

UFF/BCC GRIEVANCE FORM

GRIEVANT

GRIEVANCE REPRESENTATIVE

Name:

Name:

Mailing
Address:

Mailing
Address:

Phone No.:

Phone No.:

Date of Occurrence:

Statement of Facts:

Citation of Articles Violated:

Remedy Sought:

Signature of
Grievant:

Date:

Received by:

Date:

Appendix A

BREVARD COMMUNITY COLLEGE

PAYROLL DEDUCTION AUTHORIZATION/DISCONTINUANCE

UNITED FACULTY OF FLORIDA

BREVARD COMMUNITY COLLEGE

Start

I authorize Brevard Community College to deduct UFF-BCC dues from my salary each pay period until further notice.

Social Security Number

Printed Name

Signature

Date

Stop

I discontinue my authorization for Brevard Community College to deduct dues from my salary.

Social Security Number

Printed Name

Signature

Date

Appendix B

6Hx: 1-3.05 POLITICAL ACTIVITIES OF COLLEGE EMPLOYEES

B. POLITICAL ACTIVITIES OF COLLEGE EMPLOYEES

No employee of Brevard Community College shall solicit support of any political candidate during regular work hours or on school property.

The Board recognizes the right and duty of College employees to engage in political activities as responsible citizens after scheduled College hours and off College property.

A College employee who is candidate for public office shall notify the President upon qualifying for the election. Such candidates shall adhere strictly to statutory guidelines regarding political activity on the part of public officials and employees, including teachers. A successful candidate for an office requiring part-time responsibility shall report to the President immediately after the election to evaluate the compatibility of the dual responsibilities.

6Hx: 1-3.06 d and e. Criteria for Employment of Instructional Faculty, Counselors and Librarians (Paragraphs D and E only)

d. Librarians

The applicants shall have earned a Masters Degree in Library Service or a closely related field from an accredited institution.

e. Counselors

The applicant shall have earned a Masters Degree in the field of Counseling or a closely related field from an accredited institution.

6Hx: 1-3.07 CONTRACTS

Contracts for full-time instructional and administrative personnel, as well as part-time and other personnel employed by the College, will be issued in accordance with Florida Statutes, State Board of Education Rules, and Board policies regarding each group.

B. INSTRUCTIONAL PERSONNEL

- a. Annual contracts will be offered for full-time instructional personnel.
- b. Continuing contracts will be offered to full-time instructional personnel in accordance with Florida Statutes and SBE Rules.
- c. Service in a faculty position funded by federal money will not be credited towards the award of continuing contract. The President will establish procedures for informing affected employees of this restriction.
- d. Contract for part-time instructional personnel may provide for employment by the day, by the semester hour, or by the clock hour.
- e. Continuing contracts awarded to instructors serving as athletic coaches are based in part on the performance of coaching, and are contingent upon continued performance of these duties. Exceptions may be granted only with the specific permission of the Board of Trustees.

6Hx: 1-3.09 TEACHER LOAD-FULL TIME

Normal Faculty loads are defined as follows:

- 1) College Credit and prep courses not identified below (#2 -4): 15 credit hours/term for Fall & Spring terms, with 6 credit hours for summer term.

170 day 30 credit hours,
(combination of Fall & Spring)

200 day 36 credit hours,
(combination of Fall, Spring and Summer A or B)

230 day 42 credit hours,
(combination of Fall, Spring, Summer A and B)

Music & PE programs: 15 contact hours / week for Fall & Spring terms, with courses totaling 6 contact hours for summer term.

170 day 30 contact hours,
(combination of Fall & Spring weekly contact hours)

200 day 36 contact hours,
(combination of Fall, Spring and Summer A or B contact hours)

230 day 42 contact hours,
(combination of Fall, Spring, Summer A & B contact hours)

- 2) Lab sciences: $(\text{credit hours} + \text{contact hours}) / 2 = 13 - 16$ for each Fall and Spring term; for year:

170 day 30- 32

200 day 36- 38
(min of 1 course to be taught summer A or B)

230 day 42- 44
(min of 1 course to be taught Summer A and B)

- 3) Vocational: $(\text{credit hours} + \text{contact hours}) / 2 = 18$ for each Fall & Spring term. This has a minimum of 12 credits and a maximum of 24 teaching contact hours per term. Summer loads are 4 credit hours. (Note: Teaching contact hours + advising hours = 25 hours / week)
- 4) Instructors in special programs will teach as many hours as needed to meet outside agency requirements.
- 5) Any reductions in teaching load to perform research or other special projects shall require approval of the campus president.

