

FREQUENTLY ASKED QUESTIONS ABOUT YOUR CONTRACT

Q. What's in the Contract?

A. The 4Cs Contract specifies our wages, paid and unpaid leaves, professional development, tuition waivers, grievance procedures, and more. It does not specify our health and retirement benefits, which are negotiated jointly for all state employees by the State Employees Bargaining Agent Coalition (SEBAC).

You should receive a copy of the Contract from your Human Resources Office when you are hired. The Contract is also available on the 4Cs website: www.the4cs.org.

Q. What are Additional Responsibilities?

A. Each year, faculty are required to teach 24 credit hours and to either perform non-teaching duties equivalent to 9 hours per week or to teach an additional 3 credit course (teaching yields a bonus of \$2500). Faculty hired on or after July 1, 2017 are required to teach a course in lieu of additional responsibilities.

The Contract lists several activities, including preparation of special reports, participation in projects, development of new courses, participation on committees, and additional office hours. Additional Responsibilities should be decided by mutual agreement between the employer and employee.

Q: What's in My Professional File and Why does it Matter?

A. Material in your professional file will be reviewed by your colleagues and management during consideration for promotion and tenure. Your file may also be used if management is considering disciplinary action.

Nothing can be added to your file without first notifying you. You may attach your own written comments to anything placed in your file. If you receive laudatory letters



or special recognition, be sure to send these to the President's Office for inclusion in your file.

Q. When can I apply for Tenure?

A. You must have completed 6 years of full-time employment at the same college.

Each fall, the college publishes a list of employees eligible for tenure. The Tenure Committee (elected by college faculty and staff) reviews all evaluative material in the professional files and makes a recommendation to the college President. The President makes a final decision in the spring.

Q. When can I apply for Promotion?

A. Anyone else who thinks he/she has met the standards for promotion should state their intention to apply for promotion by the last day of the fall semester. Promotion applications will be due the first day of the spring semester.

The Promotion Committee (elected by college faculty and staff) reviews all promotion applications and evaluative material. The committee makes a recommendation to the college President. The supervising dean also makes a recommendation. The President makes the final decision.

Q. Where can I get more information?

A. You should read the Contract for more complete information. We also encourage you to ask your chapter officers or call the union office with any questions.



Congress of Connecticut
Community Colleges
SEIU L1973

FAQS - CONTRACT

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