

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

AND

**MONTANA TWO-YEAR COLLEGE FACULTY ASSOCIATION
#4610, MFPE, NEA, AFT, AFL-CIO**

JULY 1, 2019 THROUGH JUNE 30, 2021

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ARTICLE 1

PREAMBLE

1.1 PREAMBLE

This agreement is entered into by the Board of Regents of Higher Education, hereinafter referred to as the Employer, and the Montana Two-Year College Faculty Association (MTYCFA), MFPE, AFT, NEA, and AFL-CIO, hereinafter referred to as the Union.

This agreement is negotiated in accordance with the Public Employees Collective Bargaining Act. A purpose of this agreement includes but is not limited to establishing terms and conditions of employment. The parties intend to engender an atmosphere conducive to the development of quality education under the governance of the Board of Regents and to develop an effective and harmonious relationship between the parties.

ARTICLE 2

RECOGNITION

2.1 RECOGNITION

A. Recognition.

The Board of Regents, hereinafter referred to as the Employer, recognizes the Montana Two-Year College Faculty Association, MFPE, AFT, NEA, AFL-CIO, hereinafter referred to as the Union, as the sole and exclusive bargaining representative of all faculty in the bargaining unit. The Union recognizes the Board of Regents as the statutory governing body of City College Billings, Gallatin College Bozeman, Highlands College Butte, and Great Falls College Great Falls hereinafter referred to as Colleges.

B. Bargaining Unit.

The bargaining unit covered by this agreement shall include all instructional faculty members on an Academic Year contract teaching courses in programs

administered by member colleges in Billings, Bozeman, Butte or Great Falls. Additionally, when part-time faculty are assigned 18 or more instructional credits within an academic year, membership in the bargaining unit shall be established and become effective at the time the 18 credit threshold is met. A part-time instructor may not, however, obtain bargaining unit status because of teaching courses in programs administered by more than one college. Instructional-related, non-teaching professional employees are excluded from the bargaining unit. The term “faculty member” as used in this agreement means a member of the bargaining unit.

ARTICLE 3 MANAGEMENT RIGHTS

3.1 MANAGEMENT RIGHTS

The parties recognize that the Employer retains all rights not specifically relinquished in writing by this contract, including but not limited to those denominated in Mont. Code Ann. § 39-31-303.

ARTICLE 4 FACULTY MEMBER RIGHTS AND WORKING CONDITIONS

4.1 SAFETY

The Employer shall provide a place of employment which does not endanger the health and safety of any faculty member. Faculty members shall notify the Employer of any safety or health hazards observed incident to employment. The Employer shall investigate the matter and the parties shall cooperate in promoting and initiating appropriate remedial action. If faculty members are required to wear protective clothing or devices, the Employer shall furnish such items. The selection of the type of clothing or device shall be the prerogative of the Employer, in consultation with affected employees.

4.2 TRAVEL EXPENSES

Faculty members shall be furnished with a state car or be reimbursed for all authorized required travel in accordance with state statutes and policy. Where authorized travel is not required but is job related and beneficial for the faculty member and the Employer, reimbursement at less than the statutory rate may be made provided an agreement to that effect is reached between the faculty member and Employer prior to the authorized travel.

4.3 PAYROLL DEDUCTIONS

In addition to the salary deductions required by law, the following payroll deductions may be authorized in writing at no cost to the faculty member: group health insurance, U.S. savings bonds, approved tax sheltered annuities, approved credit unions, union dues, and other deductions approved by the Employer.

4.4 SECRETARIAL SUPPORT

Faculty members shall have access to available services in the areas of typing, word processing, copying, record keeping, and other support services which are supplied by the secretarial staff at the College.

4.5 OFFICE SPACE

The Employer recognizes the need for faculty members to have access to space for conducting student counseling or other sensitive situations in private. In those situations where such space is needed and the employee does not have an enclosed office, the Employer agrees to work towards alternative, mutually-agreeable arrangements.

4.6 PARKING

Each faculty member shall be provided parking on College property where they work.

4.7 CLASS AND COURSE ASSIGNMENT

The instructional assignment of a faculty member should be made in his/her field of competence. There are common instructional components in each discipline that all faculty should be able to teach. Therefore, the need for change of assignment within his/her field for the purpose of

providing better service and a higher quality program is acknowledged. Instructional assignments shall be based on a consideration of the needs of students (including the need to make the curriculum available throughout the day and evening), the continued necessity for revitalization and improvement of the instructional program, academic qualifications and expertise of the faculty and, where practical, faculty preference. Instructional assignments shall not be made arbitrarily, capriciously, or with the intent or effect of discriminating against any faculty member. The duties and duration of release time granted shall be reported in writing to the faculty member and, upon request, to the local union. Release time for faculty shall be calculated in credits and recorded as faculty member teaching load.

A faculty member shall not be required to teach both evening and early morning classes unless the faculty member concurs with this kind of assignment.

4.8 FULL-TIME FACULTY MEMBER PROFESSIONAL RESPONSIBILITIES

The instructional calendar shall normally not exceed 162 days. It is recognized that the professional responsibilities of a full-time teaching faculty member go beyond meeting the 162 instructional days. The professional responsibilities of instructional faculty members may include but are not limited to the following: teaching, laboratory supervision, lab/shop/equipment maintenance, curriculum development, professional development, departmental and institutional planning, committee activity, and student advising. Therefore, the obligations of teaching faculty members for an academic year contract shall start with the beginning day of orientation activities fall semester and shall extend until the completion of commencement ceremonies and record keeping activities at the end of spring semester. It is presumed the College has priority on the working time of a full-time teaching faculty member.

4.9 PART-TIME FACULTY MEMBER RESPONSIBILITIES

Part-time faculty members may be hired for less than an entire contract period, or may be hired to perform certain specific assignments. The extent of a part-time faculty member's assignments shall be communicated to part-time faculty members at the commencement of their employment period. The employment of two or more part-time faculty members which causes the displacement of a full-time faculty member in the same instructional area is prohibited when the

full-time faculty member is qualified and able to perform the responsibilities assigned the part-time faculty members and such responsibilities equate to a full-time assignment. Unless otherwise specified, part-time faculty members covered by this agreement will receive the benefits contained in this agreement on a pro rata basis.

4.10 UNION/MANAGEMENT COMMITTEE

Joint union-management committees will be established at each College for the purpose of discussing any matters of mutual concern and to improve communications between the Employer and members of the bargaining unit. The committees shall consist of not more than three members appointed by the Union and three members appointed by the Employer, or an alternative equal number of Union and Employer-appointed members mutually agreed to by the Employer and Union.

The committees shall meet at a mutually-agreeable time, place, and date within a reasonable length of time following the request of either party. Five working days prior to the agreed meeting date, each party shall provide the other with a list of items which it wishes to discuss; however, this requirement may be waived by mutual agreement. The committees may not amend this agreement nor may they be used to bypass the contractual grievance procedure.

4.11 COMMITTEES

The Employer recognizes the value of faculty member input in decisions regarding such academic matters as the following: program evaluation, curriculum, faculty member development and sabbaticals, professional standards and qualifications, calendar, and the selection of academic related faculty members. The Union recognizes that responsibility for making final decisions rests with the Employer. Faculty members shall be included on committees which may be established to make recommendations on such academic matters. Appointments on such committees shall be done in consultation with the local union leadership at each College and other appropriate employee groups.

4.12 FACULTY MEMBER VISITATIONS AND EXCHANGE

Business and industrial training programs and employee exchanges provide a means of sharing

ideas, broadening experiences, and updating skills and knowledge. The Employer shall encourage participation in such programs and exchanges within available financial resources. Participation in faculty member visitations and exchanges shall be mutually agreed upon by the Employer and faculty member. Faculty member requests for participation in training programs or faculty member exchanges shall be considered on a case-by-case basis. The costs, salary, and benefits to be paid shall be agreed upon in writing by the Employer and faculty member prior to the commencement of the training, visitations or exchange. Faculty members on such a program will continue to be employees of the Board of Regents, shall continue to accrue seniority, and shall not lose any previously-accrued rights or benefits during the visitation or exchange. No leave benefits shall accrue unless the exchange is to another position within the university system. Faculty member visitations and exchanges will include but are not limited to:

- a. exchanges between faculty members covered by this agreement;
- b. private industry visitations or exchanges;
- c. exchanges or visitations at another unit of the university system;
- d. exchanges or visitations outside the state or country; or
- e. training programs.

