

LETTER OF AGREEMENT
BETWEEN HENRY FORD COLLEGE
AND SUPPORT STAFF ORGANIZATION (SSA)

This letter of agreement executed by and between the Henry Ford College Board of Trustees (hereinafter referred to as the "Board"), and the Henry Ford Community College Support Staff Association (hereinafter referred to as the HFCC-SSA), whereas the above mentioned parties agree as follows:

1. HFCC-SSA employees directly affected by the Academic Affairs reorganization, effective July 1, 2017, who bid on positions assigned within their current classification, shall follow Article 8(B) of the 2016-2020 HFCC-SSA collective bargaining agreement.
2. The classifications covered by this Letter of Agreement shall be limited to Assistant to the Associate Dean, Academic Affairs Assistant, and the two (2) affected Division Secretary positions.
3. This procedure is not precedence setting.
4. The College will waive the one-transfer per year provision as outlined under Article 8(B) for the employees directly affected by the Academic Affairs reorganization. There shall be a limit of 2 (two) transfer requests each for these affected employees for the 2017-2018 FY.

For the Board of Trustees/HFC

By: 

Date: 7/25/17

For the HFCC-SSA

By: 

Date: 7/25/17

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This letter of agreement executed by and between the Henry Ford College Board of Trustees (hereinafter referred to as the "Board"), and the Henry Ford Community College Support Staff Association (hereinafter referred to as the HFCC-SSA), whereas the above mentioned parties agree as follows:

1. The classifications of "Web Technician Associate" and "Statistical Analyst" have been created in the Technical Support job family.
2. This position will be covered by the HFCC-SSA bargaining agreement.
3. The following is the salary schedule for these positions, will be as follows:

2017-2018

Position	ST 1	ST 2	ST 3	ST 4	ST 5	ST 6	ST 7	ST 8	ST 9	ST 10
Web Technician Assoc.	\$19.70	\$20.67	\$21.64	\$22.62	\$23.59	\$24.55	\$25.52	\$26.50	\$27.48	\$28.44
Statistical Analyst	\$19.70	\$20.67	\$21.64	\$22.62	\$23.59	\$24.55	\$25.52	\$26.50	\$27.48	\$28.44

2018-2019

Position	ST 1	ST 2	ST 3	ST 4	ST 5	ST 6	ST 7	ST 8	ST 9	ST 10
Web Technician Assoc.	\$19.99	\$20.98	\$21.97	\$22.96	\$23.94	\$24.92	\$25.90	\$26.90	\$27.89	\$28.87
Statistical Analyst	\$19.99	\$20.98	\$21.97	\$22.96	\$23.94	\$24.92	\$25.90	\$26.90	\$27.89	\$28.87

2019-2020


Position	ST 1	ST 2	ST 3	ST 4	ST 5	ST 6	ST 7	ST 8	ST 9	ST 10
Web Technician Assoc.	\$20.29	\$21.30	\$22.30	\$23.30	\$24.30	\$25.30	\$26.29	\$27.30	\$28.31	\$29.30
Statistical Analyst	\$20.29	\$21.30	\$22.30	\$23.30	\$24.30	\$25.30	\$26.29	\$27.30	\$28.31	\$29.30

For the Board of Trustees/HFC

By: 

Date: 9/11/17

For the HFCC-SSA

By: 

Date: 9/11/17

HFCC-SSA
2017-18 Performance Score Agreement

- 1) In accordance with Article 12.B of the HFCC-SSA 2016-2020 collective bargaining agreement, it is agreed that the 2017-18 merit bonus will be paid to employees who, in addition to meeting other established eligibility requirements, are assigned an overall score of 3.0 or higher by the evaluating manager.

Cynthia Glass
For the College
4/10/18
Date

Kimberly Han
For the HFCC-SSA
4/10/18
Date

HFC Proposed Letter of Agreement Components

Skilled Trade Stipend (Article 12.F.3)

In accordance with the HFCC SSA collective bargaining agreement, Article 12.F.3 – Skilled Trades Stipend, the College proposes the following:

1. Increase the amount of the annual stipend paid semi-annually from the current amount of \$2,000 to the amount of \$10,000, with
 - a. \$5,000 paid on the first payroll period in February for the period of August 1 through January 31 and
 - b. \$5,000 paid on the first payroll period in August for the period February 1 through July 31.
2. This agreement will expire on June 30, 2020.

Signed for the Union *Kimberly Hain* Date 3/7/18
Signed for the College *[Signature]* Date 3/7/18

HFCC-SSA
Incentive Agreement

In the third (3rd) and fourth (4th) year of the agreement, bargaining unit members shall receive a lump sum incentive of 1.25% of annual straight time wages. Actual payment will occur the last pay in December 2018 and December 2019.

The College and the SSA agree to the following:

- 1) HFCC-SSA members will complete, in addition to HFC mandatory training, 12 hours of online training per contract year in the employer's Talent Management System (CSOD).
- 2) Employee's immediate supervisor will preapprove training. It is expected that supervisors and employees discuss and agree on prospective training during the evaluation rating period for the subsequent rating period. This individual development plan ensures training is appropriate and valuable to both the employee and the College.
- 3) HFCC-SSA employees not assigned a personal work space with a computer will be allowed access to a lab on campus to complete training during employee's normal working hours. Employee's immediate supervisor will designate times and areas.

Cynthia Glass
For the College

April 9, 2018
Date

Kimberly Brainer
For the HFCC-SSA

4/10/18
Date

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When an employee promoted to a different classification does not satisfactorily complete the sixty (60) working day period required under Article 8.C of the 2016 – 2020 HFCC-SSA bargaining agreement, the employee's probation may be extended for a period not longer than thirty (30) additional working days before the employee reverts back to his/her previous classification.

It is agreed that this letter of agreement will expire at the end of the HFCC-SSA 2016-2020 collective bargaining agreement.

For the Board of Trustees/HFC

By: W. B.

Date: 11-9-2017

For the HFCC-SSA

By: Kimberly Brown

Date: 11/9/17