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### **PREAMBLE**

This Agreement is entered into by and between the Board of Community College District No. 516, State of Illinois, hereinafter referred to as the “Board,” and the Waubonsee Community College Faculty Council Local #604, hereinafter referred to as the “Council,” as the exclusive bargaining agent for the full-time faculty members in the bargaining unit.

# ARTICLE I

## COUNCIL RECOGNITION AND DEFINITIONS

### A. Recognition

The Board of Community College District No. 516 recognizes the Waubonsee Community College Faculty Council as the exclusive bargaining representative for all full-time faculty members regarding salaries, fringe benefits, and working conditions.

### B. Definition of Terms

1. The term “College” refers collectively to all educational facilities or academic locations of the Board and the administrative offices thereof.
2. The term “Council Representative” used in this Agreement, means any elected or appointed representative of the Council.
3. The term “Council President” refers to the elected head of the Council or his/her elected alternate.
4. Whenever the singular is used in this Agreement, it shall include the plural.
5. The term “Faculty Member” means a full-time employee of the district regularly engaged in teaching or academic support services, but shall exclude supervisors, administrators, and all support staff, including secretarial/clerical, data processing and physical plant staff.

Individuals in the following positions shall be considered as supervisors and/or administrators, and/or not regularly engaged in teaching or academic support services:

President, Executive Vice President, Vice Presidents, Assistant Vice Presidents, Directors, Deans, and Executive Assistants.

“Academic Support Services” means counseling and the library.

“Academic Support Personnel” means counselors and professional librarians, excluding supervisors, administrators, and secretarial/clerical employees.

6. The “standard teaching load” is defined as a full-time teaching load of a teaching faculty member during the standard academic year (as defined in Article IX.A).

## **ARTICLE II**

### **COUNCIL/BOARD RELATIONS**

**A. Meeting with Faculty Members or Faculty Organizations**

This Agreement shall not be construed to prevent any Board official or administrator from meeting with any faculty member or the Faculty Council, for the purpose of hearing their views.

**B. Council Membership and Nondiscrimination**

Membership in the Council or in any other employee organization or association not affiliated with the College shall not be a condition of employment for any faculty member. The Board will not discriminate in hiring, tenure, or continuity of employment or in promotional or any other opportunities because of the employee's membership or lawful organizational activities in the Council or in any other employee organization or his/her refusal to join in any such organization or to participate in any such activities. The Council agrees not to discriminate against any member of the bargaining unit because of an employee's membership or lawful organizational activities in the Council or in any other employee organization or his/her refusal to join any such organization or to participate in any such activities. The Council agrees to distribute copies of official minutes of regularly scheduled Council meetings, copies of progress reports on negotiations, and other items deemed appropriate by the Council Executive Board to all bargaining unit members.

**C. Rights and Benefits of Faculty Members**

Rights and benefits of faculty members set forth in this Agreement shall be assimilated into any individual faculty member's contract of employment with the Board. An unresolved conflict between the terms of the faculty member's individual contract of employment and the terms of this Agreement may be the subject of a grievance by the affected faculty member. All new faculty members shall be given a copy of this Agreement and faculty insurance information. Present faculty members shall be given a copy of this Agreement at Board expense.

**D. Council/Administration Meetings**

The College President or his/her designated representative shall meet with no more than five representatives of the Council within one school day at the request of either party to discuss matters relating to this Agreement. Such meetings will not be scheduled during faculty members' scheduled class time, student appointments or counselors' office duties.



**E. Exchange of Information**

Both the Board and the Council shall make available to each other, upon written request, any and all information, statistics and records which are relevant to negotiations, or necessary for the processing of a grievance or the enforcement of the terms of this Agreement. Copies of confidential professional memoranda and correspondence from attorneys and similar advisors shall not be furnished unless and until they have been made public documents.

**F. Board Meetings**

The Council will be supplied three (3) copies of the agenda at the same time copies are supplied to the Board in advance of each regular or special meeting of the Board. The agenda supplied will include all Board reports which pertain to collective bargaining. The President shall make available to the Council President or his/her designee at the beginning of the Board meeting all other reports and recommendations which will be made public at the meeting. In the absence of the Council President or his/her designee, these materials will be sent to the Council President within three (3) working days of the meeting. The President of the Council or his/her designee shall be accorded the privilege of speaking at Board meetings on matters which are proper subjects of collective bargaining, provided that the President of the Council or his/her designee summarizes the comments intended to be presented to the Board and submits that summary to the secretary of the Board at least seven (7) days prior to the meeting. Notwithstanding the foregoing, in those instances when the College places a subject of collective bargaining on its agenda to which the Council desires to speak, the Council shall be accorded the privilege of speaking at that Board meeting, provided the Council President or his/her designee (a) notifies the secretary of the Board of the Council's desire to do so on the day following publication of the Board's tentative agenda, and (b) submits a summary of the comments intended to be presented to the Board to the secretary of the Board by noon of the school day prior to the meeting.

**G. Availability of Board Policy**

The Council will be supplied a copy of all Board policies each year during the first week of classes of the fall semester. As policies are created or amended, the Council will receive a copy of each new policy within one week of adoption. If any policy is withdrawn, the Council will be notified within one week of withdrawal.

**H. Precedence of Agreement**

If there is a direct conflict between the terms of this Agreement and policies instituted by the Board and/or procedures of the administration, such matters should be brought to the attention of the Director of Human Resources. Should an understanding not be reached, the matter should be referred to the President who shall seek to resolve the disagreement. If the disagreement remains unresolved, it must be transmitted by the President to the Board for their review and action.

## **I. Full-Time Faculty Vacancies**

If a faculty vacancy arises due to the death, resignation, long term illness or termination of a faculty member during the life of this Agreement, the remaining faculty members from the concerned curriculum area shall meet with the Dean and together make a written advisory recommendation to the Executive Vice President of Educational Affairs and Chief Learning Officer as to whether or not the faculty vacancy should be filled. If no consensus is reached, the faculty members and/or administrators who have met may submit separate written advisory recommendations. All such recommendations shall be submitted to the Executive Vice President of Educational Affairs and Chief Learning Officer, thence to the College President within five (5) school days following the meeting, and the Executive Vice President shall not make a recommendation to the President as to whether or not the faculty vacancy should be filled until after the time period stated herein for receiving such recommendations has passed. After receiving any such recommendation, the Executive Vice President may convene a meeting with the faculty members from the concerned curriculum area and/or the Dean to discuss a recommendation further. A copy of the Executive Vice President's recommendation to the President shall be made available to the faculty members from the concerned curriculum area upon request.

## **ARTICLE III**

### **COUNCIL ACTIVITIES**

#### **A. Meetings**

When the President or his/her designee and representative of the Council meet to discuss items in the Agreement, said representatives attending such meeting shall suffer no loss in pay.

#### **B. Bulletin Boards and Mailboxes**

##### 1. Bulletin Boards

The Council shall continue to be provided bulletin board space for the posting of notices and other materials relating to Council activities.

##### 2. Mailboxes

The Council President or his/her designee shall have the right to place Council materials in the mailboxes and send materials electronically to the faculty members and will provide a file copy to the Executive Vice President of Educational Affairs and Chief Learning Officer.

#### **C. Council Meetings**

By no later than June 1 for the upcoming fall semester and by no later than October 1 for the upcoming spring semester, the Council President shall submit to the College President or his/her designee one day and time during the faculty orientation for the coming semester of the standard academic year to hold a general Council meeting during normal operating hours in the building or buildings of the College. If these days and times are approved by the College President or his/her designee every effort will be made not to schedule any new meetings involving faculty members at these same dates and times. The College President and his/her designee reserve the right to modify the schedule as needed to accommodate unforeseen or unplanned circumstances during faculty orientation.

By August 1 of each school year, the Council President shall submit to the College President or his/her designee one day and time for each month in the coming standard academic year to hold a general Council Senate meeting during normal operating hours in the building or buildings of the College. Once these days and times are approved by the College President or his/her designee no new meetings involving faculty members shall be scheduled or held at the same dates and times.

In the event that the Council President determines that there is a need for a general Council meeting at a date and time not previously submitted to the College President or his/her designee under this Section, the Council President shall consult with the College President or his/her designee. At his/her discretion, the College President or his/her designee shall agree to a date and time for such a meeting and no new meetings involving faculty members shall thereafter be scheduled or held at the same time. No faculty members shall be released from his/her scheduled classes, student appointments or counselor/librarian duties to attend any of the general Council or Senate meetings provided for in this Section.

**D. Faculty and Council Use of Facilities and Equipment**

Any use of College facilities and/or equipment by the Faculty Council and/or faculty members shall require approval of the College President or his/her designee within the guidelines set by the College Board of Trustees. A copy of Board policy guidelines, dealing with use of equipment and facilities, will be available upon request of any faculty member.