6Hx: 1-3.10 TEACHER OVERLOAD

If unanticipated enrollment results in the necessity to schedule an instructor an overload, payment will be made over and above his/her contractual agreement at the same rate as for part-time instructors. Credit-hour overloads will be paid at credit-hour rates (courses may be fractionalized); non-credit overloads will be paid at the contact-hour rates.

Numbers reflect section 6Hx: 1-3.09, overloads shall be awarded when:

- 1) College Credit & Prep classes
Credit hours are > 15 per Fall or Spring term, and
170 day credit hours are > 30, and
200 day credit hours are > 36, and
230 day credit hours are > 42.

Music & PE

Contact hours > 15 per Fall or Spring term and,
170 day contact hours > 30
200 day contact hours > 36
230 day contact hours > 42.

- 2) (Credit hours + Contact hours) / 2 > 16 per Fall or Spring term, and
 170 day (Credit + contact) / 2 > 32
 200 day (Credit + contact) / 2 > 38
 230 day (Credit + contact) / 2 > 44
- 3) (Credit hours + Contact hours) / 2 > 18 per Fall or Spring and for Summer credit hours > 4.

6Hx: 1-3.19 PAYROLL DEDUCTIONS

The Board has approved payroll deductions for employees. It is the responsibility of each employee to verify that all authorized deductions were deducted from each paycheck that the employee receives. In order to be eligible for any payroll deductions, the employee must sign the Payroll Deduction Authorization and Release Form.

Employee checks or deposits are subject to a variety of federal, state and local adjustments. Each full-time college employee will be informed of which payroll adjustments are mandated and which are available optionally. Some of those adjustments will occur prior to federal tax and social security adjustments and some will occur subsequent to such withdrawals.

The President or designee will develop guidelines and procedures to implement the following authorized payroll adjustments.

A. PRE-TAX PAYROLL REDUCTIONS

Approved pre-tax payroll reductions may include, but are not limited to, the following:

- Health insurance premiums;
- Group term-life insurance premiums (to a maximum amount);
- Long-term disability premiums;
- Optional-benefit-account premiums (to a maximum amount);
- Tax-sheltered annuities (to a maximum amount).

B. POST-TAX PAYROLL DEDUCTION

Approved post-tax payroll deductions may include, but are not limited to, the following:

- Direct deposit;
- Group term-life insurance premiums (above maximum amount eligible for pre-tax payroll reductions with the college's carrier);
- United Way;
- U.S. Government Savings Bonds;
- BCC Foundation and the King Center for the Performing Arts;
- Individual Retirement Accounts (IRA's);
- Florida Association of Community Colleges, and the United Faculty of Florida at BCC (an employee may request deductions for no more than 2 eligible organizations);*
- Work-uniform allotments;
- Community Educators Credit Union;
- Other insurance premiums (an employee may request deductions for no more than 1 eligible Florida insurance company).**

* An eligible organization is one for which not less than 20 employees request be included on the list for deductions.

** Eligibility depends upon licensing and payment to the College of a one-time fee of \$50.00 paid by the company for placement on the list.

