

**Memorandum of Understanding By and Between
Lansing Community College Administrative Association
(AFT Michigan, AFT, AFL-CIO)
and
Lansing Community College
June 13, 2022**

As a result of their 2022 Salary Reopener negotiations, the parties have agreed to modify the provisions of Article XIV. (Compensation), and Appendix H (Wage Scale), of their 2021-2024 Collective Bargaining Agreement.

Following are the revised provisions:

ARTICLE XIV. COMPENSATION

A. Salary Schedules

Bargaining unit members shall be compensated in accordance with the appropriate step of the appropriate level of the salary schedules in Appendix H. Part-time bargaining unit members will be compensated on a prorated basis according to their FTE status designation (e.g. 20 hours, 25 hours, or 30 hours).

B. Hiring Range

Newly hired bargaining unit members may be placed on the salary schedule as follows: one step for each full-time equated year of professional level experience both outside of and within LCC up to a maximum of eight years, (1 FTE year = 1 step). The Human Resources Department will review the salaries of incumbent employees in determining the appropriateness of step placement of newly hired employees. The College, if necessary, can waive the eight-year maximum, provided a representative of the Human Resources Department will meet with a representative designated by the Association to discuss the reason(s) necessitating deviation from the established hiring range prior to making a formal offer of employment to the prospective employee.

C. Rate of Pay in the Event of Promotion or Reclassification

In the event of a promotion or reclassification that results in movement to a position with a higher pay level, the employee will be placed at the same step in the new level as their step placement in their current bargaining unit position. The rate change will be effective at the beginning of the first full pay period beginning on or after the effective date of the promotion, transfer, reclassification, or interim assignment.

D. Rate of Pay in the Event of Transfer, Demotion, or Interim Assignment

1. In the event of a transfer or interim assignment that results in movement to a position with a higher pay level, the employee will be placed at the step in the new classification

having the rate that is closest to the average of the rate for the employee's former level and step and the rate for the same step in the new level. The rate change will be effective at the beginning of the first full pay period beginning on or after the effective date of the transfer or interim assignment.

2. In the event of an interim assignment that results in movement to a position with a lower pay level, the employee's pay rate will be the same as if the assignment had not been made (i.e., will continue to receive applicable step increases in the regular classification).
3. In the event of a demotion, transfer, or reclassification that results in movement to a position in this bargaining unit with a lower pay level, the employee will suffer no reduction in pay, unless otherwise agreed by the employee. The pay rate change will be effective at the beginning of the first full pay period beginning on or after the effective date of the demotion, transfer, or reclassification.
4. A member who becomes a member of another bargaining unit as a result of demotion, transfer, or reclassification will be compensated in accordance with that unit's collective bargaining agreement and will be subject to other terms and conditions of employment consistent with the applicable collective bargaining agreement.

E. Degree Recognition

Full-time members who, after the effective date of this agreement, obtain a related academic degree beyond what is specified in the band and level classification of their position, and subject to the approval of the immediate supervisor or chairperson, the responsible Executive Leadership Team member and the Human Resources Director, will receive a one-time payment not added to base of \$1500 for a Bachelor's Degree; \$2,000 for a Master's Degree; \$2,500 for a Doctoral Degree. Part-time members will receive a one-time payment not added to base salary of the same amounts, based on the related degree earned, prorated according to their FTE status designation. Payment will be made following submission of official transcripts from a regionally accredited institution and approval of appropriate parties.

F. Salary Increases

For the contract/fiscal year 2021-2022, employees will remain on their current step as of June 30, 2021. Employees will move to their current step on the new salary schedule (Appendix H) beginning as soon as practicable following ratification and approval of the bargaining unit contract.

Beginning with contract/fiscal year 2022-2023, each eligible employee will advance one step on the Salary Schedule (Appendix H) upon completion of each additional year of active work in their level and step. Employees will receive a one-step increase on the salary schedule on the first full pay period following July 1, 2022, and July 1, 2023, or on their anniversary as applicable.