4.13 SABBATICAL ASSIGNMENTS

A faculty member who has completed six years of continuous service at a College is eligible to apply for a sabbatical assignment. The granting of sabbatical assignments is subject to the following provisions:

- A. The Dean shall notify College faculty members of the number of sabbaticals available no later than June 1 prior to the deadline for sabbatical assignment. The employee must apply in writing for such leave to the Dean by November 1 of the year preceding the school year in which the leave is sought. However, under extenuating circumstances, the deadline for application may be waived at the discretion of the Dean and with approval of the President or designee. The application shall describe the program of professional improvement he/she contemplates pursuing. Candidates for a sabbatical will be notified of the

decisions no later than May 1 of the year preceding the school year in which the leave is sought.

- B. Satisfactory programs or projects for sabbatical assignments include research, education, related work in other institutions or private business organizations, or other activities which the Dean and the President or designee with concurrence of the Board of Regents, agree will improve the faculty member professionally, or will benefit the College and the state. If the sabbatical leave is for the purpose of attending school, faculty members must take at least the normal full-time load for their program or approved program as recognized by the Dean.
- C. Sabbatical assignments shall be for a period of not less than one academic semester or more than one academic year, except that upon approval of the Dean and President or designee, sabbatical assignments may be granted for a period less than an academic semester.
- D. Faculty members seeking to extend their period of study while on leave after their rights under sabbatical leave have been exhausted may make application for extended leave under Section 6.9, Educational and Professional Improvement Leave, of this agreement.
- E. The salary paid during a sabbatical assignment shall be two-thirds (2/3) of the employee's academic year salary or a pro-rated amount for sabbatical assignments of a shorter duration and shall be calculated based on the same methodology as regular faculty. Faculty members on sabbatical shall be allowed to receive reimbursement for expenses directly related to their course of study and shall also be allowed additional compensation not to exceed 40% of their regular salary, upon approval of the President or designee. All outside compensation must be received through the College for reimbursement to the employee. A faculty member on sabbatical leave shall continue to accrue seniority during the period of sabbatical leave and the Employer will continue its contributions to the group

insurance plan on behalf of the faculty member. No leave benefits shall accrue during a sabbatical assignment.

- F. Any faculty member receiving a sabbatical assignment will be expected to sign a promissory note and written agreement to return to the College for at least one academic year or to reimburse expenses incurred by the Employer as a result of the sabbatical assignment.

4.14 FEE WAIVERS

Any permanent faculty member who works at least three-quarter time (.75 FTE) shall be entitled to a waiver of fees in accordance with Board of Regents policy. The number of courses a faculty member may take may be limited and access to courses shall be on a space available basis.

4.15 ACADEMIC FREEDOM

The Montana University System has had a long tradition of, and a deep commitment to, academic freedom. The welfare and strength of the College, the University and of society at large depend upon the free search for truth and its free expression. To this end, the Montana University System shall recognize and protect full freedom of inquiry, teaching, research, discussion, study, publication, and for artists, the creation and exhibition of works of art, without hindrance, restriction, equivocation, and/or board or Administration reprisal. This right extends to other facets of campus life to include the right of a faculty member to speak on general educational questions or about the Administration and operation of his/her own institution and the Montana University System. The right of academic freedom shall be the right of every faculty member whether tenured or untenured.

The parties to this agreement shall also recognize that each faculty member is a citizen and a member of a learned profession, as well as an employee of an educational institution. When he/she speaks or writes as a citizen, he/she shall be free from institutional censorship or discipline. When acting as a private citizen, the faculty member has an obligation to make it clear that he/she speaks, writes, and acts for himself/herself and is not acting as a representative of the Montana University System.

Academic Responsibility

The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility. The concern of the College and University and its members for academic freedom safeguards must extend equally to requiring responsible service, consistent with the objective of the Montana University System. Every person in the bargaining unit is at one and the same time (1) a teacher, (2) a member of the faculty of the University, and (3) a scholar. By virtue of his/her position in the University, the individual shares all three of these functions, each of which is of great importance.

As a member of a faculty, each person is expected to relate in a professional manner with colleagues in the academic community. Similarly, each faculty member is expected to participate in the work of the unit and of the institution.

As a teacher, every person in the bargaining unit is responsible for effective instruction, including evaluation, of students of the College. In keeping with this, all faculty members shall prepare a syllabus for each course they teach. A current copy of each syllabus will be placed in an electronic data base for access by students. Each faculty member shall provide an electronic copy of their current syllabi within thirty (30) days of the start of the semester to the College's chief academic officer. Aspects of effective instruction include teaching classes in accordance with official descriptions and meeting classes in accordance with published schedules at on-campus locations, off-campus locations germane to the subject matter, or at other locations approved by the dean or his/her designee. No classes may be taught off-campus or at unscheduled locations during any concerted activity by any College employee without prior approval of the College's chief academic officer.

The faculty member shall have both a depth and breadth of knowledge in his/her chosen field and be able to communicate this knowledge to the students. The faculty member shall maintain an active interest in the advances and current thinking in his/her subject and be able to relate such information to his/her teaching in an organized manner through incorporation into course materials. Moreover, the faculty member shall maintain a critical attitude toward his/her teaching and should strive continuously to improve it. Obviously, the faculty member shall avoid

persistent intrusion of totally unrelated material into classroom presentations. The effective teacher feels and exhibits enthusiasm for his/her subject and creates an environment that stimulates imaginative thinking.

The faculty member should have a deep interest in the students' progress and welfare, which includes counseling and advising assigned advisees as well as other students on their program of study and other academic matters, and maintaining a responsible, professional relationship with the students. Both faculty member and advisee share responsibility for making the advising relationship successful. The advisor and advisee should discuss the educational objectives suited to the advisee's demonstrated abilities and expressed interests. The advisor helps the advisee to understand the relationship between academic programs and undergraduate research opportunities, internships, study abroad programs, and other academic experiences provided by the College.

The faculty member will carefully ensure equal application of class standards and requirements. Faculty shall preserve the records necessary to compute final grades for one academic term. For one full semester following the semester a student receives a grade, faculty will retain all academic course materials used as the basis for a student's semester grade (papers, tests and/or other written or printed materials) which are not returned to the student. Fall semester grade records and course materials will be kept until the end of the next spring semester; while spring semester and any summer course grade records and course materials will be kept until the end of the next fall semester. Each faculty member has obligations and responsibilities to assist in the proper administration of College affairs. It is therefore to be expected that he/she will serve on committees, attend College functions, and render public service in the area of his/her professional competence.

As a scholar, the person is responsible to the College and to society to keep informed about advances in knowledge and to engage in an active program of research or creative activities as judged by peers. This part of his/her activity, though in general not formally scheduled, is nevertheless essential. In large measure the welfare of society depends on it. Creative work in a

faculty member's discipline-specific area(s) ranks equally with research and scholarly publications.

These functions and responsibilities shall not be thought of as mutually exclusive, but as overlapping and complementary. Thus, active participation in the work of learned societies is related to a person's work as both scholar and member of the faculty. Similarly, preparation of papers for publication, which is an example of a person's function as a scholar, may well grow out of his/her work as a teacher.

4.16 DEPENDENT PARTIAL TUITION WAIVER

Permanent employees must be employed at least three-quarter time for five or more consecutive years before being eligible for a dependent tuition waiver benefit. Employees who utilize the faculty and staff tuition waiver are not eligible for a dependent tuition waiver during the same academic term. Only one dependent may utilize the dependent tuition waiver in an academic term. A dependent includes the employee's spouse, and financially-dependent children as defined by the Internal Revenue Code who are unmarried and under age 25.

