

Neosho County Community College

2025-2026 NEGOTIATED AGREEMENT

**Board of Trustees
of
Neosho County Community College**

and

**Neosho County Community College
Professional Educators' Association**

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PREAMBLE

Agreement made and entered into as of the 14th day of May, 2025 by and between the Board of Trustees of Neosho County Community College, hereinafter referred to as the "Board," and Neosho County Community College Professional Educators' Association, hereinafter referred to as the "Association."

WHEREAS, the Legislature of the State of Kansas has established a procedure for Professional Employees employed within a college of the State of Kansas to organize and to select a representative for the purpose of professional negotiation, and the majority of the teaching staff, excluding administrators, within the College has designated the Association as its representative for professional negotiation; and

WHEREAS, the Board recognizes the Association as the exclusive representative of all those employed by the Board in professional or instructional capacities, including all classroom instructors, head athletic coaches and athletic support personnel, and librarian employed under a fulltime contract, but shall not include any administrative employees or assistant athletic coaches.

WHEREAS, the Board and Association recognize and declare that providing a quality education for the students of Neosho County Community College is their mutual desire and that the character of such education depends predominantly upon the quality and morale of the teaching staff, and

WHEREAS, it shall be the mutual aim of the parties of this agreement to maintain and improve the quality of the instructional program and morale of the teaching staff; and

WHEREAS, representatives of the Board have met with representatives of the Association and have negotiated in good faith the terms and conditions of professional service.

Therefore, the parties agree as follows:

ARTICLE 1

DISTRIBUTION OF AGREEMENT

An electronic copy of this Agreement shall be made available on *myNeosho* within thirty (30) days after the Agreement is signed and presented to all Professional Employees now employed, hereafter employed during its life, or offered employment by the Board. A printed copy will be provided free of charge by NCCC to any Professional Employee who requests one.

ARTICLE 2

WORKLOAD AND CALENDAR

- A. Contract Length and Calendar.** The contract length shall be 172 days each contract year subject to exceptions provided elsewhere in this contract. A member of the Association will be appointed to the committee responsible for recommending the calendar. The Professional Employees and the Administration will jointly recommend by February 1 each contract year one or more annual calendars to the Board of Trustees for approval subject to changes made by the Board, including any modifications to the calendar made by the Board to make up days lost due to an extended emergency closing of the College. The calendar will include class days, final exams, holidays, and in-service days with each day and duty specified by date. The Administration shall provide a copy of the Professional Employee calendar, as adopted by the Board, to all employees at least two weeks prior to the beginning of the fall semester. Upon submission of final grades and assessment reports, Professional Employees will be allowed to work from home for the last identified duty day of the fall and spring semesters. Professional Employees who have submitted final grades and assessment reports and attend the annual assessment meeting (in-person or remotely) will not be required to be on campus the second to last duty day of the academic year. NOTE: Required attendance at annual commencement counts as one full duty day. Professional Employees may miss commencement for an important event with approval from their supervisor two weeks prior to NCCC graduation.
- B. Normal Professional Workload.** The professional workload shall consist of 30 credit hours of teaching (or the equivalent as determined by the Administration) per academic year. In order to make load, Professional Employees will be given the opportunity to teach classes prior to adjunct instructors (defined as a non-Professional Employee who is employed to teach using a supplemental contract). In addition, other assigned duties may include faculty workshops, in-service days, assistance with enrollment, student registration, student academic advisement, recruitment, committee assignments, outcomes assessment duties, and sponsoring activities related to the Professional Employee's teaching assignments. Committee assignments shall be limited to two standing committees per academic year and ad hoc committees as needed. Standing Committee assignments will be announced on or before the fall semester in-service meeting and are subject to change due to vacancies or reorganization. The standing committee chairs shall be announced during the spring semester prior to the effective date of assignment.

As a Professional Employee, there are certain practices that are assumed to be part of the normal professional workload as part of the instruction of any course. These assumed practices would include, but are not limited to, items such as adequately preparing for class, meeting class regularly and on time, substantially utilizing the instructional class period, grading material in a timely fashion, generally keeping the online gradebook up to date on a weekly basis, giving a substantial final exam/assignment during finals week, timely completion of any required reports, such as certification rosters and final grades, and fostering an open exchange of ideas through creating an educational environment open to all. Many of these assumed practices are outlined in the mission and purpose statements for the College.

- C. Professional Workdays.** Professional Employees shall be required to be present at an assigned site 5 days a week for 35 hours per week exclusive of meals, or equivalent as determined by the Administration, including regular class time (other than overload class time), regular posted office

hours, and other assigned duties. Professional workload schedules shall be subject to the approval of the Administration. Up to 3.5 hours of the 35-hour work week may be conducted off campus. These off-campus hours are provided to facilitate timely response to student need outside of the normal business hours of the college. The Administration may approve time off from regular duties for the conducting of college business, attendance at conferences, workshops, or seminars, or for other purposes which benefit the College. Overload class time is in addition to the 35 hour- per- week requirement described above. NOTE: If Professional Employees have duties at another site more than 15 miles from their office location, with the exception of clinicals and other sites normally part of the departmental educational program, and elects to use a personal vehicle, the NCCC standard mileage rate will be used for reimbursement.

- D. Fulltime Athletic Coach's Contract.** A fulltime athletic coach's ("Coach") contract shall end the Sunday before the second Monday following full completion of the athletic competition season for the Coach's sport, including playoffs or championship tournaments (the "end of the season"). When renewed, subsequent contracts shall begin with the second Monday following the end of the season. A Coach with a fulltime employment coaching contract during the 2015-2016 academic year may elect to retain the beginning and ending date of the Coach's contract covering the 2015-2016 academic year to continue for subsequent years, in which event this paragraph and Article 15-1 shall not be applicable to the Coach.

ARTICLE 3

ASSOCIATION PRIVILEGES

- A. Duly authorized representatives of the Association shall be permitted to transact official Association business on college property at reasonable times provided that classroom time, office time or other college activities are not interrupted.
- B. The Board agrees to furnish to the Association, upon request, all records, free of charge, to which it is entitled by law.
- C. The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards at least one of which shall be provided by the Board in each faculty lounge. The Association shall have the use of employee mail boxes for the dissemination of communications to faculty. Copies of all communications distributed to a majority of the membership will be provided at the same time to the Chief Business Officer.
- D. Within thirty (30) days after receipt of written authorization from the Professional Employee, the Board shall deduct from the salary of the employee and make appropriate remittance for Association dues. Such authorization shall continue in effect from year-to-year. Pursuant to such authorization the Board shall deduct one-ninth (1/9) or appropriate amount of such dues from the regular salary check of the Professional Employee from September through May. Amounts to be deducted shall be supplied to the Board through a schedule established by the Association. Any balance due upon the Professional Employee's termination of employment shall be deducted from such individual's final check. Prior authorizations existing on the effective date of this Agreement shall continue in full force and effect until revoked in writing by the Professional Employee. The Association shall indemnify and hold harmless the Board of Trustees from any and all claims, demands, suits, or other forms of liability (including specifically costs and attorney fees) that may arise out of or by any reason of any action taken or not taken by the Board for the purposes of complying with the provisions of this paragraph or the authorization form.
- E. The Association shall have the right to use school facilities and equipment including, but not limited to, computers, photocopying equipment, printers, and audio-visual equipment when such equipment is not otherwise in use. The Association shall pay the cost of all materials and supplies incident to any such use. The Association shall have the right to use college buildings for meetings.
- F. The President of the Association or their designee shall have the right to address the faculty during the Annual Fall In-service faculty meeting regarding the contents of the negotiated agreement.

ARTICLE 4

GRIEVANCES

A. Definitions

1. Grievance: Grievance means a complaint regarding the meaning, interpretation, or application of any provision in this agreement, or Board of Trustee approved policy. This grievance policy is not related to discrimination based on sex, or any act of sexual harassment or based upon the NCCC Non-Discrimination policy.
2. Aggrieved Person: The person or persons making the complaint.
3. Party in Interest: The person or persons making the complaint and/or any person who might be required to take action or against whom action might be taken in order to resolve the grievance.
4. Days: Except when otherwise indicated, days shall mean contract working days.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems affecting Professional Employees which may arise from time to time.

C. Procedure

- I. Level One
 - a. Within 20 days from the date of awareness of a problem, the aggrieved person shall seek to resolve the matter informally with the Professional Employee's supervisor.
2. Level Two
 - a. If the aggrieved person is not satisfied with the disposition of their grievance at Level One, or if no decision has been rendered within five (5) days after discussion of the grievance they may file the grievance in writing within ten (10) days of the Level One response with the Chief Academic Officer on the form provided in the Appendix.
 - b. Within five (5) days after receipt of the written grievance by the Chief Academic Officer, an ad hoc advisory committee consisting of three (3) Professional Employees shall be drawn by lottery. From the first three names drawn, the aggrieved person and the Chief Academic Officer may each dismiss one name without cause, and the Chief Academic Officer shall thereafter draw additional name(s) as necessary to complete the three-member committee. The Chief Academic Officer will formally appoint and organize the committee. The committee shall have ten (10) days to conduct hearing(s) to investigate and to write a summary report with recommendations regarding the grievance. The Chief Academic Officer shall submit their decision in writing together with the summary report and recommendations of the ad hoc committee to the aggrieved person within five (5) days after the committee has made its written recommendations.

