

2024-2027  
MAINTENANCE CONTRACT

Between the

COMMUNITY COLLEGE DISTRICT OF MONROE COUNTY,  
MICHIGAN

And the

MONROE COUNTY COMMUNITY COLLEGE MAINTENANCE  
ASSOCIATION UNION, MEA/NEA

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## **ARTICLE I**

### **AGREEMENT**

THIS AGREEMENT, made and entered into this 5<sup>th</sup> day of March 2025, is between the Community College District of Monroe County, Michigan located at Monroe, Michigan, party of the first part, and hereinafter termed the College, and the Monroe County Community College Maintenance Association, MEA/NEA, located at 3245 N. Adrian Highway, Suite 1, Adrian, Michigan 49221 here in after called the Union.

### **GENERAL STATEMENT**

It shall be the endeavor of this College to secure the best available employees. There shall be no discrimination toward qualified candidates or employees because of gender, age, weight, height, marital status, race, color, religion, national origin, genetic information, sexual orientation, veteran status, disability, or gender identity/expression.

## ARTICLE II

### BOARD OF TRUSTEE RIGHTS

#### Section 1

The Board of Trustees of the College, in its own behalf and on behalf of the electors of the College, hereby retains and reserves unto itself, all rights, power, authorities, duties, and responsibilities conferred upon and vested in it by the statutes and the Constitution of the State of Michigan and the statutes and the Constitution of the United States of America. These rights and the responsibilities shall include but not be limited to the following as deemed necessary and advisable by the Board.

- a. To the executive management and administrative control of the College and its properties, facilities, and its employees;
- b. To hire, pay, retain, layoff, promote, demote, transfer, supervise, assign, discipline, and dismiss its employees;
- c. To determine the activities, programs and services including means and scheduling of providing such activities, programs and services;
- d. To determine the hours of operation and the duties, responsibilities and assignments and scheduling of employees, and other contractual services, and the terms and conditions of employment;
- e. The exercise of these rights, powers, authorities, duties, and responsibilities by the College and the adoption of such rules, regulations, and policies as it may deem necessary shall be consistent with such statutory and constitutional provisions and shall be consistent with the terms of this agreement. These rights are subject only to the clear and express restrictions governing the exercise of these rights as are expressly provided for in this Agreement.

#### Section 2

The Union recognizes the right of the College to subcontract any work. The College's right to subcontract shall not result in the reduction of the present work force.

#### Section 3

The College retains the sole right to discipline and discharge non-probationary employees for just cause, provided that in the exercise of this right it will not act in violation of the terms of this Agreement. Newly hired probationary employees are "at-will" and can be terminated at any time and for any reason. The decision of the College with respect to the termination of newly hired probationary employees will be final and binding.

## ARTICLE III

### MEMBER AND UNION RIGHTS

#### A. Representation

1. The Union will represent all bargaining unit members equally, without regard to Union membership or dues paying status. In accordance with PERA, neither the Union nor the College shall coerce, threaten, or otherwise unlawfully pressure a bargaining unit member to join or refuse to join the Union.
2. Duly authorized Union representatives shall be permitted to transact official Union business on college property at all reasonable times, provided they shall not interfere with employees' duties or incur an expense to the College.
3. Union Representatives shall be allowed reasonable release time:
  - a. For time spent to investigate and/or resolve grievances or potential Grievances
  - b. For hearings and meetings pertaining to rights and protections under this agreement
  - c. As a witness participating in the final stage in the grievance procedure.  
participation in negotiations
4. Release time must be approved by the employee's supervisor. The Executive Director of Human Resources should be notified if there is any difficulty being released from regular duties.
5. By July 15 of each year, the Union shall notify the College of its officers and designated representatives.

#### B. Union Meetings

1. A period of up to two hours will be set aside during each Fall Semester for the purpose of conducting Union meetings without loss of pay to participating employees. The Union will work with Human Resources to schedule the date and time for the meeting.
2. Release time must be approved by the employee's supervisor. The Executive Director of Human Resources should be notified if there is any difficulty being released from regular duties.

#### C. Union Use of Facilities, Equipment, Technology, and Other College Resources

1. The Union may post notices on bulletin boards in each College building. The Union shall be permitted to use College mailboxes and technology for Union business.

There remains no expectation of privacy with any use of college email or technology.

2. The Union and members shall be permitted to use College facilities for local Union business and meetings.

D. Bargaining Unit Lists

1. The College will notify the Union President within seven (7) business days of the start date of a new bargaining unit member. The notice will include the new employee's name, home mailing address, department, position title, step, level, salary, and date of hire.
2. The College will notify the Union President within seven (7) business days of the change of position or termination of any member of the bargaining unit.

E. Training Programs and Conferences

1. The Union will be granted up to forty (40) total hours of paid release time each fiscal year to be used by Union officers or representatives, designated by the Union President, to participate in MCCCMA/MEA/NEA conferences and training programs. Requests to attend a conference or meeting will be made at least thirty (30) days in advance to the Executive Director of Human Resources. The Executive Director of Human Resources will coordinate with the appropriate supervisor. Approval by the supervisor must be obtained. Only one employee shall be released from the same department to attend related conferences unless the supervisor approves. This time shall not be used for attendance at sympathy strikes or protests in other districts. All expenses shall be paid by the Union member including hotel, travel, fees, and any other expenses related to the conference or training program. Proof of attendance is required for compensation purposes. Proof may be requested by the Executive Director of Human Resources.
2. Paid released time under this Section may be used in half-day increments. A Union Representative using paid time under this Section shall record all such time on the College's regular time reporting system.

F. Dues and Payroll Deduction

1. The College shall deduct MCCCMA/MEA/NEA dues or service fees from employee's paycheck biweekly over the course of twelve (12) months. A check-off authorization must be supplied to the payroll department. No dues will be taken out without such authorization. The authorization shall remain in effect unless revoked in writing by the employee.



2. Authorization for dues deduction is voluntary and payment of dues or fees to the MCCCMA/MEA/NEA is not a condition of employment with Monroe County Community College.
3. No later than August 1 of each year, the Union shall notify the Payroll Office, in writing, the names of the members and the corresponding amount to be deducted in the forthcoming year. As needed, throughout the year, the Union may update this list with the Payroll Office. Any changes made to the list will take effect as soon as possible, following the receipt of the new list.
4. The College shall promptly remit deductions to the Union together with a list of employees from whom deductions have been made.
5. The Union shall indemnify and hold harmless the College, its Board of Trustees, individual Board of Trustees members, employees, and agents from and against any claim arising out of or in any way related to the College's deduction of Union dues and fees.

G. Personnel Files

1. Each employee shall have the right, upon request, to examine the content, and receive a copy of specific documents in their own personnel file. A Union representative and Human Resources representative may accompany the employee for such a review.
2. No official report nor any derogatory statement about an employee shall be filed in the employee's personnel file, unless the employee is provided a dated copy.
3. An employee has the right to request that erroneous material be removed from their personnel file and to receive written confirmation that the material has been removed.
4. An employee has the right to submit a statement and/or rebuttal regarding negative evaluations or other material in their personnel file.
5. An employee has the right to add materials to their personnel file which attest to the proficiency, experience, and completion of educational or training programs.

## ARTICLE IV

### NEW HIRES, PROMOTIONS, TRANSFERS, AND SENIORITY

#### Section 1

Notice of all vacancies and newly created positions that have been approved by Cabinet, within the bargaining unit, shall be posted on the college website and sent via email within one (1) pay period from the date the vacancy was approved, or the creation of the new position, and the employees shall be given seven (7) calendar days' time in which to make application for the vacancy or new position. In the event that the College determines not to fill the vacancy the College shall furnish the Union Representative with such information in writing within one (1) pay period from the date of the vacancy. Newly created position or vacancies are to be posted in the following manner: the type of work, the classification, the tentative starting date and the rate of pay.

#### Section 2

In all cases of vacancy, or new position, interested and qualified employees must make application to the College and be available within five working days after notification of the vacancy except employees on vacation who will be given adequate consideration on their return.

#### Section 3

Seniority shall be defined as the length of service within the College as a member of the bargaining unit. (Bargaining unit is defined in the Recognition clause of the Agreement). New employees covered under this agreement shall be considered as probationary employees for the first ninety (90) calendar days of their employment. When the employee completes the ninety (90) calendar day probationary period, the employee shall be entered on the seniority list of the job classification and shall rank for seniority from the original date of hire (first day worked) as a regular full-time employee provided there is continuous employment. In the event that more than one individual bargaining unit member has the same starting date of work, position on the seniority list shall be determined by time and date of application.

#### Section 4

The College shall post a list of the employees arranged in order of their seniority at the beginning of each fiscal year. This list shall be posted in the assigned facilities department breakrooms.

#### Section 5

To exercise an employee's seniority and displace a lesser seniority employee in a lower series classification, notification must be given to the College in writing within one calendar week of the notification of the lay-off. The senior employee must be qualified to

hold the position held by the lesser seniority employee.

#### Section 6

Seniority shall be broken only by discharge, voluntary quit, or layoff of a period of more than one year. Seniority rights for employees within a job classification in the facilities department shall prevail at all times except as limited herein.

#### Section 7

In recalling employees to duty, employees shall be recalled according to seniority in classification. An employee previously laid off shall be given two-week notice of recall to work by certified mail to the employee's last known address. In the event the employee fails to make themselves available for work on or before the end of said two weeks, the employee shall lose all seniority rights under this Agreement.

#### Section 8

When current employees apply for a transfer to a vacant or newly created position to a different employee group, the senior employee will be given first consideration. When a job assignment or shift change becomes available within Groups 1, 2, and 2A, and/or August of each year, an employee may request a change in assignment. The senior employee will be given first consideration. Failure to change the assignment within the same group cannot be grieved.

#### Section 9

A transferred or promoted employee shall serve a probationary period of ninety (90) calendar days at the rate of pay for the vacant or newly created position. During the ninety (90) calendar days probationary period, the employee may request to be returned to the employee's former position, and the College shall honor such request, or in the event that the employee's work performance is unsatisfactory to the College, the College shall have the right to return the employee to the employee's former position at any time within the ninety (90) calendar probationary period. In the event that the College returns the employee to the employee's former position, the College shall furnish the employee the written reason or reasons as to why the employee's work performance was not satisfactory. In the event that the College determines to return the employee to the employee's former position the employee shall not have the right to grieve such action taken by the College. During the time period that the employee is serving the ninety (90) calendar days probationary period, the College may fill that employee's vacated position.

#### Section 10

If an employee is permanently transferred to a lower classification, the employee will receive the hourly rate called for in the classification.

