

AGREEMENT

between

THE BOARD OF HIGHER EDUCATION

and

**THE ASSOCIATION OF PROFESSIONAL ADMINISTRATORS,
MTA/NEA**

July 1, 2024 – June 30, 2027

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PREAMBLE

This Agreement is entered into by and between the Board of Higher Education and the Association of Professional Administrators, Massachusetts Teachers Association/ National Education Association as the exclusive bargaining agent for positions in the bargaining unit as set forth in Appendix A of this Agreement.

Each State University has a primary responsibility to provide sound education resources for its student population. In order to assure this goal, each member of the bargaining unit has a special responsibility to assist in creating an environment which is conducive to student growth and development. Both the Board of Higher Education, acting with the State University Council of Presidents, and the Association pledge their efforts to develop a working relationship which will accomplish this result and, at the same time, will provide for the changing needs of each member of the bargaining unit. It is, further, a principal mutual purpose of the parties to this Agreement to seek to improve the public service rendered by the respective State University Boards of Trustees through their employees and correspondingly to provide for the career development of these employees.

This Agreement will set forth procedures for the equitable resolution of grievances; the terms of employment with respect to wages and working conditions; and the means by which the parties may consult periodically on mutually perceived problems.

ARTICLE I – RECOGNITION AND DEFINITIONS

A. RECOGNITION

The Board of Higher Education (hereinafter the “Board”) recognizes the Association of Professional Administrators, Massachusetts Teachers Association/ National Education Association (hereinafter the “Association”) as the exclusive collective bargaining representative with respect to wages, hours, standards of productivity and performance, and other terms and conditions of employment for all regular full-time and regular part-time employees holding positions in the bargaining unit as more fully set out in Appendix A of this Agreement.

B. JURISDICTION

During the term of this Agreement, the jurisdiction of the Association shall extend to all members of the collective bargaining unit as described in Section A above.

C. DUES CHECK-OFF

Section 1. The Union shall have the exclusive right to the check-off and transmittal of Union dues on behalf of each union member.

Section 2. An employee may consent in writing to the authorization of the deduction of Union dues from their wages and to the designation of the Union as the recipient thereof. Such consent shall be on the form set forth in appendix B, and shall bear the signature of the employee. Said form may be completed on-line as an electronic form or completed, printed, and sent as a pdf to the designated Human Resources Officer of the University. An employee may withdraw their Union dues check-off authorization by giving at least sixty (60) days’ notice in writing to the

University; the Union will be immediately notified of such request to withdraw Union dues authorization.

D. DEFINITIONS

As used in this Agreement, the following words and phrases shall have the meanings hereinafter ascribed to them:

1. Administrative Area

The term “administrative area” shall mean such organizational unit or units of each University as may be established from time to time by the Board of Trustees or the President of a University.

2. Administrative Area Supervisor, Appropriate Administrative Area Supervisor

The term “Administrative Area Supervisor” and the term “Appropriate Administrative Area Supervisor” shall mean any person assigned by the President, or their designee, to administer the activities and affairs of any

Administrative Area and to carry out such duties in respect thereof as may from time to time be required by the Board of Trustees or its agents.

3. Administrator

The term “administrator” shall mean any member of the bargaining unit.

4. Annual Training Cruise

The phrase “annual training cruise” as used in this Agreement shall mean the whole of an annual training exercise and shall constitute the entire period of the sea term identified on the academic calendar of the Massachusetts Maritime Academy.

5. Association

The term “Association” as used in this Agreement shall mean the Association of Professional Administrators, Massachusetts Teachers Association/National Education Association as recognized pursuant to Article I, Section A, of this Agreement.

6. Association Business

For the purpose of this Agreement, the term “Association business” shall mean any Association business other than the discharge of official responsibilities in the administration of this Agreement or in the negotiation of a successor agreement to this Agreement.

7. Association Representative

The term “Association Representative” shall mean any representative of the Association who is a member thereof and who has been officially so designated in writing by the President of the Association to the Commissioner of the Board of Higher Education and, where such representative has local responsibilities, to the President of the appropriate University; the term shall further mean a representative of the Association of Professional Administrators, or of the Massachusetts Teachers Association, who has been officially so designated in like manner.

8. Bargaining Unit

The term “bargaining unit” shall mean the bargaining unit established by the Labor Relations Commission and set forth in Appendix A. of this Agreement.

9. Board

The term “Board” as used in this Agreement shall mean the Board of Higher

Education as established pursuant to Massachusetts General Laws, Chapter 15A, or its successor in interest.

10. Board of Trustees

The term “Board of Trustees” as used in this Agreement shall both mean the Board of Trustees of any State University as established pursuant to Massachusetts General Laws, Chapter 15A, and shall mean the successor in interest of any such Board of Trustees. Actions to be taken the Board or any Board of Trustees are rights and obligations created or imposed by the terms of this Agreement and as such are binding upon the Board as the employer under Massachusetts General Laws, Chapter 150E.

11. Chair

Except as otherwise expressly modified, the term “Chair” shall mean the Chair for the time being of the Council of State University Presidents.

12. Chapter

The term “Chapter” as used in this Agreement shall mean the duly authorized organizational unit of the Association at a single University.

13. Chapter President

The term “Chapter President” as used in this Agreement shall mean the member of the bargaining unit at each University who shall have been designated as such from time to time by the Executive Board of the Association.

14. Chief Administrative Officer

The term “Chief Administrative Officer” shall mean an officer of the University, other than a member of the bargaining unit, who may be designated as such from time to time by the President to supervise an administrative area.

15. University

The term “University” as used in this Agreement shall mean any one of the institutions that is denominated a “State University” pursuant to Massachusetts General Laws, Chapter 15A, including the Massachusetts College of Art & Design, the Massachusetts College of Liberal Arts and the Massachusetts Maritime Academy.

16. University Contract Administrator

The term “University Contract Administrator” shall mean the person

ARTICLE I - RECOGNITION AND DEFINITIONS

designated from time to time by the President of each University to assume responsibility for the administration of the Agreement.

17. Commissioner

The term “Commissioner” as used in this Agreement shall mean the chief executive officer of the Board or any person or persons acting in that capacity, duly appointed and authorized by the Board.

18. Council of Presidents

The term “Council of Presidents” as used in this Agreement shall mean the Presidents of the State Universities for the time being, including any person designated by any such President to act in their stead at any meeting thereof, or such number of Presidents as they may determine.

19. Date of Employment

The term “date of employment” shall, in respect of every administrator, mean the date on which the Board of Trustees, or the management of any University acting on behalf of the Board of Trustees, or the predecessor in interest of such Board of Trustees, shall have taken final action to appoint such administrator to a position in the bargaining unit.

20. Day

Except as is otherwise provided, the term “day” shall mean a calendar day.

21. Emergency

The term “emergency” shall mean a circumstance or condition the existence of which was not foreseen and which, in the determination of management, requires immediate action. Upon written request by the Association, a written explanation of the reasons for any such emergency shall be provided to the Association.

22. Employee

Unless otherwise specified, the term “employee” shall mean a member of the bargaining unit.

23. Grievance

The term “grievance” shall mean an allegation by the Association, by an administrator or by any group of administrators that an express provision of this Agreement has been breached in its application to it, them or them respectively.

24. Management

The term “management” shall, in respect of each University, mean the President of the University acting on behalf of the Board of Trustees, either personally or through the agency of one or more designees.

25. Non-exempt/Exempt

The terms “non-exempt” and “exempt” unit member shall have the meanings ascribed to them under the Fair Labor Standards Act, 29 U.S.C. Sec. 201 et seq, 29 CFR sec. 541.702, as they may be amended. See Appendix N for excerpts of the regulations in effect when this definition was added to this Agreement.

26. Official Personnel Correspondence

The term “Official Personnel Correspondence” as used in this Agreement shall mean correspondence from the Board of Trustees or from the Administration of any University to or concerning a member of the bargaining unit which states therein that it is Official Personnel Correspondence and which gives notice of any personnel action taken or proposed to be taken or of any official commendation, reprimand or disciplinary action.

27. Part-Time Employee

The term “part-time employee” shall mean any administrator who, holding a position as an administrator, is regularly scheduled to work fifty per centum (50%) or more of the hours in a work year of a regular full-time administrator in the same title.

28. President

The term “President”, when not otherwise qualified, and the term “President of the University” as used in this Agreement shall both mean the Chief Executive Officer of each State University or any person or persons acting in that capacity, duly appointed and authorized therein.

29. Promotion

The term “Promotion” shall mean advancement to a higher job title with a different job description.

30. Retrenchment

The term “retrenchment” as used in this Agreement shall mean the laying off of any member of the bargaining unit pursuant to the provisions of Article IX of this Agreement, and shall not mean termination.

31. Several State Universities

The term “several State Universities” as used in this Agreement shall mean, collectively, Bridgewater State University, Fitchburg State University, Framingham State University, the Massachusetts College of Art & Design, the Massachusetts College of Liberal Arts, the Massachusetts Maritime Academy, Salem State University, Westfield State University and Worcester State University; when used in the singular, the term “State University” shall mean any one or another of such State Universities.

32. Status of Training Ship

For the purposes of this Agreement, the status of the training ship at the Massachusetts Maritime Academy shall be as follows:

a. Cruise Status

The term “Cruise Status” as used in this Agreement shall mean any period when the training ship is not on dockside status or shipyard status, it being understood that such period shall be, at the least, the whole of the sea term as defined in the academic calendar of the Academy.

b. Dockside Status

The term “Dockside Status” as used in this Agreement shall mean any period during which the training ship is made fast alongside the Academy pier in Buzzards Bay except any such period during which the training ship, while so made fast, is determined by the President of the Academy or their designee to be on cruise status or shipyard status.

c. Shipyard Status

The term “Shipyard Status” as used in this Agreement shall mean any period during which the training ship is proceeding to, is located at, or is returning from a shipyard or similar repair facility for the purpose of overhaul, repair or dry docking, and shall include a period of not less than ninety-six (96) hours prior to the training ship’s getting underway from the Academy pier in Buzzards Bay, and a period of not less than twenty-four (24) hours subsequent to its returning alongside the Academy pier in Buzzards Bay.

33. Termination

The term “termination” shall mean the permanent severance of an existing employment relationship.

34. Training Craft

The term “training craft” as used in this Agreement shall mean and include any vessels, in addition to the training ship, used by the Massachusetts Maritime Academy for training purposes or instructional purposes.

35. Training Ship

The term “training ship” as used in this Agreement shall mean any vessel, being that commonly known as the “training ship”, made available to the Massachusetts Maritime Academy pursuant to the Provisions of the Maritime Education and Training Act of 1980, as amended, or otherwise, and used in the annual training cruise.

36. Vacation Allowance

As used in Article VII the term “vacation allowance” shall mean the vacation credits earned during any fiscal year.

37. Vacation Credits

As used in Article VII, the term “vacation credits” shall mean the number of days of vacation with pay earned during any fiscal year.

38. Vacation Year

As used in Article VII, the term “vacation year” shall mean the period from and including July 1 of any calendar year to and including June 30 of the following calendar year.

39. Vacancy

The term “vacancy” as used in this Agreement shall mean a vacancy at any University in an approved position within the bargaining unit which the Board, acting by its agents or otherwise, intends to fill, except that in the case of an “AA” position it shall additionally mean a position for which moneys have been appropriated and allocated.

E. CONSTRUCTION

Whenever the singular is used and the context clearly so requires, it shall include the plural. Whenever the masculine is used and the context clearly so requires, it shall include the feminine

F. EMPLOYEE ENTITLEMENT UNDER THIS AGREEMENT

Every member of the bargaining unit as described in Section A of Article I shall be entitled to the applicable benefits set forth in this Agreement and shall have such other rights as are hereinafter provided.

**ARTICLE II – RELATIONSHIP BETWEEN THE BOARD OF HIGHER
EDUCATION AND THE ASSOCIATION**

A. FAIR PRACTICES

1. As the sole bargaining agent, the Association shall continue its policy of accepting into membership all eligible persons in the bargaining unit without regard to age, color, religious creed, handicap, marital status, national origin, race, sex, sexual preference, or veteran status. The Association shall represent equally all administrators whose positions are included in the bargaining unit without regard to each such administrator's membership or participation in the activities of any employee organization.
2. The Board agrees to continue its policy of not discriminating against any person on the basis of age, color, religious creed, handicap, marital status, national origin, race, sex, sexual preference, or veteran status, or participation in or association with the activities of any employee organization.
3. Moreover, the Association agrees to cooperate with the Boards of Trustees in the implementation of the Affirmative Action Program of the State Universities in effect on the date of execution of this Agreement; provided, however, that nothing herein contained shall be deemed to prohibit the Board from amending such Program from time to time for the purpose of causing it to conform with any applicable state or federal law, any applicable rule or regulation made thereunder, or any applicable order or directive issued by any agency, including any court, having authority therein.
4. The Board shall provide the Association with notice of any amendments or changes to the Program prior to the implementation of any such amendments or changes. The Association shall have the right, to the extent permitted by law, to negotiate within a reasonable period of time concerning the impact of any change or amendment upon the member(s) of the bargaining unit.
5. The parties agree that the foregoing provisions of subsections 2 and 3 shall not be subject to the provisions of Article XI of this Agreement.

B. MANAGEMENT-ASSOCIATION COMMITTEE: THE UNIVERSITY

1. At each University there shall be established a committee to be known as the Management-Association Committee on Employee Relations. The Committee shall be composed of four (4) members, two (2) appointed by the President of the University and two (2) appointed by the Chapter President of the Association. The Committee shall meet once each month or at such other times as the parties may mutually agree, at a mutually agreed time and place, for the purpose of maintaining good relationships through regular communication and of discussing those matters necessary to the implementation of this Agreement. Upon request of the Committee, the

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President of the University shall meet and confer with the Committee from time to time as may be required.

2. Ten (10) days prior to a meeting of the Committee, each party shall submit an agenda to the other, which shall include the subjects for discussion at such meeting; no meeting shall be held unless one or the other party shall have submitted such an agenda.
3. Neither party shall be obligated at any such meeting to discuss a matter that has been submitted to the grievance procedures hereinafter provided.
4. The Committee shall elect a recorder who shall keep written minutes of each meeting, a copy of which shall be provided to each member of the Committee, and who shall, within thirty (30) days, submit a written report to the President of the University or their designee and to the Chapter President setting forth any recommendations discussed at the meeting.
5. Anything herein contained to the contrary notwithstanding, no person or body referenced in this Section shall have the authority to alter, amend, extend or revise any term of this Agreement.

C. EMPLOYEE RELATIONS COMMITTEE

The parties agree to establish and maintain a joint management-association committee, to be known as the Employee Relations Committee, which shall consist of three representatives of the Association appointed by the President of the Association and three management representatives appointed by the Board after consultation with the Chairperson of the Council of Presidents. The representatives of the parties may be accompanied by advisors of their choosing at any meeting of the committee.

The purpose of this committee shall be (1) to foster good labor management relations through the implementation of the terms of this Agreement; (2) to seek to resolve, consistent with this Agreement, problems or disputes arising under this Agreement; (3) where appropriate, to seek the resolution of grievances consistent with the terms of this Agreement; and, (4) where appropriate, subject to the provisions of this Section, to enter into mutual agreements to effectuate the terms of this Agreement.

Anything herein contained to the contrary notwithstanding, no person or body referenced in this Section C shall have the authority to alter, amend, extend or revise any term of this Agreement.

The Association and the Board shall each designate a spokesperson who shall be the authorized agent of each party in the discharge of its responsibilities under this Section.

Meetings of the Employee Relations Committee will be scheduled every other month, or on the call of either party, through its spokesperson. Special Meetings shall be scheduled at mutually agreeable times, but not later than five working days from the date of receipt of the request. Special meeting requests may be made orally or in writing by the

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spokesperson of either party to another and shall specify the reasons for which such special meeting is requested.

The spokesperson of the Association shall serve and preside as Chairperson at the first meeting; thereafter, the Chairpersonship will alternate between the spokesperson of the Association and the spokesperson of the Board. The Chairperson will designate an individual to take minutes of the meeting.

Copies of the minutes of each meeting will be reviewed and initialed by the spokesperson of the Association and the Board before distribution. It is mutually agreed that such minutes should be signed within five (5) working days after a meeting and that within ten (10) working days after a meeting, copies of the approved minutes will be furnished to each member of the committee.

The Committee shall sponsor and arrange for a contract orientation meeting to be held at a State University within thirty (30) days of the execution of this Agreement. Each local Chapter President and a person appointed by them and two persons designated by the President of each University shall attend representing the parties at each University.

D. INFORMATION

The Board shall make available to the Association representative, upon written request and within a reasonable time thereafter, such information related to the collective bargaining unit in the possession of the Board as is necessary for the implementation of this Agreement. It is understood that this shall not require the Board to compile information in the form requested unless already compiled in that form, or to supply any information deemed by it to be confidential.

Management shall inform the Association, through its Chapter President, of the appointment of each new administrator within thirty (30) days of such appointment, and shall in addition notify the Association of any official change of employment status of a bargaining unit member, such information to be made available by completing Appendix J and forwarding same on a monthly basis to the said Chapter President.

A copy of the minutes of each meeting of the Board shall be sent to the President of the Association, and a copy of the minutes of each meeting of each Board of Trustees shall be sent to the appropriate Chapter President. In both cases, such minutes shall be sent within seven (7) days following the approval thereof.

Reports and recommendations forwarded to the President of the University by any standing, special or ad hoc committee at the University shall be forwarded by the President or their designees to the Chapter President. The President of the Association, and not the Chapter President, may request the Commissioner of the Board of Higher Education to bargain, to the extent permitted by law, over the impact such recommendations may have upon bargaining unit members. The parties to this Agreement shall make every reasonable effort to negotiate such impact prior to the implementation of such recommendations; provided, however, that impact negotiations shall not delay the scheduled implementation of such recommendations.

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E. EXTRA-UNIT EMPLOYMENT

The parties recognize that members of the bargaining unit may engage in employment outside the bargaining unit where such employment does not interfere with the discharge of their assigned duties or where such activity is not prohibited by this Agreement or by any statute, specifically, but not only Massachusetts General Laws, Chapter 268A, regulation or executive order.

Teaching in any graduate or continuing education program pursuant to a written agreement shall be deemed to be extra unit work. No member of the bargaining unit shall be denied such work in such program by reason of the unit member's unit employment.

F. USE OF UNIVERSITY FACILITIES

1. The Association

- a. Upon a request in writing made to the President of a University or to their designee, the Association or any chapter thereof shall have the right to meet at such University if appropriate facilities are available. All requests must be received at least twenty-four (24) hours prior to the time requested for the meeting. The parties agree not to schedule meetings involving members of the bargaining unit which would conflict with any previously scheduled meetings or regular work assignments. The parties intend that this provision shall not be deemed to prevent the reasonable scheduling of Association meetings nor to permit interference with the normal conduct of University affairs.
- b. The Association shall be permitted to use the intra-University mail (postal and electronic) system for the distribution of Association communications.
- c. The Association and members of the bargaining unit shall be entitled to make reasonable use of such telephones as may from time to time be available in their respective department for purposes of local and intra-University communication of official Association or departmental business.
- d. Upon the written request of the Chapter President, the President of each University shall exercise their best effort to make available an office from which Association business shall be conducted.

2. Members of the Bargaining Unit

The Board recognizes its responsibility to continue to provide to unit members facilities and equipment, to include, where appropriate, office space and a closet or their equivalent, as necessary, for the proper discharge of their professional responsibilities.

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- a. The parties recognize the desirability of permitting members of the bargaining unit to have access to unit members' offices and work areas twenty-four (24) hours a day, seven (7) days a week. The parties further recognize the necessity for maintaining the security of all University properties and buildings. The parties therefore agree that procedures shall be established to permit bargaining unit members to have such access to their offices and work areas, but agree further that such access shall be subject to any applicable rules and regulations that may be in effect from time to time at each University for the purposes of maintaining such security.
- b. The Board shall provide and maintain at each University properly surfaced parking facilities without cost to members of the bargaining unit, such parking facilities to be located as close as is practicable to the appropriate work areas of bargaining unit members. The Board further agrees that the number of designated unit members' parking spaces shall be at least equal to the number of parking spaces presently used by bargaining unit members.

At those Universities where on the date of execution of this Agreement there exist secured parking facilities for the use of bargaining unit members, rules and regulations pertaining to such facilities in effect on the date of execution of this Agreement shall not be altered or amended without the prior agreement of the Association.

Notwithstanding the foregoing there shall be reserved at each University preferred unit member parking spaces for those unit members who are handicapped or otherwise disabled, in accordance with the provisions of Chapter 5 of the General Laws of the Commonwealth.

New secured facilities may be established with the prior agreement of the Association.

In addition, if the designated areas are filled or otherwise unavailable, bargaining unit members shall be permitted to park in spaces other than those so designated for unit members whenever such unit member's vehicle has a unit member parking sticker affixed thereto.

The parties recognize that parking for students and university or college employees is an important issue at each campus that should be considered carefully and with regard to the mission of the school. The parties also recognize that the needs of each campus are different. Continued growth of the campuses and the sizes of the academic communities will necessitate construction or leasing of

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parking facilities and a new model for administering parking if the campuses are to continue to prosper. For this reason, the parties will establish at each campus a parking committee (providing such a committee does not exist already) that will include at least one unit member appointed by the chapter president. The committee will meet in good faith on a quarterly basis (or as often as the president shall require) to recommend to the president solutions to issues pertaining to parking, including fees for parking. Local representatives of the APA and the school may negotiate modifications to this contract concerning parking. The parties agree APA members will not be required to pay a local parking fee greater than the fee required of any other employee of the school.

- c. Within the first thirty (30) days of employment (or entering into the bargaining unit), the University will allot up to one hour to the Union and these employees during which time a union representative may discuss the Union with the employee without the presence of non-bargaining unit employees. To facilitate scheduling of this time, the University will provide the union with notification of hire/entrance into the bargaining unit within one (1) business day of the employee being hired/entering the bargaining unit, and will notify the Union promptly of the scheduling of orientation programs and locations. The parties acknowledge that new employees may decline to attend such a meeting with the Union.

G. ASSOCIATION REPRESENTATIVES

1. List of Association Officers and Representatives

The Association shall within fourteen (14) days after the date of execution of this Agreement, notify the Commissioner of the Board, the Chair of the Council of Presidents and the President of each University of the names of the Association Officers, including the Association President, Vice President, Treasurer, Secretary, and Executive Board Members. Additionally, the Association shall notify the President of each University of the names of all Association representatives at such University, and shall thereafter promptly notify the President whenever a successor is selected.

2. Release Time for Certain Members of the Association

Association Representatives shall conduct Association business in a manner which will not be disruptive to University operations and which will not interfere with the assignment and direction of administrators or with the discharge of any such administrator's duties.

In order to enable the Association to discharge its duties pertaining to the administration of this Agreement, including the negotiation of a successor

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agreement pursuant to Article XVI hereof and monthly meetings of the Association Executive Board, the President of the University (or their designee) at which any officer of the Association is employed shall confer concerning such officer's schedule of assigned work to the end that their schedule may be flexibly arranged (but subject in every case to the discretion and final approval of the President or of their designee) to accommodate such officer's duties in their capacity as an officer of the Association. In no event shall this provision obligate the President to relieve any officer of the Association of any duties that are theirs as an employee of the University.

For the purposes of this provision the phrase "officer of the Association" shall mean the President, Vice President, Secretary and Treasurer of the Association, each Chapter President and any person who is a member of the Association Executive Board.

H. GENERAL CONSULTATION

The Commissioner of the Board of Higher Education and such others as they may designate shall meet with the Executive Board of the Association at the request of either party once each semester for the purpose of maintaining good relationships through regular communication and for discussion of matters concerning the implementation of this Agreement. Such meeting shall be held within fifteen (15) days of such request having been made in writing to the other party, which request shall state the reason or reasons for which such meeting is to be held.

The Commissioner of the Board and/or their designees and the Executive Board or the Association may meet at other times and for such other purposes as either party may request and as they may mutually agree.

ARTICLE III – WORKLOAD OF ADMINISTRATORS

A. DUTIES AND RESPONSIBILITIES: JOB DESCRIPTIONS

1. Each administrator shall have a written job description, including a general statement of duties and responsibilities required to be performed and discharged, and setting forth the minimal qualifications required for appointment to or continued service in the position to which such job description is applicable. In addition, the job positing shall include the annual salary or hourly wage range that the University reasonably and in good faith expects to pay for that position at that time.
2. The applicable job description shall be discussed by the appropriate administrative officer with each administrator at the time of the unit member's initial appointment to the position, at the unit member's evaluation which occurs at the mid-point of the provisional period of such appointment, and shall also be reviewed with each such administrator at the time of this annual evaluation. Every such discussion and review shall be conducted in order to ensure that the evaluation then to be conducted in accordance with Article IV is conducted with reference to the work assigned to and performed by such administrator during the preceding year. It shall be a further purpose of such discussion and review to give consideration prospectively to the manner in which the general duties and responsibilities of the administrator, as set forth in their job description, relate to the specific duties and tasks assigned to such administrator that are to be performed during the ensuing year and on the basis of which such administrator is expected to be next evaluated.
3. The parties recognize and agree that the duties and responsibilities set forth in any applicable job description shall be the duties and responsibilities for the performance of which an administrator shall be evaluated in respect of any period during which such job description is in effect. The parties agree that these duties and responsibilities include: attendance, during work hours, at trainings on topics determined or selected by the President or their designee including, but not limited to, cyber security, anti-discrimination policies and practices, issues confronting the university and skill improvement. The university will endeavor to offer multiple opportunities for each training.
4. At the time of each annual evaluation the administrator, the Appropriate Administrative Area Supervisor and the Chief Administrative Officer shall acknowledge in writing on the appropriate job description and as provided on the applicable evaluation form, that the job description has been so discussed with the administrator being evaluated.
5. Subject to the foregoing, nothing herein contained shall be deemed to abridge the right of management to assign to an administrator all, or only some among the duties and responsibilities that are set forth in the applicable job

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description; and the failure by management to assign any such duties and responsibilities to such administrator during any period shall in no way abridge the right of management to assign such duties and responsibilities, in whole or in part, during any other period.

6. The parties recognize and agree that a Board of Trustees, or the President as its designee, may from time to time alter or amend its table of organization, and the President or their designee may alter or amend any job description adopted by it pursuant to the foregoing provision; provided however, that any proposed changes to the applicable job description shall be fully discussed and explained to the unit member by the Appropriate Administrative Area Supervisor prior to implementation. Immediately following such meeting, a written copy of such altered job description and corresponding prospective evaluation form shall be provided to the administrator and placed in their Official Personnel File.
7. Within a reasonable period of time after the alteration or amendment of any unit member's job description, the President, their designee or the administrator may cause an evaluation to be conducted based upon the unit member's preceding job description, pursuant to the provisions of Article IV, which evaluation shall be in addition to, and not in lieu of, the unit member's annual evaluation.
8. If the administrator shall object to the altered job description so provided them, the administrator may, within seven (7) working days of the receipt of such altered job description, request a meeting with the President or their designee, who shall be other than the unit member's Appropriate Administrative Area Supervisor, to discuss the objections of the administrator. The President shall consider the objections of the administrator and shall within fourteen (14) calendar days of such meeting advise the administrator by written notice of the changes, if any, the President has made in the altered job description. A copy of any such revised job description and corresponding prospective evaluation form shall be included in such written notice and shall be filed in their Official Personnel File. The decision of the President shall be final, and shall not be subject to any of the procedures or provisions contained in Article XI of this Agreement.
9. The President, or their designee, shall provide the Chapter President with a current copy of any unit member's job description which was created or revised during the preceding year.
10. Nothing herein contained shall be deemed to abrogate any job description in use on the date prior to the date of execution of this Agreement until any such job description shall have been abrogated by the adoption, as aforesaid, of alternative job descriptions.
11. The parties recognize and agree that it is the responsibility of each administrator to discharge the duties and responsibilities of the administrator's position as those are set forth in the applicable job description.

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12. An administrator shall not be required to perform all, or a substantial part, of the duties contained in a job description other than that applicable to the administrator's position, for a period in excess of twenty (20) consecutive working days unless the administrator shall have first agreed to do so or unless the Chief Administrative Officer, or their designee, shall have first determined that an emergency exists requiring the performance of such duties by the administrator for a limited period of time.
13. Whenever any administrator shall have agreed to perform duties described in the preceding paragraph for a period in excess of twenty (20) consecutive working days, the administrator shall be appointed to such position on an acting basis unless, then or thereafter, the administrator shall have been appointed to such position.
14. Any administrator who is serving in any position on an acting basis may return to the administrator's regular position with the consent of the President. Nothing herein contained shall be deemed to prohibit the termination of employment of any administrator during any period in which the administrator holds a position on an acting basis subject to the applicable provisions of Article VIII. In no case shall a unit member serve in an acting position for more than one calendar year except upon written notice to the President of the Association.
15. Any administrator appointed to an acting position as a replacement for a person on educational leave or appointed to an acting position at a higher rank than their present position or holding a second appointment in an acting position within the unit shall, during the period of such employment, have their then-current salary rate increased by an amount equal to not less than One Hundred Dollars (\$100.00) per week; in no event shall the amount so paid be less than the minimum salary rate for the position. In the event that an appointment to an acting position shall continue for more than fifty-two weeks, and such appointment is not for the purpose of replacing a unit member who is on approved leave from the University, after the fifty-second week the increase over the salary the administrator received prior to the appointment to the acting position shall be an amount equal to not less than One Hundred and Twenty Five Dollars (\$125.00) per week.
16. In addition, when the administrator shall return to the administrator's position, the salary to be paid shall be paid in accordance with the provisions of Article V without regard to their period of acting appointment.

B. DUTIES AND RESPONSIBILITIES: PROFESSIONAL KNOWLEDGE AND SKILLS

As a professional, each administrator undertakes to maintain and to augment their knowledge and skills in the professional field in which they are employed. Such an undertaking whenever possible may be fulfilled by engaging in such activities as the following:

ARTICLE III – WORKLOAD OF ADMINISTRATORS

1. Advanced study and professional development related to their or to a related field;
2. Professional involvement, including positions of professional leadership; and
3. Participation in conferences, seminars, workshops and similar professional gatherings.

The parties recognize that professional development of the kind enumerated above contribute directly to the welfare of the University community of which each administrator is a part and therefore the University shall exercise its best effort to encourage and support these activities.

The implementation of these duties and responsibilities shall be subject to evaluation in accordance with the provisions of Article IV.

C. DUTIES, RESPONSIBILITIES AND WORK SCHEDULE

1. Exempt Employees
 - a. Hours and Work Schedule. The work schedule of exempt administrators shall be established, in writing, by the employee's immediate Supervisor and Appropriate Administrative Area Supervisor, or by a person designated by the President, to provide for the performance of the duties of the administrator consistent with the needs of the University and the terms of this Agreement. All full-time, exempt unit members shall account for thirty-seven and one-half (37.5) hours per week, excluding meal periods. However, exempt employees are expected to work beyond this minimum schedule as necessary to accomplish the duties and responsibilities of their exempt position. Exempt employees are not eligible for compensatory time off as defined by the FLSA.
 - b. Accounting for Minimum Hours Worked. For purposes of record keeping and pursuant to the direction of the appropriate state regulatory body, exempt employees will account for a minimum of thirty-seven and one-half hours each week.
 - c. The University will make pro rata adjustments for those unit members with less than a full-time equivalent position.
 - d. For some positions, the parties acknowledge that there are peak periods of work when an exempt employee will be required to devote an inordinate amount of time to the discharge of the normal duties of the position. The Immediate Supervisor and Appropriate Administrative Area Supervisor, or a person designated by the President, will develop, in writing, such alternate work schedules as they, in their discretion, shall so determine. Such decision shall not be arbitrary or capricious.

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- e. The implementation of this provision may be reviewed at least semi-annually at each University pursuant to the consultation provisions of Article II of this Agreement. The parties may utilize the Employee Relations Committee to discuss the application of this Section C.
- f. Nothing in this Section shall operate to impair the authority of the President or Vice President to alter or revoke any alternate work schedule.
- g. The parties believe that a common interpretation of these workload provisions will result in fewer misunderstandings between unit members and supervisors and other interested employees upon the conclusion of contract negotiations.