The tuition waiver benefit for dependents shall be for 50 percent of the residential tuition. In no case may registration, course fees or any other mandatory or miscellaneous fees be waived. Dependents may utilize the tuition waiver benefit to take courses at a College or in any other two-year or certificate programs and to obtain a first baccalaureate degree at any unit of the university system. Dependents may not use the tuition waiver benefit to attend law school or obtain a graduate degree. The tuition waiver does not apply to non-credit, continuing education or other self-supporting courses.

4.17 FACULTY SENATE

MTYCFA, as the elected bargaining agent, retains exclusive right to negotiate and reach agreement on all matters pertaining to salaries, benefits, and terms and conditions of employment. Without waiving this right, MTCFA, the Board, and the Administration recognize the desirability of a democratic governance system for faculty in areas of academic concern. Such a governance system shall be implemented through a democratically elected and

representative Faculty Senate. The Dean and/or his/her representative should participate in Faculty Senate as an ex officio (non-voting) member.

ARTICLE 5

UNION ACTIVITIES

5.1 RIGHT TO ORGANIZE

The Employer recognizes that all faculty members have the right to freely organize, join and support the Union and its affiliates for the purpose of engaging in collective bargaining and other concerted activities for mutual aid and protection in accordance with Mont. Code Ann. § 39-31-301, except as provided for in this agreement. The Employer further agrees that it will not discriminate against any faculty member for exercising any right granted by the Public Employees Bargaining Act or this agreement.

5.2 MEETINGS

Regular meetings of the entire membership or of College membership may be held on College premises. Rooms shall be made available to the Union provided previous arrangements with appropriate personnel have been made with regard to reserving space.

5.3 BULLETIN BOARDS

Upon request of the local Union representative, the Employer shall assign space for at least one approved bulletin board per building at each College for the sole use of the Union to post official Union business and announcements.

5.4 INFORMATION DISTRIBUTION

The Union shall have the right to use the Employer-owned distribution boxes, voice mail or electronic mail for the purposes of communicating with faculty members regarding Union activities.

5.5 INFORMATION AND DATA

Upon request of the Union, the Employer agrees to furnish the Union with the following information: budgets for the Board of Regents; budgets for each College; public information used in the preparation of budgets as provided by law such as salaries; minutes of meetings of the Board; policies of the Board of Regents which apply to faculty members. Voluminous information shall be made available for inspection or will be provided at reproduction cost.

5.6 ANNOUNCEMENTS

The Union shall be provided time at faculty member meetings to make brief reports and announcements, provided the Union has given a timely request to the Dean or designee.

5.7 ADDRESSING THE BOARD

Officers of the Union shall have the right to address the Board of Regents on relevant topics provided the Union has given a timely request to the Regents.

5.8 RESPONSIBILITIES OF UNION PRESIDENT

The president of the Union shall be allowed to perform duties related to the Union which cannot be properly performed other than during normal instruction hours or which are a result of an emergency situation, provided acceptable arrangements can be made so that such duties do not interfere with the president's instructional and other assigned responsibilities.

5.9 LEAVE OF ABSENCE FOR UNION BUSINESS

Any elected or appointed officer of the Union shall, upon request and approval of the Employer, be granted a leave of absence without pay to attend to Union business, or the leave can be granted with pay if the Union agrees to pay the cost of the substitute.

5.10 UNION VISITS

Union representatives who are not employees of the College shall notify the Dean prior to visiting the College and may not disrupt the work activities of the faculty members.

5.11 UNION SECURITY

Upon written authorization of any bargaining unit member, the employer shall deduct from the pay of the employee the monthly dues as certified by the MTYCFA campus Vice President and shall deliver all monies thereby collected to the union. The subject of representation fees toward the union's administration of this agreement shall be addressed consistent with current law that is in effect during the term of this Agreement. The union will be notified of new hires in a timely manner.

5.12 INDEMNIFICATION

The Union will indemnify and hold the Employer harmless against any and all expenses and liability which may arise as a result of the operation of this article.

5.13 DUES CHECKOFF

The Employer shall, without charge, deduct Union dues from the salary of each faculty member who authorizes such deductions in writing in accordance with Mont. Code Ann. § 39-31-203. The aggregate deductions shall be remitted together with an itemized statement to the appropriate Union officer. The Employer shall deliver the dues monies to the appropriate officer of the Union. Within 30 days from the effective date of this agreement, the Union shall notify the Employer of the name and mailing address of the appropriate officer who is to receive dues monies.

ARTICLE 6
LEAVES OF ABSENCE

6.1 SICK LEAVE

A. Definition.

Sick leave may be used for the necessary absence from duty caused when a faculty member has suffered illness, injury, pregnancy-related illness or disability, exposure to contagious disease which requires quarantine, or the necessary absence to receive a medical or dental examination or treatment.

B. Accumulation.

Faculty members shall accrue sick leave at a rate of one day per each month of employment. Part-time faculty members shall be entitled to pro-rated sick leave based on the number of days and portion of days worked. Unused sick leave days shall accumulate without limitations.

C. Lump-Sum Payment on Termination.

Upon termination, a faculty member is entitled to a lump-sum payment equal to one-fourth of the pay attributed to the accumulated sick leave except where otherwise provided for in Appendix A. The computation shall be based on the faculty member's salary for the last year of employment. Faculty members who are laid off shall have the option of receiving payment for unused sick leave at the time of layoff, maintaining sick leave balances for use upon recall, or receiving payment at the end of the recall period if recall does not occur.

D. Physician's Statement.

A physician's certificate may be required where questions of abuse of sick leave exist, to substantiate the need for sick leave usage in the case of a lengthy illness or to verify a faculty member's fitness for work.

E. Abuse of Sick Leave.

Abuse of sick leave for unauthorized purposes is cause for disciplinary action as provided under the provisions of Mont. Code Ann. § 2-18-618.

F. Sick Leave Donations.

A faculty member may donate not less than one-half day nor more than two days of sick leave to another faculty member who has exhausted his/her sick leave due to a serious personal illness. Subject to budget limitations, a maximum of 45 days of sick leave may be donated to any one employee during an academic year. The parties will work cooperatively to provide affordable coverage of the absent employee's responsibilities.

6.2 BEREAVEMENT/CRITICAL FAMILY ILLNESS LEAVE

Sick leave may be used by faculty members to attend to a critical illness or death in the faculty member's immediate family.

- A. Critical illness means illness which the attending physician considers sufficiently serious to require the faculty member's presence at the bedside and shall include attendance at a spouse's childbirth.
- B. Immediate family includes the faculty member's spouse and any member of the household, or any parent, child, grandparent, grandchild, sibling or corresponding in-law or at the Employer's discretion, another person.

6.3 PERSONAL LEAVE

Up to three days per year of personal leave will be granted each full-time faculty member without loss of pay. Part-time faculty members shall be entitled to pro rata personal leave based on the number of days and portion of days worked. The faculty member should request personal leave at least five days prior to the leave date, where possible. The faculty member requesting personal leave shall submit a suggested plan, subject to approval of the Employer, for covering missed classes.

A faculty member with unused personal leave at the end of an academic year may request that the unused personal leave be substituted in place of any sick leave the faculty member may have taken during the same academic year.

The Employer has the right to impose limits on the number of faculty member who will be allowed to use personal leave on any one day and to designate certain days during which no personal leave usage may be authorized. Personal leave days are not cumulative from year to year.

6.4 JURY AND WITNESS LEAVE

A faculty member who is under a proper summons as a juror or subpoenaed to serve as a witness shall, in accordance with Mont. Code Ann. § 2-18-619, collect all fees payable as a result of the service and forward the fees to the appropriate accounting office. However, a faculty member shall not be required to remit to the Employer any expense or mileage allowance paid to him/her by the court. Such fees shall be applied against the amount due the faculty member from the Employer. However, if a faculty member elects to charge the time off against leave without pay, the faculty member shall not be required to remit fees to the Employer.

6.5 PUBLIC SERVICE LEAVE

A faculty member who is elected or appointed to public office shall be entitled to a leave of absence without pay not to exceed 180 days per year in accordance with Mont. Code Ann. § 2-18-620.

