WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

OFFICE PROFESSIONAL/TECHNICAL ASSOCIATION

Flex Schedule for Sarah Caruso

Notwithstanding Article 10, Section 10.2 and 10.3, the undersigned parties agree to a flex schedule for the Sarah Caruso for Winter 2015 semester beginning January 12, 2015 and ending May 4, 2015.

Monday
8am – 4pm Work
4pm – 5:30pm Class

Tuesday
8am – 12pm Work
12pm – 12:30pm Lunch
12:30pm – 4:30pm Work

Wednesday
8am – 4pm Work
4pm – 5:30pm Class

Thursday
8am – 12pm Work
12pm – 12:30pm Lunch
12:30pm – 4:30pm Work

Friday
8am – 12pm Work
12pm – 12:30pm Lunch
12:30pm – 4:30pm Work

This action constitutes this entire agreement between the parties, and shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

CRYSTAL SIMS
President, OPTA

1/29/15

DATE

FOR THE COLLEGE

MARLA E. STUCK
Director, Labor & Employee Relations

1/29/2015

DATE
WASHTENAW COMMUNITY COLLEGE

LETTER OF UNDERSTANDING

Between

THE WASHTENAW COMMUNITY COLLEGE OFFICE PROFESSIONAL ASSOCIATION

And

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Joan Clous PTO Calculation During FT to PT Transition 2016

The undersigned parties agree that Section 11.2 Paid Time Off (PTO) B. 12-Month Employees and Permanent Part-Time Employees Hours allotments that it is understood Joan Clous’s eligible PTO hours will be calculated on the following basis:

Accrual at the FT rate of 24 hours a month for employees with 6 through 14 years of service will be allotted for July 2015 through January 2016 and 12 hours for February 1-15th of 2016 for the time period Joan Clous was in a FT position. Accrual for February 16-29 of 2016 will be 6 hours, and the remainder of the year March through June 2016 will be at the rate of 12 hours monthly, the PT rate for the PT position Joan Clous transitioned to.

July 1, 2016, Joan Clous will receive the earned PTO amount of 234 hours.

This action constitutes the entire agreement between the parties and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Crystal Sims
President, OPT

Date

3/17/16

FOR THE COLLEGE

Marla E. Stuck
Director, Labor & Employee Relations

Date

3/17/16
Notwithstanding Article 6, Section 6.1, G – Temporary Assignments, the parties below agree to pay Pat Lenton a 5% increase per grade above her current level for the temporary assignment as the Secretary, Dean of Math, Science and Health for the duration of this current assignment with a begin date of January 20, 2015.

The action constitutes the entire Agreement between the parties. This action shall not be considered precedent setting in anyway.

FOR THE ASSOCIATION

CRYSTAL SIMS
President, OPTA

DATE 2/17/15

FOR THE COLLEGE

MARLA E. STUCK
Director, Labor & Employee Relations

DATE 2/17/15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

OFFICE PROFESSIONAL/TECHNICAL ASSOCIATION

Channon Fair – Family Medical Leave and Sick Bank Access

Channon Fair does not qualify for Family Medical Leave until April 21, 2015 (one year anniversary date), and her pregnancy due date is April 9, 2015. Notwithstanding Article 13, Section 13.1 and 13.5 (a) (b), the undersigned parties agree to allow Channon to utilize her PTO, and access the sick bank after she exhausts her own PTO prior to April 21, 2015, at which time she will also be eligible for Family Medical Leave.

The action constitutes the entire Agreement between the parties. This action shall not be considered precedent setting in anyway.

FOR THE ASSOCIATION

CRYSTAL SIMS
President, OPTA

DATE 3/4/15

FOR THE COLLEGE

MARLA E. STUCK
Director, Labor & Employee Relations

DATE 3/4/15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

OFFICE PROFESSIONAL/TECHNICAL ASSOCIATION

Emily Seipel

Notwithstanding Article 6, Section 6.2.1 (D), the undersigned parties agree to allow Emily Seipel to exceed the allotted 1100 hours and to continue working in an interim status for the Women's Center until May 15, 2015.

The action constitutes the entire Agreement between the parties. This action shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

CRYSTAL SIMS
President, OPTA

DATE

FOR THE COLLEGE

MARLA E. STUCK
Director, Labor & Employee Relations

DATE
The parties agree that the following language should replace Section 6.1 (C), (2):

1. **Voluntary Transfer:** A voluntary transfer occurs when an Association member is placed in another Association position that is the same or lesser position classification. All voluntary transfer requests shall be initiated through the association executive board. This shall be done when there are rare and extenuating circumstances, and only if the association member meets the minimum requirements as stated in the job description. The final decision shall remain with the College.

2. **Involuntary Transfer:** An involuntary transfer occurs when an Association member is placed in another Association position that is the same or lesser position classification at the discretion of the College. If an association member is involuntarily transferred they shall suffer no loss of annual salary resulting from a reduction in wages and/or work for the duration of the assignment.

Members of the Association normally assigned to specific locations may expect to enjoy continuity in such assignments. An involuntary transfer shall not take place without prior discussion with the affected Association member and the Association, in which any objections to the assignment by the Association member or Association shall be considered before the final decision is made. The final decision shall remain with the College.