2. Non-Exempt Employees

- a. Hours and Work Schedule. The regular work schedule of non-exempt administrators shall be established by the employee's immediate supervisor, or by a person designated by the President, to provide for the performance of the duties of the administrator consistent with the needs of the University and the terms of this Agreement. The regular hours of work for all full-time, non-exempt unit members shall be forty (40) hours per week, including a paid meal period. A supervisor shall provide a non-exempt unit member at least fourteen (14) calendar days written notice of a change to the employee's regular work schedule.
- b. Recording Hours Worked. Non-exempt unit members are responsible for accurately recording in Self Service Time and Attendance or other system used by the employer the hours they actually work pursuant to the University's procedures for submitting attendance and work hours. Non-exempt unit members shall not assign to another employee or person the responsibility of recording their attendance and work time.
- c. Meal breaks. In any work period of longer than six (6) continuous hours during a calendar day, non-exempt unit members shall have a thirty (30) minute paid meal period. At their option unit members may elect to work through their meal periods. Meal periods may not be taken during the first 30 minutes or last 30 minutes of a unit member's scheduled hours.
- d. Overtime. A non-exempt unit member shall be compensated at the rate of time and one-half their regular rate of pay for authorized work performed in excess of 40 hours worked per week. A unit member's periods of paid or unpaid leave, including sick leave, vacation and personal leave, shall not be considered hours worked for purposes of calculating whether the employee has worked 40 hours in a week.

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Overtime work must be approved by the employee’s supervisor in advance pursuant to the University’s policies. An employee may not refuse to perform compulsory overtime except for reasons acceptable to an employee’s supervisor when it is determined by the supervisor that the work must be performed on an overtime basis.

- e. Compensatory time. With prior authorization by the University and the consent of the non-exempt employee, compensatory time, computed at time and one-half, may be granted in lieu of overtime compensation, subject to the following terms. Compensatory time is only available to non-exempt unit members if it is incorporated into a regular work schedule that entails the planned use of compensatory time leave. An employee may not maintain a balance of more than 40 hours of compensatory time. The University will automatically pay overtime when the employee’s compensatory time balance exceeds 40 hours.

D. CLOSINGS DUE TO EMERGENCIES

- 1. As used in this Section, the following words and phrases shall have the meanings hereinafter ascribed to them:
 - a. Essential Personnel: employees so designated from time to time by the President of the University or their designee who are required to work during a particular emergency.
 - b. Condition of Emergency: an official declaration by the President of the University or their designee, as determined in their sole judgment and discretion, that a departure from the usual operational staffing of the University and the substitution of emergency staffing arrangements is appropriate, based upon inclement weather or other circumstances.
 - c. Closing: the cessation of operations for any period of time of the entire University or any portion thereof. A portion of a University may include, by means of illustration and not by means of limitation, a department, school, facility or building.
- 2. The President of each State University or their designee shall establish a procedure for the declaration of a Condition of Emergency which shall include the means by which such declaration shall be communicated to unit members.
- 3. The President of a University or their designee shall have sole authority to determine if a Condition of Emergency exists which necessitates the Closing of all or a portion of the University. Only essential personnel shall be required to report to work or to remain at work during a declared Condition of Emergency. All other personnel shall be excused from work. The time worked by administrators who are designated as Essential Personnel in an

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area affected by a declared Condition of Emergency shall be considered a peak period for purposes of flexible scheduling. Employees not designated as Essential Personnel who continue to work because they are not in an area which is affected by a declared Condition of Emergency, or because they voluntarily reported for work or remained at work shall not be entitled to flexible scheduling. A University shall provide a comfortable location for essential personnel who are unable to leave the University at the conclusion of their workday following a closing. Any employee who is not at the University due to authorized vacation, sick, personal or other leave during such Closing shall not be eligible for additional leave or flexible scheduling.

4. Flexible scheduling shall be utilized within one hundred twenty (120) days following the end of the Condition of Emergency, consistent with the appropriate provisions of Section C of this Article III. Such scheduling shall be implemented only with the prior approval of the employee's administrative area supervisor.
5. Any designation or determination made by the President or their designee pursuant to this Section shall not be subject to the grievance arbitration provisions of Article XI. The designation of Essential Personnel made by the President or their designee shall not be arbitrary or capricious and may be appealed only to Step 2 (President's level) of the grievance procedure.

E. WORK YEAR OF TEN-MONTH ADMINISTRATORS

The work year of each member of the bargaining unit who is employed as such on a ten (10) month basis shall be those ten (10) months, falling within a single fiscal year, prescribed as such by the President of the University. Written notice thereof shall be given to each such member of the bargaining unit on or before April 1 of the prior fiscal year. A copy of such notice shall be provided to the Chapter President. If no such notice shall have been given, the work year of such administrator shall remain unchanged from the prior fiscal year unless the President and such administrator, with the approval of the Association, shall otherwise agree. Such unit member may, on or before February 1 of each year, request a change in their assigned work year by notice in writing to their immediate supervisor. The President or their designee shall thereafter make such determination, in the exercise of their discretion, as they deem appropriate with respect to such request, and shall respond in writing within thirty (30) days of their receipt of such notice.

Reasonable efforts shall be made to schedule the ten (10) month work year so as to provide that the non-service period shall be scheduled over consecutive months.

F. WORKLOAD OF ADMINISTRATORS AT THE MASSACHUSETTS MARITIME ACADEMY

1. Military Customs and Obligations
 - a. Training Environment

The Massachusetts Maritime Academy is committed to training undergraduates in a para-military and military environment in

ARTICLE III – WORKLOAD OF ADMINISTRATORS

conformity with the Merchant Marine Training Regulations for the time being in effect. Certain unit members employed at the Academy, being customarily called officers and having certain ranks styled on a model of military ranks, shall become a part of this military environment by wearing the uniforms prescribed by the Board of Trustees, by upholding the military code of conduct prescribed for cadets, and by adhering to the precepts and examples required of officers in a military environment.

Certain members of the bargaining unit, as determined by the President in their sole discretion, employed at the Massachusetts Maritime Academy are therefore, required to:

- (i) Purchase, maintain, and wear the appropriate Massachusetts Maritime Academy uniform with insignia commensurate with their rank as officers at the Academy;
- (ii) Adhere to military customs on campus prescribed by the Board of Trustees;

b. Uniforms

The Academy shall supply as necessary the prescribed uniforms. In order to permit each member of the bargaining unit at the Massachusetts Maritime Academy to maintain the appropriate uniform as aforesaid, each such member shall be paid an amount of Two Hundred Seventy-Five Dollars (\$275.00) as an annual uniform allowance, which allowance shall not be a part of the base salary of any such unit member.

c. Adherence to Certain Rules and Regulations

Those members of the bargaining unit who hold United States Coast Guard licenses and whose job description so provides shall, at the direction of the Academy and in accordance with applicable rules and regulations of the Maritime Administration and the Coast Guard, supervise the training of cadets, certify their training logs and perform like duties in connection with the instruction of cadets in maritime knowledge and proficiencies. Subject to the requirements of applicable law, the Commonwealth shall be solely responsible for any liability associated with these duties and with the fulfillment of this requirement and shall save harmless any unit member who is the subject of any such liability.

2. Training Ship

a. Cruise Stipend

The Massachusetts Maritime Academy may require administrators as a term of their employment to serve from time to time on the

training ship during cruise, dockside or shipyard status. The parties hereby agree that each administrator who serves aboard the training ship during cruise or shipyard status, on or after January 1, 2018, shall be paid a cruise stipend therefor in the amount of Fifty-Eight Dollars (\$58.00) for each day of cruise or shipyard status. With effect on January 1, 2019, the cruise stipend shall be Sixty Dollars (\$60.00) for each day the administrator serves aboard the ship during cruise or shipyard status; provided, however, that no such stipend or portion thereof shall be a part of the base salary rate of any such unit member.

b. Room Assignments

Thirty (30) days before departure a preliminary list of room assignments shall be issued, excluding personnel who are assigned as regular training ship officers and crew. The Master reserves the right after consultation with the unit member to change any preliminary room assignment.

c. Cruise Stipend Draw

Means shall be provided to allow unit members to draw up to one-half (1/2) of the cruise stipend prior to commencement of the annual training cruise and to receive the remainder of the cruise stipend upon completion of the annual training cruise. Unit members terminated from the annual training cruise shall, within forty-five (45) days of the completion of the annual training cruise, reimburse the Commonwealth the amount of any stipend or part thereof paid in respect of any stipend received for which services were not rendered by them.

d. Emergency Training Cruise Leave and Emergency Shipyard Leave

When Emergency Training Cruise Leave or Emergency Shipyard Leave shall have been granted, the Academy shall pay the cost of transportation back to Buzzards Bay of a unit member when they are assigned to the Training Ship on the annual training cruise or when they are assigned to shipyard duty.

Such leave may be granted:

- (i) If the unit member is required to go home due to a serious illness or injury:
- (ii) If the unit member is required to return home due to the death or life-threatening illness of a spouse or child.

Such leave shall be granted at the sole discretion of the Master of the Training Ship and/or the President of the Academy.

e. Relief from Duty

A member of the bargaining unit assigned to the annual training cruise may be relieved from such duty at the discretion of the President or the Master of the Ship as their designee.

3. Compensatory Maritime Leave

A unit member assigned to the training ship and who is assigned shipyard duty or is required to perform assigned duties associated with the acquisition of a training craft or vessel, outside of the Commonwealth of Massachusetts, for more than fifteen (15) consecutive days shall begin to accrue, on the sixteenth (16th) day of such assignment, compensatory maritime leave at the rate of one (1) day off for each three (3) days of work.

Similarly, any other unit member who is assigned to perform such duties as are described in the preceding paragraph outside of the Commonwealth of Massachusetts for more than ten (10) consecutive days shall begin to accrue, on the tenth (10th) day of such assignment, compensatory time off at the rate of one (1) day off for each three (3) days of work.

Such assignment shall normally be made upon seventy-two (72) hours' advance notice.

Whenever possible, unit members assigned to shipyard duty for at least sixty (60) consecutive days shall, on a rotating basis, be relieved of shipyard duty for a ten (10) day period. A reasonable effort shall be made to schedule the unit member's accrued compensatory time during the ten (10) day rotation period.

4. Travel Conditions

When traveling at the request of the Academy, unit members employed at the Academy shall be provided reasonable advance notice. If traveling at the request of the Academy a distance greater than five hundred (500) miles, the Academy shall make arrangements for travel by air.

5. Lodging

When an administrator at the Massachusetts Maritime Academy is traveling on assigned duty, and if adequate accommodations are not available while on assigned shipyard status, the Academy shall arrange and pay for hotel, motel or other suitable accommodations.

6. License Insurance

The Academy shall reimburse, to a maximum of \$100.00 per person, the cost of license insurance for those unit members who are required by the Academy to maintain a license in order to perform the duties and responsibilities of their job description.

7. Funding

Notwithstanding any other term of this Agreement, whenever any moneys shall be due and payable pursuant to the provisions of subsections F(1)(b) and F(2)(a) on a date prior to the date on which final action shall have been taken to appropriate the moneys necessary to fund such provision, such moneys shall be due and payable in or within thirty (30) days next following the appropriation of said funds by the General Court.

G. ACKNOWLEDGMENT OF UNIT RESPONSIBILITIES

The parties to this Agreement recognize that two separate bargaining units composed, respectively, of faculty and administrators exist at each State University. From time to time, consistent with academic tradition and a unit member's job description, persons holding administrative positions may be required or permitted to teach. In like fashion, persons holding faculty positions may be required or permitted to perform duties which are administrative in nature. Subject to the foregoing, the parties recognize the general desirability of assigning administrative responsibilities to persons employed in administrative positions.

The parties acknowledge that the Code of Responsibilities that is appended to this Agreement as its Appendix L. No rights, privileges or entitlements accorded any member of the bargaining unit by any provision of this Agreement shall be limited, diminished or impaired by any requirement, obligation or standard that is imposed by the Code of Responsibilities.

ARTICLE IV – EVALUATION OF ADMINISTRATORS

A. PURPOSES OF EVALUATIONS OF ADMINISTRATORS

The parties recognize that the several State Universities are dedicated to the continual maintenance and improvement of the quality of education, research, service and student life within each State University. Accordingly, the parties have made provision in Articles III and IV of this Agreement for the periodic review of job descriptions, and the evaluation of the performance, growth, development and contributions of each member of the bargaining unit. The evaluation of administrators serves the following particular purposes:

1. To establish expectations for the administrator, department and University;
2. To give the administrator timely feedback on their performance;
3. To establish regular communication about administrator workload;
4. To help individual administrators improve their performance;
5. To assist in making decisions regarding the employment status of individual administrators;
6. To increase the effectiveness and efficiency of administrators acting as members of a team providing for the delivery of educational services;
7. To develop a plan of professional development for the individual administrator; and
8. To determine eligibility for merit salary increases, as provided in Article V of this Agreement.

B. EVALUATION ASSESSMENTS

The evaluation procedures set forth in this Agreement are therefore designed to provide:

1. A means of assessing administrator performance and establishing expectations;
2. A means of assessing administrator performance in carrying out assigned duties and responsibilities as set forth in the job description of the administrator;
3. A means of assessing professional growth and development;
4. A means of gauging administrator workload and task prioritization; and,

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5. A means of recognizing an administrator’s professional and educational accomplishments and/or extraordinary contributions to the University’s programs and operations.

C. CRITERIA FOR EVALUATION

Every administrator shall be evaluated once in a 12-month period on the basis of the following criteria:

1. Effectiveness in carrying out administrative duties and responsibilities assigned pursuant to the provisions of Article III of this Agreement as set forth in the unit member’s job description; and
2. The nature and quality of the administrator’s undertaking to maintain and augment their knowledge and skills in the professional field in which they are employed and assigned; and
3. The timely and complete written evaluation of subordinates on forms identified for that purpose by the applicable labor agreement or institution policy; and
4. Such other information pertinent to the administrator’s contribution to the University community as may be submitted.

D. MATERIALS TO BE UTILIZED IN THE CONDUCT OF EVALUATIONS

The following materials shall be utilized in the conduct of the evaluation of each administrator:

1. The applicable job description, as may be amended from time to time, together with any statements of the administrator’s plan for professional development, if applicable;
2. The administrator’s Annual Report to Administrative Area Supervisor (Appendix C) completed in accordance with the provisions of this Article;
3. The APA Annual Performance Narrative Form (Appendix D); and,
4. Materials contained in the administrator’s Official Personnel File, including prior evaluations, and Appendices.
5. Such other materials either the administrator or the evaluator believes are relevant to the performance of the administrator since the last Performance Narrative or annual evaluation.

E. TIMES OF EVALUATIONS

The evaluation process of all administrators shall consist of one Annual Self-Report (Appendix C) by the Administrator submitted on or about November 1st of each year and an Annual Performance Narrative Form (Appendix D) completed by the Administrative

Area Supervisor on or about December 15 after the submission of the administrator's Annual Self-Report.

The Annual Performance Narrative Form (Appendix D) must be completed by the Administrative Area Supervisor and sent to administrator approximately seven (7) calendar days in advance of the in-person meeting. All forms/materials shall be sent by the Administrative Area Supervisor to the Chief Administrative Officer on or about January 1st. The Chief Administrative Officer shall review materials/sign Annual Performance Narrative Form, provide a copy to Administrative Area Supervisor and administrator, and send originals to Human Resources for inclusion in the administrator's Official Personnel File

In the event that any individual shall have failed to comply with any time schedule affecting the conduct of any evaluation, the President or their designee may, in their discretion, after reviewing the materials, if any, which have been prepared or submitted pursuant to the conduct of such evaluation, endeavor to complete the evaluation process and make such recommendations or take such action as the President deems to be required in respect thereof, and the making of such recommendations or the taking of such action shall not be in violation of the procedures set forth in this Agreement.

1. Provisional Unit Members

Initial Appointment

The administrator will complete the Self-Report upon completion of six (6) months of employment. The University shall exercise its best effort to complete an APA Annual Performance Narrative with the administrator initially appointed to a unit position pursuant to the provisions of Article VIII and prior to the end of their provisional period of service.

Promotion to a Different Position

Administrators promoted pursuant to Article VIII, Section A(2), from within the unit to the positions of Director or Assistant Dean or administrators promoted to an administrative area different from the administrative area of their prior assignment shall complete a Self-Report form upon completion of six (6) months in the newly appointed position. A Performance Narrative Form will be reviewed with each administrator prior to the conclusion of the provisional period of service. All other administrators promoted to a different position within the bargaining unit pursuant to Article VIII, Section A(2), shall complete a Self-Report Form; an Annual Performance Narrative Form will be reviewed with the administrator prior to the end of their provisional period of service.

2. Other Unit Members

Unit members who have completed their provisional period of service will complete and provide the APA Annual Self-Report to the Administrative

Area Supervisor on or about November 1 of each academic year. The Administrative Area Supervisor will review the Annual Performance Narrative Form (Appendix D) with the administrator each year in accordance with the schedule provided above.

3. Effect of Cruise Status

At any time when the training ship is on cruise status during any period of any year of this Agreement, the President of the Academy after consultation with the Chapter President shall arrange for the required Narrative meetings to be conducted in the period thirty (30) days prior to the scheduled departure, and in any event to be completed not later than thirty (30) days following the end of cruise status.

F. Evaluation Procedures

1. Annual Reports

Each administrator shall prepare and submit to their Appropriate Administrative Area Supervisor an Annual Self-Report each year on or about November 1st (Appendix C).

2. Annual Performance Narrative

Each Administrative Area Supervisor (“Supervisor”) shall complete and review with each administrator an Annual Performance Narrative Form (Appendix D) in accordance with the schedule above. Each University shall designate an Appropriate Administrative Area Supervisor for each administrator.

As part of the review of the Annual Performance Narrative Form, the Supervisor and Administrator shall discuss the existing job description. A copy of the job description should be attached to the Annual Performance Narrative Form (Appendix D). Any changes to the existing job description shall be made in accordance with Article III.

3. Review by the Chief Administrative Officer

The Annual Report, and Narrative conducted of every administrator by their Supervisor and such administrator’s job description shall be reviewed at least annually by the appropriate Chief Administrative Officer. At their discretion, the CAO may forward such evaluation documentation as they deem appropriate to the President for review.

4. Role of the President of the University

The President of the University shall review evaluation materials submitted to them by the Chief Administrative Officers, and approved job descriptions. The President shall, at their discretion, transmit to the Board

ARTICLE IV – EVALUATION OF ADMINISTRATORS

of Trustees their recommendations, if any, concerning any personnel action that pertains to any member of the bargaining unit. A copy of the President's recommendations shall be sent to the unit member at the time of its transmittal to the Board of Trustees.

5. Retention in Official Personnel File

All materials utilized in an evaluation hereunder and the approved job description shall be filed in the Official Personnel File of the administrator.

G. EVALUATION FORMS

All evaluations conducted pursuant to this Article IV shall be conducted with the use of such forms as appear at Appendices C and D of this Agreement. Prior to an evaluation becoming a part of an administrator's permanent personnel record, the unit member must be given an opportunity to review and respond to any recommendations or comments that are recorded on the evaluation form. Electronic signatures are a permissible means of executing all evaluation materials.

H. ALTERATION OF FORMS

It is the intention of the parties that only the employee who conducted the evaluation or drafted the comments may physically alter or amend the written ratings or comments.

I. APPLICATION OF ARTICLE XI

The following matters provided in this Article shall not be the subject of any proceeding before or adjudication by an arbitrator:

1. Any determination of the Chief Administrative Officer denoting overall performance rating for merit pay increases.
2. Any recommendation or action of a President taken pursuant to the provisions of Section F;
3. Any exercise of discretion by the President taken pursuant to the provisions of subsection F (4);
4. Any decision of a Board made upon the recommendation of a President pursuant to Article IV;
5. Written evaluations recorded on the appropriate form made pursuant to subsections F(2) and F(3); provided, however, that grievances involving such matters may be processed through Step 2 of the grievance procedure set forth in Article XI, but may not be processed to Step 3 thereof.

ARTICLE V – SALARY**A. ANNUAL SALARY**

For the purpose of this Article, “annual salary rate” shall, in respect of each member of the bargaining unit, mean the annual salary rate payable to such member of the bargaining unit on July 1, 2017, or on the date of the unit member’s first employment as such (whichever shall be the later), and as it is adjusted from time to time thereafter in accordance with the provisions of this Article. For each FLSA non-exempt unit member, “annual salary rate” shall mean the member’s hourly rate, annualized over a year based on the member’s scheduled hours and annual weeks of service.

Except as is provided in the next paragraph, the provisions of this Article V shall be of no application to any person except insofar as such person is a member of the bargaining unit on and/or after the date of execution of this Agreement; for these purposes a person shall not cease to be a member of the bargaining unit merely by reason of the unit member being on a leave of absence, whether with or without pay.

In the event that a unit member who shall have been employed as a member of the bargaining unit on or after January 1, 2012, shall have died after said date but prior to the execution of this Agreement, the unit member’s estate shall be entitled to receive all of the salary adjustments for which the unit member would have been eligible in accordance with the provisions of this Article V to and including the date of the unit member’s death. Payments to the estate of such salary adjustments shall be made on a pro rata basis commencing with the effective date of the salary adjustment and ending on the date of death.

B. FUNDING

The parties agree that all moneys required to be paid pursuant to Article V, C and Article VII, F shall be incremental cost items and subject as such to the provisions of Article XVI of this Agreement and to those of Section 7(c) of Chapter 150E of the Massachusetts General Laws.

C. SALARY ADJUSTMENTS

1. Year 1. Effective the first full pay period of January 2025, the annual salary rate of every eligible bargaining unit member shall be increased by three and one-half percent (3.5%).

Eligible employees shall be defined as bargaining unit members who were then employed as of July 1, 2024 and who remain employed as of the pay period of when the increase is implemented and all former bargaining unit members who retired between those two dates.

2. Year 2. Effective the first full pay period of July 2025, the annual salary rate of every eligible APA bargaining unit member shall be increased by two and one-quarter percent (2.25%).

Effective first full pay period of January 2026, the annual salary rate of every eligible APA bargaining unit member shall be increased by two and one quarter percent (2.25%).

3. Year 3. Effective the first full pay period of July 2026, the annual salary rate of every eligible APA bargaining unit member shall be increased by two and one-quarter percent (2.25%).

Effective the first full pay period of January 2027, the annual salary rate of every eligible APA bargaining unit member shall be increased by two and one-quarter percent (2.25%).

4. For purposes of Year 2 and Year 3 increases, eligible employees shall be those bargaining unit members who were employed as of the last date of increase through and including the date of the next increase when implemented and all former bargaining unit members who retired between those two dates. Otherwise eligible employees who have been appointed to other APA unit positions and/or have received any other wage adjustments shall not be excluded from these negotiated adjustments.

5. The parties agree that for the purpose of providing unit members with a one-time COVID-19 Adjustment bonus, after the salary increase in V(C)(2)) above is added to the bargaining unit member's base salary, every active bargaining unit member who was employed as of July 1, 2021 and remains employed on the date of execution of this Memorandum of Agreement will receive a one-time COVID recognition bonus of 1 1/2 percent (1.5%) of their base salary rate, with a minimum bonus amount of \$1000.00

6. The APA acknowledges that the one-half (.5%) increase already included in Year 1, above, fully satisfies any and all obligations that the BHE has or may have to it or its members pertaining to Paid Family and Medical Leave (PFML) contributions. Specifically, the APA hereby waives its right to assert, and hereby relinquishes any and all claims, whether pending or to be brought, including matter SUP-19-7682, regarding the BHE's obligation to bargain over the amount of PFML contributions to be paid by its members, and regarding any entitlement to compensation or reimbursement for PFML contributions paid since October 2019 or to be paid by its members at the maximum allowable contribution rate determined by the Department of Family and Medical Leave (DFML.)

7. EMT CERTIFICATION

Unit members who are:

- i. assigned to the public safety department (however entitled); or,
- ii. primarily assigned within a residence hall; or,
- iii. hold a title commonly known as "Athletic Trainer"; and,

who are EMT certified will receive a yearly stipend in the amount of eight hundred and fifty dollars (\$850.00). This stipend will be payable on the last payroll period in January subsequent to presentation of a valid certificate.

D. SALARY RANGES

The minimum and maximum annual salary rates of the ranges for twelve (12) month appointments shall be the following:

<u>Minimum Effective First Pay Period</u>			
Title	July 1, 2024	July 1, 2025	July 1, 2026
Executive Director	\$72,100.00	\$72,100.00	\$72,100.00
Assistant Dean	\$69,675.00	\$69,675.00	\$69,675.00
Director	\$52,000.00	\$52,000.00	\$52,000.00
Associate Director	\$46,700.00	\$46,700.00	\$46,700.00
Assistant Director	\$43,300.00	\$43,300.00	\$43,300.00
Staff Associate	\$42,360.03	\$42,360.03	\$42,360.03
Staff Assistant	\$35,568.00	\$35,568.00	\$35,568.00

<u>Maximum Effective First Pay Period</u>			
Title	July 1, 2024	July 1, 2025	July 1, 2026
Executive Director	\$166,870.73	\$166,870.73	\$166,870.73
Assistant Dean	\$156,187.20	\$156,187.20	\$156,187.20
Director	\$155,953.96	\$155,953.96	\$155,953.96
Associate Director	\$138,991.54	\$138,991.54	\$138,991.54
Assistant Director	\$130,382.31	\$130,382.31	\$130,382.31
Staff Associate	\$121,770.28	\$121,770.28	\$121,770.28
Staff Assistant	\$113,171.61	\$113,171.61	\$113,171.61

The above-listed salary ranges shall be prorated based on partial year or part-time appointments. Nothing in this Section D shall operate to abrogate or limit any administrator’s entitlement to a salary increase under Section C of this Article V.

E. TIMES OF PAYMENT

The payment of salaries shall be covered by the following provisions.

- a. All employees covered by the terms and conditions of this collective bargaining agreement shall be paid on a bi-weekly basis.

- b. Salary payments shall be electronically forwarded by the Board directly to a bank account or accounts selected by the employee for receipt.
- c. To ensure that any of the changes required by HR/CMS are introduced and implemented in the most effective manner, the Association agrees to accept the Commonwealth's implementation and accepts such changes to business practices, procedures and functions as are necessary to achieve such implementation (e.g., the change to a bi-weekly payroll system).
- d.
 - (i) In the extraordinary event that the Association alleges that an employee cannot comply with the collective bargaining agreement relative to the electronic transfer due to severe hardship such as inability to access a bank or financial institution during off hours or inability to access an ATM within a reasonable geographic distance from the employee's worksite or home, the Association may petition the Human Resources Division of the Commonwealth for a Direct Deposit Special Exemption.
 - (ii) The Human Resources Division, in concert with the Office of the State Comptroller, shall review the request for the Direct Deposit Special Exemption filed by the Association and will notify the Association of its finding.
 - (iii) The parties agree that no other appeal may be commenced by the employee or the Association relative to the Direct Deposit Special Exemption and further, that the provisions of this clause (d) are not grievable and are inarbitrable.

Anything in the foregoing provisions of this Article to the contrary notwithstanding, whenever any moneys shall, pursuant to any provisions of this Article V, be due and payable on a date prior to the date on which final action shall have been taken to appropriate the moneys necessary to fund such provisions, such moneys shall, unless otherwise expressly provided by law, be due and payable not later than sixty (60) days after the date on which such final action shall have been taken.

F. In the event that during the term of this Agreement a collective bargaining agreement is submitted by either the Governor or the Secretary of Administration and Finance and funded by the Legislature, and in the event that such agreement contains provisions for across the board salary increases in excess of those contained in this Agreement, the parties agree, at the request of the Association, to re-open this Agreement for further negotiations on this issue.

ARTICLE VI – APPOINTMENT, PROMOTIONS, SALARY ADJUSTMENTS

A. JOB POSTING PROCEDURES

Whenever the President of a University shall have determined that a bargaining unit position shall be filled, other than by a promotion of a bargaining unit member at the University, or by a promotion of an employee of the University to the newly-created position of Staff Assistant at the University, in which cases the formal hiring process shall not apply, the following procedures shall be utilized:

1. Bargaining Unit Posting

- a. The President or their designee shall in every case cause notice of the vacancy to be posted electronically at the University.
- b. A job posting shall include a statement of duties, qualifications for the position, and such other information as the President or their designee may deem pertinent, including a statement that the position is available only to members of the bargaining unit. In addition, the job posting shall include the annual salary or hourly wage range that the University reasonably and in good faith expects to pay for that position at that time.
- c. A copy of such notice shall be provided to the Chapter President concurrently with its being posted.
- d. Applicants who are administrators at the University shall be given consideration by the President for the vacant position. In the event that the President shall decide not to advertise the position pursuant to the following subsection 2, the President shall select from among the administrators who have applied therefor the candidate whom the President shall have determined, at the President's sole discretion, is best qualified by education, training and/or experience to meet the needs of the University; provided, however, that the President shall be entitled at any time prior to their filling such vacancy to advertise the same pursuant to the following subsection 2 or to decline to fill such vacancy.
- e. Individuals hired or promoted into Public Safety positions shall be notified prior to date of hire/promotion of the type of training required and the possible consequence of the failure to complete such training.

2. General Posting

- a. Whenever the President shall have determined it to be necessary or appropriate to solicit applications for such position from persons other than those who are employed as administrators at the University, the President may advertise such vacancy at any time in

ARTICLE VI – APPOINTMENT, PROMOTIONS, SALARY ADJUSTMENTS

such manner as the President deems appropriate, provided only that they shall not do so prior to their having caused notice of such vacancy to be posted in the manner required at subsection 1(a) above.

- b. Whenever the President shall have advertised any vacant position pursuant to the foregoing paragraph (a), they shall give concurrent notice thereof to the Chapter President and to the Chair of the Council of Presidents.
- c. Whenever the President shall have advertised any vacant position pursuant to the foregoing paragraph (a), they shall select from all the persons who have applied therefor the candidate whom they shall have determined, at their sole discretion, is best qualified by education, training and/or experience to meet the needs of the University; provided, however, that the President shall be entitled at any time prior to their filling such vacancy to re-advertise the same pursuant to the provisions of this Section A or to decline to fill such vacancy.
- d. Individuals hired or promoted into Public Safety positions shall be notified prior to date of hire/promotion of the type of training required and the possible consequence of the failure to complete such training.

3. Post-Appointment Procedures and Limitations

- a. Each administrator who has made application for a vacant position at the University where the administrator is employed shall be notified of the filling of such position within ten (10) days following acceptance by the successful applicant.
- b. Such administrator may, within five (5) days of their receipt of such notification, request a meeting with the President to discuss why they were not selected to fill the vacancy. The President or their designee shall thereupon meet with such administrator and shall discuss the education, training and/or experience of the administrator in relation to the qualifications needed for the posted position.
- c. Any member of the bargaining unit who is appointed to any vacant position at a University and who, at the date of such appointment is employed as a full-time member of the bargaining unit at another University shall retain all benefits previously accrued and to which they are then entitled; provided, however, that seniority shall not be retained or transferred.

ARTICLE VI – APPOINTMENT, PROMOTIONS, SALARY ADJUSTMENTS

- d. No administrator serving in a position at a State University shall be appointed to a position at another State University without the prior written agreement of the administrator.
- e. No decision to appoint or not to appoint any person to any vacant position, nor to fill or not to fill a position, shall be subject to the provisions of Article XI of this Agreement.

B. PROMOTIONS AND SALARY ADJUSTMENTS

1. General

An important means by which an administrator may be given recognition for the outstanding performance of their responsibilities is by promoting such administrator to positions of greater responsibility, for which such administrator's qualifications, experience and performance make them suitable. The parties recognize, however, that promotions are not commonly available on a regular basis, either because appropriate vacancies occur intermittently and unpredictably or because even an administrator whose performance is outstanding may not be deemed the most qualified candidate for one or another vacancy that does become available.