3. Level Three

- a. If the aggrieved person is not satisfied with the disposition of their grievance at Level Two, they may file the grievance within ten (10) days of the Level Two response with the President.
- b. Within five (5) days after receipt of the written grievance the President or their designee will meet the aggrieved person and their representatives in an effort to resolve it. The President shall submit their decision in writing to the aggrieved person within five (5) days of the meeting.

4. Level Four

- a. If the aggrieved person is not satisfied with the disposition of their grievance at Level Three, they may file the grievance within ten (10) days of the Level Three response with the Board of Trustees.
- b. Upon receipt of the written grievance by the Board, the grievance shall be scheduled at the next regular Board meeting or the following regular Board meeting if the next meeting is within ten (10) days of the receipt of the grievance by the Board. The Board may elect to recess the matter to an alternate date if appropriate to allow adequate time only after consulting with grievant for a mutually acceptable time. The grievance will be heard in executive session to protect privacy interests of all parties in interest. The Board shall submit its decision in writing to the aggrieved person within five (5) days of the meeting.

D. Rights of Faculty to Representation

1. No reprisals will be taken by the Board or Administration against any participant in the grievance procedure by reason of such participation.
2. A Professional Employee may be represented at all stages of the grievance procedure by themselves and/or, at their option, by a representative selected by the grievant.

E. Miscellaneous

1. The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the contract year, the days shall be those days during which the college office is open for business.
3. If at any stage of the grievance procedure, the grievant does not take the next step within the time allotted, the grievance shall be settled in the manner recommended at the last step, or the grievant may advise the Administration that the grievance is dropped.
4. Decisions rendered at Levels Two, Three, and Four the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties of interest.

5. When it is necessary for a representative to attend a grievance hearing during the school day, they will, upon notice to the Chief Academic Officer or the Professional Employee's supervisor, be released without loss of pay. Any Professional Employee whose appearance in such hearings as a witness is necessary will be accorded the same right.
6. All documents, communication, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
7. Forms in the appendix for filing grievances, serving notices, making appeals, making reports and recommendations, and other necessary documents will be prepared by the Administration and given appropriate distribution by the Association to facilitate operation of the grievance procedure. The cost of preparing such forms shall be borne by the Board.
8. Time line exception: If the grievant chooses to have representation at any level, the Administration will contact the grievant, who may coordinate with their representative to determine mutually acceptable dates at each level.

ARTICLE 5

LEAVES

Sick Leave

- A. Upon initial employment, twenty-eight (28) hours of sick leave will be granted with the beginning of the fall semester and thirty-five (35) hours at the beginning of the spring semester for the first year. Sixty-three (63) hours of sick leave will be granted with the beginning of the contract year after at least a full year of employment. Then, sixty-three (63) hours every contract year thereafter will be granted with the stipulation that unused sick leave may only accumulate to six-hundred-thirty (630) hours. All current Professional Employees will retain their accrued unused sick leave and will be granted an additional sixty-three (63) hours with the start of each contract period.
- B. A fulltime Professional Employee is able to utilize the College's Shared Sick Leave Pool policy found in the Board of Trustees Policy Manual.
- C. Neosho County Community College shall provide the Professional Employee with the opportunity to request approved time away from work to resolve medical problems and/or recuperate so they may return to full productivity. Sick leave may be taken only to the extent that it is actually accrued, one cannot borrow against anticipated sick leave earned.
- D. A Professional Employee shall be compensated for all remaining accumulated sick leave at the time of that employee's retirement. Compensation will be set at a rate of six dollars (\$6) per hour for each hour of remaining accumulated sick leave at the time of retirement.
- E. Sick leave may be granted for the following reasons:
 1. Illness or injury of a Professional Employee which prevents the Professional Employee from performing their usual duties;
 2. Medical appointments;
 3. Quarantine due to a contagious disease in the Professional Employee's immediate family;
 4. Actual period of temporary disability connected with childbearing;
 5. Illness of a member of a Professional Employee's immediate family (defined as spouse or significant other, children, parents, or family member residing with the Professional Employee). **Significant other** means that a relationship exists between two people where there is joint responsibility for each other's common welfare.
- F. The Board may require a statement from a medical doctor that the Professional Employee was unable to work in order to insure that there will be no abuse of sick leave privileges.
- G. Whenever a Professional Employee is unable to report to work, the Professional Employee must notify their immediate supervisor as soon as is practicable, preferably through direct conversation. On the first day back to work, an absence report must be submitted with the Professional Employee's supervisor and forwarded to Payroll in order to account for the sick leave.

Bereavement Leave

A Professional Employee may request to take up to a maximum of thirty-five (35) hours of accumulated sick leave as bereavement leave due to the death in the Professional Employee's family (for this purpose defined as spouse or significant other, children, parents, siblings, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law or sister-in-law). Leave for any other individual(s) or further days must be cleared with the Professional Employee's supervisor.

Emergency Leave/Personal Leave

Each fulltime Professional Employee will be provided twenty-one (21) hours per year of emergency/personal leave subject to prior notification of the Professional Employee's supervisor or the Chief Academic Officer (or their designee). A written request for emergency/personal leave for an in-service day or the first work day before or the first work day after an in-service day, holiday, or break must provide a specific reason for the request and be approved by the Chief Academic Officer no fewer than five working days prior to the leave day. Professional Employees taking emergency/personal leave during regular work days, other than those previously identified, need only provide prior notification without giving a specific reason for the leave. On the first day back to work, an absence report must be submitted with the Professional Employee's supervisor and forwarded to Payroll in order to account for the leave.

Emergency/personal leave hours can be accumulated to forty-two (42) hours. A Professional Employee may be compensated for unused emergency/personal leave at the time of retirement. Compensation for unused emergency/personal leave will be set at a rate of six dollars (\$6) for each hour of unused emergency/personal leave.

It is understood that emergencies may arise unexpectedly and written pre-notification may be impossible. In such cases, the Professional Employee should notify their immediate supervisor or the Chief Academic Officer as soon as practicable.

Communication During Short-term Leave

If an absence occurs in which a Professional Employee must cancel a face-to-face class session, notification to the students should be timely. Typically, notification occurs via email to the class roster through the learning management system. When this occurs, the notification should include instructions on what the students should accomplish related to their coursework during the missed class time. This email notification should be copied to a designated email address and represents the needed documentation for meeting the time expectations of a credit hour.

In the case of college cancellation of class sessions it is expected that any missed class time will be made up as appropriate for the class and no notification is necessary.

Military Leave

Fulltime Professional Employees who leave their positions for extended compulsory active duty in the military service of the United States during a state of war or natural emergency, or for a period of required military training, shall be granted a military leave without pay for the duration of their

commitment in accordance with the terms of applicable law.

Sabbatical Leaves of Absence

The Board of Trustees encourages its Professional Employees to pursue advanced study in their respective academic disciplines, or other areas of expertise that may be of direct benefit to the College and its stakeholders. The Board acknowledges its role in aiding the Professional Employee in this worthwhile undertaking and advances the provisions outlined here pursuant to that end.

- A. The Board of Trustees, upon the recommendation of the appropriate administrator and the President of the College, may grant sabbatical leaves of absence for advanced study or other appropriate educational activities. The Professional Employee will submit their request for sabbatical leave of absence no later than the first working day in November for consideration of granting the leave by the next contract year. Board action on the recommendation from the President will occur at the March board meeting. Any Professional Employee having been employed for six (6) years by the College becomes eligible for up to one (1) year of sabbatical leave. Professional Employees who have received a sabbatical become eligible to apply for additional leaves after completing an additional six full years of teaching.
- B. The number of Professional Employees who may be granted sabbatical leave during any one academic year shall be determined by the Board of Trustees upon recommendation of the President of the College. If the application for sabbatical leave is denied, the applicant shall be notified in writing of the reason(s) for the denial within a period not to exceed one calendar week following the regularly scheduled Board of Trustees meeting at which the sabbatical leave was denied.
- C. During such leave a Professional Employee will be eligible to receive compensation equal to one-half salary plus full fringe benefit for a one-year sabbatical, or, full salary and full fringe benefit for a one-half year sabbatical. In the alternative, the Professional Employee may request a one-year sabbatical leave of absence with reduced teaching requirements and/or reduced duties (including those listed in Article 2 with full salary and full fringe benefits during the one-year absence. Sabbatical compensation will be based on the Professional Employee's salary and full fringe benefit compensation during the contract year of the sabbatical leave. Professional Employees on sabbatical leave shall be eligible for participation in the College health insurance plan according to the provisions in effect at the time sabbatical leave is taken.
- D. The Professional Employee is obligated to continue their employment with the College for a period of not less than two (2) contract years following the conclusion of the sabbatical. Professional Employees who fail to return to Neosho County Community College following the sabbatical period for the full two years shall refund all sabbatical compensation provided by the College. Additionally, the Professional Employee who fails to complete two (2) full contract years will pay all costs assumed by the College to cover the Professional Employees teaching load while on sabbatical leave. The Professional Employee who is found to not have made good faith effort to complete their planned sabbatical leave activities, may be required to pay back all or part of the compensation they received and the College's costs incurred when they were on sabbatical leave including the Professional Employee's salary, cost of fringe benefits, and cost of the salary and fringe benefits for the Professional Employee's replacement.
- E. After completion of the sabbatical leave, the Professional Employee shall be reinstated in the same

position they held when the sabbatical leave was granted. Or, the Professional Employee may, at their discretion, agree to be reassigned to a different position, should such an offer be made by the Administration.

