

PROFESSIONAL STAFF CALENDAR

January

- 3 Personal days benefit begins with calendar year

February

- See Evaluation Cycle Year 1 below

March

- Notice of reappointment by March 1 in 1st four years - Non-Reappointments are not grievable during this probationary period.

April

- Unused vacation days in excess of 480 hours (64 days) are converted to sick leave at end of last pay period in April.

May

- E5 - Six-month description of college service due to supervisor by 5/30 (4 hours is the requirement)
- E4 - If student advising is assigned, the log is due to supervisor by 5/30.
- Graduation - If required to attend, graduation should be included in E-7. If graduation is during the evening or on weekend, then compensatory time is required.

June

- E8 - Summary Evaluation by supervisor due by June 1. (7 working days to respond to supervisor's evaluation and 14 days for post-evaluation conference and reasons)
- Letter stating preferred work assignment submitted each year to supervisor by June 1
- Develop E-7 with supervisor - E-7 serves as the basis of evaluation for the year. E-7 includes job description item (goals), objectives (if mutually agreed), and activities/methods.

July

- Annual "Points" are paid based on snapshot as of October 15th.
- Notification of work assignment due on July 1 from supervisor
- Off Campus Days - 3 days off campus for activities outside of those assigned (conferences, catching up on the literature of the field, etc). May be taken in increments of a half-day or more - 3 off campus days begin with fiscal year – See November

October

- Notice of reappointment in 5th year or later by October 15th. Non-reappointment at end of 5th year requires "just cause."
- Annual "Points" are paid on July 1 based on snapshot as of October 15th.
- Unused vacation days in excess of 480 hours (64 days) are converted to sick leave at end of last pay period in October.

November

- Day after Thanksgiving - 7.5 hours must be used as one of the 3 off campus days

December

- E5 - six-month description of college service due to supervisor by 12/30 (4 hours is the requirement)
- E-4 - If student advising is assigned, the log is due to supervisor by 5/30.

Evaluation Cycle	New Employee Considerations
Year 1 - February 1 and June 1 Years 2-6 - June 1 Year 7 - Tenure (No Evaluation) Year 8 - No Evaluation Year 9 - Evaluation and every 3 rd year on June 1	10 days of hire - Submit classification points (data form) 30 days of hire - HR forwards proper classification Year 2 and after - monitor points

Links to forms and other contract materials is available on the MCCC page: <http://www.mccc-union.org/CONTRACTS/>