Mindful of the foregoing, the parties hereby agree that the Board of Trustees, or the President as its designee, may from time to time increase the salary paid to any administrator in recognition of such administrator's performance, or of such administrator's having assumed increased responsibilities as a part of the discharge of their duties, or to affect a unit member's FLSA status.

2. Request for Salary Adjustment

Any administrator (i) who has assumed significantly expanded responsibilities as an administrator, or (ii) who has secured either a new academic degree or new professional credentials of relevant significance shall be entitled to request their chief administrative officer to review their salary for the purpose of considering whether to recommend that the administrator be granted a salary increase of the kind described in the preceding paragraph 1. The administrator may provide any information in support of the request for salary review. The administrator's request shall be made to their Chief Administrative Officer, copying their Human Resources Officer, and must be submitted by December 31st, for consideration for a potential salary increase for the next fiscal year, beginning on July 1st.

The chief administrative officer shall thereafter make such recommendation in that regard as they deem appropriate. Following such further review as may be appropriate, the President, or their designee, shall decide whether to grant the administrator any such salary increase. The President's, or that of

ARTICLE VI – APPOINTMENT, PROMOTIONS, SALARY ADJUSTMENTS

their designee, shall issue a decision no later than April 30th. In the event the President, or their designee, elects to grant a salary adjustment, the decision shall state the amount thereof and its effective date of July 1st. In the event the President, or their designee, elects not to grant a salary adjustment, the President, or their designee, shall state the specific reasons for the denial as they relate to the substance of the request. Every decision made hereunder shall be final and binding.

3. University-initiated Salary Adjustment

The state university Appropriate Administrative Area Supervisor and the Chief Financial Officer, or comparable titles at a university, may initiate an increase in the salary of a unit member to recognize exceptional service, accomplishment, or circumstances when an adjustment is in the best interests of the university. Adjustments may take the form of a single bonus payment or an increase in base salary.

ARTICLE VII – HOLIDAYS AND SUPPLEMENTAL BENEFITS

A. HOLIDAYS

1. Paid Holidays

The following legal holidays will be observed as paid holidays for the period of this agreement.

- New Year's Day
- Martin Luther King Day
- Washington's Birthday
- Patriots' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

2. Compensation for Working on a Holiday

Any administrator scheduled to work on a holiday and who does work on that holiday shall be granted a day off within the next succeeding one hundred and twenty (120) day period. The specific day off may be requested by the individual administrator, subject to the approval of the immediate supervisor who shall notify the University Human Resources officer. If a day off is not granted by the administration within the one hundred and twenty (120) day period, such administrator shall be paid at the rate of one (1) additional tour of duty for working a holiday.

At the Massachusetts Maritime Academy, in the case of a holiday which falls during the annual training cruise, and administrator who is on cruise status shall be entitled to the said days off during a one hundred and twenty (120) day period which shall commence at the end of the said training cruise, or shall be paid at the rate of one (1) additional tour of duty for working on each such holiday.

3. Exceptions

Any administrator, not scheduled to work on a holiday, shall not suffer a loss of pay for such holiday unless such unit member is on leave without pay or absent without pay on any part of a scheduled work day immediately preceding the holiday or any part of a scheduled work day immediately following the holiday.

ARTICLE VII – HOLIDAYS AND SUPPLEMENTAL BENEFITS

Any administrator scheduled to work on a holiday and who fails to report as scheduled shall be recorded as absent without pay unless the administrator properly notifies Management at least one (1) hour prior to the beginning of the scheduled tour of duty and indicates, as a reason for the absence, a reason that, pursuant to the terms of this Agreement, warrants the granting of a paid leave of absence for such day; provided, however, that when sickness is the reason for such absence, the administrator may be required to produce evidence in the form of a doctor's certificate within the next succeeding seven (7) day period.

When an administrator, who is absent by reason of sickness on a scheduled holiday, complies with these procedures, no sick leave credit previously earned shall be applied for the holiday, and the holiday shall be granted but no additional day off shall be provided. This provision shall be of no application to subsection A(4) of this Article VII.

4. Religious Holidays

In accordance with Chapter 151B of the Massachusetts General Laws, employees shall be permitted to observe certain religious holidays in accordance with the practice in existence on the date of execution of this Agreement.

5. Saturday or Sunday Holidays

Whenever any holiday falls on a Sunday, such holiday shall be deemed to fall on the day following, and such holiday shall be granted in accordance with and subject to the provisions of subsection A(2) of Article VII of this Agreement.

Whenever any holiday falls on a Saturday, every administrator shall, where possible, be given the preceding Friday off without loss of pay; provided, however, that if such day off cannot be granted to an administrator for reasons satisfactory to the University Human Resources Officer, such administrator shall be given a day off in lieu thereof within the next succeeding sixty (60) day period or shall be paid compensation therefor, in accordance with the provisions of subsection A(2) of Article VII of this Agreement.

B. LEAVE

1. Paid Leaves

a. Administrative Educational Leave

Administrators may be granted paid leave of absence in accordance with the policies of the Board for educational purposes, to attend conferences, seminars, briefing sessions, or other functions of a

ARTICLE VII – HOLIDAYS AND SUPPLEMENTAL BENEFITS

similar nature that are intended to improve or upgrade the individual's skill or professional ability. The administrator shall not suffer any loss of benefits as a result of such leave. Upon return from either of the Administrative Educational Leaves set forth in paragraph i and/or paragraph ii below, an administrator shall file a report regarding their activities with their immediate supervisor.

(i) Extended Educational Leave

Members of the bargaining unit shall have the right to apply for an extended educational leave for a continuous period of six (6) or twelve (12) months after having completed a period of seven (7) years of service in the bargaining unit at a State University or, if such leave has been previously granted to them, after having completed a period of seven (7) years of service in the bargaining unit following the last such leave. Requests for leave shall be submitted in writing by the administrator to the Chief Administrative Officer to whom they report. The Chief Administrative Officer shall forward within fourteen (14) days of the administrator's request and any other materials submitted by the administrator to the President of the University together with their written recommendations and a statement indicating whether the work of the administrative area in which the applicant serves can be so arranged as to be carried forth effectively during the period of leave. The Chief Administrative Officer shall further set forth in detail a report summarizing the work the administrator intends to perform during the leave and shall further indicate such work is consistent with the principles of educational leave. The President shall, at their sole discretion, determine whether to grant or deny the request. Whenever the President shall have declined to grant such leave, the President shall transmit their reasons therefore in writing to the administrator whose request for leave has been denied.

(a) Applications for educational leave may be made for the following purposes:

- (i) Study and/or research, including related travel;
- (ii) Creative work in the administrator's field of endeavor.

(b) The administrator shall, prior to the granting of educational leave, enter into a written agreement

with the Board of Trustees that upon the termination of such leave they will return to the University for a period equal to twice the length of such leave and that, in default of completing such service, they will refund to the Commonwealth, unless excused therefrom by the Board for reasons satisfactory to it, an amount equal to such proportion of salary received by them while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered.

- (c) Salary payments during educational leave shall be: One-half (1/2) pay if leave is granted for a full year; full pay if leave is granted for one-half year.

- (ii) Short-Term Educational Leave

Members of the bargaining unit shall have the right to apply for a short-term educational leave after having completed a period of not fewer than two (2) years of service at a State University or, if such a leave has been previously granted to them after having completed a period of two (2) years of such service following the last such leave. No such leave shall be for a period of more than forty (40) work days in any fiscal year.

Requests for such leave shall be made in accordance with the procedures set forth in the foregoing subsection (i(b)) and may be made for the purposes provided for in the said subsection.

Such leave when granted shall be granted without loss of pay.

Prior to the granting of a short-term educational leave, the administrator shall enter into a written agreement with the Board of Trustees in accordance with the provisions of the foregoing subsection (i).

If the applicant is the only bargaining unit member performing administrative responsibilities in a department, they may submit with their application a proposal describing the manner in which their responsibilities may be assumed by other bargaining unit members.

b. Court Leave

- (i) An administrator called for jury duty shall be granted court leave. Notice of service shall be filed with the President upon receipt of summons.
- (ii) If jury fees received by an administrator amount to more than their regular rate of compensation, the administrator may retain the excess of such fees and shall turn over the regular rate of compensation together with a court certificate of service to the University, and shall be deemed to be on leave of absence with pay. If the jury fees amount to less than the administrator's regular rate of compensation, they shall be deemed to be on leave of absence with pay and shall turn said fees over to management with a court certificate of service. Expenses reimbursed by the court for travel, meals, room hire, etc. shall be retained by the administrator and shall not be considered part of the jury fees.
- (iii) Administrators who are summoned to appear as witnesses on behalf of any town, city, county or state government, or on behalf of the federal government shall be granted court leave; provided, however, that if any administrator is summoned to appear as a witness because of the duties of an additional position, whether part-time or otherwise, with a city, town, county or state government or with the federal government, or with any other employer, such administrator shall not be granted court leave with pay. Notice of service shall be filed with management upon receipt of summons.
- (iv) Witness fees and all other fees except jury fees received for service as a witness during a scheduled tour of duty shall be paid to management. Expenses reimbursed to an administrator for travel, meals, room hire, etc. shall be retained by them and shall not be considered a part of the witness fees.
- (v) Whenever an administrator is called for jury duty or summoned to appear as a witness and such jury duty or appearance occurs during their vacation, the administrator shall not be required to account for any fees received during such period.
- (vi) When an administrator has been granted court leave for jury or witness service, and is excused by proper court authority, they shall report back to the University whenever the interruption in jury or witness service will permit four (4) or more consecutive hours of employment.

- (vii) Court leave shall affect no employment rights.
- (viii) Court leave shall not be granted when an administrator is a defendant or is engaged in personal litigation.

c. Bereavement Leave

Leave of absence with pay shall be granted by management to an administrator who suffers the loss by death of a spouse, domestic partner, child or step child for a period not exceeding seven (7) days, and of a parent, step-parent, sibling or step-sibling, aunt, uncle, niece, nephew, grandparent, grandchild, or parent of a spouse or person living in the immediate household of either the administrator or of their domestic partner or spouse, for a period not exceeding four (4) days. Similarly, leave of absence with pay shall be granted by management to an administrator who suffers the loss by death of their son-in-law, daughter-in-law, or the spouse, brother sister, grandparent, or grandchild, the brother or sister of their spouse or domestic partner for a period not exceeding two (2) days, or for the purpose of attending the funeral of a colleague at the University. In the event that the interment of, or memorial service for, any of the above-named relatives is to occur at a time beyond the bereavement leave granted, the employee may request to defer one of the days to the later date. Such request shall be made at the time of notification to the President, or their designee, of the death of one of the above named relatives, and may be granted at the discretion of the President, or their designee.

d. Military Leave

- (i) For Self:

An administrator shall be entitled, during the time of their service in the armed forces of the Commonwealth, under Section 38, 40, 41 or 60 of Chapter 33 of the Massachusetts General Laws, or during their annual tour of duty of not exceeding seventeen (17) days as a member of a reserve component of the armed forces of the United States, to receive pay therefore, without loss of the administrator's ordinary remuneration and shall also be entitled to all leaves of absence provided in this Agreement.

An administrator who is a member of a reserve component of the armed forces of the United State and who is called for duty other than an annual tour of duty of not exceeding seventeen (17) days shall be subject to the provision of Chapter 708 of the Acts of 1941, as amended, or of Chapter 805 of the Acts of 1950, as amended.

(ii) An administrator who, on or after January 1, 1940, shall have tendered their resignation or otherwise terminated their employment for the purpose of serving in the military or naval forces of the United States and who does or did so serve or was or shall be rejected for such service, shall, except as otherwise provided by Chapter 708 of the Acts of 1941, as amended, be deemed to be or to have been on military leave, and no such administrator shall be deemed to have resigned or to have terminated their employment until the expiration of two (2) years from the termination of said military or naval service by them.

(iii) For Family Member:

An Administrator may be eligible for up to twelve (12) weeks of paid leave under the Massachusetts Paid Family Medical Leave Act if their spouse, child or parent is a member of the Armed Forces and is on covered active duty or notified of an impending call or order to cover active duty. (See Paid Family Medical Leave, Subsection h.).

e. Personal Leave

(i) Entitlement

(a) Accrual

- On each January 1, full time unit members will be credited annually five (5) days of Personal Leave.
- Full time unit members who are hired after January 1, but before April 1 shall be credited with four (4) days during their first partial year of service.
- Full time unit members hired after April 1, but before June 30 shall be credited with three (3) days during their first partial year of service.
- Full time unit members hired after July 1 but before September 30 shall be credited with two (2) days during their first partial year of service.
- Full time unit members hired after October 1 but before December 31 shall not be credited with any personal leave for the remainder of that calendar year.

- (b) Use
Personal Leave may be taken as needed between January 1 and December 31 of the calendar year in which it was credited, and with proper notification to the Administrator’s Appropriate Administrative Area Supervisor. When possible, the administrator shall provide as much notice as is practicable.

f. Sick Leave

(i) Entitlement

(a) Accrual

Administrators shall be entitled to fifteen (15) working days’ sick leave with pay for each year of continuous service at a State University.

Sick leave credit will begin on the first working day of the first full month following employment at a State University and accumulate thereafter at a rate of one and one-quarter (1-1/4) days for each full month of employment. Administrators having an aggregate of more than one (1) day of leave without pay and/or absence without pay in any calendar month shall not receive sick leave credit for that month.

(b) Accumulation

Sick leave not used by an administrator in any year may be accumulated by such administrator. Except as is provided in paragraph (d) below, administrators shall not be entitled to a leave of absence with pay on account of sickness in excess of accumulated sick leave. Administrators may be eligible for additional paid Family Medical Leave (“PFML”). See Paid Family Medical Leave, Subsection h.).

Leave of absence without pay on account of sickness may be granted to an administrator whose accumulated sick leave has been exhausted or are ineligible for PFML, upon written application of the administrator to the University Personnel Officer.

(c) Use

Sick leave shall be granted to an administrator only under the following conditions:

- (i) When the administrator cannot perform their

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duties because they are incapacitated by
personal illness or injury;

- (ii) For the medical diagnosis, treatment or preventative care of an administrator's personal illness or injury;
 - (iii) When the spouse or domestic partner, child, a parent of either the administrator or of the spouse or domestic partner, or a relative permanently living in the immediate household of an administrator is seriously ill, the administrator may utilize accumulated sick leave days up to a maximum of sixty (60) days in a single calendar year; providing, however, that no administrator shall draw upon the Sick Leave Bank for the purpose of this subparagraph ii; and
 - (iv) For parental leave due to the birth or adoption of a child, the administrator may utilize accumulated sick leave days up to a maximum of sixty (60) days, to be concluded within twelve (12) months of the date of the birth or adoption. This leave benefit shall be in addition to the ten (10) days of paid leave set forth in Section 2C.
 - (v) When, through exposure to contagious disease, the presence of the administrator at their work location would jeopardize the health of others.
 - (vi) When the member is making preparations related to the adoption or placement of a foster child in the house up to ten (10) days of sick leave may be used.
 - (vii) The member may use up to fifteen (15) days of sick leave if a victim of domestic violence (with six months of unpaid leave, also allowed).
- (d) Sick Leave Bank

Upon the date of execution of this Agreement, each Sick Leave Bank then existing at a State University shall be maintained for the benefit of those members

of the bargaining unit who, pursuant to the terms of

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this Agreement, are or become members thereof; provided, however, that any Sick Leave Bank that shall have existed at any University on the date immediately prior to the date of execution of this Agreement shall continue to exist from and after such date of execution, and any sick leave days then accumulated in such bank shall continue to be held thereby, and any administrators who are then members of such bank shall continue to be members thereof; and every such bank, together with the application and use of all such days, shall be governed solely by the provisions of this subsection (e).

Within ninety (90) days after the effective date of this Agreement, an administrator who is not a member of the Sick Leave Bank may become so by assigning seven and one-half (7.50) hours (one (1) day) of their personal sick leave accumulation to the Bank, provided that on the date of making such assignment they shall have accumulated not fewer than forty five (45.00) hours (six (6) days) of personal sick leave.

During the term of this Agreement, an administrator who shall have accumulated forty-five (45.00) hours (six (6) days) of sick leave and who is not a member of the Sick Leave Bank may become so by assigning to the Bank, during the month of September, seven and one-half (7.50) hours (one (1) day) of their personal sick leave accumulation; except that, in the case of a provisional employee, such employee who shall have accumulated forty-five (45.00) hours (six (6) days) of sick leave and is not a member of the Bank may become a member by assigning to the Bank, during the month next following, seven and one-half (7.50) hours (one (1) day) of such personal sick leave days so accumulated.

No administrator shall be entitled to become a member of the Sick Leave Bank save as in hereinbefore provided.

Assignment by an administrator of a personal sick leave day to the Bank shall be made in writing to the University Personnel Officer. The University Personnel Officer or their designee shall maintain a register of the membership of the Sick Leave Bank and of the number of sick leave days accumulated in

the Bank. Annually during the month of July, the

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University Personnel Officer shall give written notice to the local Association Representative of: (a) the total number of days accumulated in the Sick Leave Bank as of July; and (b) the names of all those administrators at the University who are members of such Bank on such date.

At each University where a Sick Leave Bank shall have been established pursuant to the terms of this Agreement, there shall also be established a Sick Leave Bank Committee, which committee shall consist of two (2) persons chosen by the President of the University, and two (2) members of the bargaining unit chosen by the President of the Association.

Once the unit member has been off the payroll for thirty-seven and one-half (37.50) hours (five (5) days), every member of the Sick Leave Bank shall be eligible to draw upon the Sick Leave Bank as needed; provided, however, that any member of the Sick Leave Bank wishing to draw upon the Bank shall first make application to the Sick Leave Bank Committee. The Committee shall determine and certify to the President of the University whether the applicant is eligible in accordance with the provisions of this subsection.

The Committee may recommend to the President that such an applicant, and/or any unit member receiving sick leave benefits from the Bank, should be examined by a physician, and they shall do so upon the written request of the President of the Association. The Committee may also at reasonable times recommend that the President require an examination by a physician and/or require a physician's report from an applicant or a person receiving benefits. The Committee may recommend to the President that benefits be provided, or continue to be provided, to any eligible applicant after such examination or certification or that they be terminated.

The President may require that a unit member who is on leave of absence by reason of sickness be examined by a physician chosen by the President or their designee. Any unit member who thereafter fails or refuses such examination may not draw

accumulated sick leave, or upon the Sick Leave

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Bank. The University will pay the costs of all physical examinations. The physician shall render a written report to the President of the University. The President shall provide a copy of the physician's report to the Committee, to the unit member and to the President of the Association. The President may, upon receipt of such medical report and the recommendation of the Committee, terminate the sick leave benefits or deny eligibility, as the case may be. The decision of the President shall not be arbitrary or capricious.

No member of the bargaining unit shall, during any five (5) year period commencing with the date on which the unit member first draws upon the Sick Leave Bank, draw in the aggregate there from more than the equivalent of two (2) work years of sick leave for any single illness or injury.

Whenever any person is drawing upon the Sick Leave Bank, and while doing so, is entitled to accumulate personal sick leave in accordance with the provisions of the foregoing paragraph (a), the amount of such sick leave that would otherwise accrue to such person shall accrue in its full amount to the Sick Leave Bank.

Whenever the accumulation of sick leave days in the Sick Leave Bank shall have fallen below twenty-five (25) days, the University Personnel Officer shall so notify the local Association Representative in writing, and any member of the Sick Leave Bank wishing to remain a member thereof shall, within fifteen (15) days after the giving of such notice, assign an additional seven and one-half (7.50) hours (one (1) day) of their personal sick leave accumulation to the Bank; provided, however that any member of the Sick Leave Bank wishing to remain a member thereof and who shall have exhausted their personal sick leave accumulation on the date of the giving of such notice, shall assign such additional day within fifteen (15) days after the date on which such member is next entitled to personal sick leave; and provided further that such member shall retain all their rights in the Bank until such period for assigning an additional day have expired.

Whenever any administrator shall have given notice

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of their intention to retire pursuant to the provisions of Section F of this Article VII, they may, by giving notice thereof prior to the effective date of their notice of retirement, donate to the Sick Leave Bank at the University at which they are then employed, all of their accumulated personal sick leave; and any such donation, when so made, shall be a donation of all such administrator's personal sick leave as of their last date of employment; provided, however, that no such donation shall include any accumulated sick leave for a percentage of which such administrator shall have been compensated pursuant to paragraph (i) below.

No administrator shall be permitted to contribute any day or days of personal sick leave to the Sick Leave Bank except in such amounts as are provided in this subsection (e).

Anything in the foregoing to the contrary notwithstanding, members of a sick leave bank shall continue to be eligible to draw upon such bank irrespective of the fact that the total number of days in such bank is less than twenty-five (25); provided, however, that if, pursuant to the provisions of this subsection (e), there are no members of a sick leave bank, those who were last members shall remain eligible to draw upon such bank, pursuant to the provisions of this subsection (e), until all the days accumulated therein shall have been exhausted.

(e) Access to Sick Leave Bank during FMLA Qualifying Leave for the Birth or Adoption of a Child

APA unit members who are members of the sick leave bank and otherwise qualify for FMLA leave due to childbirth or adoption shall be permitted to draw upon the Sick Leave Bank upon the conditions in this labor agreement and those described below.

1. The unit member must be eligible for the sick leave bank and must satisfy eligibility requirements for receiving FMLA leave for childbirth or adoption.
2. The unit member must first exhaust all the forms of paid leave allowed under the contract.
3. If both parents are employees of the BHE, they

may not draw upon the sick leave bank in an amount greater than the amount available to one of them.

4. Unit members absent due to FMLA leave may not render other services for the BHE or any division of any state university while on leave.

5. Prior to the leave, unit members and the University will sign an agreement that describes these contractual provisions, the terms of the specific absence, what forms of paid leave will be used for the absence and the anticipated date of return to work of the unit member.

6. Leave pursuant to these provisions may not be taken on an intermittent basis.

7. If the unit member is on FMLA leave before and after a break (such as a period when the university is closed for any reason or utilizing a skeleton crew) the Bank or the member's leave entitlement will be charged for the period of the break

8. The unit member be is not required to be off the payroll for 37.5 hours before accessing the Bank pursuant to these provisions.

9. As childbirth and adoption are not illnesses or injuries, the phrase "single illness or injury" shall not include access to the bank pursuant to these provisions.

(f) Re-employment

An administrator who leaves the employ of the Board and who is later re-employed by the Board in the bargaining unit shall be granted sick leave accumulated at the termination of their previous service, provided such administrator is re-employed within three (3) years from the date of such

termination. Any administrator re-employed after the expiration of such three (3) year period may be

granted sick leave accumulated at the date of such termination, upon approval of the President, if such termination was caused by any of the following reasons:

- (i) Illness of the administrator and not because of illness in the administrator’s family,
- (ii) Dismissal through no fault or delinquency attributable to such administrator, or
- (iii) Injury while in the service of the Board of Trustees while performing assigned duties for which the administrator would be entitled to receive Worker’s Compensation benefits.

(g) Disability

An administrator who receives disability compensation provided by statute and who is entitled to any additional sick leave allowance may take such individual sick leave allowance payment as, when added to the amount of the disability compensation provided by statute, will result in the payment of their full salary.

(h) Workers’ Compensation

If and when an administrator has accumulated sick leave and is injured while in the performance of assigned duties, and such injury could result in a potential claim under Chapter 152 of the Massachusetts General Laws as amended by Chapter 572 of the Acts of 1985 (Worker’s Compensation Act), the administrator shall be paid sick leave to the extent of their accumulated sick leave credits until payments begin under the Worker’s Compensation Law. Any adjustments due the administrator because of the effects of this rule shall be made thereafter. The Sick Leave Bank shall not be used for this purpose.

(i) Retirement

Employees, upon leaving the employ of the Board, shall not be entitled to compensation for accumulated sick leave; provided, however, that any employee

who is eligible to retire in accordance with the State Retirement Act and who, having given the President not less than three (3) months’ advance written notice

thereof, does retire shall be paid twenty percent (20%) of the value of their unused accumulated sick leave at the time of their retirement, which value shall be calculated on the basis of such employee's rate of pay as it is on the date immediately prior to the date on which their retirement has effect. The President, for reasons deemed satisfactory to them, may waive the notice required by the preceding proviso.

In calculating the daily rate of pay of any member of the bargaining unit hereunder, the following formulas shall be used:

- (i) in the case of any member of the bargaining unit whose work year is of ten (10) months' duration, the daily rate of pay shall be an amount equal to 1/215th of such unit member's annual salary rate as such annual salary rate is on the date on which or in respect of which such calculation is required to be made;
- (ii) in the case of any member of the bargaining unit whose work year is of twelve (12) months' duration, the daily rate of pay shall be an amount equal to 1/260th of such unit member's annual salary rate as such annual salary rate is on the date on which or in respect of which such calculation is to be made.

If, at the time of death of an administrator, said administrator was eligible to retire and receive a pension from the Commonwealth, then said administrator shall be paid twenty percent (20%) of the value of unused accumulated sick leave to their credit at the time of death, provided that no monetary or other allowance has already been made therefore. It is understood that any such payment will not change the administrator's pension benefits.

The President shall authorize payment of such compensation upon the establishment of

a valid claim therefore, in the following order of precedence:

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First: to the surviving beneficiary or beneficiaries, if any, lawfully designated by the person under the State Employees' Retirement System;

Second: if there be no such designated beneficiary, to the estate of the deceased.

(j) Deferred Retirement

Any employee who is otherwise qualified to be paid the sick-leave buy-back, so called, that is described herein but who, having given notice thereof to the University, defers their retirement in accordance with the requirements of the State Retirement Act shall be entitled to be paid their sick-leave buy-back at the time of retirement.

(ii) Notification to University

An administrator, in order to qualify for paid sick leave, must notify their Appropriate Administrative Supervisor at least one (1) hour prior to the beginning of each day, or, if they are not able to do so, as soon as is possible after the beginning of each day, during which the administrator is to be absent by reason of sickness, provided that in the case of an emergency notice shall be given as soon as the exigencies of the emergency may permit. It shall be the responsibility of such Appropriate Administrative Area Supervisor to transmit such notification in writing to the University Human Resources Officer. If such notification is not given by such administrator, such absence may, at the discretion of Management, be treated as absence without pay. Management may require the administrator to present a physician's statement indicating the medical reason for absence on account of sickness, but Management shall not make it a general practice to require such statement for an absence of less than five (5) days in a fourteen (14) calendar day period unless the Appropriate Area Supervisor reasonably suspects sick leave is being abused by the administrator. Failure of an administrator to present such statement seven (7) working days after a request therefore has been made by Management, may, at the discretion of Management, result in the absence being treated as absence without pay.

An administrator absent by reason of sickness for more than five (5) working days shall provide the University Human Resources Officer with at least a twenty-four (24) hours'

notice of their intent to return to active employment.

(iii) Return from Extended Sickness

Management may require that an administrator submit to a medical examination, by a physician designated by Management, to determine the administrator's fitness to return to work following absence by reason of sickness or injury for more than five (5) consecutive working days. Such examination shall be at the expense of the University. At such examination, the administrator may, upon their own request and at their own expense, be represented by a personal physician. The administrator shall cooperate with the physician appointed to conduct the medical examination and, for that purpose, shall authorize and direct the release to such physician, and shall waive any right of confidentiality (including any right under HIPPA) in connection with all medical records that the physician judges to be relevant to the conduct of such examination and to an assessment of the administrator's medical condition.

(iv) Light Duty and Limited Duty

An administrator who has been absent by reason of sickness or injury may, upon the recommendation of a physician but at the sole discretion of Management, return to work for light and limited duty upon such terms and conditions as Management shall determine. Whenever Management shall have offered to permit any such administrator to return to work for limited duty and such offer is made in accordance with the recommendation of any physician, the failure of such administrator to return to work in accordance with such offer shall be grounds for the taking of disciplinary action. For the purposes of this Section, Management may require that an administrator submit to a physical examination by a physician designated by Management for such purposes. Such examination shall be at the expense of the University. At such examination the administrator may, upon their own request and at their own expense, be represented by a personal physician. The administrator shall cooperate with the physician appointed to conduct the medical examination and, for that purpose, shall authorize and direct the release to such physician, and shall waive any right of confidentiality (including any right under HIPPA) in connection with all medical records that the physician judges to be relevant to the conduct of such examination and to an assessment of the administrator's medical condition.

g. Voting Leave

Leave of absence with pay, not to exceed two (2) hours, shall be granted to any administrator, if the administrator makes proper application therefore, to permit the administrator to vote in the voting precinct, ward or town in which the administrator is entitled to vote: provided that the hour of opening and the hour of closing of the polls at such voting place would preclude the administrator working their regular hours of employment and their traveling to or from the polls.

h. Paid Family Medical Leave

Massachusetts' Paid Family and Medical Leave ("PFML"), codified as Mass. G.L. c. 175M, provides eligible bargaining unit members with paid family and medical leave. This leave is funded through mandatory payroll contributions at a rate that is assessed annually by the Department of Family and Medical Leave (the "Department"), which shall set the rate as a percentage of an employee's annual wages. The Department of Higher Education attributes a portion of the mandatory payroll contribution separately to medical leave and to family leave. Bargaining unit members shall pay 40% of the medical leave contribution rate and 100% of the family medical leave contribution rate from their eligible wages.

Eligible bargaining unit members shall be entitled to take leave in accordance with Mass. G.L. c. 175M and the applicable regulations promulgated thereunder. Nothing contained in this Agreement shall be deemed to abridge any right conferred on any member of the bargaining unit under the Paid Family Medical Leave Act.

Leave taken under M.G.L. c. 175M shall run concurrently with leave taken under other applicable state and federal leave laws, including the Commonwealth's Parental Leave Act (M.G.L. c. 149, § 105D) and the Family and Medical Leave Act of 1993 (29 U.S.C. 2601 et seq.), as amended, and leave under Section B of this Article VII to the extent the same are congruent.

Any member of the bargaining unit who seeks to be granted leave under this subparagraph shall submit to the University in accordance with University policy appropriate documentary confirmation of their entitlement to or qualification for such leave; and any member of the bargaining unit who seeks to be granted such leave shall give advance notice to their supervisor as may be required by the law and its regulations.

2. Unpaid Leave

a. Association Leave of Absence

Upon request by the Association, an administrator may be granted a leave of absence without pay to perform full-time official duties on behalf of the Association. Such leave of absence shall be for a period of up to one (1) year and may be extended for one or more additional periods of up to one (1) year or less at the request of the Association. Approved requests will not exceed one among the administrators represented by the Association, provided no adverse effect on the operations of any University results.

b. Family Leave

Upon written application to the President, including a statement of reasons, any administrator who has been employed at least three (3) consecutive months, who has given notice at least two (2) weeks prior to their anticipated date of departure and who has given notice of intention to return, may be granted parental or adoptive leave for a period not exceeding one (1) academic year. Such leave shall be without pay for such period.

The purposes for which an administrator may submit their application for such unpaid leave may include, but shall not be limited to:

- (i) The need to care for, or to make arrangement for the care of, a minor dependent child of the administrator, whether or not such child is the biological, adopted or step-child of such administrator;
- (ii) To discharge any other responsibilities or duties in their capacity as the parent of a minor dependent child, whether or not such child is the biological, adopted or step-child of such administrator;
- (iii) The need to care for a member of the administrator's immediate family;

Any administrator taking such family leave, upon their return to work, will be restored to their previous position or a similar position, with the same status and pay; provided, however, that if other administrators at equal length of service, credit and status in the same or similar positions have been laid off due to economic conditions or other changes in operating conditions affecting employment during the period of such family leave, they shall be extended the same rights and benefits, if any, as are extended

to administrators of equal length of service in the same or similar positions.

An administrator on family leave shall not be entitled to use any accumulated sick leave, but upon cancellation or

expiration of the family leave, such administrator shall regain their right to sick leave.

c. Maternity Leave

Any administrator who has been employed for at least three (3) consecutive months as a full-time employee, who has given notice at least two (2) weeks prior to the anticipated date of departure, and who has given notice of intention to return, shall be granted maternity leave for a period not exceeding eight (8) weeks for the purpose of giving birth or for the purpose of adopting a child under the age of twenty-three (23) if the child is mentally or physically disabled. Such leave shall be without pay for such period.

