fill a vacancy or contractual position prior to an internal candidate or other applicant. Recall rights shall be based on the total number of seniority points that an employee has at the point of layoff, with the person with the most seniority points being offered the right to be recalled first. If employees are offered an opportunity for recall, they must accept the offer within seven (7) calendar days and report to work within fourteen (14) calendar days or they shall lose their recall rights.

The Department of Human Resources shall proactively assist employees who have been laid off in identifying employment opportunities within the College for which such employees may qualify.

Employees on the recall list shall be offered non-PIN opportunities that become available within the College within one year of layoff and that are within the job classification that the employee held prior to layoff. If an employee accepts a non-PIN position, this shall not affect his or her recall rights.

## **Section 9. Reinstatement Rights**

If an employee who has been laid off returns to College service within three (3) years of the effective date of his or her layoff, the employee will have all unused sick leave restored to his or her sick leave balance. Reinstated employees shall receive service credit for all time periods of State and College employment. This credit shall determine the step in pay grade, rate of annual leave accrual and seniority rights.

Employees shall be reinstated in the following priority:

1. A returning veteran or reservist entitled to reinstatement under the Maryland Annotated Code, State Personnel and Pensions Article, Title 2, Subtitle 7.
2. A former College employee who has been laid off or whose position has been abolished.
3. The following candidates, without priority, along with other eligible candidates: (a) an individual who has resigned and (b) a current employee seeking a return to a position in a classification previously held.

## **Article 38- Termination of Employment of Grant and Contract Funded Employees Upon Termination of the Grant or Contract**

Grant and contract funded employees are those employees who will be notified in writing, at the time of hire, of the start and end dates of the grant or contract which funds the position.

If a grant or contract through which a position is funded is discontinued or reduced to a level that substantially impacts the College's ability to maintain the position, bargaining unit employees who:

1. are in grant and contract funded positions on the effective date of this MOU shall be entitled to thirty days' notice, Recall Rights, Outplacement Services and Tuition Waiver as defined in Article 37, Layoffs.



2. have been in that grant or contract funded position for three years or more shall be entitled to thirty days' notice, Recall Rights, Outplacement Services and Tuition Waiver as defined in Article 37, Layoffs.
3. have been in that grant or contract funded position for periods of less than three years shall be entitled to at least two weeks' notice, or pay in lieu of notice, Outplacement Services and Tuition Waiver as defined in Article 37, Layoffs.

## **Article 39. Contracting Out/Outsourcing**

### **Section 1. Generally**

The College recognizes the integrity of positions comprising the bargaining unit. It shall act consistently with the State's current statutory policy to use State employees to perform State functions in State-operated facilities in preference to contracting with the private sector, unless otherwise permitted by law. The College shall adhere to the State Personnel and Pension Article Title 13 and this law is hereby incorporated in this Agreement as if fully set forth herein.

### **Section 2. Procedure**

#### **A. Notice**

If the College proposes to displace employees in the bargaining unit by outsourcing to the private sector a function currently performed by employees in the bargaining unit, the College shall provide the Union with a written Notice at its earliest opportunity, but normally no later than sixty (60) days in advance of the publication of the RFP, unless circumstances require a shorter notice.

This Notice shall contain: (1) an explanation of the College's reason(s) for its outsourcing proposal, (2) a listing of the number of employees, department(s), location(s), position(s), and names of employees that the College anticipates its outsourcing proposal would affect upon implementation and (3) an accounting of the projected cost of the service contract as opposed to the cost of using College employees.

The College shall send a copy of the RFP prior to publication.

#### **B. Meeting to Discuss the Union's Proposal**

The Union may make a written Request to the Director of Human Resources to meet to discuss the reasons for outsourcing. If the Union elects to meet with the College in order to discuss the reasons for outsourcing it shall, within seven (7) calendar days of its receipt of the Notice described in Section A, make a request to meet with the College to discuss the decision with the Vice President of the affected department or his or her designee.

Following that meeting, the Union may request a meeting with the College to present a written Proposal to the College detailing the specific benefits associated with the continued employment of the current College employees rather than outsourcing,

improvements that could be realized by changing existing practices or methods, and the Union's and the affected employees' commitment to demonstrating the benefits and putting into practice these improvements cited in the Union's proposal. If the Union requests such a meeting, it shall occur within three weeks of the meeting referred to in the above paragraph.

#### C. College Response

If the Union presents the College with a written Proposal in accordance with subsection B. above, the College shall consider the Proposal.

If the College determines that it will not at that time outsource and displace current employees, the College shall notify the Union within thirty (30) days of the date of its meeting with and receipt of the Union's proposal.

If the College's decision results in the displacement of current employees, the College shall proceed in accordance with Layoff Article. A meeting requested by the Union and held pursuant to Section B is not a substitute for a meeting held pursuant to the Layoffs Policy to discuss alternatives to layoffs. However, the Union shall not present the College with the same proposal it presented pursuant to this Article as its proposal for an alternative to a layoff.

Nothing in this Article restricts the College's authority to determine whether to continue to employ current employees or to outsource.

The College shall provide the Union with a copy of the successful bid for all contracted work to the extent provided by law.

## **Article 40. Nepotism Prohibited**

### **Section 1. General**

A Family Relationship to another College employee is not an automatic bar to employment by the College. An employee of the College shall not hire, supervise, line manage, set conditions of employment or promote or evaluate subordinate employees with whom a family relationship exists.

### **Section 2. Definitions**

A Family Relationship exists where an employee is related to another employee or spouse of an employee of the College by blood, marriage, or adoption and extends, to the following relationships: spouses, parents, children, siblings, in-laws, step-family members, aunts, uncles, nieces, nephews, cousins, and grandparents. This policy applies to all employees of the College, including support staff, administrative/ professional staff, faculty and contractual employees.

A Supervisor or Line Manager includes anyone having the authority to make decisions, assign work or give orders to subordinates in the chain of command.

### **Section 3. Employee Obligations**

If a supervisor/subordinate relationship develops between employees with a Family Relationship during employment, the employees shall immediately notify Human Resources. Human Resources shall recommend options for eliminating the supervisor/subordinate relationship including, but not limited to, transfer, reassignment or removal of one or more of the employees involved. Employees may come up with other alternatives. Once Human Resources has presented alternatives, the employees shall determine which alternative to take.

All employees and applicants for employment are required to disclose to the Director of Human Resources the identity of any family member(s) employed by the College who work in the same chain of command and are in a supervisor/subordinate relationship.

### **Article 41. Child Care**

Employees shall continue to have access to child care at BCCC for as long as child care is provided at BCCC and under the terms and conditions as exist at the present time.

### **Article 42. Posting of Job Announcements and other Information**

The College shall post job announcements for vacant positions on the College's web site, and shall post hard copies of job announcements for vacant positions in the Department of Human Resources. The Department of Human Resources shall also maintain hard copies of commonly used forms, such as vacation request forms and insurance claim forms, in a visible area frequented by bargaining unit members.

### **Article 43. Social Security Numbers**

The College shall not print or have printed a College employee's Social Security number on any type of identification card.

### **Article 44. Strikes and Lockouts**

The parties agree to abide by the law prohibiting strikes and lockouts.

### **Article 45. Reinstatement**

The parties agree to abide by the law and COMAR regarding reinstatement.

### **Article 46. Savings and Effectiveness**

Should any part of this MOU be declared invalid by operation of law or by a tribunal of competent jurisdiction, the remainder of the MOU shall not be affected but shall remain in full force and effect. In the event that any provision is thus rendered invalid, upon written request of either party, the parties shall meet promptly to negotiate a substitute for the invalid portion of the MOU.

If there are terms and conditions that cannot be legally implemented at the point that the MOU is signed, and if a law changes that will make it legal to implement that term or condition, then the term or condition shall become effective on the earliest date possible by law.

**Article 47. Fair Share Reopener**

Either party may re-open negotiations on the exclusive subject of service fees “Fair Share” agreement. Negotiations shall be scheduled within 30 days of the presentation of the written request for reopener.

**Article 48. Telework Policy – ALL UNITS**

BCCC and AFSCME MD will develop a telework policy for employees at BCCC. The policy will be negotiated at the LMC and added to the contract upon completion.

## **Non-Exempt Bargaining Unit**

ACCOUNTS CLERK I  
ACCOUNTS CLERK II  
ACCOUNTS CLERK III  
ACCOUNTING CLERK  
ACCOUNTING CLERK II  
ACCOUNTING CLERK III  
ACCOUNTS CLERK LEAD  
ACCOUNTS RECEIVABLE CLERK  
ACQUISITION SPECIALIST  
ADMINISTRATIVE ASSISTANT I  
ADMINISTRATIVE ASSISTANT II  
ADMINISTRATIVE ASSISTANT III  
ADMINISTRATIVE COORDINATOR  
ADMISSIONS SPECIALIST  
AGENCY BUYER  
AGENCY BUYER II  
BUILDING SECURITY GUARD  
BUILDING SECURITY OFFICER  
BUILDING SECURITY OFFICER II  
CASHIER  
CHIEF ENGINEER, WBJC  
CHILDCARE TEACHER IV  
CLASSROOM ASSISTANT TEACHER  
COMMUNICATION ENGINEER II  
COMMUNICATIONS ENGINEER I  
COMPUTER INFORMATION SPECIALIST  
COMPUTER OPERATIONS SPECIALIST  
CONTRACT SPECIALIST  
CONTRACT TECHNICIAN  
COORDINATOR, MAILROOM  
COPY CENTER CLERK  
DATA ENTRY SPECIALIST  
DEGREE AUDIT ADVISOR  
DEVELOPMENT ASSISTANT  
DUPLICATING CENTER CLERK  
ENVIRONMENTAL SERVICES LEAD TECHNICIAN  
ENVIRON. SERVICES LEAD WORKER  
ENVIRONMENTAL SERVICES SUPERVISOR  
ENVIRONMENTAL SERVICES TECHNICIAN I  
ENVIRONMENTAL SERVICES TECHNICIAN II  
FINANCIAL AID ADVISOR  
FINANCIAL AID SPECIALIST  
FISCAL ACCOUNTS CLERK II  
GROUNDS MECHANIC I  
GROUNDS MECHANIC III  
GROUNDS MECHANIC LEAD  
HELPDESK LEAD  
HELPDESK SPECIALIST I  
HELP DESK SPECIALIST I – ITS  
HELPDESK SPECIALIST II  
HVAC MAINTENANCE CHIEF I  
INTAKE SPECIALIST/RECRUITER  
IT SPECIALIST II/HELPDESK

IT TECH SUPPORT SPECIALIST I  
LAB - TECHNICIAN  
LEAD CALL CENTER SPECIALIST  
MAILROOM COORDINATOR  
MAINTENANCE CARPENTER  
MAINTENANCE CHIEF I (HVAC)  
MAINTENANCE ELECTRICIAN  
MAINTENANCE MECHANIC  
MAINTENANCE PAINTER  
MAINTENANCE PLUMBER  
MATERIALS MGMT TECHNICIAN  
MULTI MEDIA AV SPECIALIST  
PROCUREMENT BUYER SPECIALIST  
PROPERTY CONTROL ASSISTANT  
RECONCILIATION CLERK II  
RECORDS & DOCUMENT IMAGING  
RECORDS & REGISTRATION SPECIALIST  
RECRUITMENT & ADMISSIONS ADVISOR  
REGISTRATION SPECIALIST  
SECURITY GUARD  
SENIOR DEGREE AUDIT & GRAD SPE  
SENIOR MAINTENANCE MECHANIC  
SENIOR RECORDS SPECIALIST  
SPECIALIST, DATA ENTRY BCED  
SPECIALIST, FINANCIAL AID  
SR MAINTENANCE MECH & PLUMBER  
SR. RECORDS & REGISTRATION SPL  
SSS PROGRAM TECH  
TECHNICIAN-MEDIA SERVICES  
TELECOMMUNICATIONS & COMMUNICATIONS SPECIALIST  
TESTING SPECIALIST



**Baltimore City Community College  
Non-supervisor**



This evaluation is intended to facilitate communication between supervisors and employees regarding expectations of job performance and to provide a mechanism for the evaluation of actual performance.

<b>Employee Name:</b>	<b>Rating Period:</b> Year-end
<b>Supervisor Name:</b>	<b>Fiscal Year:</b> 2013
<b>College Business Unit:</b> President's Office	

**Ratings:**

- 4 = Outstanding:** Exceptional performance. Achievements are clearly superior to the level of performance required for the job.
- 3 = Exceeds Standards:** Clearly surpassed the standards required for the job. Used exceptional application of knowledge, skills and/or abilities to exceed the required standards.
- 2 = Meets Standards:** Met the required and expected results for the job. Good performance which is expected of a fully experienced or competent employee.
- 1 = Needs Improvement:** Job requirement and results were partially met. Performance needs development to meet the standards expected of a competent employee.
- 0 = Unsatisfactory:** Performance is unacceptable and shows no significant progress or improvement. Improvement is critical.

Does the employee's Position Description (PD) accurately reflect the current, and anticipated, duties and responsibilities for the upcoming review period? (If no, modify the PD as required before beginning the review period.)

Status of Position Description  Yes

Position-Specific Performance Standards (SMART Goals) <i>Measurable, Achievable, Realistic, Time-based</i>	(Specific,	Mid Cycle Rating	End Cycle Rating
1			
2			
3			
4			
5			
6			
7			
<b>Number of Position-Specific Performance Elements Rated:</b>		<b>0</b>	<b>0</b>

Behavioral Elements	Mid Cycle Rating	End Cycle Rating
<b>Teamwork</b>		
1	Is an active, effective member of the department team	0
2	Is an active committee person (Optional)	0
3	Supports College vision/ mission and divisional goals	0
4	Works to resolve concerns with co-workers	0
5	Interacts positively with co-workers	0
<b>Communication</b>		
6	Speaks effectively	0
7	Writes effectively (clear, organized, appropriate grammar, punctuation) Note: Do not	0
<b>Initiatives</b>		
8	Engages in opportunities for self-improvement	0
9	Generates ideas, options, and solutions for improvement	0
10	Uses creative approaches to improve processes, programs and services	0
<b>Customer Service</b>		
11	Provides information to staff and others in timely manner	0
12	Models the College's Civility Creed	0
13	Strives to keep commitments and follow through on customer requests	0
<b>Quality of Work</b>		
14	Maintains work space	0
15	Safety	0
16	Maintains good attendance (Use of approved leave)	0
17	Follows policy and procedure/ work standards	0
18	Pays attention to detail	0
19	Maintains confidentiality	0
20	Appropriately prioritizes work to meet established objectives	0
21	Properly utilizes technology as called for	0
Number of Behavioral Elements Rated:		<b>0</b>
Total Number of Elements Rated:		<b>0</b>

<b>Supervisor's Comments:</b>	<b>Narrative Summary of Performance</b>





16 **Maintains good attendance (use of approved leave)**

MEETS STANDARDS: Demonstrates reliable and predictable attendance and/or punctuality, as required for the position.

### **SIDE LETTER 1**

BCCC and AFSCME (the parties) mutually agree on the need to allow employees to access the Office of Administrative Hearings (OAH or the Office) when appealing a decision by the President in a grievance. This side letter becomes effective in the event that the Office has no jurisdiction, or otherwise concludes that a grievance appeal to OAH is not legally permitted. In that case, BCCC and AFSCME agree to work together to make statutory changes in the Maryland General Assembly stating at the beginning of the legislative session immediately following the rejection of a grievance appeal by OAH. In the interim period following a rejection of a grievance appeal by OAH, the parties will continue to use non-binding arbitration as a form of relief as outlined in the 2016-2019 MOU between the parties. Once BCCC and AFSCME achieve any necessary statutory changes to access OAH for relief in grievance appeals, this side letter shall be retired.

### **SIDE LETTER 2**

The College and AFSCME will mutually agree to an editor to clean up the three MOUs for spelling and grammatical corrections. The selection of the editor must be made in accordance with the State of Maryland Procurement guidelines. The costs for the editor will be paid for by the College. Corrections will be first made with strike through for deletions and bold and underlines for new additions. After a review of a first draft a copy will be available via the track change format. Either party has the option to veto any change made by the editor so that it is not included in the final MOUs.

### **SIDE LETTER 3**

Bargaining unit employees at the Harbor Campus shall pay \$350 per year to park.

SIGNATURE PAGE

**BALITMORE CITY COMMUNITY  
COMMUNITY COLLEGE**

**AMERICAN FEDERATION OF STATE,  
COUNTY & MUNICIPAL EMPLOYEES**

\_\_\_\_\_  
Debra L. McCurdy, PhD  
President

\_\_\_\_\_  
Stuart Katzenberg, Chief Negotiator  
AFSCME  
AFSCME Council3/LOCAL 1870

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Channa Williams, MBA  
Interim Vice President  
Administration & Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved for form and legal sufficiency

\_\_\_\_\_  
Date

Acknowledged By:  
AFSCME Bargaining Team

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

**SWORN POLICE OFFICERS  
BARGAINING UNIT**

**MEMORANDUM OF  
UNDERSTANDING**

**between**

**Baltimore City Community  
College  
and  
AFSCME Council 3 / AFSCME  
Local 1870**

**July 13, 2021 – July 12, 2024**



*Sworn Police Officers*

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**Appendix:**

- 1. Job titles**
- 2. Evaluation forms**
- 3. LEBOR**

*Sworn Police Officers*

**4. Side letters 1, 2 and 3**

## *Sworn Police Officers*

### **Preamble**

This Memorandum of Understanding (MOU) is entered into by and between the Baltimore City Community College (hereinafter referred to as “Employer” or “College” and the American Federation of State, County and Municipal Employees, AFL-CIO, Local 1870 (hereinafter referred to as the “Union” or AFSCME), and has for its purpose the promotion of harmonious relations between the employees in the bargaining unit, the College and the establishment of an equitable procedure for the amicable resolution of differences concerning wages, hours and other terms and conditions of employment.

Both the Union and the College are committed to providing quality, affordable, and accessible educational opportunities with comprehensive programs that meet the professional and personal goal of students while improving communities in the greater Baltimore area. The parties to this agreement shall make a sincere effort to ensure that the administration of this MOU is conducted in a fair and consistent manner and the administration is for the benefit of establishing stability and understanding in the parties’ labor-management relationship. Therefore, pursuant to and consistent with the Collective Bargaining Law, Maryland State Personnel and Pensions Article Annotated, Section 3-501(d)(iii), 3-601(a)(2)(iii) the parties agree, based upon the various articles hereinafter set forth, that this MOU constitutes a Collective Bargaining Agreement between BCCC and AFSCME.

### **Article 1. Recognition and Definition of the Bargaining Unit**

#### **Section 1. AFSCME is the Exclusive bargaining representative**

AFSCME is the sole and exclusive bargaining representative for all bargaining unit employees for purposes of collective bargaining with the College over matters establishing and pertaining to wages, hours and other terms and conditions of employment for all permanent and probationary full-time and regular part-time employees. In recognition of AFSCME’s status as the exclusive bargaining representative of bargaining unit employees, the College shall not bargain with any other organization concerning bargaining unit employees’ wages, hours, terms and conditions of employment.

#### **Section 2. Bargaining Unit Definition**

The bargaining unit shall be comprised of all job classifications identified in Appendix A. to this MOU. All job classifications and positions considered within this bargaining unit on the date of the Union’s certification, as outlined in the SHELRB certification shall be considered bargaining unit positions. All employees occupying such positions on a fulltime or part-time basis, who are under probationary or regular status, and who are not classified as managerial, supervisory, and/or confidential, are considered to be in the bargaining unit and shall enjoy the benefits, rights, obligations and protections stipulated in this agreement in addition to any other rights provided by law.

## ***Sworn Police Officers***

A new job classification that is a successor title and with no substantial change in duties compared to a classification currently included in the bargaining unit shall be within the bargaining unit. A new classification assigned duties that are a significant part of the work done by any classification currently in the bargaining unit shall be within the bargaining unit. The College shall inform AFSCME of any intention to place a new job classification in a bargaining unit.

During the term of this MOU, if a new job classification(s) is created or the status of a classification within one of the bargaining units has changed, the College shall notify the Union at least sixty (60) days prior to the intended date of entry. If it is believed that the bargaining unit status of a position has changed, the College or the Union, whichever is proposing the change, shall notify the other as soon as possible. The parties will meet and attempt to resolve any disagreements concerning the relation of the position or classification to the bargaining unit. Any unresolved dispute between the parties regarding whether or not a position or positions should be included in the bargaining unit covered by this MOU may be submitted to SHELRB by either party pursuant to its regulations. The decision of SHELRB shall be final and binding on both parties, subject to any appeal rights provided by law or regulation.

## **Article 2. The Right of Employees to Non-Discrimination, Fairness and Respect**

The College recognizes the rights and protections afforded its employees under Federal, State and local law. It is the policy of Baltimore City Community College that employees will be treated with dignity, respect and fairness in employment, including, but not limited to, physical appearance. It is the policy of the College to prohibit discrimination, including harassment in employment against any employee due to race, age, ancestry, color, religious affiliation, belief or opinion, genetic information, creed, sex, sexual orientation, gender identity, political affiliation, national origin, ethnic background, marital status, family status, disability, labor organization affiliation, membership or non-membership in the Union or any other category protected by law.

Similarly it is the policy of the Union that it shall not discriminate against any employee or cause or attempt to cause the College to discriminate against any employee due to race, age, ancestry, color, religious affiliation, belief or opinion, genetic information, creed, sex, sexual orientation, gender identity, political affiliation, national origin, ethnic background, marital status, family status, disability, labor organization affiliation, membership or non-membership in the Union or any other category protected by law.

## **Article 3. Duration, Renewal and Reopener**

### **Section 1. Duration**

This MOU shall become effective upon ratification by the respective parties. No provision of this MOU has retroactive application unless required by law or it has been agreed to expressly in this MOU. This MOU expires at 12:01 AM on July 13, 2024. The

## ***Sworn Police Officers***

parties shall ensure that their respective ratification processes are completed as promptly as possible after the conclusion of negotiations.

### **Section 2. Renewal**

Except as otherwise provided herein, this Memorandum of Understanding shall become effective upon signing and remain in effect until the date established in Section 1 above. This MOU shall be automatically renewed from year to year thereafter unless either party provides written notification to the other by December 31 of the calendar year prior to expiration of its intent to terminate, modify or amend this MOU. After notification is provided, the parties shall then commence negotiations for a successor MOU, during the last year of this MOU at dates and times agreed to by the parties.

### **Section 3. Reopener**

In the event that there is a change in law affecting the legally permissible scope of bargaining, either party may reopen this MOU to request bargaining over the newly negotiable matters. In the event that the subject matter being proposed does not give rise to a duty to bargain, the party which has not requested bargaining may notify the party requesting bargaining that it does not wish to bargain over the newly negotiable matters. Additionally, upon mutual agreement, the parties may re-open the MOU at any time to bargain about any permissible subject.

## **Article 4. Mid-contract Negotiations**

### **Section 1.**

The College and the Union acknowledge their mutual obligation to negotiate over the College's proposed changes in wages, hours and other terms and conditions of employment for bargaining unit employees. If the parties have not addressed a matter related to wages, hours or other terms and conditions of employment in this MOU, then any change in the current practice or any policy related to that term or condition shall be negotiated before it is implemented pursuant to Section 2 below.

### **Section 2.**

The College shall provide the Union with notice of a change in practice or a new policy, as far in advance as is practical but no later than thirty (30) days of an intended change in wages, hours or other terms and conditions of employment, for bargaining unit employees. The Union may request bargaining within this thirty (30) day period and, upon request, the College shall negotiate with the Union. The Union may submit responsive proposals concerning the College's intended changes to change working conditions prior to a bargaining conference. Nothing in this Section requires the College to change its planned implementation date.

If an intended change is required to meet a legislative mandate or an emergency situation, the College shall notify the Union as soon as possible. In situations involving legislative or executive mandates, the College may implement a change even if negotiations do not yield mutual agreement.

**Article 5. Scope of Agreement- The Relationship of the MOU to BCCC Policies**

The parties agree that the terms of this MOU shall apply to the wages, hours and other terms and conditions of employment of Sworn Police Officer bargaining unit employees and shall supersede and replace all College policies and procedures which pertain to matters covered by this MOU.

**Article 6. Employee Rights**

In accordance with Senate Bill 78, unless required by State law or negotiated by collective bargaining, Baltimore City Community College may not decrease the rights, benefits compensation, or privileges of an employee of the College who was transferred from the skilled service of the State Personnel Management System to an independent personnel system on July 1, 2005.

**Article 7. Union Rights- Access, Communication, Meeting space, Information, Job Stewards, etc.**

**Section 1. Access to Campus by Union Representatives**

Union representatives shall be granted access to work areas and to the campus to conduct union business in the same manner as the general public. The activities of the union representative will not interfere with the operations of the Department or prevent employees from performing their work.

**Section 2. Meeting Space**

Union representatives may request the use of College facilities to hold union meetings by contacting the Administrative Assistant to the Vice President of Administration & Finance, or his or her designee, at least 24 hours prior to the meeting. Upon prior notification, the College will provide meeting space where feasible. Such meetings will not interrupt the business of the College and will not involve employees who are on working time, unless approved in writing by their supervisor. The College shall make space available for Union representatives to have confidential discussions with employees on an as-needed basis subject to availability and provided that the Union has made prior arrangements with the Director of Human Resources or his or her designee to schedule such meetings.

**Section 3. Means of Communications**

The Union may communicate with bargaining unit employees through the use of bulletin boards and/or electronic means of communication consistent with the policies of the College. The Union shall provide a copy of general bargaining unit communications sent to the entire bargaining unit or a specific portion of the bargaining unit to the Director of Human Resources and Employee Labor Relations Coordinator.



## *Sworn Police Officers*

### **Section 4. Information Provided to the Union**

The College will provide a report three times per year (February 1, July 1, and November 1) to the Union containing the following information on bargaining unit employees:

The name, workday ID, date of hire, job title, campus/address, office, department, work phone, work email, building, room number, and assigned salary grade. In addition, the College will provide a monthly report showing all new employees who were added to the payroll since the prior month's report and will include the employee's name, job title, assigned salary grade, office and department.

Upon request by the Union, the College will provide other necessary and relevant information to the extent not prohibited by applicable law. Information may be provided to the Union in the form of a password protected file sent over email or a password protected file provided on a USB flash drive or paper format.

### **Section 5. Right to Union Representation**

Except as otherwise set forth in the provisions of this MOU (e.g. Grievance Article), an employee shall have the right to union representation if requested by the employee, only as provided below.

- A. In any investigatory interview or discussion with an employee who is the subject of the investigation.
- B. At any disciplinary hearing or discussion with the employee who is the subject of the disciplinary hearing.
- C. Management shall allow reasonable time for Union Representatives to attend Disciplinary meetings or a meeting that could lead to disciplinary action but in no case less than four (4) hours if there is a representative on duty at the campus. If there is no Union representative on duty on campus, the employee shall be allowed at least twenty-four (24) hours to obtain a Union representative.

An employee shall not have the right to a union representative in attendance during a discussion solely related to performance or during a performance review unless the performance review could lead to termination or demotion without immediate improvement on the part of the employee.

All employees are expected to give prompt and truthful responses and to otherwise fully cooperate with the College's investigation.

The role of the union representative is to advocate for and to assist the employee including consulting with the employee in advance of the meeting with management, clarifying the employee's statement concerning the facts and suggesting possible witnesses. The Union shall not interfere with the College's investigating process. The employee shall speak on his or her own behalf.

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### **Section 6. New Employee Orientation**

A new bargaining unit employee and a union officer or job steward, as designated by the Union, shall be granted twenty minutes without loss of pay to meet and discuss rights, benefits and obligations under the MOU. The Union shall also have the opportunity to make a presentation, not to exceed fifteen minutes, at orientation sessions for all new College employees.

### **Section 7. Job Stewards**

The Union will appoint or elect certain employees to serve as job stewards, not to exceed six (6) job stewards and two (2) alternate job stewards. The Union will provide to the College a listing of its current job stewards, including all alternative job stewards. Such list shall be updated and provided to the College whenever there is a change.

The College will permit a job steward (or alternative job steward in the absence of the job steward) to have a reasonable amount of release time, without loss of compensation, not to exceed 600 hours per calendar year for all job stewards and alternate job stewards combined, to investigate and present grievances to the College on behalf of employees and to attend monthly steward meetings.

If 600 hours is not an appropriate amount of time for the job stewards to responsibly represent employees, the parties shall meet to discuss the amount of time required. Job Stewards must obtain authorization from their supervisor for release time to conduct representational duties during working time. Approval of release time will not be unreasonably denied.

### **Section 8. Union Office**

The College shall provide an office for Union use with at least a desk, a phone, a filing cabinet and a locking door, as identified by the College.

## **Article 8. Management Rights**

Except as otherwise modified by this MOU, the College retains the right to:

1. determine its mission, budget, financial management, organization, number of employees and number of employees assigned to work projects, academic endeavors, method and means and personnel by which its operations are conducted, technology needed, internal security practices, location or relocation of its facilities, and types and grades of employees assigned and personnel by which its operations are conducted, including the right to subcontract operations, general level of wages, wage patterns, fringe benefits;
2. maintain and improve the efficiency and effectiveness of operations;
3. determine the services to be rendered and the operations to be performed, classify duties and assign duties to employees and determine the technology to be used;
4. determine the overall processes, means and classes of work or personnel to conduct operations;
5. determine hours of operation and schedule tours of duty;
6. hire, direct, supervise and assign employees;
7. discipline, discharge and lay off employees;
8. terminate employment because of lack of funds, lack of work, under conditions where

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the College determines there is insufficiency or non-productiveness or for any other legitimate reason;

9. set the qualifications of employees for appointment and set standards of conduct;
10. promulgate policies and procedures;
11. take actions not otherwise delineated to carry out the mission of the College.

### **Article 9. Seniority Defined**

“Seniority” in this MOU means seniority based upon total State service.

The seniority of an employee whose employment has been converted from a contract to a regular position shall be calculated based upon the initial date of service as a contractual employee prior to the conversion.

### **Article 10. Compensation**

Within 4 weeks of ratification of this MOU, the College will pay a \$100 (gross) ratification bonus to all bargaining unit employees who were employed as of July 1, 2021. The ratification bonus shall not be added to employee base pay.

In July, 2022, the College will pay a \$200 (gross) bonus to all bargaining unit employees who were employed as of July 1, 2022. Such bonus shall not be added to employee base pay

In July, 2023, the College will pay a \$200 (gross) bonus to all bargaining unit employees who were employed as of July 1, 2023. Such bonus shall not be added to employee base pay.

### **Article 11. Compensation- Rates of Compensation**

#### **Section 1. Generally**

The standard wage rates associated with College positions shall be no less than the wage rates associated with positions in the State Personnel Management System that are of the same classification or, if the classification system is not the same, of the same requisite education, background and experience and with the same duties and responsibilities.

#### **Section 2. Skilled Service Employees**

The College’s Non-Exempt, skilled service employees who are in the State Personnel Management System shall be compensated in accordance with the State’s pay plans, regulations, and guidelines promulgated by the Secretary of the Department of Budget and Management.

#### **Section 3. Increases Associated with the State’s Annual Budget**

The College shall provide its employees with cost of living adjustments and raises in accordance with requirements established in the State’s Annual Budget.

#### **Section 4. Pay Increases upon Reclassification, Promotion, Acting Capacity, Lead Worker, Bilingual Situations**

The College’s method of determining the minimum increase that will be given to an employee, following a reclassification, promotion, acting capacity, lead worker

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status or in bilingual pay situations will be consistent across the Exempt, Non Exempt, and Sworn Police Officer MOUs.

### **Section 5, In-Charge Pay.**

Employees who are designated as “In-Charge”, who are designated to perform the immediate daily supervision duties of a supervisor for an entire shift, or tour of duty shall be eligible for a daily stipend of Twenty Dollars (\$20) per day, not to exceed five (5) continuous days. The designation must be pre-approved by the Divisional Vice-President or a President Staff member and must consist of the daily direction, planning and controlling of a department or work unit.

If the designation is longer than 5 continuous days, then the Acting Pay provision and process shall apply from the 6<sup>th</sup> day continuous day moving forward.

### **Section 6. Court Appearance Pay**

- A. An officer on a non-standard shift with hours outside of the 8:00 AM to 5:00 PM range shall be compensated for two (2) hours minimum for court required responsibilities for any police work performed in the course of work as an SPO at BCCC, with proper court documentation.
- B. SPO’s who are called to report to court on their regular day off shall be guaranteed a minimum of four (4) hours of pay with proper court documentation.

## **Article 12. Compensation: Bonuses**

An award made under this section is a bonus provided by the College in addition to the regular compensation of the recipient.

### **Section 1. BCCC College Excellence Award**

Nominations will be accepted by the Excellence Committee continuously throughout the year until the Call for Nominations terminates on December 15 of each year. Winners of the College Excellence Award receive recognition \$500, a framed certificate, Campus Communicator publicity, an award letter for their personnel files, and a campus posting. Award benefits may change due to a change in policy or funding.

### **Section 2. Innovative Ideas**

- A. The Program Generally  
The College may award an Innovative Idea Award for an innovative idea, including an invention or suggestion, that, if implemented, would:
  - 1) increase revenue to the College;
  - 2) save money for the College;
  - 3) improve the quality of services delivered to the public; or
  - 4) otherwise significantly benefit the College.

Except under exceptional circumstances, an award may not be made for an innovative idea that is under active study or continual review by a unit of State government.

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- B. Review of Innovative Ideas Submitted to the College.  
To the extent possible, within 60 days after an innovative idea is submitted to the President or his or her designee, the College shall decide whether to give an Innovative idea award.
- C. Award for Innovative Idea  
The College may give an employee a cash award of not more than:
1. \$1,000 for an innovative idea with a reasonably ascertainable monetary savings or gain to the College; or
  2. \$300 for any other innovative idea.

### **Section 3. Incentive Performance Awards Program for employees.**

- A. Awards for Performance that Exceeds Expectations  
The College shall grant an employee who receives an overall annual performance rating of Exceeds Expectations one day of Award Leave.
- B. Awards for Performance that is Outstanding  
The College shall grant an employee who receives an overall annual performance rating of Outstanding two days of Award Leave.
- C. Award Leave Terms
1. Award Leave is not accrued leave.
  2. Leave taken shall not be charged against an employee's accrued leave balance.
  3. Award leave shall be taken within six months of the date it shows on employee's leave balance.
  4. This leave shall not be paid out in lieu of taking leave.
  5. This leave shall not be paid out upon termination of employment.

**Notification will be posted by October 1.**

## **Article 13. Payroll, Hours of Work and Overtime**

### **Section 1. Scheduling Generally**

In general, the regular work schedule is between the hours of 8:00 AM and 5:00 PM, inclusive of a one (1) hour lunch break, with the exception of schedules for employees hired into positions with alternate work schedules. Supervisors, consistent with their departmental needs, may allow employees to work 7:30 AM to 4:30 PM or 8:30 AM to 5:30 PM, with the exception of employees hired into positions with alternate work schedules.

### **Section 2. Copy of Job Description**

Upon initial employment and upon any change in job classification or modification of position description thereafter, each full-time or part-time bargaining unit employee shall be furnished a copy of his/her job description, assigned bargaining unit, applicable salary, assigned work, location, daily work schedule, and prescribed standard workweek.

### **Section 3. Workweek**

The regular workweek consists of forty hours in a seven-day period. The workweek runs from 12 midnight on Wednesday through 11:59 p.m. on Tuesday, or as otherwise dictated

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by the State.

With the exception of employees who are hired into positions with alternate work schedules, all employees shall be expected to work eight hours per day, between the hours of 8:00 AM and 5:00 PM. In addition to the 8 hours of work, each employee will have a one (1) hour lunch break. In addition, each employee shall receive two (2) duty-free rest periods of fifteen (15) minutes each in duration. The duty-free rest periods may be combined with the 1 hour lunch to create a longer rest period, with prior supervisory approval. Some of the College's functions are twenty-four hour operations and shall be staffed accordingly.

### **Section 4. Work Time:**

The College agrees to count as work time all time that COMAR and the Fair Labor Standards Act indicate should be counted as work time.

In general, compensable work time includes:

1. All time that an employee is on duty or at a prescribed place of work, and any time that an employee is suffered or permitted to work. Among other things, generally, this includes all time that the employee is on duty and time that the employee performs the duties associated with his or her position; time spent in traveling required by the College during regular working hours (generally not time spent traveling from home to work and work to home).; non-voluntary meetings, committee work and training, as defined in MOU Article on Release Time; union steward time, in accordance with the MOU Article on Union Rights; and time spent by the grievant at a grievance meeting, in accordance with the MOU Articles on grievances and arbitration.

Employees shall not perform work at home unless asked to do so by their supervisors or their supervisors have granted express permission for them to do so.

### **Section 5. Time Sheets**

The College's payroll records shall be the basis for establishing the number of hours worked by each employee. An employee shall be responsible for recording accurately all hours the employee has worked, even if the hours go beyond the normal eight-hour day. As stated in Article 13, Section 8, an employee may work hours beyond the normal eight-hour day only with prior approval of a supervisor. The employee and the supervisor will review all changes prior to submitting to payroll. If anyone other than the employee makes a change in a time sheet, the employee must be given a copy of the changed time sheet with a written explanation of the reason for the change.

### **Section 6. Breaks**

There shall normally be a duty-free lunch of at least one half hour but no longer than one hour and two (2) duty-free rest periods of fifteen (15) minutes each in duration per day for each 8 hours worked for all full-time, non-exempt bargaining unit employees. In general, rest periods shall be scheduled towards the mid-point of the first and second parts of the daily schedule and the duty-free lunch period shall occur at about the middle of the scheduled shift. With prior supervisory approval, the duty-free rest periods may

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be combined with the 1 hour lunch to create a longer rest period.

### **Section 7. Notice and Process for Schedule Changes**

#### **A. Notice**

##### **1. Regular Schedule Changes**

The College will not change regular work schedules absent operational need.

In the event that the College determines that a change is necessary, it will provide three (3) weeks' notice. In general, employees will adhere to an 8:00 AM to 5:00 PM schedule.

##### **2. Temporary Schedule Changes**

In the case of an emergency or other unforeseen circumstance, or when the College's institutional needs require a temporary change of an employee's schedule, the College shall have the right to implement a temporary schedule change with twenty-four hours' notice. A temporary schedule change is one that is in effect thirty (30) working days or fewer. If the College does not have twenty-four hours advance notice, the College shall notify the employee as soon as possible of the schedule change.

##### **3. Employee Requests for a Regular Schedule or Shift Change**

A supervisor may grant an employee's request to change his or her regular days off and/or shift, if: (1) the employee has been employed by the College for at least two years; (2) the employee has found a volunteer who works on the employee's desired shift who wants to swap shifts with the employee; (3) the volunteer is in the same classification and has earned a similar seniority level as the employee; and (4) the employee and the volunteer agree explicitly in writing to the regular shift change and its duration.

##### **4. Employee Requests for a Temporary Schedule or Shift Change**

Nothing in this agreement shall preclude the "trading of time" or swapping shifts among employees in the same classification provided that: (1) they have the particular skills necessary to perform the work; (2) such swaps do not increase the College's costs; (3) the swaps do not substantially disrupt work; (4) neither employee has failed to report to work in the past on a swapped shift; and (5) they receive prior supervisory approval.

### **Section 8. Overtime**

#### **A. Generally**

With prior supervisor approval, all work performed by a nonexempt employee, in any classification, beyond forty

(40) hours worked, shall be compensated at the rate of one and one-half (1 ½) times his/her current hourly rate.

Employees shall not unilaterally determine their schedules or whether overtime is required.

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In the event of an emergency that requires that an employee work beyond his or her regular approved schedule, the employee will contact his/her immediate supervisor to obtain approval to work the overtime. A list of contact information for supervisors will be posted in every department. If overtime is approved, the employee will record the hours worked on a time sheet and complete an overtime authorization form.

### B. Overtime List

There shall be a list of employees who have volunteered to work overtime that is maintained by the head of each department or his or her designee for purposes of overtime recordkeeping (the "Overtime List").

The Overtime List shall include the name, classification, job title, seniority date and overtime opportunity hours (as described in section C below) for each nonexempt employee in the department or other relevant unit.

The names on the list shall be listed by classification, and then within classification, by total state seniority. If there is a tie in total State service, then the person with the highest last four digits of their social security number shall be considered to have more seniority (in relation to the tie) for the purpose of overtime equalization.

Employee may opt in and off the voluntary overtime list with 14 days advanced notice. The Overtime List shall be established within 30 days after the ratification of this contract and shall be revised each fiscal year by both the Employer and the Union. This List shall be permanently posted in a visible area frequented by bargaining unit members. A union steward or representative may view or copy it. Employees will not be subject to reprisal or disciplinary action for refusal of voluntary overtime.

### C. Voluntary Overtime

Volunteers for overtime shall be solicited by using the Overtime List, except where the completion of a job assignment may be accomplished by the same employee who has been working on the job during regular hours, in which case, the employee who has been working on the job shall receive the first opportunity to complete the job regardless of seniority.

Overtime shall be offered on a rotating basis from the Overtime List described in Section B above. The first opportunity for overtime shall be offered to the bargaining unit member with the highest seniority in the classification with the skills required for the overtime work.

Once the most senior employee in the classification in the department has had an overtime opportunity or opportunities, then the employee with the second highest seniority level shall be offered the next overtime opportunity. Thereafter, overtime opportunities shall be administered in descending order of seniority, and then rotating back to the most senior employee when the person with the least seniority has had an overtime opportunity.



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If an employee is properly on leave when an overtime opportunity would have been offered based upon the employee's position on the overtime list, the supervisor shall not consider that employee as having had an overtime opportunity. The employee shall be eligible if and when the next overtime opportunity occurs.

Overtime opportunities shall be distributed as equitably as possible among all of the employees within a specific department/ for which the overtime is needed, *vis a vis* the essential job functions as described in the College's job descriptions.

Where the overtime involves specialized skills, the College may assign overtime to employees who have demonstrated the skills and ability to do the work rather than to more senior employees who have not demonstrated the skills and ability to do the work.

### **D. Involuntary Overtime**

Where there is an insufficient number of volunteers, overtime shall be assigned on an inverse seniority basis.

In a circumstance when no employee from the list is available or everyone has rejected the opportunity to perform overtime work, the Employer will assign the work to that person with the least seniority within the job classification in the department. Once an employee has worked mandatory overtime, his or her name will be rotated to the bottom of the list for purposes of mandatory overtime.

If any employee feels that he or she has been wrongfully overlooked or denied an overtime opportunity, he or she shall bring the oversight or denial of overtime to his or her supervisor's attention before or at the time the overtime is scheduled to be worked.

### **E. Emergencies Requiring Overtime**

In an emergency situation, a supervisor may exercise his or her discretion to enlist available and easily accessible personnel to correct or defuse the emergency in the most efficient manner. An emergency is not a circumstance known in advance of the overtime requirement.

### **F. Advance Notice**

Where possible, the College shall provide notice of required overtime at least forty- eight (48) hours in advance of such overtime.

## **Section 9. Payment of Overtime**

Hourly employees who work overtime will be compensated monetarily. Monetary compensation shall be paid on a regular pay day for the pay period in which it was earned.

## **Section 10. Payment of Wages**

### **A. Timing**

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The College recognizes that employees should be paid at the time that has been designated as their payday. At the first of every calendar year and at the time of hire,

the College shall provide employees with written notice of the timing of paydays in accordance with the schedule set by Central payroll.

When Central Payroll fails to provide the College with an employee's check on his or her designated payday, as a stop gap measure, the College shall issue the employee a check in an amount that is equivalent to two-thirds of the employee's gross wages.

When Central Payroll processes the employee's payroll, the employee shall immediately reimburse the College in the amount of the "stop gap" check.

Upon termination of an employee's employment, the College shall provide Central Payroll with prompt notice of termination date so that Central Payroll may process the employee's final paycheck for all wages due.

### **B. Deductions**

An employee's wages shall be reduced only: (1) when he or she has indicated expressly in writing that a particular deduction is to be made or (2) in accordance with the law or government rule or regulation or pursuant to a court order.

## **Section 11. Training**

If a supervisor suspects that an employee may not be qualified for potential overtime opportunities or schedule of shift changes within a classification based on the supervisor's belief that the employee does not have the required skills, then the supervisor shall offer training to the employee in the relevant skill areas. This training shall be in accordance with the MOU Article on Release Time- Staff Development.

## **Section 12. Call back pay**

Employees who are called to report to work on their regular day off or that have been recalled to work after having completed their shift and left the Employer's premises, shall be guaranteed a minimum of four (4) hours of pay plus travel time at the regular rate of pay for actual hours worked or at the applicable overtime rate, whichever is greater.

## **Section 13. Report Pay**

An employee who is pre-scheduled to work an overtime shift and reports to duty will be guaranteed three (3) hours overtime pay at the appropriate rate unless the employee is a holdover from a previous shift. The College shall notify employees as soon as practical prior to their scheduled start time in the event the employee is not required to report for prescheduled overtime.

## **Section 14 Work schedules less than 40 hours**

Part time employees shall be paid at the overtime rate of time and one half their regular rate of pay plus shift differential when they have worked more than 40 hours per week.

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### **Article 14. Shift Differential**

- A. The College's Non-exempt employees shall be paid a shift differential if and when they work a qualifying shift.
- B. A qualifying shift means a full time or established part time shift which starts at or after 2 PM and at or before 1 AM.
- C. An employee who works any part of a qualifying shift shall be paid a shift differential on a prorated basis.
- D. An employee who works overtime from a qualifying shift into another qualifying shift shall be paid a separate shift differential, in addition to any overtime payment or compensatory time to which the employee may be entitled.
- E. An employee who works overtime from a non-qualifying shift into a qualifying shift shall be paid a separate shift differential, in addition to any overtime payment or compensatory time to which the employee may be entitled, if the employee works at least ½ of the qualifying shift.
- F. The rate of shift differential pay shall be \$1.60 per hour.

### **Article 15. Tuition**

In recognition of the importance of tuition benefits for employees of the College and their dependents, the College remission for employees and their dependents will begin after 6 months of employment and a mid-year review of satisfactory or above. Employees need to reimburse the College if they drop a class after the withdrawal date or receive a D or below for a BCCC credit class.

Tuition remission will be maintained subject to the reciprocal agreement with the University System as long as the University System maintains a reciprocal agreement with BCCC. The College will follow USM system tuition remission policies and all changes instituted by the University System:

- USM Policy on Tuition Remission for Regular and Retired and Staff Employees of the University System of Maryland VII-4.10
- USM Policy on Tuition Remission for Spouses and dependent Children of Regular and retired Faculty and Staff employees of the University System of Maryland
- Maryland Policy on Tuition Remission for Spouses and Dependent Children of Faculty and Staff VII-4.20

### **Article 16. Insurance**

Health and Other Insurance Benefits.

Bargaining unit employees may participate in health and other insurance benefit plans offered by the State pursuant to the terms of those plans.

### **Article 17. Pension**

Section 1. Retirement Benefits.

Bargaining unit employees may participate in the State's retirement plans in accordance with the plans' eligibility requirements.

