

***2012 - 2013
Collective Bargaining Agreement***

CCSNH Board of Trustees
&
State Employees' Association
Of New Hampshire
Service Employees International Union
Local 1984

April 5, 2012 – June 30, 2013

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PREAMBLE
COLLECTIVE BARGAINING AGREEMENT

This Agreement between the Board of Trustees of the Community College System of New Hampshire, hereinafter referred to as the "CCSNH", and the State Employees' Association of New Hampshire, Inc., SEIU Local 1984, CTW, CLC, hereinafter referred to as the "Association", collectively referred to hereinafter as the "Parties."

It is the intent of the Parties to encourage harmonious relationships between the Employees and the Administration to promote the welfare of the student body and to improve the quality and effectiveness of the CCSNH by expecting the highest standards of excellence in instruction, services, and operations. It is recognized by the Parties that mutual benefits are to be derived from continual improvement as institutions of higher learning and the fair and equitable treatment of all members of the educational community. The CCSNH and the Association recognize and affirm their commitment not to discriminate against anyone because of race, color, religion, national origin, age, sex, disability, genetic information, veteran's status, marital status, sexual orientation, political affiliation, lawful political activity, or membership or non-membership in, or lawful activities on behalf of the Association.

It is the intent and purpose of the Parties to this Agreement as made and entered into this [date] to set forth agreements reached between the CCSNH and the Association with respect to wages, hours, benefits, and other terms and conditions of employment for the employees in the bargaining unit described by the NH PELRB and to provide a means of amicable discussion and adjustment of matters of mutual interest.

ARTICLE 1
DEFINITIONS

1.1 Academic Year: A period of time for faculty appointments commencing no more than two weeks prior to the start of classes in the fall and ending no later than May 31 of each year.

1.2 Association: The term "Association" as used in this Agreement refers to the State Employees' Association of New Hampshire, Inc., SEIU Local 1984, CTW, CLC ("SEA") as the exclusive representative of the employees, as appropriate under the authority of RSA 273-A, and the Employer shall have no obligation to bargain with and shall not bargain or enter into agreements with any committee, chapter or district organization of the Association in matters covered by this Agreement, unless such persons or bodies are specifically designated by the Association as authorized representative for such purposes. Further references to the Association in this Agreement means the State Employees' Association of New Hampshire, SEIU Local 1984, as appropriate under the authority of RSA 273-A.

1.3 Association Representative: A member of the Association, who has been designated as a representative by the Association or a staff person of the Association.

1.4 Chancellor: The Chancellor of the Community College System of New Hampshire or an individual acting in that capacity as duly appointed by the Board of Trustees in accordance with RSA 188-F, as amended.

1.5 College President: The President of a Community College or an individual acting in that capacity as duly appointed by the Board of Trustees in accordance with RSA 188-F, as amended.

1.6 College: The term “College” as used in this Agreement refers to the administration and all facilities and properties now or hereafter established by the Community College System of NH. The colleges within the CCSNH currently include White Mountains Community College (“WMCC”), River Valley Community College (“RVCC”), NHTI, Concord’s Community College (“NHTI”), Lakes Region Community College (“LRCC”), Manchester Community College (“MCC”), Nashua Community College (“NCC”), and Great Bay Community College (“GBCC”).

1.7 CCSNH: The term “CCSNH” as used in this Agreement refers to the Community College System of New Hampshire, as established pursuant to RSA 188-F, as amended, and the Board of Trustees and/or the administration of the Community College System of New Hampshire. The CCSNH currently comprises seven independently accredited colleges and a System Office encompassing the Office of the Chancellor.

1.8 Common Academic Year Calendar: The CCSNH Common Academic Year Calendar shall designate the common semester start and end dates for faculty, start and end date for classes, holidays and time periods for semester breaks.

1.9 Covered Employee: The term “Covered Employee” as used in this Agreement refers to an employee appointed to a bargaining unit position whose wages, hours, and work conditions are negotiated through the collective bargaining agreement between the Association and the CCSNH, except where otherwise limited.

1.10 Full Time Faculty: The term “Full Time Faculty” as used in this Agreement refers to full-time, regular appointments to an academic rank in a college or academic division within the CCSNH as an Instructor, Assistant Professor, Associate Professor, or Professor. These positions are salaried appointments and are exempt under the Fair Labor Standards Act.

1.11 Professional, Administrative, and Technical Staff: The term “The Professional, Administrative, and Technical Staff” as used in this Agreement refers to full-time, regular employees whose academic preparation and work experience qualify them as salaried professionals within the structure of the CCSNH. These positions are salaried appointments, and are exempt under the Fair Labor Standards Act.

1.12 Operating Staff: The term “Operating Staff” as used in this Agreement refers to full-time, regular appointments that include clerical, trade, custodial, maintenance, security, and certain technical employees, who are paid by the hour and are considered non-exempt under the Fair Labor Standards Act.

1.13 Regular Part-Time Employee: The term “Regular Part-Time Employee” as used in the Agreement refers to any employee in a staff position who is regularly scheduled to work for a ten (10) month academic year or for a twelve (12) month calendar work year at a minimum of 50% of the full-time work hours assigned to the position classification. Regular part-time appointments offer no assurance, promise, or intent of continuous employment. The benefits for regular part-time employees shall be limited by law or this Agreement.

1.14 System Office: The term “System Office” shall refer to the Office of the Chancellor which provides centralized administration and oversight.

1.15 Adjunct Faculty: The term adjunct faculty as used in this Agreement refers to instructional appointments made by the administration of a CCSNH College. Adjunct faculty appointments and assignments are made on a semester by semester basis and are limited in duration to the particular semester for which the adjunct faculty is appointed. Adjunct faculty are not covered by the terms of this Agreement.

ARTICLE 2
RECOGNITION

2.1 The CCSNH recognizes the Association which shall serve as the exclusive representative of all employees in the bargaining unit with the exception of those employees excluded from the definition of public employee under the provisions of RSA 273-A:1, IX. The Association recognizes the responsibility of representing the interest of all employees in the bargaining unit-without discrimination for the purpose as set forth in this Agreement.

2.2 The CCSNH shall not enter into any agreements, regarding employment relations matters with any other organization or individual purporting to represent any group of employees in the bargaining unit, and shall not furnish any facilities or engage in any type of conduct, which would imply recognition of any group other than the Association as a representative of the employees in the bargaining unit.

2.3 Nothing in this section shall prevent the CCSNH from discussing matters of mutual concern with its employees.

2.4 The provisions of this Agreement shall be applied equally to all covered employees in the bargaining unit in accordance with state and federal law.

ARTICLE 3
MANAGEMENT RIGHTS

3.0 All rights and responsibilities of the CCSNH Board of Trustees which have not been specifically provided for or limited by this Agreement or limited by law shall be retained at the sole discretion of the CCSNH Board of Trustees, or as may be delegated. Except as modified by this Agreement, such rights and responsibilities shall include but are not limited to the following:

3.1 The right to manage, direct and control its programs, services, and operations in all particulars and to take such action as is necessary to maintain the efficiency and effectiveness of the CCSNH operations.

3.2 The right to direct, supervise, and train employees; to appoint, assign, schedule, transfer, evaluate, promote, and retain employees in positions; to determine qualifications, hiring criteria and standards of work; to establish standards of productivity and performance; to grant educational and other leaves; and to suspend, demote, discharge, or take other disciplinary actions against an employee.

3.3 The right to lay off employees due to lack of work, for budgetary reasons, organizational changes, or for other like considerations.

3.4 The right to determine the means, methods, budgetary and financial procedures, and personnel by which the CCSNH's programs, services, and operations are to be conducted.

3.5 The right to determine the organizational structure of the CCSNH and its colleges.

3.6 The right to take whatever actions as may be necessary to carry out the mission of the CCSNH and its colleges in situations of emergency, the determination of such situations to be the prerogative of the CCSNH, provided that the CCSNH shall subsequently and in timely fashion negotiate the effects of such action on the terms and conditions of employment of members of the bargaining unit. For the

purposes of this section "emergency" is defined as any condition or situation out of the ordinary which requires immediate action to avoid danger to life, property, or to prevent losses affecting the CCSNH and its colleges, the employee(s), or the general public.

3.7 The right to make rules, regulations, and policies and to require compliance therewith. Such rules, regulations, and policies shall be consistent with the provisions of this Agreement.

3.8 The right to privatize or contract out programs, services, and operations as deemed appropriate to maintain a well-coordinated and efficient system of community colleges. For the purposes of this section, the CCSNH agrees to provide the Association with forty five (45) calendar days prior notice and an opportunity to consult and offer alternatives prior to issuing a Request for Proposal (RFP) concerning contracting out or privatizing existing services that would result in the layoff of covered employees, a reduction in the base hours or wages of covered employees, or would result in a contract that would place covered employees under the supervision of a contractor. The CCSNH shall not prohibit any contractor from hiring unit employees unless law or ethics policies prohibit it.

ARTICLE 4 ASSOCIATION RIGHTS

4.1 CCSNH-Association Communication

4.1.1 The Parties recognize their mutual obligation to meet and confer regarding problems arising out of the employment relationship between the employer and covered employees. It is agreed that the CCSNH Administration and Representatives of the Association shall endeavor to meet periodically to discuss and attempt to resolve matters of mutual interest. One such meeting may be called upon by request of the CCSNH Administration or the Association each semester and during the summer, with additional meetings as mutually agreed upon. Such meetings shall be in addition to any meetings of the Labor Management Committee. Agendas shall include items of mutual interest and shall be agreed upon within seven (7) days of such meetings.

4.1.2 The CCSNH shall furnish reasonable space on bulletin boards for the use of the Association. The Association shall use this board for posting of notices pertaining to recreational and social activities, Association elections, reports of the Association, or its committees, Association meetings notices, legislative enactments, decisions of the Public Employee Labor Relations Board (PELRB), and judicial decisions affecting public employee labor relations. The Association shall not post any materials which are obscene, defamatory, or impair the operation of the CCSNH or its colleges; or which constitute partisan, political campaign material. Where the CCSNH finds material posted on the bulletin board to be objectionable as violative of the Agreement, it will consult with the Association or any representative. If such consultation doesn't resolve the CCSNH's objections, the material in question shall be promptly removed from the bulletin board by the Association. The matter will then be immediately referred to the grievance procedure for resolution. Where the Association posts material on bulletin boards in violation of this Agreement, the CCSNH may require advance approval of all future material to be posted.

4.1.3 The CCSNH agrees to allow the Association, CCSNH Stewards, and Chapter Officers and the covered employees to utilize its messenger mail service and electronic mail system(s) for the duration of this Agreement for internal Association business, provided that said mailings are clearly identified as the business of the Association and that such use of the electronic mail system(s) is conducted in accordance with the CCSNH computer use policies and procedures.

4.1.4 Covered employees shall be provided a new employee orientation within thirty (30) calendar days of hire. The CCSNH shall inform covered employees that the Association is the exclusive representative of all covered employees and provide information on all benefit programs provided by the CCSNH. The Association shall be allowed to make a presentation at orientations offered by the CCSNH for new covered employees. The orientation may be presented in written form, by video, in person or by any combination of presentation methods, at the sole discretion of the Association. The presentation may be up to one half hour in duration and shall be conducted by an Association staff person or such other representative, as may be designated by the Association. If an Association representative is unable to attend the orientation, an Association representative shall have access to all new covered employees for up to one half hour at the convenience of the CCSNH within thirty (30) calendar days following the orientation. The CCSNH agrees to distribute informational packets provided by the Association to new covered employees.

4.1.5 The CCSNH agrees to provide payroll deduction information to the Association on a computer disk or other mutually agreed format at least biweekly for the administration of dues deductions and Association programs. In addition, the CCSNH shall notify the Association of all newly hired covered employees, the names and business addresses of all covered employees, and employees who have terminated employment at least monthly on a computer disk, or other mutually agreed format. These reports shall include, at least, the following:

- employee's name
- employee's home address for Association members only
- employee's work e-mail address, if applicable
- employee's CCSNH identification number
- employee's payroll number
- employee's labor grade and step
- employee's salary schedule
- employee's business address
- employee's job classification
- employee's date of employment

4.1.6 The Association shall provide a written notice to the CCSNH that is suitable for inclusion in the "check message" on employee paychecks/advices that informs covered employees that the Association is the exclusive bargaining representative and therefore requires access to the covered employee for Association correspondence. The CCSNH agrees to place the message on employee paychecks/advices quarterly at the request of the Association.

4.1.7 CCSNH shall permit the Association to post meeting notices on the College's weekly or monthly calendars.

4.1.8 Access to CCSNH Intranet Website: The CCSNH agrees to provide the Association access to the CCSNH intranet website, on a read-only basis. Such access shall be provided to the Association in a manner that preserves the security and integrity of the CCSNH system.

4.2 *Association Business*

4.2.1 The internal business of the Association shall be conducted by covered employees during their non-duty hours.

4.2.2 Covered employees as individuals and employee representatives of the Association shall be permitted to participate in conferences or meetings with a representative of the CCSNH regarding grievance step meetings or consultation meetings under this Article or Article VII with adequate release time and no loss of pay or other penalties. Such meetings shall be scheduled at times which shall not unreasonably interfere with the operations of the CCSNH or its colleges.

4.2.3 Association staff persons shall be allowed to visit work areas of employees during working hours and confer on conditions of employment to the extent that such visitations do not disrupt the work activities of the area being visited. Prior to entering the work area, the representative shall receive permission from the Chancellor or appropriate College President or designee(s) stating the reason(s) for such visitations. Permission shall not be unreasonably denied.

4.2.4 The CCSNH shall grant such covered employees as may be designated by the Association a cumulative total of twelve (12) days off per contract year without loss of time or pay for the purpose of attending meetings, conventions, conferences, or training sessions relative to labor relations or Association affiliations. Time off shall be limited to two (2) days per Association designee for each such request. All requests shall be submitted to, and approved by, the CCSNH Director of Human Resources for timely notification to the appropriate college that the leave has been approved and shall be awarded.

4.2.5 The CCSNH shall grant five (5) working days of union leave for two (2) duly elected representatives of the Association to attend the quadrennial convention of the Service Employees International Union. The Association shall provide the CCSNH with not less than sixty (60) days notice of the dates for this leave and the name of the selected representative. The CCSNH shall not be responsible for any travel or other costs and shall bear no liability, including workers' compensation, for any covered employee associated with participation in this event.

4.2.6 The CCSNH shall approve reasonable preparation time for negotiations, not to exceed one day per week until a new collective bargaining agreement is tentatively agreed upon, for up to eight (8) members of the Association's CCSNH bargaining team. All preparation time and negotiation time shall be without loss of accrued leave time or regular pay to any covered employee. Preparation sessions shall not commence before September 1st prior to the expiration of this Agreement. Reasonable accommodations to staff and faculty work schedules shall be made for each of the members of the Association bargaining team.

4.2.7 Board of Director's Leave: The CCSNH shall authorize up to forty-eight (48) hours per year for one person without loss of time or regular pay for a director and/or officer of the Board of Directors for the State Employees' Association of New Hampshire, Inc., SEIU Local 1984, for the purpose of attending meetings of the Board of Directors. The employee shall give a seven (7) calendar days notice for use of such leave.

4.2.8 President's Leave: The CCSNH shall authorize a leave of absence with pay for the President of the State Employees' Association of New Hampshire, Inc., SEIU Local 1984. The

leave of absence with pay shall be taken for a two-year period beginning two (2) weeks after written notice by the Association to the Chancellor and the Director of Human Resources.

During such leave of absence with pay, the President shall continue to receive and retain all of his/her wages, rights, benefits, and seniority as a state employee except that all leave accumulation shall be frozen for the duration of the leave of absence. Upon returning from the leave of absence, the President shall resume earning leave at the rates appropriate to his/her service at the time of return. The CCSNH agrees that there shall be no action taken with respect to the President or the President's state position prior to or following his/her return from the leave of absence because of his/her legal union activities.

The Association agrees to reimburse the CCSNH for the full cost of the wages and benefits for the President, and to indemnify the CCSNH against any and all liabilities associated with the leave of absence, including but not limited to workers' compensation.

4.3 *Use of Facilities*

4.3.1 The Association shall be allowed the reasonable use of the CCSNH facilities for meetings, functions, or activities directly related to its position as the recognized representative for CCSNH covered employees without charge. The use of CCSNH facilities shall be subject to the following conditions:

- a. Such CCSNH facilities are available and their use for such meetings would not conflict with the CCSNH's business.
- b. Such approval is granted in advance and shall be subject to such other reasonable conditions as may be imposed by the CCSNH.
- c. Such approval, if given, will be limited to CCSNH covered employees, and Association staff members and guests.
- d. Nothing in this provision shall be construed as a limitation of the rights of the Association, its chapters or committees to utilize the CCSNH's facilities that are otherwise available for public use.
- e. Such approval by the CCSNH will not be unreasonably withheld.

4.3.2 The Association may request use of CCSNH facilities for meetings and functions associated with broader Association activities, not directly related to the CCSNH. Such requests shall be processed in accordance with institutional policies and procedures related to public facility usage by a non-profit and/or tax exempt organization.

4.4 *Association Dues & Agency Fee*

4.4.1 All full-time employees covered by this Agreement shall be required to pay membership dues or an agency fee for the expenses incurred by the Association related to collective bargaining including, but not limited to negotiations and contract administration, in an amount not greater than Association dues. The decision to pay membership dues or an agency fee shall be made by each employee within a bargaining unit within thirty (30) calendar days from the date of hire. Failure of any bargaining unit employee to make such decision shall result in the

automatic deduction of the agency fee effective the first pay period following the thirtieth (30th) day of hire. The fee shall not exceed an amount that represents a prorated share of actual cost of negotiating and administering this Collective Bargaining Agreement.

4.4.2 The CCSNH agrees to deduct, in equal installments, the regular annual membership dues or agency fee of the Association from the pay of each full-time covered employee of the bargaining unit, who indicates in writing that he/she wishes such deductions to be made. The CCSNH agrees to deduct in equal installments, the regular annual membership dues from each part-time covered employee of the bargaining unit who indicates that he/she wishes such deduction to be made. The Association will provide the CCSNH with the completed payroll deduction authorization form as authorized by the covered employee. Such payroll deductions shall be put into effect as soon as practicable.

4.4.3 The amount to be deducted shall be certified by the Association to the CCSNH. Remittance to the Association shall be made in accordance with the established payroll procedures of the CCSNH. When Association members vote for a change in Association dues which necessitates a modification of payroll deductions and the Association wishes to implement such modification, it shall furnish a certificate evidencing the authorizing vote to the Chancellor, together with a written request for the modification in payroll deductions. The certificate shall be signed and sworn to by the Secretary of the Association with Corporate Seal.

4.4.4 The Association agrees to comply with the New Hampshire and federal law regarding the implementation and notice requirements of agency fees. In doing so, the Association shall inform covered employees of their right to object to the amount of the agency fee and their right to object to the payment of an agency fee to a public employee labor organization based on their religious belief

4.4.5 The CCSNH shall refuse to enforce the fee requirement if the CCSNH believes that the amount of the fee exceeds the prorated share of the actual cost of negotiating and administering the Collective Bargaining Agreement. As a remedy, the Association shall file an unfair labor practice charge against the CCSNH for breach of contract.

4.4.6 Membership in the Association shall be continuous. Any change from dues paying membership to agency fee for the next fiscal year must be made by the covered employee during the fifteen (15) calendar day period commencing with the employee's anniversary date of employment. Such requests must be made in writing to the Association and shall be addressed to:

*The State Employees' Association of NH, Inc.
SEIU Local 1984
207 North Main Street
Concord, NH 03301*

4.4.7 The Association shall be allowed the use of such payroll deductions as may be necessary for any group program(s) in addition to a dues/fee deduction.

4.4.8 The Association shall hold the CCSNH harmless should any dispute arise between the Association and the CCSNH as a result of the administration of this section.

4.5 *Association Representation*

4.5.1 The CCSNH agrees to recognize eleven (11) stewards, which shall consist of two (2) stewards at each of the Manchester, Nashua and NHTI colleges and one (1) steward at each of the other colleges and the System Office, as duly authorized by the Association to perform duties on behalf of the Association.

4.5.2 The Association shall furnish the CCSNH Director of Human Resources with a list of the Stewards representing the CCSNH covered employees by September 1 each year. Updated information pertaining to Steward appointments shall be provided as applicable. The CCSNH agrees there shall be no discrimination against any Steward because of his or her duties as an Association official or member.

4.5.3 The CCSNH shall authorize a reasonable amount of time during the regular working hours without loss of time or pay, and make reasonable adjustments to the Steward's workload, to permit the Steward to carry out his/her responsibilities in accordance with the provisions of this Agreement. The Association agrees that it shall guard against the use of excessive time in handling such responsibilities. Each Steward, before carrying out his/her responsibilities in accordance with the provisions of this Agreement, shall first obtain the consent of his/her immediate supervisor, which shall not be unreasonably withheld. Upon entering a work area other than his/her own, the Steward shall first advise the appropriate supervisor of his/her presence and specify the name(s) of the employee(s) to be contacted.

4.5.4 The CCSNH will not bear any expense, other than with respect to the Steward's time involved during regular duty hours, for the functions of any Steward. The Association shall reimburse the CCSNH for any other expense to the CCSNH incurred as a result of the Steward's function.

4.5.5 The CCSNH shall authorize up to three (3) days off in each contract year, without loss of time or pay for each CCSNH Steward to attend Association training program(s). The Association shall notify the CCSNH not less than twenty-one (21) calendar days in advance of such proposed training program(s).

4.5.6 A covered employee shall be entitled to Association representation at an investigative interview or meeting if requested by the employee when that employee reasonably believes that the interview or meeting may result in disciplinary action against him/her, as set forth in Article XVI. The Association representative's role at an investigative interview or meeting is to consult with the employee. The CCSNH is free to insist upon hearing the employee's own account of the matter(s) under investigation. The Parties agree that in all cases the principles of "Weingarten", "Garrity", and "Loudermill" and other applicable case law shall be observed.

4.5.7 Whenever a Steward reasonably believes that he/she is a witness or material participant in a grievance procedure, another Steward shall perform the duties of the Steward in that particular grievance.

4.6 The CCSNH shall make available to the Association information needed for collective bargaining with the following stipulations:

4.6.1 All requests will be made in writing to the CCSNH Director of Human Resources.

4.6.2 Such information will be made available within reasonable time frames, normally within fifteen calendar days of said request. Requests requiring special programming or summary work may exceed the fifteen (15) calendar day standard.

4.6.3 The CCSNH will not be responsible for reformatting data already publicly available.

4.6.4 The Association shall pay for copying costs when requested by the CCSNH.

4.6.5 This process is to be used only for requests for information needed for collective bargaining and is not intended to abrogate the right of the Association or the covered employees to make requests for information pursuant the RSA 91-A, the NH Right to Know Law.

ARTICLE 5 CONSULTATION and LABOR MANAGEMENT COMMITTEE

5.1 It is agreed and understood that policies and procedures related to terms or conditions of employment are appropriate matters for consultation between the Parties, providing however, that neither Party waives or relinquishes their right to negotiate mandatory subjects of collective bargaining, and providing further that the Parties may mutually agree to discuss any subject matter not otherwise addressed by a Labor Management Committee as described in subsection 5.3 below.

5.2 A request for consultation may be submitted by either Party in writing, stating the reason for the meeting and the agenda or topic of consultation. Consultation requests by the Association shall be made to the Chancellor or to the appropriate College President by either the President or designee of the Association. Consultation requests by the CCSNH shall be made to the President of the Association.

5.2.1 A mutually agreeable meeting date shall be established providing that such date shall be within twenty-one (21) calendar days of receipt of the written notice. The time limit may be extended by mutual agreement.

5.2.2 An Association staff member shall represent the bargaining unit alone, or with not more than eight (8) employees of the bargaining unit. The Association will state the names and work areas of the covered employees, if any, who are to attend the meeting. Representatives of the CCSNH shall meet with the Association representatives. The CCSNH Director of Human Resources will attend such consultations whenever feasible providing that his/her attendance may be specifically requested and complied with by notice of either the Association or the CCSNH.

5.3 The Parties agree to establish a CCSNH Labor Management Committee consisting of not more than eight (8) representatives of the CCSNH management team, one of whom shall be the Director of Human Resources, and not more than eight (8) representatives as designated by the Association. The purpose of the Committee shall be to ensure the application, clarification, and administration of this Agreement. The Committee shall meet as frequently as may be necessary to carry out its purpose and responsibilities as set forth in this Agreement. The Committee shall have the authority to issue interpretive bulletins to that end.

5.4 The Parties agree that fostering open communication about workplace matters relating to the employment relationship is desirable. Therefore, notwithstanding Article 3.1 of this agreement, the Chancellor and each College President through an appropriate administrative structure shall effectively manage his/her institution so as to fulfill its purposes and objectives and establish the means to assess and promote institutional effectiveness. Each college and the System Office shall establish and maintain

institutional mechanisms and procedures that include consultation with faculty, staff, and administrators, and are appropriately responsive to their concerns, needs, and initiatives.

ARTICLE 6

ACADEMIC FREEDOM & PROFESSIONAL RESPONSIBILITY

6.1 The CCSNH and the Association endorse the principles and standards of academic freedom and academic responsibilities generally and traditionally accepted in institutions of higher education. Therefore, as an academic community committed to teaching and service excellence, the CCSNH fosters a professional atmosphere that promotes the highest standards of professional conduct and integrity. To ensure students within the community college system are provided with a quality education, it is expected that faculty and staff are aware of and comply with their professional responsibilities to demonstrate the highest standards of professional behavior; to exercise professional judgment; to perform official duties effectively, efficiently, and with honesty, integrity, and fairness; to be conscious of the need for the equitable treatment of all students; and to use institutional resources economically.

6.2 Freedom of Expression

6.2.1 Progress on addressing matters of concern within an academic community requires the free and open exchange of ideas, approaches, and points of view. Accordingly, the CCSNH is committed to an environment in which free expression is the right of every member of the college community. It is likewise essential that such expressions of points of view be conducted in a climate of mutual respect, with due regard for the rights of others and in a responsible manner that prevents disruption and permits the efficient and effective operations of the CCSNH.

6.2.2 In his/her role as a citizen, every member of the CCSNH community has the same freedoms as other citizens. However, in his/her external communications he/she has an obligation to make every effort to indicate that he/she is not an institutional spokesperson. Nothing herein shall be construed as an abridgement of the rights guaranteed to every member of the CCSNH community by the constitutions of the United States, or the State of New Hampshire.

6.3 Academic Freedom

6.3.1 The Parties agree to promote public understanding and support of academic freedom. Institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research.

6.3.2 Academic freedom is the right of scholars and teachers in institutions of higher education freely to study, discuss, investigate, teach, exhibit, perform and publish. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning.

6.3.3 The faculty member is entitled to full freedom in research and in the exhibition, performance and publication of the results of the faculty member's research, to full freedom in the classroom in discussing the faculty member's subject, and, most specifically, in the selection of the faculty member's classroom materials including the selection of texts (unless the text is prescribed by mutual agreement of the faculty of a department). The faculty member is entitled to

discuss controversial issues. As both a faculty member and scholar, the faculty member recognizes the faculty member's professional obligation to present various scholarly opinions and to avoid presenting totally unrelated materials, that being fundamental to the advancement of truth.

6.3.4 A faculty member has the right to pursue work or other activities outside the College, provided such work or activities do not interfere with the discharge of the faculty member's duties and responsibilities.

6.4 *Academic Responsibilities*

6.4.1 Academic freedom carries with it correlative responsibilities. The faculty member has the responsibility to the faculty member's colleagues and the College community to preserve intellectual honesty in the faculty member's teaching and research. The faculty member respects the free inquiry of the faculty member's associates and avoids interference in their work.

6.4.2 The college faculty member is a citizen and a member of a learned profession affiliated with an educational institution. When the faculty member speaks or writes as a citizen, the faculty member should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a person of learning, affiliated with an educational institution, the faculty member should remember that the public may judge the faculty member's profession and the faculty member's utterances. Hence, the faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate when the faculty member is not an institutional spokesperson. Institutions of higher education are committed to the search for truth and knowledge and to contributing to the solution of problems and controversies by the method of rational discussion.

ARTICLE 7 GRIEVANCE AND ARBITRATION PROCEDURES

7.1 The parties agree that the orderly process hereafter set forth shall be the method for resolving grievances and disputes arising with respect to the interpretation or application of any provision of this Agreement and deliberations regarding employee discipline shall be pursued in a confidential manner. It is the objective of the parties to encourage and facilitate the prompt and equitable resolution of grievances and to attempt to do so at the lowest possible level. No member of the bargaining unit shall be subject to reprisal for using the Grievance Procedure or for participating in the resolution of a grievance.

7.2 *General Provisions*

7.2.1 A "grievance" is any dispute or difference concerning the interpretation, application, or alleged violation of an Article of this Agreement.

7.2.2 A grievance shall be filed within twenty-one (21) calendar days from the time the grievant knew or should have known of the alleged violation. A grievance is considered to be formally filed when it is submitted to Step One, or other appropriate Step, of this procedure.

7.2.3 A grievance may be initiated by a covered employee or a group of covered employees of the bargaining unit, by the Association, or by the CCSNH.

7.2.4 The Association shall have the right to file a grievance involving a management action which affects Association members and is alleged to be a violation of the Agreement. A grievance initiated by the Association shall be filed directly with the Chancellor and shall be considered a Step III appeal.

7.2.5 A grievance initiated by the CCSNH against the Association or its members shall be served directly upon the President of the Association and shall be considered a Step III appeal.

7.2.6 Failure of the Grievant at any step of this procedure to appeal the grievance to the next step of the procedure within the time limits specified shall be considered acceptance by the Grievant of the decision rendered at the preceding step.

7.2.7 Failure on the part of the CCSNH to comply with the time limit requirements of this Article shall elevate a grievance to the next step unless the Parties have agreed to extend the time limit requirement.

7.2.8 The time limits prescribed in this article may be extended by mutual agreement between the grievant and the CCSNH. In the event that a time limit expires on a Saturday, Sunday or holiday, such time limit shall be extended to the next regular business day.

7.2.9 A Grievant may withdraw his or her grievance at any point in this procedure.

7.2.10 A Steward may assist a grievant in processing a grievance. In so doing, the Steward shall be given the opportunity to discuss the matter with the grievant and such other employees who may have information bearing on the matter, prior to presenting the grievance. A staff person or representative of the Association may substitute in the place of or participate in addition to any Steward in this procedure.

7.2.11 Grievances shall be investigated and handled to minimize interference with the regular work schedule(s) and institutional operations.

7.2.12 Any resolution of a grievance shall not be inconsistent with the terms of the Agreement.

7.2.13 No grievance resolved through the informal process shall constitute a precedent for any purpose unless agreed to in writing by the CCSNH and the Association.

7.2.14 Nothing in this Article shall be construed as an abrogation of the right of any covered employee to present a grievance without the intervention of the exclusive representative in accordance with RSA 273-A:11(a).

7.3 *Grievance Procedure - Informal Stage*

7.3.1 It is expected that a covered employee shall attempt to resolve the concern expeditiously by discussing the disputed matter in an informed and informal manner with the parties directly involved.

7.4 *Grievance Procedure – Formal Stage*

7.4.1 Step One – Grievant and Intermediate Supervisor

a. If the problem is not resolved during the informal stage and the employee and/or the Association feels further review is justified, a formal written grievance may be submitted

to the intermediate supervisor having administrative responsibility for the Grievant. The written submission shall include a statement of all the facts pertaining to the problem, specifying the Article(s) and Section(s) which have been allegedly violated and the remedy sought. It shall also include any documents supporting the complaint.

b. The formal grievance shall be filed within twenty-one (21) calendar days from the time the Grievant knew or should have known of the alleged violation.

c. The intermediate supervisor shall schedule a meeting with those concerned as soon as practicable after receipt of the written notification of appeal. Such meeting shall be scheduled within twenty-one (21) calendar days from the date of filing of the Step One grievance.

d. The intermediate supervisor shall notify the grievant or his/her representative and his/her immediate supervisor in writing of the decision reached within fourteen (14) calendar days after the meeting.

e. If the parties are able to resolve the grievance, then the terms of the resolution, including any remedy agreed upon, will be implemented promptly and in good faith by all parties.

7.4.2 Step Two – Grievant and College President/System Office Administrator or Designee

a. If, subsequent to the receipt of the intermediate supervisor's decision, the Grievant and/or the Association feels further review is justified, a formal written grievance may be submitted to the College President or System Office Administrator, or his/her designee, within twenty-one (21) calendar days from the date of the written decision rendered in Step One. The written submission shall include a statement of all the facts pertaining to the problem, specifying the Article(s) and Section(s) which have been allegedly violated and the remedy sought. It shall also include any documents supporting the complaint and the decision(s) rendered through the grievance proceedings.

b. The Designated Administrator shall schedule a meeting with those concerned as soon as practicable after receipt of the written notification of appeal. Such meeting shall be scheduled within twenty-one (21) calendar days from the date of filing of the Step Two grievance.

c. The Designated Administrator shall notify the employee or his/her representative and his/her immediate supervisor in writing of the decision reached within fourteen (14) calendar days after the meeting.

d. If the parties are able to resolve the grievance, then the terms of the resolution, including any remedy agreed upon, will be implemented promptly and in good faith by all parties.

