

Contract Administration Tip
Professional Staff Evaluations & Full Time Salary Increases

If you have any questions, do not hesitate to contact me.
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Professional Staff Evaluation Process

June 1, 2020 Summary Evaluations - Full-time professional staff summary evaluations were due on June 1, 2020. Under normal circumstances, the evaluations are based on the E-7s in place from July 1, 2019 to May 31, 2020; however, because of COVID-19, the MCCC and the employer have agreed that these evaluations will be restricted to a work performance year from July 1, 2019 to February 28, 2020. **The timeframe from February 29, 2019 to May 31, 2020 shall not be evaluated as part of the E-8 Summary Evaluation.** Please note the professional staff are required to submit the log of student advisement (if assigned) and the log of college service activities. These documents were due to be submitted on May 30, 2020. These activities should reflect the time frame from January 1, 2020 to February 28, 2020. For the Fall semester 2019, the logs were already submitted on December 30, 2019; therefore, **the evaluation of student advising logs and college service as part of the E-8 Summary Evaluation covers the timeframe from July 1, 2019 to February 28, 2020.**

Evaluation Grievances

College administrators were aware of the modified evaluation timelines since March 20, 2020 and they had over 2 months to complete the process. In order to protect your contractual rights, the MCCC recommends that if summary evaluations were not received by June 1, individual grievances should be filed within thirty (30) calendar days from June 1, 2020. If the refusal to complete the summary evaluation process by June 1 is problem in an entire work area or multiple work areas or college-wide, a chapter grievance should be filed. The appropriate remedy to each grievance should be: **The failure to complete the Summary Evaluation in accordance with Article 13 of the Contract for the July 1, 2019 to May 31 work year shall have no adverse impact on professional staff unit members and this statement shall be placed in the personnel file of each unit member.**

Receipt of the Evaluation

When the summary evaluation is completed and forwarded to you, signing the evaluation does not mean agreement. It simply means that you have received a copy of the evaluation. At that point, you have 7 workdays to respond to the evaluation and 30 calendar days to file a grievance. The Complete Timetable and Evaluation Process is Attached.

Development of the E-7

1. Go to <http://www.mass.edu/foremployees/classificationspecs/classspecs-mccc.asp> and download the specifications for your specific classification title. Please note that you may have an in-house title in addition to your official classification title. Both should be listed on the E-7 under Job Title.
2. The E-7 Form can be downloaded at <https://mccc-union.org/day-contract-and-forms/>
3. Incorporate into the E-7 the specific specification items from the downloaded specifications that you perform. These should be listed under Job Description Item (Goal) using Roman Numerals.
4. Under each Job Description Item, list the *mutually agreed* to objectives using Capital Letters. Note that these objectives are listed only *if mutually agreed* to between the unit member and the immediate supervisor.
5. Under each Objective (if not mutually agreed and not listed, then under each Job Description Item) list the specific Activities/Methods you intend to utilize to accomplish each Job Description Item. Use Arabic Numerals as you list these items.
6. The E-7 shall be completed, forwarded to a professional staff member, and placed in the personnel file within 30 days of a professional staff member's first appointment and by July 31 of subsequent appointments. During the year, changes in the E-7 may be requested by the unit member and/or the immediate supervisor. If there are proposed changes in the E-7, the supervisor shall meet with the professional staff member. If substantive and ongoing duties are modified and/or added to the E-7, the E-7 shall be rewritten within 30 days of this meeting. Remember that you will be responsible for the completion of the E-7 and the E-7 should reflect a 37 1/2 hour workload. If there are additions to the existing E-7, then items should be deleted to be in compliance with a 37 1/2 hour workload. If there are no changes in the E-7 from year to year, an E-7 shall be placed in the file for each year with the appropriate dates for that particular E-7.
Working Remotely - Since the majority of professional staff will be working remotely, it is recommended that the E-7 reflect the prior year E-7 with the caveat the duties will be performed remotely. Please not if there is a specific responsibility or activity that cannot be done remotely, it should not be listed on the E-7, but make sure the remaining work covers a 37 ½ hour per week workload.
7. The E-7 is the basis for the summary evaluation. The Summary Evaluation is due February 1 of the first appointment and by June 1 thereafter.

