



A Union of Professionals

**Academic Administrative Personnel Federation
Local 3983**

MEMORANDUM OF AGREEMENT

-between-

ACADEMIC ADMINISTRATIVE PERSONNEL FEDERATION

-and-

COUNTY COLLEGE OF MORRIS

-for-

PROFESSIONAL RECOGNITION AWARD SUBMISSION REVISION

PARTIES

The parties to this Memorandum of Agreement (hereinafter referred to as “MOA”) are the Academic Administrative Personnel Federation (AAPF) and the County College of Morris (CCM).

PURPOSE

The purpose of this MOU is to extend the timeline in the collective bargaining AGREEMENT between the parties exclusively for the 2021/2022 academic year referenced in Article ~~XXII~~, H. Professional Recognition Award (PRA), Section 3, Application Submission subsections a, b, and c; Section 4. Review Procedure 4 subsections a (ii), b,c, and d; Section 5. Professional Recognition Award (pages 58 thru 61 of the AAPF contract dated July 1, 2018 thru June 30, 2021).

CHANGES AGREED TO

A. PROFESSIONAL RECOGNITION AWARD

3. Application Submission

a. An employee who wishes to be considered for a professional recognition award shall submit to his or her immediate supervisor no later than April 1, 2021, an electronic application located in Exhibit D. The application shall include a statement demonstrating how the applicant believes he or she satisfies the Standards in subsection 2 for recommendation and grant of professional recognition award. The applicant shall append to the application any relevant documentation that the applicant wishes to submit in support of the application. If the employee does not have access to their documentation, a resume type document that consists of a review of all items not in their possession, will be acceptable. This will be an opportunity for applicants to highlight

their roles and achievements along with the supporting documentation that is inaccessible during this time.

b. The applicant's immediate supervisor will have until April 15, 2021, to endorse the application as either "recommended" or "not recommended," and shall forward the application to the Human Resources Administrator.

c. The Human Resources Administrator shall verify satisfaction of the eligibility criteria in subsection 1 for submission of an application for professional recognition award. The Human Resources Administrator will have until April 30, 2021, to forward all eligible applications to the Professional Recognition Award Review Committee together with all accessible supporting documents.

4. Review Procedure

a. The Professional Recognition Award Review Committee shall be comprised of six (6) members as follows:

(i) Three (3) employees of the College who are not in the Federation bargaining unit.

The President of the College shall annually appoint the three (3) non-federation members of the Committee.

b. The Professional Recognition Award Review Committee shall review the eligible applications forwarded by the Human Resources Administrator. As part of its review, the Committee may request from an immediate supervisor, applicant or other relevant person, additional information in writing or through personal appearances before the Committee, relating to the merits of a particular application. All deliberations of the Committee shall be kept confidential unless disclosure is directed by a judicial authority or is necessary for the College or the Federation to defend a claim arising under this article. The Professional Recognition Award Review Committee shall conduct a secret majority vote to recommend not more than four (4) applicants to the Divisional Review Committee, and the Professional Recognition Committee shall rank all recommended applicants in order of preference (applicants may not be ranked equally). These recommendations must be forwarded to the Divisional Review Committee no later than May 15, 2021.

c. The Divisional Review Committee shall be comprised of the heads of the four (4) College Divisions: Business and Finance, Academic Affairs, Student Development and Enrollment Management and College Advancement and Planning. The Divisional Review Committee shall review the applications recommended by the Professional Recognition Award Review Committee. No later than June 1, the Divisional Review Committee shall jointly determine and forward to the President of the College a list of those applicants recommended for professional recognition award together with all materials relevant to the applications recommended.

d. The President of the College shall review all those applications recommended by either the Divisional Review and/or the Professional Recognition Award Review Committees. No later than June 10, 2021, the President may recommend to the Board of Trustees no more than four (4) applicants for grant of professional recognition awards, together with all materials relevant to the applications recommended by the President. The President of the College shall retain the discretion to reject any professional recognition award application or prior ranking of recommended applications which in his judgment does not satisfy the intent or standards set forth in this Section H.

Upon approval by the County College of Morris Board of Trustees at their March 23, 2021 board meeting, this agreement will constitute the full and entire agreement between the AAPF bargaining unit and the College regarding the Professional Recognition Award.

Pending said Board approval, the effective date of this MOA is the date of the signature last affixed on this page.

Vivien J. Ray

March 1, 2021

Vivien Ray
Vice President, Human Resources & Labor Relations

Date

Marianne Perfetto

March 1, 2021

Marianne Perfetto
President, AAPF

Date