6Hx: 1-3.20 LEAVE GENERAL

Personnel absent for any reason who do not complete at least fifty (50%) percent of the required workdays in the school year will have their salary computed for the school year without credit for a pay step increase being added. An employee willfully absent from duty without leave shall forfeit compensation for the time of such absence and may be subject to discharge and forfeiture of tenure and all other rights and privileges as provided by law. If any employee granted leave fails to return to duty at the termination of leave, his employment shall be subject to cancellation by the Board. (Appropriate SBE Regulations)

Personnel absent for any reason who do not complete the required work days (91) for faculty or six months for other personnel in the school year will have their salary computed for the new school year without credit for a pay step increase being added. Absences "for any reason" include extended professional leave with pay (whether funded from Staff and Program Development funds), extended professional leave without pay, personal leave, or any other type of leave. (Appropriate SBE Regulations)

TYPES OF LEAVE

The following types of leave are authorized for the personnel of the college in accordance with provisions of the Florida Statutes or school Board of Education Rules and are fully explained in the college Operational Procedures manual:

- Vacation Leave: for 12-month employees;
- Sick Leave: covers employee (and family) sickness and emergencies;
- Birth/Adoption of Infant Leave: employee may make use of accumulated sick leave, vacation leave and personal leave without pay;
- Workers' Compensation Sick Leave: sick leave for job-related illness or injury;
- Professional Leave: with or without pay, for personal educational goals;
- Extended Professional Leave: with pay, with educational benefits accruing to the College;
- Personal Leave: four days a year with pay and up to 90 days a year without pay;
- Line-of-Duty Leave: off-site duty assignment;
- Military Leave: for mandatory military, National Guard or reserve duty;
- Court Duty: jury duty or subpoenaed as a witness;
- Administrative Leave: for faculty, with no change in contract status, temporarily serving in administrative role.

6Hx: 1-3.22 OUTSIDE EMPLOYMENT

Personnel of the College may engage in employment outside of the College; however, the President will establish administrative procedures to insure that such outside employment does not conflict with or does not reduce the capability to perform their required functions as an employee of Brevard Community College. In the event a conflict between their primary employment with the College and their outside employment does occur, the procedure will include a method for the resolution of such conflict.

6Hx: 1-3.28 DISMISSAL OR SUSPENSION OF EMPLOYEES

Personnel may be dismissed or suspended based on an evaluation of each individual case as authorized under provisions of Florida Statutes and SBE Regulations.

6Hx: 1-3.34 LEGAL SERVICES FOR EMPLOYEES

Legal Services at college expense may be provided for employees who may be sued for action which occurs in performance of their assigned duties, as set forth in SBE Regulations.

Appendix C

**BREVARD COMMUNITY COLLEGE
FACULTY PAYROLL CERTIFICATION**

(To be cut and pasted in – example shown below)

TIME/EFFORT CERTIFICATION FORM FOR

ID:

NAME:
PAY NO:
PAY PERIOD:
DEPT:
POS. #:

FULL-TIME FACULTY

In accordance with college policy, I certify that I have fulfilled position demands and work week requirements for the period indicated, or appropriate leave forms have been submitted.

If you grant funded, I certify that the salary percentages being charged to the index(es) below are an accurate record of the time worked on this Grant/Contract, and that the duties performed are in compliance with the regulations and requirements stipulated in this Grant/Contract.