Any administrator taking such a maternity leave, upon return to work, will be restored to their previous position or a similar position, with the same status and pay; provided, however, that if other administrators at equal length of service, credit or status in the same or similar position have been laid off due to economic conditions or other changes in operating conditions affecting employment during the period of such maternity leave, they shall be extended the same rights and benefits, if any, as are extended to administrators of equal length of service in the same or similar positions.

If an administrator has accrued sick leave credits at the commencement of their maternity leave, they may use such leave credits for which they may be eligible under the sick leave provisions of this Article.

During the first ten (10) workdays subsequent to the birth or adoption of a child, the parent shall receive their regular weekly salary.

Notwithstanding any other provision of this Agreement to the contrary, the maternity leave granted under this Article shall not affect the administrator's right to receive any contractual benefits for which they were eligible at the time of their leave. The period of any unpaid maternity leave shall not be included in any computation of such benefits, rights or advantages.

d. Professional Leave

Upon the application of an administrator and a recommendation by the President of the University, the Board of Trustees or its designee

may grant to such administrator leave without pay for such term, upon such condition and for such purpose as the Board of Trustees or its designee may determine. The purposes for which an administrator may submit their application for such unpaid leave may include, but shall not be limited to:

- (i) Advanced study;
- (ii) Participation in exchange administrative programs in other states, territories, and countries;
- (iii) Participation in a cultural program related to their professional responsibilities;
- (iv) Service in a public office to which they have been elected or appointed and for such other purposes as may be allowed under the laws of the Commonwealth.
- (v) Any administrator granted an unpaid leave of absence shall retain those benefits accrued during the period of their leave which are permitted by statute and the policies of the Board of Trustees.

e. Family and Medical Leave

Family Leave

1. A University shall grant to a full time or part time employee who has completed their probationary period, or if there is no such probationary period, has been employed for at least three consecutive months, an unpaid leave of absence for up to twenty-six (26) weeks in conjunction with the birth, adoption or placement of a child as long as the leave concludes within twelve (12) months following the birth or placement.
2. At least thirty (30) days in advance, the employee shall submit to the University a written notice of their intent to take such leave and the dates and expected duration of such leave. If thirty (30) day's notice is not possible, the employee shall give notice as soon as practicable. The employee shall provide upon request by the University proof of the birth or placement or adoption of a child.
3. If an employee has accrued sick leave, personal leave, compensatory leave, or vacation credits at the commencement of their family leave, the employee may use such leave credits for which they may be eligible under the sick leave, personal leave or vacation provisions of this Agreement. The University may, in its discretion, assign an employee to temporarily backfill for an employee who is on family leave. Such assignment may not be subject to the grievance procedure.
4. At the expiration of the family leave, the employee shall be returned to the same or equivalent position with the same status, pay and length of service credit as of the date of their leave. If during the period of the leave, employees in an equivalent position have been

laid off through no fault of their own, the employee will be extended the same rights or benefits, if any, extended to employees of equal length of service in the equivalent position in the department.

5. Notwithstanding any other provision of the Agreement to the contrary, the family leave granted under this Article shall not affect the employee's right to receive any contractual benefits for which they were eligible at the time of their leave.
6. During the time an employee is on family leave, the employee shall be entitled to group health insurance coverage benefits on the same terms and conditions in effect at the time the leave began, provided the employee continues to pay the required employee share of premium while on leave. If the employee fails to return from leave, the Commonwealth may recover, as provided under FMLA, the cost it incurred in maintaining insurance coverage under its group health plan for the duration of the employee's leave.

Medical Leave

1. A University shall grant to any employee who has completed their probationary period or, if there is no probationary period, who has been employed at least three (3) consecutive months, an unpaid leave of absence for up to twenty-six (26) weeks to care for a spouse, child or parent who has a serious health condition or for a serious health condition which prevents the employee from being able to perform the functions of their position.
2. Upon the submission of satisfactory medical evidence that demonstrates an existing catastrophic illness, the University shall grant the employee, on a one-time basis, up to an additional twenty-six (26) weeks of non-intermittent FMLA leave.
3. At least thirty (30) days in advance, the employee shall submit a written notice of their intent to take such leave and the dates and expected duration of such leave. If thirty (30) days' notice is not possible, the employee shall give notice as soon as practicable. The employee shall provide, upon request by the University, satisfactory medical evidence. If the University has reason to doubt the validity of the medical evidence, it may obtain a second opinion at its own expense.

In the event there is a conflict between the second opinion and the original medical opinion, the University and the employee may resolve the conflict by obtaining the opinion of a third medical provider, who is approved jointly by the University and the employee, at the University's expense.

4. Intermittent leave usage and modified work schedules may be granted where a spouse, child or parent has a serious medical condition and is dependent upon the employee for care. Where intermittent or a modified work schedule is medically necessary, the employee and University shall attempt to work out a schedule which meets the employee's needs without unduly disrupting the operations of the workplace.
5. If the employee has accrued sick leave, personal leave, compensatory leave, or vacation leave credits at the commencement of their medical leave, that employee may use such leave credits for which they may be eligible under the sick leave, personal leave or vacation leave provisions of this Agreement.
6. At the expiration of the medical leave, the employee shall be returned to the same or equivalent position with the same status, pay and length of service credit as of the date of their leave. If during the period of the leave, employees in an equivalent position have been laid off through no fault of their own, the Employer will extend the same rights or benefits, if any, extended to employees of equal length of service in the equivalent position in the department.
7. Between periods of unpaid medical leave, where an employee returns to the payroll for a period of less than two (2) weeks, when a holiday falls during that time, no holiday pay or compensatory time shall be granted for such holiday.
8. During the time an employee is on medical leave, the employee shall be entitled to group health insurance coverage benefits on the same terms and conditions in effect at the time the leave began, provided the employee continues to pay the required employee share of premium while on leave. If the employee fails to return from leave, the Commonwealth may recover the cost it incurred in maintaining insurance coverage under its group health plan for the duration of the employee's leave, in compliance with the requirements set forth under the FMLA and regulations thereunder.

Nothing contained in this Agreement shall be deemed to abridge any right conferred on any member of the bargaining unit by the Family and Medical Leave Act of 1993, as the same may be amended from time to time. It is the intent of the parties that any benefits provided by this Agreement are to be used as part of and not in addition to any statutory benefits so conferred.

3. Notice

Any notice or information required to be given to management, and any request required to be made of management, in respect of the taking of any

leave pursuant to the provisions of this Section shall be given or made to the University Human Resources Officer.

4. Calculation of Leave Entitlements

Solely for the purpose of calculating any leave entitlement under this Section B, every administrator shall be deemed to be employed for a seven and one-half (7.50) hour day and a thirty-seven and one-half (37.50) hour week. Consistently therewith, leaves shall be calculated in increments of one (1) hour and, subject to the other provisions of this Section B, may be granted in increments of one-half of one (.50) hour.

C. VACATIONS

1. Eligibility

a. Eligible employees

Every administrator, whether on part-time or full-time status, who is employed on a twelve (12) month basis shall be eligible for the benefits provided in this Section C; provided, however, that every administrator, whether on part-time or full-time status, who is employed on a ten (10) month basis shall accrue vacation credits only during their ten (10) month period of service.

b. Accrual of Vacation Credits

Vacation credits shall accrue as follows:

From date of employment through four (4) years of service, unit members on active payroll status shall be entitled to twenty (20) days of vacation leave each year, accrued on an hourly basis for each active, standard payroll hour. Time off payroll shall result in the incremental loss of payroll hours of vacation leave awarded.

From five (5) years of service through nine (9) years of service, unit member on active payroll status shall be entitled to twenty-two (22) days of vacation leave each year, accrued on an hourly basis for each active, standard payroll hour. Time off payroll shall result in the incremental loss of payroll hours of vacation leave awarded.

From ten (10) years of service through fourteen (14) years of service, unit member on active payroll status shall be entitled to twenty-three (23) days of vacation leave each year, accrued on an hourly basis for each active, standard payroll hour. Time off payroll shall result in the incremental loss of payroll hours of vacation leave awarded.

From fifteen (15) years of service through nineteen (19) years of service, unit member on active payroll status shall be entitled to

twenty-four (24) days of vacation leave each year, accrued on an hourly basis for each active, standard payroll hour. Time off payroll shall result in the incremental loss of payroll hour of vacation leave awarded.

From twenty (20) years of service or more, unit member on active payroll status shall be entitled to twenty-five (25) days of vacation leave each year, accrued on an hourly basis for each active, standard payroll hour. Time off payroll shall result in the incremental loss of payroll hour of vacation leave awarded.

ii) Notwithstanding the above provisions of i), above, the employer shall not reduce the vacation accrual rate of a unit member hired before January 1, 2017, as a result of the implementation of the rate schedule in i). However, all future increases in vacation accrual rates for all unit members as they perform additional years of service will be granted only in accordance with the schedule in i).

iii) Notwithstanding anything above in i) or ii), all unit members who have served twenty five (25) years by June 30, 2020, shall be entitled to vacation leave at the rate of thirty (30) days of vacation leave each year, accrued on an hourly basis for each active, standard payroll hour with effect on their anniversary date, providing the unit member is on active payroll service.

iv) In accordance with the foregoing provisions, any unit member employed on a part-time basis shall be granted that proportion of the vacation leave allowance which their service bears to full-time service.

c. Proof of Prior Service

Unit members must satisfactorily demonstrate to the University Human Resources Officer prior service with the Commonwealth of Massachusetts in order for such service to be credited with determining vacation leave pursuant to this subparagraph b.

2. Scheduling of Vacation

- a. Administrators shall request specific dates for the scheduling of their vacations through their Appropriate Administrative Area Supervisor. Vacation allowance shall be scheduled as a vacation leave at such times as will best serve the needs of the University, the unit members and the public interest. Vacation allowance will be scheduled by the Appropriate Administrative Area Supervisor after consultation with the Chief Administrative Area Supervisor. The parties shall ensure that vacation allowance is scheduled in order that the unit member may not lose vacation credits. No member of the bargaining unit shall carry vacation leave credit of more than 375

hours (fifty (50) days). All vacation leave credits above the fifty (50) day limit shall be forfeited at the end of the last payroll period in January each year.

- b. If a bargaining unit member requests vacation leave at least thirty (30) days in advance and the supervisor has not replied in a timely manner or denies the use of vacation time, and such denial would result in the forfeiture of vacation credits, the bargaining unit member may appeal within three working days to the Human Resources Office. The Officer will review the request with the supervisor and the President, when necessary within ten (10) days of the appeal submission. The President and/or the Human Resources Officer shall take one of the following actions regarding the request for vacation leave: overturn the decision of the supervisor; offer an extension of time to use the vacation leave in order that the employee can use the time without forfeiting vacation credits; or, pay to the unit member the equivalent of the leave that would be forfeited. Such payments cannot be regarded as creditable service or compensation for purposes of retirement.

3. Extraordinary Application of Vacation Credits

- a. Absence on Account of Sickness

Absences on account of sickness in excess of that authorized under the provisions of this Agreement may be charged to vacation leave.

- b. Death of a Unit Member

Upon the death of a unit member who is eligible for vacation under the provisions of this Article, payment shall be made in an amount equal to the vacation allowance as earned prior to such unit member's death but which had not been granted; provided that no monetary or other allowance has already been made therefor. The President shall authorize the payment of such compensation upon the establishment of a valid claim therefor, in the following order of precedence:

First: To the surviving beneficiary or beneficiaries, if any, lawfully designated by the person under the state employees' retirement system;

Second: If there be no such designated beneficiary, to the estate of the deceased.

- c. Termination of an Employee's Services

Employees who are eligible for vacation under these rules and whose services are terminated by dismissal, through no fault or

delinquency of their own, by retirement, or by entrance into the defense forces, or who continue to render services as employees, other than as unit members, shall be paid an amount equal to the vacation allowance which has been earned; provided that no monetary or other allowance has already been made therefor, and provided that no monetary or other allowance shall thereafter be made therefor.

Employees who are eligible for vacation under the provisions of this Article, whose services terminated other than as is hereinbefore provided, shall be paid an amount equal to the vacation allowance earned prior to such termination which had not been granted provided that no monetary or other allowance has already been made therefor.

4. Retention of Accrued Vacation Credits upon Reinstatement or Re-employment

Employees subject to the provisions of this Article who are reinstated or who are re-employed shall be entitled to their vacation status at the termination of their previous service and allowed such proportion of their actual service for the same fiscal year, after reinstatement or re-employment, as such service bears to a complete fiscal year. No credit for previous service may be allowed where reinstatement occurs after an absence of three years unless approval of the University is secured and unless such termination was caused by any of the following reasons:

- a. Illness of such employee and not because of illness in their immediate family;
- b. Dismissal through no fault or delinquency attributable solely to such employee; or,
- c. Injury while in the service of the Board of Trustees in the line of their duties and for which such employee would be entitled to receive Worker’s Compensation Benefits.

Any unit member subject to the provisions of this Section who resigned or was granted a leave of absence to enter service in the armed forces of the United States under the provisions of Chapter 708 of the Acts of 1941, as amended, or of Chapter 805 of the Acts of 1950, or any amendment thereof, and who, upon honorable discharge from such service in said armed forces, has returned or returns to the service of the employer shall be paid an amount equal to the vacation allowance as earned prior to their entry into such service in said armed forces which had not been granted prior to military leave; provided, however, that no monetary or other allowance has already been made therefore.

5. Miscellaneous Provisions

Vacation credits shall accrue to a person while on a leave with pay or on Industrial Accident Leave.

Vacation leave earned following a return to duty after a leave without pay or absence without pay shall not be applied against such leave of absence.

6. Calculation of Leave Entitlements

Solely for the purpose of calculating any leave entitlement under this Section C, every administrator shall be deemed to be employed for a seven and one-half (7.50) hour day and a thirty-seven and one-half (37.50) hour week. Consistently therewith, leaves shall be calculated in increments of one-half of one (.50) hour and, subject to the other provisions of this Section C, may be granted in increments of one-half of one (.50) hour.

D. INSURANCE AND ANNUITIES

1. Life Insurance

During the term of this Agreement, the Board shall continue to cover all administrators in the bargaining unit under the plan in effect pursuant to the provisions of Chapter 32A, Sections 5, 6, 8, 10 and 10A of the Massachusetts General Laws.

2. Health and Accident Insurance

During the term of this Agreement, the Board shall continue to cover all administrators in the bargaining unit under the plan in effect pursuant to the provisions of Chapter 32A, Sections 5, 6, 8, and 10A of the Massachusetts General Laws.

3. Worker's Compensation

The members of the bargaining unit shall be covered by the provisions of Chapter 152 of the Massachusetts General Laws to the extent that the Commonwealth has acted pursuant to Section 69 thereof to include them within the coverage of said Chapter 152 of the Massachusetts General Laws.

4. Tax Deferred Annuities

The Board shall continue its policy of permitting the purchase of annuities by administrators pursuant to the provisions of Chapter 15, Section 18A, of the Massachusetts General Laws.

E. TUITION WAIVER1. Waiver

The following tuition waiver provisions shall be of application during the term of this Agreement.

- a. The spouse and/or child or children, including any adopted or step-child or children, of any member of the bargaining unit that is represented by the Association of Professional Administrators, Massachusetts Teachers Association/NEA, and the spouse and/or any such child or children of any present, former retired or deceased member of such bargaining unit, who shall have been admitted as a student in the regular day program, or in any program of Continuing Education, at any Massachusetts State University, shall be entitled to enroll as a student in such program without the payment of any tuition.
- b. In addition, any member of the bargaining unit who shall have been admitted as a student at any state university or community college in the Commonwealth of Massachusetts shall be entitled to matriculate as a student without the payment of any tuition. Members of the bargaining unit who shall have been admitted in a state-supported course or program at the undergraduate or graduate level in the University of Massachusetts System, excluding the program for the Doctorate of Medicine at the University of Massachusetts Medical School and all programs at the University of Massachusetts Law School, shall be entitled to student tuition credits equal to the value of any tuition waivers, grants or scholarships identified in c. 15 of the General laws or any other General or Special law as determined by the University of Massachusetts.
- c. Bargaining Unit members of State Colleges and Universities shall be entitled to enroll, at the institution where they are employed, in at least one (1) undergraduate or graduate course per semester with no tuition or fee charges, only after all paying students have registered for the course. This tuition and fee waiver does not apply to other payments that represent reimbursements to a college for out-of-pocket expenditures. These excluded expenditures include, but are not limited to, any costs payable to a third-party vendor (which would include payment for any course offered in the name of the college by any such vendor), lab fees, fees for IDs (if necessary), copying charges, fees for items of equipment/materials/supplies or the like, the cost of trips, the cost of personal services rendered on a one-to-one basis (e.g. directed/independent studies), if applicable. It is not the intent of the parties to assess fees to employees for general non-specific overhead expenditures or costs not directly attributable to the employee's course enrollment. As delineated by individual institutions any Tuition and Fee remission and/or tuition and fee

waivers shall apply.

An Administrator who is interested in enrolling in a course should seek written approval from their direct supervisor and the University's Human Resources Leader prior to registering for any course. This benefit does not provide employees with leave time, nor does it require a supervisor to permit the employee with leave time from their regular work schedule. If the course is being held during the Administrator's working schedule, the request to utilize this benefit will be considered along with the operational needs/staffing of the department. The University's decision regarding an Administrator's eligibility to take the course, and/or the use of flex time shall not be arbitrary, capricious or unreasonable.

Administrator enrollment in a course is based on a space-available basis only, after matriculated undergraduate, graduate and CE students have already registered. If two administrators are interested in enrolling for the same course and there is only one spot available, the administrator who received written approval from the University's Human Resources Leader on the earliest date will be eligible to enroll.

The University reserves the right to cancel a class due to under-enrollment by matriculated or paying students. This tuition benefit does not include directed studies, independent studies, or internships.

2. Remission

The parties agree to continue in effect the present policy of the Board, acting through the Commissioner, regarding tuition remission applicable to all unit members, their spouses, and their dependent children. However, the parties agree that if the Employer concludes a collective bargaining agreement with another bargaining unit that permits a full or partial freeze on fees for unit members or their spouses or dependent children during the period of the 2014-2016 Agreement, the Agreement shall be reopened at the APA's request for further negotiations about this issue.

F. HEALTH & WELFARE

1. Benefits

The Board of Trustees of the Health and Welfare Fund shall determine in their discretion and within the terms of this Agreement and the Agreement and Declaration of the Trust such health and welfare benefits to be extended by the Health and Welfare Fund to employees and/or their dependents.

2. Funding

Effective on December 1, 2014, the Employer agrees to contribute on behalf of each full-time employee equivalent fifteen dollars (\$15.00) per calendar week. Effective on December 1, 2015, the Employer agrees to contribute on behalf of each full-time employee equivalent fifteen dollars and fifty cents (\$15.50) per calendar week. Effective on December 1, 2016, the Employer agrees to contribute on behalf of each full-time employee equivalent sixteen dollars (\$16.00) per calendar week.

The amount of contributions for each year shall be based on the number of full-time equivalent employees as of the last payroll period in October during such fiscal year.

The contributions made by the Commonwealth to the Health and Welfare Fund shall not be used for any purpose other than to provide health and welfare benefits and to pay the operating and administrative expenses of the fund.

Nothing herein contained shall be deemed to obligate the Board or the Universities to make any contribution to the Health and Welfare Fund.

3. Non-Grievability

No dispute over a claim for any benefits extended by this Health and Welfare Fund shall be subject to the grievance procedure.

4. Employer's Liability

It is expressly agreed and understood that the Board and the Universities do not accept, nor are they to be charged with, any responsibility in any manner connected with the determination of liability to any employee claiming under any of the benefits extended by the Health and Welfare Fund. The Commonwealth's liability shall be limited to the contributions required by Section 2 above.

G. ADMINISTRATORS' EXPENSES

1. Travel Expenses

a. When an administrator is authorized to use their personal automobile for travel related to their employment they shall be reimbursed at the IRS mileage rate as such is established from time to time at the time of such travel and shall be reimbursed for the actual costs of garages, parking, tolls and all like charges subject to the guidelines of the Commonwealth or applicable trust fund guidelines.

- b. Administrators shall not be reimbursed for commuting between their home and office or other regular work location. With the approval of the President, an administrator’s home may be designated as their regular office for the purpose of allowed transportation expenses in cases where the administrator has no regular office or other regular work location.

2. Meal Expenses

- a. An administrator who is assigned to duty that requires them to be absent from their home more than twenty-four (24) hours shall be reimbursed for reasonable charges for lodging including reasonable tips, and for meal expenses, including tips, not to exceed the following amounts:

<u>MEALS</u>	<u>MAXIMUM ALLOWANCE</u>	<u>APPLICABLE PERIOD</u>
Breakfast	\$7.50	3:01 to 9:00 a.m.
Lunch	\$12.50	9:01 to 3:00 p.m.
Supper	\$22.00	3:01 to 9:00 p.m.

- b. On the first day of assignment duty in excess of twenty four (24) hours administrators shall not be reimbursed for breakfast if such assignment commences after six A.M., for lunch if such assignment commences after twelve noon, or for supper if such assignment commences after ten P.M.
- c. On the last day of assignment to duty in excess of twenty-four (24) hours administrators shall not be reimbursed for breakfast if such assignment ends before noon, or for supper if such assignment ends before six P.M.
- d. For travel of less than twenty-four (24) hours commencing two (2) hours or more before compensated time administrators shall be entitled to the above breakfast allowance. For travel of less than twenty-four (24) hours ending two (2) hours or more after compensated time administrators shall be entitled to the above supper allowance. Administrators are not entitled to the above lunch allowance for travel for less than twenty-four (24) hours.

ARTICLE VIII – JOB SECURITY

A. PROVISIONAL SERVICE

1. Initial Appointments

Every administrator appointed to a position in the bargaining unit shall serve on a provisional basis for one calendar year from the date on which they shall have first commenced their duties in such position; provided, however, that in the case of any administrator so appointed but whose annual term of service is less than twelve (12) months, such calendar year shall be the entire calendar year, commencing with the first date of such employment, within which such term of service falls.

2. Promotions

Whenever any person who is employed as a member of the bargaining unit at any University is promoted to another position within the bargaining unit at such University, they shall serve in such position on a provisional basis in accordance with the following requirements.

- a. If at the time of such promotion they have been employed as a member of the bargaining unit at such University for fewer than two (2) consecutive years (including any period of provisional service), they shall serve on a provisional basis for one (1) calendar year.
- b. If at the time of such promotion they have been employed as a member of the bargaining unit at such University for two (2) or more consecutive years (including any period of provisional service), they shall serve on a provisional basis for three (3) calendar months.
- c. Notwithstanding the foregoing, if such promotion is to a position at the rank of Director they shall serve on a provisional basis for one (1) calendar year unless, at the time of such appointment, they shall have been employed as a member of the bargaining unit at such University for four (4) or more consecutive years, in which event they shall serve on a provisional basis for six (6) calendar months.

All such periods of provisional service shall be measured from the date on which the person serving in such capacity shall have commenced their duties in the position to which they have been appointed, excluding any period of acting service.

3. Termination of Provisional Employment

Any administrator serving on a provisional basis may be terminated at any time during the period of their provisional service.

- a. In the case of an administrator who has served as a member of the bargaining unit at such University for less than four (4) consecutive years, the University may terminate the administrator’s service in accordance with the provisions of Section B of this Article as set forth below;
- b. In the case of any administrator who has served as a member of the bargaining unit at such University for four (4) or more consecutive years, the President may, in their sole discretion, terminate the provisional service and restore such administrator to the position they held prior to the commencement of their provisional service or to another position of comparable rank for which they are qualified by training and experience. In either such event, the administrator shall receive the same salary and benefits that they would have received had they remained in the position they held prior to the commencement of their provisional service; provided, however, that if such administrator is restored to a position other than that which they held prior to the commencement of their provisional service, they shall serve in such position on a provisional basis for a period of three (3) months. Nothing in this subsection (b) shall be construed so as to prevent the President from terminating the employment, pursuant to Section C of this Article as set forth below, of any administrator who has served as a member of the bargaining unit for more than four (4) consecutive years.

B. SERVICE OF ADMINISTRATORS WITH LESS THAN FOUR (4) YEARS OF SERVICE

1. Limitations

Any administrator who has been employed as a member of the bargaining unit at a University for fewer than four (4) consecutive years may be disciplined or terminated at any time and for any reason subject only to the following limitations and in all other respects at the sole discretion of the President of the University or the Board of Trustees.

- a. In exercising such discretion, the President shall in every case give consideration to all evaluations made pursuant to Article IV of this Agreement and such additional evaluations as appear in the official personnel file of the unit member;
- b. The President or their designee shall give notice of termination, or cause payment to be made in lieu thereof, in the manner prescribed in subsection 2 below; provided, however, that no notice shall be given in the event that the President has evidence that the administrator has been convicted of a felony, has admitted in a criminal court to facts sufficient to establish a violation of any state

or federal law which is a felony, has misrepresented academic or other qualifying credentials, or has demonstrated neglect, insubordination or dereliction in the performance of assigned duties.

- c. The President shall transmit to such administrator a statement of the reason or reasons for imposing discipline or termination.
- d. The decision of the President shall not be arbitrary or capricious.

2. Notice

Whenever any notice of termination is required to be given to any administrator pursuant to the foregoing subsection 1, such notice shall be given in accordance with the following provisions.

- a. Any administrator at a University who, on the date when any such notice is given, shall have served as a member of the bargaining unit at such University for more than one (1) year but not more than three (3) consecutive years shall receive not less than one (1) month's prior written notice of the effective date of such termination;
- b. Any administrator at a University who, on the date when any such notice is given, shall have served as a member of the bargaining unit at such University for more than three (3) years but not more than four (4) consecutive years shall receive not less than three (3) months' prior written notice of the effective date of such termination;

For the purposes of the foregoing paragraphs (a) and (b), the length of any administrator's service at a University shall be deemed to include any provisional service rendered pursuant to Section A of this Article; provided, however, that such service shall be deemed to include only consecutive full-time or part-time service as a member of the bargaining unit.

Anything in the foregoing to the contrary notwithstanding, the Board of Trustees or the President, at its or their sole discretion, may pay to any administrator to whom any such notice would otherwise be required to be given an amount equal to one (1) month of such administrator's then-current salary for each month or fraction thereof by which the notice otherwise required to be given is foreshortened, whether such notice is so foreshortened in whole or in part.

3. Grievances

No termination made pursuant to this Section B shall be subject to the provisions of Article XI of this Agreement except only procedural violations of this Section. In the case of a finding of procedural violation, the Arbitrator shall remand the matter to the Board of Trustees.

C. SERVICE OF ADMINISTRATORS WITH MORE THAN FOUR (4) YEARS OF SERVICE

In order to provide a measure of job security to administrators who have served as members of the bargaining unit at a University for four (4) or more consecutive years, the President of a University shall terminate the service of such an administrator (other than a termination pursuant to the provisions of Article IX, Reduction in Force) only in accordance with the following provisions of this Section.

1. Termination of Service

The University shall discipline or discharge an administrator who has served as a member of the bargaining unit for four (4) or more consecutive years for reasons of dishonesty, insubordination, dereliction or willful neglect of duties or conduct unbecoming an administrator of the University only with just cause. Discipline which results in suspension or termination pursuant to this subsection shall be subject to the provisions of Article XI.

2. Termination for Limited Reasons

Notwithstanding the foregoing provisions of subsection (1), the parties acknowledge that the President shall have just cause sufficient to warrant termination of any administrator who has served as a member of the bargaining unit for four (4) or more consecutive years and who has been convicted of a felony; has admitted, in a criminal court, to facts sufficient to establish a violation of any state or federal law which is a felony; or has misrepresented academic or other qualifying credentials. Any termination made for such reasons pursuant to this Article VIII, §C(2), shall not be subject to the provisions of Article XI of this Agreement and shall not be reviewable by an arbitrator.

3. Performance Improvement Procedures

In the event the President determines, due to the manner in which the administrator discharges the responsibilities of their position, as opposed to the reasons for discipline or termination described in subsections (1) and (2) above, that the employment of an administrator who has served as a member of the bargaining unit for four (4) or more consecutive years shall be terminated, the President first shall require the administrator to complete a performance improvement period of one hundred fifty (150) days' duration. The President shall notify the administrator of those aspects of the administrator's performance that are inadequate and shall inform the administrator of the starting and ending dates of the performance improvement period. The administrator shall meet during the first week of the performance improvement period with their supervisor outside of the bargaining unit and the administrative area supervisor to discuss any performance inadequacies and an improvement plan. The plan may

encompass the University's encouraging the administrator to attend workshops or conferences to review material relevant to the administrator's position as well as other opportunities to enhance the administrator's skills which the administrator may request or the University may direct. The administrator shall be evaluated by the supervisor outside of the bargaining unit with the participation of the appropriate administrative area supervisor at the approximate midpoint of the period, or on a more frequent basis as the supervisor outside of the bargaining unit shall direct. At the conclusion of the performance improvement period, and after consultation with the supervisor outside of the bargaining unit and the appropriate administrative area supervisor, the President in their sole discretion shall determine whether the administrator shall be discharged, shall be required to complete another performance improvement period or shall be regarded as having successfully completed the improvement period. The merits of the decision of the President to initiate a performance improvement period as well as the judgment of the President to discharge an administrator following a performance improvement period shall not be reviewable by an arbitrator, except only procedural violations of this subsection. In the event of a procedural violation, the arbitrator shall remand the matter to the Board of Trustees.

D. NOTICE AND SEVERANCE

In the event the President determines an administrator shall be discharged following a performance improvement period, and if the administrator elects not to file a grievance pursuant to Article XI contesting any aspect of the performance improvement period or the termination, the administrator shall be entitled to receive notice of termination in accordance with the following provisions.

- a. Any administrator at a University who, on the date when any such notice is given, shall have served as a member of the bargaining unit at such University for more than four (4) years but not more than ten (10) consecutive years shall receive not less than six (6) months' prior written notice of the effective date of such termination;
- b. Any administrator at a University who, on the date when any such notice is given, shall have served as a member of the bargaining unit at such University for more than ten (10) years shall receive not less than twelve (12) months' prior written notice of the effective date of such termination;

For the purposes of the foregoing paragraphs (a) and (b), the length of any administrator's service at a University shall be deemed to include any provisional service rendered pursuant to Section A of this Article; provided, however, that such service shall be deemed to include only consecutive full-time or part-time service as a member of the bargaining unit.

Anything in the foregoing to the contrary notwithstanding, the Board of Trustees or the President, at its or their sole discretion, may pay to any administrator to whom any such notice would otherwise be required to be given an amount equal to one (1) month of such administrator's then-current salary for each month by which the notice otherwise required to be given is foreshortened, whether such notice is so foreshortened in whole or in part.

E. CESSATION OF GRANT-FUNDED POSITIONS

The parties acknowledge that certain administrative positions at the state Universities are funded by grants. Such funding is, by its very definition, unstable and unpredictable. Accordingly, the employer can offer no assurances concerning continued availability of grant funds or continued employment. An administrator whose employment is based upon a grant may request to be informed of the status of the grant once each fiscal quarter. Any provision of this Agreement to the contrary notwithstanding, any administrator whose employment is terminated by reason of the depletion, discontinuance or cessation of a grant which provided the basis for employment shall not be entitled to contest their termination pursuant to Article XI, and shall not be entitled to more than three (3) months of notice prior to their being terminated.

ARTICLE IX – REDUCTION IN FORCE

A. APPLICATION

For purposes of this Article IX the word “Board” shall mean the Board of Trustees of a University.

1. Whenever the Board shall have determined to retrench any administrator or administrators at a University it shall make its determination as to which unit member or members shall be retrenched after consideration of the needs of the University, the seniority of the unit members and thereafter the qualifications of the unit members that shall remain, based upon their training and/or experience, to discharge the duties which would remain to be performed. It is expressly agreed that the order of such lay-off so determined by it shall govern only insofar as its application is not in violation of the laws of the Commonwealth or the United States. The decision of the Board shall not be arbitrary or capricious.