Salary Increases

Effective July 1, 2020, all full-time unit members shall receive a 2% salary increase by moving from the existing interval to the same interval on the appropriate July 1, 2020 salary grid on pages 189 to 198 of the contract posted at https://mccc-union.org/wp-content/uploads/sites/69/2020/05/MCCC_BHE_Day_Contract_2018-2021-final.pdf

Grid Increases

Effective July 1, 2020 and September 1, 2020, there are grid increases for professional staff and faculty. At the bottom of this page and the following page is my **Summary** of those grid increases and effective dates; and the specific language of the Grid MOA can be found on pages 164-168 of the contract posted at https://mccc-union.org/wp-content/uploads/sites/69/2020/05/MCCC_BHE_Day_Contract_2018-2021-final.pdf

Salary Grievances - If salary increases and grid increases are not received on the appropriate dates, grievances must be filed within 30 calendar days.

2017 Tenure Appointments & 2017 Post Tenure Evaluations - Please note 1) faculty who were granted tenure on September 1, 2017 and professional staff who were granted tenure on July 1, 2017 are due for their every 3rd year post tenure evaluation on February 1, 2020 for faculty and June 1, 2020 for professional staff; and 2) unit members who had their every 3rd year post tenure evaluation on February 1, 2017 for faculty and June 1, 2017 for professional staff are due for their every 3rd year post tenure evaluation on February 1, 2020 for faculty and June 1, 2020 for professional staff. The grid increases are based on *other than unsatisfactory post tenure evaluations* completed on the above-referenced dates. If the evaluations were not completed or the subsequent grid increases are not received, grievances must be filed immediately.

SUMMAR OF GRID SALARY INCREASES

- 1) The faculty grids are rank specific and salaries can be found in the appropriate degree column and interval number.
- 2) The professional staff grids are grade specific and salaries can be found in the appropriate degree column and interval number.
- 3) Once you find your salary and interval, follow the instructions below that fits your employment category.

Faculty

- **Rank change - September Payroll** - Advance to the same interval # on the new rank's grid. Effective on first payroll in academic year in which rank becomes effective - **September Payroll.**
- **Academic Credentials - September 1 or January 15 Payrolls** - Advance to the same interval # onto the new credential column. **Effective September 1 or January 15** following credential changes. Faculty on Column H will move 2 intervals on Column H if there are two intervals remaining (level 2) or one interval if there is one interval remaining (level 1). If at level 1, then remain at level 1.
- **Tenure - Beginning of 7th Year of Employment** - Advance one interval down on the grid. Effective on first payroll in academic year in which tenure becomes effective. **Effective September Payroll – Beginning of 7th year of employment.**
- **Post-tenure Review - September Payroll** - Advance one interval down on the grid. Effective on first payroll in academic year in which evaluation was completed - **Effective September Payroll following February 1 Evaluation.** Evaluations and grid increases are every third year following the tenure. If on interval 1, then one-time payment of 1.25% of salary.

Professional staff

- **4th Reappointment** - Advance 2 intervals down on July 1 following notice of 4th year reappointment. **July 1 following 4th reappointment notice..**
- **Tenure - Beginning of 7th Year of Employment** - Advance 3 intervals down upon tenure appointment or the 7th year of reappointment if not tenure eligible because of non-state appropriated funding source. **Effective beginning of 7th year on July 1.**
- **9th Year - July 1 Following 9th Anniversary** - Advance 2 intervals down on July 1 following the 9th anniversary of date of hire.
- **Post-tenure review- July Payroll** - Advance one interval down on the grid. **Effective July 1** following June 1 Evaluation. Evaluations and grid increases are every third year following the tenure. If on interval 1, then one time payment of 1.25% of salary.
- **Academic Credentials or Credits - September 1 or January 15 Payrolls** - Advance to the same interval # onto the new credential column. **Effective September 1 or January 15** following credential changes. Professional staff on Column H will move 2 intervals on Column H if there are two intervals remaining (level 2) or one interval if there is one interval remaining (level 1). If at level 1, then remain at level 1.

Reclassification In the event the reclassification does not provide a salary increase or at least the difference between the minimum salaries of the two grades, the placement on the grid is the amount closest to at least the actual difference between grades.