- F. Within the first semester upon completion of their sabbatical leave the Professional Employee will submit a written report to the Chief Academic Officer detailing knowledge gained from the sabbatical activities. Such a report will be placed in the Professional Employee's official personnel file. Additionally, the Professional Employee will give a presentation to the college community and the Board of Trustees of knowledge gained during the sabbatical leave.
- G. Upon resuming duties at the College, and commencing with the next contract year, the Professional Employee shall be granted appropriate advancement on the salary schedule, including step, that incurs as a result of the advanced study undertaken on sabbatical, in addition to any advancement in salary and/or step which may have been negotiated on behalf of the Bargaining Unit during their absence.

Professional Leave

The Board encourages fulltime Professional Employees to belong to local, state, and national educational associations and to attend and participate in their meetings and activities subject to the prior approval of the Chief Academic Officer:

- A. Professional Employees shall be allowed professional leave of up to twenty-one (21) hours per year, without loss of pay, to be used for attending or participating in conferences or meetings not related to labor relations, which contribute to the professional enrichment of the Professional Employee and which benefit the College, other employees and students. Additional days may be granted by the Chief Academic Officer upon request by the Professional Employee.
- B. Subject to prior approval of the Chief Academic Officer, Professional Employees who are invited to make presentations of an educational nature at professional meetings shall receive payment for actual expenses incurred for attending such meetings if those expenses are not paid by the organization sponsoring the meeting, subject to the availability of funds.
- C. Any expenses actually incurred through professional leave may be recommended for payment by the Board after expenses have been approved in advance by the Chief Academic Officer and the Chief Business Officer.

Jury Leave

Professional Employees who present a court subpoena or summons to their supervisor shall be granted a leave of absence for such time as is necessary to complete their jury obligation, provided that such leave will not seriously impair the College's instructional program, in which case the President will request that the Judge release the Professional Employee from jury service. Such leave of absence, when taken, shall be without loss of pay.

Family and Medical Leave

Professional Employees shall be provided family and medical leave as provided by policy approved by the Board and required by current federal law and regulation. A copy of this plan for providing leave

under this policy shall be kept at each campus, in the faculty office area and will be made available to all Professional Employees at the beginning of each school year. Please refer to the current Board Policy related to the Family Medical Leave Act which maintains federal requirements. If the federal law changes significantly or is abolished, open negotiations will be required at such time.

A. End of Semester

The President may require a Professional Employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the Professional Employee's serious health conditions, the President may require a Professional Employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

B. Communication during Leave

When possible, the Professional Employee on leave needs to communicate with their supervisor about their expected date of return to work. If this return to work date changes due to changing medical conditions and doctor's recommendations, the Professional Employee shall notify their supervisor of this change as soon as it is practicable.

ARTICLE 6

FRINGE BENEFITS

Health Insurance

The Board will pay single membership level health insurance coverage for each fulltime Professional Employee. Each fulltime Professional Employee shall participate in the college-sponsored group health insurance plan at least at the single membership level unless health insurance coverage is maintained by the Professional Employee through a qualified group health insurance plan. A qualified group health plan is defined as: a) health coverage that is offered by an employer unit to all fulltime employees of that organization; and (b) to qualify as an employer unit, the group must be formed for purposes other than obtaining insurance; and (c) there must be employer contribution and payroll deduction for premiums paid by the employee. A full time Professional Employee that is covered by a qualified group health insurance plan may elect to receive \$100.00 per month in lieu of the insurance, which only can be used to participate in the College's I.R.S. Section 125 Cafeteria Plan, unless not allowed by the insurance carrier or consortium.

Any Professional Employee who is enrolled in the NCCC Group health insurance plan may, at their own expense, enroll a spouse and eligible dependent children, subject to the same conditions and limitations that apply to the person enrolled in accordance with the terms of the group health insurance plan.

I.R.S. Section 125 Cafeteria Plan

In addition, Professional Employees may elect to reduce their salaries and designate said sum to be applied to one or more of the below I.R. S. Section 125 Cafeteria Plan Options.

Each fulltime Professional Employee shall allocate said sums to other fringe benefits, including salary protection insurance, cancer and dread disease insurance, dependent care reimbursement, dental, vision, and medical reimbursement as provided by the Board in the Cafeteria Plan. All elections shall be made according to the Section 125 Cafeteria Plan.

At such time as the Board of Trustees is considering a change in current benefits and/or any carriers of any option included in the I.R.S. Section 125 Cafeteria Plan, and if a study committee is formed, the President of the Association or their designee, will participate on the committee. The Board of Trustees or their designee will take into consideration any suggestion(s) that may be offered by the Association prior to making any decisions pursuant to changes in insurance carriers, benefits, or Section 125 Cafeteria Plan options. Notification of such changes will be made to the President of the Association in a timely manner.

ARTICLE 7

TUITION REIMBURSEMENT

Professional Employees and their dependents, will, upon application, be awarded a tuition and consumable book loan scholarship for credit courses. To maintain eligibility, the Professional Employee must be employed full- time by NCCC on the first and the last day of class. Scholarship recipients will be liable for tuition costs for each credit hour that they do not receive a grade of A, B, C, or P. Scholarship recipients receiving consumable book loan books must abide by all book loan rules. Fees are not included in the scholarship award.

ARTICLE 8

PROFESSIONAL DEVELOPMENT

Responsibilities

Each Professional Employee will be required to complete a minimum of six (6) units (semester hours or equivalent) of professional development every five-year period of employment. Hours completed for horizontal salary schedule movement under Article 11 may also be used to satisfy professional development requirements under this article. The units shall be related to the Professional Employee's discipline of instruction or of benefit to NCCC, may be in the form of college credit hours or an equivalent measure of training or educational coursework. A formula of 15 clock hour's equals one unit will be used for conversion purposes. Units can be determined in 1/5-hour increments. Units shall be approved in advance by the Chief Academic Officer, as recommended by the Professional Development Committee, on the approved forms. The anniversary date for determining if sufficient units for professional development have been completed shall be February 1st of each year. On February 1st of each year a Professional Employee shall be in compliance with this article if (a) the Professional Employee's employment originated less than five years prior; or (b) the Professional Employee has completed six units during the preceding five years.

Once a Professional Employee has satisfied their professional development requirements for a given five-year period as outlined above, following the February 1st deadline of the Professional Employee's fifth year, they may submit professional development activities toward fulfillment of the requirements for the next five-year professional development period without waiting for the beginning of the next contract year.

If a Professional Employee fails to fulfill the six (6) units of professional development requirement by the established deadline the salary of the Professional Employee shall remain at its current amount regardless of any approved steps or additions to the salary schedule in subsequent negotiated agreements. The Professional Employee salary shall remain at that amount until the Professional Employee completes the required units. Once the expectation has been met, the Professional Employee's salary will be adjusted at the next contract year to the current salary schedule that may have been adopted while their salary was frozen and set at the appropriate step number that would have been achieved if the salary had not been frozen. Failure to comply with the professional development requirement during one five-year period does not alter the deadline for subsequent minimum professional development requirements. If a Professional Employee fails to complete the initial required six (6) units of professional development within a seven-year period of employment, additional action may be taken including possible non-renewal of contract.

Funding

Each fiscal year the institution will establish a "Professional Development Fund" equal to the number of fulltime Professional Employees' times \$750.

During the academic year, individual Professional Employees who have received approval for units from the Chief Academic Officer may submit an application in advance for funds to be used to defray expenses for the approved academic coursework or activity. A Professional Employee may submit an application in advance for funds to be used to defray expenses for attendance of, and travel to

workshops, clinic, conferences and other professional activities. A Professional Employee may request greater than \$750. The committee may approve up to \$1,150 as initial disbursement.

Between April 15th and May 1st, Professional Employees may apply for any uncommitted funds. Applications must be submitted no later than May 1st and no funds will be committed after June 1st.

Applications will be reviewed by at least three (3) members (who do not have a conflict of interest) of a five (5) member committee to be elected by the Professional Employees at large in May of each year. The chair will be given one hour of release time each semester. The Committee will meet at least once a month during the academic year to review applications. The Committee will be responsible for developing all methods of implementing funding criteria including any forms they see fit to develop for application of funds.

Compensation for mileage expenses involving the use of personal vehicles, and/or charges for use of college vehicles, shall be the same as the Board-approved rate in effect at the time the travel expense was incurred. These rates will be recorded, when appropriate, on the application.

Upon completion of the professional development activity, the Professional Employee shall submit a Certification of Activity Completion form and shall attach written proof as to how the funds were expended. Additionally, the Professional Employee will return any non-utilized funds to the Cashier as soon as practicable.