A regular employee temporarily assigned to a position of a higher classification for a pay period shall receive the higher rate of pay retroactive to the start of the employee's tenure in such higher classifications.

Any employee assigned temporarily from a higher classification to a lower classification shall retain the employee's higher rate of pay during the temporary period.

#### Section 11

In the case of an opening in a supervisory position, the College retains the right to select a supervisor outside of the bargaining unit. If a bargaining unit employee is selected for the supervisory position, and, fails to perform satisfactory within ninety (90) calendar days, the employee shall be returned to their prior status without loss of seniority. Anytime during the probationary period, the employee reserves the right to return to their former classification within the bargaining unit.

#### Section 12

At least two weeks' notice in writing may be required of an employee who may wish to resign.

#### Section 13

If a bargaining unit employee is offered a position that is to a higher grade than previously held by the employee, the employee will move to a rate on the salary schedule of the new grade that represents an increase that is not less than 4% greater than the employee's previous rate.

## ARTICLE V

### DISMISSAL- SUSPENSION AND DISCIPLINARY ACTION PROCEDURE FOR OTHER THAN PROBATIONARY EMPLOYEES

#### Section 1

The College supports the use of progressive discipline to address employee conduct issues such as poor work performance or misconduct and to encourage employees to be productive and meet the College's behavior standards and expectations.

Disciplinary action will normally follow the subsequent progression:

- Step 1. Oral warning (with written confirmation)
- Step 2. Written reprimand
- Step 3. Suspension (with or without pay)
- Step 4. Dismissal

Generally, steps are not repeated, however, some circumstances may compel the supervisor to consider such action. Based on the seriousness of the offense, disciplinary action may be non-progressive and result in immediate suspension or dismissal. Each situation will be dealt with on an individual basis.

Dismissal, suspension, and/or any other disciplinary action for employees other than probationary shall be for stated causes with the employee having the right to defend themselves against any and all charges. Written notification of dismissal suspension, or other disciplinary action shall be sent to the employee and the Union. Examples of violations which shall be deemed sufficient for dismissal, suspension, demotion, or other disciplinary action, are the following:

1. Unauthorized or excessive absence from work.
2. Conviction or plea of no contest of any criminal act.
3. Disorderly or immoral conduct.
4. Incompetency or inefficiency.
5. Insubordination.
6. Bringing intoxicants or illicit drugs into or consuming same on college property or reporting for work under the influence of same in any degree whatsoever.
7. Neglect of duty.
8. Negligence or willful damage to public property, waste, or misappropriation of public supplies or equipment.
9. Violation of any lawful regulation or order made by a supervisor.
10. Willful violation of any provision of this contract or Board approved College policy.
11. Deliberate falsification of records and reports.

## Section 2

Any employee may be dismissed, suspended, or disciplined pending investigation and discussion, and if the dismissal, suspension, or disciplinary action is found to be without justification, the employee shall be reinstated with full back pay.

## Section 3

Any suspended employee shall leave the premise and shall remain away until such dismissal or suspension is lifted or cleared. If the College authorizes, the employee may return to campus for scheduled hearings regarding the employee's suspension or dismissal.

## Section 4

Any disciplinary action older than three (3) years shall be removed from a current employee's file, if mutually agreed upon by the employee and the College.

## ARTICLE VI

### GRIEVANCE PROCEDURE

#### Section 1 - General Provisions:

All grievances arising under the terms of this Agreement shall be settled in accordance with the procedure herein provided and that there shall at no time be any strikes, tie-ups of equipment, slowdown, walk-outs, or any cessation of work through the use of any method of lock-out or legal proceedings.

The failure of an administrator at any step to communicate a decision on the grievance to the aggrieved party within the prescribed time limits set forth in the grievance procedure shall require that the relief requested be granted.

The failure of the Union to appeal a decision to the next highest step within the time limits prescribed in the grievance procedure shall constitute a withdrawal and shall bar further action on that employee's grievance.

No grievance will be considered or discussed which is presented more than ten (10) calendar days after its occurrence. In the matter of an employee's wages or seniority the limitation is two (2) years.

In the presentation of a grievance, an employee may have with the employee a representative of the Union. Any grievance presented for consideration shall be presented in a signed statement.

#### Section 2

An employee who believes they have reason to be aggrieved is strongly encouraged to talk informally with their immediate supervisor or appropriate administrator to the end that the matter can be resolved without using the grievance procedure. No written records of such conversations need be maintained. In all of the following steps the ten (10) working days reporting limitation is calculated from the first day following the date of grievance initiation, appeal, or decision.

##### Step 1

An employee who believes they have a grievance is required to first submit the grievance to the immediate supervisor using the form in Appendix A. The employee must be given a decision within ten (10) working days. If the Union is not satisfied with the decision, the Union can appeal to the next level within ten (10) working days from the date of receipt of the answer given by the immediate supervisor.

## Step 2

If the grievance is not settled at the first step, then it may be appealed to the Director of Campus Planning and Facilities. The Union must be given a decision within ten (10) working days. If the Union is not satisfied with the decision, the Union can appeal to the next level within ten (10) working days from the date of receipt of the answer given by the Director of Campus Planning and Facilities.

## Step 3

If the grievance is not settled at Step 2 it can be appealed to the Vice President of Finance and Administration. The Union must be given a decision with ten (10) working days. If the Union is not satisfied with the decision, the Union can appeal to the next level within ten (10) working days from the date of receipt of the answer given by the Vice President of Finance and Administration.

## Step 4

If the grievance is not settled at Step 3 it can be appealed to the President within ten (10) working days who must give a decision within ten (10) working days. If the Union is not satisfied with the decision, the Union may refer the matter to mediation or arbitration by delivering written notice of this desire to the College President within ten (10) working days of receipt of the College President's decision.

## Step 5

If an arbitrator is requested by the union, they shall be mutually selected from a list submitted by the American Arbitration Association. The decision of the arbitrator shall be final and binding on both parties provided that the arbitrator shall confine their opinion to the sole question of whether or not there has been a violation of the Agreement. The arbitrator shall give no opinion with respect to any matter left by this Agreement or by law to the discretion of the College. The result of the arbitrator's decision shall be implemented within fifteen (15) calendar days of receipt of the decision. Extension of this time limit may be mutually agreed upon.

All arbitration costs shall be shared equally by the college and the union.



## **ARTICLE VII**

### **LEAVES OF ABSENCE**

#### **A. Sick Leave**

##### **Section 1**

Sick leave is accumulated on the basis of 8 hours per month (12 days per year) of employment. There is no limit on the amount of sick leave days that can be accumulated; however, any employee is only allowed to use sick leave that will cover them through 90 calendar days, or until the employee is eligible to receive long term disability benefits, whichever comes first.

Days already accumulated by a full-time employee prior to the adoption of this contract shall remain in force.

Upon separation of employment, the employee will not receive a lump sum payment of accumulated sick time. A doctor's note may be required after 3 days.

##### **Section 2**

An employee requesting sick leave must notify the office of the Supervisor and the Physical Plant prior to starting time before compensation will be allowed except in cases of an emergency. An employee must report or make arrangements for each day of sick leave. The employee and the employee's immediate supervisor shall make arrangements as to the frequency of continued notification of the illness or disability.

##### **Section 3**

In the event of a contagious disease, the employee's reinstatement can be made only after medical clearance. The expense, if any, of receiving medical clearance is the responsibility of the employee.

##### **Section 4**

An employee requesting sick leave of a non-emergency nature, must provide Human Resources the medical documentation. The employee is required to talk with their immediate supervisor for scheduling purposes prior to the sick leave request.

##### **Section 5**

An employee who has exhausted all paid sick and emergency leave may be granted by the College an advance of not more than ten (10) days of paid sick and emergency leave. The College's decision shall not be grievable. Upon termination of employment any advanced sick leave paid and not earned will be refunded to the College by the

employee.

B. Extended Medical Leave

Section 1 – Requesting

If the employee expects to be absent for more than three consecutive workdays as a result of an illness, injury, or disability (including pregnancy), the employee must submit a written request for medical leave to their supervisor as far in advance of the anticipated leave date as practicable. A leave of three consecutive workdays may be counted as Family Medical Leave. (See Family Medical Leave for employee's own serious health condition.)

If the absence is due to pregnancy, this section only applies to the days that the employee's physician states that she is unable to work. For other time off during pregnancy, please refer to "Family Medical Leave."

If the absence is due to an emergency, the employee or member of the employee's immediate family must inform the supervisor as soon as practicable. This should be followed up with a written leave request, normally submitted within three days of the beginning of the leave. (See Family Leave for employee's own serious health condition.)

Section 2 – During

If the leave request is granted, the employee may be required to submit to an examination at any time by a physician designated by the College.

Section 3 – Returning

Before being permitted to return from an extended medical leave, the employee is required to present the College with a note from the physician indicating that the employee is capable of returning to work and performing the essential functions of the position, with or without reasonable accommodation. In the event that there is a question regarding the employee's capability of returning to work and performing the essential functions of that position, the College has the option of requesting an examination by a physician of the College's choosing, the finding of which shall be final.

C. Family and Medical Leave (FMLA)

1. Leave provisions of this Agreement shall be construed consistent with the requirements of the FMLA. FMLA is considered by federal and state law as an unpaid leave.
2. Use of more than three (3) consecutive days of paid or unpaid sick leave may entitle the employee to the use of FMLA. If qualified, FMLA will apply and runs

concurrently with paid sick leave.

3. If the leave provisions under this Agreement are more generous than FMLA, this Agreement shall prevail.

D. Bereavement Leave

1. Bereavement leave will be granted in the event of death of any member of the employee's immediate family. Immediate family is defined as: spouse, child, mother, and father. The employee may use up to five (5) consecutive bereavement days. Documentation must be provided that verifies the time requested and the relationship the employee has with the deceased.
2. Up to three (3) consecutive days will be granted in the event of death of step-father, stepmother, parents in-law, foster parents, grandparents, grandchildren, brother, sister. Documentation must be provided that verifies the time requested and the relationship the employee has with the deceased.
3. One (1) day bereavement leave for death of employee's or spouse's uncle, aunt, nephew, niece.
4. Funeral or bereavement leave is not an accrued benefit, and time is not earned or accumulated. Bereavement leave is intended to provide employees with an opportunity to make funeral arrangements and have time away from work when an employee experiences the loss of a family member.
5. One-half (1/2) day sick or vacation time may be used for attendance at a funeral for nonimmediate family members.
6. If needed, other arrangements may be made with the employee's supervisor.