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### **Article 18. Parking**

The current parking fees for all bargaining unit employees shall remain in effect for the duration of this MOU.

Should the College experience a loss of a parking facility; the loss will trigger a reopener on the subject of parking and the associated fees.

### **Article 19. Labor Management Committee**

#### **Section 1. Purpose**

The College and the Union share a belief that many concerns can be resolved through a mutually constructive, cooperative and participative approach. The College and the Union encourage administrators, supervisors, and employees to resolve concerns in a manner which emphasizes shared communication, including respect for different viewpoints and professional interaction.

To help promote a constructive and cooperative relationship, the College and the Union agree to create a Labor Management Committee as an organized forum for the discussion of issues associated with the implementation of this MOU. Among the specific objectives of the Committee are:

- A. Foster productive communication between the parties;
- B. Provide a forum to discuss issues of mutual concern;
- C. Work to build consensus for joint problem solving and planning;
- D. Communicate and share the activities of the Committee with the College community; and
- E. Make recommendations or reports to the appropriate College divisions, departments or administrators.

#### **Section 2. Authority**

The Committee shall have no authority to modify the terms of the parties' MOU, nor bargain for a successor MOU or in any re-opener circumstance.

The Committee shall have no authority to hear or determine grievances. Disputes over alleged contract violations should be pursued through the Grievance Article.

When a recommendation is reached by the committee, it shall be forwarded to the Director of Human Resources and any appropriate department and the relevant Vice President for consideration. Within 30 days of receiving the Committee's recommendation(s), the relevant Vice President shall issue a written response to the Committee addressing its recommendation.

#### **Section 3. Membership**

The Committee shall be composed of (6) six bargaining unit employees and (6) six representatives from the College. The committee shall not exceed 12 members. Either party can substitute an alternate for a representative when necessary. Upon mutual agreement of the co-chairs, the parties may invite individuals who are not Committee members to present information to the Committee. Such individuals may be from the College, the Union, or agencies such as the Federal Mediation and Conciliation Service.

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### **Section 4. Meetings**

Bargaining unit employees shall be granted 3 hours of release time per month for meetings. Committee members may attend meetings during regular business hours after providing reasonable notification to their supervisors. Supervisors shall not unreasonably deny an employee's request to attend the meeting. Time spent in doing Committee work is work time.

## **Article 20. Holidays**

### **Section 1. Holidays**

All regular full-time employees shall be paid for thirteen (13) official State Holidays. The annual Holiday schedule shall be distributed by the Human Resources Department.

BCCC shall observe the following Holidays:

New Year's Day

Dr. Martin L. King Day

Good Friday

Juneteenth

Independence Day

Labor Day

Thanksgiving Day

Thanksgiving Friday

Memorial Day

Christmas Day

Veterans Day (Observed during winter break)

Columbus Day (Observed during winter break)

Presidents Day (Observed during winter break)

If a Holiday falls on a Saturday, it shall be observed on the preceding Friday; if it falls on a Sunday, it shall be observed on the following Monday.

If an employee is scheduled to work on any one of the thirteen (13) official Holidays, (excluding holidays observed during winter break) or if the employee's regular scheduled day off falls on a Holiday, then the employee may schedule the Holiday observance sometime during the 7 days prior to the observed date and 30 days post observed date, with the approval of the immediate supervisor. Such approval will not be unreasonably denied.

The College shall observe the Statewide General Election Day Holiday. Closure when designated by the Governor of Maryland.

All regular full-time employees shall receive one floating holiday at the beginning of the first pay period of the calendar year. An unused floating holiday may not be carried over to the next calendar year. An employee shall not receive or use a floating holiday during his or her probationary period.

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### **Section 2. Holiday Pay**

Employees working on a holiday/winter break shall have the option of receiving cash or compensation at one and one-half times their regular rate.

### **Article 21. Leave**

#### **Section 1. Annual Leave**

##### A. Rate of Earning Annual Leave

Employees in the Baltimore City Community College Personnel System

- a. From the beginning of the first year of service through the completion of the twentieth year of employment, an employee who works forty hours per week shall be credited with annual leave at a rate of 6.77 hours per pay period / 22 days per year. An employee may not earn more than one-hundred seventy-six (176) hours of annual leave per year.
- b. From the beginning of the twenty-first year of service and continuing thereafter, an employee who works forty hours per week shall be credited with annual leave at a rate of 7.69 hours per pay period/25 days for year. An employee may not earn more than two hundred (200) hours of annual leave per year.
- c. An employee does not earn annual leave for hours worked in excess of the employee's regular workweek.

##### B. Use of Annual Leave

1. Generally except in emergency situations, an employee shall make a written request for time off for use of annual leave from his or her supervisor in advance of the date(s) that he or she wants to use annual leave. Supervisors shall grant or deny the request in writing within one week of the request. If the supervisor is on leave or unavailable, his/her designee shall approve or deny the leave within one week of the request. Employees shall not use annual leave in excess of the hours they have accumulated. Employees shall not have a limitation on the amount of annual leave he/she is requesting or used as long as the employee have the leave to use.

Employees must give 60 days' notice prior to taking the leave for leave in excess of 30 days (except in the case of any emergency).

##### 2. Limitations

Employees working in the following departments shall not take Annual Leave in excess of two (2) consecutive days during the following periods except if approved by the Supervisor or Designee:

- a. Employees in Students Affairs, Financial Aid, Bookstore and Cashier's Office, during the Fall and Spring Early and General Registration and add/drop week; B.
- b. Employees in General Accounting during July and August.
- c. By employees in ITS in August, September and January, except that a maximum of one programmer, one network engineer, and two computer

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- information specialists may be permitted to take leave.
- d. Employees in the Library during the Spring and Fall semesters, except each semester at least one employee will be able to take one week of annual leave.
  - e. Employees in Public Safety during Commencement
  - f. Employees in BCED during Fall and Spring General Registration and one week following General Registration.

The definitions of periods that are barred for more than two consecutive days of annual leave are as follows:

- Registration (Includes Early and General)
- Spring Between 20 and 17 wks BTDCS 3 wks BTDCS 1 wk ATDCS
- Fall Between 20 and 17 wks BTDCS 3 wks BTDCS 1 wk ATDCS

BTDCS means before the date that classes start/ATDCS means after the date classes start

Leading up to the week before each semester starts, any leave must be approved by the Supervisor or Designee.

### 3. Advance Requests for Use of Leave

During the months of February and September, employees shall submit written requests for leave to be used from August through January, and February through July, respectively. These written requests shall be submitted to the employee's supervisor by the first day of the second week in February and September. During the first week of February and September only those employees who are carrying 400 hours or more of accrued annual leave shall be able to request advanced use of leave. Conflicts among employees with more than 400 hours of banked time shall be settled by total hours of banked time. After the first week of February and September when there is a conflict in scheduling leave the conflict shall be resolved based upon continuously rotating seniority.

The College encourages employees to take advantage of the advance leave request procedure in February and September, so that supervisors and employees can make appropriate plans. Employees may still make leave requests on other occasions. When leave requests are submitted outside of the February and September leave-scheduling process, the request shall be considered on a first come, first serve basis, rather than based upon continuously rotating seniority. No leave shall be cancelled if it has been approved 14 days or more in advance of the first day of the leave unless the employee agrees.

The College shall try to schedule the break during the same time as the spring break for Baltimore City Public Schools.

### C. Accrued Annual Leave

Employees who work a forty (40) hour workweek shall not accumulate or carry over more than 600 hours of accrued annual leave from one calendar year to the next. Part-time employees may accumulate and carry over a maximum number of

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hours determined on the basis of the percentage of a forty-hour workweek they work.

Accumulated and unused leave shall be forfeited. Upon termination of employment, after successful completion of the initial probation period, employees shall be paid for their unused accrued annual leave up to 400 hours. In the event that the State increases leave payout in excess of 400 hours the College will reopen negotiations of the Current MOU.

### **D. Contractual Conversion**

Contractual employees who convert to regular employee status shall accrue leave based upon their initial date of employment as a contractual employee as long as their service is continuous. Contractual employees shall not be credited with leave for the period of time that they were contractual employees.

### **E. Rate of Accrual Upon Return to Service**

A non-temporary employee who returns to College service shall be credited for previous State or College service if the employee had satisfactory performance and at least 180 days of continuous service in an allocated position and returns to state service within a 3 year period.

The College shall consider an employee's performance to have been satisfactory unless the employee's most recent personnel evaluation before separation denotes unsatisfactory performance. An employee returning to College service shall accrue leave at the effective rate based upon years of actual service.

## **Section 2. Personal Leave**

All full-time employees shall be granted three (3) days of personal leave at the beginning of the first full pay period of the calendar year. Unused leave days may not be carried over beyond the first full pay period in the next calendar year.

A supervisor may not deny an employee the right to use personal leave unless the supervisor is not notified prior to the start of the leave.

## **Section 3. Payout upon Termination of Employment**

An employee whose employment terminates after working for the College for at least six(6) months shall be paid his or her accumulated annual leave and compensatory time at a rate of compensation equal to the greater of: (1) the average regular rate received by the employee during the last three (3) years of employment or (2) the final regular rate. An employee who transfers to another State agency shall have his or her leave balances transferred from the College to the employee's new employing agency if the agency will accept the transfer.

## **Section 4. Religious Observance Leave**

An employee may elect to work overtime to earn compensatory time for an absence for religious observance. An employee's request to earn compensatory time for use for religious observance shall not be denied if the modification to the employee's schedule does not interfere with the efficient operation of the College. An employee's supervisor



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shall reasonably accommodate an employee's request to use leave for religious observance when the employee is scheduled to work on a College holiday if accommodations can be made without serious interference with the efficiency of the College. If a reasonable accommodation cannot be made, the supervisor may deny the leave request.

### **Section 5. Winter Break**

The President shall designate six (6) days for a paid Winter Break.

An employee required to work during the Winter Break shall be compensated according to Article 20 Section 2: Holiday Pay (excluding weekends attached to the winter break).worked.

Six (6) days observed during the Winter break:

Veterans Day

Presidents Day

Columbus Day

Three (3) administrative leave (winter break) days

### **Section 6. Administrative Leave**

Administrative Leave may be granted at the sole discretion of the President.

### **Section 7. Jury Service and Legal Actions Leave**

An employee who is selected for jury service shall notify his or her supervisor without delay. An employee who serves as a member of a jury is entitled to leave with pay so long as the employee's jury service occurs on a regularly scheduled workday and the employee provides documentation.

Leave of absence with pay shall be granted to employees for time spent in jury duty, appears before or is a member of a grand jury or if the employee is subpoenaed to appear in a court proceeding, before an administrative agency, or for a deposition, and is neither a party to the action nor a paid witness.

If an employee is dismissed from jury duty or released from his or her appearance in court, before an agency or at a deposition, and if after being released an employee has more than two hours left in the normal shift for that day, then the employee shall return to work for the balance of the scheduled workday. An employee on a non-standard shift with hours outside of the 8 a.m. to 5 p.m. range shall not be required to report to work on the day that they have jury duty.

### **Section 8. Definition of a Child for Purposes of Sections Bereavement Leave, Sick Leave and FMLA**

For purposes of the College's leave policies on Family and Medical leave (used for the care of a sick child), Sick Leave and Bereavement Leave, a child is the person who is the son or daughter of an otherwise eligible employee and who is under eighteen (18) years of age, or who is eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability during the period of serious illness. The child may be the biological, adopted, step- or foster child of the eligible employee. The term child also includes someone who is the legal ward of the employee or someone for whom the

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eligible employee has provided sufficient, notarized affidavit(s) and proof of financial dependence that the employee is standing in loco parentis.

### **Section 9. Family and Medical Leave**

#### **A. Generally**

The College shall provide an employee with a serious health condition or an employee whose spouse, child or parent has a serious health condition, with Family and Medical Leave in accordance with the Family and Medical Leave Act. An employee is eligible for twelve weeks of Family and Medical Leave during a rolling 12 month period. An employee must exhaust all available forms of paid leave, including sick, annual, personal and compensatory time, before taking unpaid leave. Available paid leave shall run concurrently with FMLA Leave.

#### **B. Birth or Adoption.**

An employee who has been employed by the College for a period of at least one year in a permanent full-time position and who is responsible for the care and nurturing of a child may use, with certification of the birth or adoption, up to thirty (30) days of accrued sick leave for the time period immediately following the birth of the employee's child or the placement of a child with the employee for adoption. If two College employees are responsible for the care and nurturing of a child, a maximum of 40 days may be shared, not to exceed 30 days for one employee.

Employees should notify their supervisors as far in advance as possible of their desire to use Leave after birth or adoption and must provide documentation of birth or adoption placement.

If the employees' absence qualifies as FMLA leave, the college shall provide the employee with written notice that the employees' leave is being designated as FMLA leave.

The College shall not discriminate against any employee who has exercised rights protected under the FMLA. An employee must exhaust all available forms of paid leave, including sick, annual, personal and compensatory time, before taking unpaid leave.

#### **C. Use of intermittent or short-term family medical leave allowed** Intermittent leave in Intervals as short as a day or part of a day are allowed under Family Medical Leave. If a serious health condition flares up on sporadic or intermittent basis, an otherwise qualified employee has a right to use family medical leave if requested.

Reduced schedule must be granted if a health care provider certifies the need for a reduced schedule (reduced hours in the day or reduced days in the week, etc., then the request for a reduced schedule must be granted.

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### **Section 10. Sick Leave**

#### **A. Accrual of Sick Leave**

Employees shall be credited with one-and-a-half (1-1/2) hours of sick leave for each twenty-six (26) hours worked, up to a maximum of fifteen days (not to exceed one hundred and twenty hours) of sick leave per year. Sick leave is not earned for hours worked in excess of an employee's regular workweek, nor for hours an employee is on leave without pay. Sick leave may be accumulated without limitation.

#### **B. Use of Sick Leave**

Use of sick leave shall be limited to the following purposes:

1. for the illness, injury or disability of the employee;
2. for death, illness or disability of a member of the employee's family;
3. for a medical appointment of the employee or a member of the employee's immediate family;
4. following the birth of the employee's child; or
5. when a child is placed with the employee for adoption.

Employees do not receive payment for accrued sick leave upon the termination of employment. Unless an employee objects, accrued sick leave shall be placed in the Leave Bank, described in Section D below, upon the termination of employment. Upon retirement, employees are granted 1 month of creditable service for each 22 days of unused sick leave and their leave is not placed in the Leave Bank.

#### **C. Certification of Illness or Disability**

An original certificate authenticating the employee's illness or disability resulting in his or her unavailability for work shall be presented to the employee's immediate supervisor for leaves of five or more days. A supervisor or the Director of Human Resources may require a certificate for leaves of fewer than five days only when there has been a demonstrated abuse of sick leave and only after the employee has been warned about their leave usage.

#### **D. Sick Leave Bank**

An employee may be eligible to donate, and request for use of leave from the State's Sick Leave Bank, so long as the employee meets all of the State's criteria for participation and satisfies all of the State's procedural requirements. An employee requiring leave from the Sick Leave Bank shall submit the completed requisite form to Human Resources as far in advance of the need for the leave as possible.

#### **E. Employee-to-Employee Sick Leave Donation**

An eligible employee may donate sick leave to another State employee, as long as the donor employee has at least two hundred forty hours (240) of sick leave remaining after the donation. There is no limit on hours that can be donated when donation from other balances (annual, personal).

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An employee may receive donated leave from another State employee if he or she exhausted all forms of their own leave, meets all of the State's criteria for participation and satisfies all of the State's procedural requirements subject to Human Resource verification. The College encourages employees to voluntarily participate in the State's employee to employee leave donation program. However, it is the employee's responsibility to secure sick leave donations.

### F. Advanced Sick Leave

The College may advance up to sixty (60) days of advanced sick leave to an employee in any twelve month period for the employee's own serious illness or disability if the employee had used all leave with pay which has been credited to the employee. The employee shall submit a request for advanced sick leave in writing to the College's Director of Human Resources. The Director of Human Resources shall provide written notice of the approval or disapproval of the request to the employee.

The employee shall agree in writing that any advanced sick leave must be repaid in accord with this Article.

The use of advanced sick leave by an employee constitutes a debt for which payment shall be enforceable upon the employee's return to work, and shall continue to be enforceable upon the employee's transfer from one agency to another or upon termination. Reimbursement shall be made at the minimum rate of 1/2 of the rate of sick leave and annual leave earned, and at the employee's discretion by applying credited annual leave, personal leave, sick leave, compensatory leave or cash payments. Any leave accrued during the period of advanced leave will be applied to the leave.

### G. Extended Sick Leave

An employee may qualify for extended sick leave with pay for their own illness or disability if the employee had been employed by the State for at least five years and has exhausted all paid leave that is available to him or her. An employee's continuous absence while using earned leave, advanced sick leave and extended sick leave shall not exceed a total of fifteen months.

The employee shall submit a request for extended sick leave in writing, together with supporting documentation to the College's Director of Human Resources.

The Director of Human Resources, after consultation with the President shall provide written notice of the approval or disapproval of the request to the employee.

### H. Abuse of Sick Leave

The College shall take appropriate action, which may include counseling and/or discipline, up to and including termination of employment, when an employee abuses sick leave and such abuse prevents the employee from performing the essential job functions.

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- I. Sick Leave Incentive Program  
Should the State fund its Sick Leave Incentive Program or direct its agencies to fund it themselves, an employee may cash out forty (40) hours of unused sick leave per calendar year if the employee used no more than forty (40) hours of sick leave during the year and had a sick leave balance of at least 240 hours on December 31 of that year. An employee may cash out fifty-six (56) hours of sick leave per calendar year if the employee used no more than twenty-four (24) hours of sick leave during the year and had a sick leave balance of at least 240 hours on December 31. For purposes of determining eligibility for cash out, sick leave that is donated or is used for a death in the family does not count as sick leave usage, but will affect an employee's balance.

### **Section 11. Bereavement Leave**

- A. A maximum of 3 bereavement leave days may be granted in the event of the death of any member of the employee's immediate family. An additional 2 days of sick leave may be used in the event of the death of any member of the employee's immediate family. Immediate family shall be defined as spouse, children, parents, stepparents, foster parents, legal guardians or others who took the place of parents of the employee or the employee's spouse, grandparents or grandchildren of the employee or the employee's spouse, brothers and sisters of the employee or the employee's spouse, or any relative living in the employee's household.
- B. A maximum of 1 bereavement leave day (sick) may be granted in the event of the death of any member of the employee's extended family. An additional 2 days of vacation, personal or compensatory leave maybe requested. Extended family is defined as aunts and uncles of the employee, or the employee's spouse, nephews and nieces of the employee, or the employee's spouse, brothers-in-law or sisters-in-law of the employee, or the employee's spouse, and sons-in-law and daughters-in-law.
- C. If an employee requires additional time off, the employee's supervisor shall make reasonable efforts to arrange the employee's work so that the employee may use his or her accrued leave for this purpose.
- D. If the State changes its leave policy to provide five bereavement days to employees under certain circumstances, the College will also provide five bereavement days in the same situations.

### **Documentation shall be provided to the Office of Human Resources.**

Documentation must be shown to identify the date of the funeral and relationship to the employee.

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### **Section 12. Leaves of Absence Without Pay**

A. An employee may request a leave of absence without pay:

1. For personal reasons not to exceed thirty (30) calendar days;
2. The amount of time permitted by the FMLA if the employee is eligible for leave under the FMLA;
3. Up to a maximum of six (6) months, for the employee's documented temporary personal illness or disability, when there is medical documentation that the employee can return to the employee's full range of duties.

An employee whose request for leave without pay is granted shall not be separated from the payroll. No leave is accrued during a period of leave without pay.

B. The College may approve an unpaid leave of absence for a greater period of time than specified in A. above. Such an extended leave without pay may not extend beyond two years, except for leave to enter the armed forces. In no case shall an unpaid leave extend beyond two years. An employee on an extended leave of absence without pay shall be separated from the payroll. If such leave is granted, that does not entitle the employee to return to the same position that the employee vacated or any other position in the College.

1. The College shall mail an employee who is on leave a notice advising them that they will be separated from the College before the action is taken.
2. If a vacancy exists, the employee shall be restored to his or her classification. If the employee cannot be restored, the employee may request that the College place the employee's name on the appropriate list as a reinstatement candidate. An employee who fails to notify the College in writing prior to the expiration of the leave without pay of the employee's desire to return to duty shall be considered resigned from the College.

C. Union Leave without Pay

In the event a bargaining unit member is elected or appointed to a statewide union office, the College agrees to provide that individual, upon request, with an unpaid leave of absence not to exceed two (2) years. The union may also designate up to 2 employees a calendar year to participate in its lost time program for up to 3 months. An employee whose request for leave without pay for this program is granted shall not be separated from the payroll. No leave is accrued during a period of leave without pay. Employees participating in this program shall be placed in their previous position upon return to the College.

D. No Retaliation

The College shall not retaliate against any employee because he or she takes a leave of absence when he or she is entitled to and in accordance with this Article.

1. Except for leave of absence for military purposes, an employee granted leave of absence without pay for more than thirty (30) calendar days, and

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who is ready to return to duty at or prior to the expiration of the leave, shall notify the College of the employee's readiness to return.

### **Section 13. Military and War Leave**

An employee who is a member of a Reserve Unit of the armed forces or National Guard Reserve shall be entitled to leave for military training for a period of not more than 15 workdays annually with pay and without charge against leave.

Employees of the College are covered by the Uniformed Services Employee and Reemployment Rights Act (USERRA), 38 USC §§ 4301 through 4333. This law helps to preserve rights to leave afforded by the FMLA.

The College shall provide military administrative leave to eligible employees according to State law.

### **Section 14. Disaster Leave**

Disaster service leave is leave with pay granted to an employee by the College to support the mission of the American Red Cross in giving aid to the citizens of the State of the State of Maryland and neighboring states.

- A. Requests for Disaster Service Leave  
An employee may request disaster leave with pay if the American Red Cross or similar organization
  - 1. Requests the services of the employee during a declared disaster.
  - 2. Certifies that the employee is a disaster service volunteer; and
  - 3. Designates the disaster as Level II or above, in the regulations and procedures of the National Office of the American Red Cross.
- B. Amount Allowed. An employee may use up to 15 days of disaster leave in a 12-month period, only with the approval of the Human Resources Department. Disaster Service leave shall not be unreasonably denied.
- C. Claim Status. For the purpose of the workers' compensation and the Maryland Tort Claims Act, an employee is deemed not to be a State employee while on disaster service leave.

### **Section 15. Paid Leave Following a Positive Tuberculin Skin Test**

An employee is entitled to receive appropriate health care to be provided by the College and leave with pay in accordance with subsection (b) of this section, if:

- A. The employee has a positive tuberculin skin test result on a test taken, and, or:
- B. The Secretary of the Department of Health and Mental Hygiene determines that, for public health reasons, the employee should not work for a given period of time.

Period of leave - Leave granted to an employee under this subsection for public health reasons may not exceed 90 days. If it is determined that a longer absence is medically required, the employee may use other forms of leave to the extent authorized under this MOU.

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### **Section 16. Organ Donation Leave**

#### A. Leave Available for Organ Donation in Any Twelve Month Period

##### 1. Length of time available.

In any twelve (12)-month period, an employee may use up to seven (7) days of organ donation leave to serve as a bone marrow donor and thirty (30) days of organ donation leave to serve as an organ donor.

##### 2. When leave available.

Organ Donation Leave may be used only for the actual donation procedure, the preparation for the actual donation procedure and recovery from the actual donation procedure. It may be used in increments in one (1) hour or more.

#### B. Applications for Leave

An employee or his or her authorized representative may request Organ Donation Leave by submitting: (1) the appropriate request form and (2) the medical documentation required as indicated on the form, to the Director of Human Resources. The College shall render its decision on the request for Organ Donation Leave within five (5) business days of the Director of Human Resources' receipt of the request.

Leave shall be provided retroactively if the employee had to make his or her donation before receiving approval and the leave is otherwise approved in accordance with this Article.

If there is any question about medical documentation, it shall be forwarded to the State Medical Review Director for review.

Organ donation Leave shall be denied only if the employee fails to provide the medical documentation that is required to establish his or her status as a donor.

#### C. Confidentiality of Medical Documentation

Medical documentation submitted with the request for Organ Donation Leave shall be treated as confidential medical information and shall be disclosed only to those who need to know its contents as part of the review, evaluation and approval process. The failure to maintain the confidentiality of medical information shall subject an employee to disciplinary action up to and including termination of employment.

### **Section 17. Transfer of Leave Earnings**

An employee who transfers to a position at the College from another unit of the State government, and vice versa, shall do so without loss of leave earned or credit for State employment. Personal leave will be adjusted according to the 24 hour limit granted by the College.



**Section 18. Accidental Workplace Injury**

A. Generally

Maryland State Workers' Compensation Insurance and the State Personnel and Pensions Laws cover employees sustaining injuries in the performance of their duties at a BCCC site during their scheduled work time. The College shall abide by those laws and the regulations related to them.

Leave benefits apply to employees who are unable to return to work as a result of workplace injuries. Within two years of the injury, employees may file a claim directly with the Workers' Compensation Commission.

B. Reporting

1. The employee, or an individual acting on the employee's behalf, shall provide oral or written notice of the accident to the College immediately after the accident occurs.

Immediately shall be defined in this case as being within 2 work days after the injury unless the employee is incapacitated to the extent that they are unable to participate in providing a notice.

2. The employee or an individual acting on the employee's behalf and the employees' supervisor shall complete a first report of injury and provide this report and any available health care provider reports to the college within 3 working days after the incident occurs.

C. Medical treatment:

Emergency injuries are to be handled by 911 emergency response. For non-life threatening injuries, the employee shall be referred to a college selected medical provider for evaluation and treatment.

D. Work-Related Accident Leave

1. Introduction

Eligibility for work-related accident leave shall be governed by Maryland's Worker's Compensation Law and State Personnel and Pensions Article, Title 9, Subtitle 7, Annotated Code of Maryland. Work Related Accident Leave is not earned, accrued leave. It is governed by SPP §§ 9-701 to 705.

Accident leave shall equal two thirds of the employees' regular pay which may be excluded from federal adjusted gross income and therefore is not subject to either federal or state income tax.

An employee may be entitled to work-related accident leave if available prior to the determination of compensability made by the Workers' Compensation Commission.

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2. Timing
  - A. An employee may use work-related accident leave beginning on the first day of disability that an employee cannot work due to a work related injury and shall continue until the earlier of (1) the day that the employee is able to return to work as certified by a physician or (2) 6 months from the day of disability.
  - B. After an employee returns to work, work-related accident leave may be granted for continuing treatment as certified by a physician selection by the appointing authority up to 6 months from the day of the original disability.
  - C. Work-related accident leave may be granted for up to an additional 6 months if:
    - (1) the employee is certified by a physician selected or accepted by the College or
    - (2) no decision has been reached by the Workers' Compensation Commission on the employees' claim.
  
3. Non Compensable Injuries

If a Workers' Compensation Commission order determines that the injury is not compensable, the college shall correct the employee's leave record to reflect a conversion of the work-related accident leave which was granted in advance of the notification. The employee shall notify the College as to what category of the employee's accrued paid leave shall be used for the conversion. If the employee does not have accrued leave with pay, then the conversion shall be for leave without pay.
  
- E. Eligibility for Workers' Compensation
  1. In addition to Accident leave, an employee has the right to file a claim with the Workers' Compensation Commission.
  2. Within two years of the injury, employees may file a claim directly with the Workers' Compensation Commission.
  
- F. Employee Medical Reports

The employee shall receive copies of all medical reports that the College obtains that are related to the employee's accident leave.

### **Section 19. Accrued Leave and Maintenance of benefits and Seniority during Periods of Leave**

Employees continue to accrue leave during periods that they use paid leave. Leave shall not accrue when an employee is taking unpaid leave.

Employees maintain their seniority during periods of leave. Employees are also entitled to maintain benefits, subject to any of the requirements of the benefit plan(s) to which they subscribe.

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### **Section 20. No Retaliation**

The College shall not retaliate against any employee because he or she takes a leave of absence when he or she is entitled to and in accordance with this Article.

## **Article 22. Release Time- Training, Meetings, Interviews & Union Activity**

### **Section 1. Release Time**

- A. Release Time is paid work time for time spent by an employee participating in training, meetings, committees and interviews, as provided in this Article.
- B. Release Time is not earned accrued time. It does not come out of any earned leave balance.
- C. The parties recognize their respective obligations to grant and use Release Time in accordance with this MOU in an efficient and effective manner. D. Release time may be used in increments of one (1) hour or more.

### **Section 2. College Sponsored Committees**

Employees shall be allowed to participate in College-sponsored, work-related committees and events with prior supervisory approval. Such approval shall not be unreasonably denied.

### **Section 3. Staff Development**

- A. The College encourages and supports its employees' pursuit of educational opportunities by authorizing release time for employees who participate in educational opportunities that are scheduled during the normal work day. An educational opportunity (program) may be a meeting, seminar, conference, workshop, training program, or course. Employees are encouraged to recommend training that would benefit the College and bargaining unit members.
- B. Each employee shall complete forty (40) hours of staff development per fiscal year. An employee shall be allowed Release Time to attend a Staff Development Program, as authorized by his or her supervisor or the Director of Human Resources, for career development purposes. Authorization for release time to attend a staff development program shall not be unreasonably denied.
- C. Release Time for staff development training purposes may be granted under the following conditions:
  - 1. Release time must be pre-approved by the employee's immediate supervisor.
  - 2. The College or the State Department of Personnel offers the program.
  - 3. The Program does not affect employees in a discriminatory manner.
  - 4. Employee's absence does not unreasonably disrupt the normal operations of the College or the office in which the employee works.
  - 5. An equivalent program is not available during the employee's non-working hours.

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7. The Program is job-related or career enhancing. Job-related includes improvement in skills and knowledge currently used in his or her position, recommended by the employee's supervisor, or is in preparation for potential promotion.

### **Section 4. In-Service Training**

If the College requires an employee to participate in an in-service training program, the employee shall use release time for time spent in the training and travel time in excess of the employee's regular commute time. An employee shall not normally be scheduled to work the shift immediately before or after the training. However, this scheduling shall be permitted if an employee volunteers for it or if the employee is assigned to a shift on an overtime basis to meet minimum staffing requirements.

### **Section 5. Job Interviews and Examinations**

Employees shall be allowed up to 4 hours of release time to take examinations and to attend interviews for College and State positions.

Employees shall obtain prior approval from their supervisors of the interview or examination leave request and shall provide their supervisors documentation from the interviewer verifying the employee took the examination or attended the interview. Release time to take an examination or to attend an interview shall not be unreasonably denied.

### **Section 6. Union-Related Activities**

- A. On July 1 of each year, the College shall credit the Union's release time account with one day of release time for each five (5) bargaining unit members. Release time used in accordance with this section shall be charged to this release time account. No release time shall be granted in excess of the Union's account balance on July 1.
- B. The Union may designate employees to use the Union's accrued time for Union business such as Union-sponsored labor relations training, State or area-wide committee meetings or State or International conventions. The employee shall be permitted to use release time when he or she provides his or her supervisor with notice and the time off will not otherwise be unreasonably denied.
- C. Generally, reasonable notice for such meetings is at least twenty (20) calendar days. The supervisor shall grant or deny the employee's request to take Union-Related Activities leave within seven (7) calendar days. A request shall not be unreasonably denied.

### **Article 23. Acting Capacity**

An employee assigned to perform the duties associated with a classification with a higher rate of pay than that of the employee's classification shall receive the hourly rate applicable to the higher classification. This higher rate of pay is Acting Capacity Pay. Prior to accepting the acting capacity appointment, the employee will be notified in writing of the duties expected.

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Acting Capacity Pay shall be paid for the period in excess of five (5) continuous work days. The initial period of Acting Capacity Pay shall be limited to six (6) months or less and may be extended for period up to six (6) months.

An employee in Acting Capacity shall not be relieved of such capacity prior to the completion of the- five-day waiting period for the purpose avoiding Acting Capacity Pay.

The College shall not rotate employees in an acting capacity position to avoid acting capacity pay, nor shall employees be recurrently scheduled in an acting capacity position without compensation. An employee shall not be required to accept an acting capacity assignment if he/she would suffer a loss in pay.

The performance evaluation of the employee working the duties of a higher pay rate shall reflect the added responsibilities the employee performs.

Acting Capacity appointments are voluntary. No employee shall be disciplined or retaliated against for rejecting an opportunity to work in an acting capacity appointment.

Employees who do not satisfactorily perform the required elements of the higher classification shall be returned to their position instead of suffering formal disciplinary action.

### **Increased Responsibilities Pay**

An employee assigned to both their own job responsibility and significant responsibilities from a separate role of equal or lower classification shall be considered for increased responsibilities pay. Should an employee be assigned to such a dual capacity their supervisor shall request that Human Resources increase the affected [pay] by as much as 15% of their base pay.

The initial period is limited to six (6) months or less and may be extended for a period up to six (6) months. Increased responsibility appointments are voluntary.

Employees who do not satisfactory perform the required elements of the dual capacity shall be returned to their position instead of suffering formal disciplinary action. The performance evaluation of the employee in dual capacity shall reflect the added responsibilities the employee performs.

## **Article 24. Job Classification and Reclassification**

### **Section 1 Generally**

Employees will be classified based on duties and knowledge, skills and abilities.

### **Section 2. Job Study**

When the employee (and Union representative, if chosen) and supervisor believe a position is incorrectly classified. A request may be submitted to study the position. Such study shall be completed within 90 calendar unless a study of the job in question has been completed within the previous twelve months and the job duties have not changed.

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The employee (and the Union representative, if chosen) will be provided with a copy of the Employer's findings upon request. The Employer will apply its established classification guidelines in a fair and equitable manner.

### **Section 3. Reclassification**

A reclassification is defined as a change in a position from one classification to another classification due to a significant change in duties and responsibilities of the current position. This may occur when the duties assigned to a position fit better in a higher classification than they do in a current classification.

When additional duties are assigned to a filled position that may warrant its reclassification and there is more than one qualified candidate in an organizational unit, documentation indicating the specific reasons for selecting the qualified candidate to whom the additional duties were assigned shall be retained for three years.

### **Section 4. Workload**

The College shall assign workloads as equitably as possible. The College shall consider redistributing staff or positions among the College's programs, shifts, or work sites or other means of alleviating excess workload and shall specifically consider hiring additional staff where there are chronic workload problems.

If an employee believes that his or her workload is unreasonable and the employee's supervisor is unable to satisfactorily address the employee's concerns, the employee may request that Human Resources conduct a workload audit. The employee, the employee's supervisor, and the Human Resources Director or his or her designee will meet within 15 days of such request being filed. The employee may have a union representative at any such meetings. The College will notify the employee of its decision within 60 days from the date the workload audit request was filed.

### **Section 5. Contractual Conversion**

Current contractual personnel have the option to apply for open PIN positions and to pursue such openings on a competitive basis. The College may designate a vacant PIN for conversion. Contractual employees will be considered for conversion subject to the following criteria:

- Three (3) years or more of consecutive service to the College; Education can be substituted for years of service:
  - One year of relevant education at the undergraduate level may be substituted for one year of required work experience. In general, when equating education and experience, 2.5 credit hours will be considered to be equivalent to one month of experience
- Meets the minimum qualifications;
- Has position related experience;
  - One year of relevant work experience may be substituted for one year of required education
- Has a meets standards performance evaluation or better. If employee did not receive an evaluation, the evaluation will automatically default to meets standards.

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A contractual employee may be appointed to a PIN only when there are no qualified candidates for the position in the unit. In the event there are multiple eligible candidates within the unit, a five (5) day internal competitive search will be required. The converted permanent position should be essential to operations and the College's mission. Converted PINs will not be used for peak or seasonal needs which can be met using part-time personnel.

### **Article 25. Promotion, Transfer, Demotion**

#### **Section 1. Promotions**

Employees may apply for any vacant positions at the College that may provide a promotional opportunity as long as they meet the minimum qualifications for the position. All qualified candidates in the applicant pool will complete a competitive process prior to a selection being made.

The College agrees to develop a selection plan that will (1) contain a job announcement for the vacant position; (2) list the minimum qualifications and (3) include job related selection criteria that assess the knowledge, skills and abilities required for the position.

All College positions will be posted for a minimum of (2) two weeks.

The College shall make a selection from among the candidates who meet the minimum qualifications for the position.

Applicants shall be evaluated based upon position related:

- A. Experience, including length of State, College and contractual employee service, and where possible, allow for the substitution of experience for educational criteria.
- B. Education,
- C. Knowledge skills and abilities

In the event that any two or more applicants are equal, State, College and contractual service shall serve as the tie breaker.

If requested, the supervisor and a human resources representative shall meet with a College employee candidate who was not selected for the position to discuss the ways that the employee may be able to improve his/her chances for possible future promotional opportunities.

In the event that the College creates a new Police Officer I position or fills a Police Officer I vacancy, it shall conduct a position specific recruitment (internal) search. Building Guards (Building Security Officers) who are otherwise qualified shall be considered for the opportunity in accordance with Section A. The selected candidate shall be reclassified as a Police Officer Trainee and the College shall send the person to the MPCTC approved training course. If the College must pay for the employee's training, the employee shall reimburse the College if he or she voluntarily leaves the College within 24 months from the date that the employee completes the training.

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Reimbursement shall occur at the time the employee leaves the College. If the employee fails to complete his or her training successfully, he or she may return to a vacant Building Guard (Building Security Officer) position if available, however, the College shall not send the employee to training again. If the employee leaves the College for any reason other than a medical disability (during the training), the employee shall reimburse the College for all training costs.

### **Section 2. Transfer**

#### **A. Voluntary**

An employee may apply for transfer to a vacant position of the same classification or another classification of the same grade for which the employee meets the minimum qualifications.

#### **B. Involuntary Transfer**

The College may reassign any employee from a position to another position for which the employee meets minimum qualifications, in accordance with any legal requirements.

As a result of a departmental, divisional, or College-wide reorganization, the College reserves the right to re-align staff and positions to best serve the interests of the College, and to do so according to the MOU and the law.

The College shall provide at least ten (10) calendar days' notice before involuntarily transferring an employee. Transfer defined as a change in reporting structure of employee.

### **Section 3. Demotion**

A. A demotion is a change from a classification with one payrange to a classification with a pay range with a lower maximum rate of pay.

B. A demotion may be made:

1. voluntarily;
2. as a form of discipline; or
3. when, upon promotion or reinstatement to a position in the non-exempt bargaining unit, the College determines that the employee is unable or unwilling to satisfactorily perform the duties of the position during the probationary trial period.

C. An employee who applies under B1 for a voluntary demotion shall be considered for the position along with other eligible applicants who have also applied for the same position.



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- D. If a demotion is made under B 3 above, the College shall in accordance with the law during the probationary period:
  - 1. return the employee to his or her former position if it is vacant; or
  - 2. demote the employee to a position comparable to the employee's position within the appointing authority's jurisdiction.
- E. If a demotion takes place, the wage in the lower pay range shall be the level or step that is closest to the employee's current rate of pay but not more than the employee's current salary.

### **Section 4. Retirement Notification**

To allow for a transition period, employees are encouraged to provide 30 days or more advance written notice of retirement to his/her Department Head and the Department of Human Resources whenever possible. Not providing 30 days-notice will not have a negative impact on the employee's ability to retire.

## **Article 26. Probation or Trial Period Following a Promotion**

### **Section 1. Probation for New Employees**

#### **A. Generally**

Newly hired employees (employees whose appointment is their first appointment as a state employee) are probationary employees for six months.

The employment of a probationary employee may be terminated at any time, for any reason. The College shall give the employee a notice of termination at least 10 days before the effective date of the termination, but it may suspend the employee with pay between the date of the notice and the effective date of the termination.

The original probationary period may be extended on a one-time basis up to three months at the College's discretion.

The sole basis for an appeal of the termination of employment while on original probation is that the action was illegal or unconstitutional.

#### **A. Successful Completion of the Probationary Period**

In order to successfully complete the probationary period, an employee shall demonstrate proficiency in the duties and responsibilities associated with the position. A rating of overall "meets standards" on an evaluation shall indicate proficiency in the duties and responsibilities associated with the position.

With that goal in mind, it is the College's responsibility and where applicable the supervisor's responsibility to properly explain the duties and responsibilities of an employee's position to the employee, provide the employee with a written position description and otherwise orient the employee to the operations of the employee's unit.

Periodically during the probationary period, the employee's supervisor shall confer with the employee about the employee's performance and improvements in that performance that are necessary to satisfactorily complete probation. At the end of an employee's first 90 days of probation, the employee shall receive a written evaluation of the employee's

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performance and any recommendations for improvement. If the College extends an employee's probationary period, the employee shall receive additional written evaluations (I) at the end of the employee's initial probationary period; and (ii) at the midpoint of the extension period. The immediate supervisor shall maintain accurate records and documentation of the above actions.

### **A. Contractual Conversion**

An employee who has worked in a contractual position for a period of at least six months immediately preceding the date of conversion from a contractual position to a regular position shall not serve a probationary period. If the employee has worked in a contractual position for a period of less than six months, the employee shall serve a probationary period that would be, when added to the length of time the employee served in the contractual position, six months.

## **Section 2. Returning Employees**

### **A. Return Within Less Than One Year from Date of Separation.**

An employee who is reinstated within one (1) year after separation to a classification in which the employee previously completed a probationary period shall not serve another probationary period. If an employee did not complete probation before separation, the employee shall serve a new probationary period.

### **B. Return After One Year from Date of Separation.**

An employee who is reinstated more than one (1) year after separation shall serve a trial period pursuant to Sections 3 and 4 below.

## **Section 3. Trial Period for Current Employees**

### **A. Generally**

Current employees shall serve a trial (probationary) period of three (3) months when:

1. transferring to a different job classification with a substantially different job description or duties within the College; or
2. appointed to a position following a competitive promotion.

The trial period (probationary period) for transferred employees may be extended on a one-time basis for an additional 30 days at the College's discretion. In order to successfully complete the probationary period, an employee shall demonstrate proficiency in the duties and responsibilities associated with the position. A rating of overall "meets standards" on an evaluation shall indicate proficiency in the duties and responsibilities associated with the position.

With that goal in mind, it is the College's responsibility and where applicable the supervisor's responsibility to properly explain the duties and responsibilities of an employee's position to the employee, provide the employee with a written position description and otherwise orient the employee to the operations of the employee's

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unit. Periodically during the probationary period, the employee's supervisor shall confer with the employee about the employee's performance and improvements in that performance that are necessary to satisfactorily complete probation. At the end of an employee's first 45 days of probation, the employee shall receive a written evaluation of the employee's performance and any recommendations for improvement. If the College extends an employee's probationary period, the employee shall receive additional written evaluations (i) at the end of the employee's initial probationary period; and (ii) at the midpoint of the extension period. The immediate supervisor shall maintain accurate records and documentation of the above actions.

### B. Rejection during a trial period

Notice of a rejection during a trial period shall be in writing with a copy to the union. The College shall provide notice at least 10 work days before the effective date of the termination. The notice shall state the reasons for the termination, the effective date, and the appropriate appeal route. If the rejection during the trial period is for a reason specified in the section of this MOU on automatic termination, then the College may disregard the requirement for 10 days' notice and immediately submit a written termination notice to the employee with a copy to the union.

When the College determines that an employee is unable or unwilling to satisfactorily perform the duties and responsibilities of the position, the College shall either:

1. return the employee to his or her former position, if it is vacant; or
2. if that position is not available, demote the employee to a comparable position.

Employees serving probation following a transfer may grieve a demotion or termination under the Discipline Article of this Agreement.

## **Article 27. Performance Evaluations**

### **Section 1. Generally**

Evaluations are performance management tools. Employee job performance shall be evaluated in accordance with this Article.

The College will use the Performance Evaluation Form as agreed to by a joint management and Union bargaining team that is distinct from the Labor Management Committee. The agreed upon form will be incorporated into the MOU as an appendix.

Nothing in this Article shall prohibit employees and supervisors from communicating about the employee's performance, the relationship between the employee and the supervisor, and the employee's goals for career development at the College, at times other than those specified in this Article. Regular communication feedback between the employee and his or her supervisor is an important component to the employee's performance and development and ultimately to the evaluation process.

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### **Section 2. Performance Ratings**

Performance ratings are:

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

### **Section 3. Performance Standards**

Standards shall be specific, attainable, relevant, measurable and fully consistent with an employee's duties, responsibilities and grade as described in his/her job description. Standards and elements will be job and outcome related. Standards and elements, shall be provided to an employee in writing at the outset of the rating period and changed during the period only after review with the employee.

If an employee does not have an opportunity to perform work described by a standard or element, that standard/element will not be considered in the performance appraisal process.

Standards/elements shall be applied fairly, objectively and equitably. The College shall take into account equipment and resource problems, lack of training, frequent interruptions, and other matters outside of an employee's control when applying standards/elements to performance. Pre-approved time away from the job including sick leave, personal days, annual leave and authorized duty time for union representational purposes and other authorized activities will not be considered negatively in the application of performance standards and behavioral elements.

Evaluations shall fully take into account such approved absences in a measure of timeliness and quantity of work.

### **Section 4. Procedure**

#### A. Frequency

Employees receiving a performance rating of "Meets Standards" or above shall receive an annual performance evaluation to be conducted at the end of the fiscal year, June 30<sup>th</sup>. Employees receiving a performance rating below "Meets Standards" shall receive two written performance evaluations per year: (1) a mid-year performance evaluation and (2) an end-of-year performance evaluation including an overall performance rating.

#### B. Preliminary Performance Evaluation

1. A supervisor shall prepare a preliminary performance evaluation for each employee for which the supervisor has primary direct responsibility.
  - a. If the employee's supervisor is unavailable, the highest ranking manager with the best knowledge of the employee's performance shall prepare the appraisal.
  - b. If an employee is transferred, demoted or promoted, he or she shall be given an exit appraisal, and it shall be used in

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conjunction with his or her new supervisor's year-end appraisal.

- c. If the employee has been working under a new supervisor for at least six months, the employee and the College may mutually agree not to use the former supervisor's appraisal.
- d. If two appraisals are used, they shall be averaged in accordance with the number of months in the performance period measured by each appraisal.

2. The College may review a preliminary evaluation before the supervisor presents it to the employee.

### C. Employee self-assessment.

Each employee shall prepare a written self-assessment that includes the following:

- A self-evaluation of the employee's own performance during the relevant rating period;
- Suggestions for ways that the employee and the employee's supervisor can enhance the employee's contribution to the College's mission, goals, and objectives; and
- Suggested training and/or other methods to promote the development of the employee's career objectives at the College.

### D. Meeting for Review and Discussion

An employee and the employee's supervisor shall meet to review and discuss together the employee's self-assessment and the supervisor's assessment.

The employee must be notified of the date of the meeting at least five days prior to the date of the review and the discussion. The objective of the meeting is to provide an opportunity for the employee and his or her supervisor to:

1. Promote agreements and understanding about the assessments made by the employee and the supervisor and to aid the supervisor in determining the final ratings for the performance evaluation;
2. Develop appropriate modifications to the employee's position description, if needed;
3. Establish specific written tasks and indicators, based on measurable and objective standards that can be evaluated on outcome, that the employee needs to accomplish during the next rating period in order to meet the overall objectives of the position; and
4. Identify any area in which training is needed for the next rating. When a supervisor believes that helpful training opportunities are available that would assist an employee to lift his or her performance to at least a level that is meeting expectations, the supervisor shall identify them to the employee. If an employee does not avail himself or herself of an available opportunity, the supervisor may take this into account when evaluating future performance issues.