6.6 PROFESSIONAL LEAVE WITH PAY

Faculty members may be granted leave with pay at the discretion of the Employer for the following purposes: attendance at professional meetings, workshops, conferences or seminars, inter-school visiting or other activities deemed appropriate. Requests for such leave shall be made in writing at least ten days in advance of the date of the leave.

Reimbursement for travel while on professional leave with pay shall be made in accordance with Section 4.2 of this agreement.

6.7 MILITARY LEAVE

Military leave shall be granted to eligible faculty members in accordance with Mont. Code Ann. § 10-1-604. Faculty members shall, where possible, endeavor to schedule required training at a time which does not conflict with their job responsibilities.

6.8 MATERNITY LEAVE

Faculty members shall be granted maternity leave in accordance with Mont. Code Ann. § 49-2-310.

6.9 EDUCATIONAL AND PROFESSIONAL IMPROVEMENT LEAVE WITHOUT PAY

Faculty members who have completed two years of service with the Employer shall be eligible to apply for a leave without pay for the purpose of advanced education or vocational- related preparation, related work in another institution or private business organization, or for other activities which will improve the employee's professional expertise.

Written requests for educational and professional improvement leave shall be submitted to the Dean and shall include the reason for the requested leave. If the Dean approves the leave request, it shall be forwarded to the President or designee and the Board of Regents for final approval. The length of the leave period shall be agreed upon prior to the commencement of the leave and shall normally not exceed one year. Faculty members on educational and professional improvement leave shall be permitted to participate in the group health insurance plan at their own expense.

6.10 UNPAID LEAVE

At the discretion of the Dean and with the approval of the President or designee, employees may be granted unpaid leave of absence for good and sufficient reasons.

6.11 PARENTAL AND FAMILY LEAVE

Parental leave shall be granted in accordance with state law. Family leave shall be granted in accordance with federal law. Faculty members may request an unpaid leave of absence for infant care and bonding purposes.

ARTICLE 7

FACULTY MEMBER EVALUATIONS AND PERSONNEL FILES

7.1 FACULTY MEMBER EVALUATIONS

Faculty member evaluation procedures are recognized to be a cooperative effort between the faculty member and his/her supervisor with the purpose of achieving excellence in the area of effective and purposeful instruction and job performance. If substantive changes to the evaluation instrument or process are contemplated, an ad hoc committee shall be established to

make recommendations for change to the President or designee. Such committee shall be composed of an equal number of faculty members appointed by the Union and Employer representatives appointed by the Dean.

A. Formal Evaluations.

Result in a written document which is placed in a faculty member's official personnel file. Formal evaluations may include components such as self-evaluation, supervisory evaluation, and student evaluations. Faculty assessment will be conducted on an annual basis for non-tenured faculty except during the final year of employment and once every three years for tenured faculty. Faculty or administration may request an additional evaluation for purposes of consideration for merit, tenure, and promotion.

B. Informal Evaluations.

The parties recognize that the evaluation of faculty members is an ongoing process, and that there may be a need to keep informal records of critical incidents and other performance related matters. It may also be appropriate to discuss performance problems or exemplary achievements of faculty members outside of the formal evaluation process. Nothing in this agreement may be construed to restrict such activities.

C. Conditions of Faculty Member Evaluations.

1. Evaluations shall be conducted fairly and in a manner in which faculty members are fully aware of the process and tools to be used.
2. Faculty members shall be notified at least five working days prior to commencement of the formal evaluation process.
3. Each faculty member shall be given a copy of his/her formal evaluation at the time it is completed.

4. Faculty members shall have the right to respond in writing to their formal evaluations. The response shall be attached to the evaluation included in the personnel file. The faculty member response shall also be forwarded to the administrators receiving the evaluation or report.
5. In the case of an unsatisfactory evaluation, or upon request of the faculty member, a conference between the faculty member and the Dean and evaluator shall be initiated to discuss the evaluation.
6. Supervisors shall assist employees in their development and provide suggestions for improvement for areas considered to be in need of improvement.
7. Faculty members shall have the right to ask for a review by a higher-level supervisor of any evaluation that they feel contains inaccurate or misleading information.

7.2 PERSONNEL RECORDS

The Employer shall maintain accessible personnel records for each faculty member. All permanent personnel records relating to an individual faculty member shall be accessible to the faculty member. Faculty members will be notified upon hire, and thereafter upon request, where their personnel records are maintained.

Faculty members have the right to answer or qualify any evaluation, report, or material filed, and such responses will be attached to the related material in the file. Faculty members shall be permitted to have included in their file material they feel is pertinent to their professional career, performance, and personal qualifications. Faculty members shall be afforded the opportunity to view any document, other than standard record-keeping materials, that is to be placed in their personnel records. Any document contained in the personnel records, other than standard record-keeping materials, which the faculty member has not been afforded an opportunity to view, shall not be used as evidence in any disciplinary or discharge proceeding. The Employer

may have the faculty member initial or sign a document, include a statement that the faculty member has refused to initial or sign the document or provide other evidence that the faculty member had the opportunity to view the document contained in the personnel file.

Faculty members shall have the right to examine the contents of their records except for confidential placement file material connected with initial employment. Employees may obtain a copy of any material contained in their personnel records.

Faculty members shall have the right to request removal of documents from their personnel records. Documents may be removed from the records with the mutual consent of the faculty member and the Dean.

ARTICLE 8

GRIEVANCE PROCEDURE AND ARBITRATION

8.1 GRIEVANCE PROCEDURE

The purpose of this article is to set forth prompt and efficient procedures for the resolution of all grievances. The parties agree that all problems should be resolved, whenever possible, before the filing of a grievance. The parties encourage the informal resolution of grievances whenever possible.

8.2 GRIEVANCE DEFINITIONS

A grievance shall mean an alleged violation, misinterpretation, or misapplication of the provisions of this agreement or of an applicable written policy of the Board of Regents.

A grievant is a faculty member or the Union filing a grievance.

8.3 TIME LIMITS

Reference to days shall refer to working days. A work day includes all week days not designated as a state holiday. When computing the time periods prescribed herein, the date of the act, event, or default shall not be included. The failure of an administrator at any level to communicate a

decision to the faculty member and the Union within the proper time limits shall permit the faculty member to proceed to the next step of the grievance procedure. Upon the failure of the grievant and the Union to file an appeal within the time limits provided, the grievance shall be deemed to have been resolved by the decision at the prior step. The filing or service of grievance notices or documents shall be timely if they are personally served or if they bear a postmark of the United States Postal Service within the time period. The time limitations prescribed at each step of the grievance procedure may be extended with the mutual agreement of the parties.

8.4 REPRESENTATION

A faculty member shall have the right to be represented at all stages of the grievance procedure by a representative of the Union. When hearings and conferences are held during class or working hours, a faculty member whose presence is required shall be excused for that purpose without loss of pay. Grievance meetings shall be private unless otherwise agreed to by the faculty member, the Union, and the Employer. Grievance meetings will be held at a time and place which will afford a fair and reasonable opportunity for the faculty member, Employer and Union representatives to attend.

8.5 RECORDS

All grievance documents and records dealing with the processing of a grievance will be filed separately from the personnel files of participants.

8.6 REPRISAL

No reprisals of any kind will be taken by the Employer or administrators against any faculty member nor will the Union or any faculty member take reprisal action against any administrator because of participation in this grievance procedure.

8.7 INFORMATION

At all steps of the grievance procedure, the grievant shall have the right to request the Employer to produce the relevant records relating specifically to the particular grievance in question. Neither the Employer nor the Union may rely on any evidence in arbitration which was requested by either party and not provided.

8.8 PROCEDURES FOR FILING GRIEVANCES

All grievances must be filed within 25 days after the occurrence of the incident which initiated the grievance, or within 25 days after the faculty member should have reasonably known of the circumstances which gave rise to the grievance. The grievance shall state the name of the grievant, nature of the grievance, dates the alleged grievance occurred, the contract provisions affected, and the relief sought.

The grievant shall also date and sign the grievance. All grievances shall be presented in accordance with the grievance procedure set forth below.

