AGREEMENT

BETWEEN

THE MAINE STATE EMPLOYEES ASSOCIATION

LOCAL 1989, SEIU, AFL-CIO, CLC

AND

THE MAINE COMMUNITY COLLEGE SYSTEM

SUPPORT SERVICES

BARGAINING UNIT

JULY 1, 2025 – JUNE 30, 2028

SUPPORT SERVICES

2025 - 2028

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PREAMBLE

Whereas, the Board of Trustees of the Maine Community College System (hereinafter referred to as "the Trustees") and the Maine State Employees Association (hereinafter referred to as "MSEA") desire to establish a constructive, cooperative and harmonious relationship; to avoid any interruption or interference with the operations of the employer; to promote effective service and quality of work life towards the accomplishment of the missions of the MCC System; and to establish an equitable and peaceful procedure for the resolution of differences. The Trustees and MSEA join in promoting a safe, healthy environment for students, employees and general public.

Therefore, this Agreement by and between the Parties is entered into as of July 1, 2025.

ARTICLE 1. UNION RECOGNITION

Pursuant to the Maine Labor Relations Board certifications dated May 3, 1977, June 30, 1977 and January 5, 1978 and Chapter 695 (Public Law 1985), the Trustees recognize the Maine State Employees Association (MSEA) as the sole and exclusive representative for the purpose of representation and negotiations with respect to wages, hours of work and other conditions of employment included in the Support Services Bargaining Unit. Eligibility in the MSEA-SEIU Income Protection Plan without evidence of insurability requires that individuals make membership to MSEA-SEIU prior to completion of six (6) months of employment since the date of hire.

In the event of a dispute between the Parties as to future inclusions or exclusions from the unit resulting from the establishment of new or changed classifications or titles, either Party to this Agreement may apply to the Maine Labor Relations Board for resolution of the dispute.

Employees who are employed on a seasonal basis, i.e., for regularly recurring seasonal periods of three (3) months or more, shall be covered by the provisions of this Agreement upon the completion of six (6) months employment subject to any special provisions relating to their employment. In order to qualify, such six (6) months must be worked in not more than three (3) consecutive years and only time in pay status during such seasons shall count. Employment time of persons outside MCC System service who are on acting capacity assignment to a seasonal position, and employment time of persons holding a seasonal intermittent position shall not count towards the completion of such six (6) months.

Part-time employees will be covered by the provisions of this Agreement after completion of six (6) months of service except for the provision for dismissal for just cause. The just cause provision for dismissal shall apply after completion of 1,040 compensated hours exclusive of overtime hours. All benefits provided to part time employees shall be

prorated. Part-time employees' work time for the past year shall be reviewed no less frequently than on each anniversary date in order to determine the appropriate prorated benefits level.

Temporary, seasonal and on-call employees, excluded by law from the bargaining unit, include project employees, seasonal employees not covered by the preceding paragraphs, persons from outside the MCC System service who are on acting capacity assignment, and intermittent employees. Project employees are employees appointed to a project position which is restricted to a planned work program to be completed within a specified period of time and which is not regularly recurring. Intermittent employees are employees who are appointed for a period of time on a sporadic basis and who work not more than five hundred (500) hours in any consecutive twelve (12) month period beginning with the date of hire or anniversary of date of hire.

Any employee designated as intermittent, who works in excess of the limits set out above and who works more than 1,040 regularly scheduled hours during the period since appointment as an intermittent employee without a break in service due to resignation or dismissal shall be covered by the terms of this Agreement. The sporadic periods such an employee is not in pay status because of the sporadic nature of the position shall not be considered to be a break in service. Where possible, such employees shall be placed in a permanent or limited period full-time or part-time position as appropriate, provided that he or she is eligible for appointment.

Nothing in this Article shall be interpreted as removing any rights or benefits of temporary, intermittent, project or seasonal employees provided under Title 5, M.R.S.A. 553-A and 559, Public Law 667, 1978, or any other provision of law or rule.

ARTICLE 2. ABSENCES WITHOUT LEAVE

Any absence of an employee from duty that is not authorized by a specific grant of leave of absence or taken as earned leave shall be deemed to be absence without leave. Any such absences shall be without pay and may be grounds for disciplinary action. All benefits will be pro-rated accordingly.

In the absence of disciplinary action, any employee who is absent for three consecutive days without leave shall be deemed to have resigned, but such absence may be covered by a subsequent grant of leave without pay if in the judgment of the System or College President, as appropriate, there is good and sufficient reason for the absence provided within a reasonable time.

ARTICLE 3. ACCESS TO EMPLOYEES

MSEA shall have access to employees covered by this Agreement to carry out its legal responsibilities as a bargaining agent as provide for in this Article.

After September 18, 2019 MSEA's access to employees in the bargaining unit will be

allowed under 26 M.R.S.A Section 1037 (the Access Law). MSEA and MCCS agree that the time period for meeting with a newly hired employee as provided in Section 1(C) of the Access Law will be sixty (60) minutes.

General Unpaid Access: Any MSEA representative, with prior notice to the President, may have access to employees in this unit for the purpose of explaining MSEA programs and benefits during employees' non-working time, e.g. breaks, lunch periods, and after hours, provided such access does not interfere with College or System Office operations or the educational program. During the work week such access shall be limited to non-work areas. This paragraph does not permit employees to change schedules or break times or lunch period times.

MSEA's representatives will be granted reasonable access to employees during employees' working hours for the purpose of investigating and processing grievances and for the purposes of administering this Agreement. Such access will be subject to the representative providing the appropriate President or designee with advance notice of the visit. Such access will not disrupt MCC system operations or violate MCC/System Office security procedures. If access needs to be temporarily declared for special reason, those reasons shall be explained to the MSEA representative.

Electronic mail capabilities as available to unit members in the course of their work may be used for the purpose of reasonable communication on union matters. In no instance may such union email contain material that is either profane or obscene.

ARTICLE 4. ACTING CAPACITY

When an employee is temporarily assigned, in writing, to a job for which theyare qualified in a higher pay grade for a period of at least four (4) days, the employee shall be paid retroactively from the initial date of the temporary transfer for the duration of the temporary assignment. The employee shall be paid as if they had been promoted during such assignment. In no event may an employee acquire any status in a higher classification as a result of their temporary assignment. Acting capacity assignments shall not be made on an arbitrary or capricious basis.

Employees shall not be rotated in acting capacity in an arbitrary or capricious manner in order to avoid payment of acting capacity pay. Employees should not act in the capacity of the temporary assignment unless and until they have received the acting capacity notice in writing.

This Article shall not be used in lieu of the proper processing of any request for reclassification or reallocation of a position pursuant to Article 48, Reclassifications, or the filling of a vacancy pursuant to Article 56, Seniority.

ARTICLE 5. ADMINISTRATIVE CLOSING

A. Administrative Leave

If a College President or other authorized manager makes the decision to close a

college or office, an employee is provided paid administrative leave for all hours normally that would actually be worked during the closing. Administrative leave is granted only to those employees who are at work or scheduled to work during the period of closure. Employees who do not work during the period of the administrative closure will not receive administrative leave.

B. Pre-Scheduled Leave on Closure

When a college closes for a full or partial day as a result of unanticipated or discretionary conditions, an employee who is absent on pre-scheduled leave will not have those hours during which the employee otherwise would have been scheduled to work deducted from his or her leave accrual.

C. Adverse Weather Conditions

The parties agree to the following:

1. Adverse weather conditions may cause the Presidents of the individual colleges to cancel classes for the day.

2. In the event that day classes or evening classes are canceled, and faculty members are not required to report to work, members of the Support Services and Supervisors Services Bargaining Units will not be required to report to work except for essential employees.

   Those College Presidents who scheduled a third shift will designate an individual to notify third shift employees regarding third shift storm closure.

3. In addition to regular pay, essential employees who are currently eligible for premium overtime pay shall be entitled to one and one-half times their hourly rate for time worked. In lieu of premium pay, employees may upon mutual agreement, earn compensating time at the same premium rate.

4. Essential employees will be so designated by the College President.

5. When school is delayed by a period of time, each employee's start time that day shall be the same period of time later than the employee's normal start time. Should safety be a concern, a non-essential employee may elect to utilize applicable benefit time in lieu of reporting to work for the partial day. Employees will only be required to utilize applicable benefit time equivalent to the amount of hours that school is delayed. The delayed period of time shall be considered time worked for payroll purposes.

ARTICLE 6. APPROVAL OF LEGISLATURE

The Parties hereto agree to jointly support any legislative action necessary for

implementation of any provision of this Agreement. If the Legislature rejects any provision submitted to it, the entire Agreement shall be returned to the Parties for further bargaining.

ARTICLE 7. BEREAVEMENT LEAVE

Each employee covered by this Agreement shall be allowed up to five (5) days leave, with full pay, for absence resulting from the death of a spouse or significant other, or the death of a child, step-child, parent or step-parent of either the employee or the employee's spouse or significant other and up to three (3) days of leave with full pay for absences resulting from the death of other members of the employee's immediate family, as defined in Article 59, Sick Leave, or resulting from the death of a grandparent, aunt, uncle, niece, nephew, or in-law relations.

ARTICLE 8. BULLETIN BOARDS

The Trustees shall continue to provide present bulletin board space for the use of MSEA at each work location where bulletin boards are presently provided for the purpose of posting bulletins, notices and other materials in conformance with this Article. The posting of any MSEA materials shall be restricted to such bulletin board space only except that, in each work location where bulletin board space is not provided for MSEA, the applicable MCC System Office shall designate an appropriate alternative space where such materials may be posted.

In no instance may MSEA post any material which is profane, obscene or defamatory to the Trustees, their representatives or any individual, or which constitutes campaign material between competing employee organizations if it is determined that the posting of such material would violate any obligation of the Trustees for neutrality. MSEA is solely responsible for the accuracy and ethical standards of any material posted pursuant to this Article. The Trustees retain the right to remove any materials in violation of this Article.

All posted MSEA materials shall be signed by an authorized representative of the Association or stamped with an official MSEA logo.

ARTICLE 9. CHILDBEARING AND ADOPTION LEAVE

Childbirth or adoption leave shall be granted to an employee without salary for a period not to exceed one (1) year inclusive of any period of disability covered under Article 59, Sick Leave. Employees shall have the option of using accumulated compensating time and annual leave during such period. Employees shall be allowed to retain insurance benefits during such leave. Except during any period covered by the use of compensating time, annual leave, or the Federal Family and Medical Leave Act, retention of insurance benefits shall be at the employee's expense.

ARTICLE 10. CHILD CARE

A. Full-time employees who meet all of the following criteria shall be eligible for a lump sum payment.

1. Employed full-time during the entire previous calendar year;

2. Full-time MCC System employees employed for more than six (6) months but less than twelve (12) months of the previous calendar year are eligible for this program on a pro-rated basis;

3. Part-time and seasonal employees covered by this Agreement who have completed one thousand forty (1,040) hours or regularly scheduled work in any calendar year in which they qualify on a pro-rated basis;

4. Employee had an adjusted gross family income of less than $58,320 for the previous calendar year.

B. The lump sum payment will total no more than $2,000.00. This is a reimbursement program and, therefore, payment cannot exceed actual cost.

C. Employees must submit a copy of their Form 1040 and a copy of their receipt for childcare expenses for the prior calendar year no later than June 30 to be eligible for reimbursement.

ARTICLE 11. COMPENSATING TIME

Compensating time earned by an employee may be accumulated up to one hundred eighty (180) hours. Accumulated compensating time shall be reduced to one hundred eighty (180) hours by June 30, 2002. Except where operational needs require otherwise, employees shall be entitled to use compensating time at times of their choice. If an employee is denied use of compensating time which exceeds the allowable accumulation, they shall, at the employer's option, be paid for the time or be entitled to carry it over until a suitable time for use is approved.

ARTICLE 12. COMPENSATION

A. Salary Scale Adjustment

1. July 1, 2025 1% increase to base salary effective with the start of the pay week commencing closest to but not earlier than July 1, 2025.

2. July 1, 2026 1% increase to the salary scale effective with the start of the pay week commencing closest to but not earlier than July 1, 2026.

3. July 1, 2027 1% increase to the salary scale effective with the start of the pay week commencing closest to but not earlier than July 1, 2027.

4. The provisions of Paragraph B, Salary Scale Progression are in effect until June 30, 2028. The parties agree that the base salary increase in subparagraphs 1, 2, and 3 above are in addition to the Paragraph B. Salary Scale Progression.

5. Any employee below $20.00 per hour will be moved to the salary nearest to but not below $20.00 per hour effective July 1, 2025 with no impact on the compensation of other employees. No employee is entitled to more than the increase described in paragraphs in 1, 2, or 3 above. No new hires will start below $18.00 per hour. When a new employee is initially hired at a higher step on the salary scale than one or more non-probationary incumbents(s) working in the same classification at the same college, the lower placed incumbent(s) may access the procedure in section 6 below.

6. A unit member who believes there is an inequity with respect to salary with other unit members at that College or the System Office who are performing similar duties may request an adjustment to salary to correct the inequity. Equity determinations shall be based on a number of factors including but not limited to the following:

   i. Years of service
   ii. Job duties performed
   iii. Education level
   iv. Job performance

   a. The President or President Designee may also propose a salary adjustment pursuant to this section 6.
   b. Any adjustment pursuant to this section 6 is at the sole discretion of the President or President Designee.
   c. The Trustees or their designee shall notify MSEA of all adjustment requests and their resolution.

7. The parties agree that no language in this contract shall be construed to grant or be interpreted to fall within the definition of a step increase as defined by Chapter 282 of the State of Maine Public Laws (2021) adding Title 26 MRSA Section 1038.

B. Salary Schedule Progression

Employees shall progress on the salary scale on the basis of satisfactory job performance based upon established standards of performance. Effective July 1, 2025, a level will be added to the Pay Schedule appendix incorporated as I, at an increase of 3%.

Seasonal employees' initial anniversary date shall be established after being in pay status for 2080 hours. Such date shall then be used for annual performance evaluation.

Grievances arising from the denial of merit increases shall not be arbitral under this Agreement, but shall be referred to a MCC ad hoc Merit Denial Appeal Committee. This Committee will consist of one member chosen by MSEA, one member chosen by the MCC President where the denial originated, and a third member selected by the two appointed members who shall be from outside the MCC where the denial originated. The decision reached by this ad hoc Committee shall be final and binding subject to appeal to the System President only if the decision of the ad hoc Committee was based upon clearly erroneous findings of fact or erroneous application of performance standards.

C. Call Out

Any employee who is eligible for overtime who is called out for work outside of and not continuous with their regular hours will be paid a minimum of four (4) hours of the employee's regular rate of pay or hours actually worked at the appropriate rate, whichever is greater. This section shall not apply to an employee who is called in four (4) hours or less prior to the start of their workday or shift and who continues to work that day or shift or to an employee held over at the end of their regular workday.

Notwithstanding this provision, employees in MCC/System Office which have compensated for call-out on a higher basis prior to the effective date of this Agreement shall continue to be compensated on the higher basis.

D. Overtime

Full-time employees in pay ranges 01 through 20, as set forth in Appendix C, shall be paid one and one-half (1 1/2) times the hourly rate of pay after actually working eight (8) hours in any day, or after their regular scheduled hours if greater, or forty (40) hours of actual work in any week.

The above provisions shall apply to full-time employees working alternative compressed workweeks but shall not include other alternative work schedules such as flextime schedules, etc., or part-time employees who shall be eligible for overtime after forty (40) hours of actual work in any week. In lieu of premium pay employees may, upon mutual agreement, take compensating time at the rate of one and one-half (1 1/2) hours of compensating time for each hour of overtime worked.

Employees in pay ranges 21 and above, as set forth in Appendix C, who, on September 3, 1984 were receiving some form of overtime compensation, shall continue to do so until they vacate their present positions. Notwithstanding the foregoing, the Trustees' policy with respect to special exceptions which have been made or which are made in the future under that policy, will continue.

Employees in pay ranges 21 and above who do not receive any form of overtime compensation shall receive two (2) personal leave days per year with pay, as of January 1 of each year. Employees who first become eligible for personal leave days under this Article on or after July 1 of a calendar year shall receive only one (1) day for the year, instead of two (2). Except where operational needs require otherwise, these employees shall be entitled to take these personal leave days at times of their choice. These personal leave days shall not be carried forward or accrued from year to year unless the employee is denied their personal leave day because of operational needs.

Time during which an employee is excused from work with pay under Article 31, Holidays, shall be considered as time worked for the purpose of computing overtime.

There shall be no pyramiding or duplication of compensation by reason of overtime or holiday or other premium pay provision of this Agreement. It is understood, however, that with this limitation, the method of payment which gives the greatest amount will be followed.

E. Shift Differentials

A shift differential of thirty cents ($.30) per hour shall be paid for shifts starting between 12:00 noon and 6:59 p.m. for full time employees regularly assigned to such shifts. A shift differential of fifty cents ($.50) per hour shall be paid for shifts starting between 7:00 p.m. and 3:00 a.m. for full time employees regularly assigned to such shifts. A shift differential of fifty cents ($.50) per hour shall be paid for weekend shifts for full-time employees regularly assigned to such shifts. The differential provided herein shall be part of base pay for overtime pay and other purposes.

F. Double Shift Premium

An employee required to work two (2) shifts in a twenty-four (24) hour period will be paid an additional four dollars ($4.00) for the week. This provision does not apply to employees who voluntarily work such shifts for their own convenience. The Trustees retain the right to establish schedules which minimize the payment of the premiums provided under this provision.

G. Standby

1. Information Technology employees who are not eligible for overtime shall receive two (2) hours straight time pay for each weekend day on stand-by.

2. An employee who is obligated to be in stand-by status (and is not covered by sub-paragraph (1) above) will receive one hour of base pay for each day in stand-by status. It is not the intent of this

language to lead to an increase in the number of employees who are obligated to be in stand-by status. If a college requires additional employees to be on stand-by beyond the current practice of the college, the college will notify any such employee fifteen (15) days in advance of stand by assignment.

H. Longevity

1. Employees with five (5) years but less than ten (10) years continuous MCCS service shall receive longevity pay of fifteen cents ($.15) per hour to the base.

2. Employees with ten (10) years but less than fifteen (15) years continuous MCCS service shall receive longevity pay of thirty ($.30) per hour to the base.

3. Employees with fifteen (15) years but less than twenty (20) years continuous MCC System service shall receive longevity pay of forty-five cents ($.45) per hour to the base.

4. Employees with twenty (20) years but less than twenty-five (25) years of continuous MCC System service shall receive longevity pay of a total of sixty-five cents ($.65) per hour to the base.

5. Employees with twenty-five (25) or more years of continuous MCC System service shall receive longevity pay of a total of eighty cents ($.80) per hour to the base.

6. Continuous MCC System service is defined as continuous employment and shall include all authorized leaves of absence since the last date of hire into a status granting position as well as periods of continuous prior state service performed by employees transferred to the MCC System pursuant to Chapter 695 (Public Law 1985) on April 6, 1986.

I. Method Of Payment

Employees shall be paid payroll wages through direct deposit into the banking account specified by the Employee. It shall be the responsibility of the Employee to notify the College Business Office regarding any changes in banking account information.

J. Time Sheet

In the event that the hours presented on a time sheet/card are changed, the appropriate supervisor and/or Human Resources will promptly notify the employee. Notification will not be necessary if the change was the correction of an error to the timesheet.

K. In the event the Legislature does not provide an increase of at least 4% in appropriations for operations in any given year, MCCS may, after Fiscal

Year 2025, reopen the contract to address the issue of wages.

L. Because the Maine Legislature provided a one-time appropriation to cover the state Paid Family Medical Leave Act premium for the budget biennium, MCCS will pay the entire state-required Paid Family Medical Leave Act premium from July 1, 2025 until June 30, 2027. From July 1, 2027 to June 30, 2028, MCCS and the employee will each contribute 50% of the premium payment.

M. In the event the Legislature provides an appropriation exclusive to cover the state Paid Family Medical Leave Act premiums for 2027-2028, the Parties may reopen the contract to address the issue of PFMLA premium payment contributions.

ARTICLE 13. COMPLAINTS AND INVESTIGATIONS

"Business days" are Monday through Friday, excluding holidays, administrative days, and administrative closures. A business day concludes at 5:00 p.m.

1. This Article applies to complaints or allegations made externally and not from normal supervisory activities.

2. The System President or their designee shall be responsible for insuring that all allegations of misconduct or other complaints against an employee on which any action is to be taken or a record is to be made shall be investigated. For the purpose of making a preliminary determination of whether there is probable cause to investigate the complaint, the System President or their designee may interview the complainant and take other reasonable actions to evaluate the complaint prior to notifying the employee who is the subject of the complaint. If a bargaining unit employee is interviewed as a witness as part of the probable cause determination, the employee will be entitled to the protections in this Article applicable to witnesses, including but not limited to all protections in paragraph 8.

3. If after preliminary investigation no probable cause is found, the investigation will terminate and the employee who was the subject of the complaint shall be informed in writing that a complaint was made against them but was unfounded.

4. When an investigator believes that probable cause has been established, the President shall inform in writing the employee under investigation and their supervisor of the nature of the investigation.

5. When the employee under investigation is to be interviewed concerning alleged conduct which could result in discharge or other discipline, the employee and their representative shall be notified in writing, at least forty-eight (48) hours prior to the interview. In the event of an emergency, such reasonable notice as the circumstances permit shall be given. The notice shall state that an official investigation is being conducted and shall state the subject matter of the interview.

6. Prior to being interviewed pursuant to this Article, the employee shall be

afforded a reasonable opportunity and facilities to contact and consult privately with theirunion representative or union attorney. Such representative or attorney may participate in the interview.

7. Any interview of an employee shall be conducted at a reasonable time and, when practicable, when the employee is on duty. The interview shall take place at a suitable location and, when practicable on the MCC System's premises. Confidentiality of the interview shall be maintained. The interview shall be limited to questions which are directly, narrowly, and specifically related to the employee's job performance as it relates to the allegations or complaints. The employee shall not be subjected to any offensive language nor be threatened with transfer, dismissal or other disciplinary punishment.

8. If an employee is to be interviewed as a witness only, the employee and his/her representative shall be so informed at least forty-eight (48) hours prior to the interview. If during the course of the interview, however, it becomes apparent that the employee may be subject to discipline as a result of conduct which is the subject of the interview, the interview shall be terminated and the employee afforded the protection of this Article.

9. No employee shall be required or requested to submit to any test or examination. A test or examination may be given if requested by the employee.

10. The employee shall be informed in writing promptly, but no later than five (5) business days, when the investigation is completed and of any determinations made, except when the matter has been terminated under paragraph 3.

11. If the result of the investigation is that the allegations or complaints are unsubstantiated, no records pertaining to these allegations shall be put into the employee's personnel file.

12. If the result of the investigation is that the allegations or complaints are substantiated, the report shall remain in the employee's personnel file for as long as the requisite discipline documentation is in the employee's file, pursuant to Article 44, Personnel Files.

13. Nothing in this Article shall be construed to affect the right of the Trustees to immediately suspend or dismiss an employee pursuant to the provisions of Article 22, Discipline.

ARTICLE 14. COMPUTER TERMINAL OPERATORS

1. Employees whose job assignments require them to work on computers should be offered optional ten-minute rest periods every two hours. Rest and meal periods shall be counted toward the thirty (30) minutes.

2. All employees who spend at least sixty-six and two-thirds percent (66 2/3%) of their time operating a computer, including alternate work time, shall be entitled to be examined by an eye doctor annually at the Trustee's expense. All employees receiving eye examinations pursuant to this Article must provide the Trustees with medical releases. Employees shall be given a report form to be completed by the eye doctor and returned to the Personnel Officer.

3. On alternate years, the Trustees will fulfill their obligation under Section 3 of this article through the submission by the employee of a claim to the health insurance provider so long as the insurance plan provides this eye examination benefit. Upon submission of a proper reimbursement request, the Trustees shall reimburse the employee for any actual co-payment.

4. All employees who spend at least sixty six and two-thirds percent (66 2/3%) of time operating a computer shall be entitled to an annual reimbursement of up to one hundred fifty dollars ($150.00) for corrective lenses and up to two hundred fifty dollars ($250.00) for progressive lenses.

ARTICLE 15. CONCLUSION OF NEGOTIATIONS

A. The Trustees and MSEA agree that this Agreement is the entire Agreement, terminates all prior Agreements or understandings and concludes all collective negotiations during its term. Neither Party will during the term of this Agreement seek to unilaterally modify its terms through legislation or other means which may be available to them.

B. Each Party agrees that it shall not attempt to compel negotiations during the term of this Agreement on matters that could have been raised during the negotiations that preceded this Agreement, matters that were raised during the negotiations that preceded this Agreement or matters that are specifically addressed in this Agreement.

ARTICLE 16. CONTRACT ADMINISTRATION

The Parties acknowledge that problems of general administration (as opposed to individual employee grievances) may arise during the administration of this Agreement which may require the Trustees and MSEA to meet from time to time for the purpose of reviewing the general administration of the Agreement. The Parties agree to so meet within a reasonable time at the request of either Party. Unless a problem is of an emergency nature, the Party requesting a meeting will submit a written agenda one (1) week in advance of any such meeting.

ARTICLE 17. COPIES OF AGREEMENT

The Parties shall jointly arrange for printing copies of the Agreement. Each Party shall pay for the copies it requires for distribution.

ARTICLE 18. COURT SERVICE

If an employee is required to appear in court or pursuant to a subpoena or other order of a court or body or to perform jury service, and such appearance or service results in his/her absence from work, they shall be granted court service leave for the period of time necessary to fulfill such requirement. Any employee who makes an appearance and whose service is not required shall return to work as soon as practicable after release.

An employee on court service leave for a full day shall receive for each such day of jury service on which they would have otherwise worked, their straight-time hourly rate for normally scheduled work hours. The employee retains the check issued by the court.

Any employee returning to work from court service leave shall be paid by the Trustees for his/her normal scheduled hours.

The provisions of this Article shall not apply to an employee summoned to or appearing before a court or body as a party to any private legal action which is not job related.

ARTICLE 19. COURT TIME

An employee who is called to appear as a witness in their official capacity by a court, including administrative court, on a scheduled day off, a scheduled vacation day or other approved day off shall be paid for the hours so spent, including actual, necessary travel time, at their regular hourly rate. Payment under this Article shall be the total payment for such court time from all sources other than regular pay for the scheduled day off. An employee who is assigned a MCC System vehicle shall be entitled to use such vehicle on such occasions.

ARTICLE 20. DEFERRED COMPENSATION

The Trustees agree to submit deductions of the employees who participate in the Deferred Compensation program by payroll deduction as soon as practicable but no later than ten (10) workdays after such deductions are made.

ARTICLE 21. DENTAL INSURANCE

The Trustees agree to pay one hundred percent (100%) of the employee premium of a dental insurance program for full-time employees. The benefit levels of this program shall provide one hundred percent (100%) coverage for preventative care and eighty percent (80%) coverage for general service care. The Trustees agree to provide payroll deduction for dental insurance, provided such arrangements are agreed to by the insurance carrier. Dependent coverage will be available provided there is sufficient

employee participation in the dental insurance program. Dependent coverage will be at the employee's expense.

ARTICLE 22. DISCIPLINE

"Business days" are Monday through Friday, excluding holidays, administrative days, and administrative closures. A business day concludes at 5:00 p.m.

1. No employee shall be disciplined without just cause. Notwithstanding the foregoing, new employees in an initial probationary period may be dismissed without the necessity on the part of the Trustees of establishing just cause. Disciplinary action shall be limited to the following: oral reprimand, written reprimand, suspension, demotion, dismissal. The principles of progressive discipline shall be followed. In all such instances of disciplinary action, a copy of such action shall be placed in the employee's personnel file.

2. No employee covered by this Agreement shall be suspended without pay, demoted or dismissed without first having been given notice in writing of the disciplinary action to be taken, except as otherwise specifically provided hereinafter. The conduct for which disciplinary action is being imposed and the action to be taken shall be specified in a written notice. Any employee receiving a notice of suspension or dismissal will be afforded an opportunity to meet with the System President or their designee within four (4) business days of the time the employee receives notice of the intended discipline, prior to the action proposed. If the employee has not appeared for the meeting by the end of four (4) business days, the System may suspend his pay pending conduct of the pre-disciplinary meeting. A Union representative/steward may be present. An employee may be suspended, demoted or dismissed prior to the notice of discipline in instances of gross misconduct, or instances where the System President or their designee determines that the employee's continued presence on the job represents a potential danger to persons or property, or would severely interfere with the applicable MCC/System Office operations or security. Employees are on notice that a finding of having committed the offense of intentional discrimination or physical abuse is excluded from progressive discipline and may result in termination on first offense.

   Any employee suspended without pay, demoted or dismissed, may initiate appeal of such disciplinary action at Step 3 of the Grievance and Arbitration Procedure within fifteen (15) business days after the employee becomes aware of such disciplinary action.

ARTICLE 23. DUES DEDUCTIONS

The MCCS Trustees agree to deduct from employees' salaries money for union membership dues as said employee shall authorize in writing. Deductions will be in equal

installments on a bi-weekly basis. MSEA shall certify in writing to management the current rates of local, state and national dues and will give written notice of any changes in the dues prior to the effective date of the changes. MSEA shall indemnify and hold the Board harmless against all claims and suits which may arise by reason of making any such deductions, the cancellation of the same, and/or remittance of the same to apparently authorized officials of MSEA. Any employee covered by this Agreement may change his or her deduction status at any time by giving written notice to MSEA with a copy to the President or his or her designee.

ARTICLE 24. EMPLOYEE DATA

So long as not prohibited by law and to the extent possible, the System President shall furnish to MSEA quarterly, at Union expense, a listing of the then-available information, specified hereinafter, for each employee covered by this Agreement. The listing shall contain, to the extent practicable, the name, address, class code, classification, pay range and step, college (or System Office) workplace, home or cellphone, work email, personal email, and initial date of hire for each employee covered by this Agreement. MSEA shall indemnify, defend and hold the Trustees harmless against all claims and suits which may arise as a result of the MCC System's furnishing such listing to MSEA.

ARTICLE 25. EMPLOYEE TRAINING and PROFESSIONAL DEVELOPMENT

1. The Trustees agree to provide advice and counseling to employees with respect to career advancement opportunities which have an impact on their careers.

2. Regular review of its job-related and career development and training programs will be made by the Trustees in order to provide suitable programs for employees covered by this Agreement. When undertaking any such review, the Trustees shall notify employees of such review and take into account suggestions and proposals made by employees.

3. Employees shall be given a reasonable notice of applicable development and training programs available. Such notice shall include an explanation of the procedure for applying for the program. Notices of development and training programs shall be posted for reasonable periods in advance on bulletin boards at applicable work locations within the MCC/System Office involved. The Employer shall make every effort to permit employees' participation in such career development and training programs. Participation in any training inside or outside of work hours which is required as a condition of fulfilling the requirements of the employee's job, or any in-service MCC System training which is conducted or undertaken during normally scheduled work hours will be considered as time worked.