Note: All General fund line items not spent in a fiscal year must be returned to the General Fund and are considered uncommitted general funds for the next fiscal year. State budget law does not permit the professional development fund to carry uncommitted or unused fund balance from one fiscal year into the next fiscal year.

ARTICLE 9

PROFESSIONAL ATTIRE

In classes, Professional Employees shall wear suitable academic attire consistent with community standards of public decency.

A determination as to what constitutes a violation of public decency standards for Professional Employees shall be made by the Employee's immediate supervisor in consultation with the Professional Employee. Professional Employees determined to be in violation of this standard shall work with their supervisor to address the situation in a timely, practicable manner.

In laboratory and vocational classes, the College shall supply wearing and safety apparel as follows:

1. In science laboratory classes the College will initially provide two lab coats, one apron, two pair of rubber gloves and two pair of safety goggles or glasses.
2. In vocational classes, as per OSHA requirements and/or where appropriate.
3. Replacement of apparel and safety equipment will be provided by the College as the items are worn out, damaged or become unusable.

ARTICLE 10

PROFESSIONAL EMPLOYEE EVALUATION

- A. The purpose of Professional Employee evaluation shall be to promote quality in teaching and all other professional duties as outlined in Article II. The intent of the evaluation procedures shall be:
 - 1. To provide a means of evaluating the instructional process;
 - 2. To identify specific strengths and/or weaknesses of the Professional Employee;
 - 3. To provide a means of upgrading and improving the skills of the Professional Employee;
 - 4. To ascertain all aspects of the Professional Employee's job description are being conducted at satisfactory levels; and,
 - 5. To provide a means for a hearing by the evaluation review committee, if needed.
- B. This policy is based on the assumption that only qualified Professional Employees are initially employed; therefore, the task of evaluation is not to determine qualifications, but to improve all aspects of the Professional Employee's teaching and all other professional duties as outlined in Article II. All evaluation resources should be directed toward that goal.
- C. The following evaluation process and statements refer to the evaluation of all NCCC Professional Employees as defined in state statute.
 - 1. The process herein described shall apply to all fulltime Professional Employees from the date of initial employment.
 - 2. The evaluation process for Professional Employees shall be conducted by the Chief Academic Officer or the Professional Employees direct supervisor.
 - 3. Evaluation schedule:
 - a. All first and second year Professional Employees shall be evaluated at least one time each semester in the modalities taught using the relevant evaluation form(s) in the appendix.
 - b. All third and fourth year Professional Employees shall be evaluated at least one time each year in the modalities taught using the relevant evaluation form(s) in the appendix.
 - c. After the fourth year of employment, all Professional Employees shall be evaluated at least one time every three years in the modalities taught using the relevant evaluation form(s) in the appendix.
 - d. Professional Employees teaching online for the first time shall be evaluated using the online evaluation form in the appendix.
 - e. The Chief Academic Officer will prepare a schedule of these evaluations so that each Professional Employee will know the academic year in which they will be evaluated.
 - 4. The evaluation process may consist of the following forms found in the appendix of this document:

- a. Form A – Evaluation Checklist/Self Evaluation Form
Form B – Student Rating Form (either the face-to-face or the online version, where appropriate)
Form C – Video or Classroom Evaluation Form and/or Clinical Site Evaluation Form
Form D – Online or Hybrid Course Evaluation Form
- b. Evaluation Process:
 - (1) The Evaluator and the Professional Employee will agree to a time for the observation of the Professional Employee’s class.
 - (2) The Evaluator will inform the Professional Employee of all necessary forms and documentation related to their evaluation and their deadline for completion. The Evaluator and the Professional Employee will also agree to a timeframe for the evaluation conference.
 - (3) The Evaluator will fill out the relevant evaluation form(s) for all modalities taught and provide the results to the Professional Employee in a reasonable amount of time prior to the scheduled evaluation conference. The evaluation should provide explanatory or contextual comments when/if applicable for items assessed as “Needs Improvement” or “Unsatisfactory”.
 - (4) The evaluator and Professional Employee will meet and discuss the evaluation. At the beginning of this conference, both parties will discuss recording of the conference. Any one party can record the conference, but must declare that the conference is being recorded in advance. The other party may also record the evaluation.
 - (5) The evaluator and Professional Employee will allow time for an additional meetings if necessary.
 - (6) The Professional Employee shall have the opportunity to attach additional written comments to the reporting form within 10 working days of the receiving said form.
- c. The Professional Employee and the Chief Academic Officer and/or immediate supervisor will discuss steps that can be taken to improve teaching and all other professional duties as outlined in Article II.

These steps may include the following:

- (1) Evaluation and revision of objectives and syllabus for the courses taught.
 - (2) Observations of the instructional techniques of colleagues.
 - (3) Additional college or university work.
 - (4) Scheduled conferences with the Chief Academic Officer or the immediate supervisor.
 - (5) Additional classroom visitations by the Chief Academic Officer or the immediate supervisor.
 - (6) In-service workshops.
 - (7) Consultations or conferences with other colleagues.
 - (8) Additional workshops or seminars.
 - (9) Other steps “mutually agreed upon” with the Chief Academic Officer or immediate supervisor.
- d. Outside of the normal evaluation schedule, each time a course is offered, enrolled students will be given the opportunity to complete Form B. The resulting trend data will be used by the Professional Employee’s Supervisor as part of the normal evaluation schedule delineated above. Student evaluations of the Professional Employee will be reviewed to look

for possible areas of improvement. The Professional Employee's supervisor will also review the data for any areas to recommend changes to instruction.

- D. In the event a Professional Employee receives an unfavorable or unacceptable evaluation of performance, the Professional Employee has the right to respond within 10 working days and make a written request to the Chief Academic Officer for a hearing by the evaluation review committee.

The Chief Academic Officer will have one week from receiving the request to organize the evaluation review committee. (One week is defined as 5 business days.)

Evaluation Review Committee

- A. No member of the Professional Employees shall serve on more than one evaluation review committee during any academic year. The evaluation review committee shall consist of the following four members:

1. Two Professional Employees chosen by the evaluated Professional Employee, to be designated in the written request for hearing submitted to the Chief Academic Officer.
2. A Professional Employee from the same division as the evaluated Professional Employee, and the same discipline, if possible, chosen by the Administration.
3. The Chief Academic Officer or the Professional Employee's supervisor (whoever was not involved in the original evaluation).

- B. The duties of the evaluation review committee shall be:

1. To conduct hearings according to ethical and professional practices.
2. To review all relevant documents and data related to the evaluation prior to the hearing.
3. Questions that may be considered as part of the review include but are not limited to:
 - a. Was the evaluation process followed? If not, was there reasonable justification for an alteration of process?
 - b. Did the evaluator note the areas in which the Professional Employee was adequate as well as areas of concern?
 - c. If recommendations were provided, did the Professional Employee agree that the proposed recommendations for improvement were appropriate?
 - d. Did the evaluator and Professional Employee exhibit professionalism throughout the process?

- e. The evaluation review committee will consider whether or not to review the evidence that the college has been supportive in providing the conditions that would allow improvement, such as:
 - (1) adequate support for in-service workshops;
 - (2) adequate teaching environment, or
 - (3) adequate administrative support.

- C. The evaluation review committee shall file its written results of deliberations and their recommendations with the President of the college within two weeks of the hearing. Extensions may occur due to unavailability of committee members or upon approval of both parties. The report will be signed by the Chief Academic Officer and by the evaluated Professional Employee. A copy will be filed with the original evaluation and with the evaluated Professional Employee. The report will be based on whether the evaluation has been fairly administered and implemented. The Professional Employee will have the ability to attach any reasonable rebuttal to the file as well.

Guidelines for Video or Classroom Evaluation

- A. As a part of the regularly scheduled evaluation procedure, the following are possible:
 - 1. Video (s) of a current class.
 - 2. Classroom observation(s) of a current class(es) by the Chief Academic Officer or the immediate supervisor.

- B. The evaluator will provide the Professional Employee with a copy of Form C identifying standards and specific areas to be evaluated and will follow-up with a completed Evaluation Form, citing any identified strengths or suggestions for improvement.

- C. Video (s) will be viewed simultaneously or separately by mutual agreement by the Professional Employee and the evaluator.

- D. In the event that the Professional Employee should desire a hearing to appeal the evaluation the video will be kept until the appeal procedure has been completed.

Guidelines for Online or Hybrid Evaluation

- A. As a part of the regularly scheduled evaluation procedure, the Professional Employee's Chief Academic Officer or Direct Supervisor will evaluate the courses when they have reached between 25-75% of completion unless otherwise mutually agreed upon.

- B. The course selected for evaluation is determined by the supervisor. Criteria for selecting the course for evaluation should be based on:
 - 1. number of students enrolled with preference for greater enrollment,
 - 2. number of semesters the online or hybrid course has been offered with preference for courses that have been offered the fewest number of times.