Whenever it shall be necessary, pursuant to the provisions of this Article, to determine whether any administrator to be retained in any job classification at any University is, by training and experience, qualified to discharge such duties, if any, as may remain to be performed by administrators in such job classification at such University, such decision shall be made at the sole discretion of the President of such University; and whenever it shall be necessary, pursuant to the provisions of this Article, to determine whether the retrenchment of any administrator violates the laws of the Commonwealth or of the United States, such determination shall be made at the sole discretion of the Board of Trustees.

2. Nothing herein contained shall be deemed to prohibit any Board of Trustees from reducing the length of any administrator’s work year from twelve (12) months to ten (10) months, and/or from reducing the number of hours regularly worked by such administrator during any one or more work weeks, as provided in Section F of this Article.

B. RETRENCHMENT PROCEDURES IN THE EVENT OF FINANCIAL EXIGENCY

The Parties recognize that should a Financial Exigency ever occur every reasonable measure should be taken, as is hereinafter provided, to curtail the operations of the affected University consistent with the preservation of the institution’s goals and objectives.

1. The President shall provide notification to both the President of the Association and the Chapter President of their intent to recommend that the Board declare a financial exigency to exist prior to the submission of their recommendation to the Board.
2. The President shall recommend to the Board that the Board declare a financial exigency to exist; a copy of their recommendation shall be sent to

the President of the Association and the Chapter President.

3. The President shall provide notice of the Board meeting at which their recommendations are to be considered to the President of the Association and the Chapter President.
4. The Board shall meet, and the Board may decide to declare or not to declare that a financial exigency exists.
5. The President shall provide a copy of the decision of the Board to the Chapter President within 24 hours of the meeting of the Board.
6. Within five (5) calendar days of the meeting of the Board, the President shall provide to the Chapter President a copy of the information upon which the Board determined and declared a financial exigency to exist, together with:
 - a. A copy of the applicable appropriation act or acts.
 - b. A copy of the official account allocations of the University which shall include a statement of non-appropriated grants and trust funds, if any, including a statement of projected revenues and expenditures of such funds for the applicable fiscal period.
 - c. A copy of the AA payroll for the preceding payroll period.
 - d. The current seniority roster of the members of the bargaining unit at the University.
7. Within fifteen (15) calendar days of such meeting of the Board at which such financial exigency shall have been so declared, the Chapter President may submit to the President of the University the written recommendations of the Association to curtail expenditures, other than salaries of members of the bargaining unit, which are feasible and consistent with the mission of the University as established by the Board of Trustees.
8. At the request of the President of the University, the President of the Association or the Chapter President, the parties shall meet and confer with respect to such recommendations.
9. The President may thereafter submit to the Board of Trustees such recommendations as they may deem appropriate concerning the responses to be made with respect to the financial exigency, including without limitation, but subject to the provisions of this Article, the retrenchment of any bargaining unit member or members together with a statement of the reasons therefor. They may also include in such recommendations measures to curtail expenditures consistent with the mission of the University as established by the Board of Trustees.

They shall include with their recommendations a copy of the recommendations, if any, submitted by the President of the Association and

the Chapter President.

10. The President, or their designee, shall provide the Chapter President with prior written notice of the meeting of the Board of Trustees at which such recommendations shall be considered or acted upon by the Board.
11. In accordance with the applicable Board of Trustees procedures, the Chapter President shall, upon request, address the Board with respect to such recommendations.

In any case where any recommendation of the President has been referred to a standing or other subcommittee of the Board, the President of the Association and the Chapter President shall, upon prior written request, be provided an opportunity to meet with the Committee prior to its making any report or recommendation to the Board.

12. Thereafter the Board may take such actions, including the retrenchment of any member or members of the bargaining unit, as it may deem appropriate in response to the financial exigency. Such decision shall not be arbitrary or capricious.
13. Each administrator so retrenched shall receive written notice of the decision of the Board. They shall also be provided by the President with a written statement that their retrenchment was due solely to financial exigency and, upon request, with a letter of recommendation.

C. RETRENCHMENT PROCEDURES IN THE EVENT OF CHANGING NEEDS OF THE UNIVERSITY

If the President of the University determines that retrenchment may be required to meet the changing needs of the University the following procedures shall be utilized:

1. The President shall submit to the Association and to the Chapter President notice of their intent to recommend that the Board declare that the changing needs of the University require the retrenchment of a unit member or members. The President shall also submit with such notice a preliminary copy of the recommendations they intend to submit to the Board together with a statement of the reasons therefor, and a summary of the information relied upon. The President shall also include with such preliminary recommendation a summary statement of the basis upon which the preliminary retrenchment recommendation was determined and the application of seniority and the feasibility of the alternative of reassignment, if any.
2. Within seven (7) days the President or their designee and the Chapter President and/or the Association President shall meet and confer with respect to such preliminary recommendations.
3. Within seven (7) days of such meeting, the Chapter President or the President of the Association may submit written recommendations to the President

with respect to such preliminary recommendations.

4. The President may thereafter submit such recommendations to the Board as they shall determine together with a copy of the recommendations, if any, submitted by the Chapter President or the President of the Association.
5. Thereafter the President shall provide to the Chapter President a copy of the notice of the Board meeting at which the recommendations of the President are to be considered by the Board.
6. In accordance with the applicable procedures of the Board of Trustees, the Chapter President shall, upon prior written request, be granted an opportunity to address the Board with respect to such recommendations. In any case where the recommendations of the President have been referred to a standing committee or a subcommittee of the Board, the Chapter President shall, upon prior written request, be provided an opportunity to meet with the committee prior to its making any report or recommendation to the Board.
7. Thereafter the Board may take such action, including the retrenchment of any member or members of the bargaining unit, as it may deem appropriate, in response to the changing needs of the University as defined in this Article. Such decision shall not be arbitrary or capricious.

D. NOTICE

With regard to retrenchment pursuant to Sections B or C above, bargaining unit members to be retrenched shall be informed as soon as possible.

1. Notice in the Case of Financial Exigency
 - a. When circumstances permit, the Board shall provide a minimum of twenty-six (26) weeks' notice to full-time bargaining unit members with fifteen (15) or more years or service; sixteen (16) weeks' notice to full-time bargaining unit members with less than fifteen (15) but more than seven (7) years of service; fourteen (14) weeks' notice to full-time bargaining unit members with less than seven (7) but more than six (6) years of service; twelve (12) weeks' notice to full-time bargaining unit members with less than six (6) but more than (5) years or service; ten (10) weeks' notice to full-time bargaining unit members with less than five (5) but more than four (4) years of service; eight (8) weeks' notice to full-time bargaining unit members with less than four (4) but more than three (3) years of service; six (6) weeks' notice to full-time bargaining unit members with less than three (3) but more than two (2) years' service; and four (4) weeks' notice to full-time bargaining unit members with less than two (2) but more than (1) year or service. Such notice shall be provided in writing.

- b. Notwithstanding (a) above, notice shall not extend beyond the termination of a bargaining unit member's term of appointment or reappointment.
 - c. Upon request of the unit member who has been so retrenched, the President of the University shall provide them with a letter of recommendation which shall also state that the unit member was retrenched due solely to financial exigency and for no other reasons.
 - d. Except in the case of a reduction from twelve (12) to ten (10) month status, once notice of retrenchment for financial exigency has been given, the Board may abbreviate said notice period by making a lump sum payment equivalent to sixty (60) percent of the bargaining unit member's weekly salary for each week said notice period is shortened.
2. Notice in the Case of Changing Needs of the University; Retrenchment of a Unit Member
- a. When circumstances permit, the Board shall provide a minimum of fifty-two (52) weeks' notice to full-time bargaining unit members with seven (7) or more years of service and twenty-six (26) weeks' notice to full-time bargaining unit members with less than seven (7) years but more than one (1) year of service. Such notice shall be provided in writing.
 - b. Notwithstanding (a) above, notice shall not extend beyond the termination of a bargaining unit member's term of appointment or reappointment.
 - c. Upon request of the unit member who has been so retrenched, the President of the University shall provide them with a letter of recommendation which shall also state that the unit member was retrenched due solely to changing needs of the University, and for no other reason.
 - d. The Board may abbreviate said notice periods by making a lump sum payment equivalent to sixty (60) percent of the bargaining unit member's weekly salary for each week said notice period is shortened.

E. BENEFITS

1. Retraining

The provisions of this subsection (1) shall apply only in the case where an administrator has been retrenched for reasons of financial exigency or changing needs of the University, but not in the case where the work year has been reduced from twelve (12) to ten (10) months.

In the case of an administrator who has been so retrenched and who has been continuously employed as such for not fewer than ten (10) consecutive years, the Board of Trustees shall pay tuition for study undertaken for the purposes of retraining, or for an alternative career development program, for a period not to exceed two (2) years; and, in the case of such administrator who has been employed as a bargaining unit member for five (5) or more, but fewer than ten (10), consecutive years, the Board shall pay tuition for study undertaken for the purposes of retraining, or for an alternative career development program, for a period not to exceed one (1) year; provided, however, that such course of study or alternative career development program shall first be approved by the President of the University; and provided further that such course of study, or alternative career development program, shall be undertaken at a public institution of higher learning in the Commonwealth, or, if undertaken pursuant to the rules and regulations of the New England Regional Student Program, at a public institution of higher learning in New England. The period for retraining described above shall commence within one year after the date the unit member is separated.

As a condition precedent to any Board's paying any such tuition, every such administrator in respect of whom such tuition shall be otherwise agreed to be paid shall enter into a written agreement with such Board that, upon the completion of any such approved course of study, or alternative career development program, they shall accept, at the sole option of the Board, such appointment to an administrative position, whether within or without the bargaining unit, as, at the completion of such approved course of study, or alternative career development program, the Board may deem appropriate, and shall discharge the duties of such position for a period of not less than the period for which the Board shall have paid such tuition; and such administrator shall further agree that in default of accepting such position, they shall refund to the Commonwealth, unless excused therefrom by the Board of Trustees for reasons satisfactory to it, an amount equal to the amount that shall have been paid for such tuition; provided, however, that in no event shall any such administrator be required to refund such amount if the Board shall not, at its sole option, have offered such administrator any such appointment to an administrative position with six (6) months after the completion of such approved course of study or alternative career development program.

Any such administrator so reappointed shall retain all accumulated such leave pursuant to the terms of this Agreement, to which they were entitled at the date of their retrenchment.

Any such administrator so reappointed shall, for the purposes of determining their seniority, be deemed to have been employed at the University during any period in which they were engaged in an approved course of study, the tuition for which was paid by the Board pursuant to the provisions of this Article.

2. Recall

Whenever during the term of this Agreement the Board of Trustees or the President as its designee shall have determined to fill, in whole or in part, any position within the bargaining unit from which a member thereof shall, pursuant to the provisions of this Article, have earlier been retrenched, the Board or its designee shall recall the most senior administrator from among those administrators who were retrenched from such position; provided, however, that such order of recall shall govern only insofar as pursuant to its initial application each administrator is, by retraining and experience, qualified to assume the duties to be performed in such position.

3. Re-employment List

The name of each administrator retrenched pursuant to the provisions of this Article shall be entered on a re-employment list at the University from which they were retrenched and shall remain on such list for the balance of the term of this Agreement, for the length of their service as a member of the bargaining unit at such University, or for two years, whichever is least. A copy of such re-employment list shall be sent to the Chair of the Council of Presidents.

Whenever the President of any University shall have determined to fill a vacant position and to give notice thereof solely pursuant to Section A(1) of Article VI of this Agreement, they shall cause notice of such vacancy to be given to any person who shall have earlier been retrenched from such University and whose name is then on the above-described re-employment list.

Whenever the President of any University shall have determined to fill a vacant position and to give notice thereof pursuant to Section A(2) of Article VI of this Agreement, they shall cause notice of such vacancy to be given to the Chair of the Council of Presidents, who shall in turn cause notice of such vacancy to be given to any person whose name then appears on any re-employment list that has been transmitted to them in the manner described above.

Any member of the bargaining unit whose name appears on any re-employment list and who makes timely application for any vacant position of which they have been given notice shall be interviewed for such position if they are qualified therefor by training and/or experience. Every such interview shall take place prior to the filling of such position.

In the event that any administrator, during the period in which their name remains entered on the re-employment list, shall have been appointed to any position within the bargaining unit of any State University, such administrator shall retain all accumulated sick leave, all vacation credit not earlier taken and other leaves to which they shall have been entitled at the date of their retrenchment, pursuant to the terms of this Agreement. Such administrator shall also be entitled to repurchase past service credits for

retirement in accordance with applicable statutes of the Commonwealth and the regulations made thereunder.

4. Reassignments

Whenever it shall have been determined to be necessary to retrench any administrator, such administrator may, subject as is hereinafter provided, be reassigned to another position with the bargaining unit at the University at a compensation level appropriate to the position and the administrator's background; provided, however, that no such reassignment shall be made unless the Board of Trustees or the President as its designee shall have determined that such administrator is, by training, experience and performance, qualified for any such reassignment; and provided further that no such reassignment shall be made without the assent of such administrator.

F. REDUCTION IN WORK YEAR

Notwithstanding any other term of this Agreement, the work year of a twelve (12) month administrator may be changed to a ten (10) month work year, and/or the number of hours regularly worked by such administrator during one or more work weeks may be reduced to part-time, and the salary and other benefits of such administrator shall be adjusted accordingly pursuant to the terms of this Agreement; provided, however, that the President of the University shall have given to such Administrator and the Chapter President written notice of such change in the work year and of the effective date thereof; and provided further that the President shall take such action only in the case of financial exigency or in the case of changing needs of the University. Such a reduction in force shall not be effectuated, as hereinafter provided, until the procedures set forth in Section B of this Article have been complied with in the case of financial exigency, or, in the case of the changing needs of the University, the procedures set forth in Section C have been followed.

Whenever the President of the University or their designee shall have determined that such a reduction is required, a notice thereof shall be given to each administrator assigned to the affected administrative area and the Chapter President and volunteers shall be solicited.

If within fifteen (15) days of such notice no volunteers have agreed to such reduction, the President may make such reductions in accordance with this Section as they shall determine.

Members of the bargaining unit who have completed one (1) but not seven (7) years of service shall receive four (4) months' notice prior to such reduction. Members of the bargaining unit who have completed seven (7) or more years of service shall receive eight (8) months' notice prior to such reduction.

G. DEFINITIONS

Abolition of a position - For the purposes of this Article, the term "abolition of a position" shall mean an action whereby the Board of Trustees votes to abolish an existing title code and job description as of a date certain. The Board reserves the right at a future

date to create a new title code and job description and to fill the same in order to achieve the goals and objectives of the University.

Financial Exigency - For the purposes of this Article, a “financial exigency” shall be deemed to exist at a University whenever in any fiscal year the Board shall have determined that the moneys allocated or otherwise made available from or by way of legislative appropriation, grants or trust fund revenues for any or all of the operations of such University shall be insufficient for the continuation of any or all such operations during such fiscal year.

Nothing in this definition shall be deemed to permit the retrenchment of any member of the bargaining unit until the provisions of Section B of this Article shall have first been complied with, nor shall the existence of a financial exigency as herein defined be deemed to require the Board of Trustees of any University to initiate procedures for the retrenchment of members of the bargaining unit.

Job Classification - As used in this Article, the phrase “job classification” shall mean the specific or particular job classification or title used to denote the actual job function of a position within the bargaining unit.

Retrenchment - The term “retrenchment” as used in this Article shall mean the laying off of any member of the bargaining unit pursuant to the provisions of this Article and shall not mean termination.

Retrenchment to Meet the Changing Needs of the University - For the purposes of this Article, “retrenchment to meet the changing needs of the University” shall be deemed to be a circumstance (a) in which a particular position is to be abolished because a function is to be substantially and/or completely altered, or (b) the resource allocation of the University requires change in order to meet the goals and objectives of the University.

Seniority - For the purposes of this Article, seniority shall be determined by the length of each administrator’s service as an administrator at the University at which they are employed when such determination is made, and shall not be determined solely by the length of such administrator’s service as an administrator in any job title or job classification.

H. CONTRACTING OUT

Except in the case of a financial exigency no administrator may be retrenched for the sole purpose of permitting Management to contract out the duties and responsibilities of such administrator.

ARTICLE X – ACCESS TO OFFICIAL PERSONNEL FILES

The Administration of the University shall maintain an Official Personnel File for each administrator, which shall be electronic, paper, or a combination of both. Such file shall contain a continuous record of the administrator's status as an employee of the University and shall contain copies of Official Personnel Correspondence and Transactions with the administrator. Each Annual Evaluation made after the effective date of this Agreement and all evaluations of the administrator's performance made prior to the effective date of this Agreement and all recommendations for personnel action shall be maintained in the Official Personnel File. In addition, there shall be included any other material relevant to the administrator's professional activities. Except as is hereinafter provided, no other materials shall be included therein.

1. All such materials placed in the Official Personnel File of an administrator shall be dated when received.
2. The Administrator shall have the right to examine their Official Personnel File.
3. The Administrator shall have the right to place in their Official Personnel File a written statement made in response to materials contained in their Official Personnel File to which it is responsive.
4. Once annually, upon written request of the individual administrator, the University administration shall reproduce one (1) copy of such materials.
5. The Official Personnel File shall be available for inspection by the Administrative Area Supervisor, the University Human Resources Officer, the University Contract Administrator, the Director, Human Resources, the Chief Administrative Officer, the President of the University, and the Board of Trustees or President as its designee, and, when so authorized in writing by the administrator, by a representative of the Association. Except as is provided herein or by the laws of the Commonwealth or of the United States, such files shall be maintained by the University as being confidential in nature and no access shall be had thereto save in conformity with this provision.
6. An inspection sheet shall be maintained for each administrator's Official Personnel File. Whenever any of the foregoing individuals or the Board of Trustees inspects the Official Personnel File of an administrator, the name of such individual or Board of Trustees and the date and time of inspection shall be annotated on the inspection sheet.
7. A copy of any material which may impact upon the administrator's employment will be sent to the administrator within five (5) days after it is placed in the Official Personnel File.

ARTICLE XI – GRIEVANCE PROCEDURE**A. INTRODUCTION**

The Board and the Association recognize that Chapter 150E, Section 8 of the Massachusetts General Laws provides a mechanism for arbitration of disputes between the parties to a collective bargaining agreement and further provides that the parties to an agreement may establish an independent grievance procedure culminating in final and binding arbitration. It is the intent of the parties to this Agreement to use their best efforts to encourage the informal and prompt settlement of grievances which may arise between the Association or a member or members of the bargaining unit and the Board. Therefore, the parties agree, for themselves and for all those whom they represent, that they shall use the procedures set forth in this Article, and no other procedures, for the resolution, strictly pursuant to the terms of this Agreement, of all disputes involving the interpretation of this Agreement and of any other matter that is or may become the subject of a grievance as hereinafter defined.

B. DEFINITIONS

1. Complaint - a complaint is a written statement, which shall be expressly denominated “Complaint”, setting forth a grievance as hereinafter defined. A complaint shall aver all the known facts material to the alleged breach on which the grievance is based, including the date when such breach is alleged to have occurred and the specific contractual provisions alleged to have been breached, and shall set forth the remedy requested.
2. Grievant - grievant shall mean the Association or any member or members of the bargaining unit, as the case may be, who, pursuant to the terms of this Agreement, seeks resolution of a grievance.
3. Grievance - a grievance is an allegation by the Association or by a member or members of the bargaining unit that an express provision of this Agreement has been breached in its application to it or the unit member, respectively. The Association may seek resolution of a grievance only if initiation of the procedure for such resolution has been duly authorized by the Association and so certified by its President or their designee.
4. Day - for the purposes of this Article, day shall mean a working day.
5. Board - Except as otherwise specifically identified for the purpose of this Article, “Board” shall mean the Board of Higher Education.
6. Grievance Record - as used in this Article, the grievance record shall consist of the complaint, any documentary or written evidence filed by either party pursuant to step 2 or step 3, all notices submitted by the Association to process the grievance to a higher step, and all written determinations or decisions rendered pursuant to the steps of the procedure herein.

C. PROCEDURES FOR FILING A GRIEVANCE

The Association or any member or members of the bargaining unit having a grievance, as defined above, shall seek its resolution only in accordance with the grievance procedures set forth in this Article.

1. Inspection of Record

At any reasonable time during any step of these procedures the grievant shall be permitted to inspect all or any part of the grievance record, and, where appropriate, shall be permitted to make copies of all or any parts of such record. The grievance record shall be maintained by the University Contract Administrator.

2. Introduction of Evidence

Evidence may be introduced into the grievance record only in compliance with the following provisions:

- a. Within the time limits hereinafter prescribed for the initiation of Step 2 of these procedures, the grievant shall introduce all evidence in their possession and on which they rely or intends to rely as supporting their claim for relief;
- b. Notwithstanding the foregoing, the grievant may introduce additional evidence for the sole purpose of rebutting any finding of fact or any determination as set forth in any decision rendered pursuant to the provisions of this Article; provided, however, that such additional evidence, if any, shall be introduced within the time period allowed for the initiation of the Step next following such decision;
- c. The President shall introduce at Step 2 all evidence in their possession and on which they rely in making any finding of fact and any determination as set forth in the decision rendered by them pursuant to the provisions of this Article; provided, however, that nothing herein contained shall be deemed to require the President to introduce any evidence otherwise introduced by the grievant pursuant to the foregoing provisions;
- d. Notwithstanding the foregoing, the grievant, the President or any of their agents, or the Chairperson of the Council of President may introduce evidence material and relevant to the grievance, the existence of which evidence they did not and should not have known at the times otherwise provided herein for the introduction of evidence.

All evidence introduced pursuant to the foregoing provisions shall form a part of the grievance record.

3. Request for Evidence

Whenever the grievant wishes to introduce evidence pursuant to the provisions of this Article, and such evidence is or may be in the possession of the Administration, the grievant may, within the time period allowed for the initiation of the Step at which such evidence is permitted to be introduced, file with the President or their designee a written request for such evidence. Whenever such request shall have been so filed, the President shall, within seven (7) days after the filing of such request, convey to the grievant any and all such evidence possessed by them so requested; provided, however, that notwithstanding the foregoing, the President may refuse to convey any such evidence not deemed by them material and relevant to the grievance set forth in the said complaint; and provided, further that whenever the President shall have refused to convey any such evidence, such refusal and the reasons therefore shall be communicated in writing to the grievant and shall thereafter form a part of the grievance record. Such request when so filed and such evidence when so conveyed shall form a part of the grievance record.

4. Notice to Association

Whenever any grievant shall have initiated the grievance procedures of this Article, or shall have proceeded to Step 2, notice thereof shall be given to the President of the Association and the Chapter President by the person charged at such Step with resolution of the grievance.

5. Determination to be Made Pursuant to Resolution of Grievance

At Step 2 of these procedures, the President or their designee shall, within the time limits prescribed, determine:

- a. Whether the grievant has complied with the procedures for seeking resolution of a grievance as set forth in this Article;
- b. Whether the complaint alleges a breach of an express term of the contract; and
- c. Whether an express provision of this Agreement has been breached in its application to the grievant as claimed.

STEP 1: THE UNIVERSITY HUMAN RESOURCES OFFICER OR CONTRACT ADMINISTRATOR (INFORMAL)

Save as is provided in Section J, a grievant shall initiate the grievance procedures of this Article by filing with the University Human Resources Officer or their designee, during the term of this Agreement or an extension thereof, a written notice that a grievance exists. The notice need not be in the form of a complaint, but need only briefly describe the subject of the

grievance. No such notice may be filed more than fifteen (15) days from the date of occurrence of the event upon which the grievance is based or from the date when the grievant had or should have had knowledge of the event upon which the grievance is based. The filing date required hereunder shall be deemed to have been complied with by a postmark dated within the specified time limit. Within five (5) days after the receipt of such notice, the University Human Resources Officer or their designee shall meet with the grievant and attempt to resolve the grievance. If within five (5) days after such meeting, the grievant and the University Human Resources Officer or their designee shall have failed to agree upon a resolution of the grievance, the grievant may elect to proceed to Step 2; provided, however, that nothing herein contained shall be deemed to permit the making of any such election in respect of any claim to which this Article XI, by the provisions of its Section L or otherwise, is of no application.

STEP 2: THE PRESIDENT (FORMAL)

If the grievant elects to proceed to this Step, then within seven (7) days after the expiration of the period provided under Step 1 for informal resolution of the grievance, they shall file with the President or their designee:

- a. a complaint; and
- b. all documents and evidence in their possession and upon which they rely or intends to rely as supporting their claim for relief.

All such documents and evidence so filed shall form a part of the grievance record.

The President or their designee shall transmit a copy of the complaint to the Commissioner of the Board and, unless the Association or the Chapter President, personally, is the grievant, to the Chapter President.

The President or their designee shall meet with the grievant to discuss the grievance within fourteen (14) days after the filing of the complaint. The President shall consider any grievance the resolution of which shall have been sought, pursuant to the terms set forth herein, through the prior Step of the grievance procedure; provided, however, that nothing herein contained shall be deemed to confer on the President jurisdiction to consider or remedy any claim that may not be processed as a grievance pursuant to this Article XI.

Within thirty (30) days after the filing of the complaint, the President or their designee shall make such determination as is prescribed in Section C (5) of this Article. The President or their designee shall render a written decision and shall set forth therein their determinations and the reasons therefore and their findings of fact, and they shall provide a copy of their decision to the grievant, the Chapter President, and the Commissioner of the Board. Such decision shall thereafter form a part of the grievance record.

If the President or their designee shall have determined that an express provision of this Agreement has been breached in its application to the grievant as claimed, they may, consistent with the terms of this Agreement, provide any appropriate remedy for such breach. Whenever the President or their designee shall have provided any remedy they deemed appropriate, they shall set forth such remedy in writing in their decision. Such determination when so set forth in writing shall thereafter form a part of the grievance record.

If the President or their designee shall have determined that the complaint sets forth a claim which may not be processed as a grievance pursuant to this Article XI they shall set forth such determination in writing, and the same shall thereafter form a part of the grievance record. Save as is hereinafter provided, such determination shall be final and binding and shall not be subject to review.

If the grievance shall not have been resolved to the satisfaction of the grievant, then, subject to the provisions of this article, they may elect to proceed to Step 3; provided, however, that nothing herein contained shall be deemed to permit the making of any such election in respect of any claim to which this Article XI, by the provisions of its Section N or otherwise, is of no application.

STEP 3: ARBITRATION

Within fourteen (14) days after receipt of the decision rendered at Step 2 or, if no decision has been rendered at Step 2 within the time specified, then within fourteen (14) days thereafter, arbitration of a grievance may be initiated subject to and in accordance with the following provisions:

1. The Association shall have the exclusive right to initiate arbitration of a grievance. Whenever the Association shall initiate arbitration of a grievance the resolution of which has theretofore been sought by a member or members of the bargaining unit, then such member or members shall be bound in all respects by the decision of the arbitrator to the same extent as the Board and the Association;
2. The Association may initiate arbitration of a grievance only if the resolution of the grievance has been sought through the initial two (2) prior Steps of the grievance procedure and only if submission of the grievance to arbitration has been duly authorized by the Association and so certified by its President;
3. In order to initiate arbitration within the time specified in the first paragraph of Step 3, the Association shall file a demand for arbitration with the American Arbitration Association or the Labor Relations Connection, a copy of which shall be sent to the President, the Chair of the Council of Presidents, and the labor/employment representative of the Council of Presidents in labor arbitration.

Upon appointment of an individual to the position of arbitrator, the Board, acting through the Council of Presidents, may promptly file with the arbitrator the materials listed below, or the parties may agree to submit these materials to the arbitrator prior to or at the start of the arbitration hearing:

1. A copy of this Agreement;
2. A copy of the written notice, sent to the President, of the Association’s intention to initiate arbitration; and
3. A complete copy of the grievance record.

Upon receipt from the Board and the Association of all materials required to be filed with the arbitrator, and after thirty (30) days but not later than forty-five (45) days from the receipt of the notice by the President of the submission of the grievance to arbitration, the arbitrator, if possible, shall promptly convene a hearing on the issues presented by the complaint, giving due regard to the necessity of the parties for time to prepare and the availability of witnesses, if any, unless the grievance shall have otherwise been disposed of. The arbitrator shall then give at least ten (10) days’ notice to the parties of the scheduled hearing date and, during a period that shall end not later than seven (7) days prior to such hearing, shall permit the grievant to submit new evidence for the sole purpose of rebutting any finding or determination rendered at the prior Step. Such evidence when so submitted shall thereafter form a part of the grievance record.

Anything in the foregoing to the contrary notwithstanding, the parties shall have the right, upon mutually agreeing so to do, to waive the conduct of a hearing and to submit to the arbitrator, in lieu of such hearing, written briefs setting forth the issues raised by the grievance that is the subject matter of such arbitration and their arguments in respect thereof; provided, however, that nothing herein contained shall be deemed to deprive the parties of any right they may have, pursuant to the rules of the American Arbitration Association, to submit briefs or any other written arguments pursuant to any hearing that may be required to be held pursuant to those rules.

The Association and the Board shall have the right to be represented by counsel at any hearing convened by the arbitrator pursuant to the provisions of this Article. All proceedings before the arbitrator shall be governed by the rules of the American Arbitration Association; provided, however, that the jurisdiction of the arbitrator to inquire into any issue presented by the complaint and their authority to render an award shall be governed solely by the provisions of this Article.

D. JURISDICTION OF THE ARBITRATOR

1. Whenever any grievance set forth in the complaint has not been entertained by the President in whole or in part on the ground that said grievance or part thereof was not within their jurisdiction as prescribed in Step 2, then the

arbitrator shall have no authority or jurisdiction to arbitrate said grievance or part thereof but shall be conclusively bound by the determination of the President concerning the question whether the claim that is the subject of the grievance may be processed as a grievance pursuant to this Article XI; provided, however, that nothing contained herein shall be deemed to abridge the power of the arbitrator to determine whether the President's determination in that regard shall have been arbitrary or capricious. Whenever the arbitrator shall have determined that such determination was arbitrary or capricious, the arbitrator shall remand such grievance or part thereof to the President, and they shall, within fourteen (14) days of the date of such remand, make such new determination as they shall deem proper concerning the question whether the claim that is the subject of the grievance may be processed as a grievance pursuant to this Article XI.

Whenever the President shall have newly determined that such grievance or part thereof is subject to the provisions of this Article XI, they shall do so pursuant to the provisions of Step 2 and subject to the time limits therein prescribed. Whenever the President shall have newly determined that such grievance or part thereof is not so grievable, their decision in that regard shall be final and binding and shall not be the subject of any further proceedings pursuant to this Article XI; except that in the case of a matter which may, by the terms of this Agreement be grievable only through Step 2, the decision of the arbitrator shall be final and binding concerning the question of the jurisdiction of the President.

2. Subject to the provisions of this Agreement, the arbitrator shall have no authority or jurisdiction to arbitrate:
 - a. Such portion of any grievance as is removed from the jurisdiction of the President by the terms of any provision of this Agreement, including those contained in Section L of this Article XI;
 - b. Such portion of any grievance as is removed from the jurisdiction of the arbitrator by the terms of any provision of this Agreement, including those contained in Section L of this Article XI; and
 - c. Any contractual violation that is not specifically stated in the complaint, unless the parties shall agree to submit such violation to the jurisdiction of the arbitrator prior to the conclusion of the arbitration proceedings.

E. DECISION OF THE ARBITRATOR

Within thirty (30) days after the conclusions of a hearing, or within thirty (30) days after the date on which briefs shall have been submitted to the arbitrator in lieu of such hearing, the arbitrator shall determine:

1. Whether the Association and, where a member or members of the bargaining unit sought resolution of the grievance through the first two (2) Steps of this Article, such member or members, have complied with the procedure for initiating and pursuing a grievance as set forth in this Article;
2. Whether the complaint alleges a breach of an express term of the Agreement;
3. Whether the arbitrator has jurisdiction to arbitrate; and
4. Whether an express provision of this Agreement has been violated in its application to the grievant.

The arbitrator shall render their decision in writing, shall state the reasons therefore, and shall promptly provide copies of their decision to the parties to the arbitration proceeding.

