

MEMORANDUM OF UNDERSTANDING

Community College of Baltimore County and Communication Workers of America – Local 2111

This Memorandum of Understanding replaces section 6.12D of the current Collective Bargaining Agreement effective March 16, 2013.

The job study process results from Union and Management's recognition that job changes occur and employees experience growth and personal achievement within an employee's professional career. Higher level job duties, increased minimum job qualifications and the employee's fulfillment of the minimum qualifications are the foundation of a request for a job study.

Job Study Request

An employee may be eligible to request a job study under the following conditions:

- A. The level of the employee's job duties have changed significantly without additional compensation (i.e., more than 20% of job duties are at a higher level than indicated in the current job description) in the opinion of the employee, or
- B. The employee has performed a temporary assignment (receiving 3% additional compensation – see Section 6.8.b of the Collective Bargaining Agreement) for 10 consecutive months and the higher level position has not been "posted" and opened for applicants.

If paragraph A or B (above) is true, the employee must meet the following additional conditions to request a job study:

- A. The employee has been in their current full-time position at the college for at least two full fiscal years. The employee meets the minimum qualifications of the higher level position to which they wish to be reclassified.
- B. The employee has received two (2) consecutive successful performance evaluations immediately preceding this **Request for Job Study** submission.
- C. The employee has not received a written disciplinary action or suspension within the previous two years immediately preceding this **Request for Job Study** submission.
- D. The employee has not submitted a **Request for Job Study** within the previous three (3) years for their current position.
- E. The employee is not in a position that is eligible for "career ladder advancement".

The **Request for Job Study** shows an employee's intent to request consideration for a review of their position/job description and possible reclassification. Bargaining unit employees seeking such a review of their position are responsible for submitting a **Request for Job Study** to their supervisor. It is the responsibility of the bargaining unit employee to prepare a coherent and detailed exhibit of their changed or increased job duties, and increased skills or training required

to successfully perform the job. All reclassification eligibility criteria must be fulfilled, addressed and documented in the employee's request for a job study.

Job Study Review Timeline:

- A. The **Request for Job Study** along with all supporting documents shall be submitted by the employee to the employee's direct supervisor no later than the 15th of September of each year. The employee should send the **Request for Job Study** to the supervisor using the college e-mail system to ensure a date/time stamp is verified. If the employee does not have access to the college e-mail system, the supervisor shall time stamp the document upon receipt and return a copy of the completed and time stamped **Request for Job Study** to the employee.
- B. The **Request for Job Study** shall be addressed by the supervisor on a document which will include a signatory block indicating either support or non-support of the proposed application. If the supervisor's opinion is one of non-support, the supervisor shall detail his or her position, in writing. The **Request for Job Study** indicating the support or non-support of the supervisor shall then be returned to the employee on or before the 25th of September of each year.
- C. The **Request for Job Study** along with all supporting documents and the supervisor's signature shall be submitted by the employee to the appropriate vice president by the last business day in September. Each vice president will submit all received job study requests to the Director, Compensation and Benefits, Human Resources by the third workday in October.
- D. All of the **Requests for Job Study** shall be reviewed by the Job Study Committee, during the months of October, November and December.
- E. The college president shall review the committee's recommendations and issue a final ruling by the last workday in December. Each employee who has submitted a **Request for Job Study** will be mailed a letter containing the disposition of their **Request for Job Study** by the last workday in December.
- F. Salary and title changes for employees with approved reclassifications will be effective on the first workday of January.
- G. In the event that the committee or the president is unable to complete their work by the noted dates, the remedy shall be that all decisions, salaries and grades are retroactive to the first workday of January.

The Job Study Committee:

- A. The Job Study Committee shall consist of the four CCBC vice presidents, Executive Director of Human Resources, Director of Compensation and Benefits, and the CWA Local 2111 Primary Officers (President, Executive Vice President, Secretary/Treasurer or designees). The chair of the committee shall be the vice president of Administrative Services.

- B. The committee will review job related criteria relating to each **Request for a Job Study**. They will review the incumbent's request, the supervisor's analysis and other job-related data that they deem appropriate including but not limited to desk audits and comparable job descriptions.
- C. The committee may make the following determinations:
1. The incumbent's position is incorrectly classified and should instead be classified as a different position in a higher grade. (For example, the incumbent's position is classified as an Administrative Support Assistant II as a CL4, but instead should be classified as an Administrative Support Assistant III as a CL5).
 2. The incumbent's position is incorrectly classified and should instead be classified as a different position in the same grade. (For example, the incumbent's position is classified as an Administrative Support Assistant II as a CL4, but instead should be classified as a Specialist II, Payroll as a CL4.)
 3. The incumbent's position is incorrectly classified and should instead be classified as a different position in a lower grade. (For example, the incumbent's position is classified as an Administrative Support Assistant II as a CL4, but instead should be classified as a Specialist I, Payroll as a CL3.)
 4. The incumbent's position and grade is appropriate.
 5. On rare occasions, the committee may determine that none of the existing Unit 2 positions accurately matches the incumbent's position. In these cases, a new position, title and grade will be recommended.
 6. In all cases, the committee will consider whether the reasons for the incorrect classification also apply to similarly situated employees or if this situation is unique to the employee who requested the job study. If the situation is not unique, the committee should recommend similar treatment for similarly situated employees.
- D. The committee review should focus on internal comparability and equity of Unit 2 positions. The committee should not address market competitiveness of position salaries since that is addressed in periodic overall negotiations over wages, hours, terms and conditions of employment between the college and the union.