4. The MCC System shall reimburse employees up to fifteen hundred dollars ($1,500) per year for the cost of tuition and other related expenses for pre-approved training or pre-approved courses of study, including adult education course, taken to enhance current job skills, to enhance career

advancement opportunities within the classifications of the MCC System or as required for a credential provided that tuition and any other related expenses to be reimbursed must have prior approval of the College President or their designee in their sole discretion.

MCCS agrees, in coordination with the statewide Labor Management committee, to track requests for, denials and approvals and use of training/professional development reimbursement by unit members at each college during the term of this Agreement and to provide this information to MSEA on a quarterly basis.

ARTICLE 26. EMPLOYEE ORGANIZATION LEAVE

A. Leave for MSEA-SEIU Organization Activities

The Trustees shall provide Employee Organization Leave without loss of pay or benefits for up to (3) Support Services unit members and officers of the MSEA-SEIU Board of Directors to attend a maximum of one (1) one-day meeting per month of the Board of Directors. For purposes of this Article, the Board of Directors shall consist of sixteen
(16) members: twelve (12) from the Council, the President, Vice-President, Secretary and Treasurer of MSEA-SEIU. Additionally, the Trustees shall provide one (1) day per year Employee Organization Leave with pay for up to fifteen (15) combined Supervisory and Support Services Unit MSEA-SEIU members who have an official capacity to attend the annual MSEA-SEIU council meeting. At MSEA-SEIU's discretion, an employee requiring two (2) days leave to attend the annual meeting may be allotted two (2) of the (15) days.

Those affected employees shall take either vacation or compensating time to attend the Convention. After the Convention, within ten (10) workdays, MSEA-SEIU shall furnish the Trustees with the list of names and work locations of employees who shall be granted the fifteen (15) days allowed under this section. The Trustees shall restore vacation and comp time credits used within ten (10) workdays of receipt of MSEA-SEIU's list of eligible employees.

Employees who have no vacation or compensating time credits shall be granted Organization Leave as currently provided. In such case, MSEA-SEIU shall provide the System President with at least two (2) weeks notice of names and work locations of the affected employees. Employees requiring use of vacation or compensating time credits shall be allowed to do so as they have in the past in accordance with the Employee Organization Leave Articles of their respective contracts (i.e., not restricted by terms of Vacation, Comp Time Articles.)

B. Leave for Negotiations

Members of the MSEA-SEIU bargaining team (whose numbers shall not exceed eight (8) for this unit plus the President and Vice President of MSEA-SEIU if either or both are employed in this unit) shall suffer no loss in pay or

benefits for participation in negotiations for a successor Agreement. The intent of the parties was to have a representative on the bargaining committee from each College and the System Office when the number eight (8) was selected as the number of representatives on the MSEA-SEIU bargaining team. The Union will keep this goal in mind when assembling its bargaining team and further will make reasonable efforts to limit to two (2) the number of members of the bargaining team employed at any College. Additionally, leave may be requested for other members necessary for participation on specific negotiation issues and shall not be unreasonably denied.

MSEA-SEIU shall give reasonable notice to the System President of the names of those bargaining team members who will be attending particular bargaining sessions. MSEA-SEIU recognizes that exceptional circumstances might preclude the release of an individual on a particular day. The MCC System Office will notify affected MCC's of those individuals designated or otherwise requested to be made available on particular dates for participation in negotiations and will inform those agencies of the day, or days, when negotiations will take place.

No additional compensation shall be paid if negotiations extend beyond the end of employee's normal work hours.

C Stewards

1. The union may designate a reasonable number of employees to act as stewards on its behalf. A list of such employees designated as stewards shall be given to the MCC System Office and to appropriate officials at the appropriate MCC/System Office. Such stewards will be allowed a reasonable amount of time away from their work without loss of pay to investigate and process grievances. Prior to leaving their workstation to attend such business, a steward shall obtain consent of their supervisor. If operational considerations or workloads temporarily delay the release of a steward to attend to proper duties under this Article, they will be released for such purpose as soon as practicable. Whenever a steward works on union business and such work extends beyond the end of their normal workday, such activity shall not be considered as time worked for overtime purposes. Any travel or other expenses of steward's activities shall not be borne by the Trustees.

2 There shall be a total of 14 days per year within the MCCS to be shared by the Support & Supervisory units for all stewards and chief stewards without loss of pay or benefits to participate in official MSEA-SEIU sponsored steward training. MSEA-SEIU shall provide MCC/System Office with at least two (2) weeks notice of namesand work locations of the stewards and chief stewards participating. No additional compensation shall be paid if the training extends beyond

the end of the employee's normal work hours. Such leave shall not be withheld unless operational needs so require and shall not be arbitrarily denied.

D. MSEA-SEIU Grievance Committee

The Trustees shall provide Employee Organization Leave without loss of pay or benefits for one (1) Support Services or Supervisory bargaining unit member to attend a maximum of (1) one-day meeting per month of the MSEA-SEIU Grievance Committee.

MSEA-SEIU Grievance Committee members traveling one hundred (100) miles or more to monthly Grievance Committee meetings shall be entitled to leave without loss of pay or benefits for actual and necessary travel time.

E. Leave for Other Organizational Business

Employees engaged in MSEA-SEIU business may apply for administrative leave without pay. Such applications shall not be unreasonably denied, and if denied the reasons for the denial shall be stated to the applicant in writing.

F. Travel Time

Leave provided in paragraphs A and B this Article shall apply to and cover actual and necessary travel to and from such meetings required during normal working hours on the day of the meeting or negotiations, except that MSEA-SEIU bargaining team members traveling one hundred (100) miles or more to negotiations shall be entitled to travel time outside of days of negotiations.

ARTICLE 27. EXPENSE REIMBURSEMENT

Reimbursements filed by an employe to their direct supervisory or designee will be submitted to finance within a reasonable time frame of the date the date the employee submitted the complete reimbursement request.

A. Mileage Allowance

1. Employees who are handicapped and operate their own personal wheelchair lift other specially equipped vehicle on MCCS business shall receive a mileage reimbursement rate of no less than the prevailing IRS rates for all approved travel undertaken in the course of performing assigned duties.

2 Employees shall be reimbursed at a level equal to the maximum IRS rate. Should any changes occur in the prevailing rate during the life of this agreement, they shall become effective on the date that coincides with the IRS date or change.

B. Lodging and Meal Expenses

1. Employees in travel status in the performance of their duties shall be entitled to expenses of necessary lodging and/or meals. They shall be allowed actual reasonable costs of lodging and/or meals, including tax and gratuities, provided that with respect to meals consumed in Maine, the maximum amount which shall be allowed for meals shall be the IRS per diem rates per day with receipts.

   Notwithstanding this provision, employees in any MCC/System Office which, as of January 1, 1979, had a formal written policy providing higher limits reimbursing employees for meals shall have such limits continued.

   Nothing contained in this Article shall be deemed to alter the present Trustees policy prohibiting reimbursement for noon meals unless the meal is part of an organized meeting or program or overnight travel.

2. Estimated travel expenses shall be advanced to employees when reasonable and when requested. Any reimbursement of expenses shall be made as soon as possible following the submission of expense reports.

3. Receipts shall be required for all reimbursements under this Article 27.

C. Telephone Expenses

1. When an employee is specifically required by the Trustees to have a telephone in their residence, the Trustees shall pay fifteen ($15.00) of the basic monthly charge. These payments shall be made on a semi-annual basis in January and July and shall be pro-rated for those employees who become eligible or terminate MCC System service between the semi-annual payments.

   Those entitled to the fifteen dollar ($15.00) per month payments include but are not limited to employees in the classifications of:

   Auto Mechanic
   Boiler Operator
   Facilities Maintenance Supervisor
   Maintenance Mechanic Supervisor
   Maintenance Mechanic
   Plumber II

2. The Trustees shall pay all employees' authorized telephone toll charges. In lieu of submitting copies of their personal telephone toll charge statements, employees may elect to submit an itemized accounting of such calls on a regular State voucher.

3. The Trustees shall issue telephone credit cards as needed on a case by case basis.

An employee away from home overnight on the business of the Trustees shall have the right to one (1) five (5) minute telephone call per night within or to the State of Maine at the Trustees' expense.

D. Internet Reimbursement

The Trustees shall pay all employees who are responsible and the College or System Office has reasonably determined are required to maintain an internet connection at their home a monthly stipend of thirty-five dollars ($35.00). These payments shall be made on a semi-annual basis in January and July and shall be pro- rated for those employees who become eligible or terminate MCC System service between the semi-annual payments.

E. Cell Phone Reimbursement

Employees who the College or System Office has reasonably determined are required to maintain cell phone service as a condition of their employment will be paid a monthly stipend of forty dollars ($40.00). These payments shall be made on a semi-annual basis in January and July and shall be pro-rated for those employees who become eligible for or terminate MCCS employment between the semi-annual payments. An employee required to maintain cell phone service may choose to carry a cell phone provided by a college if one is available or may use his or her own cell phone and receive the reimbursement.

ARTICLE 28. GRIEVANCE PROCEDURE

"Business days" are Monday through Friday, excluding holidays, administrative days, and administrative closures. A business day concludes at 5:00 p.m.

1. Definitions and Scope

1.1 Employees shall have the right to present grievances in accordance with the procedures prescribed in this Article.

1.2 For purposes of this Agreement, a grievance is a dispute concerning the interpretation or application of the terms or provisions of this Agreement. It is intended that this shall not mean administrative matters under the Retirement System and the Group Health Insurance Program.

2 Procedure

2.1 Step 1 Within fifteen (15) business days after the act or omission which gives rise to the grievance or an employee becomes aware or should have reasonably become aware that they has a grievance, the employee and/or their representative shall present the grievance orally or in writing to their immediate supervisor and state that the

matter is a grievance. The immediate supervisor shall be responsible for taking such steps asare advisable, including consultation with superiors with authority to resolve the grievance, in an effort to resolve the grievance.

2.2 Step 2 If the grievance is not resolved within ten (10) business days of submission at Step 1, within ten (10) business days thereafter the employee and/or their representative may present the grievance in writing, stating the nature of the grievance and the remedial action requested to the President of the applicable MCC/System Office who shall provide the employee and/or their representative with their decision in writing within ten (10) business days of submission.

2.3 Step 3 If the grievance is not resolved at Step 2, within ten (10) business days after receipt of the written decision of the MCC/System Office President the employee and/or their representative may appeal to the System President of the MCC System by filing with him/her a written notice of appeal, together with copies of the written grievance and the Step 2 decision. The System President or their representative shall meet with the employee and/or their representative and shall provide the employee and/or their representative with a written decision within fifteen (15) business days of receipt of the appeal.

2.4 Step 4 If the grievance has not been satisfactorily resolved at Step 3, then MSEA may submit the grievance to mediation within 20 business days of the Step 3 written decision. Parties will agree on a mediator for the term of the 2019-2021 contract. Parties may mutually authorize the mediator, per grievance, to act as arbitrator as if appointed under Step 5 if mediation is unsuccessful, or dispute may proceed as provided in Step 5.

2.4 Step 5

(a) If the grievance has not been satisfactorily resolved at Step 4, then MSEA may submit the grievance to arbitration by submitting a request for arbitration to the System President of the MCC System as well as a statement of the grievance specifying the Article, section or clause of the contract alleged to have been violated, along with the concise statement of facts surrounding the issue and the remedial action requested. The request for arbitration shall be made by personal service or by mailing by registered or certified mail within fifteen (15) business days of the receipt of the Step 3 decision.

(b) Upon receipt by the System President of the MCC System of a request for arbitration, the Parties shall attempt to mutually agree upon an arbitrator. If unable to agree upon an arbitrator within five (5) business days of receipt of the request for

arbitration, the arbitrator shall be selected through the American Arbitration Association ("AAA") in accordance with the AAA rules then in effect.

The request for arbitration along with a request for a list of arbitrators must be filed within six (6) weeks of the System President's receipt of the request for arbitration, in order for the AAA administration fee to be shared equally by the Parties. If such request is not filed with AAA by the expiration of the six (6) weeks but is filed within twelve (12) weeks of the System President's receipt of the request for arbitration, MSEA shall pay the entire AAA administration fee. If a request has not been filed with AAA within twelve (12) weeks of the System President's receipt of the request for arbitration, MSEA will be deemed to have waived its right to appeal the Step 3 decision to arbitration.

AAA shall be requested to submit a list of not less than nine (9) nor more than fifteen (15) names of possible arbitrators, all of whom have had public sector experience.

(c) Within five (5) business days from the day of receipt of said list from the AAA, the Parties shall confer for the purpose of selecting an arbitrator. The Parties shall select the arbitrator by alternately striking one name from the list until one name remains. The right of a Party to first strike a name from the list shall be determined by lot. In the event the last name on the list is unsatisfactory to either of the Parties, the matter shall then be submitted that day to the AAA for selection of an impartial arbitrator in accordance with the rules of the AAA then in effect.

(d) The decision of the arbitrator shall be final and binding consistent with applicable law and this Agreement. The arbitrator shall have no authority to add to, subtract from or modify any provisions of this Agreement. All costs of arbitration, including fees and expenses of the arbitrator, shall be divided equally between the Parties, except as provided in section 2.4(b) of the Article, and except that each Party shall bear the costs of preparing and presenting its own case.

(e) The arbitrator shall fix the time and place of the hearing, taking into consideration the convenience of the Parties. The arbitrator shall be requested to issue a written decision within thirty (30) business days after completion of the proceedings. The arbitrator shall be bound by the rules of the AAA which are applicable to labor relations arbitrations and which are in effect at the time of the arbitration. In the event of a disagreement regarding the arbitrability of an issue, the arbitrator shall make a preliminary determination as to

whether the issue is arbitrable. Once a determination is made that such a dispute is arbitrable, the arbitrator shall then proceed to determine the merits of the dispute.

3. General Provisions

3.1 Employees shall not be denied MSEA representation at any stage of the grievance procedure and MSEA shall have the exclusive right to represent employees in any grievance. When an employee elects to pursue a grievance at Steps 1, 2, or 3 without representation, MSEA shall have the right to be present at any grievance step meeting and shall receive copies of written determinations, if any, at all stages.

No resolution of a grievance shall be inconsistent with the provisions of this Agreement.

3.2 All of the time limits contained in this Article may be extended by mutual agreement of the Parties and such extensions shall, in order to be effective, be confirmed in writing. The parties may mutually agree to bypass steps of the grievance procedure.

3.3 In no event can a grievance be taken to the next or any succeeding step of this procedure unless the employee and/or their representative meets the time limits or extensions thereof. Failure to adhere to the prescribed time limits or extensions thereof shall constitute a waiver of the applicable step and the employee and/or MSEA may proceed to the next step.

3.4 Grievances resolved at Steps 1 or 2 shall not constitute a precedent unless a specific agreement to that effect is made by the System President or their designee and MSEA.

3.5 Any grievance involving two (2) or more employees within the bargaining unit within the same applicable MCC/System Office may be processed jointly and shall be initiated with the most immediate common supervisor of the employees involved.

3.6 An aggrieved employee and/or their representative shall have the right to inspect and to obtain copies of any records, documents and other materials relevant to the grievance and in the possession of the Trustees.

3.7 An aggrieved employee and any employee witnesses as may be reasonable shall not suffer any loss of pay and shall not be required to charge leave credits as a result of processing grievances during such employee's or witnesses' regularly scheduled working hours, provided, however, that when such activities extend beyond such employee's or witnesses' scheduled working hours such time shall not be considered as time worked. Such release time shall not be

construed to include preparation of paper work, record-keeping, conferences among Association officials or preparation for representation at a grievance hearing.

3.8 The settlement or an award upon a grievance may or may not be retroactive as the equities of each case demand.

ARTICLE 29. HEALTH AND SAFETY

The Trustees will take appropriate action to assure compliance with all applicable laws concerning the health and safety of employees in its endeavors to provide and maintain safe working conditions. MSEA agrees to support any programs required to meet the regulatory health and safety needs of employees.

When the temperature is 85 degrees Fahrenheit or above, or 20 degrees Fahrenheit or below, employees may take additional cooling/warming breaks.

All reasonable efforts will be made to keep MCCS buildings within an acceptable temperature range.

ARTICLE 30. HEALTH INSURANCE

The Board shall provide health insurance coverage for MCCS employees. The Board agrees to continue to pay the full cost of employee coverage and sixty percent (60%) of spouse and dependent coverage for full-time employees.

ARTICLE 31. HOLIDAYS

1. Employees have the following paid holidays: New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Veterans' Day, Thanksgiving Day, Friday following Thanksgiving Day and Christmas Day. A holiday shall be considered eight (8) hours for a full-time employee and shall be pro-rated accordingly for part-time employees. In no event shall an employee receive more than eight (8) hours per holiday. Time during which an employee is excused from work on holidays shall be considered as time worked for the purpose of computing overtime.

2 Any holiday falling on Saturday shall be observed on the preceding Friday and any holiday falling on Sunday shall be observed on the following Monday. Employees who work the calendar date and who are off on the observed date shall be paid the appropriate holiday rate for the calendar date only. Employees who are off on the calendar date and who work on the observed date shall be paid the appropriate holiday rate for the observed date only. Employees who work both the calendar date and the observed date shall be paid the appropriate holiday rate for the observed date only. A reasonable attempt shall be made not to schedule an employee for both the calendar date and the observed date of a holiday. Employees who are not scheduled to work either the calendar or the observed day of the holiday

shall be given either another day off within the same workweek or a day's pay at the option of the MCC/System Office.

3. In addition to regular pay for holidays, those employees who are currently eligible for premium overtime pay shall be entitled to one and one-half (1 1/2) times their hourly rate for time worked on holidays. In lieu of premium pay, eligible employees may, upon mutual agreement, take compensating time at the rate of one and one-half (1 1/2) hours of compensating time for each hour of holiday work. Employees not eligible for premium pay shall be paid or, upon mutual agreement, be given compensating time off at an hour for hour basis. Compensating time shall be used pursuant to the provisions of Article 11, Compensating Time.

5. To be eligible for holiday pay an employee must be in pay status or an approved leave of absence the last hour of their scheduled work day prior to the holiday and in pay status the first hour of his or her scheduled work day after the holiday.

6. Holiday Pay for Part-time Employees will be prorated. Paid holiday hours are determined by dividing the number of authorized hours by forty (40) and multiplying by eight (8). Holiday hours to be paid are subtracted from the authorized position hours to determine remaining hours to be worked. Proration will occur in accordance with Appendix D.

ARTICLE 32. HOURS AND WORK SCHEDULES

1. The MCC/System Office or other operational unit work schedules and practices including work schedules or practices peculiar to particular classes, in effect on the effective date of this Agreement, shall not be changed without the employer informing MSEA in advance and negotiating the impact of such changes, if requested, on the affected employees. Negotiations shall occur no longer than a thirty (30) day period prior to the implementation of the change. If the Parties have not reached agreement within the thirty (30) day period, the obligation to bargain shall continue.

2. To the extent practicable, employees shall be scheduled in a manner that will not result in split shifts, split days off or frequent changes in work schedules. Every practical effort will be made to equitably treat employees whose jobs require that they work irregular or frequently changed hours, shifts or workweeks.

3. It is recognized that involuntary work schedule changes may have an adverse impact on employees, and the employer recognizes its obligation to avoid or minimize such adverse impact to the extent practicable. An employee will be given at least fourteen (14) calendar days' notice prior to the effective date of the change in their individual schedule unless emergency or unforeseen developments preclude the possibility of such notice.

4. All time during which an employee is required to be on active duty shall be considered hours worked.

5. Employees who perform excessively dirty work or who work with toxic or noxious material shall be allowed ten (10) minutes personal wash-up time before regularly assigned meal periods and at the end of their workday.

6. Job sharing by qualified employees may be permitted at the discretion of the System President as permitted by statutory procedures.

7. Present practices with respect to travel time shall be continued.

8. Maintenance employees in the MCCS shall be entitled to eight (8) hours rest including travel time after fifteen (15) consecutive hours of work.

ARTICLE 33. LIFE INSURANCE

The Trustees shall pay the full premium of the employee's basic group life insurance.

ARTICLE 34. MAINTENANCE OF BENEFITS

With respect to negotiable wages, hours and working conditions not covered by this Agreement, the Trustees agree to make no changes without appropriate prior consultation and negotiations with the Association unless such change is made to comply with law, and existing rules and regulations of the Trustees including written Policies and Procedures, General Orders, General Operating Procedure, or Standard Operating Procedures.

ARTICLE 35. MANAGEMENT RIGHTS

The MSEA agrees that the Trustees have and will continue to retain the sole and exclusive right to manage its operations and retain all management rights, whether exercised or not, unless specifically abridged, modified or delegated by the provisions of this Agreement. Such rights include but are not limited to: the right to determine the mission, location and size of all MCC's and facilities; the right to direct its work force; to administer the merit system; to establish specifications for each class of positions and to classify or reclassify and to allocate or reallocate new or existing positions in accordance with the law; to discipline and discharge employees; to determine the size and composition of the work force; to eliminate positions; to make temporary layoffs at its discretion; to contract out for goods and services; to determine the operating budget of the MCC; to install new, changed or improved methods of operations; to relieve employees because of lack of work or for other legitimate reasons; to maintain the efficiency of the MCC System operations entrusted to them; and to take whatever actions may be necessary to carry out the mission of the MCC System in situations of emergency.

ARTICLE 36. MILITARY LEAVE

Employees who are members of the National Guard or other authorized State military or naval forces, and those employees who are members of the Army, Air Force, Marine, Coast Guard or Naval Reserve shall be entitled to a leave of absence from their respective duties, without loss of pay, and shall accrue sick and annual leave and seniority during periods of annual training not to exceed seventeen (17) calendar days in any federal fiscal year, as specified by provisions of the National Defense Act or Armed Forces Reserve Act of 1952. Additional military leave shall be provided in accordance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA").

ARTICLE 37. MSEA MEMBERSHIP PACKETS

Each newly hired employee eligible upon completion of six (6) months service for coverage by this Agreement shall be provided by the Trustees with an MSEA-furnished membership packet along with other orientation materials which are regularly provided to new employees. MSEA shall be solely responsible for the material contained in such packets, which shall conform to standards contained in Article 8, Bulletin Boards. Any questions concerning the contents of these packets or MSEA programs shall be referred to MSEA. MSEA shall supply the packets to the points of distribution. In addition, the Trustees shall supply MSEA with a listing on the first of each quarter to include: Social Security number, date hired, name, address, class title, class code and work location for each newly hired employee. The Trustees will identify those employees who are seasonal. The Trustees shall also notify MSEA of the same information as to each employee coming under coverage of this Agreement due to promotion, demotion, reclassification, transfer, other change of status and those employees who have terminated their MCC System service within thirty (30) days of determination of such change.

MSEA shall indemnify and hold the Trustees harmless against any and all claims, suits, orders or judgments brought or issued against the Trustees as the result of negligence in actions taken or not taken by the Trustees under the provisions of this Article.

ARTICLE 38. MSEA RETIREMENT HANDBOOK

The Trustees shall provide MSEA with a monthly listing of employees who make application for retirement so that MSEA may forward a copy of their retirement handbook to such employees for informational purposes.

ARTICLE 39. NON-DISCRIMINATION

Non-Discrimination

The parties agree to continue their established policy against all forms of illegal discrimination in regard to actual or perceived race, color, ancestry or national origin, religion, sex, sexual orientation, including gender identity or expression, age, familial status, genetic information, disability, or Vietnam era veteran status unless based upon a bona fide occupational qualification, and intimidation or harassment on the basis of actual

or perceived race, color, ancestry or national origin, religion, sex, sexual orientation, including gender identity or expression, age, familial status, genetic information, disability, or Vietnam era veteran status. In instances involving discrimination complaints, MSEA will submit the discrimination complaint to the System level of the Grievance process (Article 28(2.3)) prior to engaging in any external review of the complaint.

The parties agree to support Affirmative Action Programs mandated by law and any other Affirmative Action Programs which comply with or are mandated by applicable state and federal laws.

ARTICLE 40. OUTSIDE EMPLOYMENT

Employees may engage in other employment outside of their MCC System working hours so long as the outside employment does not involve a conflict of interest with their MCC System employment. Whenever it appears that any such outside employment might constitute a conflict of interest, the employee is expected to consult with the System President or their designee prior to engaging in such outside employment. Employees of MCC/System Office where there are established procedures concerning outside employment for the purpose of insuring compliance with specific statutory restrictions on outside employment are expected to comply with such procedures.

ARTICLE 41. OVERTIME ASSIGNMENTS

In classifications where employees are eligible for overtime pay and within a work group or at a work location as appropriate, overtime work availability shall be equalized to the extent possible among employees within a classification who normally perform the duties involved. Equalization shall be tracked by a rotating list initially formed in order of seniority on January 1 of each year and no employee or group of employees shall be given preference to larger blocks of overtime offered. Employee who accepts or rejects overtime work assignments shall move to the bottom of the list.

Employees who are unavailable, including employees who are on vacation, sick leave or other approved leaves of absence, and employees for whom the requirement of overtime work would cause bona fide undue hardship shall be excused from a required overtime assignment. Employees so excused shall not lose their eligibility for overtime equalization and shall remain at the top of the equalization list.

When the required overtime duties normally overlap from one classification to another, every attempt shall be made to equalize the availability of such work among members of those classifications. Overtime assigned to perform these overlapping tasks shall use an independent equalization list and shall function in the aforementioned manners of establishment, seniority, and rotation.

In the event no employee accepts required overtime work, the Trustees shall assign employees within the work location involved from the appropriate work group to perform the overtime work by continuing rotation in inverse order of seniority. Work in progress, when appropriate, shall be completed by the employee performing the work at the time the determination is made that overtime is required except that an employee for

whom the requirement of overtime work would cause bona fide undue hardship shall be excused from the overtime assignment. Assignment of this overtime work shall move the employee to the bottom of the overtime equalization list.

ARTICLE 42. PERMANENT STATUS

Once hired, each new MCCS employee shall serve a twelve (12) month probationary period. During probation, the employee may be dismissed at any time without the establishment of just cause. Any such dismissal is final and will not be subject to the grievance procedure or grievance arbitration.

An employee's probationary period may be extended for up to (3) months. The Trustees will provide the written notice regarding the status of the probationary period (pending unforeseen circumstances) at least two (2) weeks prior to the end of the probationary period. No employee's probationary period shall be extended without the employee being informed in writing prior to the expiration of such period. Unless notified in writing otherwise prior to expiration of their probationary period or extension thereof, the employee shall be granted permanent status immediately following such probationary period. Time off for unpaid leave during probation or extension of probation shall not count toward either period.

The "just cause" provisions of the Agreement shall not apply to an employee serving an extended initial probation.

Employees promoted to a new job classification will serve a three (3) month probationary period.

ARTICLE 43. PERSONAL SERVICES

No employee shall be required to perform services of a personal nature.

ARTICLE 44. PERSONNEL FILES

1. An employee, upon written request to or after prior arrangement with the President of the MCC or System President of the MCC System shall be permitted to review their personnel files. Such review shall take place during normal office hours and shall be conducted under the supervision of the appropriate records custodian or MCC representative. An employee may review their personnel files at reasonable times during their regular work hours if such review does not require travel out of the normal work area. An employee shall be allowed to place in such file a response of reasonable length to anything contained therein which the employee deems to be adverse.

2. An employee's personnel file shall include, but not be limited to, all memoranda and documents relating to such employee which contain commendations, employee performance appraisals or ratings and records

of training programs completed.

3. Upon request an employee shall be provided a copy of any or all materials in their personnel files provided that such copies shall be provided at the employee's expense. Copies of materials added to the employee's personnel file after the effective date of this Agreement shall be furnished at the Trustees' expense and sent to each employee simultaneously with it being placed in their personnel file.

4. Upon request of an employee, records of reprimands and preventable accident reports shall be removed from personnel files after five (5) years from the date of the occurrence provided that the employee has had no further disciplinary action since that date. Upon request of an employee, records of suspensions and disciplinary demotions shall be removed from personnel files after five (5) years from the date of the occurrence provided that the employee has had no further disciplinary action since that date. However, records of discipline resulting from violations of Board of Trustees discrimination and sexual harassment policies shall not be removed from personnel files under the provisions of this paragraph.

5. Each college shall maintain, for official College purposes, one (1) personnel file for each employee. This file shall be kept under conditions that ensure its integrity and safekeeping. The contents of the personnel file will be made available to the employee and their designated representative, the employee's supervisor, and the College/System management and will be shared only on a "need to know" basis.

6. In a specific personnel action, no use may be made of any material which has not been properly and timely placed in the personnel file. Any material to be included in a personnel file related to recommendations for appointment to a position or other specific personnel action made by an individual or a committee shall be included as soon as a decision on that action is reached.

ARTICLE 45. PRE-RETIREMENT COUNSELING

A) Up to six (6) days of leave without loss of pay or benefits shall be provided to a member of the Support Services or Supervisory bargaining units to provide pre-retirement counseling to employees.

B) Employees within one (1) year of retirement shall be entitled to eight hours of leave without loss of pay or benefits to attend pre-retirement counseling.

ARTICLE 46. PROFESSIONAL DEVELOPMENT

The MCC System shall reimburse employees up to twelve hundred and fifty dollars ($1250) per year for the cost of tuition and other related expenses for courses of study taken to enhance current job skills, to enhance career advancement opportunities within

the classifications of the MCC System, or as required for a credential provided that tuition and any other related expenses to be reimbursed must have prior approval of the College President or their designee in his or her sole discretion.

MCCS agrees, in coordination with the statewide Labor Management committee, to track requests for, denials and approvals and use of professional development reimbursement by unit members at each college during the term of this Agreement and to provide this information to MSEA on a quarterly basis.

ARTICLE 47. PROPERTY DAMAGE

The Trustees shall continue to reimburse employees for personal property of replacement value up to $100, otherwise a reasonable value will be reimbursed for damaged, destroyed or stolen while in the performance of their duties in accordance with established procedures.

ARTICLE 48. RECLASSIFICATIONS

"Business days" are Monday through Friday, excluding holidays, administrative days, and administrative closures. A business day concludes at 5:00 p.m.

Definitions. For the purpose of this Agreement the following terms are defined as follows:

(a) Classification and reclassification. Classification and reclassification are the assignment or reassignment, respectively, of a position or group of positions to an occupational classification which is appropriate for compensation and employment purposes.

(b) Allocation and reallocation. Allocation and reallocation are the assignment or reassignment, respectively, of a classification to the appropriate grade in the compensation plan.

1. Except for reclassification and reallocations in connection with a reorganization, any reclassification or reallocation decision of the Classification Committee or the Arbitrator or Alternate shall be effective as of the date of the written initiation of the reclassification or reallocation request by the employee, MSEA or the MCC System and shall be implemented retroactively when the funds are provided pursuant to budgetary procedures. The Trustees shall pay the employee reclassified or reallocated interest of one percent (1%) per month on all monies due as a result of the reclassification or reallocation from the date of the final decision until payment.