Index(es)	Description	Percentage

EMPLOYEE

DATE

SUPERVISOR

DATE

Appendix D

**BREVARD COMMUNITY COLLEGE
FACULTY SALARY MINIMUM SCHEDULE
200-DAY CONTRACT**

YEARS	<BA/BS	BA/BS	MA/MS	MA+30	MA+60	PhD/Dr.
0			34000	34500	35000	36500
1			34275	34850	35350	36850
2		34000	34550	35200	35700	37200
3		34225	34825	35550	36050	37550
4		34450	35100	35900	36400	37900
5		34675	35375	36250	36750	38250
6	34000	34900	35650	36600	37100	38600
7	34225	35125	35925	36950	37450	38950
8	34450	35350	36200	37300	37800	39300
9	34675	35575	36475	37650	38150	39650
10	34900	35800	36750	38000	38500	40000
11	35125	36025	37025	38350	38850	40350
12	35350	36250	37300	38700	39200	40700
13	35575	36475	37575	39050	39550	41050
14	35800	36700	37850	39400	39900	41400
15	36025	36925	38125	39750	40250	41750
16	36250	37150	38400	40100	40600	42100
17	36475	37375	38675	40450	40950	42450
18	36700	37600	38950	40800	41300	42800
19	36925	37825	39225	41150	41650	43150
20	37150	38050	39500	41500	42000	43500
21	37375	38275	39775	41850	42350	43850
22	37600	38500	40050	42200	42700	44200
23	37825	38725	40325	42550	43050	44550
24	38050	38950	40600	42900	43400	44900
25	38257	39175	40875	43250	43750	45250
26	38500	39400	41150	43350	44100	45600
27	38725	39625	41425	43600	44450	45950
28	38950	39850	41700	43950	44800	46300
29	39175	40075	41975	44300	45150	46650
30	39400	40300	42250	44725	45500	47000
31	39625	40525	42525	45000	45850	47350
32	39850	40750	42800	45350	46200	47700
33	40075	40975	43075	45700	46550	48050
34	40300	41200	43350	46400	46900	48400
35	40525	41425	43625	46750	47250	48750
36	40750	41650	43900	47100	47600	49100
37	40975	41875	44175	47450	47950	49450
38	41200	42100	44450	47800	48300	49800
39	41425	42325	44725	48150	48650	50150
40	41650	42550	45000	48500	49000	50500
41	41875	42775	45275	48850	49350	50850
42	42100	43000	45550	49200	49700	51200
43	42325	43225	45825	49550	50050	51550
44	42550	43450	46100	49900	50400	51900
45	42775	43675	46375	50250	50750	52250
46	43000	43900	46650	50600	51100	52600
47	43225	44125	46925	50950	51450	52950
48	43450	44350	47200	51300	51800	53300
49	43675	44575	47475	51650	52150	53650
50	43900	44800	47750	52000	52500	54000

Appendix E

BREVARD COMMUNITY COLLEGE GUIDELINES FOR FACULTY STARTING SALARIES

VOCATIONAL CERTIFICATE PROGRAMS C Go to column Less than BA/BS

In the absence of a BA/BS degree, an instructor assigned to a Certificate Program is required to have had six (6) years of relevant work experience. With these credentials, the Certificate Program instructor would enter the salary schedule at 6 years of experience in Column 1. Credit may then be given for each year of relevant experience beyond six (6), not to exceed ten (10), additional years.

ASSOCIATE IN SCIENCE TECHNICAL PROGRAMS C Go to column BA/BS

An instructor assigned to an Associate in Science Program should possess a BA/BS and two (2) years of relevant work experience. With these credentials, the AS Program instructor would enter the salary schedule at 2 years of experience in Column 2. Credit may then be given for each year of relevant work experience beyond two (2), not to exceed ten (10), additional years.

ASSOCIATE IN ARTS, UNIVERSITY PARALLEL, PRE-PROFESSIONAL PROGRAMS (COLLEGE TRANSFER) C Go to columns MA/MS or above

An instructor assigned to a program of college transfer must possess, as a minimum, the appropriate Master's degree, including at least 18 graduate semester hours in the primary teaching area to which assigned. Years of experience, as charted, are considered to indicate full-time college teaching experience or full-time work experience in the primary teaching area.

In a highly competitive teaching field and in special circumstances, the District President may approve higher or lower starting salaries based on appropriate justification and recommendation.

Appendix F

(to be inserted manually)

Appendix G

Department Chair Responsibility List

	Approval or Ultimate Responsibility			Approval or Ultimate Responsibility		
	A	Yes	UR	A	No	UR
In-State Travel	X					X
Out-of-State Travel	X					X
Work Orders (Maintenance)	X					X
Part-time Faculty Hiring	X		X			
Faculty Scheduling	X					X
Equipment Buy Plan	X					X
Equipment Purchase	X					X
Budget Management	X					X
Course Substitutions/Waivers	X					X
Course Scheduling	X		X			
Budget Development	X					X
Inventory Control	X					X
Extended Professional Leave	X					X
Maintenance of Continuing Contract	X					X
Revised Courses/Programs	X					X
Grade Changes	X		X			
Student Grievances (PT Faculty)	X		X			
Student Grievances (FT Faculty)	X					X
Class Cancellations	X					X
Part-time Faculty Evaluations	X		X			

Appendix H

Department Chair Evaluation

All department chairs will be evaluated by the members of their departments each year. The evaluations will be sent directly to the campus presidents. Department Chairs will receive copies of the evaluations.