7.4.3 Step Three – Grievant and Chancellor or Designee

a. If subsequent to the receipt of the decision rendered in Step Two, the Grievant and/or the Association feels that further review is justified, a formal written grievance may be submitted to the CCSNH Chancellor or his/her designee within twenty-one (21) calendar days from the date of the written decision. The written submission shall include a

statement of all the facts pertaining to the problem, specifying the Article(s) and Section(s) which have been allegedly violated and the remedy sought. It shall also include any documents supporting the complaint and the decision(s) rendered through the grievance proceedings.

b. The Chancellor or his/her designee shall schedule a meeting with those concerned as soon as practicable after receipt of the written notification of appeal. Absent exigent circumstances, such meeting shall be scheduled within twenty-one (21) calendar days from the date of filing of the Step Three grievance.

c. The Chancellor of his/her designee shall notify the Association, the Grievant and the designated administrator in writing of the decision reached and reasons therefore within twenty-one (21) calendar days after the meeting.

7.5 *Arbitration Procedure*

7.5.1 Any grievance arising out of the interpretation, application, or alleged violation of this Agreement which has not been satisfactorily adjusted under the grievance procedure may be submitted for arbitration by the Association within forty-five (45) calendar days of the Chancellor's/designee's decision.

7.5.2 Arbitration shall be conducted by an external, qualified arbitrator, mutually agreed to by the CCSNH and the Association, pursuant to the rules of the American Arbitration Association (AAA). The procedure for the selection of the arbitrator will be as follows:

a. The CCSNH and Association shall communicate promptly to choose the arbitrator no later than twenty-one (21) calendar days from the date of the demand for arbitration. If a mutually agreed upon selection cannot be made within such twenty-one (21) day period, then either party may request a list from the American Arbitration Association and selection shall be made in accordance with the rules of the American Arbitration Association.

b. The Arbitrator shall have no power to add to, subtract from, modify, or disregard any of the provisions of this Agreement. The arbitrator shall have the authority to frame the question(s) submitted for arbitration, to make an award, and to fashion the appropriate remedy. In the event the question before the Arbitrator is the arbitrability of the asserted grievance, the arbitrator shall first decide that issue and determine whether to hear the substance of the case. The arbitrator shall not be automatically disqualified from hearing the substance of the case by reason of determining arbitrability.

c. Each party shall bear the expense of its witnesses and for preparing and presenting its own case. The compensation and expenses of the arbitration and the arbitrator shall be assessed by the AAA and the arbitrator and shall be shared equally by the CCSNH and Association.

7.5.3 The CCSNH, the Association, and the grievant agree to abide by the decision of the arbitrator, which is final and binding on all parties. The CCSNH and the Association, however, retain rights to challenge the decision of the arbitrator, as provided for by law. Such appeals shall be filed to the Superior Court within forty-five (45) calendar days from the date of the written notice of the arbitrator's decision. In the event that an appeal is made to the Superior Court, the provisions of RSA 542, as amended, shall apply.

7.5.4 Unless otherwise mutually agreed, each arbitration hearing shall deal with not more than one grievance.

ARTICLE 8 WORK YEAR AND SCHEDULES

The work periods defined below designate the time span within which the obligations of the positions covered by this Agreement are to be carried out to provide services that meet the CCSNH's mission and objectives.

8.1 Professional, Administrative, and Technical Staff

8.1.1 Professional, Administrative, and Technical Staff, including Resident Directors, assigned to 12 month appointments shall work year round with due allowances for authorized holidays and use of accrued leave.

8.1.2 Professional, Administrative, and Technical Staff assigned to 10 month appointments shall work 180 days within a designated work period as determined by management based on institutional needs, with due allowance for authorized holidays and use of accrued leave.

8.1.3 During the terms of this Agreement, the normal work week for Professional, Administrative, and Technical Staff shall be 37 ½ hours per week. The Professional, Administrative, and Technical Staff work week shall normally consist of Monday through Friday, but in no case shall a Professional, Administrative, and Technical Staff member be required to work more than five (5) days in any seven (7) consecutive day period.

8.2 Faculty

8.2.1 Faculty assigned to 12 month appointments shall work year round, with due allowances for authorized holidays and use of accrued leave.

8.2.2 Faculty assigned to 10 month appointments shall be assigned to an academic year which shall commence no more than two weeks before the start of the Fall semester classes and end no later than May 31, with due allowances for semester breaks, authorized holidays, and use of accrued leave.

8.3 Operating Staff

8.3.1 Operating Staff are assigned to work year round, with due allowance for authorized holidays and use of accrued leave. The basic workweek for full-time Operating Staff, shall be either thirty-seven and one half (37 ½) hours per week or forty (40) hours per week. Work hours beyond the basic workweek for Operating Staff shall be compensated in accordance with Article 18 of this Agreement.

8.4 Breaks: No reduction shall be made from the basic workday for rest periods of fifteen (15) minutes in every four (4) hours working time or major fraction thereof; such rest period to be taken insofar as practicable in the middle of such working time. Such rest periods are to be taken in such a manner that the normal delivery of services will not be interrupted.

8.5 Lunch Periods: Every covered employee, who is scheduled to work five (5) or more consecutive hours during a work day, shall receive a lunch period of not less than one half hour nor more than one hour. Such lunch periods shall not be considered working time. However, exceptions to this provision may be made upon mutual agreement of the employee and management.

8.6 Shifts: The following shifts shall apply to covered non-exempt employees.

8.6.1 First Shift: Work commencing any time at or after 6:00 a.m. or before 2:00 p.m.

8.6.2 Second shift: Work commencing any time at or after 2:00 p.m. or before 10:00 p.m.

8.6.3 Third shift: Work commencing any time at or after 10:00 p.m. or before 6:00 a.m.

8.6.4 Rotating Shifts: Work performed on those schedules which require an employee to perform work on different shifts on a set, predictable and repetitive schedule over given periods of time.

8.6.5 Compensation for designated work shifts shall be paid as set forth in Article 17 of this Agreement.

8.7 Flexible or Alternative Scheduling: Nothing in this Agreement shall prevent the CCSNH, with prior notice, from arranging flexible or alternative work schedules. Covered employees shall have the right to request a flexible or alternative schedule and to receive a timely response from management regarding such requests. Such approval shall not be unreasonably withheld.

8.8 Should business necessitate an adjustment to work schedules, the CCSNH agrees to provide fifteen (15) calendar days written notice to the employee. The CCSNH agrees to provide the Association with notice of any proposed work schedule changes that impacts three (3) or more employees in an operational unit at a CCSNH institution and upon request, shall meet with the Association prior to the scheduled date of implementation to discuss alternatives.

ARTICLE 9

PROBATIONARY PERIOD and FACULTY INITIAL APPOINTMENT

9.1 The probationary period shall be considered an integral part of the process of appointment for full-time faculty and professional, administrative, technical, and operating staff. The probationary period will be utilized to train and evaluate the employee's effective adjustment to professional responsibilities, work tasks, conduct, observance of rules, and attendance.

9.2 Any full-time employee hired into the bargaining unit on or after the signing of this Agreement must successfully complete a probationary period and/or appointment period as indicated in this Article. The probationary periods for new hires, rehires, promotions, and voluntary transfers are established as follows:

9.2.1 All full-time faculty shall be subject to a twelve (12) month probationary period commencing upon the date of hire.

a. At the successful conclusion of the designated probationary period, a full-time faculty member shall be appointed to an initial term of one (1) year. CCSNH may dismiss or

non-renew a faculty member during the initial one (1) year term appointment, provided such action is not arbitrary or capricious. Notification of non-renewal shall be provided on or before March 1.

b. Notwithstanding any rule to the contrary, exceptions to the initial one (1) year appointment may be considered in extraordinary circumstances due to exemplary teaching effectiveness. Requests for regular appointment at the end of the faculty member's probationary period may be submitted in writing by the College President to the Chancellor for final determination.

9.2.2 All full-time professional, administrative, technical, and operating staff shall be subject to a twelve (12) month probationary period commencing upon the date of hire.

9.2.3 A full-time probationary employee who voluntarily applies for a vacant position prior to the completion of his/her probationary period shall be required to begin a new probationary period for the new position.

9.2.4 A full-time probationary employee who is involuntarily transferred to a vacant position within his/her current institution shall be not required to begin a new probationary period.

9.3 Any interruption of employment during the probationary period shall not be counted toward accumulation of required time of the probationary period unless otherwise required by law.

9.4 At any time during the probationary period an employee may resign without prejudice or an employee may be discharged without cause. An employee who is disciplined or discharged during the probationary period shall not have recourse through the grievance or arbitration provisions of this Agreement.

ARTICLE 10

FACULTY; PROFESSIONAL, ADMINISTRATIVE, AND TECHNICAL; and OPERATING STAFF WORKLOAD

Faculty Workload Preamble

Faculty workload is a balance of instructional and non-instructional responsibilities. The intent of this article is to establish workload boundaries and guidelines and to ensure equitable treatment of faculty across all CCSNH colleges. Workload is calculated over an academic year to allow faculty and the CCSNH maximum flexibility.

10.1 *Definitions*

10.1.1 **Contact Hour:** Fifty (50) minutes of instruction per week for the period of an academic semester (or its equivalent), including lecture, seminars and labs. Courses offered in alternative formats (online courses, e.g.) will be assigned the same contact hours as allotted to the course when offered in a conventional face-to-face delivery mode.

10.1.2 **Clinic:** Direct, continuous, and on-going supervision and education of students in a designated site.

10.1.3 Co-ops/Internships/Practicums/Field Experiences: Indirect, periodic, and ongoing educational oversight of students in a designated site.

10.1.4 Non-instructional: those activities which take place outside of teaching and classroom responsibilities. These would include but are not limited to: office/availability hours (five per week); service to the department, college or System; service to students; college-related service to the external community; professional development activities; advising activities.

10.1.5 Overload: An overload consists of contact hours assigned to a full-time faculty appointment in excess of the maximum contact hour range for the academic year (36). Upon verification of an overload status for the academic year, payment shall be rendered in accordance with the overload faculty pay schedule and will be paid during the spring semester of the designated academic year.

10.2 *Calendar for Academic Year Faculty*

10.2.1 Under the common academic calendar for the CCSNH, full-time faculty will begin no more than two weeks before the start of the Fall semester classes and end their responsibility on the last day of the Fall semester. Faculty will return for the Spring semester no earlier than two weeks before the start of Spring semester classes and will end their responsibility one week after the last day of the Spring semester, or May 31, whichever occurs first. The start and end of the Summer term shall be determined by each college.

10.2.2 At the discretion of the College, a faculty member may work a schedule that substitutes the Summer term for either the Fall or Spring semester, provided that the Summer commitment is equivalent in instructional and non-instructional responsibilities to the semester it replaces.

10.2.3 Faculty are responsible for submitting grades on the date designated at the conclusion of each semester.

10.2.4 Attendance at Commencement is required, even if the date falls on a day outside of the calendar as defined in 10.2.1 above. Exceptions to this provision may be made by the President of the college for emergencies and extenuating circumstances.

10.2.5 Attendance at Open House(s), Orientation(s) and/or Registration(s) shall be required as deemed appropriate by the College President or his/her designee. Consideration shall be given to faculty for emergencies and extenuating circumstances.

10.3 Faculty Instructional Workload shall consist of teaching in both traditional and non-traditional learning modes, including preparation and assessment of student performance.

10.3.1 All full-time faculty will be assigned to teach, in either traditional or non-traditional learning modes, 15-18 contact hours each semester, or its equivalent in a pro-rated semester format, for a total of 30-36 contact hours for the Fall and Spring semesters. However, see also 10.2.2 above for substitution of Summer for Fall or Spring semester.

10.3.2 Full-time faculty shall be assigned no more than three (3) preparations per academic semester. Faculty members may be assigned additional preparations in order to achieve the contact hour load as designated in 10.3.1. In a lecture/lab course, the lecture and lab will be treated as one and one half (1.5) preparations when an instructor teaches the lecture and the lab

for the designated course. If an instructor teaches the lecture only or the lab only, in conjunction with another instructor, each will be treated as a separate preparation.

10.3.3 The following standards will apply in defining a contact hour:

Instructional Mode	Contact Hour Formula
Lecture	1 lecture contact hour = 1 contact hour
Laboratory	1 laboratory contact hour = 1 contact hour
Seminar	1 seminar contact hour = 1 contact hour
Studio	1 studio contact hour = 1 contact hour
Clinical	1 clinical contact hour = 1 contact hour
Practicum/Internship/Co-op	0.8 contact hour per student supervised. Associated seminar hours and other forms of formal instruction will carry no contact hours.
Online Course	Contact hours normally allocated for face to face instruction in same course
Shared Courses	Percentage of contact hours allocated to each instructor, as appropriate.

10.3.4 Based upon student load, an adjustment to the faculty instructional workload may be made by the Vice President of Academic Affairs, in consultation with the designated Department Chair, and faculty member. A faculty member may be required to teach at the top of the contact hour range to adjust for low student numbers (by usual departmental standards). Conversely, a faculty member with high numbers of students (by usual departmental standards) may request teaching at the lower end of the range. Final decisions on the above will rest with the Vice President of Academic Affairs.

10.3.5 A full-time faculty member may not teach in excess of nine (9) contact hours per semester over and above the assigned instructional load for that semester. A Department Chair or Program Coordinator may not teach in excess of six (6) contact hours per semester over and above the assigned instructional load for that semester. Exceptions to the above may be granted by the VPAA at the request of the Department Chair if in the best interests of the Department.

10.3.6 With the approval of the VPAA, a faculty member may teach fewer than the minimum 15 contact hours in the Fall semester, if the faculty member is scheduled to make up those hours in the subsequent Spring semester. Conversely, with the approval of the VPAA, a faculty member may teach fewer than the minimum 15 contact hours in the Spring or Summer semester if the faculty member has compensated for that underload with additional contact hours in the previous Fall semester.

10.3.7 Faculty may receive temporary release time from instructional workload for special college or departmental projects at the discretion of the college President or his/her designee.

10.3.8 A CCSNH college shall issue a letter no later than May 15 each year to each full-time faculty member stating the instructional assignments for the subsequent Fall semester and the continuing non-instructional responsibilities for the subsequent academic year. Likewise, the college shall issue a letter no later than November 15 each year to each full-time faculty member stating the instructional assignments for the subsequent Spring semester. In each case, the letter shall state the course and numbers of sections expected to be taught in the following academic

semester. In the event that circumstances dictate a change of assignment, the college shall notify the instructor of all changes as soon as possible. Full-time faculty shall be notified of new non-instructional assignments at the start of the semester.

10.3.9 CCSNH agrees to assign instructional assignments to faculty on an equitable basis, taking into consideration the qualifications of faculty members in each academic department and the possible reduced instructional load for the Department Chair. Therefore, to the extent possible, all faculty within the academic department will have the same or nearly the same instructional workload.

10.4 Faculty Non-Instructional Workload is critical to the education of students outside of formal instruction and to services that the college provides to the local community. The VPAA, in consultation with the Department Chair and the faculty member, will determine a reasonable non-instructional workload. The following non-instructional responsibilities include but are not limited to:

10.4.1 All full-time faculty are required to maintain a minimum of five (5) office/availability hours per week each semester for student contact.

10.4.2 Service to the Department, College or System, which includes, but is not limited to:

- a. Assigning mentoring (e.g., adjunct faculty);
- b. Serving on and participating in college, division, department or system-wide governance, ad hoc, standing committees or task forces;
- c. Preparing grant proposals for the department, college or system;
- d. Participating in the improvement and development of academic programs and resources, including recruitment;
- e. Participating in the accreditation process;
- f. Assisting in seeking contacts with employers for the development of internships, co-op experiences, practicums, clinics;
- g. Actively assisting in departmental needs: equipment inventory and orders, course scheduling, new faculty orientation, reviewing placement tests, attending open houses, etc.;
- h. Participating in the development of Day/DCE/Business Training programs and courses;
- i. Providing contacts/linkages with business and industry, when appropriate, in developing new programs or courses;
- j. Sharing new teaching and learning methodologies with peers through the presentation of workshops, position papers, etc.;
- k. Exhibiting academic creativity in attracting revenues through new programs, workshops, grants, etc.;
- l. Promoting/participating in articulation initiatives (i.e. school-to-work, transfer);
- m. Participating in campus-wide functions such as Campus Day, Open House, Parents' Weekend, etc.;
- n. Contributing to institutional/System enhancements and enrichment, for example, bringing speakers and/or groups to the campus, promoting cross-campus activities, etc.;
- o. Attending meetings and maintaining contact with Departmental Advisory Boards;
- p. Engaging in the Admissions process, including contacting prospective students, participating in interviews, preparing admissions material (brochures, flyers, public relations activities related to Admissions).

10.4.3 Service to Students:

- a. Serving as an advisor to student activities and organizations;
- b. Advising students on overall academic planning, including registration, course selection, course sequencing, course withdrawal, and commencement;
- c. Advising students in job placement, including providing professional contacts, making students aware of relevant professional opportunities, assisting in preparation of job-seeking materials, and advising in overall long-range employment planning;
- d. Participating in the orientation process, including participation in orientation programs, providing departmental/institution overview, and creating a welcoming atmosphere for new students;
- e. Preparing students for their roles as citizens in a changing society;
- f. Overseeing student cultural, athletic, entertainment or community service projects;
- g. Participating actively in or demonstrates support for various student sponsored functions.

10.4.4 College Related Service to the External Community:

- a. Volunteering professional expertise to his/her local community (e.g., schools, community centers, health care facilities, adult learning centers, etc.);
- b. Promoting the institution in the community through participation in fairs, promotional events and publicity activities;
- c. Working to develop courses/curricula for off-campus sites.

10.4.5 Professional Development: Professional development activities as proposed by the faculty member, Department Chair, or VPAA and approved by the VPAA (see also Faculty Evaluation) which may include but are not limited to:

- a. Related graduate study;
- b. Related in-service training;
- c. Research and other college recognized contributions to a faculty member's area of competence;
- d. Participating in college recognized professions associations, including teachers' organizations;
- e. Participating in panels, courses or workshops locally, regionally and/or national;
- f. Participating as a member of an accreditation visiting team;
- g. Participating as a member of a professional board or advisory board;
- h. Participating in departmental or institutional self-studies.

10.5 *Department Chair Appointment and Responsibilities*

10.5.1 The organization of the academic structure shall be determined by the College President. A Department Chair shall be appointed annually by the President and shall serve at the pleasure of the President or his/her designee. A Department Chair shall carry an instructional and non instructional workload as assigned by the President or his/her designee and shall receive a minimum of a one (1)-course reduction.

10.5.2 In addition to instructional responsibilities, the Department Chair shall be responsible for:

- a. providing educational leadership, direction and vision for the academic department, including developing new programs and updating existing programs;

- b. recruiting, recommending and evaluating adjunct and full-time faculty and staff;
- c. monitoring programs with external constituencies (Running Start, e.g.);
- d. assigning faculty instructional responsibilities and, in consultation with the VPAA, non-instructional responsibilities;
- e. developing and monitoring professional development plans for faculty and staff;
- f. chairing department meetings; providing leadership in curriculum, program development, and program review;
- g. coordinating departmental accreditation activities;
- h. advising students;
- i. communicating and working with other academic and non-academic departments on college-wide issues;
- j. preparing and overseeing departmental budgets and expenditures;
- k. coordinating clinic/internship /coop/practicum sites;
- l. cultivating and maintaining partnerships with the professional community;
- m. participating in fund raising activities, where appropriate;
- n. assisting the VPAA in oversight of Academic Centers, where applicable;
- o. assisting the VPAA in oversight of academic matters, as appropriate;
- p. preparing teaching schedules.

10.6 *Program Coordinator Appointment and Responsibilities*

10.6.1 The Program Coordinator shall be appointed annually by the President and shall serve at the pleasure of the President or his/her designee. The President has the right to reorganize the academic structure as needed.

10.6.2 In addition to instructional responsibilities, the Program Coordinator will be responsible for:

- a. Administrative oversight of a designated academic program;
- b. Assisting the Department Chair in coordinating and overseeing program accreditation activities;
- c. Supervising clinical/internship/co-op/practicum sites, as assigned by the Department Chair;
- d. Assisting the Department Chair in the recruitment selection, and evaluation of faculty and staff assigned to the program area;
- e. Advising students, as appropriate;
- f. Providing input to the Department Chair in the preparation of budgets
- g. Working with other academic and non-academic departments on program issues;
- h. Representing the program in program-related activities externally, as needed.

10.7 *Miscellaneous Provisions*

10.7.1 All full-time faculty shall have an appointment at one designated college.

10.7.2 The CCSNH agrees to provide for uninterrupted vacation time for year-round full-time faculty.

10.7.3 Faculty shall not be required to attain or hold standards higher than that required or recommended by program and college accrediting agencies. The college shall make every reasonable attempt to provide staff development assistance to those employees required to seek appropriate educational credentials resulting from accreditation.

10.7.4 Faculty must have approval from both their Department Chair and the VPAA if they wish to make changes to their teaching schedule during the course of a semester.

10.7.5 Faculty will be expected to meet defined non-instructional responsibilities, including attendance at meetings, even on days when they have no classes scheduled.

10.7.6 Faculty will not be required to provide a home phone number, personal cell phone number, or home address to students.

10.7.7 Faculty members may assume, on a part-time basis, outside consulting, teaching and other professional activities, provided such commitments do not interfere with college obligations. College services and resources shall not be used in support of private, income-producing activities.

10.7.8 Faculty and/or instructional staff will not be required to perform general custodial or regular maintenance tasks not related to their instructional program. The faculty member or instructional staff will be expected to leave his/her classroom, shops and laboratories in a condition suitable for the next class. The maintenance and care of classrooms, shops and laboratory equipment are the responsibility of the faculty and/or instructional staff.

10.7.9 Each college will attempt to balance non-instructional responsibilities for all faculty members across the college.

10.7.10 Within reasonable limits, each college shall provide the necessary equipment, supplies, and technology to allow the faculty member to carry out his/her instructional responsibilities.

Professional, Administrative, and Technical Staff Workload Preamble

Professional, Administrative and Technical Staff workload is a balance of professional responsibilities. The intent of this Section is to establish workload boundaries and guidelines and to ensure equitable treatment of Professional, Administrative and Technical Staff across all CCSNH colleges. Workload is calculated over the appointment period to allow Professional, Administrative and Technical Staff and the CCSNH maximum flexibility.

10.8 Professional, Administrative and Technical Staff workload shall consist of:

- a. Duties as contained in a letter of appointment and in the job description and supplemental job description;
- b. Student advisement, if assigned;
- c. Service to the Department, College or System, which includes:
 1. Serving as an advisor to college approved student activities;
 2. Serving on governance, ad hoc, college standing committees, system-wide task forces or committees and/or labor management committees;
 3. Preparing grant proposals;
 4. Participating in college, division, department or other related college meetings or activities as deemed appropriate by the College President or his/her designee;
 5. Participating in the improvement and development of academic programs and resources, including recruitment;
- d. Such other activities as may be selected by the Professional, Administrative, and Technical Staff member and approved by the College President or his/her designee.

Operating Staff Workload Preamble

The intent of this Section is to establish workload boundaries and guidelines and to ensure equitable treatment of the Operating Staff across all CCSNH colleges. Workload is calculated over a calendar year to allow Operating Staff and the CCSNH maximum flexibility.

10.9 The Operating Staff workload shall consist of:

- a. Operating Staff duties as contained in a letter of appointment, the job description and supplemental job description;
- b. Performing overtime as authorized pursuant to Article 18;
- c. Such other activities as may be determined by the Operating Staff member and approved by the College President or his/her designee.

**ARTICLE 11
FACULTY PROMOTION**

At the time of hire, full-time faculty are assigned to one of four faculty ranks: Instructor; Assistant Professor; Associate Professor; or Professor, as determined based on the individual’s educational and experiential background and the needs of the college. Upon the successful completion of the probationary period and initial appointment, a faculty member may be eligible to apply for promotion to the next highest faculty rank. The following process governs faculty promotion.

11.1 *Qualifications for Promotions*

11.1.1 Academic Qualifications

- a. Faculty members submitting requests for promotion consideration must meet the minimum qualifications for the faculty rank (classification), as well as demonstrate the ability to fulfill the accountabilities for the faculty rank they are seeking, as defined by the CCSNH generic job description.
- b. A certification review shall be conducted by the VP of Academic Affairs or the CCSNH Director of Human Resources to ensure that the education and experience requirements (minimum qualifications) for the faculty rank of promotion are met.

11.1.2 Service in Rank Qualifications

- a. Faculty members submitting requests for promotion from one faculty rank to another, must have completed the following years of service in rank.

Instructor to Assistant Professor:	3 years
Assist. Professor to Assoc. Professor:	3 years
Associate Professor to Professor:	3 years

- b. Faculty serving in the last year of the length of service requirement shall be eligible to make application for promotion.
- c. Exceptions to “service in faculty rank” shall be considered only in extraordinary circumstances which, if the promotion is not considered, would be detrimental to the

college. Such requests must be submitted in writing by the College President to the Chancellor of the Community College System.

11.2 *General Guidelines and Criteria for all Promotions*

11.2.1 In order to qualify for promotion, a faculty member must show evidence of the following since his/her last appointment or promotion. Items listed under each of the following categories (1-5) help define the category and are not meant to be a list of accountabilities that each candidate must meet for that category, nor are they meant to be exhaustive or all-inclusive for that category. The Master Teacher Team should evaluate each candidate individually, recognizing that faculty positions differ across a campus, and expectations that are reasonable in one department may not be appropriate in another. Individual items beneath the categories, therefore, are merely guidelines and not meant to be prescriptive.

a. Teaching & Learning Effectiveness - For a faculty member to qualify for promotion, he/she must show evidence of effective teaching techniques which promote student learning since his/her last appointment or promotion. Examples may include, but are not limited to:

- 1) Demonstrates teaching excellence through the establishment of an effective learning environment:
 - a) Integrates theory with applications in teaching material.
 - b) Clearly defines program and course goals.
 - c) Promotes the implementation of core competencies and Performance Based Learning.
 - d) Promotes critical thinking and life skills.
 - e) Responds to the academic needs of diverse student populations.
 - f) Maintains accessibility and availability.
 - g) Promotes and practices student retention efforts.
 - h) Demonstrates a willingness to provide time outside the classroom to assist students academically (tutorials, help sessions, review sessions, Learning and Career Centers, and library assistance and/or service in the Learning and Career Center
- 2) Prepares students for the workplace.
 - a) Adapts to, and remains current with, changes in technology through links with business, industry and professional organizations.
 - b) Displays creativity and innovation in the classroom, e.g., use of technology in the classroom.
- 3) Demonstrates ethical and professional behavior.

4) Is able to solve problems and handle difficulties professionally and confidentially.

b. Academic Contributions - The candidate should demonstrate sustained activity which contributes to the academic vitality and well being of the institution. Examples may include, but are not limited to:

1) Curriculum/Program Development

- a) Participates in the development of Day/DCE/Business Training programs and courses.
- b) Provides contacts/linkages with business and industry when appropriate in developing new programs or courses.
- c) Shares new teaching and learning methodologies with peers through the presentation of workshops, position papers, etc.
- d) Exhibits academic creativity in attracting revenues through new programs, workshops, grants, etc.
- e) Promotes/participates in articulation initiatives (i.e. school-to-work, transfer).

2) Service to the Department/College

- a) When appropriate, participates in team activities with faculty in other disciplines.
- b) Serves as an academic resource for adjunct faculty.
- c) Assists in seeking contacts with employers for the development of internships, co-op experiences, practicums, clinics, etc.
- d) Actively assists in departmental needs: equipment inventory and orders, course scheduling, new faculty orientation, reviewing placement tests, attending open houses, etc.
- e) Attends meetings and maintains contact with Departmental Advisory Boards.

c. Service to Students It is expected that a candidate would demonstrate an involvement with students outside of the classroom setting. Examples may include, but are not limited to:

1) Serving as an advisor to student activities and organizations.

2) Engaging in the Admissions process, including contacting prospective students, participating in interviews, preparing admissions material (brochures, flyers, public relations activities related to Admissions).

- 3) Advising students on overall academic planning, including registration, course selection, course sequencing, course withdrawal, and commencement.
- 4) Advising students in job placement, including providing professional contacts, making students aware of relevant professional opportunities, assisting in preparation of job-seeking materials, and advising in overall long-range employment planning.
- 5) Participating in the orientation process, including participation in orientation programs, providing departmental/institution overview, and creating a welcoming atmosphere for new students.
- 6) Preparing students for their roles as citizens in a changing society.
- 7) Overseeing student cultural, athletic, entertainment or community service projects.
- 8) Participating actively in or demonstrates support for various student sponsored functions.

d. Service to Institution/System/ Community - It is expected that an applicant would be engaged in non-teaching activities involving the campus and larger community. Examples may include, but are not limited to:

- 1) Institution/System
 - a) Actively serves on departmental, campus, college or System teams and/or committees.
 - b) Writes or actively assists in the writing of grant projects for the department, institution or System.
 - c) Participates in the improvement and development of academic programs and resources, including recruitment;
 - d) Participates in the accreditation process
 - e) Participates in campus-wide functions such as Campus Day, Open House, Parents' Weekend, etc.
 - f) Contributes to institutional/System enhancements and enrichment, for example, brings speakers, groups to the campus, promotes cross-campus activities, etc.
- 2) Discipline-Related Service to the External Community
 - a) Volunteers professional expertise to his/her local community (e.g., schools, community centers, health care facilities, adult learning centers, etc.)

- b) Promotes the institution in the community through participation in fairs, promotional events and publicity activities.
- c) Works to develop courses/curricula for off-campus sites.
- e. Professional Growth & Development - It is expected that all candidates would remain technologically and pedagogically current in his/her respective field. Examples may include, but are not limited to:
 - 1) Remains current in his/her academic discipline through conferences, workshops, courses, and professional affiliations.
 - 2) Participates in college recognized professions associations, including teachers' organizations.
 - 3) Participates in panels, courses or workshops locally, regionally and/or nationally.
 - 4) Participates as a member of an accreditation visiting team.
 - 5) Participates as a member of a professional board or advisory board.
 - 6) Participates in departmental or institutional self-studies.
 - 7) Maintains contact with appropriate external agencies (businesses, hospitals, etc.) to ensure currency of curriculum.

11.3 *Evaluation Process*

11.3.1 A Faculty Promotion Review Team comprised of a maximum of six (6) full time faculty, designated as "Master Teacher Fellows", shall be established within each college for the purpose of evaluating candidates for promotion. Representation shall be across programs/disciplines (Health, Technology, Business, and General Education, etc.). A minimum of three, and a maximum of six, Master Teacher Fellows will sit on a review panel as determined by the Vice President of Academic Affairs based on the number of final candidates for promotion. The Vice-President of Academic Affairs shall sponsor this team.

11.3.2 The Faculty Promotion Review Team shall be responsible for conducting a careful review and evaluation of each candidate's portfolio, teaching effectiveness, and performance in conjunction with the qualifications criteria established. Such a review shall involve class visits; interviews with students, peers, Department Chairs and individuals outside the institution, where appropriate; a review of class materials, including syllabi and exams; an interview with the candidate regarding teaching philosophy and approach; and non-instructional activities.

11.3.3 It is expected that each Master Teacher Fellow shall complete the following review for each candidate within the respective college for promotion.

- a. Conducts one class visit per semester.

- b. Reviews all student evaluations from the previous academic year and fall semester of the current academic year.
- c. Conducts a minimum of one (1) interview with the candidate to discuss his/her teaching philosophy and practices.
- d. Interviews fellow members of the faculty, students currently enrolled in a minimum of one of the candidate's classes, and the candidate's Department Chair.
- e. Reviews all course syllabi, course material developed and/or utilized, and the candidate's portfolio.
- f. Provides recommendations for improvement and mentorship at the end of the process, where appropriate.
- g. At the conclusion of the review process, the review team shall assign point values to each of the five evaluative criteria identified with the "General Qualifications for Promotion" and for compiling a written evaluation. The review team's evaluative findings and decision to recommend or deny promotion shall be submitted to the Vice-President of Academic Affairs. The review team shall provide a professional development plan for each candidate not recommended for promotion.
- h. The Vice-President of Academic Affairs shall conduct a minimum of one (1) class visit for each candidate and shall review all evaluative material submitted by the review team.
- i. The Vice-President of Academic Affairs, in consultation with the President, shall forward those candidates recommended for promotion to the Chancellor or his/her designee(s) for final approval. Written notification shall be provided by the President or his/her designee to each candidate regarding his/her promotional status.