- Step 1: Any faculty member may file a formal written grievance with the Dean who shall conduct a meeting with the faculty member to discuss resolution of the grievance within ten days following receipt of the grievance. The Dean shall issue a written decision to the faculty member and the Union President within ten days following the conclusion of this meeting.

- Step 2: If the grievance is not resolved at Step 1, the grievance may be filed with the President or designee within ten days from receipt of the Step 1 response. A faculty member filing a grievance must also file a copy of the grievance with the Union. The President or designee shall issue a written decision to the employee and the Union within 15 days following receipt of the grievance.

- Step 3: If the faculty member is not satisfied with resolution of the grievance at Step 2, the faculty member shall have ten days to appeal the President's decision to the Commissioner of Higher Education. The appeal shall be in writing and shall include copies of all materials submitted or received at Step 2. The Commissioner of Higher Education or designee shall have 15 days after receiving the grievance in which to issue a decision in writing to the employee and the Union.

8.9 ARBITRATION

Step 4: In the event the parties are unable to resolve a grievance, the grievance may be submitted to arbitration at the discretion of the Union provided a notice of appeal is filed with the Commissioner of Higher Education within 15 days of receipt of the decision at Step 3. Request for arbitration must be signed by the faculty member and Union president or designee.

8.10 SELECTION OF AN ARBITRATOR

If the Union and the Employer cannot agree upon an acceptable arbitrator, they shall forward a joint written request to the Federal Mediation and Conciliation Service to provide a list of names of seven arbitrators. However, the Employer and the Union may stipulate to using an arbitrator supplied by the Board of Personnel Appeals, AAA or another mutually-agreeable source. Each party shall alternately strike names from the list until only one name remains. The remaining person shall be designated the arbitrator. A coin toss shall be used to determine which party shall strike the first name from the list. The party losing the coin toss shall strike the first name.

8.11 EFFECT OF DECISION

The decision or award of the arbitrator shall be final and binding upon the Employer, the Union, and the faculty member. The arbitrator shall not add to, delete from or amend the terms of this agreement.

8.12 FEES AND EXPENSES

The fees and expenses of the arbitrator shall be divided equally between the Employer and the Union. Each party shall bear the cost of preparing and presenting its own case. If either party orders a transcript it shall allow the other party to copy the transcript by paying half the cost of the transcript plus copying costs. Neither party shall be required to pay the cost of a stenographic record without its consent, provided that failure to do so shall be deemed as a waiver of the party's right of access to the record.

8.13 CONDUCT OF THE HEARING

In the event the parties agree to stipulate to all relevant facts concerning a grievance, they may submit the grievance to the arbitrator in writing and the formal hearing may be waived. The arbitration hearing shall be held in the city in which the faculty member is employed, unless an alternative location is agreed upon by the parties. The hearing shall be scheduled at a time and date agreeable to the Union, the Employer, and the arbitrator. The arbitrator is encouraged to issue a decision within 30 days of the close of the hearing or submission of briefs or as soon thereafter as practical. Unless otherwise agreed to, the arbitrator's decision shall be in writing and shall include the rationale for the decision.

ARTICLE 9 TENURE, SENIORITY, AND LAYOFF

9.1 TENURE

Tenure is the right to annual renewal of employment from academic year to academic year except in cases of termination for cause or layoff. Tenure is with the College through which it is granted and is not with the Board of Regents or any entity other than the College.

Tenure is awarded by the Board of Regents, following peer and administrative review and recommendation by the President in accordance with procedures established by each College.

The review prior to granting tenure and the subsequent recommendation to the Board of Regents will normally be made in the fifth year of employment. Four academic years of full-time service at the College are required before a faculty member is eligible to make application for tenure.

While normally the sixth contract of full-time employment carries continuous tenure status, unless the faculty member is given notice of termination, tenure will not be awarded without appropriate review and recommendation by peers and supervisors. Tenure is awarded for quality of current professional performance and promise for such future performance, not merely for completing a certain length of service. It is equally incumbent on the faculty member and the

administration to insure that a tenure review occurs at the proper time. In no event shall the failure to give any notice constitute an award of continuous tenure by default.

Tenure-track faculty must apply for tenure by September 20 in their fifth year of employment. If application for tenure is not made, employment will be terminated at the end of the fifth year.

If the application for tenure is denied, the faculty member may be offered a one-year non-renewable contract for the following academic year. The faculty member will be notified of this offer by the Dean/Chancellor/CEO no later than May 1 of the current academic year. This provision is not grievable under Article 8. For this situation only, the notification requirements noted in 9.2 are waived.

A faculty member may make a one-time request of the Dean for a one-year extension of the tenure deadline due to extenuating circumstances.

Just cause will be the standard for the termination of tenured faculty members except in the case of layoff.

Faculty members shall retain their tenure status until resignation, retirement, layoff or termination for cause.

9.2 PROBATIONARY FACULTY MEMBERS

Prior to achieving tenure, faculty members in positions not identified as temporary with full-time academic year teaching contracts are denominated as probationary faculty members.

Probationary faculty members have the right to serve to the end of the contract period but not beyond unless terminated for cause during the term of the contract. Unless an individual contract expressly provides to the contrary, the contract period for all faculty members shall be the academic year. Regardless of the term of any individual contract, no such person has, or shall acquire, a right to reappointment for a period in excess of the academic year.

The Employer may terminate probationary faculty members by giving written notice of termination by March 1 in the first and second years of service, by February 15 in the third and fourth years of service, and by November 1 in the fifth or later years of service. No reasons for the termination of probationary faculty members at the end of the contract period need be provided. If the Employer does not provide notice by the dates specified in this section, the faculty member shall be entitled to another academic year of employment or equivalent pay.

A faculty member hired into a temporary position is not eligible for tenure and service in such a position does not count toward probationary service for tenure unless the faculty member and the President or designee agree to the contrary in writing. Faculty members shall be informed in writing at the time of hire or rehire that their position is temporary in nature. Appointments to temporary positions lapse at the end of the academic year or the term specified in the letter of appointment, whichever occurs first, unless terminated for cause during the academic year. The notice requirements for probationary faculty members do not apply.

9.3 SENIORITY

Seniority is determined by the number of years of continuous teaching service with a College. For persons employed by a College on July 1, 1989, who were employed by a predecessor school district for academic year 1988-89, continuous teaching service with the predecessor district shall count toward seniority. No service less than half time shall count for seniority purposes. Service between half time and full time shall be pro-rated.

Faculty members who are appointed on an acting basis to an administrative position not in the bargaining unit shall continue to accrue bargaining unit seniority for up to one year while serving in the acting capacity. Faculty members do not accrue additional seniority when acting appointments exceed one year, but shall retain all previously earned seniority. A faculty member who accepts a permanent administrative position does not accrue seniority while in the administrative position. If such an employee later applies for and is hired into a bargaining unit position without a break in service, the employee's prior seniority shall be reinstated.

The Employer shall prepare and post a seniority list no later than November 1 of each year. A faculty member shall have 30 calendar days to object to his or her seniority as indicated on the list. An objection shall be made by written notice to the Dean.

9.4 LAYOFF

Layoff is defined as the termination of tenured faculty members for programmatic or financial reasons. Within 30 calendar days from the faculty member's written notice of layoff, the Dean shall submit a layoff plan to the local Union. The Union shall have 30 calendar days to review and comment upon the plan, during which time its representatives may meet with the Dean at a mutually-agreed upon time and place. The Dean may revise the plan after the period of comment is over and shall forward the plan first to the President or designee and then to the Board of Regents for adoption, amendment or rejection. The decision of the Employer to implement layoff is not grievable.

Within an instructional area layoff shall be in reverse order of seniority, unless differences exist in relative level of job performance. When an exception is necessary to assure the qualifications of the remaining faculty members meet the needs of the continuing programs, standards will be developed by an agreement of the college Union/Management committee containing the process and measurements used to determine relative job performance. No tenured faculty member shall be laid off if probationary faculty members are retained within the instructional area to teach courses the tenured faculty member is qualified and capable of teaching. The selection of one individual rather than another for layoff may be challenged under the grievance procedure.