E. Jury Duty and Subpoenaed Service Leave

Section 1

If an employee is called for jury duty or subpoenaed service for a court of law, the employee will receive their regular pay less the amount received for this jury duty or subpoenaed service.

Section 2

To qualify for such leave, the employee must submit to their supervisor a copy of the summons to serve, as soon as it is received.

### Section 3

An employee called for jury duty or subpoenaed service and released will report for work for the remainder of their shift. Proof of service must be submitted to the employee's supervisor.

### Section 4

Variations to this language due to such things as night shift duty will be addressed on an individual basis between the employee and the College.

## F. Military Leave of Absence

### Section 1

Any employee in the maintenance department who is called upon to participate in military service of our country shall at the time such services have been honorably completed, be returned to their position, or comparable position, without loss of seniority (time in service to be counted as accumulated seniority). The employee must report for work within time specified by Federal Law after completing service.

## G. Personal Leave of Absence

### Section 1

Leave of absence without pay may be granted by the College for reasonable causes. The maximum leave of absence shall not exceed one month. No leave shall be granted to accept other employment. All requests for leave of absence must be filed with one copy to the Union, and one copy to the Union President. Any employee on sick leave who has exhausted all sick leave and vacation time and is not receiving any compensation shall be considered to be sick leave without pay, and not on leave of absence without pay.

### Section 2

An employee who meets all the requirements as herein before specified may be granted a leave of absence without pay and shall accumulate seniority during the leave of absence and the employee shall be entitled to resume regular seniority status and all job and recall rights. A leave of absence may be granted at the discretion of the College for reasons other than those listed above when they are deemed beneficial to the employee and the College.

## H. Personal Leave

1. An employee is granted two (2) paid personal leave days from their

accumulated sick leave based on the fiscal year, which may be taken in one half hour (.5) increments. Personal leave may be taken with the approval of the supervisor. An explanation of the need for personal time is not required.

2. Except in case of an emergency, the employee must notify their immediate supervisor of their intent to use personal time twenty-four (24) hours in advance.
3. Any unused personal time will carry over into the next fiscal year. For example, if one of the two personal days is unused, only one sick day will be taken from the sick hour bank to count for the two days.

I. Union Business Leave

Section 1

Members of the union elected to union positions or appointed by the union to perform work which takes them from their employment with the College shall, at their request, receive a temporary leave of absence without pay, up to a period not to exceed one year. Employees desiring leaves under this section shall notify the employer 30 days in advance of the date on which such leave is to become effective and shall specify the facts giving rise to the request of the leave. No more than one (1) employee shall be off on leave under this section at any time. Seniority shall accumulate during the leave.

J. General Provisions

Section 1- Insurance Coverage

Premium coverage on life insurance will be paid by the College for the first six (6) months of paid or unpaid leave. Premium coverage on dental, vision and health insurance will be paid by the College for the first eight (8) months of paid or unpaid leave. If leave is due to an occupational disability while performing work for the College then premium coverage on dental, vision, and health insurance will be paid by the College for the first 12 months of paid or unpaid leave. The employee will have the option of continuing coverage at the employee's expense as provided by COBRA provisions.

No employee shall collect Worker's Compensation benefits and College wages for the same period, the total of which will exceed regular wages.

Section 2 - Replacement

Any employee hired from outside the bargaining unit to replace an employee on any leave shall be considered as a temporary employee and shall not fall under the provisions of this contract.

## **ARTICLE VIII**

### **ACCIDENT REPORTS**

#### **Section 1**

The employer agrees to cooperate toward the prompt settlement of employee's on-the-job injury and sickness claims when such claims are due and owing.

#### **Section 2**

All injuries must be reported to the Office of Human Resources and the immediate supervisor immediately. The Office of Human Resources will assist the employee with completion of an incident report and coordinate any medical care needed or requested.

## ARTICLE IX

### GENERAL

#### Section 1- Equipment

The College shall provide for the safety and health of its employees and will provide protective devices and other equipment necessary to protect the employee from injury or sickness as the law requires and the College directs. Keeping the tools in safe repair is the responsibility of the employees.

#### Section 2 – Safety

In the interest of safety, no employee shall be ordered or forced to use known defective equipment of any nature in the line of duty that could result in the employee's personal injury or the injury of any other person. All safety hazards shall be reported to the employee's immediate supervisor.

#### Section 3 - Physical Exam

A current physical examination is required of all newly employed personnel from a physician designated by the College. The expense of this examination is borne by the College. The report of physical examination must be returned to the Human Resources Office before employment begins. A statement from the College designated physician regarding the condition of an employee's health may be required whenever such is deemed necessary by the Vice President of Administration. The cost of such examination shall be at the College expense.

#### Section 4 - Supervisor/Project Leader

Each bargaining unit member shall have one immediate supervisor. Project leaders may be designated by the College from within the bargaining unit.

#### Section 5 – Use of College Resources

The College does not permit the use of college resources for personal use, except with written permission of the Supervisor.

#### Section 6 - College Stationery

The College does not permit the use of college stationery for personal correspondence. It restricts the use of postage for professional and College use.

## Section 7 – Uniforms

The College will allocate funding up to \$600 for approved uniforms, outerwear and footwear per employee. New hires will receive the same allowance upon hire. Employees are required to wear presentable uniforms at all times during their shift except for College/Human Resources sponsored events. Uniforms are not to be worn while off duty. If a work assignment damages or destroys a uniform, the College may replace the uniform. The College may provide coveralls for some work assignments.



## ARTICLE X

### EVENT OVERTIME

The following is the approved instructions on how overtime events for the Custodial Maintenance employees and the Custodial Maintenance Lead will be staffed:

1. A monthly event overtime schedule listing will be posted approximately one month in advance by the Supervisor of Custodial Operations. This listing will be populated directly by events as entered into the college's facilities scheduling software utilized by the Coordinator of Events and Facilities Reservations.
2. Opportunities for event overtime will be offered to each Custodial Maintenance employee and the Custodial Maintenance Lead based on the current approved MCCCMA Seniority Listing as maintained by the Facilities Department Operations Coordinator. The ability to claim an overtime event will start with the highest tenured employee and proceed in a descending sequential order. Once the least tenured Custodial Maintenance employee and Custodial Maintenance Lead has had a chance to claim an event the process starts over by moving back up the list to the most tenured employee. Each employee is granted by management up to 48 hours to select events from the listing, or otherwise they default their selection and the listing moves onto the next employee according to seniority. This process will repeat until the listing of all available events has been successfully filled.
  - a. If an event is cancelled, the Custodial Maintenance employee or Custodial Maintenance Lead who originally signed up will be granted first choice to pick from the next month's listing only for an event of the same amount of time or less, and then the remaining available events would be selected by the aforementioned process.
    - i. If an event is added after the original monthly list has been reviewed and bid on by the entirety of the Custodial Maintenance employee group and the Custodial Maintenance Lead, the same process for bidding upon other overtime events as previously outlined in this section will be followed. It will be incumbent upon management to provide at least a 48-hour notice of a newly listed event.
  - b. If an overtime event changes, whether it be time (start/end) or date, and the employee who originally chose it can no longer cover the event then a replacement with the same group status will be selected

either by volunteering or assignment. The method by which the replacement is found shall be the same as previously mentioned.

- c. If a Custodial Maintenance employee or Custodial Maintenance Lead signs up for an overtime event and is unable to work it due to a personal conflict then a replacement with the same group status will be selected either by volunteering or assignment. The method by which the replacement is found shall be the same as previously mentioned.
3. If the listing of monthly overtime events is not filled after being reviewed by the entirety of the Custodial Maintenance employees and the Custodial Maintenance Lead twice then it will be right of the Supervisor of Custodial Operations to forcefully assign the overtime events based on the seniority list starting with the least tenured employee and moving up the list in an ascending order to the most tenured employee.
  - a. It will be management's responsibility to provide the Custodial Maintenance employee or Custodial Maintenance Lead being forcefully assigned an overtime event a minimum of 48-hour notice.
  - b. A Custodial Maintenance employee or the Custodial Maintenance Lead may submit an appeal if they are being forcefully assigned an event. The appeal would be reviewed by the Supervisor of Custodial Operations, the Director of Campus Planning and Facilities, and the Executive Director of Human Resources.
  - c. When assigning an event, the Supervisor of Custodial Operations will consider the Custodial Maintenance employee or Custodial Maintenance Lead's current shift and try to align the proposed event as best as possible with their regular work hours.
4. If an employee is forcefully assigned to work an overtime event, they may opt out of covering an event in the next months' listing, and if not then they will be granted first the first selection as a show of appreciation by management.
5. Management reserves the right to utilize other employees in the MCCCMA bargaining unit to cover an overtime event if no Custodial Maintenance employee or Custodial Maintenance Lead either volunteers or cannot be forcefully assigned. This list of employees includes all those that are part of the Facilities Department under the MCCCMA contract.
6. The Supervisor of Custodial Operations reserves the right to not post the next

month's listing of overtime events until the current listing has been covered in its entirety.

7. In the absence of the Supervisor of Custodial Operations there is a hierarchy of those will assume the responsibility to ensure the monthly event overtime schedule is filled, and the order is: the Supervisor of Power Systems Operations, and then the Director of Campus Planning and Facilities.
8. All work associated with an overtime event shall be limited solely to that event, and will not be used to have employees work in other areas, nor will the overtime be used to perform setups or teardowns associated with the event.

## ARTICLE XI

### BENEFITS

Health, dental, vision, and life insurance coverage will begin on the first of the month following the date of hire.

#### A. Medical Insurance

1. For the 2024-2025 fiscal year, the College shall contribute towards the health insurance premiums and health savings accounts (if applicable) for the covered employee and the employee's family through Priority Health.
2. For the life of the contract, the maximum contribution of the College towards the premiums shall not exceed the applicable annual hard cap for coverage in effect under Public Act 152.
3. Employees shall pay any premium difference over the hard cap. The premium contributions required for an employee's participation in a College sponsored group health plan shall be deducted from their paychecks over 26 pays on a pre-tax basis.
4. Health insurance plans available under this Agreement for 2024-25, and the employee's premium sharing cost for the 2024-25 fiscal year, are as follows. A more detailed description of these insurance coverages is provided in plan booklets provided by the insurance carrier.
  - Priority Health PPO Plan 1, High Deductible Health Plan Schedule of Benefits dated 7/1/24, or
  - Priority Health HMO Plan 1, High Deductible Health Plan Schedule of Benefits dated 7/1/24, or
  - Priority Health PPO Plan 2, High Deductible Health Plan Schedule of Benefits dated 7/1/24, or
  - Priority Health HMO Plan 2, High Deductible Health Plan Schedule of Benefits dated 7/1/24

5. The employee premium-sharing cost for the 2024-25 fiscal year (26 pays) is:

HMO Plan 2 3200/6400	PPO Plan 1 2000/4000	HMO Plan 1 2000/4000	PPO Plan 2 3200/6400
<u>Single</u>			
\$14.10	\$72.29	\$49.48	\$42.25
<u>Employee +1</u>			
\$32.41	\$166.16	\$113.73	\$97.10
<u>Family</u>			
\$34.81	\$180.00	\$122.68	\$104.75

6. For the 2024-25 fiscal year, the College shall select the plan and carrier and contribute towards the hard cap of the health insurance premiums and health savings account (if applicable). The intention of the College is to maximize coverage at the least amount of out-of-pocket expense for employees. Open enrollment will be held in June 2025.