- C. The evaluator will provide the Professional Employee with a completed Form D, citing any identified strengths and/or suggestions for improvement.
- D. After a mutually agreed upon meeting time has been determined, the evaluation should be done simultaneously by the Professional Employee and the evaluator with the express purpose of identifying areas for improvement of instruction. The self-examination necessary in this procedure should provide the basis for effective improvement of instruction.
- E. The Professional Employee may want a peer review of their online or hybrid course prior to the supervisor's evaluation. Assistance will be made available through the online instruction committee, the Coordinator of Online Campus, and/or Technology Services.
- F. In the event that the Professional Employee requests a hearing to appeal the evaluation of the on-line or hybrid course, both the Self and Supervisor completed versions of Form D will be kept until the appeal is completed.

ARTICLE 11

SALARY SCHEDULE DESCRIPTION

- A. Upon initial employment, the salary and salary placement shall be determined by the Administration and Board.
- B. Horizontal movement is possible according to the guidelines established in the negotiated agreement.
- C. The 7 horizontal columns shall be titled Instructor, MS, MS+15, MS+30, MS+45, MS+60 and DOC.
- D. To qualify for horizontal salary schedule movement above the Master's degree, hours completed must be earned through:
 - 1. Graduate hours in the Professional Employee's major assigned field of teaching. The Professional Employee must submit an official transcript and form.
 - 2. The Chief Academic Officer may approve in advance other graduate hours, workshops, clinics, or conferences that are related to the employee's discipline or job duties. The Professional Employee must submit at least two weeks prior to the beginning of the activity the Academic Class/Teaching Discipline Related Work form including justification as to why this should count for horizontal advancement on the salary schedule. A formula of 15 clock hours equals one credit hour will be used for conversion purposes.
- E. Graduate hours are defined as all course work certified as graduate level by the granting institution.
- F. For any bargaining unit Professional Employee that is required by the institution to work more than the standard nine months (172 days) period in a contract year, the rate of compensation shall be calculated as a direct ratio of the nine-month salary (e.g., a ten-month assignment shall be calculated as $(10/9)$ ten times the appropriate row and column salary divided by nine.)
- G. Professional Employees anticipating a move to a new column must notify the Chief Business Officer in writing prior to May 1 preceding the next contract year. To receive horizontal advancements, official transcripts or other information acceptable to the Chief Business Officer must be filed prior to September 10 of the contract year following the May 1 notification.
- H. All salaries paid to a fulltime Professional Employee by the College for the duties set forth in Professional Employees' Contract (form as set forth in Article 15), with the exception of overload and supplemental, will be included in the primary contract of the Professional Employee.
- I. The Professional Employee will have the option to temporarily reduce their salary in order to participate in Rural Opportunity Zone (ROZ) student loan repayment plans where available and applicable by law. The amount of the reduction is to be determined by the Professional Employee within the limits of the ROZ program.
- J. Professional Employee Titles: For the purpose of title only, Professional Employees will be designated by the following titles based on the parameters below:

Doctorate - Full Professor when offered a continuing contract
Doctorate, probationary contract - Associate Professor

Masters - Full Professor when offered an 8th contract
Masters, when offered a continuing contract - Associate Professor
Masters, probationary contract - Assistant Professor

Bachelors - Full Professor when offered a 12th contract
Bachelors – Associate Professor when offered an 8th contract
Bachelors, when offered a continuing contract – Assistant Professor
Bachelors, probationary contract - Instructor

The above titles in no way affect the terms of the contract or any monetary compensation. The salary schedule will be followed according to the guidelines in the schedule. All members of the collective bargaining unit will be referred to as Professional Employees, regardless of title. Exceptions to these parameters and titles may be made at the discretion of the Chief Academic Officer.

- K. Any Professional Employee that has reached the end of their pay scale on the step chart and will not otherwise receive a step, will receive a non-cumulative stipend equal to the value of step for other employees, and will receive this stipend each year that a step pay increase is given to other Professional Employees.

ARTICLE 12

2025-2026 Salary Schedule

Step Difference \$750
 Column Difference \$1,750
 Doctorate Difference \$3,500

Step	Instructor	MS	MS 15	MS 30	MS 45	MS 60	DOC
1	41,100	42,850	44,600	46,350	48,100	49,850	53,350
2	41,850	43,600	45,350	47,100	48,850	50,600	54,100
3	42,600	44,350	46,100	47,850	49,600	51,350	54,850
4	43,350	45,100	46,850	48,600	50,350	52,100	55,600
5	44,100	45,850	47,600	49,350	51,100	52,850	56,350
6	44,850	46,600	48,350	50,100	51,850	53,600	57,100
7	45,600	47,350	49,100	50,850	52,600	54,350	57,850
8	46,350	48,100	49,850	51,600	53,350	55,100	58,600
9	47,100	48,850	50,600	52,350	54,100	55,850	59,350
10	47,850	49,600	51,350	53,100	54,850	56,600	60,100
11		50,350	52,100	53,850	55,600	57,350	60,850
12		51,100	52,850	54,600	56,350	58,100	61,600
13		51,850	53,600	55,350	57,100	58,850	62,350
14		52,600	54,350	56,100	57,850	59,600	63,100
15		53,350	55,100	56,850	58,600	60,350	63,850
16		54,100	55,850	57,600	59,350	61,100	64,600
17		54,850	56,600	58,350	60,100	61,850	65,350
18		55,600	57,350	59,100	60,850	62,600	66,100
19		56,350	58,100	59,850	61,600	63,350	66,850
20		57,100	58,850	60,600	62,350	64,100	67,600
21		57,850	59,600	61,350	63,100	64,850	68,350
22		58,600	60,350	62,100	63,850	65,600	69,100
23			61,100	62,850	64,600	66,350	69,850
24			61,850	63,600	65,350	67,100	70,600
25			62,600	64,350	66,100	67,850	71,350
26					66,850	68,600	72,100
27					67,600	69,350	72,850
28					68,350	70,100	73,600

Horizontal movement is possible according to the guidelines established in the negotiated agreement.

ARTICLE 13

SUPPLEMENTAL

- A. A supplemental contract shall be issued to each Professional Employee accepting assignments that are not part of the primary contract as described in the master agreement. These assignments include, but are not limited to, overload teaching, summer teaching, and sponsorship/supervising duties. All supplemental contracts shall include a statement of the duties to be performed.
- B. For Professional Employees on extended or supplemental contracts, Memorial Day and the Fourth of July will be considered as paid holidays if they occur within the period of the extended or supplemental contract.
- C. Except for Professional Employees who have head coaching duties as a part of the primary contract, all sponsorship, coaching, or special extra-duty assignments will be paid according to an amount mutually agreed upon between the Professional Employee and the Administration. The Professional Employee may be accompanied by a PEA/KNEA advisor during the discussion. These assignments shall be identified by separate supplemental contract issued by the Administration within the first 30 calendar days of the semester prior to beginning duties. Payment for services performed to be made on the next pay period following completion of the supplemental contract.
- D. Overload classes and classes scheduled outside of normal duty days shall be contracted by supplemental contract. Teaching assignments will be clearly identified in the supplemental contract. This contract will be subject to the following terms and conditions:

If an overload class contract or contract for classes scheduled outside of normal duty days is offered and accepted and the College Administration determines that the class should be cancelled, the Professional Employee will be paid in the appropriate fractional amount of the contract amount as to hours actually taught by the Professional Employee up to the date of cancellation of the class.

Professional Employees will be given the opportunity to teach overload classes and classes scheduled outside normal duty days in their teaching discipline prior to adjunct instructors if:

- 1. The term of the supplemental contract will not extend beyond the last day of a non-renewed or a resigning Professional Employee's primary employment contract and any extensions of the same.
- 2. Overload assignments are limited to one to three (3) classes, but not more than six (6) credit hours per semester. Additionally, total contract load is not to exceed twenty-four (24) credit hours per semester with no more than twenty-one (21) at any given time during the term. This means that if they have early end courses, they may be eligible to pick up a late start course in the same semester, thereby expanding the total number of credit hours in the same semester to twenty-four (24). This is subject to approval from the Chief Academic Officer.

The decision as to whether a class goes will be made on or before the beginning of the

second class meeting. If the class has a finalized enrollment of eight (8) or more students, the Professional Employee will be issued a contract for \$650 per credit hour. If there are not 8 finalized students enrolled, the administration can approve a contract for the Professional Employee on a pro-rated basis. A supplemental contract will be issued following the conclusion of the second class meeting.

3. The Professional Employee notifies the administration no less than 28 days before the beginning of the class or as soon as it is practicable. Exceptions may be approved by the Chief Academic Officer due to extenuating circumstances. Sections taught by fulltime non-professional employees on supplemental contract are not subject to the 28-day limitation.
- E. When a Professional Employee accepts appointment to a committee that will require commitment of time during summer months not covered by the primary employment contract, the Professional Employee shall be entitled to compensation if:
1. The written appointment is made by the Chief Academic Officer and states that compensation shall be paid.
 2. Amount of total compensation requested for Professional Employee committee members does not exceed the amount budgeted in advance by the Chief Academic Officer for committee member compensation.
 3. The committee chairperson certifies actual attendance time expended and participation by the Professional Employee to the Chief Academic Officer.

Compensation to be paid shall be \$30.00 per hour.