Each tenured faculty member laid off shall be informed in writing by November 1 of the final academic year of employment. For two academic years from the date of layoff, a tenured faculty member retains the following rights:

- a. The position of the laid-off faculty member shall not be filled unless the laid-off faculty member has been offered reinstatement at his previous tenure and seniority. The faculty member shall have 30 days in which to accept or decline. If the offer is declined, any further rights under this section are extinguished.

- b. If the laid-off faculty member applies for an open position within the bargaining unit at any College covered by this agreement, and the position is subsequently filled by the Employer, the laid-off faculty member shall be hired into the position provided the laid-off employee's qualifications for the job in question are substantially equal or above those of other applicants. If hired pursuant to this subsection, the previously laid-off faculty member shall not retain tenure except by mutual agreement between the President or designee and the faculty member, but shall retain previously-accumulated seniority. Any salary shall be pro-rated for less than full-time employment. Once such an offer of employment is made to a previously laid-off faculty member, all further rights under this subsection are extinguished.

9.5 EXTENDED POSTING AND HIRING BETWEEN COLLEGES

The Employer agrees that notices for all open faculty member positions which are not filled from within the same College will be posted at all other Colleges covered by this agreement.

When a faculty member who is employed at one College applies for and is selected as a faculty member at another College covered by this agreement for the next academic year, the College may employ the new faculty member at his previous tenure, seniority and salary levels if mutual agreement of such is evidenced in a written agreement signed at the time of initial employment by the faculty member and the President or designee.

9.6 DUE PROCESS

The parties affirm that faculty members are entitled to procedural due process rights as defined by law when faced with disciplinary action or discharge.

ARTICLE 10
COMPENSATION

10.1 SALARIES

A. Salary Increases.

The normal salary increase paid to all full-time equivalent faculty for the 2019-2020 academic year shall be 2% added to the base salary effective the first day of the pay period that includes January 1, 2020. New hires are not eligible for the base salary adjustment in the contract year of hire.

The normal salary increase paid to all full-time equivalent faculty for the 2020-2021 academic year shall be 2% added to the base salary effective the first day of the pay period that includes January 1, 2021. New hires are not eligible for the base salary adjustment in the contract year of hire.

If the MUS enters into an agreement with any other faculty bargaining unit for normal salary increases greater than the above proposal or its equivalent, the MUS agrees to reopen the normal salary increase portion of this agreement.

B. Salary Minimums.

Minimum salaries for each level during the term of this agreement are as follows:

	Feb. 1, 2019	Jan. 1, 2020	Jan. 1, 2021
Level I	40,248	41,053	41,874
Level I 1/2	42,545	43,396	44,264
Level II	44,842	45,739	46,654
Level III	51,020	52,040	53,081
Level IV	57,184	58,328	59,495

C. New Faculty Salaries.

Salaries for newly-hired full-time faculty will be determined by adding \$275 for each year of full-time teaching and related occupational experience up to a

maximum of ten years to the minimum salary for the appropriate level. Part-time teaching experience will be recognized on a pro-rata basis. For example, a faculty member who teaches half-time for ten years will be credited with five years of full-time teaching experience. Continuing employees are not eligible for an additional \$275 for any years of service beyond those recognized at the time of hire.

New faculty members will have their education and employment records available at the time of hire for determination of the various salary factors listed in section I. Final determination will be agreed upon by the President or designee and then concurred in writing by the newly-hired faculty members. New faculty are typically placed no higher than Level II at the time of hire. However, in extraordinary circumstances a newly-hired faculty member may be placed at Level III by the Employer after consultation with the members of the search committee.

D. Graduate Degree

Graduate degree salary adjustments will be provided based on the following:

- A faculty member with an appropriate master's degree will receive a \$1,500 increase;
- A faculty member with an appropriate doctoral degree (without an appropriate master's degree) will receive a \$2,000 increase;
- A faculty member with an appropriate master's degree and an appropriate doctoral degree will receive a \$1,500 salary increase for the master's degree and a \$2,000 increase for the appropriate doctoral degree;
- A faculty member that completes an appropriate master's degree while employed at a MTYCFA campus will receive a \$1,500 increase;
- Faculty without an appropriate master's degree are eligible for this increase for their first appropriate master's degree only;
- A faculty member that completes an appropriate doctoral degree while employed at a MTYCFA campus will receive a \$2,000 increase; and

- Faculty without an appropriate doctoral degree are eligible for this increase for their first appropriate doctoral degree only.

E. Recruitment / Retention Salary Adjustment.

The Employer may at its discretion pay newly-hired faculty members a recruitment adjustment of up to \$8,000 in additional salary when external market pressures make recruitment of qualified faculty in that discipline extraordinarily difficult. The campus MTYCFA Vice President will be consulted whenever it is necessary to offer a recruitment adjustment to faculty.

The Employer may at its discretion pay faculty members up to \$8,000 in additional salary when a faculty member has presented a valid job opportunity with a substantial external market salary increase from another employer outside the MUS system. The campus MTYCFA Vice President will be consulted whenever it is necessary to offer a retention adjustment to faculty.

F. Merit Awards.

Merit awards will be implemented at each campus up to the amount and number listed in the below section, utilizing the following criteria:

Successful merit applicants must:

- Demonstrate a consistent record of teaching excellence in the last three(3) years,
- Deliver significant professional service to the College in the last three (3) years,
- Display a solid record of scholarly activity that demonstrates a positive impact on his/her discipline/industry in the last three (3) years.

A faculty member must have served three years at the College in an instructional tenure / tenure-track assignment. With approval from the Union Management Committee, a faculty member may count up to one year in an approved credit

release / reassignment in an interim administrative role. The impact, if any, of the release / reassignment on the merit application will be campus specific.

A faculty member will apply for merit using a campus specific application format and timeline included below in this section. Application will be reviewed by a faculty committee who will make recommendation to the Chief Academic Officer (CAO). The CAO will make the final decision based on the application and the committee recommendation. If the CAO disagrees with the committee recommendation, it is the CAO's responsibility to meet with the committee to explain the reason for denial and provide the committee with an opportunity to discuss. No faculty member with a letter of reprimand during the three (3) year period under review shall be eligible for a merit award.

Maximum Number of Merit Awards Allowed Per Year –

Great Falls College - Up to four (4) base building merits of \$2,500 per year

City College (Billings) - Up to four (4) base building merits of \$2,500 per year

Highlands College (Butte) - Up to two (2) base building merits of \$2,500 per year

Gallatin College (Bozeman) - Up to two (2) base building merits of \$2,500 per year

Members can only receive one (1) merit increase within any three (3) year period.

Merit award application dates are as follows:

- Faculty members submit applications by the first Friday in October.
- CAO makes final decision by the first Friday in November.
- Awards are effective in the next payroll period following the CAO final decision.

G. Frozen Salaries.

Faculty members who have received unsatisfactory evaluations may have their salary frozen and are exempt from the provision granting a minimum increase upon recommendation of the President or designee and concurrence of the Union-

Management Committee (or an alternative committee agreed upon by the parties at the College). Faculty members who have had their salary frozen in a previous year and who believe their performance has substantially improved may request that their salary be restored to the level it would have been in the absence of a freeze, effective the beginning of the next academic year. In no case shall any retroactive payment for prior fiscal years be made. The decision of the Union-Management Committee in this matter is final and not grievable.

H. Promotion Increases.

Promoted employees receive a salary increase equal to the difference between the minimum salaries for their former level and the level to which they are to be promoted in the year before the promotion is effective. Promotion increases are calculated prior to calculating the salary increase provided for in section 10.1A of this agreement. Promotions become effective at the beginning of the academic year following the year the promotion review took place. If a member applies for promotion, in an extended contract after the published expiration date of the most recent contract, the promotion will not be paid until the new contract is ratified.

I. Level Definition and Threshold Criteria for Promotion.

1. The following criteria are effective the 2000-2001 academic year and thereafter.

Level I: No degree through bachelor's degree

Level II: Appropriate bachelor's degree plus 510 hours of approved professional development activity and five years of full-time related teaching or occupational experience,

or

five years at Level I plus 510 hours of approved professional development activity for faculty on an approved professional development plan which allows for an alternative route.