B. Carriers/Plans

For the 2025-2026 fiscal year, an insurance selection committee will be established. The committee will be comprised of an equal number of representatives from the College and the Union, each selected by the respective parties. The College may invite members of other employee groups to participate in committee activities. The joint committee will participate in the presentation of market review of healthcare plans and consider the needs and interests of the employees and the College in choosing plans and carrier(s). If a mutual agreement cannot be reached by May 1, 2025, the College shall select plans and a carrier with the intention to maximize coverage at the least amount of out-of-pocket expense for employees. The College will contribute towards the hard cap of the health insurance premiums and health savings accounts (if applicable).

C. Opt-Out

The College will provide a total benefit opt-out of \$3,000 for each fiscal year if an employee chooses to opt-out of medical insurance. The \$3,000 will be paid in two lump sum increments; \$1,500 on July 1 and \$1,500 on January 1. If an employee leaves the College within the 6-month period of receiving the \$1,500 lump sum, an amount prorated for that period will be deducted from their last pay.

D. Life Insurance

The College shall provide a \$30,000 of life insurance and accidental death and dismemberment insurance policy for each employee. Additional insurance may be available on a payroll deduction basis.

E. Long-Term Disability Insurance

Employees will be covered for disability insurance paid in full by the College. Compensation under this policy normally begins ninety (90) days after the disability occurs and continues for the duration of the disability or to age 65. The amount of compensation will be equal to 60% of the employee's regular annual earnings less any other benefit as listed by the policy.

F. Dental Care

The College shall pay the premiums for dental care insurance for all eligible employees of the bargaining unit and their eligible dependents. Benefits are as described in the Blue Cross/Blue Shield Dental coverage summary dated 7/1/2024.

G. Vision Care

The College shall pay the premiums for vision care insurance for all eligible employees of the bargaining unit and their eligible dependents. Benefits are as described in the Blue Cross/Blue Shield Vision coverage summary dated 7/1/2024.

H. Flexible Spending Account

Uninsured health care and dependent care flexible spending accounts will be available.

Pre-tax dollars are used to fund the accounts. Reimbursement will be sent directly to the Member.

I. Retirement

1. The College will make the required contributions for employees for the Michigan Public School Employee's Retirement System (MPERS).
2. 403(b) Plan. Employees are eligible to participate in a 403(b) Plan. A 403(b) Plan is a voluntary individual supplementary retirement program under which contributions made by the employee are tax-deferred until paid as a benefit or otherwise made available. A salary reduction agreement must be signed by the employee and the

College to begin participation in a 403(b) Plan and is available from the Payroll Office or the Office of Human Resources.

J. Tuition-Free Classes

1. Employees and their families (spouse and dependent children as defined by the IRS) may attend courses at the College, which are offered at hours outside their normal working hours, without payment of tuition or fees that pay for use of college-owned materials. Costs for books, manuals, or special fees (e.g., skiing) and lab fees for Lifelong Learning classes are not eligible for reimbursement and are the responsibility of the student. All other fees are eligible for reimbursement, including registration fees, technology fees, and credit by exam fees.
2. Exceptions to the “normal working hours” limitation may be made under the following conditions:
  - a. The class is required to fulfill the provisions of the employee’s declared curriculum.
  - b. The class is normally not scheduled at times other than during the employee’s normal working hours.
  - c. In the event an exception to the policy as outlined above is necessary, an employee requesting to take a class during normal working hours shall submit, in writing, a request to the immediate administrative supervisor for approval.
3. This request must include the class title, class time, days of class meeting, and a plan for completing the forty-hour (40) workweek. No portion of the normal workday for which the employee is compensated by the College may be used for the purpose of making up time. A copy of this request shall be filed with the office of the Executive Director of Human Resources.
4. The provisions of this section may be extended to the spouse and dependent children of deceased members who have completed ten (10) or more years of full-time service at the College and who were either actively employed or on approved leave at the time of death. Tuition for the spouse shall be limited to five (5) years from the date of death of the employee.
5. The College agrees to pay the full tuition and authorized expenses for any employee who is directed to attend a workshop, in-service training seminar, self-improvement course, or other job-related professional growth activity which is of such a nature specifically designed to provide related on-the-job improvement. In the event that the supervisor requires the employee to attend a college class or workshop for training purposes, the time spent is considered work time.

6. In the event a certificate or license is required by the College for employees to perform their job assignments, the College shall reimburse the employee for the cost of such certificate or license.

No employee shall be covered under more than one health, dental care, and/or vision care plan on which the premium is paid by the College.

A more detailed description of all the above insurance coverages is provided in plan booklets provided by the insurance carrier and distributed by the College to the employees. In the event of any contradiction between the coverage in this bargaining agreement and the insurance contracts for the coverages listed above, the insurance contracts shall govern.



## **ARTICLE XII**

### **HOLIDAYS AND SCHEDULED PAID VACATION DAYS**

#### **Section 1 - Paid Holidays**

- a. The bargaining unit will follow the College holiday calendar.
- b. For each of the above holidays, an employee will receive eight (8) hours pay at the employee's regular hourly rate
- c. An employee must work a minimum of one (1) month to qualify for holiday pay
- d. In order to qualify for eight (8) hours of straight time pay or a holiday not worked, the regular employee must work the regular scheduled work day which immediately precedes and follows the holiday/scheduled paid vacation day except in cases of proven illness or unless the absence is mutually agreed to (i.e., sick day, personal day, bereavement)
- e. The above criterion shall be enforced regardless of when an employee retires
- f. Scheduled paid holidays will not be paid if the employee is on unpaid or lay-off status. If an employee is on an unpaid FMLA leave (excluding intermittent FMLA leave), they will be paid for scheduled paid holidays
- g. In the instance where the employee works on the holiday, the employee shall receive time and one-half (1½) plus the holiday pay for eight (8) hours, only when the majority of hours actually worked by the employee fall within the holiday period
- h. Easter Sunday will also be considered a paid holiday for any employee scheduled to work the majority of their hours that day

#### **Section 2 - Scheduled Paid Vacation Days**

- a. Dates for scheduled paid vacation days are listed in Appendix D
- b. If an employee works on any of these scheduled paid vacation days, the College will assign another vacation day or, at the employee's option, pay the employee eight hours straight time for the scheduled paid vacation day

- c. Scheduled paid vacation days will not be paid if the employee is on unpaid or lay-off status. If an employee is on an unpaid FMLA leave (excluding intermittent FMLA leave), they will be paid for scheduled paid vacation days

### Section 3 - Occurring During Vacation

In the event a paid holiday or a scheduled paid vacation day falls within the employee's vacation period, the holiday or scheduled paid vacation day will not be charged against the employee's vacation bank.

### Section 4 - Observance of Schedule of Holidays and Scheduled Paid Vacation Days

Groups 1, 2, 2a, and 5 will follow approved college calendar. Groups 3 and 4 will earn 8 hours straight time for any declared holiday worked plus time and a half on top for their shift.

**ARTICLE XIII**

**VACATION**

The following schedule shows the vacation accruals for members of the bargaining unit. Vacation is credited at the end of each month.

<u>Service Years</u>	<u>Earned Per Month</u>	<u>Annual Accrual</u>
Upon hire – 10 <sup>th</sup> year	10 hours	120 hours year/15 days
11 <sup>th</sup> - 15 <sup>th</sup> year	13.34 hours	160.08 hours year/20 days
16 <sup>th</sup> year forward	14.67 hours	176.04 hours years/22 days

Vacation time will be taken at the convenience of the employee and the College but must be taken within twelve (12) months following the end of the fiscal year in which it was earned. Exceptions may be approved by the Vice President of Finance and Administration. Vacation time will not be used to supplement regular work hours on the employee's last day of employment. Upon termination of employment the employee shall receive a lump sum payment of accumulated vacation time.

## **ARTICLE XIV**

### **CONFORMITY TO LAW**

1. Should any part of this Agreement be rendered or declared illegal or invalid by legislation, decree of a court of competent jurisdiction, Michigan Employment Relations Commission or other established or to be established governmental administrative tribunal, such invalidation shall void and render inoperative such provisions but shall not affect the remaining portions of this Agreement.
2. Upon mutual agreement of the College and the Union a meeting may be called to discuss the effects of the above paragraph.
3. No agreement or modification of any of the terms, conditions or covenants contained herein shall be made by an employee, or group of employees covered by the terms of this Agreement with the College, unless executed in writing between the parties.
4. The waiver of any condition of this Agreement by either party shall not constitute a precedent in the future enforcement of the terms and conditions herein.

## ARTICLE XV

### TERMINATION OF AGREEMENT

#### Section 1

This agreement shall be in full force and in effect from March 5, 2025 to and including June 30, 2026, and shall continue in full force and effect from year to year thereafter unless written notice of desire to cancel or terminate the Agreement is served by either party upon the other at least three (3) months prior to date of expiration. It is further provided that if no such cancellation or termination notice is given and the parties desire to continue said Agreement, either party may service upon the other a notice at least three (3) months prior to June 30, 2024 and June 30 of any subsequent contract year advising that such party desires to continue this Agreement but also desires to revise or change terms or conditions of such agreement. The respective parties shall be permitted all lawful economic recourse to support their request for revisions if the parties fail to agree thereon.

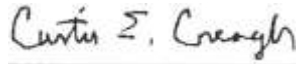
#### Section 2

It is understood and agreed between the parties that upon receiving proper cancellation notice or amendment notices to this Agreement the parties agree to start negotiations at least ten (10) weeks before the expiration or amendment date of this Agreement.

