

**Letter of Agreement
Between Lansing Community College,
LCC Education Support Personal Association (ESP)
and
LCC Part-time Clerical Technical Union (PTCTU)
September 8, 2023**

In recognition of the Self-Determination Election conducted through the Michigan Employment Relations Commission (MERC) in which both the LCC Educational Support Association (ESP) and the Part-time Technical and Clerical Union (PTCTU) employees voted to merge into one bargaining unit, the parties agree to the following:

1. The current conditions outlined in the current ESP bargaining agreement that is set to expire on June 30, 2025, shall remain in effect for all Full-time support members until a joint agreement is reached and ratified.
2. The current conditions outlined in the current PTCTU bargaining agreement that expired on June 30, 2023 shall be extended until June 30, 2025, or until a joint agreement is reached and ratified, with the exception of those terms and conditions listed below.
3. Upon full ratification of this Agreement, each member of the former PTCTU bargaining unit will receive a \$200 signing bonus, provided they were employed in the former PTCTU bargaining unit on August 14, 2023, and remain employed through the date of implementation.

Article I.A

Bargaining Unit

The College recognizes the Union as the exclusive bargaining representative of all regular part-time and full-time support, technical, and paraprofessional employees of Lansing Community College, EXCLUDING the following:

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- All temporary or casual employees;
- All personnel in Human Resources;
- All sworn public safety officers and sworn public safety officer/dispatchers;
 - All custodial/facilities maintenance personnel;
- All supervisors as defined by the Michigan Employment Relations Commission;
- All bona fide executive, administrative, and professional personnel;
- One part-time support employee designated as excluded by each officer at or above the level of Dean;
- One full-time support employee designated as excluded by each officer at or above the level of Dean;
- One clerical employee designated as excluded by the Public Relations officer;
- All personnel working in the President's Office or the Board of Trustees' Office or who report directly to a Senior Vice President, the Chief Financial Officer or the Chief Information Officer;

- Athletic coaches (as to the coaching assignment only; while coaches are not included in the bargaining unit, nothing in this Agreement prohibits employees from performing coaching duties or activities);
- Bus drivers (as to the bus driving assignment only; while bus drivers are not included in the bargaining unit, nothing in this Agreement prohibits employees from performing bus driving duties or activities); and
- Student workers (e.g., retained through Financial Services or Human Resources, as part of a financial aid package, etc.).

Article VI.B

Definition of Seniority

Seniority shall be defined as the length of continuous service with the College since the employee's most recent date of hire in either the Part-Time Clerical Technical Union (PTCTU) or the Educational Support Personnel (ESP) union, subject to adjustment for periods of employment in a position outside of the Union's bargaining unit. Seniority shall commence only after the employee completes the probationary period specified under this Agreement. Employees who commence work on the same date shall be placed on the seniority list in alphabetical order of surnames on the date of employment. The application of seniority shall be limited to the preferences and benefits specifically recited in this Agreement as being controlled by seniority.

Article XII.A

Hourly Wage Adjustments

1. As soon as practicable on or after the date of final ratification, each eligible employee will move to their current level and step on the new Wage Schedule (Appendix A). Employees who reach their anniversary step increase date will advance one step on the Wage Schedule on that step increase date. Thereafter, each eligible employee will advance one step upon completion of each additional year of active work in their level and step until reaching the top step (e.g., an employee in their level and step since 10/14/22 will advance one step at the next full payroll period following 10/14/23 and annually thereafter, assuming ratification before that date). Employees with anniversary step increase dates between July 1, 2023, and the date of ratification will receive their anniversary step increase at the time of ratification. An employee is not eligible to advance while on unpaid leave of absence or layoff. Pay rate changes will be effective at the beginning of the payroll period starting closest to the date the employee is eligible for a step increase (i.e., at the beginning of the payroll period if the employee's eligibility date falls within the first week of the payroll period, otherwise at the beginning of the next payroll period).

2. New pay schedules will be in effect as of full ratification for the fiscal year 2023-24 pay rates and as of June 30, 2024 for the fiscal year 2024-25 pay rates.

3. An eligible employee who is paid above the top step of the wage scale will receive a lump sum payment of \$600 for each of the 2023-24 and 2024-25 fiscal years. Payment under this subsection will be added to the employees' regular pay for August following the fiscal year for which it was earned.

4. 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.

Article XIII.E

Holidays

1. For contract year 2023-2024, PTCTU employees who worked at least 1,000 hours in the previous fiscal year (2022-2023) will receive an additional 60 hours PTO at the beginning of the fiscal year for use to cover pay for holiday closings. Those employees who previously received the additional 40 hours of PTO will receive an additional 20 hours of PTO, for a total of 60 additional hours of PTO.
2. Beginning in contract year 2024-2025, PTCTU employees who worked at least 1,000 hours in the previous fiscal year will receive an additional 60 hours PTO at the beginning of the following fiscal year for use to cover pay for holiday closings.