# ARTICLE IV

## ACADEMIC FREEDOM AND DEMOCRACY IN PUBLIC COLLEGE EDUCATION

The AAUP Statement on Academic Freedom and Joint Statement on Rights and Freedoms of Students shall be the guidelines of this Article. A further clarification and elaboration of these statements follows.

### A. Democracy in Public Education

The Board and the Council recognize and agree that while democratic principals should remain in every American school system, a suburban college must be exemplary in its expression and practice of the democratic ideal. Integrated education, faculties and facilities are more than aspirations.

### B. Nondiscrimination

The Board and the Council, in accordance with applicable law, shall not discriminate against any faculty member or applicant for employment by the Board or for membership in the Council on the basis of race, color, religion, sex, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law, or membership or participation in, or association with the lawful activities of any organization.

### C. Academic Freedom

1. The faculty member is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. The faculty member is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.
3. The college or university faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a man/woman of learning and as an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate

restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

4. Faculty members who teach shall have the right and responsibility to determine course goals, course content, methods of instruction, and textbooks, subject to such policies and procedures as may be specified by the Board. Should the Board decide to review a change or addition to its policy in this area, faculty representatives appointed by the Faculty Council will be given the opportunity to provide written and verbal input to the President and the Board ad hoc policy committee.
5. Full-time faculty members teaching courses with less than 20 sections will pick one textbook. Full-time faculty members teaching courses with 20 or more sections will pick up to two textbooks, one of which will be designated as the default textbook, the other will be designated as the alternate textbook. Full-time faculty may elect the alternate textbook for use in his/her sections of the course. When consensus cannot be reached, the Dean will call a meeting of all full-time faculty who teach the given course to review textbook selection. Selection shall be reached by majority vote of the faculty members. Exception to this policy will be made for those faculty members teaching courses which are approved by the Executive Vice President of Educational Affairs and Chief Learning Officer as experimental courses. Faculty members teaching courses at the 200 level or above may choose individual textbooks for each course, except for sequential courses. All textbooks must meet the agreed upon course goals, course content, and methods of instruction.

**ARTICLE V**  
**SALARY AND RATES OF PAY**

**A. Placement of Teaching Faculty on Compensation Schedule**

1. Placement on Compensation Schedule

The employment contract submitted to a prospective faculty member shall include his/her proposed placement on the compensation schedule, including the position for which he/she is employed, and, if non-tenured, the length of the contract. After consultation with the faculty member and designated administrator, this proposed placement on the compensation schedule shall be recommended by the President to the Board. To qualify college credits, military service, or occupational experience for salary placement purposes, official transcripts from institutions above the high school level or appropriate documentation for military or occupational experience must be filed in the Office of Human Resources.

Credit for salary placement of faculty members shall be subject to the following schedule:

- a. Previous college teaching and/or previous high school teaching.
- b. Military credit is limited to two years except in the case of military credit which involves full-time teaching.
- c. Occupational experience directly related to the teaching field.

As part of the interview process, a candidate for a position governed by this Agreement shall be given a copy of this Article. The faculty member's signature on the initial contract demonstrates acceptance of his/her placement.

2. Advancement on Compensation Schedule

During the term of this Agreement a faculty member will advance in the scale for which he/she is qualified one step for each complete year of service until he/she reaches the maximum salary for his/her scale contingent upon satisfactory performance. Unsatisfactory performance will result in a frozen step placement or a recommendation to the Board of Trustees under Article X that the faculty member be dismissed.

- a. Satisfactory completion of upper division courses or equivalents approved by the designated administrator or college course approved by the designated administrator earned subsequent to employment at Waubensee will be used in determining advancement on the compensation schedule. On the basis of

evidence supplied and documented, a faculty member shall be reclassified to the scale to which he/she becomes qualified.

A faculty member is entitled to be reclassified on the salary schedule at the beginning of the fall semester of each school year. It is the responsibility of the faculty member to provide the appropriate College administrator with copies of transcripts of work completed during the summer preceding the start of the fall semester by no later than October 15 of the year when the reclassification is to become effective. Prior approval from the appropriate administrator for all coursework to be used for reclassification purposes must be obtained prior to enrollment.

- b. For each approved 100 clock hours of specifically related occupational experience, a faculty member whose teaching assignment is in an occupational program as identified by ICCB code numbers will be credited with the equivalent of one (1) semester-hour of credit toward advancement on the compensation schedule.
  - i) A written plan must be approved by the Executive Vice President of Educational Affairs and Chief Learning Officer prior to gaining this experience.
  - ii) When such experience has been approved, the faculty member seeking semester hour equivalency credit toward advancement on the compensation schedule must validate the number of clock hours of occupational experience by providing proof signed by the faculty member's employer.
  - iii) For each 100 clock hours of validated occupational experience the full-time faculty member will be credited with the equivalent of one (1) semester hour toward advancement on the compensation schedule.
    - aa) The employer-validated clock hours shall be cumulative without regard to the time elapsed from the start of the first full-time non-teaching employment date to the time when advancement is made on the compensation schedule.
    - bb) Occupational experience semester hour credits will be additive with semester hours earned at an accredited college or university toward advancement on the compensation schedule.
  - iv) For those faculty members teaching in an occupational program as defined above and who are on Scale I of the compensation schedule, and who do not have a BA degree at the time of employment, 30 semester hours are required to advance from Scale



I to Scale II. These hours, or their equivalent, shall be acquired after employment as designated below.

- aa) As much as, but not more than, 50% of work experience shall include employment by weeks at 40 clock hours per week. Semester hours are to be computed on the basis of the formula: 100 clock hours = 1 semester-hour, and a minimum of 50% (15 hours) academic courses, acquired by CLEP, or courses taken at an accredited institution awarding a baccalaureate degree.
  - bb) Occupational experience credit as outlined in Article V.A.2.b.
  - cc) With the awarding of tenure the faculty member becomes eligible for movement from Scale I to Scale II when the above conditions have been met.
  - dd) The Executive Vice President of Educational Affairs and Chief Learning Officer shall determine the acceptability of work experience or academic courses.
- c. Falsification of records will result in restitution of overcompensation and/or recommendation to the Board of Trustees under Article X that the faculty member be dismissed.

### 3. Substitutes

Faculty members who substitute for another faculty member will be paid at the rate of \$21 for the 2008-2009 academic year and \$22 for the 2009-2010 academic year per 50 minute contact hour. The substitution must be approved by the Dean. Monitoring or proctoring a class, showing a film, giving a test or other non-preparatory coverage are not included in this substitute pay schedule.

### 4. Summer School

Full-time faculty members in order of tenured, non-tenured, temporary will be given preference for up to two courses not to exceed a total of nine (9) hours over part-time faculty members in assignment of classes upon written request by the faculty member on or before November 15. If thereafter a faculty member elects not to teach the requested class, other qualified full-time faculty members will be given preference. The salary rates for the summer will be per credit hour or load hour, whichever is applicable. Summer salary rates will be paid according to the following schedule: 2008-2009, \$939; 2009-2010, \$986.

5. Interim Session

Full-time faculty members in order of tenured, non-tenured, temporary will be given preference for up to one course over part-time faculty members in assignment of classes upon written request by the faculty member on or before November 15. Interim session salary rates will be the same as paragraph 4 above for the duration of this agreement, 2008-2010.

6. Overload

Overload includes all semester hours taught by the faculty member exceeding the 15 semester-hour equivalent load per semester or exceeding the 30-hour load for the year. Overload rates will be per credit hour or load hour, whichever is applicable. Voluntary overload rates will be paid according to the following schedule: 2008-2009, \$841; 2009-2010, \$883. The rate of pay for involuntary overload for the duration of this agreement, 2008-2010, will be \$75.00 greater than the voluntary overload per credit hour (or load hour, whichever is applicable).

A voluntary overload includes all semester hours taught by the faculty member beyond the 15 semester-hour equivalent load per semester or exceeding the 30-hour load for the year which are voluntarily requested by the faculty member.

If a full-time faculty member's voluntary overload is canceled, the appropriate administrator may, in his/her discretion, assign the faculty member any scheduled class scheduled to be taught by an employee not in the bargaining unit subject to the faculty member's request.

An involuntary overload is that portion of the teaching load exceeding 15 semester-hour equivalent per semester or 30 per year which is assigned by the appropriate Dean in order to complete the faculty member's normal load.

An involuntary overload can also be the load beyond the regular load which is assigned by the Dean after he/she notifies the faculty member in writing that he/she has no full-time or part-time faculty member available to teach the course, and thereby, requests the faculty member to teach the additional load.