F. Special Situations

1. Courses with 75% or greater reduced seat-time:
 - a. The Professional Employee will be credited with one (1) hour of release time or equivalent overload pay for one (1) semester for each credit hour of course developed.
 - b. The Professional Employee in conjunction with the administration may propose an alternative work schedule that includes teaching a course with 75% or greater reduced seat time from a remote site. All work schedules are subject to the approval of the Chief Academic Officer.
2. Instructors of private music lessons:
 - a. The Professional Employee will receive compensation on the basis of four (4) applied music student contracts equal one (1) credit hour of regular contract time for Professional Employees with less than fifteen (15) hours and at least twelve (12) hours of "regular classes" that do not include applied music classes.
 - b. For overload, Professional Employees will receive for each applied music student contract compensation equal to the overload schedule for one student of this article plus the additional private lesson fees charged to the student.
 - c. Only fulltime students enrolled in at least one other NCCC music class or juniors and

seniors from high schools that qualify for the concurrent enrollment program will be able to receive private lessons on any of the NCCC campuses. Normal overload limitations apply for the maximum number of private music lessons that a Professional Employee can teach.

ARTICLE 14

EARLY RETIREMENT INCENTIVE

A Professional Employee of NCCC who may find it necessary or desirable to retire from employment with the College prior to normal retirement age may retire under the terms and conditions as stated in the Board of Trustees Policy Manual.

ARTICLE 15

INDIVIDUAL PROFESSIONAL EMPLOYEE CONTRACT

PROFESSIONAL EMPLOYEE'S CONTRACT NEOSHO COUNTY COMMUNITY COLLEGE

This contract is executed between the Board of Trustees and _____
(Professional Employee).

The Board and the Professional Employee agree that:

1. The Professional Employee is employed for _____ contract days beginning on _____ ending on _____.
2. The Professional Employee is employed to perform the following duties: _____

_____ and such other duties as may be assigned by the Board. The Professional Employee shall be subject to and abide by the Negotiated Agreement and the NCCC Board Policy.

3. The Board shall compensate the Professional Employee at the annual rate of \$ _____ to be paid in twelve substantially equal installments. Payment shall begin on _____.
4. If the Professional Employee provides written authorization to the Board by April 1, the balance of the Professional Employee's compensation shall be paid in one payment upon completion of all the Professional Employee's contractual obligations. Such payment shall be made no later than June 1. The authorization shall be effective for successive years unless it is revoked in writing by the Professional Employee.
5. This Contract is subject to the statutory provisions of the State of Kansas.
6. The terms of this Contract may be modified only upon the mutual agreement of the Board and the Professional Employee.

WITNESS: By signing this Contract the Board and the Professional
Employee manifest their agreement to its terms.

Signature of Professional Employee: _____

Date: _____

BOARD OF TRUSTEES OF NEOSHO COUNTY COMMUNITY COLLEGE

PRESIDENT: _____

CLERK: _____

DATE: _____

Step Number, Column
Amount

9-Month Amount

Extended Contract

ARTICLE 16

DURATION

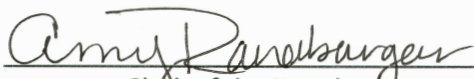
This Negotiated Agreement, as ratified by the Board of Trustees of Neosho County Community College and the recognized negotiating unit represented by Neosho County Community College Professional Educators' Association shall become effective on July 1, 2025, and shall expire on June 30, 2026, covering one contract year, July 1, 2025, through June 30, 2026.

The terms of this negotiated agreement may be modified only upon the mutual agreement of the Board and the Neosho County Community College Professional Educators' Association.

Approved and ratified this 14th day of May, 2025, by the Board of Trustees of Neosho County Community College.

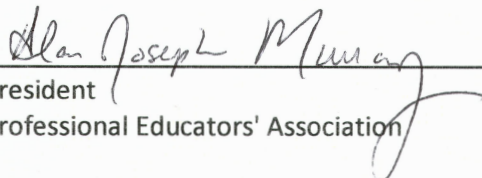


Chair, NCCC Board of Trustees

ATTEST: 

Clerk of the Board

Approved and ratified this 14th day of May, 2025, by the Neosho County Community College Professional Educators' Association.



President
Professional Educators' Association

ATTEST: 

Clerk of the Board

APPENDIX

The documents in this Appendix may be changed with the approval of the President of the College and the President of the Professional Educators' Association.

Neosho County Community College Form A – Evaluation Check List/ Self Evaluation

Name _____

Date _____

_____ Self-evaluation _____ Supervisor evaluation completed by _____

Instructional Check List

A. Specific responsibilities

1. Professional Classroom Instruction

a. Teaches classes as scheduled (day, evening, off-campus.)

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

b. Communicates effectively with students.

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

c. Keeps accurate records of student progress and attendance.

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

d. Maintains an atmosphere conducive to learning.

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

e. Follows safety practices in classrooms, shops, and labs.

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

f. Utilizes assessment tools to determine course outcome achievement.

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

g. Uses outcome assessment results to make appropriate enhancements to teaching/learning process.

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

h. Provides appropriate level of rigor that challenges students to perform academically.

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

i. Takes reasonable precautions to guard student academic honesty.

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

j. Sets appropriate grading standards to guard against grade inflation.

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

k. Utilizes active learning techniques and/or other methods that promote student engagement.

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

2. Professional Growth and Development

a. Attends workshops, seminars, and/or classes, that will keep instructor current in his or her discipline.
 Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

b. Participates in activities that will keep instructor current in the field of teaching.
 Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

3. Institutional Support

a. Demonstrates a basic knowledge of institutional programs and services.
 Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

b. Participates on college committees.
 Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

c. Meets deadlines for assignments.
 Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

d. Maintains professional attitude.
 Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

e. Maintains a professional image appropriate to his or her responsibilities or discipline.
 Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

f. Attends in service, faculty and, division meetings, and graduation.
 Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

g. Maintains contacts with local business and industry and other community groups as the discipline warrants.
 Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

h. The Professional Employee demonstrates a commitment to diversity.
 Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

4. Student Support

a. Advises students using the current requirements for graduation
 Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

b. Assists with student recruitment and retention efforts.
 Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

c. Maintains posted office hours.
 Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

d. Treats students with respect and common courtesy.

Outstanding Meets Expectations Needs Improvement Unsatisfactory
N/A

e. Assists with semester enrollments.

Outstanding Meets Expectations Needs Improvement Unsatisfactory
N/A

5.Course Materials

a. Assists in development and revision of official course syllabi for each course in the Professional Employee’s discipline. (Each syllabus should be revised at least once every 3 years.)

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

b. Prepares copies of specific course section syllabi each semester for **placement** on the computer system.

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

c. Assists in the selection of textbooks, equipment, and other instructional needs.

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

d. Utilizes the automated college learning management system.

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

B. Overall Evaluation

Outstanding Meets Expectations Needs Improvement Unsatisfactory N/A

For any item above marked “Needs Improvement” or “Unsatisfactory”, provide explanatory or contextual comments when/if applicable:

Professional Employee Signature

Date

Supervisor Signature

Date

Form B (Face-to-Face)

Student Course and Instructor Rating Instrument

The questions listed below will be sent to students toward the completion of a course.

COURSE

1. Rate the course in general:

- Very Good
- Good
- Fair
- Poor
- Very Poor

2. This course challenges me intellectually.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

3. The expectations for course assignments are clearly specified.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

4. The class time spent is effectively used.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

5. Exams and other coursework correlate to the material assigned in this class.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

6. Required resources (textbooks/online interactive systems/course materials) are used effectively.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

7. The content is consistent with the learning outcomes of the course as stated in the syllabus.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

COMMENT BOXES

What did you like about this course?

What could be improved about this course?

INSTRUCTOR

1. Rate the instructor:

- Very Good
- Good
- Fair
- Poor
- Very Poor

2. The instructor follows their course syllabus.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

3. The instructor is well prepared for each class.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

4. The instructor is knowledgeable of the subject matter.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

5. The instructor expresses ideas clearly.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

6. The instructor shows genuine interest and enthusiasm in the subject matter being taught.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

7. I feel free to ask questions or share thoughts about course topics.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

8. The procedure for grading is fair and consistent.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

9. The instructor usually holds class for the full amount of allotted time.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

10. The instructor updates grades in *myNeosho* generally on a weekly basis.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

11. The instructor provides options for assistance outside of class.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

12. The instructor takes reasonable precautions to prevent cheating.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

13. The instructor uses available technology effectively.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

14. The instructor's feedback is valuable and contributes to my success in the course.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

COMMENT BOXES

Additional comments regarding the instructor.

Form B (Online)

Student Course and Instructor Rating Instructor

The questions listed below will be sent to students toward the completion of a course.

COURSE

1. Rate the course in general:

- Very Good
- Good
- Fair
- Poor
- Very Poor

2. Navigational instructions make the organization of the course easy to understand.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

3. There was a clear statement that introduced me to the course and its structure.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

4. Netiquette or rules for appropriate online communication were clearly stated.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

5. I was required to introduce myself to the class and was given clear instructions how to do the introduction.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

6. Minimum technology requirements, minimum student skills, and if applicable, prerequisite knowledge in the discipline were clearly stated.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

7. The content is consistent with the learning outcomes of the course as stated in the syllabus.
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
8. The expectations for course assignments are clearly specified.
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
9. Required resources (textbooks/online interactive systems/course materials) are used effectively.
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
10. Information on how to access technical support was provided.
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

COMMENTS

What did you like about this course?