Level III: Appropriate master's degree and ten years of full-time related teaching or occupational experience, five of which must be in an instructional position at a regionally accredited post-secondary institution,

or

five years at Level II plus 570 hours of approved professional development activity for faculty in an approved professional development plan which allows an alternative promotion route.

Level IV: Appropriate master's degree and five years at Level III plus 720 hours of approved professional development activity,

or

appropriate doctorate degree and five years at Level III plus 570 hours of approved professional development activity.

2. Faculty members who do not meet the degree requirements for promotion to Level II may apply for a Level I 1/2 promotion when they have five years of full-time related teaching or occupational experience and have completed at least half of the requirement of an appropriate bachelor's degree or have graduated from an approved professional school which is equivalent to at least two years of post-secondary education when such

professional school alternative is approved by the Dean, President or designee and the local Union-Management Committee.

3. All Professional development activity used to meet threshold criteria for promotion must be approved by the Employer. The approval process for each campus location shall be communicated to faculty. Prior approval is recommended. If a faculty member's request for approval of a professional development activity is denied, the faculty member may appeal the denial to the Faculty Administration Committee or an alternative process agreed upon by the parties but may not appeal such denial through the contractual grievance procedure.
4. Activities include experiences that advance a faculty member's professional (educational and occupational) skills, knowledge, and abilities, and experiences that maintain a faculty member's currency with technology and practices in education and/or the occupation(s) for which they prepare/educate students for employment or further education. Participation in these experiences usually results in curricular changes or increased teaching effectiveness. These experiences are usually gained through participation in activities such as, but not limited to: college coursework; business and industry-conducted training; professional organization workshops and conferences; seminars; etc.
5. 30 hours of professional development activity equals one semester credit of college coursework. A combination of approved college coursework and other types of approved professional development activity may be used to meet threshold criteria.
6. The hours of professional development activity specified for each level must have been completed since the faculty member's initial hire or last promotion, whichever is later.

7. The Employer may award credit toward the fulfillment of the hours of professional development required for promotion for work experience. Some work experience may not qualify.
8. The Employer reserves the right to deny a faculty member's application for promotion or tenure for the sole reason that the faculty member has not obtained an appropriate undergraduate or graduate degree. Faculty will be informed in writing by the Employer of this requirement at the time of hire.
9. Faculty may submit an application for promotion during the year in which they meet the eligibility criteria. If five years of experience are required, the application may be made during the fifth year.
10. For faculty with an appropriate doctorate who are seeking promotion to Level IV, some or all of the required hours of professional development activity may be met through approved service or approved scholarly activity.
11. Meeting threshold education and experience requirements specified in subsection I is not sufficient in itself to warrant promotion. Promotion to a higher level also requires application by the faculty member and documentation of positive contributions to the College. The following activities will be given consideration in evaluation for purposes of promotion:
 - a. classroom performance;
 - b. facility organization and management of a lab/shop/clinic;
 - c. instructional equipment organization and management;
 - d. development and revision of curriculum and course material;

- e. student advising;
- f. student outcomes assessment;
- g. activities involving innovative instructional techniques;
- h. scholarly activity such as applied research, presentations and publications;
- i. professional development activities—educational and occupational;
- j. achieved recognition in education, business, industry or in an occupation as evidenced by licensure or certification;
- k. participation in professional organizations—educational, business and industry, occupational;
- l. consulting and other activities with business and industry, and other community organizations;
- m. serving on advisory boards, outside work for agencies, service on campus committees, awards recognizing service accomplishments.

J. Promotion Timelines and Procedures.

1. Each College shall have promotion procedures and criteria. Promotion procedures and criteria shall be updated periodically and must be approved by the Union-Management Committee (or an alternate committee agreed upon by the parties) and the President or designee. Promotion procedures shall include an opportunity for evaluation and recommendation by faculty members as well as the appropriate levels of the administration.
2. A faculty member may only be promoted one level at a time. After a faculty member's first promotion (with the exception of those who have received a Level I 1/2 promotion), the faculty member must wait a minimum of five years before being eligible for another promotion.

10.2 SUMMER PROGRAMS

Summer courses occur outside of a faculty member's normal workload. It is assumed that summer teaching is voluntary and not mandatory.

Summer Session Compensation

The purpose of summer session is to offer students the following:

1. The same quality of instruction as is provided during the academic year,
2. A variety of courses covering a diverse group of subjects,
3. An opportunity for students to remove deficiencies or get ahead in progress towards a degree, and
4. Completion of the academic program within the scheduled timeframe.

Summer session pay for faculty covered by this contract will be determined in the following manner:

1. Faculty teaching full-time will be compensated at 2/9th of the state funded academic year base salary for a full-time summer teaching load.
2. A full-time summer teaching load will be defined as eight (8) or more credits of fully-subscribed classes.
 - a. A fully-subscribed class is defined at the campus level by May 1. The students in all classes in a faculty member's teaching load may be combined and averaged to meet this requirement.
 - b. If the faculty member's average class size is less than fully subscribed on the first day the class meets, the 2/9th compensation will be prorated.
 - c. A faculty member may teach more than eight (8) fully subscribed credits, but will receive no compensation for the additional credits.
3. The salary of a faculty member teaching less than eight (8) credits will be prorated to reflect the less than full-time teaching load.

4. The salary of a faculty member teaching more than eight (8) credits which are not fully subscribed will be proportionately increased up to a maximum of 2/9th of the state funded academic year base salary.
5. A class may be cancelled if the enrollment is deemed inadequate or a determination is made that the class should not be offered.
6. Campuses offering courses not easily tied to credit hours will continue to determine the formula used to calculate the hour to credit conversion rate.
7. Faculty compensated for summer work are expected to hold the same professional responsibilities as outlined in the Agreement in proportion to the summer workload.

Assignment of summer session teaching will be at the discretion of the College.

10.3 OVERLOAD COMPENSATION

An instructional faculty member may be given overload compensation for additional instructional responsibilities beyond the normal work day or work year. The conditions and compensation of all overload duties shall be established prior to the beginning of additional instructional work. Where performance of additional responsibilities is required by the Employer, the rate of compensation shall be paid on a pro-rated salary basis. When calculating the pro-rated hourly salary under this section, the academic year salary shall be divided by 1190 hours. When calculating the pro-rated full-time daily salary amount, the academic year salary shall be divided by 170.

Where faculty members have the option of refusing additional work assignments, the rate of compensation will be agreed upon between the Employer and the faculty member.

10.4 EXTRA DUTY ASSIGNMENTS

Instructional faculty members who are assigned non-instructional extra duty assignments by the Employer which are in excess of normal professional responsibilities and extend beyond the normal work day or work year may be provided extra compensation upon recommendation of the

Dean and approval of the President or designee. Instructional faculty members shall have the right to refuse non-instructional extra duty assignments which are in excess of normal professional responsibilities and extend beyond the normal work day or work year. Rate of compensation for such extra duty assignments shall be agreed upon between the faculty member and College Dean with the approval of the President or designee. If extra duty assignments are canceled by the Employer, the compensation will be pro-rated for any partial completion of assignments.

10.5 COMPENSATION OF DEPARTMENT CHAIRS

Each College retains the prerogative to determine its administrative structure and appoint department chairs when determined appropriate by the College. Department chairs shall be compensated at a rate of not less than \$2,400 per fiscal year for the additional responsibilities assumed. The additional responsibilities will be specified prior to the appointment. Department Chairs may be assigned a reduced teaching load at the discretion of the Employer. A faculty member may decline to serve as department chair. If either the Employer or the department chairs cancel department chairperson assignments, the compensation will be pro-rated for any partial completion of assignments.

10.6 INSURANCE

The Employer contribution for employees in the bargaining unit participating in the Montana University System Group Insurance Plan shall be in accordance with state statute.

10.7 UNEMPLOYMENT INSURANCE

All employees covered by this agreement are covered by unemployment insurance as provided in Mont. Code Ann. § 39-71-101, et seq.

10.8 WORKERS' COMPENSATION

All employees covered by this agreement are eligible for Workers' Compensation benefits as provided in Mont. Code Ann. § 39-71-101 et. seq.

