

6/9/23 [Signature]  
6-8-27

- 4. A statement of the precise relief sought.
- 5. The signature of the Grievant(s).

**Section 2. Grievance Process**

Grievances that are properly and timely filed, shall be processed in accordance with the following procedure:

**Step 1:** Within twenty (20) working days of the occurrence of the event or omission giving rise to the Grievance, or when the bargaining unit member first knew or reasonably should have known of such act or omission, if that date is later, an eligible Grievant shall file the Grievance document with their immediate supervisor or designee and provide a copy to the Office of Talent Acquisition, Development, and Accountability. Within ten (10) working days of the receipt of the Grievance, the immediate supervisor or designee shall meet with the Grievant in an effort to resolve the problem. The immediate supervisor or designee will be allowed ten (10) working days following the meeting to respond to the Grievance in writing. This written answer may consist of a notation on the grievance document and will be copied to the Office of Talent Acquisition, Development, and Accountability. If the grievance is directed at the immediate supervisor, then the grievance must be filed with the Chief Academic Officer.

**Step 2:** If the Grievance is not settled at Step 1, or if no written response is received at Step 1, or if the disposition of the Grievance is unacceptable to the Grievant, the Grievant may appeal the Grievance to Step 2 by filing an appeal with the President or an individual designated to hear Grievances at Step 2) and a copy provided to the Director of Talent Acquisition, Development, and Accountability within ten (10) working days after the receipt of the answer at Step 1. Once the grievance document has been properly filed at Step 2, a meeting to discuss the Grievance at Step 2 will be conducted by the President (or individual designated to hear Grievances at Step 2) within fifteen (15) days. There shall be fifteen (15) working days in which to provide a written

**ARTICLE 13**

**SALARIES**

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Effective on ratification of the Agreement, all bargaining unit members employed by CFK as of July 1, 2022, or if employed in a regular full-time position that runs from one academic year to the next academic year and employment began with the 1<sup>st</sup> duty day of the academic year, salaries will be increased by four-six percent (4.6%) on July 1, 2023.

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**A. Instructional Personnel Salary Schedule.** The salary ranges for the instructional personnel positions shall be as follows:

LEVEL	Education DEGREE	10-month	
		193 Days Minimum	193 Days Maximum
I	Doctorate	\$65,120	\$108,529
II	Master's + 30	\$61,542	\$102,572
III	Master's / Highly Tech.	\$58,159	\$96,936
IV	Bachelor's	\$54,962	\$91,608
V	Associate's	\$51,940	\$86,572

**B. Non-instructional Personnel Salary Schedule.** The salary ranges for the non-instructional personnel positions shall be as follows:

- Academic Services Advisors: \$54,991-\$91,651
- Assistant Director, Learning Resource Center: \$49,066-\$81,451
- Assistant Director, Student Success Services (Distance Learning):  
\$49,066-\$81,451
- Assistant Director, Student Success Services (Accessibility Services):  
\$49,066-\$81,451
- Assistant Director, Student Resources and Support (UKC) \$49,066-\$81,451