If a faculty member receives an overload during the fall semester but is unable to fill out a full load in the spring semester, the appropriate administrator and faculty member may substitute an assignment which is mutually acceptable to both parties in lieu of the course(s) necessary to complete a full load. If agreement is not reached, the faculty member shall forfeit the prior semester's overload amount.

7. Pay Periods

Pay periods shall be twice a month. Payments may be on the 20-pay plan or a 24-pay plan as requested in writing from the faculty member to the Director of Human Resources prior to the opening of the fall semester. 24-pay plan approvals shall be for twelve (12) months and shall not be construed as contract extensions, only as a budgetary convenience to faculty. Salary payments will be made on the 15th and last date of the month or the closest working day in which the College's administrative offices are open.

8. Annual Compensation Schedule

The salary compensation schedule in the appendix shall not be reduced by any change in the academic calendar.

9. Extracurricular Pay Rate

The extracurricular pay rate for full-time faculty members shall be determined by the Board of Trustees and shall not be less than rates agreed upon for part-time staff members. These duties are to be performed in addition to the normal teaching load.

10. Payment for Telecourses

If a telecourse is part of a faculty member's normal semester or yearly load, the faculty member will be credited for the telecourse at the load rate specified in Article VII, Section B.1.a "Lab-Activity-Studio" of this Agreement. If a telecourse is, in whole or in part, overload, then payment for the telecourse semester hours which are overload shall be \$488 for the 2008-2009 academic year and \$512 for the 2009-2010 academic year per credit hour for the first time through. For subsequent courses, payment for the telecourse semester hours which are overload shall be \$435 for the 2008-2009 academic year and \$457 for the 2009-2010 academic year per credit hour.

Student enrollment will be counted at mid-term. If the enrollment is less than 15, then the enrollment under 15 will be paid at the independent study rate of \$31 per credit hour for the 2008-2009 academic year and \$33 per credit hour for the 2009-2010 academic year. Telecourse enrollments in the interim and summer sessions shall be counted together. The load rating for large group instruction shall apply.

11. Payment for Independent Study

The rate of pay for independent study courses shall be at the rate of \$31 per credit hour for the 2008-2009 academic year and \$33 per credit hour for the 2009-2010 academic year.

**ARTICLE VI**  
**INSURANCE AND FRINGE BENEFITS**

**A. Group Health Insurance**

A program of group health insurance shall be provided for faculty members after an initial 60-day waiting period. Health insurance coverage may be elected for spouses and/or eligible dependents. The faculty member shall pay 1.50 percent of base salary as contribution toward dependent coverage for the 2008-2009 academic year and 2.50 percent of base salary as contribution toward dependent coverage for the 2009-2010 academic year if elected. The faculty member shall have the responsibility to notify the Director of Human Resources of any changes in marital and/or dependent status when they become effective. A faculty member may add eligible dependents within 31 days of the qualifying event (marriage, birth or adoption, legal guardianship). Upon resignation and/or termination from the College the faculty member may elect to remain in the group insurance pursuant to Public Law 99-272, Title X (COBRA). The faculty member is responsible for all premium payments during that time period.

**B. Group Dental Insurance**

A program of group dental insurance will be provided to faculty members covered by this Agreement after an initial 60-day waiting period. All faculty members will participate in this dental plan. Additional dental insurance coverage for spouses and/or eligible dependents will be available at full cost to the faculty member.

**C. Term Life Insurance**

Term life insurance shall be provided and paid for by the Board for all faculty members. The amount of coverage of such term insurance for each faculty member shall be \$45,000 per member. Additional insurance may be purchased by the faculty member for himself/herself and/or his/her spouse and dependents at the rate and limit set by the insurance carrier.

**D. Credit Union**

Faculty members who wish to participate in the Kane County Teachers Credit Union shall be allowed to do so through payroll deduction.

**E. Travel Expenses**

A faculty member shall receive the prevailing College rate per mile and other reasonable expenses for travel when on College business, including commuting between two campus locations where classes are held during the regular day schedule and including travel for the speaker's bureau. It would not include travel to another location for evening classes.

**F. Long Term Disability Insurance**

In case a faculty member is disabled by accident or poor health, the College will pay or, at its discretion, will provide disability insurance at an annual rate of one-half of the faculty member's salary as determined by placement on the faculty compensation schedule (contract base salary), after the faculty member has exhausted all accumulated sick leave. The gross amount paid to a faculty member for any period of disablement will be one-half the faculty member's contract base salary times the percentage of a 12-month year that the faculty member is disabled.

If income of an amount equal to or greater than the above stated amount is received from the State Universities Retirement System (SURS), workers compensation insurance, social security, sick leave assistance bank or other disability income sources, no further income will be provided by the College unless such funds become exhausted.

If income is received from any of the above sources at less than the above stated amount, the College will pay or, at its discretion, will provide disability income equal to the difference between the above stated amount and the lesser amounts actually received from other sources.

Long term disability benefits shall extend to age 65 if the disability is permanent. If disability insurance offered by the College's disability insurance carrier becomes available to age 70 during the term of this Agreement, the College will so notify the Council.

**G. Sheltered Annuity Program**

The Board will approve tax sheltered annuities with acceptable companies and will handle the necessary bookkeeping for the program. Staff members interested in this benefit should contact the Director of Human Resources for additional information. Tax sheltered programs must be 100% tax sheltered and are not to include non-tax sheltered insurance as part of the program.

**H. Dues Check-off**

The Board shall, upon written request of a Council member utilizing the form attached to this Agreement as Appendix A, withhold Council dues from the compensation of that member. The amount withheld from each regular payroll period shall be equal to a pro rata share of the annual dues. The dues withholding shall be uniform for all Council members. The Board shall transmit dues withheld to the Treasurer of the Council within ten (10) working days from the time of the withholding. The Council Treasurer shall notify the Director of Human Resources by October 1 of the Council's annual dues for that school year.

Each Council member desiring dues withholding shall submit his/her written request to the Director of Human Resources by no later than November 1 of the school year. Any such written request shall result in dues withholding for that

school year, and for subsequent school years, on a year to year basis, unless an intervening written request to discontinue dues withholding is submitted by a Council member to the Director of Human Resources. Such written request to discontinue dues withholding shall be effective as of the start of the next school year. The Director of Human Resources shall forward a copy of each written request to discontinue dues withholding to the Council Treasurer within ten (10) working days of receipt of same.

When a new faculty member is hired by the College and thereafter joins the Council, that faculty member may submit a written dues withholding request to the Director of Human Resources. This request shall be effective as of the next regular payroll date falling at least ten (10) days following the date on which the request was received by the Director of Human Resources.

The Council agrees to indemnify and hold the College and Board and any of their officers, agents or employees, harmless against any and all claims, suits, orders or judgments, including the defense thereof, brought or issued against the College and/or Board or any of their officers, agents or employees, as a result of any action taken or not taken under the provisions of this Section.

**I. Reimbursement for Non-Waubonsee Courses, Conferences and Seminars**

1. Courses, Conferences and Seminars

Eligible expenses related to prior approved courses, conferences and seminars shall be limited to a maximum of \$1,500 per faculty member each College fiscal year (July 1 to June 30).

2. Course Reimbursement

With the approval of the designated administrator, faculty members shall be reimbursed for courses beyond the Master's degree and other courses taken at recognized accredited institutions of higher learning. Reimbursement shall include tuition and fees, but exclude room, board, and travel. No more than two (2) courses or six (6) semester hours, whichever is greater, may be taken for reimbursement for salary advancement in any one semester during the academic year and must be related to teaching and/or work assignment.

3. Conference and Seminar Fees

With the prior approval of the designated administrator, faculty members shall be reimbursed for transportation, lodging and meals for attendance at professional conferences and seminars that relate to their respective areas of assignment. Registration fees and airfare are eligible for prepayment with prior approval of the designated administrator.

4. Payment

The last day of the course, conference or seminar shall determine the respective fiscal year for payment. Reimbursement requests must be approved by the designated administrator in advance of the first day of the course or attendance at the conference or seminar. Reimbursement requests are due before June 30.

**J. Reimbursement for Waubonsee Community College Courses**

Faculty members are entitled to tuition reimbursement for courses taken at Waubonsee Community College without approval. No more than two (2) courses or six (6) semester hours, whichever is greater, may be taken in any one semester during the academic year. Dependent children under the age of 25 and spouses of faculty shall be entitled to receive tuition reimbursement for all courses taken at Waubonsee Community College, provided no other student is denied enrollment in the class as a consequence of their presence. Payment is contingent upon the attainment of a grade(s) of C or better if course(s) is graded or satisfactory completion if ungraded course(s). Reimbursement requests are due before June 30.

