

EMPLOYEE RELATIONS MEMORANDUM #2015-9

TO: Community College Presidents

DATE: June 9, 2015

SUBJECT: Implementation of FY2016 Salary Increases for Unclassified Bargaining Units

This memorandum transmits instructions and salary grids created pursuant to the 2011 concession agreement with the Congress, AFSCME and AFT unions. It should be read in conjunction with the following, previously published Employee Relations Memoranda:

- ERM 2011-11 - Concession Agreements with Congress, AFSCME & AFT
- ERM 2011-12 - Implementation of July 2011 Wage Increases
- ERM 2011-24 - Wage Increase Implementation Dates Under 2011 Concession Agreements
- ERM 2015-8 - Implementation of FY 2016 Miscellaneous Rates of Pay Increases for Unclassified Bargaining Units

A. INCREASES FOR PRINCIPAL BARGAINING UNIT MEMBERS

1. Salary Grids for 2015-16

Approved salary grids for the 2015-16 academic year are attached to this memo for your reference.

2. Implementation Dates

Principal bargaining unit employees are entitled to a three percent (3%) GWI, and step increases or lump sum payments in lieu of step increases for employees already at the top step of their rank. Components of these wage increases are effective as follows:

- 11 & 12 month employees, increase effective 6/26/15, check date 7/24/15
- 9 & 10 month employees, increase effective 7/24/15, check date 8/21/15

3. Eligibility

Principal bargaining unit members (i.e., full-time faculty, administrators, counselors and librarians working 20 or more hours per week) move from the 2014-15 salary grid to the 2015-16 grid, and advance one step (AI) (up to the top step of the range).

Principal bargaining unit members, who reach the new maximum salary for their classification before receiving the 3 percent (3%) general wage increase in base pay, receive the balance of the general wage increase as a lump sum payment.

Principal bargaining unit members who cannot be advanced a step (AI) because they are already at the top step of their salary grid are entitled to a lump sum payment which varies based upon classification, as noted below:

<u>Classification</u>	<u>In Lieu of AI Lump Sum Payment</u>
CCP 8 – CCP 10	\$1,050
CCP 11 – CCP 12	\$1,155
CCP 13 – CCP 14 and Instructor	\$1,260
CCP 15 – CCP 16 and Assistant Professor	\$1,365
CCP 17 – CCP 18 and Associate Professor	\$1,470
CCP 19 – CCP 22 and Professor	\$1,575

4. Terminating Employees Not Eligible for the 2015-16 Wage Increase

Please note that employees who resign or retire prior to providing services in the new academic year are not entitled to the 2015-16 wage increase for purposes of calculating their balance of contract payment, and/or vacation and sick leave payouts, where applicable. For example:

- A full-time faculty member who resigns or retires effective on May, June, July, August or September 2015 is not entitled to the 2015-16 collective bargaining increase because he/she concluded services to the college at the close of the 2014-15 academic year
- Twelve-month administrators, counselors or librarians who resign or retire on or before June 26, 2015, are not eligible for the wage increase.
- Ten-month administrators, counselors and librarians who resign or retire on or before July 24, 2015, are not eligible for the wage increase.

5. Employees Whose Increases Will Require Special Attention

Certain employees will require special attention to confirm eligibility and/or ensure proper calculation, recording and payment of the 2015-16 collective bargaining increase, as briefly summarized below:

- Employees hired after March 1, 2015, at a salary on the 2014-15 salary grid are entitled to the general wage increase but are not entitled to the step increase (AI).
- Employees hired after March 1, 2015, who were hired on a step on the 2015-16 salary grid are not entitled to either the general wage increase or the step increase.
- Employees who went from 12 to 10 months during the last few years may require special treatment to ensure proper calculation of the collective bargaining increase and any remaining reduction or on-step placement related to the revision of appointment.
- Employees whose compensation rate does not align with the salary plan grade and step in Core-CT will require special attention, e.g., faculty who were hired for the Spring 2015 semester,
- Employees whose “Next AI Date” field in Core-CT is set to anything other than July 1, 2015.

6. Longevity

Please see Employee Relations Memorandum 2013-18 for a summary of changes due to the concession agreement, along with Longevity Schedules for 2015-16.

