

**MEMORANDUM OF AGREEMENT**  
**between**  
**The Quincy College Board of Governors**  
**and the**  
**Quincy Education Association (QEA) Bargaining Unit D, Quincy College Faculty**  
**Nov. 13, 2019**

Bargaining teams representing Unit D of the Quincy Education Association (the Association) and the Quincy College Board of Governors (the Board or Employer) hereby agree to a new one-year contract to be in effect from August 28, 2019 through August 27, 2020. Except as modified by this Memorandum, the terms and provisions of the August 28, 2018 through August 27, 2019 contract will be carried forward into the new contract, with the understanding that any modifications to work days/hours were for the 2018-2019 contract year only.

**Article IV: Grievance and Arbitration Procedure**

**A. Informal Resolution**

Change STEP 1 to read:

- a. "Within thirty (30) calendar days of when the member reasonably knew or should have known of an alleged violation of this Agreement, the aggrieved member may file the grievance in writing with ~~the Vice President for Academic Affairs~~ **Human Resources.**"

**Article VI: School Hours and Work Year**

Change Section 2 to read:

- b.) up to 12 college-wide non-instructional days which can be used for professional development, curriculum development, assessment activities, advising students (minimum of 3 days, which may be used in half day increments of full work days), and college meetings. **Effective during this contract year only, two (2) non-instructional days will be designated for faculty preparation. The use of such preparation time shall be determined by the faculty member.** Up to 2 of the non-instructional days may be scheduled the last two (2) working days before September 1, but not earlier than August 28 for professional development and/or advising.

**Article X: Temporary Leave of Absence**

Insert in 3rd paragraph:

"The President *or designee* may grant members leaves of absence with pay...."

**Article XII: Sabbatical Leave**

Change as follows:

- A. "In the interest of rewarding professional performance and encouraging independent research, achievement and professional growth, the ~~President~~ **College** shall adhere to the following policies in respect to granting sabbatical leaves as recommended by the ~~Accreditation Board~~ **Sabbatical Committee:**"
1. [Leave as is]
  2. "... There shall be a minimum interval of six years between sabbatical leaves except upon recommendation of the ~~Accreditation Board~~ **Sabbatical Committee.**"
  3. "Any member who desires to apply for sabbatical leave shall submit a written proposal ~~to the Accreditation Board~~ **of such format and content as required by** Sabbatical Committee by March 1..."
  4. "In passing on a proposal for sabbatical leave, the ~~Accreditation Board~~ **Sabbatical Committee** will apply..."
  5. "The ~~Accreditation Board~~ **Sabbatical Committee** will make its recommendations..."
  6. "Any member accepting sabbatical leave shall enter into a written agreement with the President *or designee* in accordance with..."
  7. "... shall submit a report of his/her research or study for the President *or designee* in such form..."
- B. "The ~~Accreditation Board~~ **Sabbatical Committee** shall consist of ~~the President, the Vice-President designated by the President an administrator and two non-unit members~~ designated by the administrators **President** and three members of the bargaining unit designated by the Association. ~~The administrator and the three members of the bargaining unit shall be appointed to two-year terms so arranged that each year the terms of two of these four persons shall expire.~~ **Membership shall be determined by the President and the Association on a yearly basis. Wherever reference is made in the Contract to the Accreditation Board, it shall mean the Accreditation Board provided for by this clause.**"

**Article XIV: Group Insurance**

Change the third paragraph to read:

"Medical and dental insurance shall be available to all members as set forth in the ~~June, 2011~~ **current** Memorandum of Agreement between the City of Quincy and the Public Employee Committee (PEC)."

**Article XXII: Salary**

Insert new Section D:

**D. August 28, 2019 — August 27, 2020**

**All Unit members shall receive a base pay increase retroactive to the following schedule:**

**August 28, 2019: 3%**

**Retroactive payments will be paid in a lump sum check within 30 days of ratification of this agreement.**

**Article XXIV: Lunch Period: Extra Curricular Activities**

Change Section 2 to read:

2. "The ~~Board~~ **College** and the Association recognize that while participation by members in extracurricular activities..."

**Additional Agreements:**

**Joint Committee on Evaluation Procedure**

*The parties agree to establish a joint labor management committee to review the current evaluation process in Exhibit C of the Collective Bargaining Agreement. Such committee shall be comprised of three non-unit members designated by the President and three members of the bargaining unit designated by the Association. The Joint Committee will make its recommendations to the Parties with regard to revisions of the evaluation process by no later than June 30, 2020. Either party may initiate bargaining with regard to the implementation of such recommendations. Such bargaining shall be subject to M.G.L. Chapter 150(e).*

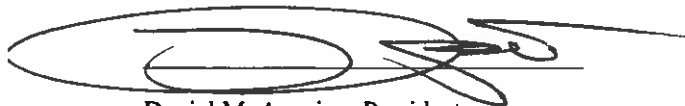
**Joint Committee on Contract Housekeeping**

*The parties agree to establish a joint labor management committee to review the Collective Bargaining Agreement and update current contract language for consistency. Any proposed changes by this committee shall be subject to agreement by the Association President and the College. Such committee shall be comprised of three non-unit members designated by the President and three members of the bargaining unit designated by the Association.*

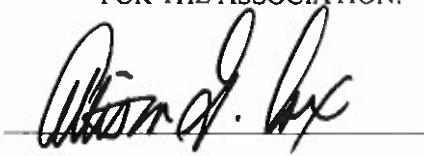
This Memorandum of Agreement is hereby signed and sealed by their duly authorized representatives. The parties recognize and agree that all proposals/counterproposals regarding changes to the Collective Bargaining Agreement not embodied in this Memorandum have been withdrawn. This agreement shall be in full effect upon ratification by both parties.

FOR THE BOARD:

FOR THE ASSOCIATION:



Daniel M. Asquino, President



Allison G. Cox, President

Date: 11/21/2019

Date: 11/21/2019