The decision of the arbitrator shall be final and binding on all parties to the arbitration proceeding and shall be enforceable in any court of competent jurisdiction.

F. AWARD OF THE ARBITRATOR

If the arbitrator determines that no express provision of this Agreement has been breached in its application to the grievant as claimed, they shall dismiss the grievance. If the arbitrator determines that this Agreement has been so breached, they may, subject to the provisions of this Article, provide an appropriate remedy for the breach; provided, however, that in making any monetary award, the arbitrator shall only provide compensation for actual monetary damages directly attributable to such breach, and shall in no event make any award of penal damages; and provided further that the arbitrator shall make no award that grants any appointment, reappointment, promotion, retention, termination or renewal of contract to, or that otherwise alters the employment status of, any member of the bargaining unit, except as provided in Section C(1) of Article VIII.

G. COSTS OF ARBITRATION

In all arbitration proceedings, the arbitrator's fees and expenses shall normally be paid fifty percent (50%) by the Association and fifty percent (50%) by the University or Universities; provided, however, that whenever the arbitrator shall have found as a matter of fact on the basis of clear and credible evidence that either party has acted in bad faith

during any of the proceedings contained in this Article XI, the arbitrator may determine that the fees and expenses of the arbitrator in such case shall be paid entirely by one or the other party. All payments to the arbitrator shall be made within thirty (30) days of the rendering of their statement of fees and expenses. In all other respects the parties shall bear their own costs of arbitration.

H. ASSOCIATION REPRESENTATIVE

Any member or members of the bargaining unit may initiate and pursue a grievance through the first two (2) Steps of the grievance procedure without intervention of the

exclusive representative of the employee organization representing them, provided that the exclusive representative shall be afforded the opportunity to be present at any conferences held and that any adjustment made shall not be inconsistent with the terms of this Agreement.

Any member or members of the bargaining unit may request that the Association represent them at any Step of the grievance procedure. The Association shall notify in writing the University Personnel Officer, the President of the University and the Chair of the Council of Presidents, as the case may be, of the name and address of such Association representative at the time they are so authorized to represent the grievant.

I. WAIVER, ADMISSION, TERMINATION AND GROUNDS OF APPEAL

1. Waiver - Failure of a grievant to comply with any of the provisions of this Article shall be deemed to be a waiver of the right to seek resolution of the grievance under the terms of this Agreement. In determining whether there has been any such failure to comply with any of the provisions of this Article, time shall be deemed to be of the essence, and any failure of the grievant to comply with any of the time limits prescribed herein shall be deemed to be such a failure to comply with the provisions of this Article; provided, however, that the time limits prescribed herein may be extended in any specific instance by mutual written agreement of the parties.
2. Admission - The resolution of a grievance by the University Personnel Officer, the President of the University, the Council of Presidents, or any of their designees, as the case may be, shall not be deemed to be an admission by any Board of Trustees or the Board that the grievance, has, for any other purpose or proceeding, standing as a grievance, or be an admission by any Board of Trustees or by the Board of any violation or breach of the terms of this Agreement, or be an admission by any Board of Trustees or by the Board that such grievance is cognizable or justifiable according to any applicable provisions of this Agreement or of the laws of the Commonwealth.
3. Termination - If any member or members of the bargaining unit shall initiate in any administrative forum other than the Labor Relations Commission or in any judicial or like proceeding that relates to any matter that is the subject of a grievance in respect of which such member or members is or are the grievant while any proceeding in respect of such grievance is pending under any provision of Section C of this Article, such Section C proceeding shall terminate as of the date of the initiation of such other administrative or judicial proceeding, and the grievance procedures aforesaid shall be inapplicable to such grievance.
4. Grounds for Appeal - The Board and the Association shall have the right to appeal any final decision of the arbitrator pursuant to the provisions of Chapter 150C, Sections 10, 11 and 12 and Chapter 150E, Section 8 of the Massachusetts General Laws.

J. COLLATERAL CONSEQUENCES OF A GRIEVANCE

The fact that a grievance is alleged by a member of the bargaining unit, regardless of the ultimate disposition thereof, shall not be recorded in the Official Personnel File of such member or in any file or record utilized in the taking of any personnel action in respect to such member; nor shall such fact be used in the making of any recommendation for the job placement of such member; nor shall such member or any other member or members who participate in any way in the grievance procedure be subjected to any action, whether disciplinary or other, for having processed such grievance; provided, however, that nothing herein contained shall derogate or be deemed to derogate from the right to take any action that might be authorized or required to be taken to give effect to the resolution of any grievance.

K. RELEASE TIME FOR MEMBERS OF THE BARGAINING UNIT

It is understood that grievances will ordinarily be processed during working days; the parties therefore agree that, whenever the work schedules of the grievant, of any Association representative and of any material witnesses who are members of the bargaining unit so require, such participants shall be given so much release time from the scheduled work assignments as the President shall determine is necessary for attendance at any hearing, meeting or other procedure that shall be required for the processing of any grievance. The parties understand that meetings held pursuant to the provisions of this Article will ordinarily be scheduled to avoid conflict with the regularly scheduled work of members of the bargaining unit.

L. CONSOLIDATED GRIEVANCES

Anything in the foregoing provisions to the contrary notwithstanding, the Association, acting through its President, may, within the ten (10) day period during which a grievance may otherwise be filed, file such grievance with the Chair of the Council of Presidents in the form of a complaint, specifying therein the reasons why the grievance should be treated as a consolidated grievance. The Chair shall, with ten (10) days, determine in their sole discretion whether to treat the grievance as a consolidated grievance. If the Chair accepts the complaint as a consolidated grievance, the procedures and time limits of Step 2 shall thereupon apply, provided only that the response rendered at such Step shall be rendered by the Chair in their capacity as such rather than by the President of a State University. If the Chair declines to accept the grievance as a consolidated grievance, the Association or any unit member or members may, within ten (10) days following the date of the Chair's decision, file the grievance at Step 1 at the University at which such grievance is alleged to have occurred.

M. GRIEVANCES FILED PRIOR TO THE DATE OF EXECUTION OF THIS AGREEMENT

Notwithstanding any other term of this Agreement, any grievance filed prior to the date of execution of this Agreement shall be subject to the provisions of the predecessor Agreement; provided, however, that at the request of either party the Management-Association Committee on Employee Relations may review any such grievance as it may

determine, subject to the terms of Article II of this Agreement.

N. APPLICATION

The parties hereby agree that the provisions of Section 53 of Chapter 30 of the Massachusetts General Laws are, in their entirety, hereby rendered of no force and effect in their application to members of the bargaining unit.

Save as is otherwise expressly provided in this Agreement, no claim, however set forth, whether in the form of a complaint or otherwise, alleging a breach, or arising out of an alleged breach, of any of the following provisions shall be the subject of any proceeding, adjudication, determination or remedy pursuant to any provisions of this Article XI;

1. Article II, Section A, as is therein provided;
2. Article III, Section A, as is therein provided;
3. Article IV, Section I, and Article V, Section C, as is therein provided;
4. Article VI, Section A, as is therein provided;
5. Article VI, Section B (2); provided only that a claim alleging a violation of any procedural requirement contained in Article VI, Section B(2), may be the subject of a grievance in accordance with any and all of the applicable provisions of this Article XI.
6. Article VIII, except as specifically stated therein;
7. Article IX; provided, however, that a claim alleging a violation of any procedural requirement contained in Article IX may be the subject of a grievance in accordance with any and all of the applicable provisions of this Article XI; or
8. Article XII, except as is therein provided.

ARTICLE XII – SAFETY PROCEDURES

The boards shall comply with any and every applicable statute, federal and state, and with any such rules and regulations as may be promulgated thereunder, that govern the conditions of health and safety in the place of work of its employees. Each University may promulgate and enforce any such rules and regulations as it may deem appropriate from time to time to provide for the safety of its employees and to ensure compliance with any such statute or with the rules and regulations promulgated thereunder. Prior to the promulgation of any such rules or regulations by the University, the President of the University, or their designee shall first consult with the Chapter President regarding such rules and regulations and their enforcement; provided, however, that such consultation shall not be required in respect of any such rules and regulations in force at any University on the date of execution of this Agreement.

Whenever the boards shall have been informed or shall have other cause to believe that any work location or part thereof is unsafe or unhealthy, it shall investigate the same and shall, as soon as may be practicable thereafter, take such steps as it deems necessary and appropriate to correct any unsafe or unhealthy condition that it determines actually to exist.

Notwithstanding the foregoing, at the Massachusetts Maritime Academy, in the case of unit members serving on the training ship while in cruise status or in shipyard status, the parties recognize and agree that the applicable Maritime law and practices thereunder shall govern safety practices and procedures.

At the request of the local Chapter President, the Board shall provide annual asbestos tests, at no cost to any member of the bargaining unit, to those members of the bargaining unit who, while in the employ of the Board, have worked in buildings or other facilities where asbestos is or has been present. Members of the bargaining unit shall be provided information concerning test results promptly upon receipt of the information by the University.

Grievances involving the interpretation or application of the provisions of this Section may be processed through Step 2 of the Grievance Procedures set forth in Article XI of this Agreement but shall not be processed to Step 3 thereof.

Grievances not resolved at Step 2 may be submitted by the Association for consideration by the Management-Association Committee established pursuant to Article II of this Agreement.

ARTICLE XIII – PROGRAM OF PROFESSIONAL DEVELOPMENT

A. Purpose

An individual program of professional development shall include any activity engaged in by a bargaining unit member that is designed to improve or advance the unit member’s administrative skills or knowledge, is of benefit to the University and has been approved in accordance with the provisions of this Article.

B. License or Certification

The Presidents will reimburse administrators for the amounts expended for licenses and certifications required for their positions.

C. Individual Programs of Professional Development

The President of a state university, in their discretion, may elect to establish a fund for purposes of the professional development of APA unit members. If a fund is established, the University shall constitute a Committee on Professional Development, which shall be composed of three (3) unit members elected by the unit members at each University and two (2) persons appointed by the President of the University.

Program Categories

The committee shall receive and review requests for individual programs of professional development which shall be proposed within the following categories (not in order or priority):

Tuition, including fees, for advanced study,

- Participation in or contributions to conferences, seminars, and workshops,
- Creative activities including research and publication,
- Equipment and materials purchased for use in connection with an approved application, which shall be and remain the property of the University.

1. The Committee shall:

Annually meet and confer with the President of the University to discuss the implementation of the purposes, program categories and procedures set forth in this Article;

Receive and review requests for programs of professional development that may be submitted pursuant to the provisions of this Article, and make written recommendations to the President of the University, not later than the dates set forth in this Section B of this Article, regarding each proposal submitted pursuant to this Article;

Modify any proposal, if appropriate, after consultation with the unit member and prior to submission of such proposal to the President;

Make recommendations regarding the allocation of monies which shall be available for the implementation of programs of professional development to be undertaken pursuant

to the provisions of this Article;

In the event that retrenchment has or is expected to affect any unit member, submit recommendations to the President as to how such funds may be utilized in the retraining of such unit member;

Following submission of its written recommendations to the President, meet and confer with the President to discuss its recommendations;

On or before May 30 of each year submit to the President of the University and to the Chapter President an annual written report summarizing all applications received, all recommendations made by the committee and all programs of professional development approved by the President of the University during the preceding year.

2. The President of the University shall:
 - a. Within fifteen (15) days of the receipt of the recommendations of the Committee on Professional Development, award such professional development funds as they shall determine in accordance with the provisions of this Article;
 - b. Notify the applicants of the approval or disapproval of their program of professional development as proposed, or as modified by them, and whether such action is in conformance with the recommendations of the Committee by a letter which shall be signed by the President and the members of the Committee; and
 - c. Notify the Chapter President of the programs and funds which have been approved.
3. Whenever there are any such funds remaining, the Committee may similarly continue to receive applications and submit recommendations to the President, and the President may similarly make such awards in accordance with the above procedures.

ARTICLE XIV – NO STRIKE OR LOCK OUT PLEDGE

The Board agrees that it will not lock out any or all of its employees for any cause during the term of this Agreement, and the Association and its agents agree that they will not engage in, induce, or encourage any strike, work stoppage, slow down, or withholding of services by any member or members of the bargaining unit.

Nothing contained in this Article shall be deemed to waive, impair or restrict the right of the Board to seek or pursue any remedy at law or in equity provided by the Laws of the Commonwealth.

ARTICLE XV – STATUTORY RESPONSIBILITIES OF THE BOARDS

All management rights and functions, except those which are clearly and expressly abridged by this Agreement, shall remain vested exclusively in the Board or the several Boards of Trustees as may be provided by an applicable provision of law. Nothing contained in this Agreement shall be deemed or construed to impair or limit the powers and duties of any of said boards under the Laws of the Commonwealth, which powers include the power to adopt and establish policies to the extent that such policies do not contravene any express provision of this Agreement.

ARTICLE XVI – DURATION AND EXTENT

A. DURATION

This contract shall be in full force and effect from and after July 1, 2024, unless the provisions hereof state otherwise; provided, however, that no provision of this Agreement shall have effect sooner than the date first inscribed above unless express provision is made therefore; and provided, further, that nothing herein contained shall be deemed to impose on the Board any obligation the discharge of which may require the expenditure of moneys for which an appropriation may be required to be sought pursuant to Massachusetts General Laws Chapter 150E, Section 7, as amended, until such time as such appropriation shall have been duly made by the General Court pursuant to the said provision of the General laws, and until such time as moneys so appropriated in the amounts requested by the Board pursuant to the said Section 7 shall have been allocated to the appropriate accounts of the University; and provided further that, notwithstanding the foregoing, whenever the General Court shall not have acted pursuant to the said provision, or whenever such moneys have not been so allocated, the Board shall have moneys allocable to the discharge of any obligation herein contained and any such moneys shall, at the sole discretion of the Board, have been so allocated, such obligation shall be discharged in such measure as such moneys so allocated permit.

Except as is hereinbefore provided, this Agreement shall expire at midnight of June 30, 2027. The parties hereby agree to commence negotiations for a successor agreement not later than March 31, 2027.

B. EXTENT

The Board and the Association acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the applicable area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement, and shall constitute the sole Agreement between the parties for the duration thereof.

Therefore, the Board and the Association for the life of this Agreement each voluntarily and unqualifiedly waives the right, and agrees that the other shall not be obliged, to bargain collectively with respect to any term or condition of this Agreement; nor shall any duty or responsibility not required or permitted as of the date of execution of this Agreement be added to the workload or be assigned to any unit member without prior consultation with the local Chapter President and negotiation with the Association, if so requested by the President of the Association.

Nothing in this provision shall be deemed to prohibit the parties to this Agreement from conducting negotiations during the term thereof regarding the impact on the terms and conditions of service of any member or members of the bargaining unit caused by any decision of the Board or its successor in interest or by the enactment of law to close any University or to merge any University with any other educational institution.

The Parties expressly agree that the provisions of this Section B are not intended, nor are they to be deemed, to vest in the Association any right to initiate negotiations concerning any matter, except as hereinbefore provided; nor are they to be construed to be a maintenance of standards clause grandfathering all past practices.

C. COST ITEMS AND APPROPRIATION

1. The cost items contained in this Agreement are specifically subjected to additional, complete and identifiable appropriation by the General Court and shall not become effective unless the appropriation necessary to fully fund such cost items has been enacted in accordance with Massachusetts General Laws, Chapter 150E, Section 7, and allocated by the Governor to the Board, in which case the items shall be effective on the dates provided in this Agreement.
2. All bargaining unit members shall receive the benefit of the cost items of this Agreement in the cases where those cost items are effective for state-funded employees. In the case of Institute, Grant or Contract unit members, support funds must be available in the specific Institute, Grant or Contract budget for the fiscal year in which payment must be made.
3. The Board shall make a request for the funding of this Agreement as required by Massachusetts General Laws, Chapter 150E, Section 7. In the event that the additional, specific, complete and identifiable funding in each year of this Agreement is not fully provided, the remaining cost items shall be returned to the parties for further bargaining.

ARTICLE XVII– SUCCESSORS AND ASSIGNS

To the extent that the same is permitted by law, any successor in interest to the Board or any Board of Trustees shall be bound by and shall assume all the rights, duties and obligations of said boards as if such successor in interest were a named party and signatory to this Agreement.

ARTICLE XVIII – SAVINGS CLAUSE

If it shall have been adjudicated that any of the provisions of this Agreement in any manner conflict with or contravene any Federal Law or Statute, any Law or Statute of the Commonwealth of Massachusetts or any rules and regulations promulgated pursuant thereto, such provisions shall be considered null and void and shall not be binding on the parties hereto; in such event, the remaining provisions of this Agreement shall remain in full force and effect.

Upon request of either party, the parties shall meet not later than ten (10) days following such adjudication for the purpose of negotiating with respect to the provision or provisions so deemed invalid.

The Memoranda of Agreement amending the preceding collective bargaining agreement was executed by these parties on February 11, 2025. This Agreement is executed on the date written below.

BOARD OF HIGHER EDUCATION

ASSOCIATION OF PROFESSIONAL ADMINISTRATORS, MTA/NEA

By: _____
Dr. Noe Ortega, Commissioner

By: _____
Rosa DiVirgilio Taormina
President

By: _____
Linda Thompson, Chair
State University Council of
Presidents

By: _____
Rebecca Ramirez-McKinley
Vice President

By: _____
Constantia Papanikolaou
General Counsel

By: _____
Mark Powers
Secretary

Date: October ____, 2025

CERTIFICATION OF REPRESENTATIVES

A. Position Titles Included in the Unit

All regular full-time and regular part-time professional employees who regularly work twenty (20) or more hours each week occupying administrative positions at the State Universities under the jurisdiction of the Board of Higher Education, including trust fund employees who work twenty (20) or more hours each week and who are eligible to participate in group insurance and state retirement plans. The positions so included are the following:

1. Director
2. Associate Director (except as the person in such position is designated as and performing the duties of the Chief Engineer of the Training Ship at the Massachusetts Maritime Academy)
3. Assistant Dean
4. Assistant Director
5. Staff Associate (except as any person in such position title is performing a job of the Director of Security) and (except as any person in such position title is acting as the confidential secretary to, or the administrative assistant for the President or Executive Vice President)
6. Staff Assistant (except as any person in such position title is performing the job of the Director of Security) and (except as any person in such position title is acting as the confidential secretary to, or the administrative assistant for the President or Executive Vice President)

B. Position Titles Excluded from the Unit

All consultants and all CETA, managerial and confidential employees and all persons holding the following positions:

1. President
2. Executive Vice President
3. Vice President, with or without a designation
4. Dean, Academic Division
5. Dean, Administration
6. Dean, Graduate and Continuing Education

7. Dean, Students
8. Dean, Undergraduate
9. Associate Dean
10. Commandant of Cadets
11. Assistant Director of Personnel at the University of Art
12. Assistant to the President
13. Assistant Vice President
14. Associate Vice President
15. Treasurer
16. Development (the position with primary responsibility for development at the University)
17. Director, Affirmative Action
18. Director, Facilities (only as any person in such position is responsible for the security function at the University)
19. Director, Fiscal Affairs
20. Director, Personnel/Human Resources
21. Director, Security
22. Associate Director (only as the person in such position is designated as and performing the duties of the Chief Engineer of the Training Ship at the Massachusetts Maritime Academy)
23. Staff Associate (only as any person in such position title is performing the job of the Director of Security) and (only as any person in such position title is acting as the confidential secretary to, or the administrative assistant for the President, Executive Vice President or a Vice President)
24. Staff Assistant (only as any person in such position title is performing the job of the Director of Security) and (only as any person in such position title is acting as the confidential secretary to, or the administrative assistant for the President, Executive Vice President or a Vice President)

C. New Positions

Should any new position be added to the work force, the Board, acting through the Chair of the Council of Presidents, shall notify the Association of such new position. The Board, acting through the Chair of the Council of Presidents, shall determine if such new position shall be added to the bargaining unit, and shall notify the Association of its determination with written reasons therefor, within thirty (30) days. If the Association disagrees with the Board's determination, the matter may be referred to the State Labor Relations Commission by the Association.

In the event it shall be finally adjudicated that the position be added to the bargaining unit, the position shall then be subject to the provisions of Article VI and all other Articles of this Agreement.

The title Executive Director shall be included in the unit when the position does not perform "confidential" or "managerial" duties as those are defined by G.L. c. 150E and interpreted by the Department of Labor Relations. Any dispute over the unit status of an Executive Director position shall be resolved by the Department of Labor Relations and is not grievable under Art. XI, and may not be reviewed by an arbitrator.

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APPENDIX B

PAYROLL DUES DEDUCTION AUTHORIZATION

To the Board of Higher Education:

I hereby authorize and direct the Board of Higher Education, through its officers, agents and employees, to deduct from the portion of my salary due me each month the amount certified by the Association of Professional Administrators, MTA/NEA as the current rate of dues. Such deduction is to start immediately after the date of this authorization.

I further authorize and direct you to transfer and pay the sum so deducted to the Treasurer of the Association of Professional Administrators, MTA/NEA.

In consideration of the above described service rendered by the Board of Higher Education, its members, officers, agents and employees, the undersigned hereby releases and discharges the Board of Higher Education, its members, agents and employees, of and from any and all liability whatsoever arising as a result of the authorization herein given.

This authorization is revocable by me, upon sixty (60) days' written notice to the Association of Professional Administrators, MTA/NEA and the Board of Higher Education, and the revocation will become effective upon the sixtieth (60th) day, or upon termination of my employment. It is understood that this service shall be limited to a deduction for one employee organization for any individual employee, and that no partial deduction will be made.

EMPLOYEE SIGNATURE

Date of Notice: _____

Social Security Number: _____

Position Title

Last Name

First

Middle (Print)

Address

APPENDIX C

Annual Self-Report Due to Administrative Area Supervisor

Administrator: _____
Title: _____
Department: _____
Administrative Area Supervisor: _____

Report Due:
<input type="checkbox"/> November 1 st
<input type="checkbox"/> Provisional Evaluation
<input type="checkbox"/> Promotional Evaluation

This Self-Report is intended to provide an overview of the work you performed in the time period identified above. This Self-Report should highlight areas where you have achieved the core job responsibilities and aligned with the strategic goals of your department and division, as well as the institution. The Self-Report should note accomplishments, successes, and/or challenges; provide status updates on current projects, review completed projects or identify upcoming projects; and report on professional development attended. This Self-Report provides the opportunity for you to have an open dialogue with your supervisor to recommend process improvements, efficiencies, or other suggestions. Additionally, it is designed to identify areas where you believe you could use additional assistance or training to improve student experiences and to achieve strategic goals. Supervisors and administrators are encouraged to meet and communicate regularly and not only during the Annual Performance Evaluation process.

What went well/accomplishments/successes during this reporting period:

Challenges during this reporting period:

Project update, planning, or review during this reporting period:

Professional development activities – seminars, lunch & learns, lectures, etc. – attended during this reporting period (optional):

Process improvement, efficiencies, or suggestions:

Needed areas of assistance or training:

Date Submitted

Signature of Administrator

Date Received

Signature of Administrative Area Supervisor

Appendix D

APA ANNUAL PERFORMANCE NARRATIVE FORM

Administrator: _____

Title: _____

Department: _____

Administrative Area Supervisor: _____

Evaluation Date: _____

Due to Chief Administrative Officer on or about January 1st

Job Description Review: Yes No

After review, proposed changes to the job description shall follow the process outlines in Article III.A

Report Due:

- November 1st
- Provisional Evaluation
- Promotional Evaluation

*Self-Report is due yearly on November 1st
unless a provisional or promotional
evaluation is needed.*

Administrative area supervisors are encouraged to meet with the administrator to discuss overall performance throughout the year. It is extremely valuable for supervisors to evaluate the performance of the administrator. The evaluation of performance enhances the effectiveness of the administrator in making a contribution toward advancing the mission of the department, division, and institution. Providing regular feedback to the administrator will assist the administrator in performing their core job responsibilities and achieving expectations and goals, as well as help propel the administrator forward in their career.

The performance narrative serves as an opportunity to review job expectations and strategic goals, assess strengths and weaknesses, identify professional development opportunities, and offer performance feedback to the administrator. The performance narrative should also note overall whether the administrator has been successful in the performance of their core job responsibilities or if improvement is needed.

In the event that the administrator has areas where improvement is needed, the supervisor and the administrator should work together to identify tools, resources, and training that can assist the administrator.

The performance narrative should include the following elements when assessing performance:

Year in Review:	Professional Competencies:
• <i>Administrator's accomplishments & successes</i>	• <i>Leadership/Management</i>
• <i>Areas for improvement or challenges noted in the performance of job responsibilities</i>	• <i>Communication/Interpersonal Skills</i>
• <i>Strategic goals aligning with administrator's core job responsibilities</i>	• <i>Responsiveness</i>
• <i>Goals for upcoming year or contributions to departmental or divisional goals</i>	• <i>Teamwork</i>
• <i>Professional development activities planned</i>	• <i>Problem-solving/Judgment & Discretion</i>

Job-specific competencies, identified by the manager or supervisor, and the administrator's job knowledge should also be included in the performance narrative.

It is recommended that the performance narrative be provided to the administrator at least seven (7) days in advance of the scheduled meeting to discuss the administrator's performance. Providing the performance narrative in advance will allow the administrator time to reflect upon the narrative and foster their own thoughts to contribute to the performance discussion in a meaningful way.

FEEDBACK CATEGORY 1: What were the administrator's key accomplishments and contributions during this review period?

FEEDBACK CATEGORY 2: How did the administrator demonstrate the professional competencies listed above?

FEEDBACK CATEGORY 3: Are there areas where you believe the administrator could improve their performance? Note any previously discussed areas for improvement and identify resources, tools, and aids that may assist the administrator in addressing these areas.

Overall Performance Rating:

Meets Expectations

Needs Improvement*

** If administrative area supervisor determines the administrator needs improvement, they shall work with the administrator to determine additional tools, resources, and aids which may assist the administrator in addressing those job functions.*

Employee Comment:

Attach Document.

Date

Signature of Administrative Area Supervisor

Date

Signature of Administrator

Date

Signature of Area Vice President or
Chief Administrative Office

cc: Official Personnel file

APPENDIX E

RETRACTED BY AGREEMENT OF THE PARTIES

APPENDIX F

INDIVIDUAL PROGRAM OF PROFESSIONAL DEVELOPMENT

PROPOSAL

NAME: _____ TITLE: _____

DEPT: _____ OFFICE: _____ EXT: _____

PROPOSED PROGRAM STARTING AND COMPLETION DATES:

AMOUNT REQUESTED (Please complete budget sheet on reverse side) _____

BRIEF DESCRIPTION OF PROPOSED PROGRAM:

Signature

Date

Applies to proposals submitted under the APA Agreement
and is subject to the availability of funds.

The Unit Member agrees to return any unused funds and to
notify the Vice President in the event the program is not undertaken or completed.

INDIVIDUAL PROGRAM OF PROFESSIONAL DEVELOPMENT

EXPENSES

TYPE	AMOUNT REQUESTED	AMOUNT APPROVED BY VICE PRESIDENT
Tuition/Fees		
Services		
Travel*		
Advertising and Printing		
Educational		
Equipment		
Other (Specify)		
Total		

*Applicable state regulations and procedures regarding the expenditures of any funds granted under this Professional Development Program must be followed. All expenses must be consistent with the provisions of Article XIII of the Agreement. (Travel to and from classes will not be funded by the Professional Development Program.)

BUDGET NARRATIVE: Please describe each proposed expenditure and indicate how it was calculated. The cost of any in-kind services provided by the University should be identified. Use additional sheets if necessary.

APPENDIX G

PARTIES' UNDERSTANDING REGARDING THE POSITION OF ASSISTANT DEAN

In the event that the University establishes the position of Associate Dean within an administrative area where the title previously had been utilized, it shall include duties within the Associate Dean job description which would justify exclusion from the bargaining unit. If the position is created within an administrative area where a former Associate Dean is employed as an Assistant Dean, the University shall offer the non-unit Associate Dean position to the Assistant Dean. Employment shall be upon such terms as the University and the employee may agree. The employee may decline the promotion and retain the bargaining unit position of Assistant Dean with all rights and privileges afforded by the parties' Agreement.

The parties adopt this Memorandum as their explanation of the modification of the bargaining unit which occurred in March of 1996.

APPENDIX H

Code of Responsibility

Board of Higher Education

and

Association of Professional Administrators

July 1, 2003

THE CODE OF RESPONSIBILITY

SECTION BY SECTION

Respecting and honoring the public trust placed in those who work in state government is an issue of paramount importance. In order to ensure that state managers and employees are cognizant of their obligations and have full understanding of the implications of their actions and/or omissions, the parties have adopted this Code of Responsibility..

The Code serves as a guide to educate covered personnel to understand the kinds of situations that may arise both inside and outside of the workplace and provides specific information concerning violations of the Code and the resulting penalties.

The Code of Conduct is divided into sections as described below:

- SECTION 1 provides definitions for some of the terms used in the Code.
- SECTION 2 establishes the legal authority for the issuance of the Code.
- SECTION 3 explains the General Rules that apply to the Code, including applicability, scope, requirements of knowledge of the code for managers and affected employees, the effect of the code, and the effective date.

The section also requires conformity to the law, and to the policies, procedures, and directives of the agency. It sets out standards for conduct, attitude, and demeanor. It requires response to administrative inquiries and, where required prompt adherence to State Ethics Commission Financial Disclosure requirements.

- SECTION 4 covers conflicts of interest, and conforms to the Commonwealth's Conflict of Interest Law, Chapter 268A.
- SECTION 5 sets out standards of conduct, and is closely related to Chapter 268A. It quotes Chapter 268A in several instances, and gives guidance to managers and employees as to the conduct which is prohibited and conduct which is permitted.
- SECTION 6 sets out rules regarding gifts and gratuities, and addresses, with specificity, those limited instances where the acceptance of items, food, or services is permitted.
- SECTION 7 governs outside employment and business activity, addressing not only possible conflict of interest concerns, but those of loyalty and duty to the Commonwealth. It includes the issue of bribery and the duty to report violations of law and the Code to one's agency head.
- SECTION 8 addresses miscellaneous issues, including the making of false statements in the course of one's employment, referrals to professional persons or agencies in the private sector, the requirement of referring public record requests to agency heads or designees, the prohibition of drug or alcohol intoxication on the job, prohibition of the possession of any weapon with improper intent, the proper and improper use of departmental identification cards, badges, or other official identification items, prohibited political activities, testimonial dinners, and the addressing of legislative requests.

CONTENTS

- 1.00 Definitions
- 2.00 Regulatory Basis
- 3.00 General Rules
- 4.00 Conflict of Interest
- 5.00 Standards of Conduct
- 6.00 Gifts and Gratuities
- 7.00 Outside Employment and Business Activity
- 8.00 Other Standards of Conduct

1.00 DEFINITIONS

As used in this Code, the following terms have these meanings unless the context requires otherwise:

- (a) “Administrative inquiries” - means questions about the operation of the agency/department which the employee has been directed to answer by their appointing authority or that authority’s designee.
- (b) “Disciplinary action” means any action taken by the appointing authority to discipline an employee in accordance with the provisions of the collective bargaining agreement.
- (c) “Employees” - means any manager or employee on the current personnel roster of the agency/department whose employment is subject to the collective bargaining agreement. This shall include those employees who are on any form of leave of absence and employees who are serving suspensions.
- (d) “Immediate family” - means the employee and their spouse and their parents, children, brothers and sisters.
- (e) “Nominal value” - means monetary worth not exceeding Twenty Five Dollars (\$25.00).
- (f) “Official action” - means any activity performed or required to be performed by an employee in the course of their duties.

2.00 REGULATORY BASIS

This Code of Responsibility is adopted pursuant to the applicable provisions of the collective bargaining agreement and the authorities of the parties thereto.

3.00 GENERAL RULES

3.01 (a) Applicability of Code

The Code applies to all employees, including those on any type of leave status (e.g., leave without pay, military leave, civic-duty leave, etc.).

Employees are required to conduct themselves ethically at all times during the employment relationship. An employee on unpaid leave is not exempt from the Code of Responsibility.