2. Reclassification and reallocations in connection with a reorganization shall be effective on the date they are approved and implemented.

3. No employee shall be reduced in salary as a result of reclassification or reallocation.

4. An employee shall be provided with a copy of their job description when appointed to a position and whenever the job description is changed.

5. If qualifications for a classification change, affected employees currently working in the class will be grand fathered except where licensing, registration, certification or special qualifications are required by State law, federal law or court order, or except where licensing, registration, certification or special qualifications are required to obtain or maintain federal funds.

6. For the duration of this Agreement, the Parties agree to adopt the Maine Community College System job descriptions as of the signing of this Agreement for the purposes of classification and reclassification decisions and appeals, and to use the Maine Community College System Position Evaluation Plan for the purpose of allocation decisions and appeals.

7. Requests for actions described in the definitions above shall be initiated by the requesting employee(s) submitting to the College President and the employee's supervisor two copies of a complete job analysis form which has been signed and dated by the employee(s). The College President shall review and forward to the System within twenty (20) business days. If the request is not forwarded within this timeframe the employee(s) may forward a signed and dated copy to the System.

8. Requests for reclassification actions shall be reviewed by a Classification Committee, comprised of up to three (3) representatives selected by the MSEA and up to three (3) representatives selected by the MCCS. The System shall provide release time as necessary for the participation of MSEA representatives. The Classification Committee shall review the request and respond with a determination to the employee(s) within sixty (60) business days of receipt by System Office.

9. If the Committee is unable to reach a decision, the System shall determine the classification.

10. If there is a dispute with the System's decision, the parties shall first address the dispute through mediation prior to submitting the dispute to arbitration. The process will include the employee(s), an MSEA representative, the College President's designee, and the System President's designee and/or Classification Review Committee members, as appropriate. The mediator may also request additional parties as they deems necessary.

11. If the dispute is not resolved in mediation, MSEA may appeal to final and binding arbitration a determination on the classification. Such appeal shall be made within fifteen (15) business of the mediator's recommendation. Arbitration cases will be heard chronologically, by date of appeal, unless the Parties mutually agree otherwise. The Parties agree to utilize the services of an arbitrator. Subsequent selection of an

arbitrator, if necessary, shall be agreed to within sixty (60) business days of the termination of an arbitrator. Arbitrators shall be experienced in job evaluation disputes. If the Parties cannot agree on the selection of arbitrator, they shall seek the assistance of the American Arbitration Association. The Parties shall share equally the costs and expenses of the arbitrator and each party shall bear the costs of preparing and presenting its own case.

Note: This article becomes effective on the date of the signing of this agreement.

ARTICLE 49. RELOCATIONS

When an employee is permanently reassigned or transferred to a new work location thirty-five (35) or more miles away from their present work location to accommodate the Trustees operational needs, they shall be reimbursed for actual, reasonable and necessary moving expenses by common carrier. If the Trustees require an employee to live in a specified zone or district after initial assignment, the employee will be reimbursed for actual reasonable and necessary moving expenses by common carrier.

An employee will not be permanently reassigned or transferred for disciplinary or arbitrary or capricious reasons. Unless specific requirements dictate otherwise, transfers and reassignments shall be on a voluntary basis from among qualified employees. The most senior employee who is qualified to perform the duties of the position shall be entitled to the transfer or reassignment. If there are no qualified volunteers, the least senior qualified employee shall be transferred. In the event the least senior qualified employee has children of elementary or secondary school age, they shall be exempted from this provision in the event no schools are available in the new assignment area or if suitable educational arrangements for such children cannot be mutually agreed to.

The Trustees shall provide ninety (90) days advance notice of such relocations whenever possible, and in the event that less than ninety (90) days notice is provided, the Trustees will pay reasonable temporary relocation expenses, pursuant to the Lodging and Meals Article of this Agreement, for any period of less than ninety (90) days notice.

This Article does not apply to employees relocating in connection with any reduction in force or to employees in job classes which traditionally have required performance of duties at other than a fixed location.

ARTICLE 50. RESPONSIBILITIES OF THE PARTIES

The Trustees and MSEA acknowledge the rights and responsibilities of the other Party and each agrees to discharge its responsibilities under this Agreement. The MSEA, its officers and representatives at all levels, and all employees are bound to observe the provisions of this Agreement. The Trustees and its officers and representatives at all levels are bound to observe the provisions of this Agreement. In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed:

a) **Exclusive Negotiations**. The Trustees will not bargain collectively or meet

with any employee organization other than MSEA with reference to terms and conditions of employment of employees covered by this Agreement. If any such organizations request meetings they will be advised by the Trustees to transmit their requests concerning terms and conditions of employment to MSEA.

b) **Employees' Rights**. There shall be no interference, intimidation, restraint, coercion or discrimination by either the Trustees or MSEA as a result of the exercise by any employee within the bargaining unit of their statutory rights related to membership in MSEA or any other right granted under the University of Maine Labor Relations Act.

c) **Fair Representation**. MSEA acknowledges its statutory responsibility to represent and handle grievances for all employees within the bargaining unit. The Trustees shall not be responsible for actions taken or not taken by MSEA with respect to its responsibility to provide fair representation.

d) **Efficient Public Service**. The Trustees and MSEA acknowledge their mutual responsibility to encourage and foster efficient and economical service in all activities of the MCC System involving employees. The Parties recognize the responsibility of employees to perform the duties assigned them in an efficient and expeditious manner. The Parties further recognize the responsibility of the Trustees to promote a working environment and a quality of work life conducive to achievement of these goals.

e) **Settlement of Grievances**. The applicable procedures of this Agreement shall be followed for the settlement of all grievances. All grievances shall be considered carefully and processed promptly.

f) The Trustees, to the extent possible, shall continue the Employee Assistance Program and other services provided by and through the Bureau of State Employee Health.

g) When an employee is to experience long-term or permanent changes in job duties, the Trustees are obligated to:

1) consult/discuss the changes with the employee so that the employee has an opportunity to input and;

2) provide appropriate and adequate training on work time and at no cost to the employee.

ARTICLE 51. REST AND LUNCH PERIODS

1. The present practices of applicable MCC/System Office with respect to rest periods during the regular workday shall be continued, provided that each employee shall be allowed two (2) rest periods with pay of fifteen (15) minutes during each regular workday. Employees whose duties involve continuous operations where breaks cannot be scheduled shall take personal rest periods as schedules permit.

2. Present practices of applicable MCC/System Office with respect to lunch periods during the regular workday shall be continued, provided that each employee shall be allowed at least one-half (1/2) hour for lunch without pay during each regular day. No employee shall be required to work more than five (5) hours without a one-half (1/2) hour meal break.

3. When it is reasonably anticipated that overtime will extend for at least one (1) hour, an employee shall be allowed a rest period with pay of fifteen (15) minutes between the end of a regular work schedule and the beginning of the overtime work. If overtime is to continue beyond two (2) hours, an employee shall be allowed a meal period with pay of at least one-half (1/2) hour after each additional four (4) hours of overtime providing the employee will be continuing to work thereafter. After completing four (4) hours of overtime, the employee shall be allowed a rest period with pay of fifteen (15) minutes during each additional four (4) hours of overtime. It is not the intent of this paragraph to combine the rest and meal periods provided.

ARTICLE 52. RETIREMENT CONTRIBUTION REFUNDS

Refund of an employee's accumulated contributions to the Member's Contribution Fund of the MainePers shall be made within forty-five (45) days after receipt by the System of an application for refund.

ARTICLE 53. RULES AND REGULATIONS

In the event of a conflict between the provisions of this Agreement and the rules or regulations as they now exist or may be from time to time amended, the provisions of this Agreement shall apply.

ARTICLE 54. SAFETY REQUIREMENTS

A. Safety Shoes

The Trustees will reimburse employees who are required to wear safety shoes up to three hundred dollars ($300) for the replacement of safety shoes. The annual reimbursement is not to exceed three hundred dollars ($300). New employees who are eligible for this reimbursement will be reimbursed after six months and every year thereafter. The reimbursement amount is available for as many pairs of safety shoes as it will buy. Safety shoes must meet ANSI requirements where applicable. Requirements for the wearing of safety shoes will be in accordance with published work rules.

At a minimum, employees in the following classifications shall receive the shoe allowance:

Auto Mechanic	Electrician

Boiler Operator
Carpenter
Central Services worker
College Store Assistant
Custodian I
Custodian II
Custodian III
Facilities Maintenance Specialist
Grounds Equipment Laborer II
HVAC Technician
Maintenance Mechanic
Plumber II
Storekeeper

B. Safety Glasses

The Trustees agree to provide safety glasses for all employees required by law to wear safety glasses in the course of performing the duties of their position. For employees who require prescription glasses, the Trustees shall reimburse employees for the purchase of one (1) pair of prescription safety glasses every year. The Trustees shall reimburse employees for the replacement of prescription safety glasses as needed only if the glasses are broken on duty and deemed not repairable.

Employees eligible to receive safety glasses shall include those employees in the classifications which receive the safety shoe allowance, as well as employees in the following classifications:

Facilities Maintenance Engineer
Multi Fuel Lab Technician
Marine Waterfront Technician
Watchperson

C. Protective Clothing for Electrical Workers

The Trustees will reimburse electrical workers up to four hundred fifty dollars ($450.00) annually for the purchase of protective clothing as required by NFPA 70E Arc Flash Protection. These employees shall be eligible for reimbursement up to twice each year for a total not to exceed four hundred fifty dollars ($450.00). New employees who are eligible for this reimbursement will be reimbursed after completion of their probationary period and every year thereafter. Requirements for the wearing of protective clothing will be in accordance with published work rules.

ARTICLE 55. SECTION 125 PLAN

The Trustees shall continue the Section 125 plan to allow pretax treatment of the employee's share of health and dental insurance premiums.

The plan will include a medical reimbursement account and a dependent care reimbursement account.

ARTICLE 56. SENIORITY

"Business days" are Monday through Friday, excluding holidays, administrative days, and administrative closures. A business day concludes at 5:00 p.m.

A. Definition and General

1. Seniority for the purpose described herein is defined as continuous employment, since the last date of hire into a status-granting position.

   Employees shall attain seniority upon completion of their initial probationary period retroactive to the date of initial hire. Seniority of part-time employees shall be computed on the basis of hours for which they are compensated exclusive of overtime hours.

2. Continuous MCC System service shall be broken only as provided in paragraph 4 of this Section. An employee shall continue to accrue seniority during any period while they is on layoff and subject to the recall provisions of this Article, during military leave, leaves occasioned by incapacity for work and during any period of an authorized leave of absence except those pursuant to Article 64, Unpaid Personal Leaves of Absence.

3. Lists of employees by seniority in their current classifications within an organizational unit shall be posted on the appropriate MCC System bulletin boards as soon as practicable after execution of this Agreement and shall be provided to MSEA simultaneously. These lists shall be updated from time to time as necessary.

4. An employee shall lose his seniority if they:

   (a) Voluntarily resigns;

   (b) Is discharged for just cause;

   (c) Is laid off and not recalled for work within three (3) years from the date of layoff;

   (d) Fails to return to work or supply a satisfactory reason for not reporting within five (5) business days of being recalled to work from layoff. Written notice of recall shall be sent by regular mail to the employee's last known address.

5. Layoffs and recalls to work for a period of three (3) business days or less are temporary and not subject to the provisions of this Article.

6. For purposes of this Article "MCC System service" shall include periods of continuous prior State service performed by employees transferred to the MCC System pursuant to Chapter 695 (Public Law 1985) on April 16, 1986 and continue to be employed without a break in service through the signing of this Agreement.

7. For the purposes of this Article, an employee whose regular work week is reduced by more than 25% may, at the employee's option, be considered to have been laid off for purposes of Article 56 (A), (B), (C), (D), (E), (G) and (J), except that the employee's right to bump under Article 56 (B), (C), and (G) is limited to bumping junior employees in the affected class in the current division involved.

8. Notwithstanding Article 56 (A) (7), if an employee whose work week is being reduced by more than 25% is the least senior employee in the affected class in the unit division involved, that employee may not exercise bumping rights.

B. Layoffs

When the College or System President determines that a reduction in force is necessary, they shall determine the positions within the College or System which are to be abolished. An employee whose position is abolished may displace the least senior employee in the affected class in the unit division involved in a position in which the employee bumping is qualified to perform the work, or may accept layoff. In lieu of layoff, the affected employee may elect to displace the least senior employee in his or her present unit division in a lower related class within their job series, (APPENDIX E - JOB FAMILES AND SERIES), or a class which he or she has previously occupied, provided that he or she has greater seniority than the employee being displaced and is qualified to perform the duties of the position.

Any employee displaced pursuant to this provision shall have like displacement rights.

No employee other than a permanent employee, including permanent seasonal employees, shall be used to perform work in a class in the unit division while a permanent employee who is qualified to do the work is on layoff unless the laid off employee refuses the work.

There are eight (8) unit Divisions within the MCC System. They are:

1. The MCC System Office
2. C.M.C.C.
3. E.M.C.C.
4. K.V.C.C.
5. N.M.C.C.
6. S.M.C.C.
7. W.C.C.C.
8. Y.C.C.C.

C. Notice of Layoff

Employees to be initially affected shall be given written notice of a pending

layoff as soon as practicable but at least ten (10) business days before the effective date of the layoff. Such employees shall be required to reply in writing within five (5) business days of notice of layoff as to their decisions on layoff and displacement rights.

Employees who are displaced as a result of the exercise of other employees' bumping rights pursuant to the provisions of this Article shall be given notice of a pending layoff as soon as practicable, but at least five (5) business days before the effective date of the layoff. Such employees shall be required to reply in writing within three (3) business days of notice of layoff as to their decisions on layoff and displacement rights. Employees subject to actual layoff and not displacing other employees shall be entitled to notice of at least ten (10) business days before layoff. Copies of any notices from the Trustees to employees under this provision shall be given simultaneously to MSEA.

D. Recalls

A layoff list shall be established for each class on a system wide basis or by unit division, as appropriate, from which any employee has been laid off, transferred in lieu of layoff or demoted in lieu of layoff. Any vacancy occurring in that class within the unit division shall be offered first to the employee on the layoff list. Recalls to work shall be made on the basis of the most senior employee within the unit division who has previously held the classification. Any employee who refuses a recall to the same classification in that unit division from which laid off shall be removed from the layoff register. Once the layoff register for the unit division has been canvassed, the vacancy shall be offered next to employees laid off from that class in the MCC System. Any employee who refuses a recall from the same classification within another unit division three times shall be removed from the System layoff register and continue on recall only within their unit division.

E. Filling of Vacancies

1. For positions in classifications designated in Appendix A, the following shall apply:

   In the event of a vacancy in a position after application of the recall provisions in this Article, such vacancy shall be filled from among eligible employees on the basis of ability and qualifications to perform the duties of the position. Where qualifications and ability are substantially equal, seniority will be the governing factor in final selection.

   Vacancies shall be filled as follows:

   a. from employees within the applicable MCC who bid for transfer;

b. from employees within the applicable MCC who bid for promotion;

c. from employees within MCC System service who bid for transfer;

d. from employees within MCC System service who bid for promotion; and

e. from applicants outside the MCC System.

Where such election involves a bona fide need for special skills and/or special qualifications do not exist among the applicants from within the applicable MCC or MCC System service, the above preference for selection shall not preclude the agency from outside selection.

Notwithstanding the above, it is understood there should be no conflict with affirmative action principles, and where there is an affirmative action plan in place, such plan shall be controlling.

2. For positions in classifications designated in Appendix B, the following shall apply.

In the event of a vacancy in a position, after application of the recall provisions of this article, such vacancy shall be filled on the basis of: first ability and qualifications to perform the duties of the classification and second, where the "first" is equal among two or more applicants, seniority will govern.

a. The appointing authority shall seek applicants from within the bargaining unit through the posting and application procedure described herein. The appointing authority may also seek applicants from outside the bargaining unit concurrently with internal positing procedures.

b. Each bargaining unit applicant who meets the minimum qualifications shall be entitled to an interview and considered for appointment to the vacancy.

c. On the basis described above, the appointing authority shall evaluate the bargaining unit applicants. The appointing authority shall then, on the same basis, select a bargaining unit applicant to fill the vacancy or evaluate applicants from outside the bargaining unit. Each bargaining unit applicant shall be notified of the completion of the internal procedure.

In no event shall persons outside the bargaining unit be considered for a position prior to completion of the internal

procedure.

d. The above procedure is terminated if an applicant is not selected within one hundred twenty (120) business days of the original posting.

3. All job vacancies shall be posted in each of the unit divisions for ten (10) business days. A copy of the announcement shall also be provided to up to one steward from each college, as designated by the MSEA. Notice of vacancies shall include the full particulars of the positions, including a job description, job location, pay rate, required qualifications and requirements for applying. Any employee wishing to be considered for an applicable vacancy shall file a written, dated application within the posting period. Job posting notices shall indicate the name and title of the person to whom applications should be submitted. Seasonal and part-time employees shall have the right to apply for full-time vacancies and shall be given consideration in accordance with their abilities, qualifications and seniority.

Employees promoted under the provisions of Section 1 of this Article will be in a probationary status for a period of three (3) months from the effective date of the promotion. Such probationary period may be extended for just cause for an additional three (3) months. The Trustees will provide the written notice regarding the status of the probationary period (pending unforeseen circumstances) at least two (2) weeks prior to the end of the probationary period. Time off for unpaid leave during probation or extension of probation shall not count toward completion of probation. During such periods the employee may be removed from the position promoted to for failure to fulfill the duties of the position. In such case they shall be returned to their former position if the employee so desires. An employee filling positions created by the promotion shall be likewise entitled to return to their former position.

Employees promoted under the provisions of Section 2 of this Article will be in a probationary status for a period of three (3) months from the effective date of the promotion. Such probationary period may be extended for up to an additional three (3) month period. The Trustees will provide the written notice regarding the status of the probationary period (pending unforeseen circumstances) at least two (2) weeks prior to the end of the probationary period. Time off for unpaid leave during probation or extension of probation shall not count toward completion.

An employee shall be entitled to return to their former position voluntarily within thirty (30) business days of promotion. An employee at any time during the probationary period or any extension there of failing to attain permanent status in a promotional position shall be entitled to return to their former position. Any employee filling

a vacancy created by a promotion shall be likewise entitled to their former position when the promoted employee returns to their former position in accordance with the above provisions.

4. Any newly created classifications in this unit which are related to the operations and maintenance of the physical facilities will be placed in Appendix A. All other new classifications will be placed in Appendix B.

F. Promotions and Appointments

Employees who promote to a position in a higher pay range shall have their rate of pay adjusted to the lowest rate in the new range which is at least five percent (5%) higher than the rate in the class from which promoted. If there are external candidates competing for the position, the System has the discretion to place the employee, if selected, at the lowest range in the new range that is no more than 10% higher than the rate in the class from which promoted, or at a higher percentage if agreed by the Union.

G. Permanent Seasonal Employees

The provisions of this Article shall apply to seasonal employees covered by this Agreement but in a separate seniority, layoff, displacement and recall track, for their respective seasons, except that exercise of all rights shall be limited to the unit division. Permanent employees laid off from their permanent position shall be entitled to return to previously held permanent seasonal positions.

H. Positions Outside MSEA Bargaining Units

An employee in an MSEA bargaining unit as of the effective date of this Agreement in a position in a class covered by this Agreement but who becomes excluded pursuant to Section 1022(11)(C) of the University of Maine Labor Relations Act and an employee who by way of a promotion through a normal career ladder is in a position excluded from the bargaining unit pursuant to Section 1022(11)(A) or Section 1022(11)(B) of the University of Maine Labor Relations Act and any other employee promoted through a normal career ladder to a position outside of the bargaining unit shall have the same layoff, seniority, displacement, recall and other rights under this Article for return to a position in the bargaining unit as a covered employee would have if the exercise of those rights is occasioned by a layoff for a period of three (3) years following the promotion.

Employees covered by this Agreement in any status described above shall continue to have such rights for return to a position in the bargaining unit as described above.

Otherwise, employees excluded from bargaining units pursuant to the University of Maine Labor Relations Act shall have no rights under this article within the bargaining unit.

I. Laid off Employees in Trustees' Housing

Full-time year-round employees who live in Trustees' housing and are laid off shall have at least sixty (60) business days to vacate the Trustees' housing.

J. Health Insurance Coverage for Laid Off Employees

The Trustees agree to provide laid off employees with group health insurance at the employee's expense for one (1) year provided that the employee is unemployed. Premiums are to be paid directly to the health insurance carrier. Failure to make payments would result in cancellation of insurance with no conversion privileges.

K. Short-Term Seasonal Positions

Short-term seasonal position vacancies of a duration of fifteen (15) weeks or less need to be posted only once, prior to the initial filling of the position for the season.

L. Access to MCCS Courses for Laid Off Employees

A laid off employee shall be eligible to take up to 60 credit hours of MCCS course work in a certificate area of the employee's choice, on a space-available basis, at no cost to the affected employee beyond books, so long as the employee meets program requirements. This will be provided on the same basis as current CBA Article 61 (A). The employee will meet with the College as soon as practicable to determine if other appropriate resources for training and education are available from other sources within and outside the System. If the employee is eligible for grant or other non-loan assistance for tuition payments from another program, the System's obligation to provide courses at no cost is reduced by the amount of such grant of other non-loan assistance awarded to the employee. However, the employee's participation in courses shall not be delayed pending a decision on the award of such grant or assistance.

ARTICLE 57. SEVERABILITY

In the event that any Article, section or portion of this Agreement is found to be invalid or unenforceable by final decision of a tribunal of competent jurisdiction, or shall have the effect of a loss to the Trustees of funds or property or services made available through federal or state law, then such specific Article, section or portion specified in such

decision or which is in such conflict or having such effect, shall be of no force and effect.

Upon the issuance of such decision, if either Party requests, the Parties shall negotiate a substitute for such specific Article, section or portion thereof, provided that the remainder of this Agreement shall continue in full force and effect. The Parties agree to use their best efforts to contest any such loss of federal funds which may be threatened.

ARTICLE 58. SHIFT ASSIGNMENTS

When an opening occurs in a shift assignment in an appropriate work group at a location, preference shall be given to employees within the classification who possess the training, ability and any required special qualifications to perform the work required, on the basis of seniority. In the event that no employee desires a shift assignment, employees shall be selected in order of inverse seniority.

This provision shall not apply to necessary training assignments. This provision shall not in itself alter the practice of rotating shifts where such practice presently exists. No employee who has a regular shift assignment on the effective date of the Agreement shall be involuntarily displaced from such shift assignment as a result of this Article.

ARTICLE 59. SICK LEAVE

1. Sick leave credit shall be earned at the rate of one (1) day per calendar month of service. The current practices concerning the earning of sick leave credits shall be continued. Sick leave shall be earned from the first day of the first month of an employee's employment. Sick leave credits shall be pro-rated accordingly for any month an employee is not in full pay status for the month. A part-time employee shall earn sick leave in the same proportion as their part-time service bears to full-time service. Employees currently with lapsed sick leave credits shall have such lapse sick leave added to their accumulated sick leave. However, the amount of unused sick leave accruals which can be credited towards MCC System service for retirement purposes shall be ninety (90) days

2. Sick leave may be used for illness, necessary medical or dental care, or other disability of the employee or a member or the employee's immediate family which requires the attention or presence of employee. Immediate family shall mean the spouse or significant other, the parents of the spouse, the parents, step-parents, guardian children, step-children, brothers, step-brothers, sisters, step-sisters, wards, grandparents and grandchildren of the employee. In addition to those immediate family members listed above, employees may use such sick leave for aunts, uncles, daughters-in-law and sons-in-law with approval of the College President or their designee.

   For the purpose of this Article, "significant other" means that a relationship exists between two people, neither or whom is married, that is intended to remain together indefinitely and where joint responsibility for each other's common welfare, there are financial obligations, and there is a shared primary residence. The relationship must have existed for at least six (6)

continuous months before benefits under this article may be provided.

A medical examination or doctor's certificate may be required on account of use of sick leave for five (5) or more consecutive workdays, or because of repeated absences on days preceding a holiday or weekend, or in cases of heavy use of sick leave where no chronic illness is known to the college. When a medical examination or doctor's certificate is required on account of use of sick leave in excess of five (5) consecutive workdays, such shall not be at the Trustee's expense.

3. Notifications of absence under the provisions of this article shall be given as soon as possible on the first day of absence or as soon as possible thereafter as circumstances permit.

4. Upon application of an employee, a leave of absence without pay may be granted by the System President for a period of disability because of sickness or injury. If the System President denies the requested leave, they shall state their reason in writing. The Trustees may, from time to time, require that the employee submit a certificate from the attending physician or a designated physician. If a certificate from a physician other than the attending physician is required, it shall be at the Trustees' expense.

5. An employee who is transferred to the jurisdiction of another MCC or Support Office or who accepts employment under the jurisdiction of a new MCC or System Office without interruption of service to the MCC System shall retain their accumulated unused sick leave credits.

6. A former MCC System employee who is reappointed within four (4) years of their separation will immediately have their previously accumulated and unused balanced of sick leave revived and placed to their credit.

7. Any employee returning from layoff, including seasonal employees covered by this Agreement, shall have the unused sick leave accrued as of the time of layoff restored upon their reinstatement.

A sick leave bank shall be established at each college and at each of the other work locations by the Parties to cover employees in bargaining units represented by MSEA. Each bargaining unit member employed as of July 1 of each year may contribute two (2) days of their accumulated sick leave of the sick leave bank. The amount of sick leave to be contributed shall be established by the committee based upon current accumulation. The minimum contribution shall be two (2) days. The sick leave bank shall be known as the MSEA Sick Leave Bank.

In the event a bargaining unit member has a insufficient number of sick leave days to contribute to the sick leave bank as of July 1, the bargaining unit member shall not be a member of the bank that year. A bargaining unit member drawing sick leave days from the sick leave bank as of July 1 will be eligible to continue to draw days from the bank until maximum number

of sick leave days that may be drawn is reached.

a. No bargaining unit member may draw more than sixty (60) days from the sick leave bank in any twelve (12) month period.

b. Sick leave days may be drawn from the sick leave bank only after exhaustion of personal sick leave and only to cover a critical or long-term illness or injury.

c. Sick leave shall be distributed from the sick bank after written application by a bargaining unit member and with the approval of the College Sick Leave Bank Committee which is composed of one (1) college representative and three (3) bargaining unit members from the college selected by the MSEA. The college representative will be an ex-officio, non-voting member of the committee. The Sick Leave Bank Committee shall establish criteria for the payment of sick leave days from the sick leave bank. The decision of the committee is final and not subject to the grievance procedure.

d. Sick leave days may be accumulated in the sick leave bank to a maximum of two hundred (200) days per college. When two hundred (200) days are accumulated as of July 1, contributions to the bank will not occur for the fiscal year.

e. Sick leave days may be drawn from the sick leave bank only for personal illness or injury.

f. In the event that the sick leave bank has reached the 200 day maximum and a new employee is not able to contribute, the Sick Leave Bank Committee may authorize the new employee to draw sick leave from the bank. When the sick leave bank falls below the 200 day maximum, all new non-contributing employees who have drawn from the bank will each be required to contribute two (2) days to the bank in addition to the contributions required of all employees.

ARTICLE 60. TRUSTEES VEHICLES AND EQUIPMENT

1. No employee shall be required to operate any Trustee vehicle or equipment which is unsafe. An employee shall not be subject to any penalty or disciplinary action because of failure or refusal to operate or handle any equipment which they reasonably believes to be in unsafe condition. In any such circumstance an employee shall call the matter to the attention of their supervisor for proper action.

2. Other than motor vehicles, and except where employees have traditionally supplied their own tools, all employees shall be provided such equipment and tools as are reasonably necessary for their jobs, such as, drafting equipment, potato rakes, flashlights and batteries, and supplies.

3. Tools of Automotive Mechanic and Automotive Mechanic Supervisor which are regularly used in the performance of work on behalf of the MCC System and are broken, damaged, destroyed, lost or stolen while provided for such use shall, on presentation of appropriate proof to the immediate supervisor, be replaced with tools of like quality, provided that when not in use they are stored in space provided by the applicable MCC. In the event that the tools of an Automotive Mechanic or Automotive Mechanic Supervisor are covered by warranty shall be used in lieu of Trustee payment to the extent of the warranty coverage.

   Any tools which can be said to be unusual, and not regularly used by the employee, but nevertheless required to perform work on certain kinds of vehicles, upon submission of request and approval by the appropriate supervisor, shall be provided to the particular Automotive Mechanic and Automotive Mechanic Supervisor. Such tools shall be and remain the property of the applicable MCC.

   The Trustees shall provide Automotive Mechanic I's and II's who are required to provide their own tools an annual allowance of one hundred dollars ($100) payable during the month of September in each year.

   Auto Mechanic Supervisor who are required to provide their own tools shall be given an annual allowance of fifty dollars ($50).

ARTICLE 61. TUITION WAIVER

Tuition of credit bearing courses shall be waived for:

A. The Employee

   MCC System shall provide employees with a tuition waiver for any two (2) MCCS courses per semester on a space available basis. Employees will be responsible for related fees and materials.

   Employees shall be provided with release time during the workday or a flexible work schedule to attend one (1) MCCS course per semester upon approval of the College President or their designee, except if operational needs prohibit such an arrangement.

B. The spouse or significant other of the employee

C. Children and dependent children of the employee, who, at the beginning of the tuition waived course(s) are twenty-four years old or younger. Dependent child status shall be verified by federal tax return. Child status shall be verified by birth or adoption certificates whichever is appropriate.

   Access to such tuition waived courses for a non-matriculated child, dependent child, or spouse shall be on a space available basis. Each child, dependent child and spouse or significant other of an employee shall be eligible for tuition waivers not to exceed two (2) years of full-time course work.

ARTICLE 62. UNION SECURITY

1. Union Membership

   a. Membership in MSEA-SEIU is not a condition of employment with the MCC System.

   b. Employees in positions covered by this Agreement may become members in MSEA-SEIU or drop their membership at any time, including during their first six (6) months of employment by providing a written request to MSEA-SEIU.

   c. MSEA-SEIU is solely responsible for processing any change to membership status.

   d. MSEA-SEIU shall promptly notify the MCC System of any validly executed membership application or request to drop membership.

   e. In the event that the MCC System receives a membership application or a request to drop membership directly from an employee, it shall promptly forward such application or request to MSEA-SEIU for processing.

