

Essex County College
College Regulation

REG 4-1 COLLECTIVE BARGAINING AGREEMENTS

Purpose:

To assure that current collective bargaining agreements are available to bargaining unit membership, appropriate parties of the College, and legislative authorities as required.

Definition(s):

Collective Bargaining Agreement (CBA): A negotiated labor or collective bargaining agreement (aka. contract) between an employer and a union which covers the terms and conditions of employment such as wages, hours of work, working conditions, grievance procedures, as well as the rights and responsibilities of the union and the employer.

Memorandum of Understanding (MOU): A memorandum of understanding is a document describing a bilateral or multilateral agreement between the parties. It expresses a convergence of will between the parties and embodies changes which will be incorporated in a new contract.

Side Letter of Agreement (SLA): A side letter of agreement is a collective bargaining agreement (CBA) that is not part of the underlying or primary CBA, and which the parties to the contract utilize to reach agreement on issues the CBA does not cover, to clarify issues in the CBA, or to modify the CBA.

Application:

1. After each collective bargaining unit has completed its negotiations, and after the Board of Trustees of the College has approved the same and the collective bargaining unit has ratified the agreement, notice of the agreement will be announced and electronic versions of the written contract will be made available by the Department of Human Resources as follows:
 - (a) The President of the College
 - (b) President's Cabinet
 - (c) Board of Trustees and College Labor Counsel
 - (d) President of the applicable Collective Bargaining Unit
 - (e) Bargaining unit membership
 - (f) College Administrators and appropriate staff
 - (g) Designated new employees
 - (h) Legislative authorities as required
 - (i) On the College website
2. Memoranda of Understanding and Side Letters of Agreement will be made available pursuant to paragraph 1.

Responsible Official(s): Director of Human Resources	Reference: (s): New Jersey Statutes: <i>N.J.S.A. 18A:64A-12(o), N.J.S.A. 34:13A</i>
Regulation History: App. 12/95, Rev. 10/01, 04/09, 12/10, 3/17	Attachment(s):