Implementation of Changes resulting from a Request for Job Study:

If the recommendations of the Job Study Committee are approved by the president, they shall be implemented as follows:

- A. If the incumbent's position is incorrectly classified and should instead be classified as a different position in a higher grade, the incumbent will receive a promotion to the new position and grade in accordance with Section 6.12A effective the first working day of

January. The incumbent's job description will be changed to conform with the existing general job description for the new position, noting position specific duties as necessary

- B. If the incumbent's position is incorrectly classified and should instead be classified as a different position in the same grade, the incumbent will be placed in the new position and grade effective the first day of January. There will be no salary adjustment. Job descriptions will be changed as necessary.
- C. If the incumbent's position is incorrectly classified and should instead be classified as a different position in a lower grade, no changes to the incumbent's classification or salary will be made. Job descriptions will be changed as necessary. After the current incumbent is no longer in the position, the grade and position will be downgraded. The parties agree that the language of Section 6.12B shall not apply.
- D. If the incumbent's position and grade is appropriate, there will be no changes to the employee's classification or salary. Job descriptions will be changed as necessary.
- E. If the incumbent's position is classified as a new position in Unit 2, the incumbent will be placed in the new position and grade effective the first day of January. Job descriptions will be changed, as necessary. Salary adjustments for the incumbent will be determined as detailed above based on whether the new position is in a higher, lower or the same grade as the incumbent's current position.
- F. Generally, incumbents who have requested a job study will be eligible for a step increase on the subsequent July 1 assuming they receive a successful performance evaluation.

Appeals:

The decisions of CCBC president are final and not subject to the grievance and arbitration process. However, the union president may appeal issues related to the process directly to the vice president, Administrative Services.

Applicability of this Job Study Process:

A job study is not appropriate for positions eligible for "Career Ladder Advancement" as identified below. Career ladders are designed to address the credential and experience progression of current CCBC employees who have successfully completed important milestones in their career.

Career Ladders Positions	Organization	Department
Analyst I, II, III,	Help Desk	Technology Services
Library Tech II	Public Service	Library Services
Library Tech II	Technical Service	Library Services
Child Care Teacher	Child Care	Child Care

Approved this _____ of 2013:

Communications Workers of America,
Local 2111

Community College of Baltimore County

Attachment 1: Request for Job Study Form

This form is provided as an illustration.

The form may be changed by the College from time to time.

**COMMUNITY COLLEGE OF BALTIMORE COUNTY
Classified Employees (Unit 2 and Unit 4) - Request for Job Study**

Employee name	Employee ID number
Supervisor's name	Department
Assigned job title	

Process:

1. The employee completes the **Request for Job Study**.
2. The employee sends the **Request for Job Study** to the supervisor using the college e-mail system and reviews the document with him/her.
3. The employee signs the form.
4. The supervisor signs the completed form, indicating 'support' or 'non-support.'
5. The supervisor returns the form to the employee.
6. The employee submits the completed form to the appropriate vice president.
7. The vice president submits the completed form to the Director, Compensation and Benefits.
8. The Director, Compensation and Benefits submits the completed forms and the requested analysis to the Job Study Committee.

Preliminary Eligibility is determined by checking the appropriate box: (At least one box must be checked "yes")

The level of my job duties have changed significantly without additional compensation. (more than 20% of job duties are at a higher level than indicated in my current job description) in my opinion.	Yes [] No []
I have performed in a temporary assignment (receiving 3% additional compensation – see Section 6.8.b of the CWA Memorandum of Understanding) for 10 consecutive months	Yes [] No []

Employee Eligibility is determined by checking the appropriate box. All boxes must be checked "yes" for the employee to be eligible for a Job Study.

I am performing duties at a higher level which require increased responsibilities and/or minimum qualifications.	Yes [] No []
I meet the minimum qualifications of a higher level position.	Yes [] No []
I have completed two full fiscal years of full time employment at the college in my current position.	Yes [] No []
I have received two consecutive successful performance evaluations in the immediately previous two years.	Yes [] No []
I have not received a written disciplinary action or suspension within the previous two years. I am not currently on a performance improvement plan.	Yes [] No []
I have not submitted a Request for Job Study within the previous three (3) years.	Yes [] No []

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6. Describe the basis for your appeal and the proposed action you recommend. Attach additional pages and supporting documentation, if desired.

Employee’s signature: _____

Date: _____

Supervisor’s Review

Support

Non-Support

If the employee has had a temporary assignment (receiving 3% additional compensation – see Section 6.8.b of the CWA Memorandum of Understanding) for 10 consecutive months, please describe the status of the recruitment efforts to replace the position.

If you do not wish to support this request, please detail your position.

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Supervisor's signature: _____ Date: _____

Tracking of the Request for Job Study.

1 Appropriate Vice President

I have received this Job Study Request. At this time, I express neither support nor non-support.

Signature _____ Date _____

2 Director of Compensation and Benefits

I have received this Job Study Request. At this time, I express neither support nor non-support.

Signature _____ Date _____