2. Payroll Deduction

   a. MSEA-SEIU shall have exclusive rights to payroll deduction of membership dues and/or premiums for current MSEA-SEIU sponsored insurance programs.

   b. The MCC System agrees to deduct MSEA-SEIU membership dues and/or insurance premiums from the pay of those employees, including employees in their first six (6) months of employment, who execute a revocable written authorization for such payroll deductions, including electronic authorizations executed in accordance with Maine's Electronic Signature law, 10 M.R.S. 59407.

   c. Employees who have already authorized such deductions shall not be required to submit new authorizations upon the execution of this Agreement.

   d. A validly executed authorization for payroll deduction is an agreement between the employee and MSEA-SEIU. The MCC System agrees that it shall rely solely upon MSEA-SEIU for notice of such authorizations or cancellations or changes thereto, unless in the judgement of MCCS continuing to make a payroll deduction for an employee who has revoked authorization for the deduction would place MCCS in violation of federal law.

   e. MSEA-SEIU shall notify the MCC System, through the applicable agency payroll clerk, or any such authorizations, cancellations or

changes thereto.

f. Any change in the amounts to be deducted shall be certified to the Director of Human Resources by the Treasurer of MSEA-SEIU at least thirty (30) days in advance of the change. The aggregate deductions of all employees shall be submitted to MSEA-SEIU together with an itemized statement in accordance with current practice.

3. Indemnification

a. MSEA-SEIU shall indemnify and hold the MCC System harmless against any and all claims, suits, orders or judgements brought or issued against the MCC System as the result of the action taken or not taken by the MCC System under the provisions of this Article, including but not limited to the cost of defense of such claims.

ARTICLE 63. UNIT WORK

When the Employer deems it necessary in order to carry out a mission and operations of the campus, the Employer may contract out work provided that the contracting out does not displace bargaining unit employees or reduces their scheduled hours.

The Maine Community College shall notify MSEA-SEIU when contracting out is to be implemented. MSEA-SEIU may request to meet and confer on the impact on contracting out such work. The Maine Community College shall meet with MSEA-SEIU within thirty (30) days of such request. Notice to MSEA-SEIU shall be not later than one hundred twenty (120) days prior to the commencement of the contracting out. In emergency circumstances, when the College enters into a contract under which contracting out will commence in less than thirty (30) days, when possible, notification shall be made two (2) weeks prior to implementing the contract, but in no event later than ten (10) working days after the commencement of the contracting out.

Prior to the meeting and conferring on contracting out, the Maine Community College System will provide MSEA-SEIU all relevant written information, including copies of bids received, any cost analysis used by the College to evaluate the need for contracting out, and all other relevant material used by the College in making its decision regarding contracting out.

Contracting out of the type of work normally performed by existing bargaining unit members for limited periods not to exceed six (6) months shall be allowed without the Union's agreement if one or more of the following conditions are present at the affected campus or other non-campus location (such as the System Office in Augusta):

1. The skills and abilities or legally required licenses or equipment needed to perform the work are not available within the bargaining unit.

2. The opportunity to do the work is declined by any qualified and available bargaining unit employees. "Qualified" as used in this Article is defined as having special skills, abilities, license or equipment necessary to perform the work.

3. The work constitutes a special project. A special project is a one-time or seasonal undertaking which cannot be accomplished by existing bargaining unit members in a reasonable amount of time.

4. The work to be performed is to be undertaken on a trial basis and may be discontinued within six (6) months. If the work is continued beyond six (6) months, it will be assigned to new or existing permanent positions within the bargaining unit.

5. A bona fide emergency exists than cannot be properly addressed without help from outside the bargaining unit.

6. The work is part of a college special event of limited duration (three (3) days or less).

7. There is a need for additional staff, during peak periods and on a limited or temporary basis, to supplement the work capacity of existing bargaining unit members.

8. The College or System Office has been in active search to hire for open position(s) for more than six months. In this case, contract out requires the College or System Office to continue to engage in the active search and inform the union of any hiring progress.

   In the event that the position continues beyond the first six (6) months, the position will be filled through the regular recruitment process and included in the bargaining unit.

   If the Trustees lay off employees as a result of contracting out unit work, the affected employees will be given six (6) months' notice.

   No one outside the bargaining unit shall be used to perform unit work of limited duration while an employee is in layoff status who is qualified to do the work and previously performed the work, or similar work. This work shall be offered to laid off employees on a college by college basis for up to three (3) years after layoff.

   In addition, the Trustees shall assist those employees whose jobs are eliminated by such actions to find other employment. When an employee receives notice that they is being displaced as a result of contracting out, the Trustees and MSEA will exchange information on vacancies which can be useful in assisting the affected employee to find employment. Appropriate preference shall be given affected employees for placement in the MCC System.

ARTICLE 64. UNPAID PERSONAL LEAVES OF ABSENCE

1. Any employee may apply for an unpaid personal leave of absence for good and sufficient reason. Leave pursuant to this provision may be for a period not exceeding twelve (12) months. Such leave may be granted at the discretion of the System President and shall not be unreasonably denied.

   All requests for such leave and responses shall be in writing. The application for leave must specifically state the reasons for such application and the length of time requested. After completion of a period of personal leave of absence, the employee shall be entitled to return to the organizational unit, status and position held immediately prior to the beginning of the leave of absence. If the employee's position is abolished during any such leave, they shall be notified and allowed to exercise their rights under the Seniority Article of this Agreement.

2. A leave of absence without pay and without loss of seniority not to exceed one (1) year may be granted to an employee to permit the employee to accept a position in MCC System service that is excluded from bargaining units under 26 M.R.S.A. Section 1022(11) (the University of Maine Labor Relations Act.) Such employee shall be entitled to return to the organizational unit, status and position held immediately prior to the beginning of the leave of absence within the one (1) year period. Any employees who have filled vacancies created by the initial movement of the returning employee shall likewise be entitled to return to their former positions.

3. Any employee currently on leave of absence from a position in this bargaining unit shall be continued on such leave through the end of their current coterminous or fixed term appointment or for one (1) year from the effective date of this Agreement if they is serving in a position which does not involve a fixed or coterminous term. An employee on leave for a fixed term or coterminous appointment may upon application have such leave extended for up to three (3) months pending reappointment to such excluded position.

4. Any leave of absence granted pursuant to this Article may be canceled by the System President at any time for good reason upon prior written notice to the employee, specifying a reasonable date of termination of the leave and the reason for cancellation.

ARTICLE 65. USE OF TRUSTEES FACILITIES

Where there is available appropriate meeting space in buildings owned or leased by the MCC System, MSEA shall be allowed reasonable use of such space at reasonable times for specific meetings, including space suitable for meetings in private between MSEA staff representatives or stewards and employees in the investigation and processing of grievances. Advance arrangements for the use of the Trustees' facilities shall be made with the MCC/System Office concerned. MSEA shall reimburse the

Trustees for any additional expense incurred in allowing use of such space. No other employee organization, except such as have been certified or recognized as the bargaining agent for other MCC System employees, shall have the right to meeting space in Trustees' facilities for purposes pertaining to terms and conditions of employment of employees.

The use of Trustees' facilities for meetings shall be in non-work areas or where work is not in progress. Other than meetings in private between MSEA staff representatives or stewards and employees in the investigation and processing of grievances, all meetings in Trustees' facilities shall be during the off-duty time of employees attending and, in all instances, attendance shall be voluntary. Arrangements for any meetings in Trustees' facilities will be made so as to avoid interference with the MCC/System Office operations or violation of the security.

ARTICLE 66. VACATION

1. Each employee shall earn vacation with pay on the following basis for each completed full month of service with the MCC System:

   a. 0 to less than 5 years of continuous service 15 days
   b. 5 to less than 10 years of continuous service 20 days
   c. 10 years or more of continuous service 25 days

   For b. and c. above, in order to earn the vacation credit as described, the last 3 years of service must be continuous.

   Part-time employees shall earn vacation credits at the higher rate after having worked for the MCC System for the required number of calendar years specified above, such credit to be earned in the same proportion as their part-time service bears to full-time service. Seasonal employees shall earn vacation credits at the higher rate after having worked for the MCC System on a seasonal basis during the required number of calendar years specified above regardless of the number of hours or days worked during those calendar years. Other practices concerning the earning of vacation credits shall be continued.

   For purposes of this Article time in the MCC System shall include all previous time in State service for those employees who were employed in the MCC System as of April 16, 1986 and who continue to be employed as of the signing of this Agreement.

   Vacation shall be credited in advance at the beginning of the fiscal year for employees who have completed one (1) year of employment. Such credits shall include those which the employee would have become eligible for due to an anniversary date occurring during that year. If an employee leaves during the year with a vacation credit balance lower than would have been available under a monthly accrual rate, the deficit amount shall be deducted from the employee's final compensation. Other practices concerning the earning of vacation credits shall be continued.

2. Except where operational needs require otherwise, employees shall be entitled to use vacation leave credits at times of their choice. Requests for use of vacation leave credits shall not be unreasonably denied. In scheduling vacations, choice of time shall be governed by seniority. All eligible employees within each appropriate work group desiring vacations for periods of a week or more during the months of June, July and August will choose such vacation periods prior to May 1. Employees acknowledge that College may issue a written request requiring a two-week advance notice for vacation. In the event of conflict among employees in scheduling such vacation leave, seniority shall govern. Later requests for vacation during June, July and August or any major College break period can be granted subject to operational needs.

3. Except in cases of extreme emergency, no employee shall be required to work during vacation.

4. Employees shall be paid a vacation advance for scheduled periods of vacation of one (1) week or more provided they submit written requests for such advance three (3) weeks prior to the payday on which they want to receive payment.

5. Time during which an employee is excused from work because of holidays or other leave with pay shall be considered as time worked for the purpose of computing vacation leave credit.

6. Employees with less than fifteen (15) years of continuous MCC System service shall be entitled to accumulate thirty-five (35) days of unused vacation leave and shall be compensated for accumulated vacation leave credits upon termination of service. Employees with fifteen (15) years or more of continuous MCC System service shall be entitled to accumulate forty-five (45) days of unused vacation leave, for which they shall be paid upon separation. However, a maximum of thirty (30) days pay on unused vacation shall be credited towards an employee's average final compensation upon retirement.

7. An employee who is transferred to another MCC or Support Office without interruption of their services to the MCC System shall be entitled to transfer their unused vacation credits or be paid for all or part of such credits and transfer the remainder.

8. Seasonal employees shall be entitled to carry over from one season to the next accumulated vacation credits up to the amount of one season's accumulation. The maximum which may be carried over is one-half (1/2) the regular maximum allowable accumulation. The Trustees retain the right to determine the length of seasons.

ARTICLE 67. WITHDRAWAL OF RESIGNATION

An employee may resign in good standing by giving written notice to the college president at least ten (10) working days in advance of the effective date of their resignation. Regardless of notification provided, an employee may, with the approval of the college president, withdraw their resignation up to five (5) working days after the effective date. Such approval shall not be unreasonably denied.

ARTICLE 68. WORK CLOTHING

1. The Trustees shall continue to furnish foul weather gear and work clothing, such as aprons, smocks, shop coats, lab coats, coveralls, and boots, to employees furnished such clothing in the past. The Trustees shall be responsible for continuing to provide laundering of work clothing where such service is being provided as of the effective date of this Agreement.

2. Multilith operators, and other employees who operate printing presses, shall be provided smocks or other similar clothing of a kind to adequately protect their clothing.

3. The Trustees shall provide custodial workers rubber pullovers for floor stripping.

4. Employees in the following classifications shall be entitled to be provided with one pair of coveralls per year and one pair of work gloves and replacements of a type suitable to the job performed:

Boiler Operator	Electrician
Carpenter	Facilities Maintenance Specialist
College Store Assistant	Grounds & Equip Laborer II
Custodian I	Maintenance Mechanic
Custodian II	Storekeeper
Custodian III	Watchperson

Requests for replacement of coveralls shall be directed to the immediate supervisor.

5. The MCCS agrees to provide appropriate protective clothing including glove and smocks in workrooms where photocopying and mimeographing is conducted.

6. The College will reimburse up to $150 annually, for employees in the following job classifications for work related clothing not already provided by the college:

Boiler Operator
Carpenter

Electrician
Facilities Maintenance Specialist
College Store Assistant
Grounds and Equipment Laborer II
Custodian I, II, and III
Storekeeper
Maintenance Mechanic
Lab Manager
Information Systems Specialists
Technology Support Specialists
Help Desk Analysists

7. The College and System Office reserves the right to provide work uniforms and require that they be worn.

ARTICLE 69. WORK RULES

The Trustees may change or adopt work rules during the term of this Agreement but such changed or adopted work rules shall not be inconsistent with the terms and provisions of this Agreement. Whenever such work rules are to be changed or adopted, they shall be posted on bulletin boards in the appropriate organizational units for seven (7) days before they are to become effective. Simultaneously with such posting a copy of same shall be forwarded to MSEA. Upon request by MSEA the Trustees will meet and consult with MSEA on the proposed change or new rules.

ARTICLE 70. WORK STOPPAGE AND SLOWDOWN

Employees within the bargaining unit, MSEA and its officers at all levels, agree that they will not instigate, promote, sponsor, condone or engage in any work stoppage, sympathy work stoppage or slowdown.

"Work stoppage" means a concerted failure by employees to report for duty, a concerted absence of employees from work, a concerted stoppage of work, or a concerted slowdown in the full and faithful performance of duties by a group of employees.

The officers of MSEA, at all levels individually and collectively, agree that it is their continuing obligation and responsibility to maintain compliance with this Article, including the remaining at work during any interruption or slowdown of work which may take place.

ARTICLE 71. WORKERS' COMPENSATION

The Trustees shall make every possible effort to promptly pay all compensation awards in accordance with the decisions of the Workers' Compensation Board. Upon each award of the Workers' Compensation Board, interest shall be assessed from the date on which the last filed petition for award is filed at a rate of six percent (6%) per year, provided that if the prevailing Party at any time requests and obtains a continuance for a period in excess of thirty (30) days interest will be suspended for the duration of the

continuance. From and after the date of the award, interest shall be allowed at the rate of ten percent (10%) per year.

Where an employee has been unable to work for one (1) year, the employee may be terminated from his or her position. Such termination shall not be considered disciplinary in any way. If the employee later becomes capable of performing the job duties of the position from which they was terminated, the employee may return to that position if it is vacant. If that position is filled, unfunded, or no longer exists, then the employee shall be entitled to be placed in a vacant position, or the next available position if no such vacancy exists in the same classification at the same College or unit and for which the employee is qualified, and shall be treated as if on layoff status.

Prior to possible termination after one (1) year on compensation, an employee will receive at least a ninety (90) day notification of the termination process and, at the same time, will be requested to provide an updated, current medical report which assesses their ability or tolerance to return to their last position. Should the medical report indicate potential fitness to return to work in the position formerly held within six (6) months of the employee's one (1) year date on workers' compensation, the termination date will be projected ahead to the specified date in the medical report, but in no case, for a period of more than six (6) months on a "one time only basis". The termination date will then become the date established beyond the one (1) year anniversary and will become the automatic date of termination unless the employee returns to work able to perform the duties of the job. However, reasonable accommodations will be made for employees who are handicapped.

If an employee who is terminated pursuant to this Article is eligible for and makes application for disability retirement, the Trustees shall continue to provide the employee's group health insurance and shall continue to pay the cost of the employee's coverage, as well as sixty percent (60%) of the dependent coverage, until the employee receives their first disability retirement check or until six (6) months after the termination, whichever occurs first.

In the event that any employee who has been terminated pursuant to this Article regains a work capacity and returns to work, the employee shall not lose the benefit of any prior years of service immediately preceding their termination, for purposes of seniority, vacation accrual rate and restoration of sick leave credits and longevity pay.

Employees who are on Workers' Compensation leave will continue to accrue sick leave and vacation credits for the duration of the leave.

ARTICLE 72. TERM OF AGREEMENT

This Agreement shall be effective as of July 1, 2025 until June 30, 2028, unless otherwise specifically provided herein. Either Party shall give sixty (60) days written notice of a desire to negotiate a new collective bargaining agreement or to modify this Agreement.

The Community College System waives any right it may have to unilaterally terminate the effect of any of the provisions contained in the Compensation Article or the Grievance Procedure Article after this Agreement's expiration date so long as:

a. the Parties continue to employ the "interest-based bargaining" method of negotiations as determined by the facilitator/mediator,

b. negotiations over a successor to this Agreement were started at least sixty (60) days prior to this Agreement's expiration date, and

c. a material change in the pay scale structure (not to refer to across the board increases or additional steps to the scale) is not a subject of negotiations.

ARTICLE 73. INFORMATION TECHNOLOGY (IT) LABOR-MANAGEMENT COMMITTEE

There shall be established a labor-management committee comprised of one member from the User Support, Infrastructure, and Enterprise Applications Working Units (three members) appointed by MSEA, and two (2) MCCS Management members or appointees from MCCS to address workplace concerns or other matters related to the IT Consolidation. The Committee is authorized to make recommendations to management only.

There will be one meeting per month for the first six months and then the Labor Management team will re-evaluate meeting needs at that point, but will meet no less than once a quarter. Committee members may participate in Committee meetings during working hours without loss of pay or benefits, including necessary travel time. Any recommendation made by the Committee will be by mutual agreement. The labor-management committee has no authority to add to, delete from, or modify this Collective Bargaining Agreement.

SUPPORT SERVICES BARGAINING AGREEMENT

SIGNATURE PAGE
2025-2028

FOR THE
MAINE COMMUNITY COLLEGE SYSTEM

Peter DelGreco
Peter DelGreco (10/16/2025 13:21:33 EDT)

Peter DelGreco
Chair, MCCS Board of Trustees

David Daigler
President, MCCS

Barbara J. Owen
Barbara J. Owen (10/02/2025 14:09:42 EDT)

Barbara Owen
Chief Human Resources Officer

FOR THE
MAINE STATE EMPLOYERS ASSOCIATION

Katrina Ray-Saulis
Chief Negotiator

Dean A. Drake
Dean A Drake (10/16/2025 13:47:41 EDT)

Dean Drake
Bargaining Team – MCCS (YCCC)

Emily Savage
Emily Savage (10/16/2025 15:02:31 EDT)

Emily Savage
Bargaining Team - SMCC

Leigh-Ann Voisine
Bargaining Team – WCCC

Scott Thibodeau
Scott Thibodeau (10/16/2025 15:34:08 EDT)

Scott Thibodeau
Bargaining Team – SMCC

Sarah Pierce

Sarah Pierce
Bargaining Team – MCCS (CMCC)

Melissa Mitchell
Melissa Mitchell (10/16/2025 17:33:19 EDT)

Melissa Mitchell
Bargaining Team – MCCS (KVCC)

NA
X (10/16/2025 17:42:11 EDT)

Jay Bickford
Bargaining Team – SMCC

Charles Riggs II (10/17/2025 12:23:48 EDT)

Charles Riggs
Bargaining Team – EMCC

Eric B. Clark
Eric B. Clark (10/17/2025 12:46:34 EDT)

Eric Clark
Bargaining Team - EMCC

APPENDIX A

JOB TITLE	GRADE	MSEA FAMILY	MSEA SERIES	JOB TITLE OLD (IF CHANGED)
ATHLETIC FACILITIES SPECIALIST I	10	Campus Services	Maintenance Svcs	
BUILDING AND GROUNDS SPECIALIST	15	Campus Services	Maintenance Svcs	
CARPENTER	15	Skilled Craft/Trades	Carpentry Svcs	
CARPENTER/PAINTER	15	Skilled Craft/Trades	Carpentry Svcs	
CLEANING & FACILITIES OPERATIVE	10	Campus Services	Maintenance Svcs	
CUSTODIAN I	3	Campus Services	Maintenance Svcs	CUSTODIAL WORKER I
CUSTODIAN I	4	Campus Services	Maintenance Svcs	
CUSTODIAN II	7	Campus Services	Maintenance Svcs	CUSTODIAL WORKER II
CUSTODIAN III	11	Campus Services	Maintenance Svcs	CUSTODIAL WORKER III
CUSTODIAN IV	13	Campus Services	Maintenance Svcs	HOUSEKEEPER II
ELECTRICIAN I	15	Skilled Craft/Trades	Electrical Svcs	
ELECTRICIAN II	18	Skilled Craft/Trades	Electrical Svcs	
ELECTRICIAN III	20	Skilled Craft/Trades	Electrical Svcs	
ELECTRICIAN III	22	Skilled Craft/Trades	Electrical Svcs	
Electrician/HVAC Specialist	23	Skilled Craft/Trades	Electrical Svcs	
FACILITIES MAINTENANCE SPECIALIST I	9	Campus Services	Maintenance Svcs	
FACILITIES MAINTENANCE SPECIALIST I	10	Campus Services	Maintenance Svcs	BUILDING CUSTODIAN
FACILITIES MAINTENANCE SPECIALIST II	11	Campus Services	Maintenance Svcs	BUILDING CUSTODIAN LEAD WORKER
Facilities Maintenance Specialist II	12	Campus Services	Maintenance Svcs	
FACILITIES MAINTENANCE SPECIALIST II	13	Campus Services	Maintenance Svcs	
FACILITIES MAINTENANCE SPECIALIST III	15	Skilled Craft/Trades	Environmental Svcs	
FACILITIES OPERATIONS SPECIALIST	23	Skilled Craft/Trades	Environmental Svcs	
Facilities Operations Specialist	25	Skilled Craft/Trades	Environmental Svcs	
GROUNDS & EQUIPMENT LABORER I	3	Campus Services	Maintenance Svcs	LABORER I
GROUNDS & EQUIPMENT LABORER II	6	Campus Services	Maintenance Svcs	LABORER II
HVAC TECHNICIAN	18	Skilled Craft/Trades	Plumbing Svcs	
LEAD FACILITY TECHNICIAN	17	Campus Services	Maintenance Svcs	
MAINTENANCE MECHANIC	12	Skilled Craft/Trade	Equipment Svcs	
MAINTENANCE MECHANIC	13	Skilled Craft/Trades	Equip Svcs	
MAINTENANCE TECHNICIAN	12	Campus Services	Maintenance Svcs	
MASTER CARPENTER	17	Skilled Craft/Trades	Carpentry Svcs	
MASTER CARPENTER	18	Skilled Craft/Trades	Carpentry Svcs	
MASTER CARPENTER II	20	Skilled Craft/Trades	Carpentry Svcs	
PLUMBER II	16	Skilled Craft/Trades	Plumbing Svcs	
WATCHPERSON	5	Campus Services	Pro/Trans/Park Svcs	

APPENDIX B

JOB TITLE	GRADE	MSEA FAMILY	MSEA SERIES	JOB TITLE OLD (IF CHANGE)
ACADEMIC SERVICES COORDINATOR	20	Admin Support	Office Program Support	
ACCOUNTANT I	14	Admin Support	Business Support	
ACCOUNTANT I, AP & PURCHASING	15	Admin Support	Business Support	
ACCOUNTANT II	17	Admin Support	Business Support	
Accountant II	18	Admin Support	Business Support	
ACCOUNTANT III	21	Admin Support	Business Support	
ACCOUNTANT III	25	Admin Support	Business Support	
ACCOUNTING ASSISTANT I	8	Admin Support	Business Support	
ACCOUNTING ASSISTANT I	9	Admin Support	Business Support	ACCOUNTING ASSISTANT
ACCOUNTING ASSISTANT II	12	Admin Support	Business Support	SENIOR ACCOUNTING ASST
ACCOUNTING TECHNICIAN	16	Admin Support	Business Support	
ACCOUNTS PAYABLE COORDINATOR	16	Admin Support	Business Support	
ACCOUNTS PAYABLE SPECIALIST	17	Admin Support	Business Support	
ACCOUNTS PAYABLE & VENDOR MNGMNT ASSOC	16	Admin Support	Business Support	
ACCOUNTS RECEIVABLE COORDINATOR	19	Admin Support	Business Support	
ADMINISTRATIVE AND FINANCIAL COORDINATOR	17	Admin Support	Business Support	
ADMINISTRATIVE ASSISTANT	16	Tech/Para-Pro	Admin Services	
ADMINISTRATIVE ASSISTANT	20	Tech/Para-Pro	Admin Services	
ADMINISTRATIVE ASSISTANT III	12	Admin Support	Business Support	
ADMINISTRATIVE COORDINATOR	15	Tech/Para-Pro	Admin Services	SENIOR STAFF ASSOCIATE/C4
ADMINISTRATIVE COORDINATOR	15	Tech/Para-Pro	Admin Services	
ADMINISTRATIVE COORDINATOR	16	Tech/Para-Pro	Admin Services	
ADMINISTRATIVE COORDINATOR	16	Tech/Para-Pro	Admin Services	
ADMINISTRATIVE SECRETARY	16	Tech/Para-Pro	Admin Services	
ADMINISTRATIVE SPECIALIST I	7	Admin Support	Office Program Support	SENIOR OFFICE ASSISTANT/C2
ADMINISTRATIVE SPECIALIST I	7	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST I	8	Admin Support	Office Program Support	SENIOR OFFICE ASSISTANT/CT2
ADMINISTRATIVE SPECIALIST II	8	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST II	8	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST II	9	Admin Support	Office Program Support	STAFF ASSISTANT/CS2
Administrative Specialist II Free College	8	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST III	11	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST III	12	Admin Support	Office Program Support	SENIOR STAFF ASSISTANT/CT3
ADMIN SPEC III TESTING COORD	11	Admin Support	Office Program Support	
ADMIN SPEC III TESTING COORD	12	Admin Support	Office Program Support	
ADMIN SPEC III MEDICAL COMPLIANCE COORD	16	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST IV	13	Admin Support	Office Program Support	SECRETARY
ADMINISTRATIVE SPECIALIST IV	14	Admin Support	Office Program Support	
ADMIN SPEC IV-WELCOME CENTER	13	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST V	16	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST V	17	Admin Support	Office Program Support	
AUDIO VISUAL SPECIALIST	16	Tech/Para-Pro	Media Services	
AUDIO VISUAL SPECIALIST	18	Tech/Para-Pro	Media Services	
Bursar	25	Admin Support	Business Support	
CENTRAL SERVICES SUPERVISOR	12	Admin Support	Office Program Support	
CENTRAL SERVICES SUPERVISOR	14	Admin Support	Office Program Support	
CENTRAL SERVICES SUPERVISOR	16	Admin Support	Office Program Support	

APPENDIX B
(Continued)

CENTRAL SERVICES WORKER	7	Admin Support	Office Program Support	
CENTRAL SERVICES WORKER	8	Admin Support	Office Program Support	
CENTRAL SERVICES WORKER	10	Admin Support	Office Program Support	
CHILD CARE TEACHER	12	Tech/Para-Pro	Educational Svcs	LEAD TEACHER
Child Care Teacher	16	Tech/Para-Pro	Educational Svcs	
COLLEGE SAFETY AND SECURITY COORDINATOR	16	Campus Services	Pro/Trans/Park Svcs	
COLLEGE SAFETY AND SECURITY OFFICER	12	Campus Services	Pro/Trans/Park Svcs	CAMPUS SAFETY AND SECURITY OFFICER
COLLEGE SECURITY COORDINATOR	18	Campus Services	Pro/Trans/Park Svcs	
COLLEGE STORE ASSISTANT I	7	Admin Support	Business Support	BOOKSTORE ASSISTANT I
COLLEGE STORE ASSISTANT II	12	Admin Support	Business Support	BOOKSTORE ASSISTANT II
COLLEGE STORE MANAGER I	14	Tech/Para-Pro	Bookstore Svcs	BOOKSTORE MANAGER I
COLLEGE STORE MANAGER I	14	Tech/Para-Pro	Bookstore Svcs	
COLLEGE STORE MANAGER II	17	Tech/Para-Pro	Bookstore Svcs	BOOKSTORE MANAGER II
COLLEGE STORE MANAGER III	20	Tech/Para-Pro	Bookstore Svcs	MANAGER, COLLEGE BOOKSTORE
COMPUTER LAB SPECIALIST	19	Tech/Para-Pro	Info Tech Svcs	
COMPUTER PROGRAMMER	22	Tech/Para-Pro	Info Tech Svcs	
Coordinator of Workforce Grants & Funding	17	Admin Support	Business Support	
COPY CENTER COORDINATOR	8	Admin Support	Office Program Support	
DATA AND FINANCE ASSOCIATE	19	Admin Support	Business Support	
DATA COMMUNICATIONS TECHNICIAN	19	Tech/Para-Pro	Info Tech Svcs	
DATABASE ANALYST	20	Tech/Para-Pro	Info Tech Svcs	PLANNING AND RESEARCH ASSOCIATE I
DATABASE MANAGER	25	Tech/Para-Pro	Info Tech Svcs	
EDUCATIONAL ASSISTANT I	10	Tech/Para-Pro	Educational Svcs	
EDUCATIONAL ASSISTANT I	11	Tech/Para-Pro	Educational Svcs	TEACHER AIDE I
EDUCATIONAL ASSISTANT II	15	Tech/Para-Pro	Educational Svcs	TEACHER AIDE II
Equipment Manager	11	Skilled Craft/Trades	Equipment Services	
FACILITIES COORDINATOR	17	Tech/Para-Pro	Admin Services	
FACILITY & CENTRAL SERVICES MANAGER	17	Admin Support	Office Program Support	
FINANCIAL SERVICES COORDINATOR	20	Admin Support	Business Support	
FIRE TRAINING SUPPORT SERVICES SPECIALIST	11	Skilled Craft/Trades	Fire Svcs	
FIRE TRAINING SUPPORT SERVICES SUPERVISOR	13	Skilled Craft/Trades	Fire Svcs	
FIRE TRAINING SUPPORT SERVICES SUPERVISOR	18	Skilled Craft/Trades	Fire Svcs	
FULL STACK DEVELOPER	23	Tech/Para-Pro	Info Tech Svcs	
HELP DESK ANALYST	13	Tech/Para-Pro	Info Tech Svcs	
HELP DESK ANALYST II	16	Tech/Para-Pro	Info Tech Svcs	
HELP DESK MANAGER	24	Tech/Para-Pro	Info Tech Svcs	
INFORMATION SYSTEMS SPECIALIST I	15	Tech/Para-Pro	Info Tech Svcs	
INFORMATION SYSTEMS SPECIALIST I	16	Tech/Para-Pro	Info Tech Svcs	
INFORMATION SYSTEMS SPECIALIST II	17	Tech/Para-Pro	Info Tech Svcs	
INFORMATION SYSTEMS SPECIALIST II	19	Tech/Para-Pro	Info Tech Svcs	
INFORMATION SYSTEMS SPECIALIST III	23	Tech/Para-Pro	Info Tech Svcs	
INSTRUCTIONAL SUPPORT ISSII	18	Tech/Para-Pro	Info Tech Svcs	
Integration Developer	25	Tech/Para-Pro	Info Tech Svcs	
IT APPLICATIONS ANALYST	21	Tech/Para-Pro	Info Tech Svcs	
LABORATORY MANAGER	18	Tech/Para-Pro	Educational Svcs	
LIBRARIAN I	14	Admin Support	Library Support	
LIBRARIAN I	15	Admin Support	Library Support	
LIBRARIAN II	17	Admin Support	Library Support	
LIBRARIAN II	18	Admin Support	Library Support	
LIBRARY ASSISTANT	7	Admin Support	Library Support	