What could be improved about this course?

INSTRUCTOR

1. Rate the instructor:

- Very Good
- Good
- Fair
- Poor
- Very Poor

2. The instructor introduced themselves to the class through *myNeosho* or in an email.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

3. The instructor follows their course syllabus.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

4. The instructor is knowledgeable of the subject matter.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

5. The instructor encourages meaningful interaction and/or discussion with other students in the course.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

6. The instructor responded to questions and provided feedback on assignments within the anticipated response times posted on the syllabus or course homepage.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

7. The instructor's feedback is valuable and contributes to my success in the course.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

8. The procedure for grading is fair and consistent.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

9. The instructor updates grades in myNeosho generally on a weekly basis.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

10. I feel free to ask questions or share thoughts about course topics.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

COMMENTS

Additional comments regarding the instructor.

**Neosho County Community College
Form C – Video or Classroom Evaluation**

Name: _____ Date: _____

Class Observed: _____

By: _____ Time length of observation: _____

Specific activities of class and topics observed:

Please respond numerically according to the scale below:

- 5 – Excellent
- 4 – Above Average
- 3 – Satisfactory
- 2 – Needs Improvement
- 1 – Unsatisfactory

- _____ 1. Poise and confidence of the instructor.
- _____ 2. Classroom climate conducive to learning: student interest, attention, participation.
- _____ 3. Instructor's interest and enthusiasm for the subject matter.
- _____ 4. Organization of the learning activity: order, direction, conclusion.
- _____ 5. Selection and utilization of instructional materials and/or techniques: positioning, eye contact, use of equipment or materials, etc.
- _____ 6. Instructor's ability to clarify material by explanation and example.
- _____ 7. Effective and acceptable communication skills: speech, language, writing.
- _____ 8. Respect for students' point of view.
- _____ 9. Elicits respect from students.
- _____ 10. Overall rating of instructional techniques.

Please supply any written comments on the back of this form.

For any item above marked "Needs Improvement" or "Unsatisfactory", provide explanatory or contextual comments when/if applicable:

Neosho County Community College
Form C – Clinical Site Evaluation
Mary Grimes School of Nursing

Name: _____ Date: _____

Course & Location Observed: _____

By: _____ Time length of observation: _____

Specific activities of class and topics observed:

Please respond numerically according to the scale below:

- 5 – Excellent
- 4 – Above Average
- 3 – Satisfactory
- 2 – Needs Improvement
- 1 – Unsatisfactory

- _____ 1. Poise, confidence, and professionalism of the instructor.
- _____ 2. Clinical climate conducive to learning: relationship with staff and students, student interest in learning, student participation in skills, instructor available to students and staff.
- _____ 3. Instructor’s interest and enthusiasm for clinical instruction.
- _____ 4. Organization of the clinical learning activity: order, direction, conclusion.
- _____ 5. Selection and utilization of instructional materials and/or techniques: presented at appropriate level of student, observes skills without taking over, use of equipment or materials, use of focused questions to promote critical thinking, etc.
- _____ 6. Instructor’s ability to clarify material by explanation and example.
- _____ 7. Effective and acceptable communication skills: speech, language, writing.
- _____ 8. Respect for students’ point of view.
- _____ 9. Elicits respect from students.
- _____ 10. Overall rating of instructional techniques.

Please supply any written comments on the back of this form.

For any item above marked “Needs Improvement” or “Unsatisfactory”, provide explanatory or contextual comments when/if applicable:

Form D – Online or Hybrid Course Evaluation

Course Code & Section
 Instructor's Name
 Course Start Date

Course Name
 Date Submitted
 Course End Date

Check One: Online Course Hybrid Course
 Check One: Self-Evaluation Peer Evaluation Supervisor
 Evaluation

For further explanations on these guidelines, please refer to the NC Best Practices for Online Courses document. For any item above marked "Needs Improvement" or "Unsatisfactory", provide explanatory or contextual comments when/if applicable:

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	COURSE OVERVIEW AND INTRODUCTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Navigational instructions make the organization of the course easy to understand.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>A statement introduces the student to the structure of the course.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Netiquette expectations with regard to discussions and email communication are clearly stated.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The self-introduction by the instructor is appropriate.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students are requested to introduce themselves to the class.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Minimum technology requirements, minimum student skills, and, if applicable, prerequisite knowledge in the discipline, are clearly stated.</i>

Click here to enter comments.

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	LEARNING OUTCOMES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The learning outcomes of the course are clearly stated and understandable to the student.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructions to students on how to meet the learning objectives are adequate and easy to understand.</i>

Click here to enter comments.

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	
					ASSESSMENT AND MEASUREMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The grading policy is transparent and easy to understand.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructor keeps students informed of grades on assessments and the class as a whole in a timely manner, based on instructor-specified timeline.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The types of assessments selected and the methods used for submitting assessments are appropriate for the distance learning environment.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	
					RESOURCES AND MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructional materials are presented in a format appropriate to the online environment, and are easily accessible and usable by the student.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	
					LEARNER INTERACTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Learning activities foster instructor-student, content-student, and student-student interaction.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Clear standards are set for instructor response and availability (turn-around time for email, grades posted etc.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The course design prompts the instructor to be present, active, and engaged with the students.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	
					COURSE TECHNOLOGY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The tools and media enhance student interactivity and guide the student to become a more active learner.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Technologies required for this course are either provided or easily downloadable.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructions on how to access resources at a distance are sufficient and easy to understand.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	
					LEARNER SUPPORT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The course instructions articulate or link to a clear description of the technical support offered.</i>

[Click here to enter comments.](#)

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	
					ACCESSIBILITY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Web pages have links that are self-describing and meaningful.</i>

[Click here to enter comments.](#)

This section to be used during self-evaluation and supervisor evaluation:

Excellent	Above Average	Satisfactory	Needs Improvement	Unsatisfactory	
					OVERALL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructor's interest and enthusiasm for teaching this course.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Overall rating of instructional techniques.</i>

[Click here to enter comments.](#)

Neosho County Community College Absence Report

Name: _____ Employee ID# _____

Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*
Date: _____	Hours: _____	<input type="checkbox"/> Sick	<input type="checkbox"/> Vacation	<input type="checkbox"/> Personal*

Total Hours: _____

***Emergency/Personal Leave (Professional Employees Only)**

- Minimum leave reported is .50 hours.
- Leave for a professional employee is subject to the provisions of the negotiated agreement between the College and the Professional Educators Association.
- Leave for all other employees is subject to the provisions of the Board of Trustees Policies.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Payroll Use Only

Employee Master _____

Payroll _____

NEOSHO COUNTY COMMUNITY COLLEGE

STAFF SCHOLARSHIP FORM

Please complete this form in order to apply for a Staff Scholarship. This form must be completed each semester of enrollment and submitted to the Financial Aid Office at the Chanute campus. Staff scholarships are for tuition and participation in the Consumable Book Loan program. To maintain eligibility, the employee must be employed fulltime by NCCC on the first and the last day of the class. Scholarship recipients will be liable for tuition costs for each credit hour that they do not receive a grade of A, B, C, or P. Please refer to the NCCC Board of Trustees Policy Handbook and the Scholarship Handbook for scholarship guidelines and requirements.

Semester & Year _____ Hours Enrolled _____

Student's Printed Name _____

NCCC ID # _____

Student's Signature

Date

Eligibility Requirements:

Must be a NCCC fulltime or permanent part-time employee.

Employee must be employed at NCCC on the first day and the last day of class.

NCCC Scholarship Office Use Only - District Status Determined by Tuition Type as per the Student Master.

_____ Tuition Type 1 = In-District Tuition

_____ Tuition Type 2 = Out-District Tuition

NEOSHO COUNTY COMMUNITY COLLEGE

DEPENDENT SCHOLARSHIP FORM

Please complete this form in order to apply for a Dependent Scholarship. This form must be completed each semester of enrollment and submitted to the Financial Aid Office at the Chanute campus. Dependent scholarships are for tuition and participation in the Consumable Book Loan program. To maintain eligibility, the employee must be employed fulltime by NCCC on the first and the last day of the class. Scholarship recipients will be liable for tuition costs for each credit hour that they do not receive a grade of A, B, C, or P. Please refer to the NCCC Board of Trustees Policy Handbook and the Scholarship Handbook for scholarship guidelines and requirements.

Semester & Year _____ **Hours Enrolled** _____

Student's Printed Name _____

NCCC ID # _____

NCCC Employee's Printed Name _____

Relationship of Student to NCCC Employee _____

NCCC Employee's Signature

Date

Student's Signature

Date

Must be a spouse or dependent of an NCCC fulltime or permanent part-time employee.
Employee must be employed at NCCC on the first day and the last day of class.