(b) Scope of Code

This Code is not to be considered all-inclusive. The absence of specific published Rules of Conduct does not mean or imply that any act of misconduct tending to discredit an employee or the Commonwealth is condoned or permissible or would not result in disciplinary action, up to and including termination.

Employees should not assume that, just because certain types of unethical conduct are not specifically mentioned in the Code, that such conduct will not result in the immediate termination of their employment.

(c) Knowledge of Code

Each employee subject to this Code is required to know and understand the Code of Responsibility and Rules contained herein, and to seek information from their appointing authority, the appointing authority's designee, personnel office, or legal office in case of doubt or misunderstanding as to its application.

Decisions in personnel matters involving disciplinary action will be based on the presumption that each employee has familiarized themselves with this Code and that they are aware of the obligation to abide by it.

Ignorance of the Code is no excuse for violating the Code. An employee cannot avoid the consequences of violating the Code of Responsibility by simply failing to read or comprehend the Code, and it is the responsibility of the employee to seek guidance when they do not understand any part of the Code.

(d) Effect of Code

Employees whose conduct does not conform to the Rules and guidelines contained in this Code may be subject to disciplinary action up to, and including, termination. Any disciplinary action taken will conform to the provisions of the collective bargaining agreement.

An appointing authority is not required to impose progressive discipline for violation of the Code, nor is there a right to a hearing if the employee's employment is terminated for violation of the Code, unless an employee is entitled to hearing rights under the collective bargaining agreement.

3.02 Conformance to Laws

Employees shall obey the laws of the United States and the Commonwealth of Massachusetts. Any employee who is convicted of a crime relating to their employment shall be subject to disciplinary action prescribed or permitted by this Code.

If an employee is convicted of any crime which has anything to do with their employment, they

may be disciplined under the Code. Public employees are under an obligation to obey the law scrupulously.

Any employee who has been indicted or arrested for a serious crime supported by a judicial finding of probable cause in a preliminary hearing when the nature of the charge with its attendant publicity reasonably gives rise to legitimate fear for the safety of other employees, the property of the Commonwealth, or jeopardizes the public trust in the ethical standards of agency/departmental employees or undermines trust in the integrity of the Commonwealth's system of tax administration or the administration of other laws of the Commonwealth, may be subject to suspension without pay and/or loss of other employee benefits, pending resolution of the case.

Such suspension will conform to the requirements of G.L. Chapter 30, §59, if applicable.

If an employee is arrested or indicted, and a clerk-magistrate, magistrate, judge or grand jury finds that there is probable cause to believe that the employee committed a crime which could legitimately cause fear for the safety of other employees or of harm to the property of the Commonwealth, or that the integrity of the employee 's department might be harmed, or that the tax system has been ignored or corrupted, the employee may be suspended without pay until the criminal charges are resolved

If the employee is found guilty, further disciplinary action, including termination, may be taken if the crime was related to their employment. If the employee pleads *nolo contendere*, has their case continued without a finding, is granted immunity from prosecution, or has their case filed, the appointing authority shall comply with the requirements of G.L. Chapter 30, §59, including the payment of all compensation or salary for the period of suspension. However, the appointing authority may then take such action as is deemed appropriate under the circumstances, including termination. If the employee is found not guilty, or the case is *nolle prosequi* or dismissed for any reason other than a technical or procedural reason, the employee shall be immediately reinstated to employment retroactive to the date of suspension without loss of wages or other employee benefits, unless the appointing authority has performed, or had performed, a separate investigation into the conduct of the employee and has determined, by a preponderance of the evidence, that the employee is likely responsible for the conduct alleged in the criminal complaint or any other conduct that would be a violation of this Code. The appointing authority is not precluded from investigating the charges against the employee on its own authority, and may take such reasonable action as it deems appropriate in light of the evidence it has available to it, notwithstanding any finding of the court as to the criminal culpability of the employee.

If an employee does not contest charges brought against them, or their case is continued without a finding upon their admitting to sufficient facts to make a finding of guilty, or is granted immunity from prosecution in exchange for testimony, or their case is placed on file, they may be disciplined, up to, and including, termination from employment, if the case was related in any way to the performance of their official duties. Employees have certain statutory rights pursuant to G.L. Chapter 30, §59, but those rights do not include a guarantee of continued employment.

If the employee is found not guilty, or the prosecution officially decides not to prosecute the case, or the case is dismissed for a reason which is not technical or procedural, the employee must be reinstated to their title and the reinstatement is retroactive to the date of the suspension.

The employee's rights and benefits must be restored to the status existing before the suspension. However, if the appointing authority has instituted a separate investigation, and determines that the evidence, more likely than not, shows to the satisfaction of the appointing authority that the employee is guilty of the offense charged or any other offense which would be a violation of the Code, the appointing authority may take such action as it deems necessary, up to, and including, termination of employment. The criminal prosecution requires a finding of guilty beyond a reasonable doubt. The appointing authority is not required to apply that standard in its investigation.

3.03 Conformance to Policies, Procedures and Directives

Employees shall comply with all of time policies and operating procedures of the agency/department in which they work. Employees shall respond forthrightly to the work-related directives of their supervisors or superiors.

Employees must follow all policies and operating procedures of their workplace. Employees must follow the instructions of their supervisors fully, promptly, and efficiently. Employees are not permitted to determine for themselves which policies they will follow or fail to follow. Employees are under an obligation to follow instructions of supervisors.

3.04 Conduct, Attitude and Demeanor

Employees are expected to conduct themselves in their official relations with the public and with their fellow employees in a manner which will enhance public respect for, and confidence in, the employee and in the Commonwealth as a whole. They must not only perform their duties in a wholly impartial manner, but must avoid any conduct which gives the reasonable basis for the impression of acting otherwise. Specifically, all employees shall avoid any action which may result in or create a reasonable basis for the impression of:

- (a) using public office for private gain;**
- (b) giving preferential treatment to any citizen;**
- (c) making work-related decisions contrary to agency/departmental policy;**
or
- (d) using one's official position to harass or intimidate any person or entity.**

Employees must treat all members of the public and fellow employees in a manner which will not give even the slightest hint of dishonesty or favoritism. They must not be seen to deviate from agency policy to unjustly benefit or harm any individual. They must never use their official positions or powers for personal reasons. Those powers and duties are granted for the benefit of the Commonwealth and the public, not for the gratification of the employee.

3.05 Administrative Inquiries

Employees must respond promptly and fully to administrative inquiries when directed to do so.

If a supervisor directs an employee to respond to an administrative inquiry, the employee is

obligated to answer the inquiry in a timely and complete manner. Incomplete or inaccurate reporting, or failing to report on time, is not acceptable and may be the subject of disciplinary action.

3.06 State Ethics Commission Financial Disclosure Requirements

Employees who are required to file a “Statement of Financial Disclosure” with the State Ethics Commission, under the provisions of G.L. Chapter 268B, shall do so in a timely manner as prescribed by the State Ethics Commission. Willful failure to make any requisite disclosure, or the willful falsification of any statement, may be the subject of disciplinary action by the department or agency, in addition to any other penalties prescribed by law.

The appointing authority will notify each employee who is required to file such a statement.

The filing of financial disclosure statements is not optional. Late filing of statements is not permitted. Complete and timely financial disclosure statements are tools that protect the reputation of the agency and the employee. Inclusion of any false information, or any attempt to hide information, may result in termination.

4.00 CONFLICT OF INTEREST

The necessity for the fair and impartial administration of state government and the enforcement of its laws makes the avoidance of any conflict of interest of primary importance. A conflict of interest is a situation in which an employee’s private interest, usually financial, conflicts or raises a reasonable question of conflict with their official duties and responsibilities.

When an employee ‘s interests compete with the Commonwealth ‘s or the public ‘s interests, the Commonwealth ‘s or the public ‘s interests take precedence, even that means the employee might be disadvantaged or inconvenienced Employees must not use their office for personal gain in any manner. An employee ‘s salary and benefits are the only legitimate expectations of financial reward that an employee has for the performance of their duty.

Chapter 268A of the General Laws provides criminal and civil penalties for conflict of interest violations. The following two general categories of prohibitions are to be used as guidelines. (Chapter 268A of the General Laws contains specific details).

(a) No employee may request or receive, in any manner whatsoever, except from the Commonwealth, compensation or anything else of value: (i) for performance of their duties; or (ii) for influencing or appearing to influence such performance.

Employees must not accept money or anything of value from anyone, or the promise of money or anything of value, other than from the Commonwealth, for the performance of their duties or the failure to perform their duties. This is basic public policy, and every employee should be on their guard to recognize an attempt to influence the performance of their duties by the giving of money or gifts.

(b) No employee may participate in any matter relating to any entity in which, to their knowledge, the employee, or a member of their immediate family, or their business

partner or any business organization in which they serve as an officer, director, trustee, or employee, or any person or organization with whom they are negotiating or has any arrangement concerning prospective employment, has a financial interest.

An employee must not take any action in their official capacity which would affect their financial interest, that of a close family member, or a person or organization with whom they have a business relationship, or any person or organization with whom they are seeking employment, in any way, if the employee knows of the relationship.

Employees have an obligation scrupulously to avoid the potential conflicts of interest which exist in their employment. If their duties require them to participate in a particular matter in which they have a financial interest, they have a duty to disclose and report promptly the existence or possible existence of a conflict of interest to their appointing authority and the State Ethics Commission. The appointing authority has the responsibility to determine whether there should be a transfer to another employee of any case which involves them, their immediate family, or any person with whom or entity in which they have some personal or financial involvement, or whether the appointing authority should assume responsibility for the particular matter, or whether to issue a written determination that the interest is not so substantial as to affect the integrity of the employees.

Employees have a positive duty to avoid even the appearance of a conflict of interest between their personal interests and that of the Commonwealth and the public. If they think there might be the slightest possibility of a conflict of interest between themselves, their families, their business associates, or their business interests, and the interests of the Commonwealth, they must report the possibility to their immediate supervisor, and request a transfer of those responsibilities to another employee.

Employees have a right under law to have any question relating to a possible conflict of interest confidentially reviewed and decided by the State Ethics Commission. Information regarding the filing of a conflict of interest request with the State Ethics Commission is available from the agency head or their designee or from the Commission directly.

5.00 STANDARDS OF CONDUCT

These Rules with respect to conflicts of interest are in addition to, and supplement, state policies and agency/departmental rules, regulations and operating procedures that may otherwise apply to the official acts of employees. In the event that the appointing authority, or their designee, approves a particular activity, and the State Ethics Commission subsequently determines that such activity is a conflict of interest, the appointing authority will not discipline the employee for such activity, unless material facts were misrepresented or Omitted by the employee.

NB. Only the State Ethics Commission has the authority to issue a binding opinion interpreting G.L. Chapter 268A.

In addition to the sanctions referred to above, G.L. Chapter 268A, Section 23 also prescribes and describes certain “Standards of Conduct.” Violations of these standards are subject to appropriate disciplinary action. All employees are required to abide by the spirit as well as the letter of these standards, which provide as follows:

5.01 “No current officer or employee of a state, county or municipal agency shall:

- (a) accept other employment involving compensation of substantial value, the responsibilities of which are inherently incompatible with the responsibilities of their public office;**

An employee must be sure that any outside employment with any other employer, private or public, will not bias or affect their official judgment. It is important that Commonwealth employees exercise their judgment solely for the benefit of the Commonwealth and the public, in an impartial and fair manner.

- (b) use or attempt to use their official position to secure unwarranted privileges or exemptions for themselves or others;**

An employee must not grant special favors to themselves or to others with whom they are friendly or acquainted. They must never allow others to believe that they have “pull”, which means the ability to obtain results that are not available to the general public. Employees cannot be seen to be “friends in high places” that will do special favors for people they know.

- (c) by their conduct give reasonable basis for the impression that any person can improperly influence or unduly enjoy their favor in the performance of their official duties, or that they are unduly affected by the kinship, rank, position or influence of any party or person.”**

Employees must not permit any person to believe that, in their state employee positions, they can be influenced in the impartial performance of their duties. Employees must not give the impression that any person, whoever they may be, can, by reason of influence or power, affect an employee’s performance of their responsibilities or duties.

If an employee is doing their duty properly, they should not fear a threat by any person that the person will “go over the head” of the employee. This is a caution to both high ranking officials as well as lower-ranking employees. Friends and acquaintances should have no greater expectation of assistance from employees than the general public, and employees are to make that known to those friends and acquaintances.

5.02 “No current or former officer or employee of a state, county or municipal agency shall:

- (a) accept employment or engage in any business or professional activity which will require them to disclose confidential information which they have gained by reason of their official position or authority.**

It is clearly a conflict of interest when an employee holds outside employment that would require them to disclose confidential information gained by reason of their employment with the Commonwealth. Such outside employment must be refused or abandoned by employees.

- (b) improperly disclose materials or data within the exemptions to the definition of public records as defined by Section seven of Chapter four of the General Laws, and were acquired by them in the course of their official duties, nor use such information to further their personal interests.” (See Massachusetts General Laws, Chapter 268A,**

§23).

Employees must not disclose any confidential information they receive by virtue of their employment with the state. They must not use such information to further their own interests, whether for financial gain or not. For instance, it would be a violation of this Rule if an employee obtained and gave out confidential information for the purpose of harming anyone because of personal spite or dislike the employee has for a person, company or agency. Confidential information is entrusted to employees for the needs of the Commonwealth, and it should be treated as property that must not be misused.

6.00 GIFTS AND GRATUITIES

6.01 General Limitations

Employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of value, from a person who or entity which the employee knows or has reason to know:

(a) has, or is seeking to obtain, contractual or other business or financial relations with their agency/department;

This means an employee must not ask for or receive anything of value from somebody who is doing business with, or wants to do business with, the employee's agency. Employees should not request anything of value for personal use while acting in their official capacity. Acceptance of such gifts for the use of the employee's agency may be permissible, but the employee should report such gifts to the agency head.

(b) conducts business or other activities which are regulated or monitored by the agency/department, except as permitted by statute or regulation; or

Employees cannot accept anything of value from anybody or any entity over which the employee's agency has some type of oversight that could give the appearance that the regulated person, agency or company is, or may be, trying to get preferential treatment from the regulatory agency.

(c) has interests that may be substantially affected by the employee's performance or nonperformance of their official duties or has the appearance of being substantially affected.

Employees cannot accept anything of value from any person, agency, or company that is in any way affected, or even appears to be affected, by the employee's performance of their duties.

6.02 Exceptions

The restrictions set forth in Rule 6.01 of this Section do not apply to:

(a) obvious family or personal relationships when the circumstances make it clear that those relationships, rather than the business of the persons concerned, are the motivating factor behind any gift or gratuity.

Employees are not required to avoid family relationships when gifts are based on the family relationship and not a business relationship. Note, however, that it is a

violation of these Rules for an employee to have business dealings with close family members.

Example: If a cousin calls an employee to ask them to join them at a football game, and there is a clear family relationship which exists outside of any business relationship, the employee could accept the invitation from the cousin without breaking these Rules. If however, a distant, seldom-seen, cousin suddenly starts doing favors for, or giving gifts to, an employee who works for an agency that oversees the cousin's business, there may be a suspicion of attempting to influence the employee for business purposes, and that would violate these Rules.

(b) the acceptance of food or refreshments of nominal value on infrequent occasions in the ordinary course of a breakfast, luncheon, dinner, or other meeting attended for educational, informational or other similar purpose. However, agency/departmental employees, while on official business, are specifically prohibited from accepting free food or other gratuity, except non-alcoholic beverages (coffee, tea, etc.), from persons with whom they have contact in the performance of their official duties. Employees are not permitted to accept standing offers of meals or refreshments, nor are they permitted to accept several instances of offers of food or refreshments from the same person or entity which, in the aggregate, would exceed the definition of nominal value during a calendar year.

An employee may attend a gathering at which food is served if the purpose of the gathering is to educate, inform, or otherwise stimulate understanding of either the employee's agency or the person, agency, or company providing the food. Remember, however, that the offer or acceptance of free food at any other time from a person, agency, or company may be, or appear to be, an attempt to curry favor with the employee, and is forbidden. Also, a standing invitation is not acceptable, and if the combined value of food or refreshments is greater than twenty-five dollars in a calendar year, the acceptance is prohibited. The offering of individual cups of coffee, individual cans of soft drinks, light snacks, etc., is not considered to be a violation of the Code.

(c) the acceptance of loans from banks or other financial institutions on customary terms to finance proper and usual activities of employees, such as home mortgage loans, automobile loans, personal loans, etc., provided that the employee does not deal with that institution in the course of their official duties. However, if dealing with such banks or financial institutions is unavoidable, the employee must disclose such dealings to the appointing authority in writing prior to engaging in such dealings.

It is not the intention of these Rules to bar employees from transacting normal business with any agency their agency might oversee. It is intended that an employee not deal directly with any person, agency or company over which they have direct or indirect dealings in the course of their work. An employee is to be given no greater consideration due to their public

employment than any member of the general public in any transaction. If the employee deals with the person, agency, or company in the regular course of employment, but the employee has no practical alternative but to deal with that person, agency, or company, the employee must tell their appointing authority in writing about the dealings before they start the dealings. The appointing authority will be expected to ensure the employee is not violating any provision of the Code.

(d) the acceptance of unsolicited advertising or promotional materials such as pen, pencils, note pads, calendars, and other items of nominal value.

The receipt of items of nominal value that are sent as part of an advertising campaign or promotion are not subject to these Rules. If an employee is in doubt as to whether the item or items are of nominal value, they should ask the appointing authority or a supervisor.

(e) the acceptance of an award or gift of nominal value for a speech, participation in a conference, or some public contribution or achievement given by a charitable, religious, professional, social, fraternal, educational, recreational, public service or civic organization, if such organization falls within Rule 6.01, above. If more than one award or gift is given, the aggregate value must be nominal. The acceptance of travel reimbursement may be permitted if in relation to a speech. See paragraph (f) below.

The giving of a certificate, wall plaque, small item, etc., given for a speech or as a reward for acting in the public interest is permitted. The award should not appear to be for merely doing what is expected of a public employee, and the award must not exceed twenty-five dollars in value. If more than one reward is given, the combined costs must not exceed twenty-five dollars. Employees who are asked to give speeches may be reimbursed for travel expenses as long as the reimbursement is in accordance with travel regulations in the Code of Massachusetts Regulations.

(f) travel expenses and expenses to attend events may be paid from private sources, so long as -the agency head or relevant cabinet secretary make a determination that the travel or attendance at the event serves a legitimate public purpose and that the benefit to the Commonwealth or the employee's participation in the travel or event outweighs any special non-work related benefit to the employee or private sponsor. Ordinarily, family members should not accompany Commonwealth employees on work-related matters. See 801 CMR 7.00 et seq. Reimbursed costs may not exceed the actual costs of the travel or event. At no time shall an employee accept reimbursement from both the Commonwealth and another source for the same expenses.

Employees may accept reimbursement for actual expenses incurred when attending meetings or events, as long as they receive approval for attending such meetings or events from their agency head or cabinet secretary. The reimbursement may not exceed actual reasonable expenses/or travel, living costs, and other travel expenses or expenses directly relating to the reason for the travel or event. If the Commonwealth reimburses the employee, they may not be reimbursed/or the same expenses by another party.

7.00 OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITY

7.01 Introduction: Principles

The Commonwealth seeks to give employees the maximum freedom possible to engage in outside employment or business activities consistent with their responsibilities to the Commonwealth. However, the extremely sensitive mission of the Commonwealth and its employees necessitates certain restrictions. Employees may engage in outside employment or business activity provided such activity is not prohibited by this Code or by any statute, regulation or departmental order. If employees plan to engage in outside employment or business activity, they must give prior written notice to their appointing authority of the planned employment or activity.

Outside employment must not result in any conduct which gives the appearance of a conflict of interest or an abuse of an employee's job with the state. If outside employment violates any part of the Code, any statute, any regulation, or any order of the agency for whom the employee works, the outside employment is prohibited. If employees have any doubt as to whether their conduct would create a conflict of interest, or whether their outside employment is, or would be, permissible, they are urged to seek the opinion of the State Ethics Commission. If an employee plans to begin any outside employment or business activity, they must report the planned employment or activity to their appointing authority before commencing the employment or activity.

An activity that is permissible for the occupant of one position may very well not be permissible for the occupant of another position. Therefore, in considering each case on its individual merits, the employee must satisfy the following principles:

- (a) The outside activity would not place a particular employee in a situation where there is a conflict, or in a situation which gives the reasonable basis for the impression of a conflict, between their particular private interests and their particular official duties and responsibilities (see Section 4.00, "Conflict of Interest", for additional guidance).**

Employees may not engage in outside activity or further their private interests if doing so would conflict with, or may give the impression of conflicting with, their employment with the Commonwealth. It is best if there is no connection between the outside activity or interests and the employee's position with the Commonwealth.

- (b) The outside activity would not result in use, dissemination or disclosure to others of confidential information obtained in connection with the employee's departmental duties or position.**

It is clearly a conflict of interest when an employee holds employment outside the Commonwealth that would require or result in their disclosure of confidential information gained by reason of their employment with the Commonwealth. Such employment must be refused or abandoned by employees as against the interests of the Commonwealth.

- (c) The nature of the employment or business activity or the hours to be devoted to such activity would not impair the employee's availability, capacity or efficiency for the performance of their official duties as an employee of the Commonwealth.**

An employee's first responsibility is to the Commonwealth. Outside employment or business activity cannot interfere with the employee's duties and responsibilities to the Commonwealth and the public in any way. If there is such a conflict, the employee must choose between the Commonwealth and the outside employer.

- (d) Employees shall not engage directly or indirectly in financial transactions as a result of, or primarily relying on, confidential information obtained through their employment. In particular, they shall not use confidential information obtained in the course of their employment with the Commonwealth to obtain benefits, financial or other, for themselves, their families or others.**

This is a prohibition against the-equivalent of "insider trading", where an employee gains information not available to the public and benefits from that information because of their status as a public employee.

7.02 Activities Which Do Not Require Prior Notice

(a) Introduction

Employees are generally not required to submit written notice before engaging in outside activities which are not considered to be employment or business. Although it is not feasible to cover every specific activity of this nature, the general categories discussed below are furnished as basic guidelines.

An employee does not have to get written permission to participate in the following activities. They should be very careful, though, not to do anything which might violate the Code in any outside activity in which they may participate.

(b) General Examples

- (i) Membership and uncompensated services (including holding of office) in civic, scout, religious, educational, fraternal, social, community, veterans, or charitable organizations.**

An employee can be a member or an officer of fraternal or sororital organizations such as the Elks or the Moose; the American Legion and other veterans' organizations; their church, synagogue, mosque, temple, or other religious organization; the Boy Scouts, the Girl Scouts, and other scouting groups; and other typical neighborhood, town, or city groups which have a civic, educational, or charitable purpose, as long as membership or office does not affect the employee's duty to the Commonwealth and the public.

- (ii) Services as a notary public or justice of the peace.**

An employee can exercise the offices of notary public or justice of the peace, so long as they do not do so for money during working hours, or does not solicit others to use their services through their employment.

- (iii) **Minor services and odd jobs for friends, relatives, or neighbors. These include a wide variety of activities, including: repair or maintenance work such as painting, yard work, carpentry, or services such as baby-sitting and carpools involving payment for transportation.**

An employee can do odd jobs or help out friends, neighbors, and family without violating the Code. That kind of activity is not really considered employment.

- (iv) **Temporary (thirty days or less) assistance in a family enterprise, in the event of an emergency such as the death or serious illness/accident to a member of the family engaged in that business.**

An employee may help out in the family business in an emergency situation, where the owner of the business is a family member and they die or are gravely ill or injured, without such help being considered employment. The help cannot be for more than thirty days or it will be considered employment and all the restrictions of the Code will apply to that employment.

- (v) **However, no employee shall take an active part or become an advocate on behalf of a professional society or outside agency in any conflict between such society and the employee's agency/department. See G.L. Chapter 268A, §4.**

Employees must not actively participate in any advocacy that conflicts with the mission and goals of their agency or that of the Commonwealth, unless otherwise provided by law.

7.03 Outside Compensated Activities or Employment

(a) General Prohibitions

No compensated activity is permitted which is in violation of G.L. Chapter 268A. Specifically, employees are prohibited from receiving compensation from or acting on behalf of or as agent for anyone other than the Commonwealth in relation to any particular matter in which the Commonwealth or state agency is a party or has a direct and substantial interest.

An employee may not represent or work on behalf of any person or business for compensation in any matter in which the state has an interest which is clear and which is more than minuscule. This simply forbids employees from entering into relationships which represent a conflict of interest and in which the employees could not faithfully represent both parties because of the conflict.

(b) To the extent that outside compensated activity is permitted, it must not interfere with the effective performance of an employee's official duties.

An outside compensated activity is not permitted if it adversely affects the employee's duty to the Commonwealth, even if the outside activity, does not involve a conflict of interest. The Commonwealth requires its employees to be dedicated to the interests of the Commonwealth, and for their attention and time to be undivided by outside interests.

7.04 **Duty to Report Violations of Law and Code of Conduct**

(a) **Generally**

Every employee is expected to maintain and uphold the integrity of the Commonwealth. In satisfying this requirement, it shall be the duty of every employee to report to their agency/department head or designee, promptly and accurately, any violations of law and/or this Code that affect the Commonwealth. To the fullest extent possible, any such reports will be treated confidentially. An employee who makes a good-faith report of a violation of law or the Code shall not be subject to retaliation of any kind, threat of retaliation, or pressure, as a result of making a good-faith report of violation, and shall be entitled to the protection of any present or future legislation which permits or encourages persons to report violations of laws or regulations.

Employees are required to report violations of law and the Code to their agency heads immediately. Covering up or hiding of violations of law or the Code is itself a violation. Employee reports are treated as confidentially as circumstances permit. The integrity of the agency is of paramount importance, and personal considerations are secondary. Employees are encouraged to make good faith reports of violations, and are to be protected if they make such reports.

(b) **Attempts to Bribe**

Bribery and attempted bribery are claims which strike at the core of state government. Employees should be constantly alert to solicitations to accept money, consideration, or anything of value in return for acts or commissions involving their official functions. Such solicitations may be indirect and subtle. Any attempt to bribe a departmental employee shall be reported immediately to the proper agency authority.

Bribery and attempted bribery are the ultimate ethical violations. No public employee may permit even the slightest suggestion that the exercise or non-exercise of their official duties might be affected by any type of personal gain, whether monetary or non-monetary, and every employee should be aware of the possibility that they might be approached by anyone for any reason. Such attempts must be reported promptly and fully to one's supervisor or agency head.

8.00 **OTHER STANDARDS OF CONDUCT**

8.01 **False Statement**

Proper functioning of the government requires that the agency/department, the courts, other state agencies and the public be able to rely fully on the truthfulness of government employees in matters of official interest. Employees will be subject to disciplinary action up to and including termination for intentionally making false or misleading verbal or written statements in their capacity as employees.

Employees are not permitted to give false information while performing their duties. No matter what the reason is for the false statement, there is no excuse for falsification. Other employees,

public officials, and the public in-general, have a right to expect correct information and honest answers when they make inquiries or when public employees communicate with them. As a practical matter, honesty and truthfulness prevent many more problems than they create, even if an employee thinks a false statement will prevent them from getting in trouble.

8.02 Recommending Professional Assistance

Employees may not recommend or suggest, specifically or by implication, to anyone that they obtain the services of any particular accountant, attorney or firm of accountants or attorneys, or any other person or professional or business organization in connection with any official business which involves or may involve the agency/department.

Employees are not permitted to recommend, suggest, or even hint that any professional or business organization or any professional person has a special expertise or that such person or organization might obtain a better result than another person or organization. Public employees are not referral agents for private business or professional entities.

8.03 Public Records

All requests for public records should be directed to the appointing authority or their designee who shall determine whether the requested documents are public records in accordance with G.L. Chapter 4, Section 7, Clause 26.

Employees must refer all requests for public records to their appointing authority, or a person or office designated by the appointing authority, for response. Employees are not permitted to make decisions on their own as to whether a record is a “public record” as defined by law, unless they are authorized to do so by the appointing authority.

8.04 Drugs and Alcohol

While on duty no employee shall consume or use alcohol, intoxicants, narcotics, or controlled substances in any form. Similarly, no employee shall report for work under the influence of intoxicants, narcotics or controlled substances in any form. The only exception to this Rule is the use of medication when prescribed for the treatment of the employee by a registered physician, dentist, or other person legally authorized to prescribe controlled substances.

When an employee is performing their official functions, it is imperative that their judgment not be impaired by any substance. Unless an employee has a medical reason to use a prescription medication, the use of any controlled substance, alcohol, or any kind of chemical which affects behavior or judgment is forbidden when working. Such use is also prohibited if the employee comes to work under the influence of these substances, even if the substances were taken before reporting for duty. The consumption of alcohol at agency-sponsored or Commonwealth-sponsored social occasions is permitted, as long as the employee is not performing a mandatory duty, as recorded in their job description.

8.05 Weapons

Unless authorized to do so by the University, no employee is permitted, while in the performance of their duties, to carry, wear, possess, or keep within their control any

weapon, as defined by law, with the intent of displaying or using said weapon to intimidate or assault another person or for any other unlawful purpose.

Employees are not permitted to utilize any object for the purpose of attacking, assaulting, intimidating, or in any other way affecting another person to act against the other person's will. Employees should be aware that the law treats almost any object, depending upon its use or intended use, as a "dangerous" weapon, including a "shod foot". Employees must keep in mind that even the display of a weapon or any object of any kind in a threatening manner may indicate a willingness or intent to use the object as a weapon; in some cases, the very display of an object, such as a knife, gun, bat, or other inherently dangerous Object, may be considered threatening.

8.06 Departmental Identification Cards, Badges, Etc.

Agency/Departmental identification cards, badges and other identification or access cards or documents are for use only in establishing identity, authority or access in connection with official duties.

Generally, any identification showing a person is a state employee may only be used for official purposes, such as identifying the person as a state employee when dealing with the public or when seeking entrance into state buildings.

Agency/departmental identification cards or badges may be used for personal identification purpose when cashing checks or as proof of employment, such as when applying for a loan, credit or when renting an apartment.

An exception to the first paragraph of this Rule is the use of state identification for the purpose of demonstrating that a person is a state employee for transactions where such proof is necessary and there is no suggestion that special treatment will be gained by showing one is a state employee.

Employees are responsible for the safeguarding and proper use of agency/departmental identification cards, badges and access cards, for promptly reporting their loss and for surrendering them on termination of employment or demand by proper agency departmental authorities. Cards, badges or documents, or an employee's official position or status, are not to be used to exert influence or obtain, either directly or indirectly, personal privileges, favors or rewards for themselves or others. Photo identification badges must be worn while at work in any agency which requires them to be worn.

Employees are responsible for the security of their identification cards or badges. If one is lost or stolen, the incident must be reported immediately to the appointing authority. Use of the cards or badges to obtain any kind of privilege or advantage that is not available to the general public is absolutely forbidden. Employees must wear photo identification badges in any agency that requires them. This enhances security and protects employees who are authorized to be in employee-only areas, especially in emergencies.

8.07 Political Activities

Employees are prohibited from using their offices, titles, or any public resources, or performing their official duties to interfere with, affect or influence the results of a nomination or election for public office.

Employees are never allowed to use the fact that they are employees of the state to obtain personal advantages or to influence any action not associated with their official duties, in any manner that is not available to the general public. That prohibition includes elections for public office. No work time, public material or property, such as telephone, copiers, fax machines, etc., or information gained in the course of state employment may be used for the benefit of any candidate for public office or for any ballot issue.

No employee shall use their official authority directly or indirectly to coerce, attempt to coerce, command, advise or prevent any person or body to pay, lend or contribute anything of value to any party candidate or political committee.

Employees may not use their public employment in any way to influence any person or group of persons to give anything of value, including services, to any candidate or any political committee.

No employee shall solicit or accept funds or anything of value for any party, political committee, agency, person or organization for political purposes.

Employees cannot be connected in any way to any political fundraising, whether for a candidate or for a ballot issue.

Employees are not prohibited from making personal contributions up to the statutory limit to a campaign committee or organization for the nomination or election of any individual running for public office or to any committee, agency, or organization for political purposes.