APPENDIX B
(Continued)

LIBRARY ASSISTANT	8	Admin Support	Library Support	
Manager of Audio-Visual Technologies	26	Tech/Para-Pro	Info Tech Svcs	
MANAGER OF ENERGY AND INFO SYSTEMS	25	Tech/Para-Pro	Info Tech Svcs	
Network Infrastructure Engineer	20	Tech/Para-Pro	Info Tech Svcs	
NETWORK INFRASTRUCTURE MANAGER	26	Tech/Para-Pro	Info Tech Svcs	
NURSING OPERATIONS & ADMISSIONS COORD	18	Admin Support	Office Program Support	
Occupational and Environmental Safety Manager	16	Campus Services	Pro/Trans/Park Svcs	
PAYROLL & PERSONNEL COORDINATOR	17	Admin Support	Business Support	
PAYROLL & PERSONNEL COORDINATOR	18	Admin Support	Business Support	
PAYROLL & PERSONNEL SPECIALIST	14	Admin Support	Business Support	PAYROLL & PERSONNEL TECHNICIAN
PAYROLL COORDINATOR	16	Admin Support	Business Support	
PAYROLL COORDINATOR	17	Admin Support	Business Support	
PAYROLL SPECIALIST I	14	Admin Support	Business Support	PAYROLL TECHNICIAN
PERKINS GRANT COORDINATOR	18	Admin Support	Business Support	
PLANNING & RESEARCH ASSISTANT	14	Tech/Para-Pro	Info Tech Svcs	
PLANNING & RESEARCH ASSISTANT	16	Tech/Para-Pro	Info Tech Svcs	
PROCUREMENT COORD WORK STUDY ADMIN	16	Admin Support	Office Program Support	
PROGRAMMER ANALYST	23	Tech/Para-Pro	Info Tech Svcs	
PURCHASING ASSISTANT	12	Admin Support	Business Support	
RECEPTIONIST	7	Admin Support	Office Program Support	
RECEPTIONIST	8	Admin Support	Office Program Support	
SENIOR ADMINISTRATIVE COORDINATOR	18	Tech/Para-Pro	Admin Services	
SENIOR ADMINISTRATIVE SECRETARY	18	Tech/Para-Pro	Admin Services	
SENIOR BUSINESS ANALYST	26	Tech/Para-Pro	Info Tech Svcs	
SENIOR INFORMATION SYSTEMS SPECIALIST	25	Tech/Para-Pro	Info Tech Svcs	
SENIOR INTEGRATION DEVELOPER	26	Tech/Para-Pro	Info Tech Svcs	
SENIOR PROGRAMMER ANALYST	25	Tech/Para-Pro	Info Tech Svcs	
SENIOR PROGRAMMER ANALYST	26	Tech/Para-Pro	Info Tech Svcs	
STAFF ACCOUNTANT	21	Admin Support	Business Support	
STOREKEEPER	8	Admin Support	Business Support	
STOREKEEPER	9	Admin Support	Business Support	
STUDENT ACCOUNTS NAVIGATOR	21	Admin Support	Business Support	
STUDENT AFFAIRS OFFICE COORDINATOR	16	Admin Support	Office Program Support	
STUDENT RECORDS COORDINATOR	12	Admin Support	Office Program Support	
WEB & DIGITAL MARKETING MANAGER	26	Tech/Para-Pro	Info Tech Svcs	
WEB & DIGITAL MARKETING SPECIALIST	23	Tech/Para-Pro	Info Tech Svcs	
WEB/PORTAL DEVELOPER	19	Tech/Para-Pro	Info Tech Svcs	
WEBMASTER/PROGRAMMER	23	Tech/Para-Pro	Info Tech Svcs	
WELCOME CENTER SERVICES COORDINATOR	20	Admin Support	Office Program Support	
Workforce Financial Specialist	17	Admin Support	Business Support	

APPENDIX C

JOB TITLE	GRADE	MSEA FAMILY	MSEA SERIES	JOB TITLE OLD (IF CHANGE)
ACADEMIC SERVICES COORDINATOR	20	Admin Support	Office Program Support	
ACCOUNTANT I	14	Admin Support	Business Support	
ACCOUNTANT I, AP & PURCHASING	15	Admin Support	Business Support	
ACCOUNTANT II	17	Admin Support	Business Support	
Accountant II	18	Admin Support	Business Support	
ACCOUNTANT III	21	Admin Support	Business Support	
ACCOUNTANT III	25	Admin Support	Business Support	
ACCOUNTING ASSISTANT I	8	Admin Support	Business Support	
ACCOUNTING ASSISTANT I	9	Admin Support	Business Support	ACCOUNTING ASSISTANT
ACCOUNTING ASSISTANT II	12	Admin Support	Business Support	SENIOR ACCOUNTING ASST
ACCOUNTING TECHNICIAN	16	Admin Support	Business Support	
ACCOUNTS PAYABLE & VENDOR MNGMNT ASSOC	16	Admin Support	Business Support	
ACCOUNTS PAYABLE COORDINATOR	16	Admin Support	Business Support	
ACCOUNTS PAYABLE SPECIALIST	17	Admin Support	Business Support	
ACCOUNTS RECEIVABLE COORDINATOR	19	Admin Support	Business Support	
ADMIN SPEC III MEDICAL COMPLIANCE COORD	16	Admin Support	Office Program Support	
ADMIN SPEC III TESTING COORD	11	Admin Support	Office Program Support	
ADMIN SPEC III TESTING COORD	12	Admin Support	Office Program Support	
ADMIN SPEC IV-WELCOME CENTER	13	Admin Support	Office Program Support	
ADMINISTRATIVE AND FINANCIAL COORDINATOR	17	Admin Support	Business Support	
ADMINISTRATIVE ASSISTANT	16	Tech/Para-Pro	Admin Services	
ADMINISTRATIVE ASSISTANT	20	Tech/Para-Pro	Admin Services	
ADMINISTRATIVE ASSISTANT III	12	Admin Support	Business Support	
ADMINISTRATIVE COORDINATOR	15	Tech/Para-Pro	Admin Services	SENIOR STAFF ASSOCIATE/C4
ADMINISTRATIVE COORDINATOR	15	Tech/Para-Pro	Admin Services	
ADMINISTRATIVE COORDINATOR	16	Tech/Para-Pro	Admin Services	
ADMINISTRATIVE COORDINATOR	16	Tech/Para-Pro	Admin Services	
ADMINISTRATIVE SECRETARY	16	Tech/Para-Pro	Admin Services	
ADMINISTRATIVE SPECIALIST I	7	Admin Support	Office Program Support	SENIOR OFFICE ASSISTANT/C2
ADMINISTRATIVE SPECIALIST I	7	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST I	8	Admin Support	Office Program Support	SENIOR OFFICE ASSISTANT/CT2
ADMINISTRATIVE SPECIALIST II	8	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST II	8	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST II	9	Admin Support	Office Program Support	STAFF ASSISTANT/CS2
Administrative Specialist II Free College	8	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST III	11	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST III	12	Admin Support	Office Program Support	SENIOR STAFF ASSISTANT/CT3
ADMINISTRATIVE SPECIALIST IV	13	Admin Support	Office Program Support	SECRETARY
ADMINISTRATIVE SPECIALIST IV	14	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST V	16	Admin Support	Office Program Support	
ADMINISTRATIVE SPECIALIST V	17	Admin Support	Office Program Support	
ATHLETIC FACILITIES SPECIALIST I	10	Campus Services	Maintenance Svcs	
AUDIO VISUAL SPECIALIST	16	Tech/Para-Pro	Media Services	
AUDIO VISUAL SPECIALIST	18	Tech/Para-Pro	Media Services	
BUILDING AND GROUNDS SPECIALIST	15	Campus Services	Maintenance Svcs	
Bursar	25	Admin Support	Business Support	
CARPENTER	15	Skilled Craft/Trades	Carpentry Svcs	

APPENDIX C
(Continued)

CARPENTER/PAINTER	15	Skilled Craft/Trades	Carpentry Svcs	
CENTRAL SERVICES SUPERVISOR	12	Admin Support	Office Program Support	
CENTRAL SERVICES SUPERVISOR	14	Admin Support	Office Program Support	
CENTRAL SERVICES SUPERVISOR	16	Admin Support	Office Program Support	
CENTRAL SERVICES WORKER	7	Admin Support	Office Program Support	
CENTRAL SERVICES WORKER	8	Admin Support	Office Program Support	
CENTRAL SERVICES WORKER	10	Admin Support	Office Program Support	
CHILD CARE TEACHER	12	Tech/Para-Pro	Educational Svcs	LEAD TEACHER
Child Care Teacher	16	Tech/Para-Pro	Educational Svcs	
CLEANING & FACILITIES OPERATIVE	10	Campus Services	Maintenance Svcs	
COLLEGE SAFETY AND SECURITY COORDINATOR	16	Campus Services	Pro/Trans/Park Svcs	
COLLEGE SAFETY AND SECURITY OFFICER	12	Campus Services	Pro/Trans/Park Svcs	CAMPUS SAFETY AND SECURITY OFFICER
COLLEGE SECURITY COORDINATOR	18	Campus Services	Pro/Trans/Park Svcs	
COLLEGE STORE ASSISTANT I	7	Admin Support	Business Support	BOOKSTORE ASSISTANT I
COLLEGE STORE ASSISTANT II	12	Admin Support	Business Support	BOOKSTORE ASSISTANT II
COLLEGE STORE MANAGER I	14	Tech/Para-Pro	Bookstore Svcs	BOOKSTORE MANAGER I
COLLEGE STORE MANAGER I	14	Tech/Para-Pro	Bookstore Svcs	
COLLEGE STORE MANAGER II	17	Tech/Para-Pro	Bookstore Svcs	BOOKSTORE MANAGER II
COLLEGE STORE MANAGER III	20	Tech/Para-Pro	Bookstore Svcs	MANAGER, COLLEGE BOOKSTORE
COMPUTER LAB SPECIALIST	19	Tech/Para-Pro	Info Tech Svcs	
COMPUTER PROGRAMMER	22	Tech/Para-Pro	Info Tech Svcs	
Coordinator of Workforce Grants & Funding	17	Admin Support	Business Support	
COPY CENTER COORDINATOR	8	Admin Support	Office Program Support	
CUSTODIAN I	3	Campus Services	Maintenance Svcs	CUSTODIAL WORKER I
CUSTODIAN I	4	Campus Services	Maintenance Svcs	
CUSTODIAN II	7	Campus Services	Maintenance Svcs	CUSTODIAL WORKER II
CUSTODIAN III	11	Campus Services	Maintenance Svcs	CUSTODIAL WORKER III
CUSTODIAN IV	13	Campus Services	Maintenance Svcs	HOUSEKEEPER II
DATA AND FINANCE ASSOCIATE	19	Admin Support	Business Support	
DATA COMMUNICATIONS TECHNICIAN	19	Tech/Para-Pro	Info Tech Svcs	
DATABASE ANALYST	20	Tech/Para-Pro	Info Tech Svcs	PLANNING AND RESEARCH ASSOCIATE I
DATABASE MANAGER	25	Tech/Para-Pro	Info Tech Svcs	
EDUCATIONAL ASSISTANT I	10	Tech/Para-Pro	Educational Svcs	
EDUCATIONAL ASSISTANT I	11	Tech/Para-Pro	Educational Svcs	TEACHER AIDE I
EDUCATIONAL ASSISTANT II	15	Tech/Para-Pro	Educational Svcs	TEACHER AIDE II
ELECTRICIAN I	15	Skilled Craft/Trades	Electrical Svcs	
ELECTRICIAN II	18	Skilled Craft/Trades	Electrical Svcs	
ELECTRICIAN III	20	Skilled Craft/Trades	Electrical Svcs	
ELECTRICIAN III	22	Skilled Craft/Trades	Electrical Svcs	
Electrician/HVAC Specialist	23	Skilled Craft/Trades	Electrical Svcs	
Equipment Manager	11	Skilled Craft/Trades	Equipment Services	
FACILITIES COORDINATOR	17	Tech/Para-Pro	Admin Services	
FACILITIES MAINTENANCE SPECIALIST I	9	Campus Services	Maintenance Svcs	
FACILITIES MAINTENANCE SPECIALIST I	10	Campus Services	Maintenance Svcs	BUILDING CUSTODIAN
FACILITIES MAINTENANCE SPECIALIST II	11	Campus Services	Maintenance Svcs	BUILDING CUSTODIAN LEAD WORKER
Facilities Maintenance Specialist II	12	Campus Services	Maintenance Svcs	
FACILITIES MAINTENANCE SPECIALIST II	13	Campus Services	Maintenance Svcs	
FACILITIES MAINTENANCE SPECIALIST III	15	Skilled Craft/Trades	Environmental Svcs	
FACILITIES OPERATIONS SPECIALIST	23	Skilled Craft/Trades	Environmental Svcs	
Facilities Operations Specialist	25	Skilled Craft/Trades	Environmental Svcs	

APPENDIX C
(Continued)

FACILITY & CENTRAL SERVICES MANAGER	17	Admin Support	Office Program Support	
FINANCIAL SERVICES COORDINATOR	20	Admin Support	Business Support	
FIRE TRAINING SUPPORT SERVICES SPECIALIST	11	Skilled Craft/Trades	Fire Svcs	
FIRE TRAINING SUPPORT SERVICES SUPERVISOR	13	Skilled Craft/Trades	Fire Svcs	
FIRE TRAINING SUPPORT SERVICES SUPERVISOR	18	Skilled Craft/Trades	Fire Svcs	
FULL STACK DEVELOPER	23	Tech/Para-Pro	Info Tech Svcs	
GROUNDS & EQUIPMENT LABORER I	3	Campus Services	Maintenance Svcs	LABORER I
GROUNDS & EQUIPMENT LABORER II	6	Campus Services	Maintenance Svcs	LABORER II
HELP DESK ANALYST	13	Tech/Para-Pro	Info Tech Svcs	
HELP DESK ANALYST II	16	Tech/Para-Pro	Info Tech Svcs	
HELP DESK MANAGER	24	Tech/Para-Pro	Info Tech Svcs	
HVAC TECHNICIAN	18	Skilled Craft/Trades	Plumbing Svcs	
INFORMATION SYSTEMS SPECIALIST I	15	Tech/Para-Pro	Info Tech Svcs	
INFORMATION SYSTEMS SPECIALIST I	16	Tech/Para-Pro	Info Tech Svcs	
INFORMATION SYSTEMS SPECIALIST II	17	Tech/Para-Pro	Info Tech Svcs	
INFORMATION SYSTEMS SPECIALIST II	19	Tech/Para-Pro	Info Tech Svcs	
INFORMATION SYSTEMS SPECIALIST III	23	Tech/Para-Pro	Info Tech Svcs	
INSTRUCTIONAL SUPPORT ISSII	18	Tech/Para-Pro	Info Tech Svcs	
Integration Developer	25	Tech/Para-Pro	Info Tech Svcs	
IT APPLICATIONS ANALYST	21	Tech/Para-Pro	Info Tech Svcs	
LABORATORY MANAGER	18	Tech/Para-Pro	Educational Svcs	
LEAD FACILITY TECHNICIAN	17	Campus Services	Maintenance Svcs	
LIBRARIAN I	14	Admin Support	Library Support	
LIBRARIAN I	15	Admin Support	Library Support	
LIBRARIAN II	17	Admin Support	Library Support	
LIBRARIAN II	18	Admin Support	Library Support	
LIBRARY ASSISTANT	7	Admin Support	Library Support	
LIBRARY ASSISTANT	8	Admin Support	Library Support	
MAINTENANCE MECHANIC	12	Skilled Craft/Trade	Equipment Svcs	
MAINTENANCE MECHANIC	13	Skilled Craft/Trades	Equip Svcs	
MAINTENANCE TECHNICIAN	12	Campus Services	Maintenance Svcs	
Manager of Audio-Visual Technologies	26	Tech/Para-Pro	Info Tech Svcs	
MANAGER OF ENERGY AND INFO SYSTEMS	25	Tech/Para-Pro	Info Tech Svcs	
MASTER CARPENTER	17	Skilled Craft/Trades	Carpentry Svcs	
MASTER CARPENTER	18	Skilled Craft/Trades	Carpentry Svcs	
MASTER CARPENTER II	20	Skilled Craft/Trades	Carpentry Svcs	
Network Infrastructure Engineer	20	Tech/Para-Pro	Info Tech Svcs	
NETWORK INFRASTRUCTURE MANAGER	26	Tech/Para-Pro	Info Tech Svcs	
NURSING OPERATIONS & ADMISSIONS COORD	18	Admin Support	Office Program Support	
Occupational and Environmental Safety Manager	16	Campus Services	Pro/Trans/Park Svcs	
PAYROLL & PERSONNEL COORDINATOR	17	Admin Support	Business Support	
PAYROLL & PERSONNEL COORDINATOR	18	Admin Support	Business Support	
PAYROLL & PERSONNEL SPECIALIST	14	Admin Support	Business Support	PAYROLL & PERSONNEL TECHNICIAN
PAYROLL COORDINATOR	16	Admin Support	Business Support	
PAYROLL COORDINATOR	17	Admin Support	Business Support	
PAYROLL SPECIALIST I	14	Admin Support	Business Support	PAYROLL TECHNICIAN
PERKINS GRANT COORDINATOR	18	Admin Support	Business Support	
PLANNING & RESEARCH ASSISTANT	14	Tech/Para-Pro	Info Tech Svcs	
PLANNING & RESEARCH ASSISTANT	16	Tech/Para-Pro	Info Tech Svcs	
PLUMBER II	16	Skilled Craft/Trades	Plumbing Svcs	

APPENDIX C
(Continued)

PROCUREMENT COORD WORK STUDY ADMIN	16	Admin Support	Office Program Support	
PROGRAMMER ANALYST	23	Tech/Para-Pro	Info Tech Svcs	
PURCHASING ASSISTANT	12	Admin Support	Business Support	
RECEPTIONIST	7	Admin Support	Office Program Support	
RECEPTIONIST	8	Admin Support	Office Program Support	
SENIOR ADMINISTRATIVE COORDINATOR	18	Tech/Para-Pro	Admin Services	
SENIOR ADMINISTRATIVE SECRETARY	18	Tech/Para-Pro	Admin Services	
SENIOR BUSINESS ANALYST	26	Tech/Para-Pro	Info Tech Svcs	
SENIOR INFORMATION SYSTEMS SPECIALIST	25	Tech/Para-Pro	Info Tech Svcs	
SENIOR INTEGRATION DEVELOPER	26	Tech/Para-Pro	Info Tech Svcs	
SENIOR PROGRAMMER ANALYST	25	Tech/Para-Pro	Info Tech Svcs	
SENIOR PROGRAMMER ANALYST	26	Tech/Para-Pro	Info Tech Svcs	
STAFF ACCOUNTANT	21	Admin Support	Business Support	
STOREKEEPER	8	Admin Support	Business Support	
STOREKEEPER	9	Admin Support	Business Support	
STUDENT ACCOUNTS NAVIGATOR	21	Admin Support	Business Support	
STUDENT AFFAIRS OFFICE COORDINATOR	16	Admin Support	Office Program Support	
STUDENT RECORDS COORDINATOR	12	Admin Support	Office Program Support	
WATCHPERSON	5	Campus Services	Pro/Trans/Park Svcs	
WEB & DIGITAL MARKETING MANAGER	26	Tech/Para-Pro	Info Tech Svcs	
WEB & DIGITAL MARKETING SPECIALIST	23	Tech/Para-Pro	Info Tech Svcs	
WEB/PORTAL DEVELOPER	19	Tech/Para-Pro	Info Tech Svcs	
WEBMASTER/PROGRAMMER	23	Tech/Para-Pro	Info Tech Svcs	
WELCOME CENTER SERVICES COORDINATOR	20	Admin Support	Office Program Support	
Workforce Financial Specialist	17	Admin Support	Business Support	

APPENDIX D

PART-TIME EMPLOYMENT PRORATION		
Authorized Position Hours	Pro-Rated Paid Holiday Hours	Remaining Hours to Work
39	7.8	31.2
38	7.6	30.4
37	7.4	29.6
36	7.2	28.8
35	7.0	28.0
34	6.8	27.2
33	6.6	26.4
32	6.4	25.6
31	6.2	24.8
30	6.0	24.0
29	5.8	23.2
28	5.6	22.4
27	5.4	21.6
26	5.2	20.8
25	5.0	20.0
24	4.8	19.2
23	4.6	18.4
22	4.4	17.6
21	4.2	16.8
20	4.0	16.0
19	3.8	15.2
18	3.6	14.4
17	3.4	13.6
16	3.2	12.8
15	3.0	12.0
14	2.8	11.2
13	2.6	10.4
12	2.4	9.6
11	2.2	8.8
10	2.0	8.0
9	1.8	7.2
8	1.6	6.4

For Thanksgiving week, double column 2 and subtract from column 1 for remaining hours to be worked.

APPENDIX E - JOB FAMILES AND SERIES

Job Families & Series

MSEA Support Employees

How it works:

The pay system classifies positions based on the type of work performed. Each position is placed in a job family as follows:

1. Administrative Support Family

Jobs in this family provide administrative and clerical support of programs, services or processes serving students, faculty, staff, and others.

- ***Office Program Support Series***

  Academic Services Coordinator
  Administrative Specialist I
  Administrative Specialist II
  Administrative Specialist III
  Administrative Specialist IV
  Central Services Supervisor
  Central Services Worker
  Copy Center Coordinator
  Facility & Central Services Manager
  Receptionist
  Welcome Center Services Coordinator

- ***Library Support Series***

  Library Assistant
  Librarian I
  Librarian II

- ***Business Support Series***

  Accounting Assistant I
  Accounting Assistant II
  Accountant I
  Accountant II
  Accountant III
  Accounts Payable Specialist
  Accounting Technician
  College Store Assistant I
  College Store Assistant II
  Finance and Data Associate
  Financial Services Coordinator
  Payroll and Personnel Coordinator
  Payroll and Personnel Specialist
  Payroll Coordinator
  Payroll Specialist I
  Payroll Specialist II
  Purchasing Assistant
  Staff Accountant
  Storekeeper
  Student Accounts Navigator

2. Campus Services Family

Campus Service Family positions perform a broad range of routine to specialized assistance, maintenance and repair functions and provide coordination and oversight of services and operations related to personal/building security, access and transportation and parking in support of students, faculty, staff, and external constituents.

- ***Protective/Transportation/Parking Services Series***

  College Safety & Security Coordinator
  College Safety & Security Officer
  College Security Coordinator
  Watch Person

- ***Maintenance Services Series***

  Custodian I
  Custodian II
  Custodian III
  Custodian IV
  Facilities Maintenance Specialist I
  Facilities Maintenance Specialist II
  Grounds & Equipment Laborer I
  Grounds & Equipment Laborer II
  Maintenance Technician

3. Technical/Paraprofessional Family

The Technical/Paraprofessional Family positions perform a broad range of professional functions to include the administration and oversight of programs, services or processes serving students, faculty, staff, and others.

- ***Media Services Series***

  Audio Visual Specialist

- ***Educational Services Series***

  Childcare Teacher
  Educational Assistant I
  Educational Assistant II
  Laboratory Manager

- ***Information Technology Services Series***

  Data Communication Technician
  Database Analyst
  Database Manager
  Computer Lab Specialist
  Computer Programmer
  Help Desk Manager
  Information System Specialist I
  Information System Specialist II
  Information Systems Specialist III
  Manager of Energy and Information Systems
  Network Infrastructure Manager
  Planning & Research Assistant
  Programmer Analyst
  Senior Information System Specialist
  Senior Programmer Analyst
  Web/Portal Developer
  Webmaster/Programmer
  Full Stack Developer

- ***Administrative Services Series***

  Administrative Assistant
  Administrative Coordinator
  Administrative Secretary
  Facilities Coordinator
  Senior Administrative Secretary
  Senior Administrative Coordinator

- ***Bookstore Services Series***

  College Store Manager I
  College Store Manager II
  College Store Manager III

4. Skilled Craft/Trades Family

Skilled Craft Family positions perform a broad range of routine to complex manual and mechanical functions and provide general to highly skilled repairs, restoration, maintenance, and installations using specialized manual skills and knowledge of a particular craft or trade. Specific apprenticeship requirements, certification, or licensure may apply.

- ***Equipment Services Series***

  Maintenance Mechanic

- ***Carpentry Services Series***

  Carpenter
  Carpenter-Painter
  Master Carpenter

- ***Plumbing Services Series***

  HVAC Technician
  Plumber II

- ***Electrical Services Series***

  Electrician I
  Electrician II
  Electrician III

- ***Landscape and Grounds Services Series***

  t/b/d

- ***Environmental Services Series***

  Facilities Maintenance Specialist III

- ***Safety Services Series***

  t/b/d

- ***Fire Services Series***

  Fire Training Support Services Specialist
  Fire Training Support Services Supervisor

Within each family, jobs are placed into a series based on like and similar work.

How it Benefits Employees:

- Employees can fully understand how they may progress in their careers.
- Positions are classified by comparison to clear job standards.
- Positions based on similar bodies of work, not "rank" of work.
- Uses unique working titles to supplement system titles.

MEMORANDUM OF AGREEMENT

CONTRACTS/TEMPORARY EMPLOYEES

MEMORANDUM OF AGREEMENT

Between

Maine Technical College System
Board of Trustees
And
Maine State Employees Association

It is the intent of the parties to monitor situations where contract or temporary employees have been performing work in excess of six (6) months and to work together to identify and rectify these situations. This agreement in no way reduces either Parties rights or responsibilities as provided for elsewhere.

8/4/00 — Chuck Hillier, MSEA — (Date)

8/9/00 — Kim Ehrlich, MTCS — (Date)

LABOR MANAGEMENT COMMITTEE

AMENDED
Labor Management Committee

Memorandum of Agreement

Between

Maine Community College System
Board of Trustees
and
Maine State Employees Association

1. All Labor/Management Committees established by previous contract shall continue.

2. Each Maine Community College unit division shall maintain an active labor management committee, representative of workforce, at all times. Labor representatives to all committees will be appointed by MSEA-SEIU. The Management representatives will be appointed by the management of the college or unit division.

   The Parties agree that the local labor management committee shall meet as requested and as determined necessary by either party to address local issues related to Heat and Cold stress.

3. The Maine Community College System shall establish and maintain an active statewide labor management committee with one representative from each campus. Labor representatives to this committee will be appointed by MSEA-SEIU.

4. The committee members shall receive leave for such purpose without loss of pay or benefits including necessary and reasonable travel time during normal working hours on the day of the meeting. If travel distances involve one hundred (100) miles or more, necessary and reasonable travel time outside of the meeting days shall be provided.

5. The Parties understand that the labor/management committee has not authority to change the terms or conditions of the collective bargaining agreement.

Ernest Canelli (Date)
Chief Negotiator, MSEA

Kim Ehrlich 8/19/08
Kim Ehrlich (Date)
Director of Human Resources, MCCS

LABOR MANAGEMENT COMMITTEE

A. Regular meetings of system-wide labor-management committee.

In order to encourage greater collaborations between the MSEA Support bargaining unit and the system administration, a labor management committee would meet to discuss in good faith remote work and flexible scheduling. The committee would be comprised of up to nine people, up to seven chosen by the union (not counting their Field Representative) and two members of management chosen by the system. The committee would meet twice per semester and at the option of the committee once during the summer and the parties agree to come to each meeting ready to identify positive impacts as well as problems and collaboratively work together to address the issues.

1. The meetings will be scheduled by mutual agreement.
2. The meetings may be held either in person and/or via zoom.

CLASSIFICATION STUDY

MEMORANDUM OF AGREEMENT
BETWEEN

MAINE COMMUNITY COLLEGE SYSTEM
BOARD OF TRUSTEES

AND THE

MAINE STATE EMPLOYEES ASSOCIATION

The parties have jointly retained a consultant, Thornton and Associates, for the purpose of conducting a comprehensive classification and compensation study for all Support and Supervisory Services positions. As a result, positions shall reflect higher education practices and terminology and a new classification/reclassification procedure has been developed for the MCCS.

The parties agree to accept the position titles and descriptions, job families, job description questionnaire and salary range placements as recommended by Thornton and Associates.

Salary placement of individual employees will be implemented as follows:

1. Those employees in positions which have been reclassified to a higher range shall receive a reclassification which is effective March 1, 2008.
2. Those employees in positions which have been reclassified to a higher range shall receive a new merit date which is the signature date of this Memorandum of Agreement.
3. Those employees in positions which have been reclassified to a lower range shall remain at current grade and shall progress on the salary range in accordance with Article 12 B.
4. Positions which have been reclassified to a lower range shall be placed on the lower range when vacated, unless the position is subsequently modified and reclassified.

The parties shall create a document which shall contain those portions of the consultant's report which were implemented by the parties, as well as a record of information regarding individual employee position and salary placements in the new classification structure. Each party shall receive and maintain a copy of this document for historical reference purposes.

Ernest Canelli 8-18-08
Ernest Canelli
Field Representative, MSEA
Dated: 8-18-08

Kimberley A. Ehrlich
Kimberley A. Ehrlich
Director of Human Resources, MCCS
Dated: 8/18/08

PERFORMANCE MANAGEMENT MOA

MEMORANDUM OF AGREEMENT

Between

Maine Technical College System
Board of Trustees

And

Maine State Employees Association

The parties agree that the State of Maine Performance Management Form (PER119, 3/97) will be used for performance appraisals of unit members.

8/4/00

Chuck Hillier (Date)
MSEA

8/9/00

Kim Ehrlich (Date)
MTCS

PERFORMANCE MANAGEMENT FORM

STATE OF MAINE
PERFORMANCE MANAGEMENT FORM

SECTION 1 - GENERAL INFORMATION

1. EMPLOYEE'S NAME - LAST, FIRST, MIDDLE
2. DEPARTMENT, BOARD OR COMMISSION
3. DIVISION OR INSTITUTION
4. EMPLOYEE NUMBER
5. EMPLOYEE'S CLASSIFICATION TITLE
6. PAY GRADE / STEP
7. POSITION #
8. PERIOD OF REPORT

FROM:	TO:

9. TYPE OF REPORT (check all that apply)

- ☐ End of Probation
- ☐ Change of Rater
- ☐ Annual
- ☐ Special Merit
- ☐ Extension of Probation
- ☐ Merit Increase
- ☐ New Assignment
- ☐ Termination

SECTION 2 - CONCISE DESCRIPTION OF MAJOR JOB RESPONSIBILITIES

SECTION 3 - PERFORMANCE EXPECTATIONS

EXPECTATION:

RESULT:

☐ Exceeded
☐ Met
☐ Did Not Meet

EXPECTATION:

RESULT:

☐ Exceeded
☐ Met
☐ Did Not Meet

EXPECTATION:

RESULT:

☐ Exceeded
☐ Met
☐ Did Not Meet

SECTION 4 - ASSESSMENT OF COMPETENCIES RELATING TO JOB PERFORMANCE

The qualities shown below are qualities toward which every employee should strive. Please rate the employee on these qualities. Consider: (1) the employee's job description, (2) level of experience, and (3) the goals and expectations established in the previous evaluation. Comment on each rating. Comments are critical to documenting strengths and suggestions for improvement.