**K. Section 125 Plan**

The Board will provide an IRS 125 Flexible Benefit Plan. The Section 125 plan will allow for pre-tax deductions by faculty members covered by this Agreement for the purpose of paying health insurance premium contributions and any unreimbursed medical, dental, hearing, vision, and dependent daycare expenses as per IRS limitations.

## ARTICLE VII

### CONDITIONS OF EMPLOYMENT FOR TEACHING FACULTY

#### A. Class Size

Both parties agree that when developing initial schedules, class size can be a significant variable in all types of instruction. Class size maximums shall be determined by the Assistant Vice President of Instruction or the Dean of an academic discipline after consultation with the faculty member(s) of the unit. If it is necessary to modify class size during registration, the Dean or Assistant Vice President of Instruction will seek consultation with the affected faculty member. If the faculty member is not available on campus, a reasonable effort to contact the faculty member will be made prior to modifying class size during registrations. Class size is subject to large group loading formula.

#### B. Teaching Load

##### 1. Teaching Load

The normal teaching load for a full-time faculty member shall be 15 semester hour equivalents per semester and a two-semester load of 30 semester hour equivalents. Payments for overload are specified under "Overload" in this contract.

- a. Lab-Activity-Studio. Courses of a laboratory or activity nature shall be credited at a load ratio according to the following schedule:

2008-2009: .85 lecture hour to one (1) lab studio hour.  
2009-2010: .87 lecture hour to one (1) lab studio hour.

- b. Vocational lecture-lab courses shall be credited at a load ratio according to the following schedule:

2008-2009: .91 lecture hour to one (1) lecture lab hour.  
2009-2010: .92 lecture hour to one (1) lecture lab hour.

##### 2. Released Time for Research, Curriculum Development, Etc.

Released time for research, curriculum development or other professional duties shall be assigned to a faculty member as part of his/her regular teaching load during the academic year only with the approval of the faculty member concerned and with the approval of the Dean and Executive Vice President of Educational Affairs and Chief Learning Officer.



3. **Extracurricular Activities**

All faculty members are expected to voluntarily assume responsibility for a reasonable amount of extracurricular duties. Examples of such responsibilities include serving as club advisors, attending student activities and serving on faculty committees.

**C. Unit Course Schedules**

Unit course schedules shall be determined by the Dean of the academic discipline after consultation with the faculty member(s) of the unit.

**D. Teaching Programs**

1. Scheduling of individual course assignments shall be determined by the Dean in consultation with the faculty member subject to the limits established by the provisions of this Agreement.

A faculty member shall be assigned no more than three (3) preparations per semester as part of his/her regular program unless necessary to establish a full teaching load. A faculty member shall be notified of his/her tentative program at least thirty (30) days before the end of the preceding semester. Changes in faculty member's program may be made if emergencies arise or to meet student interests and needs. Such changes shall also be in writing and dated and signed by the Dean or Executive Vice President of Educational Affairs and Chief Learning Officer. In making the necessary changes due to these circumstances, the Dean or Executive Vice President shall make every effort to consult with the affected member in the interest of arriving at the best solution for all concerned.

2. Faculty members shall be present on campus for all duties and obligations, including classes, student conference hours, and unit meetings called by the Executive Vice President of Educational Affairs and Chief Learning Officer or appropriate administrative officer. General faculty meetings may be called by the President or Executive Vice President of Educational Affairs and Chief Learning Officer. Each faculty member shall schedule a minimum of five (5) hours for student conferences per week. A minimum of one (1) hour shall be scheduled each teaching day of the faculty member. These conference hours shall be scheduled to provide maximum convenience for students who wish to confer with a faculty member. Such schedules shall be posted throughout the term and carefully observed by each respective faculty member. Faculty members in consultation with the Dean may change posted schedules in emergencies or to meet student interests and needs.
3. The faculty member's schedule for the week shall not be less than the total of twenty-five (25) hours for a regular program. Taking into account departmental scheduling parity, a full-time faculty member will be

assigned to no more than two (2) campuses or extension sites per week without the written approval of the faculty member, unless an assignment to additional location(s) is necessary to fill out a teaching load or a faculty member voluntarily chooses assignment to three (3) campuses or extension sites.

#### **E. Determination of Teaching Assignments**

1. Faculty members hired prior to the Board's adoption on December 20, 1983, of the "Qualifications to Teach" shall not be adversely affected thereby in connection with the teaching positions held by those faculty members as of that date.
2. Scheduling of courses and assignment to regular academic programs, in the best interests of students, during the academic year shall be determined by the Dean working with the faculty members. Full-time faculty will be given preference for individual course assignments over part-time faculty, provided written requests made by a qualified faculty member for individual course assignments within the full-time faculty member's assigned discipline(s) to meet his/her standard teaching load are submitted no later than one week after the initial departmental scheduling meeting, and upon determination by the Dean working with the faculty member that the assignment is in the best interests of students. Every effort will be made to complete this work at an early date since it must be available for printing of the new semester schedule.
3. Full-time contractual faculty members shall have priority for overload teaching assignments for which they are qualified. Overload assignments shall be limited to one (1) course or no more than four (4) semester hours unless extenuating circumstances occur. First consideration will be given to full-time faculty members in the following order: tenure, non-tenure, temporary. Faculty members must notify their Dean at least 30 calendar days before the end of the preceding fall or spring semester if he/she desires to be assigned an overload.
4. When additional assignments are made available, such assignments will be discussed with qualified faculty members, if they are available.

#### **F. Advisement Duties and End-of-Semester Activities**

##### **1. Advisement Duties**

Academic advisement is an inherent part of a faculty member's responsibility. This responsibility is enhanced by direct communication between faculty member and student. Needs may vary with students. Each faculty member is expected to assume responsibility for beginning- and end-of-semester duties pursuant to the academic calendar. The appropriate Dean will be responsible for assignment of faculty.

## 2. End of Semester and Summer Session Activities

Duties of faculty members during the end-of-term period shall consist of final evaluations, grading and recording of grades, submission of grades to the Office of Admissions and Records, and other responsibilities necessary to fulfilling teaching duties.

Each member of the faculty will attend and either sit in a designated area or participate in the graduation ceremonies; however, a faculty member shall be excused from such attendance or participation in those instances when the faculty member has legitimate conflicts preventing his/her attendance.

### **G. Formal Student Evaluations**

Formal student evaluations are designed to assist the faculty member in determining his/her effectiveness. The Board shall not evaluate a non-tenured faculty member pursuant to the Board policy "Evaluation of Non-Tenured Faculty;" dismiss a tenured faculty member for cause pursuant to the Board policy "Dismissal of Tenured Faculty Members for Cause;" dismiss a non-tenured faculty member during the term of his/her contract pursuant to the Board policy "Dismissal for Cause of Non-Tenured Faculty Member during term of Contract;" or discipline a faculty member pursuant to the Board policy "Faculty Behavioral Guidelines," on the basis of a formal Student Evaluation. However, the Board and/or appropriate administrators shall be free to investigate any matter revealed in a student evaluation which they believe warrants further consideration and shall be free to take appropriate action under the foregoing Board policies as warranted by the facts. The formal Student Evaluations will be reviewed by the proper administrator then returned to the faculty member.

### **H. Academic Rank**

A Faculty shall be classified as instructor, assistant professor, associate professor or professor according to years of service at Waubensee Community College and level of education. Categories of academic ranking shall be as follows:

#### 1. Instructor

All non-tenured faculty members.

#### 2. Assistant Professor

Faculty members will achieve the rank of Assistant Professor upon being awarded tenure. Rank will become effective the fall or spring semester following the tenure approval by the Board of Trustees.

3. Associate Professor

To be eligible for the rank of Associate Professor, the faculty member must be tenured, have completed seven (7) years of continuous full-time teaching/counseling/librarian experience at Waubensee Community College, and possess an earned Master's degree plus 20 graduate hours earned beyond a Master's degree. Rank will become effective the fall semester following the completion of the seventh year of continuous service provided the faculty member has submitted the appropriate academic rank promotion form to the Director of Human Resources by June 1.

4. Professor

To be eligible for the rank of Professor, the faculty member must be tenured, have completed fifteen (15) years of continuous full-time teaching/counseling/librarian experience at Waubensee Community College, possess an earned Master's degree plus 40 graduate hours earned beyond the Master's degree or an earned Doctorate degree. Rank will become effective the fall semester following the completion of the fifteenth year of continuous service provided the faculty member has submitted the appropriate academic rank promotion form to the Director of Human Resources by June 1.

5. Professor Emeritus

Upon retirement with the rank of Professor, the Professor will obtain the rank of Professor Emeritus.

- B. Faculty who were awarded academic rank prior to fall 2008 will be grandfathered under the previous eligibility provisions.