11.4 *Master Teacher Fellows Appointments*

11.4.1 A Master Teacher Fellow shall possess a minimum of five (5) years of teaching experience at the postsecondary level, two years of which must have been with the Community College System and shall possess a higher academic rank/classification than the candidates applying for promotion. A Master Teacher Fellow must demonstrate teaching excellence through his/her instructional expertise, academic contributions, ethical and professional behavior, service to students, non-teaching activities within the college and system, and professional growth and development.

11.4.2 Faculty interested in serving as a Master Teacher Fellow must submit a letter of intent/interest to the Vice-President of Academic Affairs for review and appointment by a designated college leadership/ advisory team. It is recommended that Department Chairs not serve as Master Teacher Fellows due to their supervisory role and responsibilities. Under no circumstances shall a Department Chair serve as a Master Teacher Fellow in those instances when he/she is responsible for the supervision of a candidate for promotion.

11.4.3 It is expected that Master Teacher Fellows shall serve as members of the Faculty Promotion Review Team. As a team, members shall be responsible for keeping minutes, authoring documents, setting meeting times, and performing other team duties as needed. The Faculty Promotion Review Team shall meet monthly, at a minimum, to discuss and review progress and processes.

11.5 *Documentation for Promotion Process*

11.5.1 Each candidate shall submit a portfolio of materials that address the criteria outlined in the “Qualifications for Promotion.” A promotional portfolio shall include a completed state application, an up-dated resume, a copy of college transcripts, and documentation which supports evidence of teaching effectiveness and professional activities outside the classroom. Such documentation includes; syllabi, exams, course evaluations, student evaluations, student testimonials, tapes of classes, letters of support from colleagues, description of innovative practices, etc.

11.5.2 Each candidate shall include a letter of recommendation/support from his/her Department Chairperson in his/her promotional portfolio.

11.5.3 Each candidate shall include copies of his/her performance reviews/evaluations for the previous two (2) academic years in his/her promotional portfolio.

11.5.4 Each candidate may include copies of letters of support/recognition from business, industry, community partnerships, and affiliations, where appropriate.

11.6 *Schedule for Promotion*

11.6.1 A schedule for promotion shall be established at the start of each academic year by the CCSNH Human Resources Department. This schedule shall be distributed to the Vice President of Academic Affairs for distribution.

11.7 *Evaluation System*

11.7.1 A four (4) point scale, which parallels the CCSNH grading system, shall be used to evaluate each of the five criteria established within the general qualifications for promotion. Scoring shall be as follows:

<u>Criteria</u>	<u>Point Scale</u>	<u>Cumulative</u>
Teaching Effectiveness	60% x 0-4 points	0.00 - 2.40
Academic Contributions	10% x 0-4 points	0.00 - 0.40
Service to Students	10% x 0-4 points	0.00 - 0.40
Service to Inst. & Comm.	10% x 0-4 points	0.00 - 0.40
Professional Develop.	10% x 0-4 points	0.00 - 0.40

- 0-1 = Below average or do not recommend
- 1-2 = Average or recommend with reservation
- 2-3 = Good or recommend with confidence
- 3-4 = Excellent or strongly recommend

11.7.2 Candidates must receive a minimum of a 3.0 rating in Teaching Effectiveness to be considered for promotion. If the minimum score of 3.0 for Teaching Effectiveness is not achieved, candidates will be denied promotion.

11.7.3 Candidates must meet the following cumulative scores for promotion to the designated faculty level.

Instructor to Assistant Professor	2.7
Assistant Professor to Associate Professor	3.0
Associate Professor to Professor	3.4

11.8 An appeal of a denial for promotion may be processed through the grievance process outlined in Article 7 of this Agreement.

ARTICLE 12

PERFORMANCE EVALUATIONS

The evaluation of all Faculty, Professional/Administrative/Technical Staff (PAT) and Operational Staff in an institution of higher education is essential for the maintenance of academic, professional and operational excellence. The purpose of evaluation is to assess the job performance of covered employees and to provide the basis for professional development, improvement, retention, promotion and other personnel decisions.

12.1 Performance Evaluations for Full-time Faculty: The evaluation of full-time faculty shall be aligned and linked to the mission and vision of the CCSNH and the faculty member's job duties and responsibilities. In addition to general performance observations and assessments, faculty evaluations may include classroom/teaching observations and professional assessment completed by an Academic Program Coordinator, Academic Department Chair or Vice-President of Academic Affairs; student course evaluations, a self-evaluation completed by the faculty member, and professional development plan. Faculty shall be evaluated in the areas of (1) Teaching and Learning Effectiveness; (2) Academic Contributions; (3) Service to Students; (4) Service to the Department/System/Community; and (5) Professional Growth and Development. Such performance evaluations shall be conducted by the Academic Department Chair, in consultation with a Academic Program Coordinator, as appropriate, and the VPAA or his/her designee. Faculty performance shall be documented on a faculty performance evaluation form.

12.1.1 Performance Evaluations for Probationary Faculty

a. The performance evaluation process shall include an assessment of instructional and non-instructional duties and responsibilities as set forth in Article 12.1 above. The performance review process for probationary faculty will be conducted once each semester by the Academic Department Chair, in consultation with the Academic Program Coordinator, as appropriate, and the VPAA or his/her designee. It shall include at a minimum classroom/teaching observations conducted each semester, student course evaluations for each class taught by the probationary faculty member each semester, and a self-evaluation completed by the faculty member. The VPAA or his/her designee may also participate in the classroom/teaching observations.

b. The probationary faculty member shall participate in a performance review meeting with his/her Academic Department Chair and the VPAA or his/her designee prior to end of each semester to discuss strengths and areas for improvement as determined based on student course evaluations, the Department Chair's classroom observations, general observations by the Department Chair pertaining to the faculty member's participation in the life of the department and the college community, and the faculty member's self-assessment. The performance review shall be documented on a faculty evaluation form.

c. By the end of the faculty member's second semester of employment, the probationary faculty member, in consultation with his/her Academic Department Chair and the VPAA or his/her designee, shall develop a Professional Development Plan, as appropriate to address areas for improvement. The Professional Development Plan will reflect issues identified during the performance evaluation process and shall be submitted to his/her Academic Department Chair. The CCSNH shall provide the necessary resources and funding to support required professional development activities.

12.1.2 *Performance Evaluations for Faculty in the Third and Fourth Year of Appointment*

a. The performance evaluation process for full-time faculty in their third and fourth year of appointment shall include an assessment of instructional and non-instructional duties and responsibilities. It shall include at a minimum a formal evaluation conducted at the end of each academic year by the Academic Department Chair in consultation with the Academic Program Coordinator, as appropriate, and the VPAA or his/her designee. The evaluation process shall include at least one classroom/teaching observation conducted each academic year, student course evaluations as determined by the Academic Department Chair and VPAA or his/her designee, in consultation with the faculty member, and the faculty member's self-evaluation.

b. The faculty member shall participate in a performance review meeting with his/her Academic Department Chair and the VPAA or his/her designee prior to end of the academic year to discuss strengths and areas for improvement as determined based on student course evaluations, classroom observation(s), general observations pertaining to the faculty member's participation in the life of the department and the college community, the faculty member's progress on the previous year's Professional Development Plan, as appropriate, and the faculty member's self-evaluation. The VPAA or his/her designee may also perform a classroom observation and participate in the evaluation meeting at his/her discretion. The performance review shall be documented on a faculty evaluation form.

c. The faculty member, in consultation with his/her Academic Department Chair and the VPAA or his/her designee, shall develop a Professional Development Plan, as appropriate to address areas for improvement. The Professional Development Plan will reflect issues identified during the performance evaluation process and activities related to professional currency, and continuing involvement in the life of the academic department and the college community. The Professional Development Plan shall be submitted to the Academic Department Chair by the end of the faculty member's academic year. The CCSNH shall provide the necessary resources and funding to support required professional development activities.

12.1.3 *Performance Evaluation for Faculty with more than Four Years of Service*

a. The performance evaluation process for full-time faculty with more than four years of service shall include an assessment of instructional and non-instructional duties and responsibilities. It shall include at a minimum a formal evaluation conducted every two (2) years by the Academic Department Chair in consultation with the Academic Program Coordinator, as appropriate, and the VPAA or his/her designee, on or before the end of the second academic year. The evaluation process shall include at least one classroom/teaching observation conducted at least once during the two academic year period, student course evaluations as determined by the Academic Department Chair and VPAA or his/her designee, in consultation with the faculty member, and the faculty member's self-evaluation.

b. The faculty member shall participate in a performance review meeting with his/her Academic Department Chair and the VPAA or his/her designee prior to end of the second academic year review period to discuss strengths and areas for improvement as determined based on student course evaluations, classroom observation(s), general observations pertaining to the faculty member's participation in the life of the department and the college community, the faculty member's professional development progress, as appropriate, and the faculty member's self-evaluation. The VPAA or his/her designee may also perform a classroom observation and participate in the evaluation meeting at his/her discretion. The performance review shall be documented on a faculty evaluation form.

c. The faculty member, in consultation with his/her Academic Department Chair and the VPAA or his/her designee, shall develop a Professional Development Plan, as appropriate to address areas for improvement. The Professional Development Plan will reflect issues identified during the performance evaluation process and activities related to professional currency and continuing involvement in the life of the academic department and the college community. The Professional Development Plan shall be submitted to the Academic Department Chair by the end of the designated academic year. The CCSNH shall provide the necessary resources and funding to support required professional development activities.

12.1.4 For full-time faculty involved in the promotion process pursuant to Article XI, the promotional process shall take the place of the formal performance evaluation for that year.

12.1.5 The performance evaluation process for Academic Program Coordinators and Academic Department Chairs shall be conducted by the VPAA, in consultation with the College President, in accordance with this Article and shall include an evaluation of instructional, non-instructional, and administrative duties and responsibilities. The performance review shall be documented on an evaluation form.

12.2 *Annual Performance Evaluation of Professional, Administrative, and Technical Staff*

12.2.1 The performance evaluation of Professional, Administrative, and Technical employees shall be aligned and linked to the mission and vision of the CCSNH and shall include an assessment of the employee's job duties, responsibilities, and specific performance objectives. A PAT evaluation form shall be used to evaluate full-time professional, administrative, and technical employees. In addition to general performance observations and assessments, PAT

evaluations may include a self-assessment and professional development plan. Such performance evaluations shall be conducted by the employee's supervisor, in consultation with the intermediate supervisor. The CCSNH shall provide the necessary resources and funding to support required professional development activities.

12.2.2 A performance evaluation for probationary PAT's will be completed upon completion of six (6) months of service, and at eleven months (11) of service by the employee's supervisor, in consultation with the intermediate supervisor. The performance review shall be documented on an evaluation form.

12.2.3 Performance evaluations for professional, administrative, and technical employees shall be conducted at least once annually.

12.3 *Annual Performance Evaluation of Operating Staff*

12.3.1 The performance evaluation of Operating Staff shall be aligned and linked to the mission and vision of the CCSNH and shall include an assessment of the employee's job duties and responsibilities and performance objectives. An operating staff evaluation form shall be used to evaluate operating staff. In addition to general performance observations and assessments, evaluations may include a self-assessment and development plan. Such performance evaluations shall be conducted by the employee's supervisor, in consultation with the intermediate supervisor. The CCSNH shall provide the necessary resources and funding to support required professional development activities.

12.3.2 A performance evaluation for probationary Operating Staff will be completed upon completion of six (6) months of service, and at eleven months (11) of service by the employee's supervisor, in consultation with the intermediate supervisor. The performance review shall be documented on an evaluation form.

12.3.3 Performance evaluations for operating staff shall be conducted at least once annually.

12.4 *Requirements for All Performance Evaluations*

12.4.1 Each evaluation shall measure the employee's performance in relation to the assigned job duties and performance expectations of the position and shall be assessed by the employee's immediate supervisor, in consultation with the designated intermediate supervisor.

12.4.2 Each evaluation shall contain an evaluation of the individual categories of performance as specified on the evaluation form and a section summarizing the overall performance of the employee. This section shall also contain a narrative summary by the supervisor explaining the basis for the overall performance rating. If the employee's performance is determined to be below expectations, the supervisor shall include comments and recommendations for improvement or professional development, unless the employee is a probationary employee being dismissed.

12.4.3 The supervisor shall conduct a performance review meeting with the employee and shall record the date of the meeting on the form.

12.4.4 The employee shall have the opportunity to comment in writing on the evaluation. If the employee does not concur with the evaluation's findings, the employee shall include an

explanation of the reasons for non-concurrence. Such comments shall be included with the performance review and be included with the employee's permanent record.

12.4.5 Each evaluation shall be signed and dated by the supervisor who prepared the evaluation, the System Office or College manager approving the evaluation, and the employee. An employee refusal to sign the evaluation after being given the opportunity to do so, shall be noted in writing on the evaluation and the evaluation shall be valid for all purposes.

12.4.6 All documents referenced above will be placed in the employee's personnel file.

12.5 *Supplemental Performance Evaluation*

12.5.1 A covered employee has the right to request, in writing, and receive a supplemental performance evaluation at any time using the evaluation guidelines and procedures set forth in the applicable sections above. Likewise, the CCSNH reserves its right to conduct more frequent performance evaluations as deemed necessary to address performance issues, using the evaluation guidelines and procedures set forth in the applicable sections above.

12.6 The contents of a performance evaluation are not subject to the grievance process under Article 7, Grievance and Arbitration Procedures. Disciplinary action, including denial of a salary increment, administered in accordance with Article 16 of this Agreement due to unsatisfactory performance, may be processed through the grievance process outlined in Article 7 of this Agreement.

12.7 The evaluation forms for each group shall be developed by the CCSNH in consultation with SEA appointed representatives of the affected group. Such forms shall be available on the CCSNH intranet/internet site.

ARTICLE 13 **SENIORITY**

13.1 Seniority shall be based on the length of full-time continuous employment with the CCSNH from the most recent date of hire. Employees shall attain seniority upon completion of their initial probationary period retroactive to the date of initial hire.

13.2 For the purpose of this Article "CCSNH service" shall include periods of continuous prior State service performed by full-time employees transferred to the CCSNH pursuant to Chapter 188-F (NH Public Law 2007) on July 17, 2007.

13.3 Full-time employment shall be calculated based on years, months, and days of service, except that any days, months, or years of uncompensated absences for personal or educational purposes shall not be counted toward seniority.

13.4 In accordance with federal law, a full-time employee who is called to active military duty, who has exhausted all paid military leave and is not in a paid leave status, shall retain his/her original seniority date throughout the military leave of absences as required by law, even though the employee is on a leave without pay status.

13.5 A full-time covered employee who is absent due to a compensable work injury shall retain his/her seniority and such time shall be counted toward seniority.

13.6 Seniority shall not apply for grant-funded or other externally funded positions for the purposes of layoff and its procedures, unless the appointments to such positions are the result of a reassignment or transfer requested by management and accepted by the employee.

ARTICLE 14
JOB VACANCIES AND TRANSFERS

14.1 Information regarding all vacant covered positions will be disseminated internally to all CCSNH institutions. Job announcement information shall be accessible to all covered employees.

14.2 Job announcements shall include the full particulars of the covered position, including, position title; grade level; employment status (exempt/nonexempt); position location; number of days and hours per week; pay rate; job description; required qualifications; requirements for applying; and the application processing period. Job announcements shall indicate the name and job title of the person to whom applications shall be addressed and the location that applications should be submitted. An employee wishing to be considered for a vacant position shall file a written, dated application and any supporting documentation, if applicable, within the established application processing period.

14.3 Job announcements for covered positions shall be posted internally within the CCSNH for a period of seven calendar days. Covered employees who meet the educational and experience requirements of a vacant position shall be considered and acted upon for such vacancy before non-covered employees or individuals not currently employed within the CCSNH are considered.

14.4 If a covered employee is not selected after applying for a vacant position, the CCSNH hiring authority shall provide written notice to the employee applicant regarding the final action taken and the rationale for such non-selection.

14.5 It is expressly understood by both parties that the CCSNH retains the right to determine the general requirements for all covered positions and to appoint those candidates who best match the qualifications and job requirements of the position.

14.6 The CCSNH reserves the right to fill a vacant covered position through the transfer of a qualified employee assigned to the same class title as the vacant position. Such determination shall be made when it is in the best interest of the CCSNH, as authorized by the Chancellor. The CCSNH shall provide at least thirty (30) calendar days written notice to any employee who is being transferred to a vacant position.

14.7 The CCSNH reserves the right to relocate a covered employee within his/her current position when it is in the best interest of the CCSNH. Such relocations shall be authorized by the Chancellor. The CCSNH shall provide at least sixty (60) calendar days written notice to any employee who is being relocated to a work location fifty (50) miles or more from the employee's present work location.

14.8 No covered employee shall be reduced in faculty rank or classification, lose time in service, or suffer a reduction in rate of pay/salary for the same or similar duties or work schedule as a result of a transfer under Section 14.6 and 14.7.

14.9 In lieu of transfer, a covered employee shall have the right to request consideration for appointment to a vacant position having a lower salary grade provided the covered employee meets the educational and experience requirements of the vacant position. Such a request shall not be unreasonably denied. Refusal to accept a transfer under Section 14.6 or 14.7 above shall be deemed a layoff.

14.10 The vacancy and transfer options contained in this Article shall not be used to circumvent faculty rank and the faculty promotion process.

ARTICLE 15 REDUCTION IN FORCE

15.1 The CCSNH retains the sole and exclusive right to determine the extent and magnitude of any retrenchment including the areas of programs, services, departments, and positions to be affected. Retrenchment may occur as a result of budget reductions or financial considerations, program changes or curtailment, position elimination or consolidation, planned organizational changes, regulatory changes, or grant or external funding non-renewals or losses.

15.2 *Grant or Externally Funded Positions*

15.2.1 Covered employees who are in positions funded, in whole or in part, by grants or other external funding sources may be subject to immediate layoff if such funding ceases. Seniority shall not apply for grant-funded or other externally funded positions for the purpose of layoff and its procedures, except as specified in Article 13.6 of this Agreement.

15.2.2 The CCSNH retains the right to decide at its discretion whether or not to seek the renewal of any grant. The College President or designee shall make every reasonable effort to provide advance notice to the impacted employee(s) regarding the institution's decision not to seek renewal of the grant.

15.2.3 The CCSNH shall provide written notice of layoff due to the loss of grant or external funding at least thirty (30) calendar days before the expiration of the grant.

15.3 *Reduction in Force – Layoff*

15.3.1 A reduction in force may occur at any time. Whenever a reduction in force becomes necessary, each College and the System Office shall be considered separate and distinct institutions within the CCSNH. The Chancellor or College President shall determine the positions to be affected within his/her institution.

15.3.2 A CCSNH institution may lay off a covered employee when such layoff becomes necessary due to (a) position abolishment; (b) change in organization; (c) decline in workload; (d) insufficient funding; (e) regulatory changes; or other such reasons.

15.4 *Procedure for Layoff:*

15.4.1 Where two or more full-time covered positions are affected within an institution's academic department or operational unit, the following factors shall be considered in deciding which position(s) shall be retrenched:

- a. Education and Experience Qualifications, including licensures and certifications;
- b. Ability and Performance;
- c. Seniority;
- d. When factors (a) and (b) above are relatively equal, seniority shall govern. Seniority under this article shall be defined pursuant to Article XIII.

15.4.2 No full-time covered employee shall be laid off when the needs giving rise to the reduction in force can be met by the termination of temporary fill-in, part-time, or probationary employees serving in the same position within the affected academic department or operational unit within the CCSNH institution.

15.4.3 Prior to a CCSNH institution's layoff a full-time covered employee, the institution shall attempt to reassign a full-time covered employee into a vacant position within the institution provided that the reassignment does not result in a promotion or higher salary grade; that the reassignment does not result in more than a four(4) labor/salary grade reduction; and that the employee being reassigned qualifies for the vacant position based on education, experience, ability, and performance. Refusal to accept such reassignment in lieu of layoff shall be deemed a voluntary layoff. Voluntary layoffs shall be deemed ineligible for bumping privileges due to the employee's refusal to accept the reassignment. An institution's inability to effectuate a reassignment in lieu of layoff based on the aforementioned provisions shall result in the layoff of a full-time covered employee pursuant to Article 15.4.4 of this Agreement.

15.4.4 Upon notification of layoff a full-time covered employee hired on or before December 31, 2010 with ten (10) or more years of continuous service may bump another employee within the same CCSNH institution from which the employee is being laid off as long as the employee exercising the bumping privileges has more seniority than the employee being bumped. Full-time covered employees hired on or after January 1, 2011 shall not be entitled to bumping privileges.

- a. The employee exercising the bumping privileges must meet the qualifications for the position and be able to perform the duties of the position that he/she has elected to bump into.
- b. The employee exercising his/her bumping privileges shall only be allowed to bump into a position having a lower salary grade than the position from which he/she is being laid off.
- c. Within seven (7) calendar days from the date of notice of layoff, the covered employee electing to bump another employee shall notify the College President of the position into which he/she intends to bump.
- d. The covered employee electing to exercise his/her bumping privileges who fails to comply with the provisions of 15.4.4c above shall lose the right to bump.

15.5 *Notice of Layoff*

15.5.1 The CCSNH institution shall provide written notice of the proposed layoff and the reason(s) therefore to the affected full-time covered employee(s) at least fourteen (14) calendar days before the date of layoff becomes effective.

15.5.2 In the case of regular part-time employees, advance written notice of layoff shall not be required.

15.6 *Requests for Chancellor's Review of Layoff.*

15.6.1 Requests for the Chancellor's review of layoff shall be limited to the correct determination of a full-time covered employee's seniority date. Requests for the Chancellor's

review shall be filed with the CCSNH Director of Human Resources within seven (7) calendar days after the date of the notice of layoff.

15.6.2 Covered part-time employees shall not be entitled to request the Chancellor's review of any layoff determination.

15.7 *Recall*

15.7.1 If the reason(s) for layoff no longer apply, full-time covered employees shall be recalled to their former CCSNH institution according to the same seniority order which was applied at layoff, provided such recall occurs within one (1) year from the original date of layoff.

15.7.2 Recall shall apply only to laid off full-time covered employees who return to the same position within their former CCSNH institution. Any such offer of recall must be accepted within ten (10) calendar days from the date of the written notice. Employees who refuse recall shall abdicate all future rights to recall.

15.7.3 Whenever a former employee who has been laid off from CCSNH service is recalled within one (1) year from the date of his/her lay off, the employee's previously accumulated and unused balance of sick leave allowance shall be restored and credited to the employee.

15.7.4 A full-time covered employee who is reinstated under this Section, shall not lose any of his/her previous seniority, however, s/he shall not accumulate seniority while laid off. The employee's seniority date shall be adjusted by adding each year, month, and day of prior seniority credit to the effective date of return to service.

15.7.5 When an employee is recalled, the employee's new increment date shall be established by the CCSNH by determining the total number of calendar days of the layoff and then adding such total number of days to the employee's original increment date. The new effective date of the employee's annual increment shall be the adjusted date as calculated herein.

15.7.6 A full-time covered employee, who is laid off, shall notify the CCSNH Department of Human Resources of any changes in his/her address or phone number(s) in order to provide a contact point for recall during the one year period following the date of his/her layoff.

15.8 Employee's Personnel Record: When a CCSNH institution lays off a covered employee, the CCSNH shall note in the employee's permanent record or file 1) that the employee left CCSNH service because of a layoff; and, 2) that the reason for leaving reflects no discredit on the service of the employee.

ARTICLE 16 DISCIPLINE

16.1 Except for those covered employees who may be terminated during their probationary period, no covered employee shall be disciplined except for just cause. The just cause provision shall not apply to the separation of covered employees due to the cessation of funding from a grant or external source, or layoffs due to retrenchment.

16.2 Disciplinary measures may include a progression of discipline including written warning; withholding of a salary increment; disciplinary suspension without pay; demotion; and discharge. Examples of when discipline may be invoked against an employee are for failure to comply with

managerial directives, rules, regulations, and policies of the College(s), misconduct, or unsatisfactory job performance, or other offenses. Oral counseling, letters of counsel, and contents of performance evaluations are not considered disciplinary actions. Although discipline will normally be imposed in a progressive manner, the CCSNH may skip or repeat steps based upon the circumstances of any given case. All discipline shall be documented in writing, and shall specifically cite the act or omission that supports the disciplinary action. The CCSNH shall make every reasonable attempt to administer disciplinary action in a timely fashion. Disciplinary actions shall normally take place in the presence of the employee.

16.3 All disciplinary documentation shall be placed in the employee's personnel file at the time of issuance. An employee receiving discipline shall sign the disciplinary notice solely as an acknowledgement of receipt and such signature shall not be deemed to be acceptance of the rendered discipline or as a waiver of any right to which the employee may be entitled.

16.4 As set forth in Article 4.5.6 a covered employee shall be entitled to Association representation at a disciplinary meeting or an investigative interview or meeting, if requested by the employee when that employee reasonably believes that the interview or meeting may result in disciplinary action against him/her. The Association representative's role at an investigative interview or meeting is to consult with the employee. The CCSNH is free to insist upon hearing the employee's own account of the matter(s) under investigation. The Parties agree that in all cases, the principles of "Weingarten", "Garrity", "Loudermill" and all other applicable case law shall be observed. The provisions of this Article shall apply to both full-time and part-time covered employees.

16.5 A covered employee who is the subject of a disciplinary investigation shall be notified in writing within seven (7) calendar days of such investigation. Notification shall include the allegation or wrongdoing that requires investigation and the anticipated date of completion of the investigation. All investigations shall be completed within sixty (60) calendar days, unless exceptional circumstances justify an extension of time for completion of the investigation. Notice of an extension shall be in writing by the President or Chancellor, as applicable, to the employee before the expiration of the sixty (60) day period and shall set forth the exceptional circumstances and the date of anticipated completion. The employee shall be informed in writing when the investigation is complete and of the determination of the investigation. Investigations shall normally be conducted in a confidential manner. During any investigation the employee shall retain his/her current position, status, schedule, assignment and rate of pay, except as provided in Article 16.6, below or as otherwise determined based on the circumstances surrounding the matter under investigation.

16.6 Investigative Suspensions

16.6.1 The CCSNH may suspend a covered employee with pay for a limited period of time when 1) allegations of misconduct made against the employee are related to the employee's duties and responsibilities and require an internal investigation; and 2) the nature of the allegations warrant the removal of the employee from the work site. In such cases, the employee shall be available at a location acceptable and accessible to the appointing authority and investigators for the duration of the investigation.

16.6.2 The CCSNH may suspend a covered employee without pay for a period of up to thirty (30) calendar days pending the outcome of either criminal charges or an investigation of alleged criminal wrongdoing when 1) the nature of the charges brought or the allegations made conflict with the duties and responsibilities of the employee's position, and (2) the charges or allegations warrant the removal of the employee from the worksite.

a. An extension of a suspension without pay for one or more additional periods not exceeding 30 days each may be granted with the approval of the CCSNH Director of Human Resources, provided that at the end of the initial a period of suspension without pay, the 1) the conditions set forth in 16.6.2 above continue to exist; and/or (2) the investigation has not been completed or the charges are still pending.

b. If, at the conclusion of the investigation or criminal proceedings, the CCSNH determines that no disciplinary action is warranted, the covered employee shall be returned to paid status and shall be entitled to any loss of compensation for his/her regular appointment, less the amount of any wages the employee earned during the period of suspension, that the employee would not have otherwise earned.

16.6.3 At the time of the suspension, the CCSNH shall issue a written notice of the investigative suspension to the employee describing 1) the cause of the suspension; 2) the location, if any, to which the employee shall report during the period of suspension; and 3) the anticipated duration of the suspension, if known.

16.6.4 The CCSNH may extend the suspension if the investigation is not concluded within the time frame, if any, indicated in the notice and shall so notify the employee. At the conclusion of an investigation, the appointing authority shall provide the employee who has been suspended with written notice indicating what action, if any, will be taken.

16.6.5 A suspension without pay under this Section may be subject to review pursuant to the grievance procedure at the discretion of the suspended employee.

16.7 The CCSNH reserves all rights to itself and/or third parties to initiate civil actions or criminal prosecutions for conduct that is believed to constitute a violation of law, provided any such action is not contrary to the terms and conditions of this Agreement.

16.8 All such records of discipline and supporting documentation shall be retained permanently in the employee's official personnel file, however disciplinary action that is greater than three (3) years old shall not be used for further progressive discipline action.

16.9 If the entirety of a disciplinary action is reversed at any step of the grievance procedure, the grievance and all supporting documentation attached or relating to the original disciplinary action shall be permanently removed from the employee's personnel file and destroyed.

16.10 Privacy: The CCSNH shall make every reasonable effort to counsel, reprimand, and/or discipline all covered employees in private and shall limit the discussion by supervisors of personnel issues of any covered employee to essential parties.

ARTICLE 17

COMPENSATION AND BENEFITS

17.1 Compensation

17.1.1 Effective May 4, 2012, the CCSNH shall add \$1,000 to the annual base salaries. Salary schedules shall be recalculated to reflect this wage adjustment. Each covered employee shall be paid in accordance with the salary schedules contained in Appendix B of this Agreement.

17.1.2 The CCSNH shall process salary increments (step increases) for eligible covered employees within their established salary grade, provided satisfactory work performance is documented by the annual performance evaluation and shall implement the faculty promotion process as set forth in Article 11 of this Agreement. Salary increments shall be processed as follows:

- a. The effective date of a salary increment for any full-time covered employee shall be anniversary date of appointment or re-appointment with the CCSNH, unless otherwise agreed upon by the Parties.
- b. A covered employee shall be eligible to move to from step one to two; step two to three; step three to four; step four to five; and step five to six, after successful completion of one year of full-time employment at the prior step. A covered employee shall be eligible to move to the seventh step after successful completion of two years of full-time employment at the sixth step. A covered employee shall be eligible to move to the eighth step after successful completion of two years of full-time employment at the seventh step. Pursuant to 17.1.2 above, successful completion means that the employee shall have received satisfactory annual performance evaluations for the period. The waiting periods specified herein shall not apply to, and an increment date shall not be adjusted for, promotions and reallocations resulting in a higher labor grade.
- c. A part-time covered employee shall be eligible for a salary increment after he/she has worked the aggregate total equivalent to a full year of employment as required to advance to the next step within the salary grade pursuant to 17.1.2.b above. Salary increments shall be calculated according to the following:
 - 1) Class titles (classifications) which are compensated on the basis of a 37 ½ hour work week shall require an aggregate total of 1950 hours worked to constitute a full year of employment; and
 - 2) Class titles (classifications) which are compensated on the basis of a 40 hour work week shall require an aggregate total of 2080 hours worked to constitute a full year of employment.

17.1.3 Academic Department Chair and Program Coordinator Compensation

- a. Effective for the Spring 2010 semester an Academic Department Chair shall be compensated at \$1,800.00 per semester. Compensation shall be for the Fall and Spring semesters only.
- b. Effective for the Spring 2010 semester an Academic Program Coordinator shall be compensated at \$1,000.00 per semester. Compensation shall be for the Fall and Spring semesters only.

c. A faculty member who serves as Program Coordinator and Department Chair concurrently will be compensated under the compensation defined for Academic Department Chair only.

d. Recognizing that departmental work may occasionally be required after the academic year has ended, Academic Department Chairs and Academic Program Coordinators shall be compensated at the daily rate established for his/her classification when called upon to work.

17.1.4 A Master Teacher Fellow shall receive a stipend of \$740.00 per academic year.

17.1.5 Overload Compensation Schedule for Full-time Faculty

a. In accordance with Article 10.1.6 of this Agreement, an overload consists of contact hours in excess of 36 contact hours for the academic year. Upon verification of overload status, overload payments shall be made in accordance with the following overload pay schedule as determined by the faculty member's classification or faculty rank.

CC Instructor:	\$453.00 per contact hour
CC Assistant Professor:	\$528.00 per contact hour
CC Associate Professor:	\$603.00 per contact hour
CC Professor:	\$676.00 per contact hour

17.1.6 Independent Study or Directed Study Compensation for Full-time Faculty

a. Faculty who supervise an independent study or directed study shall be paid seventy five percent (75%) of the tuition paid by each student as compensation for preparing materials, meeting with the student and performing any assessments. Such payment shall be processed as a lump sum payment upon completion of the instructional duties associated with the independent study and/or directed study. An independent and/or directed study may not be used in lieu of traditional course work to achieve full-time workload status.