For each year of the contract, members who are red circled (at a salary that is above their

identified (level and step) will receive no increase in salary and will receive a lump sum payment at the end of the contract year in the amount of 1.0% of annual earnings from their bargaining unit position.

An employee is not eligible to advance if the employee has had an unsatisfactory performance evaluation within the preceding six months, in which case the step increase will be delayed until the end of such six-month period. An employee is not eligible to advance while on leave of absence or layoff. Pay rate changes will be effective at the beginning of the first full payroll period starting on or after the date the employee is eligible for a step increase.

Either party may reopen negotiations with respect to salaries only by delivering written notice of reopening to the other party during the month of April 2022. If the contract expires and no successor agreement has been negotiated, employees shall not further advance on the steps until a successor agreement has been reached, unless otherwise agreed to by the parties in writing.

G. Review and Update of Classification & Compensation System:

Within two weeks of ratification of this agreement, the Director of Labor Relations and the President of AFT, as co-chairs of the Joint Taskforce for creating a new level/classification system, will select members of the Taskforce with an equal number of Administration and AFT representatives. This taskforce will select and work collaboratively with a hired consultant to create the new structure which will be reviewed for approval by AFT and College Administration by July 1, 2023.

The goals of the work of this taskforce include:

- Creating a standardized language for job descriptions and providing templates for similar positions
- Identifying and resolving same-level reporting structures (those that remain require a letter of agreement)
- Addressing similar positions when someone is hired or moved into a position and is given a higher wage.
- Standardizing titles with levels for organizational consistency and equity (exceptions require a letter of agreement)
- Addressing high-demand high-wage position compensation

All current pay related processes, including Reclassifications and Responsibility Dollars, will remain in place until any recommended changes or updates to the compensation system are finalized and implemented.

H. Recommendations for Market Based Adjustments

Prior to the adoption of a revised pay structure as indicated in Section G, areas that experience

exceptional difficulty recruiting or retaining staff in AFT positions may work with HR to review a potential advancement of 1 to 3 steps on the salary schedule and/or adding steps to the salary schedule for that position. HR will review any recommended changes with AFT for mutual approval.

APPENDIX H: WAGE SCALE

For the 2021-2022 fiscal year, effective as soon as practicable following ratification and approval, salary schedules will increase by 3.5%. The salary schedule for full-time AFT employees is:

2021-2022	III	II	I
Step 5	\$ 53,815	\$ 62,776	\$ 74,906
Step 6	\$ 55,655	\$ 64,973	\$ 77,528
Step 7	\$ 57,603	\$ 67,247	\$ 80,241
Step 8	\$ 59,619	\$ 69,601	\$ 83,049
Step 9	\$ 61,706	\$ 72,037	\$ 85,957
Step 10	\$ 63,557	\$ 74,198	\$ 88,535
Step 11	\$ 65,464	\$ 76,424	\$ 91,191
Step 12	\$ 67,428	\$ 78,717	\$ 93,927
Step 13	\$ 69,451	\$ 81,078	\$ 96,745
Step 14	\$ 71,186	\$ 83,105	\$ 99,163
Step 15	\$ 72,966	\$ 85,183	\$ 101,642
Step 16	\$ 74,426	\$ 86,886	\$ 103,675
Step 17	\$ 75,914	\$ 88,624	\$ 105,749
Step 18	\$ 77,432	\$ 90,397	\$ 107,864
Step 19	\$ 78,982	\$ 92,204	\$ 110,021
Step 20	\$ 80,561	\$ 94,048	\$ 112,221
Step 21	\$ 82,173	\$ 95,930	\$ 114,466
Step 22	\$ 83,816	\$ 97,849	\$ 116,755
Step 23	\$ 85,493	\$ 99,806	\$ 119,090
Step 24	\$ 87,202	\$ 101,802	\$ 121,472
Step 25	\$ 88,946	\$ 103,838	\$ 123,901