7. Notification to Employees

Colleges should provide written notification to employees regarding salary increases and the timeframe for implementation no later than July 2, 2015.

B. INCREASES FOR PART-TIME EDUCATIONAL ASSISTANTS

Presidents have delegated authority with respect to appointment of less than 20 hour per week Educational Assistants, and therefore have authority to implement salary increases for these part-time employees, effective July 1, 2015, or the beginning of the employee's 2015-16 appointment, whichever is later. Educational Assistants employed during 2014-15 and returning for 2015-16 are entitled to an increase of five percent (5%). New Educational Assistants hired to work less than 20 hours per week for the 2015-16 academic year should not be paid less than the minimum salaries noted below:

Associate's Degree	\$24.94
Bachelor's Degree	\$28.88
Master's Degree	\$34.59
Master's + 4 years	\$42.78

C. INCREASES FOR OTHER PART-TIME EMPLOYEES

Presidents are also authorized to implement negotiated increases and rates of pay for other part-time bargaining unit employees, including adjunct faculty, athletic coaches, and part-time nursing adjuncts with clinical components, in accordance with the schedule attached to this memorandum.

Reminder – All Miscellaneous Rates of Pay as noted on the attached schedule will take effect this year on July 1, 2015 in accordance with the grievance settlement with the Congress, AFT and AFSCME unions. Please refer to ERM 2015-8 for specific instructions regarding the use of this payment schedule.

D. UPDATES TO THE CORE-CT DATABASE

Collective bargaining increases for employees on "step" plans, including Educational Assistants working at least 20 hours per week, will be generated in Core-CT via a mass salary process. The mass salary process will update the employee job record in Core-CT, which will then feed directly into the payroll system. The mass salary process will generate reports that reflect detailed data for employees whose salaries were successfully increased through the automated process. The reports will also provide detailed information on those employees whose salaries were not successfully processed for a variety of reasons, e.g., employees who are not on a recognized step, employees who do not have the correct AI date in Core-CT.

Collective bargaining increases for all other part-time employees need to be manually entered in Core-CT:

- Increases in the hourly rate for Educational Assistants working fewer than 20 hours per week are entered on the employee Job record in Core-CT
- Increases for adjunct faculty and athletic coaches must be manually calculated and are entered on the Additional Pay form in Core-CT

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Ellen Mantel
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Attachments: Salary Grids FY11 – FY16
Miscellaneous Rates of Pay FY16
Miscellaneous Rates of Pay FY11 – FY16

Copy: Deans of Administration
Directors of Human Resources
HRMS Council

MISCELLANEOUS RATES OF PAY FY16

	Rates for 2015-16 Per 2011 Concession Agreement	Effective Date	
Part-Time Educational Assistants		7/1/2015	These hourly rates are for part-time Educational Assistants working fewer than 20 hours per week. The rate is based upon the degree required for the position and not the educational preparation for the candidate. Rates are effective July 1, 2015.
Associate's Degree	\$24.94		
Bachelor's Degree	\$28.88		
Master's Degree	\$34.59		
Master's Degree + 4 years	\$42.78		
Part-Time Lecturers		7/1/2015	These rates are the per-credit hour rates. The lower rate is for adjuncts who have not yet completed the teaching of 18 credit hours in the community college system. The higher rate is for adjuncts faculty who have already completed teaching 18 credit hours in the system. Rates are effective July 1, 2015.
Level 1	\$1,546		
Level 2	\$1,663		
PTL with Clinical Component	\$11,450	7/1/2015	This is the rate to be paid to adjuncts who are teaching a course which includes both the didactic and clinical portion of the course.
Part-Time Clinical Faculty – Educational Assistant (5)	\$77.51	7/1/2015	This is the rate of pay for part-time, less than 20 hour per week Educational Assistants hired as Clinical Faculty in Nursing and Allied Health Programs. Rates are effective July 1, 2015.
Nursing Course Leader	\$4,769	7/1/2015	This is the rate of pay per semester for Nursing and Allied Health Course Leaders. Rates are effective July 1, 2015.
Program Coordinator	\$4,989	7/1/2015	This rate is based upon the PTL rate for a 3 credit course, and is paid to PCs in lieu of release time. Per the PC agreement, PC Level I gets 3 credits release or pay per year; PC Level II gets 6 credits release or pay per year; PC Level 3 gets 6 credits release or pay per semester. Rates are effective July 1, 2015.
Department Chair			This is the rate per FTE for full and part-time faculty supervised by the Department Chair in accordance with the DC agreement. Rates are effective July 1, 2015.
< 17FTE	\$202	7/1/2015	
>17 FTE	\$513	7/1/2015	
Summer Call-In Per Diem Rate	Summer '16 \$425	7/1/2015	These are the per diem rates of pay for summer call in rate pursuant to the Department Chair Agreement and the arbitration award for Nursing and Allied Health. Rates are effective July 1, 2015