## **ARTICLE VIII**

### **CONDITIONS OF EMPLOYMENT FOR COUNSELING AND LIBRARY FACULTY**

The master Agreement applies equally to all members of the bargaining unit except for those provisions which expressly state otherwise, such as the conditions noted below which apply to the counseling and librarian faculty.

#### **A. Counselors' and Librarians' Work Schedule**

1. Standard Academic Year

Counselors and librarians shall be employed on the standard academic year as defined in Article IX.A.

2. Weekly Work Schedule for the Standard Academic Year

Counselors and librarians shall work forty hours per week, Monday through Friday, to include at least one evening per week. In addition, up to two weekend days per standard academic year may be assigned on an as needed basis.

3. Supplementary Work Days

Supplementary work days are defined as any days worked outside the standard academic year. Full-time counselors and librarians, in the order of tenured, non-tenured, and temporary, shall be given preference over part-time counselors and part-time librarians in the assignment of supplementary work days and may be assigned to work up to 50 involuntary supplementary work days, including at least one evening per week in a five day work week. Counselors and librarians shall request supplementary work days in writing by March 1. The appropriate administrator will notify counselors and librarians of their supplemental work days in writing by May 1.

#### **B. Supplementary Work Days Salary**

Each counselor and librarian will be compensated for supplementary work days on a prorated daily rate based on his/her placement on the faculty salary schedule up to a maximum of \$310 per day for the days worked outside the standard academic year. When mutually agreeable, a counselor or librarian may be assigned days outside the standard academic year without supplementary pay in exchange for days off within the standard academic year.

# ARTICLE IX

## ACADEMIC YEAR AND CALENDAR

### A. Semester System

The “standard academic year” shall consist of 36 weeks divided into two eighteen (18) week semesters. Each semester shall consist of no more than sixteen (16) weeks of scheduled classes which fall within the weeks of instruction.

### B. Summer Session

The Board may schedule an eight week summer session. The Board will notify the faculty by February 1 if a summer session will be held.

### C. Interim Session

The Board may schedule an interim session.

### D. Academic Calendar

The Executive Vice President of Educational Affairs and Chief Learning Officer, with the Assistant Vice President of Instruction, a representative of the Council, a representative from Admissions and Records, and faculty members will recommend an academic calendar to the President who shall be responsible for the final review and submission to the Board for approval. If the College President makes revisions in the proposed calendar, he/she will notify the Academic Calendar Committee of those changes.

Full-time faculty members who have assignments off campus will follow the academic calendar.

# ARTICLE X

## APPOINTMENT, RETENTION AND DISMISSAL OF FACULTY

### A. Tenure

Tenure shall be granted to faculty members in accordance with the Illinois Community College Act, Illinois Compiled Statutes, Chapter 110, Section 805/3B, etc., and Appendix B of this Agreement, which includes tenure, evaluation of non-tenured faculty, dismissal of tenured faculty members for cause, and reduction in number of full-time faculty members. Where remedies are provided under said statute, they shall be the exclusive means of resolving complaints or questions concerning tenure, including but not limited to appointment, dismissal and retrenchment of tenured faculty. Such matters shall not be the subject of a grievance, except where the statute does not provide for such remedies.

### B. Faculty Personnel Records

All faculty personnel records shall be maintained under the following circumstances:

1. All personnel records relating to any employee covered by this Agreement shall be kept in his/her official personnel file, which shall be located in the Office of Human Resources, and no other personnel file or record shall be established or maintained.
2. All personnel records shall be in writing. No material derogatory to a faculty member's conduct, service, character, or personality shall be placed in the personnel file of any faculty member unless that faculty member has had an opportunity to read such material. The faculty member shall acknowledge that he/she has read such materials by affixing his/her signature to the actual copy to be filed, but it shall be understood that such signature merely signifies that he/she has read the materials in question. The signature does not indicate agreement with its content.
3. The faculty member shall have the right to answer in writing any material filed in his/her personnel file and his/her answer shall be attached to the file copy.
4. At his/her written request, the faculty member shall be furnished, without cost, a copy of any material in his/her file with the exception of placement papers.

## C. Human Resource Reallocation

### 1. Notification

The Board of Trustees, upon recommendation of the President, will issue the advanced notice of a planned, non-cause reduction in the number of full-time faculty members or discontinuance of some particular type of teaching program or service by March 1 of the year prior to the actual year of the planned, non-cause reduction in accordance with Illinois Revised Statute Chapter 110 Sec 805/3B-5. The decision to decrease the number of faculty members employed or to discontinue some particular type of teaching program or service is a matter of inherent managerial policy.

Management retains the right to determine whether a faculty member(s) will be transferred or retrained. The standard of review of management's determination in human resource reallocation for purposes of the Grievance Procedure (Article XII) is that management should not have acted arbitrarily, or capriciously, or in any manner prohibited by law. If a retraining issue is grieved and if the Council or the Board has referred in timely fashion a grievance to arbitration, either party may submit the grievance to mediation in lieu of arbitration. If no settlement is reached in mediation, either party is free to arbitrate the grievance provided it advises the other party in writing within 10 calendar days following the mediation conference.

The number of faculty member(s), teaching service, or program to be eliminated generally will be identified through the program review process which examines items such as enrollment, revenue, cost, and labor market needs. This information will be shared with affected faculty as soon as the data are collected and put in report form. Management will notify faculty by March 1 in written form which teaching program or service is available for which retrenched faculty may transfer or retrain to become qualified to remain a full-time faculty member. The faculty member must respond in writing by March 30 following notification of the intent to retrain including a retraining plan of academic activities with a projected date of completion that is subject to the approval of the Executive Vice President of Educational Affairs and Chief Learning Officer. By the approved completion date the faculty member must have agreed to satisfy the "Qualifications to Teach" in the new discipline as specified in the collective bargaining agreement. The faculty member will be notified of the approved retraining plan by April 30.

Once notification has been received, the tenured faculty member may participate in retraining or course reimbursement.

### 2. Retraining

Retraining as defined by management may include coursework within a master's degree program in the appropriate discipline and/or appropriate



occupational training such as seminars, workshops, or classes which prepare a faculty member to become qualified to teach in a new discipline. Such qualifications are defined in the “Qualifications to Teach” document which is part of the collective bargaining agreement.

a. Baccalaureate Faculty

For baccalaureate faculty, the College will pay all academic fees, tuition, and actual mileage to a public, commuter, graduate school for coursework in a master’s program to include 24 graduate hours of credit. The faculty member will begin coursework the summer prior to the year of the actual planned reduction and 24 hours of coursework must be completed by the end of the following summer (summer session, fall semester, spring semester, summer session).

i) Scheduling of Teaching Load

During the semesters the faculty member is enrolled in retraining, every effort will be made to adapt the faculty member’s teaching load to the graduate school schedule. During this period the teaching load may be unevenly distributed over two semesters (18 hours/12 hours). Overload payments, if appropriate, will be made in the spring semester.

ii) Teaching Assignments

Once 15 graduate hours in the new discipline have been attained, the faculty member may be assigned to teach introductory courses in the new disciplines at the College.

b. Occupational Faculty

For occupational faculty, the College will pay all academic fees, tuition, and actual mileage/travel costs to and from the site of the retraining. The faculty member will begin coursework the summer prior to the year of the actual planned reduction and must be completed by the end of the following summer (summer session, fall semester, spring semester, summer session).

i) Scheduling of Teaching Load

During the semesters the occupational faculty member is enrolled in short-term retraining, teaching substitutes will be employed to cover the classes which will be missed. During this time period, the teaching load may be unevenly distributed over two semesters (18 hours/12 hours). Overload payments, if appropriate, will be made in the spring semester.

ii) Teaching Assignment

Once management has determined that basic knowledge in the new disciplines has been acquired, the occupational faculty member may be assigned to teach courses in the new discipline at the College.

3. Conditions of Retraining

If the faculty member does not complete the retraining plan and does not become qualified to teach in the new discipline, that faculty member will be terminated as previously planned. Should the faculty member leave prior to the length of the retraining period, the faculty member will reimburse the cost of retraining to the College on a pro rata basis.

In the event of an additional reduction in the number of full-time positions, a faculty member transferred or retrained in a new discipline shall not have bumping rights over existing tenured full-time faculty within that discipline.

4. Evaluation

The purpose of this evaluation is to improve the learning process, to apprise faculty member(s) of strengths, weaknesses, progress and overall status, and ability to teach in the new discipline. The criteria for evaluation will include, but not be limited to, classroom observations, review of teaching materials, self-evaluations, student evaluations, work habits, observance of College policies, and extracurricular contributions to the College.