A transfer is defined as an Association member being granted or placed in another bargaining unit position that is of the same or lesser job classification unit position.

The action constitutes the entire Agreement between the parties. This action shall not be considered precedent setting in anyway.

**FOR THE ASSOCIATION**

\[\text{Crystal Sims}\]
President, OPTA

\[4/1/15\]

**FOR THE COLLEGE**

\[\text{Marla E. Stuck}\]
Director, Labor & Employee Relations

\[4/1/15\]
Washtenaw Community College

Letter of Agreement

Between

The Washtenaw Community College Board of Trustees

And

Washtenaw Community College

Theodore Baker PTO hours for 30 hour position

Notwithstanding Article 11.2, Section C (3) and D, the undersigning parties agree that Theodore Baker, who currently holds a 30 hour work week position, shall receive a 75 hour installment of PTO after the completion of his probationary period scheduled to be April 13, 2015. He shall be afforded to carry over 60 of these 75 initial installment hours into the new fiscal year (July 1, 2015) and receive an incentive of six (6) hours additional PTO making the total carryover equal to 66 hours of PTO.

In addition, Mr. Baker shall receive 75 hours of PTO again July 1, 2015.

The action constitutes the entire Agreement between the parties. This one time action shall not be considered precedent setting in anyway.

For the Association

Crystal Sims
President, OPTA

Date 4/23/15

For the College

Marla E. Stuck
Director, Labor & Employee Relations

Date 4/23/15
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

OFFICE PROFESSIONAL/TECHNICAL ASSOCIATION

Whitney Weathersby – Sick Bank Access

Notwithstanding Article 13, Section 13.1 and 13.5 (a) (b), the undersigned parties agree to grant Whitney Weathersby access to the OPT Sick bank at the depletion of her current PTO balance (17.92 hours) temporarily waiving the ten (10) day PTO requirement in order to keep her in a paid status while out on medical leave. On July 1, 2015, the sick bank will be replenished with portion waived in accessing the sick bank not to exceed the ten (10) day requirement from Whitney’s PTO accrual balance.

The action constitutes the entire Agreement between the parties. This one time action shall not be considered precedent setting in anyway.

FOR THE ASSOCIATION

CRYSTAL SIMS
President, OPTA

DATE 5/20/15

FOR THE COLLEGE

MARLA E. STUCK
Director, Labor & Employee Relations

DATE 5/20/15
WASHTENAW COMMUNITY COLLEGE

LETTER OF UNDERSTANDING

Between

THE WASHTENAW COMMUNITY COLLEGE OFFICE PROFESSIONAL ASSOCIATION

And

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

Joan Clous PTO Calculation During FT to PT Transition 2016

The undersigned parties agree that Section 11.2 Paid Time Off (PTO) B. 12-Month Employees and Permanent Part-Time Employees Hours allotments that it is understood Joan Clous's eligible PTO hours will be calculated on the following basis:

Accrual at the FT rate of 24 hours a month for employees with 6 through 14 years of service will be allotted for July 2015 through January 2016 and 12 hours for February 1-15th of 2016 for the time period Joan Clous was in a FT position. Accrual for February 16-29 of 2016 will be 6 hours, and the remainder of the year March through June 2016 will be at the rate of 12 hours monthly, the PT rate for the PT position Joan Clous transitioned to.

July 1, 2016, Joan Clous will receive the earned PTO amount of 234 hours.

This action constitutes the entire agreement between the parties and it shall not be considered precedent setting in any way.

FOR THE ASSOCIATION

Crystal Sims
President, OPT

Date 3/17/16

FOR THE COLLEGE

Marla E. Stuck
Director, Labor & Employee Relations

Date 3/17/16
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

OFFICE PROFESSIONAL/TECHNICAL ASSOCIATION

Patricia Lenton Voluntary Transfer

The undersigned parties agree to grant Patricia Lenton's voluntary transfer request from the OPTA Support Services Secretary located in Learning Support Services which is a Level A position to the OPTA Support Services Secretary position located in the GM 300 Faculty Pod also a Level A position effective August 2, 2016 as outlined here from Section 6.1 (c), (2):

Voluntary Transfer: A voluntary transfer occurs when an Association member is placed in another Association position that is the same or lesser position classification. All voluntary transfer requests shall be initiated through the association executive board. This shall be done when there are rare and extenuating circumstances, and only if the association member meets the minimum requirements as stated in the job description. The final decision shall remain with the College.

This one time action constitutes the entire Agreement between the parties. This action shall not be considered precedent setting in anyway.

FOR THE ASSOCIATION

CRYSTAL SIMS
President, OPTA
7/27/16

DATE

FOR THE COLLEGE

MARLA E. STUCK
Director, Labor & Employee Relations
7/27/16

DATE
Hi Pat,

Attached is the job description for GM 300 for your review.

I just wanted to recap what we talked about this morning, and what you would be agreeing to as a Voluntary Transfer to GM 300:

1. Your shift hours in GM will remain 8am-5pm.

2. You are agreeing to voluntarily give up your currently scheduled August PTO dates of: 8/15/16 thru 8/19/16, as well as Friday, 8/26/16. This will give you the week before In-Service to get acclimated in your new position and prepare for In-Service week.