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The supervisor shall note an employee's areas of strength and areas that need improvement. The supervisor shall examine areas of agreement and disagreement with the employee, and attempt to resolve any differences or misunderstandings so that both supervisor and employee can collectively work on maintaining good employee performance or improving weaker areas.

- E. Procedure at the End of Previous / Beginning of New Cycle
- The College shall approve a written performance evaluation before it is final. The College may change an employee's end-of-cycle final evaluation only with written justification, which cites the employee's performance standards/behavioral elements and the employee's actual performance. The supervisor shall give employees a copy of the end-of-year appraisal at the time that it is initially presented and signed and at the time that it is finalized, and a copy will be placed in the employee's personnel file. A statement of an employee's objection to an appraisal or comment shall be attached and put in their personnel file.
1. Final written performance evaluations shall include:
    - A. Final performance ratings;
    - B. Specific tasks the employee is to achieve during the next rating period;
    - C. A list of modifications to the employee's position description, if any; and
    - D. Any recommendations for training to enhance the employee's skills.
  2. The supervisor shall:
    - A. Give the employee a copy of the final performance evaluation;
    - B. Retain a copy; and
    - C. Provide Human Resources with a copy to place in the employee's personnel file.
  3. If there is a modification made to the position description:
    - A. The employee and the supervisor shall sign and date it to acknowledge that it has been reviewed by both;
    - B. The supervisor shall forward a copy of the modified position description to Human Resources for placement in the employee's personnel file; and
    - C. The employee shall receive a copy of the modified position description.
    - D. Nothing in this Article prohibits modifications to a position description or meetings between a supervisor and an employee to review performance expectations at any other time
  4. This subsection shall also apply if any modification to a position description is made outside of the performance evaluation process.
  5. Regardless of whether there is a modification to the employee's position description,
    - A. The supervisor shall give the employee a copy of the employee's position description and go over it with the employee. The position description shall be the basis for setting expectations for the employee.

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- B. The supervisor and the employee shall go over the supervisor's performance expectations. The supervisor shall be as clear and specific as possible.
  - C. The employee shall ask the supervisor to clarify anything that is confusing or nonsensical and shall ask any questions that he or she may have about the supervisor's expectations.
6. If a good faith effort has not been made to finalize the employee's rating within 30 days of the midpoint or end of cycle, then the assumption must be that the employee was at minimum, meeting standards.

### **Section 5. Procedures When An Overall or Individual Performance Rating Is Below Meets Standards**

- A. Generally, an employee who receives a performance rating of "Needs Improvement" or "Unsatisfactory"
- 1. has been notified by his or her supervisor of the performance or behavior issue during the evaluation period that is below meeting standards;
  - 2. has received written notification of the performance or behavior problem; and
  - 3. has been counseled about how the performance or behavior must be improved, assisted in determining how to attain a meets standard rating and, has had an opportunity to improve performance or behavior.
- B. If an employee's annual performance evaluation indicates that his or her overall performance is unsatisfactory, in addition to following the procedures outlined in Section III above, the employee's supervisor shall:
- 1. if the employee's performance has been rated overall as "needs improvement," inform the employee that the employee has an opportunity period of 180 days from the date of the evaluation to improve his or her level of performance to a level that meets standards or his or her employment shall be terminated. Approximately midway through the 180-day opportunity period, the employee and the employee's supervisor shall meet to evaluate the employee's progress toward meeting standards. At this mid-point evaluation, the supervisor shall give the employee written notice of which areas of performance are still below meeting standards; the evidence of and in specifically in what way performance is still below standards; and specifically what has to be done to bring the performance up to meeting standards; or
  - 2. if the employee's performance has been rated overall as "unsatisfactory", the employee's supervisor shall inform the employee that the employee has an opportunity period of 90 days from the date of the evaluation to improve his or her level of performance to a level that meets standards or his or her employment shall be terminated. Approximately midway through the 90-day

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opportunity period, the employee and the employee's supervisor shall meet to evaluate the employee's progress toward meeting standards. At this mid-point evaluation, the supervisor shall give the employee written notice of which areas of performance are still below meeting standards; the evidence of and in specifically in what way performance is still below meeting standards; and specifically what has to be done to bring the performance up to meeting standards.

- C. The employee shall be given a development plan including the following elements:
1. identification of the performance standards/behavioral elements for which performance is unacceptable;
  2. a description of what the College will do to assist the employee and a description of what the employee must do to improve the unacceptable performance during the opportunity period; and
  3. a statement as to when the employer and the employee decide to meet to evaluate the employee's performance within the opportunity period.
- D. Failure to improve performance to the meet standards level by the end of the opportunity period shall result in a termination of the employee's employment. No employee may receive an overall rating of "unsatisfactory" on an annual performance evaluation unless the employee already received an overall "unsatisfactory" rating on the employee's mid-year evaluation.

Termination under this subsection is a disciplinary action and the procedures in the Discipline Article shall be followed. An employee whose employment is terminated under this subsection shall be able to grieve the termination in accordance with the Discipline Article.

### **Section 6. Pay Increases Related to Performance-Based Criteria**

An employee may not be denied a pay increase which is linked to performance-based criteria unless substantial reasons relating to work performance are cited on the relevant mid-year or final performance evaluation forms.

### **Section 7. Interim Conferences**

The parties recognize that interim conferences are an important part of developing and maintaining a high quality workforce. Therefore, employees and supervisors are encouraged to hold interim conferences to evaluate employees' progress in meeting objectives established during the previous mandatory performance evaluation.

### **Section 8. Appraisals of Supervisors**

Employees shall evaluate, anonymously, the performance of supervisors. The College shall insure that employees are given the opportunity to evaluate the supervisor prior to the supervisor's year-end evaluation. The forms will be considered in the supervisor's



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evaluation.

### **Article 28. Health and Safety**

**Section 1.** BCCC shall comply with the provisions of the Occupational Safety and Health Act and any applicable state, local and/or federal Health and Safety legislation. BCCC shall take all necessary steps to ensure the workplace health and safety of employees.

**Section 2.** Employees are responsible for working in a safe manner, complying with safe working practices on all assignments, as made known by the College, and adhering to the requirements set out in all of BCCC's safety policies.

**Section 3.** Employees who encounter hazards that they believe may constitute a health, safety hazard or potential threat to others shall immediately report such danger to Public Safety and their immediate supervisor. No employee shall be required to use equipment that he or she reasonably believes poses a health or safety hazard until such equipment is approved for use by the Risk Manager or the Risk Manager's designee. Similarly, no employee shall be required to work in conditions that he or she reasonably believes pose a health or safety hazard until such conditions have been reviewed by the Risk Manager or the Risk Manager's designee and determined to be safe.

**Section 4.** BCCC agrees that bargaining unit employees shall be allowed to move to another work area if it has been determined that construction, remodeling, painting or any other health and safety hazard impacts an employee's health or safety. The Risk Manager or his/her designee shall consult with other safety professionals when necessary to achieve the most accurate evaluation of the health or safety issues. The determination of whether or not the negative impact on employee health and safety requires that employees be moved to another work area shall be made as soon as practicable, without unreasonable delay. The determination of the Risk Manager or his/her designee may be grieved.

**Section 5.** An Occupational Health and Safety Committee ("Committee") shall be formed.

- A. The purposes for which the Committee shall be formed are:
1. Establishing a collaborative relationship to improve the health and safety of the College, its employees, students and visitors;
  2. Reviewing safety and health inspection reports issued by any state, local, or federal agency or BCCC's staff, to assist in correction of identified unsafe practices, procedures, situations or environments;
  3. Evaluating health and safety related investigations conducted since the last meeting to determine whether the causes of the unsafe acts or unsafe conditions were properly identified and corrected;
  4. Evaluating accident and illness prevention programs, including recommendations for policies and procedures to improve the programs;
  5. Developing and maintaining

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- a health and safety manual.
5. In the event of a workplace incident that involves College health and safety, the President or his or her designee will appoint staff or an outside consultant, depending upon the expertise desired for the appropriate investigation, to make an investigative report to present to the Committee. The Committee shall make recommendations regarding their findings relating to these matters to the Campus Safety Officer and/or to the College Council.
  6. Identifying and recommending training opportunities for the College community.
  7. Members of the Occupational Health and Safety Committee shall survey the College's three locations (Liberty, Harbor and RPC) on a semiannual basis for the purpose of examining the physical conditions of the workplace and shall make recommendations regarding their findings to the Risk Manager and/or to the College Council. The surveys shall be conducted in a reasonable manner as it relates to the location under review.

**Section 6.** The Committee shall be comprised of members of the College Community, including one representative from each of the following groups: Facilities, Public Safety, Workforce Development & Continuing Education, Finance & Administration, Student Affairs, Advancement & Strategic Partnerships, Institutional Effectiveness, Research & Planning and Academic Affairs, The President or his or her designee shall appoint the Facilities, Public Safety, Workforce Development & Continuing Education, Finance & Administration, Student Affairs, Advancement & Strategic Partnerships, Institutional Effectiveness, Research & Planning and Academic Affairs members. There shall be two faculty and two student members on this Committee who will be appointed to the Committee by the respective faculty and student governing bodies. The Union shall have the right to appoint and be represented by seven employee representatives. The Union shall determine how the bargaining unit members shall be appointed. Each Committee Member shall serve for a period of one year, unless reappointed by the President or by the Union.

There shall be Committee Co-Chairs (one for the College and one for the Union. who will manage the Committee, its meetings, and the Committee's work. The President or his or her designee will select the College Co-Chair. The Union shall select the Union Co-Chair. The Committee Co-Chairs shall ensure that the Committee performs its duties set forth under this Article in a manner that ensures the purposes of this Article are effectuated in keeping with College committee practices. The Committee Co-Chairs shall ensure that minutes of any Committee meetings are created and maintained. Any member of the Committee shall have a workplace safety-related matter discussed at a Committee meeting by so informing a Committee Co-Chair in writing in advance of the meeting.

Meetings of the Committee shall be conducted when four (4) members from the College and four (4) members from the Union are in attendance. The Committee Co-chairs may

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mutually agree to waive this requirement.

During the first six months, the Committee shall meet not less than once per month and then not less than quarterly thereafter. Meetings shall be limited to two hours in length, unless there is mutual agreement otherwise. BCCC shall appoint campus-wide representatives to represent all of the stakeholders in the College's health and safety, in an effort to promote a safe work environment.

**Section 7.** BCCC shall be responsible for informing College employees of any procedures or policies established by BCCC and associated with the safe handling of materials or equipment; require them to use any protective devices, clothing, or equipment, and to follow such procedures; and advise such persons of the existence of hazards of which BCCC is aware or ought reasonably to be aware, associated with the employee's employment duties. BCCC shall provide reasonable advance notice of any known potential hazardous or unsafe conditions associated with new construction, renovation, or restoration projects at all worksites, including off campus locations.

**Section 8.** Critical incident situations shall be handled pursuant to the College's Critical Incident Management Plan.

**Section 9.** Nothing under the Health and Safety Article of this MOU shall be construed as to preclude an employee from filing any complaint with any appropriate authority. The parties agree that it is in both parties' best interest that the processes set forth in this MOU be utilized appropriately.

## **Article 29. Uniforms Sworn Police bargaining unit**

### **Section 1. Uniforms**

When the College requires employees to wear a uniform, the College shall provide those employees with five (5) sets of the required uniform trousers and shirts (both short- and long- sleeved).

Sworn Police Officers shall receive:

- A. 1 Badge
- B. The appropriate rank insignia collar and sleeve
- C. 1 Name plate
- D. 5 Long-Sleeve Shirts
- E. 5 Short-Sleeve Shirts
- F. 5 Trousers
- G. 1 Winter patrol coat
- H. 1 Duty Belt
- I. 1 Tie
- J. Rain gear
- K. 1 Sweater
- L. 1 eight-point hat

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### **Section 2. Equipment for Officers**

- A. OC Spray
- B. ASP Baton and Holder
- C. Magazine Pouch (1dual)
- D. Flashlight and holder
- E. Belt Keepers
- F. 1 holster
- G. Protective Body Armor that is stab and bullet resistant with a Manufactures Warranty upon expiration
- H. Eye/Ear Protection while at the firing range
- I. 50 training rounds per year
- J. Two Way Radios

**Upon Board approval, Firearms' will be issued to all Sworn Police Officers and will be added to the above list of equipment issued to Sworn Police Officers.**

- K. Firearms with 2 spare magazines (3 total magazines)

Employees shall be fully responsible for the safe keep, basic upkeep and cleaning of uniforms issued to him or her. Employees shall report immediately to his or her supervisor when any uniform becomes damaged or is lost.

The College shall provide a uniform replacement for a damaged or worn-out pair of pants or shirt, so that the employee may be able to maintain five (5) sets of serviceable uniforms. An employee shall return the pair of pants or shirt to his or her supervisor when a replacement will be made. Replacement(s) will be approved by the employee's supervisor or his or her designee on a case-by-case basis.

The College reserves the right to make decisions on the types, color, prints and style of uniforms. Employees may be required to submit to sizing or provide his or her measurement for new uniforms.

There shall be a color coded system for uniformed employees whereby different departments wear different colored uniforms. There shall be a bargaining committee subcommittee of the Labor Management Committee composed of members of labor and management to determine what the colors of the new uniforms shall be. The first meeting of this subcommittee shall be in September 2010. The subcommittee shall meet yearly thereafter in September.

Employees who do not comply with this policy shall be subject to disciplinary action.

At the time that the College becomes a Law Enforcement Agency pursuant to the law Enforcement Officers Bill of Rights, the College shall provide Sworn Police Officers with uniforms and equipment as required by the Maryland Police Training Commission.

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### **Section 3. Equipment**

#### A. General

The College will ordinarily furnish and maintain in good condition the equipment needed by employees to perform their jobs.

College property is not for personal use.

#### B. College Property

##### 1. Removal of College Property from College Property

With the exception of cell phones, pagers, laptops and PDAs taken off College property for business purposes, equipment and tools furnished by the College shall not be removed from College property.

##### 2. Employee Responsibility

Employees are responsible for the safekeeping of tools and equipment assigned to them. Employees shall sign an Acknowledgment they have been assigned College property or equipment. If tools and equipment are lost or damaged due to negligence by an employee then the responsible employee may be held personally liable. Otherwise, the College recognizes that tools and equipment normally experience wear and damage during the course of regular use and such wear and damage is not the responsibility of the employee. The Acknowledgment shall include this acknowledgment. All equipment assigned to an employee shall be returned to the College immediately upon demand and upon separation of employment. Failure to do so shall result in deduction from the employee's last wages of the value of the unreturned property, in accordance with the law. The Acknowledgement shall include an employee authorization for such a deduction. The College may take legal action against an employee who fails to return College property upon demand.

#### C. Cell Phones

The College follows the State's Cell Phone Policy. Employees who receive cell phones from the College shall also abide by this Policy. The College shall provide the Policy to any employee who is given a cell phone.

Employees are responsible for the cost of all personal calls. While the College anticipates some incidental personal use of cell phones, it is also expected that such use is infrequent.

#### D. Employers Responsibility

The employer is responsible for ensuring equipment (body armor, two way radios, etc.) and vehicles are up to date, functional and safe.

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### **Article 30. Personnel Files**

#### **Section 1. Official Personnel File**

There shall be one official personnel file and that file shall be kept in the College's Human Resources Office.

The Official Personnel File shall include, but may not be limited to, the following:

- A. Applications and/or Resumes
- B. Position description of the position held by the employee
- C. Classification studies of the position held by the employee
- D. Performance Evaluations
- E. Documents reflecting changes in pay compensation
- F. Documents reflecting conversion from contractual to regular status
- G. Discipline
- H. Documents relating to credentials
- I. Documents that the employee is obligated to provide to the College or that the College has otherwise requested from the employee
- J. Work-related commendations, awards and training certificates that the employee or the employee's supervisor gives to Human Resources.

If an employee believes that a document or documents are missing from his or her official personnel file, the employee shall immediately notify the Director of Human Resources in writing of the specific document(s) he or she believes is/are missing. The Director of Human Resources or his or her designee shall conduct a good faith search to locate the document(s). The employee will be notified whether the document was found and placed into the file or whether it could not be located.

Grievance-related documents, immigration matters, medical information, and investigatory materials shall be kept in separate files. An employee shall have access to: (1) his or her own I-9 or other immigration-related documents that he or she has provided to the College; (2) any grievance that the employee has filed and its related documented decision(s); and (3) his or her own file containing medical information.

The College shall not provide an employee representative access to an employee's medical information file until the employee has signed a Release and the College has received a Release with the employee's original signature. The Release form shall be provided by the College and shall comply with the federal Health Information Privacy and Administration Act of 1997 (HIPAA) and other relevant privacy laws. The Release form shall include a statement that if the employee signs the release, he/she may have waived his/her rights under HIPAA or other relevant privacy laws.

To the extent required by law, an employee may gain access to the investigative files or grievance related documents under established laws and regulations.

An employee shall not, in the ordinary course, have access to investigative files or grievance-related documents, except as provided above.

There is no grievable action based upon this Section.

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### **Section 2. Anonymous Materials**

Other than routine personnel forms, no anonymous materials shall be placed in an employee's official personnel file.

### **Section 3. Working Files**

Supervisors may keep a working file, but records of previous discipline, counseling and performance evaluations not found in the official personnel file cannot be used against an employee in any future disciplinary proceeding.

### **Section 4. Access**

An employee, and, with the employee's written authorization, a representative(s) shall have the right to review his/her personnel file upon request, during normal business hours, with no loss of pay. An employee has the right to request and to receive copies of documents from his or her official personnel file. The employee may incur reasonable copying charges for all documents requested.

### **Section 5. Notification**

Any negative material to be placed in an employee's personnel file will be initialed and dated by the employee and a copy provided to him/her. If the employee refuses to sign, material shall be placed in the file with a note of the employee's refusal. The employee's initials indicate simply that he/she has seen the material and is not to be viewed as agreement with its contents. The documentation of the disciplinary action shall also include the statement that the employee's initials indicate simply that he/she has seen the material and is not to be viewed as agreement with its content. Any negative material which is placed in an employee's personnel file without following this procedure will be removed from the file and destroyed.

### **Section 6. Requests to Correct or Amend Personnel Files**

- A. An employee shall have the right to request a correction or make an amendment to his or her personnel file. The request shall be: (1) made in writing; (2) filed with the Director of Human Resources; and (3) filed within thirty (30) days of the date that the employee first knew or should have known of the allegedly inaccurate or incomplete information.
- B. Each written request shall: (1) identify the personnel record that the employee is seeking to correct or amend; (2) state the precise correction or amendment requested; (3) state the reason that the correction or amendment is being sought; and (4) include a statement that the records are, in the employee's belief, currently inaccurate or incomplete. A request that does not reasonably comply with these requirements shall be returned to the employee with an explanation of the reason for the rejection and a statement that the employee may re-file a corrected written request within fourteen (14) calendar days.
- C. Within thirty (30) days after a compliant written request has been timely filed, the Director of Human Resources or his or her designee shall: (1) make the requested correction or amendment and inform the employee in writing of that action; (2) inform the employee in writing of the College's refusal to make the requested

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correction or amendment and the reason for the refusal; or (3) inform the employee that the request will not be acted upon if there is a legal reason for the inaction.

- D. Although not grievable, if the College's determination is a refusal to correct or amend, the employee may file a concise statement of disagreement concerning the College's refusal. The statement of disagreement shall: (1) include the reason for the requested correction or amendment; (2) include the reason for the disagreement with the College's refusal; and (3) contain a maximum of five (5) one-sided pages, with a maximum page size of 8-1/2 X 11 inches.
- E. If the personnel file is disclosed to third parties, the statement of disagreement shall also be disclosed.

### **Article 31. Discipline**

If during the duration of this MOU, the College becomes a Law Enforcement Agency so that its officers are Law Enforcement Officers under the Law Enforcement Officers Bill of Rights, the disciplinary matters involving the College's Sworn Police Officers shall be handled in accordance with the Law Enforcement Officer's Bill of Rights. The Director of Public Safety or his/her designee shall solicit LEOBR-trained personnel to adjudicate disciplinary actions in accordance with LEOBR. All decisions rendered by the trial board are final unless the Director of Public Safety decides to impose a lesser level of discipline.

#### **Section 1. Generally**

The primary objective of disciplinary action is to counsel employees at an early stage in the disciplinary process, concentrating on helping the employee determine ways to prevent a problem from recurring.

An employee shall have the right to Union representation if he or she requests it at a meeting that may lead to discipline or when a disciplinary action is taken. The College shall consider any mitigating circumstances when determining the appropriate discipline. The College shall not consider mitigating factors when considering the discipline of a probationary employee or in circumstances warranting immediate termination of employment.

The College may take disciplinary action because of an employee's unsatisfactory work performance or because of misconduct.

The College's burden of proof is by preponderance of the evidence in any proceeding under this Article, except in a case involving an employee on original probation. Employees on original probation bear the burden of proof in a disciplinary action. The sole issue is whether the College's action in disciplining an employee on original probation is illegal or unconstitutional.

After taking a disciplinary action against an employee, the College may not impose an additional disciplinary action against that employee for the same conduct unless



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additional information is made known to the College after the disciplinary action was taken.

### **Section 2. Disciplinary Actions Permitted**

- A. The College may impose any disciplinary action no later than 30 days after a supervisor or manager, including any chair or dean but excluding faculty, acquires knowledge of the misconduct for which the disciplinary action is imposed.
- B. The College may take the following disciplinary actions against any employee:
1. give the employee a written reprimand;
  2. direct the forfeiture of up to 15 work days of the employee's accrued annual leave;
  3. suspend the employee without pay;
    - a. An employee may be suspended without pay, no later than five (5) workdays following the close of the employee's next shift after the College acquires knowledge of the misconduct for which the disciplinary action is imposed. Saturdays, Sundays, legal holidays, and leave days of any kind are excluded in calculating the five (5) workday period.
  4. deny the employee an annual pay increase;
  5. demote the employee to a lower pay grade; or
  6. with prior approval of the President:
    - a. terminate the employee's employment, without prejudice;
    - b. if the College finds that the employee's actions are egregious to the extent that the employee does not merit employment in any capacity with the College, terminate the employee's employment, with prejudice.
  7. direct up to 3 workdays of emergency suspension of the employee, with pay, to immediately remove the employee from the workplace when the College believes that the employee:
    - a. poses a threat to self, another individual or College property; or
    - b. is incapable of properly performing the employee's duties because of extraordinary circumstances.
- C. In determining the appropriate level of discipline, the College agrees to abide by the tenets of progressive discipline; however, that does not mean that the list of disciplinary actions above are listed to show a particular order of disciplinary action that must be followed in every circumstance, nor to indicate that each step listed needs to be taken prior to a heightened level of discipline, nor that the first time an employee is disciplined, that disciplinary action should be the type of discipline listed in item (a).
- D. The College shall discipline an employee in the manner it determines to be appropriate given the reason for the discipline and other relevant circumstances, including the severity of the misconduct or performance issue leading to the

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discipline and the relevant history of discipline. Progressive discipline does not require supervisors to impose harsher penalties than are necessary to inspire and move an employee to correct a problem. Similarly situated employees will be treated similarly regarding the application of disciplinary actions.

- E. After 18 months, discipline relating to attendance and job performance shall be removed from an employee's personnel file, so long as the employee was not disciplined for engaging in similar conduct during the previous 18 months. Records of previous counseling, discipline, and performance evaluations not found in the official personnel file cannot be used against an employee in any future disciplinary procedure.
- F. After taking a disciplinary action against an employee, the College may not impose an additional disciplinary action against that employee for the same conduct unless additional information is made known to the College after the disciplinary action was taken.
- G. An employee who is placed on leave without pay for an unapproved absence may be subject to disciplinary action for the unapproved absence, but placing the employee on leave without pay for the unapproved absence is not a disciplinary action.
- H. Requiring an employee to make restitution to the College for loss or damage to College property due to an employee's negligence is not a disciplinary action, but an employee who makes restitution may be disciplined for his or her negligence. The College may not require an employee to pay restitution exceeding 3% of the employee's annual base pay. An employee who is ordered to make restitution may be subject to civil prosecution or criminal prosecution.
- I. This Article does not preclude the College and an employee from agreeing to: 1. hold in abeyance a disciplinary action for a period not to exceed 18 months in order to permit the employee to improve conduct or performance; 2. impose a lesser disciplinary action as a final and binding action.

### **Section 3. Counseling Memoranda**

- A. Issuing a counseling memorandum is an instructional communication and is not a disciplinary action.
- B. An employee may submit a written response to the memorandum to the College within 5 days after receiving a counseling memorandum. The employee's written response shall be placed in the employee's personnel file as an attachment to any record of the memorandum. An employee may not take any other action in response to a counseling memorandum.
- C. Counseling Memoranda may not be grieved.
- D. A counseling memoranda shall be removed from an employee's record after two (2) years, provided there have been no similar occurrences.

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### **Section 4. Automatic Termination of Employment**

The following actions are just causes for automatic termination of employment:

- A. intentional conduct, without justification that:
  - 1. seriously injures another person,
  - 2. causes substantial damage to property, or
  - 3. seriously threatens the safety of the workplace;
- B. theft of College property of a value greater than \$300.00;
- C. illegal sale, use or possession of drugs on the job;
- D. conviction of a controlled dangerous substance offense by an employee in a designated sensitive classification;
- E. conviction of a felony;
- F. accepting for personal use any fee, gift or other valuable thing in connection with or during the course of College employment if given to the employee by any person with the hope or expectation of receiving a favor or better treatment than that accorded to other persons;
- G. a violation of the Fair Election Practices Act; or
- H. using, threatening, or attempting to use political influence or the influence of any College employee or officer in securing, promotion, transfer, leave of absence, or increased pay.
- I. Engaging in intentional misconduct, without justification, which physically injures another person, cause damages to property, or threatens the safety of the workplace.
- J. Engaging in conduct involving intentional fraud or illegality.

### **Section 5. Employee Misconduct**

- A. The following actions are just causes for discipline:
  - 1. Being negligent in the performance of duties;
  - 2. Being guilty of conduct that has brought or, if publicized, it would bring the College disrepute;
  - 3. Being unjustifiably offensive toward fellow employees or the public;
  - 4. Violating a provision of SP&P, Title 2, Subtitle 3, Title 15 or § 9-607.
  - 5. Stealing College property
  - 6. After notification, continuing to engage in another business, trade, or occupation, which conflicts with the employee's position, or which prevents the employee from satisfactorily performing the duties of the employee's position;
  - 7. Engaging in conduct involving dishonesty, fraud, deceit, misrepresentation, or illegality;
  - 8. Causing damage to public property or wasting public supplies through negligence, recklessness, or willful conduct;
  - 9. Willfully making a false official statement or report;
  - 10. Knowingly assisting another in conduct that is a violation of State Personnel and Pensions Article, Annotated Code of Maryland, the regulations in this chapter, or any other lawful College policy;
  - 11. Violating a lawful order or failing to obey a lawful order given by a superior, or engaging in conduct, violating a lawful order, or failing to obey a lawful order which amounts to insubordination;
  - 12. Engaging in discrimination prohibited by law;

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13. Using leave contrary to law or MOU,
  14. Committing another act, not previously specified, when there is a connection between the employee's activities and an identifiable detriment to the College.
  15. Failing to notify the supervisor regarding his or her absence for three or more consecutive days. "Notify," for the purposes of this section, means: to speak with the supervisor during normal business hours and, if no contact is made, to leave a message on his/her cell or work phone, or email and then contact the department's administrative assistant unless the person has proof of being incapacitated.
- B. Before an employee may be disciplined, the College shall:
1. notify the employee of the misconduct and provide an explanation of the College's evidence.
  2. investigate the alleged misconduct;
  3. meet with the employee;
  4. consider any mitigating circumstances;
  5. determine the appropriate disciplinary action, if any, to be imposed; and
  6. give the employee a written notice of the disciplinary action to be taken and the employee's appeal rights and inform the employee of the effective date of the disciplinary action.
- C. Except when otherwise authorized by law, an employee may not be required to submit to a polygraph test.

### **Section 6. Performance-Related Discipline**

- A. The College may discipline an employee for reasons relating to the employee's performance. These reasons include, but are not limited to:
1. that the employee is incompetent or inefficient in the performance of the employee's duty as determined under Article 27, Section 5(D);
  2. that an employee with a disability does not or cannot perform the essential functions of his or her position with a reasonable accommodation; or
  3. that the employee currently is not qualified for the position.
- B. Excessive tardiness constitutes just cause for the College to take corrective action, including discipline. The following guidelines will be used to identify excessive tardiness:
1. An employee who is tardy without approval three (3) or more days within a twenty (20) day period shall be counseled in accordance with section 3 in this article.
  2. If the employee is tardy without approval three (3) or more times within the following forty (40) day period, the employee shall receive a written reprimand.

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3. If the employee is tardy without approval three (3) or more days within the following sixty (60) day period, the employee shall receive a suspension without pay for one (1) day.
  4. If the employee is tardy without approval three (3) or more days within the following forty (40) day period, the employee shall receive a suspension without pay for (3) three days.
  5. If the employee is tardy without approval three (3) or more days within the following forty (40) day period, the employee shall receive a suspension of five days without pay.
  6. Any further tardiness without approval three (3) or more days within the following forty (40) day period will subject the employee to more severe discipline up to and including termination.
- C. Before an employee may be disciplined for performance-related reasons, the College shall:
1. Investigate the employee's performance, including the employee's most recent performance appraisals.
  2. Notify the employee in writing of the deficiency and provide an explanation of the College's position.
  3. Meet with the employee to hear the employee's explanation, unless the employee is unavailable or unwilling to meet;
  4. Together with the employee, discuss possible courses of action that make the performance goal attainable; and
  5. After determining the appropriate discipline, give the employee written notice of the disciplinary action to be taken, and the employee's appeal rights, and inform the employee of the effective date of the disciplinary action.
  6. Between the time the College notifies the employee of the disciplinary action and the time of the imposition of the discipline, the College may rescind the discipline.
  7. Except in the case of an annual performance appraisal, within 30 days after the College acquires knowledge of performance-related reasons for which disciplinary action may be imposed, the appointing authority shall take each of the actions required in Section B of this article. The time period may be extended for any time that the employee is unavailable.

### **Section 7. Time Limits**

- A. An employee who fails to appeal a decision in accordance with law, regulation, or policy has accepted the decision.
- B. If the College fails to abide by any of the time limits in this Article, then the discipline shall be rescinded and the employee shall be made whole for his or her losses.
- C. The College and the Union may agree to waive or extend any time limits as stated in this Article.

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### **Section 8. Appeals of Discipline**

The appeal of a disciplinary action shall begin at Step I of the grievance procedure.

- A. An appeal shall be filed no later than 15 days from the date that the employee received a copy of the disciplinary action. The appeal shall be filed with the Dean or Director. The employee may appeal any decision makers' decision pursuant to the Grievance Procedure Article.
- B. Each party shall make every effort to resolve an appeal at the lowest level possible.
- C. A failure to decide an appeal in accordance with law and regulation is considered a denial from which an appeal may be made.
- D. When appealing a disciplinary action, the employee or the employee's representative shall state to the extent possible and on a written form provided by the College the issues of fact, law and mitigating circumstances the employee believes would warrant rescinding or modifying the disciplinary action. Failure to state the issues of fact and law when it is possible to do so may be grounds for dismissing the appeal.

### **Article 32. Grievances**

#### Grievance Procedure

The purpose of this Article is to provide a mutually acceptable method for the prompt and equitable resolution of grievances filed by bargaining unit employee(s), the Union or the College. This is the exclusive procedure available to bargaining unit employees, the Union or the College for the resolution of grievances alleging a breach of the provisions of this MOU. No reprisal shall be taken against any employee for the filing and processing of any grievance.

#### **Section 1. Definitions**

**Grievance:** A dispute alleging a violation, misapplication, or misinterpretation of this MOU, or applicable College policies, rules, regulations, or procedures.

**Working Day:** A day in which the main Administrative Offices of the College are open for regular business (Monday-Friday).

**Grievable:** Where the matter in dispute involves an alleged violation, interpretation, or application of the terms of this MOU, or applicable College policies, rules, regulations or procedures.

#### **Section 2. Resolution of Grievances**

The Union and the College agree that grievances should be processed in an orderly, prompt, and equitable manner so that the efficiency of the College and the morale of employees shall be maintained. Every effort will be made by the parties to resolve grievances at the earliest possible step of this procedure. In this regard, the parties commit to fully discussing their positions and the facts and evidence supporting such

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position so that each party can make an informed decision on the appropriate resolution of the grievance under consideration.

### **Section 3. Grievability Issues**

In the event either party should declare a grievance non-grievable, the original grievance shall be considered amended to include this issue. The parties agree to raise any question of grievability of a grievance prior to the time limit for the written answer in the final step of this procedure.

### **Section 4. Exceptions**

The negotiated grievance procedure will not be available to resolve a dispute concerning:

- A. Any examination, certification, or training requirement.
- B. The reclassification of any position, which does not result in the reduction in grade or basic pay of an employee.
- C. The removal of an employee serving a probationary period.
- D. Decisions on incentive awards.
- E. Performance evaluations that do not impose a work improvement plan.
- F. Any policy or regulation over which management does not have control.

### **Section 5. Procedure for Employee Grievances**

#### **Informal Procedure**

- A. Within fifteen (15) calendar days of the action involved, or within fifteen (15) calendar days of the employee having knowledge of such act, an informal meeting should take place with his/her immediate supervisor for the purpose of resolving the problem.

The supervisor will issue an oral decision within three (3) working days from the date the employee presented the issue.

- B. In the absence of the first level supervisor, the grievance may be submitted to his or her designee.
- C. If the decision is not received within 3 working days, or if the decision is not satisfactory to the employee, the employee may proceed to Step 1 of the grievance procedure.
- D. Time limits can be extended for good cause and with the written consent of the parties.

#### **Step I. Formal Procedure**

- A. If the grievance is not resolved at the informal meeting, the employee and/or his representative may submit the grievance, in writing on the approved grievance form, to the appropriate Vice President or his/her designee, with a copy to the Director of Human Resources.
- B. The Vice President or designee will, within five (5) business days of the receipt of the grievance, schedule a meeting with the job steward and the grievant, along

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with the Director of Human Resources to attempt to resolve the grievance. The meeting will occur within fifteen (15) business days of the receipt of the grievance.

- C. The Vice President or designee will render a written answer within ten (10) business days of the meeting. The answer will include the reasons for the decision. A copy of the written answer in a disciplinary grievance shall be provided to the appropriate Vice President(s).
- D. In the event the Vice President or designee's answer is not satisfactory to the grievant, the grievance may be appealed to the Step 2 of this grievance procedure. Such appeal must be submitted in writing within five (5) working days of the Union's receipt of the first step answer.
- E. Time limits can be extended for good cause and with the written consent of the parties.

### **Step II. Intermediate Decision**

- A. The President will make every effort to resolve the grievance.
- B. The President will, within five (5) business days of the receipt of the grievance, hold a meeting with the grievant, the Union representative and the Director of Human Resources or designee to attempt to resolve the grievance.
- C. The President shall, within ten (10) business days of the second step meeting, render a decision in writing containing the reason(s) for the decision.
- D. Time limits can be extended for good cause and with the written consent of the parties. If the decision is not deemed acceptable, the grievance may be appealed to Step 3 of this grievance procedure. Such appeal must be submitted in writing within five (5) business days of the Union's receipt of the second step answer.

### **Step III. Final Decision**

If the grievance is not resolved at Step II, the grievant has the right to appeal the decision to the Office of Administrative Hearings within ten (10) business days for a final and binding resolution unless an appeal is otherwise provided by law.

## **Section 6. General Provisions**

- A. If a dispute arises from the action of an authority higher than the immediate supervisor, such dispute may be initiated at the appropriate step of this procedure.
- B. When meetings, conferences or hearings are scheduled or held under this Article, employees who are required to attend or who are called as witnesses by one of the parties shall, with 48 hours advance notice, be excused from his duties. Grievance meetings shall be treated as work time.
- C. A grievance may be withdrawn at any time. After withdrawal the grievant shall not file any subsequent grievance on the basis of the same event.



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- D. Upon the failure of the grievant, or his/her representative where appropriate, to file an appeal within the time limits provided in this Article, the grievance shall be deemed to have been resolved by the decision at the previous step.
- E. Only those issues and sections of this MOU cited in the initial filing of the grievance may be considered at subsequent steps of the procedure.
- F. Each party has an obligation to fully present its position and its evidence in support of its position at each step of the grievance procedure. No party may present evidence at a hearing before the Office of Administrative Hearings if the party refused to present such evidence during the grievance procedure.
- G. The decision to submit a case to the Office of Administrative Hearings shall be a waiver of all other remedies except as provided otherwise by statute.
- H. If an employee wins a grievance/appeal, that employee shall receive the requested resolution or what a hearing officer sees fit no later than two (2) weeks following the decision

## **Article 33. Drugs and Alcohol Abuse**

### **Section 1. Generally**

The College is committed to having a community free of drugs and alcohol. The College and the Union recognize the societal damage of substance abuse. The parties agree that the College must show the way towards achieving a drug- and alcohol-free workplace and academic community by recognizing the benefit of rehabilitation, and, at the same time, demonstrating to substance abusers and potential abusers that substance use will not be tolerated at the College. Permitting employees to work under the influence of drugs and alcohol is inconsistent with the special trust placed in the College's employees as servants of the public.

The possession, use, consumption, sale, purchase or distribution, dispensation, or manufacture by any employee of alcohol, illegal drugs, or any illegally-obtained drugs on the College's premises or within its facilities, or in the conduct of College-related work off College premises, or at any time during the course of the workday, is strictly prohibited.

The College recognizes that an individual with alcoholism has a disability which is protected under the ADA. While people with alcoholism may be individuals with disabilities, the ADA still allows employers to hold them to the same performance and conduct standards as all other employees. Current illegal use of drugs is not protected by the ADA. The College does not need to employ someone who is currently engaging in the illegal use of drugs.

The College encourages employees who are experiencing substance abuse problems to seek treatment through the College, the State's Employee Assistance Program, or self-referral to a certified rehabilitation program. Employees are encouraged to voluntarily do so in advance of, and ideally to avert, any adverse impact on work-related performance

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and behavior issues that substance use may lead to. The College will not terminate the employment of an employee who, in advance of any workplace incident, accident, injury or performance issue leading to discipline, voluntarily seeks assistance for a substance abuse program.

### **Section 2. Drug and Alcohol Use or Abuse**

- A. Reporting to work or performing work duties after having ingested illegal drugs or non-prescribed prescription drugs, or while under the influence of alcohol, is strictly prohibited. Under the influence of alcohol is defined by state law.
- B. An employee shall not report to work or perform his or her duties while taking prescribed drugs or over-the-counter medications which the employee knows or reasonably should know adversely affect the employee's ability to safely and effectively perform his or her job duties.
- C. An employee who notifies his or her supervisor that he or she may not be able to safely and effectively perform his or her job because of his or her therapeutic drug use may take paid leave or leave without pay as permitted by the Leave Article of this MOU.
- D. An employee who is called to report to work during an unscheduled time shall immediately inform his or her supervisor if he or she should not report to work. Employees should not report to work if doing so would violate this Article. An employee should consider his or her consumption of alcohol within the previous four (4) hours, and any drug or over the counter medication that would interfere with his or her ability to travel safely to work and/or perform safely and efficiently his or her job duties.
- E. A referral to an Employee Assistance Program and/or a substance abuse rehabilitation program is not discipline. The College may discipline an employee based upon actions or inactions leading to the referral, and the employment of an employee who fails to participate successfully in such a Program when referred to it may be terminated, pursuant to Article on Discipline in this MOU.
- F. Continued unacceptable job performance, attendance and/or behavioral problems shall result in disciplinary action, up to and including termination of employment in accordance with the Article on Discipline in this MOU.
- G. An employee who is found guilty, accepts a plea of nolo contendere, or receives probation before judgment of an alcohol driving offense or a controlled dangerous substance offense shall report as such to the Director of Human Resources within five (5) work days.
- H. Violations of the aforementioned prohibitions will be subject to discipline up to and including termination in accordance with Article on Discipline in this MOU.

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### **Section 3. Testing**

#### A. Types

The College may require testing for illegal use of drugs, or alcohol level. The College will not ask that the samples provided for this purpose be used for other purposes.

Testing may take place only under the following circumstances:

1. Pre-Employment -- Applicants for employment who have received an offer of a job contingent on passing the substance abuse test.
2. Behavior Indicated (Reasonable Suspicion) Testing -- When the Director of Human Resources has reasonable and specific grounds to believe that the actions, appearance and/or conduct of an employee are indicative of using alcohol or drugs, other than authorized and reported prescription or non-prescription drugs and that a test of the employee shall produce evidence of the illegal use of drugs or evidence of use of alcohol.
3. 3.Post-Accident Testing -- An employee who while on duty was involved in an accident, or incident that resulted in injury to the employee or to another employee, student or visitor, shall be tested as soon as possible after the accident or injury. An employee, who is unable to submit to testing at the time of an accident due to the seriousness of his/her injuries, is required to provide the necessary authorization for obtaining hospital reports and other documentation that would indicate whether there were any drugs or alcohol in his/her body system.
4. Periodic Testing – A sensitive employee may be required to submit to drug/alcohol testing during a fixed time frame, such as a return from leave.
5. Random Testing -- A sensitive employee will be required to submit to unannounced drug/alcohol testing when selected pursuant to a random selection process. Random testing requires that statistically significant samples of employees in sensitive classifications or in sensitive positions be tested on a periodic basis. If, during the duration of this MOU, the College becomes the administrator of its drug and alcohol testing program the College shall have a written system for random testing which shall include an identification of the specific system used to arrive at who will be tested, what the statistically significant numbers are, what random sampling techniques are going to be used, etc. The College shall provide the union with a copy of this written system and any revisions of it at the time that it is developed.
6. The College may arrange for testing of an employee in a position or classification that has been designated as sensitive when the employee's participation in a Substance Abuse Rehabilitation Program is not the result of having tested positive for drugs or alcohol. Such testing may be administered at any time during the employee's participation in the Program and the one-year period following the employee's successful completion of the program.

#### B. Certified Laboratory; Chain of Custody

When drug or alcohol testing in any of the above circumstances is required, all testing will be conducted by a College-designated, State-certified medical testing laboratory with appropriate chain of custody procedures in place to ensure accuracy and continuity in specimen collection, handling, transfer, and storage, as

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required by applicable law and regulation.

### **C. Cooperation In Testing**

Employees are expected to cooperate fully in order to properly implement the testing procedure, including providing the necessary consent, written authorization, information and specimens for testing. Failure to provide specimens, any attempt to contaminate a specimen, or any other interference with the collection procedures are grounds for disciplinary action, up to and including discharge, pursuant to the Article on Discipline in this MOU.

### **D. Positive Test Results**

1. All specimens identified as positive on the initial test will be verified by a confirmatory test. Gas chromatography/mass spectrometry (GC/MS) or an equivalent or better confirmation test shall be used in urine samples. The standards established in COMAR shall be the basis for determining whether a test is positive.
2. There shall be a split sample. In the event of a positive test result, the employee may request independent testing at his/her own expense, of a portion of the tested specimen for verification of the test results. If the independent test result is negative, the College will re-test the original sample.
3. Any sensitive employee whose test results are confirmed positive for illegal drugs or use of alcohol shall be subject to disciplinary action up to and including termination.
4. The College recognizes that there is a possibility of a false positive result. If the employee's retest and the College's re-test show that the original positive result was false, then the employee shall not be disciplined on the basis of the false positive test result, and shall not experience any loss in pay or benefits. The false positive result and any reference to that result shall be removed from the employee's personnel file.

## **Section 4. Searches**

The College retains the right to conduct reasonable searches and inspections of that employee while the employee is on College property, including its building, grounds and parking lot, or garage. Such searches will be conducted with respect for the employee and if the employee requests, with the presence of a job steward. Such searches may be of their lockers, desks, College provided-tool boxes, and College vehicles. The College may also request that an employee permit inspection of his or her baggage, brief case, or person. Any employee who refuses to submit to a search and/or inspection may be subject to disciplinary action up to and including termination of employment.

## **Section 5. Rehabilitation Required for Continued Employment**

- A. An employee's continued employment may be conditioned on the employee's enrollment in and satisfactory completion of a substance abuse rehabilitation program. If an employee is, in lieu of termination, required to enroll in a substance abuse rehabilitation program, the employee shall participate in a Program of appropriate length given the employee's circumstances that is at

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least six (6) months in duration.

The employee shall be subject to periodic testing throughout the Program's duration. If an employee fails to enroll in the Program or does not successfully participate in and complete the Program or if the employee tests positive during the program or during the one year following completion of the Program, the employee shall be terminated.

- B. A current employee who applies for a sensitive position and tests positive on a drug test for illegal use of drugs shall be suspended without pay for fifteen (15) days. As a condition of returning to work, the employee shall enroll in a treatment program of at least six (6) months be subject to periodic testing throughout this time, and submit a certification from an attending physician or other licensed professional associated with the rehabilitation program. The certification shall be made under oath to confirm that the employee has successfully participated in the program for at least six (6) months and has not tested positive.
- C. At the conclusion of a Rehabilitation Program the employee shall be required to submit to the Director of Human Resources a certification from the attending physician, certified chemical dependency counselor, licensed certified social worker or licensed psychologist associated with the Program, certifying under oath that the employee has successfully participated in the Program and has not tested positive for use of illegal drugs or alcohol use at any point during the Program.
- D. An employee who fails to enroll in a substance abuse rehabilitation program during the suspension period or who fails to successfully participate in a program for at least six (6) months shall be terminated. An employee who submits the proper certification and remains drug-free for 18 months may reapply for a sensitive position.

### **Section 6. Sensitive Employees**

- A. The College may designate certain positions as "sensitive." Applicants for sensitive positions shall be tested for the illegal use of drugs as part of the selection process. The College shall provide the Union a list of classifications and positions designated as sensitive.
- B. A refusal to submit to testing required as part of the selection process for a sensitive position shall result in disqualification and removal from list maintained to track eligible candidates.
- C. A sensitive employee:
  - 1. convicted of any controlled dangerous substance offense while employed by the College shall be terminated;
  - 2. who tests positive for a controlled dangerous substance as a result of a random drug test shall be suspended for fifteen (15) work days and shall be required to successfully participate in a drug treatment program designated by an employee assistance program;

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3. who abuses prescription drugs provided to the employee or an over-the-counter drug shall, on a first offense, be suspended for five (5) workdays and be required to participate in a drug treatment program designated by the Employee Assistance Program.
4. who for the first time, is convicted of alcohol driving offense based upon activity that occurred during the employee's work time or is found to be under the influence of alcohol while at work shall be suspended for fifteen (15) days and shall be required to successfully participate in an alcohol treatment program designated by the Employee Assistance Program.