For the 2022-2023 fiscal year, effective as soon as practicable following ratification and approval, the following salary schedules will be effective:

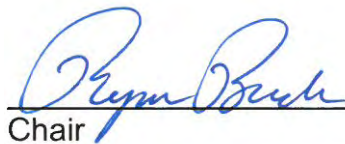
2022-2023	III	II	I
Step 5	\$ 55,160	\$ 64,345	\$ 76,779
Step 6	\$ 57,046	\$ 66,597	\$ 79,466
Step 7	\$ 59,043	\$ 68,928	\$ 82,248
Step 8	\$ 61,110	\$ 71,341	\$ 85,126
Step 9	\$ 63,248	\$ 73,838	\$ 88,106
Step 10	\$ 65,146	\$ 76,053	\$ 90,748
Step 11	\$ 67,100	\$ 78,335	\$ 93,471
Step 12	\$ 69,114	\$ 80,685	\$ 96,275
Step 13	\$ 71,187	\$ 83,105	\$ 99,163
Step 14	\$ 72,966	\$ 85,183	\$ 101,642
Step 15	\$ 74,791	\$ 87,312	\$ 104,183
Step 16	\$ 76,286	\$ 89,058	\$ 106,267
Step 17	\$ 77,812	\$ 90,840	\$ 108,393
Step 18	\$ 79,368	\$ 92,657	\$ 110,560
Step 19	\$ 80,956	\$ 94,509	\$ 112,771
Step 20	\$ 82,575	\$ 96,400	\$ 115,026
Step 21	\$ 84,227	\$ 98,328	\$ 117,327
Step 22	\$ 85,912	\$ 100,295	\$ 119,674
Step 23	\$ 87,630	\$ 102,301	\$ 122,068
Step 24	\$ 89,382	\$ 104,347	\$ 124,509
Step 25	\$ 91,170	\$ 106,434	\$ 126,999

For the 2023-2024 fiscal year, the following salary schedules will be effective:

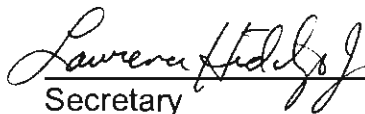
2023-2024	III	II	I
Step 5	\$ 56,263	\$ 65,632	\$ 78,314
Step 6	\$ 58,187	\$ 67,929	\$ 81,055
Step 7	\$ 60,224	\$ 70,307	\$ 83,892
Step 8	\$ 62,332	\$ 72,767	\$ 86,828
Step 9	\$ 64,513	\$ 75,315	\$ 89,868
Step 10	\$ 66,449	\$ 77,574	\$ 92,563
Step 11	\$ 68,442	\$ 79,902	\$ 95,340
Step 12	\$ 70,496	\$ 82,299	\$ 98,201
Step 13	\$ 72,611	\$ 84,767	\$ 101,146
Step 14	\$ 74,425	\$ 86,887	\$ 103,675
Step 15	\$ 76,286	\$ 89,058	\$ 106,267
Step 16	\$ 77,812	\$ 90,840	\$ 108,392
Step 17	\$ 79,368	\$ 92,656	\$ 110,561
Step 18	\$ 80,956	\$ 94,510	\$ 112,771
Step 19	\$ 82,576	\$ 96,399	\$ 115,026
Step 20	\$ 84,227	\$ 98,328	\$ 117,327
Step 21	\$ 85,912	\$ 100,295	\$ 119,674
Step 22	\$ 87,630	\$ 102,301	\$ 122,068
Step 23	\$ 89,382	\$ 104,347	\$ 124,509
Step 24	\$ 91,170	\$ 106,434	\$ 126,999
Step 25	\$ 92,994	\$ 108,562	\$ 129,539

FOR THE BOARD OF TRUSTEES

FOR THE ASSOCIATION


 Chair _____ Date 6/21/2022

 President _____ Date _____


 Secretary _____ Date 6-21-2022