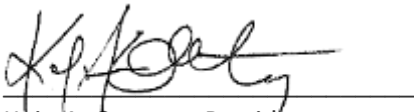
#### Section 3

Notice of termination or desire to amend shall be in writing and shall be sufficient if sent by Certified Mail with Return Receipt Requested to the recognized mailing address of the other party. In the event that such notice is sent to the Union, the address is Michigan Education Association, 3245 N. Adrian Highway, Suite 1, Adrian, Michigan 49221, and if to the College, Monroe County Community College, 1555 South Raisinville Road, Monroe, Michigan 48161, or to any other address the parties may make available to each other.

COMMUNITY COLLEGE DISTRICT  
OF MONROE COUNTY, MICHIGAN



Curtis Creagh, Vice President of  
Finance and Administration

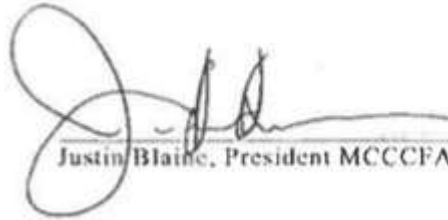


Kojo A. Quartey, President  
Monroe County Community College

MICHIGAN EDUCATION  
ASSOCIATION MEA/NEA



Andrew Borrelli, MEA Rep



Justin Blaine, President MCCCFA

**APPENDIX A**

**MAINTENANCE STAFF CLASSIFICATION**

**SALARY SCHEDULES**

**2024-2025**

<b>STEP</b>	<b>Group 1 Custodial Maintenance (including Dual Campus)</b>	<b>Group 2 Custodial Maintenance Lead &amp; Grounds Maintenance Trainee</b>	<b>Group 2A Grounds Maintenance (including Dual Campus)</b>	<b>Group 3 Power Systems Trainee</b>	<b>Group 3A Power Systems Operator</b>	<b>Group 5 Power Systems Chief</b>
1	21.32	23.44	23.93	23.53	25.91	28.81
2	21.75	23.91	24.41	24.00	26.43	29.39
3	22.18	24.39	24.90	24.48	26.96	29.97
4	22.63	24.88	25.39	24.97	27.50	30.57
5	23.08	25.38	25.90	25.46	28.05	31.18
6	23.54	25.88	26.42	25.97	28.61	31.81
7	24.01	26.40	26.95	26.49	29.18	32.44
8	24.49	26.93	27.49	27.02	29.77	33.09
9	24.98	27.47	28.04	27.56	30.36	33.75
10	25.48	28.02	28.60	28.11	30.97	34.43
11	25.99	28.58	29.17	28.68	31.59	35.12
12	26.51	29.15	29.75	29.25	32.22	35.82
13	27.04	29.73	30.35	29.84	32.87	36.54
14	27.58	30.33	30.95	30.43	33.52	37.27
15	28.13	30.93	31.57	31.04	34.19	38.01

**SALARY SCHEDULE**

**2025-2026**

<b>STEP</b>	<b>Group 1</b> Custodial Maintenance (including Dual Campus)	<b>Group 2</b> Custodial Maintenance Lead & Grounds Maintenance Trainee	<b>Group 2A</b> Grounds Maintenance (including Dual Campus)	<b>Group 3</b> Power Systems Trainee	<b>Group 3A</b> Power Systems Operator	<b>Group 5</b> Power Systems Chief
1	21.53	23.68	24.17	23.76	26.17	29.10
2	21.96	24.15	24.65	24.24	26.70	29.68
3	22.40	24.63	25.14	24.72	27.23	30.27
4	22.85	25.13	25.65	25.21	27.78	30.88
5	23.31	25.63	26.16	25.72	28.33	31.50
6	23.78	26.14	26.68	26.23	28.90	32.13
7	24.25	26.66	27.22	26.76	29.48	32.77
8	24.74	27.20	27.76	27.29	30.07	33.42
9	25.23	27.74	28.32	27.84	30.67	34.09
10	25.74	28.30	28.88	28.40	31.28	34.77
11	26.25	28.86	29.46	28.96	31.91	35.47
12	26.78	29.44	30.05	29.54	32.54	36.18
13	27.31	30.03	30.65	30.13	33.19	36.90
14	27.86	30.63	31.26	30.74	33.86	37.64
15	28.41	31.24	31.89	31.35	34.54	38.39



**SALARY SCHEDULE**

**2026-2027**

<b>STEP</b>	<b>Group 1</b> Custodial Maintenance (including Dual Campus)	<b>Group 2</b> Custodial Maintenance Lead & Grounds Maintenance Trainee	<b>Group 2A</b> Grounds Maintenance (including Dual Campus)	<b>Group 3</b> Power Systems Trainee	<b>Group 3A</b> Power Systems Operator	<b>Group 5</b> Power Systems Chief
1	21.75	23.91	24.41	24.00	26.44	29.39
2	22.18	24.39	24.90	24.48	26.96	29.98
3	22.63	24.88	25.40	24.97	27.50	30.58
4	23.08	25.38	25.90	25.47	28.05	31.19
5	23.54	25.89	26.42	25.98	28.61	31.81
6	24.01	26.40	26.95	26.50	29.19	32.45
7	24.49	26.93	27.49	27.03	29.77	33.10
8	24.98	27.47	28.04	27.57	30.37	33.76
9	25.48	28.02	28.60	28.12	30.97	34.43
10	25.99	28.58	29.17	28.68	31.59	35.12
11	26.51	29.15	29.76	29.25	32.22	35.82
12	27.04	29.73	30.35	29.84	32.87	36.54
13	27.58	30.33	30.96	30.44	33.53	37.27
14	28.14	30.94	31.58	31.04	34.20	38.02
15	28.70	31.55	32.21	31.66	34.88	38.78

APPENDIX B

MONROE COUNTY COMMUNITY COLLEGE  
MAINTENANCE ASSOCIATION  
GRIEVANCE FORM

Name of Grievant: \_\_\_\_\_

Work Classification: \_\_\_\_\_

Rate per Hour: \_\_\_\_\_

Date Grievance Occurred: \_\_\_\_\_

PROVISION OF AGREEMENT ALLEGEDLY VIOLATED:

Article	Section(s)	Page(s)
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Nature of Grievance:

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

Relief Requested:

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

\_\_\_\_\_  
Signature of Grievant Date

**Step 1: Appealed to Immediate Supervisor**

Received by immediate supervisor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Decision of immediate supervisor:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Returned to Grievant

**Step 2: Appealed to Director of Campus Planning and Facilities**

\_\_\_\_\_  
If appealed, signature of person appealing  
grievance

\_\_\_\_\_  
Date

Received by Director of Campus Planning and  
Facilities

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Decision of Director of Campus Planning and Facilities:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Returned to Grievant

**Step 3: Appealed to Vice President of Administration**

\_\_\_\_\_  
If appealed, signature of person  
appealing grievance

\_\_\_\_\_  
Date

Received by Vice President of Administration

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Decision of Vice President of Administration:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Returned to Grievant

**Step 4: Appealed to President**

\_\_\_\_\_  
If appealed, signature of  
person appealing  
grievance

\_\_\_\_\_  
Date

Received by President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Decision of President:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Returned to Grievant

**Step 5: Referred to Arbitration:**

\_\_\_\_\_  
If referred, signature of  
person referring grievance  
to arbitration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date

APPENDIX C  
SENIORITY LIST

<u>Name</u>	<u>Classification</u>	<u>Seniority Date</u>
1. Mike D'Haene	Grounds Maintenance Dual Campus	07-05-06
2. Michael Neaves	Power Systems Chief	12-06-10
3. Justin Blaine	Grounds Maintenance	08-19-13
4. George Welter	Power Systems Trainee	12-01-14
5. Derek Brylinsky	Custodial/Maintenance Lead	09-01-15
6. Lesa Adkins	Custodial/Maintenance	07-31-17
7. William Hogan	Grounds Maintenance	01-14-19
8. Garrett Lawson	Power Systems Operator	01-27-20
9. Gregg Giannetti	Power Systems Trainee	06-01-20
10. Devin Morrison	Custodial/Maintenance	09-27-21
11. Adam Wilson	Power Systems Chief	04-11-22
12. Aric Parker	Custodial/Maintenance	06-20-22
13. Alan Schetter	Custodial/Maintenance	10-03-22
14. Derek Jacobs	Power Systems Trainee	11-23-22
15. Cassie Yeary	Custodial/Maintenance	07-10-23
16. Amber Jalandoni	Custodial/Maintenance	05-13-24
17. Cori Raymond	Custodial/Maintenance	08-12-24
18. Liam Laird	Custodial/Maintenance	09-16-24
19. Nick DeArmond	Power Systems Trainee	02/03/25
20. Robert Bomia	Grounds Maintenance	02/24/25
21. VACANT		

APPENDIX D

SCHEDULED PAID HOLIDAYS AND  
SCHEDULED PAID VACATION DAYS

2024-2025

Thursday, July 4, 2024	Independence Day Holiday
Friday, July 5, 2024	Scheduled Paid Vacation Day
Monday, September 2, 2024	Labor Day Holiday
Thursday, November 28, 2024	Thanksgiving Holiday
Friday, November 29, 2024	Scheduled Paid Vacation Day
Tuesday, December 24, 2024	Scheduled Paid Vacation Day
Wednesday, December 25, 2024	Scheduled Paid Vacation Day
Thursday, December 26, 2024	Scheduled Paid Vacation Day
Friday, December 27, 2024	Scheduled Paid Vacation Day
Monday, December 30, 2024	Scheduled Paid Vacation Day
Tuesday, December 31, 2024	Scheduled Paid Vacation Day
Wednesday, January 1, 2025	New Year's Day Holiday
Monday, January 20, 2025	Martin Luther King, Jr. Day
Friday, April 18, 2025	Scheduled Paid Vacation Day
Monday, May 26, 2025	Memorial Day Holiday

2025-2026

Thursday, July 3, 2025	Scheduled Paid Vacation Day
Friday, July 4, 2025	Independence Day Holiday
Monday, September 1, 2025	Labor Day Holiday
Thursday, November 27, 2025	Thanksgiving Holiday
Friday, November 28, 2025	Scheduled Paid Vacation Day
Wednesday, December 24, 2025	Scheduled Paid Vacation Day
Thursday, December 25, 2025	Scheduled Paid Vacation Day
Friday, December, 26, 2025	Scheduled Paid Vacation Day
Monday, December 29, 2025	Scheduled Paid Vacation Day
Tuesday, December 30, 2025	Scheduled Paid Vacation Day
Wednesday, December 31, 2025	Scheduled Paid Vacation Day
Thursday, January 1, 2026	New Year's Day Holiday
Friday, January 2, 2026	Scheduled Paid Vacation Day
Monday, January 19, 2026	Martin Luther King, Jr. Day
Friday, April 3, 2026	Scheduled Paid Vacation Day
Monday, May 25, 2026	Memorial Day Holiday

APPENDIX E  
JOB DESCRIPTIONS

**MONROE COUNTY COMMUNITY COLLEGE**  
**JOB DESCRIPTION**

**CUSTODIAL/MAINTENANCE**

**Position Summary**

Under the direction of the Director of Campus Planning and Facilities or their designated supervisor, this employee performs custodial work and assists with grounds maintenance as needed. Assists during inclement weather in regards to safety, prevention and removal of snow/ice buildup on site.