MISCELLANEOUS RATES OF PAY FY11 – FY16

	2010-11 Rates	2011-12 Negotiated Rates Prior to Concession Agreement	Revised Rates for 2011-12 Per 2011 Concession Agreement	2012-13 Per 2011 Concession Agreement	Rates for 2013-14 Per 2011 Concession Agreement	Rates for 2014-15 Per 2011 Concession Agreement	Rates for 2015-16 Per 2011 Concession Agreement	
Part-Time Educational Assistants				No Changes Per 2011 Concession Agreement				These hourly rates are for part-time Educational Assistants working fewer than 20 hours per week. The rate is based upon the degree required for the position and not the educational preparation for the candidate.
Associate's Degree	\$21.54	\$22.51	\$21.54		\$22.62	\$23.75	\$24.94	
Bachelor's Degree	\$24.94	\$26.06	\$24.94		\$26.19	\$27.50	\$28.88	
Master's Degree	\$29.88	\$31.22	\$29.88		\$31.37	\$32.94	\$34.59	
Master's Degree + 4 years	\$36.95	\$38.61	\$36.95		\$38.80	\$40.74	\$42.78	
Part-Time Lecturers								These rates are the per-credit hour rates. The lower rate is for adjuncts who have not yet completed the teaching of 18 credit hours in the community college system. The higher rate is for adjuncts faculty who have already completed teaching 18 credit hours in the system.
Level 1	\$1,335	\$1,395	\$1,335		\$1,402	\$1,472	\$1,546	
Level 2	\$1,437	\$1,502	\$1,437		\$1,509	\$1,584	\$1,663	
PTL with Clinical Component	\$9,891	\$10,336	\$9,891		\$10,386	\$10,905	\$11,450	This is the rate to be paid to adjuncts who are teaching a course which includes both the didactic and clinical portion of the course.
Part-Time Clinical Faculty – Educational Assistant (5)	\$66.95	\$69.96	\$66.95		\$70.30	\$73.82	\$77.51	This is the rate of pay for part-time, less than 20 hour per week Educational Assistants hired as Clinical Faculty in Nursing and Allied Health Programs.
Nursing Course Leader	\$4,120	\$4,305	\$4,120		\$4,326	\$4,542	\$4,769	This is the rate of pay per semester for Nursing and Allied Health Course Leaders.
Program Coordinator	\$4,311	\$4,506	\$4,311		\$4,527	\$4,752	\$4,989	This rate is based upon the PTL rate for a 3 credit course, and is paid to PCs in lieu of release time. Per the PC agreement, PC Level I gets 3 credits release or pay per year; PC Level II gets 6 credits release or pay per year; PC Level 3 gets 6 credits release or pay per semester.
Department Chair								This is the rate per FTE for full and part-time faculty supervised by the Department Chair in accordance with the DC agreement.
< 17FTE	\$174	\$182	\$174		\$183	\$192	\$202	
>17 FTE	\$444	\$464	\$444	\$466	\$489	\$513		
Summer Call-In Per Diem Rate	Summer '11 \$368	Summer '12 \$368	Summer '12 \$368	Summer '14 \$386	Summer '15 \$405	Summer '16 \$425	These are the per diem rates of pay for summer call in rate pursuant to the Department Chair Agreement and the arbitration award for Nursing and Allied Health.	