This form provides the opportunity to express your views about the following department chair. Your answers are important because they help improve the institutional effectiveness of BCC.

Your Department Chair is _____

Although you will remain anonymous, the following information puts the evaluation in context.

I am a _____ full-time faculty member _____ part-time faculty member

Please indicate your agreement with the following statements using the following designations:

SA = Strongly Agree A = Agree D = Disagree SD = Strongly Disagree
NA = Not Observable/Not Applicable

In the area of communication/human relation, this person:

1. Is accessible	SA	A	D	SD	NA
2. Works to solve problems that I bring to his/her attention	SA	A	D	SD	NA
3. Treats faculty members within the department with respect	SA	A	D	SD	NA
4. Encourages feedback from faculty members within the department	SA	A	D	SD	NA
5. Responds within requested timeframes to written or oral communication	SA	A	D	SD	NA
6. Welcomes free expression	SA	A	D	SD	NA

In the area of leadership, this person:

1. Encourages my involvement in problem solving	SA	A	D	SD	NA
2. Supports faculty members within the department in carrying out duties and responsibilities	SA	A	D	SD	NA

In the area of professionalism/job knowledge, this person:

1. Carries out his/her duties and responsibilities effectively	SA	A	D	SD	NA
2. Is willing to listen to criticism	SA	A	D	SD	NA
3. Demonstrates knowledge of the BCC Policies and Procedures	SA	A	D	SD	NA
4. Is concerned with the success of students in the programs covered by the dept.	SA	A	D	SD	NA
5. Strives to promote the department and college rather than self	SA	A	D	SD	NA

Additional comments/opportunities for improvement:

Appendix I

BREVARD COMMUNITY COLLEGE VOLUNTARY INCENTIVE PROGRAM (VIP)

GENERAL INFORMATION: FACULTY AWARDS

There are two avenues for faculty members to follow in order to receive a VIP Award. First, each of nine instructional divisions is able to recognize up to ten (10) percent of the assigned faculty for Divisional VIP Awards. Secondly, a College wide VIP determination process allows for up to thirty-five (35) percent of the tenure-track faculty to receive Awards. Each year the number of VIP Awards is not to exceed forty-five (45) percent of the total number of faculty. The number of Awards in each category will be limited by the VIP budget approved by the Board of Trustees. No faculty member may be awarded more than one VIP Award in any two-year period. The Awards are based on a calendar year performance.

VIP Awards will be added to the base salary in the academic year following the year in which the Award was approved. All Awards (Divisional and College wide) will be in the amount of \$ 1,250. The VIP Awards will be made in May and applied to the faculty members' base salaries effective in August.

I. THE DIVISIONAL VIP DETERMINATION SYSTEM: DESCRIPTION

Divisional VIP Awards will be recommended by a committee within each Division. The committee will be chaired by the assigned administrator and consist of one faculty member from each campus represented in the Division plus one Department Chair. Faculty members serving on the committee will be selected by their respective departmental faculty and should include representation from all campuses featuring a Division. The Department Chair serving on the committee will be selected by the Curriculum Coordinators. Each Instructional Division may select up to ten (10) percent of the total number of tenure-track faculty members in that division who have taught the previous Spring and Fall. Only those faculty members who have been rated satisfactory on their most recent Performance Enhancement Plan Review are eligible to apply for a VIP Award.

PROCEDURES FOR APPLYING FOR DIVISIONAL VIP AWARDS

Each Division has autonomy in the development of guidelines for recommending Divisional VIP Awards to the District President for recommendation to the Board. The assigned administrator will serve as chairperson of the Divisional VIP Committee.

A faculty member may initiate his/her own Division VIP application, or it may be initiated by a colleague or his/her Department Chairperson, Campus Dean or Campus President. It is the responsibility of the person sending in the application to supply information he/she feels appropriate for the nominee.

The selection of College wide VIP awards will follow the Divisional Awards and the VIP process will be concluded in May.