Employees may contribute their own money, up to the statutory limit, to campaign organizations or political committees. The statutory limit is enforced by the State Office of Campaign and Political Finance, and all inquiries about political contribution limits should be directed to said office.

Employees are prohibited from campaigning for political office for themselves or others, or for any other political purpose, during working hours.

Employees cannot work for any political purpose during working hours.

Employees are prohibited from displaying a political or campaign message while on official agency/departmental business.

Employees are not permitted to display political messages of any sort on any part of their clothing or person, while working, or to display such messages on public property.

8.08 Testimonial Dinners

Employees are prohibited from selling or accepting payment for tickets, admissions or contributions for a testimonial dinner or function or any affair having a purpose similar to a testimonial dinner or function held on behalf of any employee of their agency/department, nor shall any employee participate in or accept contributions for or from any testimonial dinner or function or any affair having a similar purpose, held on their behalf while they are an employee if such dinner, function or affair is sponsored by a person or organization which is regulated by or has official business with the employee's department or agency.

Employees must not sell or receive money or anything of value from any source for a testimonial dinner or any function similar to a testimonial dinner if the dinner is to honor a present employee of the agency if the event is sponsored by any person, group, or organization which is controlled by the employee's agency or who does business with, or wishes to do business with, the employee's agency.

No employee may participate in, or receive any contribution for, any such dinner or function which is held in their behalf while they are an employee if the event is sponsored by any person, group, or organization which is controlled by the employee's agency or who does business with, or wishes to do business with, the employee's agency.

This section shall not prohibit the collection of sums of nominal value to cover the cost of small celebrations or other small events (such as birthday or holiday parties) held within agency/departmental offices.

This Rule does not prohibit the celebration of traditional small parties, such as birthdays, holiday parties, or retirements.

8.09 Legislative Requests and Inquiries

All requests or inquiries from legislators or their staffs must be referred to the agency/department head or their designee before any action is taken, unless employees are directed to handle such requests otherwise by the agency/department head or their designee.

Any request from a legislator or a staff member of a legislator's office must be referred to the agency head or a person appointed by the agency head, unless the agency head or the appointed person directs an employee or employees to handle the request personally.

APPENDIX I
SUPPLEMENTAL AGREEMENT
COVERING
PUBLIC SAFETY PERSONNEL

SECTION 1 - JOB RELATED TRAINING

- A. Employees hired or promoted into public safety positions in the bargaining unit shall be covered by the following provisions and the Alcohol and Controlled Substances Testing Policy for Public Safety Personnel in Appendix P herein.
 - 1. The provisional service period as established in Article VIII, shall continue until the completion of the designated training program or the time limits established in said Article VIII, whichever is greater.
 - 2. For employees who fail to successfully complete the designated training program, the CEO shall have ten (10) working days to make a determination regarding the employee's status in accordance with Article VIII, Section A, 3 and the above.
- B. Prior to a change in the type of training required or where a University is instituting a required program, the CEO or designee shall notify the appropriate union official.
- C. Individuals hired or promoted into public safety positions shall be notified, prior to their date of hire/promotion, of the type of training required. For public safety positions in the bargaining unit, the position posting for the vacant position shall indicate the type of training, if any, required by the University and that the Alcohol and Controlled Substances Testing Policy for Public Safety Personnel would apply to the individual selected for the position. In addition, the individual shall be advised of the possible consequence of the failure to complete such training.

SECTION 2 - EMPLOYEE OBLIGATION AFTER TRAINING

Any provision of the Agreement to the contrary notwithstanding, the parties agree that any employee who is hired or promoted into a public safety position in the unit, and who is enrolled at the expense of the University in a job related training program shall, as a condition of employment, return to the service of the University for a period of service as set forth below for each month or portion thereof that the employee was enrolled in such job related training program. In default of the completion of such service, the unit member will refund to the University an amount equal to such proportion of the salary received by them while enrolled in such job related training program as the amount of service not actually rendered bears to the entire amount of service agreed to be rendered.

The period of service to be rendered by the employee enrolled in such a job related training program shall be as follows:

- A. For a training program of eight (8) weeks duration or less there is no obligation for continued service to the University.
- B. For a training program of greater than eight (8) weeks duration but of less time than the training program for Municipal Police Officers conducted by the Massachusetts Criminal Justice Training Council or equivalent sponsoring agency, an obligation of \$5,000 or twenty four (24) months of service to the University from the date of graduation from such training is required.

- C. For a training program equivalent to that required for a Municipal Police Officer and conducted by the Massachusetts Criminal Justice Training Council or equivalent sponsoring agency, an obligation of \$7,000 or forty-two (42) months of service to the University from the date of graduation from such training is required.

SECTION 3 - ANNUAL TRAINING

- A. All training required by state law shall be provided at the full expense of the University.
- B. The employer agrees to make available materials that will permit employees to keep abreast of changes in laws and procedures.
- C. Every uniformed public safety employee who is EMT certified will receive a yearly stipend. Effective January 1, 2016, the stipend shall be nine hundred dollars (\$900.00). This stipend will be payable on the last payroll period in January subsequent to presentation of a valid certificate.

SECTION 4 - CLOTHING/EQUIPMENT ALLOWANCE

- A. Each University shall be responsible for furnishing all required clothing and/or equipment necessary for employment at the campus; or such University shall establish a clothing and equipment allowance for each uniformed public safety employee. Effective January 1, 2018, the allowance shall be one thousand fifty dollars (\$1,050.00; effective January 1, 2019, the allowance shall be increased to one thousand one hundred dollars (\$1,100.00) and effective January 1, 2020, the allowance shall be increased to one thousand one hundred fifty dollars (\$1,150.00). Such allowance shall be per person and shall be for the purpose of purchasing clothing and equipment required by the campus. The provisions of this section shall not apply to the purchase of handguns.

Payment made in accordance with the above shall be to a designated vendor or to the employee upon presentation of proper receipts from a designated vendor.

- B. The University shall provide to each campus public safety employee who so requests a personal safety (bullet proof) vest. Such vest shall be purchased in the same manner as clothing and equipment. The Union recognizes that it may be necessary to phase in the initial purchase of vests over the term of the Agreement. The University will be cognizant of the manufacturer's recommended replacement date when deciding to make additional purchases. Campus public safety employees who request that a personal safety (bullet proof) vest be provided to them shall sign a statement indicating that the wearing of any vest so provided is a term and condition of employment.

SECTION 5 - SPECIAL STATE POLICE

Where public safety personnel are warranted as Special State Police Officers in accordance with MGL Chapter 22C, Section 63, the costs of such appointments shall be borne by the University. Each such University will provide each Special State Police Officer with a photo identification card identifying such officer as a Special State Police Officer for that particular University.

SECTION 6 - IMMUNIZATION

The cost of immunization and booster shots of public safety personnel against Hepatitis B shall be borne by the University up to a maximum of Two Hundred and Fifty Dollars (\$250.00) per individual. The CEO or their designee shall make arrangements for such immunizations and booster shots upon the written request of the individual. Such request shall include a stipulation that the University shall not be held responsible for adverse medical effects resulting from the immunization.

SECTION 7 - OFF DUTY INJURIES

If, on University property (owned by or leased), an off duty public safety employee is injured while carrying out responsibilities as a public safety employee, such employee shall be considered to have been on duty for purposes of worker's compensation.

SECTION 8 - PAID DETAIL

A. Campus security personnel in the unit will be given preference for paid details, including EMT details, before any outside employees. This includes details initiated by the University, and those that are paid for by an outside agency or organization. Unit employees who work such paid details shall be compensated at the rate of time and a half (1½) of their hourly rate for all time worked, but not less than four hours pay for each such paid detail worked.

B. Unit employees who are assigned to work paid details shall be compensated in the amount equivalent to the total amount paid to the highest-grade campus police officer for working that detail, including overtime, or at the rate of time and a half (1 ½) of their hourly rate for all time worked but not less than four hours, whichever is greater.

C. The University shall require a notice to the University of cancellation of a detail from the requester of the detail at least four (4) hours prior to the time the detail is scheduled to begin. If the requester of the detail fails to notify the University within the above specified limit, any unit member assigned to that detail shall be entitled to four (4) hours pay at the overtime rate.

D. Unless otherwise required by an emergency or unforeseen situation, employees assigned to a paid detail shall be dedicated to such detail until its completion.

APPENDIX J

Supplemental Agreement

Regarding the

Alcohol and Controlled Substances Testing Policy for Public Safety Personnel

PURPOSE OF ALCOHOL AND DRUG TESTING/SCREENING PROGRAM

The Board of Higher Education's Alcohol and Drug Testing/Screening Program employs five principles as a means to achieve the goals of providing public safety, a workplace free from the effects of alcohol and drug use and to ensure the fair treatment of employees.

The first principle is a commitment by the Board and the Union to fairness in testing, free from undocumented and unsubstantiated instances of ordering an employee to be tested and free from harassment by any supervisor. While only a supervisor can order testing, the parties recognize that all employees have a duty/responsibility to report suspicion abuse of alcohol and/or controlled substances. Where there is a complaint that a supervisor has harassed an employee(s) through the ordering of test(s), said supervisor shall be subject to investigation and possible disciplinary action.

The second principle emphasizes deterrence from the effects of drug use. As such, the Board will make education and training available for all employees regarding the effects of substance abuse on individuals and on the workplace. Supervisors and managers will receive specialized training in detection, early intervention and enforcement. The Union may select representatives to voluntarily attend this specialized training at the Union's expense, depending on space availability.

The third principle is detection. To this end, the Board will employ alcohol and drug testing in post-incident situations, random testing, and testing based on reasonable suspicion. All testing will be done by a laboratory certified under the Federal Department of Health and Human Services Mandatory Guidelines for federal workplace alcohol and drug testing programs.

The fourth principle is treatment and rehabilitation. The Board supports rehabilitation for those employees whose job is in jeopardy yet who sincerely desire rehabilitation services. All employees are encouraged to receive help for alcohol and drug problems through participation in a recognized, certified Rehabilitation Program.

The fifth principle is enforcement, which is essential if deterrence, rehabilitation and detection are to be successful. All employees must be fit for duty, as defined within this program. As required by the Federal Drug-Free Workplace Act of 1988, this Alcohol and Drug Testing/Screening program proactively notifies all employees that the unlawful manufacture, distribution, dispensing, possession and/or use of a controlled substance is strictly prohibited at all times and on institution property and in the conduct of institutional business.

Employees found to be in violation of any of the provisions contained in this Alcohol and Drug Testing/Screening Program shall be subject to discipline in accordance with the disciplinary authority set forth in this Agreement.

DEFINITIONS

Alcohol – The intoxicating agent in beverage alcohol, ethyl alcohol, methyl, or isopropyl alcohol.

Alcohol Concentration – Also called alcohol content. The alcohol volume of blood as indicated by an evidential blood test.

Alcohol Use – The consumption of any beverage, mixture or preparation, including medication, containing alcohol.

Confirmation Test – In alcohol testing, a second test with a result of 0.04 or greater, that provides a quantitative measurement of alcohol concentration.

Controlled Substances – In this policy, the term drugs and controlled substances are interchangeable and have the same meaning. Unless otherwise provided, in accordance with MGL Chapter 94C, all drug tests will consist of determinations of the presence of five drugs, classes of drugs, or their metabolites: marijuana metabolites, cocaine metabolites, opiates metabolites, phencyclidine (PCP), and amphetamines. In the course of testing, other drugs or their metabolites, as found in MGL Chapter 94C, may be tested for if particular use is suspected. Such other drugs or their metabolites include, but need not be limited to: lysergic acid diethylamide (LSD), methaqualone, barbiturates and benzodiazepines.

Public Safety Personnel – All unit members who are public safety personnel assigned to campus police departments at the State Universities of Massachusetts.

Medical Review Officer (MRO)– A licensed physician (MD or OD) responsible for interpreting lab results from the Alcohol and Drug Testing/Screening Program.

Screening Test – In alcohol testing, the initial test performed to determine if an individual has a prohibited concentration of alcohol in their system. In controlled substance testing, a procedure to eliminate negative urine specimens from further consideration.

Substance Abuse – Refers to patterns of alcohol or controlled substance use that result in negative health consequences, impairments in social, psychological, and/or occupational functioning.

Substance Abuse Professional (SAP)– A licensed physician (MD or OD) or a licensed or certified psychologist, social worker, or addiction counselor with experience in the diagnosis and treatment of alcohol and substance problems.

WHAT ARE THE ALCOHOL AND DRUG PROHIBITIONS?

- A. Alcohol Prohibitions: Public Safety Personnel may NOT report for duty or stay on duty:
- a) With a blood alcohol concentration of 0.04 or greater; or,
 - b) If in possession of alcohol (unless it is being transported as cargo); or,
 - c) Within four hours of using alcohol (if not on standby, no penalty shall result from declining a call-in until at least four hours has passed since the last consumption of alcohol)

Public Safety Personnel who have had an on-duty accident may not use alcohol until initial post-incident investigation is completed or they are released from duty.

Public Safety Personnel who have had an on-duty accident must submit a blood sample for future testing if the incident investigation indicates the employee is at fault or may have been at fault. If the post-incident investigation determines the employee is not at fault, any blood sample provided will be destroyed, except upon written request of the Public Safety Personnel that the sample be tested.

Public Safety Personnel may not refuse to submit to alcohol testing. Refusal shall be considered a positive test.

- B. Drug Prohibitions: Public Safety Personnel may NOT report for duty or stay on duty while using any illegal drug(s), or controlled substance(s), except when said controlled substance has been prescribed by a physician and does not interfere with one's ability to perform the functions of their position in a satisfactory manner.

Public Safety Personnel shall not report for or stay on duty if they have tested positive for illegal drugs and/or a controlled substance.

Public Safety Personnel who have had an on-duty accident must submit a blood sample for future testing if the incident investigation indicates the employee is at fault or may have been at fault. If the post-incident investigation determines the employee is not at fault, any blood sample provided will be destroyed, except upon written request of the Public Safety Personnel that the sample be tested.

Public Safety Personnel may not refuse to submit to drug testing. Refusal shall be considered a positive test.

WHAT TESTS ARE REQUIRED AND WHEN WILL I BE TESTED?

There are particular situations where testing of public safety personnel can be done to determine the presence of alcohol and/or drugs:

1. Post-Incident: Any public safety personnel shall be subject to an immediate post-incident alcohol and/or drug test when involved in a "critical incident." A "critical incident" may be defined as:
 - a. The actions of any on-duty employee which results in the death or serious bodily injury of a person by any means; or,
 - b. The operation of a vehicle while on-duty which results in a fatal traffic accident or an accident causing any serious bodily injury or property damage in excess of \$2,500.00; or,
 - c. Where the actions of an on-duty employee causes serious bodily injury or death to a person by the use of a firearm; or,
 - d. Where the actions of an off-duty employee causes serious bodily injury or death to a person by the use of a University provided firearm. Such testing to be conducted as soon as brought to the University's attention, if possible.
2. Random: All public safety personnel shall be subject to unannounced, random testing not more than twice per year, by a process designed to ensure that each public safety employee receives an equal chance of being tested each time selections are made. A public safety employee may be subjected to random testing only one time per year for drugs and one time per year for alcohol. Random testing for alcohol and/or drugs must be done immediately before, during or after performing public safety functions. Random alcohol and/or drug testing can be performed any time the employee is working normally scheduled work. Each University

President shall designate an individual who will be responsible for notifying selected public safety employees regarding random testing and maintaining all University records pertaining to testing dates/times and results. When the employee is notified that they have been selected for random testing, the employee must report immediately to the designated testing site.

- Alcohol: Up to 15% of all Public Safety Personnel may be randomly tested for alcohol during each year of the testing program
 - Drug: Up to 25% of all Public Safety Personnel may be randomly tested for controlled substances during each year of the testing program.
3. Reasonable Suspicion: All unit members shall be subject to an immediate alcohol and/or drug test if reasonable suspicion of alcohol and/or drug use is determined by the employee's supervisor. Appearance, speech, behavior, and body odor are factors in determining reasonable suspicion. Observations by the employer must be made during working hours. Any decision to test based upon reasonable suspicion of alcohol or drug use must be determined by a non-unit supervisor who has received specialized training in detection. When practical, efforts shall be made to obtain a second non-unit supervisor to confirm reasonable suspicion.
- a. Alcohol testing for reasonable suspicion should take place within two hours of the observation. Test that cannot be done within eight hours of the observation should not be conducted.
 - b. Public Safety Personnel may not report for duty or stay on the job while under the influence of alcohol. The employer will not allow any employee to perform public safety duties until
 - 1) Their alcohol concentration is less than 0.04 or
 - 2) 24 hours have passed from the time of the initial testing.
 - c. The employer will not take action against a public safety employee covered by this policy regarding alcohol misuse on the job unless an alcohol test was administered.
4. Transfer:
- a. All unit members shall be subject to testing immediately prior to a transfer into a public safety function from another position within the Unit. Any individual who tests positive shall remain in their current position and shall not be selected for transfer.
 - b. Public safety personnel who are transferred or promoted within the unit shall not be subjected to additional testing.
 - c. Notification of alcohol and drug testing shall be included in the job posting for public safety positions.

WHAT HAPPENS IF I REFUSE TO BE TESTED?

Public Safety Personnel must submit to alcohol and drug testing. If a unit member refuses to be tested, it is considered a positive test result, the consequences of which will be in effect. Refusal to test is defined as any time the employee either fails to provide enough blood for alcohol testing or enough urine for controlled substances testing (without a valid medical excuse) after being notified of the test, or if the employee otherwise obstructs the testing process.

HOW IS ALCOHOL TESTING DONE?

Alcohol testing is done by analyzing a blood sample, which is collected in a private location.

- The collection site person collects the blood sample in the employee's presence. The sample is sent to a testing laboratory certified by the DHHS.
- At the laboratory, a screening test is performed on the primary sample. If the reading is less than 0.04 the test will be reported as negative.

- If the employee refuses to be tested or to sign the testing form, the test is considered to be positive and the laboratory will immediately notify the Designated Employer Representative.

HOW IS DRUG TESTING DONE?

Drug testing is done by analyzing a urine sample, which is collected in a private location.

- In accordance with MGL Chapter 94C, all drug tests will consist of determinations of the presence of five drugs, classes of drugs, or their metabolites: marijuana metabolites, cocaine metabolites, opiates metabolites, phencyclidine (PCP), and amphetamines. In the course of testing, other drugs or their metabolites, as found in MGL Chapter 94C, may be tested for if particular use is suspected. Such other drugs or their metabolites include, but need not be limited to: lysergic acid diethylamide (LSD), methaqualone, barbiturates and benzodiazepines.
- The collection site person divides the urine sample into two containers in the employee's presence. The primary sample is sent to a testing laboratory certified by the DHHS.
- At the laboratory, a screening test is performed on the primary sample. If this test is positive for drugs, a confirmation test is required.
- The confirmation test will be done (on the same sample) using a specialized procedure called gas chromatography/mass spectrometry, to ensure that over-the-counter drugs are not reported as positive.
- If the first test is positive, the Medical Review Officer (MRO) will contact the employee to find out if there is a medical reason for drug use. If the MRO determines a legitimate medical reason, the test may be reported as negative.
- After being notified that the first test was positive, the employee will have 48 hours to contact the MRO and request a test of the split specimen. If the employee does not contact the MRO within 48 hours, but can prove a legitimate reason for not doing so, the MRO may order the split specimen to be tested per request of the employee. The MRO will then notify the designated University Representative of the request for the second test. To ensure objectivity, the split specimen is sent to a different DHHS certified lab for testing. The costs associated with testing a split specimen shall be the responsibility of the employer.
- Removal from public safety duties is required following the first positive drug test. The University must place the employee on paid administrative leave upon notification of the first positive drug test. If the analysis of the split sample does not confirm the presence of a drug, the MRO shall report this to the employer and the employee. In this case any paid leave used or time off the payroll will be restored to the employee.

WHAT ARE THE CONSEQUENCES OF VIOLATING THE ALCOHOL OR DRUG PROHIBITIONS?

Notwithstanding all other provisions of the Agreement, the following consequences will be the maximum penalties applicable solely for the violations below, and shall be imposed only for just cause enforceable under the procedures set forth in Article XI up to and including arbitration:

- A test of less than 0.040 shall not be considered a positive test.

Positive alcohol tests

A. Alcohol tests at or above 0.040 but under 0.060

- If a test for alcohol results in at least 0.040 but less than 0.060, the employee will immediately be sent home without loss of pay on each occasion and receive a "Written Warning". This warning will be placed in the employee's personnel file.

- No return to duty test is required for an alcohol test result less than 0.060.
- B. Alcohol tests at or above 0.060
 - First positive: One (1) day unpaid suspension. Successful completion of any program as identified by the Substance Abuse Professional (SAP) and/or Medical Review Officer (MRO).
 - Second Positive within three (3) years: ten (10) days unpaid suspension. Successful completion of any program as identified by the Substance Abuse Professional (SAP) and Medical Review Officer (MRO).
 - Third Positive within three (3) years: thirty (30) days unpaid suspension. Successful completion of any program as identified by the Substance Abuse Professional (SAP) and/or Medical Review Officer (MRO).
 - Fourth Positive within three (3) years: discharge.
 - Return to Duty testing is required for Public Safety Personnel who have tested positive for an alcohol concentration of 0.060 or above before they return to work. MRO and/or SAP authorized return to duty tests will be paid for by the employer.
 - Follow-up testing is required after the employee returns to public safety functions. There may be up to six tests during the first year back in a public safety position. Follow –up testing may continue for up to three years.

Positive drug tests

- First Positive: Five (5) day unpaid suspension. Successful completion of any program as identified by the Substance Abuse Professional (SAP) and Medical Review Officer (MRO).
- Second Positive within three (3) years: discharge.
- Return to Duty testing is required for Public Safety Personnel who have tested positive for illegal drugs and/or controlled substances before they return to work. MRO/SAP authorized return to duty tests will be paid for by the employer.
- Follow-up testing is required after the employee returns to public safety functions. There may be up to six tests during the first year back in a public safety position. Follow –up testing may continue for up to three years.

General Provisions for Alcohol and Drug Testing

Payment of recommended programs will be covered by the employee's health insurance according to the terms set forth in the policy, i.e. deductibles and co-payments are the responsibility of the employee. If an employee has an Adulterated Alcohol/Drug Test (i.e. the specimen had been tampered with by the employee) it will be considered a refusal to test and shall be subject to penalties the same as a positive test.

WHERE CAN I GO FOR HELP?

This policy requires that the employer provide employees with an opportunity for treatment. Absences from work needed for treatment shall be covered by applicable sick leave and/or FMLA policies and procedures. If an employee violates an alcohol or drug prohibition, the employee must be evaluated by a substance abuse professional to determine what help is needed, and is subject to disciplinary action up to and including termination, as specified above.

WHEN CAN EMPLOYEE RETURN TO WORK?

Before returning to a public safety position, the employee must:

- Have an alcohol concentration of less than 0.04, or a verified negative drug test, depending on the violation,
- Complete a recommended program of treatment, if any,
- Complete up to six follow-up tests within the first year back to work (follow-up testing may be done for up to three years after return to work.)

ENFORCEMENT

All supervisors will be expected to enforce the Alcohol and Controlled Substances Testing Policy for Public Safety Personnel consistent with its terms and conditions. However, APA supervisors may not order testing of other APA unit members. Any supervisor found to ignore or disregard the provisions of this policy will be subject to discipline.

TRANSPORTATION OF EMPLOYEES

If an employee is subject to testing through a post-incident or reasonable suspicion test, the University will transport the employee to the testing site and make transportation available from the testing site to their home.

Upon notification of a positive random drug test, if the employee is on-duty, the University will arrange for transportation for the employee to their home.

REFILL OF POSITION

The University reserves the right to refill positions as necessary (on a temporary basis).

USE OF EMPLOYEES' TIME

Separate from any disciplinary action referenced in this policy, should the employee be required to be out of work as a consequence of a course of treatment required for any violation of this policy, they shall first use any and all sick time available to them, then any personal days or compensatory time, then any unused vacation time. Any days necessary after that may be unpaid unless the employee applies for and is approved for Sick Leave Bank as outlined in the Collective Bargaining Agreement.

I have read and/or have had explained to me, the Alcohol and Controlled Substances Testing Policy, as approved by the Board of Higher Education and the Association of Professional Administrators.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

APPENDIX K

Position Characteristics

Official State Title	Scope Description	Minimum Qualifications (may vary depending on job)
<u>Staff Assistant</u>	Individual contributor who may also engage in team-related work. Job descriptions under this category may include responsibilities related to program coordination, budgetary assistance, project management, and support for higher-level positions responsible for functional oversight. Supervisory responsibility may be a component of work in this category.	Typically requires a bachelor's degree and 0+ years of experience in a role of similar complexity, subject area, and responsibility.
<u>Staff Associate</u>	Functional specialist who may serve as an individual contributor and engage in team-related work. Job descriptions under this category may include responsibilities related to specialized practices or technical expertise in their area of work, program administration, assisting with budgetary responsibilities, and project management. Supervisory responsibility may be a component of this work.	Typically requires a bachelor's degree and 1+ years of experience in a role of similar complexity, subject area, and responsibility.
<u>Assistant Director</u>	Mid-level leadership position, which performs both individual and collaborative responsibilities to accomplish department initiatives. Job descriptions under this category may include responsibilities related to oversight of a specialized function, interdepartmental projects, interpreting policies & procedures, assuring accountability and stewardship of resources. Supervisory responsibility may be a component of this work.	Typically requires a bachelor's or master's degree and 2+ years of experience in a role of similar complexity, subject area, and responsibility.
<u>Associate Director</u>	Mid-level leadership position, which performs both individual and collaborative responsibilities to accomplish department initiatives. Job descriptions under this category may include responsibilities related to oversight of one or more specialized functions, developing policies & procedures, engaging in or leading interdepartmental & interdivisional projects, assuring accountability and stewardship of resources. Supervisory responsibility may be a component of this work.	Typically requires a bachelor's or master's degree and 2+ years of experience in a role of similar complexity, subject area, and responsibility.

Official State Title	Scope Description	Minimum Qualifications (may vary depending on job)
<u>Director</u>	Leadership position, which performs both individual and collaborative responsibilities to execute departmental and interdivisional initiatives. Job descriptions under this category may include responsibilities related to oversight of departmental functions, participation in strategic planning, engaging team members in strategic initiatives, recommending policies & procedures, budget management and accountability and stewardship of resources. Management of departmental structure and people are components of this work.	Typically requires a bachelor's or master's degree and 4+ years of experience in a role of similar complexity, subject area, and responsibility.
<u>Assistant Dean</u>	Leadership position, which performs both individual and collaborative responsibilities to execute initiatives for one or more departments, as well as interdivisional initiatives with work primarily focused in the academic and/or student affairs realms. Job descriptions under this category may include responsibilities related to oversight of one or more departments; participation in strategic planning; engaging team members in strategic initiatives; recommending policies & procedures; performing budget management and accountability; and stewardship of resources. Management of departmental structure and people are components of this work.	Typically requires a bachelor's or master's degree and 6+ years of experience in a role of similar complexity, subject area, and responsibility.
<u>Executive Director</u>	Leadership position, which performs both individual and collaborative responsibilities to execute initiatives for one or more departments, as well as interdivisional initiatives. Job descriptions under this category may include responsibilities related to oversight of one or more departments; participation in strategic planning; engaging team members in strategic initiatives; recommending policies & procedures; performing budget management; and accountability and stewardship of resources. Management of departmental structures and people are components of this work.	Typically requires a bachelor's or master's degree and 6+ years of experience in a role of similar complexity, subject area, and responsibility.

These guidelines state the general characteristics the institutions expect of positions in the APA unit. Each institution has the autonomy to classify positions within these levels as it deems appropriate given structures within departments and divisions. These guidelines do not guarantee advancement or position reclassification to another job level but rather are used to guide the determination of job levels when positions are created. The education and experience requirements for these job levels vary based on the demands of the position at discretion of each institution. The guidelines are not to be the basis of a unit member's requesting additional compensation or a change in position title.

In accordance with Article IV, Evaluation of Administrators, administrators should develop a plan for professional development with their supervisor and are encouraged to have conversations with their supervisor or other department heads regarding education and experience needed to advance in their areas of specialty or interest(s).

These bargaining unit titles are distinguished from the non-unit titles that include "confidential" or "managerial" duties as those terms are defined by G.L. c. 150E and applied by the Department of Labor Relations.

APPENDIX L

Memorandum of Agreement

This Memorandum of Agreement is made by and between the Department of Higher Education (the “State Universities”) and the Association of Professional Administrators (“APA”), jointly the “parties.”

WHEREAS, in order to comply with regulations and federal policies regarding the operation of the State University Police Departments, the Universities must conduct criminal fingerprint background checks (“background check”) of current unit members who may have access to the Department’s Criminal Justice Information Services system;

WHEREAS, the parties have met to bargain about the impact of background checks on current non-public safety unit members; and

NOW, THEREFORE, in consideration of the foregoing premises and of the mutual covenants hereinafter set down, the parties agree as follows:

1. The parties agree that:
 - a. If the Universities know at the time of posting a non-public safety APA-represented position that the position will be working on the CJIS, it will include that responsibility in the job posting. The parties acknowledge that organizational needs may change, and that, subject to the provisions in Article III, a University maintains the authority to determine the content of job descriptions as organizationally appropriate.
 - b. The Universities will identify those positions that will be subject to periodic background checks due to work or potential to work on the CJIS system, and add the CJIS system work to the positions job description, consistent with Article III.
 - c. The Universities will notify in writing unit members whose positions have been identified above in paragraph 1(b) that they will be subject to periodic background checks. The universities will copy their local APA Chapter President on that notice.
 - d. The Universities will pay the cost for the periodic check described in 1(c) above.
 - e. If, based on information he or she receives as part of the background check, the Chief determines that a non-public safety unit member is not qualified to work on the CJIS system, the Chief will notify Human Resources and the employee of that decision. In addition, the Chief will give the unit member the results of the criminal background check, a copy of CDJIS’ Information Concerning the Process for Correcting a Criminal Record, and a copy of the University’s CORI/Background Check Policy.

- i. If he or she so chooses, the unit member will be provided with a reasonable opportunity to dispute the accuracy of the criminal history. The University may elect to place the unit member on a paid administrative leave while he or she contests the accuracy of the criminal history. If, ultimately, an individual's criminal history is corrected in the CORI database, at the written request of the individual, the University will remove mention of the criminal history from the Individual's Official Personnel File. This paragraph 1(e)(i) does not confer separate job protection benefits, and the University will take any employment actions consistent with the Collective Bargaining Agreement.
 - ii. Human Resources may elect to conduct its own third party criminal background check if the Chief disqualifies the unit member from working on the CJIS system. Once it has those results, Human Resources will then conduct a review pursuant to its own CORI/Background Check Policy on whether the unit member is eligible to continue employment at the University.
 - iii. Any employment action the University elects to take at the conclusion of Human Resource's review described in 1(e)(ii) above will be carried out consistent with the Collective Bargaining Agreement between the parties.
 - f. The Universities maintain Official Personnel Files consistent with Article X of the CBA and G.L.c. 149 sec 52C.
2. Implementation. The parties agree that the terms of this Agreement that the University has satisfied its obligations under c. 150E and under the APA collective bargaining agreement to implement background checks of certain unit members, as described in paragraph 1 above. The APA agrees not to file or process any grievance, complaint or charge on behalf of itself or any of its unit members regarding the changes described herein, except as necessary to enforce the terms of this Agreement.
 3. Entire Agreement. The parties agree that this Agreement constitutes the entire agreement between the parties with respect to the changes described in Paragraph 1. Nothing in this Agreement modifies the rights of the parties under the respective collective bargaining agreements.

WHEREFORE, the Universities and the APA, acting through their representatives, hereunder set their signs and seals on the date first above written.

Department of Higher Education,

By:  Date: 4/3/17
 Michael Murray
 Director of Employee and Labor Relations

Association of Professional Administrators/MTA/NEA,

By:  Date: 3/28/2017
 Sherry Hoteanopoulos
 President, Association of Professional Administrators