**Essential Job Functions**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assisting with set-ups for on-campus events including monitoring the electronic facilities reservation system for information on initial set-ups or any changes based on client needs and returning the space back to the original set-up as required
2. Monitoring of the electronic work order system and the ability to enter information on assigned work orders as necessary for departmental tracking
3. Minimal daily interaction with the electronic mail system, responding as necessary, and maintaining their personal calendar
4. Completing all assigned web-based or in-person training courses assigned by Human Resources and/or supervisors
5. Attending all mandatory college and departmental meetings and continuing education training. Shift adjustments may be made to accommodate training schedules. Exceptions may be granted by the Director of Campus Planning and Facilities

Specific position responsibilities:

6. General cleaning of offices, classrooms, corridors, restrooms, storage areas, etc.
7. Vacuuming and dusting of fixtures and floors
8. Campus-wide trash collection and disposal
9. Window washing (interior and exterior)
10. Floor care – such as stripping, waxing, buffing, vacuuming, carpet cleaning, wood floor care and polishing
11. Painting – including preparation and clean-up of minor projects



12. Assist with building safety e.g., reporting fires, flooding, etc.
13. Follow loading and unloading procedures (up to 65 lbs.)
14. Assist with grounds work as directed which includes, but is not limited to the following: string trimming, weeding and mulching of planting beds, push mowing, plant care, power washing, campus-wide exterior garbage collection and disposal, event set-ups, etc.
15. Minor repair of cleaning equipment
16. Minor flooring repair
17. Minor repairs of fixtures, furnishings, and equipment
18. Other duties as assigned within the classification of this position

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

#### **QUALIFICATIONS:**

- High school diploma or GED required
- Possession of a valid vehicle operator's license
- Minimum of one year of related experience

#### **KNOWLEDGE:**

- Basic level of proficiency with the operation of a computer

#### **SKILLS:**

- May be required to work on a ladder or in tight spaces, as well as work outside in all types of weather

#### **ABILITIES:**

- Ability to follow orders either orally or written
- Ability to work well with others
- Ability to operate machinery such as snow removal equipment, lifts, forklift, etc. (preferred, however, will train as necessary)
- Ability to assist with grounds maintenance as assigned
- Ability to work any change in shift with 72- hour notice
- Ability to report to work early (2 hours) or stay late (2 hours) in the event of an emergency
- Good physical condition to perform duties and tasks that require stooping, bending, lifting (up to 65 lbs.), and climbing ladders

# MONROE COUNTY COMMUNITY COLLEGE JOB DESCRIPTION

## CUSTODIAL/MAINTENANCE DUAL CAMPUS

### Position Summary

Under the direction of the Director of Campus Planning and Facilities or their designated supervisor, this employee performs custodial work and assists with grounds maintenance as needed. Assists during inclement weather in regards to safety, prevention and removal of snow/ice buildup on site.

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. This position will split a 40-hour week between Main Campus and the Whitman Center based on both the list of assigned work orders through the electronic work order system and decisions by their immediate supervisor or the Director of Campus Planning & Facilities
2. Assisting with set-ups for on-campus events including monitoring the electronic facilities reservation system for information on initial set-ups or any changes based on client needs and returning the space back to the original set-up as required.
3. Monitoring of the electronic work order system and the ability to enter information on assigned work orders as necessary for departmental tracking.
4. Minimal daily interaction with the electronic mail system, responding as necessary, and maintaining their personal calendar.
5. Completing all assigned web-based or in-person training courses assigned by Human Resources and/or supervisors.
6. Attending all mandatory college and departmental meetings and continuing education training. Shift adjustments may be made to accommodate training schedules. Exceptions may be granted by the Director of Campus Planning and Facilities.

### Specific position responsibilities:

7. General cleaning of offices, classrooms, corridors, restrooms, storage areas, etc.
8. Vacuuming and dusting of fixtures and floors
9. Campus-wide trash collection and disposal
10. Window washing (interior and exterior)
11. Floor care – such as stripping, waxing, buffing, vacuuming, carpet cleaning, wood floor care and polishing
12. Painting – including preparation and clean-up of minor projects
13. Assist with building safety e.g., reporting fires, flooding, etc.

14. Follow loading and unloading procedures (up to 65 lbs.)
15. Assist with grounds work as directed which includes, but is not limited to the following: string trimming, weeding and mulching of planting beds, push mowing, plant care, power washing, campus-wide exterior garbage collection and disposal, event set-ups, etc.
16. Minor repair of cleaning equipment
17. Minor flooring repair
18. Minor repairs of fixtures, furnishings, and equipment
19. Other duties as assigned within the classification of this position

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

#### **QUALIFICATIONS:**

- High school diploma or GED
- Possession of a valid vehicle operator's license
- Minimum of one year of related experience

#### **KNOWLEDGE:**

- Basic level of proficiency with the operation of a computer

#### **SKILLS:**

- May be required to work on a ladder or in tight spaces, as well as work outside in all types of weather

#### **ABILITIES:**

- Ability to follow orders either orally or written
- Ability to work well with others
- Ability to operate machinery such as snow removal equipment, lifts, a forklift, etc. (preferred, however, will train as necessary)
- Ability to assist with grounds maintenance as assigned
- Ability to work any change in shift with 72-hour notice
- Ability to report to work early (2 hours) or stay late (2 hours) in the event of an emergency
- Good physical condition to perform duties and tasks that require stooping, bending, lifting (up to 65 lbs.), and climbing ladders

**MONROE COUNTY COMMUNITY COLLEGE  
JOB DESCRIPTION**

**CUSTODIAL/MAINTENANCE LEAD**

**Position Summary**

Under the direction of the Director of Campus Planning and Facilities or their designated supervisor, this employee performs custodial work and assists with grounds maintenance as needed. Assists during inclement weather in regard to safety, prevention and removal of snow/ice buildup on site. This position serves as a lead for all Custodial Maintenance staff.

**Essential Job Functions**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assisting with set-ups for on-campus events including monitoring the electronic facilities reservation system for information on initial set-ups or any changes based on client needs and returning the space back to the original set-up as required
2. Monitoring of the electronic work order system and the ability to enter information on assigned work orders as necessary for departmental tracking
3. Minimal daily interaction with the electronic mail system, responding as necessary, and maintaining their personal calendar
4. Completing all assigned web-based or in-person training courses assigned by Human Resources and/or supervisors
5. Attending all mandatory college and departmental meetings and continuing education training. Shift adjustments may be made to accommodate training schedules. Exceptions may be granted by the Director of Campus Planning and Facilities

Specific position responsibilities:

6. All the requirements and responsibilities of the Custodial Maintenance position
7. Experience with both the use and safety of all current cleaning methods and equipment utilized by the Custodial Maintenance staff
8. Assists Supervisor of Custodial Services with coordinating campus wide floor care projects and leads as a floor care specialist – such as stripping, waxing, buffing, vacuuming, carpet cleaning, wood floor care and polishing
9. Assists in the training of all Custodial Maintenance staff
10. Assist or sometimes leads the set-up process; completing and meeting the expectations of both internal and external customer needs
11. Demonstrates safe work practices and assists the supervisor with training all Custodial Maintenance staff in said practices
12. Attends all bi-weekly coordination meetings with the Director of Campus Planning and Facilities

13. Assist with grounds work as directed which includes, but is not limited to the following: string trimming, weeding and mulching of planting beds, push mowing, plant care, power washing, campus-wide exterior garbage collection and disposal, event set-ups, etc.
14. Other duties as assigned within the classification of this position

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

#### **QUALIFICATIONS:**

- High school diploma or GED
- Possession of a valid vehicle operator's license
- Minimum of three years of related experience
- Demonstrated experience leading, delegating, and motivating a team or group

#### **KNOWLEDGE:**

- Basic level of proficiency with the operation of a computer

#### **SKILLS:**

- Strong interpersonal and communication skills

#### **ABILITIES:**

- Ability to maintain cooperative relationships with other employees
- Ability to follow orders either orally or written
- Ability to work well with others
- Ability to operate machinery such as snow removal equipment, lifts, forklift, etc.
- Ability to assist with grounds maintenance as assigned
- Ability to work any change in shift with 72- hour notice
- Ability to report to work early (2 hours) or stay late (2 hours) in an emergency
- Good physical condition to perform duties and tasks that require stooping, bending, lifting (up to 65 lbs.), and climbing ladders

# MONROE COUNTY COMMUNITY COLLEGE JOB DESCRIPTION

## GROUNDS MAINTENANCE TRAINEE

### Position Summary

Under the direction of the Director of Campus Planning and Facilities or their designated supervisor, this employee performs grounds maintenance, including snow removal. Will be required to work outside in all types of weather.