3. You are keeping your previously approved PTO for 8/2/16 to 8/5/16, as well as your preapproved Unpaid Summer Leave from 8/9/16 thru 8/12/16.

4. You understand that an OPT Pod Office has departmental needs for servicing faculty, and as such will create blackout dates for advanced PTO scheduling. Blackout dates are determined by your supervisor and could include: the week of In-Service, first week of semester, midterm week, and last week of the semester.

Please let me know if you have any questions or concerns before I let Marla know your voluntary transfer decision.

Sincerely,
Joan Elizabeth Clous
MEA OPT/A Grievance Chair

On Campus: (734) 677-5009
Text/Private: (734) 707-6075

Please consider the environment before printing this email.
WASHTENAW COMMUNITY COLLEGE
OFFICE PROFESSIONAL/TECHNICAL ASSOCIATION
POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Support Services Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL</td>
<td>Office Professional/Technical - A</td>
</tr>
<tr>
<td>POSITION DURATION</td>
<td>Regular - Twelve Months - 40 Hours Per Week</td>
</tr>
<tr>
<td>ACCOUNTABLE TO</td>
<td>Dean (of specified area)</td>
</tr>
<tr>
<td>DIRECTED BY</td>
<td>Dean (of specified area)</td>
</tr>
</tbody>
</table>

Position Function:
This Office Professional/Technical union position provides clerical services in support of instruction at Washtenaw Community College. Services include office secretarial duties for faculty and staff, production of instructional materials (in particular those needed by the appropriate department), and communication with students, staff and the general public regarding programs, courses and general information about the College. Specific responsibilities will vary by location of assignment and time of year.

Essential Job Duties and Responsibilities:
- Provide clerical and secretarial services for divisions, departments and faculty as assigned; assist in the provision of such services throughout instruction as directed by the division or department supervisor (with the Dean serving as the supervisor of record).
- Prepare documents, coordinate and provide information and services using required information technology.
- Work with faculty and division counselors to maintain current knowledge of information pertinent to assigned divisions and departments.
- Assist students and visitors; help coordinate the process of getting individuals to the professional staff and services that meet their needs by appointment, referral, telephone, walking and/or the internet.
- Report any breach in IT Security plan to appropriate Dean.
- Provide students, members of the College community, and the general public with accurate information about assigned divisions and departments, assigned faculty and the College in a professional manner.
- Support faculty, department chairs and other professional staff, as assigned, in preparation of instructional materials and College-related reports.
- Maintain instructional and other College-related files, including tests, and other confidential information.
- Gather, organize, and compile data using multiple resources including written publications and electronic media.
- Coordinate duplication and College-related mail and message services for assigned staff.
- Order and maintain supplies, materials and publications as needed.
Support Services Secretary

- Perform other clerical and secretarial duties as assigned by the division or department Supervisor.

Minimum Qualifications:

- High school diploma or GED equivalent and 0-2 years relevant work experience.
- Demonstrated computer ability in current WCC office software applications (word processing, spreadsheets and access).
- Demonstrated skills in interpersonal communication and the use of office communication technology when interacting with students, staff and the general public.
- Ability to learn and use technical software appropriate to areas of assignment, including software to generate charts, graphs and mail merges, Internet, and other College programs.
- Proficiency in basic math, spelling, proofreading, filing and telephone etiquette. Note taking ability at 80% accuracy, keyboarding ability at 50 wpm.
- Ability to appropriately handle confidential materials and organize own workload.
WASHTENAW COMMUNITY COLLEGE

LETTER OF AGREEMENT

BETWEEN

THE WASHTENAW COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

WASHTENAW COMMUNITY COLLEGE

New Employees PTO Time during First Year of Employment

The undersigned parties agree that the following language should replace Section 11.2 Paid Time Off (PTO).

The current language:

All new employees to the bargaining unit, after completion of their probationary period, shall receive eighty-eight (88) hours of PTO during their first year of employment.

Beginning the following July 1st, new hires shall be placed on the appropriate schedule as outlined in Appendix F, G and H shall be permitted to carryover all of their unused PTO time.

The replacement language:

All new employees to the bargaining unit, after completion of their probationary period, shall receive PTO time based on their classification (see chart below) during their first year of employment.

<table>
<thead>
<tr>
<th>Classification</th>
<th>PTO Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Month Full Time Employees</td>
<td>88</td>
</tr>
<tr>
<td>210-Day Employees</td>
<td>72</td>
</tr>
<tr>
<td>12-Month Permanent Part Time Employees</td>
<td>56</td>
</tr>
</tbody>
</table>

Beginning the following year from probation on July 1st, new hires shall be placed on the appropriate schedule as outlined in Appendix F, G and H shall be permitted to carryover all of their unused PTO time.

FOR THE ASSOCIATION

Crystal Sims
President, OPT

Date 9/19/16.

FOR THE COLLEGE

Marla E. Stuck
Director, Labor & Employee Relations

Date 9/19/2016