

HFCC-SSA

Incentive Agreement Addendum

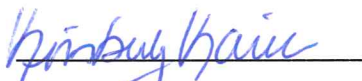
In the third (3rd) and fourth (4th) years of the agreement, bargaining unit members shall receive a lump sum incentive of 1.25% of annual straight time wages. Actual payment will occur the last pay in December 2018 and December 2019.

The College and the SSA have agreed, per signed LOA April 9-10, 2018, 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.

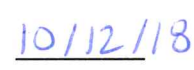
The College and the SSA agree to the following addendum:

- 1) It is agreed that for the 2018-2019 rating period, the required number of training hours to be completed by SSA members will be reduced from 12 to 8.
- 2) SSA employees will have through March 31, 2019, to complete 8 hours of training for the third (3rd) year. They will have from April 1, 2019 through March 31, 2020, to complete 12 hours of training for the 4th year.
- 3) It is understood that completion of training as outlined in this addendum is required of all SSA employees.
- 4) It is understood that manager-approved training outside of the LMS may be entered into and count towards the employees training hours.


For the Union


Date


For the College


Date