The rating factors are as follows: ***NEEDS IMPROVEMENT*** *= Improvement is needed to meet acceptable standards* ***SATISFACTORY*** *= Fulfills the normal job requirements with some strong points* ***OUTSTANDING*** *= Exemplifies the competency and serves as a model for others.*

CORE COMPETENCIES

	Needs Improvement	Satisfactory	Outstanding
Initiative: Drives for results and success. Sets high standards of performance. Pursues aggressive goals and works hard to achieve them. Displays a high level of effort and commitment to performing the work.	☐	☐	☐
Adaptability: Handles day-to-day work challenges confidently. Is willing to adjust to multiple demands, shift priorities, ambiguity and rapid change. Shows resilience in the face of constraints, frustrations or adversity. Demonstrates flexibility.	☐	☐	☐
Planning and Organizing Work: Defines and arranges activities in a logical and efficient manner. Effectively uses resources including time, money and materials.	☐	☐	☐
Decision Making: Shares information and involves appropriate others in the decision-making process. Makes timely, logical decisions. Decisions are modified based on new information when appropriate. Takes responsibility for decisions.	☐	☐	☐
Customer Service: Seeks feedback from internal and external customers. Anticipates customer needs and provides quality services to customers. Continuously searches for ways to increase customer satisfaction.	☐	☐	☐
Teamwork: Contributes to organizational goals. Fosters collaboration among team members and among teams.	☐	☐	☐
Interpersonal Relations: Shows respect and tolerance for each person. Relates well to others, possesses good listening skills, and demonstrates trust, sensitivity and mutual respect. Recognizes the contributions diversity brings to job performance and creativity.	☐	☐	☐

COMMENTS

KNOWLEDGE & SKILL

	Needs Improvement	Satisfactory	Outstanding
Job Knowledge: Demonstrates appropriate level of understanding of relevant job knowledge. Consistently expands job knowledge and keeps abreast of new developments in the field.	☐	☐	☐
Oral Communications: Speaks clearly and expresses self well in groups and in one-on-one conversations. Demonstrates attention to and conveys understanding of comments and questions of others.	☐	☐	☐
Written Communications: Conveys information clearly and effectively through formal and informal documents.	☐	☐	☐

COMMENTS

Needs

TERMS & CONDITIONS

	Improvement	Satisfactory
Works When Scheduled: Begins and ends work when required. Calls in according to policy when arriving late for work or when absent. Observes policies on break and lunch periods. Uses work time appropriately.	☐	☐
Requests and Uses Leave Time Appropriately: Submits leave requests on a timely basis. Requests and uses the proper type of leave in accordance with established rules. Provides documentation for use of leave when required.	☐	☐
Safety Clothing and Uniforms: Wears appropriate safety clothing, if required. Wears full, regulation uniform, where required.	☐	☐
Observes Health, Safety and Sanitation Policies: Observes established policies. Notifies proper authorities of circumstances or situations that present potential health or safety hazards.	☐	☐
Follows All Other Rules and Policies: Performs work according to rules and policies. Does not improperly use state property or knowingly permit others to do so. Does not engage in unauthorized activities during work time.	☐	☐

COMMENTS

MANAGERS ☐ (Check here if this Section does not apply)

	Needs Improvement	Satisfactory	Outstanding
Delegation/Follow-Up: Assigns responsibilities. Delegates responsibility and empowers others. Removes obstacles. Allows for and contributes needed resources. Coordinates work efforts when necessary. Monitors progress.	☐	☐	☐
Staffing: Builds a strong team with complementary strengths. Forms the right structures and teams. Demonstrates leadership and holds employees accountable for safe work practices, fair employment practices and State and Federal AA/EEO requirements.	☐	☐	☐
Coaching and Counseling: Gives timely, specific feedback and helpful coaching. Adapts approach to each individual.	☐	☐	☐
Employee Development: Accurately assesses strengths and developmental needs of employees. Provides challenging assignments and opportunities for development.	☐	☐	☐
Quality Focus: Emphasizes the need to deliver quality services. Defines standards for quality and evaluates processes and services against those standards.	☐	☐	☐
Planning and Organizing: Develops short and long range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Integrates planning efforts across work units. Handles multiple demands and competing priorities. Manages meetings effectively.	☐	☐	☐

COMMENTS

SECTION 5 - EMPLOYEE DEVELOPMENT PLAN

Indicate recommendations for further development and training for
purposes of preparing the employee for additional responsibilities or for the improvement of current job.

Planned Development/Training Activities Agreed Upon by Employee and Supervisor.	Target Date	Actual Process (Did plan meet goals)?

SECTION 6 - PERIODIC REVIEW (This can be initiated by either the employee or the supervisor)

The employee and supervisor may meet AS NECESSARY to review progress toward or changes to previously established expectations. Use the space below to document the meeting. The employee and supervisor should date and initial the document at the time of each review. Use additional sheets if necessary.

Date: _____ (Initials) Employee: _____ (Initials) Supervisor: _____

Date: _____ (Initials) Employee: _____ (Initials) Supervisor: _____

Date: _____ (Initials) Employee: _____ (Initials) Supervisor: _____

SECTION 7 - OVERALL PERFORMANCE RATING (Check One)

☐ **Exceeded Expectations:**

☐ **Met Expectations:**

☐ **Did Not Meet Expectations:**

SECTION 8 - ADDITIONAL COMMENTS BY SUPERVISOR, IF APPROPRIATE

SECTION 9 - EMPLOYEE'S COMMENTS AND SIGNATURE

Employee may comment on all or any part of the information contained in this document including the evaluation process. This may include suggestions or ideas for improvement in the unit or department. If the employee does not concur with the evaluation, check the appropriate box and explain reasons for disagreement.

☐ I understand my job and individual responsibilities, performance expectations and the terms and conditions under which I am expected to work.

☐ (DO) ☐ (DO NOT) Concur with my supervisor's evaluation

EMPLOYEE SIGNATURE	DATE

SECTION 10 - MANAGEMENT APPROVAL

MERIT INCREASE	PROBATION
☐ Yes ☐ No ☐ Not Applicable	☐ End ☐ Extend ☐ Not Applicable

I have personally discussed the content of this document with the employee SUPERVISOR SIGNATURE/TITLE:	DATE
REVIEWER SIGNATURE/TITLE:	DATE
AGENCY HEAD SIGNATURE/TITLE	DATE

USE THIS SPACE TO DOCUMENT ADVERSE DECISIONS ON MERIT INCREASE OR PROBATION:

MAINE STATE EMPLOYEES ASSOCIATION
FEE STRUCTURE

Attorney Fee:	$100.00
Field Representative Fee	$75.00
Research Fee:	$75.00

All fees are charged on the basis of minimum 15 (fifteen) minute periods.

PAY SCHEDULES

July 1, 2025

MAINE COMMUNITY COLLEGE SYSTEM

MSEA SUPPORT SERVICES BARGAINING UNIT

STANDARD SALARY SCHEDULE

BU = A or E

.ongevity pay not included.

1.0% PS ADJ
EE's advance
to next step

1.00%

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
1										
	HOURLY	~~15.05~~	~~15.45~~	~~15.96~~	~~16.50~~	~~17.19~~	~~17.73~~	~~18.23~~	~~18.78~~	~~19.34~~
	WEEKLY	~~602.00~~	~~618.00~~	~~638.40~~	~~660.00~~	~~687.60~~	~~709.20~~	~~729.20~~	~~751.20~~	~~773.60~~
	BI-WEEKLY	~~1,204.00~~	~~1,236.00~~	~~1,276.80~~	~~1,320.00~~	~~1,375.20~~	~~1,418.40~~	~~1,458.40~~	~~1,502.40~~	~~1,547.20~~
	ANNUAL	~~31,304.00~~	~~32,136.00~~	~~33,196.80~~	~~34,320.00~~	~~35,755.20~~	~~36,878.40~~	~~37,918.40~~	~~39,062.40~~	~~40,227.20~~
2										
	HOURLY	~~15.21~~	~~15.71~~	~~16.23~~	~~16.82~~	~~17.48~~	~~18.03~~	~~18.55~~	~~19.10~~	~~19.67~~
	WEEKLY	~~608.40~~	~~628.40~~	~~649.20~~	~~672.80~~	~~699.20~~	~~721.20~~	~~742.00~~	~~764.00~~	~~786.80~~
	BI-WEEKLY	~~1,216.80~~	~~1,256.80~~	~~1,298.40~~	~~1,345.60~~	~~1,398.40~~	~~1,442.40~~	~~1,484.00~~	~~1,528.00~~	~~1,573.60~~
	ANNUAL	~~31,636.80~~	~~32,676.80~~	~~33,758.40~~	~~34,985.60~~	~~36,358.40~~	~~37,502.40~~	~~38,584.00~~	~~39,728.00~~	~~40,913.60~~
3										
	HOURLY	~~15.45~~	~~15.96~~	~~16.50~~	~~17.05~~	~~17.76~~	~~18.28~~	~~18.82~~	~~19.42~~	20.00
	WEEKLY	~~618.00~~	~~638.40~~	~~660.00~~	~~682.00~~	~~710.40~~	~~731.20~~	~~752.80~~	~~776.80~~	800.00
	BI-WEEKLY	~~1,236.00~~	~~1,276.80~~	~~1,320.00~~	~~1,364.00~~	~~1,420.80~~	~~1,462.40~~	~~1,505.60~~	~~1,553.60~~	1,600.00
	ANNUAL	~~32,136.00~~	~~33,196.80~~	~~34,320.00~~	~~35,464.00~~	~~36,940.80~~	~~38,022.40~~	~~39,145.60~~	~~40,393.60~~	41,600.00
4										
	HOURLY	~~15.71~~	~~16.25~~	~~16.82~~	~~17.35~~	~~18.08~~	~~18.59~~	~~19.17~~	~~19.75~~	20.34
	WEEKLY	~~628.40~~	~~650.00~~	~~672.80~~	~~694.00~~	~~723.20~~	~~743.60~~	~~766.80~~	~~790.00~~	813.60
	BI-WEEKLY	~~1,256.80~~	~~1,300.00~~	~~1,345.60~~	~~1,388.00~~	~~1,446.40~~	~~1,487.20~~	~~1,533.60~~	~~1,580.00~~	1,627.20
	ANNUAL	~~32,676.80~~	~~33,800.00~~	~~34,985.60~~	~~36,088.00~~	~~37,606.40~~	~~38,667.20~~	~~39,873.60~~	~~41,080.00~~	42,307.20
5										
	HOURLY	~~16.04~~	~~16.56~~	~~17.13~~	~~17.69~~	~~18.49~~	~~19.06~~	~~19.62~~	20.21	20.82
	WEEKLY	~~641.60~~	~~662.40~~	~~685.20~~	~~707.60~~	~~739.60~~	~~762.40~~	~~784.80~~	808.40	832.80
	BI-WEEKLY	~~1,283.20~~	~~1,324.80~~	~~1,370.40~~	~~1,415.20~~	~~1,479.20~~	~~1,524.80~~	~~1,569.60~~	1,616.80	1,665.60
	ANNUAL	~~33,363.20~~	~~34,444.80~~	~~35,630.40~~	~~36,795.20~~	~~38,459.20~~	~~39,644.80~~	~~40,809.60~~	42,036.80	43,305.60
6										
	HOURLY	~~16.35~~	~~16.88~~	~~17.46~~	~~18.08~~	~~18.82~~	~~19.43~~	~~19.99~~	20.57	21.19
	WEEKLY	~~654.00~~	~~675.20~~	~~698.40~~	~~723.20~~	~~752.80~~	~~777.20~~	~~799.60~~	822.80	847.60
	BI-WEEKLY	~~1,308.00~~	~~1,350.40~~	~~1,396.80~~	~~1,446.40~~	~~1,505.60~~	~~1,554.40~~	~~1,599.20~~	1,645.60	1,695.20
	ANNUAL	~~34,008.00~~	~~35,110.40~~	~~36,316.80~~	~~37,606.40~~	~~39,145.60~~	~~40,414.40~~	~~41,579.20~~	42,785.60	44,075.20
7										
	HOURLY	~~16.67~~	~~17.22~~	~~17.93~~	~~18.47~~	~~19.20~~	~~19.77~~	20.38	20.98	21.61
	WEEKLY	~~666.80~~	~~688.80~~	~~717.20~~	~~738.80~~	~~768.00~~	~~790.80~~	815.20	839.20	864.40
	BI-WEEKLY	~~1,333.60~~	~~1,377.60~~	~~1,434.40~~	~~1,477.60~~	~~1,536.00~~	~~1,581.60~~	1,630.40	1,678.40	1,728.80
	ANNUAL	~~34,673.60~~	~~35,817.60~~	~~37,294.40~~	~~38,417.60~~	~~39,936.00~~	~~41,121.60~~	42,390.40	43,638.40	44,948.80
8										
	HOURLY	~~17.11~~	~~17.65~~	~~18.21~~	~~19.06~~	~~19.85~~	20.44	21.06	21.67	22.32
	WEEKLY	~~684.40~~	~~706.00~~	~~728.40~~	~~762.40~~	~~794.00~~	817.60	842.40	866.80	892.80
	BI-WEEKLY	~~1,368.80~~	~~1,412.00~~	~~1,456.80~~	~~1,524.80~~	~~1,588.00~~	1,635.20	1,684.80	1,733.60	1,785.60
	ANNUAL	~~35,588.80~~	~~36,712.00~~	~~37,876.80~~	~~39,644.80~~	~~41,288.00~~	42,515.20	43,804.80	45,073.60	46,425.60
9										
	HOURLY	~~17.46~~	~~18.08~~	~~18.69~~	~~19.45~~	20.25	20.87	21.49	22.13	22.79
	WEEKLY	~~698.40~~	~~723.20~~	~~747.60~~	~~778.00~~	810.00	834.80	859.60	885.20	911.60
	BI-WEEKLY	~~1,396.80~~	~~1,446.40~~	~~1,495.20~~	~~1,556.00~~	1,620.00	1,669.60	1,719.20	1,770.40	1,823.20
	ANNUAL	~~36,316.80~~	~~37,606.40~~	~~38,875.20~~	~~40,456.00~~	42,120.00	43,409.60	44,699.20	46,030.40	47,403.20
10										
	HOURLY	~~17.96~~	~~18.51~~	~~19.18~~	~~19.92~~	20.83	21.45	22.09	22.76	23.44
	WEEKLY	~~718.40~~	~~740.40~~	~~767.20~~	~~796.80~~	833.20	858.00	883.60	910.40	937.60
	BI-WEEKLY	~~1,436.80~~	~~1,480.80~~	~~1,534.40~~	~~1,593.60~~	1,666.40	1,716.00	1,767.20	1,820.80	1,875.20
	ANNUAL	~~37,356.80~~	~~38,500.80~~	~~39,894.40~~	~~41,433.60~~	43,326.40	44,616.00	45,947.20	47,340.80	48,755.20

July 1, 2025

MAINE COMMUNITY COLLEGE SYSTEM

MSEA SUPPORT SERVICES BARGAINING UNIT

STANDARD SALARY SCHEDULE

BU = A or E

Longevity pay not included.

1.0% PS ADJ EE's advance to next step 1.00%

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
11										
	HOURLY	~~18.43~~	~~19.09~~	~~19.76~~	20.54	21.42	22.06	22.73	23.40	24.10
	WEEKLY	~~737.20~~	~~763.60~~	~~790.40~~	821.60	856.80	882.40	909.20	936.00	964.00
	BI-WEEKLY	~~1,474.40~~	~~1,527.20~~	~~1,580.80~~	1,643.20	1,713.60	1,764.80	1,818.40	1,872.00	1,928.00
	ANNUAL	~~38,334.40~~	~~39,707.20~~	~~41,100.80~~	42,723.20	44,553.60	45,884.80	47,278.40	48,672.00	50,128.00
12										
	HOURLY	~~18.82~~	~~19.57~~	20.33	21.09	22.03	22.68	23.38	24.08	24.80
	WEEKLY	~~752.80~~	~~782.80~~	813.20	843.60	881.20	907.20	935.20	963.20	992.00
	BI-WEEKLY	~~1,505.60~~	~~1,565.60~~	1,626.40	1,687.20	1,762.40	1,814.40	1,870.40	1,926.40	1,984.00
	ANNUAL	~~39,145.60~~	~~40,705.60~~	42,286.40	43,867.20	45,822.40	47,174.40	48,630.40	50,086.40	51,584.00
13										
	HOURLY	~~19.45~~	20.17	20.98	21.77	22.71	23.40	24.09	24.83	25.57
	WEEKLY	~~778.00~~	806.80	839.20	870.80	908.40	936.00	963.60	993.20	1,022.80
	BI-WEEKLY	~~1,556.00~~	1,613.60	1,678.40	1,741.60	1,816.80	1,872.00	1,927.20	1,986.40	2,045.60
	ANNUAL	~~40,456.00~~	41,953.60	43,638.40	45,281.60	47,236.80	48,672.00	50,107.20	51,646.40	53,185.60
14										
	HOURLY	~~19.97~~	20.84	21.65	22.55	23.49	24.19	24.92	25.65	26.42
	WEEKLY	~~798.80~~	833.60	866.00	902.00	939.60	967.60	996.80	1,026.00	1,056.80
	BI-WEEKLY	~~1,597.60~~	1,667.20	1,732.00	1,804.00	1,879.20	1,935.20	1,993.60	2,052.00	2,113.60
	ANNUAL	~~41,537.60~~	43,347.20	45,032.00	46,904.00	48,859.20	50,315.20	51,833.60	53,352.00	54,953.60
15										
	HOURLY	20.73	21.56	22.38	23.33	24.31	25.04	25.78	26.53	27.33
	WEEKLY	829.20	862.40	895.20	933.20	972.40	1,001.60	1,031.20	1,061.20	1,093.20
	BI-WEEKLY	1,658.40	1,724.80	1,790.40	1,866.40	1,944.80	2,003.20	2,062.40	2,122.40	2,186.40
	ANNUAL	43,118.40	44,844.80	46,550.40	48,526.40	50,564.80	52,083.20	53,622.40	55,182.40	56,846.40
16										
	HOURLY	21.45	22.33	23.26	24.19	25.22	25.98	26.75	27.55	28.38
	WEEKLY	858.00	893.20	930.40	967.60	1,008.80	1,039.20	1,070.00	1,102.00	1,135.20
	BI-WEEKLY	1,716.00	1,786.40	1,860.80	1,935.20	2,017.60	2,078.40	2,140.00	2,204.00	2,270.40
	ANNUAL	44,616.00	46,446.40	48,380.80	50,315.20	52,457.60	54,038.40	55,640.00	57,304.00	59,030.40
17										
	HOURLY	22.22	23.20	24.13	25.17	26.28	27.05	27.87	28.69	29.55
	WEEKLY	888.80	928.00	965.20	1,006.80	1,051.20	1,082.00	1,114.80	1,147.60	1,182.00
	BI-WEEKLY	1,777.60	1,856.00	1,930.40	2,013.60	2,102.40	2,164.00	2,229.60	2,295.20	2,364.00
	ANNUAL	46,217.60	48,256.00	50,190.40	52,353.60	54,662.40	56,264.00	57,969.60	59,675.20	61,464.00
18										
	HOURLY	23.12	24.09	25.16	26.30	27.45	28.24	29.11	29.99	30.89
	WEEKLY	924.80	963.60	1,006.40	1,052.00	1,098.00	1,129.60	1,164.40	1,199.60	1,235.60
	BI-WEEKLY	1,849.60	1,927.20	2,012.80	2,104.00	2,196.00	2,259.20	2,328.80	2,399.20	2,471.20
	ANNUAL	48,089.60	50,107.20	52,332.80	54,704.00	57,096.00	58,739.20	60,548.80	62,379.20	64,251.20
19										
	HOURLY	24.02	25.10	26.30	27.39	28.57	29.42	30.30	31.21	32.15
	WEEKLY	960.80	1,004.00	1,052.00	1,095.60	1,142.80	1,176.80	1,212.00	1,248.40	1,286.00
	BI-WEEKLY	1,921.60	2,008.00	2,104.00	2,191.20	2,285.60	2,353.60	2,424.00	2,496.80	2,572.00
	ANNUAL	49,961.60	52,208.00	54,704.00	56,971.20	59,425.60	61,193.60	63,024.00	64,916.80	66,872.00
20										
	HOURLY	25.10	26.30	27.41	28.70	29.99	30.91	31.84	32.78	33.76
	WEEKLY	1,004.00	1,052.00	1,096.40	1,148.00	1,199.60	1,236.40	1,273.60	1,311.20	1,350.40
	BI-WEEKLY	2,008.00	2,104.00	2,192.80	2,296.00	2,399.20	2,472.80	2,547.20	2,622.40	2,700.80
	ANNUAL	52,208.00	54,704.00	57,012.80	59,696.00	62,379.20	64,292.80	66,227.20	68,182.40	70,220.80

July 1, 2025

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EE's advance
to next step

1.00%

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
21										
	HOURLY	26.30	27.41	28.70	30.01	31.34	32.28	33.24	34.24	35.27
	WEEKLY	1,052.00	1,096.40	1,148.00	1,200.40	1,253.60	1,291.20	1,329.60	1,369.60	1,410.80
	BI-WEEKLY	2,104.00	2,192.80	2,296.00	2,400.80	2,507.20	2,582.40	2,659.20	2,739.20	2,821.60
	ANNUAL	54,704.00	57,012.80	59,696.00	62,420.80	65,187.20	67,142.40	69,139.20	71,219.20	73,361.60
22										
	HOURLY	27.50	28.87	30.07	31.51	32.88	33.88	34.90	35.95	37.03
	WEEKLY	1,100.00	1,154.80	1,202.80	1,260.40	1,315.20	1,355.20	1,396.00	1,438.00	1,481.20
	BI-WEEKLY	2,200.00	2,309.60	2,405.60	2,520.80	2,630.40	2,710.40	2,792.00	2,876.00	2,962.40
	ANNUAL	57,200.00	60,049.60	62,545.60	65,540.80	68,390.40	70,470.40	72,592.00	74,776.00	77,022.40
23										
	HOURLY	28.91	30.16	31.60	33.09	34.52	35.59	36.65	37.73	38.86
	WEEKLY	1,156.40	1,206.40	1,264.00	1,323.60	1,380.80	1,423.60	1,466.00	1,509.20	1,554.40
	BI-WEEKLY	2,312.80	2,412.80	2,528.00	2,647.20	2,761.60	2,847.20	2,932.00	3,018.40	3,108.80
	ANNUAL	60,132.80	62,732.80	65,728.00	68,827.20	71,801.60	74,027.20	76,232.00	78,478.40	80,828.80
24										
	HOURLY	30.34	31.69	33.14	34.64	36.17	37.23	38.33	39.48	40.66
	WEEKLY	1,213.60	1,267.60	1,325.60	1,385.60	1,446.80	1,489.20	1,533.20	1,579.20	1,626.40
	BI-WEEKLY	2,427.20	2,535.20	2,651.20	2,771.20	2,893.60	2,978.40	3,066.40	3,158.40	3,252.80
	ANNUAL	63,107.20	65,915.20	68,931.20	72,051.20	75,233.60	77,438.40	79,726.40	82,118.40	84,572.80
25										
	HOURLY	31.87	33.27	34.81	36.51	38.10	39.25	40.43	41.66	42.91
	WEEKLY	1,274.80	1,330.80	1,392.40	1,460.40	1,524.00	1,570.00	1,617.20	1,666.40	1,716.40
	BI-WEEKLY	2,549.60	2,661.60	2,784.80	2,920.80	3,048.00	3,140.00	3,234.40	3,332.80	3,432.80
	ANNUAL	66,289.60	69,201.60	72,404.80	75,940.80	79,248.00	81,640.00	84,094.40	86,652.80	89,252.80
26										
	HOURLY	33.04	34.49	36.11	37.80	39.46	40.65	41.87	43.13	44.42
	WEEKLY	1,321.60	1,379.60	1,444.40	1,512.00	1,578.40	1,626.00	1,674.80	1,725.20	1,776.80
	BI-WEEKLY	2,643.20	2,759.20	2,888.80	3,024.00	3,156.80	3,252.00	3,349.60	3,450.40	3,553.60
	ANNUAL	68,723.20	71,739.20	75,108.80	78,624.00	82,076.80	84,552.00	87,089.60	89,710.40	92,393.60
27										
	HOURLY	34.09	35.70	37.38	39.17	40.78	42.03	43.29	44.57	45.91
	WEEKLY	1,363.60	1,428.00	1,495.20	1,566.80	1,631.20	1,681.20	1,731.60	1,782.80	1,836.40
	BI-WEEKLY	2,727.20	2,856.00	2,990.40	3,133.60	3,262.40	3,362.40	3,463.20	3,565.60	3,672.80
	ANNUAL	70,907.20	74,256.00	77,750.40	81,473.60	84,822.40	87,422.40	90,043.20	92,705.60	95,492.80
28										
	HOURLY	35.04	36.73	38.51	40.21	42.01	43.25	44.55	45.88	47.26
	WEEKLY	1,401.60	1,469.20	1,540.40	1,608.40	1,680.40	1,730.00	1,782.00	1,835.20	1,890.40
	BI-WEEKLY	2,803.20	2,938.40	3,080.80	3,216.80	3,360.80	3,460.00	3,564.00	3,670.40	3,780.80
	ANNUAL	72,883.20	76,398.40	80,100.80	83,636.80	87,380.80	89,960.00	92,664.00	95,430.40	98,300.80
29										
	HOURLY	36.51	38.23	40.00	41.81	43.61	44.97	46.29	47.66	49.09
	WEEKLY	1,460.40	1,529.20	1,600.00	1,672.40	1,744.40	1,798.80	1,851.60	1,906.40	1,963.60
	BI-WEEKLY	2,920.80	3,058.40	3,200.00	3,344.80	3,488.80	3,597.60	3,703.20	3,812.80	3,927.20
	ANNUAL	75,940.80	79,518.40	83,200.00	86,964.80	90,708.80	93,537.60	96,283.20	99,132.80	102,107.20
30										
	HOURLY	37.83	39.65	41.50	43.46	45.31	46.67	48.09	49.52	51.01
	WEEKLY	1,513.20	1,586.00	1,660.00	1,738.40	1,812.40	1,866.80	1,923.60	1,980.80	2,040.40
	BI-WEEKLY	3,026.40	3,172.00	3,320.00	3,476.80	3,624.80	3,733.60	3,847.20	3,961.60	4,080.80
	ANNUAL	78,686.40	82,472.00	86,320.00	90,396.80	94,244.80	97,073.60	100,027.20	103,001.60	106,100.80

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1.00%

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
31										
	HOURLY	39.41	41.22	43.14	45.23	47.16	48.60	50.05	51.55	53.10
	WEEKLY	1,576.40	1,648.80	1,725.60	1,809.20	1,886.40	1,944.00	2,002.00	2,062.00	2,124.00
	BI-WEEKLY	3,152.80	3,297.60	3,451.20	3,618.40	3,772.80	3,888.00	4,004.00	4,124.00	4,248.00
	ANNUAL	81,972.80	85,737.60	89,731.20	94,078.40	98,092.80	101,088.00	104,104.00	107,224.00	110,448.00
32										
	HOURLY	41.02	42.94	45.00	47.10	49.10	50.57	52.08	53.64	55.25
	WEEKLY	1,640.80	1,717.60	1,800.00	1,884.00	1,964.00	2,022.80	2,083.20	2,145.60	2,210.00
	BI-WEEKLY	3,281.60	3,435.20	3,600.00	3,768.00	3,928.00	4,045.60	4,166.40	4,291.20	4,420.00
	ANNUAL	85,321.60	89,315.20	93,600.00	97,968.00	102,128.00	105,185.60	108,326.40	111,571.20	114,920.00
33										
	HOURLY	42.63	44.61	46.76	48.91	50.99	52.51	54.12	55.75	57.42
	WEEKLY	1,705.20	1,784.40	1,870.40	1,956.40	2,039.60	2,100.40	2,164.80	2,230.00	2,296.80
	BI-WEEKLY	3,410.40	3,568.80	3,740.80	3,912.80	4,079.20	4,200.80	4,329.60	4,460.00	4,593.60
	ANNUAL	88,670.40	92,788.80	97,260.80	101,732.80	106,059.20	109,220.80	112,569.60	115,960.00	119,433.60
34										
	HOURLY	44.50	46.50	48.74	51.12	53.29	54.88	56.53	58.24	59.99
	WEEKLY	1,780.00	1,860.00	1,949.60	2,044.80	2,131.60	2,195.20	2,261.20	2,329.60	2,399.60
	BI-WEEKLY	3,560.00	3,720.00	3,899.20	4,089.60	4,263.20	4,390.40	4,522.40	4,659.20	4,799.20
	ANNUAL	92,560.00	96,720.00	101,379.20	106,329.60	110,843.20	114,150.40	117,582.40	121,139.20	124,779.20
35										
	HOURLY	46.38	48.69	51.01	53.44	55.73	57.39	59.11	60.85	62.68
	WEEKLY	1,855.20	1,947.60	2,040.40	2,137.60	2,229.20	2,295.60	2,364.40	2,434.00	2,507.20
	BI-WEEKLY	3,710.40	3,895.20	4,080.80	4,275.20	4,458.40	4,591.20	4,728.80	4,868.00	5,014.40
	ANNUAL	96,470.40	101,275.20	106,100.80	111,155.20	115,918.40	119,371.20	122,948.80	126,568.00	130,374.40
36										
	HOURLY	48.63	50.96	53.21	55.73	58.08	59.83	61.62	63.46	65.36
	WEEKLY	1,945.20	2,038.40	2,128.40	2,229.20	2,323.20	2,393.20	2,464.80	2,538.40	2,614.40
	BI-WEEKLY	3,890.40	4,076.80	4,256.80	4,458.40	4,646.40	4,786.40	4,929.60	5,076.80	5,228.80
	ANNUAL	101,150.40	105,996.80	110,676.80	115,918.40	120,806.40	124,446.40	128,169.60	131,996.80	135,948.80
37										
	HOURLY	50.80	53.21	55.79	58.50	61.00	62.84	64.73	66.66	68.66
	WEEKLY	2,032.00	2,128.40	2,231.60	2,340.00	2,440.00	2,513.60	2,589.20	2,666.40	2,746.40
	BI-WEEKLY	4,064.00	4,256.80	4,463.20	4,680.00	4,880.00	5,027.20	5,178.40	5,332.80	5,492.80
	ANNUAL	105,664.00	110,676.80	116,043.20	121,680.00	126,880.00	130,707.20	134,638.40	138,652.80	142,812.80
38										
	HOURLY	53.21	55.79	58.56	61.39	64.02	65.92	67.91	69.95	72.05
	WEEKLY	2,128.40	2,231.60	2,342.40	2,455.60	2,560.80	2,636.80	2,716.40	2,798.00	2,882.00
	BI-WEEKLY	4,256.80	4,463.20	4,684.80	4,911.20	5,121.60	5,273.60	5,432.80	5,596.00	5,764.00
	ANNUAL	110,676.80	116,043.20	121,804.80	127,691.20	133,161.60	137,113.60	141,252.80	145,496.00	149,864.00
39										
	HOURLY	55.98	58.65	61.47	64.45	67.22	69.22	71.29	73.46	75.66
	WEEKLY	2,239.20	2,346.00	2,458.80	2,578.00	2,688.80	2,768.80	2,851.60	2,938.40	3,026.40
	BI-WEEKLY	4,478.40	4,692.00	4,917.60	5,156.00	5,377.60	5,537.60	5,703.20	5,876.80	6,052.80
	ANNUAL	116,438.40	121,992.00	127,857.60	134,056.00	139,817.60	143,977.60	148,283.20	152,796.80	157,372.80
40										
	HOURLY	58.90	61.71	64.74	67.83	70.76	72.89	75.06	77.35	79.67
	WEEKLY	2,356.00	2,468.40	2,589.60	2,713.20	2,830.40	2,915.60	3,002.40	3,094.00	3,186.80
	BI-WEEKLY	4,712.00	4,936.80	5,179.20	5,426.40	5,660.80	5,831.20	6,004.80	6,188.00	6,373.60
	ANNUAL	122,512.00	128,356.80	134,659.20	141,086.40	147,180.80	151,611.20	156,124.80	160,888.00	165,713.60

