

Table of Contents

<u>Article Number</u>	<u>Title of Article</u>	<u>Page Number</u>
	WITNESSETH	1
I	STATEMENTS OF POLICY	2
II	HANDBOOK COMMITTEE	4
III	DEFINITIONS: SCHOOL YEAR; SCHOOL DAY; FULL-TIME FACULTY; PART-TIME FACULTY; FULL-TIME DEPARTMENT CHAIRPERSONS; SUBSTITUTE FACULTY MEMBERS.....	6
	School Year and School Day Define	6
	Full-Time Faculty Member.....	8
	Full-Time Department Chairpersons	8
	Availability.....	9
	Part-Time Faculty Members.	10
	Conversion from Full-Time to Part-Time Status.	11
	Substitute Faculty Members.....	11
IV	TENURE.....	12
V	GRIEVANCE PROCEDURE.....	17
	Informal Procedure.....	17
	Formal Procedure.....	17
VI	RENEWAL OR TERMINATION OF ANNUAL CONTRACT.....	20
VII	NON-RENEWAL OR TERMINATION OF EMPLOYMENT OF NON-TENURED FACULTY MEMBERS.....	20
VIII	TERMINATION OF EMPLOYMENT DUE TO REDUCTION IN STAFF.....	22
IX	DISCHARGE FOR CAUSE OF A TENURED FACULTY MEMBER.....	23
X	SICK, PERSONAL AND FUNERAL LEAVE.....	25
XI	SABBATICAL LEAVE.....	26

XII	CHILD REARING LEAVE.....	28
XIII	HEALTH LEAVE.....	29
XIV	JURY DUTY.....	30
XV	MILITARY LEAVE.....	31
XVI	UNION DUES CHECK-OFF.....	31
XVII	FACULTY MEMBER’S OBLIGATION TO PARTICIPATE IN SCHOOL FUNCTIONS.....	32
XVIII	IN-SERVICE COURSES.....	32
XIX	EXPERIMENTAL PROGRAMS.....	32
XX	VOLUNTEER FACULTY MEMBERS.....	33
XXI	DEPARTMENT HEADS AND EXTRA-CURRICULAR ACTIVITIES.....	35
XXII	PROVISIONS RELATING TO SALARY.....	36
XXIII	FRINGE BENEFITS.....	38
	Health Insurance.....	38
	Group Life Insurance and Accidental Death and Dismemberment Insurance.....	39
	Disability Insurance.....	40
	Pension Plan.....	40
	Credit Union.....	42
	Employer matching contribution to tax deferred annuity accounts.....	42
	Flexible Spending Account.....	44
XXIV	OUTSIDE TEACHING EXPERIENCE.....	44
XXV	UNION ACTIVITIES.....	45
XXVI	FACULTY PERFORMANCE FILE.....	46
XXVII	OBLIGATIONS OF THE FACULTY MEMBERS AND OF THE UNION.....	48
XXVIII	TUITION ASSISTANCE FOR CHILDREN OF TENURED LAY FACULTY MEMBERS.....	49

XXIX	LAY FACULTY SUBSTITUTIONS.....	50
XXX	CONFORMITY TO LAW-SAVING CLAUSE.....	51
XXXI	AGENCY SHOP.....	51
XXXII	MISCELLANEOUS.....	54
XXXIII	DURATION.....	55
APPENDIX A	SALARY SCHEDULE EFFECTIVE SEPTEMBER 1, 2004 TO February 28, 2005.....	56
APPENDIX B	SALARY SCHEDULE EFFECTIVE MARCH 1, 2005 TO AUGUST 31, 2005.....	57
APPENDIX C	SALARY SCHEDULE EFFECTIVE SEPTEMBER 1, 2005 TO AUGUST 31, 2006.....	58
APPENDIX D	SALARY SCHEDULE EFFECTIVE SEPTEMBER 1, 2006 TO AUGUST 31, 2007	59
APPENDIX E	ASSIGNMENT AND AUTHORIZATION FOR CHECK-OFF OF MEMBERSHIP DUES.....	60
APPENDIX F	ASSIGNING AND AUTHORIZATION FOR CHECK-OFF OF AGENCY SHOP FEES.....	61
APPENDIX G	CONTRACT OF EMPLOYMENT FULL-TIME MEMBERS.....	62
APPENDIX H	CONTRACT OF EMPLOYMENT PART-TIME MEMBERS.....	63