17.1.7 Non-exempt covered employees shall be eligible for shift differentials in accordance with the following compensation schedule. There shall be no shift differential for work commencing any time at or after 6:00 a.m. or before 2:00 p.m.

a. Second shift: Work commencing any time at or after 2:00 p.m. or before 10:00 p.m. – increase of sixty (60) cents per hour over base pay.

b. Third shift: Work commencing any time at or after 10:00 p.m. or before 6:00 a.m. – increase of seventy-five (75) cents per hour over base pay.

c. Rotating Shifts: Employees who work rotating shifts shall have sixty (60) cents per hour added over base pay in lieu of shift differential. Rotating shifts are defined as those schedules which require an employee to perform work on different shifts on a set, predictable and repetitive schedule over given periods of time.

d. Weekend Shifts: Employees who work weekend shifts shall have sixty (60) cents per hour added over base pay in lieu of shift differential. Weekend shifts are defined as work

which commences on a Saturday or Sunday. The weekend differential shall not be compounded with any other pay, shift differentials, or a premium pay provision of the Agreement.

17.2 *Benefits*

17.2.1 Health Insurance: Effective May 1, 2012, the CCSNH shall make available to all full-time covered employees and their eligible dependents a Network health benefit plan (i.e. HMO). The Association acknowledges that the Network plan provider shall be chosen by the CCSNH. The level of benefits, cost sharing, and CCSNH contributions of the Network plan shall be in accordance with the following provisions.

a. Effective with the pay period beginning May 4, 2012, all full-time covered employees who subscribe to the Network plan shall pay \$30.00 per pay period for employee only coverage; \$40.00 per pay period for two-person coverage; or \$50.00 per pay period for family coverage. Employee premium contributions shall be calculated based on 26 pay periods.

b. Effective with the pay period beginning January 11, 2013, all full-time covered employees who subscribe to the Network plan shall pay \$35.00 per pay period for employee only coverage; \$45.00 per pay period for two-person coverage; or \$55.00 per pay period for family coverage. Employee premium contributions shall be calculated based on 26 pay periods.

c. The Network (HMO) plan design shall be described in Appendix E of this Agreement. The calendar deductible and co-payments for the Network (HMO) plan shall be amended to include the following:

1. Calendar Year Deductible, Individual/2 Person/Family: \$2,000/\$4,000/\$6,000
2. Office Visit Copays: \$20.00 per visit
3. Specialist Office Visit Copays: \$30.00 per visit
4. Urgent Care Visit Copay: \$50.00 per occurrence *
5. Emergency Room Visit Copay: \$100.00 per occurrence*
6. Deductible Services: Covered in Full after Deductible

*Co-payments associated with urgent care and emergency room services shall be waived if the Person for whom the service is provided is admitted.

d. The CCSNH shall establish a reimbursement arrangement for the purpose of funding 100% of the costs associated with the calendar year deductibles of the Network (HMO) plan.

e. Prescription Drugs – The prescription drug plan shall be described in Appendix E of this Agreement. The prescription co-payments shall be amended effective May 1, 2012 to include the following:

1. Prescription Co-payments:

- a. Rx Retail Co-payments - \$10 for each generic medication/\$25 for each preferred brand name medication/\$40 for each non-preferred brand name medication.

b. Mail Order Co-Payments (90 day supply) - \$5 for each generic medication/\$40 for each preferred brand medication/\$70 for each non-preferred brand name medication.

2. Maximum Calendar Year Out of Pocket Maximum:

\$750 per individual/\$1500 per family

17.2.2 Dental Insurance: The CCSNH shall make available to full-time covered employees and their dependents a dental benefit plan. The Association acknowledges that the Dental plan provider shall be chosen by the CCSNH. The level of benefits, cost sharing, and CCSNH contributions of the Dental plan shall be in accordance with the following provisions. The Dental plan design shall be described in Appendix D of this Agreement.

a. Effective with the pay period beginning May 4, 2012, all full-time covered employees who subscribe to the dental plan shall pay \$1.00 per pay period for 26 pay period.

17.2.3 Medical Insurance Buy-Out Program: Effective May 1, 2012, the CCSNH shall offer an annual financial incentive, in the form of a cash payment, to full-time covered employees who elect to provide health insurance for themselves and their eligible dependents through another source. The CCSNH reserves the right to discontinue or modify this program for future calendar years.

a. A full-time covered employee, who qualifies for the CCSNH medical insurance Program may participate in the health insurance buy-out program provided he/she has health insurance coverage from another (non- CCSNH) source that is verified by documentation acceptable to the CCSNH.

b. Eligible employees shall receive payments in accordance with the following buy-out payment schedule for the plan and type of coverage (single, 2 person, or family) that the employee is eligible to enroll in for the plan calendar year. Verification of dependents may be required to determine coverage eligibility.

Single (Employee Only) - \$1800.00

Two Person - \$2700.00

Family - \$3,600.00

c. Payments for the medical insurance buy-out shall be paid bi-weekly in an employee's payroll check throughout the plan year and shall be subject to tax laws of the Internal Revenue Service as they apply to taxable fringe benefits. Such payments shall not be subject to retirement contributions.

d. A full-time covered employee must enroll in the medical insurance buy-out program each calendar year in accordance with the policies and procedures set forth by the CCSNH.

17.2.4 Long Term Disability Benefits:

a. Effective January 1, 2011, full-time covered employees shall be provided with long term disability insurance coverage for all full-time covered employees, the cost of which shall be fully paid by the CCSNH. It is agreed by the parties that the CCSNH shall have the sole right to select the provider for long term disability benefit coverage. The long term disability benefits shall be as follows:

Benefit Schedule:	60% of monthly earnings
Maximum Monthly Benefit:	\$6,000.00
Waiting Period:	180 calendar days (6 months)

17.2.5 Basic Life and Accidental Death and Dismemberment Benefits:

a. Effective January 1, 2011 full-time covered employees shall be provided with basic life and accidental death and dismemberment insurance benefit equal to one times the employee's basic annual earnings, but no less than a \$25,000 minimum, the cost of which shall be fully paid for by the CCSNH. It is agreed by the parties that the CCSNH shall have the sole right to select the provider for life and accidental death and dismemberment benefit coverage.

17.2.6 Retirement Benefits: The CCSNH shall provide a defined benefit plan through the New Hampshire Retirement System. Such plan participation and administration shall be subject to the provisions of RSA 100-A and RSA 188-F, as amended.

17.2.7 Longevity: Any full-time covered employee who has completed ten years of continuous service shall be paid, in addition to his/her normal salary, the sum of \$300.00 annually and an additional \$300.00 for each additional five years of continuous service. An employee shall be eligible to receive this payment if his/her anniversary date is on or before December 1. The longevity payment shall be paid in the employee's first paycheck received in December. An employee who retires or terminates prior to December 1, but after his/her anniversary date, which is on or after December 2, will be entitled to the appropriate longevity payment upon retirement or termination. Longevity payment shall be made in a separate check from the regular payroll check.

17.2.8 Residence Directors: Residence directors are professional staff, who are required to live on the college campus during their assigned work period to be able to perform their assigned job duties. Based on this condition of employment the following provisions shall apply.

a. Residence directors assigned to a 12 month appointment shall reside in their assigned residence hall apartment on a year-round basis. Resident directors assigned to a ten (10) month appointment shall reside in their assigned residence hall apartment for a ten month (10) month period generally from mid-August to late-May. Residence directors may have their spouse or domestic partner, their dependent children, and a domestic pet (dog or cat) live with them in their assigned apartment. This live-in privilege is not extended to other family members, friends, or other persons. Residence directors are prohibited from charging anyone to live in their apartment.

b. Residence directors assigned to a ten (10) month appointment, who are continuing their employment with the College through the next academic year, may be permitted to reside in their assigned residence hall apartment during their non-working period. Such non-required lodging shall be subject to the terms and conditions set forth by the college and the tax laws of the Internal Revenue Services as they apply to taxable fringe benefits.

c. Residence directors shall be provided a meal plan that is available beginning the first day of classes for the fall semester and ending on the last day of classes in the spring semester, excluding those periods in which the cafeteria is not open due to holidays or college breaks.

17.3 *Compensation & Benefits Study*

17.3.1 The Labor Management Committee or a sub-committee thereof, as set forth in Article 5 of this Agreement, with equal Association and CCSNH representation, shall review and recommend a wage classification system for all covered positions. The committee shall prepare a comprehensive recommendation, including a classification system, and salary/hourly compensation levels for each classification to the full Labor Management Committee for review and revision, as appropriate. Such recommendation or other information shall be considered by the Parties during subsequent negotiations.

17.3.2 The Labor Management Committee, or a sub-committee thereof, as set forth in Article 5 of this Agreement, with equal Association and CCSNH representation, shall review and recommend health and dental insurance, retirement, and federally mandated benefit plans. Such review shall include the comparing and contrasting of available benefit plans, including but not limited to the benefit plans offered through the State and the USNH. The committee shall prepare a comprehensive recommendation to the full Labor Management Committee for review and revision, as appropriate. Such recommendations or other information shall be considered by the Parties during subsequent negotiations.

ARTICLE 18 OVERTIME

18.1 For purposes of this article a distinction between employee types, exempt and non-exempt, applies. Except as provided in Article 18.9, faculty and professional, administrative, and technical staff are salaried appointments, and are exempt under the Fair Labor Standards Act from overtime compensation. Operating staff are paid by the hour and are considered non-exempt under the Fair Labor Standards Act. Non-exempt positions are eligible for overtime compensation as defined within this Article. Furthermore, the provisions of this Article shall apply to both full and regular part-time covered employees.

18.2 Overtime is authorized work performed in excess of the basic work week as defined in Article 8.

18.2.1 **Work at a Higher Rate:** If a non-exempt employee is required to work overtime, overtime will be computed at the employee's straight rate unless the rate of the position assigned is higher, in which case the employee receives the higher rate.

18.2.2 **Work at a Lower Rate:** If a non-exempt employee is required to work overtime in a position with a lower rate of pay, the employee's overtime is computed at the employee's straight rate unless the employee volunteers for overtime work in a position at a lower rate of pay then the overtime is computed at the lower rate.

18.2.3 Notices: Management shall give as much notice as is practicable when overtime will be worked and shall inform the employee whether the overtime is voluntary or mandatory. The supervisor shall give at least four (4) hours notice to the employee(s) whenever possible for mandatory overtime.

18.3 Straight Time Rate: Where the basic workweek for non-exempt personnel is 37½ hours, the first 2½ hours of overtime will be compensated at the employee's straight rate of pay.

18.4 Time and One-Half Rate: Where the basic workweek is 37 ½ hours, overtime in excess of 2 ½ hours, and where the basic workweek is forty (40) hours, all overtime shall be compensated as follows:

18.4.1 Non-exempt employees shall be entitled to overtime pay at the rate of time and one half. Shift differentials shall also be included where appropriate.

18.4.2 All hours that an employee is on pay status will constitute "time worked" for the purpose of determining the workweek required to establish eligibility for overtime compensation.

18.4.3 There shall be no pyramiding or duplication of compensation by reason of overtime or holiday or other premium pay provisions of this Agreement.

18.4.4 A non-exempt employee who works an alternative or flexible work schedule shall be compensated for overtime after 40.0 hours of actual work in any workweek.

18.5 Compensatory Time: When authorized, payment for overtime is subject to the availability of appropriate funding. Whenever funds are not available, non-exempt employees who work authorized overtime shall receive compensatory time off at the rates specified in 18.3 and 18.4 above.

18.5.1 A non-exempt employee may not accrue compensatory time in an amount which exceeds the number of hours in that employee's basic workweek. If a non-exempt employee is required to work overtime beyond the limits set forth herein, the employee shall receive compensation for such overtime work.

18.5.2 Accrued compensatory time must be taken within one year from the date the compensatory time is earned. The employee shall utilize accrued and unused compensatory time prior to the use of other types of accrued and unused leave for pre-approved absences. Management shall grant the use of compensatory time off at a mutually agreeable time within the said year or the CCSNH shall make payment for the compensatory time.

18.5.3 When an employee is paid for compensatory time it shall be at the employee's rate of pay at the time of payment.

18.5.4 When overtime funds are available in any pay period, non-exempt employees who work authorized overtime shall have first refusal on the available funds to compensate for that overtime.

18.6 All overtime assignments are to be administered in accordance with the following provisions:

18.6.1 Overtime assignments are voluntary unless the number of volunteers is not sufficient to carry out the orderly transaction of business, in which case, the CCSNH may exercise its discretion to mandate such overtime assignments.

18.6.2 Overtime assignments, to the extent possible, shall be distributed equally among qualified non-exempt employees who customarily perform the kind of work required with preference given to those employees currently assigned to the work section in which the overtime is to be worked.

18.6.3 A non-exempt employee shall not be relieved of duty during the regular shift hours in his/her basic workweek in order to compensate for or offset overtime hours worked, unless: (1) he/she agrees to be relieved of duty; (2) it is in the interest of the employee, the CCSNH, or the general public to relieve the employee of duty for reason of health or safety.

18.7 *Return to Work*

18.7.1 **Call Back:** Full-time non-exempt employees called back to work without prior notice on the same day after once leaving work or before the next regular starting time, shall be compensated at one and one half time the hourly rate for the hours worked and shall be guaranteed a minimum of not less than three (3) hours of premium pay. Non-exempt employees who are called back to work again, but within a three (3) hour minimum premium pay period as provided above, shall not be entitled to an additional minimum of three (3) hours of premium pay. Call back hours shall not be considered a part of the basic workweek for overtime purposes.

18.7.2 Full-time non-exempt employees called back to work pursuant to 18.7.1 above shall have the "hours worked" computed from portal to portal.

18.7.3 **On-Call:** A full-time non-exempt employee, who is subject to being recalled to work, shall receive one (1) hour of pay for every four (4) hours on On-Call status. The employee shall be notified of when he/she is expected to be on On-Call status. The employee does not waive the right to minimum time allowed or the portal to portal pay.

18.7.4 **Standby:** A full-time non-exempt employee who is required by the CCSNH to be available for immediate return to duty, under conditions which do not allow the employee reasonable use of the time waiting to be called back to duty for his or her own purposes, shall be deemed to be in Standby status. Time in Standby status shall be considered time worked for regular compensation and overtime compensation purposes.

18.8 The CCSNH will endeavor to ensure payment for overtime work at the time the employee usually receives his/her paycheck for the period within which the overtime work was performed.

18.9 The Parties agree that it shall be the responsibility of the CCSNH Labor Management Committee to review, revise and determine which positions are exempt and non-exempt in the bargaining unit. The CCSNH Labor Management Committee shall, in making its determination, consider pertinent wage and hour law, equity, and the ability of employees to control their own work hours.

18.10 Professional, Administrative, and Technical Staff who are exempt from the wage and hour provisions of the FLSA do not receive additional compensation or time off from the CCSNH when they work more than their required hours in a work week. FLSA exempt employees are expected to work the hours needed to satisfactorily perform their duties. In exceptional circumstances, a PAT employee, who is exempt from the FLSA and whose duties require work in excess of their assigned work hours in a peak

work period, may, with the prior approval of their supervisor, be authorized for an adjusted work schedule that allows for a specified amount of time off from work without utilizing accrued leave time. However, such time off shall be taken within a period of two weeks after the peak work period in which the exempt employee work beyond his/her scheduled work hours.

ARTICLE 19 HOLIDAYS

19.1 All full-time covered employees shall be entitled to the calendar holidays listed below provided the employee is on a pay status on the employee's next regularly scheduled work day preceding and subsequent to the holiday. Holidays shall be compensated at seven and one-half (7 ½) hours for exempt/salaried personnel and non-exempt employees assigned to 37 ½ hours per week and at eight (8) hours for non-exempt employees assigned to a forty (40) hours per week.

19.2 All part-time covered employees shall be entitled to the calendar holidays listed below provided the employee is on a pay status on the employee's next regularly scheduled work day preceding and subsequent to the holiday. Holiday pay shall be calculated at the employee's regular straight rate of pay for the number of hours that the employee regularly works on the day in which the holiday falls, or based on one-fifth of the number of hours the employee regularly works per week, rounded off to the nearest quarter hour, whichever is greater. Holiday pay for part-time covered employees shall be limited to seven and one-half (7 ½) hours for those employees whose class title (classification) is compensated on the basis of a 37 ½ hour work week or eight (8) hours for those employees whose class title (classification) is compensated on the basis of a 40 hour work week.

19.3 The recognized calendar holidays are:

New Years Day	Labor Day
Martin Luther King Jr./Civil Rights Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

19.4 When a calendar holiday falls on a Saturday, the holiday shall be designated on the previous Friday and when the calendar holiday falls on a Sunday, the holiday shall be designated on the following Monday.

19.5 A full-time covered employee who works other than a Monday through Friday schedule and who is not scheduled to work on a calendar holiday shall be given at the discretion of management either: (1) another scheduled workday off with pay or (2) an additional day of pay at his/her regular, if funds are available.

19.6 When a non-exempt covered employee works on a calendar holiday, he/she shall receive payment for the holiday at his/her regular rate of pay and in addition, be paid at the rate of time and one half for hours actually worked on the holiday.

19.7 The holiday compensation for those employees on flexible or alternative work schedules shall be limited to seven and one-half (7 ½) hours for non-exempt employees assigned to 37 ½ hours per week and at eight (8) hours for forty (40) hour per week employees.

**ARTICLE 20
PERSONAL LEAVE**

20.1 *Fiscal Year Personal Days*

20.1.1 Effective June 30, 2011 all full-time covered employees shall be authorized four (4) fiscal year (FY) personal days. Employees shall accrue two (2) fiscal year personal day on July 1 and two (2) fiscal year personal day on January 1 of each fiscal year.

20.1.2 Fiscal Year (FY) personal days accrued under 20.1.1 above must be requested in whole days and used within the fiscal year (July 1 – June 30) in which they were earned. Unused fiscal year personal days shall lapse.

20.1.3 For the purpose of reporting in accordance with the current CCSNH payroll system, Fiscal Year (FY) personal days accrued under 20.1.1 above shall appear as 7.5 hours for exempt/salaried personnel and non-exempt employees assigned to 37 1/2 hours per week and at eight (8) hours for non-exempt employees assigned to a forty (40) hours per week.

20.2 *Personal Leave*

20.2.1 Effective June 30, 2011 all full-time covered employees shall be entitled to use five (5) days of personal leave per fiscal year (July 1 – June 30) to be deducted from accrued sick leave. Such personal leave shall be noncumulative.

20.3 Employee utilization of fiscal year personal days and personal leave granted under this provision shall be requested in advance through a properly executed application for leave. The parties agree that such personal leave shall be granted at mutually agreeable times and CCSNH management agrees not to unreasonably deny such requests.

20.4 CCSNH management reserves the right to approve requests for fiscal year personal days and personal leave without advance notice due to unforeseen circumstances. Verification of such circumstances may be required by management.

**ARTICLE 21
ANNUAL LEAVE**

21.1 All full-time year round (12 month) covered employees shall be entitled to annual leave with full pay based on the formula given below. Each employee's entitlement shall be computed at the first of the month following each completed month of service. Annual leave shall be cumulative for not more than the prescribed days and shall not lapse.

Continuous Years Worked	Days accrued per Month	Year	Maximum Accrual
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0 thru 1	1	12	12
2 thru 8	1-1/4	15	32 days
9 thru 15	1-1/2	18	38 days
16 thru 20	1-3/4	21	44 days
21 plus	2	24	50 days

21.2 For the purpose of reporting in accordance with the current CCSNH payroll system and utilization, annual leave shall be converted to hours. The annual leave accrual rates as established above shall be calculated as follows:

21.2.1 For exempt/salaried personnel and hourly employees assigned to 37 ½ hours per week the accrual rates shall be: 1 day = 7.5 hours; 1 ¼ days = 9 hours, 23 minutes; 1 ½ days = 11 hours, 15 minutes; and 1 ¾ days = 13 hours, 8 minutes.

21.2.2 For hourly employees assigned to 40.0 hours per week the accrual rates shall be: 1 day = 8.0 hours; 1 ¼ days = 10 hours; 1 ½ days = 12 hours; and 1 ¾ days = 14 hours.

21.3 A full-time year round covered employee who has had a break in CCSNH service shall be credited with prior periods of full-time CCSNH employment for leave accrual purposes if that employee's current period of full-time CCSNH employment has been three (3) or more continuous years in duration. Only prior periods of full-time CCSNH employment of two (2) or more consecutive years in duration shall be eligible for crediting.

21.4 *Granting of Annual Leave*

21.4.1 Requests for the utilization of annual leave granted under this provision shall be initiated by the employee through a properly executed application for leave. Such requests shall be submitted in advance for CCSNH approval.

21.4.2 Full-time non-exempt (hourly) covered employees shall utilize annual leave in increments of fifteen (15) minutes or more for partial day absences. Full-time exempt (salaried) covered employees shall utilize annual leave in increments of one (1) hour or more for partial day absences; an absence less than one (1) hour does not require the utilization of accrued annual leave. Annual leave for a full day absence shall be utilized at 7.5 hours or 8.0 hours as determined by the classification and work schedule of the position. The parties agree that such annual leave shall be granted at mutually agreeable times and CCSNH agrees not to unreasonably deny leave requests.

21.4.3 To the extent possible, every employee will be afforded the opportunity to take two (2) consecutive weeks of accumulated annual leave at least once per calendar year. CCSNH may direct employees to take at least one full calendar week of annual leave in a calendar year.

21.4.4 CCSNH reserves the right to approve requests for annual leave without advance notice due to unforeseen circumstances. Verification of such circumstances may be required by management.

21.4.5 Should a conflict arise between two or more employees requesting the same period of time, CCSNH shall, provided all other things are equal, use CCSNH longevity as the method of resolving the conflict.

21.4.6 Once an employee's annual leave has been approved, his/her leave shall not be canceled or modified for any reason, except with mutual agreement, or in the case of an emergency as defined in Article 3 of this Agreement.

21.5 In the event that an employee is to be on annual leave for not less than two (2) calendar weeks, the employee, upon a written request made at least two (2) weeks prior to his/her last work day, shall be afforded the opportunity to have his/her next regularly scheduled pay check forwarded in accordance with his/her wishes.

21.6 *Payment of Annual Leave*

21.6.1 A probationary employee while accruing annual leave during his/her probationary period, shall be entitled to accrue and utilize such leave as earned with appropriate approval pursuant to this Article. No payment of accrued but unused annual leave will be made upon separation from employment within the probationary period.

21.6.2 A covered employee, who resigns, retires, or is dismissed shall receive a sum equal to the number of days of annual leave remaining to his/her credit, provided that any or all amounts may be applied to offset any amounts owed to the CCSNH by the employee. In the event of death of a covered employee, a sum equal to the number of days of annual leave remaining shall be paid to his/her estate.

21.7 *Paid Annual Leave for Part-Time Employees*

21.7.1 Employees working on a part-time basis shall not be eligible to accrue annual leave.

21.7.2 At each anniversary date of employment, a part-time employee shall be eligible for an annual leave payment provided that employee's total working time during the preceding year is the equivalent of six (6) months full-time employment or more. For the purposes of this section, six (6) months of full-time employment shall be equivalent to the following:

- a. 975 hours of work within an anniversary year for employees in positions which are compensated on a 37 ½ hour per week work schedule; and
- b. 1040 hours of work within an anniversary year for employees in positions which are compensated on a 40 hour per week work schedule.

21.7.3 For the purposes of this section, part-time employees shall be paid for annual leave based on the number of hours worked during the preceding year and years of employment with the CCSNH in accordance with the following schedule. Twelve (12) consecutive months from the anniversary date of employment shall equal one year of service. A day shall be calculated as set forth in 21.2.1 and 21.2.2 above.

Continuous Years Worked	Rate Earned Per Hour	Maximum Days Paid Per Year
0 thru 1	.0461	12 days

2 thru 8	.0577	15 days
9 thru 15	.0692	18 days
16 thru 20	.0807	21 days
21 +	.0923	24 days

21.7.4 A part-time employee shall not be eligible for any annual leave payment if the employee separates from employment prior to the anniversary date or accepts full-time employment prior to the anniversary date.

**ARTICLE 22
SICK LEAVE**

22.1 The purpose of sick leave is to afford employees protection against lost income from absences due to illness or injury and, in particular, long-term disability due to catastrophic illness or injury. Sick leave is not intended to supplement other leave provisions of this Agreement and is intended to be used only for the purpose set forth herein.

22.2 Full-time year round (12 month) covered employees in the bargaining unit shall be entitled to accrue sick leave on a monthly basis throughout the work year. Full-time 10 month employees in the bargaining unit shall accrue sick leave on a monthly basis for time actually worked. Sick leave shall be accrued in accordance with the following formula and shall be computed at the first of the month following each completed month of service. For purpose of utilization, sick leave shall be counted as hours.

Continuous Years Worked	Days Accrued per Month	Days Accrued per Year	Maximum Accrual
0 thru 8	1 ¼	15	90 days
9 thru 15	1 ¼	15	105 days
16 plus	1 ¼	15	120 days

22.3 For the purpose of reporting in accordance with the current CCSNH payroll system and utilization, sick leave shall be converted to hours. The sick leave accrual rates as established above shall be calculated as follows:

22.3.1 For exempt/salaried employees and non-exempt/hourly employees assigned to 37 ½ hours per week, 1 ¼ days equals 9 hours, 23 minutes.

22.3.2 For non-exempt/hourly employees assigned to 40.0 hours per week, 1 1/4 days equals 10 hours.

22.4 Use of Sick Leave: An employee may utilize his/her sick leave, allowance for absences due to illness, injury, or exposure to contagious diseases endangering the health of other employees when requested by the attending physician; medical and dental appointments with prior approval; care to an ill or injured family member; personal leave in accordance with Article 20.2 of the Agreement; or death in the employee's family. Full-time non-exempt (hourly) covered employees shall utilize sick leave in increments of fifteen (15) minutes or more for partial day absences. Full-time exempt (salaried) covered employees shall utilize sick leave in increments of one (1) hour or more for partial day absences; an

absence of less one (1) hour does not require the utilization of accrued sick leave. Sick leave for a full day absence shall be utilized at 7.5 hours or 8.0 hours as determined by the classification and work schedule of the position. Use of accrued sick leave shall be deducted from his/her allowance on the basis of work days and not calendar days. The CCSNH may place a covered employee on sick leave when, in the opinion of management, the employee appears to be of such physical condition so as to prohibit the employee from fulfilling his/her assigned duties.

22.4.1 *Sick Leave to Provide Care to a Family Member*

- a. An employee may utilize up to seven (7) days of sick leave per fiscal year for the purpose of providing care to an ill or injured family member who is “incapable of self-care” within the meaning of the Family and Medical Leave Act (FMLA), or to accompany such person(s) to healthcare provider visits.
- b. In addition to the seven (7) days authorized in 22.4.1 (a) above, an employee may utilize up to fifteen (15) days of sick leave per fiscal year for the purpose of providing care to an ill or injured family member who has an FMLA qualified illness or injury and is “incapable of self-care” within the meaning of the FMLA. This leave shall be counted as part of the employee’s FMLA leave entitlement.
- c. An employee may utilize up to twelve weeks of non-intermittent sick leave for the birth of their child or the adoption of a child. The leave, if taken, shall be taken immediately following the birth or adoption and shall be counted as part of the employee’s Family Medical Leave Act (FMLA) entitlement.

22.4.2 *Bereavement Leave:* An employee may utilize up to five (5) days of sick leave for a death in the employee’s family.

22.4.3 For the purpose of administering 22.4.1 and 22.4.2 above, family shall be defined as: wife, husband, same sex domestic partner, children, the minor or dependent children of the same sex domestic partner, mother-in-law, father-in-law, parents, step-parents, step-children, step-brother, step-sister, foster child, grandparents, grandchildren, brothers, sisters, legal guardian, daughter-in-law, and son-in-law. This definition may be expanded to include other persons at the discretion of a requesting employee’s supervisor on a case by case basis. If the supervisor agrees to expand, the number of days granted, up to five (5) days, shall also be at the discretion of the supervisor.

22.5 *Sick Leave for Maternity Purposes*

22.5.1 Disability due to maternity shall be an appropriate use of sick leave during the period of time that the employee is medically unable to work.

22.5.2 Employees applying for sick leave relating to pregnancy shall comply with the same application and medical documentation requirements as employees who apply for sick leave due to other health-related disabilities.

22.6 *Family and Medical Leave Act*

22.6.1 Eligibility for benefits in accordance with the Family and Medical Leave Act of 1993, as amended (FMLA) shall be provided in accordance with applicable statutes and shall be subject to applicable CCSNH policies.

22.6.2 The FMLA provides eligible employees up to twelve (12) weeks of unpaid and/or paid leave charged to leave balances for certain personal and family medical reasons. The FMLA allows for an eligible employee to be absent from work for up to 12 weeks in a 12 month period due to his/her own serious health condition; the birth of a child or the placement with the employee of a child for adoption or foster care; the need to care for a family member (child, spouse, or parent) with a serious health condition; or for a military qualifying exigency. The FMLA allows an eligible employee to be absent from work for up to twenty-six (26) weeks to care for a covered service member with a serious injury or illness during a single 12 month period.

22.6.3 Covered employees should contact the CCSNH Human Resources Office for more detailed information regarding the Family and Medical Leave Act and to discuss individual situations.

22.7 *Application for Use of Sick Leave*

22.7.1 For an unscheduled absence, notification of absences shall be given on the first (1st) day of absence, prior to the start of the employee's work day. For scheduled absences, notification shall be given as early as possible.

22.7.2 To utilize his/her sick leave allowance, the employee must file a written application for leave with his/her supervisor specifying that the basis of the request is:

“illness”,
“injury”,
“serious health condition as defined by the FMLA”,
“dependent care”,
“medical/dental appointment”,
“personal leave”,
“bereavement” or
“donated to name of employee”

22.7.3 When an employee returns to work from an unscheduled absence due to an allowable use of sick leave s/he must file a written application for leave with his/her supervisor.

22.7.4 An employee may be required to furnish management with a certificate from the attending physician or other licensed health care practitioner when, for reasonable cause, management believes that the employee's use of sick leave does not conform to the reasons and requirements for sick leave use set forth in this Agreement. Such certificate shall contain a statement that, in the practitioner's professional judgment, sick leave is necessary. In addition, the CCSNH may, at its expense, have an independent physician examine one of his/her employees who, in the opinion of management, may not be entitled to sick leave. The time related to such examination shall not be charged to the employee's leave.

22.8 *Payment Upon Separation*

22.8.1 Upon resignation or dismissal, the amount of sick leave remaining to a covered employee's credit shall lapse.

22.8.2 In the event of death of a covered employee while in service with the CCSNH, a sum equal to the number of days of sick leave remaining shall be paid to the employee's estate.

22.8.3 Upon retirement under the provision of RSA 100-A:5 and RSA 100-A only, or upon eligibility under RSA 100-A:5 but electing to receive a lump sum payment in lieu of an annuity, a covered employee shall receive payment in a sum equal to 50% of the number of sick leave days remaining to the employees credit. However, the total number of days eligible for payment shall not exceed sixty (60) days.

22.8.4 Upon retirement under RSA 100-A:5 or 6 or separation due to retrenchment, an employee shall receive payment in a sum equal to 50% of the number of sick leave days remaining to the employees credit. However, the total number of days eligible for payment shall not exceed sixty (60) days.

22.9 Whenever a former employee, who has been separated from the CCSNH due to a reduction in force is reinstated within the recall period pursuant to Article 15 of the Agreement, the previously accumulated and uncompensated sick leave pursuant to 22.8.4 above, the balance of his/her sick leave allowance shall be reinstated and placed to his/her credit.

22.10 A full-time covered employee who has had a break in CCSNH service shall be credited with prior periods of full-time CCSNH employment for leave accrual purposes if that employee's current period of full-time CCSNH employment has been three (3) or more continuous years in duration. Only prior periods of full-time CCSNH employment of two (2) or more consecutive years in duration shall be eligible for crediting.

22.11 Shared Sick Leave: Under the shared sick leave program, full-time covered employees may voluntarily donate unused sick leave to eligible full-time covered employees who have been granted unpaid leave of absences due to a serious illness or injury for which there is no paid leave benefits or salary replacement income or benefits available. Shared leave cannot be used for common, minor, or chronic medical conditions, a job-related illness or injury that is covered by workers compensation, or for a health condition in which the employee is receiving disability benefits.

22.11.1 A full-time covered employee is eligible to receive sick leave donations provided he/she has completed one year of service, has exhausted all forms of paid leave prior to receiving the additional sick leave, and is on an approved unpaid leave of absence due to a serious health condition qualified under the Family Medical Leave Act of 1993 (FMLA). Paid leave includes sick leave, annual leave, fiscal year personal days, and compensatory time.

22.11.2 A full-time covered employee is eligible to donate sick leave provided he/she has completed one year of service. Leave donations may be made in full-day increments only. Sick leave donations on behalf of eligible employees shall not be authorized until solicited. Solicitation may not take place until after an approval has been issued by the CCSNH Labor Management Committee or a LMC sub-committee thereof. Each donation must be directed to a specified recipient.

22.11.3 To receive donated sick leave a full-time covered employee must meet the criteria set forth in 22.11.1 above and complete an application for donated sick leave, which shall include the amount of leave requested, the reason(s) for the request, and medical certification of the need. The completed application shall be forwarded to the CCSNH Director of Human Resources.