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1.0% PS ADJ EE's advance to next step 1.00%

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
HOURLY	61.81	64.86	67.98	71.27	74.36	76.56	78.86	81.20	83.64
WEEKLY	2,472.40	2,594.40	2,719.20	2,850.80	2,974.40	3,062.40	3,154.40	3,248.00	3,345.60
BI-WEEKLY	4,944.80	5,188.80	5,438.40	5,701.60	5,948.80	6,124.80	6,308.80	6,496.00	6,691.20
ANNUAL	128,564.80	134,908.80	141,398.40	148,241.60	154,668.80	159,244.80	164,028.80	168,896.00	173,971.20

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RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
1										
	HOURLY	~~15.20~~	~~15.60~~	~~16.12~~	~~16.67~~	~~17.36~~	~~17.91~~	~~18.41~~	~~18.97~~	~~19.54~~
	WEEKLY	~~608.00~~	~~624.00~~	~~644.80~~	~~666.80~~	~~694.40~~	~~716.40~~	~~736.40~~	~~758.80~~	~~781.60~~
	BI-WEEKLY	~~1,216.00~~	~~1,248.00~~	~~1,289.60~~	~~1,333.60~~	~~1,388.80~~	~~1,432.80~~	~~1,472.80~~	~~1,517.60~~	~~1,563.20~~
	ANNUAL	~~31,616.00~~	~~32,448.00~~	~~33,529.60~~	~~34,673.60~~	~~36,108.80~~	~~37,252.80~~	~~38,292.80~~	~~39,457.60~~	~~40,643.20~~
2										
	HOURLY	~~15.36~~	~~15.87~~	~~16.39~~	~~16.99~~	~~17.65~~	~~18.21~~	~~18.74~~	~~19.29~~	~~19.87~~
	WEEKLY	~~614.40~~	~~634.80~~	~~655.60~~	~~679.60~~	~~706.00~~	~~728.40~~	~~749.60~~	~~771.60~~	~~794.80~~
	BI-WEEKLY	~~1,228.80~~	~~1,269.60~~	~~1,311.20~~	~~1,359.20~~	~~1,412.00~~	~~1,456.80~~	~~1,499.20~~	~~1,543.20~~	~~1,589.60~~
	ANNUAL	~~31,948.80~~	~~33,009.60~~	~~34,091.20~~	~~35,339.20~~	~~36,712.00~~	~~37,876.80~~	~~38,979.20~~	~~40,123.20~~	~~41,329.60~~
3										
	HOURLY	~~15.60~~	~~16.12~~	~~16.67~~	~~17.22~~	~~17.94~~	~~18.46~~	~~19.01~~	~~19.61~~	20.20
	WEEKLY	~~624.00~~	~~644.80~~	~~666.80~~	~~688.80~~	~~717.60~~	~~738.40~~	~~760.40~~	~~784.40~~	808.00
	BI-WEEKLY	~~1,248.00~~	~~1,289.60~~	~~1,333.60~~	~~1,377.60~~	~~1,435.20~~	~~1,476.80~~	~~1,520.80~~	~~1,568.80~~	1,616.00
	ANNUAL	~~32,448.00~~	~~33,529.60~~	~~34,673.60~~	~~35,817.60~~	~~37,315.20~~	~~38,396.80~~	~~39,540.80~~	~~40,788.80~~	42,016.00
4										
	HOURLY	~~15.87~~	~~16.41~~	~~16.99~~	~~17.52~~	~~18.26~~	~~18.78~~	~~19.36~~	~~19.95~~	20.55
	WEEKLY	~~634.80~~	~~656.40~~	~~679.60~~	~~700.80~~	~~730.40~~	~~751.20~~	~~774.40~~	~~798.00~~	822.00
	BI-WEEKLY	~~1,269.60~~	~~1,312.80~~	~~1,359.20~~	~~1,401.60~~	~~1,460.80~~	~~1,502.40~~	~~1,548.80~~	~~1,596.00~~	1,644.00
	ANNUAL	~~33,009.60~~	~~34,132.80~~	~~35,339.20~~	~~36,441.60~~	~~37,980.80~~	~~39,062.40~~	~~40,268.80~~	~~41,496.00~~	42,744.00
5										
	HOURLY	~~16.20~~	~~16.73~~	~~17.30~~	~~17.87~~	~~18.67~~	~~19.25~~	~~19.82~~	20.41	21.02
	WEEKLY	~~648.00~~	~~669.20~~	~~692.00~~	~~714.80~~	~~746.80~~	~~770.00~~	~~792.80~~	816.40	840.80
	BI-WEEKLY	~~1,296.00~~	~~1,338.40~~	~~1,384.00~~	~~1,429.60~~	~~1,493.60~~	~~1,540.00~~	~~1,585.60~~	1,632.80	1,681.60
	ANNUAL	~~33,696.00~~	~~34,798.40~~	~~35,984.00~~	~~37,169.60~~	~~38,833.60~~	~~40,040.00~~	~~41,225.60~~	42,452.80	43,721.60
6										
	HOURLY	~~16.51~~	~~17.05~~	~~17.63~~	~~18.26~~	~~19.01~~	~~19.62~~	20.19	20.78	21.40
	WEEKLY	~~660.40~~	~~682.00~~	~~705.20~~	~~730.40~~	~~760.40~~	~~784.80~~	807.60	831.20	856.00
	BI-WEEKLY	~~1,320.80~~	~~1,364.00~~	~~1,410.40~~	~~1,460.80~~	~~1,520.80~~	~~1,569.60~~	1,615.20	1,662.40	1,712.00
	ANNUAL	~~34,340.80~~	~~35,464.00~~	~~36,670.40~~	~~37,980.80~~	~~39,540.80~~	~~40,809.60~~	41,995.20	43,222.40	44,512.00
7										
	HOURLY	~~16.84~~	~~17.39~~	~~18.11~~	~~18.65~~	~~19.39~~	~~19.97~~	20.58	21.19	21.83
	WEEKLY	~~673.60~~	~~695.60~~	~~724.40~~	~~746.00~~	~~775.60~~	~~798.80~~	823.20	847.60	873.20
	BI-WEEKLY	~~1,347.20~~	~~1,391.20~~	~~1,448.80~~	~~1,492.00~~	~~1,551.20~~	~~1,597.60~~	1,646.40	1,695.20	1,746.40
	ANNUAL	~~35,027.20~~	~~36,171.20~~	~~37,668.80~~	~~38,792.00~~	~~40,331.20~~	~~41,537.60~~	42,806.40	44,075.20	45,406.40
8										
	HOURLY	~~17.28~~	~~17.83~~	~~18.39~~	~~19.25~~	20.05	20.64	21.27	21.89	22.55
	WEEKLY	~~691.20~~	~~713.20~~	~~735.60~~	~~770.00~~	802.00	825.60	850.80	875.60	902.00
	BI-WEEKLY	~~1,382.40~~	~~1,426.40~~	~~1,471.20~~	~~1,540.00~~	1,604.00	1,651.20	1,701.60	1,751.20	1,804.00
	ANNUAL	~~35,942.40~~	~~37,086.40~~	~~38,251.20~~	~~40,040.00~~	41,704.00	42,931.20	44,241.60	45,531.20	46,904.00
9										
	HOURLY	~~17.63~~	~~18.26~~	~~18.88~~	~~19.64~~	20.45	21.08	21.70	22.35	23.02
	WEEKLY	~~705.20~~	~~730.40~~	~~755.20~~	~~785.60~~	818.00	843.20	868.00	894.00	920.80
	BI-WEEKLY	~~1,410.40~~	~~1,460.80~~	~~1,510.40~~	~~1,571.20~~	1,636.00	1,686.40	1,736.00	1,788.00	1,841.60
	ANNUAL	~~36,670.40~~	~~37,980.80~~	~~39,270.40~~	~~40,851.20~~	42,536.00	43,846.40	45,136.00	46,488.00	47,881.60
10										
	HOURLY	~~18.14~~	~~18.70~~	~~19.37~~	20.12	21.04	21.66	22.31	22.99	23.68
	WEEKLY	~~725.60~~	~~748.00~~	~~774.80~~	804.80	841.60	866.40	892.40	919.60	947.20
	BI-WEEKLY	~~1,451.20~~	~~1,496.00~~	~~1,549.60~~	1,609.60	1,683.20	1,732.80	1,784.80	1,839.20	1,894.40
	ANNUAL	~~37,731.20~~	~~38,896.00~~	~~40,289.60~~	41,849.60	43,763.20	45,052.80	46,404.80	47,819.20	49,254.40

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RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
11										
	HOURLY	~~18.61~~	~~19.28~~	~~19.96~~	20.75	21.63	22.28	22.96	23.63	24.34
	WEEKLY	~~744.40~~	~~771.20~~	~~798.40~~	830.00	865.20	891.20	918.40	945.20	973.60
	BI-WEEKLY	~~1,488.80~~	~~1,542.40~~	~~1,596.80~~	1,660.00	1,730.40	1,782.40	1,836.80	1,890.40	1,947.20
	ANNUAL	~~38,708.80~~	~~40,102.40~~	~~41,516.80~~	43,160.00	44,990.40	46,342.40	47,756.80	49,150.40	50,627.20
12										
	HOURLY	~~19.01~~	~~19.77~~	20.53	21.30	22.25	22.91	23.61	24.32	25.05
	WEEKLY	~~760.40~~	~~790.80~~	821.20	852.00	890.00	916.40	944.40	972.80	1,002.00
	BI-WEEKLY	~~1,520.80~~	~~1,581.60~~	1,642.40	1,704.00	1,780.00	1,832.80	1,888.80	1,945.60	2,004.00
	ANNUAL	~~39,540.80~~	~~41,121.60~~	42,702.40	44,304.00	46,280.00	47,652.80	49,108.80	50,585.60	52,104.00
13										
	HOURLY	~~19.64~~	20.37	21.19	21.99	22.94	23.63	24.33	25.08	25.83
	WEEKLY	~~785.60~~	814.80	847.60	879.60	917.60	945.20	973.20	1,003.20	1,033.20
	BI-WEEKLY	~~1,571.20~~	1,629.60	1,695.20	1,759.20	1,835.20	1,890.40	1,946.40	2,006.40	2,066.40
	ANNUAL	~~40,851.20~~	42,369.60	44,075.20	45,739.20	47,715.20	49,150.40	50,606.40	52,166.40	53,726.40
14										
	HOURLY	20.17	21.05	21.87	22.78	23.72	24.43	25.17	25.91	26.69
	WEEKLY	806.80	842.00	874.80	911.20	948.80	977.20	1,006.80	1,036.40	1,067.60
	BI-WEEKLY	1,613.60	1,684.00	1,749.60	1,822.40	1,897.60	1,954.40	2,013.60	2,072.80	2,135.20
	ANNUAL	41,953.60	43,784.00	45,489.60	47,382.40	49,337.60	50,814.40	52,353.60	53,892.80	55,515.20
15										
	HOURLY	20.94	21.78	22.60	23.56	24.55	25.29	26.04	26.80	27.60
	WEEKLY	837.60	871.20	904.00	942.40	982.00	1,011.60	1,041.60	1,072.00	1,104.00
	BI-WEEKLY	1,675.20	1,742.40	1,808.00	1,884.80	1,964.00	2,023.20	2,083.20	2,144.00	2,208.00
	ANNUAL	43,555.20	45,302.40	47,008.00	49,004.80	51,064.00	52,603.20	54,163.20	55,744.00	57,408.00
16										
	HOURLY	21.66	22.55	23.49	24.43	25.47	26.24	27.02	27.83	28.66
	WEEKLY	866.40	902.00	939.60	977.20	1,018.80	1,049.60	1,080.80	1,113.20	1,146.40
	BI-WEEKLY	1,732.80	1,804.00	1,879.20	1,954.40	2,037.60	2,099.20	2,161.60	2,226.40	2,292.80
	ANNUAL	45,052.80	46,904.00	48,859.20	50,814.40	52,977.60	54,579.20	56,201.60	57,886.40	59,612.80
17										
	HOURLY	22.44	23.43	24.37	25.42	26.54	27.32	28.15	28.98	29.85
	WEEKLY	897.60	937.20	974.80	1,016.80	1,061.60	1,092.80	1,126.00	1,159.20	1,194.00
	BI-WEEKLY	1,795.20	1,874.40	1,949.60	2,033.60	2,123.20	2,185.60	2,252.00	2,318.40	2,388.00
	ANNUAL	46,675.20	48,734.40	50,689.60	52,873.60	55,203.20	56,825.60	58,552.00	60,278.40	62,088.00
18										
	HOURLY	23.35	24.33	25.41	26.56	27.72	28.52	29.40	30.29	31.20
	WEEKLY	934.00	973.20	1,016.40	1,062.40	1,108.80	1,140.80	1,176.00	1,211.60	1,248.00
	BI-WEEKLY	1,868.00	1,946.40	2,032.80	2,124.80	2,217.60	2,281.60	2,352.00	2,423.20	2,496.00
	ANNUAL	48,568.00	50,606.40	52,852.80	55,244.80	57,657.60	59,321.60	61,152.00	63,003.20	64,896.00
19										
	HOURLY	24.26	25.35	26.56	27.66	28.86	29.71	30.60	31.52	32.47
	WEEKLY	970.40	1,014.00	1,062.40	1,106.40	1,154.40	1,188.40	1,224.00	1,260.80	1,298.80
	BI-WEEKLY	1,940.80	2,028.00	2,124.80	2,212.80	2,308.80	2,376.80	2,448.00	2,521.60	2,597.60
	ANNUAL	50,460.80	52,728.00	55,244.80	57,532.80	60,028.80	61,796.80	63,648.00	65,561.60	67,537.60
20										
	HOURLY	25.35	26.56	27.68	28.99	30.29	31.22	32.16	33.11	34.10
	WEEKLY	1,014.00	1,062.40	1,107.20	1,159.60	1,211.60	1,248.80	1,286.40	1,324.40	1,364.00
	BI-WEEKLY	2,028.00	2,124.80	2,214.40	2,319.20	2,423.20	2,497.60	2,572.80	2,648.80	2,728.00
	ANNUAL	52,728.00	55,244.80	57,574.40	60,299.20	63,003.20	64,937.60	66,892.80	68,868.80	70,928.00

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RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
21										
	HOURLY	26.56	27.68	28.99	30.31	31.65	32.60	33.57	34.58	35.62
	WEEKLY	1,062.40	1,107.20	1,159.60	1,212.40	1,266.00	1,304.00	1,342.80	1,383.20	1,424.80
	BI-WEEKLY	2,124.80	2,214.40	2,319.20	2,424.80	2,532.00	2,608.00	2,685.60	2,766.40	2,849.60
	ANNUAL	55,244.80	57,574.40	60,299.20	63,044.80	65,832.00	67,808.00	69,825.60	71,926.40	74,089.60
22										
	HOURLY	27.78	29.16	30.37	31.83	33.21	34.22	35.25	36.31	37.40
	WEEKLY	1,111.20	1,166.40	1,214.80	1,273.20	1,328.40	1,368.80	1,410.00	1,452.40	1,496.00
	BI-WEEKLY	2,222.40	2,332.80	2,429.60	2,546.40	2,656.80	2,737.60	2,820.00	2,904.80	2,992.00
	ANNUAL	57,782.40	60,652.80	63,169.60	66,206.40	69,076.80	71,177.60	73,320.00	75,524.80	77,792.00
23										
	HOURLY	29.20	30.46	31.92	33.42	34.87	35.95	37.02	38.11	39.25
	WEEKLY	1,168.00	1,218.40	1,276.80	1,336.80	1,394.80	1,438.00	1,480.80	1,524.40	1,570.00
	BI-WEEKLY	2,336.00	2,436.80	2,553.60	2,673.60	2,789.60	2,876.00	2,961.60	3,048.80	3,140.00
	ANNUAL	60,736.00	63,356.80	66,393.60	69,513.60	72,529.60	74,776.00	77,001.60	79,268.80	81,640.00
24										
	HOURLY	30.64	32.01	33.47	34.99	36.53	37.60	38.71	39.87	41.07
	WEEKLY	1,225.60	1,280.40	1,338.80	1,399.60	1,461.20	1,504.00	1,548.40	1,594.80	1,642.80
	BI-WEEKLY	2,451.20	2,560.80	2,677.60	2,799.20	2,922.40	3,008.00	3,096.80	3,189.60	3,285.60
	ANNUAL	63,731.20	66,580.80	69,617.60	72,779.20	75,982.40	78,208.00	80,516.80	82,929.60	85,425.60
25										
	HOURLY	32.19	33.60	35.16	36.88	38.48	39.64	40.83	42.08	43.34
	WEEKLY	1,287.60	1,344.00	1,406.40	1,475.20	1,539.20	1,585.60	1,633.20	1,683.20	1,733.60
	BI-WEEKLY	2,575.20	2,688.00	2,812.80	2,950.40	3,078.40	3,171.20	3,266.40	3,366.40	3,467.20
	ANNUAL	66,955.20	69,888.00	73,132.80	76,710.40	80,038.40	82,451.20	84,926.40	87,526.40	90,147.20
26										
	HOURLY	33.37	34.83	36.47	38.18	39.85	41.06	42.29	43.56	44.87
	WEEKLY	1,334.80	1,393.20	1,458.80	1,527.20	1,594.00	1,642.40	1,691.60	1,742.40	1,794.80
	BI-WEEKLY	2,669.60	2,786.40	2,917.60	3,054.40	3,188.00	3,284.80	3,383.20	3,484.80	3,589.60
	ANNUAL	69,409.60	72,446.40	75,857.60	79,414.40	82,888.00	85,404.80	87,963.20	90,604.80	93,329.60
27										
	HOURLY	34.43	36.06	37.75	39.56	41.19	42.45	43.72	45.02	46.37
	WEEKLY	1,377.20	1,442.40	1,510.00	1,582.40	1,647.60	1,698.00	1,748.80	1,800.80	1,854.80
	BI-WEEKLY	2,754.40	2,884.80	3,020.00	3,164.80	3,295.20	3,396.00	3,497.60	3,601.60	3,709.60
	ANNUAL	71,614.40	75,004.80	78,520.00	82,284.80	85,675.20	88,296.00	90,937.60	93,641.60	96,449.60
28										
	HOURLY	35.39	37.10	38.90	40.61	42.43	43.68	45.00	46.34	47.73
	WEEKLY	1,415.60	1,484.00	1,556.00	1,624.40	1,697.20	1,747.20	1,800.00	1,853.60	1,909.20
	BI-WEEKLY	2,831.20	2,968.00	3,112.00	3,248.80	3,394.40	3,494.40	3,600.00	3,707.20	3,818.40
	ANNUAL	73,611.20	77,168.00	80,912.00	84,468.80	88,254.40	90,854.40	93,600.00	96,387.20	99,278.40
29										
	HOURLY	36.88	38.61	40.40	42.23	44.05	45.42	46.75	48.14	49.58
	WEEKLY	1,475.20	1,544.40	1,616.00	1,689.20	1,762.00	1,816.80	1,870.00	1,925.60	1,983.20
	BI-WEEKLY	2,950.40	3,088.80	3,232.00	3,378.40	3,524.00	3,633.60	3,740.00	3,851.20	3,966.40
	ANNUAL	76,710.40	80,308.80	84,032.00	87,838.40	91,624.00	94,473.60	97,240.00	100,131.20	103,126.40
30										
	HOURLY	38.21	40.05	41.92	43.89	45.76	47.14	48.57	50.02	51.52
	WEEKLY	1,528.40	1,602.00	1,676.80	1,755.60	1,830.40	1,885.60	1,942.80	2,000.80	2,060.80
	BI-WEEKLY	3,056.80	3,204.00	3,353.60	3,511.20	3,660.80	3,771.20	3,885.60	4,001.60	4,121.60
	ANNUAL	79,476.80	83,304.00	87,193.60	91,291.20	95,180.80	98,051.20	101,025.60	104,041.60	107,161.60

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31										
	HOURLY	39.80	41.63	43.57	45.68	47.63	49.09	50.55	52.07	53.63
	WEEKLY	1,592.00	1,665.20	1,742.80	1,827.20	1,905.20	1,963.60	2,022.00	2,082.80	2,145.20
	BI-WEEKLY	3,184.00	3,330.40	3,485.60	3,654.40	3,810.40	3,927.20	4,044.00	4,165.60	4,290.40
	ANNUAL	82,784.00	86,590.40	90,625.60	95,014.40	99,070.40	102,107.20	105,144.00	108,305.60	111,550.40
32										
	HOURLY	41.43	43.37	45.45	47.57	49.59	51.08	52.60	54.18	55.81
	WEEKLY	1,657.20	1,734.80	1,818.00	1,902.80	1,983.60	2,043.20	2,104.00	2,167.20	2,232.40
	BI-WEEKLY	3,314.40	3,469.60	3,636.00	3,805.60	3,967.20	4,086.40	4,208.00	4,334.40	4,464.80
	ANNUAL	86,174.40	90,209.60	94,536.00	98,945.60	103,147.20	106,246.40	109,408.00	112,694.40	116,084.80
33										
	HOURLY	43.06	45.06	47.23	49.40	51.50	53.04	54.66	56.31	58.00
	WEEKLY	1,722.40	1,802.40	1,889.20	1,976.00	2,060.00	2,121.60	2,186.40	2,252.40	2,320.00
	BI-WEEKLY	3,444.80	3,604.80	3,778.40	3,952.00	4,120.00	4,243.20	4,372.80	4,504.80	4,640.00
	ANNUAL	89,564.80	93,724.80	98,238.40	102,752.00	107,120.00	110,323.20	113,692.80	117,124.80	120,640.00
34										
	HOURLY	44.95	46.97	49.23	51.63	53.82	55.43	57.10	58.82	60.58
	WEEKLY	1,798.00	1,878.80	1,969.20	2,065.20	2,152.80	2,217.20	2,284.00	2,352.80	2,423.20
	BI-WEEKLY	3,596.00	3,757.60	3,938.40	4,130.40	4,305.60	4,434.40	4,568.00	4,705.60	4,846.40
	ANNUAL	93,496.00	97,697.60	102,398.40	107,390.40	111,945.60	115,294.40	118,768.00	122,345.60	126,006.40
35										
	HOURLY	46.84	49.18	51.52	53.97	56.29	57.96	59.70	61.46	63.30
	WEEKLY	1,873.60	1,967.20	2,060.80	2,158.80	2,251.60	2,318.40	2,388.00	2,458.40	2,532.00
	BI-WEEKLY	3,747.20	3,934.40	4,121.60	4,317.60	4,503.20	4,636.80	4,776.00	4,916.80	5,064.00
	ANNUAL	97,427.20	102,294.40	107,161.60	112,257.60	117,083.20	120,556.80	124,176.00	127,836.80	131,664.00
36										
	HOURLY	49.12	51.47	53.74	56.29	58.66	60.43	62.24	64.09	66.01
	WEEKLY	1,964.80	2,058.80	2,149.60	2,251.60	2,346.40	2,417.20	2,489.60	2,563.60	2,640.40
	BI-WEEKLY	3,929.60	4,117.60	4,299.20	4,503.20	4,692.80	4,834.40	4,979.20	5,127.20	5,280.80
	ANNUAL	102,169.60	107,057.60	111,779.20	117,083.20	122,012.80	125,694.40	129,459.20	133,307.20	137,300.80
37										
	HOURLY	51.31	53.74	56.35	59.09	61.61	63.47	65.38	67.33	69.35
	WEEKLY	2,052.40	2,149.60	2,254.00	2,363.60	2,464.40	2,538.80	2,615.20	2,693.20	2,774.00
	BI-WEEKLY	4,104.80	4,299.20	4,508.00	4,727.20	4,928.80	5,077.60	5,230.40	5,386.40	5,548.00
	ANNUAL	106,724.80	111,779.20	117,208.00	122,907.20	128,148.80	132,017.60	135,990.40	140,046.40	144,248.00
38										
	HOURLY	53.74	56.35	59.15	62.00	64.66	66.58	68.59	70.65	72.77
	WEEKLY	2,149.60	2,254.00	2,366.00	2,480.00	2,586.40	2,663.20	2,743.60	2,826.00	2,910.80
	BI-WEEKLY	4,299.20	4,508.00	4,732.00	4,960.00	5,172.80	5,326.40	5,487.20	5,652.00	5,821.60
	ANNUAL	111,779.20	117,208.00	123,032.00	128,960.00	134,492.80	138,486.40	142,667.20	146,952.00	151,361.60
39										
	HOURLY	56.54	59.24	62.08	65.09	67.89	69.91	72.00	74.19	76.42
	WEEKLY	2,261.60	2,369.60	2,483.20	2,603.60	2,715.60	2,796.40	2,880.00	2,967.60	3,056.80
	BI-WEEKLY	4,523.20	4,739.20	4,966.40	5,207.20	5,431.20	5,592.80	5,760.00	5,935.20	6,113.60
	ANNUAL	117,603.20	123,219.20	129,126.40	135,387.20	141,211.20	145,412.80	149,760.00	154,315.20	158,953.60
40										
	HOURLY	59.49	62.33	65.39	68.51	71.47	73.62	75.81	78.12	80.46
	WEEKLY	2,379.60	2,493.20	2,615.60	2,740.40	2,858.80	2,944.80	3,032.40	3,124.80	3,218.40
	BI-WEEKLY	4,759.20	4,986.40	5,231.20	5,480.80	5,717.60	5,889.60	6,064.80	6,249.60	6,436.80
	ANNUAL	123,739.20	129,646.40	136,011.20	142,500.80	148,657.60	153,129.60	157,684.80	162,489.60	167,356.80

July 1, 2026

MAINE COMMUNITY COLLEGE SYSTEM

MSEA SUPPORT SERVICES BARGAINING UNIT

STANDARD SALARY SCHEDULE

BU = A or E

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1.0% PS ADJ
EE's advance
to next step

1.00%

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
41										
	HOURLY	62.43	65.51	68.66	71.98	75.10	77.33	79.65	82.01	84.47
	WEEKLY	2,497.20	2,620.40	2,746.40	2,879.20	3,004.00	3,093.20	3,186.00	3,280.40	3,378.80
	BI-WEEKLY	4,994.40	5,240.80	5,492.80	5,758.40	6,008.00	6,186.40	6,372.00	6,560.80	6,757.60
	ANNUAL	129,854.40	136,260.80	142,812.80	149,718.40	156,208.00	160,846.40	165,672.00	170,580.80	175,697.60

July 1, 2027

MAINE COMMUNITY COLLEGE SYSTEM

MSEA SUPPORT SERVICES BARGAINING UNIT

STANDARD SALARY SCHEDULE

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1.0% PS ADJ EE's advance to next step — 1.00%