Article XIII.F

Paid Sick Leave (new language)

1. Bargaining unit employees will accrue Paid Sick Leave (PSL) at the rate of 4.6 percent of hours worked or paid.
2. PSL hours shall be used only for the following purposes:
 - a. The employee's health related appointments, (doctor, dental, optical, etc.) illness, injury, or hospitalization; or
 - b. Illness in the employee's immediate family (up to 48 hours per year).

For purposes of this section, a member of the employee's immediate family is defined as spouse, parent, sibling, child, grandparent, grandchild, step-parent, step-child, parent-in-law, child-in-law, sibling-in-law, and other members of the employee's household.

PSL hours will not accumulate beyond 1,200 hours.

Appendix A

Pay Schedule Key:

- S – Support
- P – Paraprofessional
- T – Technical

2023-2024 Pay Schedule

Step	S2	S3	S4	P2	P3	P4	T2	T3	T4
1	\$ 13.76	\$ 14.04	\$ 14.64	\$ 14.12	\$ 15.01	\$ 17.82	\$ 14.12	\$ 15.01	\$ 17.82
2	\$ 14.17	\$ 14.47	\$ 15.08	\$ 14.55	\$ 15.46	\$ 18.35	\$ 14.55	\$ 15.46	\$ 18.35
3	\$ 14.60	\$ 14.90	\$ 15.53	\$ 14.98	\$ 15.92	\$ 18.90	\$ 14.98	\$ 15.93	\$ 19.27
4	\$ 15.04	\$ 15.35	\$ 16.00	\$ 15.43	\$ 16.40	\$ 19.47	\$ 15.43	\$ 16.41	\$ 20.33
5	\$ 15.49	\$ 15.81	\$ 16.64	\$ 15.90	\$ 16.97	\$ 20.05	\$ 15.90	\$ 16.90	\$ 21.35
6	\$ 15.95	\$ 16.28	\$ 17.47	\$ 16.37	\$ 17.99	\$ 20.65	\$ 16.37	\$ 17.83	\$ 22.20
7	\$ 16.43	\$ 16.77	\$ 18.26	\$ 16.86	\$ 18.71	\$ 21.27	\$ 16.86	\$ 18.63	\$ 23.09
8	\$ 16.92	\$ 17.27	\$ 18.81	\$ 17.37	\$ 19.21	\$ 21.91	\$ 17.37	\$ 19.13	\$ 23.78
9	\$ 17.43	\$ 17.79	\$ 19.37	\$ 17.89	\$ 19.79	\$ 22.57	\$ 17.89	\$ 19.70	\$ 24.49
10	\$ 17.95	\$ 18.32	\$ 19.95	\$ 18.43	\$ 20.38	\$ 23.25	\$ 18.43	\$ 20.30	\$ 25.23

2024-2025 Pay Schedule

Step	S2	S3	S4	P2	P3	P4	T2	T3	T4
1	\$ 15.14	\$ 15.45	\$ 16.11	\$ 15.54	\$ 16.51	\$ 19.60	\$ 15.54	\$ 16.52	\$ 19.60
2	\$ 15.59	\$ 15.91	\$ 16.59	\$ 16.00	\$ 17.00	\$ 20.19	\$ 16.00	\$ 17.01	\$ 20.19
3	\$ 16.06	\$ 16.39	\$ 17.09	\$ 16.48	\$ 17.51	\$ 20.79	\$ 16.48	\$ 17.52	\$ 20.79
4	\$ 16.54	\$ 16.88	\$ 17.60	\$ 16.98	\$ 18.04	\$ 21.42	\$ 16.98	\$ 18.05	\$ 21.42
5	\$ 17.04	\$ 17.39	\$ 18.13	\$ 17.48	\$ 18.58	\$ 22.06	\$ 17.48	\$ 18.59	\$ 22.06
6	\$ 17.55	\$ 17.91	\$ 18.67	\$ 18.01	\$ 19.14	\$ 22.72	\$ 18.01	\$ 19.15	\$ 22.72
7	\$ 18.07	\$ 18.45	\$ 19.23	\$ 18.55	\$ 19.71	\$ 23.40	\$ 18.55	\$ 19.72	\$ 23.40
8	\$ 18.62	\$ 19.00	\$ 19.81	\$ 19.11	\$ 20.30	\$ 24.10	\$ 19.11	\$ 20.31	\$ 24.10
9	\$ 19.17	\$ 19.57	\$ 20.40	\$ 19.68	\$ 20.91	\$ 24.83	\$ 19.68	\$ 20.92	\$ 24.83
10	\$ 19.75	\$ 20.16	\$ 21.01	\$ 20.27	\$ 21.54	\$ 25.57	\$ 20.27	\$ 21.55	\$ 25.57