22.11.4 Requests for donated sick leave shall be reviewed by the CCSNH Labor Management or LMC sub-committee thereof, who shall approve or deny the request. Upon approval the Committee shall determine the amount of donated sick leave to be granted. The maximum amount of donated sick leave that an employee may receive is 120 days for each qualifying event. Nothing shall prohibit additional requests for separate qualifying events under Article 22.11.1.

22.11.5 Donated sick leave may be used on an intermittent basis for a gradual return to work as recommended by the employee's medical provider and authorized by the CCSNH or for medical appointments related to the serious health condition for which the donated leave was granted. Upon return to work any unused donated sick leave shall remain as part of the recipient's sick leave balance.

22.11.6 Eligibility for shared sick leave ends either when an employee returns to full-time work, a medical condition improves to the point where it no longer qualifies for donated leave; the employee qualifies for long-term disability benefits pursuant to Article 17.2.3 of this Agreement; or the employee separates from employment. Donated sick leave remaining to the employee's credit at the time of employment separation, retirement, or death shall lapse.

22.11.7 The decision of the CCSNH Labor Management Committee administering the shared sick leave program shall be final and binding. If a request is not approved, no further action shall be taken by the parties or by the requesting employee.

ARTICLE 23

LEAVE OF ABSENCES WITHOUT PAY

23.1 Leave of absences without pay may be granted at the discretion of the CCSNH for appropriate reasons for a period of up to one (1) year for full-time covered employees. A leave of absence without pay shall not exceed (1) year, unless otherwise provided by law.

23.2 Leave of absences without pay due to sickness shall not be granted until all of the full-time covered employee's accumulated sick leave, annual leave, personal days, and/or compensatory time has been exhausted.

23.3 No annual leave, sick leave, or personal days shall be accumulated during a leave of absence without pay and the full-time employee's increment, leave progression, and seniority dates may be adjusted based on the total number of calendar days without pay. The continuation of health, dental, retirement and other voluntary benefits shall be processed in accordance with federal laws, the provisions of this Agreement, and/or human resources policies and procedures.

23.4 Notwithstanding the provision of 23.3 above, a full-time covered employee who requests and is approved for a leave of absence without pay that is unrelated to sickness shall not be required to utilize and exhaust his/her annual leave prior to being granted such leave of absence.

23.5 An employee who fails to return to work from an approved leave of absence when scheduled shall be considered to have voluntarily terminated his/her employment with the CCSNH.

ARTICLE 24 MILITARY LEAVE

24.1 The CCSNH will comply with all federal law governing military service, including military leaves of absences, as required by the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA, 38 U.S.C., Sections 4301- 4334) and any other pertinent legislation.

24.2 Any full-time covered employee who is a member of the National Guard or of a reserve component of the armed forces of the United States shall be entitled to military leave when such duty is in conflict with the employee's regular work schedule. The employee, regardless of funding source, shall be entitled to fifteen (15) days of paid military leave per training year to engage in temporary active duty when such duty is in conflict with the employee's work schedule.

24.3 Any full-time covered employee, who is required to engage in active military duty and whose military leave has been exhausted for that training year, may request the utilization of accrued annual leave, personal days, compensatory time, or leave without pay, the approval of which shall not be unreasonably withheld.

24.4 Any full-time covered employee who is in an active military status and who is in a without pay status, shall not be entitled to accrue any form of leave.

24.5 In time of armed conflict, members of the National Guard or Armed Forces Reserves, who are assigned duties related to notification of next of kin, ceremonial or funeral details shall be released from their regular duties without loss of leave or pay. Such employees shall provide their supervisor with notice as soon as possible as to the date and expected duration of such assignments.

ARTICLE 25 CIVIL LEAVE/JURY DUTY

25.1 Any covered employee shall be granted civil leave without loss of pay or accrued leave when performing jury duty or when subpoenaed to appear before a court, public body, or administrative tribunal. Such civil leave shall only be granted when the time period of service coincides with the employee's regular work schedule. A covered employee shall report to work when not impaneled for actual service or s/he is on call.

25.2 Employees working a shift immediately prior to or after a period of time for which civil leave is granted shall not be denied the utilization of accumulated annual, personal days, or compensatory time for that shift.

25.3 An employee on civil leave shall surrender to the CCSNH any fees received for such activity, less mileage reimbursement for use of the employee's own vehicle, provided the employee is being paid by CCSNH for such time involved in the activity as defined in 25.1 above.

25.4 Under normal circumstances, the CCSNH will not request that a covered employee seek a jury duty deferment. However, should the release of an employee create an undue hardship for the employing

institution, management may request that the employee provide information to the designated court for deferral consideration.

ARTICLE 26

EDUCATIONAL LEAVE

The CCSNH encourages participation in educational programs that develop and advance an employee's job-related skills and knowledge, enhance job performance, or prepare the employee for advancement in CCSNH employment. Educational leave with or without pay may be granted, at the discretion of the CCSNH, for the purpose of allowing employees time to further their education through an approved full-time course of study or comparable professional development activity directly related to their work or that of the Community College System. Such leaves shall be available as a matter of privilege rather than a right.

26.1 *Educational Leave Without Pay*

26.1.1 A full-time covered employee who has completed two (2) years of continuous employment and has satisfactory job performance in his/her current position is eligible to apply for an educational leave without pay. Such application shall be made in accordance with CCSNH policies and procedures. Approval of educational leave without pay shall not be unreasonably denied.

26.1.2 An educational leave without pay shall not be granted for more than 12 consecutive months and shall be granted only at a time when it will not disrupt the operations or teaching programs of the Community College System or its colleges.

26.1.3 During an approved educational leave without pay no annual leave, sick leave, or personal days shall be accumulated and the employee's increment, leave progression, and seniority dates shall be adjusted based on the total number of calendar days without pay. The continuation of health, dental, retirement, and other voluntary benefits shall be processed in accordance with federal laws, the provisions of this Agreement, and human resources policies and procedures.

26.2 *Educational Leave With Pay*

26.2.1 A full-time covered employee who has completed six (6) years of continuous employment at the CCSNH and has satisfactory job performance in his/her current position is eligible to apply for an educational leave with pay. Such application shall be made in accordance with CCSNH policies and procedures. Approval of an educational leave with pay shall not be unreasonably denied.

26.2.2 An eligible employee may be granted full-time educational leave not to exceed six (6) months at half pay after six (6) years of service with the CCSNH. An eligible employee with ten (10) years or more service with the CCSNH, may be granted full-time leave not to exceed one (1) year (12 months) at half pay.

26.2.3 An educational leave with pay will not be granted for more than 12 consecutive months and shall be granted only at a time when it will not disrupt the operations or teaching programs of the Community College System or its colleges.

26.2.4 During an approved educational leave with pay, the employee will shall receive his/her increment and longevity benefits, but is not entitled to accumulate annual or sick leave. The employee's health, dental, and other insurance benefits will be continued in the normal manner.

Those benefits which are salary dependent (i.e. retirement deductions) shall continue at the employee's normal percentage rate on the salary being paid during the leave time.

26.3 *Limitations*

26.3.1 The beginning and ending of an educational leave for a full-time covered employee shall be scheduled at times reasonable and convenient to the employee's department or work unit.

26.3.2 The CCSNH reserves the right to limit educational leaves due financial, programming, operational and/or staffing considerations.

ARTICLE 27
OTHER LEAVE & VOLUNTEER EMERGENCY SERVICE

27.1 *Blood Donations and Bone Marrow Registry Testing:* Full-time or regularly scheduled part-time employees shall not be unreasonably denied time off without loss of pay or leave for the purpose of making blood donations or undergoing bone marrow registry testing.

27.2 *Employee Assistance Program:* Full-time or regularly scheduled part-time employees may be granted up to three (3) hours of paid administrative leave per fiscal year for the purpose of attending appointments with a representative from the CCSNH recognized Employees Assistance Program (EAP). The use of such leave must be coordinated with the employee's supervisor prior to leaving the workplace to attend an EAP meeting.

27.3 *Volunteer Emergency Service:* A full-time employee who serves as a volunteer fire fighter, licensed ambulance attendant, emergency medical technician, or licensed rescue squad attendant and who is called from work, delayed in reporting to work, or absent from work due to emergency service shall be granted the use of annual leave, personal days, and/or accrued compensatory time to cover the period of such absence. An employee shall notify his/her immediate supervisor of such emergency service and of his/her need to be absent from work as soon as practical. The performance of said duties may be verified by management.

ARTICLE 28
INSTITUTIONAL CLOSURE

28.1 As a condition of employment, all employees of the CCSNH are expected to work at their assigned times and schedules regardless of weather conditions or other circumstances. A CCSNH institution may close due to an emergency or extreme weather condition, when it is determined that the health or safety of employees would be placed at risk or that conditions or events prevent the performance of regular operations, services, or programs. At such times an institutional closure may be declared and authorized by the Chancellor, the College President for his/her institution, or the appointed designee. The cancellation of classes for students by itself does not constitute "an institutional closure."

28.2 *Personnel Designations and Treatment of Absences*

28.2.1 Each CCSNH institution shall be responsible for designating essential personnel and communicating that designation to such personnel at the time of an official institutional closure. Essential personnel shall be required to report to work as scheduled. Essential personnel classified as non-exempt shall receive premium compensation at the rate of time and one-half for their scheduled work hours. Such premium pay shall not be cumulative to overtime wages that may otherwise be owed. Essential personnel classified as exempt shall receive their regular rate of pay/salary for time worked.

28.2.2 All other personnel who are not required to report to work or remain at work because of an official institutional closure shall be considered absent with pay and such absences will not be charged to any accrued leave or compensatory time for the designated time period of the institutional closure. Employees who do not report to work before an institutional closure is declared, shall be required to utilize accrued leave time for the time not covered by the institutional closure.

28.2.3 Covered employees who are not directly affected by the conditions warranting the institutional closure or who are not scheduled to work during such times, shall not accrue any right to, and shall not be compensated in any manner for, any absence that may be authorized for those covered employees directly affected.

28.3 In cases when operations are not delayed or closed, covered employees who are unable to report to work due to weather conditions shall be entitled to utilize accrued annual leave, personal days, or compensatory time. Under such circumstances, employees shall report said absences in accordance with their institution's policy for reporting absences. At the discretion of management, employees may be permitted to make up missed work time within the designated pay week.

ARTICLE 29 UNIFORMS AND EQUIPMENT

29.1 The CCSNH retains the right to establish standards for uniform wear. Uniforms are attire required and selected by the CCSNH to be worn in the performance of assigned duties. Uniform clothing as defined in this section shall be administered in accordance with CCSNH policies and procedures.

29.1.1 Each college and the system office, as applicable, shall provide maintenance, security, and food service personnel required to wear uniforms with up to five (5) sets of uniforms each fiscal year, as determined based on the employee's assigned work schedule or need due to the condition of previously issued clothing. The care and cleaning of assigned uniforms shall be the employee's responsibility. Uniform clothing damaged due to a job related activity or through normal wear and tear will be replaced at no cost to the covered employee.

29.1.2 Each college and the system office, as applicable, shall provide maintenance and security personnel who are required to work outdoors with a winter jacket, hat, and/or gloves. The care and cleaning of such outerwear shall be the employee's responsibility. The designated college or system office shall replace the winter jacket, if there is a demonstrated need for replacement. Outerwear damaged due to a job related activity or through normal wear and tear will be repaired or replaced at no cost to the covered employee.

29.1.3 Each college and the system office, as applicable, shall make available rain gear for on-the-job use by maintenance and security personnel who are required to work outdoors during such periods of inclement weather. The amount of rain gear available for such personnel shall be determined by the designated college or system office. Such rain gear shall be stored at the worksite and shall be maintained by the institution.

29.1.4 The CCSNH shall provide an allowance in the amount of \$100.00 to a covered employee whose individual Personal Protective Equipment (PPE) Assessment indicates a need for safety footwear pursuant to current occupational safety and health standards. An additional allowance shall be paid only when the footwear is damaged due to a job related activity or through normal wear and tear. The CCSNH retains the right to determine the appropriate style of safety footwear and such footwear shall meet current standards for personal protective equipment.

29.2 The CCSNH shall issue or make available such protective clothing and equipment as deemed necessary to provide for the health and safety of employees.

29.3 The CCSNH shall incur all costs associated with the repair/replacement of equipment lost or damaged by an employee during the normal performance of his/her assigned job duties. The employee shall be assessed a charge for the repair or replacement of equipment lost or damaged due to the employee's willful behavior or gross negligence.

ARTICLE 30 ***PAYROLL INFORMATION***

30.1 All covered employees shall be paid on a bi-weekly basis in accordance with the designated CCSNH payroll calendar.

30.2 All covered employees shall be paid by direct deposit. For those covered employees who elect to opt out of direct deposit, a paper payroll check will be generated and mailed to the employee's designated work address for distribution. Such payroll checks will normally not be distributed to employees earlier than the designated payment date for the particular pay period.

30.3 Payroll detail information shall include a clear designation as to the amount and category, e.g., regular, overtime, or holiday pay, of compensation for which payment is being made.

30.4 Any applicable compensation for overtime and holidays shall be paid in conjunction with the covered employee's regular pay check for the pay period in which such work was performed.

30.5 Academic year faculty and ten (10) month professional, administrative, and technical staff shall be granted the option of receiving their earnings in twenty (20) bi-weekly payments or in twenty-six (26) bi-weekly payments. Payment elections must be made prior to the start of the work period and cannot be changed after the work period begins.

30.6 Payroll checks, payroll advice forms, and other such payroll documents shall be distributed in a manner that maintains the confidentiality of personal and payroll information. Maintenance of confidentiality shall not, however, be interpreted so as to hinder the normal functioning of the payroll system, or to limit access to personal and payroll information by employees whose job functions require such access.

ARTICLE 31
TRAVEL REIMBURSEMENT AND ADVANCES

31.1 Reimbursement for travel and meals shall conform to the terms of this Agreement and the policies and procedures established by the CCSNH. The CCSNH shall reimburse covered employees for reasonable and necessary expenses incurred due to authorized CCSNH travel. CCSNH agrees that it will not alter any travel or meal reimbursement amounts for covered employees without first consulting with the Association.

31.2 Employees who are on travel status are expected to exercise good judgment when incurring travel costs. All business travel must be pre-approved and prudently planned so that the best interests of the CCSNH are served at the most reasonable costs. The CCSNH shall provide reimbursement for business travel expenses only if such expenses are reasonable, properly authorized, appropriately documented, and within the guidelines of established financial and travel policies and procedures. No portion of costs associated with personal travel will be paid by the CCSNH.

31.3 The CCSNH agrees to reimburse covered employees for valid travel expenses within fifteen (15) working days of the date the employee submits to the CCSNH a properly completed and authorized travel expense form along with itemized receipts. The CCSNH agrees to treat travel reimbursement requests with the same priority as payroll.

31.4 *Mileage Reimbursement*

31.4.1 The CCSNH shall provide reimbursement to covered employees required to use their personal vehicle for authorized CCSNH business travel. A valid drivers' license issued within the United States and a properly insured personal vehicle are required. Proof of a valid drivers' license and automobile insurance coverage must be provided by the employee to the CCSNH to be eligible for mileage reimbursement.

31.4.2 The Parties agree that all covered employees who are required to use their private vehicles for CCSNH business shall be reimbursed for all miles incurred at the maximum mileage rate then allowable by the U.S. Internal Revenue Service for the first mile of travel. The Parties further agree that any changes in the mileage reimbursement rate, as a result of U.S. Internal Revenue Service action, shall be made prospectively. The parties further agree that an employee shall record mileage incurred on CCSNH business from the odometer readings on his/her vehicle and the CCSNH shall reimburse for all reasonable travel incurred. In the absence of odometer readings, travel mileage shall be computed based on official state highway maps or Map Quest queries, and shall be reimbursed based on the most expedient, commonly traveled direct routes. In no instance, however, shall the CCSNH reimburse for travel incurred from an employee's home to or through the site of his/her official headquarters, or vice versa, unless such reimbursement is specifically authorized by this Agreement.

31.4.3 A valid receipt is required for the reimbursement of tolls. If a valid receipt is not presented, the covered employee will be reimbursed at the E-Z pass rate that is in effect at the time of travel.

31.4.4 A valid receipt is required for the reimbursement of parking expenses associated with business travel.

31.4.5 Covered employees shall receive portal to portal mileage reimbursement when on call back.

31.5 *Meals*

31.5.1 When associated with authorized CCSNH travel, covered employees shall be reimbursed for meals, taxes, and tips in accordance with the following conditions and schedules:

a. Employees presenting an itemized receipt shall be reimbursed for the actual reasonable cost of breakfast, lunch, or dinner, the meal tax, and a service tip, up to a maximum of 15%.

b. In-State Travel: Employees shall be reimbursed at the then current travel per diem rate set by the General Services Administration for Merrimack County without a receipt. Such reimbursement shall be calculated at the following percentages:

Breakfast -	20%
Lunch -	25%
Dinner -	55%

c. Out-of-State Travel: Employees shall be reimbursed for meals at rates consistent with the General Services Administration (GSA) Travel Per Diem Rates in effect at the time of travel for the destination, without a receipt.

d. The CCSNH may authorize meal reimbursement for a covered employee who is required to work beyond his/her regularly scheduled hours or who requests to attend an official function, banquet, dinner, or meeting associated with a meal, provided that authorization is given in advance and in writing. The CCSNH shall not require an employee to attend an official function, banquet, dinner, or meeting associated with a meal if reimbursement is not authorized.

e. Reimbursement shall not be authorized for meals included within the lodging fee or included as part of the registration fees for a conference, workshop, or training session.

f. Reimbursement shall not be authorized for alcoholic beverages.

31.6 *Lodging Reimbursement*

31.6.1 The CCSNH agrees to reimburse covered employees for the reasonable costs of lodging expenses incurred while on authorized CCSNH business travel that is fifty (50) miles or more from the traveler's home or primary work site. Exceptions to the fifty (50) mile limit may be authorized by the Chancellor or designated College President. Reimbursement for lodging expenses shall be processed at single occupancy or standard business room rates. When the lodging is at the location of the conference, reimbursement will be limited to the conference rate. Reimbursement shall include costs associated with the room tax and a maximum non-meal tip allowance of \$3.00 per day to be used for lodging related services such as maid, concierge, bell hop, or valet services. For reimbursement employees must submit an original itemized hotel invoice and the completed and authorized travel expense forms.

31.7 *Air Travel*

31.7.1 When coordinating travel for authorized CCSNH business, covered employees may utilize a CCSNH approved travel vendor to arrange air travel, which shall be directly invoiced to

the CCSNH for payment. Covered employees may elect to coordinate their own travel arrangements by incurring the costs associated with the business travel. The CCSNH agrees to reimburse covered employees for the reasonable costs of air fare. For reimbursement employees must submit a paid itemized invoice and the completed and authorized travel expense forms. Employees are required to travel at the economy rate and shall make every effort to plan the trip early and/or be flexible in their flight times to take advantage of the best rate available. Employees are directed to seek out the least expensive modes of transportation (bus, hotel shuttle, etc.) when getting to and from airports.

31.8 Upon request, the CCSNH agrees to provide travel cash advances for authorized business travel due to specific situations that would cause undue financial hardship to the employee. Expenses associated with the travel must be reconciled and substantiated within 15 calendar days from the return date of travel. The traveler must repay the CCSNH for any advance in excess of the approved reimbursable expenses. Requests for travel cash advances shall be processed in accordance with CCSNH policies and procedures.

ARTICLE 32 TRAINING AND EDUCATION

32.1 CCSNH institutions, may use institutional funds to reimburse eligible employees for participation in professional development activities. Payment for professional development activities shall be subject to the availability of funds and shall be limited to the reimbursement of registration fees and travel costs only. Requests for professional development funding including cash advances shall be processed in accordance with CCSNH policies and procedures and the provisions of Article 31, Travel Reimbursement & Advances, of this Agreement.

32.2 CCSNH institutions, may use institutional funds to reimburse eligible employees for tuition costs associated with credit coursework completed in a satisfactory manner at a regionally accredited, degree-granting college or university. Tuition reimbursement shall be subject to the availability of funds and shall be limited to the cost of tuition. Requests for tuition reimbursement shall be processed in accordance with CCSNH policies and procedures.

32.3 **Expense Reimbursement:** A covered employee who is selected and authorized by the Employer to participate in any organized training, retraining, or staff development program offered by the CCSNH during on-duty hours, will be reimbursed for required expenses associated with such training.

32.4 **Education Schedule Adjustments:** The CCSNH shall allow when practical, for a covered employee to make adjustments in his/her work schedules to complete approved job related training.

32.5 Information, instruction, and training, when necessary, shall be provided to an employee or group of employees who are subject to new technology, processes and/or responsibilities related to their assigned job duties.

32.6 Tuition Benefit

32.6.1 Pursuant to RSA 188-F:15, II, as amended, full-time covered employees who have completed one year of previous service at the CCSNH shall be entitled to enroll in any credit or non-credit course offered by a CCSNH College, where the tuition is paid to the CCSNH entity, at a 100% tuition discount and waiver of the Comprehensive Student Services fee and Academic

Instruction fee. The employee tuition benefit shall be processed in accordance with CCSNH policies and procedures.

32.6.2 Pursuant to RSA 188-F:15, as amended, the dependents of eligible full-time employees may enroll in any of the regular credit courses offered by a CCSNH college at a 50% tuition discount of the current in-state tuition rate. This benefit is not cumulative; that is, if both parents are employed on a full-time basis by the CCSNH, one-half (50%) of the current in-state tuition for their dependent child or children must be paid. The dependent tuition benefit shall be processed in accordance with CCSNH policies and procedures.

32.6.3 To the extent that RSA 188-F:15 is modified during the term of this Agreement, such changes will apply to the tuition benefit described in this section.

ARTICLE 33 INTELLECTUAL PROPERTY

33.1 *Applicability:* This provision applies to all covered employees involved in carrying out the CCSNH's mission while under the auspices of the CCSNH.

33.2 *Definitions.*

33.2.1 Intellectual Property. As used in this provision, intellectual property includes not only technology such as inventions, discoveries, creations, or authored works which may be protected legally (such as with Patents and Copyrights), but also the physical or tangible embodiment of the technology, such as biological organisms, plant varieties, or computer software based on or derived from research data.

33.2.2 Scholarly Works. Traditional publications in academia regardless of their medium of expression, such as books, case studies, peer-reviewed manuscripts, journal articles, glossaries, bibliographies, creative works, etc.

33.2.3 Course Material. Those elements that constitute an academic course delivered in traditional and non-traditional (online, e.g.) mode, including but not limited to: syllabi, course descriptions, class and lecture notes, quizzes, tests, assignments, laboratories, study guides, and content.

33.3 *Provision for Ownership:*

33.3.1 The CCSNH relinquishes any claim to ownership of scholarly works and assigns intellectual property rights to the covered employee.

33.3.2 Course material created by the covered employee in the fulfillment of the employee's normal duties and responsibilities under this collective bargaining agreement is presumed to belong to the employee for proprietary or marketing purposes outside of the college but is available to the college for internal review, use and distribution within the CCSNH and to external accrediting agencies.

33.3.3 If a covered employee retains title to copyright of course material or scholarly works developed as part of his/her regular employment responsibilities, the employee shall grant to the

CCSNH a non-exclusive, irrevocable, royalty-free right to use, display, duplicate, create derivative works and/or distribute the materials with appropriate attribution for educational and/or research purposes.

33.3.4 The CCSNH shall retain ownership and intellectual property rights to work commissioned by the college pursuant to a written contract or memorandum of understanding (MOU) with the covered employee.

ARTICLE 34 HEALTH AND SAFETY

34.1 The CCSNH shall use its best efforts to provide and maintain safe, secure, and healthy working conditions and the Association shall fully cooperate by encouraging covered employees to perform their assigned tasks in a safe manner and to report safety concerns to management.

34.2 No employee shall be required to perform any work under conditions that may reasonably endanger his or her health, safety, or physical wellbeing.

34.3 A Safety Committee composed of equal members of management and covered employees shall be established at each CCSNH college and system office. The purpose of such safety committees shall be to develop programs of safety education, health protection and reasonable standards for compliance by both employer and employee. Each safety committee shall meet at least quarterly to develop and carry out workplace safety programs. Covered employee representatives shall be appointed by the Association.

34.4 As reflected in the composition of the Safety Committees as noted in 34.3 above, institutional safety is a joint responsibility of management and its employees. Each Safety Committee will be responsible for carefully analyzing all of the particular circumstances and conditions of its environment and for making well-considered written recommendations regarding safety practices, equipment, and personnel to the College or System Office administration. Such recommendations will be responded to in writing within thirty (30) calendar days of submission.

34.5 The CCSNH agrees to maintain first aid kits located in secure but readily accessible areas. All on-the-job injuries, regardless of seriousness, shall be immediately reported to the employee's supervisor. The names and telephone numbers of emergency services, e.g. police, fire, licensed ambulance services and the poison control center shall be posted on official bulletin boards and in each room near the telephone.

34.6 Every college campus and the System Office shall have an emergency response and notification plan in place and such plan shall be communicated effectively to all covered employees.

34.7 In the event that inmate labor from a correctional facility is to be used at any College or the System Office, all covered employees at the designated location shall be advised at least seven (7) calendar days prior to the arrival of any such inmate of where such labor is to be preformed and as to the nature of the work to be performed. Such notice shall also be provided to the Association.

34.8 Mothers' Health Care: The CCSNH, when feasible, shall provide a private area and sufficient time for covered employee postnatal mothers to tend to lactation needs.

ARTICLE 35
PERSONNEL FILES

35.1 A personnel file exists as a record of an individual's employment history, achievements, and activities. The CCSNH shall maintain one official personnel file for each covered employee. This file shall be maintained at the CCSNH Human Resources Office under the custody of the CCSNH Director of Human Resources. The contents of personnel files shall include documents used to support personnel actions such as, compensation, benefits, performance evaluations and related documentation, counseling letters, disciplinary actions, training, licensure, certification, awards, commendations, and other employment records or employment-related correspondence. The existence of the official personnel file shall not preclude duplicative or non-official files, but any such files shall not be considered the official file of the employee. In the event that information is omitted, absent, or missing from his/her personnel file, the employee shall be able to submit such information to the CCSNH Human Resources Office and the same shall be included in such personnel file.

35.2 Medical records shall not be part of the employee's official personnel file. A separate file shall be maintained by the CCSNH Human Resources Office for documents including medical records obtained in the course of employment including any permitted drug or alcohol testing; first reports of injury; applications and memos of payments related to workers' compensation benefits; and requests for reasonable accommodations. Such files shall be available to the employee for inspection and copying.

35.3 Documents obtained or generated during the course of an investigation involving a covered employee shall be maintained in a confidential manner in a separate file from the employee's official personnel file. Investigative documents pertaining to allegations that are determined to be unfounded shall be stored confidentially by the CCSNH Director of Human Resources for a period of five (5) years. After five (5) years, all such investigative documents shall be destroyed if there have been not further incidents within the five (5) year time period. However, any discipline or counseling resulting from such investigation shall be included in the employee's official personnel file as set forth in Section 35.1 above and Article 16 of this Agreement.

35.4 Documentation pertaining to disciplinary actions that are reversed or overturned through the process of formal or informal settlement shall be removed from the employee's official personnel file.

35.5 The employee, his/her authorized representative (with written authorization), and appropriate officials of the CCSNH and its colleges shall have the right to access an employee's personnel file. Third parties are not entitled to inspect personnel files, unless otherwise required by law.

35.6 Employees shall be allowed access to their official personnel file during normal business hours of the CCSNH Human Resources Office for inspection. Such inspection shall be made subject to prior arrangement with the Employer. A single copy of documents requested by the employee shall be provided by the CCSNH Human Resources Office without charge.

35.7 Employees shall be provided with a copy of letters of complaint by a third party and letters of commendation at the same time such letters are placed in the personnel file. The personnel file shall not contain any anonymous correspondence.

35.8 An employee shall have the right to respond to any material placed in the personnel file and such response shall be made part of the personnel file appended to the original material. No material reflecting adversely on an employee's performance or related to any disciplinary action shall be placed in the personnel file until the employee has been given a copy or notified of the material.

35.9 No part of this provision shall be in violation of RSA 91-A, New Hampshire's "Right-to-Know" Law or RSA 275:56, and the parties agree to comply with the provisions of such statutes, as amended. Should new statutes become effective with regard to personnel files and records, the CCSNH will react appropriately to comply with those statutes and will notify all personnel accordingly.

ARTICLE 36
NO STRIKE OR LOCKOUT

36.1 The Association on behalf of its officers, agents, and bargaining unit members agree that so long as this Agreement or any written extension hereof is in effect, there shall be no strike or other forms of job actions declared unlawful by RSA 273-A:13.

36.2 Any member of the unit who violates the provisions of this Article will be subject to discipline, including discharge.

36.3 In the event of a prohibited action under this Article, the Association agrees to use every reasonable effort to inform members of the unit of the illegality of such activity and of the Association's policy of opposition to such activity.

36.4 The CCSNH agrees that neither it nor any of its Trustees, officers, agents, or employees shall engage in any lockouts or other forms of job action that have been declared unlawful for the life of this Agreement or any written extension thereof.

ARTICLE 37
NOTICES

37.1 Notice to Association: Whenever a written legal notice is required to be given by the CCSNH to the Association, such notice shall be given to the state organization of the State Employees Association of New Hampshire, Inc., with offices in Concord, New Hampshire.

37.2 Notice to CCSNH: Whenever written legal notice is required to be given by the Association to the CCSNH such notice shall be given to the Human Resources Director at the CCSNH System Office.

ARTICLE 38
WAIVER

38.1 Waiver by either Party of the other's non-performance or violations of any term or condition of this Agreement shall not constitute a waiver of any other non performance or violation of any other term or conditions of this Agreement, or of the same non-performance or violation in the future.

ARTICLE 39
SEPARABILITY

39.1 In the event that any provisions of this Agreement at any time after execution shall be declared to be invalid by any court of competent jurisdiction, or abrogated by law, such decision or law shall not

invalidate the entire Agreement, it being the expressed intention of the Parties hereto that all other provisions not thereby invalidated remain in full force and effect.

ARTICLE 40
DURATION

40.1 This agreement as executed by the Parties shall continue in full force and effect from [the date of signing] until midnight June 30, 2013, or until such time as a new Agreement is executed.

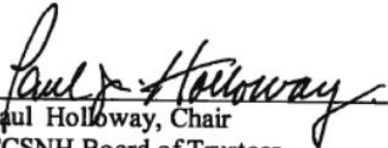
40.2 All provisions, economic and non-economic, of this Agreement will remain in full effect until the conclusion of any renegotiation of this Agreement and subsequent ratification by the membership of the Association and the CCSNH Board of Trustees.

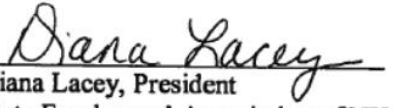
40.3 The CCSNH and the Association shall have the right to reopen negotiations on any article of this Agreement upon mutual agreement.

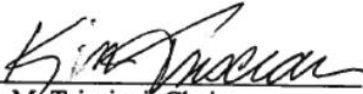
40.4 Renegotiation of this Agreement will be effected by written notice by one Party to the other not later than October 15 or earlier by mutual agreement. Negotiations shall commence within fifteen (15) calendar days after the receipt of such notice.


40.5 The Procedures of Impasse will be followed in accordance with RSA 273-A:12.


IN WITNESS WHEREOF, the Parties hereto by their authorized representatives have executed this contract on the 5th day of April, 2012.


Paul Holloway, Chair
CCSNH Board of Trustees


Diana Lacey, President
State Employees' Association of NH
SEIU Local 1984


Kim M. Trisciani, Chair
CCSNH BOE Personnel Committee


Chris Long, SEA Chief Negotiator


Dr. Ross Gittel, Chancellor

CCSNH Negotiating Committee

Charles Annal
Frank Clulow
Susan Huard
Valerie Mahar
J. Bonnie Newman
Sara Sawyer
Joseph P. McConnell, Chief Negotiator

SEA Negotiating Committee

Becky Clerkin
Eileen Fitzsimmons
Nancy Marashio
Dana Mosher
Wendy Parent
Jeff Schall
Toni Theberge
Chris Long, Chief Negotiator

Appendices

- Appendix A: List of Faculty, PAT, & Operating Staff Classifications
- Appendix B: CCSNH Wage Schedules Effective 05/04/2012 – A000; A130; A180; A216; & A234
- Appendix C: MOU – 11 month (A216) Faculty & PAT’s
- Appendix D: CCSNH – Dental Plan Summary
- Appendix E: CCSNH – Medical and Pharmacy Plan Summaries
- Appendix F: Domestic Partner Benefits Eligibility
- Appendix G: Bonus Leave Earned Prior to July 1, 1995
- Appendix H: Shift Differential Arbitration Settlement
- Appendix I: Memorandum of Understanding – Medical and Dental Coverage for Married CCSNH Employees

Appendix A

List of Position Classifications by Employment Category

The following is a list of CCSNH job classifications grouped employment category (i.e. Faculty, PAT, & Operating Staff). The determination exempt or non-exempt status for purposes of overtime compensation is also designated for each job classification.