The Executive Vice President of Educational Affairs and Chief Learning Officer or his/her designee, shall have the responsibility for evaluating each retrained faculty member at least once during each semester for a three-year period that he/she is employed as a full-time faculty member. Following each written evaluation, the person making the evaluation will hold an individual conference with the retrained faculty member to discuss the results of the evaluation.

5. Use of Course Reimbursement

A faculty member notified of an option to retrain who does not elect to take that option may use course reimbursement up to \$1,500 per year for coursework unrelated to the faculty member's assignment at the College but yet approved by the Executive Vice President of Educational Affairs and Chief Learning Officer. Course reimbursement for the above stated amount under the above stated conditions is available to the affected faculty member where no service or program has been identified for retraining.

# ARTICLE XI

## LEAVES

### A. Leaves of Absence with Pay

#### 1. Sabbatical Leaves

- a. Sabbatical leave requests shall be submitted to the appropriate Dean who shall forward the request to the Executive Vice President of Educational Affairs and Chief Learning Officer. The Executive Vice President of Educational Affairs and Chief Learning Officer shall review and recommend to the President of the College the granting of sabbatical leave to tenured faculty members for a period not to exceed one academic year, and not less than one semester for resident study, research and writing, travel, or other purposes designed to improve the services of the faculty member to the College. Final approval of the faculty member's leave and plan of study will be made by the Board upon recommendation of the President of the College.
- b. A sabbatical leave may be granted at the completion of six or more years of full-time service. A sabbatical leave granted under this Section shall be a bar to any further leave here until after the completion of at least six years of additional continuous service. The application for leave shall contain a definite statement of the plan for resident study, research and writing, travel, or other activities to be undertaken, or a combination thereof. If it shall become necessary in the granting of sabbatical leaves to choose between two or more applicants whose qualifications are substantially equal, the selection shall be determined first, on the basis of number of years since the last sabbatical leave taken, and second, on the basis of seniority.
- c. A faculty member on sabbatical leave shall receive one-half his/her full base salary for an academic year leave or full pay for one-half year sabbatical leave. The number of faculty members who will be permitted to take sabbatical leave each academic year shall not exceed three percent (3%) of the faculty members in the College and not more than one from a unit. The deadline date for sabbatical leave applications will be December 1 of the fall semester preceding the academic year in which the leave is to occur. The faculty member will be notified of the Board's decision no later than the following March 31.

- d. Upon the expiration of leave granted pursuant to this Section, the faculty member shall be returned to his/her teaching position or its equivalent. If he/she refuses to accept this position, the salary paid to him/her plus the value of other fringe benefits shall be repaid to the Board within a reasonable period of time. This period of time and the method of repayment shall be agreed to in writing prior to the starting of the sabbatical leave. The faculty member on leave shall not engage in any activity for which salary or compensation is paid unless the activity is directly related to the purpose for which the leave is granted or is approved by the Board.
- e. When a sabbatical leave is granted, the absence shall not be construed as a break in service for any purpose and the faculty member would advance one, and not more than one, vertical step on the compensation schedule if the sabbatical leave is for a full year.

## 2. Sick Leave

- a. A full-time faculty member shall earn 15 days of sick leave per year. In his/her first year, a faculty member shall be credited with 15 sick leave days, or the correct pro rata amount, at the time he/she begins teaching. Thereafter, a faculty member shall be credited with sick leave prorated on service per month during the academic year, with unlimited accumulation, provided the faculty member is paid for a minimum of two weeks of work, including holiday pay and other paid time off, during the month in question.

A faculty member terminates his/her employment with the College, having taken a greater number of sick leave days than actually earned at the rate specified above, shall reimburse the College for unearned sick leave days taken. The College shall have the right to deduct such amount from any sums still due and owing to such faculty member.

Sick leave shall be interpreted to mean personal illness or serious illness of the immediate family. Immediate family shall be construed to mean the faculty member's spouse, children, parents or other member of the immediate household. Absence due to serious illness of a family member may require verification by his/her physician.

Sick leave may be used during any period in which the faculty member is on employed status. Deductions from a faculty member's bank of accumulated sick leave shall be made only after absences on days during which a faculty member is actually absent from classes or other assigned duties, except for an absence for an entire week, in which case the deduction shall be for an entire week.

- b. When a faculty member notifies the President or his/her designee that he/she is ready to return to work following a long-term sick leave, said notification must be made at least three (3) working days prior to the end of such leave, the designated administrator shall inform the faculty member of his/her assignment for the remainder of the semester.

In the event that such assignment is not held by the faculty member prior to the start of such sick leave and the faculty member objects, the faculty member and designated administrator shall discuss the nature of the alternative professional assignment. The faculty member may invite his/her coordinator or a faculty member from a related academic area to participate in this process. The designated administrator may request a physician's written release as part of this process. Following consultation with the faculty member, assignment shall be made within two (2) working days by the designated administrator. If the designated administrator's assignment is not acceptable to the faculty member, the faculty member shall have the opportunity to appeal this decision in writing to the Executive Vice President of Educational Affairs and Chief Learning Officer within one (1) working day. No more than four (4) working days shall elapse from the date of initial consultation to the Executive Vice President's decision. If the Executive Vice President's decision is not acceptable, the faculty member shall have the opportunity to appeal in writing to the President who shall render his/her decision within no more than three (3) working days from receipt of the appeal, which decision shall not be appealable to the Board.

Nothing contained herein shall limit the faculty member from grieving over any procedures and definitions contained in this Section except the right of the administration to assign such faculty member work, which is not grievable.

- c. Accumulation of Sick Leave

A tenured faculty member who has exhausted accumulated sick leave may be advanced up to 15 days additional sick leave, provided that the faculty member is not receiving sick leave from the Sick Leave Assistance Bank and provided that any faculty member who leaves the employment of the Board while owing for sick leave advanced in the past shall repay the Board for such sick leave, and if this obligation is not repaid, the amount of the obligation may be deducted from any funds due him/her.

- d. Payment for Unused Sick Leave

When a staff member retires after 15 years of service with the College, he/she shall be reimbursed for 25% for up to 125 days of his/her accrued sick leave.

e. Covered Classes

There shall be no charge against a teaching faculty member's sick leave bank if another teaching faculty member volunteers to cover his/her class without being paid for the class, if the sick faculty member has exhausted his/her available sick leave. If a faculty member's class is proctored by another full-time faculty member at no cost to the College, there will be no deduction from the sick faculty member's sick leave bank.

**3. Leaves for Personal Business**

Each staff member shall be granted two (2) days per year personal leave when approved by the Executive Vice President of Educational Affairs and Chief Learning Officer or his/her designee when appropriate, in accordance with the following guidelines:

Personal leave days may be granted for personal reasons, legitimate business, professional, religious, or family obligations which the staff member cannot meet outside the regular school day. Granting of personal leave is not accumulative and is not to be granted for the purpose of seeking employment elsewhere.

Each request, except for family emergencies, will be considered on its merits during the following items when faculty should be present at the college: orientation days, the first and last week of a semester, the day before or after holidays, and the day before or after spring break.

**4. Leave of Absence to Attend Professional Meetings or to Receive University Degrees**

The President shall have the authority to approve short leaves of absence with pay to permit faculty members to attend professional meetings, receive a higher degree from a college or university, or for other purposes which the President feels would contribute to the professional growth and development of the faculty member and contribute to the welfare of the College.

**5. Special Leaves of Absence with Pay**

1. Funeral Leave

A faculty member shall be granted a leave of absence with pay, not to exceed three (3) days, of a length necessary to permit a faculty member to attend the funeral of a deceased parent, step-parent, spouse, child, step-child, grandchild, step-grandchild, grandparents, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, son-in-law, daughter-in-law, step sibling. In his/her discretion, the President may

approve a two-day funeral leave extension. The first three (3) days of leave taken by a faculty member pursuant to this paragraph shall be deducted from the faculty member's accumulated sick leave. However, the faculty member may elect to use one or two personal leave days rather than have deductions made from sick leave.

2. Jury Duty or Court Attendance

Faculty members who are summoned to court to perform jury duty or who are subpoenaed to attend court or board hearings to testify in matters in which they have no personal or pecuniary interest shall suffer no loss of salary thereby, but they shall be required to remit to the Board any sum of money they receive in compensation for such duty or attendance.

**6. Sick Leave Assistance Bank**

The purpose of the Sick Leave Assistance Bank (SLAB) is to provide additional sick leave days to a full-time faculty member to alleviate the hardship caused if a catastrophic illness or injury forces the full-time faculty member to exhaust all accrued sick leave. The sick leave assistance bank is not intended for single day circumstances.

The bank shall be administered by a committee comprised of three (3) Faculty Council members and one representative from Human Resources. Faculty Council members participating on the committee will be required to sign a confidentiality agreement protecting the disclosure of confidential information included in the withdrawal petitions.