### **Section 7. Alcohol Driving Offenses**

A sensitive employee convicted of an off-duty alcohol driving offense, and a non-sensitive employee convicted of any alcohol driving offense shall:

- A. on the first conviction, be referred to an Employee Assistance Program and, in addition, be subject to appropriate discipline;
- B. on the second conviction, be suspended for a minimum of five (5) days, be referred to an Employee Assistance Program, be required to participate successfully in the designated treatment program, and be subject to any appropriate disciplinary action, up to and including termination;
- C. on the third conviction, be terminated.

### **Section 8. Records**

Testing records shall be treated as confidential and shall be kept in employees' separate medical files.

## **Article 34. Employee Assistance Program**

### **Section 1. Employee Assistance Program (EAP)**

The College and the Union recognize the value of counseling and assistance programs to those employees whose personal problems affect the performance of their job duties and responsibilities. Employees may participate in the State's Employee Assistance Program in accordance with the Program's eligibility requirements. Participation in an EAP program is purely voluntary. Except as provided in Section 3, job security and promotional opportunities will not be jeopardized by an employee's participation in the EAP. The College shall treat documents received from the Program as confidential and shall not release them without the express written consent of the employee or as otherwise provided by law.

### **Section 2. Limited Waiver of Confidentiality**

If the College and an employee enter into an agreement which includes the College's agreement to defer or reduce an otherwise immediate disciplinary action contingent upon the employee's successful participation in a treatment program, the employee shall be required to waive confidentiality in order to permit the College to verify the employee's successful participation in a treatment program. The employee shall be required to sign a

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release so that the program will provide the College with reports regarding the employee's successful participation (but without details on the employee's medical condition or history), and, if appropriate, the employee's ability to perform his or her job safely and effectively and/or whether the employee needs to continue to participate in a program beyond the time period initially indicated.

These reports shall be submitted to and maintained by Human Resources. The reports shall be treated as confidential and shall not be maintained in the employee's regular personnel file.

### **Section 3. Adherence and Accountability**

If an employee does not comply with all of the requirements contained in his or her Employee Assistance Program Participation Agreement (an agreement to participate in an EAP Program in order to defer or reduce an otherwise immediate disciplinary action), the College may take the level of disciplinary action that is appropriate under the circumstances and in line with the provisions of the MOU article on discipline.

### **Section 4. Referrals to EAP**

If a supervisor or the College refers an employee to an Employee Assistance Program, then the College shall simultaneously give the employee a copy of the referral form and documents submitted with the referral.

## **Article 35. Essential Employees**

The end-result of bargaining over this Proposal will be contained in the College's

1. Procedures for Delayed Opening, Early Dismissal and Closing Due to Inclement Weather An Essential Employee is an employee of who has been designated as being vital to the College's operation, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and wellbeing of the campus population and/or physical plant. Examples of such employees are police, stationary engineers or other heating plant and maintenance personnel and snow removal employees.
2. Employees deemed "essential" may be required to report to work even though a decision has been made to close the College or delay its opening.
3. Each department is responsible for establishing and notifying which employees or class (es) of employees are considered essential and for establishing the conditions under which employees must report.

## **Article 36. College Delayed Opening, Early Dismissal or Closing**

### **Section 1. Use of Release Time or Leave**

- A. Whenever the College closes or delays opening, the period specified during which non-essential staff are not required to report will be recorded as emergency release (code 72). This is paid release time that is not charged to any employee leave balance.
- B. Liberal leave will be granted to non-essential staff who cannot comply with announced operations schedule.
- C. Essential employees who do not report as required may be subject to disciplinary action.

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- D. If a non-essential employee does not have any accrued leave available, the employee may take leave without pay for liberal leave.
- E. Liberal leave means that employees may use available annual, compensatory or personal leave without advance approval of a supervisor. This does not apply to essential personnel.

### **Section 2. Compensation for Essential Employees**

- A. Essential, Non-Exempt Skilled Service Employees who report in accordance with their departmental plan will be credited for two hours for each hour worked. If, at the end of the pay period in which an emergency closing occurred, the employee had worked more than 40 hours, the employee will be paid at time and one-half for each hour over forty or receive compensatory leave, whichever the employee chooses.
- B. Essential, Exempt Employees who report in accordance with their departmental plan will be credited with compensatory leave of one hour for each hour worked.

### **Section 3. Compensation for Non-Essential Employees in Special Circumstances**

This Section shall become effective only if skilled service employees are removed from SPMS.

- A. During special situations, an employee who has not been designated as an Essential Employee for a particular type of situation may be eligible to be paid in accordance with Section 2 above, subject to these requirements:
- B. In the event a supervisor determines that he or she has a specific project which requires work that may not be able to be completed by non-essential employees during a time when there may be a delayed opening, early closing or closing that results in an announcement that non-essential employees are not required to work, the supervisor will provide advance notice that he or she is seeking volunteers to work on a specific project.
- C. The number of volunteers solicited shall be selected based upon the number of employees the supervisor elects to schedule.
- D. No employee who previously volunteered to work pursuant to this Article but who failed to report to work shall be selected to work in this circumstance.

### **Article 37. Layoffs**

The procedures in this article shall apply in the event that the College determines that layoffs of nonexempt bargaining unit employees are required. A layoff involves reallocating, consolidating or terminating program functions when the College confronts decreasing enrollment patterns, changing program priorities or fiscal crisis.



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### **Section 1. Notice to the Union**

The College will notify the Union at least ten (10) calendar days prior to the implementation of a layoff. The notice of the layoff shall include the number of bargaining unit employees and the reasons for the layoff. The College shall meet with the Union at its request within the ten (10) day period preceding the layoff to discuss the situation and the reasons for the layoff, the departments that will be affected, the total number of bargaining unit employees, and the expected duration of the layoff. The Union may provide and the College will consider alternatives to the announced layoff at this meeting or at a later meeting, if so requested by the Union. If requested, management will meet with the Union to discuss and consider alternatives to layoffs within one week of the request; however, this request shall not delay the effective date of the layoff.

### **Section 2. Calculation of Seniority Points**

The management decision regarding who to layoff shall be determined by who has the least number of seniority points within a classification and department. Employees shall be allowed to exercise their displacement rights and recall rights on a College wide basis using their seniority points and qualifications as described in the sections on displacement and recall.

Seniority points shall be calculated in accordance with the following formula:

1. One point for each month of State employment;
2. One point for each month of employment in the College;
3. One point for each month of employment in the job series or job class in which the layoff will occur;
4. For service of less than a complete month, an employee shall be credited with 0.032 points for each day of service; and
5. For part-time employment, layoff points shall be prorated according to the percentage of employment.

"Job series" means a group of two or more classes in the same occupational area which requires the application of the same knowledge, skills, and abilities at varying levels of proficiency or responsibility, as determined by the Secretary. "Job class" means positions in the same occupational area which require the application of the same knowledge, skills, and abilities and the same or similar duties and responsibilities, as determined by the College. For the purposes of this section, job class includes the titles held by nonexempt employees in the administrative category of employment.

If two or more employees with an equal number of seniority points are in the same position that is subject to a layoff, then the person with the least number of total State service points will be laid off first. If two or more employees in the same class have an equal number of seniority points and the same number of points for total State service, then the College shall determine which employee to retain after making a written evaluation of the skills, knowledge or abilities of each employee.

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### **Section 3. Notice to Affected Employees**

Only after consultation with the Director of Human Resources, the Department Head shall notify those employees who work in positions identified for layoff at least 60 calendar days before the effective date of the layoff.

The notice to the employees shall state:

1. The fact that the College has made a decision that circumstances require that the employee be laid off;
2. The reason or reasons for the layoff;
3. The number of seniority points that the employee has and the calculation used to arrive at that figure;
4. The effective date of the layoff;
5. That the employee has the right to displace another employee, if the employee has the necessary qualifications and seniority points to do so, and that the employee must notify the College within fifteen (15) days of the notice if the employee will exercise his or her displacement right. The notice shall also state what, if any, positions the employee could displace into, based upon the employee's qualifications known to Human Resources at the time of the layoff and the employee's seniority points. Because this list may not be exhaustive, the notice will also include a statement encouraging the employee to go to Human Resources to evaluate whether he or she may have other displacement options;
6. The College shall maintain in Human Resources a list of all BCCC positions, the duties and minimum qualifications for each position, as well as a list of all of the incumbents and their seniority points. The notice shall state that the employee has the right to review and copy these items;
7. The right to receive pay and not have to work for a minimum of forty-five (45) days of the sixty (60) day notice period;
8. Recall rights after layoff;
9. Reinstatement rights after layoff;
10. The two paragraphs following this list.

An employee who will be laid off shall be paid and shall not report to work or perform duties for the 45 days immediately preceding the effective date of the layoff, unless the employee and the Union expressly waive the employee's displacement rights prior to the forty-fifth day. During this period, the employee shall continue to have the status of being employed at the College.

If the employee elects to waive his or her displacement rights, the employee shall receive pay (and shall not report to work or perform duties) for a period of up to 60 days; the amount shall be pro-rated based upon the date that the College receives written notice from the employee and the Union of the employee's waiver of his or her displacement rights. During this additional period, the employee shall continue to have the status of being employed at the College.

### **Section 4. Displacement**

An employee may displace into another position in the nonexempt bargaining unit only if the employee is qualified for the position as stated in the position description. An employee who, at the time he or she receives a notice of layoff, is without the required qualifications as stated in the position description but is with sufficient seniority points to displace a less senior employee, may exercise his or her displacement rights under the

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following conditions: The employee may exercise displacement rights so long as he or she attains the required qualifications prior to the effective date of the layoff. Any employee who shall exercise, or, who based upon his or her plan to attain the required qualifications prior to the effective date of the layoff plans to exercise, his or her displacement rights shall notify the Director of Human Resources within fifteen (15) calendar days of receipt of notice of layoff.

If more than one employee receives a notice of layoff and wants to displace into the same position, the employee with the qualifications as stated in the position description and with the greater number of seniority points shall be awarded the right to displace into the position.

The salary of an employee who exercises his or her displacement rights will be based upon the pay grade of the classification that the employee displaces into, at the salary step that is closest to, but not more than the employee's rate of pay prior to displacement.

### **Section 5. Outplacement Services**

The College will provide off-campus outplacement services for all laid off employees when in the College's judgment the layoff will be for more than ninety days. Each eligible employee may request information about the types of counseling available for both the employee and his/her family. Free and confidential short-term counseling (max six sessions) and assessments and referrals for all affected employees will be provided covering the following and related topics:

- A. Job search skills
- B. Resume writing
- C. Stress and crisis management
- D. Grief and loss counseling
- E. Financial and adjustment planning/budgeting
- F. Family counseling.

### **Section 6. Tuition**

- A. Waiver  
The College shall continue to provide tuition waiver for those employees, their spouses and their dependent children enrolled in a class and using tuition waiver at the time that they receive notice of layoff until the end of the academic year that the layoff occurs and the one immediately following semester.
- B. Reimbursement  
The College shall continue to provide tuition reimbursement for those employees enrolled in a class and using tuition reimbursement at the time that they receive notice of layoff until the end of the semester that the layoff occurs.
- C. Remission  
The College shall continue to provide tuition remission for those employees and their dependent children enrolled in a class and using tuition remission at the time that they receive notice of layoff until the end of the semester that the layoff occurs.

**Section 7. Medical and Dental Benefits Continuation**

In consideration of the hardships caused by layoff to employees and their families, the College shall pay the entire COBRA premium for those employees enrolled in the College's medical and dental plan at the time they receive notice of the layoff and who elect COBRA for two (2) months after the effective date of the layoff. These provisions apply only if the skilled service employees are excluded from the State Personnel Management System (SPMS) and become part of the College's personnel system (or when legally possible).

**Section 8. Recall Rights**

Employees who are laid off will be eligible for recall to their former position, or to another position requiring the same or substantially similar duties and the same qualifications as their former classification for a period of up to one year from the effective date of the layoff. A qualified employee who has been laid off shall be offered the opportunity to fill a vacancy or contractual position prior to an internal candidate or other applicant. Recall rights shall be based on the total number of seniority points that an employee has at the point of layoff, with the person with the most seniority points being offered the right to be recalled first. If employees are offered an opportunity for recall, they must accept the offer within seven (7) calendar days and report to work within fourteen (14) calendar days or they shall lose their recall rights. The Department of Human Resources shall proactively assist employees who have been laid off in identifying employment opportunities within the College for which such employees may qualify.

Employees on the recall list shall be offered non-PIN opportunities that become available within the College within one year of layoff and that are within the job classification that the employee held prior to layoff. If an employee accepts a non-PIN position, this shall not affect his or her recall rights.

**Section 9. Reinstatement Rights**

If an employee who has been laid off returns to College service within three (3) years of the effective date of his or her layoff, the employee will have all unused sick leave restored to his or her sick leave balance. Reinstated employees shall receive service credit for all time periods of State and College employment. This credit shall determine the step in pay grade, rate of annual leave accrual and seniority rights.

Employees shall be reinstated in the following priority:

1. A returning veteran or reservist entitled to reinstatement under the Maryland Annotated Code, State Personnel and Pensions Article, Title 2, Subtitle 7.
2. A former College employee who has been laid off or whose position has been abolished.
3. The following candidates, without priority, along with other eligible candidates:
  - (a) an individual who has resigned and
  - (b) a current employee seeking a return to a position in a classification previously held.

## **Article 38- Termination of Employment of Grant and Contract Funded Employees upon Termination of the Grant or Contract**

Grant and contract funded employees are those employees who will be notified in writing, at the time of hire, of the start and end dates of the grant or contract which funds the position.

If a grant or contract through which a position is funded is discontinued or reduced to a level that substantially impacts the College's ability to maintain the position, bargaining unit employees who:

1. are in grant and contract funded positions on the effective date of this MOU shall be entitled to thirty days' notice, Recall Rights, Outplacement Services and Tuition Waiver as defined in Article 37, Layoffs.
2. have been in that grant or contract funded position for three years or more shall be entitled to thirty days' notice, Recall Rights, Outplacement Services and Tuition Waiver as defined in Article 37, Layoffs.
3. have been in that grant or contract funded position for periods of less than three years shall be entitled to at least two weeks' notice, or pay in lieu of notice, Outplacement Services and Tuition Waiver as defined in Article 37, Layoffs.

## **Article 39. Contracting Out/Outsourcing**

### **Section 1. Generally**

The College recognizes the integrity of positions comprising the bargaining unit. It shall act consistently with the State's current statutory policy to use State employees to perform State functions in State-operated facilities in preference to contracting with the private sector, unless otherwise permitted by law. The College shall adhere to the State Personnel and Pension Article Title 13 and this law is hereby incorporated in this Agreement as if fully set forth herein.

### **Section 2. Procedure**

#### **A. Notice**

If the College proposes to displace employees in the bargaining unit by outsourcing to the private sector a function currently performed by employees in the bargaining unit, the College shall provide the Union with a written Notice at its earliest opportunity, but normally no later than sixty (60) days in advance of the publication of the RFP, unless circumstances require a shorter notice.

This Notice shall contain: (1) an explanation of the College's reason(s) for its outsourcing proposal, (2) a listing of the number of employees, department(s), location(s), position(s), and names of employees that the College anticipates its outsourcing proposal would affect upon implementation and (3) an accounting of the projected cost of the service contract as opposed to the cost of using College employees.

The College shall send a copy of the RFP prior to publication.

## ***Sworn Police Officers***

### **B. Meeting to Discuss the Union's Proposal**

The Union may make a written Request to the Director of Human Resources to meet to discuss the reasons for outsourcing. If the Union elects to meet with the College in order to discuss the reasons for outsourcing it shall, within seven (7) calendar days of its receipt of the Notice described in Section A, make a request to meet with the College to discuss the decision with the Vice President of the affected department or his or her designee.

Following that meeting, the Union may request a meeting with the College to present a written Proposal to the College detailing the specific benefits associated with the continued employment of the current College employees rather than outsourcing, improvements that could be realized by changing existing practices or methods, and the Union's and the affected employees' commitment to demonstrating the benefits and putting into practice these improvements cited in the Union's proposal. If the Union requests such a meeting, it shall occur within three weeks of the meeting referred to in the above paragraph.

### **C. College Response**

If the Union presents the College with a written Proposal in accordance with subsection B. above, the College shall consider the Proposal.

If the College determines that it will not at that time outsource and displace current employees, the College shall notify the Union within thirty (30) days of the date of its meeting with and receipt of the Union's proposal.

If the College's decision results in the displacement of current employees, the College shall proceed in accordance with Layoff Article. A meeting requested by the Union and held pursuant to Section B is not a substitute for a meeting held pursuant to the Layoffs Policy to discuss alternatives to layoffs. However, the Union shall not present the College with the same proposal it presented pursuant to this Article as its proposal for an alternative to a layoff.

Nothing in this Article restricts the College's authority to determine whether to continue to employ current employees or to outsource.

The College shall provide the Union with a copy of the successful bid for all contracted work to-, the extent provided by law.

## **Article 40. Nepotism Prohibited**

### **Section 1. General**

A Family Relationship to another College employee is not an automatic bar to employment by the College.

An employee of the College shall not hire, supervise, line-manage, set conditions of employment or promote or evaluate subordinate employees with whom a family relationship exists.

## *Sworn Police Officers*

### **Section 2. Definitions**

A Family Relationship exists where an employee is related to another employee or spouse of an employee of the College by blood, marriage, or adoption and extends, to the following relationships: spouses, parents, children, siblings, in-laws, step-family members, aunts, uncles, nieces, nephews, cousins, and grandparents. This policy applies to all employees of the College, including support staff, administrative/professional staff, faculty and contractual employees.

A Supervisor or Line Manager includes anyone having the authority to make decisions, assign work or give orders to subordinates in the chain of command.

### **Section 3. Employee Obligations**

If a supervisor/subordinate relationship develops between employees with a Family Relationship during employment, the employees shall immediately notify Human Resources. Human Resources shall recommend options for eliminating the supervisor/subordinate relationship including, but not limited to, transfer, reassignment or removal of one or more of the employees involved. Employees may come up with other alternatives. Once Human Resources has presented alternatives, the employees shall determine which alternative to take.

All employees and applicants for employment are required to disclose to the Director of Human Resources the identity of any family member(s) employed by the College who work in the same chain of command and are in a supervisor/subordinate relationship.

### **Article 41. Child Care**

Employees shall continue to have access to child care at BCCC for as long as child care is provided at BCCC and under the terms and conditions as exist at the present time.

### **Article 42. Posting of Job Announcements and other Information**

The College shall post job announcements for vacant positions on the College's web site, and shall post hard copies of job announcements for vacant positions in the Department of Human Resources. The Department of Human Resources shall also maintain hard copies of commonly used forms, such as vacation request forms and insurance claim forms, in a visible area frequented by bargaining unit members.

### **Article 43. Social Security Numbers**

The College shall not print or have printed a College employee's Social Security number on any type of identification card.

### **Article 44. Strikes and Lockouts**

The parties agree to abide by the law prohibiting strikes and lockouts.

*Sworn Police Officers*

**Article 45. Reinstatement**

The parties agree to abide by the law and COMAR regarding reinstatement.

**Article 46. Savings and Effectiveness**

Should any part of this MOU be declared invalid by operation of law or by a tribunal of competent jurisdiction, the remainder of the MOU shall not be affected but shall remain in full force and effect. In the event that any provision is thus rendered invalid, upon written request of either party, the parties shall meet promptly to negotiate a substitute for the invalid portion of the MOU.

If there are terms and conditions that cannot be legally implemented at the point that the MOU is signed, and if a law changes that will make it legal to implement that term or condition, then the term or condition shall become effective on the earliest date possible by law.

**Article 47. Fair Share Reopener**

Either party may re-open negotiations on the exclusive subject of service fees “Fair Share” agreement. Negotiations shall be scheduled within 30 days of the presentation of the written request for reopener.

**Article 48. Telework Policy**

BCCC and AFSCME MD 2 will develop a telework policy for employees at BCCC. The policy will be negotiated at the LMC and added to the contract upon completion.



## **Sworn Police Officers Bargaining Unit**

Police Officer I

Police Officer II

Sergeants (formerly Police Officer 3)

**Baltimore City  
Community  
College Non-  
supervisor**



This evaluation is intended to facilitate communication between supervisors and employees regarding expectations of job performance and to provide a mechanism for the evaluation of actual performance.

<b>Employee Name:</b>	<b>Rating Period:</b>
<b>Supervisor</b>	<b>Fisc</b>
	<b>President</b>

**Ratings:**

- 4 = Outstanding:** Exceptional performance. Achievements are clearly superior to the level of performance required for the job.
- 3 = Exceeds Standards:** Clearly surpassed the standards required for the job. Used exceptional application of knowledge, skills and/or abilities to exceed the required standards.
- 2 = Meets Standards:** Met the required and expected results for the job. Good performance which is expected of a fully experienced or competent employee.
- 1 = Needs Improvement:** Job requirement and results were partially met. Performance needs development to meet the standards expected of a competent employee.
- 0 = Unsatisfactory:** Performance is unacceptable and shows no significant progress or improvement. Improvement is critical.

Does the employee's Position Description (PD) accurately reflect the current, and anticipated, duties and responsibilities for the upcoming review period? (If no, modify the PD as required before beginning the review period.)

Status of Position Description **Yes**

Position-Specific Performance Standards (SMART Goals) <i>Measurable, Achievable, Realistic, Time-based</i>	(Specific,	Mid Cycle Rating	End Cycle Rating
1			
2			
3			
4			
5			
6			
7			
<b>Number of Position-Specific Performance Elements Rated:</b>		<b>0</b>	<b>0</b>

Behavioral Elements	Mid Cycle Rating	End Cycle Rating
<b>Teamwork</b>		
1	Is an active, effective member of the department team	0
2	Is an active committee person (Optional)	0
3	Supports College vision/ mission and divisional goals	0
4	Works to resolve concerns with co-workers	0
5	Interacts positively with co-workers	0
<b>Communication</b>		
6	Speaks effectively	0
7	Writes effectively (clear, organized, appropriate grammar, punctuation) Note: Do not	0
<b>Initiatives</b>		
8	Engages in opportunities for self-improvement	0
9	Generates ideas, options, and solutions for improvement	0
10	Uses creative approaches to improve processes, programs and services	0
<b>Customer Service</b>		
11	Provides information to staff and others in timely manner	0
12	Models the College's Civility Creed	0
13	Strives to keep commitments and follow through on customer requests	0
<b>Quality of Work</b>		
14	Maintains work space	0
15	Safety	0
16	Maintains good attendance (Use of approved leave)	0

17	Follows policy and procedure/ work standards	0	0
18	Pays attention to detail	0	0
19	Maintains confidentiality	0	0
20	Appropriately prioritizes work to meet established objectives	0	0
21	Properly utilizes technology as called for	0	0
Number of Behavioral Elements Rated:		0	0
Total Number of Elements Rated:		0	0

**Supervisor's Comments:**

**Narrative Summary of Performance**

Behavioral Elements				Mid Point Rating	End Point Rating
<b>Teamwork</b>					
<b>Is an active, effective member of the Department team</b>					
MEETS STANDARDS: Recognize and provide support and assistance to co-workers as needed. Works cooperatively in group situations. Works actively to resolve conflicts. Readily accepts direction from supervisors. Supports team leader. Does not require reminders about cooperation and teamwork standards. Fosters a non-discriminatory environment. Gives equal consideration to all people in accordance with Equal Opportunity laws.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Exhibits highest examples of cooperation and teamwork. Serves as the ideal standard for collaboration and cooperation.	Exceeds the highest examples of cooperation and teamwork. Serves as the ideal standard for collaboration and cooperation. Actively encourages collaboration and cooperation in others.	Meets the highest examples of cooperation and teamwork standards. Reluctantly cooperates with others to achieve goals of the organization. Reluctantly accepts direction from supervisors. Reluctantly supports team leader. Seldom devotes and maintains cooperative working relationships with team or with others inside and outside the work unit. Occasionally ignores and disrespectful.	Requires frequent reminders about cooperation and teamwork standards. Uncooperatively works with others to achieve goals of the organization. Resistant to direction from supervisors. Rarely supports team leader. Seldom devotes and maintains cooperative working relationships with team or with others inside and outside the work unit. Consistently rude and disrespectful.		
<b>Is an active committee person (Optional evaluation question to be agreed with by Supervisor and Employee)</b>					
MEETS STANDARDS: Frequently contributes ideas and suggestions. Frequently volunteers to serve on work-related committees or teams or for special projects. This element is not scored for those individuals who are excused from participating by their immediate supervisor and Division Vice President.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Contributes constructive ideas and suggestions. Frequently volunteers to serve on work-related committees or teams or for special projects.	Contributes constructive ideas and suggestions. Frequently volunteers to serve on work-related committees or teams or for special projects.	Contributes ideas and suggestions. Occasionally volunteers to serve on work-related committees or teams or for special projects.	Needs constructive ideas and suggestions. Occasionally volunteers to serve on work-related committees or teams or for special projects.		
<b>Supports College major mission and district goals</b>					
MEETS STANDARDS: Accepts goals and work toward district/college department goals and objectives, including the College mission. Consistently available to help team accomplish their goal. Assesses self strengths and weaknesses and suggests methods for improvement.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Exhibits exceptional skill in maintaining, controlling, and monitoring operations to meet goals.	Highly creative in developing and implementing plans. Demonstrates efficiency and creativity in work activities.	Highly creative in developing and implementing plans. Demonstrates efficiency and creativity in work activities.	Highly creative in developing a goal example in supporting division/College department goals.	Highly creative in developing a goal example in supporting division/College department goals.	
<b>Works to resolve concerns with coworker</b>					
MEETS STANDARDS: Manages concerns in a timely and helpful manner. Follows College or department process. Communicates clearly in all interactions when the process is not met and steps that may be taken.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Is proactive in the execution of resolving concerns and maintaining confidentiality regarding workplace issues.	Is proactive in the execution of resolving concerns and maintaining confidentiality regarding workplace issues.	Is not proactive in the execution of resolving concerns and maintaining confidentiality. Does not communicate clearly to all stakeholders when the process is not met and steps that may be taken.	Is not proactive in the execution of resolving concerns and maintaining confidentiality. Does not communicate clearly to all stakeholders.		
<b>Interacts positively with co-workers</b>					
MEETS STANDARDS: Interacts positively with co-workers. Provides helpful assistance and information to others in a prompt and courteous manner. Communicates in a helpful and informative manner. Respects the viewpoint of others, is not condescending and supports diverse viewpoints.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Consistently goes beyond the requirements to ensure that co-workers' needs are met, consistently proactively provides additional information and aid without request. Sets a higher standard for interacting with co-workers. Sets a higher standard of supporting diversity.	Frequently goes beyond the requirements to ensure that co-workers' needs are met. Frequently anticipates co-workers' needs and requests. Frequently provides additional information or aid without request. Frequently goes beyond the normal standards of listening and demonstrating respect for the viewpoints of others.	Meets the requirements to ensure that co-workers' needs are met. Frequently anticipates co-workers' needs and requests. Frequently provides additional information or aid without request. Frequently goes beyond the normal standards of listening and demonstrating respect for the viewpoints of others.	Meets the requirements to ensure that co-workers' needs are met. Frequently anticipates co-workers' needs and requests. Frequently provides additional information or aid without request. Frequently goes beyond the normal standards of listening and demonstrating respect for the viewpoints of others.	Occasionally discourteous. Inconsistently does not provide assistance and information to co-workers in a prompt or courteous manner. Rarely demonstrates respect for the viewpoints of others. Inconsistently demonstrates a willingness to support diversity.	
<b>Communications</b>					
<b>Speaks effectively</b>					
MEETS STANDARDS: Acts as an effective link with fellow employees. Communicates information.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Exhibits a wide range of communication situations with all levels of the organization.	Highly creative in establishing and maintaining effective communications with all levels of the organization.	Exhibits a wide range of communication situations with all levels of the organization.	Exhibits a wide range of communication situations with all levels of the organization. Does not communicate clearly to all stakeholders when the process is not met and steps that may be taken.		
<b>Writes effectively (clear, organized, appropriate grammar, punctuation) Note: Do not use this element unless writing is a core requirement of the position.</b>					
MEETS STANDARDS: Writes clearly and informatively in a concise and accurate manner using business English, spelling, punctuation, grammar. Uses writing style to meet needs.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Exhibits clear and effective communication among involved parties. Accurately interprets and transmits information so as to improve communication.	Exhibits clear and effective communication among involved parties. Accurately interprets and transmits information so as to improve communication.	Exhibits clear and effective communication among involved parties. Accurately interprets and transmits information so as to improve communication.	Exhibits clear and effective communication among involved parties. Accurately interprets and transmits information so as to improve communication.		
<b>Initiative</b>					
<b>Seeks opportunities for self-improvement</b>					
MEETS STANDARDS: Proactively seeks training to enhance job performance or takes initiative to learn more complex processes and/or new equipment. Actively seeks out job opportunities for advancement and career development.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Has applied concepts learned in training or self-development to improve operations of the organization.	Plans for continuing career development and advancement by improving skills, knowledge, and abilities.	Has applied concepts learned in training or self-development to improve operations of the organization.	Does not pursue training or learning new processes but accepts training if assigned.	Does not pursue training or learning new processes but accepts training if assigned.	
<b>Generates ideas, options, and solutions for improvement</b>					
MEETS STANDARDS: Consistently makes effective decisions in a timely basis through operations.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Frequently calls coworkers, creative solutions. Always handles controversial and complex decisions effectively.	Exhibits creative and innovative ideas. Creative solutions. Always handles controversial and complex decisions effectively.	Exhibits creative and innovative ideas. Creative solutions. Always handles controversial and complex decisions effectively.	Exhibits creative and innovative ideas. Creative solutions. Always handles controversial and complex decisions effectively.		
<b>Sees oneself as a person who improves processes, programs and services</b>					
MEETS STANDARDS: Seeks an internal oversight or supervision to maintain the expected level of service or output. Strives to increase productivity. Proactive and prepared for meetings and other scheduled events. Responds to resolve identified issues, information and resources.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Assignments completed on time with little or no supervision. Performs at or above the standard. Meets deadlines and deadlines. Anticipates and addresses issues before they become problems. Responds to resolve identified issues or developments, works independently with little or no supervision. Completes regular assigned work plus additional assignments.	Assignments completed on time with little or no supervision. Performs at or above the standard. Meets deadlines and deadlines. Anticipates and addresses issues before they become problems. Responds to resolve identified issues or developments, works independently with little or no supervision. Completes regular assigned work plus additional assignments.	Assignments completed on time with little or no supervision. Performs at or above the standard. Meets deadlines and deadlines. Anticipates and addresses issues before they become problems. Responds to resolve identified issues or developments, works independently with little or no supervision. Completes regular assigned work plus additional assignments.	Assignments completed on time with little or no supervision. Performs at or above the standard. Meets deadlines and deadlines. Anticipates and addresses issues before they become problems. Responds to resolve identified issues or developments, works independently with little or no supervision. Completes regular assigned work plus additional assignments.		
<b>Customer Service</b>					
<b>Provides information to staff and others in timely manner</b>					
MEETS STANDARDS: Follows up on requests for information without being prompted. Answers phone and email promptly. Provides complete answers to requests for information.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Frequently anticipates and provides complete answers to requests for information.	Occasionally anticipates information that people will request, and provides information.	Is not timely and frequently requires requests to provide information to staff and others, is late in answering or email messages promptly. Is inconsistent in providing complete answers to requests for information.	Information provided is suspect, or is frequently incomplete. Is extremely late in answering or returning phone and email messages.		
<b>Models the College's Chivalry Creed</b>					
MEETS STANDARDS: Consistently acting in a courteous and polite manner to other people through behavior, attitude and words.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Exhibits a high level of courtesy and respect to all others through behavior, attitude and words.	Exhibits a high level of courtesy and respect to all others through behavior, attitude and words.	Exhibits a high level of courtesy and respect to all others through behavior, attitude and words.	Exhibits a high level of courtesy and respect to all others through behavior, attitude and words.		
<b>Strives to keep commitments and follow through on customer requests</b>					
MEETS STANDARDS: Responds to requests for information in a timely manner. Provides requested assistance and information to others through consistent effort in responses to customer request.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Consistently demonstrates creativity, initiative, and a willingness, when necessary, to work beyond the strict boundaries of position, department, or organization. Tries to resolve a concern or a question. If otherwise provide assistance to working constructively with others.	Consistently demonstrates creativity, initiative, and a willingness, when necessary, to work beyond the strict boundaries of position, department, or organization. Tries to resolve a concern or a question. If otherwise provide assistance to working constructively with others.	Consistently demonstrates creativity, initiative, and a willingness, when necessary, to work beyond the strict boundaries of position, department, or organization. Tries to resolve a concern or a question. If otherwise provide assistance to working constructively with others.	Consistently demonstrates creativity, initiative, and a willingness, when necessary, to work beyond the strict boundaries of position, department, or organization. Tries to resolve a concern or a question. If otherwise provide assistance to working constructively with others.		
<b>Work Performance</b>					
<b>Maintains work space</b>					
MEETS STANDARDS: Keeps effective use of available workspace and resources to accomplish goals.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Superior organization of resources and workspace to meet objectives. Provides in organizing or utilizing alternative resources.	Highly organized in workspace utilization. Often gets more out of available resources than expected.	Organized in using resources and workspace. Inconsistent in workspace organization. In cluttered and disorganized.	Unorganized and disorganized workspace. Inconsistent in workspace organization. In cluttered and disorganized.		
<b>Adheres to safety requirements</b>					
MEETS STANDARDS: Usually follows safety rules, uses resources effectively. Follows established safety practices and correct unsafe work situations on the job.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Proactively identifies safety risks and eliminates safety hazards through communication with supervisor.	Proactively identifies safety risks and eliminates safety hazards through communication with supervisor.	Proactively identifies safety risks and eliminates safety hazards through communication with supervisor.	Proactively identifies safety risks and eliminates safety hazards through communication with supervisor.		
<b>Maintains good attendance (use of approved leaves)</b>					
MEETS STANDARDS: Demonstrates reliable and predictable attendance and/or punctuality, as required for the position.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Consistently contributes to a higher degree of unit or individual productivity.	Consistently contributes to a higher degree of unit or individual productivity.	Consistently contributes to a higher degree of unit or individual productivity.	Consistently contributes to a higher degree of unit or individual productivity.		
<b>Follows policy and procedure work standards</b>					
MEETS STANDARDS: Knows and conforms to relevant policies, procedures and work standards as required for the job.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Demonstrates exceptional knowledge of relevant policies, procedures and work standards as required by the job. Operates as a resource for coworkers on policy, procedure and work standards.	Knows better than average knowledge of relevant policies, procedures and work standards as required for the job. Can be helpful to coworkers regarding policy, procedure and work standards.	Knows relevant policies, procedures and work standards.	Knows relevant policies, procedures and work standards.		
<b> Pays attention to detail</b>					
MEETS STANDARDS: Independently completes assignments with routine supervision. Recognizes and analyzes routine problems and takes appropriate action. Work performed at an acceptable level of accuracy/ detail.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Work performed at a high level of accuracy; errors extremely rare, always minor.	Work performed at a high level of accuracy; errors usually minor or none.	Work performed at an acceptable level of accuracy; errors occasionally occur.	Work performed at an acceptable level of accuracy; errors frequently occur.		
<b>Maintains confidentiality</b>					
MEETS STANDARDS: Maintains confidentiality, as required for the position. Follows equipment guidelines on disclosure and keeps documents secure.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Actively encourages confidentiality within work environment. Follows department guidelines on disclosure and keeps documents secure.	Actively encourages confidentiality within work environment. Follows department guidelines on disclosure and keeps documents secure.	Actively encourages confidentiality within work environment. Follows department guidelines on disclosure and keeps documents secure.	Actively encourages confidentiality within work environment. Follows department guidelines on disclosure and keeps documents secure.		
<b> Appropriately prioritizes work to meet established objectives</b>					
MEETS STANDARDS: Orders work in a meaningful manner. Performs pressing tasks first, and less pressing tasks next.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Effectively and quickly takes on new assignments. Is an expert in prioritization. Identifies and uses appropriate applications of equipment/technology.	Orders their own work at a high level of effectiveness. Effectively and quickly takes on new assignments. Is an expert in prioritization. Identifies and uses appropriate applications of equipment/technology.	Effectively and quickly takes on new assignments. Is an expert in prioritization. Identifies and uses appropriate applications of equipment/technology.	Effectively and quickly takes on new assignments. Is an expert in prioritization. Identifies and uses appropriate applications of equipment/technology.		
<b> Properly utilizes technology as called for</b>					
MEETS STANDARDS: Has been familiar with tools and technology. Has been able to use tools and technology in the completion of job tasks.					
Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory	
Has exceptional knowledge of tools and technology. Has superior ability to use tools and technology in the completion of job tasks.	Has exceptional knowledge of tools and technology. Has superior ability to use tools and technology in the completion of job tasks.	Has exceptional knowledge of tools and technology. Has superior ability to use tools and technology in the completion of job tasks.	Has exceptional knowledge of tools and technology. Has superior ability to use tools and technology in the completion of job tasks.		

The Law Enforcement Officers Bill of Rights: Title 3 of the Public Safety Article of the Annotated Code of Maryland. Public Safety Article TITLE 3.

Subtitle 1. Law Enforcement Officers' Bill of Rights.

3-101. Definitions.

3-102. Effect of subtitle.

3-103. Rights of law enforcement officers generally.

3-104. Investigation or interrogation of law enforcement officer.

3-105. Application for show cause order.

3-106. Limitation on administrative charges.

3-107. Hearing by hearing board.

3-108. Disposition of administrative action.

3-109. Judicial review.

3-110. Expungement of record of formal complaint.

3-111. Summary punishment.

3-112. Emergency suspension.

3-113. False statement, report, or complaint.

§ 3-101. Definitions.

(a) In general.- In this subtitle the following words have the meanings indicated.

Revisor's Note.

This subsection formerly was Art. 27, § 727(a).

The only changes are in style.

(b) Chief.-

(1) "Chief" means the head of a law enforcement agency.

(2) "Chief" includes the officer designated by the head of a law enforcement agency.

Revisor's Note.

This subsection is new language derived without substantive change from former Art. 27, § 727(g).

Paragraph (1) of this subsection is revised for clarity to refer generally to the "head" of a law enforcement agency. Consequently, the former specific references to the "superintendent", "commissioner", "chief of police", and "sheriff" are deleted as included in the general reference to the "head" of a law enforcement agency.

In paragraph (2) of this subsection, the reference to the "head of a law enforcement agency" is substituted for the former reference to the "official" for clarity and consistency with terminology used in paragraph (1) of this subsection.

(c) Hearing.-

(1) "Hearing" means a proceeding during an investigation conducted by a hearing board to take testimony or receive other evidence.

(2) "Hearing" does not include an interrogation at which no testimony is taken under oath.

Revisor's Note.

This subsection is new language derived without substantive change from former Art. 27, § 727(e).

In paragraph (1) of this subsection, the reference to a "proceeding" is substituted for the former reference to a "meeting" for clarity. Correspondingly, the reference to an "investigation" is substituted for the former reference to an "investigatory proceeding" to avoid using the term "proceeding" twice.

Also in paragraph (1) of this subsection, the former reference to "adducing" testimony is deleted as included in the reference to "tak[ing]" testimony.

Defined Terms.

"Hearing board" § 3-101

(d) Hearing board.- "Hearing board" means a board that is authorized by the chief to hold a hearing on a complaint against a law enforcement officer.

Revisor's Note.

This subsection is new language derived without substantive change from the first clause of the first sentence of former Art. 27, § 727(d)(1).

Defined Terms.

"Chief" § 3-101

"Hearing" § 3-101

"Law enforcement officer" § 3-101

(e) Law enforcement officer.-

(1) "Law enforcement officer" means an individual who:

(i) in an official capacity is authorized by law to make arrests; and

(ii) is a member of one of the following law enforcement agencies:

1. the Department of State Police;
2. the Police Department of Baltimore City;
3. the Baltimore City School Police Force;

4. the Baltimore City Watershed Police Force;
5. the police department, bureau, or force of a county;
6. the police department, bureau, or force of a municipal corporation;
7. the office of the sheriff of a county;
8. the police department, bureau, or force of a bicounty agency;
9. the Maryland Transportation Authority Police;
10. the police forces of the Department of Transportation;
11. the police forces of the Department of Natural Resources;
12. the Field Enforcement Division of the Comptroller's Office;
13. the Housing Authority of Baltimore City Police Force;
14. the Crofton Police Department;
15. the police force of the Department of Health and Mental Hygiene;
16. the police force of the Department of General Services;
17. the police force of the Department of Labor, Licensing, and Regulation;
18. the police forces of the University System of Maryland;
19. the police force of Morgan State University; or
20. the office of State Fire Marshal.

(2) "Law enforcement officer" does not include:

- (i) an individual who serves at the pleasure of the Police Commissioner of Baltimore City;
- (ii) an individual who serves at the pleasure of the appointing authority of a charter county;
- (iii) the police chief of a municipal corporation; or
- (iv) an officer who is in probationary status on initial entry into the law enforcement agency except if an allegation of brutality in the execution of the officer's duties is made.

Revisor's Note.

This subsection is new language derived without substantive change from former Art. 27, § 727(b) and (c).

In the introductory language of paragraph (1) and in paragraph (2)(i) and (ii) of this subsection, the reference to an "individual" is substituted for the former reference to a "person" because only an individual, and not the other entities included in the defined term "person", can be a law enforcement officer. See § 1-101 of this article for the definition of "person".

In paragraphs (1)(ii)6 and (2)(iii) of this subsection, the reference to a "municipal corporation" is substituted for the former reference to an "incorporated city or town" for consistency with Md. Constitution, Art. XI-E.

In paragraph (1)(ii)7 of this subsection, the former reference to "Baltimore City" is deleted as unnecessary in light of the defined term "county" in § 1-101 of this article.

In paragraph (1)(ii)11, 15, 16, 17, and 19 of this subsection, the reference to the police "force[s]" is substituted for the former reference to police "officers" for internal consistency in this paragraph in referring to law enforcement agencies.

In paragraph (1)(ii)18 of this subsection, the reference to the police "forces" of the University System of Maryland is substituted for the former reference to police "officers" to indicate that each college/university in the University System of Maryland has a

separate police force.

In paragraph (1)(ii)20 of this subsection, the former reference to a "full-time investigative and inspection assistant" is deleted for accuracy. These individuals do not have arrest powers.

In paragraph (2)(iv) of this subsection, the reference to initial entry into the "law enforcement agency" is substituted for the former reference to initial entry into the "Department" because this provision is not limited to officers who are entering a particular police department, but covers officers entering any law enforcement agency listed in paragraph (1)(ii) of this subsection.

#### Defined Terms.

"County" § 1-101

[An. Code 1957, art. 27, § 727(a)-(c), (d)(1), (e), (g); 2003, ch. 5, § 2.]

#### § 3-102. Effect of subtitle.

(a) Conflicting law superseded.- Except for the administrative hearing process under Title 3, Subtitle 2 of this article that relates to the certification enforcement power of the Police Training Commission, this subtitle supersedes any other law of the State, a county, or a municipal corporation that conflicts with this subtitle.

(b) Preemption of local law.- Any local law is preempted by the subject and material of this subtitle.

(c) Authority of chief not limited.- This subtitle does not limit the authority of the chief to regulate the competent and efficient operation and management of a law enforcement agency by any reasonable means including transfer and reassignment if:

(1) that action is not punitive in nature; and

(2) the chief determines that action to be in the best interests of the internal management of the law enforcement agency.

[An. Code 1957, art. 27, §§ 728(c), 734B; 2003, ch. 5, § 2.]

#### § 3-103. Rights of law enforcement officers generally.

(a) Right to engage in political activity.-

(1) Subject to paragraph (2) of this subsection, a law enforcement officer has the same rights to engage in political activity as a State employee.

(2) This right to engage in political activity does not apply when the law enforcement officer is on duty or acting in an official capacity.

(b) Regulation of secondary employment.- A law enforcement agency:

(1) may not prohibit secondary employment by law enforcement officers; but

(2) may adopt reasonable regulations that relate to secondary employment by law enforcement officers.

(c) Disclosure of property, income, and other information.- A law enforcement officer may not be required or requested to disclose an item of the law enforcement officer's property, income, assets, source of income, debts, or personal or domestic expenditures, including those of a member of the law enforcement officer's family or household, unless:

(1) the information is necessary to investigate a possible conflict of interest with respect to the performance of the law enforcement officer's official duties; or

(2) the disclosure is required by federal or State law.

(d) Retaliation.- A law enforcement officer may not be discharged, disciplined, demoted, or denied promotion, transfer, or reassignment, or otherwise discriminated against in regard to the law enforcement officer's employment or be threatened with that treatment because the law enforcement officer:



(1) has exercised or demanded the rights granted by this subtitle; or

(2) has lawfully exercised constitutional rights.

(e) Right to sue.- A statute may not abridge and a law enforcement agency may not adopt a regulation that prohibits the right of a law enforcement officer to bring suit that arises out of the law enforcement officer's duties as a law enforcement officer.

(f) Waiver of rights.- A law enforcement officer may waive in writing any or all rights granted by this subtitle.

[An. Code 1957, art. 27, §§ 728(a), (b)(11), 729, 729A, 733, 734D; 2003, ch. 5, § 2.]

#### § 3-104. Investigation or interrogation of law enforcement officer.

(a) In general.- The investigation or interrogation by a law enforcement agency of a law enforcement officer for a reason that may lead to disciplinary action, demotion, or dismissal shall be conducted in accordance with this section.

(b) Interrogating or investigating officer.- For purposes of this section, the investigating officer or interrogating officer shall be:

(1) a sworn law enforcement officer; or

(2) if requested by the Governor, the Attorney General or Attorney General's designee.

(c) Complaint that alleges brutality.-

(1) A complaint against a law enforcement officer that alleges brutality in the execution of the law enforcement officer's duties may not be investigated unless the complaint is sworn to, before an official authorized to administer oaths, by:

(i) the aggrieved individual;

(ii) a member of the aggrieved individual's immediate family;

(iii) an individual with firsthand knowledge obtained because the individual was present at and observed the alleged incident; or

(iv) the parent or guardian of the minor child, if the alleged incident involves a minor child.

(2) Unless a complaint is filed within 90 days after the alleged brutality, an investigation that may lead to disciplinary action under this subtitle for brutality may not be initiated and an action may not be taken.

(d) Disclosures to law enforcement officer under investigation.-

(1) The law enforcement officer under investigation shall be informed of the name, rank, and command of:

(i) the law enforcement officer in charge of the investigation;

(ii) the interrogating officer; and

(iii) each individual present during an interrogation.

(2) Before an interrogation, the law enforcement officer under investigation shall be informed in writing of the nature of the investigation.

(e) Disclosures to law enforcement officer under arrest.- If the law enforcement officer under interrogation is under arrest, or is likely to be placed under arrest as a result of the interrogation, the law enforcement officer shall be informed completely of all of the law enforcement officer's rights before the interrogation begins.