Collegewide VIP Divisions

<u>Instructional Areas**</u>	<u>Assigned Administrator*</u>
1. Allied Health	Cocoa Campus President
2. Business/Legal/Office Systems/ Computer Science	Melbourne Campus President
3. Education/Child Development/P.E./ Librarians	Cocoa Campus Dean
4. English/Communications/Speech/ Journalism/Foreign Languages	Melbourne Campus Dean
5. Humanities/Fine Arts/Drama/Theater	Titusville Campus President

- | | |
|---|-----------------------------|
| 6. Mathematics | Palm Bay Campus Dean |
| 7. Sciences | Palm Bay Campus President |
| 8. Social-Behavioral Sciences | Titusville Campus Dean |
| 9. Technologies/Criminology/Law Enforcement | Dean of Technical Education |

* The Assigned Administrator will serve as Chair of the Divisional VIP Committee and be responsible for organizing the committee and communicating the results of the reviews.

** All full-time, tenure-track faculty, regardless of teaching site assignment, will be included in one of the nine (9) instructional areas listed above. The Divisional VIP Committees will be elected from the faculty assigned to each instructional area.

II. THE COLLEGEWIDE VIP DETERMINATION SYSTEM: DESCRIPTION

VIP Status is determined by a committee made up of 20 representatives as follows:

- \$ the Associate Vice President for Educational Services who shall be the Chairperson
- \$ the four Campus Presidents
- \$ the four Campus Deans of Educational Services
- \$ the Collegewide Dean of Technical Education
- \$ the Dean of Allied Health
- \$ one faculty member elected by each division (these faculty representatives will not be Department Chairpersons)

With the exception of the Associate Vice President for Educational Services, the Campus Presidents, and the six Deans, who shall be permanent members, faculty committee members are selected on a two-year rotation basis to ensure continuity of the system. College wide VIP awards are limited to approximately thirty-five (35) percent of the tenure-track faculty each year. The exact number of VIP Awards is left to the discretion of the committee each year.

Applying for and not receiving a Divisional VIP Award does not preclude a faculty member from seeking a VIP Award from the College wide VIP Committee.

PROCEDURES FOR APPLYING FOR COLLEGEWIDE VIP AWARDS

1. All full-time tenure-track faculty who have been rated satisfactory on their most recent Performance Enhancement Plan Review are eligible to apply for the VIP Award. The faculty member must have taught during the preceding Spring and Fall terms. The VIP application is for performance during the period of January 1 to December 31.
2. A faculty member may initiate his/her own application for VIP Status, or it may be initiated by his/her Chairperson, Campus Dean or Campus President.
3. The VIP Committee shall consider any one or more of the following areas of performance as possible justification for the awarding of VIP Status:
 - a. Outstanding teaching performance; or
 - b. Outstanding contributions to a discipline; or
 - c. Outstanding contributions to the college, division, or department; or
 - d. Outstanding contributions to community (as related to the college mission); or
 - e. Other as deemed appropriate by the VIP Committee including Resource Development Activity
4. The VIP Committee must review the written narrative that accompanies the VIP application form. The narrative shall not exceed five pages, plus a single page listing the documentation that is

evidence to support his/her application. The narrative will be on 8 ½" x 11" pages (white paper) with no less than a size 12 point font. Applications should be submitted in a plain manila folder. Notebooks will not be accepted.