<i>1. Faculty</i>		
Classification Title	Salary Grade	Exempt/Non-Exempt Status
CC Instructor	18	Exempt
CC Assistant Professor	20	Exempt
CC Associate Professor	22	Exempt
CC Professor	25	Exempt
<i>2. PAT</i>		
Classification Title	Salary Grade	Exempt/Non-Exempt Status
Administrator I	27	Exempt
Administrator II	29	Exempt
Administrator III	31	Exempt
Administrator IV	33	Exempt
Business Administrator II	24	Exempt
Business Administrator III	27	Exempt
Business Administrator IV	29	Exempt
Business Systems Analyst I	28	Exempt
CC Residence Director	14	Exempt
Data Base Administrator	30	Exempt
Director of Learning Resources	23	Exempt
Educational Consultant I	26	Exempt
Educational Consultant II	27	Exempt
Educational Consultant III	28	Exempt
Financial Aid Officer	25	Exempt
I/C Counselor I	21	Exempt
I/C Counselor II	23	Exempt
Librarian I	18	Exempt
Librarian II	21	Exempt
Librarian III	25	Exempt
Nursing Coordinator	27	Exempt
Plant Maintenance Engineer IV	24	Exempt
Plant Maintenance Engineer V	30	Exempt
Programs Information Officer	23	Exempt
Program Specialist III	23	Exempt
Program Specialist IV	25	Exempt
Registrar	21	Exempt
Supervisor III	23	Exempt
Supervisor IV	25	Exempt
Supervisor V	26	Exempt
Sys. Development Specialist IV	26	Exempt
Sys. Development Specialist V	28	Exempt
Sys. Development Specialist VI	30	Exempt

2. PAT (cont.)		
<u>Classification Title</u>	<u>Salary Grade</u>	<u>Exempt/Non-Exempt Status</u>
Teacher	14	Exempt
Technical Support Specialist IV	27	Exempt
Technical Support Specialist V	29	Exempt
Tech. Deployment Ctr. Mgr.	29	Exempt
3. Operating Staff		
<u>Classification Title</u>	<u>Salary Grade</u>	<u>Exempt/Non-Exempt Status</u>
Account Clerk II	07	Non-Exempt
Account Clerk III	09	Non-Exempt
Accountant I	16	Non-Exempt
Accountant II	18	Non-Exempt
Accountant III	21	Non-Exempt
Accounting Technician	12	Non-Exempt
Administrative Assistant I	16	Non-Exempt
Administrative Assistant II	19	Non-Exempt
Administrative Secretary	14	Non-Exempt
Assistant Chief Security Officer	14	Non-Exempt
Asst. Supt. of Grounds	16	Non-Exempt
Audio Visual Specialist	17	Non-Exempt
Bldg. & Grounds Utility Person	08	Non-Exempt
Building Maintenance Supervisor	15	Non-Exempt
Building Service Worker I	03	Non-Exempt
Building Service Worker II	05	Non-Exempt
Building Service Worker III	08	Non-Exempt
Building Services Supervisor	11	Non-Exempt
Business Administrator I	21	Non-Exempt
Carpenter I	12	Non-Exempt
Carpenter II	14	Non-Exempt
Cashier	09	Non-Exempt
Chief Security Officer	16	Non-Exempt
Clerk I	02	Non-Exempt
Clerk II	05	Non-Exempt
Clerk III	08	Non-Exempt
Clerk IV	12	Non-Exempt
Cook I	07	Non-Exempt
Cook II	09	Non-Exempt
Electrician Supervisor I	16	Non-Exempt
Executive Secretary	11	Non-Exempt
Food Service Worker I	03	Non-Exempt
Food Service Worker II	05	Non-Exempt
Informational Representative I	18	Non-Exempt
Internal Auditor I	19	Non-Exempt
Journeyman Electrician	14	Non-Exempt
Laboratory Assistant I	09	Non-Exempt
Laboratory Assistant II	12	Non-Exempt
Laboratory Assistant III	14	Non-Exempt
Laboratory Helper	05	Non-Exempt
Laborer	05	Non-Exempt

3. Operating Staff (cont.)		
Classification Title	Salary Grade	Exempt/Non-Exempt Status
Library Aide	06	Non-Exempt
Library Assistant I	04	Non-Exempt
Library Assistant II	08	Non-Exempt
Library Associate I	14	Non-Exempt
Library Technician I	11	Non-Exempt
Library Technician II	13	Non-Exempt
Licensed Practical Nurse I	16	Non-Exempt
Maintenance Assistant	10	Non-Exempt
Maintenance Mechanic I	08	Non-Exempt
Maintenance Mechanic II	12	Non-Exempt
Maintenance Mechanic Foreman	15	Non-Exempt
Media Generalist	17	Non-Exempt
Painter	11	Non-Exempt
Plant Maintenance Engineer I	17	Non-Exempt
Plant Maintenance Engineer II	19	Non-Exempt
Plant Maintenance Engineer III	21	Non-Exempt
Plumber	14	Non-Exempt
Program Assistant I	12	Non-Exempt
Program Assistant II	15	Non-Exempt
Program Planner I	19	Non-Exempt
Program Planner II	21	Non-Exempt
Program Specialist I	19	Non-Exempt
Program Specialist II	21	Non-Exempt
Purchasing Assistant	12	Non-Exempt
Secretary I	07	Non-Exempt
Secretary II	09	Non-Exempt
Secretary Typist I	06	Non-Exempt
Secretary Typist II	08	Non-Exempt
Security Officer	12	Non-Exempt
Senior Accounting Technician	14	Non-Exempt
Statistician II	19	Non-Exempt
Stock Clerk II	08	Non-Exempt
Stock Clerk III	11	Non-Exempt
Stock Control Supervisor	12	Non-Exempt
Supervisor I	19	Non-Exempt
Supervisor II	21	Non-Exempt
Sys. Development Specialist I	18	Non-Exempt
Sys. Development Specialist II	21	Non-Exempt
Sys. Development Specialist III	23	Non-Exempt
Teacher Aide	08	Non-Exempt
Teacher Assistant	11	Non-Exempt
Technical Support Specialist I	17	Non-Exempt
Technical Support Specialist II	21	Non-Exempt
Technical Support Specialist III	25	Non-Exempt
Telephone Operator	07	Non-Exempt

Date of Last Revision: 02//29/2012

Appendix B -CCSNH Wage Schedules

Effective May 4, 2012

A000 - 37.5 hours per week

A130 - 40.0 hours per week

A180 - 10 month Faculty and 180 Day Academic Staff

A216 - 11 month Faculty and 216 Day Academic Staff

A234 - 12 month Faculty and Academic Staff

Community College System of New Hampshire
Wage Schedule - A000 (37.5 Hours Per Week)
Effective Pay Period Beginning May 4, 2012 First Check Date: June 1, 2012

GRADE		STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08
01	ANNUAL	19,642.00	20,129.50	20,656.00	21,221.50	21,806.50	22,430.50	23,015.50	23,600.50
	BI-WEEKLY	755.46	774.21	794.46	816.21	838.71	862.71	885.21	907.71
	HOURLY	10.07	10.32	10.59	10.88	11.18	11.50	11.80	12.10
02	ANNUAL	20,129.50	20,656.00	21,221.50	21,806.50	22,430.50	23,015.50	23,600.50	24,244.00
	BI-WEEKLY	774.21	794.46	816.21	838.71	862.71	885.21	907.71	932.46
	HOURLY	10.32	10.59	10.88	11.18	11.50	11.80	12.10	12.43
03	ANNUAL	20,656.00	21,221.50	21,806.50	22,430.50	23,015.50	23,600.50	24,244.00	24,946.00
	BI-WEEKLY	794.46	816.21	838.71	862.71	885.21	907.71	932.46	959.46
	HOURLY	10.59	10.88	11.18	11.50	11.80	12.10	12.43	12.79
04	ANNUAL	21,221.50	21,806.50	22,430.50	23,015.50	23,600.50	24,244.00	24,946.00	26,584.00
	BI-WEEKLY	816.21	838.71	862.71	885.21	907.71	932.46	959.46	1,022.46
	HOURLY	10.88	11.18	11.50	11.80	12.10	12.43	12.79	13.63
05	ANNUAL	21,806.50	22,430.50	23,015.50	23,600.50	24,244.00	24,946.00	26,584.00	27,539.50
	BI-WEEKLY	838.71	862.71	885.21	907.71	932.46	959.46	1,022.46	1,059.21
	HOURLY	11.18	11.50	11.80	12.10	12.43	12.79	13.63	14.12
06	ANNUAL	22,430.50	23,015.50	23,600.50	24,244.00	24,946.00	26,584.00	27,539.50	28,514.50
	BI-WEEKLY	862.71	885.21	907.71	932.46	959.46	1,022.46	1,059.21	1,096.71
	HOURLY	11.50	11.80	12.10	12.43	12.79	13.63	14.12	14.62
07	ANNUAL	23,015.50	23,795.50	24,712.00	25,628.50	26,584.00	27,539.50	28,514.50	29,645.50
	BI-WEEKLY	885.21	915.21	950.46	985.71	1,022.46	1,059.21	1,096.71	1,140.21
	HOURLY	11.80	12.20	12.67	13.14	13.63	14.12	14.62	15.20
08	ANNUAL	23,795.50	24,712.00	25,628.50	26,584.00	27,539.50	28,514.50	29,645.50	30,718.00
	BI-WEEKLY	915.21	950.46	985.71	1,022.46	1,059.21	1,096.71	1,140.21	1,181.46
	HOURLY	12.20	12.67	13.14	13.63	14.12	14.62	15.20	15.75

09	ANNUAL	24,712.00	25,628.50	26,584.00	27,539.50	28,514.50	29,645.50	30,718.00	31,888.00
	BI-WEEKLY	950.46	985.71	1,022.46	1,059.21	1,096.71	1,140.21	1,181.46	1,226.46
	HOURLY	12.67	13.14	13.63	14.12	14.62	15.20	15.75	16.35
10	ANNUAL	25,628.50	26,584.00	27,539.50	28,514.50	29,645.50	30,718.00	31,888.00	33,097.00
	BI-WEEKLY	985.71	1,022.46	1,059.21	1,096.71	1,140.21	1,181.46	1,226.46	1,272.96
	HOURLY	13.14	13.63	14.12	14.62	15.20	15.75	16.35	16.97
11	ANNUAL	26,584.00	27,539.50	28,514.50	29,645.50	30,718.00	31,888.00	33,097.00	34,384.00
	BI-WEEKLY	1,022.46	1,059.21	1,096.71	1,140.21	1,181.46	1,226.46	1,272.96	1,322.46
	HOURLY	13.63	14.12	14.62	15.20	15.75	16.35	16.97	17.63
12	ANNUAL	27,539.50	28,514.50	29,645.50	30,718.00	31,888.00	33,097.00	34,384.00	35,866.00
	BI-WEEKLY	1,059.21	1,096.71	1,140.21	1,181.46	1,226.46	1,272.96	1,322.46	1,379.46
	HOURLY	14.12	14.62	15.20	15.75	16.35	16.97	17.63	18.39
13	ANNUAL	28,514.50	29,645.50	30,718.00	31,888.00	33,097.00	34,384.00	35,866.00	37,289.50
	BI-WEEKLY	1,096.71	1,140.21	1,181.46	1,226.46	1,272.96	1,322.46	1,379.46	1,434.21
	HOURLY	14.62	15.20	15.75	16.35	16.97	17.63	18.39	19.12
14	ANNUAL	29,645.50	30,718.00	31,888.00	33,097.00	34,384.00	35,866.00	37,289.50	38,849.50
	BI-WEEKLY	1,140.21	1,181.46	1,226.46	1,272.96	1,322.46	1,379.46	1,434.21	1,494.21
	HOURLY	15.20	15.75	16.35	16.97	17.63	18.39	19.12	19.92
15	ANNUAL	30,718.00	31,985.50	33,233.50	34,540.00	35,866.00	37,289.50	38,849.50	40,390.00
	BI-WEEKLY	1,181.46	1,230.21	1,278.21	1,328.46	1,379.46	1,434.21	1,494.21	1,553.46
	HOURLY	15.75	16.40	17.04	17.71	18.39	19.12	19.92	20.71
16	ANNUAL	31,985.50	33,233.50	34,540.00	35,866.00	37,289.50	38,849.50	40,390.00	42,086.50
	BI-WEEKLY	1,230.21	1,278.21	1,328.46	1,379.46	1,434.21	1,494.21	1,553.46	1,618.71
	HOURLY	16.40	17.04	17.71	18.39	19.12	19.92	20.71	21.58
17	ANNUAL	33,233.50	34,540.00	35,866.00	37,289.50	38,849.50	40,390.00	42,086.50	43,744.00
	BI-WEEKLY	1,278.21	1,328.46	1,379.46	1,434.21	1,494.21	1,553.46	1,618.71	1,682.46
	HOURLY	17.04	17.71	18.39	19.12	19.92	20.71	21.58	22.43
18	ANNUAL	34,540.00	35,866.00	37,289.50	38,849.50	40,390.00	42,086.50	43,744.00	45,538.00
	BI-WEEKLY	1,328.46	1,379.46	1,434.21	1,494.21	1,553.46	1,618.71	1,682.46	1,751.46
	HOURLY	17.71	18.39	19.12	19.92	20.71	21.58	22.43	23.35

19	ANNUAL	35,866.00	37,289.50	38,849.50	40,390.00	42,086.50	43,744.00	45,538.00	47,410.00
	BI-WEEKLY	1,379.46	1,434.21	1,494.21	1,553.46	1,618.71	1,682.46	1,751.46	1,823.46
	HOURLY	18.39	19.12	19.92	20.71	21.58	22.43	23.35	24.31
20	ANNUAL	37,289.50	38,849.50	40,390.00	42,086.50	43,744.00	45,538.00	47,410.00	49,769.50
	BI-WEEKLY	1,434.21	1,494.21	1,553.46	1,618.71	1,682.46	1,751.46	1,823.46	1,914.21
	HOURLY	19.12	19.92	20.71	21.58	22.43	23.35	24.31	25.52
21	ANNUAL	38,849.50	40,390.00	42,086.50	43,744.00	45,538.00	47,410.00	49,769.50	51,914.50
	BI-WEEKLY	1,494.21	1,553.46	1,618.71	1,682.46	1,751.46	1,823.46	1,914.21	1,996.71
	HOURLY	19.92	20.71	21.58	22.43	23.35	24.31	25.52	26.62
22	ANNUAL	40,390.00	42,086.50	43,744.00	45,538.00	47,410.00	49,769.50	51,914.50	54,137.50
	BI-WEEKLY	1,553.46	1,618.71	1,682.46	1,751.46	1,823.46	1,914.21	1,996.71	2,082.21
	HOURLY	20.71	21.58	22.43	23.35	24.31	25.52	26.62	27.76
23	ANNUAL	42,086.50	43,841.50	45,752.50	47,722.00	49,769.50	51,914.50	54,137.50	56,497.00
	BI-WEEKLY	1,618.71	1,686.21	1,759.71	1,835.46	1,914.21	1,996.71	2,082.21	2,172.96
	HOURLY	21.58	22.48	23.46	24.47	25.52	26.62	27.76	28.97
24	ANNUAL	43,841.50	45,752.50	47,722.00	49,769.50	51,914.50	54,137.50	56,497.00	58,934.50
	BI-WEEKLY	1,686.21	1,759.71	1,835.46	1,914.21	1,996.71	2,082.21	2,172.96	2,266.71
	HOURLY	22.48	23.46	24.47	25.52	26.62	27.76	28.97	30.22
25	ANNUAL	45,752.50	47,722.00	49,769.50	51,914.50	54,137.50	56,497.00	58,934.50	61,567.00
	BI-WEEKLY	1,759.71	1,835.46	1,914.21	1,996.71	2,082.21	2,172.96	2,266.71	2,367.96
	HOURLY	23.46	24.47	25.52	26.62	27.76	28.97	30.22	31.57
26	ANNUAL	47,722.00	49,769.50	51,914.50	54,137.50	56,497.00	58,934.50	61,567.00	64,180.00
	BI-WEEKLY	1,835.46	1,914.21	1,996.71	2,082.21	2,172.96	2,266.71	2,367.96	2,468.46
	HOURLY	24.47	25.52	26.62	27.76	28.97	30.22	31.57	32.91
27	ANNUAL	49,769.50	51,914.50	54,137.50	56,497.00	58,934.50	61,567.00	64,180.00	67,007.50
	BI-WEEKLY	1,914.21	1,996.71	2,082.21	2,172.96	2,266.71	2,367.96	2,468.46	2,577.21
	HOURLY	25.52	26.62	27.76	28.97	30.22	31.57	32.91	34.36

28	ANNUAL	51,914.50	54,137.50	56,497.00	58,934.50	61,567.00	64,180.00	67,007.50	70,556.50
	BI-WEEKLY	1,996.71	2,082.21	2,172.96	2,266.71	2,367.96	2,468.46	2,577.21	2,713.71
	HOURLY	26.62	27.76	28.97	30.22	31.57	32.91	34.36	36.18
29	ANNUAL	54,137.50	56,497.00	58,934.50	61,567.00	64,180.00	67,007.50	70,556.50	73,852.00
	BI-WEEKLY	2,082.21	2,172.96	2,266.71	2,367.96	2,468.46	2,577.21	2,713.71	2,840.46
	HOURLY	27.76	28.97	30.22	31.57	32.91	34.36	36.18	37.87
30	ANNUAL	56,497.00	58,934.50	61,567.00	64,180.00	67,007.50	70,556.50	73,852.00	77,186.50
	BI-WEEKLY	2,172.96	2,266.71	2,367.96	2,468.46	2,577.21	2,713.71	2,840.46	2,968.71
	HOURLY	28.97	30.22	31.57	32.91	34.36	36.18	37.87	39.58
31	ANNUAL	58,934.50	61,684.00	64,531.00	67,417.00	70,556.50	73,852.00	77,186.50	80,774.50
	BI-WEEKLY	2,266.71	2,372.46	2,481.96	2,592.96	2,713.71	2,840.46	2,968.71	3,106.71
	HOURLY	30.22	31.63	33.09	34.57	36.18	37.87	39.58	41.42
32	ANNUAL	61,684.00	64,531.00	67,417.00	70,556.50	73,852.00	77,186.50	80,774.50	84,382.00
	BI-WEEKLY	2,372.46	2,481.96	2,592.96	2,713.71	2,840.46	2,968.71	3,106.71	3,245.46
	HOURLY	31.63	33.09	34.57	36.18	37.87	39.58	41.42	43.27
33	ANNUAL	64,531.00	67,417.00	70,556.50	73,852.00	77,186.50	80,774.50	84,382.00	87,989.50
	BI-WEEKLY	2,481.96	2,592.96	2,713.71	2,840.46	2,968.71	3,106.71	3,245.46	3,384.21
	HOURLY	33.09	34.57	36.18	37.87	39.58	41.42	43.27	45.12
34	ANNUAL	67,417.00	70,556.50	73,852.00	77,186.50	80,774.50	84,382.00	87,989.50	91,558.00
	BI-WEEKLY	2,592.96	2,713.71	2,840.46	2,968.71	3,106.71	3,245.46	3,384.21	3,521.46
	HOURLY	34.57	36.18	37.87	39.58	41.42	43.27	45.12	46.95
35	ANNUAL	70,556.50	73,852.00	77,186.50	80,774.50	84,382.00	87,989.50	91,558.00	95,165.50
	BI-WEEKLY	2,713.71	2,840.46	2,968.71	3,106.71	3,245.46	3,384.21	3,521.46	3,660.21
	HOURLY	36.18	37.87	39.58	41.42	43.27	45.12	46.95	48.80

Community College System of New Hampshire
Wage Schedule - A130 (40.0 Hours Per Week)
Effective Pay Period Beginning May 4, 2012 First Check Date: June 1, 2012

GRADE		STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08
01	ANNUAL	20,945.60	21,465.60	22,027.20	22,630.40	23,254.40	23,920.00	24,544.00	25,168.00
	BI-WEEKLY	805.60	825.60	847.20	870.40	894.40	920.00	944.00	968.00
	HOURLY	10.07	10.32	10.59	10.88	11.18	11.50	11.80	12.10
02	ANNUAL	21,465.60	22,027.20	22,630.40	23,254.40	23,920.00	24,544.00	25,168.00	25,854.40
	BI-WEEKLY	825.60	847.20	870.40	894.40	920.00	944.00	968.00	994.40
	HOURLY	10.32	10.59	10.88	11.18	11.50	11.80	12.10	12.43
03	ANNUAL	22,027.20	22,630.40	23,254.40	23,920.00	24,544.00	25,168.00	25,854.40	26,603.20
	BI-WEEKLY	847.20	870.40	894.40	920.00	944.00	968.00	994.40	1,023.20
	HOURLY	10.59	10.88	11.18	11.50	11.80	12.10	12.43	12.79
04	ANNUAL	22,630.40	23,254.40	23,920.00	24,544.00	25,168.00	25,854.40	26,603.20	28,350.40
	BI-WEEKLY	870.40	894.40	920.00	944.00	968.00	994.40	1,023.20	1,090.40
	HOURLY	10.88	11.18	11.50	11.80	12.10	12.43	12.79	13.63
05	ANNUAL	23,254.40	23,920.00	24,544.00	25,168.00	25,854.40	26,603.20	28,350.40	29,369.60
	BI-WEEKLY	894.40	920.00	944.00	968.00	994.40	1,023.20	1,090.40	1,129.60
	HOURLY	11.18	11.50	11.80	12.10	12.43	12.79	13.63	14.12
06	ANNUAL	23,920.00	24,544.00	25,168.00	25,854.40	26,603.20	28,350.40	29,369.60	30,409.60
	BI-WEEKLY	920.00	944.00	968.00	994.40	1,023.20	1,090.40	1,129.60	1,169.60
	HOURLY	11.50	11.80	12.10	12.43	12.79	13.63	14.12	14.62
07	ANNUAL	24,544.00	25,376.00	26,353.60	27,331.20	28,350.40	29,369.60	30,409.60	31,616.00
	BI-WEEKLY	944.00	976.00	1,013.60	1,051.20	1,090.40	1,129.60	1,169.60	1,216.00
	HOURLY	11.80	12.20	12.67	13.14	13.63	14.12	14.62	15.20
08	ANNUAL	25,376.00	26,353.60	27,331.20	28,350.40	29,369.60	30,409.60	31,616.00	32,760.00
	BI-WEEKLY	976.00	1,013.60	1,051.20	1,090.40	1,129.60	1,169.60	1,216.00	1,260.00
	HOURLY	12.20	12.67	13.14	13.63	14.12	14.62	15.20	15.75

09	ANNUAL	26,353.60	27,331.20	28,350.40	29,369.60	30,409.60	31,616.00	32,760.00	34,008.00
	BI-WEEKLY	1,013.60	1,051.20	1,090.40	1,129.60	1,169.60	1,216.00	1,260.00	1,308.00
	HOURLY	12.67	13.14	13.63	14.12	14.62	15.20	15.75	16.35
10	ANNUAL	27,331.20	28,350.40	29,369.60	30,409.60	31,616.00	32,760.00	34,008.00	35,297.60
	BI-WEEKLY	1,051.20	1,090.40	1,129.60	1,169.60	1,216.00	1,260.00	1,308.00	1,357.60
	HOURLY	13.14	13.63	14.12	14.62	15.20	15.75	16.35	16.97
11	ANNUAL	28,350.40	29,369.60	30,409.60	31,616.00	32,760.00	34,008.00	35,297.60	36,670.40
	BI-WEEKLY	1,090.40	1,129.60	1,169.60	1,216.00	1,260.00	1,308.00	1,357.60	1,410.40
	HOURLY	13.63	14.12	14.62	15.20	15.75	16.35	16.97	17.63
12	ANNUAL	29,369.60	30,409.60	31,616.00	32,760.00	34,008.00	35,297.60	36,670.40	38,251.20
	BI-WEEKLY	1,129.60	1,169.60	1,216.00	1,260.00	1,308.00	1,357.60	1,410.40	1,471.20
	HOURLY	14.12	14.62	15.20	15.75	16.35	16.97	17.63	18.39
13	ANNUAL	30,409.60	31,616.00	32,760.00	34,008.00	35,297.60	36,670.40	38,251.20	39,769.60
	BI-WEEKLY	1,169.60	1,216.00	1,260.00	1,308.00	1,357.60	1,410.40	1,471.20	1,529.60
	HOURLY	14.62	15.20	15.75	16.35	16.97	17.63	18.39	19.12
14	ANNUAL	31,616.00	32,760.00	34,008.00	35,297.60	36,670.40	38,251.20	39,769.60	41,433.60
	BI-WEEKLY	1,216.00	1,260.00	1,308.00	1,357.60	1,410.40	1,471.20	1,529.60	1,593.60
	HOURLY	15.20	15.75	16.35	16.97	17.63	18.39	19.12	19.92
15	ANNUAL	32,760.00	34,112.00	35,443.20	36,836.80	38,251.20	39,769.60	41,433.60	43,076.80
	BI-WEEKLY	1,260.00	1,312.00	1,363.20	1,416.80	1,471.20	1,529.60	1,593.60	1,656.80
	HOURLY	15.75	16.40	17.04	17.71	18.39	19.12	19.92	20.71
16	ANNUAL	34,112.00	35,443.20	36,836.80	38,251.20	39,769.60	41,433.60	43,076.80	44,886.40
	BI-WEEKLY	1,312.00	1,363.20	1,416.80	1,471.20	1,529.60	1,593.60	1,656.80	1,726.40
	HOURLY	16.40	17.04	17.71	18.39	19.12	19.92	20.71	21.58
17	ANNUAL	35,443.20	36,836.80	38,251.20	39,769.60	41,433.60	43,076.80	44,886.40	46,654.40
	BI-WEEKLY	1,363.20	1,416.80	1,471.20	1,529.60	1,593.60	1,656.80	1,726.40	1,794.40
	HOURLY	17.04	17.71	18.39	19.12	19.92	20.71	21.58	22.43
18	ANNUAL	36,836.80	38,251.20	39,769.60	41,433.60	43,076.80	44,886.40	46,654.40	48,568.00
	BI-WEEKLY	1,416.80	1,471.20	1,529.60	1,593.60	1,656.80	1,726.40	1,794.40	1,868.00
	HOURLY	17.71	18.39	19.12	19.92	20.71	21.58	22.43	23.35

19	ANNUAL	38,251.20	39,769.60	41,433.60	43,076.80	44,886.40	46,654.40	48,568.00	50,564.80
	BI-WEEKLY	1,471.20	1,529.60	1,593.60	1,656.80	1,726.40	1,794.40	1,868.00	1,944.80
	HOURLY	18.39	19.12	19.92	20.71	21.58	22.43	23.35	24.31
20	ANNUAL	39,769.60	41,433.60	43,076.80	44,886.40	46,654.40	48,568.00	50,564.80	53,081.60
	BI-WEEKLY	1,529.60	1,593.60	1,656.80	1,726.40	1,794.40	1,868.00	1,944.80	2,041.60
	HOURLY	19.12	19.92	20.71	21.58	22.43	23.35	24.31	25.52
21	ANNUAL	41,433.60	43,076.80	44,886.40	46,654.40	48,568.00	50,564.80	53,081.60	55,369.60
	BI-WEEKLY	1,593.60	1,656.80	1,726.40	1,794.40	1,868.00	1,944.80	2,041.60	2,129.60
	HOURLY	19.92	20.71	21.58	22.43	23.35	24.31	25.52	26.62
22	ANNUAL	43,076.80	44,886.40	46,654.40	48,568.00	50,564.80	53,081.60	55,369.60	57,740.80
	BI-WEEKLY	1,656.80	1,726.40	1,794.40	1,868.00	1,944.80	2,041.60	2,129.60	2,220.80
	HOURLY	20.71	21.58	22.43	23.35	24.31	25.52	26.62	27.76
23	ANNUAL	44,886.40	46,758.40	48,796.80	50,897.60	53,081.60	55,369.60	57,740.80	60,257.60
	BI-WEEKLY	1,726.40	1,798.40	1,876.80	1,957.60	2,041.60	2,129.60	2,220.80	2,317.60
	HOURLY	21.58	22.48	23.46	24.47	25.52	26.62	27.76	28.97
24	ANNUAL	46,758.40	48,796.80	50,897.60	53,081.60	55,369.60	57,740.80	60,257.60	62,857.60
	BI-WEEKLY	1,798.40	1,876.80	1,957.60	2,041.60	2,129.60	2,220.80	2,317.60	2,417.60
	HOURLY	22.48	23.46	24.47	25.52	26.62	27.76	28.97	30.22
25	ANNUAL	48,796.80	50,897.60	53,081.60	55,369.60	57,740.80	60,257.60	62,857.60	65,665.60
	BI-WEEKLY	1,876.80	1,957.60	2,041.60	2,129.60	2,220.80	2,317.60	2,417.60	2,525.60
	HOURLY	23.46	24.47	25.52	26.62	27.76	28.97	30.22	31.57
26	ANNUAL	50,897.60	53,081.60	55,369.60	57,740.80	60,257.60	62,857.60	65,665.60	68,452.80
	BI-WEEKLY	1,957.60	2,041.60	2,129.60	2,220.80	2,317.60	2,417.60	2,525.60	2,632.80
	HOURLY	24.47	25.52	26.62	27.76	28.97	30.22	31.57	32.91
27	ANNUAL	53,081.60	55,369.60	57,740.80	60,257.60	62,857.60	65,665.60	68,452.80	71,468.80
	BI-WEEKLY	2,041.60	2,129.60	2,220.80	2,317.60	2,417.60	2,525.60	2,632.80	2,748.80
	HOURLY	25.52	26.62	27.76	28.97	30.22	31.57	32.91	34.36

28	ANNUAL	55,369.60	57,740.80	60,257.60	62,857.60	65,665.60	68,452.80	71,468.80	75,254.40
	BI-WEEKLY	2,129.60	2,220.80	2,317.60	2,417.60	2,525.60	2,632.80	2,748.80	2,894.40
	HOURLY	26.62	27.76	28.97	30.22	31.57	32.91	34.36	36.18
29	ANNUAL	57,740.80	60,257.60	62,857.60	65,665.60	68,452.80	71,468.80	75,254.40	78,769.60
	BI-WEEKLY	2,220.80	2,317.60	2,417.60	2,525.60	2,632.80	2,748.80	2,894.40	3,029.60
	HOURLY	27.76	28.97	30.22	31.57	32.91	34.36	36.18	37.87
30	ANNUAL	60,257.60	62,857.60	65,665.60	68,452.80	71,468.80	75,254.40	78,769.60	82,326.40
	BI-WEEKLY	2,317.60	2,417.60	2,525.60	2,632.80	2,748.80	2,894.40	3,029.60	3,166.40
	HOURLY	28.97	30.22	31.57	32.91	34.36	36.18	37.87	39.58
31	ANNUAL	62,857.60	65,790.40	68,827.20	71,905.60	75,254.40	78,769.60	82,326.40	86,153.60
	BI-WEEKLY	2,417.60	2,530.40	2,647.20	2,765.60	2,894.40	3,029.60	3,166.40	3,313.60
	HOURLY	30.22	31.63	33.09	34.57	36.18	37.87	39.58	41.42
32	ANNUAL	65,790.40	68,827.20	71,905.60	75,254.40	78,769.60	82,326.40	86,153.60	90,001.60
	BI-WEEKLY	2,530.40	2,647.20	2,765.60	2,894.40	3,029.60	3,166.40	3,313.60	3,461.60
	HOURLY	31.63	33.09	34.57	36.18	37.87	39.58	41.42	43.27
33	ANNUAL	68,827.20	71,905.60	75,254.40	78,769.60	82,326.40	86,153.60	90,001.60	93,849.60
	BI-WEEKLY	2,647.20	2,765.60	2,894.40	3,029.60	3,166.40	3,313.60	3,461.60	3,609.60
	HOURLY	33.09	34.57	36.18	37.87	39.58	41.42	43.27	45.12
34	ANNUAL	71,905.60	75,254.40	78,769.60	82,326.40	86,153.60	90,001.60	93,849.60	97,656.00
	BI-WEEKLY	2,765.60	2,894.40	3,029.60	3,166.40	3,313.60	3,461.60	3,609.60	3,756.00
	HOURLY	34.57	36.18	37.87	39.58	41.42	43.27	45.12	46.95
35	ANNUAL	75,254.40	78,769.60	82,326.40	86,153.60	90,001.60	93,849.60	97,656.00	101,504.00
	BI-WEEKLY	2,894.40	3,029.60	3,166.40	3,313.60	3,461.60	3,609.60	3,756.00	3,904.00
	HOURLY	36.18	37.87	39.58	41.42	43.27	45.12	46.95	48.80