(f) Time of interrogation.- Unless the seriousness of the investigation is of a degree that an immediate interrogation is required, the interrogation shall be conducted at a reasonable hour, preferably when the law enforcement officer is on duty.

(g) Place of interrogation.-

(1) The interrogation shall take place:

i) at the office of the command of the investigating officer or at the office of the local precinct or police unit in which the incident allegedly occurred, as designated by the investigating officer; or

(ii) at another reasonable and appropriate place.

(2) The law enforcement officer under investigation may waive the right described in paragraph (1)(i) of this subsection.

(h) Conduct of interrogation.-

(1) All questions directed to the law enforcement officer under interrogation shall be asked by and through one interrogating officer during any one session of interrogation consistent with paragraph (2) of this subsection.

(2) Each session of interrogation shall:

(i) be for a reasonable period; and

(ii) allow for personal necessities and rest periods as reasonably necessary.

(i) Threat of transfer, dismissal, or disciplinary action prohibited.- The law enforcement officer under interrogation may not be threatened with transfer, dismissal, or disciplinary action.

(j) Right to counsel.-

(1)

(i) On request, the law enforcement officer under interrogation has the right to be represented by counsel or another responsible representative of the law enforcement officer's choice who shall be present and available for consultation at all times during the interrogation.

(ii) The law enforcement officer may waive the right described in subparagraph (i) of this paragraph.

(2)

(i) The interrogation shall be suspended for a period not exceeding 10 days until representation is obtained.

(ii) Within that 10-day period, the chief for good cause shown may extend the period for obtaining representation.

(3) During the interrogation, the law enforcement officer's counsel or representative may:

(i) request a recess at any time to consult with the law enforcement officer;

(ii) object to any question posed; and

(iii) state on the record outside the presence of the law enforcement officer the reason for the objection.

(k) Record of interrogation.-

(1) A complete record shall be kept of the entire interrogation, including all recess periods, of the law enforcement officer.

(2) The record may be written, taped, or transcribed.

(3) On completion of the investigation, and on request of the law enforcement officer under investigation or the law enforcement

officer's counsel or representative, a copy of the record of the interrogation shall be made available at least 10 days before a hearing.

(l) Tests and examinations - In general.-

(1) The law enforcement agency may order the law enforcement officer under investigation to submit to blood alcohol tests, blood, breath, or urine tests for controlled dangerous substances, polygraph examinations, or interrogations that specifically relate to the subject matter of the investigation.

(2) If the law enforcement agency orders the law enforcement officer to submit to a test, examination, or interrogation described in paragraph (1) of this subsection and the law enforcement officer refuses to do so, the law enforcement agency may commence an action that may lead to a punitive measure as a result of the refusal.

(3) If the law enforcement agency orders the law enforcement officer to submit to a test, examination, or interrogation described in paragraph (1) of this subsection, the results of the test, examination, or interrogation are not admissible or discoverable in a criminal proceeding against the law enforcement officer.

(m) Same - Polygraph examinations.-

(1) If the law enforcement agency orders the law enforcement officer to submit to a polygraph examination, the results of the polygraph examination may not be used as evidence in an administrative hearing unless the law enforcement agency and the law enforcement officer agree to the admission of the results.

(2) The law enforcement officer's counsel or representative need not be present during the actual administration of a polygraph examination by a certified polygraph examiner if:

(i) the questions to be asked are reviewed with the law enforcement officer or the counsel or representative before the administration of the examination;

(ii) the counsel or representative is allowed to observe the administration of the examination; and

(iii) a copy of the final report of the examination by the certified polygraph examiner is made available to the law enforcement officer or the counsel or representative within a reasonable time, not exceeding 10 days, after completion of the examination.

(n) Information provided on completion of investigation.-

(1) On completion of an investigation and at least 10 days before a hearing, the law enforcement officer under investigation shall be:

(i) notified of the name of each witness and of each charge and specification against the law enforcement officer; and

(ii) provided with a copy of the investigatory file and any exculpatory information, if the law enforcement officer and the law enforcement officer's representative agree to:

1. execute a confidentiality agreement with the law enforcement agency not to disclose any material contained in the investigatory file and exculpatory information for any purpose other than to defend the law enforcement officer; and

2. pay a reasonable charge for the cost of reproducing the material.

(2) The law enforcement agency may exclude from the exculpatory information provided to a law enforcement officer under this subsection:

(i) the identity of confidential sources;

(ii) nonexculpatory information; and

(iii) recommendations as to charges, disposition, or punishment.

(o) Adverse material.-

(1) The law enforcement agency may not insert adverse material into a file of the law enforcement officer, except the file of the internal investigation or the intelligence division, unless the law enforcement officer has an opportunity to review, sign, receive a copy of, and comment in writing on the adverse material.

## ***Sworn Police Officers***

(2) The law enforcement officer may waive the right described in paragraph (1) of this subsection.

[An. Code 1957, art. 27, §§ 727(h), 728(b)(1)-(10), (12)(i), (14); 2003, ch. 5, § 2.]

§ 3-105. Application for show cause order.

(a) In general.- A law enforcement officer who is denied a right granted by this subtitle may apply to the circuit court of the county where the law enforcement officer is regularly employed for an order that directs the law enforcement agency to show cause why the right should not be granted.

(b) Conditions.- The law enforcement officer may apply for the show cause order:

1) either individually or through the law enforcement officer's certified or recognized employee organization; and

(2) at any time prior to the beginning of a hearing by the hearing board.

[An. Code 1957, art. 27, § 734; 2003, ch. 5, § 2.]

§ 3-106. Limitation on administrative charges.

(a) In general.- Subject to subsection (b) of this section, a law enforcement agency may not bring administrative charges against a law enforcement officer unless the agency files the charges within 1 year after the act that gives rise to the charges comes to the attention of the appropriate law enforcement agency official.

(b) Exception.- The 1-year limitation of subsection (a) of this section does not apply to charges that relate to criminal activity or excessive force.

[An. Code 1957, art. 27, § 730(b); 2003, ch. 5, § 2.]

§ 3-107. Hearing by hearing board.

(a) Right to hearing.-

(1) Except as provided in paragraph (2) of this subsection and § 3-111 of this subtitle, if the investigation or interrogation of a law enforcement officer results in a recommendation of demotion, dismissal, transfer, loss of pay, reassignment, or similar action that is considered punitive, the law enforcement officer is entitled to a hearing on the issues by a hearing board before the law enforcement agency takes that action.

(2) A law enforcement officer who has been convicted of a felony is not entitled to a hearing under this section.

(b) Notice of hearing.-

(1) The law enforcement agency shall give notice to the law enforcement officer of the right to a hearing by a hearing board under this section.

(2) The notice required under this subsection shall state the time and place of the hearing and the issues involved.

(c) Membership of hearing board.-

(1) Except as provided in paragraph (4) of this subsection and in § 3-111 of this subtitle, the hearing board authorized under this section shall consist of at least three members who:

(i) are appointed by the chief and chosen from law enforcement officers within that law enforcement agency, or from law enforcement officers of another law enforcement agency with the approval of the chief of the other agency; and

(ii) have had no part in the investigation or interrogation of the law enforcement officer.

(2) At least one member of the hearing board shall be of the same rank as the law enforcement officer against whom the complaint is filed.

### ***Sworn Police Officers***

(3) (i) If the chief is the law enforcement officer under investigation, the chief of another law enforcement agency in the State shall function as the law enforcement officer of the same rank on the hearing board.

(ii) If the chief of a State law enforcement agency is under investigation, the Governor shall appoint the chief of another law enforcement agency to function as the law enforcement officer of the same rank on the hearing board.

(iii) If the chief of a law enforcement agency of a county or municipal corporation is under investigation, the official authorized to appoint the chief's successor shall appoint the chief of another law enforcement agency to function as the law enforcement officer of the same rank on the hearing board.

(iv) If the chief of a State law enforcement agency or the chief of a law enforcement agency of a county or municipal corporation is under investigation, the official authorized to appoint the chief's successor, or that official's designee, shall function as the chief for purposes of this subtitle.

(4)(4)

(i) A law enforcement agency or the agency's superior governmental authority that has recognized and certified an exclusive collective bargaining representative may negotiate with the representative an alternative method of forming a hearing board.

(ii) A law enforcement officer may elect the alternative method of forming a hearing board if:

1. the law enforcement officer works in a law enforcement agency described in subparagraph (i) of this paragraph; and

2. the law enforcement officer is included in the collective bargaining unit.

(iii) The law enforcement agency shall notify the law enforcement officer in writing before a hearing board is formed that the law enforcement officer may elect an alternative method of forming a hearing board if one has been negotiated under this paragraph.

(iv) If the law enforcement officer elects the alternative method, that method shall be used to form the hearing board.

(v) An agency or exclusive collective bargaining representative may not require a law enforcement officer to elect an alternative method of forming a hearing board.

(vi) If the law enforcement officer has been offered summary punishment, an alternative method of forming a hearing board may not be used.

(vii) This paragraph is not subject to binding arbitration.

(d) Subpoenas.-

(1) In connection with a disciplinary hearing, the chief or hearing board may issue subpoenas to compel the attendance and testimony of witnesses and the production of books, papers, records, and documents as relevant or necessary.

(2) The subpoenas may be served without cost in accordance with the Maryland Rules that relate to service of process issued by a court.

(3) Each party may request the chief or hearing board to issue a subpoena or order under this subtitle.

(4) In case of disobedience or refusal to obey a subpoena served under this subsection, the chief or hearing board may apply without cost to the circuit court of a county where the subpoenaed party resides or conducts business, for an order to compel the attendance and testimony of the witness or the production of the books, papers, records, and documents.

(5) On a finding that the attendance and testimony of the witness or the production of the books, papers, records, and documents is relevant or necessary:

(i) the court may issue without cost an order that requires the attendance and testimony of witnesses or the production of books, papers, records, and documents; and

(ii) failure to obey the order may be punished by the court as contempt.

(e) Conduct of hearing.-

(1) The hearing shall be conducted by a hearing board.

## ***Sworn Police Officers***

(2) The hearing board shall give the law enforcement agency and law enforcement officer ample opportunity to present evidence and argument about the issues involved.

(3) The law enforcement agency and law enforcement officer may be represented by counsel.

(4) Each party has the right to cross-examine witnesses who testify and each party may submit rebuttal evidence.

### (f) Evidence.-

(1) Evidence with probative value that is commonly accepted by reasonable and prudent individuals in the conduct of their affairs is admissible and shall be given probative effect.

(2) The hearing board shall give effect to the rules of privilege recognized by law and shall exclude incompetent, irrelevant, immaterial, and unduly repetitious evidence.

(3) Each record or document that a party desires to use shall be offered and made a part of the record.

(4) Documentary evidence may be received in the form of copies or excerpts, or by incorporation by reference.

### (g) Judicial notice.-

(1) The hearing board may take notice of:

(i) judicially cognizable facts; and

(ii) general, technical, or scientific facts within its specialized knowledge.

(2) The hearing board shall:

(i) notify each party of the facts so noticed either before or during the hearing, or by reference in preliminary reports or otherwise; and

(ii) give each party an opportunity and reasonable time to contest the facts so noticed.

(3) The hearing board may utilize its experience, technical competence, and specialized knowledge in the evaluation of the evidence presented.

### (h) Oaths.-

(1) With respect to the subject of a hearing conducted under this subtitle, the chief shall administer oaths or affirmations and examine individuals under oath.

(2) In connection with a disciplinary hearing, the chief or a hearing board may administer oaths.

### (i) Witness fees and expenses.-

(1) Witness fees and mileage, if claimed, shall be allowed the same as for testimony in a circuit court.

(2) Witness fees, mileage, and the actual expenses necessarily incurred in securing the attendance of witnesses and their testimony shall be itemized and paid by the law enforcement agency.

(j) Official record.- An official record, including testimony and exhibits, shall be kept of the hearing.

[An. Code 1957, art. 27, §§ 727(d)(1), (2), 728(b)(13), 730(a), (c)-(j); 2003, ch. 5, § 2.]

## § 3-108. Disposition of administrative action.

### (a) In general.-

1) A decision, order, or action taken as a result of a hearing under § 3-107 of this subtitle shall be in writing and accompanied by findings of fact.

## ***Sworn Police Officers***

(2) The findings of fact shall consist of a concise statement on each issue in the case.

(3) A finding of not guilty terminates the action.

(4) If the hearing board makes a finding of guilt, the hearing board shall:

(i) reconvene the hearing;

(ii) receive evidence; and

(iii) consider the law enforcement officer's past job performance and other relevant information as factors before making recommendations to the chief.

(5) A copy of the decision or order, findings of fact, conclusions, and written recommendations for action shall be delivered or mailed promptly to:

(i) the law enforcement officer or the law enforcement officer's counsel or representative of record; and

(ii) the chief.

(b) Recommendation of penalty.-

(1) After a disciplinary hearing and a finding of guilt, the hearing board may recommend the penalty it considers appropriate under the circumstances, including demotion, dismissal, transfer, loss of pay, reassignment, or other similar action that is considered punitive.

(2) The recommendation of a penalty shall be in writing.

(c) Final decision of hearing board.-

(1) Notwithstanding any other provision of this subtitle, the decision of the hearing board as to findings of fact and any penalty is final if:

(i) a chief is an eyewitness to the incident under investigation; or

(ii) a law enforcement agency or the agency's superior governmental authority has agreed with an exclusive collective bargaining representative recognized or certified under applicable law that the decision is final.

(2) The decision of the hearing board then may be appealed in accordance with § 3-109 of this subtitle.

(3) Paragraph (1) (ii) of this subsection is not subject to binding arbitration.

(d) Review by chief and final order.-

(1) Within 30 days after receipt of the recommendations of the hearing board, the chief shall:

(i) review the findings, conclusions, and recommendations of the hearing board; and

(ii) issue a final order.

(2) The final order and decision of the chief is binding and then may be appealed in accordance with § 3-109 of this subtitle.

(3) The recommendation of a penalty by the hearing board is not binding on the chief.

(4) The chief shall consider the law enforcement officer's past job performance as a factor before imposing a penalty.

(5) The chief may increase the recommended penalty of the hearing board only if the chief personally:

(i) reviews the entire record of the proceedings of the hearing board;

(ii) meets with the law enforcement officer and allows the law enforcement officer to be heard on the record;

(iii) discloses and provides in writing to the law enforcement officer, at least 10 days before the meeting, any oral or written communication not included in the record of the hearing board on which the decision to consider increasing the penalty is wholly or partly based; and

(iv) states on the record the substantial evidence relied on to support the increase of the recommended penalty.

## ***Sworn Police Officers***

[An. Code 1957, art. 27, § 731; 2003, ch. 5, § 2.]

### § 3-109. Judicial review.

(a) By circuit court.- An appeal from a decision made under § 3-108 of this subtitle shall be taken to the circuit court for the county in accordance with Maryland Rule 7-202.

(b) By Court of Special Appeals.- A party aggrieved by a decision of a court under this subtitle may appeal to the Court of Special Appeals.

[An. Code 1957, art. 27, § 732; 2003, ch. 5, § 2.]

### § 3-110. Expungement of record of formal complaint.

On written request, a law enforcement officer may have expunged from any file the record of a formal complaint made against the law enforcement officer if:

- (1)
- (i) the law enforcement agency that investigated the complaint:
1. exonerated the law enforcement officer of all charges in the complaint; or
  2. determined that the charges were unsustainable or unfounded; or
- (ii) a hearing board acquitted the law enforcement officer, dismissed the action, or made a finding of not guilty; and
- (2) at least 3 years have passed since the final disposition by the law enforcement agency or hearing board.

[An. Code 1957, art. 27, § 728(b)(12)(ii); 2003, ch. 5, § 2]

### § 3-111. Summary punishment.

(a) Authorized.- This subtitle does not prohibit summary punishment by higher ranking law enforcement officers as designated by the chief.

(b) Imposition.-

- (1) Summary punishment may be imposed for minor violations of law enforcement agency rules and regulations if:
- (i) the facts that constitute the minor violation are not in dispute;
  - (ii) the law enforcement officer waives the hearing provided under this subtitle; and
  - (iii) the law enforcement officer accepts the punishment imposed by the highest ranking law enforcement officer, or individual acting in that capacity, of the unit to which the law enforcement officer is attached.

(2) Summary punishment imposed under this subsection may not exceed suspension of 3 days without pay or a fine of \$150.

(c) Refusal.-

- (1) If a law enforcement officer is offered summary punishment in accordance with subsection (b) of this section and refuses:
- (i) the chief may convene a hearing board of one or more members; and
  - (ii) the hearing board has only the authority to recommend the sanctions provided in this section for summary punishment.
- (2) If a single member hearing board is convened:
- (i) the member need not be of the same rank as the law enforcement officer; but
  - (ii) all other provisions of this subtitle apply.



## ***Sworn Police Officers***

[An. Code 1957, art. 27, §§ 727(d)(3), (f), 734A (intro. lang.), (1); 2003, ch. 5, § 2.]

### § 3-112. Emergency suspension.

(a) Authorized.- This subtitle does not prohibit emergency suspension by higher ranking law enforcement officers as designated by the chief.

(b) Imposition - With pay.-

(1) The chief may impose emergency suspension with pay if it appears that the action is in the best interest of the public and the law enforcement agency.

(2) If the law enforcement officer is suspended with pay, the chief may suspend the police powers of the law enforcement officer and reassign the law enforcement officer to restricted duties pending:

(i) a determination by a court with respect to a criminal violation; or

(ii) a final determination by a hearing board with respect to a law enforcement agency violation.

(3) A law enforcement officer who is suspended under this subsection is entitled to a prompt hearing.

(c) Same - Without pay.-

(1) If a law enforcement officer is charged with a felony, the chief may impose an emergency suspension of police powers without pay.

(2) A law enforcement officer who is suspended under paragraph (1) of this subsection is entitled to a prompt hearing.

[An. Code 1957, art. 27, § 734A (intro. lang.), (2), (3); 2003, ch. 5, § 2.]

### § 3-113. False statement, report, or complaint.

(a) Prohibited.- A person may not knowingly make a false statement, report, or complaint during an investigation or proceeding conducted under this subtitle.

(b) Penalty.- A person who violates this section is subject to the penalties of § 9-501 of the Criminal Law Article.

[An. Code 1957, art. 27, § 734C; 2003, ch. 5, § 2.]

**SIDE LETTER 1**

BCCC and AFSCME (the parties) mutually agree on the need to allow employees to access the Office of Administrative Hearings (OAH or the Office) when appealing a decision by the President in a grievance. This side letter becomes effective in the event that the Office has no jurisdiction, or otherwise concludes that a grievance appeal to OAH is not legally permitted. In that case, BCCC and AFSCME agree to work together to make statutory changes in the Maryland General Assembly stating at the beginning of the legislative session immediately following the rejection of a grievance appeal by OAH. In the interim period following a rejection of a grievance appeal by OAH, the parties will continue to use non-binding arbitration as a form of relief as outlined in the 2016-2019 MOU between the parties. Once BCCC and AFSCME achieve any necessary statutory changes to access OAH for relief in grievance appeals, this side letter shall be retired.

**SIDE LETTER 2**

The College and AFSCME will mutually agree to an editor to clean up the three MOUs for spelling and grammatical corrections. The selection of the editor must be made in accordance with the State of Maryland Procurement guidelines. The costs for the editor will be paid for by the College. Corrections will be first made with strike through for deletions and bold and underlines for new additions. After a review of a first draft a copy will be available via the track change format. Either party has the option to veto any change made by the editor so that it is not included in the final MOUs.

**SIDE LETTER 3**

Bargaining unit employees at the Harbor Campus shall pay \$350 per year to park.

SIGNATURE PAGE

**BALITMORE CITY COMMUNITY  
COMMUNITY COLLEGE**

**AMERICAN FEDERATION OF STATE,  
COUNTY & MUNICIPAL EMPLOYEES**

\_\_\_\_\_  
Debra L. McCurdy, PhD  
President

\_\_\_\_\_  
Stuart Katzenberg, Chief Negotiator  
AFSCME  
AFSCME Council3/LOCAL 1870

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Channa Williams, MBA  
Interim Vice President  
Administration & Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved for form and legal sufficiency

\_\_\_\_\_  
Date

Acknowledged By:  
AFSCME Bargaining Team

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## **American Sign Language Course Summary (Vote)**

In accordance with the bylaws for the Board of Trustees at Baltimore City Community College (BCCC) and subject to the Maryland Higher Education Authority the Board may approve new courses and programs. The School for Arts and Social Sciences is proposing a new course in American Sign Language, ASL 101.

### **Need for the course**

Sign language is used to communicate with those who are deaf along with autistic individuals. The country has an ever-growing autistic population many of whom are non-verbal. Parents, Educators, therapists and physicians use sign language to communicate with autistic children and adults. The College has several education programs including a Special Education Certificate. The course can be taken by educators returning to obtain their special education certificate and by current students as an open elective in the General Studies Program. Offering the course will keep BCCC competitive with other community colleges that are offering similar programs such as Anna Arundel Community College, Community College of Baltimore County, Howard Community College and Montgomery Community College. The course is the first step toward developing programs in language and interpreting.

### **Course Description**

#### **American Sign Language (ASL) 101 ~ 3 Credits**

This course is designed to provide an overview of American Sign Language. Course activities will include learning basic grammar, vocabulary, and syntax. Students will focus on mastering the basics of fingerspelling, numbers, colors, facial grammar, and sentence structure.

Conversational and cultural behaviors will be introduced to aid students in holding a beginning-level conversation in ASL with deaf/hard-of-hearing. In addition, the course will also provide background information about deaf culture to provide students with a beginning understanding of deaf language and culture.

BALTIMORE CITY COMMUNITY COLLEGE

CURRICULUM AND INSTRUCTION COMMITTEE OF THE FACULTY SENATE

**CURRICULUM PROPOSAL TRANSMITTAL FORM**

**1. Type of Proposal**

**Mark all that apply:**

- New Course   X
- General Education Course  \_\_\_\_\_
- New Program  \_\_\_\_\_
- New Program Area of Concentration  \_\_\_\_\_
- New Certificate  \_\_\_\_\_
- New Stand Alone Certificate  \_\_\_\_\_
- Directed Technology Certificate  \_\_\_\_\_
- Course Revision  \_\_\_\_\_
- Course Deletion  \_\_\_\_\_
- Program Revision  \_\_\_\_\_
- Program Area of Concentration Revision  \_\_\_\_\_
- Certificate revision  \_\_\_\_\_
- AA degree \_\_\_\_\_ AS degree \_\_\_\_\_ AAS degree \_\_\_\_\_ AAT degree \_\_\_\_\_

**2. Name of Program/Course Number and Course Title**

**ASL 101  
American Sign Language 1**

**3. Brief Description of Proposal (no more than 30 words)**

This course is designed to provide an overview of American Sign Language—while focusing on basic grammar, vocabulary, structure, and syntax.

4. **Author(s):** Juli Hawk, Neasea Price, Ja Hon Vance

5. **Phone:** 410-462-7665                      **Email:** jhawk@bcc.edu

**6. When did the department discuss the proposal?**

At the beginning of the year divisional meeting 08/19/2021

**When did the department approve the proposal?** (approval means that the department approves the idea as well as the completed forms, grammar, etc):

At the beginning of the year divisional meeting 08/19/2021

7. **Signature of CIC departmental representative(s):** Paul Long 10-5-2021

**Signature of Dean:** *Mark T. Conard, 10-5-2021*

-----Do not write below this line-----

**Date(s) Discussed by CIC:** 10-13-2021 and follow up meeting 10-20-2021

Approved  Not Approved

Expiration date (only if course is experimentally approved\* course): \_\_\_\_\_

Signature of CIC Chair/Date: Paul Long 10-20-2021

Comments:

During the meeting on 10-13 the committee decided to table ASL 101 due to concerns about the course not being a Gen Ed course or part of a degree program.

In the follow up meeting on 10-20 - VPAA Jones explained that ASL 101 will be offered as an Open Elective in the 3rd semester of General Studies Transfer Degree Program.

It was also noted that there is no written policy established by MHEC or a regulation published by COMAR that requires a course to either be designated as a Gen Ed course or part of a degree program.

This idea/notion that a course must be either a Gen Ed course or part of a degree program appears to be a "tradition at BCCC" not an official policy.

The college is currently offering Spanish 101 (SPA 101) as an Open Elective in the 3rd semester of General Studies Transfer Degree Program.

**Date(s) Discussed by SEC:** \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Signature of SEC Secretary/Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Date(s) Reviewed by Vice President of Academic Affairs:**

(If it is a new program, program option or stand alone certificate, approval of Vice President includes review of MHEC proposal as well as CIC proposal)

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Signature of Vice President of Academic Affairs/Date:

\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**If new program, program option, directed technology certificate or stand-alone certificate, the following approvals are also necessary (this approval includes approval and review of MHEC proposal, as well as CIC proposal)**

**Date(s) Reviewed by President:** \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Signature of President /Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Date(s) Reviewed by Board of Trustees:** \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Signature of Secretary of Board of Trustees /Date:

\_\_\_\_\_

Comments: \_\_\_\_\_

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**Academic Operations**

Date Information inputted into system: \_\_\_\_\_

Date Signed copies sent to: CIC Chair \_\_\_\_\_

Author(s) of Proposal \_\_\_\_\_

Associate Dean \_\_\_\_\_



**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 8 | College Policies

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- None



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**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

**TAB 9 | Presentations**

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- Annual Operating Budget, FY 2023
- Enrollment Update
- Enterprise Resource Planning (ERP) Update

# Annual Operating Budget Fiscal Year 2023

*Division of Administration & Finance*

*Presented by: Channa Williams*

*November 15, 2021*

## **Presentation Contents:**

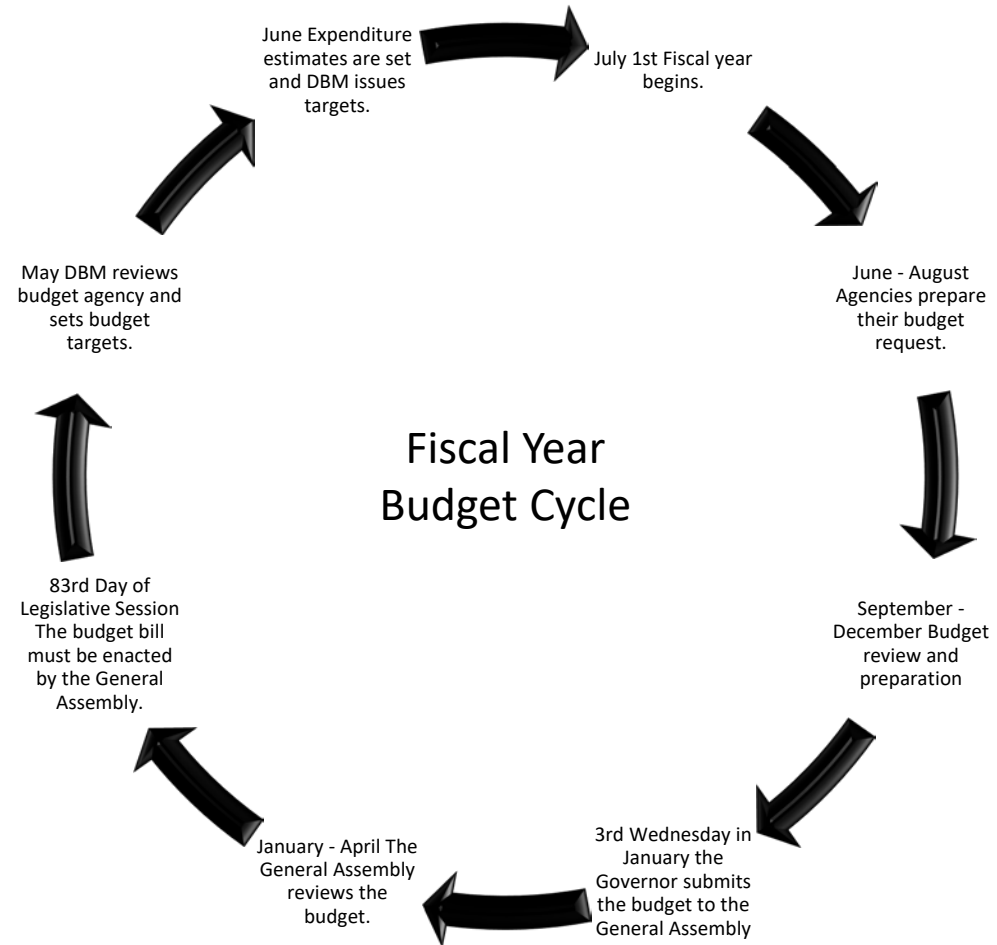
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- 1) *Operating Budget Cycle*
- 2) *Revenue Overview*
- 3) *Expenditure Overview*
- 4) *Personnel Budget*
- 5) *CARES Act Funding*
- 6) *Deferred Maintenance*

# Operating Budget Cycle

## Operating Budget Request Overview

The **General Assembly**, primarily through the Senate Budget and Taxation and House Appropriation Committees, **reviews, holds hearings, and makes decisions on the budget**. The Budget Bill must be enacted by the General Assembly one week before the end of the session. **The legislature must enact a "balanced budget"**. The Governor has no veto power over the budget bill; **it becomes law immediately after enactment**.



# Operating Budget Cycle

## Operating Budget Request Overview

The State legislature authorizes two separate and distinct budgets each year for the College, the operating budget and the capital budget.

The **operating budget** is the source of funds for the general operations of the College.

The **capital budget** finances the construction of new facilities as well as major renovations of existing properties. Projects in the capital budget are typically planned many years in advance and, by State law, authorized capital budget funds are prohibited from being used for any other purpose, including subsidizing the operating budget.

# Operating Budget FY 2023

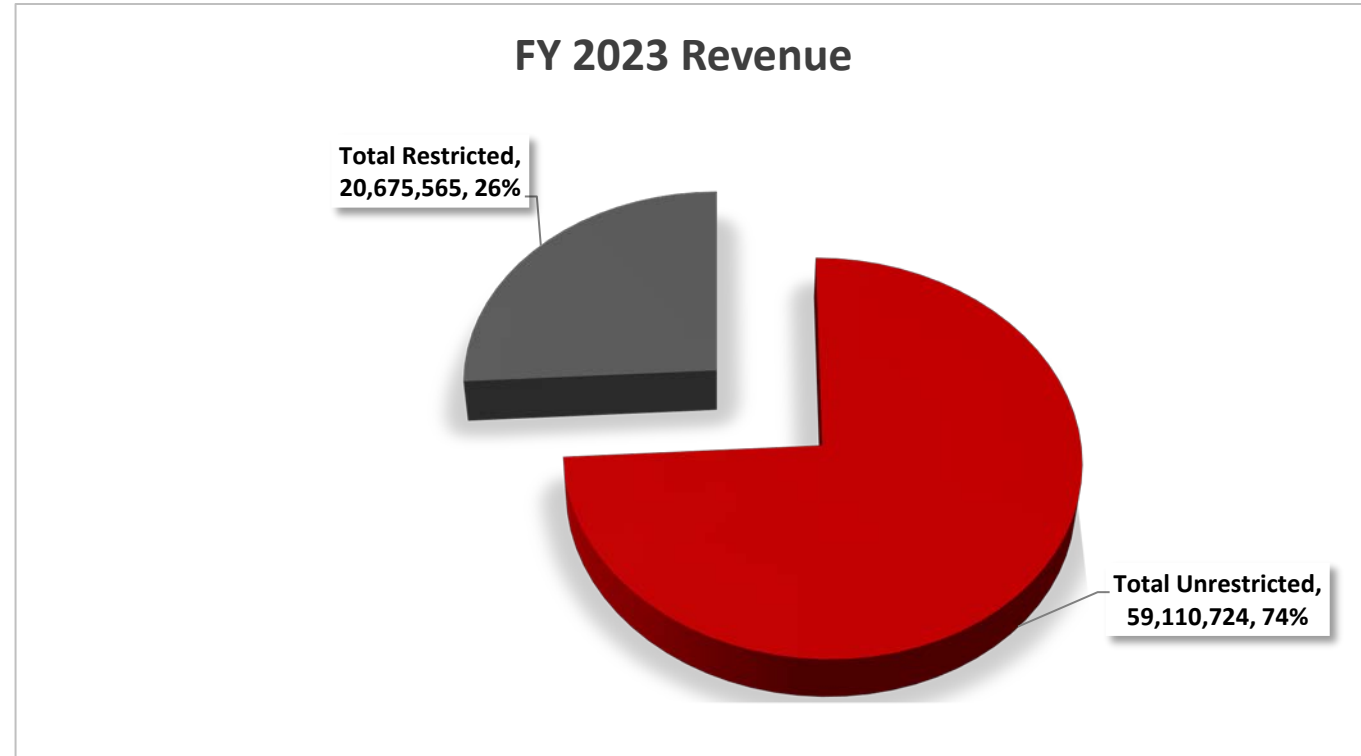
## Operating Budget Request Overview

Salaries, Wages, & Benefits	\$44.1 M
Technical & Special Fees	\$ 6.6 M
<u>Other Operating Expenses</u>	<u>\$29.1 M</u>
TOTAL	\$79.8 M

# FY 2023 Revenue

## Revenue Budget

BCCC's operating budget request for Fiscal Year (FY) 2023 is \$79,786,289; 74% of revenues are unrestricted and 26% are restricted.



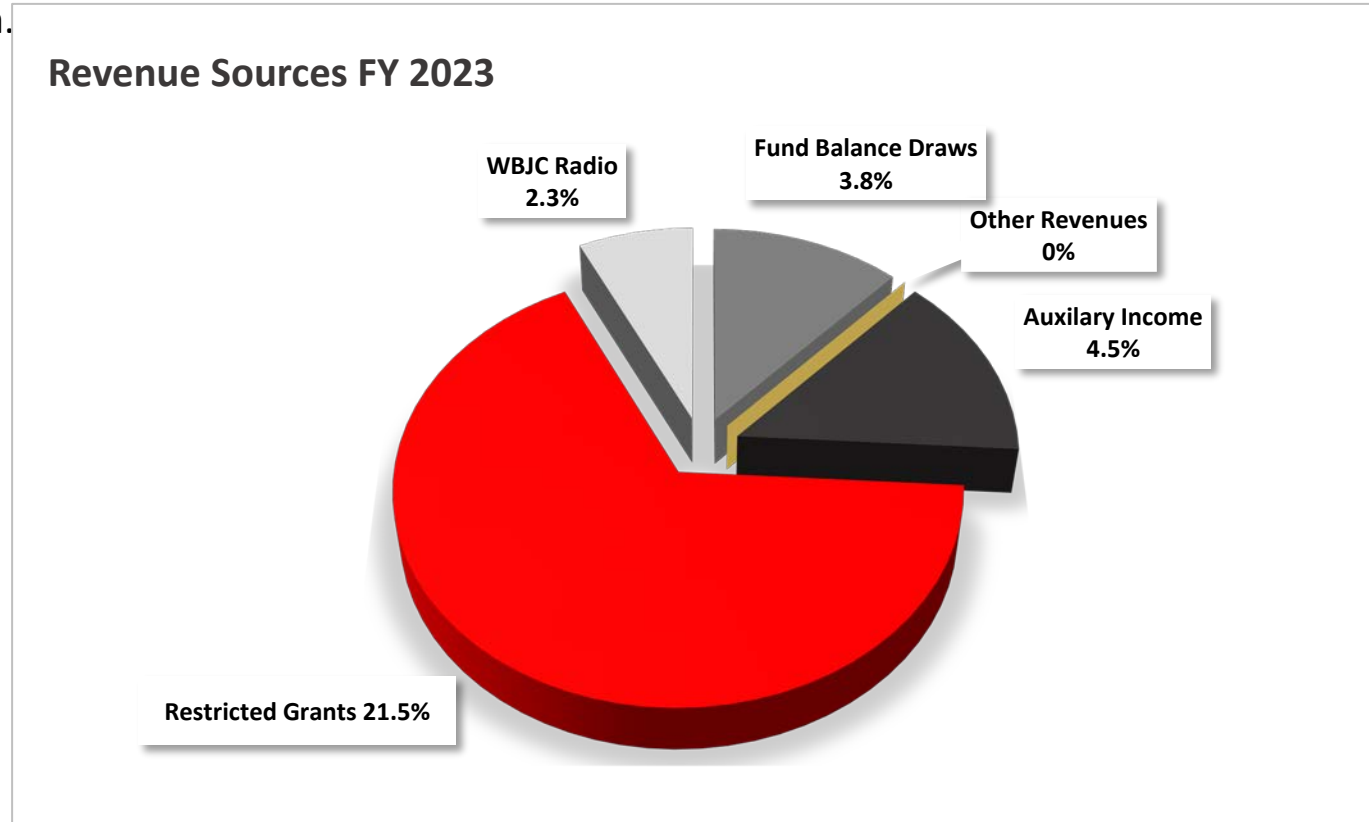


# FY 2023 Revenue

## Revenue Sources

Unrestricted Revenue Sources: **State aid**, **tuition and fees**, **auxiliary enterprise income**, and **other revenues** (interest income, indirect cost recovery, WBJC fund allocation, and miscellaneous income).

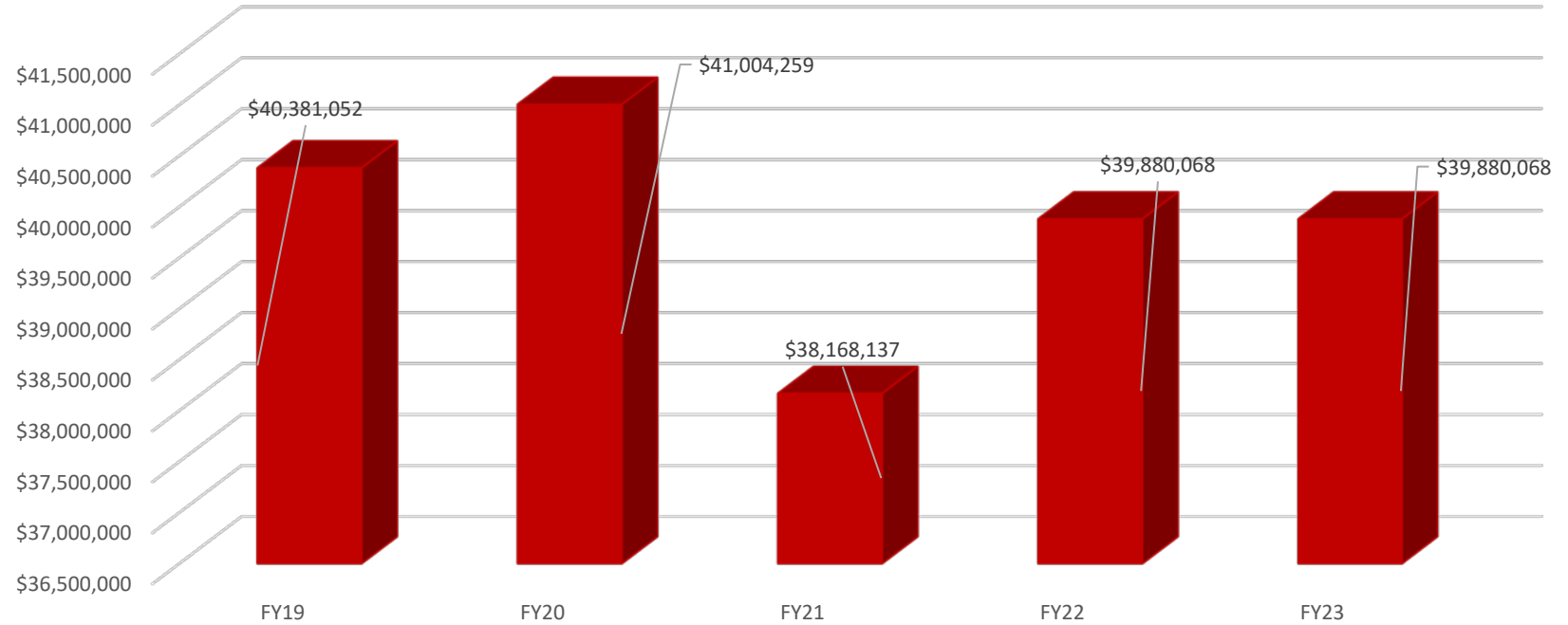
Restricted Revenues: **federal**, **state**, and **local grants**, and public service activities such as the WBJC-FM radio station.



# FY 2023 Revenue

## Budgeted State Aid

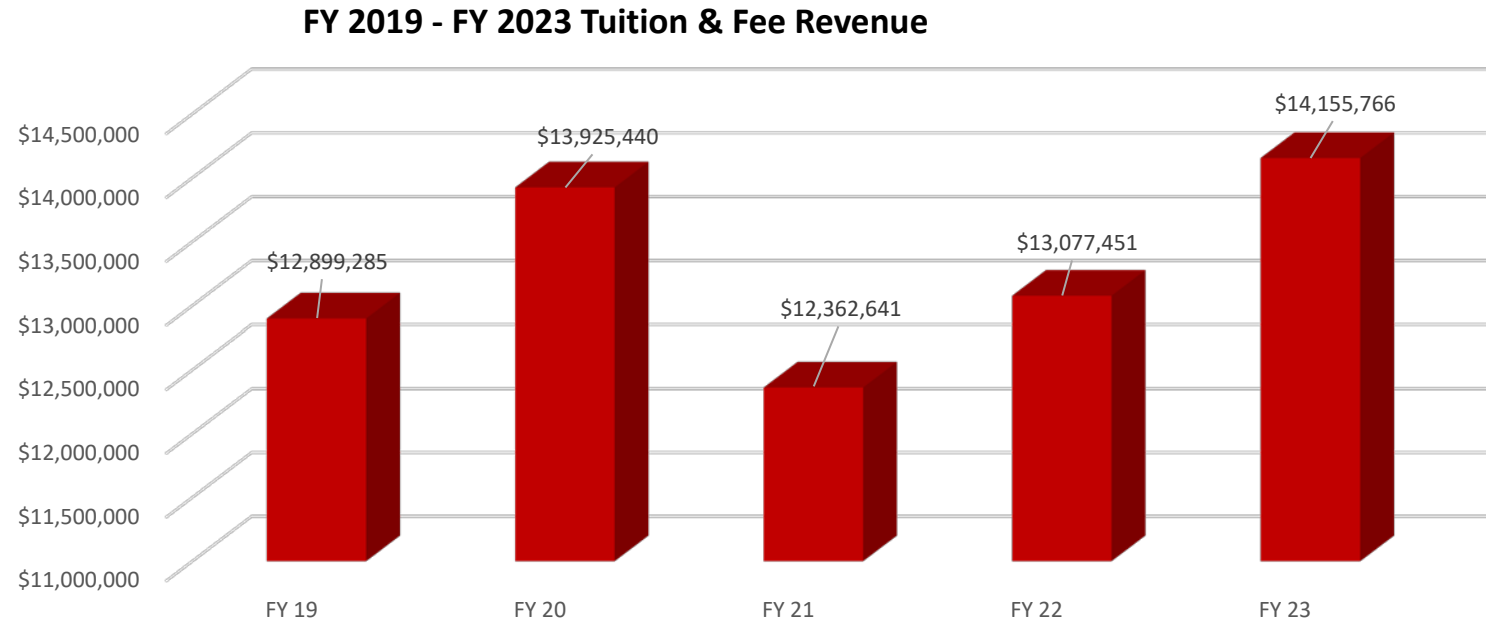
FY 2019 - FY 2023 State Aid



# FY 2023 Revenue

## Tuition & Fee Revenue

The FY 2023 tuition rate per credit remains at \$110. Tuition and fees represent approximately 18% of the total budgeted revenues. Tuition and fee revenue are conservatively based on a projected increase in credit enrollment and a slight increase in non-credit courses compared to the original FY 2021 projections. Thus, the FY 2023 budget reflects an increase of 14% in tuition and fee revenue.



# FY 2023 Revenue

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## Auxiliary Enterprise Revenue and Other Revenues

Auxiliary Enterprises represent revenues that support expenditures for activities related to student services.

Auxiliary and other revenues include **Lockwood lease income, parking & transportation revenue, the Clarence W. Blount Child Development Center revenue, interest income, tower rental income, indirect cost recovery, WBJC** fund allocation, and miscellaneous revenue.

Auxiliary Enterprises and Other Revenues represent approximately 5% of the operating budget.

# FY 2023 Revenue

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## Auxiliary Enterprise Revenue and Other Revenues

### **Auxiliary Enterprise - Bookstore**

Auxiliary enterprises, primarily driven by the College's Bookstore, **decreased by \$168,104 in FY 2021 compared to FY 2020.**

This decrease was driven by COVID-19. Although the bookstore provided textbooks to students during FY 2021, **sales were limited to textbooks and a small dollar amount of instructional supplies** needed for some of the academic programs, since the store was not open to the public.

The **FY 2023 revenue projection for the Bookstore is \$1.69 million**, which is up from the \$1.5 million projected in the original FY 2022 budget and is based on an **increased enrollment projection.**

# FY 2023 Revenue

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## Auxiliary Enterprise Revenue and Other Revenues

### **Public Service – WBJC Radio Station**

WBJC 91.5 FM, the “Maryland’s Classical Music Station” and the “Voice of Baltimore City Community College,” is owned and operated by the College, and is a primary affiliate of

Public Radio International and the largest public radio station in Maryland.

**WBJC’s revenues represent approximately 2% of the College’s annual budget.** Revenues generally consist of **subscription** and **membership** income, **donations**, underwriting, matching revenue, and miscellaneous earned income.

# FY 2023 Revenue

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## Auxiliary Enterprise Revenue and Other Revenues

### **Federal, State, and Local Contracts and Grants**

**Federal, state, and local contracts and grants represent approximately 21%** of the operating budget. The use of the budget is restricted and must be spent in accordance with guidelines provided by the funding agency or grantor.