*The employee has a period of 24 months to achieve adequate levels of competency on all requirements, including obtaining and maintaining MDARD Pesticide Applicators Certification.*

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assisting with set-ups for on-campus events including monitoring the electronic facilities reservation system for information on initial set-ups or any changes based on client needs and returning the space back to the original set-up as required
2. Monitoring of the electronic work order system and the ability to enter information on assigned work orders as necessary for departmental tracking
3. Minimal daily interaction with the electronic mail system, responding as necessary, and maintaining their personal calendar
4. Completing all assigned web-based or in-person training courses assigned by Human Resources and/or supervisors
5. Attending all mandatory college and departmental meetings and continuing education training. Shift adjustments may be made to accommodate training schedules. Exceptions may be granted by the Director of Campus Planning and Facilities

Specific position responsibilities:

6. Provides training for all facilities department employees on grounds/snow equipment and procedures for inclement weather safety, prevention and removal (snow/ice removal)
7. Assists with student assistant oversight (training, assigning daily activities, etc.)
8. Provides preventative maintenance on all college fleet vehicles and equipment including, but not limited to: oil changes, tire rotation, checking and maintaining fluid levels, maintaining both a clean interior and exterior, etc.
9. Performs emergency repair of all fleet vehicles and college equipment as needed (both campuses)
10. Performs necessary switch-out for winter/spring and fall/winter apparatuses on all college vehicles and equipment
11. Performs and leads snow removal efforts including, but not limited to: plowing, salting, and brining of all drives, lots, and walks; snow pile removal as necessary; shoveling, salting, or brining of all

- building entries, ramps, stairs, etc.; preventative and/or emergency repair, light fabrication of snow equipment; scheduling delivery and maintaining appropriate levels of salt
12. Performs duties associated with turf maintenance including, but not limited to, seeding/patching/soil replacement; mowing, trimming; fall leaf pickup; maintenance of walking trails; fertilization and weed control including the application of herbicides and pesticides as necessary
  13. Performs site maintenance including, but not limited to: curb and sidewalk inspections, edging and patching; yard drain maintenance; irrigation system maintenance including scheduling of seasonal starting and closing; pond care including trimming, weeding, and treatment
  14. Performs landscaping maintenance including, but not limited to, trimming of all trees, shrubs, plants, etc.; planting, removal, pruning, and watering as needed; application or removal of mulch; application of fertilization, herbicides, or pesticides; maintenance of potted plants
  15. Performs general site maintenance including, but not limited to, flag and flagpole maintenance; assist with exterior trash collection and removal; parking lot and road maintenance including asphalt patching and stall striping; maintaining wayfinding and parking signage; assist with building entry cleanup (cobwebs, dirt, debris, etc.); coordination with vendors for supplies, fuel delivery, etc.
  16. Performs outdoor event set-ups and tear-downs
  17. Other duties as assigned within the classification of this position

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

#### **QUALIFICATIONS:**

- High school diploma or GED
- Possession of a valid vehicle operator's license
- Minimum of one year (preferred) of related groundskeeping experience or combination of education and experience commensurate with the requirements of this position

#### **KNOWLEDGE:**

- Basic level of proficiency with the operation of a computer
- Knowledge/experience with small engine diagnosis and repair, diesel engine diagnosis and repair, basic automotive maintenance and repair, 12v electrical systems, hydraulic systems
- Knowledge of turf and plant management

#### **SKILLS:**

- General mechanical ability
- Will be required to work outside in all types of weather

#### **ABILITIES:**

- Ability to follow orders either orally or written
- Ability to work well with others
- Ability to operate heavy machinery such as snow removal equipment, lifts, a forklift, etc. (preferred, however, will train as necessary)
- Good physical condition to perform duties and tasks that require stooping, bending, lifting (up to 65 lbs.), and climbing ladders

# MONROE COUNTY COMMUNITY COLLEGE JOB DESCRIPTION

## GROUNDS MAINTENANCE

### Position Summary

Under the direction of the Director of Campus Planning and Facilities or their designated supervisor, this employee performs grounds maintenance, including snow removal. Will be required to work outside in all types of weather.

*The employee has to maintain MDARD Pesticide Applicators Certification.*

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assisting with set-ups for on-campus events including monitoring the electronic facilities reservation system for information on initial set-ups or any changes based on client needs and returning the space back to the original set-up as required
2. Monitoring of the electronic work order system and the ability to enter information on assigned work orders as necessary for departmental tracking
3. Minimal daily interaction with the electronic mail system, responding as necessary, and maintaining their personal calendar
4. Completing all assigned web-based or in-person training courses assigned by Human Resources and/or supervisors
5. Attending all mandatory college and departmental meetings and continuing education training. Shift adjustments may be made to accommodate training schedules. Exceptions may be granted by the Director of Campus Planning and Facilities

Specific position responsibilities:

6. Provides training for all facilities department employees on grounds/snow equipment and procedures for inclement weather safety, prevention and removal (snow/ice removal)
7. Assists with student assistant oversight (training, assigning daily activities, etc.)
8. Provides preventative maintenance on all college fleet vehicles and equipment including, but not limited to: oil changes, tire rotation, checking and maintaining fluid levels, maintaining both a clean interior and exterior, etc.
9. Performs emergency repair of all fleet vehicles and college equipment as needed (both campuses)
10. Performs necessary switch-out for winter/spring and fall/winter apparatuses on all college vehicles and equipment
11. Performs and leads snow removal efforts including, but not limited to: plowing, salting, and brining of all drives, lots, and walks; snow pile removal as necessary; shoveling, salting, or brining of all



- building entries, ramps, stairs, etc.; preventative and/or emergency repair, light fabrication of snow equipment; scheduling delivery and maintaining appropriate levels of salt
12. Performs duties associated with turf maintenance including, but not limited to, seeding/patching/soil replacement; mowing, trimming; fall leaf pickup; maintenance of walking trails; fertilization and weed control including the application of herbicides and pesticides as necessary
  13. Performs site maintenance including, but not limited to: curb and sidewalk inspections, edging and patching; yard drain maintenance; irrigation system maintenance including scheduling of seasonal starting and closing; pond care including trimming, weeding, and treatment
  14. Performs landscaping maintenance including, but not limited to, trimming of all trees, shrubs, plants, etc.; planting, removal, pruning, and watering as needed; application or removal of mulch; application of fertilization, herbicides, or pesticides; maintenance of potted plants
  15. Performs general site maintenance including, but not limited to, flag and flagpole maintenance; assist with exterior trash collection and removal; parking lot and road maintenance including asphalt patching and stall striping; maintaining wayfinding and parking signage; assist with building entry cleanup (cobwebs, dirt, debris, etc.); coordination with vendors for supplies, fuel delivery, etc.
  16. Performs outdoor event set-ups and tear-downs
  17. Other duties as assigned within the classification of this position

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

#### **QUALIFICATIONS:**

- High school diploma or GED
- Possession of a valid vehicle operator's license
- Minimum of two years of related groundskeeping experience or combination of education and experience commensurate with the requirements of this position

#### **KNOWLEDGE:**

- Basic level of proficiency with the operation of a computer
- Knowledge/experience with small engine diagnosis and repair, diesel engine diagnosis and repair, basic automotive maintenance and repair, 12v electrical systems, hydraulic systems
- Knowledge of turf and plant management

#### **SKILLS:**

- General mechanical ability
- Will be required to work outside in all types of weather

#### **ABILITIES:**

- Ability to follow orders either orally or written
- Ability to work well with others
- Ability to operate heavy machinery such as snow removal equipment, lifts, a forklift, etc. (preferred, however, will train as necessary)
- Good physical condition to perform duties and tasks that require stooping, bending, lifting (up to 65 lbs.), and climbing ladders

# MONROE COUNTY COMMUNITY COLLEGE JOB DESCRIPTION

## GROUNDS MAINTENANCE DUAL CAMPUS

### Position Summary

Under the direction of the Director of Campus Planning and Facilities or their designated supervisor, this employee performs custodial and grounds work.

*The employee has a period of 24 months to achieve adequate levels of competency on all requirements, including obtaining and maintaining MDARD Pesticide Applicators Certification.*

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assisting with set-ups for on-campus events including monitoring the electronic facilities reservation system for information on initial set-ups or any changes based on client needs and returning the space back to the original set-up as required.
2. Monitoring of the electronic work order system and the ability to enter information on assigned work orders as necessary for departmental tracking.
3. Minimal daily interaction with the electronic mail system, responding as necessary, and maintaining their personal calendar.
4. Completing all assigned web-based or in-person training courses assigned by Human Resources and/or supervisors.
5. Attending all mandatory college and departmental meetings and continuing education training. Shift adjustments may be made to accommodate training schedules. Exceptions may be granted by the Director of Campus Planning and Facilities.

Specific position responsibilities:

6. General cleaning of offices, classrooms, corridors, restrooms, storage areas, etc.
7. Vacuuming and dusting of fixtures and floors
8. Campus-wide trash collection and disposal
9. Window washing (interior and exterior)
10. Floor care – such as stripping, waxing, buffing, vacuuming, carpet cleaning, wood floor care and polishing
11. Painting – including preparation and clean-up of minor projects
12. Assisting with building safety e.g., reporting fires, flooding, etc.
13. Follows loading and unloading procedures (up to 65 lbs.)
14. Minor repair of cleaning equipment

15. Minor flooring repair
16. Minor repairs of fixtures, furnishings, and equipment
17. Provides training for all facilities department employees on grounds/snow equipment and procedures for inclement weather safety, prevention and removal (snow/ice removal)
18. Assists with student assistant oversight (training, assigning daily activities, etc.)
19. Provides preventative maintenance on all college fleet vehicles and equipment including, but not limited to: oil changes, tire rotation, checking and maintaining fluid levels, maintaining both a clean interior and exterior, etc.
20. Performs emergency repair of all fleet vehicles and college equipment as needed (both campuses)
21. Performs necessary switch-out for winter/spring and fall/winter apparatuses on all college vehicles and equipment
22. Performs and leads snow removal efforts including, but not limited to: plowing, salting, and brining of all drives, lots, and walks; snow pile removal as necessary; shoveling, salting, or brining of all building entries, ramps, stairs, etc.; preventative and/or emergency repair, light fabrication of snow equipment; scheduling delivery and maintaining appropriate levels of salt
23. Performs duties associated with turf maintenance including, but not limited to, seeding/patching/soil replacement; mowing, trimming; fall leaf pickup; maintenance of walking trails; fertilization and weed control including the application of herbicides and pesticides as necessary
24. Performs site maintenance including, but not limited to: curb and sidewalk inspections, edging and patching; yard drain maintenance; irrigation system maintenance including scheduling of seasonal starting and closing; pond care including trimming, weeding, and treatment
25. Performs landscaping maintenance including, but not limited to, trimming of all trees, shrubs, plants, etc.; planting, removal, pruning, and watering as needed; application or removal of mulch; application of fertilization, herbicides, or pesticides; maintenance of potted plants
26. Performs general site maintenance including, but not limited to, flag and flagpole maintenance; assist with exterior trash collection and removal; parking lot and road maintenance including asphalt patching and stall striping; maintaining wayfinding and parking signage; assist with building entry cleanup (cobwebs, dirt, debris, etc.); coordination with vendors for supplies, fuel delivery, etc.
27. Performs outdoor event set-ups and tear-downs
28. Other duties as assigned within the classification of this position

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

#### **QUALIFICATIONS:**

- High school diploma or GED
- Possession of a valid vehicle operator's license
- Minimum (1) year related groundskeeping experience, or combination of education and experience commensurate with the requirements of this position

#### **KNOWLEDGE:**

- Basic level of proficiency with the operation of a computer
- Knowledge of turf and plant management

SKILLS:

- General mechanical ability
- May be required to work on a ladder or in tight spaces, as well as work outside in all types of weather

ABILITIES:

- Ability to follow orders either orally or written
- Ability to work well with others
- Ability to operate machinery such as snow removal equipment, lifts, a forklift, etc. (preferred, however, will train as necessary)
- Ability to operate heavy machinery
- Ability to do minor repairs on mechanical equipment
- Obtain and maintain certification for the Michigan Department of Agriculture and Rural Development (MDARD) licensed pesticide application credential
- Good physical condition to perform duties and tasks that require stooping, bending, lifting (up to 65 lbs.), and climbing ladders

**MONROE COUNTY COMMUNITY COLLEGE  
JOB DESCRIPTION**

**POWER SYSTEMS OPERATOR TRAINEE**

**Position Summary**

Under the direction of the Director of Campus Planning and Facilities or their designated supervisor, the Power Systems Operator Trainee operates and maintains the heating, ventilating, air-conditioning, water supply, plumbing, and electrical systems. Additionally, will assist during inclement weather in regard to safety, prevention and removal of snow/ice buildup on site.