5. Student evaluations that support outstanding teaching performance may be submitted with the application. All other documentation that supports the VIP application will be maintained by the candidate and will be submitted to the VIP Committee only if requested. The evidence may take the form of, but is not restricted to, the following potential options:
 - a. A copy of any growth contract which the candidate may have written together with a written assessment of the execution of that contract by the candidate's growth agreement with the Campus President; or
 - b. Empirical evidence supporting "Outstanding Teaching Performance" which could include:
 - (1) Classroom materials; or
 - (2) Peer evaluations; or
 - (3) Supervisor evaluations; or
 - (4) Teaching awards; or
 - (5) Student evaluations (if student evaluations are submitted, they should represent only three classes/sections within the merit application calendar year. To be valid, student evaluations must be administered using a "third party" process.); or
 - c. Empirical evidence supporting "Resource Development Activities" which could include:
 - (1) Assist in writing and submitting a grant
 - (2) Implementation role on a grant (project director)
 - (3) Peer Reviewer of grant proposals
 - (4) Stimulation of external support for students, department or college
 - (5) Participation in fundraising efforts, alumni activities, foundation events
 - (6) Presentation or publication of article to disseminate grant project results
 - (7) Development of a product from a grant project
 - d. Other written evidence submitted by students; or
 - e. Written evidence of support submitted by colleagues; or
 - f. Copies of materials published by candidate; or
 - g. Commendations, testimonials, or other awards won by candidate; or
 - h. Other as deemed appropriate by the candidate.
6. Only performance as a full-time tenure-track faculty member for the VIP application year may be considered.
7. All candidates who receive a minimum of twelve (12) affirmative votes by the VIP Committee shall be recommended for VIP Status.
8. The VIP Committee shall recommend that each candidate be granted a VIP Status or not be recommended for VIP Status, and shall communicate its recommendation to the candidate.
9. All application materials and the VIP Committee's ranked recommendations of all candidates shall be submitted to the District President.
10. Noncompliance with the guidelines may result in disqualification of the College wide VIP Application.

GUIDELINES FOR COLLEGEWIDE VIP DETERMINATION

1. Each faculty member receiving a satisfactory rating on his/her most recent Performance Enhancement Plan Review shall be eligible to apply for VIP Status. Subsequent to this, the faculty member, or his/her department chairperson, will submit his/her application to the Office of the Associate Vice President for Educational Services.
2. The College wide VIP application will include the application form, the narrative, and the one (1) page listing of the documentation that is evidence to support his/her application.

3. All VIP committee votes will be taken by secret written ballot. At least one faculty member will participate in all counting procedures.
4. All candidates receiving twelve (12) or more votes may be recommended by the committee for VIP status; however, the number of College wide VIP Awards each year is limited to approximately thirty-five (35) percent of the total tenure-track faculty and is subject to the approved budget for VIP Awards.
5. The VIP Committee's recommendations will be submitted to the District President. The District President's recommendations will be reported to the Board of Trustees no later than the regular May meeting. Faculty members' Awards will be added to their base salaries effective with the following year's contract.
6. Any activity whatsoever that goes beyond the faculty member's job description, or that is within the job description but is performed at an outstanding level, is an activity that is potentially meritorious. But the decision as to whether or not such an activity actually is meritorious is a subjective one that is made individually by each of the twenty (20) committee members according to the dictates of his or her personal conscience and value system.
7. Failure to be recommended for a VIP Award shall not be subject to the grievance procedure.

Appendix J

Memorandum of Understanding

This will confirm the College's and UFF's agreement to establish the following committees:

Two committees with joint faculty-administration representation will review issues and make recommendations for contractual discussions during the re-opener in the spring of 2002.

The first committee will examine and propose faculty-loading policies for those teaching in Allied Health. The second committee is a continuation of the Distance Learning Committee. That committee will continue to examine intellectual property issues and will propose a document outlining the respective rights and obligations of faculty and the College. The committees' recommendations will not be binding on either the Employer or UFF-BCC; the recommendations will be subject to the collective bargaining process.

All contract recommendations must be completed by April 15, 2002. The UFF-BCC and the Employer shall each have the right to appoint a co-chair for each committee and choose an equal number of voting committee members. The number of voting and non-voting committee members and other procedural matters will be mutually determined by the co-chairs.

Authorized Representative
UFF-BCC

Authorized Representative
Brevard Community College

Appendix K

Memorandum of Understanding

UFF-BCC shall be permitted to use the college's email system for the limited purpose of informing bargaining unit members of the time, date, place and subject of UFF-BCC meetings and reminders regarding union officer elections and ratification votes. The email notices shall be submitted to the Associate Vice President of Human Resources or designee for approval at least 3 working days in advance, which approval shall not be withheld if the notice conforms to the requirements of this section. This Memorandum of Understanding may be terminated by either the Employer or UFF-BCC at any time upon written notice.

Authorized Representative
UFF-BCC

Authorized Representative
Brevard Community College

MEL1 #460729 v1