Community College System of New Hampshire
Wage Schedule A180 - 20 Payments (10 Month Faculty and 180 Day Academic Staff)
Effective Pay Period Beginning May 4, 2012 First Check Date: June 1, 2012

GRADE		STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08
01	ANNUAL	19,640.80	20,128.20	20,654.60	21,220.40	21,804.80	22,428.60	23,014.40	23,599.00
	BI-WEEKLY	982.04	1,006.41	1,032.73	1,061.02	1,090.24	1,121.43	1,150.72	1,179.95
	HOURLY	14.549	14.910	15.300	15.719	16.152	16.614	17.048	17.481
02	ANNUAL	20,128.20	20,654.60	21,220.40	21,804.80	22,428.60	23,014.40	23,599.00	24,243.00
	BI-WEEKLY	1,006.41	1,032.73	1,061.02	1,090.24	1,121.43	1,150.72	1,179.95	1,212.15
	HOURLY	14.910	15.300	15.719	16.152	16.614	17.048	17.481	17.958
03	ANNUAL	20,654.60	21,220.40	21,804.80	22,428.60	23,014.40	23,599.00	24,243.00	24,945.00
	BI-WEEKLY	1,032.73	1,061.02	1,090.24	1,121.43	1,150.72	1,179.95	1,212.15	1,247.25
	HOURLY	15.300	15.719	16.152	16.614	17.048	17.481	17.958	18.478
04	ANNUAL	21,220.40	21,804.80	22,428.60	23,014.40	23,599.00	24,243.00	24,945.00	26,582.60
	BI-WEEKLY	1,061.02	1,090.24	1,121.43	1,150.72	1,179.95	1,212.15	1,247.25	1,329.13
	HOURLY	15.719	16.152	16.614	17.048	17.481	17.958	18.478	19.691
05	ANNUAL	21,804.80	22,428.60	23,014.40	23,599.00	24,243.00	24,945.00	26,582.60	27,538.40
	BI-WEEKLY	1,090.24	1,121.43	1,150.72	1,179.95	1,212.15	1,247.25	1,329.13	1,376.92
	HOURLY	16.152	16.614	17.048	17.481	17.958	18.478	19.691	20.399
06	ANNUAL	22,428.60	23,014.40	23,599.00	24,243.00	24,945.00	26,582.60	27,538.40	28,513.00
	BI-WEEKLY	1,121.43	1,150.72	1,179.95	1,212.15	1,247.25	1,329.13	1,376.92	1,425.65
	HOURLY	16.614	17.048	17.481	17.958	18.478	19.691	20.399	21.121
07	ANNUAL	23,014.40	23,794.80	24,710.00	25,626.80	26,582.60	27,538.40	28,513.00	29,644.40
	BI-WEEKLY	1,150.72	1,189.74	1,235.50	1,281.34	1,329.13	1,376.92	1,425.65	1,482.22
	HOURLY	17.048	17.626	18.304	18.983	19.691	20.399	21.121	21.959
08	ANNUAL	23,794.80	24,710.00	25,626.80	26,582.60	27,538.40	28,513.00	29,644.40	30,716.20
	BI-WEEKLY	1,189.74	1,235.50	1,281.34	1,329.13	1,376.92	1,425.65	1,482.22	1,535.81
	HOURLY	17.626	18.304	18.983	19.691	20.399	21.121	21.959	22.753

09	ANNUAL	24,710.00	25,626.80	26,582.60	27,538.40	28,513.00	29,644.40	30,716.20	31,886.60
	BI-WEEKLY	1,235.50	1,281.34	1,329.13	1,376.92	1,425.65	1,482.22	1,535.81	1,594.33
	HOURLY	18.304	18.983	19.691	20.399	21.121	21.959	22.753	23.620
10	ANNUAL	25,626.80	26,582.60	27,538.40	28,513.00	29,644.40	30,716.20	31,886.60	33,095.00
	BI-WEEKLY	1,281.34	1,329.13	1,376.92	1,425.65	1,482.22	1,535.81	1,594.33	1,654.75
	HOURLY	18.983	19.691	20.399	21.121	21.959	22.753	23.620	24.515
11	ANNUAL	26,582.60	27,538.40	28,513.00	29,644.40	30,716.20	31,886.60	33,095.00	34,382.80
	BI-WEEKLY	1,329.13	1,376.92	1,425.65	1,482.22	1,535.81	1,594.33	1,654.75	1,719.14
	HOURLY	19.691	20.399	21.121	21.959	22.753	23.620	24.515	25.469
12	ANNUAL	27,538.40	28,513.00	29,644.40	30,716.20	31,886.60	33,095.00	34,382.80	35,863.80
	BI-WEEKLY	1,376.92	1,425.65	1,482.22	1,535.81	1,594.33	1,654.75	1,719.14	1,793.19
	HOURLY	20.399	21.121	21.959	22.753	23.620	24.515	25.469	26.566
13	ANNUAL	28,513.00	29,644.40	30,716.20	31,886.60	33,095.00	34,382.80	35,863.80	37,288.00
	BI-WEEKLY	1,425.65	1,482.22	1,535.81	1,594.33	1,654.75	1,719.14	1,793.19	1,864.40
	HOURLY	21.121	21.959	22.753	23.620	24.515	25.469	26.566	27.621
14	ANNUAL	29,644.40	30,716.20	31,886.60	33,095.00	34,382.80	35,863.80	37,288.00	38,847.20
	BI-WEEKLY	1,482.22	1,535.81	1,594.33	1,654.75	1,719.14	1,793.19	1,864.40	1,942.36
	HOURLY	21.959	22.753	23.620	24.515	25.469	26.566	27.621	28.776
15	ANNUAL	30,716.20	31,983.80	33,231.20	34,538.00	35,863.80	37,288.00	38,847.20	40,387.60
	BI-WEEKLY	1,535.81	1,599.19	1,661.56	1,726.90	1,793.19	1,864.40	1,942.36	2,019.38
	HOURLY	22.753	23.692	24.616	25.584	26.566	27.621	28.776	29.917
16	ANNUAL	31,983.80	33,231.20	34,538.00	35,863.80	37,288.00	38,847.20	40,387.60	42,084.60
	BI-WEEKLY	1,599.19	1,661.56	1,726.90	1,793.19	1,864.40	1,942.36	2,019.38	2,104.23
	HOURLY	23.692	24.616	25.584	26.566	27.621	28.776	29.917	31.174
17	ANNUAL	33,231.20	34,538.00	35,863.80	37,288.00	38,847.20	40,387.60	42,084.60	43,742.40
	BI-WEEKLY	1,661.56	1,726.90	1,793.19	1,864.40	1,942.36	2,019.38	2,104.23	2,187.12
	HOURLY	24.616	25.584	26.566	27.621	28.776	29.917	31.174	32.402
18	ANNUAL	34,538.00	35,863.80	37,288.00	38,847.20	40,387.60	42,084.60	43,742.40	45,536.60
	BI-WEEKLY	1,726.90	1,793.19	1,864.40	1,942.36	2,019.38	2,104.23	2,187.12	2,276.83
	HOURLY	25.584	26.566	27.621	28.776	29.917	31.174	32.402	33.731

19	ANNUAL	35,863.80	37,288.00	38,847.20	40,387.60	42,084.60	43,742.40	45,536.60	47,407.60
	BI-WEEKLY	1,793.19	1,864.40	1,942.36	2,019.38	2,104.23	2,187.12	2,276.83	2,370.38
	HOURLY	26.566	27.621	28.776	29.917	31.174	32.402	33.731	35.117
20	ANNUAL	37,288.00	38,847.20	40,387.60	42,084.60	43,742.40	45,536.60	47,407.60	49,767.40
	BI-WEEKLY	1,864.40	1,942.36	2,019.38	2,104.23	2,187.12	2,276.83	2,370.38	2,488.37
	HOURLY	27.621	28.776	29.917	31.174	32.402	33.731	35.117	36.865
21	ANNUAL	38,847.20	40,387.60	42,084.60	43,742.40	45,536.60	47,407.60	49,767.40	51,912.60
	BI-WEEKLY	1,942.36	2,019.38	2,104.23	2,187.12	2,276.83	2,370.38	2,488.37	2,595.63
	HOURLY	28.776	29.917	31.174	32.402	33.731	35.117	36.865	38.454
22	ANNUAL	40,387.60	42,084.60	43,742.40	45,536.60	47,407.60	49,767.40	51,912.60	54,134.60
	BI-WEEKLY	2,019.38	2,104.23	2,187.12	2,276.83	2,370.38	2,488.37	2,595.63	2,706.73
	HOURLY	29.917	31.174	32.402	33.731	35.117	36.865	38.454	40.100
23	ANNUAL	42,084.60	43,839.60	45,749.80	47,719.40	49,767.40	51,912.60	54,134.60	56,494.40
	BI-WEEKLY	2,104.23	2,191.98	2,287.49	2,385.97	2,488.37	2,595.63	2,706.73	2,824.72
	HOURLY	31.174	32.474	33.889	35.348	36.865	38.454	40.100	41.848
24	ANNUAL	43,839.60	45,749.80	47,719.40	49,767.40	51,912.60	54,134.60	56,494.40	58,932.60
	BI-WEEKLY	2,191.98	2,287.49	2,385.97	2,488.37	2,595.63	2,706.73	2,824.72	2,946.63
	HOURLY	32.474	33.889	35.348	36.865	38.454	40.100	41.848	43.654
25	ANNUAL	45,749.80	47,719.40	49,767.40	51,912.60	54,134.60	56,494.40	58,932.60	61,565.00
	BI-WEEKLY	2,287.49	2,385.97	2,488.37	2,595.63	2,706.73	2,824.72	2,946.63	3,078.25
	HOURLY	33.889	35.348	36.865	38.454	40.100	41.848	43.654	45.604
26	ANNUAL	47,719.40	49,767.40	51,912.60	54,134.60	56,494.40	58,932.60	61,565.00	64,177.40
	BI-WEEKLY	2,385.97	2,488.37	2,595.63	2,706.73	2,824.72	2,946.63	3,078.25	3,208.87
	HOURLY	35.348	36.865	38.454	40.100	41.848	43.654	45.604	47.539
27	ANNUAL	49,767.40	51,912.60	54,134.60	56,494.40	58,932.60	61,565.00	64,177.40	67,004.20
	BI-WEEKLY	2,488.37	2,595.63	2,706.73	2,824.72	2,946.63	3,078.25	3,208.87	3,350.21
	HOURLY	36.865	38.454	40.100	41.848	43.654	45.604	47.539	49.633
28	ANNUAL	51,912.60	54,134.60	56,494.40	58,932.60	61,565.00	64,177.40	67,004.20	70,553.40
	BI-WEEKLY	2,595.63	2,706.73	2,824.72	2,946.63	3,078.25	3,208.87	3,350.21	3,527.67
	HOURLY	38.454	40.100	41.848	43.654	45.604	47.539	49.633	52.262

29	ANNUAL	54,134.60	56,494.40	58,932.60	61,565.00	64,177.40	67,004.20	70,553.40	73,848.80
	BI-WEEKLY	2,706.73	2,824.72	2,946.63	3,078.25	3,208.87	3,350.21	3,527.67	3,692.44
	HOURLY	40.100	41.848	43.654	45.604	47.539	49.633	52.262	54.703
30	ANNUAL	56,494.40	58,932.60	61,565.00	64,177.40	67,004.20	70,553.40	73,848.80	77,183.20
	BI-WEEKLY	2,824.72	2,946.63	3,078.25	3,208.87	3,350.21	3,527.67	3,692.44	3,859.16
	HOURLY	41.848	43.654	45.604	47.539	49.633	52.262	54.703	57.173
31	ANNUAL	58,932.60	61,681.20	64,528.40	67,414.60	70,553.40	73,848.80	77,183.20	80,771.60
	BI-WEEKLY	2,946.63	3,084.06	3,226.42	3,370.73	3,527.67	3,692.44	3,859.16	4,038.58
	HOURLY	43.654	45.690	47.799	49.937	52.262	54.703	57.173	59.831
32	ANNUAL	61,681.20	64,528.40	67,414.60	70,553.40	73,848.80	77,183.20	80,771.60	84,378.80
	BI-WEEKLY	3,084.06	3,226.42	3,370.73	3,527.67	3,692.44	3,859.16	4,038.58	4,218.94
	HOURLY	45.690	47.799	49.937	52.262	54.703	57.173	59.831	62.503
33	ANNUAL	64,528.40	67,414.60	70,553.40	73,848.80	77,183.20	80,771.60	84,378.80	87,986.00
	BI-WEEKLY	3,226.42	3,370.73	3,527.67	3,692.44	3,859.16	4,038.58	4,218.94	4,399.30
	HOURLY	47.799	49.937	52.262	54.703	57.173	59.831	62.503	65.175
34	ANNUAL	67,414.60	70,553.40	73,848.80	77,183.20	80,771.60	84,378.80	87,986.00	91,554.00
	BI-WEEKLY	3,370.73	3,527.67	3,692.44	3,859.16	4,038.58	4,218.94	4,399.30	4,577.70
	HOURLY	49.937	52.262	54.703	57.173	59.831	62.503	65.175	67.818
35	ANNUAL	70,553.40	73,848.80	77,183.20	80,771.60	84,378.80	87,986.00	91,554.00	95,162.60
	BI-WEEKLY	3,527.67	3,692.44	3,859.16	4,038.58	4,218.94	4,399.30	4,577.70	4,758.13
	HOURLY	52.262	54.703	57.173	59.831	62.503	65.175	67.818	70.491

Community College System of New Hampshire
Wage Schedule A216 - 24 Payments (11 Month Faculty and 216 Days Academic Staff)
Effective Pay Period Beginning May 4, 2012 First Check Date: June 1, 2012

GRADE		STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08
01	ANNUAL	23,568.96	24,153.84	24,785.52	25,464.48	26,165.76	26,914.32	27,617.28	28,318.80
	BI-WEEKLY	982.04	1,006.41	1,032.73	1,061.02	1,090.24	1,121.43	1,150.72	1,179.95
	HOURLY	14.549	14.910	15.300	15.719	16.152	16.614	17.048	17.481
02	ANNUAL	24,153.84	24,785.52	25,464.48	26,165.76	26,914.32	27,617.28	28,318.80	29,091.60
	BI-WEEKLY	1,006.41	1,032.73	1,061.02	1,090.24	1,121.43	1,150.72	1,179.95	1,212.15
	HOURLY	14.910	15.300	15.719	16.152	16.614	17.048	17.481	17.958
03	ANNUAL	24,785.52	25,464.48	26,165.76	26,914.32	27,617.28	28,318.80	29,091.60	29,934.00
	BI-WEEKLY	1,032.73	1,061.02	1,090.24	1,121.43	1,150.72	1,179.95	1,212.15	1,247.25
	HOURLY	15.300	15.719	16.152	16.614	17.048	17.481	17.958	18.478
04	ANNUAL	25,464.48	26,165.76	26,914.32	27,617.28	28,318.80	29,091.60	29,934.00	31,899.12
	BI-WEEKLY	1,061.02	1,090.24	1,121.43	1,150.72	1,179.95	1,212.15	1,247.25	1,329.13
	HOURLY	15.719	16.152	16.614	17.048	17.481	17.958	18.478	19.691
05	ANNUAL	26,165.76	26,914.32	27,617.28	28,318.80	29,091.60	29,934.00	31,899.12	33,046.08
	BI-WEEKLY	1,090.24	1,121.43	1,150.72	1,179.95	1,212.15	1,247.25	1,329.13	1,376.92
	HOURLY	16.152	16.614	17.048	17.481	17.958	18.478	19.691	20.399
06	ANNUAL	26,914.32	27,617.28	28,318.80	29,091.60	29,934.00	31,899.12	33,046.08	34,215.60
	BI-WEEKLY	1,121.43	1,150.72	1,179.95	1,212.15	1,247.25	1,329.13	1,376.92	1,425.65
	HOURLY	16.614	17.048	17.481	17.958	18.478	19.691	20.399	21.121
07	ANNUAL	27,617.28	28,553.76	29,652.00	30,752.16	31,899.12	33,046.08	34,215.60	35,573.28
	BI-WEEKLY	1,150.72	1,189.74	1,235.50	1,281.34	1,329.13	1,376.92	1,425.65	1,482.22
	HOURLY	17.048	17.626	18.304	18.983	19.691	20.399	21.121	21.959
08	ANNUAL	28,553.76	29,652.00	30,752.16	31,899.12	33,046.08	34,215.60	35,573.28	36,859.44
	BI-WEEKLY	1,189.74	1,235.50	1,281.34	1,329.13	1,376.92	1,425.65	1,482.22	1,535.81
	HOURLY	17.626	18.304	18.983	19.691	20.399	21.121	21.959	22.753

09	ANNUAL	29,652.00	30,752.16	31,899.12	33,046.08	34,215.60	35,573.28	36,859.44	38,263.92
	BI-WEEKLY	1,235.50	1,281.34	1,329.13	1,376.92	1,425.65	1,482.22	1,535.81	1,594.33
	HOURLY	18.304	18.983	19.691	20.399	21.121	21.959	22.753	23.620
10	ANNUAL	30,752.16	31,899.12	33,046.08	34,215.60	35,573.28	36,859.44	38,263.92	39,714.00
	BI-WEEKLY	1,281.34	1,329.13	1,376.92	1,425.65	1,482.22	1,535.81	1,594.33	1,654.75
	HOURLY	18.983	19.691	20.399	21.121	21.959	22.753	23.620	24.515
11	ANNUAL	31,899.12	33,046.08	34,215.60	35,573.28	36,859.44	38,263.92	39,714.00	41,259.36
	BI-WEEKLY	1,329.13	1,376.92	1,425.65	1,482.22	1,535.81	1,594.33	1,654.75	1,719.14
	HOURLY	19.691	20.399	21.121	21.959	22.753	23.620	24.515	25.469
12	ANNUAL	33,046.08	34,215.60	35,573.28	36,859.44	38,263.92	39,714.00	41,259.36	43,036.56
	BI-WEEKLY	1,376.92	1,425.65	1,482.22	1,535.81	1,594.33	1,654.75	1,719.14	1,793.19
	HOURLY	20.399	21.121	21.959	22.753	23.620	24.515	25.469	26.566
13	ANNUAL	34,215.60	35,573.28	36,859.44	38,263.92	39,714.00	41,259.36	43,036.56	44,745.60
	BI-WEEKLY	1,425.65	1,482.22	1,535.81	1,594.33	1,654.75	1,719.14	1,793.19	1,864.40
	HOURLY	21.121	21.959	22.753	23.620	24.515	25.469	26.566	27.621
14	ANNUAL	35,573.28	36,859.44	38,263.92	39,714.00	41,259.36	43,036.56	44,745.60	46,616.64
	BI-WEEKLY	1,482.22	1,535.81	1,594.33	1,654.75	1,719.14	1,793.19	1,864.40	1,942.36
	HOURLY	21.959	22.753	23.620	24.515	25.469	26.566	27.621	28.776
15	ANNUAL	36,859.44	38,380.56	39,877.44	41,445.60	43,036.56	44,745.60	46,616.64	48,465.12
	BI-WEEKLY	1,535.81	1,599.19	1,661.56	1,726.90	1,793.19	1,864.40	1,942.36	2,019.38
	HOURLY	22.753	23.692	24.616	25.584	26.566	27.621	28.776	29.917
16	ANNUAL	38,380.56	39,877.44	41,445.60	43,036.56	44,745.60	46,616.64	48,465.12	50,501.52
	BI-WEEKLY	1,599.19	1,661.56	1,726.90	1,793.19	1,864.40	1,942.36	2,019.38	2,104.23
	HOURLY	23.692	24.616	25.584	26.566	27.621	28.776	29.917	31.174
17	ANNUAL	39,877.44	41,445.60	43,036.56	44,745.60	46,616.64	48,465.12	50,501.52	52,490.88
	BI-WEEKLY	1,661.56	1,726.90	1,793.19	1,864.40	1,942.36	2,019.38	2,104.23	2,187.12
	HOURLY	24.616	25.584	26.566	27.621	28.776	29.917	31.174	32.402
18	ANNUAL	41,445.60	43,036.56	44,745.60	46,616.64	48,465.12	50,501.52	52,490.88	54,643.92
	BI-WEEKLY	1,726.90	1,793.19	1,864.40	1,942.36	2,019.38	2,104.23	2,187.12	2,276.83
	HOURLY	25.584	26.566	27.621	28.776	29.917	31.174	32.402	33.731

19	ANNUAL	43,036.56	44,745.60	46,616.64	48,465.12	50,501.52	52,490.88	54,643.92	56,889.12
	BI-WEEKLY	1,793.19	1,864.40	1,942.36	2,019.38	2,104.23	2,187.12	2,276.83	2,370.38
	HOURLY	26.566	27.621	28.776	29.917	31.174	32.402	33.731	35.117
20	ANNUAL	44,745.60	46,616.64	48,465.12	50,501.52	52,490.88	54,643.92	56,889.12	59,720.88
	BI-WEEKLY	1,864.40	1,942.36	2,019.38	2,104.23	2,187.12	2,276.83	2,370.38	2,488.37
	HOURLY	27.621	28.776	29.917	31.174	32.402	33.731	35.117	36.865
21	ANNUAL	46,616.64	48,465.12	50,501.52	52,490.88	54,643.92	56,889.12	59,720.88	62,295.12
	BI-WEEKLY	1,942.36	2,019.38	2,104.23	2,187.12	2,276.83	2,370.38	2,488.37	2,595.63
	HOURLY	28.776	29.917	31.174	32.402	33.731	35.117	36.865	38.454
22	ANNUAL	48,465.12	50,501.52	52,490.88	54,643.92	56,889.12	59,720.88	62,295.12	64,961.52
	BI-WEEKLY	2,019.38	2,104.23	2,187.12	2,276.83	2,370.38	2,488.37	2,595.63	2,706.73
	HOURLY	29.917	31.174	32.402	33.731	35.117	36.865	38.454	40.100
23	ANNUAL	50,501.52	52,607.52	54,899.76	57,263.28	59,720.88	62,295.12	64,961.52	67,793.28
	BI-WEEKLY	2,104.23	2,191.98	2,287.49	2,385.97	2,488.37	2,595.63	2,706.73	2,824.72
	HOURLY	31.174	32.474	33.889	35.348	36.865	38.454	40.100	41.848
24	ANNUAL	52,607.52	54,899.76	57,263.28	59,720.88	62,295.12	64,961.52	67,793.28	70,719.12
	BI-WEEKLY	2,191.98	2,287.49	2,385.97	2,488.37	2,595.63	2,706.73	2,824.72	2,946.63
	HOURLY	32.474	33.889	35.348	36.865	38.454	40.100	41.848	43.654
25	ANNUAL	54,899.76	57,263.28	59,720.88	62,295.12	64,961.52	67,793.28	70,719.12	73,878.00
	BI-WEEKLY	2,287.49	2,385.97	2,488.37	2,595.63	2,706.73	2,824.72	2,946.63	3,078.25
	HOURLY	33.889	35.348	36.865	38.454	40.100	41.848	43.654	45.604
26	ANNUAL	57,263.28	59,720.88	62,295.12	64,961.52	67,793.28	70,719.12	73,878.00	77,012.88
	BI-WEEKLY	2,385.97	2,488.37	2,595.63	2,706.73	2,824.72	2,946.63	3,078.25	3,208.87
	HOURLY	35.348	36.865	38.454	40.100	41.848	43.654	45.604	47.539
27	ANNUAL	59,720.88	62,295.12	64,961.52	67,793.28	70,719.12	73,878.00	77,012.88	80,405.04
	BI-WEEKLY	2,488.37	2,595.63	2,706.73	2,824.72	2,946.63	3,078.25	3,208.87	3,350.21
	HOURLY	36.865	38.454	40.100	41.848	43.654	45.604	47.539	49.633
28	ANNUAL	62,295.12	64,960.80	67,793.28	70,719.12	73,878.00	77,012.88	80,405.04	84,664.08
	BI-WEEKLY	2,595.63	2,706.70	2,824.72	2,946.63	3,078.25	3,208.87	3,350.21	3,527.67
	HOURLY	38.454	40.100	41.848	43.654	45.604	47.539	49.633	52.262

29	ANNUAL	64,961.52	67,793.28	70,719.12	73,878.00	77,012.88	80,405.04	84,664.08	88,618.56
	BI-WEEKLY	2,706.73	2,824.72	2,946.63	3,078.25	3,208.87	3,350.21	3,527.67	3,692.44
	HOURLY	40.100	41.848	43.654	45.604	47.539	49.633	52.262	54.703
30	ANNUAL	67,793.28	70,719.12	73,878.00	77,012.88	80,405.04	84,664.08	88,618.56	92,619.84
	BI-WEEKLY	2,824.72	2,946.63	3,078.25	3,208.87	3,350.21	3,527.67	3,692.44	3,859.16
	HOURLY	41.848	43.654	45.604	47.539	49.633	52.262	54.703	57.173
31	ANNUAL	70,719.12	74,017.44	77,434.08	80,897.52	84,664.08	88,618.56	92,619.84	96,925.92
	BI-WEEKLY	2,946.63	3,084.06	3,226.42	3,370.73	3,527.67	3,692.44	3,859.16	4,038.58
	HOURLY	43.654	45.690	47.799	49.937	52.262	54.703	57.173	59.831
32	ANNUAL	74,017.44	77,434.08	80,897.52	84,664.08	88,618.56	92,619.84	96,925.92	101,254.56
	BI-WEEKLY	3,084.06	3,226.42	3,370.73	3,527.67	3,692.44	3,859.16	4,038.58	4,218.94
	HOURLY	45.690	47.799	49.937	52.262	54.703	57.173	59.831	62.503
33	ANNUAL	77,434.08	80,897.52	84,664.08	88,618.56	92,619.84	96,925.92	101,254.56	105,583.20
	BI-WEEKLY	3,226.42	3,370.73	3,527.67	3,692.44	3,859.16	4,038.58	4,218.94	4,399.30
	HOURLY	47.799	49.937	52.262	54.703	57.173	59.831	62.503	65.175
34	ANNUAL	80,897.52	84,664.08	88,618.56	92,619.84	96,925.92	101,254.56	105,583.20	109,864.80
	BI-WEEKLY	3,370.73	3,527.67	3,692.44	3,859.16	4,038.58	4,218.94	4,399.30	4,577.70
	HOURLY	49.937	52.262	54.703	57.173	59.831	62.503	65.175	67.818
35	ANNUAL	84,664.08	88,618.56	92,619.84	96,925.92	101,254.56	105,583.20	109,864.80	114,195.12
	BI-WEEKLY	3,527.67	3,692.44	3,859.16	4,038.58	4,218.94	4,399.30	4,577.70	4,758.13
	HOURLY	52.262	54.703	57.173	59.831	62.503	65.175	67.818	70.491

Community College System of New Hampshire
Wage Schedule A234 - 26 Payments (12 Month Faculty and Academic Staff)
Effective Pay Period Beginning May 4, 2012 First Check Date: June 1, 2012

GRADE		STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08
01	ANNUAL	25,533.04	26,166.66	26,850.98	27,586.52	28,346.24	29,157.18	29,918.72	30,678.70
	BI-WEEKLY	982.04	1,006.41	1,032.73	1,061.02	1,090.24	1,121.43	1,150.72	1,179.95
	HOURLY	14.549	14.910	15.300	15.719	16.152	16.614	17.048	17.481
02	ANNUAL	26,166.66	26,850.98	27,586.52	28,346.24	29,157.18	29,918.72	30,678.70	31,515.90
	BI-WEEKLY	1,006.41	1,032.73	1,061.02	1,090.24	1,121.43	1,150.72	1,179.95	1,212.15
	HOURLY	14.910	15.300	15.719	16.152	16.614	17.048	17.481	17.958
03	ANNUAL	26,850.98	27,586.52	28,346.24	29,157.18	29,918.72	30,678.70	31,515.90	32,428.50
	BI-WEEKLY	1,032.73	1,061.02	1,090.24	1,121.43	1,150.72	1,179.95	1,212.15	1,247.25
	HOURLY	15.300	15.719	16.152	16.614	17.048	17.481	17.958	18.478
04	ANNUAL	27,586.52	28,346.24	29,157.18	29,918.72	30,678.70	31,515.90	32,428.50	34,557.38
	BI-WEEKLY	1,061.02	1,090.24	1,121.43	1,150.72	1,179.95	1,212.15	1,247.25	1,329.13
	HOURLY	15.719	16.152	16.614	17.048	17.481	17.958	18.478	19.691
05	ANNUAL	28,346.24	29,157.18	29,918.72	30,678.70	31,515.90	32,428.50	34,557.38	35,799.92
	BI-WEEKLY	1,090.24	1,121.43	1,150.72	1,179.95	1,212.15	1,247.25	1,329.13	1,376.92
	HOURLY	16.152	16.614	17.048	17.481	17.958	18.478	19.691	20.399
06	ANNUAL	29,157.18	29,918.72	30,678.70	31,515.90	32,428.50	34,557.38	35,799.92	37,066.90
	BI-WEEKLY	1,121.43	1,150.72	1,179.95	1,212.15	1,247.25	1,329.13	1,376.92	1,425.65
	HOURLY	16.614	17.048	17.481	17.958	18.478	19.691	20.399	21.121
07	ANNUAL	29,918.72	30,933.24	32,123.00	33,314.84	34,557.38	35,799.92	37,066.90	38,537.72
	BI-WEEKLY	1,150.72	1,189.74	1,235.50	1,281.34	1,329.13	1,376.92	1,425.65	1,482.22
	HOURLY	17.048	17.626	18.304	18.983	19.691	20.399	21.121	21.959
08	ANNUAL	30,933.24	32,123.00	33,314.84	34,557.38	35,799.92	37,066.90	38,537.72	39,931.06
	BI-WEEKLY	1,189.74	1,235.50	1,281.34	1,329.13	1,376.92	1,425.65	1,482.22	1,535.81
	HOURLY	17.626	18.304	18.983	19.691	20.399	21.121	21.959	22.753

09	ANNUAL	32,123.00	33,314.84	34,557.38	35,799.92	37,066.90	38,537.72	39,931.06	41,452.58
	BI-WEEKLY	1,235.50	1,281.34	1,329.13	1,376.92	1,425.65	1,482.22	1,535.81	1,594.33
	HOURLY	18.304	18.983	19.691	20.399	21.121	21.959	22.753	23.620
10	ANNUAL	33,314.84	34,557.38	35,799.92	37,066.90	38,537.72	39,931.06	41,452.58	43,023.50
	BI-WEEKLY	1,281.34	1,329.13	1,376.92	1,425.65	1,482.22	1,535.81	1,594.33	1,654.75
	HOURLY	18.983	19.691	20.399	21.121	21.959	22.753	23.620	24.515
11	ANNUAL	34,557.38	35,799.92	37,066.90	38,537.72	39,931.06	41,452.58	43,023.50	44,697.64
	BI-WEEKLY	1,329.13	1,376.92	1,425.65	1,482.22	1,535.81	1,594.33	1,654.75	1,719.14
	HOURLY	19.691	20.399	21.121	21.959	22.753	23.620	24.515	25.469
12	ANNUAL	35,799.92	37,066.90	38,537.72	39,931.06	41,452.58	43,023.50	44,697.64	46,622.94
	BI-WEEKLY	1,376.92	1,425.65	1,482.22	1,535.81	1,594.33	1,654.75	1,719.14	1,793.19
	HOURLY	20.399	21.121	21.959	22.753	23.620	24.515	25.469	26.566
13	ANNUAL	37,066.90	38,537.72	39,931.06	41,452.58	43,023.50	44,697.64	46,622.94	48,474.40
	BI-WEEKLY	1,425.65	1,482.22	1,535.81	1,594.33	1,654.75	1,719.14	1,793.19	1,864.40
	HOURLY	21.121	21.959	22.753	23.620	24.515	25.469	26.566	27.621
14	ANNUAL	38,537.72	39,931.06	41,452.58	43,023.50	44,697.64	46,622.94	48,474.40	50,501.36
	BI-WEEKLY	1,482.22	1,535.81	1,594.33	1,654.75	1,719.14	1,793.19	1,864.40	1,942.36
	HOURLY	21.959	22.753	23.620	24.515	25.469	26.566	27.621	28.776
15	ANNUAL	39,931.06	41,578.94	43,200.56	44,899.40	46,622.94	48,474.40	50,501.36	52,503.88
	BI-WEEKLY	1,535.81	1,599.19	1,661.56	1,726.90	1,793.19	1,864.40	1,942.36	2,019.38
	HOURLY	22.753	23.692	24.616	25.584	26.566	27.621	28.776	29.917
16	ANNUAL	41,578.94	43,200.56	44,899.40	46,622.94	48,474.40	50,501.36	52,503.88	54,709.98
	BI-WEEKLY	1,599.19	1,661.56	1,726.90	1,793.19	1,864.40	1,942.36	2,019.38	2,104.23
	HOURLY	23.692	24.616	25.584	26.566	27.621	28.776	29.917	31.174
17	ANNUAL	43,200.56	44,899.40	46,622.94	48,474.40	50,501.36	52,503.88	54,709.98	56,865.12
	BI-WEEKLY	1,661.56	1,726.90	1,793.19	1,864.40	1,942.36	2,019.38	2,104.23	2,187.12
	HOURLY	24.616	25.584	26.566	27.621	28.776	29.917	31.174	32.402
18	ANNUAL	44,899.40	46,622.94	48,474.40	50,501.36	52,503.88	54,709.98	56,865.12	59,197.58
	BI-WEEKLY	1,726.90	1,793.19	1,864.40	1,942.36	2,019.38	2,104.23	2,187.12	2,276.83
	HOURLY	25.584	26.566	27.621	28.776	29.917	31.174	32.402	33.731