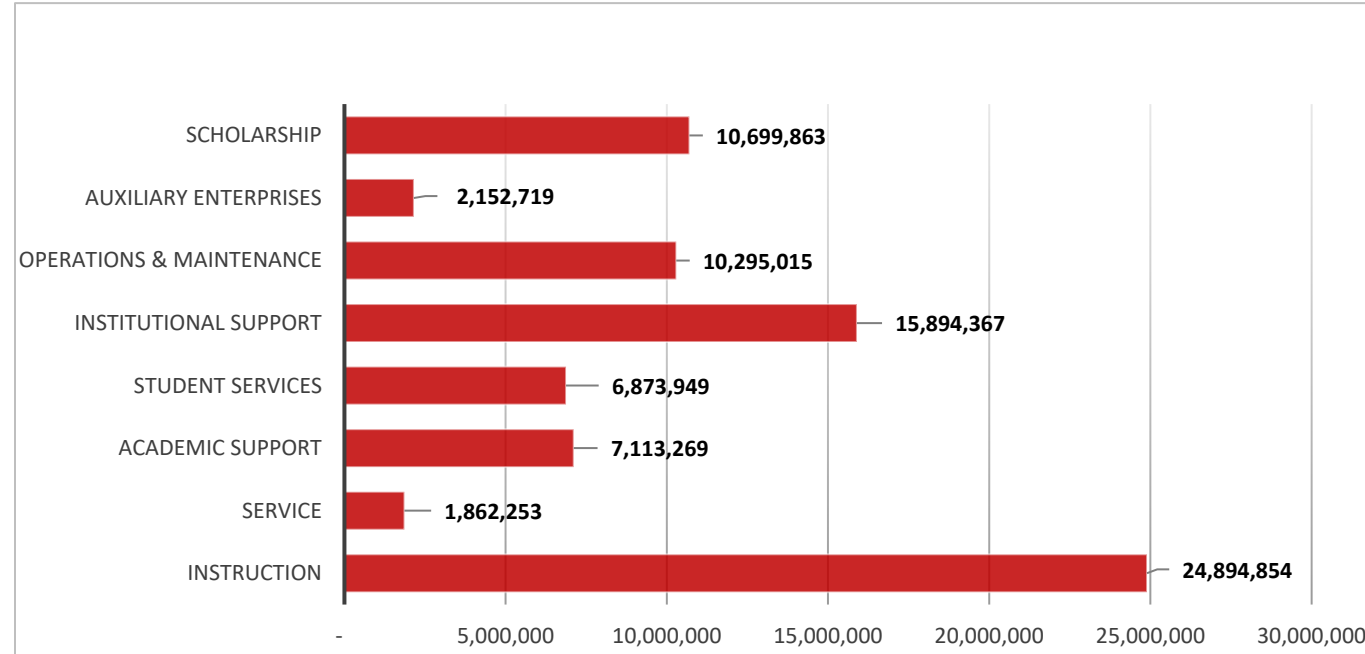
These include **federal, state, and local grants, contractual agreements, and Title IV funding for Pell, Federal Work Study, and the Supplemental Educational Opportunity Grant (SEOG).**

# FY 2023 Expenditures

## Expenditures by Functional Classification

The following functional expenses are presented by classifications as recommended by the National Association of College and University Business Officers (NACUBO).

**FY 2023 Expenditures Budget by Functional Classification**

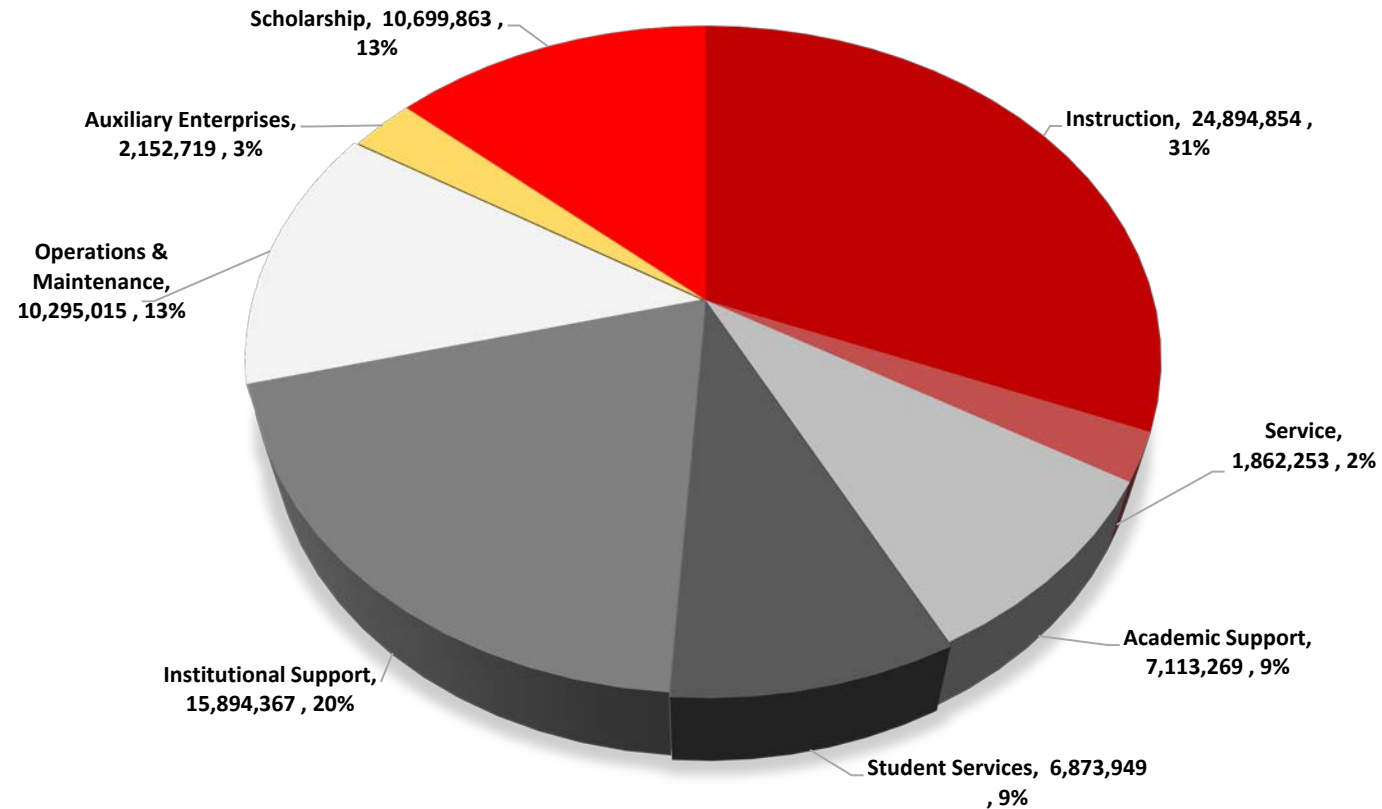




# FY 2023 Expenditures

## Budget by Functional Classification

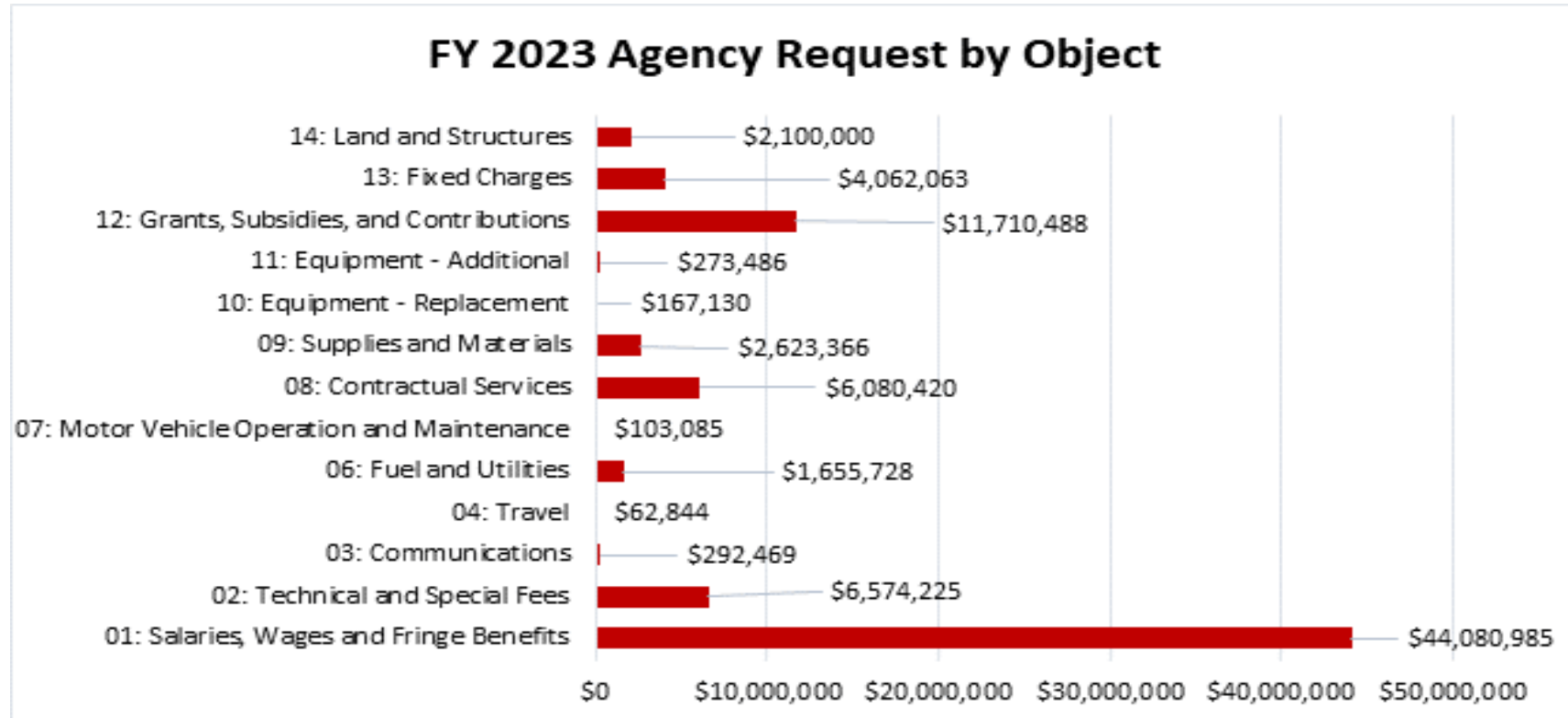
FY 2023 Expenditures By Functional Classification



# FY 2023 Expenditures

## Budget by Object

The total operating budget request is \$79.8 million. Salaries, wages, and fringe benefit expenditures total \$44.1 million. Technical and Special Fees, which includes the cost of contractual employees, is \$6.6 million. The remaining operating costs total \$29.1 million.

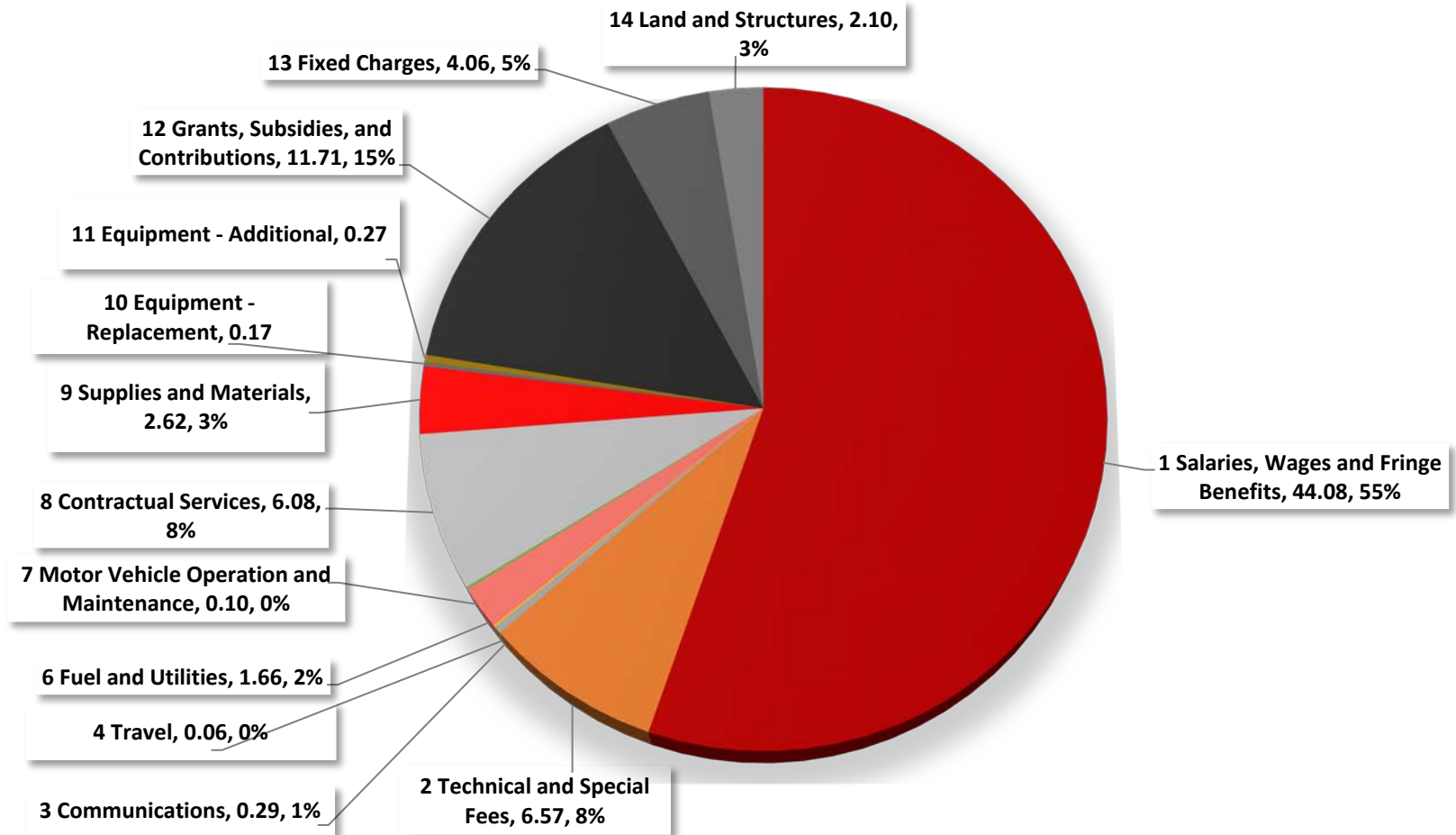


# FY 2023 Expenditures

## Budget by Object

### FY 2023 Agency Request by Object

in millions

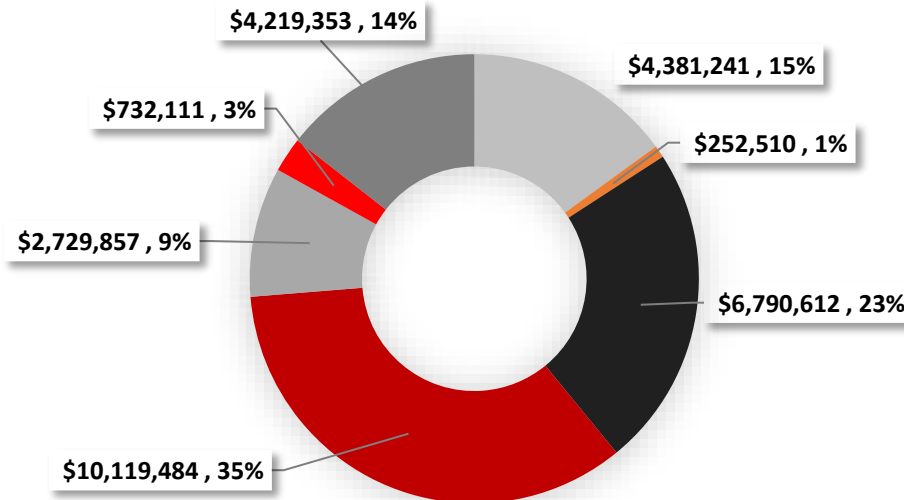


# FY 2023 Expenditures

## Personnel Budget

The FY 2023 budget request includes \$29.2 million for salary expenditures (approximately 55%). The largest allocation is for the Division of Instruction, \$10.5 million (approximately 34.6%). The Division of Institutional Support has the second largest allocation at \$6.87 million (approximately 14.9%), followed by the Division of Academic Services and the Division of Student Services at \$4.2 million and \$4.0 million, respectively.

FY 2023 Salary Allocation by Division



Program Name	FY 2023 Position Salaries
Student Services	\$4,010,325
Instruction	\$10,496,162
Public Service	\$732,111
Institutional Support	\$6,867,557
Academic Services	\$4,153,867
Plant Operations & Maint.	\$2,712,636
Auxiliary Enterprises	\$252,510

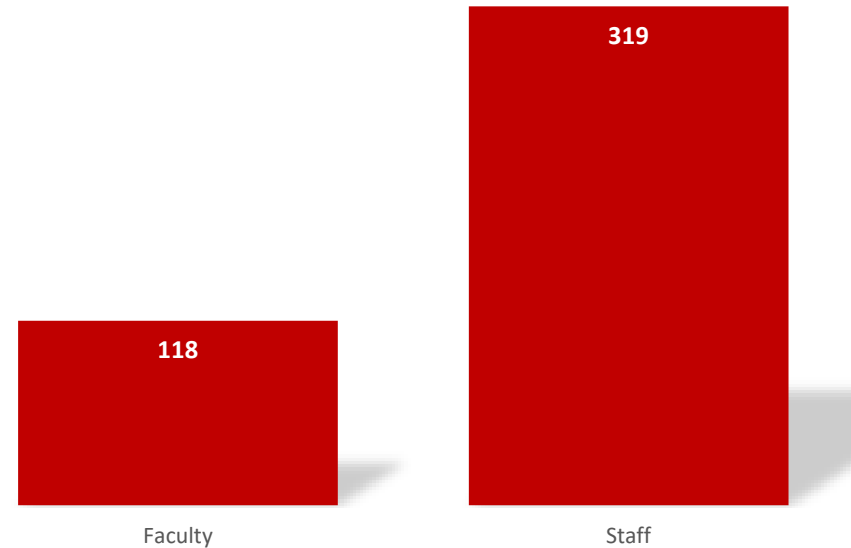
# FY 2023 Expenditures

## Position Count by Status

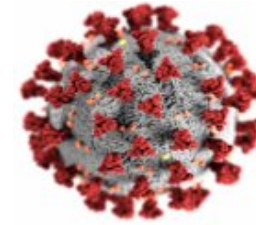
The FY 2023 budgetary request includes **437 State/regular full-time equivalent (FTE) positions.**

A total of 319 staff and 118 faculty positions have been requested.

FY 2023 Position Count by Status



# CARES Act Funding



## COVID – 19 Emergency Relief

The FY 2023 Operating Budget does not include CARES Act revenue or expenditures. Institutions must expend their HEERF grant funds within one year from the date when the United States Department of Education processed the most recent obligation of funds for each specific grant.

Description	Original Authorization	FY 22 Balance	Obligation Deadline
CARES ACT - Student Portion (FY 2020)	\$1,438,078	\$1	6/30/2021
CARES ACT - Institutional Portion (FY 2021)	\$1,438,077	\$0	6/30/2021
CARES ACT - Predominantly Black Institutional (PBI) (FY 2021)	\$191,554	\$0	6/30/2021
CARES ACT GEER I (FY 2021)	\$754,357	\$300,275	12/30/2021
CARES ACT - State Support (FY 2020)	\$874,486	\$0	6/30/2020
CARES ACT - State Support (FY 2021)	\$1,062,560	\$0	6/30/2021
CRRSAA - Student Portion (HEERF II)	\$1,438,078	\$1,438,078	1/17/2022
CRRSAA - Institutional Portion (HEERF II)	\$5,138,057	\$4,244,710	1/17/2022
CRRSAA - GEER II (FY 2022)	\$558,224	\$549,744	3/30/2023
CRRSAA - Predominantly Black Institutional (PBI) (HEERF II)	\$363,318	\$363,318	3/18/2022
Recovery Now Funds - State of Maryland (FY 2021)	\$1,217,785	\$149,357	6/30/2021
ARP - Student Portion (HEERF III)	\$5,866,822	\$5,866,822	5/13/2022
ARP - Institutional Portion (HEERF III)	\$5,670,232	\$5,670,232	5/13/2022
<b>Total</b>	<b>\$26,011,628</b>	<b>\$18,582,536</b>	

# Deferred Maintenance

The FY 2023 operating budget request includes **\$2.1 million for deferred maintenance projects**. The aging utility and building systems have exceeded their life expectancy and are constantly being repaired.

Object	FY 2023	Description
Building Professional Fees 1414 - Consulting A/E or Architect 0803	\$200,000	Part I-II Programs for Facilities and Wellness Center
Building Additions and Major Improvements 1415 - HVAC Repairs	\$200,000	Major Equipment Failures/Emergencies
Building Additions and Major Improvements 1415 - Facility Renewal	\$500,000	HOLD for MHEC Facility Renewal Grant projects - reimbursable
Building Additions and Major Improvements 1442 - Interior Renovations	\$200,000	Restroom Renovation FY 23
Building Additions and Major Improvements 1442 - Interior Renovations	\$100,000	South Pavilion Renovations, Interior Renovations
Building Exterior 1441 - Accessibility Upgrades	\$100,000	sidewalks, access ramps, lifts, restrooms, doors, etc.
Building Interiors 1442 - Flooring Upgrades	\$100,000	replacement of carpet with LVT in phases
Security Systems 1446	\$50,000	Updates to security system, Code Blue, Access Control, etc.
Grounds Maintenance 1448	\$150,000	Landscaping Improvements, campus signage in phases
<b>Total</b>	<b>\$2,100,000</b>	

# Capital Budget

The FY 2023 capital budget request includes **\$4 million for deferred maintenance projects and the design of the Learning Commons.**

<b>FY23 DEFERRED MAINTENANCE</b>		
<b>FACILITY</b>	<b>PROJECT TITLE</b>	<b>ESTIMATE</b>
Fine Arts Buliding	Replace exterior windows	\$ 400,000.00
Fine Arts Buliding	Kitchen Renovation	\$ 300,000.00
Physical Education	Replace Roof	\$ 350,000.00
Campus wide	Replace campus underground electrical distribution	\$ 100,000.00
South Pavilion	Upgrade electrical panel and switchgear capacity	\$ 45,000.00
South Pavilion	Replace fire alarm detection system	\$ 390,000.00
South Pavilion	Replace distribution and circuit breaker panels	\$ 55,000.00
West Pavilion	Replace electric back-up generator	\$ 350,000.00
Physical Education	Replace exterior doors	\$ 130,000.00
Main Building	Replace two (2) heating boilers*	\$ 1,000,000.00
Campus wide	Replace campus water supply and sanitary drain lines	\$ 400,000.00
South Pavilion	Replace two (2) Elevators*	\$ 280,000.00
South Pavilion	Replace rooftop chiller and air handlers	\$ 200,000.00
<b>TOTAL</b>		<b>\$ 4,000,000.00</b>
<b>FY23 CIP</b>		
<b>FACILITY</b>	<b>PROJECT TITLE</b>	<b>ESTIMATE</b>
Bard Library	Learning Commons Renovation and Addition	\$ 2,678,000.00
<b>TOTAL</b>		<b>\$ 2,678,000.00</b>



Thank you!

# **Board of Trustees Meeting**

Wednesday, November 17, 2021

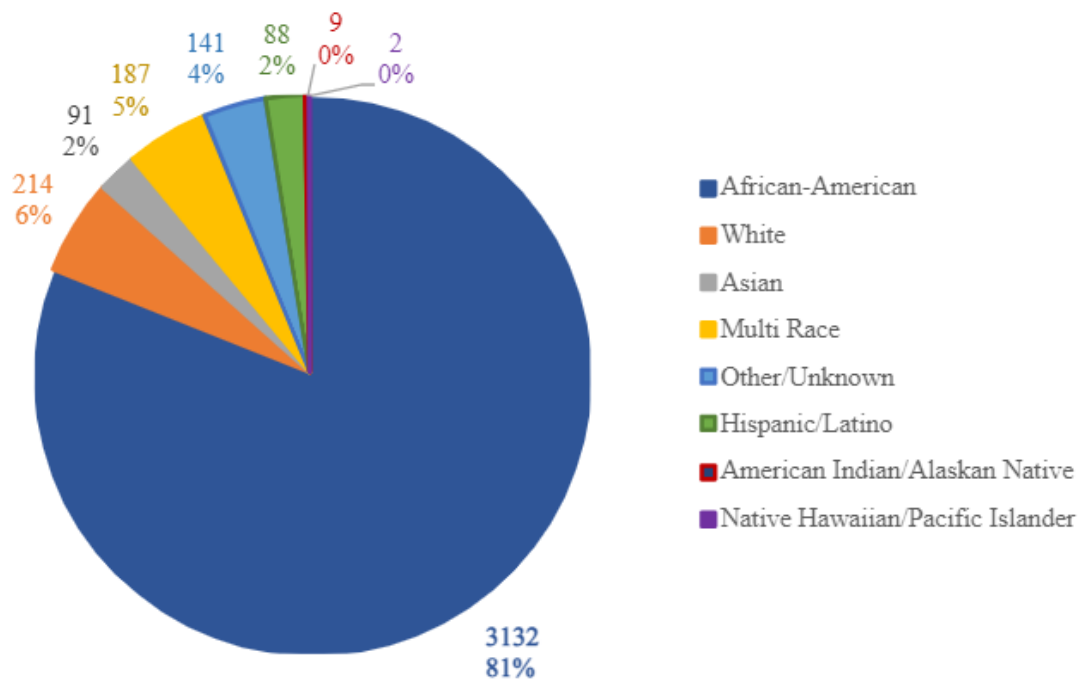
## **Enrollment Report**

Dr. Daniel C. Velez, Vice President, Student Affairs

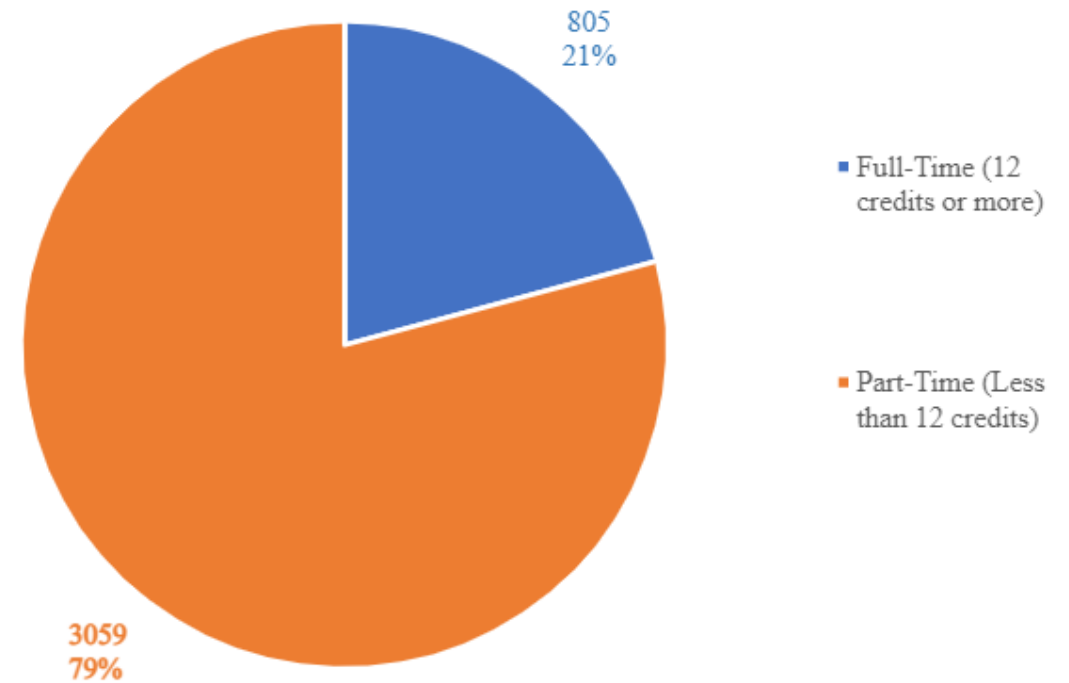
Ms. Becky L. Burrell, Vice President of Institutional Effectiveness, Research & Planning

# Fall Headcount Enrollment

Fall 2021 Credit Enrollment: Race/Ethnic Categories

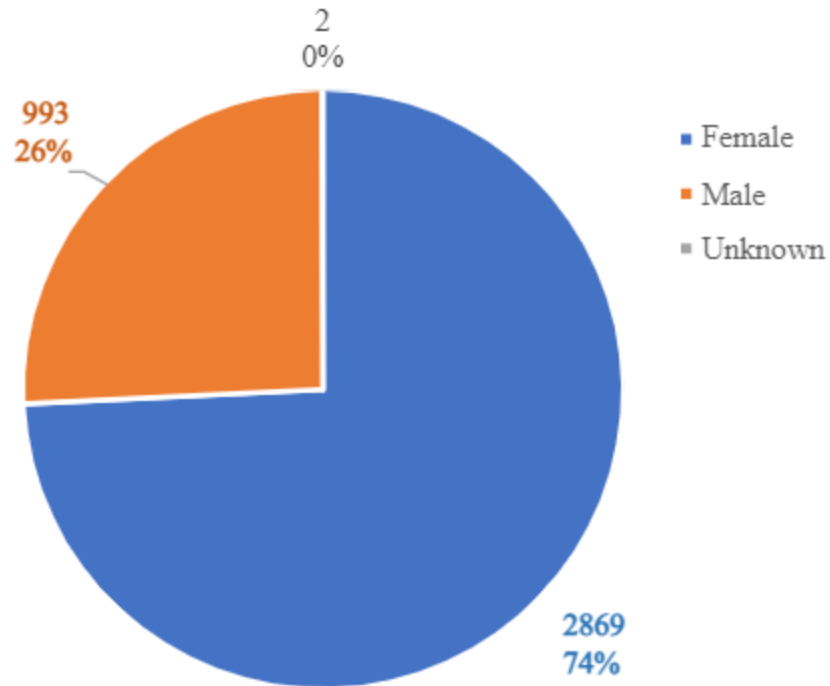


Fall 2021 Credit Enrollment: Enrollment Status

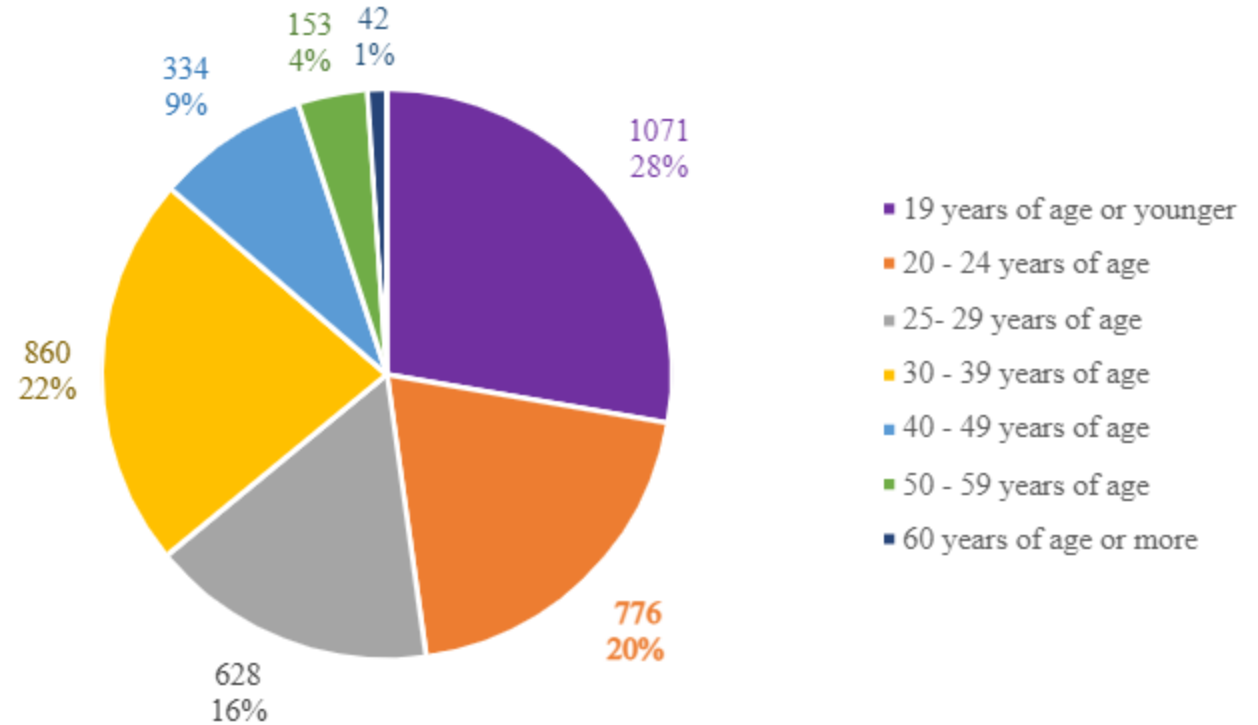


# Fall Headcount Enrollment

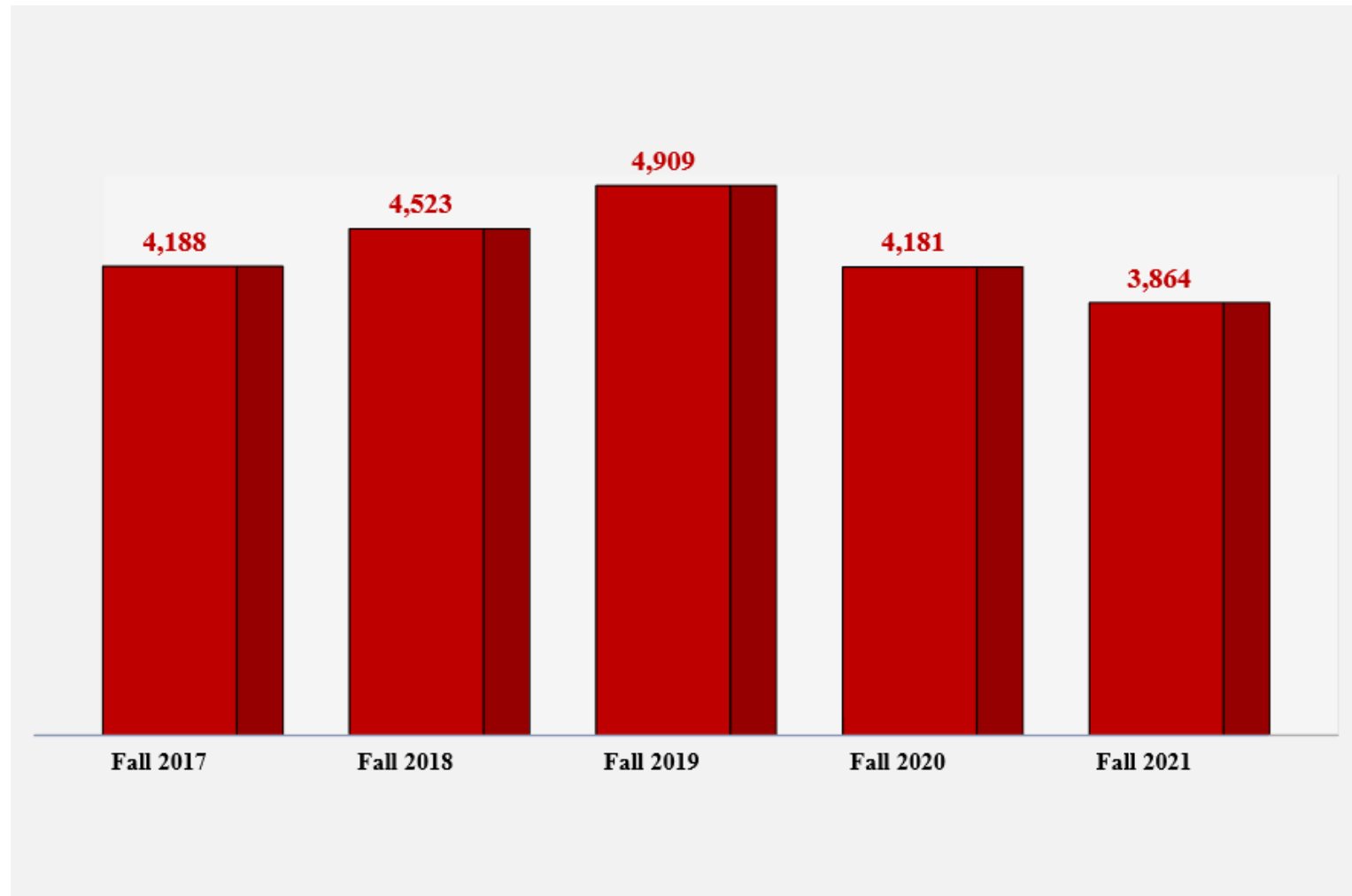
## Fall 2021 Credit Enrollment: Gender



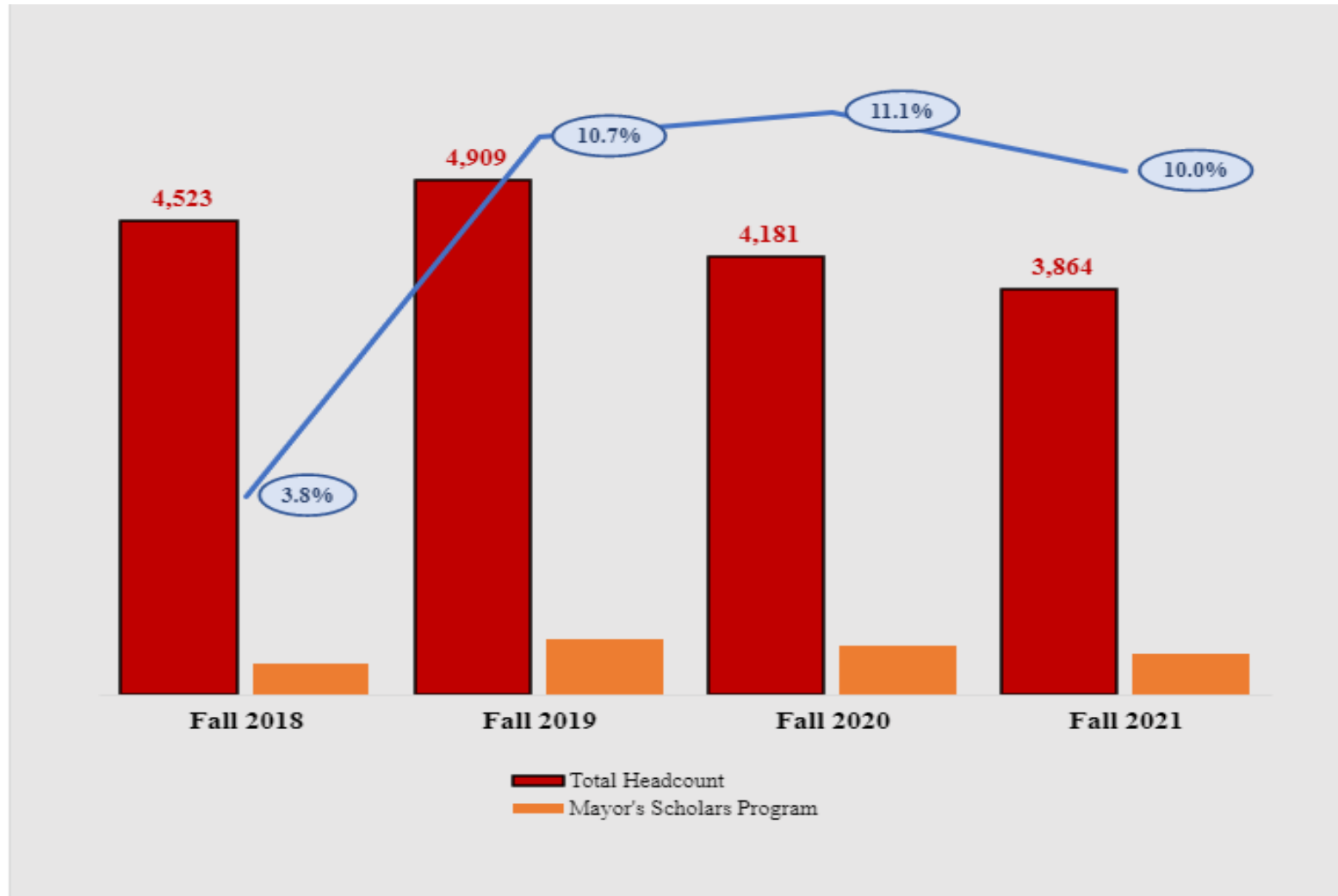
## Fall 2021 Credit Enrollment: Age Categories



# Fall Enrollment Headcount Trends



# Mayor's Scholars Program Head Count Trends



# Strategies to Improve Dual Enrollment

- Operations
  - Improve application processing
  - Improve response time
  - Improve student support and intervention
  - Increase the number of participating schools
  - Develop an orientation program
  - Increase Upward Bound participation
- Instruction
  - Increase the number of courses that align with H.S. equivalencies

# Strategies to Improve MSP

- Operations
  - Enroll students in the spring
  - Increase number of staff recruiting
- Instruction
  - Identify additional instructional and support staff
  - Enhance summer bridge curriculum and instruction



# **B**CCC

## Enterprise Resource Planning (ERP)

### Project Update

November 17, 2021

John Schiesler (Director of Enterprise  
Applications)

## Project Status

The College maintains a **GREEN** status from the State's Department of Information Technology (DoIT).

The Project Team continues to meet weekly with the DoIT's Oversight Project Manager for the College to provide project updates; as well as exchange ideas with the Oversight Project Manager on implementation strategies.

The College also continues to provide official monthly 'Health Assessment' reports to the State which provides details on monthly project activities, including milestones, deliverables and spending.

*Despite adjustments to the internal module go-live dates, the project is still scheduled to be completed by December 2023 as originally scheduled.*

# Project Updates

## Completed Activities:

- Data Validation
  - Academic History Data Validation completed for round 1 data migration. (Results from the data validation were used for the round 2 data migration.)
- Data Migration
  - Academic History (round 2).
  - Vendors (round 2).

# Integration Update

- FMIS
  - FMIS to Banner integration being done by Ellucian (HX File).
  - Banner to FMIS integration being done by BCCC ITS (vendors, AP invoices, Journals).
- Central Payroll
  - Employee information.
  - Pay cycle.
- Other Third-Party Applications
  - Prioritization.
  - Vendor contact to gather requirements and specifications.
  - Integration development and testing.



# Questions



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**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 10 | President's Report

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## **Baltimore City Community College**

### **PRESIDENT'S UPDATE**

**Board of Trustees, November 17, 2021**

*Dr. Liesl Jones, Vice President, Academic Affairs*

#### **ACADEMIC AFFAIRS**

The VP for Academic Affairs is part of the Talent Ready work group that is developing a CTE pathway with City Schools and BCCC for computer science. Over the next several months the two groups including workforce will meet to review curriculum to develop an articulation agreement similar to what was done with the Police Academy and the College. The base for the program is the Cisco cyber curriculum. The agreement will allow the College to expand its dual enrollment program and provide more on ramps for students to gain a degree and credentials to enter a demanding workforce. Academic Affairs continues to support the Banner implementation and is in the final stages of loading the catalog into Banner.

Staff and administration in Academic Affairs worked to help move staff from Harper Hall to the Main building and clean offices to make space for HR. The Child Care Facility was packed and the furniture, records and supplies were moved into storage until a new space for the facility is found.

#### ***Middle States***

The College is approximately 30 months out from its self-study and site visit for reaffirmation of its accreditation. The team of 10 individuals continues to attend Middle States' Self Study Institute. The final meeting for the Institute is November 16<sup>th</sup>. Following that meeting a smaller group will meet with the College's Middle States Liaison to begin to plan the Self Study Design that is due to Middle States in the spring of 2022.

#### ***Curriculum and Schedules***

The Academic Affairs team has begun to develop the summer 2022 and fall 2022 schedules. Following that the team will develop a yearlong schedule that will allow for a more efficient book ordering process, faculty scheduling and adjunct contract development processes. The development will allow the Deans to better anticipate adjunct and tutoring needs.

The American Sign Language class has been approved by both CIC and the Faculty Senate. The course will be offered in the spring semester as an open elective for the general studies major. The faculty in SASS are developing the program where the course will be housed and the program is expected to come to CIC late spring 2022.

#### **The Office of the Assistant Vice President for Academic Affairs**

The AVP for Academic Affairs is working with the Dean of SNHP and the Director for Institutional research on the annual reports for Dental Hygiene, Commission on Dental Accreditation (CODA), Nursing, Accreditation Commission for Education in Nursing (ACEN). The AVP has begun working with the Dean of BSTEM in preparation for the submission of the Quality Assurance Report for the Accreditation Council for Business Schools and Programs (ACBSP) due February 2022.

Currently, the AVP has been working with the Workforce Development Team to develop an Early Childhood Education Assistant Child Care Teacher Pathway with a possible collaboration with the Maryland Family Network. This will provide a second articulated pathway for students to move from Workforce to credit and credit to Workforce.

#### **SCHOOL OF BSTEM**

The Dean of BSTEM was invited to join the *BCPS Project Lead the Way Advisory Board* and has joined the "Pathways" working group. The hope is that this can eventually lead to a stronger number of relationships with our high school partners, with a planned visit to meet STEM educators and staff at Patterson High School – a new potential partner. The Dean is also serving the College and the greater Maryland educational system by

accepting a role on the MICU led Teagle Grant (transfer facilitation and mobility) project. The School of BSTEM has begun planning for the awarding of the PepsiCo Uplift Scholarship program. The Associate Dean for Business and Technology will work as the faculty coordinator/mentor.

### ***Curriculum***

New curricula is under development and being vetted by BSTEM faculty. The current AS program, General Science transfer is being split into Physical Science (transfer oriented), Biology (workforce and transfer oriented). An AAS degree in Health Sciences is under development. The purpose of the programs is to allow all students interested in the selective entrance programs in SNHP a degree option if they do not gain entrance into a program to graduate and enter the workforce. The new programs are expected to go to the CIC committee in January or February of this academic year.

### ***Scheduling***

BSTEM has expanded the Winter 2022 course offerings to serve a wider audience. In addition to offering a section of a non-lab general education biology course, new course offerings like accounting have been added to the schedule. The objective is to provide a “catch up” opportunity for students who were delayed in starting the credit-bearing accounting course sequence due to developmental mathematics. Students who choose to enroll in this class can enter the major with the second accounting sequence course in the spring 2022 semester. The School has collaborated with student affairs on offering courses in the P-TECH and dual-enrollment programs for spring 2022.

### ***Business & Technology***

Concentrating, in partnership with VP Burrell’s team in the Office of Institutional Research, we have gathered much of the raw student performance and institutional data needed for the ACBSP QA report. The Associate Dean has accepted a role as judge in the November ACBSP regional conference. The Dean would like to recognize Professor Daniel Izume who demonstrated extraordinary performance as a P-TECH faculty member at the New Era High School. Professor Izume’s BUAD 100: Introduction to Business class students are benefitting from his detailed and reflective feedback. Professor Izume has also built his own relationships with school staff, striving to make a better experience for the students.

### ***Mathematics & Engineering***

The Developmental Mathematics Coordinator, is beginning a study on student performance in courses using low-cost online versus no-cost OER educational materials, with a goal of leading a departmental discussion about the best choice to facilitate mathematics success. Professor Nathan Cook has exemplified himself in his work with P-TECH students in MAT 125: Finite Mathematics, showing exceptional detail in reporting on student progress and needs. At a recent department meeting we celebrated the career of Professor Marianna Gleger as she enters retirement at the end of the semester. Faculty have begun collecting data in support of the PREC program review process for mathematics areas.

### ***Natural & Physical Sciences***

On November 4<sup>th</sup> the faculty in Natural and Physical Sciences held the 9<sup>th</sup> Annual BCCC STEM Conference. The conference showcased student work from last year. Over 166 people joined to hear the students present their work.

## **SCHOOL OF ARTS AND SOCIAL SCIENCES**

The Dean continues to meet with the Program Coordinators on the first Friday of every month. These meetings are especially productive and helpful. The Program Coordinators have provided invaluable assistance with the business of the division. The coordinators continue their work on degree audits, making plans for program assessment, and identifying desired curriculum development. Beginning in October, the division meets on the second and fourth Fridays of each month.



