

**MASTER AGREEMENT**

**BETWEEN**

**WEST SHORE COMMUNITY COLLEGE**

**AND**

**WEST SHORE COMMUNITY COLLEGE  
EDUCATIONAL SUPPORT PERSONNEL**

**Effective: July 1, 2017 through June 30, 2020**

## Table of Contents

<i>PREAMBLE</i> .....	4
<i>AGREEMENT</i> .....	4
<i>ARTICLE 1 - PURPOSE AND INTENT</i> .....	4
<i>ARTICLE 2 - RECOGNITION</i> .....	4
ARTICLE 3 - MEMBERSHIP.....	5
ARTICLE 4 - MANAGEMENT RIGHTS .....	5
ARTICLE 5 - ESP RIGHTS .....	6
ARTICLE 6 - ESP MEMBER RIGHTS .....	6
ARTICLE 7 - ESP REPRESENTATION .....	7
ARTICLE 8 - PROBATIONARY EMPLOYEES.....	7
ARTICLE 9 - SENIORITY .....	8
ARTICLE 10 - VACANCIES, TRANSFERS, AND PROMOTIONS.....	9
ARTICLE 11 - LAYOFF AND RECALL.....	10
ARTICLE 12 - POSITION PROFILES, GROUPS, & COMPENSATION.....	11
ARTICLE 13 - WORK YEAR, WORK WEEK, WORK DAY.....	13
ARTICLE 14 - OVERTIME/PREMIUM.....	14
ARTICLE 15 - VACATION .....	16
ARTICLE 16 - SICK LEAVE .....	17
ARTICLE 17 - PERSONAL BUSINESS ABSENCE .....	18
ARTICLE 18 - INCLEMENT WEATHER.....	18
ARTICLE 19 - HOLIDAYS.....	19
ARTICLE 20 - BEREAVEMENT LEAVE .....	20
ARTICLE 21 - JURY DUTY .....	21
ARTICLE 22 - ESP LEAVE .....	21
ARTICLE 23 - UNPAID LEAVES .....	21
ARTICLE 24 - INSURANCE .....	23
ARTICLE 25 - RETIREMENT PLAN AND SEPARATION RECOGNITION PROGRAM .....	24
ARTICLE 26 - PERFORMANCE APPRAISAL .....	24
ARTICLE 27 - DISCIPLINARY ACTIONS.....	25
ARTICLE 28 - GRIEVANCE PROCEDURE .....	25

ARTICLE 29 - MISCELLANEOUS.....	30
ARTICLE 30 - CONTINUITY OF OPERATIONS .....	32
ARTICLE 31 - COMPLETE AGREEMENT.....	33
ARTICLE 32 - SAVINGS PROVISION.....	33
ARTICLE 33 - TERMINATION AND MODIFICATION .....	33
APPENDIX A .....	36
APPENDIX B .....	39
APPENDIX C .....	40