ARTICLE 11
GENERAL CONTRACT PROVISIONS

11.1 SAVINGS CLAUSE

Should any portion of this agreement be determined unlawful or unenforceable by a court of competent jurisdiction, that portion of the agreement declared invalid shall be null and void; however, the rest of the agreement shall remain in full force and effect and either party may initiate negotiations to arrive at mutually agreeable language on the provisions declared invalid.

11.2 INTERIM AMENDMENT

Changes or additions to this agreement during its term may be negotiated only upon mutual agreement of the parties to this agreement. Any agreed to changes or additions shall be made effective upon any date agreed upon by both parties and shall expire upon the expiration of this agreement. In order for any changes to be effective, they must be set down in writing and approved and signed by the Union and the Commissioner.

11.3 COPIES OF AGREEMENT

Upon final ratification of this agreement, the Employer shall have the agreement printed. Copies of the agreement will be available on each College campus. The cost of printing the agreement shall be shared equally by the Employer and the Union.

11.4 PRE-BUDGETARY NEGOTIATIONS

Pre-budgetary negotiations shall commence upon mutual agreement.

11.5 CONFLICT WITH STATUTE

Throughout this contract, benefits provided by statute are summarized. These benefits are changed from time to time by the legislature. The intent of the parties is that eligible employees will receive benefits in accordance with applicable current state statutes. If there is a conflict between statute and the agreement, the statutory provision shall take precedence.

11.6 ENTIRE AGREEMENT

This written agreement constitutes the entire agreement between the parties on all bargainable subjects and it supersedes all prior contracts, agreements, understandings and practices.

11.7 NON-DISCRIMINATION

Neither the Board nor the Union shall discriminate on the basis of race, creed, religion, color or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical, or mental disability, marital status or sex distinction. If an employee files a complaint alleging unlawful discrimination under state or federal statutory complaint procedures for civil rights or human rights violations, the Employer is under no obligation to process a grievance based on the same events nor is there a right to pursue a grievance in such instances.

11.8 NO STRIKE/LOCKOUT

There shall be no strikes, slowdowns or work stoppages of any kind for any reason on the part of Union or employees during the term of this agreement, nor shall there be any lockout of employees during the term of this agreement.

ARTICLE 12
TERM OF AGREEMENT

12.1 TERM OF AGREEMENT

This agreement shall be in effect from ten working days after the date of ratification or July 1, 2019, whichever is later, and shall continue until and including June 30, 2021, and shall be considered as renewed from year to year thereafter unless either party to this agreement notifies the other party in writing by March 1, 2021, of its desire to modify or terminate this agreement. Negotiations on a subsequent agreement shall commence on a mutually-agreeable date.

APPENDIX A
TRANSFER OF SICK LEAVE ACCUMULATIONS

For employees at the Highlands College sick leave accumulated prior to July 1, 1989, shall be maintained separately from that accumulated after July 1, 1989. For employees at the Highlands College sick leave accumulated prior to July 1, 1989, will be cashed out upon termination at the rate of one-half of the employee's pay attributable to the accumulated sick leave. Sick leave accumulated after July 1, 1989, will be cashed out upon termination at the rate of one-fourth of the employee's pay. Those sick leave days earned last shall be the first used.

The Employer may at its discretion buy back some or all of the sick leave accumulated prior to July 1, 1989, by employees at the Highlands College. The rate of buy back shall be one-half of the employee's pay at the time of the buy back. Unless otherwise agreed to, the Employer must buy back sick leave from employees equally as a whole group.

APPENDIX B
SUPPLEMENTAL AGREEMENTS

It is hereby agreed that this agreement will allow for supplemental agreements which may be entered into to address specific and unique situations at a College. All supplemental agreements require the approval of a majority of the bargaining unit employees at the College which is covered by the supplemental and approval of the appropriate Dean, Chancellor, and President. The Commissioner of Higher Education and the President of MTYCFA shall be sent a copy of the supplemental agreement after campus, Chancellor, and President approval. The Commissioner and the MTYCFA President must indicate their disapproval of the supplemental agreement within five working days of the receipt of the supplemental agreement. In the alternative, either the Commissioner or the MTYCFA President may within five working days indicate in writing to the Dean that up to an additional 15 working days is needed to allow for a more extensive evaluation. The failure of the Commissioner or the MTYCFA President to give written notice to the Dean of the disapproval of the supplemental agreement within the time frames provided herein shall constitute approval of the supplemental agreement. If either the Commissioner or the MTYCFA President disapproves the supplemental agreement, they must give reasons for their disapproval. All supplemental agreements terminate upon expiration of the statewide agreement. In all cases, the specific provisions of the supplemental agreement prevail over the general provisions of the statewide agreement.

Each College has the option to choose to form an independent bargaining unit or may choose to join the bargaining unit on the affiliated four-year campus. Such option may be invoked upon the approval of a majority of the bargaining unit employees at the affected College and approval of the appropriate Dean, Chancellor, and President. It is understood that the bargaining unit at the four-year campus may also need to concur with a proposed merger.

APPENDIX C
MEMORANDUM OF UNDERSTANDING
FACULTY WORKLOAD

The instructional workload for full-time faculty shall normally fall within the range of 30 to 32 credits per academic year. The instructional assignment for a full-time faculty member shall normally not exceed 25 hours per week. Where instructional assignments consist of primarily laboratory, clinical, shop, internship or cooperative work experience supervision, the assignment for a full-time faculty member shall not exceed 30 hours per week. Faculty teaching more than thirty-two (32) credits or the hours defined above shall be eligible for overload compensation or a reduction in non-instructional assignments at the discretion of the campus administration. Bargaining unit faculty who teach at least 15 credits in a semester shall not receive a pro-rated salary during that semester.

The parties understand that this workload provision does not affect Article 2 (Recognition) or the definition of bargaining unit membership.

The parties understand that management has an obligation to manage workloads down to the range of 30 to 32 credits and a right to manage workloads up to a range of 30 to 32 credits.

Faculty members have no entitlement (or right of first refusal) to overload-earning opportunities.

Any faculty member who requests a teaching workload of less than 30 to 32 credits per academic year must submit a justification of how the non-instructional work time would benefit the institution.

APPENDIX D
POLICY AND STATUTORY REFERENCES

This appendix is not a part of the collective bargaining agreement but is included as an informational reference. Regent policies and statutes which may be of interest to employees include the following.

Regents Policies

- 703 Nondiscrimination
- 712.1 Post-retirement Employment
- 730.6 Minimum Qualifications of Faculty; Montana Technical System
- 801.5 Holiday Exchanges
- 803.1 Tax Sheltered Annuities
- 803.2 Optional Retirement Program
- 804.1 Self-insured Group Insurance Plan
- 804.4 Personal Indemnification
- 940.13 Fee Waivers

State Laws

Public Employees Retirement System	Title 19, Chapter 3
Teachers' Retirement.....	Title 19, Chapter 20
Optional Retirement Program	Title 19, Chapter 21
Deferred Compensation	Title 19, Chapter 50
Workers' Compensation	Title 39, Chapter 71
Public Employees Collective Bargaining Act.....	Title 39, Chapter 31
Code of Ethics.....	Title 2, Chapter 2, Part 1
University System.....	Title 20, Chapter 25
Travel, Meals and Lodging	Title 2, Chapter 18, Part 5

APPENDIX E
MEMORANDUM OF UNDERSTANDING
OVERLOAD AND SUMMER PROGRAM COMPENSATION

It is hereby understood that references in the collective bargaining agreement to “1/170th” and “170” as factors used for the purpose of calculating overload compensation does not mandate the assignment by the Employer of 170 instructional and instructional-related days each academic year. It is acceptable for the Employer to assign fewer than 170 academic year instructional and non-instructional days in any given year

The Employer shall encourage input from the Union-Management Committee at each College relative to pertinent topics and effective utilization of instructional-related (IR) days.

The Employer shall retain the final discretion in assignment of IR days.

DATED this _____ day of _____, 20____.

FOR THE EMPLOYER:

FOR THE UNION:

Commissioner of Higher Education

President

Deputy Commissioner
for Human Resources

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