The employee has a period of 3 years to achieve adequate levels of competency on all requirements, including successfully passing both the 30-day and 90-day tests, completing all training, including that provided by the Power Systems Leads and assigned bookwork, and obtaining the Building Operators Certification (BOC) credential.

**Essential Job Functions**

An employee in this position may be called to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assisting with set-ups for on-campus events including monitoring the electronic facilities reservation system for information on initial set-ups or any changes based on client needs and returning the space back to the original set-up as required
2. Monitoring of the electronic work order system and the ability to enter information on assigned work orders as necessary for departmental tracking
3. Minimal daily interaction with the electronic mail system, responding as necessary, and maintaining their personal calendar
4. Completing all assigned web-based or in-person training courses assigned by Human Resources and/or supervisors
5. Attending all mandatory college and departmental meetings and continuing education training. Shift adjustments may be made to accommodate training schedules. Exceptions may be granted by the Director of Campus Planning and Facilities

Specific position responsibilities (to be assisted by OPERATOR LEAD as needed):

6. Conducts rounds minimally once per standard 10-hour shift, with two or more extended shifts

7. Maintains knowledge of all gas, water, electrical and fire alarm system panels
8. Inspects, operates and maintains all boilers, heating and air-conditioning systems including standalone and those associated with the geothermal systems
9. Maintains all plumbing fixtures including, but not limited to, hand and mop sinks, toilets, urinals, etc.,
10. Operates and maintains water supply, storm and sanitary drain systems, and performs repairs as needed including but not limited to snaking drains, part replacements, etc.
11. Operates and maintains wire ballasts/switches/breakers, change fuses
12. Maintains records on all equipment, inspections, repairs, parts, usage and maintenance performed
13. Maintains motors and pumps including routine inspection, troubleshooting operational issues, replacing the entirety of the unit or installation of replacement parts, etc.
14. Maintains the status of on-call when at work, covering shifts of co-workers as needed, and may be required to work holidays
15. Other duties as assigned within the job classification

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions the position, Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

#### **QUALIFICATIONS:**

- High school diploma or GED
- Possession of a valid vehicle operator's license
- Minimum of one year of related experience

#### **KNOWLEDGE:**

- Basic level of proficiency with the operation of a computer
- Basic knowledge of electrical (building and machinery), HVAC systems, carpentry, and plumbing systems

#### **SKILLS:**

- May be required to work on a ladder or in tight spaces, as well as work outside in all types of weather

#### **ABILITIES:**

- Ability to follow orders either orally or written
- Ability to work well with others
- Ability to operate machinery such as snow removal equipment, lifts, forklift, etc. (preferred, however, will train as necessary)
- Obtain and maintain the Building Operators Certification (BOC) credential
- Good physical condition to perform duties and tasks that require stooping, bending, lifting (up to 65 lbs.), and climbing ladders
- General mechanical ability

**MONROE COUNTY COMMUNITY COLLEGE  
JOB DESCRIPTION**

**POWER SYSTEMS OPERATOR**

**Position Summary**

Under the direction of the Director of Campus Planning and Facilities or their designated supervisor, the Power Systems Operator operates and maintains the heating, ventilating, air-conditioning, water supply, plumbing, and electrical systems. Additionally, will assist during inclement weather in regards to safety, prevention and removal of snow/ice buildup on site.

**Essential Job Functions**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assisting with set-ups for on-campus events including monitoring the electronic facilities reservation system for information on initial set-ups or any changes based on client needs and returning the space back to the original set-up as required
2. Monitors electronic work order system and the ability to enter information on assigned work orders as necessary for departmental tracking
3. Utilizes electronic mail system. responding as necessary, and maintaining their personal calendar
4. Completes all assigned web-based or in-person training courses assigned by Human Resources and/or supervisors
5. Attends all mandatory college and departmental meetings and continuing education training. Shift adjustments may be made to accommodate training

Specific position responsibilities:

6. Conducts rounds minimally once per standard 10-hour shift, with two or more extended shifts
7. Maintains knowledge of all gas, water, electrical, and fire alarm system panels
8. Inspects, operates and maintains all boilers, heating and air-conditioning systems including standalone and those associated with the geothermal systems
9. Maintains all plumbing fixtures including, but not limited to, hand and mop sinks, toilets, urinals, etc.
10. operates and maintains water supply, storm and sanitary drain systems, and performs repairs as needed including but not limited to snaking drains, part replacements, etc.
11. Operates and maintains electrical systems, wire ballasts/switches/breakers, change fuses
12. Maintains records on all equipment, inspections, repairs, parts, usage and maintenance performed

13. Maintains motors and pumps including routine inspection, troubleshooting operational issues,, replacing the entirety of the unit or installation of replacement parts, etc.
14. Maintains status of on-call when at work, covering shifts of co-workers as needed, and may be required to work holidays
15. Other duties as assigned within the job classification

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities perform the job.

#### **QUALIFICATIONS:**

- High school diploma or GED required
- Possession of a valid vehicle operator's license
- Minimum of one year of related experience

#### **KNOWLEDGE:**

- Basic level of proficiency with the operation of a computer
- Demonstrated experience in electrical (building and machinery), HVAC systems, carpentry, and plumbing systems
- Working knowledge of the operation and repair of mechanical equipment
- Working knowledge of safety factors and construction codes

#### **SKILLS:**

- May be required to work on a ladder or in tight spaces. as well as work outside in all types of weather

#### **ABILITIES:**

- Ability to follow orders either orally or written
- Ability to work well with others
- Ability to read wiring diagrams, blueprints, schematics, etc.
- Ability to operate machinery such as snow removal equipment, lifts, forklift, etc.
- Good physical condition to perform duties and tasks that require stooping, bending, lifting (up to 65 lbs.), and climbing ladders
- Maintain the Building Operators Certification (BOC) credential



# MONROE COUNTY COMMUNITY COLLEGE JOB DESCRIPTION

## POWER SYSTEMS CHIEF

### Position Summary

Under the direction of the Director of Campus Planning and Facilities or their designated supervisor, the Power Systems Lead operates and maintains the heating, ventilating, air-conditioning, water supply, plumbing, and electrical systems. Additionally, will assist during inclement weather in regards to safety, prevention and removal of snow/ice buildup on site.

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assisting with set-ups for on-campus events including monitoring the electronic facilities reservation system for information on initial set-ups or any changes based on client needs and returning the space back to the original set-up as required.
2. Monitoring of the electronic work order system and the ability to enter information on assigned work orders as necessary for departmental tracking.
3. Minimal daily interaction with the electronic mail system, responding as necessary, and maintaining their personal calendar.
4. Completing all assigned web-based or in-person training courses assigned by Human Resources and/or supervisors.
5. Attending all mandatory college and departmental meetings and continuing education training. Shift adjustments may be made to accommodate training schedules. Exceptions may be granted by the Director of Campus Planning and Facilities.

Specific position responsibilities:

6. Conducts rounds minimally once per standard 10-hour shift, with two or more for extended shifts
7. Maintains knowledge of all gas, water, electrical and fire alarm system panels
8. Inspects, operates and maintains all boilers, heating and air-conditioning systems including stand-alone and those associated with the geothermal systems. Troubleshoots equipment operation
9. Analyzes, operates and maintains water-conditioning systems.
10. Maintains all plumbing fixtures including, but not limited to, hand and mop sinks, toilets, urinals, etc.
11. Operates and maintains water supply, storm and sanitary drain systems, and performs repairs as needed including, but not limited to, snaking drains, part replacements, etc.
12. Operates and maintains electrical systems, wire ballasts/switches/breakers, and change fuses
13. Maintains records on all equipment, inspections, repairs, parts, usage and maintenance performed

14. Maintains motors and pumps including routine inspection, troubleshooting operational issues, replacing the entirety of the unit or installation of replacement parts, etc.
15. Maintains status of on-call when at work, covering shifts of co-workers as needed, and may be required to work holidays
16. Demonstrates safe work practices and assists the supervisor with training all power systems workers in said practices
17. Ensures the Power Systems Trainees and Operators are trained in the safety and use of equipment
18. Other duties as assigned within this job classification

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

#### **QUALIFICATIONS:**

- Required high school diploma or GED; preferred associates degree in a related field
- Possession of a valid vehicle operator's license
- Appropriate certification, licensure, or its equivalent in the HVAC system
- Minimum three years of documented experience in working on boilers, heating, cooling, and ventilation or combination of education and experience commensurate with the requirements of this position
- Maintain the Building Operators Certification (BOC) credential
- Obtain within 24 months and maintain an EPA certification in refrigerants (Types I and II)
- Obtain within 24 months and maintain geothermal system manufacturer training
- Demonstrated experience leading, delegating, and motivating a team or group

#### **KNOWLEDGE:**

- Basic level of proficiency with the operation of a computer
- Demonstrated experience in electrical (building and machinery), HVAC systems, carpentry, and plumbing systems
- Working knowledge of the operation and repair of mechanical equipment
- Working knowledge of safety factors and construction codes

#### **SKILLS:**

- Demonstrated leadership skills
- May be required to work on a ladder or in tight spaces, as well as work outside in all types of weather

#### **ABILITIES:**

- Ability to follow orders either orally or written
- Ability to work well with others
- Ability to read wiring diagrams, blueprints, schematics, etc.
- Ability to operate machinery such as snow removal equipment, lifts, a forklift, etc. (preferred, however, will train as necessary)

- Maintain the Building Operators Certification (BOC) credential
- Good physical condition to perform duties and tasks that require stooping, bending, lifting (up to 65 lbs.), and climbing ladders