**Eligibility and Limitations:**

Participation in the SLAB shall be voluntary.

Sick Leave Assistance Bank days may be used only for an extended (20 or more consecutive work days) illness or injury of the full-time faculty member.

The sick leave assistance bank shall not be used for time off for a normal pregnancy or time within the normal pregnancy recovery period.

To participate in the SLAB, a full-time faculty member must (a) be employed in a position included in the bargaining unit; (b) be eligible for sick leave benefits; (c) have contributed two (2) sick days as a first year premium and one (1) day thereafter annually. The premiums will automatically be collected from current members on October 1 or as soon as practicable of each year and upon application from new members.

Any full-time faculty member electing to participate in the SLAB must sign the appropriate form indicating their intent to participate. No transfer of funds will occur, but the contributing full-time faculty member's leave balance will be reduced by the days contributed to the SLAB.

Full-time faculty members electing to cease participation in the SLAB will need to opt out of the program by completing the appropriate form and submitting the signed form to Human Resources prior to September 1.

At no time may contributing full-time faculty members reduce their individual accumulated sick days to less than 10 days. Only full sick days (8 hours) may be contributed.

Once the sick days are donated to the bank, they cannot be returned to the donating full-time faculty member.

Failure to donate one day each year following the initial enrollment will result in the full-time faculty member having to re-enroll in the bank with the initial two (2) day donation requirement. Re-enrollment can only occur during the open enrollment period of August 15 to August 31.

Eligibility in the SLAB will discontinue upon separation from employment, death of the full-time faculty member, or failure to donate the required yearly rate.

### **Eligibility to Receive SLAB**

To be eligible to receive leave from the SLAB full-time faculty members must be current in their donations to the SLAB. The full-time faculty member petitioning for SLAB benefits may not currently be receiving workers' compensation benefits or any other long term income replacement and/or disability benefits provided by the college, or currently be utilizing or in the repayment of the advancement of 15 days of additional sick leave as referenced in Article XI, section 2.c.

SLAB time will be available concurrently with the provisions of the Family Medical Leave Act (FMLA), if applicable. Any sick time granted from the SLAB that extends the full-time faculty member's paid time beyond the provisions of FMLA must first be approved as leave by the Board of Trustees of the College. If Board approval is not provided, SLAB days cannot be awarded.

### **Procedures**

Petition to receive sick leave assistance days from the SLAB must be made in writing by completing the appropriate form. The fully completed form must be submitted to Human Resources by the full-time faculty member or proxy either prior to, but no more than 10 days after, exhausting all accumulated sick leave. The SLAB petition must include:

1. Documentation that the full-time faculty member has exhausted or will exhaust all of their accumulated sick leave and an estimate of the number of sick leave assistance days that are needed.
2. A physician's statement that includes the beginning date of the condition, a description of the illness or injury and a prognosis for recovery and an estimated return to work date. No request will be approved without a complete medical statement. The designated Sick Leave Committee may request continued or additional supporting medical documentation.
3. A signed HIPAA waiver permitting the disclosure of his/her confidential medical information.
4. Information relating to the pending SURS disability claim.
5. If necessary, the extended leave request either pending before the Board or approved by the Board.



The committee will review the petition and render a decision within seven (7) working days of receipt of the petition. The committee reserves the right to request additional information about the nature of the illness or injury and may audit sick leave usage for evidence of abuse or misuse.

The amount of sick leave assistance granted, if any, will be provided to the Human Resources office by the committee in writing. Sick leave days will be transferred to the recipient from the bank on a ratio of one-to-one, regardless of the hourly rate of pay or average working hours of the contributors to the bank. Unused SLAB days will be returned to the bank.

### **Administration of the Bank**

No participant shall be awarded more sick leave assistance than would be necessary to bridge the waiting period for SURS disability benefits. The amount of the sick leave assistance days awarded shall not exceed one-third (1/3) of the balance of the bank or thirty (30) sick leave assistance days, whichever is less.

At no time shall the sick leave assistance bank run in a deficit position.

Full-time faculty members applying to the bank shall absolve and hold harmless, in all respects, the Board of Trustees, the College, the Faculty Council and the Sick Leave Committee regarding the establishment and implementation of the Sick Leave Assistance Bank. The decisions of the College, the Faculty Council, the Board of Trustees and/or the committee are not grievable.

## **B. Leaves of Absence Without Pay**

### **1. Professional Leaves of Absence**

- a. The President may grant a faculty member upon his/her request up to one year's leave of absence without pay, and up to an additional year's leave upon request, for advanced study, research or writing, exchange teaching, travel, or any other professional experience which is related to his/her field of teaching or employment which will improve his/her professional competence.
- b. Applications for professional leaves shall be filed with the President not later than June 1 or November 1, preceding the semester that the leave shall become effective. Requests for extensions of professional leaves of absence must be made in writing at least sixty (60) days before the end of the academic term during which the leave is taken. If the request for extension is denied, the faculty member shall communicate in writing within thirty (30) days of the denial if they shall return. The answer from the faculty member is binding. Failure to return to employment upon termination of leave shall constitute termination of employment.

- c. Benefits of rights accumulated by a faculty member prior to the effective date of the leave of absence shall be carried forward and credited to the faculty member upon his/her return. When a faculty member returns from leave, under this Section, he/she shall remain on the same salary step.
- d. No more than three percent (3%) of the faculty members of the College may be granted professional leaves in any academic year and not more than one faculty member from a unit may be on leave at one time.
- e. All benefits available to faculty members may be continued by the faculty member at his/her expense during his/her leave.
- f. A faculty member returning from a professional leave shall have the right to return to the unit which he/she left and to the position he/she formerly occupied if possible. While a full-time faculty member is taking a professional leave of absence, the College Board will fill the vacancy, provided a qualified replacement(s) is available to teach the course(s) normally offered and taught by the person on leave.

## **2. Parental Leave**

- a. Upon application, a faculty member shall be granted a parental leave of absence, without pay, for a period not to exceed one year to rear a child under the age of one year who is the employee's child by birth, adoption, or for whom legal guardianship has been assumed. Parental leave granted to a non-tenured faculty member shall not extend beyond the termination date of his/her current contract.

Application for parental leave shall be made at least three (3) months prior to the expected birth date of the child, and in any event prior to the beginning of the semester in which the expected birth date falls. Where three (3) months prior notice is not possible, this requirement may be waived by the Board of Trustees.

A faculty member who is pregnant may continue to work, with the approval of her physician, for as long as she is able to perform her duties adequately and safely. At her option, a pregnant faculty member may elect to use her available sick leave while on employed status for a period beginning two (2) months before the expected birth date in connection with incapacity due to pregnancy, and up to six weeks (6) following birth in connection with incapacity due to the birthing process. Regardless of whether a break in employed status due to pregnancy is to occur pursuant to the parental leave or sick leave provisions of this Agreement, the precise date on which the break begins should be agreed to by the faculty member and his/her Dean, taking into account maintenance of continuity of instruction and the health of the faculty member.

The faculty member may withdraw his/her application for parental leave forty-five (45) days prior to the beginning of such leave. If unexpected events change the circumstances of the original application, after the 45-day notice, a faculty member will, in writing, notify the College President of his/her intent to return that semester. However, if the College has extended and received a signed letter of intent to employ a replacement faculty then the faculty member who has requested leave is bound by the original leave request.

In situations where a replacement faculty member has been employed, the faculty member requesting to return to his/her duties can make a written appeal to the College President.

A faculty member on parental leave shall notify the College of his/her intent to return to work at least ninety (90) calendar days prior to the return date and he/she shall return only at the beginning of a semester. A parental leave may be renewed for a period so that the total leave is no more than one (1) year for a single pregnancy. In the event another pregnancy occurs during the parental leave period, the faculty member must apply for a second parental leave. He/she shall suffer no loss in existing salary placement but there will be no step increase during parental leave. A parental leave may be terminated at the request of the faculty member and permission of the Board.

- b. A faculty member on parental leave will be eligible for the various applicable fringe benefits if paid for by the faculty member, except that medical insurance coverage will be continued for the first twelve (12) weeks of the approved parental leave if selected by the faculty member. Failure to return to employment upon termination of the leave shall constitute termination of employment.
- c. A faculty member shall have the right to return to his/her former position or its equivalent at the College. While a full-time faculty member is taking a parental leave of absence, the College Board will fill the vacancy, provided a qualified replacement(s) is available to teach the course(s) normally offered and taught by the person on leave.

### **3. Military Leave**

- a. A faculty member who is a member of the reserve component of the United States Armed Services, including the National Guard, and who serves the annual reserve commitment or is mobilized to active military duty as a result of an order of the President of the United States, shall continue to receive the same regular base compensation that he/she receives or was receiving as an employee of the college at the time he/she is or was so mobilized to active military duty, plus any health insurance or other benefits he/she is or was receiving or accruing at that time, minus the amount of his/her base pay for military service, for the duration of his/her active military service.