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
1										
	HOURLY	~~15.35~~	~~15.76~~	~~16.28~~	~~16.84~~	~~17.53~~	~~18.09~~	~~18.59~~	~~19.16~~	~~19.73~~
	WEEKLY	~~614.00~~	~~630.40~~	~~651.20~~	~~673.60~~	~~701.20~~	~~723.60~~	~~743.60~~	~~766.40~~	~~789.20~~
	BI-WEEKLY	~~1,228.00~~	~~1,260.80~~	~~1,302.40~~	~~1,347.20~~	~~1,402.40~~	~~1,447.20~~	~~1,487.20~~	~~1,532.80~~	~~1,578.40~~
	ANNUAL	~~31,928.00~~	~~32,780.80~~	~~33,862.40~~	~~35,027.20~~	~~36,462.40~~	~~37,627.20~~	~~38,667.20~~	~~39,852.80~~	~~41,038.40~~
2										
	HOURLY	~~15.51~~	~~16.03~~	~~16.55~~	~~17.16~~	~~17.83~~	~~18.39~~	~~18.93~~	~~19.48~~	20.06
	WEEKLY	~~620.40~~	~~641.20~~	~~662.00~~	~~686.40~~	~~713.20~~	~~735.60~~	~~757.20~~	~~779.20~~	802.40
	BI-WEEKLY	~~1,240.80~~	~~1,282.40~~	~~1,324.00~~	~~1,372.80~~	~~1,426.40~~	~~1,471.20~~	~~1,514.40~~	~~1,558.40~~	1,604.80
	ANNUAL	~~32,260.80~~	~~33,342.40~~	~~34,424.00~~	~~35,692.80~~	~~37,086.40~~	~~38,251.20~~	~~39,374.40~~	~~40,518.40~~	41,724.80
3										
	HOURLY	~~15.76~~	~~16.28~~	~~16.84~~	~~17.39~~	~~18.12~~	~~18.64~~	~~19.20~~	~~19.81~~	20.40
	WEEKLY	~~630.40~~	~~651.20~~	~~673.60~~	~~695.60~~	~~724.80~~	~~745.60~~	~~768.00~~	~~792.40~~	816.00
	BI-WEEKLY	~~1,260.80~~	~~1,302.40~~	~~1,347.20~~	~~1,391.20~~	~~1,449.60~~	~~1,491.20~~	~~1,536.00~~	~~1,584.80~~	1,632.00
	ANNUAL	~~32,780.80~~	~~33,862.40~~	~~35,027.20~~	~~36,171.20~~	~~37,689.60~~	~~38,771.20~~	~~39,936.00~~	~~41,204.80~~	42,432.00
4										
	HOURLY	~~16.03~~	~~16.57~~	~~17.16~~	~~17.70~~	~~18.44~~	~~18.97~~	~~19.55~~	20.15	20.75
	WEEKLY	~~641.20~~	~~662.80~~	~~686.40~~	~~708.00~~	~~737.60~~	~~758.80~~	~~782.00~~	806.00	830.00
	BI-WEEKLY	~~1,282.40~~	~~1,325.60~~	~~1,372.80~~	~~1,416.00~~	~~1,475.20~~	~~1,517.60~~	~~1,564.00~~	1,612.00	1,660.00
	ANNUAL	~~33,342.40~~	~~34,465.60~~	~~35,692.80~~	~~36,816.00~~	~~38,355.20~~	~~39,457.60~~	~~40,664.00~~	41,912.00	43,160.00
5										
	HOURLY	~~16.36~~	~~16.90~~	~~17.47~~	~~18.05~~	~~18.86~~	~~19.44~~	20.02	20.61	21.23
	WEEKLY	~~654.40~~	~~676.00~~	~~698.80~~	~~722.00~~	~~754.40~~	~~777.60~~	800.80	824.40	849.20
	BI-WEEKLY	~~1,308.80~~	~~1,352.00~~	~~1,397.60~~	~~1,444.00~~	~~1,508.80~~	~~1,555.20~~	1,601.60	1,648.80	1,698.40
	ANNUAL	~~34,028.80~~	~~35,152.00~~	~~36,337.60~~	~~37,544.00~~	~~39,228.80~~	~~40,435.20~~	41,641.60	42,868.80	44,158.40
6										
	HOURLY	~~16.68~~	~~17.22~~	~~17.81~~	~~18.44~~	~~19.20~~	~~19.82~~	20.39	20.99	21.62
	WEEKLY	~~667.20~~	~~688.80~~	~~712.40~~	~~737.60~~	~~768.00~~	~~792.80~~	815.60	839.60	864.80
	BI-WEEKLY	~~1,334.40~~	~~1,377.60~~	~~1,424.80~~	~~1,475.20~~	~~1,536.00~~	~~1,585.60~~	1,631.20	1,679.20	1,729.60
	ANNUAL	~~34,694.40~~	~~35,817.60~~	~~37,044.80~~	~~38,355.20~~	~~39,936.00~~	~~41,225.60~~	42,411.20	43,659.20	44,969.60
7										
	HOURLY	~~17.01~~	~~17.56~~	~~18.29~~	~~18.84~~	~~19.58~~	20.17	20.79	21.40	22.04
	WEEKLY	~~680.40~~	~~702.40~~	~~731.60~~	~~753.60~~	~~783.20~~	806.80	831.60	856.00	881.60
	BI-WEEKLY	~~1,360.80~~	~~1,404.80~~	~~1,463.20~~	~~1,507.20~~	~~1,566.40~~	1,613.60	1,663.20	1,712.00	1,763.20
	ANNUAL	~~35,380.80~~	~~36,524.80~~	~~38,043.20~~	~~39,187.20~~	~~40,726.40~~	41,953.60	43,243.20	44,512.00	45,843.20
8										
	HOURLY	~~17.45~~	~~18.01~~	~~18.57~~	~~19.44~~	20.25	20.85	21.48	22.11	22.77
	WEEKLY	~~698.00~~	~~720.40~~	~~742.80~~	~~777.60~~	810.00	834.00	859.20	884.40	910.80
	BI-WEEKLY	~~1,396.00~~	~~1,440.80~~	~~1,485.60~~	~~1,555.20~~	1,620.00	1,668.00	1,718.40	1,768.80	1,821.60
	ANNUAL	~~36,296.00~~	~~37,460.80~~	~~38,625.60~~	~~40,435.20~~	42,120.00	43,368.00	44,678.40	45,988.80	47,361.60
9										
	HOURLY	~~17.81~~	~~18.44~~	~~19.07~~	~~19.84~~	20.65	21.29	21.92	22.57	23.25
	WEEKLY	~~712.40~~	~~737.60~~	~~762.80~~	~~793.60~~	826.00	851.60	876.80	902.80	930.00
	BI-WEEKLY	~~1,424.80~~	~~1,475.20~~	~~1,525.60~~	~~1,587.20~~	1,652.00	1,703.20	1,753.60	1,805.60	1,860.00
	ANNUAL	~~37,044.80~~	~~38,355.20~~	~~39,665.60~~	~~41,267.20~~	42,952.00	44,283.20	45,593.60	46,945.60	48,360.00
10										
	HOURLY	~~18.32~~	~~18.89~~	~~19.56~~	20.32	21.25	21.88	22.53	23.22	23.92
	WEEKLY	~~732.80~~	~~755.60~~	~~782.40~~	812.80	850.00	875.20	901.20	928.80	956.80
	BI-WEEKLY	~~1,465.60~~	~~1,511.20~~	~~1,564.80~~	1,625.60	1,700.00	1,750.40	1,802.40	1,857.60	1,913.60
	ANNUAL	~~38,105.60~~	~~39,291.20~~	~~40,684.80~~	42,265.60	44,200.00	45,510.40	46,862.40	48,297.60	49,753.60

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1.00%

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
11										
	HOURLY	~~18.80~~	~~19.47~~	20.16	20.96	21.85	22.50	23.19	23.87	24.59
	WEEKLY	~~752.00~~	~~778.80~~	806.40	838.40	874.00	900.00	927.60	954.80	983.60
	BI-WEEKLY	~~1,504.00~~	~~1,557.60~~	1,612.80	1,676.80	1,748.00	1,800.00	1,855.20	1,909.60	1,967.20
	ANNUAL	~~39,104.00~~	~~40,497.60~~	41,932.80	43,596.80	45,448.00	46,800.00	48,235.20	49,649.60	51,147.20
12										
	HOURLY	~~19.20~~	~~19.97~~	20.74	21.51	22.47	23.14	23.85	24.56	25.30
	WEEKLY	~~768.00~~	~~798.80~~	829.60	860.40	898.80	925.60	954.00	982.40	1,012.00
	BI-WEEKLY	~~1,536.00~~	~~1,597.60~~	1,659.20	1,720.80	1,797.60	1,851.20	1,908.00	1,964.80	2,024.00
	ANNUAL	~~39,936.00~~	~~41,537.60~~	43,139.20	44,740.80	46,737.60	48,131.20	49,608.00	51,084.80	52,624.00
13										
	HOURLY	~~19.84~~	20.57	21.40	22.21	23.17	23.87	24.57	25.33	26.09
	WEEKLY	~~793.60~~	822.80	856.00	888.40	926.80	954.80	982.80	1,013.20	1,043.60
	BI-WEEKLY	~~1,587.20~~	1,645.60	1,712.00	1,776.80	1,853.60	1,909.60	1,965.60	2,026.40	2,087.20
	ANNUAL	~~41,267.20~~	42,785.60	44,512.00	46,196.80	48,193.60	49,649.60	51,105.60	52,686.40	54,267.20
14										
	HOURLY	20.37	21.26	22.09	23.01	23.96	24.67	25.42	26.17	26.96
	WEEKLY	814.80	850.40	883.60	920.40	958.40	986.80	1,016.80	1,046.80	1,078.40
	BI-WEEKLY	1,629.60	1,700.80	1,767.20	1,840.80	1,916.80	1,973.60	2,033.60	2,093.60	2,156.80
	ANNUAL	42,369.60	44,220.80	45,947.20	47,860.80	49,836.80	51,313.60	52,873.60	54,433.60	56,076.80
15										
	HOURLY	21.15	22.00	22.83	23.80	24.80	25.54	26.30	27.07	27.88
	WEEKLY	846.00	880.00	913.20	952.00	992.00	1,021.60	1,052.00	1,082.80	1,115.20
	BI-WEEKLY	1,692.00	1,760.00	1,826.40	1,904.00	1,984.00	2,043.20	2,104.00	2,165.60	2,230.40
	ANNUAL	43,992.00	45,760.00	47,486.40	49,504.00	51,584.00	53,123.20	54,704.00	56,305.60	57,990.40
16										
	HOURLY	21.88	22.78	23.72	24.67	25.72	26.50	27.29	28.11	28.95
	WEEKLY	875.20	911.20	948.80	986.80	1,028.80	1,060.00	1,091.60	1,124.40	1,158.00
	BI-WEEKLY	1,750.40	1,822.40	1,897.60	1,973.60	2,057.60	2,120.00	2,183.20	2,248.80	2,316.00
	ANNUAL	45,510.40	47,382.40	49,337.60	51,313.60	53,497.60	55,120.00	56,763.20	58,468.80	60,216.00
17										
	HOURLY	22.66	23.66	24.61	25.67	26.81	27.59	28.43	29.27	30.15
	WEEKLY	906.40	946.40	984.40	1,026.80	1,072.40	1,103.60	1,137.20	1,170.80	1,206.00
	BI-WEEKLY	1,812.80	1,892.80	1,968.80	2,053.60	2,144.80	2,207.20	2,274.40	2,341.60	2,412.00
	ANNUAL	47,132.80	49,212.80	51,188.80	53,393.60	55,764.80	57,387.20	59,134.40	60,881.60	62,712.00
18										
	HOURLY	23.58	24.57	25.66	26.83	28.00	28.81	29.69	30.59	31.51
	WEEKLY	943.20	982.80	1,026.40	1,073.20	1,120.00	1,152.40	1,187.60	1,223.60	1,260.40
	BI-WEEKLY	1,886.40	1,965.60	2,052.80	2,146.40	2,240.00	2,304.80	2,375.20	2,447.20	2,520.80
	ANNUAL	49,046.40	51,105.60	53,372.80	55,806.40	58,240.00	59,924.80	61,755.20	63,627.20	65,540.80
19										
	HOURLY	24.50	25.60	26.83	27.94	29.15	30.01	30.91	31.84	32.80
	WEEKLY	980.00	1,024.00	1,073.20	1,117.60	1,166.00	1,200.40	1,236.40	1,273.60	1,312.00
	BI-WEEKLY	1,960.00	2,048.00	2,146.40	2,235.20	2,332.00	2,400.80	2,472.80	2,547.20	2,624.00
	ANNUAL	50,960.00	53,248.00	55,806.40	58,115.20	60,632.00	62,420.80	64,292.80	66,227.20	68,224.00
20										
	HOURLY	25.60	26.83	27.96	29.28	30.59	31.53	32.48	33.44	34.44
	WEEKLY	1,024.00	1,073.20	1,118.40	1,171.20	1,223.60	1,261.20	1,299.20	1,337.60	1,377.60
	BI-WEEKLY	2,048.00	2,146.40	2,236.80	2,342.40	2,447.20	2,522.40	2,598.40	2,675.20	2,755.20
	ANNUAL	53,248.00	55,806.40	58,156.80	60,902.40	63,627.20	65,582.40	67,558.40	69,555.20	71,635.20

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RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
21										
	HOURLY	26.83	27.96	29.28	30.61	31.97	32.93	33.91	34.93	35.98
	WEEKLY	1,073.20	1,118.40	1,171.20	1,224.40	1,278.80	1,317.20	1,356.40	1,397.20	1,439.20
	BI-WEEKLY	2,146.40	2,236.80	2,342.40	2,448.80	2,557.60	2,634.40	2,712.80	2,794.40	2,878.40
	ANNUAL	55,806.40	58,156.80	60,902.40	63,668.80	66,497.60	68,494.40	70,532.80	72,654.40	74,838.40
22										
	HOURLY	28.06	29.45	30.67	32.15	33.54	34.56	35.60	36.67	37.77
	WEEKLY	1,122.40	1,178.00	1,226.80	1,286.00	1,341.60	1,382.40	1,424.00	1,466.80	1,510.80
	BI-WEEKLY	2,244.80	2,356.00	2,453.60	2,572.00	2,683.20	2,764.80	2,848.00	2,933.60	3,021.60
	ANNUAL	58,364.80	61,256.00	63,793.60	66,872.00	69,763.20	71,884.80	74,048.00	76,273.60	78,561.60
23										
	HOURLY	29.49	30.76	32.24	33.75	35.22	36.31	37.39	38.49	39.64
	WEEKLY	1,179.60	1,230.40	1,289.60	1,350.00	1,408.80	1,452.40	1,495.60	1,539.60	1,585.60
	BI-WEEKLY	2,359.20	2,460.80	2,579.20	2,700.00	2,817.60	2,904.80	2,991.20	3,079.20	3,171.20
	ANNUAL	61,339.20	63,980.80	67,059.20	70,200.00	73,257.60	75,524.80	77,771.20	80,059.20	82,451.20
24										
	HOURLY	30.95	32.33	33.80	35.34	36.90	37.98	39.10	40.27	41.48
	WEEKLY	1,238.00	1,293.20	1,352.00	1,413.60	1,476.00	1,519.20	1,564.00	1,610.80	1,659.20
	BI-WEEKLY	2,476.00	2,586.40	2,704.00	2,827.20	2,952.00	3,038.40	3,128.00	3,221.60	3,318.40
	ANNUAL	64,376.00	67,246.40	70,304.00	73,507.20	76,752.00	78,998.40	81,328.00	83,761.60	86,278.40
25										
	HOURLY	32.51	33.94	35.51	37.25	38.86	40.04	41.24	42.50	43.78
	WEEKLY	1,300.40	1,357.60	1,420.40	1,490.00	1,554.40	1,601.60	1,649.60	1,700.00	1,751.20
	BI-WEEKLY	2,600.80	2,715.20	2,840.80	2,980.00	3,108.80	3,203.20	3,299.20	3,400.00	3,502.40
	ANNUAL	67,620.80	70,595.20	73,860.80	77,480.00	80,828.80	83,283.20	85,779.20	88,400.00	91,062.40
26										
	HOURLY	33.70	35.18	36.83	38.56	40.25	41.47	42.71	44.00	45.32
	WEEKLY	1,348.00	1,407.20	1,473.20	1,542.40	1,610.00	1,658.80	1,708.40	1,760.00	1,812.80
	BI-WEEKLY	2,696.00	2,814.40	2,946.40	3,084.80	3,220.00	3,317.60	3,416.80	3,520.00	3,625.60
	ANNUAL	70,096.00	73,174.40	76,606.40	80,204.80	83,720.00	86,257.60	88,836.80	91,520.00	94,265.60
27										
	HOURLY	34.77	36.42	38.13	39.96	41.60	42.87	44.16	45.47	46.83
	WEEKLY	1,390.80	1,456.80	1,525.20	1,598.40	1,664.00	1,714.80	1,766.40	1,818.80	1,873.20
	BI-WEEKLY	2,781.60	2,913.60	3,050.40	3,196.80	3,328.00	3,429.60	3,532.80	3,637.60	3,746.40
	ANNUAL	72,321.60	75,753.60	79,310.40	83,116.80	86,528.00	89,169.60	91,852.80	94,577.60	97,406.40
28										
	HOURLY	35.74	37.47	39.29	41.02	42.85	44.12	45.45	46.80	48.20
	WEEKLY	1,429.60	1,498.80	1,571.60	1,640.80	1,714.00	1,764.80	1,818.00	1,872.00	1,928.00
	BI-WEEKLY	2,859.20	2,997.60	3,143.20	3,281.60	3,428.00	3,529.60	3,636.00	3,744.00	3,856.00
	ANNUAL	74,339.20	77,937.60	81,723.20	85,321.60	89,128.00	91,769.60	94,536.00	97,344.00	100,256.00
29										
	HOURLY	37.25	39.00	40.80	42.65	44.49	45.87	47.22	48.62	50.08
	WEEKLY	1,490.00	1,560.00	1,632.00	1,706.00	1,779.60	1,834.80	1,888.80	1,944.80	2,003.20
	BI-WEEKLY	2,980.00	3,120.00	3,264.00	3,412.00	3,559.20	3,669.60	3,777.60	3,889.60	4,006.40
	ANNUAL	77,480.00	81,120.00	84,864.00	88,712.00	92,539.20	95,409.60	98,217.60	101,129.60	104,166.40
30										
	HOURLY	38.59	40.45	42.34	44.33	46.22	47.61	49.06	50.52	52.04
	WEEKLY	1,543.60	1,618.00	1,693.60	1,773.20	1,848.80	1,904.40	1,962.40	2,020.80	2,081.60
	BI-WEEKLY	3,087.20	3,236.00	3,387.20	3,546.40	3,697.60	3,808.80	3,924.80	4,041.60	4,163.20
	ANNUAL	80,267.20	84,136.00	88,067.20	92,206.40	96,137.60	99,028.80	102,044.80	105,081.60	108,243.20

July 1, 2027

MAINE COMMUNITY COLLEGE SYSTEM

MSEA SUPPORT SERVICES BARGAINING UNIT

STANDARD SALARY SCHEDULE

BU = A or E

Longevity pay not included.

1.0% PS ADJ EE's advance to next step 1.00%

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
31										
	HOURLY	40.20	42.05	44.01	46.14	48.11	49.58	51.06	52.59	54.17
	WEEKLY	1,608.00	1,682.00	1,760.40	1,845.60	1,924.40	1,983.20	2,042.40	2,103.60	2,166.80
	BI-WEEKLY	3,216.00	3,364.00	3,520.80	3,691.20	3,848.80	3,966.40	4,084.80	4,207.20	4,333.60
	ANNUAL	83,616.00	87,464.00	91,540.80	95,971.20	100,068.80	103,126.40	106,204.80	109,387.20	112,673.60
32										
	HOURLY	41.84	43.80	45.90	48.05	50.09	51.59	53.13	54.72	56.36
	WEEKLY	1,673.60	1,752.00	1,836.00	1,922.00	2,003.60	2,063.60	2,125.20	2,188.80	2,254.40
	BI-WEEKLY	3,347.20	3,504.00	3,672.00	3,844.00	4,007.20	4,127.20	4,250.40	4,377.60	4,508.80
	ANNUAL	87,027.20	91,104.00	95,472.00	99,944.00	104,187.20	107,307.20	110,510.40	113,817.60	117,228.80
33										
	HOURLY	43.49	45.51	47.70	49.89	52.02	53.57	55.21	56.87	58.58
	WEEKLY	1,739.60	1,820.40	1,908.00	1,995.60	2,080.80	2,142.80	2,208.40	2,274.80	2,343.20
	BI-WEEKLY	3,479.20	3,640.80	3,816.00	3,991.20	4,161.60	4,285.60	4,416.80	4,549.60	4,686.40
	ANNUAL	90,459.20	94,660.80	99,216.00	103,771.20	108,201.60	111,425.60	114,836.80	118,289.60	121,846.40
34										
	HOURLY	45.40	47.44	49.72	52.15	54.36	55.98	57.67	59.41	61.19
	WEEKLY	1,816.00	1,897.60	1,988.80	2,086.00	2,174.40	2,239.20	2,306.80	2,376.40	2,447.60
	BI-WEEKLY	3,632.00	3,795.20	3,977.60	4,172.00	4,348.80	4,478.40	4,613.60	4,752.80	4,895.20
	ANNUAL	94,432.00	98,675.20	103,417.60	108,472.00	113,068.80	116,438.40	119,953.60	123,572.80	127,275.20
35										
	HOURLY	47.31	49.67	52.04	54.51	56.85	58.54	60.30	62.07	63.93
	WEEKLY	1,892.40	1,986.80	2,081.60	2,180.40	2,274.00	2,341.60	2,412.00	2,482.80	2,557.20
	BI-WEEKLY	3,784.80	3,973.60	4,163.20	4,360.80	4,548.00	4,683.20	4,824.00	4,965.60	5,114.40
	ANNUAL	98,404.80	103,313.60	108,243.20	113,380.80	118,248.00	121,763.20	125,424.00	129,105.60	132,974.40
36										
	HOURLY	49.61	51.98	54.28	56.85	59.25	61.03	62.86	64.73	66.67
	WEEKLY	1,984.40	2,079.20	2,171.20	2,274.00	2,370.00	2,441.20	2,514.40	2,589.20	2,666.80
	BI-WEEKLY	3,968.80	4,158.40	4,342.40	4,548.00	4,740.00	4,882.40	5,028.80	5,178.40	5,333.60
	ANNUAL	103,188.80	108,118.40	112,902.40	118,248.00	123,240.00	126,942.40	130,748.80	134,638.40	138,673.60
37										
	HOURLY	51.82	54.28	56.91	59.68	62.23	64.10	66.03	68.00	70.04
	WEEKLY	2,072.80	2,171.20	2,276.40	2,387.20	2,489.20	2,564.00	2,641.20	2,720.00	2,801.60
	BI-WEEKLY	4,145.60	4,342.40	4,552.80	4,774.40	4,978.40	5,128.00	5,282.40	5,440.00	5,603.20
	ANNUAL	107,785.60	112,902.40	118,372.80	124,134.40	129,438.40	133,328.00	137,342.40	141,440.00	145,683.20
38										
	HOURLY	54.28	56.91	59.74	62.62	65.31	67.25	69.28	71.36	73.50
	WEEKLY	2,171.20	2,276.40	2,389.60	2,504.80	2,612.40	2,690.00	2,771.20	2,854.40	2,940.00
	BI-WEEKLY	4,342.40	4,552.80	4,779.20	5,009.60	5,224.80	5,380.00	5,542.40	5,708.80	5,880.00
	ANNUAL	112,902.40	118,372.80	124,259.20	130,249.60	135,844.80	139,880.00	144,102.40	148,428.80	152,880.00
39										
	HOURLY	57.11	59.83	62.70	65.74	68.57	70.61	72.72	74.93	77.18
	WEEKLY	2,284.40	2,393.20	2,508.00	2,629.60	2,742.80	2,824.40	2,908.80	2,997.20	3,087.20
	BI-WEEKLY	4,568.80	4,786.40	5,016.00	5,259.20	5,485.60	5,648.80	5,817.60	5,994.40	6,174.40
	ANNUAL	118,788.80	124,446.40	130,416.00	136,739.20	142,625.60	146,868.80	151,257.60	155,854.40	160,534.40
40										
	HOURLY	60.08	62.95	66.04	69.20	72.18	74.36	76.57	78.90	81.27
	WEEKLY	2,403.20	2,518.00	2,641.60	2,768.00	2,887.20	2,974.40	3,062.80	3,156.00	3,250.80
	BI-WEEKLY	4,806.40	5,036.00	5,283.20	5,536.00	5,774.40	5,948.80	6,125.60	6,312.00	6,501.60
	ANNUAL	124,966.40	130,936.00	137,363.20	143,936.00	150,134.40	154,668.80	159,265.60	164,112.00	169,041.60

July 1, 2027

MAINE COMMUNITY COLLEGE SYSTEM

MSEA SUPPORT SERVICES BARGAINING UNIT

STANDARD SALARY SCHEDULE

BU = A or E

Longevity pay not included.

1.0% PS ADJ EE's advance to next step

1.00%

RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I
41										
	HOURLY	63.05	66.17	69.35	72.70	75.85	78.10	80.45	82.83	85.31
	WEEKLY	2,522.00	2,646.80	2,774.00	2,908.00	3,034.00	3,124.00	3,218.00	3,313.20	3,412.40
	BI-WEEKLY	5,044.00	5,293.60	5,548.00	5,816.00	6,068.00	6,248.00	6,436.00	6,626.40	6,824.80
	ANNUAL	131,144.00	137,633.60	144,248.00	151,216.00	157,768.00	162,448.00	167,336.00	172,286.40	177,444.80

MSEA Support Contract for Signature

Final Audit Report 2025-10-17

Created:	2025-10-02 (Eastern Daylight Time)
By:	Tandy Boynton (hr@mccs.me.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI8JAIvRpqu6Yh1krlDjYj1CQgKK7Q7z_

"MSEA Support Contract for Signature" History

Document created by Tandy Boynton (hr@mccs.me.edu)
2025-10-02 - 9:40:04 AM EDT- IP address: 184.153.144.206

Document emailed to bowen@mainecc.edu for signature
2025-10-02 - 9:43:56 AM EDT

Email viewed by bowen@mainecc.edu
2025-10-02 - 9:44:06 AM EDT- IP address: 54.166.141.156

Signer bowen@mainecc.edu entered name at signing as Barbara J. Owen
2025-10-02 - 2:09:40 PM EDT- IP address: 76.179.22.245

Document e-signed by Barbara J. Owen (bowen@mainecc.edu)
Signature Date: 2025-10-02 - 2:09:42 PM EDT - Time Source: server- IP address: 76.179.22.245

Document emailed to ddaigler@mainecc.edu for signature
2025-10-02 - 2:09:47 PM EDT

Email viewed by ddaigler@mainecc.edu
2025-10-02 - 2:10:00 PM EDT- IP address: 100.25.29.98

Signer ddaigler@mainecc.edu entered name at signing as David Daigler
2025-10-03 - 9:40:44 AM EDT- IP address: 67.244.50.204

Document e-signed by David Daigler (ddaigler@mainecc.edu)
Signature Date: 2025-10-03 - 9:40:46 AM EDT - Time Source: server- IP address: 67.244.50.204

Document emailed to pjdelgreco@maineco.org for signature
2025-10-03 - 9:40:51 AM EDT

Email viewed by pjdelgreco@maineco.org
2025-10-03 - 2:22:20 PM EDT- IP address: 198.255.231.221

Email viewed by pjdelgreco@maineco.org
2025-10-16 - 1:20:26 PM EDT- IP address: 198.255.231.221

Signer pjdelgreco@maineco.org entered name at signing as Peter DelGreco
2025-10-16 - 1:21:31 PM EDT- IP address: 198.255.231.221

Document e-signed by Peter DelGreco (pjdelgreco@maineco.org)
Signature Date: 2025-10-16 - 1:21:33 PM EDT - Time Source: server- IP address: 198.255.231.221

Document emailed to katrina.ray-saulis@mseaseiu.org for signature
2025-10-16 - 1:21:41 PM EDT

Email viewed by katrina.ray-saulis@mseaseiu.org
2025-10-16 - 1:22:49 PM EDT- IP address: 64.223.229.205

Signer katrina.ray-saulis@mseaseiu.org entered name at signing as Katrina Ray-Saulis
2025-10-16 - 1:27:09 PM EDT- IP address: 64.223.229.205

Document e-signed by Katrina Ray-Saulis (katrina.ray-saulis@mseaseiu.org)
Signature Date: 2025-10-16 - 1:27:11 PM EDT - Time Source: server- IP address: 64.223.229.205

Document emailed to ddrake@mainecc.edu for signature
2025-10-16 - 1:27:17 PM EDT

Email viewed by ddrake@mainecc.edu
2025-10-16 - 1:27:41 PM EDT- IP address: 35.171.228.236

Signer ddrake@mainecc.edu entered name at signing as Dean A Drake
2025-10-16 - 1:47:39 PM EDT- IP address: 208.233.33.94

Document e-signed by Dean A Drake (ddrake@mainecc.edu)
Signature Date: 2025-10-16 - 1:47:41 PM EDT - Time Source: server- IP address: 208.233.33.94

Document emailed to esavage@mainecc.edu for signature
2025-10-16 - 1:47:48 PM EDT

Email viewed by esavage@mainecc.edu
2025-10-16 - 1:48:01 PM EDT- IP address: 98.81.154.55

Signer esavage@mainecc.edu entered name at signing as Emily Savage
2025-10-16 - 3:02:29 PM EDT- IP address: 64.222.64.70

Document e-signed by Emily Savage (esavage@mainecc.edu)
Signature Date: 2025-10-16 - 3:02:31 PM EDT - Time Source: server- IP address: 64.222.64.70

Document emailed to sthibodeau@mainecc.edu for signature
2025-10-16 - 3:02:38 PM EDT

Email viewed by sthibodeau@mainecc.edu
2025-10-16 - 3:02:49 PM EDT- IP address: 18.205.66.186

Signer sthibodeau@mainecc.edu entered name at signing as Scott Thibodeau
2025-10-16 - 3:34:06 PM EDT- IP address: 64.222.64.70

Document e-signed by Scott Thibodeau (sthibodeau@mainecc.edu)
Signature Date: 2025-10-16 - 3:34:08 PM EDT - Time Source: server- IP address: 64.222.64.70

Document emailed to Sarah Pierce (spierce@mainecc.edu) for signature
2025-10-16 - 3:34:14 PM EDT

Email viewed by Sarah Pierce (spierce@mainecc.edu)
2025-10-16 - 3:34:27 PM EDT- IP address: 18.212.12.78

Document e-signed by Sarah Pierce (spierce@mainecc.edu)
Signature Date: 2025-10-16 - 3:39:48 PM EDT - Time Source: server- IP address: 208.209.191.12

Document emailed to mmitchell@mainecc.edu for signature
2025-10-16 - 3:39:53 PM EDT

Email viewed by mmitchell@mainecc.edu
2025-10-16 - 3:40:00 PM EDT- IP address: 35.171.228.236

Signer mmitchell@mainecc.edu entered name at signing as Melissa Mitchell
2025-10-16 - 5:33:17 PM EDT- IP address: 208.233.35.3

Document e-signed by Melissa Mitchell (mmitchell@mainecc.edu)
Signature Date: 2025-10-16 - 5:33:19 PM EDT - Time Source: server- IP address: 208.233.35.3

Document emailed to jbickford@mainecc.edu for signature
2025-10-16 - 5:33:25 PM EDT

Email viewed by jbickford@mainecc.edu
2025-10-16 - 5:33:36 PM EDT- IP address: 35.171.228.236

Signer jbickford@mainecc.edu entered name at signing as X
2025-10-16 - 5:42:09 PM EDT- IP address: 71.181.97.99

Document e-signed by X (jbickford@mainecc.edu)
Signature Date: 2025-10-16 - 5:42:11 PM EDT - Time Source: server- IP address: 71.181.97.99

Document emailed to criggs@mainecc.edu for signature
2025-10-16 - 5:42:17 PM EDT

Email viewed by criggs@mainecc.edu
2025-10-16 - 5:42:25 PM EDT- IP address: 54.91.35.181

Signer criggs@mainecc.edu entered name at signing as Charles Riggs II

2025-10-17 - 12:23:46 PM EDT- IP address: 64.222.202.2

Document e-signed by Charles Riggs II (criggs@mainecc.edu)

Signature Date: 2025-10-17 - 12:23:48 PM EDT - Time Source: server- IP address: 64.222.202.2

Document emailed to eclark@mainecc.edu for signature

2025-10-17 - 12:23:54 PM EDT

Email viewed by eclark@mainecc.edu

2025-10-17 - 12:24:02 PM EDT- IP address: 13.222.51.27

Signer eclark@mainecc.edu entered name at signing as Eric B. Clark

2025-10-17 - 12:46:32 PM EDT- IP address: 208.233.36.3

Document e-signed by Eric B. Clark (eclark@mainecc.edu)

Signature Date: 2025-10-17 - 12:46:34 PM EDT - Time Source: server- IP address: 208.233.36.3

Agreement completed.

2025-10-17 - 12:46:34 PM EDT