## **Curriculum Development**

The course in American Sign Language was approved by CIC and SEC and will be offered in the spring semester. This course is the first step to developing a program in American Sign Language. American Sign language is used to communicate not only with individuals that are hearing impaired but with children with autism. The program will provide K-12 teachers with an add on certificate. The School has begun work on a Communications program which is an important program that will lead to student transfers to a number of four-year programs. A third program is a proposal for a program in African-American Studies. Once in place, all programs will well-serve the needs of our students and help them achieve their academic and career goals.

Professor Tamara Payne along with local artist and adjunct Ernest Shaw accompanied over thirty BCCC students to be a part of BOPO's Artist Open Studios throughout the city and to see murals around Baltimore. This included the studio and work of one of our regular part-time instructors, Ernest Shaw. They discussed the artworks, but more importantly, says Professor Payne, they "became a community." Professor Rebecca Johns-Hackett organized an event that allowed students to attend a CNN town hall with President Joe Biden at the Baltimore Center Stage Pearlstone Theater, with moderator Anderson Cooper, on Thursday, Oct. 21, 2021.

## **SCHOOL FOR NURSING AND HEALTH PROFESSIONS**

Maryland Board of Nursing(MBON) released the pass rates for the NCLEX exam. Both the Associate Degree (RN) and Practical Nursing (PN) programs achieved the required pass rate set for Maryland nursing programs/schools. The BCCC RN passing rate is 81.69%; the required RN nursing pass rate for Maryland schools/programs 76.03%. The BCCC PN passing rate is 73.33%; the required PN nursing pass rate for Maryland schools/programs is 72.46%.

The nursing faculty continue to attend webinars and workshops related the new nursing licensure testing format, called Next Gen, that will be implemented in April 2023. The Maryland Nursing Workforce Center has been sponsoring free NextGen workshops/webinars for nursing educators in Maryland. The most recent webinar was presented via zoom on November 5, 2021.

## **Health Science Programs**

The health sciences programs are continuing to recruit both full and adjunct faculty. A new adjunct faculty was hired in the PTA program and began teaching in October 2021. The Respiratory Care program staff is ready to post a position to fill its full-time vacant slot. The new hire will also fill the role of clinical coordinator for the program.

## **Nursing**

At the Nursing faculty/curriculum meetings, held twice a month, each nursing course presents its most recent assessment results---quiz or exam. Faculty discuss the results and identify strategies that are and will be used to assist students who are not achieving the desired passing score of 75% on the student assessment. The strategies include attending mandatory tutoring sessions, meeting with the Retention Specialist, and attending workshops on Test Anxiety and Test Taking strategies. Angela Donn presented two Test Anxiety workshop sessions for the nursing students, November 4 and November 11, 2021. Dr. Ambush -Burriss has presented workshops on test taking strategies and critical thinking skills.

## **The Library**

Since the BCCC staff returned to campus on Oct. 4<sup>th</sup>, the library staff have checked and upgraded the student workstation computers, dealt with the staff's old documents, and cleaned the office/workplace.

LibGuides – LibGuide subjects were used in October. For the month, although our cutoff date was on Oct. 27<sup>th</sup>, a few days short compared with the last month, we had a total of 3,466 views by BCCC students which is a 100%

increase compared with September for 1,733, which means students and faculty utilized it for their fall semester courses this month.

Library electronic resources – library online resources including databases, eBooks, and e-journals are other services for BCCC students and faculty, especially during remote teaching and learning. Our library databases were heavily used by students and faculty in October. Again, due to the cutoff date being on Oct. 27<sup>th</sup>, the usage we got was less for a full month. From the vendor data, we saw the usage was up compared with September. We had 2,564 database searches and 2,062 article retrieves by BCCC students and faculty in October. In September, we had 2,454 database searches, and 1,411 article retrieve. The librarians served 135 students via the Call Center in October. Below are the numbers for October (until Oct. 26) for the library’s social media engagement.:

	Oct-21
Instagram Followers	74
Instagram Posts	1
Instagram Likes	0
Instagram Engagement	0
Facebook Likes	506
Facebook Views	10
Facebook Reach	37
Facebook Engagements	7

**The E-Learning**

E-Learning has successfully completed nine of twelve faculty training sessions on utilizing the Teams platform by faculty. The remainder of the sessions will be completed this week. Other continued training in faculty development to use technology is upcoming for November.

E-Learning has been working with faculty and administration to re-certify faculty for teaching online. As faculty complete the KOLT course or provide other acceptable documentation of recent professional development in online best practices and quality online course development, E-Learning is updating the roster of approved faculty. Currently 104 faculty are approved to teach online for Spring 2021 and the list is growing every week as more faculty provide documentation that meets the standard for teaching online.

E-Learning continues to research and solicit from other colleges their successful implementation of HyFlex teaching models. The Teams training listed above is timely as the most workable solution to date involves using Teams as the conferencing platform in the classroom.

**Tutoring**

Below are the statics for this months tutoring activity.

Row Labels	Sum of Times Viewed	Sum of Times Participated
ACCT 221 Tutoring Fall 2021	224	0
ACCT 222 Tutoring Fall 2021	113	0
BIO 202 Tutoring Fall 2021	506	0
BIO 203 Tutoring Fall 2021	495	0
BIO 212 Tutoring Fall 2021	373	1
BUAD 112 Tutoring Fall 2021	457	2
CHE 101 Tutoring Fall 2021	573	4
CHE 102 Tutoring Fall 2021	25	0
CHE 213 Tutoring Fall 2021	34	0
CLT 100 Tutoring Fall 2021	2259	3

ENG 101 Tutoring Fall 2021	2042	23
MAT 107 Tutoring Fall 2021	1109	0
MAT 128 Tutoring Fall 2021	299	1
MAT 86 Tutoring Fall 2021	905	1
MAT 92 Tutoring Fall 2021	313	0
RENG 91 Tutoring Fall 2021	875	12
RENG 92 Tutoring Fall 2021	1763	35
DE SP 101 Tutoring Fall 2021	106	0
DE PSY 101 Tutoring Fall 2021	59	0
DE MAT 128 Tutoring Fall 2021	11	0
DE ENG 101 Tutoring Fall 2021	1	0
DE SOC 101 Tutoring Fall 2021	16	0
<b>Grand Total</b>	<b>12558</b>	<b>82</b>

## **Baltimore City Community College**

### **PRESIDENT'S UPDATE**

**Board of Trustees, November 17, 2021**

*Dr. Daniel Velez, Vice President of Student Affairs*

#### **ADMISSIONS**

Admissions has been focused on process improvement, filling critical vacancies, and adhering to compliance.

*Process improvements* include enhancements to applications processing, marketing and communications and workflow with the goal of increasing enrollment. During this period, staff have continued to engage in virtual information sessions for general student and special populations. A large component of process improvement rests with the implementation of Banner Recruit CRM. That CRM is projected to be live in the summer 2022. In the meantime, Admissions is working with its existing technologies to identify improvements in the interim.

*Critical vacancies* in positions vacated by the Director of Admissions, Associate Director of Admissions, Coordinator of Veteran Affairs and two Recruiters have resulted in national and regional searches to fill these positions. Candidate interviewing has begun and is ongoing until positions are filled.

*Adhering to compliance* mandates is another area of focus over this last month. The College is currently undergoing the process of SEVIS recertification as required by the Department of Homeland Security. The filing is in its final stage and should be submitted shortly.

The goal of these foci is to increase enrollment. We have turned our attention to growing and developing programs such as Mayor's Scholars and Dual Enrollment.

#### **ATHLETICS**

The Under Armour Agreement was accepted by the company and submitted to the President for signing. Once the agreement is approved by both parties, BCCC will be given a 40% discount on apparel and 35% of the commercial price for athletic shoes.

In addition, searches for the Sports Information Specialist and Athletic Trainer are continuing.

The Sports Information Specialist position is vital to promotion and marketing of the student athletes and the institution through the Athletic Department Website. Some of their responsibilities include:

- Up to date reporting of team and individual statistics,
- Feature stories,
- Photographs and video throughout the season,
- Supervision of the scoring table (including clocks, timer, and score boards) during games.

The Athletic Trainer position will provide required onsite medical assistance for the teams. The Athletic Trainer will also be the point person for the Covid 19 protocols necessary to ensure the safety of the student athletes and coaches throughout the conduct of the season. Some of the protocols the ATC will supervise include:

- Daily temperature checks of student athletes and coaches,
- Collection and review of daily symptoms checklist,
- Coordination of annual physicals of student athletes,
- Coordination of medical response to potential Covid 19 cases,
- Authority (in consultation with Team Physician) to determine return to practice and or competition.

#### **DISABILITY SUPPORT SERVICES**

The Office of Disability Support Services registered approximately 65 students for fall, 2021 for accommodations and conducted 14 new intakes. The office continues to maintain service

agreements and coordinates with the Division of Rehabilitation Services (DORS), CIRS/HASA Interpreting Services, and the School of the Blind. Additionally, the office, in conjunction with the Office of Student Wellness and Support initiated a depression support group for interested students. Group meetings are facilitated by both MSW graduate students from the University of Maryland, School of Social Work and are conducted on a weekly basis.

The office continues to provide professional, in-service training and resources to college staff, faculty as well as weekly supervision to the department's Master of Social Work graduate student related to providing accommodative services in a remote/virtual environment. Additionally, the director has recently, reactivated its membership with Delta Alpha Pi International Honor Society. This group was founded to recognize high-achieving students with disabilities attending college. The department is planning to initiate its induction ceremony of note-worthy students in the Spring, 2022.

### **FINANCIAL AID**

The Financial aid office successfully completed the Data Validation from the current SIS system Regent to the new Banner system for One Time Documents such as Students Citizen status, proof of High School and Selective Services. Currently the office is working to review the transition of the comments from Regent to Banner and provide the Staff training for Banner system along the refresher training for Regent to ensure that they understand the similarity and differences of both system functions.

The Financial Aid office is proud to announce that they have completed and awarded all the Verification 1 files selected by DOE for Fall students based on the new guidance established on July 13, 2021. Verification is the process to check the accuracy of the information the student and, in the case of a dependent student, the student's parents, provided when applying for Title IV federal student aid via the Free Application for Federal Student Aid (FAFSA). Information is verified by obtaining documentation, including in some cases, a signed statement or worksheet attesting to the accuracy of the information. Verification ensures the accuracy of data used to establish eligibility for need-based federal student aid. On July 13, DOE waived the review requirement allowing the school to award the students without the documents, we can award \$2,300,230. 71 for Pell.

Also due to our new Appeal Process for the Satisfactory Academic Process, we were able to complete all the SAP appeal received for Fall2021. Currently we have only 8 appeals pending due to incomplete documents received from students. Our current alphabetic management system allows students to reach out to their assigned financial aid counselor directly and provides requested documents in timely fashion and it also allows the counselor to follow up systematically.

The search is active for a Director of Financial Aid and we continue to work with a third party to complete action items, such as the transition of Regent Student Portal from Spin Portal to serve students effectively. The completion of the transition is crucial for the communication between financial aid office and students.

### **JUDICIAL AFFAIRS AND TITLE IX**

The Office for Judicial Affairs and Title IX completed the "15 Things Every Student Should Know" presentations to all accelerated one (A1) sections of Preparation for Academic Achievement (Pre-100) courses. Additionally, drafting of the 2022 Campus Climate Survey and timeline were achieved and shared with Institutional Research. The goal is to launch the survey in the spring, which will be accessible to students for approximately three weeks.

### **REGISTRAR**

During October 2021 and through November 10, 2021, Records and Registration supported registration and retention goals by collaborating with and referring students to the units listed below when necessary:

- Admissions
- Advising

- Student Accounting
- International Students
- Nursing Program
- Online
- Student Success
- Test Center
- Workforce Development

Records and Registration successfully resolved other general, registration-related student inquiries addressed to the registrar@bccc.edu email address.

**Registrar’s Inbox and Virtual Help Desk**

In October and November 2021, Records and Registration processed courses registrations for 305 unduplicated students for 674 courses for fall 2019 (10-week and accelerated II 8-week terms), winter 2022, and spring 2022 sessions. Registration is ongoing for winter 2022 and spring 2022.

**Transcripts Processed**

Records and Registration processed 788 transcripts for the month of October and November 2021 generating \$3,940 for the college.

**Course Scheduling for Winter 2022 and Spring 2022 sessions**

Records and Registration continued to collaborate with Academic Affairs to upload the course schedules in HPLAN for students to register for winter 2022 and spring 2022.

**Transcript Evaluations and Degree Audits**

Records and Registration processed 249 transcript evaluations were processed to allow students to register for fall 2021 courses. 115-degree audits were processed to allow students to register for remaining coursework. These processes ensured the office’s overall efficiency to the registration process.

<b>Transcript Evaluations</b>	<b>Degree Audits</b>
152	87

**STUDENT LIFE & ENGAGEMENT**

In October 2021, the Office of Student Life & Engagement continued working on operational updates to the office through use of an office SharePoint that includes all standard operating procedures, events calendar, and through updates to the Student Club & Organization function that includes moving all previous paper or email forms to either SharePoint forms or writable PDF. Further there has been conversation begun about how 25Live reservation software that the college already has can assist the Office of Student Life & Engagement through reservations of the Student Center and Atrium spaces. Being intentional and better operationally was one of the key goals of the office since September and it will continue to be a goal moving forward this year.

Staff has continued with the strategic planning process of the Student Life & Involvement suite and area. Staff have been working diligently with inventory and organization of the storage spaces, including a larger storage space to hold all tables, chairs, event supplies, promotional items, giveaways, and more. Over the rest of the fall semester staff will continue organizing, cleaning, and revamping storage and usage space to provide a welcoming and fun atmosphere for students upon their return in the spring semester.

Further, staff has worked with the Vice President of Student Affairs, the Office of Institutional Research, and the Director of Special Projects/Mayors Scholars Program in developing a needs assessment for students regarding what type of programs and events they want to see on campus in the spring 2022 semester and

beyond. This survey is currently in the final approval stages, and once that is gained the survey monkey link will be received and sent out to students on various listservs in Student Affairs to encourage feedback. Also, a post event assessment for larger programs such as Advocacy Day, Welcome Week, and Panther Pride Week has been established and is also in its final approval stage. The first use of this survey will be for Welcome Week in the spring semester (January 2022).

Finally, the Director of Student Life & Engagement and the Director of Special Projects/Mayors Scholars Program will be co-chairing a Welcome Week committee. The Welcome Week Committee will coordinate the educational and social programs for welcome week at Baltimore City Community College. Welcome Week will run for the first week of class in the fall and spring semester. This committee will include staff from Student Affairs and Academic Affairs, as well as a few students from the Student Government Association. Although Welcome Week has been overseen in the past by Student Life & Engagement, this committee allows Student Affairs staff to be more intentional regarding the welcoming of students back to campus, as well as provide new and innovate events and programs for students. The committee will meet monthly and have different focuses including academic and social programming, marketing, welcome tabling and tents, and giveaways/promotional items.

### ***Activities and Events***

The Office of Student Life & Engagements goals in programming this semester continues to be to provide ways for students, new and returning, to become involved and learn what the office is all about. Further, the office is working on the spring 2022 calendar for in person, hybrid, and virtual events for BCCC students.

#### October 4, 2021 – October 8- I Will Listen Week-

Student Life & Engagement collaborated with Student Support & Wellness Services and NAMI Baltimore on 10 events to raise awareness on mental health. The events that Student Life & Engagement oversaw were Morning Meditation, Get Involved! Improve Your Mental Health, and a Community Happy Hour. NAMI Baltimore also sent some shirts and passive education handouts for students that were given to students currently taking classes on campuses for health sciences. The events were all held virtually via zoom at various dates and times.

#### October 11, 2021- National Coming Out Day

This event discussed the history of National Coming Out Day as well as celebrated coming out as lesbian, gay, bisexual, transgender, queer, or other identities (LGBTQ+). This year marked the 32nd anniversary of National Coming Out Day and Student Life & Engagement wanted to make sure that students had a safe space on campus to talk about their experiences. This event was held virtually via zoom at 1pm.

#### October 15, 2021- Let's Talk: College 101

The Let's Talk Series will begin on October 15 and will be on multiple Fridays for the fall semester. Topics covered will range for the semester on things such as Bullying Prevention, Financial Literacy, and more. The October 15 session is on College 101 and discussion on all the things that BCCC has to offer for their students. This event was held virtually via zoom at 2pm.

#### October 20, 2021- International Pronouns Day

This event discussed the history of International Pronouns Day and was a space for students to learn and reflect upon pronouns. Student Life & Engagement wanted to make sure that students who are transgender or gender nonconforming people have a place that is safe for them. This events goal is to help teach others about pronouns as well as helping to celebrate people's multiples identities. This event was held virtually via zoom at 1:30pm.

#### October 28, 2021- I Stand with Immigrants Day of Action

CCC celebrated the Annual "I Stand with Immigrants Day of Action" by having a program with a student panel of immigrant students. The panelists discussed their experiences and how we as a campus can support

immigrants and our international students. The event was held virtually via Zoom from 1 – 2pm. The program was co-sponsored with the Student Government Association.

#### October 29- Let's Talk- Breast Cancer Awareness

In a normal year on campus there would have been multiple breast cancer awareness events and passive education in October. This year there was a discussion about breast cancer awareness and prevention. This discussion was to raise awareness about the impact of breast cancer. This event was held virtually via zoom at 2pm.

#### October 29- Keeping it Real Lecture Series with Baba Kondo- Critical Race Theory: Simply One Approach to Understanding America's Racist Past & Culture

Baba Kondo has been a part of the Keeping it Real Lecture Series at BCCC for the past 16 years, and he continues to bring his expertise into students and staffs lives. Over 40 attendees came to this event on a Friday evening to hear Baba Kondo speak on Critical Race Theory. This event was sponsored by Student Life & Engagement, History Club, Anthropology Club, and the Department of Education, Social & Behavior Sciences. It was also considered a staff development opportunity through HR and was given out as extra credit to many classes.

#### Student Government Association

SGA executive board and board continued to meet, and they are currently in the process of filling vacant positions. Unfortunately, the secretary left her position- so now open positions are secretary, treasurer, parliamentarian, and senator positions. There are currently 6 applicants, and interviews are ongoing for filling of these positions. More information regarding SGA meetings and events will be in their report.

### **STUDENT WELLNESS & SUPPORT**

Student Support and Wellness Services (SSWS) served students through individual counseling, wellness workshops, classroom presentations, student consultations, and a support group. Twelve virtual workshops were conducted on topics such as anxiety, suicide awareness, and time management. Four classroom presentations were requested on stress and mental health. A new six-week support group was created on depression and low mood.

The first week of October, SSWS collaborated with Student Life and Engagement and the National Alliance on Mental Illness (NAMI Baltimore) for our third annual "I Will Listen Week." BCCC conducted six events to help support students' awareness of mental health and how to respond to concerns. NAMI supplemented events during this week with programming open to 16 other colleges across Maryland.

Student Support and Wellness Services continues engaging in community partnership with the Black Mental Health Alliance, Greater Baltimore Regional Integrated Crisis System (GBRICS), NAMI Baltimore, and the Joseph and Vera Douglas Family Foundation.

### **TRIO/SSS-STAIRS PROGRAM**

The TRIO Student Support Services Program (TRIO SSSP) offered a variety of virtual workshops such as Understanding Money and Credit, Cash for College: Exploring Scholarships and Grant Opportunities, and Stress Busters in collaboration with Student Support and Wellness Services. The program also held a drop-in chat session to encourage open dialogue and discussion of topics or concerns of importance to program participants. To increase enrollment, program staff contacted non-enrolled participants to register for upcoming terms. TRIO SSSP Staff provided the following services, such as academic advising and assistance with course selection, coaching, referrals to campus and community resources, and laptop loans to support retention and academic success.

Recruitment efforts encompassed web and social media advertisements, three virtual Open House events, and outreach to eligible students. Also, staff engaged potential applicants on the Virtual Help Desk and Call Center.



To date, the program has recruited and onboarded 31 new participants. The Interim Director attended the Preparing for the Annual Performance Report webinar. Additionally, all staff members participated in the Connect, Discuss, and Learn webinar for college TRIO programs sponsored by the Council for Educational Opportunity in Education.

### **THE TESTING CENTER**

Testing Center staff members continued to support the Virtual Help Desk (VHD). There were approximately 54 students accommodated for placement. All staff members completed all proctoring recertification.

### **UPWARD BOUND MATH & SCIENCE**

During the months of September and October the Upward Bound Math & Science program provided supplemental instruction to 25 Baltimore City Public high school students. The program's twice monthly Saturday sessions provided students with workshops in interviewing skills, career and college counseling activities and academic support through Princeton Review which is both an academic diagnostic assessment program and an online tutoring service for students in middle and high school. The program is also utilizing "Rubin" an online instructional program which teaches students business communication skills this fall.

Supplemental instructional program began on Saturday, November 6th, with instruction in Math, English, Computer Science, Career and College Awareness classes and Social Emotional Learning Activities. The program is offered on Zoom and on the BCCC/Canvas virtual platform. Academic enrichment is provided through the infusion of STEM Standards of Practice which is to learn and apply rigorous content to answer complex questions, investigate global issues and develop solutions to real world problems.

New student recruitment presentations were provided to the following local high Schools during the month of September, October, and November; Baltimore Polytechnic Institute, Edmondson-Westside High School, National Academy Foundation and Digital Harbor High School. The presentations outline the benefits of the UBMS program for those students who may be interested in careers in STEM. We target schools that emphasize, engineering, medical arts, and computer studies. The goal of the presentations is to help students recognize and develop their potential to excel in Math and Science and to encourage them pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession.

## **Baltimore City Community College**

### **PRESIDENT'S UPDATE**

#### **Board of Trustees, November 17, 2021**

*Mr. Michael Thomas, Vice President, Workforce Development & Continuing Education*

#### **WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WDCE) DIVISION**

WDCE classes are delivered fully on-line, with additional resources for academic support and remote testing. Across all program areas, 663 students were enrolled in October 2021.

#### ***ABE/ELS Program Improvement***

Community ABE and ESL classes start each month. In addition, Refugee Services and Citizenship classes start quarterly.

- In October, the ABE/ESL Department offered 12 ABE, 7 ESL and 7 Citizenship classes for a total of 470 students, funded by the Consolidated Adult Education and Family Literacy Grant (MD Labor) and US Citizenship and Immigration Services (USCIS) grants.
- The ABE Department, in partnership with Workforce Development, initiated new FY22 Integrated Education and Training (IET) programs for Certified Nursing Assistant (CNA) and Community Health Worker (CHW). These programs pair academic instruction with the workforce training program so students have additional support specific to their training program.
- The ELS Department is working with community partners, such as Esperanza Center, Curtis Bay Elementary, Lakeland E/M School and John Ruhrah Elementary/Middle School to recruit students for new in-person classes ESL classes in community centers across Baltimore. These in-person classes will start in January 2022.
- In October, the ELS Department was awarded additional funding from the Maryland Office of Refugee and Asylee (MORA) based on the increasing arrival of refugees and asylees from Afghanistan. As a result, the college will offer 12 additional ESL classes in FY22 for these new Americans.
- The ELS Department initiated the FY22 MORA-funded programming for refugees and asylees, including Services to Older Refugees, Refugee Assistance, Citizenship preparation, and Refugee Youth Program (RYP) services in partnership with Baltimore City Schools (at Moravia Park E/M School and Patterson High School).

#### ***Workforce Development Program Development and Expansion***

The Workforce Development (WD) Department enrolled some 193 students in October and worked closely with the Career Services Office to support graduates transitioning to employment. Additional activities include:

- In October, 105 students benefitted from GEER 1 and GEER 2 funding scholarships for workforce training. Students select from 15 training programs as part of their career preparation and advancement.
- New cohorts for several training programs were initiated under current Contract Training Agreements. Johns Hopkins Hospital initiated one new cohort for CNA, and Baltimore City Schools sponsored 2 cohorts of students participating in training at their high school sites. This includes Phlebotomy at Renaissance Academy and CNA at Frederick Douglass HS.
- The Career Services team continues to work with hiring partners to place current students and graduates in employment. In October, this office conducted specific Job Readiness classes for cohorts of students completing training in healthcare and hosted hiring events with UPS.

### ***Partnering with Baltimore City Schools***

Several initiatives led by WDCE support implementation of the college's Career Pathways, increase early college access, and support for students' transition to college.

- In October, the BCCC P-TECH Liaison hosted orientation meetings with the new P-TECH Coordinator at New Era and the new P-TECH Dunbar Industry Business Partner Coordinator.
- Throughout October, the P-TECH liaison communicated with students, parents, and instructors regarding course completion and needed academic supports. In addition, all grant reports for the current academic year were submitted to MSDE as required.
- Under contract with Baltimore City Schools, students from Renaissance Academy High School started the BCCC Venipuncture/Phlebotomy Workforce Training program. Students at Frederick Douglass HS also started a CNA Workforce Training program. Upon graduation, students will be assisted with employment placement at University of Maryland Hospitals and other healthcare facilities.

### **ENVIRONMENT SERVICES AND FACILITIES**

#### ***Environmental Services and Facilities***

This department provides ongoing cleaning, maintenance, and repairs for all campus facilities. This team also supports campus special events, the mailroom, and property control. In addition, the department plans and manages the 10-Year Facilities Master Plan.

- In association with the Loop Road project, Facilities completed relocation of offices in Harper Hall for upcoming demolition and rough grading has begun behind the Physical Education Center.
- Ongoing renovation projects include interior improvements in the Fine Arts Wing and the Student Activity Center, as well as carpet cleaning in the Bard Library and the Main Building.
- Facility Renewal and Deferred Maintenance projects continue with the recent awards and solicitations for bids for the Hot Water Replacement at the Physical Education Center, the Fire Alarm Replacement for the Life Sciences Building and the roof replacement at South Pavilion.

### **PUBLIC SAFETY AND SECURITY**

#### ***Public Safety 24-hour Monitoring and Security***

Security for all campus locations includes camera surveillance, access control monitoring, and officers on patrol (security rounds and stations).

- In October, Public Safety continued to support people and programs returning to campus. This included access to the CVS COVID Testing and Vaccine site in South Pavilion, clinical programs such as nursing, dental and physical therapy, as well as staff. Public Safety continues to monitor COVID safety protocols including masks and screening.
- Public Safety submitted to the Maryland Police and Correctional Training Commissions a copy of BCCC Public Safety's Use of Force policy in accordance with the Presidential Executive Order on Safe Policing for Safe Communities (Executive Order No. 13929).
- Public Safety supported the on-campus operations of HBO and their activities related to the production of "We Own This City".

**Baltimore City Community College**

**CABINET UPDATE**

**Board of Trustees, November 17, 2021**

*Ms. Channa Williams, Interim Vice President, Finance & Administration*

**Budget Office**

**1. Highlights**

- The Budget Office has prepared a presentation of the FY (Fiscal Year) 2023 Operating Budget for the November 15<sup>th</sup> Board of Trustees meeting. The report will focus on FY 2023 projected revenues, expenditures, staffing and a high-level overview of the CARES funding received by the College.
- The annual budget calendar has been developed in Outlook. The calendar will aide in the planning, preparation, and timely submission of the operating and capital budgets.
- The staff continues to work diligently with the Banner implementation team on the development of the FMIS crosswalk tables. Additionally, the staff have begun testing key transactions in Banner to ensure that the FMIS to Banner interface file is successfully transmitted.

**2. Revenue Summary as of 9/30/2021**

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	\$ 25,801,175	(Includes Bookstore of \$337,829)
Restricted	\$ 2,371,416	(Includes WBJC of \$504,202)
<b>Total Revenue</b>	<b>\$ 28,172,591</b>	

**Unrestricted Revenue:** Total Unrestricted Revenue through August FY 2022 is \$14.9 M (2%) less than revenue through the same period FY 2021.

- Tuition & Fees: Decrease of 9.5%. This is due to lower registration than anticipated. There was an increase in Non-credit tuition; however, there was a decrease of 12% in credit tuition. This caused an overall decrease in tuition revenue.
- Sales, Service, Aux & Leasing (Variance of (\$282,109)) A deferred agreement was signed by Lockwood and the College. The funds were accrued in FY 2021, but the actual funds were not received in August FY 2022, thus, the revenues in August FY 2022 are (\$395,885.66).
- Bookstore Revenues: Increase of 40% Overall year-over-year increase in all Bookstore Revenue categories compared to the same period last fiscal year.

**Restricted Revenue:** Total restricted revenue through August FY 2022 is \$1.1 million higher than the same period in FY 2021. The primary driver of the increase is the receipt of State and Local Grant revenue. WBCJ’s revenue increased by 19%. The CARES Act revenue totals \$234,000. The increase in WBJC’s revenue is due to matching funds and an increase in donations.

**3. Expense Summary as of 9/30/2021**

<b>Expense Fund</b>	<b>Expense Amount</b>	<b>Notes</b>
General (Unrestricted)	\$ 9,637,598	(Includes Bookstore of \$235,625)
Restricted	\$ 1,521,395	(Includes WBJC of \$255,243)
<b>Total Expenditures</b>	<b>\$ 11,158,993</b>	

**Unrestricted Expenditures:** FY 2022 Unrestricted expense increased by \$657.6k when compared to this same period in FY 2021 primarily due to an increase in contractual services and supplies.

**Restricted Expenditures:** FY 2022 restricted funds are being expended according to the restricted allowable expenses defined by their fund sources.

**State/Federal Reports Submitted:**

- The annual reporting of capital planning and outlay has been submitted to the Capital Debt Affordability Committee.
- The annual reporting of the operating and capital budget has been submitted to the Maryland Higher Education Commission.

**4. State/Federal Reporting Upcoming:**

- Responses to questions regarding the FY 2023 operating budget submission are due to the DBM (Department of Budget and Management) on October 12, 2021.
- Budget amendment to account for receipt of ARP (American Rescue Plan) HEERF (Higher Education Emergency Relief Fund) award is prepared and will be submitted to DBM as a deficiency request for FY 2022.

**5. Operational Process Improvement:**

- The Budget Director has worked in conjunction with the Department of Budget and Management (DBM) and the Department of Information Technology (DOIT) to establish an account and access to the State’s budgeting system, Budget, and Analysis Reporting System (BARS).
- The Budget team has met with Human Resources to reconcile and validate filled/vacant State regular positions. Ongoing monthly meetings have been scheduled to perform quality assurance checks that will ensure the accuracy and synchronization of personnel reporting.

- The Budget team is working in collaboration with the Office of Information Technology to map Program Cost Accounts (PCA) and expenditure objects between the State’s Financial Information Management System (FMIS) and Banner.
- Work has begun to upload the FY 2022 operational budget into FMIS at the agency level.
- As part of the College’s ERP (Enterprise Resources Planning) implementation, the Budget team has recorded and tested journal entries in the testing environment and provided feedback to the development team regarding any observations.
- To strengthen internal controls on spending, the Budget team will be added to FMIS approval paths and will approve all procurement requisitions prior to the issuance of a purchase order.
- Monthly budget forecasting templates have been developed and will be disseminated to divisions each month following the close of the fiscal period.
- The Budget Director has worked with the Banner development team to define the budget realignment/amendment submission and approval process.
- Ongoing efforts are underway to supplement monthly YTD College-level financial variance analysis. Monthly YTD budget reports to departments will be prioritized in FY22.
- A deliverables calendar, outlining ongoing internal and external project work schedules for the department is in development.

## **Office of Student Accounting Summary**

### **1. Highlights**

- Collaborated with Ellucian regarding process improvements as it relates to:
  - Tuition & Fee Assessment Rules
    - Accounts Receivable - Validation
  - Finance: System Education & Configuration of External Interfaces
  - Banner Configuration (e.g., fee assessment, holds, mapping)
- Stop Registration “Holds” have been placed on past due accounts. (Fall ‘21)
- Collaborated with the Offices of the Registrar and Information Technology to finalize “Fee Tables” for Winter ‘22 and Spring ‘22 semesters, respectively.
- Collaborated with the Office of Admissions in streamlining the Mayor Scholarship Program (MSP) process
  - Overview
  - Eligibility Requirements
  - Reporting

**2. Student Accounting Communication Updates**

- Communications were sent to students regarding “Method of Payment” (October 2021).
- Collaborated with the Office of Admissions regarding students under international students under VISA 2 &3 statuses associated with outstanding receivables for Fall ‘21 semester.
- Collaborated with IT, Registrar, and Heartland ECSI to establish deadlines for 1098-Ts for Calendar Year 2021.

**3. Operational Process Improvements**

- Established a “Student Financial Services” group between the Offices of Financial Aid Office to streamline the disbursement process and setting up a disbursement schedule.
- Coordinating with Senior Leadership and the Directors of Student Affairs to generate an Operational Calendar for the Winter 2022, and Spring 2022 semesters, respectively.
- Reviewing and updating the “Policies & Procedures” Manual for the Office of Student Accounts.
- Coordinating and collaborating with respective directors and consultants to better streamline business practices between the Office of Financial Aid and Student Accounting (e.g., Separation of Duties)
- Collaborate with the Office of the Registrar and to establish a College Academic Calendar Committee

**4. Banner Office of Student Accounts Implementation Schedule**

- The Finance and Administration Team has participated in the Banner Kick-off and implementation for the division (Student Accounts & Senior Analyst – Finance, Controller, and Budget).

Summary of Upcoming Events		
Transition Schedule Summary	Target Timeframe	Status
1098-T Overview	Fall ‘21	November 2021
Fee Assessment & Data Validation	Fall ‘21	November 2021
Banner – Collections Module	Fall ‘21	December 2021
Banner – Financial Aid - R2T\$ Overview	Fall ‘21	January ‘22

**5. Heartland ECSI - Office of Student Accounts Testing & Implementation Schedule**

- The Office of Student Accounting will be participating in a series of training, in preparation in providing students access to their 1098-T for Calendar Year 2021.

Summary of Training Events		
Transition Schedule Summary	Target Timeframe	Status
1098-T Client Training	Fall '21	December 2, 2021
Timeline & File Transfer Process	Fall '21	December 7, 2021
1098-T Reports & Forms Management	Fall '21	December 13, 2021
1098-T Student Access	Fall '21	December 17, 2021

**Procurement**

**1. Bookstore**

- Winter Session book orders are completed; Spring Session book orders in progress.
- Between August 14, 2021, and October 31, 2021, the bookstore sent 3,491 Fall 2021 textbooks/access codes to students, which totaled \$347,152.26.

**2. Operational Process Improvements**

- Procurement has almost finished the drafting of the procurement manual to include board approval updates as well as the \$500K procurement authority passed in the 2021 Legislative Session. Upon completion of the draft, the procurement director and Vice President of Finance will review for approval.
- Procurement workflows are being drafted to streamline requests and processing times.
- Procurement continues to identify areas in which departments need to be trained in their roles and responsibilities in the procurement process. Training will be developed to educate departments in the areas identified.

**3. Other Business**

- Banner training for Procurement has continued. Training sessions conducted by the vendor were completed, and self-training continues. Banner needs to have the capability to produce the statutory reporting requirements for Procurement (e.g., MBE and SBR Annual Reports); Procurement is working with Banner to correct this.
- From July 1, 2021 to October 31, 2021 a total of 295 purchase orders have been issued at the total value of \$3,058,333.



- Phys Ed Building – Hot Water Heaters Replacement was advertised and awarded in the amount of \$166,201.00.

### **Controller's Office/General Accounting/Grants/Foundation**

#### **1. Howard P Rawlings Audit**

- Clarification is needed from the auditors to wrap up this request.

#### **2. MHEC CC-4 Audit**

- The Controller's Office is collecting data from the Office of Institutional Research to prepare the CC-4 Financial Statements. This information along with the financial information from the College audit are used for the CC-4 Financial Statements.

#### **3. BCCC (College and WBJC-FM Audits)**

- The Controller's Office and General Accounting continue to work with the auditors to provide the information needed for the College and WBJC-FM Audits. The financial statement templates have been provided to the auditors.
- Draft of the College information was provided to the General Accounting Division (GAD)

#### **4. BCCC Foundation Year-End Closing**

- The General Accounting department is working to close-out the BCCC Foundation and is working to finalize the information needed for the auditors.

#### **5. CARES ACT Spending (HEERF I & II)**

- The Controller's Office continues to work closely with the bookstore to track the shipping charges. Books continue to be shipped to students at no charge and the COVID RELIEF FUNDS – Institutional Funds (HEERF II) are being used to cover these expenses.
- The Controller's Office and Budget Office are tracking the expenditures related to the Student Spending (HEERF II), the Institutional Spending (HEERF II), the GEER Spending (I & II), the PBI (Predominantly Black Institution) Spending (HEERF II), and the Recovery Now funds (HEERF III).

#### **6. Grants**

- The Controller's Office assisted in providing information for new grants for the Foundation.
- The Controller's Office and Grant Accountant worked with the Grants Development Office to provide support for several grants and programs.

### **Accounts Payable**

#### **1. Highlights**

- The Controller's Office and Accounts Payable are working with Procurement Office regarding Corporate Purchase Card collection and validation of information.
- The Accounts Payable staff continues to provide support and information to departments that need to enter requisitions to clear up old invoices.

**2. Total Payables**

Summary	Totals
<31	296,996.06
31-60	47,968.33
61-90	17,515.62
>90	108,988.15
<b>Grand Total</b>	<b>471,468.16</b>

**3. A/P Overall**

- Overall balances are lower than the previous month.

**4. A/P Over 90 Days**

- This category is higher than last month due to some bookstore purchases that were invoiced but receipt was delayed.

**5. Corrective Action Plan (CAP)**

- To address outstanding payables, the A/P staff has continued to implement the following processes:
  - Continue to communicate with vendors to convert the invoice delivery via email rather than US Mail. An additional effort is being made to communicate with the vendors that continue to send invoices through the US Mail to send them through the Accounts Payable email address.
  - Continue to work with the various departments to clear up any outstanding invoices including getting requisitions entered and purchase orders created.
  - Accounts Payable is requesting the assistance of the Procurement Office to assist departments in getting requisitions entered.

Accounts Payable is requesting the assistance of the Procurement Office and Bookstore to resolve the outstanding invoices.

## **Baltimore City Community College**

### **CABINET UPDATE**

**Board of Trustees, November 17, 2021**

*Mr. John Schiesler, Director of Enterprise Applications*

### **TECHNOLOGY**

#### ***Enterprise Resource Planning (ERP) Project Implementation Engagements***

The Banner ERP Project Team is working with the ERP Executive Steering Committee to prioritize the technical work that will need to be done in order to create integrations for third-party applications used by the College and Banner. The priorities are based upon the timing of the implementation of the related module (for example, Financial Aid is planned to be implemented first) and the level of effort that would be required if manual integration was used in place of an automated solution. The Banner ERP Project Team is contacting the vendors for the applications that have the highest priority to request technical requirements and specifications. Ellucian will be contracted to assist with the development and testing of integrations when internal staff from the Enterprise Applications team are scheduled for other projects.

The Banner ERP Project team is working with the Office of Institutional Effectiveness to plan for the creation of reports in Banner required for Maryland state reporting. The Argos report writer, which is supported by Evisions, was included in the purchase of the Banner ERP to be used for enterprise reporting. A joint effort between the Office of Institutional Effectiveness and the Enterprise Applications Team is planned to build and test the needed reports.

#### **Data Migration**

The technical team has completed the first round of Academic History data migration as well as a second round of vendor data migration. The feedback from the data validation teams who validated the round one vendor data migration was translated into either technical data extract errors (of which the IT team resolved) or actual data entry errors that existed in the legacy system and were never identified. Those errors were resolved by the Finance team.

Additionally, Academic History Data Validation was completed for round 1 data migration. Results from the data validation will be used for upcoming round 2 data migration.

### **IT OPERATIONS**

#### ***Enterprise Applications Services (EAS)***

The Enterprise Applications Team continues to support the ERP Project by performing data extracts from the legacy ERP for the Banner implementation.

The College has engaged an outside firm, FA Solutions (FAS) to assist IT and the Financial Aid Office with resolving trouble tickets associated with the Regent Financial Aid system. The FAS team is one of very few vendors that has the technical and functional knowledge of the Regent Financial Aid system and, as such, was able to assist the IT and Financial Aid teams with the resolution of student issues that prevented the College from awarding student aid and submitting the College's Fiscal Operations Report and Application to Participate (FISAP).

*Infrastructure, Systems and Telecommunications*

**ITS and HR Department Moves**

The Client Services and Infrastructure team led a successful move of Human Resources staff from the West Pavilion building to the Main building and ITS department from the soon to be demolished Harper Hall building to West Pavilion.

*Information Security*

**Office of Legislative Affairs (OLA) Audit**

The Office of Information Technology Services (ITS) has received the initial report from the OLA Auditors. ITS provided responses to questions from the OLA Auditors on their report.

*Client Services*

The Client Services team in conjunction with the infrastructure team continued its support of the new AudioCode telephone handsets that were distributed to staff last month.

## **Baltimore City Community College**

### **CABINET UPDATE**

#### **Board of Trustees, November 17, 2021**

*Ms. Becky L. Burrell, Vice President, Institutional Effectiveness, Research & Planning*

### **OFFICE OF INSTITUTIONAL RESEARCH**

#### **State and Federal Reporting**

The Office of Institutional Research (OIR) developed data for and oversaw the successful submission of the following State and federal reporting requirements.

##### Integrated Postsecondary Education Data System (IPEDS)

- Developed and coordinated data collection to complete the Fall 2021 Institutional Characteristics, IFY 2021 Completions, and FY 2021 Twelve Month Enrollment Integrated Postsecondary Education Data System (IPEDS) Surveys for submission to the National Center for Education Statistics (NCES) to meet the deadline of October 13, 2021.

##### Maryland State Department of Education

- Coordinated with Information Technology Services (ITS) and Academic Affairs to develop the FY 2021 Career and Technical Education (CTE) Enrollment and Outcomes file for submission to the Maryland State Department of Education (MSDE) to meet the deadline of October 15, 2021
- Coordinated with Academic Affairs to develop the FY 2021 Technical Skills Attainment file for submission to MSDE to meet the deadline of October 15, 2021.

##### Maryland Higher Education Commission

- Submitted final, signed version of FY 2021 English Speakers of Other Languages (ESOL) FTEs Report to the Maryland Higher Education Commission (MHEC) to meet the deadline of October 1, 2021.
- Submitted final, approved 2021 Performance Accountability Report materials to MHEC to meet the deadline of October 1, 2021.
- Developed Winter and Spring 2021 End-Of-Term System files for submission to MHEC to meet the deadline of October 15, 2021.
- Developed data to prepare the FY 2021 Unduplicated Non-Credit Headcount (CC-6) Form for submission to MHEC to meet the deadline of October 15, 2021.
- Developed data to prepare the Fall 2021 Opening Fall Enrollment (S-7) Form for submission to MHEC to meet the deadline of October 15, 2021.
- Leading workgroup with representation from Office of Financial Aid, Student Accounting, ITS, and Workforce Development & Continuing Education (WDCE) in preparation for submission of the Financial Aid Information System (FAIS) file to MHEC by the deadline of November 15, 2021.
- Leading workgroup with representation from WDCE, ITS, and Records & Registration to develop processes to prepare the College's first Non-Credit Workforce Completer System file to MHEC by the deadline of December 1, 2021.

#### **College Collaborations for External Reporting or Stakeholder Needs**

OIR supported other College offices to prepare data related to the following initiatives.

##### Program Accreditations

- Developed data for the annual report for the Accreditation Commission for Education in Nursing (ACEN) and served on the review team for the submission to meet the deadline of October 22, 2021.
- Developed data for the annual report for the Commission on Dental Accreditation (CODA) and served on the review team for the submission to meet the deadline of October 29, 2021.
- Developed trend data for enrollment, degrees and certificates conferred, course pass rates, and P-TECH participation and prepared updated student and faculty surveys to support the Accreditation

Council for Business Schools and Programs (ACBSP) report process (due February 2022). Serve on the review team for the final submission.

Department of Homeland Services

- Developed enrollment and employee data for the Student Exchange and Visitor Program (SEVP) Recertification process in preparation for the deadline of November 26, 2021.

Veterans Affairs

- Preparations for spring 2021 85-15 Report

Baltimore City Public Schools

- Dual enrollment
- Mayor's Scholars Program

## **Grant Support**

OIR developed data and/or narrative to support the following grant applications or reports.

- Northrup Grumman Scholars Fund
- PepsiCo Foundation Uplift Scholarship
- William T. Grant Foundation - Creating a High School to College Pathway for Baltimore's Latinx Students with BCPSS and UMBC

## **Support for Internal Priorities**

OIR developed data or provided other support for the following internal priorities.

- Serve on planning team for data migration and validation processes as part of the Banner Enterprise Resource Planning (ERP) implementation process.
  - Attended training and other sessions for the ERP implementation related to several modules and processes.
  - Conducted data validation to support data migration related to student characteristics and academic history.
- Conducted training for Student Affairs leadership team on extracting and processing data from BCCC's student information management system.
- Conducted OIR onboarding session for Academic Affairs leadership team.
- Serve on Program Review and Evaluation Committee's planning team which meets weekly.
  - Led student and faculty surveys' review, design/update and implementation process.
  - Developed trend data related to programs' enrollment, degrees conferred, discipline credit hours, and short-term outcomes.
  - Participate in planning of professional development related to program review and outcomes assessment.
- Collaborating with Student Life and Activities to develop needs assessment and student satisfaction surveys.
- Developed daily credit enrollment updates for fall, winter, and spring terms for Cabinet and other administrators.
- Developed summer and fall continuing education enrollment data by department to support WDCE leadership team.
- Provided updated enrollment, outcomes, and demographic data for Marketing Department for possible use in publications.
- Provided FTE trend data to support Budget Office in the budget development/projections process.

## **External Meetings**

- Maryland Community College Research Group monthly meeting
- Statewide "Blueprint for Maryland's Future" workgroup meeting
- Statewide "Partnership with Maryland Longitudinal Data System Center" workgroup meeting

- BCCC team meeting with Baltimore City Public Schools representatives
- BCCC team meeting with UMBC (related to grant application process)
- Middle States Commission on Higher Education (MSCHE) Self-Study Institute Training Sessions

### FY 2021 Degrees and Certificates Awarded

In October, the Office of Institutional Research (OIR) completed the Completions Survey as part of the fall Integrated Postsecondary Education Data System (IPEDS) collection, as required by Title IV for all institutions that participate in federal financial assistance programs. The Completions Survey collects data on the number of students who complete a postsecondary education program (completers) and the number of postsecondary awards earned (completions). Specific data collected include completions by field of study and award level; completers by ethnicity, gender, and age; and whether the programs are offered via distance education (outside of the remote operations necessitated by the COVID-19 pandemic). In Maryland, the source for this data is the Degree Information System (DIS) file which is an annual reporting requirement for the Maryland Higher Education Commission (MHEC).

The College’s total number of degrees and certificates (completions) awarded in FY 2021 was 581, an increase of 6.8% from FY 2020 and the number of graduates (completers) in FY 2021 was 520, an increase of 7.4% from FY 2020. Figure 1 provides the trends in the degrees (career or transfer based on MHEC’s program designation) and certificates awarded along with the number of graduates.