NCCC Scholarship Office Use Only - District Status Determined by Tuition Type as per the Student Master.	
_____	Tuition Type 1 = In-District Tuition
_____	Tuition Type 2 = Out-District Tuition

**NEOSHO COUNTY COMMUNITY COLLEGE
SUPPLEMENTAL CONTRACT**

Effective as of the date reflected on the electronic signatures below, the Board of Trustees of Neosho County Community College, Neosho County, Kansas, (“Board”), and _____, Employee ID # _____ (“Employee”), agree that Employee is employed to provide the following supplemental duties and/or services, as defined and scheduled by the Board, for the _____ school year:

Reason for Authorization: Adjunct Other _____
 Fiscal Year: _____ Semester: Fall Spring Summer Additional Information Included

NOTE: THE FINAL CONTRACT PAYMENT WILL BE DUE FOLLOWING COMPLETION OF GRADE REPORTS FOR EACH STUDENT AND COMPLETION OF THE OUTCOME ASSESSMENT REPORT IN THE FORM PROVIDED BY THE COLLEGE.

Course # (if applicable)	Course Name/Activity	Location of Class (site)	Cr/ Hrs	Start Date	End Date	# Students	Pay Rate	Total Pay
TOTAL								

NOTE: Courses with fewer students than required by Board policy will be pro-rated unless exempted by the Vice President for Student Learning.
 Justification for this exemption: _____

Account #: _____ Amount: _____ On-line Compensation: _____ Amount: _
 (if applicable)
 Account #: _____ Amount: _____ Instructor Email: _____

Payment Schedule and/or Installments

Month	Amount	Month	Amount	Month	Amount	Month	Amount
January		February		March		April	
May		June		July		August	
September		October		November		December	

Employee _____ Date _____ Supervisor _____ Date _____
 Administrator _____ Date _____ Chief Financial Officer _____ Date _____

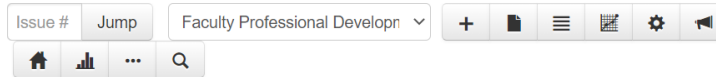
Check this box to confirm that you have copied Payroll in AdobeSign:

supplemental contract 06/25/07, revised 09/18/09, revised 01/11/19, revised 4/14/2023

Neosho County Community College

Application for Professional Development Credit and Funding

Faculty Professional Development Application

Issue # Jump Faculty Professional Developrn 

Submit Application

* - required fields

Requirements for the application:

- Upload an attachment that shows what the activity is.
- If requesting mileage, upload a Mapquest printout showing distance.
- If requesting miscellaneous funds, include an explanation of how those funds will be used.

See article 8 of the Negotiated Agreement for Professional Development requirements.

If requesting funding, plan in advance and apply as soon as possible. Timeline for requesting funding: After you submit your application, the following actions will take place.

1. The committee members review the application and the attached documentation and vote to approve or deny the application.
2. After that, the committee chair checks your available funding for the year and approves or denies the application based on the votes of the committee members.
3. Next, the Chief Academic Officer reviews the application and approves or denies it.
4. Next, the Chief Financial Officer reviews the application and approves the fund transaction.
5. Next, the payment must be approved by the Board of Trustees at the regular board meeting and a check will be authorized at that time.

Please use the [Application for Class / Teaching Discipline Related Work](#), if you want to request that your professional development activity also count for horizontal movement on the salary schedule. This form is to be submitted to the Vice President for Student Learning.

Applicant

Sarah Robb

Specific discipline or area of benefit *

Ending date of the professional development activity *

Specific coursework or workshop/seminar applicable to this request. Name the activity here and attach detailed activity description *


Detailed activity description upload:

 Upload file


Credit hours refers to hours awarded by an academic institution, usually graduate credit hours. Contact hours are the actual clock hours spent doing the activity for a conference or the CEU hours awarded. One credit hour is equivalent to 15 contact hours.

Number of Hours *

Credit or contact hours?

Credit Hours 

Are you requesting funds or credit only?

Credit Only 

Attach Map of Expected Travel Route

 Upload file

If you need a college vehicle for this activity, contact the office of the Chief Academic Officer.

NOTE: The submission of this form indicates acceptance of all Professional Development policies.

Amount Approved for:

Additional Amount Approved For

Credit Type:

Credit Only

Add file

Choose file

[Select from pre-uploaded...](#)

Maximum file upload size is 15 Mb

Description

Submit

Discard

Save draft

Professional Development

Certification of Activity Completion

Faculty Professional Development Completion

Issue # Jump Faculty Professional Developn ▾

+ [document icon] [list icon] [grid icon] [gear icon] [arrow icon]

[home icon] [bar chart icon] [dots icon] [search icon]

Submit Completion Form

* - required fields

An application must be completed prior to completion of this form. No credit for professional development hours will be awarded without a completed and approved application.

Applicant:

Professional Development Application#: *

Name of Activity Completed *

Date Completed: *

Attach evidence of completion including hours

Changes in contact/credit hours requested?

Were funds requested?

By checking this box I certify that the above information is accurate to the best of my knowledge. I also understand that checking this box represents my signature to this form. *

Add file [Select from pre-uploaded...](#)

Maximum file upload size is 15 Mb

Description

Neosho County Community College
Application for Class/Teaching Discipline Related Work
(In regard to horizontal advancement on salary schedule)

CONDITIONS: (as per MASTER AGREEMENT)

The Chief Academic Officer may approve in advance other graduate hours, workshops, clinics, or conferences that are related to the Employee's discipline or job duties. The Professional Employee must submit (this form) at least 10 business days prior to the beginning of the activity, including justification as to why this should count for horizontal advancement on the salary schedule.

Name: _____ **Date:** _____

Name of Class: _____

Catalog Number: _____ **or Teaching Discipline Related Work** (if applicable)

Teaching Discipline: _____

College/University: _____ **Semester & Year** _____
or Sponsoring Agency

Working Toward Degree: _____ **yes** _____ **no** **Title of Degree:** _____

Required for Certification: _____ **yes** _____ **no**

Certificate: _____

Improvement of Instruction: _____ **Pedagogy** _____ **Technology** _____ **New Assignment**

Credit Hour equivalent units (CEU) Conversion: _____ **clock hours/15=** _____ **credit hour**
(exclude meal and break times)

Current Salary Schedule Placement: (vertical step number)

_____ **Instructor** _____ **MS** _____ **MS+15** _____ **MS+30** _____ **MS+45** _____ **MS+60** _____ **DOC**

Justification for counting towards horizontal movement _____

The above coursework and/or teaching discipline related work has been reviewed for advancement on the Professional Employee's Salary Schedule in compliance with Board Policy.

_____ **Credit Hours Approved** _____ **Credit Hours Denied** _____ **Date:** _____

Chief Academic Officer: _____

A copy of this form should be sent to the Director of Human Resources and the employee.

Neosho County Community College Grievance Complaint Form

The grievance form has been developed to assist all parties to comply with the requirements of the policy governing work related complaints. After the grievant has read the policy, "Grievance Procedure," which is published in the Negotiated Agreement and the Board of Trustee Policy Manual, the form should be completed and returned to the Chief Academic Officer. The Chief Academic Officer is also responsible for answering questions regarding the intent of the policy and the procedures and time constraints inherent in the language of the "Grievance Procedure."

To Be Completed by the Grievant
(Additional sheets may be attached.)

1. **Name of Grievant:** _____
2. **Title of Grievant:** _____
3. **Statement of Grievance:** _____

4. **Synopsis of facts giving rise to grievance: (Include specific dates, times, etc.)** _____

5. **Policy or procedure allegedly violated:** _____

6. **Date on which alleged violation occurred:** _____
7. **Specific relief requested:** _____

8. **Signature of Grievant:** _____ **Date:** _____

**Neosho County Community College
Employee Grievance Procedure**

Step 1

I have discussed my grievance with my supervisor, _____, on _____
and wish to proceed to Step 2 of the grievance procedure.

Employee Signature Date

Step 2

I have discussed the above grievance with _____
on _____ and my decision is: _____

Chief Academic Officer Date

- I accept the above decision.
- I do not accept the above decision and wish to appeal to Step 3.

Employee Signature Date

Step 3

The above grievance has been reviewed according to College personnel policies. My decision is:

President Date

- I accept the above decision.
- I do not accept the above decision and wish to appeal to Step 4.

Employee Signature Date

Step 4

The above grievance has been reviewed by the Board of Trustees. The decision of the Board of Trustees is as follows:

Chairperson, Board of Trustees Date

**Neosho County Community College
Family and Medical Leave Request**

Name _____ Date _____

I hereby request family and medical leave beginning _____ and ending _____
_____ as outlined in the Negotiated Agreement and the Board of Trustee Policy Manual.

Employee Signature

SSN

To be completed by the President or his/her designee

Eligible

- Yes
- No

Type of Leave

- 1. Paid Vacation
- 2. Personal
- 3. Sick
- 4. Disability
- 5. Salary reduction
- 6. Unpaid

Reason for Leave

- 1. Birth
- 2. Adoption
- 3. Immediate Family Illness
- 4. Serious Employee Illness

Schedule of Leave

- 1. Consecutive
- 2. Intermittent
- 3. Reduced

Requirements

- 1. Medical certification
- 2. Health premium payments
- 3. Job restoration or Equivalency
- 4. Fitness-for-duty certification

Other comments or stipulations: _____