19	ANNUAL	46,622.94	48,474.40	50,501.36	52,503.88	54,709.98	56,865.12	59,197.58	61,629.88
	BI-WEEKLY	1,793.19	1,864.40	1,942.36	2,019.38	2,104.23	2,187.12	2,276.83	2,370.38
	HOURLY	26.566	27.621	28.776	29.917	31.174	32.402	33.731	35.117
20	ANNUAL	48,474.40	50,501.36	52,503.88	54,709.98	56,865.12	59,197.58	61,629.88	64,697.62
	BI-WEEKLY	1,864.40	1,942.36	2,019.38	2,104.23	2,187.12	2,276.83	2,370.38	2,488.37
	HOURLY	27.621	28.776	29.917	31.174	32.402	33.731	35.117	36.865
21	ANNUAL	50,501.36	52,503.88	54,709.98	56,865.12	59,197.58	61,629.88	64,697.62	67,486.38
	BI-WEEKLY	1,942.36	2,019.38	2,104.23	2,187.12	2,276.83	2,370.38	2,488.37	2,595.63
	HOURLY	28.776	29.917	31.174	32.402	33.731	35.117	36.865	38.454
22	ANNUAL	52,503.88	54,709.98	56,865.12	59,197.58	61,629.88	64,697.62	67,486.38	70,374.98
	BI-WEEKLY	2,019.38	2,104.23	2,187.12	2,276.83	2,370.38	2,488.37	2,595.63	2,706.73
	HOURLY	29.917	31.174	32.402	33.731	35.117	36.865	38.454	40.100
23	ANNUAL	54,709.98	56,991.48	59,474.74	62,035.22	64,697.62	67,486.38	70,374.98	73,442.72
	BI-WEEKLY	2,104.23	2,191.98	2,287.49	2,385.97	2,488.37	2,595.63	2,706.73	2,824.72
	HOURLY	31.174	32.474	33.889	35.348	36.865	38.454	40.100	41.848
24	ANNUAL	56,991.48	59,474.74	62,035.22	64,697.62	67,486.38	70,374.98	73,442.72	76,612.38
	BI-WEEKLY	2,191.98	2,287.49	2,385.97	2,488.37	2,595.63	2,706.73	2,824.72	2,946.63
	HOURLY	32.474	33.889	35.348	36.865	38.454	40.100	41.848	43.654
25	ANNUAL	59,474.74	62,035.22	64,697.62	67,486.38	70,374.98	73,442.72	76,612.38	80,034.50
	BI-WEEKLY	2,287.49	2,385.97	2,488.37	2,595.63	2,706.73	2,824.72	2,946.63	3,078.25
	HOURLY	33.889	35.348	36.865	38.454	40.100	41.848	43.654	45.604
26	ANNUAL	62,035.22	64,697.62	67,486.38	70,374.98	73,442.72	76,612.38	80,034.50	83,430.62
	BI-WEEKLY	2,385.97	2,488.37	2,595.63	2,706.73	2,824.72	2,946.63	3,078.25	3,208.87
	HOURLY	35.348	36.865	38.454	40.100	41.848	43.654	45.604	47.539
27	ANNUAL	64,697.62	67,486.38	70,374.98	73,442.72	76,612.38	80,034.50	83,430.62	87,105.46
	BI-WEEKLY	2,488.37	2,595.63	2,706.73	2,824.72	2,946.63	3,078.25	3,208.87	3,350.21
	HOURLY	36.865	38.454	40.100	41.848	43.654	45.604	47.539	49.633
28	ANNUAL	67,486.38	70,374.20	73,442.72	76,612.38	80,034.50	83,430.62	87,105.46	91,719.42
	BI-WEEKLY	2,595.63	2,706.70	2,824.72	2,946.63	3,078.25	3,208.87	3,350.21	3,527.67
	HOURLY	38.454	40.100	41.848	43.654	45.604	47.539	49.633	52.262

29	ANNUAL	70,374.98	73,442.72	76,612.38	80,034.50	83,430.62	87,105.46	91,719.42	96,003.44
	BI-WEEKLY	2,706.73	2,824.72	2,946.63	3,078.25	3,208.87	3,350.21	3,527.67	3,692.44
	HOURLY	40.100	41.848	43.654	45.604	47.539	49.633	52.262	54.703
30	ANNUAL	73,442.72	76,612.38	80,034.50	83,430.62	87,105.46	91,719.42	96,003.44	100,338.16
	BI-WEEKLY	2,824.72	2,946.63	3,078.25	3,208.87	3,350.21	3,527.67	3,692.44	3,859.16
	HOURLY	41.848	43.654	45.604	47.539	49.633	52.262	54.703	57.173
31	ANNUAL	76,612.38	80,185.56	83,886.92	87,638.98	91,719.42	96,003.44	100,338.16	105,003.08
	BI-WEEKLY	2,946.63	3,084.06	3,226.42	3,370.73	3,527.67	3,692.44	3,859.16	4,038.58
	HOURLY	43.654	45.690	47.799	49.937	52.262	54.703	57.173	59.831
32	ANNUAL	80,185.56	83,886.92	87,638.98	91,719.42	96,003.44	100,338.16	105,003.08	109,692.44
	BI-WEEKLY	3,084.06	3,226.42	3,370.73	3,527.67	3,692.44	3,859.16	4,038.58	4,218.94
	HOURLY	45.690	47.799	49.937	52.262	54.703	57.173	59.831	62.503
33	ANNUAL	83,886.92	87,638.98	91,719.42	96,003.44	100,338.16	105,003.08	109,692.44	114,381.80
	BI-WEEKLY	3,226.42	3,370.73	3,527.67	3,692.44	3,859.16	4,038.58	4,218.94	4,399.30
	HOURLY	47.799	49.937	52.262	54.703	57.173	59.831	62.503	65.175
34	ANNUAL	87,638.98	91,719.42	96,003.44	100,338.16	105,003.08	109,692.44	114,381.80	119,020.20
	BI-WEEKLY	3,370.73	3,527.67	3,692.44	3,859.16	4,038.58	4,218.94	4,399.30	4,577.70
	HOURLY	49.937	52.262	54.703	57.173	59.831	62.503	65.175	67.818
35	ANNUAL	91,719.42	96,003.44	100,338.16	105,003.08	109,692.44	114,381.80	119,020.20	123,711.38
	BI-WEEKLY	3,527.67	3,692.44	3,859.16	4,038.58	4,218.94	4,399.30	4,577.70	4,758.13
	HOURLY	52.262	54.703	57.173	59.831	62.503	65.175	67.818	70.491

Appendix C

Memorandum of Understanding Between the Community College System of New Hampshire and The State Employees' Association of New Hampshire, Inc.

I. Memorandum of Understanding on 11 Month (A216) Positions

The parties acknowledge CCSNH's intent to eliminate new 11 month appointments paid pursuant to the A216 salary schedule, effective upon the signing of this Agreement. The parties agree that the CCSNH shall retain the 11 month (A216) appointments for those individuals paid pursuant to the A216 salary schedule at the time of the signing of this Agreement. However, pursuant to Article 3 Management Rights, of this Agreement the CCSNH reserves the right to modify such appointments based on changes or demands within an institution. In accordance with CCSNH policies and procedures, covered employees assigned to the A216 salary schedule shall be eligible to receive their earnings in twenty-four (24) bi-weekly payments or over a period of twelve months in twenty-six (26) bi-weekly payments. Covered employees assigned to the A216 salary schedule at the signing of this Agreement are as follows:

<u>Institution</u>	<u>Employee</u>	<u>Position #</u>	<u>Classification</u>
Manchester CC	C. Wolfe-Stepro	13406	CC Professor
Manchester CC	J. Turner	16982	CC Professor
Manchester CC	R. King	13440	CC Professor
Great Bay CC	C. Despres	13416	I/C Counselor I
Great Bay CC	L. McCurley	16986	CC Professor
NHTI	L. Scott	13514	CC Asst. Professor
NHTI	P. Hogan	13513	CC Assoc. Professor
NHTI	M. Jean	13532	CC Professor
NHTI	C. Brock	13540	CC Assoc. Professor
NHTI	R. Heath	40919	CC Asst. Professor
White Mountains CC	E. Elliott	13595	I/C Counselor I
White Mountains CC	K. Doherty	13605	Dir. of Learning Resources
River Valley CC	J. Marcley	13648	CC Professor
River Valley CC	J. McCarragher	13654	CC Professor
River Valley CC	D. Smith	30442	CC Professor
Lakes Region CC	J. Murray	19575	I/C Counselor I
Lakes Region CC	M. Parker	19569	CC Assoc. Professor
Lakes Region CC	W. Miller	19571	I/C Counselor I
Lakes Region CC	J. Decato	42299	CC Instructor
Nashua CC	E. Berry	42825	CC Professor
Nashua CC	J. Hayes	13621	CC Professor
Nashua CC	D. Vallerand	17020	CC Professor
Nashua CC	R. Donadio	13733	CC Assistant Professor

Date of Last Revision: 02-08-2012

Appendix D

CCSNH - Dental Plan Summary



Delta Dental PPO & Delta Dental Premier National Networks

This chart represents the level of coverage for services performed by dentists who participate in the Delta Dental PPO and Delta Dental Premier National Networks. Employees and their eligible dependents are free to visit *any* dentist, participating or nonparticipating. Visit our Web site at www.nedelta.com for an updated list of participating dentists. This chart is provided for summary purposes only; certain benefit limitations may apply. Please refer to your Dental Plan Description (DPD) booklet for complete benefit information. In the event of a conflict or discrepancy between this benefit chart and either the Group Contract or the DPD, the Group Contract or DPD will prevail.

**Community College System of New Hampshire
Group Number: 11000**

Diagnostic/Preventive Coverage A	Basic Restorative Coverage B	Major Restorative Coverage C	Orthodontics Coverage D
Deductible: None		Deductible: \$25 Per Person/Calendar Year**	Deductible: None
*Covered at 100%	*Covered at 80%	*Covered at 50%	*Covered at 50%
<p>Diagnostic: Evaluations – twice in a calendar year</p> <p>X-rays: Complete series or panoramic film, once in a 3-year period; bitewings, twice in a calendar year; x-rays of individual teeth as needed</p> <p>Oral cancer screening- once in a 12-month period</p> <p>Preventive: Cleanings – twice in a calendar year</p> <p>Fluoride once in a calendar year to age 18</p> <p>Space maintainers to age 16</p> <p>Sealant application to permanent molar, once in a lifetime per tooth, for children to age 15</p>	<p>Basic Restorative: Amalgam (silver) fillings; Composite (white) fillings (anterior teeth only)</p> <p>Oral Surgery: Surgical and routine extractions</p> <p>Endodontics: Root canal therapy</p> <p>Periodontics: Periodontal cleaning (maintenance procedures) Note: Only two cleanings are covered in a calendar year. This can be routine, (Preventive) or Periodontal (Basic) but not both.</p> <p>Treatment of gum disease</p> <p>Clinical crown lengthening – once per lifetime per site</p> <p>Denture Repair: Repair of a removable denture to its original condition</p> <p>Rebase and reline (dentures)</p> <p>Emergency Palliative Treatment</p>	<p>Major Restorative: Removable and fixed partial dentures (bridge)</p> <p>Complete dentures</p> <p>Restorative Crowns</p> <p>Onlays</p> <p>**Any expense incurred during the last 3 months of a calendar year which is applied against an individual's deductible will also reduce his/her deductible for the next calendar year.</p>	<p>Orthodontics: Correction of (crooked) teeth for adults and eligible children</p>
Calendar Year Maximum: \$1,200 per person (Coverages A, B, and C combined)			Lifetime Maximum: \$1,200

*Benefit percentages shown are based upon the actual charge submitted to a maximum of the participating dentist's approved fees, or Northeast Delta Dental's allowance for non-participating dentists.

Delta Dental PPO and Delta Dental Premier National Network Dentists

You'll get the best dollar value from your program when you receive your dental care from a Delta Dental PPO participating dentist. Delta Dental PPO dentists generally accept lower fees for services. You may also choose to visit a dentist who participates in the larger, Delta Dental Premier network and still enjoy savings. Nearly 3 out of 4 dentists in the country participate in the Delta Dental Premier network.

The benefits of seeing a participating provider include:

- ▲ **No Balance Billing:** Because participating dentists accept Delta Dental's maximum allowable amount for service, you will normally pay less when you visit a participating dentist.
- ▲ **Less Paperwork:** Participating dentists will prepare and submit claims for you.
- ▲ **Direct payment:** Northeast Delta Dental pays the dentist directly, so you don't have to pay the covered amount up-front and wait for a reimbursement check.

To find out if your dentist is part of the Delta Dental PPO and Delta Dental Premier national network, call your dentist or visit our Web site at www.nedelta.com and click on National Dentist Directory. You can also call our Customer Service department at 800-832-5700 or 603-223-1234.

Claim Process for Delta Dental Premier and Delta Dental PPO Dentists

- ▲ Present your ID card to the dentist at the time of your visit.
- ▲ The dentist will submit your claim to Northeast Delta Dental.
- ▲ Northeast Delta Dental will send you an Explanation of Benefits detailing what has been processed under your program coverage. You are responsible to pay any remaining balance directly to the dentist as defined by the plan.

Non-Participating/Out of Network Dentists

Your dental plan also provides coverage for care received from providers who do not participate in a Delta Dental network; however, your out-of-pocket costs may be more. Delta Dental makes payment to non-participating dentists at their actual fee to Delta Dental's maximum allowable payment. If you utilize the services of a non-participating dentist whose fees are higher than the allowable fees, you will be responsible for the difference between what Delta Dental allows and what your non-participating dentist charges. The Explanation of Benefits and claim payment will go directly to you, unless the state in which the

treatment was performed recognizes assignment of benefit. In this case the payment can be directed to the dentist.

Coordination of Benefits

When a covered individual (Coordination of Benefits) provision described in your Dental Plan Description booklet will determine the sequence and extent of payment. If you have any questions, please contact our Customer Service department at 1-800-832-5700 or, 603-223-1234.

Identification Card

Two identification cards from Delta Dental will be produced and distributed shortly after your enrollment. Both cards are issued in the subscriber's name, but can be used by every one covered under the program.

Dental Plan Description Booklet

This booklet describes the benefits of your program and tells you how to use your plan. Please read it carefully to understand the benefits and provisions of our Northeast Delta Dental program. If you have any questions, please contact Northeast Delta Dental's Customer Service department.

Who is Eligible?

All eligible employees and their dependents, defined as: Spouse or Civil Union partner (and their eligible dependents); dependent children to age 26 who are not eligible to enroll in another employer-sponsored dental plan, other than a group dental plan of their parent, and incapacitated dependent children, regardless of age.

Claims Information

- ▲ All claims must be submitted within two years.
- ▲ Ask your dentist to submit a pre-treatment estimate to Delta Dental for any procedure involving costly or extensive treatment plans. This will enable us to help you estimate any out-of-pocket expenses you may incur.
- ▲ If a claim is denied, you can request an appeal by writing to Delta Dental within six months of receiving your Notification of Benefits form. Send appeals to Northeast Delta Dental, PO Box 2002, Concord, NH 03302-2002. Consult your Dental Plan Description booklet for further details.

Where to Get More Information

If you have further questions, please contact the Northeast Delta Dental Customer Service department at 1-800-832-5700 or, 603-223-1234. This information should be used only as a guideline for your dental benefits program. For detailed information on your group's terms, conditions, limitations, exclusions and guarantees, please refer to your Dental Plan Description booklet.



One Delta Drive
P.O. Box 2002
Concord, NH 03302-2002
www.nedelta.com

Appendix E

CCSNH – Medical & Pharmacy Insurance Plan Summaries

17.2.1 Health Insurance: Effective May 1, 2012, the CCSNH shall make available to all full-time covered employees and their eligible dependents a Network health benefit plan (i.e. HMO). The Association acknowledges that the Network plan provider shall be chosen by the Employer, and that the election by any employee(s) to participate in the plan shall not entitle said employee(s) to any further benefits not expressly provided for by this Agreement. The level of benefits, cost-sharing, dependent coverage, and Employer premium contributions of the Network plan offered under this provision shall be in accordance with the following provisions and with the specifications for a competitive bid.

a. Except as provided in subparagraphs (1) and (2) of this section, the Employer shall pay the full premium or premium equivalent cost for employee only, two person and family coverage.

1. Effective with the pay period beginning May 4, 2012, all full-time covered employees who subscribe to the Network plan shall pay \$30.00 per pay period for employee only coverage; \$40.00 per pay period for two-person coverage; or \$50.00 per pay period for family coverage. Employee premium contributions shall be calculated based on 26 pay periods.
2. Effective with the pay period beginning January 11, 2013, all full-time covered employees who subscribe to the Network plan shall pay \$35.00 per pay period for employee only coverage; \$45.00 per pay period for two-person coverage; or \$55.00 per pay period for family coverage. Employee premium contributions shall be calculated based on 26 pay periods.

b. The Network plan design shall be described in this Appendix. Additional benefits, terms of coverage, exclusions and limitations not described in and not inconsistent with this Appendix shall be comparable to those set out in the Benefit Booklet for CCSNH employees in effect on the day preceding the effective date of this agreement. The office visit copayments for the Network (HMO) Plan shall be \$20.00 per visit for Primary Care Physicians; \$30.00 per visit for Specialists; \$50.00 for each Urgent Care occurrence; and \$100.00 for each Emergency Room occurrence effective May 1, 2012.

c. The CCSNH shall establish a health reimbursement arrangement (HRA) for the purpose of funding 100% of the costs associated with the calendar year deductibles of the Network (HMO) plan. The annual deductibles shall apply to inpatient hospitalization, day surgery hospitalization, out-patient surgery, skilled nursing facility, physical rehabilitation facilities, maternity care, ER/Urgent Care physician fee, medical supplies, etc.; out-patient hospital services, mental health and substance abuse in-patient services, and advanced diagnostic imaging (MRI, CT scans, and PET scans).

1. The HRA claims payment process for deductible services shall be administered by a third party administrator selected by the CCSNH. The HRA administrator will process all annual deductible claims and make payment directly to the health care provider for the deductible medical services rendered to the employee or his/her dependent(s) covered under the CCSNH medical plan. Such payment(s) will be directly applied to the employee's or his/her dependent's patient account.

d. Domestic partners of employees who are the same sex as the employee shall be eligible for coverage under the Employer's available health benefit plans as though they were married spouses. Dependents of such domestic partners shall be eligible for coverage under the health plans as if they were dependents of the employee. Requirements for domestic partner benefit eligibility shall be in accordance with the provisions set forth below.

Employees meeting such requirements shall then be authorized by the Employer to enroll their domestic partners and dependents.

e. Married CCSNH full-time employees, who are covered under the CCSNH health insurance plan, shall each be entitled to receive the fitness equipment reimbursement or the health club benefit per calendar year.

f. Prescription Drugs – The prescription drug plan shall be amended effective May 1, 2012 to include the following:

1. Mandatory Mail Order for Maintenance Drugs after three (3) retail purchases per prescription, with employee opt-out.
2. Mandatory Generic Substitution with DAW 2 (i.e., the only exception is physician ordered “Dispense as Written”)
3. Copayments:
 - a. Retail Co-payments (31 day supply) - \$10 for each generic medicine/\$25 for each preferred brand name/\$40 for each non-preferred brand name.
 - b. Mail Order Co Payments (90 day supply) - \$5 for each generic medicine/\$40 for each preferred brand name medicine/\$70 for each non-preferred brand name medicine.
4. Exclusive Specialty Pharmacy
5. Traditional Generic Step Therapy
6. Quantity Limits
7. Pharmacy Advisor
8. Maximum out of pocket expenses shall be \$750.00 per individual per calendar year and \$1,500.00 per family per calendar year.

g. Individual, Two-Person, and Family prescription drugs calendar year payments made between 01/01/2012 through 04/30/2012 shall be applied toward the out of pocket maximum for the period of 05/01/2012 through 12/31/2012 for the 2012 calendar year only.

h. A Smoking Cessation Program will be established effective May 1, 2012.

i. Coverage shall be provided for dependents to age twenty-six (26) effective January 1, 2011 unless required earlier by federal law.

j. The Employer shall provide coverage under the health plans consistent with Chapter 321 of the Laws of 2006, and known as Michelle’s Law and codified in RSA 415.

k. Effective May 1, 2010, employees’ dependents, who are currently enrolled in the health plan and who would otherwise be terminated from the health plan as a result of reaching age nineteen (19) or as a result of ceasing to be a full-time student, may remain enrolled in the plan until they reach age twenty-six (26).

l. Medical Insurance Buy-Out Program: Effective May 1, 2012, the CCSNH shall offer an annual financial incentive, in the form of a cash payment, to full-time covered employees who elect to provide health insurance for themselves and their eligible dependents through a non-CCSNH source. The CCSNH reserves the right to discontinue or modify this program for future calendar years.

Date of Last Revision: 02/28/12

HMO Blue® New England†
Network BlueSM New England†



CCSNH Summary of Benefits
Active Employees HMO

This is only a brief summary of your coverage. Benefits apply when care is medically necessary. Services are covered up to the Maximum Allowable Benefit (MAB). Network providers agree to accept the MAB as payment in full. Services must be provided by a network provider.

Service Received	Your Share of the Cost
These services MUST be provided by or referred by your Primary Care Provider (PCP).	
Preventive Care <ul style="list-style-type: none"> Immunization (including travel), lead screening, PSA (prostate screening) Routine physical exam and well baby care Family Planning office visit Routine hearing screening <i>See "Other Services" for additional Preventive Care information</i>	Covered in full
Office Visit <ul style="list-style-type: none"> Medical Exam, office surgery 	\$20 PCP /\$30 Specialist Copay
Other Outpatient Care <ul style="list-style-type: none"> Short term rehabilitative therapy- physical, occupational, cardiac or speech (<i>unlimited</i>) Allergy treatment and injections Lab, X-ray and ultrasound 	\$20 Copay
<ul style="list-style-type: none"> Surgery in hospital outpatient department or ambulatory surgery center CT scan and MRI, outpatient facility fees 	Covered in full
Inpatient Care (as a bed patient in an acute care hospital) <ul style="list-style-type: none"> Semi-private room and board Physician in-hospital care, surgery, anesthesia, lab, X-ray, CT scan, MRI, medical supplies, medication and physical, occupational and speech therapy 	Subject to \$2,000 deductible per member, no more than \$6,000 per family, per calendar year
Skilled Nursing Facility and Rehabilitation Facility Care <i>(limited to 100 days combined per member, per calendar year)</i>	Subject to \$2,000 deductible per member, no more than \$6,000 per family, per calendar year
Durable Medical Equipment (DME) and External Prosthetic Devices (<i>unlimited</i>)	Covered in full
These services DO NOT require a PCP referral as long as you use designated network providers.	
Other Services <ul style="list-style-type: none"> Routine vision exam – birth through age 18 (<i>one exam every year</i>) Routine vision exam – age 19 and over (<i>one exam every two years</i>) Chiropractic visit (<i>limited to 20 visits per member per calendar year</i>) Infertility office visits (Tests, Counseling) Treatment for surgical and non-surgical TMJ (<i>excluding appliances and orthodontic treatment</i>) OB/GYN care (performed by an OB/GYN provider) <ul style="list-style-type: none"> Well Women exam (1 per year) Mammogram and Pap smear Maternity care (routine prenatal, delivery and postpartum) Hearing aids Nutritional Counseling 	Covered in full
	\$20 Copay
	\$30 Copay
	Covered in Full,
	Subject to Deductible
	Covered in Full
These services DO NOT require a PCP referral for medical emergencies as defined by your Benefit Booklet.	
Hospital Emergency Room (ER)/ Urgent Care Facility <ul style="list-style-type: none"> Urgent Care charge Emergency Room (waived if admitted as inpatient) 	\$50 copay \$100 copay
<ul style="list-style-type: none"> ER/Urgent Care physician fee, CT scan, MRI, medical supplies, etc. 	Subject to Deductible
Ambulance (medically necessary emergency transport only)	Covered in full

For these services no PCP referral is required, but **ALL** care must be authorized in advance by Anthem Behavioral Health (ABH) at 1-800-228-5975.

Mental Health (MH)	
<ul style="list-style-type: none"> • Outpatient services <ul style="list-style-type: none"> - Individual Therapy - Intensive Outpatient Treatment Program (IOP) 	\$20 copay
<ul style="list-style-type: none"> - Group Therapy 	Covered in full
<ul style="list-style-type: none"> • Inpatient services <ul style="list-style-type: none"> - Inpatient - Partial Hospitalization Program (PHP) 	Subject to Deductible
Substance Abuse (SA)	
<ul style="list-style-type: none"> • Outpatient services <ul style="list-style-type: none"> - Individual Therapy - Intensive Outpatient Treatment Program (IOP) 	\$20 copay
<ul style="list-style-type: none"> - Group Therapy 	Covered in full
<ul style="list-style-type: none"> • Inpatient services <ul style="list-style-type: none"> - Inpatient (<i>Including medical detoxification & SA rehabilitation</i>) - Partial Hospitalization Program (PHP) 	Subject to Deductible

Prescription Drugs

Prescription drug benefits are administered by Caremark. For assistance with prescription drug benefit inquiries, call:

- Local Government Center: 1-800-527-5001 or Caremark: 1-888-726-1630

Other

- Health Education Reimbursement : \$150 per family per calendar year*
- Fitness Equipment Reimbursement: \$200 per full time employee per calendar year **OR** Health Club Benefit: \$450 per full time employee per calendar year*
- Eyewear benefits: \$100 every two years per family member (Includes eyeglasses (frames and lenses) and contact lenses).

Exclusions and Limitations

The services listed below are not covered by this plan. Please review your Benefit Booklet for complete details on exclusions and limitations.

Services Not Covered

- Any service that is not medically necessary
- Any service required by a third party (court ordered services are covered if all of the other terms of the plan are met)
- Claims for services received more than 12 months ago
- Complementary and Alternative Therapies/Medicine
- Cosmetic surgery
- Custodial or convalescent care
- Educational testing and therapy
- Experimental and/or investigational services
- Hospitalization for conditions that are not covered
- Human organ transplants other than those listed in the Benefit Booklet as covered benefits
- Mental health services which do not usually result in favorable modification through short-term therapy
- Miscellaneous devices, materials, and supplies, including, but not limited to, breast pump, dentures and support devices for the feet and corrective shoes
- Permanent dental restoration, orthognathic and most oral surgery
- Personal comfort items
- Radial keratotomy or other surgery to correct vision
- Routine podiatry
- Services covered by government programs to the extent permitted by law
- Services for work-related illness or injury
- Sex changes

Anthem Blue Cross and Blue Shield has the right to recover its costs for care of:

- Injuries which are the responsibility of other parties
- Services for which another insurance carrier or Medicare is primary
- Services related to illegal conduct

This is only a brief summary of your coverage.

This summary of benefits is not a contract. It is a general description of the benefits and exclusions of this plan. Complete information about all benefits, limitations and exclusions is in the Benefit Booklet, which is available upon request. If you need further information, call Customer Service at the number on the back of your identification card.

† HMO Blue New England and Network Blue New England are administered by Anthem Blue Cross and Blue Shield.

* This is a taxable benefit.

HNEVP594N Community College System of NH

(05/12)

Appendix F

Same Sex Domestic Partner Benefit Eligibility Requirements

A benefits-eligible employee may obtain benefits for their same sex domestic partner and their eligible dependents. Eligibility for same sex partner domestic partner coverage requires the filing of a complete and authorized “Affidavit of Same Sex Domestic Partnership.” Such documents must be filed with the CCSNH Human Resources Office. The Affidavit of Same Sex Domestic Partnership requires that the employee and the employee’s same sex domestic partner attest to the following:

1. The partners are of the same gender, are at least 18 years of age, and are mentally competent to consent to contract;
2. The parties are each other’s sole same sex domestic partner, responsible for each other’s common welfare and financial obligations;
3. Neither party is legally recognized as being married to another person or the common law spouse of another person in the State of New Hampshire, nor are the partners related by blood to a degree that would prohibit marriage in the State of New Hampshire;
4. The domestic partnership has been in existence for the past six (6) consecutive months prior to filing the Affidavit of Same Sex Domestic Partnership;
5. The employee and his/her same-sex domestic partner share a residence; and
6. One of the following four (4) conditions must exist for the partnership (the CCSNH employee may be asked to produce confirming documentation):
 - a. The parties have one of the following arrangements:
 - i. Joint ownership of a motor vehicle
 - ii. Joint bank account(s)
 - iii. Joint credit card account(s)
 - iv. Lease for a residence identifying both parties as tenants
 - v. Joint mortgage or ownership of residence.
 - b. The employee has designated the same sex domestic partner as:
 - i. A beneficiary of the employee’s life insurance coverage; or
 - ii. A beneficiary for the death benefit payable from the employee’s state retirement annuity; or
 - iii. A primary beneficiary in his/her will or trust
 - c. The parties have executed a “relationship contract” which obligates each of the parties to provide support for the other and provides, in the event of termination of the domestic partnership, for a substantially equal division of any property acquired during the relationship.
 - d. Proof of a legally issued and recognized civil marriage or civil union¹.

¹ Civil marriage is the legal term currently used in New Hampshire to designate a marriage between same-sex parties pursuant to NH RSA 457. Civil union refers to any civil "marriage-equivalent" relationship between same-sex partners that is legally contracted outside of New Hampshire, by whatever name designated. Civil union and marriage are not intended to include common law marriage, even if such relationship is recognized by law in the jurisdiction of the employee's residence.

Appendix G

Bonus Leave Earned Prior to July 1, 1995

G.1 Bonus Leave Earned Prior to July 1, 1995: CCSNH employees, who possess a balance of bonus leave earned prior to July 1, 1995 shall be eligible to retain said balances of bonus leave in addition to any other forms of leave provided in this Agreement. Use of such earned bonus leave shall be administered in accordance with the Article 21 of this Agreement.

A covered employee who resigns, retires, or is dismissed shall receive a sum equal to the number of days of bonus leave earned prior to July 1, 1995 remaining to his/her credit, provided that any or all amounts may be applied to offset any amounts owed to the CCSNH by the employee. In the event of death, a sum equal to the number of days of said bonus leave remaining shall be paid to the employee's estate.

Appendix H

*Memorandum of Understanding
Between the Community College System of New Hampshire and
The State Employees' Association of New Hampshire, Inc.*

Pending Shift Differential Grievance and Arbitration

The parties acknowledge that, in consideration for the compromises made herein related to payment for shift differentials, they have agreed to settle and the SEA has agreed to dismiss with prejudice the pending grievance and arbitration related to the payment of shift differentials for hours worked by non-exempt employees pursuant to the predecessor collective bargaining agreement. As part of this settlement, the CCSNH has agreed to pay on May 4, 2012, a one-time, non-base payment of \$250 to all full-time covered non-exempt (hourly) employees working for the CCSNH as of January 31, 2012. This payment will be paid as a wage payment (with all customary and usual deductions made from this payment), and it will be reported as part of the employee's IRS Form W-2.

The parties are entering a separate Settlement Agreement related to the settlement of the pending grievance and arbitration.

Appendix I

*Memorandum of Understanding
Between the Community College System of New Hampshire and
The State Employees' Association of New Hampshire, Inc., SEIU Local 1984*

Medical and Dental Insurance Coverage for Married CCSNH Employees

The parties agree that Article 17, Section 17.2, of the said CBA shall be interpreted and enforced in the following way with respect to married couples, both of whom are benefit eligible employees of the CCSNH, when they elect to be covered by the CCSNH health and dental insurance plan(s) under section 17.2.1 and 17.2.2.

1. For married couples with no dependents: the individuals may jointly elect one 2-Person Plan, or they may separately elect two 1-Person (Employee Only) Plans.
2. For married couples with one dependent: the individuals may jointly elect one Family Plan, or they may separately elect one 1-Person (Employee Only) Plan and one 2-Person Plan.
3. For married couples with two or more dependents: the individuals may jointly elect one Family Plan, or they may separately elect one 1-Person (Employee Only) Plan and one Family Plan.
4. No CCSNH employee or dependent will be covered by more than one health or dental insurance plan.

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