

**BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY**

3.0002 Non-Represented Employees

I. Title of Policy

Non-Represented Employees

II. Objective of Policy

To create a policy that ensures that non-represented employees are accorded the same level of benefits as similarly classified represented employees whenever possible.

III. Authority

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards

IV. Policy Statement

All similarly classified non-represented employees shall receive the same benefits as those provided to represented employees whenever possible.

This policy does not apply to employees classified at the level of Dean or above. The President shall make recommendations to the Board on proposed compensation and benefit levels for individuals so designated.

Certain provisions of the negotiated agreements do not apply to non-represented employees. Specifically, provisions regarding union membership or access to union representatives are not applicable to non-represented employees. And, while non-represented employees may initiate grievances, they are not entitled to union representation nor are such disputes subject to arbitration.

The College Administration will utilize the applicable sections of the collective bargaining unit agreements that specifically relate to employee benefits (e.g., health insurance, enumerated holidays, vacation leave, sick leave, etc.) as a guide for non-represented employees. The grievance procedure for non-represented employees shall follow the same time line and reporting structure as used for similarly classified represented counterparts, except that non-represented employees do not have the right to request and/or proceed to arbitration in any circumstance.

V. Responsibility for Implementation

President

Approved: 6/27/96

Revision Lodged: Board of Trustees, 11/14/2017

Approved: Board of Trustees, 12/19/2017