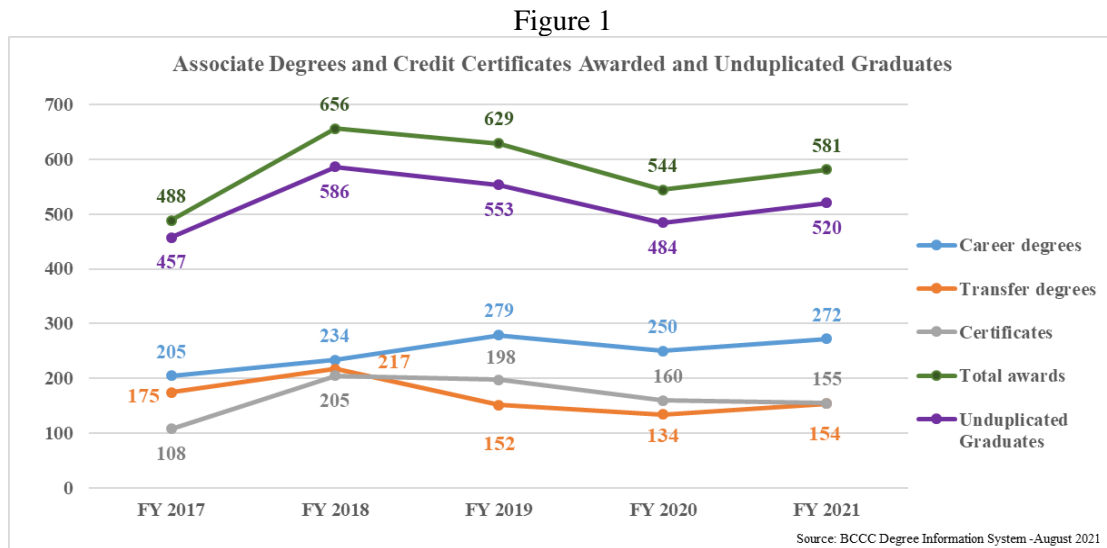


Figure 1 reflects a marked decline in awards and graduates in FY 2020, largely due to complications from the pandemic. The nursing and health professions programs were especially impacted as many students could not complete their clinical requirements in the spring of 2020, or subsequent months, due to COVID-19 safety protocols. For example, the Physical Therapist Assistant program saw a decline from 11 graduates in FY 2019 to one graduate in FY 2020; however, in FY 2021, the program graduated 21 students. Other programs that saw increases of 10 or more graduates in FY 2021 include the Accounting certificate, Cyber Security and Assurance certificate, and Business Administration degree.

## OFFICE OF GRANTS DEVELOPMENT

The Office of Grants Development was involved in a variety of activities in October to collaborate with internal stakeholders and put the College on better footing to champion the interests of BCCC students, apply for and receive funding. The key strategic accomplishments of the Office were:

- Worked with the Workforce Development and Continuing Education Division (WDCED) to keep BCCC workforce-related grant projects running smoothly with no reported funder issues, including in the areas of timely report submissions, monthly invoicing, grant contract revisions requested by funders, and new grant opportunities. Current grants operated by the Workforce Development group include:

### Finance & Administration

- CARES Act - Governor's Emergency Education Relief Fund (GEER I)
- Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act – Governor's Emergency Education Relief Fund (GEER II)

### Workforce Development & Continuing Education:

- International Rescue Committee (IRC)-U.S. Citizenship and Immigration Services (USCIS) Citizenship and Assimilation Grant
  - Maryland State Department of Human Services (DHS)-Baltimore City Department of Social Services (BCDSS) Occupational Skills Training Grant
  - Maryland Office of Refugees and Asylees (MORA) – Refugee Assistance Project (RAP); Refugee School Impact Grant (RSIG); Refugee Youth Mentoring Project (RYMP); Services for Older Refugees (SOR)
  - Maryland Department of Labor Adult Basic Education (ABE FY2022 Grants)
  - Maryland State Department of Human Services (DHS) Supplemental Nutrition Assistance Program (SNAP)
- During October, the Workforce Development team sent Dr. McCurdy a revised Inter-Agency agreement at the request of the funder, the Baltimore City Department of Social Services (BCDSS), showing split budgeting for fiscal years 2022 and 2025 to reflect procurement issues recently affecting the agency. Dr. McCurdy signed the revised agreement and it was sent back to BCDSS.
  - The Workforce Development team will apply to Baltimore's Promise for its FY2022 Summer Funding Collaborative to bring Baltimore City youth back to BCCC for summer activities and education. The application deadline is Dec. 3.
  - The Grants Associate drafted a uniform agenda template for meetings with grant Principal Investigators (PIs) who will oversee all aspects of the projects. The meetings are designed to include specific input from the Senior Grants Accountant and Controller to stay on track with Cabinet-approved budgets.
  - Wrote and helped to revise grant Work Plans for the Workforce Development and IT groups as the Office met twice with Workforce Development to go over the Work Plans and make the Grants Development Office more responsive to its needs. A meeting will be scheduled for the week of November 8 with IT Director John Schiesler to resume work on the Campus Consortium AI Chatbot and Business Continuity Planning Audit grants, awarded to BCCC in 2020 during the pandemic and ERP projects.



- The Office is assisting the Public Safety Department to expand its slate of available professional development training opportunities. Under the State’s new Law Enforcement Training Scholarship (LETS) fund, which provides up to \$5,000 during any fiscal year for one – or a group of – law enforcement professionals to attend work-related classes and seminars in investigation, crime prevention, and crime analysis, the Office will help build an enhanced public safety posture on campus and assist in the retention of a committed and qualified Public Safety force. Pre-Approval to apply for these scholarships was recently granted by Cabinet. Next steps are to work with Public Safety to identify potential training opportunities offered in Maryland and gauge the costs to attend those trainings.
- The week of October 11, the Grants Associate completed the remaining seven training modules recommended for his professional development including “Becoming a Successful Collaborator,” and “Communicating Effectively with Customers.”
- The FY22 P-TECH Supplemental College Grant application for \$102,297 was submitted October 22, 2021 to the Maryland State Department of Education (MSDE).

## **Baltimore City Community College**

### **PRESIDENT'S UPDATE**

**Board of Trustees, November 17, 2021**

*Ms. Lyllis M. Green, Chief Internal Auditor*

### **INTERNAL AUDITS, REVIEWS, and INVESTGATIONS**

During the month of October, the Office of Internal Audits collaborated with staff from various offices and divisions. The offices and divisions included but were not limited to Human Resources, General Counsel, Assistant Attorney General, Finance and Administration, Information Technology Services, Student Affairs, Cabinet, Workforce Development and Continuing Education and Facilities. Staff were instrumental in resolving or mitigating issues surrounding the following activities:

- Interviews for candidates applying to the following positions:
  - VP Student Affairs
  - Deputy Chief Information Officer
- Assisting and responding to prior audit findings and requests from the legislative auditors (OLA)
- The Purge Committee
- Annual Equal Employment Opportunity Commission Report and Plan
- Union negotiation documents review with Cabinet.
- International Students' Process Review.
- Office of Internal Audits' move from Harper Hall.

### **EXTERNAL AUDITS**

#### *Legislative Auditors (OLA)*

The IT portion of the Legislative which began on April 5, 2021, is nearing its close. The auditors have completed their fieldwork and issued the preliminary audit findings. The IT staff is developing the responses for submission prior to the November 15, 2021 exit meeting. Internal Audit and Information Technology staff worked together to assist the OLA Auditors and provide documentation for the IT audit.

The Fiscal/Compliance portion of the OLA audit began in December 2020 with an anticipated field work completion during April 2021. The Fiscal Compliance portion of the Legislative Audit is now complete, and the exit meeting was held on October 5, 2021. Attendees at the exit meeting included OLA senior and managing auditors, BCCC President, VP Administration and Finance, VP Academic Affairs, VP Workforce Development and Continuing Education, and the Chief Internal Auditor. The draft report of findings along with the College's responses has been issued to management. The findings from the Fiscal Compliance audit will be combined with the IT findings in the final report that is publicized.

The College continues to address the recommendations from the last Legislative Audit Report that was issued in November 2017. There has been no change in status since our previous monthly report. Of the eight findings noted, five have been implemented. The current OLA audit will include an assessment of the College's progress in addressing prior audit findings.

<i>Finding</i>	<i>Recommendation (Excerpts from November 2017 OLA Report)</i>	<i>Observations</i>	<i>Status @ 10/31/2021</i>
1. facilities planning and operations	<p>We recommend that BCCC:</p> <p>a. use existing Statewide contracts for the procurement of goods and services, when available;</p> <p>b. discontinue the practice of artificially dividing purchases to circumvent State procurement regulations and lessen its purchasing power;</p> <p>c. comply with State procurement regulations for competitive procurement, including the use of written contracts and the publication of solicitations and awards on <i>eMaryland Marketplace</i> and (repeat);</p> <p>d. ensure that vendor invoices contain sufficient details to determine the propriety and reasonableness of the services performed and amounts billed;</p> <p>e. conduct thorough reviews of vendor invoices, including those related to the aforementioned payments, investigate and resolve any discrepancies, and recover any amounts that are determined to be improperly billed; and</p> <p>f. consult with the Office of the Attorney General – Criminal Division before taking any actions related to the questionable payments noted, and refer any other questionable activity to the Office of the Attorney General – Criminal Division and advise the Governor’s Chief Legal Counsel.</p>	<p>a. Existing statewide contracts are being used when available or practicable.</p> <p>b. It is expected that processes will improve upon the hiring of a Facilities Director including the complete implementation of procurement recommendations and consistent reviews of vendor invoices.</p> <p>c. One of the procurement office vacancies was filled to ensure compliance with procurement regulations.</p> <p>d. Reviews are being performed to determine the propriety and reasonableness of the services performed and discrepancies are investigated for resolution.</p> <p>e. Recovery attempts are made for improperly billed invoices.</p> <p>f. Both the College’s General Counsel and the Office of the Attorney General are consulted regarding questionable activities.</p>	<p>a. Implemented</p> <p>b. Implemented</p> <p>c. Implemented</p> <p>d. Implemented</p> <p>e. Implemented</p> <p>f. Implemented</p>
2. corporate purchase cards,	<p>We recommend that BCCC</p> <p>a. prohibit cardholders from sharing their cards with other employees; and</p> <p>b. ensure that proper documentation, such as itemized vendor invoices, is obtained to support all CPC transactions (repeat).</p>	<p>a. The College implemented additional controls over corporate purchase cards including a reduction in the number of cards issued.</p> <p>b. Monthly receipts/invoices of CPC transactions are obtained and compared to the monthly statement of CPC activity. All discrepancies are investigated.</p>	<p>a. Implemented (includes repeat finding)</p> <p>b. Implemented</p>
3. Payroll	<p>We recommend that BCCC ensure that salary increases and incentives are appropriately justified, in accordance</p>	<p>Salary increases and incentives are supported by Payroll Action Requests (PARs) that are signed and approved by the employee’s</p>	<p>Implemented</p>

<i>Finding</i>	<i>Recommendation (Excerpts from November 2017 OLA Report)</i>	<i>Observations</i>	<i>Status @ 10/31/2021</i>
	with the terms of employment contracts, and approved by the Board of Trustees, as required.	supervisor, vice president, and the budget officer. Periods of non-compliance occurred during 2017 – 2020 when executive vacancies were experienced in the President’s Office, Human Resources, VP Administration & Finance, Facilities, and Budget Offices.	
4. affiliated foundation,	We recommend that BCCC establish a comprehensive agreement with its foundation that establishes formal goals and outcomes for the foundation and identifies the related BCCC funding to be provided. In addition, the foundation agreement should identify any planned steps or actions to enhance fundraising and/or reduce non-scholarship costs.	Compensating controls included a supplement to the agreement with goals, plans and the related BCCC funding. The agreement between the Foundation and BCCC expired in June 2020. During 2020, the Foundation experienced a change in leadership and a new agreement needs to be executed.	Implemented with compensating controls through June 2020. Pending evidence of an executed current agreement.
<b>Information systems (2),</b> <b>5. Sensitive Personally identifiable information (PII)</b>	We recommend that BCCC: a. perform a complete inventory of its systems and identify all sensitive PII,  b. determines if it is necessary to retain this PII and delete all unnecessary PII, c. determines if all necessary PII is properly protected by encryption or other substantial mitigating controls, and  d. updates its databases and systems with encryption capability and then encrypt all sensitive PII not otherwise properly protected or employ other substantial mitigating controls to protect this data (repeat).	a. The college’s ITS is in the process of resolving this finding with security software that can identify PII information on all servers in the network, and delete all unnecessary information stored on these servers. The college’s ITS Lead Administrator confirmed that Proofpoint configuration shows that the software captured the entire PII or sensitive data on all active workstations, servers and laptops linked to the network. ITS staff have been fine tuning the search categories to determine the functional areas that should have access. b. All necessary PII will be properly protected. c. The October 2021 internal audit test results show that the PII email encryption system is working as intended. The email encryption process in place blocks and alerts all email transmissions containing Social Security Number (SSN) to email addresses that are external to the network without adequate encryption. However, it does not prevent or protect transmission within the network. d. The College is planning to develop a unique student identifier to eradicate the use of social security number for identification. This is a feature of the new Banner system that was observed during the training sessions. The College has implemented some information security measures such as truncating social security numbers on the network and encrypting email attachments with PII.	a. Partially implemented.  b. Not implemented.  c. Partially implemented.  d. Partially implemented.

<i>Finding</i>	<i>Recommendation (Excerpts from November 2017 OLA Report)</i>	<i>Observations</i>	<i>Status @ 10/31/2021</i>
<b>6. Malware protection for BCCC computers was not sufficient</b>	<p>a. ensure, on an ongoing basis, that all active computers have current signature files, and up-to-date malware protection software installed, and operational;</p> <p>b. limit the assignment of administrative rights on workstations to specific system/network administrators and those users specifically allowed such rights, with any such assignments to non-information technology administrators being justified, approved, documented, and regularly reviewed to determine whether they are still needed (repeat); and</p> <p>c. ensure that all workstations are kept up-to-date for critical security related updates for commonly vulnerable applications (repeat).</p>	<p>a. ITS implemented a process for all active computers to have up-to-date malware protection software, current signature files, and are operational. Consistent reviews are performed by ITS and the IT Auditor. Unapproved users identified in the Local Admin group were in the process of review and/or resolution.</p> <p>b. The process was initiated in June 2020 with full implementation during August 2020. Procedures are being developed with cooperation from the Office of Human Resources to ensure timely notification of assignment and removal of administrative rights. The last test was performed on 3/11/21.</p> <p>c. The malware protection reporting is up to date for all workstations that are powered up on campus. The plan to update workstations that are not powered up will be completed as ITS staff return to campus and gain access to offices where the workstations reside. The malware protection software provides reports as evidence that workstations are updated. The IT Auditor reviews the reports and confirms that internal controls over security applications are working as intended.</p>	<p>a. Implemented and ongoing.</p> <p>b. Implemented and ongoing.</p> <p>c. Implemented and ongoing.</p>
7. cash receipts	<p>We recommend that BCCC</p> <p>a. restrictively endorse checks immediately upon receipt, and</p> <p>b. ensure that receipts are deposited timely.</p>	<p>a. Checks are restrictively endorsed upon receipt.</p> <p>b. The location of the mail room and cashiers' office have been moved to ensure timely processing of checks.</p>	<p>a. Implemented</p> <p>b. Implemented</p>
<b>8. equipment</b>	<p>We recommend that BCCC</p> <p>a. ensure that the equipment records are complete and accurate;</p> <p>b. investigate the aforementioned missing equipment and take appropriate corrective action;</p> <p>c. conduct documented physical inventories of sensitive and non-sensitive equipment, as required, and reconcile the results to the detail inventory records; and</p> <p>d. refrain from purchasing equipment that is not needed for immediate use.</p>	<p>a. The College expects to address this issue now that a new director of facilities is on board.</p> <p>b. The equipment reported as missing has been identified and deployed.</p> <p>c. Resolution is pending procurement of an inventory service or tools to perform an inhouse physical inventory.</p> <p>d. All equipment must have a justified need that is approved at the executive leadership level.</p>	<p>a. Partially implemented.</p> <p>b. Implemented</p> <p>c. Not implemented.</p> <p>d. Implemented</p>

Note: The complete OLA, November 2017 report can be viewed at:

<i>Finding</i>	<i>Recommendation (Excerpts from November 2017 OLA Report)</i>	<i>Observations</i>	<i>Status @ 10/31/2021</i>
<a href="https://www.ola.state.md.us/Search/Report?keyword=&amp;agencyId=5a8ac903cc9d721804e01114&amp;dateFrom=&amp;dateTo=&amp;reportTypeId=1">https://www.ola.state.md.us/Search/Report?keyword=&amp;agencyId=5a8ac903cc9d721804e01114&amp;dateFrom=&amp;dateTo=&amp;reportTypeId=1</a>			

**OTHER INTERNAL AUDIT OFFICE UPDATE(S)**

A reduction in staff occurred with the resignation of the IT Internal Auditor Generalist. The resignation was effective October 22, 2021 and a search will begin for a replacement.

## **Baltimore City Community College**

### **CABINET UPDATE**

**Board of Trustees, November 17, 2021**

*Advancement & Strategic Partnerships*

#### **Marketing/Advertising/Collateral/Outreach/Community Engagement**

During the month of September, the College concentrated on several areas to advance brand recognition and build brand awareness: Executing the Fall 2021 Marketing Campaign, creating branded internal flyers for Student Life & Engagement, developing a comprehensive Winter & Spring 2022 campaign, and developing creative the 76<sup>th</sup> Anniversary for on- and off-campus signage and additional branded efforts.

The College completed an integrated Fall 2021 Marketing Campaign centered on driving enrollment growth and building brand identity. The campaign, using Facebook, Instagram, and Google, produced exceptional engagement with the College, yielding 2,286,668 paid digital advertising impressions and 25,016 clicks. Click thru rate results equaled 0.83 for Facebook and Instagram and 0.99 for Google, exceeding the industry standard of 0.46 for an average rate for the campaign of 0.91. Thus, components of the campaign that represent brand ideals such value statements, differentiation, flexibility, authenticity, vision, positioning and audience targeting were well received and generated substantial exposure for the College.

A wide array of flyers and website billboards supporting Student Life & Engagement, TRIO Student Support Services, and the Office of Student Support & Wellness Services were developed. These flyers support programming and directly tied to internal brand building efforts.

Refinements to the Winter and Spring 2022 Marketing Campaign centering on enrollment growth and building brand identity are complete pending review and include a full range of integrated efforts while also introducing high-quality email supporting Admissions and Registrar messaging.

#### **Rebranding**

The college invested additional creative time to develop:

- Creative designs for street and campus signage while also connecting design to the 75<sup>th</sup> anniversary in 2022. 75<sup>th</sup> logo designs have been completed for review and connect the history of BCCC to the tag line “We Build Futures”. Additionally, proposed sign designs will rotate value statements that define BCCC students, such as “We Are Focused,” “We Are Inspired,” “We are Proud,” “We are Ready,” “We are Strong” and “We are BCCC”.
- A wide array of flyers and website billboards supporting Student Life & Engagement, TRIO Student Support Services, and the Office of Student Support & Wellness Services
- Holiday cards for internal use
- Winter and Spring 2022 Schedule of Classes
- Continued efforts to redevelop web page layout to improve the user brand experience

#### **Branding & Awareness**

The College began executing deliverables below for building brand and creating awareness:

- Outdoor signage (CUBE, Bus, Bus Shelter, campus, and road signage, mall signage)
- Get to Know BCCC videos posted on YouTube, online, and via digital advertising
- Updated publications (viewbook, Panther card, At-a-Glance) have been produced
- Get to Know BCCC social campaigns

- Continued execution of BCCC components of a joint campaign partnership with BCCC, CCBC, and Kaiser Permanente to expand advertising to target audiences impacted by income levels.

### **Market Research**

- The College invested additional research in the design and development of milestone anniversary brand mark creation and branding efforts to build a combined effort to celebrate our 75<sup>th</sup> anniversary while building brand loyalty and knowledge.
- Additional efforts at researching best web page practice and external/third-party web design were conducted throughout the month. Attention toward website architecture was closely reviewed as related to best practices currently in place at BCCC.

### **Enrollment Campaigns and Metrics**

#### ***Fall 2022 Marketing Campaign***

The College completed an integrated Fall 2021 Marketing Campaign centered on driving enrollment growth and building brand identity. The campaign, using Facebook, Instagram, and Google, produced exceptional digital engagement with the College, yielding 2,286,668 paid digital advertising impressions and 25,016 clicks. Click thru rate results equaled 0.83 for Facebook and Instagram and 0.99 for Google, exceeding the industry standard of 0.46 on each platform for an average rate for the campaign of 0.91. Thus, components of the campaign that represent brand ideals such value statements, differentiation, flexibility, authenticity, vision, positioning and audience targeting were well received and generated substantial exposure for the College.

#### ***Winter & Spring 2022 Marketing Campaign***

Refinements to the Winter and Spring 2022 Marketing Campaign centering on enrollment growth and building brand identity are complete pending review and include a full range of integrated efforts while also introducing high-quality email supporting Admissions and Registrar messaging.

### **Social Platform Digital/Social Post Results**

- **Facebook**

Total Fall 2021 Campaign Reach: 679,931  
Link Clicks: 13,300  
Average Cost per Click: 0.18 per click  
Cost \$2,460  
Click thru rate: 0.83  
Industry Average Click thru rate: 0.46  
Campaign exceeded industry average by 0.37

- **Google Paid search: Advertising for Fall 2021 Campaign**

***Campaign Cumulative: July 26 – October 31, 2021 stats:***

**Impressions:** 1,610,000  
**Clicks:** 13,300  
**Average CPC:** .018s (cost per click)  
**Cost:** \$2,460



*Monthly Cumulative: October 1 – 31, 2021 stats:*

**Impressions:** 297,000  
**Clicks:** 5,00  
**Average CPC:** 0.18 cents (cost per click)  
**Cost:** \$913

**Campus Beautification**

- New entrance enrollment banner has been created and is pending approval.
- New street and campus pole signs and other campus signs have been created and are pending approval.

**Social Media Analytics**

- **Facebook**

During October Facebook experienced:

1050 page views (down 2%)  
43 page likes (up 13%)  
152,356 post reach (down 20%; Fall 2021 campaign completed October 19)  
4,518 post engagement (down 33%; Fall 2021 campaign completed October 19)  
134 videos (down 96%; Fall 2021 campaign completed October 19)  
47 page followers (up 12%)  
BCCC is rated #4 as Pages to Watch

- **YouTube**

Monthly ad views: 19,600 with a 96.6%  
Impressions 761 (up 16%)  
Impressions click-through rate: 4.5%  
Views 19,600 (down 9%)  
Unique viewers 18.3%

Total all views is 68,284.

- **Instagram**

Accounts reached 72,100 (down 34.2%; Fall 2021 campaign ended October 19)  
Accounts engaged 107 (down 5.4%; Fall 2021 campaign ended October 19)  
Total followers 1,358  
Posts 1,838

- **Twitter**

# Tweets: 21 (down 32.3%)  
Tweet Impressions: 4,472 (down 44.1%)  
Profile visits: 741 (up 0.4%)  
Mentions: 15 (up 66.7%)  
Followers 1,692 (down 3)

## Website Highlights

- The College continues to make edits that improve the Website user experience as related to streamlined design and use of photography and video, while also investigating longer term CMS platform solutions. Additional external information from our current CMS (Blackboard) and third parties (Brightedge) is scheduled as we continue to analyze the current site as compared to Google and public user experiences.
- The Webmaster is working on a website content editing schedule to ensure that requests through Cabinet for updates are systematic and include every department page. Additionally, the Webmaster will begin work on a website testing process.
- The college continues to provide interesting website billboards on the homepage to drive engagement and information.

## Web page Content Updates (Ongoing)

Webpages Content Updates (Ongoing) – Ongoing regular and special campaign content updates and page restructuring to improve the user experience. Regular updates include relevant homepage updates including updated billboards, What to Know section, website calendar and other homepage navigation and content features. These routine updates encourage user engagement and ensure content is student centered.

- **Webpages Content Updates (Ongoing)**
  - Coronavirus Updates
  - Billboards
  - Constitution day Billboard
  - There's Still time – 8-week Billboard
  - I Will Listen – Billboard
  - SGA Elections Billboard
  - Conversation with Michelle Obama Billboard
  - Get Ready for Spring 2022 Billboard
  - Register for Classes Billboard
  - Information to know
  - Headlines
- **Routine Website Maintenance and Webpage Content Updates**
  - Website review for errors
  - Analytics
  - 2021 Campus Security Report published
  - BOT Board minutes updated
  - BOT Board Meeting Schedule updated
  - BOT October Agenda published
  - Nursing webpage update
  - I Will Listen events published
  - Student Life events published
  - HR BCCC Logo assistance
  - HR Webpage update
  - Student Life webpage update
  - Art Concentration webpage (Sandbox)
  - BCCC Holidays 2021-2023 published
  - Citizen Prep webpage update

- Financial Aid ‘Priority Dates’ update
- Winter & Spring 2022 Session dates update
- Registration webpage update
- ESL January Class Schedule published
- ESL December Class Schedule published
- Citizen Prep Winter 2022 Schedule published
- Community ESL webpage update
- International Student Application update
- Upward Bound webpage update
- Dual Enrollment webpage (Sandbox)
- Careers (Sandbox)
- Benefits (Sandbox)
- Advising (Sandbox)
- Career Pathways (Sandbox)
- Gen Ed Requirements (Sandbox)
- Educational Plan (Sandbox)
- Choosing Your Academic Load (Sandbox)
- How to Find Your Advisor (Sandbox)
  
- **Other**
  - Community College websites presentation
  - Admissions webpages presentation
  
- **Ongoing**
  - Rework 3 webpages per week
  - Testing proposal (Card Start)
  - Presentations to Dept.
  - Annual website review plan
  - Modern Campus presentation
  - Blackboard Research

***Website Homepage Overview: October 1 – 31, 2021 vs. same period in 2020***

- Pageviews increased by 56.18% (833,039 vs. 533,392)
- Unique (new) pageviews increased by 10.47% (342,219 vs. 309,790)
- Average time on page decreased by 33.85% (00:00:48 vs. 00:01:13)

***Apply Webpage: October 1 – 31, 2021 vs. same period in 2020***

- Pageviews increased by 16.87% (4,996 vs. 4,275)
- Unique (new) pageviews decreased by 16.67% (2,015 vs. 2,418)
- Average time on page decreased by 29.69% (00:00:48 vs. 00:01:08)

***Register Webpage: October 1 – 31, 2021 vs. same period in 2020***

- Pageviews increased by 51.46% (5,901 vs. 3,896)
- Unique (new) pageviews decreased by 3.52% (2,301 vs. 2,385)

- Average time on page decreased by 0.67% (00:01:21 vs. 00:01:22)

### **Creative Design**

- During the month of September, the College worked to develop a Winter and Spring 2022 Marketing Campaign, including integrated options such as CUBE, bus, bus shelter, MVA televisions, Geo-targeting via Vector Media, street and campus signage, business cards, Constant Contact email, recruitment publications such as the viewbook, At-a-Glance, Panther postcard, Panther recruitment card, MSP, and At-a-Glance,
- A wide array of flyers and website billboards supporting Student Life & Engagement, TRIO Student Support Services, and the Office of Student Support & Wellness Services
- Holiday cards for internal use
- Winter and Spring 2022 Schedule of Classes
- Continued efforts to redevelop web page layout to improve the user brand experience
- 75<sup>th</sup> Logo options were created, reviewed additional edits are being completed
- Winter & Spring Course Schedule
- Workforce Development brochure
- TRIO brochure, video, web billboard and social posts
- WBJC Snapshot
- WBJC Sponsorship brochure

### **Future Plans**

- Explore additional branding and rebranding options on- and off-campus.
- Explore additional in-building signage supporting Spring and Summer 2022 Enrollment
- Discuss options to hire a contractual photographer/videographer to supply ongoing images and videos.
- Re-brand program cards
- Further investigate dual branding for WBJC/BCCC
- Investigate cost and feasibility of producing in-house banners and signs **WBJC**

WBJC continues to build BCCC brand via programming and community events, including:

- **Fibroid Foundation:** Kim Chase was the Master of Ceremonies for an evening gala and awards program.
- **Osher Lifelong Learning Institute/Towson University:** Jonathan Palevsky was the instructor for community classes.
- **Baltimore Chamber Orchestra:** Jonathan Palevsky gave a pre-concert lecture at Goucher College.
- **Annapolis Symphony:** Jonathan Palevsky recorded a pre-concert lecture with Jose-Luis Novo.
- **Hopkins Symphony Orchestra:** Rafaela Dreisin and Jed Gaylin were guests on the October 16, 2021 episode of Face the Music with WBJC hosts Kati Harrison and Jonathan Palevsky.
- **Candlelight Concert Society:** Artist Director Irina Kaplan Lande was interviewed for broadcast by Jonathan Palevsky.
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- **Baltimore Symphony Orchestra:** WBJC host Judith Krummeck moderated a live talk back and Q&A with new Artistic Advisor James Conlon following his BSO debut at Meyerhoff Symphony Hall. Kati Harrison created a program to promote the BSO's John Williams tribute concert.
- **Baltimore Philharmonia:** Musical Director Dimtar Nikolov was interviewed for broadcast by Mark Malinowski.
- **Baltimore Museum of Art:** Curator Katy Rothkopf was interviewed about the new exhibitions *A Modern Influence: Henri Matisse, Etta Cone, and Baltimore* and *Color and Illusion: The Still Lifes of Juan Gris* for broadcast by Judith Krummeck.
- **American Red Cross:** Communications Director Ashley Henyan was interviewed about current blood donation needs for broadcast by Kati Harrison.
- **Maryland Consumer Rights Coalition:** Executive Director Marceline White was interviewed about Maryland's new medical debt protection program for broadcast by Dyana Neal.
- **Vagabond Players:** WBJC Host Dyana Neal has been cast in the upcoming show *The Clean House*.
- **University of Baltimore:** WBJC Judith Krummeck was a featured reader at the Creative Writing & Publishing M.F.A. anniversary event of which she is an alumna.

### Programming & Outreach

The College supported BCCC campus events, programming and initiatives by initiating WBJC public service announcements throughout the month for:

- Toxic Positivity Webinar on October 6, 2021
- Suicide Awareness event on October 7, 2021
- Let's Talk Breast Cancer Awareness event on October 29, 2021
- Beginner's Yoga Virtual Class on Mondays at 3pm

### Marketing & Brand Awareness

During the month of September, the College concentrated on several areas to advance brand recognition and build brand awareness: Executing the Fall 2021 Marketing Campaign, creating branded internal flyers for Student Life & Engagement, developing a comprehensive Winter & Spring 2022 campaign, and developing creative the 76<sup>th</sup> Anniversary for on- and off-campus signage and additional branded efforts.

The College completed an integrated Fall 2021 Marketing Campaign centered on driving enrollment growth and building brand identity. The campaign, using Facebook, Instagram, and Google, produced exceptional engagement with the College, yielding 2,286,668 paid digital advertising impressions and 25,016 clicks. Click thru rate results equaled 0.83 for Facebook and Instagram and 0.99 for Google, exceeding the industry standard of 0.46 for an average rate for the campaign of 0.91. Thus, components of the campaign that represent brand ideals such value statements, differentiation, flexibility, authenticity, vision, positioning and audience targeting were well received and generated substantial exposure for the College.

A wide array of flyers and website billboards supporting Student Life & Engagement, TRIO Student Support Services, and the Office of Student Support & Wellness Services were developed. These flyers support programming and directly tied to internal brand building efforts.

Refinements to the Winter and Spring 2022 Marketing Campaign centering on enrollment growth and building brand identity are complete pending review and include a full range of integrated efforts while also introducing high-quality email supporting Admissions and Registrar messaging.

### **Rebranding**

Creative designs for street and campus signage while also connecting design to the 75<sup>th</sup> anniversary in 2022. 75<sup>th</sup> logo designs have been completed for review and connect the history of BCCC to the tag line “We Build Futures”. Additionally, proposed sign designs will rotate value statements that define BCCC students, such as “We Are Focused,” “We Are Inspired,” “We are Proud,” “We are Ready,” “We are Strong” and “We are BCCC”.

Additional efforts were completed for consideration and include new creative for bus, subway (CUBE), digital, high-quality email, and other integrated marketing efforts.

### **Market Research**

- The College invested additional research in the design and development of milestone anniversary brand mark creation and branding efforts to build a combined effort to celebrate our 75<sup>th</sup> anniversary while building brand loyalty and knowledge.
- Additional efforts at researching best web page practice and external/third-party web design were conducted throughout the month. Attention toward website architecture was closely reviewed as related to best practices currently in place at BCCC.

### **Enrollment Campaigns and Metrics**

- College recruitment materials including viewbook, Panther postcard, Panther recruitment card, MSP, Dual Enrollment, and At-a-Glance materials have been updated for continued review and/or distribution.
- The approved College Board list purchase viewbook mailing and high-quality emails have been completed and reviewed for distribution.
- Digital advertising for winter and spring 2022 is complete and ready for review.
- Enrollment communications have been converted to email and are scheduled for distribution.

### **Partnerships**

**Kaiser Permanente ALICE Initiative:** The College continued working with Kaiser Permanente and Community College of Baltimore County to effectively execute a strategic messaging campaign via print, electronic, social, and streaming music to heighten the awareness of no cost and low-cost education and training opportunities with a multi-pronged media campaign that targets individuals living above the Federal Poverty Level, but below the basic cost of living.

**Baltimore City Police Department:** The College finalized agreements and announced the signing of an articulation agreement to award college credit to graduates of the Baltimore City Police Academy. Under the agreement, graduates of the BPD Academy may earn up to 36 credits toward their Associate Degree in Law Enforcement.

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, November 17, 2021**

*Dr. Liesl Jones, Vice President, Academic Affairs*

### **Realignment Task #1**

**“Review and strategically align core course offerings of BCCC, consistent with accreditation requirements, and focused on the needs of students at BCCC and the workforce of Baltimore City.”**

#### **Alignment of Academic Affairs programs and Workforce**

##### **Baltimore Police Department (BPD) and BCCC Crosswalk**

A press release went out to announce the new program and students are being recruited for a spring start.

##### **EMS and EMT**

Beginning with spring 2022 the EMSP 104 (paramedic) course will be crossed listed so that students from both programs will take courses together.

##### **Early Childhood Education and Child Care**

The program coordinator has been working with representatives from Workforce to link the two programs. The goal is to have the program articulation completed by March of 2022 to bring to the Board of Trustees in April.

##### **Curriculum**

The faculty and the Dean of BSTEM have developed the current Arts and Science Transfer General Sciences into a Biology AA degree and a Physical Sciences AA degree. The two programs will come to the CIC in January with the plan to bring them to the Board of Trustees for February.

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, November 17, 2021**

*Mr. Michael Thomas, Vice President, Workforce Development & Continuing Education*

### **Realignment Task #2**

**“Make workforce development and job placement top educational priorities of BCCC.”**

*Workforce Development Program Development and Expansion* – The Workforce Development (WD) Department enrolled some 193 students in October and worked closely with the Career Services Office to support graduates transitioning to employment. Additional activities include:

- In October, 105 students benefitted from GEER 1 and GEER 2 funding scholarships for workforce training. Students select from 15 training programs as part of their career preparation and advancement.
- New cohorts for several training programs were initiated under current Contract Training Agreements. Johns Hopkins Hospital initiated one new cohort for CNA, and Baltimore City Schools sponsored 2 cohorts of students participating in training at their high school sites. This includes Phlebotomy at Renaissance Academy and CNA at Frederick Douglass HS.
- The Career Services team continues to work with hiring partners to place current students and graduates in employment. In October, this office conducted specific Job Readiness classes for cohorts of students completing training in healthcare and hosted hiring events with UPS.

*Partnering with Baltimore City Schools* – Several initiatives led by WDCE support implementation of the college’s Career Pathways, increase early college access, and support for students’ transition to college.

- In October, the BCCC P-TECH Liaison hosted orientation meetings with the new P-TECH Coordinator at New Era and the new P-TECH Dunbar Industry Business Partner Coordinator.
- Throughout October, the P-TECH liaison communicated with students, parents, and instructors regarding course completion and needed academic supports. In addition, all grant reports for the current academic year were submitted to MSDE as required.
- Under contract with Baltimore City Schools, students from Renaissance Academy High School started the BCCC Venipuncture/Phlebotomy Workforce Training program. Students at Frederick Douglass HS also started a CNA Workforce Training program. Upon graduation, students will be assisted with employment placement at University of Maryland Hospitals and other healthcare facilities.



## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, November 17, 2021**

*Dr. Liesl Jones, Vice President, Academic Affairs*

### **Realignment Task #3**

**“Improve student pathways to success, including remedial education, attainment of a degree or postsecondary certificate, and transfer to four-year institutions of higher education.”**

Working with City schools BCCC, is participating in the Talent Ready grant program building the IT pathway from the high school to the College. BCCC is working as a partner on Goal 3: Curriculum Alignment and Credit Mapping. The goal is to provide multiple on and off ramps for students looking to enter the IT workforce. There are three pathways under development. The first pathway allows a high school student to receive a Cisco networking credential with workforce. The second pathway allows a student to gain the Cisco credential and dual enrollment credit while in high school and enter the College with a year left to graduate with an AA degree in one of the computer science programs. The third pathway allows the student to graduate from high school with a high school diploma and an Associates degree. Academic Affairs and Workforce will begin meeting in November to draft the articulation between the curricula.

**Baltimore City Community College**

**Realignment Tasks Update**

**Board of Trustees, November 17, 2021**

*Dr. Liesl Jones, Vice President, Academic Affairs*

**Realignment Task #4**

**“Enter into memoranda of understanding in order to establish student pathways to success with the Baltimore City Public Schools (BCPSS), institutions of higher education, and employers.”**

**Dual Enrollment**

The students participating in dual enrolment have been taking advantage of the tutoring opportunities as seen in the chart below. The spring semester schedule for dual enrollment is under development. The Talent ready grant has begun the work to articulate the CTE courses taught at the high schools and through Workforce to the credit courses. The articulated courses will become a new MOU allowing students to gain college credit towards a degree while still in high school separate from the current agreement.

<b>Row Labels</b>	<b>Sum of Times Viewed</b>
DE SP 101 Tutoring Fall 2021	253
DE PSY 101 Tutoring Fall 2021	177
DE MAT 128 Tutoring Fall 2021	48
DE ENG 101 Tutoring Fall 2021	16
DE SOC 101 Tutoring Fall 2021	21
DE MAT 107 Tutoring Fall 2021	33
DE BIO 101 Tutoring Fall 2021	26
DE BIO 102 Tutoring Fall 2021	38
<b>Grand Total</b>	<b>612</b>

**PTech**

The PTech Coordinator and the Vice President for Academic Affairs meet weekly to review student progress, issues with the courses, and communications with the High Schools.

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees, November 17, 2021**

*Dr. Daniel Velez, Vice President, Student Affairs*

*Ms. Channa Williams, Interim Vice President, Finance & Administration*

*Ms. Becky Burrell, Vice President, Institutional Effectiveness, Research & Planning*

#### **Realignment Task #5**

***“Align the budget of BCCC with realistic enrollment projections.”***

### **STUDENT AFFAIRS**

In November 2020, Student Affairs identified the following four methods for meeting realistic enrollment projections.

1. Identify Enrollment Projections for Specific Student Demographics, Including the Enrollment Funnel for Each Student Group,
2. Develop a Timely Financial Aid Award Package That Utilizes Federal, State, Foundation, and Institutional Funds,
3. Complete Degree Audits for All Students at the End of the Student’s First Year, and
4. Revise the Current Advising Model.

The following outlines updates on these methods.

***Update on Method 1.*** With the hiring of a new vice president for student affairs, a strategic enrollment management taskforce will be convened to develop a Strategic Enrollment Management Plan. The process of developing a SEM Plan will take campus stakeholders through a process of identifying enrollment projections for specific student demographics, including the enrollment funnel for each group. Currently, the College is focused on increasing its Winter and Spring session enrollments through the deployment of methods such as emailing, calling, texting, social media banner ads, website banner ads, campus lawn banners and through our high school visitations.

***Update on Method 2.*** There has been a focus on filling the director of financial aid and the Federal Work Study coordinator positions. Filling these vacancies will ensure the office is fully prepared to deliver the timely awarding of packages. The Office has utilized a third-party vendor to assist it in the completion of action items such as the transition of Regent Student Portal from Spin Portal to serve students more effectively. The completion of the transition is crucial for communication between the financial aid office and students. The third-party vendor is also assisting financial aid and the student accounts office to streamline the Reconciliation Process—a critical component of compliance.

***Update on Method 3.*** No update on this method.

***Update on Method 4.*** An ad hoc committee to review the current advising model and assess its effectiveness has not been seated. There is a need to appoint this ad hoc committee to begin its work. Best practices from the National Association of College Advisors are available. The ad hoc committee will be responsible for gathering those best practices along with others from nationally recognized organizations to utilize in their recommendations. The planned assessment of the current advising model did not take place in January 2021, as planned. An advising model pilot recommendation did not begin in Spring 2022, as planned. There is a need for the ad hoc committee to conduct these processes.

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, November 17, 2021**

*Advancement & Strategic Partnerships*

### **Realignment Task #7**

*“Establish strong relationships with key stakeholders.”*

**Fibroid Foundation:** Kim Chase was the Master of Ceremonies for an evening gala and awards program.

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## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, November 17, 2021**

*Advancement & Strategic Partnerships*

### **REALIGNMENT TASK # 8**

*“Develop and market a brand for BCCC.”*

The College completed an integrated Fall 2021 Marketing Campaign centered on driving enrollment growth and building brand identity. The campaign, using Facebook, Instagram, and Google, produced exceptional engagement with the College, yielding 2,286,668 paid digital advertising impressions and 25,016 clicks. Click thru rate results equaled 0.83 for Facebook and Instagram and 0.99 for Google, exceeding the industry standard of 0.46 for an average rate for the campaign of 0.91. Thus, components of the campaign that represent brand ideals such as value statements, differentiation, flexibility, authenticity, vision, positioning and audience targeting were well received and generated substantial exposure for the College.

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- A wide array of flyers and website billboards supporting Student Life & Engagement, TRIO Student Support Services, and the Office of Student Support & Wellness Services
- Holiday cards for internal use
- Winter and Spring 2022 Schedule of Classes
- Continued efforts to redevelop web page layout to improve the user brand experience

### **Event Promotion**

The College supported BCCC campus events, programming and initiatives by initiating public service announcements throughout the month for:

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- Suicide Awareness event on October 7, 2021
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**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 11 | Active Search Listing

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**HR Active Search List As of October 31, 2021**

Baltimore City Community College

	Div	PIN #	Position	Oversight	Date posted	Status 10/31/21
1	AA	66711	Coordinator of E-Learning	Dr. Liesl Jones	8/21/2020	Resumes forwarded to Vice President
2	AA	66725	Dean, School of Nursing & Health Professions	Dr. Liesl Jones	11/4/2020	Resumes forwarded to Vice President
3	AA	66682	Assistant Professor of Nursing-Mental Health	Dr. Liesl Jones	11/10/2020	Resumes forwarded to Vice President
4	AA	TBD	Assistant Professor of Nursing-Adult Medical/Surgical	Dr. Liesl Jones	3/12/2021	Resumes forwarded to Vice President
5	AA	TBD	Assistant Professor of Nursing-Adult Medical/Surgical	Dr. Liesl Jones	3/12/2021	Resumes forwarded to Vice President
6	AA	TBD	Assistant Professor of Microbiology	Dr. Liesl Jones	3/15/2021	Resumes forwarded to Vice President
7	SA	66948	Director of Testing & Accommodative Services	Dr. Daniel Velez	5/15/2020	Resumes forwarded to Vice President
8	SA	74209	TRIO-STAIRS Director	Dr. Daniel Velez	4/12/2021	Resumes forwarded to Vice President
9	SA	66899	Director of Financial Aid	Dr. Daniel Velez/ Channa Williams	4/21/2021	Resumes forwarded to Vice Presidents
10	SA	TBD	Admissions Recruiter/Advisor	Dr. Daniel Velez	9/29/2021	Resumes forwarded to Vice President
11	SA	TBD	Admissions Recruiter/Advisor	Dr. Daniel Velez	9/29/2021	Resumes forwarded to Vice President
12	SA	TBD	Assistant Vice President of Student Affairs	Dr. Daniel Velez	10/19/2021	Resumes forwarded to Vice President
13	SA	TBD	Associate Director of Admissions	Dr. Daniel Velez	10/26/2021	Resumes forwarded to Vice President
14	ASP	67013	Senior Accountant	Channa Williams	5/12/2021	Resumes forwarded to Vice President
15	ASP	66686	Vice President of Advancement	Dr. Debra McCurdy	7/23/2021	Resumes forwarded to President
16	WDCE	73965	Director of Business Development Services	Michael Thomas	11/12/2020	Resumes forwarded to Vice President
17	WDCE	TBD	Maintenance Supervisor	Michael Thomas/ Kate Dixon	4/21/2021	Resumes forwarded to Vice President
18	WDCE	86279	Police Officer II	Michael Thomas	7/28/2020	Resumes forwarded to Vice President
19	WDCE	86277	Police Supervisor	Michael Thomas	11/9/2020	Resumes forwarded to Vice President
20	WDCE	72346	Master Electrician	Michael Thomas	9/7/2021	Resumes forwarded to Vice President



21	<b>WDCE</b>	<b>67014</b>	EVS Technician	Michael Thomas/ Kate Dixon	10/12/2021	Resumes forwarded to Vice President
22	<b>A&amp;F</b>	<b>66916</b>	Assistant Director of Human Resources- EEO & Compliance	Channa Williams/ Danielle Porter	4/16/2021	Resumes forwarded to Vice President
23	<b>A&amp;F</b>	<b>88496</b>	Assistant Director of Procurement	Channa Williams	4/23/2021	Resumes forwarded to Vice President
24	<b>A&amp;F</b>	<b>TBD</b>	Assistant Vice President of Finance & Administration	Channa Williams	6/8/2021	Resumes forwarded to Vice President
25	<b>A&amp;F</b>	<b>70709</b>	Human Resources Generalist	Channa Williams/Danielle Porter	10/1/2021	Resumes forwarded to Vice President
26	<b>A&amp;F</b>	<b>TBD</b>	Payroll Manager	Channa Williams/Danielle Porter	10/5/2021	Resumes forwarded to Vice President
27	<b>OP</b>	<b>66855</b>	Special Assistant to the President	Dr. Debra McCurdy	4/20/2021	Resumes forwarded to President
28	<b>OP</b>	<b>TBD</b>	Programmer/Analyst	Channa Williams/John Schiesler	5/10/2021	Resumes forwarded to Vice President
29	<b>OP</b>	<b>TBD</b>	Deputy CIO	Channa Williams	9/14/2021	Resumes forwarded to Vice President
30	<b>OP</b>	<b>TBD</b>	Executive Administrative Assistant	Dr. Debra McCurdy	10/13/2021	Resumes forwarded to President