- b. Any faculty member mobilized to active military duty will be entitled to return to his/her position or its equivalent provided an application to return to the position is made within ninety (90) days following his/her deactivation or discharge from active duty.

#### **4. Special Leaves of Absence**

The President may grant a leave of absence without pay for a period not to exceed five (5) months to a faculty member who applies for such leave because of serious illness of a member of his/her immediate family or for other good and sufficient cause. Such leaves may be extended for periods up to an additional five (5) months upon application. Such periods of absence up to one (1) year shall not be considered a break in service insofar as seniority is concerned. While a full-time faculty member is on special leave of absence, the College Board will fill the vacancy, provided a qualified replacement(s) is available to teach the course(s) normally offered and taught by the person on leave.

#### **5. Disability Leave of Absence**

When a faculty member is unable to perform his/her assigned duties because of disability and meets the criteria for disability as defined by State Universities Retirement System (SURS), or in the absence of SURS coverage, by the long term disability insurance company, the faculty member shall be eligible for disability leave. The faculty member shall be granted a disability leave for the duration of the disability, or one year, whichever is lesser. If the faculty member anticipates continued disablement, an extension of the disability leave for a second year shall be requested in writing by the faculty member to the President. Granting a second year disability leave will be dependent upon Board approval.

During disability leave, long term disability incomes shall be provided to the faculty member as defined in Article VI.F, Long Term Disability Insurance.

Life insurance premiums will be waived by the life insurance company or paid by the College, beginning thirty (30) days after the date of disablement and until the faculty member is no longer disabled as defined in the life insurance policy.

During the first year of disability, the College will pay the medical premiums for the faculty member only. If dependent coverage is to be continued, the faculty member will pay the medical premiums through the College group plan for the cost of dependent coverage including spousal coverage.

If a second year of disability leave is approved by the Board, the faculty member will pay all medical premiums through the College's group plan for the faculty member and all dependents including the spouse.

The first year of disability leave shall not be considered a break in service insofar as seniority is concerned.

## ARTICLE XII

### GRIEVANCE PROCEDURE

It is the declared objective of the Council and the Board to encourage the prompt and informal resolution of grievances as they arise and to provide recourse to orderly procedures for the satisfactory adjustments of such grievances.

#### A. Definition

A grievance is defined as an alleged violation of a specific article or section of this Agreement. If any such grievance arises, there shall be no individual or concerted stoppages or suspensions of work because of such grievance, but such grievance shall be submitted under the following grievance and/or arbitration procedures.

#### B. Resolution

Earnest effort shall be made to resolve grievances by informal communications between the faculty member and the appropriate administrative officer. If such a resolution is not reached, the faculty member may utilize the grievance procedures set out under "C" below.

#### C. Procedure

At any conference scheduled under this Article, the faculty member may be accompanied by a Council representative and the appropriate administrative officer may be accompanied by another administrative officer.

##### **Step 1 Formal Submission to Appropriate Administrative Officer/Director of Human Resources**

If informal communications do not resolve the grievance, the faculty member may initiate the formal grievance resolution procedure by submitting the grievance to his/her appropriate administrative officer and the Director of Human Resources, in writing, within twenty (20) school days following the date of the act or omission giving rise to the grievance or following the date on which the faculty member knew or, in the exercise of reasonable diligence, should have known of such act or omission if that date is later, up to a maximum of 75 school days, except in cases when the alleged violation is ongoing. The written grievance shall identify all grievants except in the case of a Council grievance, and shall contain a statement of explanation of the grievance, the provision(s) of the Agreement allegedly violated, and the remedy requested.

Upon receiving the written grievance, the Director of Human Resources and appropriate administrative officer will schedule a conference on the matter which shall take place within ten (10) school days after the written grievance has been submitted and shall advise the faculty member of the time and place of the conference. The appropriate administrative officer and Director of Human Resources shall communicate their written decision to the faculty member within five (5) school days following the conference.

**Step 2 Appeal to the Executive Vice President of Educational Affairs and Chief Learning Officer**

If the grievance is not resolved through conference with the appropriate administrative officer and Director of Human Resources, the faculty member may appeal to the Executive Vice President of Educational Affairs and Chief Learning Officer. This appeal shall be made in writing and submitted to the Executive Vice President of Educational Affairs and Chief Learning Officer within five (5) school days after receipt of the written decision under Step 1 and shall state the nature of the grievance, the disposition offered by the appropriate administrative officer and the Director of Human Resources and the reason(s) why such disposition is unsatisfactory. The Executive Vice President of Educational Affairs and Chief Learning Officer shall schedule a conference within ten (10) school days on the matter and advise the faculty member of the time and place of the conference. The Executive Vice President of Educational Affairs and Chief Learning Officer shall communicate his/her decision in writing to the aggrieved faculty member within five (5) school days of the conference.

**Step 3 Appeal to the President**

If the grievance is not resolved through conference with the Executive Vice President of Educational Affairs and Chief Learning Officer, the faculty member may appeal to the President of the College. The appeal shall be made in writing and submitted to the President within five (5) school days after receipt of written notice of the Executive Vice President of Educational Affairs and Chief Learning Officer's decision and shall state the nature of the grievance, the disposition offered by the Executive Vice President of Educational Affairs and Chief Learning Officer and the reason(s) why such disposition is unsatisfactory. The President shall schedule a conference within ten (10) school days on the matter and advise the faculty member of the time and place of the conference. The President shall communicate his/her decision in writing to the aggrieved faculty member within five (5) school days of the conference.

#### **Step 4 Appeal to the Board**

The next appeal on any grievance shall be to a committee of the Board. The decision to appeal the President's decision shall be made within five (5) school days following receipt of the President's decision. The President and the Board shall be given written notice of the decision to appeal the President's decision within the above five-day period. The Board shall schedule a hearing within ten (10) days on the grievance and advise the faculty member of the time and place of the hearing. The grievance shall be presented by the faculty member who may be accompanied by up to two representatives of the Council. The Board committee decision shall be communicated in writing to the aggrieved faculty member and to the Council within fifteen (15) school days after the hearing before the committee.

#### **Step 5 Arbitration**

A grievance which was not resolved at Step 4 may be submitted together by the Council and the aggrieved faculty member only to an arbitrator for decision. The Council shall submit to the President a written notice of referral of the grievance to arbitration within fifteen (15) school days after the Board committee has submitted its written decision pursuant to Step 4.

The parties shall within five (5) school days jointly request the American Arbitration Association to submit a panel(s) of qualified arbitrators from which the parties shall select an arbitrator pursuant to the procedures of the American Arbitration Association. The arbitrator selected shall set a time and place for the hearing subject to the availability of the Board and Council representatives.

The arbitrator shall limit his/her decision strictly to the application and interpretation of the provisions of this Agreement as they apply to the specific grievance presented, and he/she shall be without power or authority to alter or modify in any manner any of the provisions of this Agreement or make any decision limiting or interfering in any way with the powers, duties and responsibilities of the Board under applicable law.

The arbitrator shall issue his/her decision as soon as possible from the date of the closing of the hearing, or if oral hearings have been waived or supplemented or if post-hearing briefs have been filed, then from the date of transmitting the final proofs and statements and/or briefs. Either party shall have the right to file a post-hearing brief to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusion on the issues submitted. The decision shall be binding on all parties, provided that either party may challenge the arbitrator's decision in a court of competent jurisdiction and/or defend against an unfair labor practice charge or complaint before the Illinois Educational Labor Relations Board on the grounds

that the arbitrator acted illegally and/or contrary to the terms of this Article which specify the scope of the arbitrator's authority. The mutual fees or expenses for the arbitrator shall be paid equally by the Board and the Council. All other costs shall be paid by the party incurring same.

While the Council is the exclusive representative of all employees in the unit, any individual employee or a group of employees may at any time initiate grievances pursuant to this Article and then have them adjusted without the intervention of the Council as long as the adjustment is not inconsistent with the terms of this Agreement, provided that the Council has been given an opportunity to be present at such adjustment.

#### **D. Time Limits**

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the faculty member or Council, as appropriate, to proceed to the next step.
2. The time limits specified in the grievance procedure may be extended in any specific instance by mutual written agreement.
3. Any failure on the part of a faculty member and/or the Council to meet a time limit specified in this Article shall result in the grievance being deemed resolved as per the disposition stated by the College officer who last considered the grievance.
4. For purposes of calculating time limits under this Article, during time periods outside of the standard academic year, "school days" shall mean days on which the College's administrative offices are open. During time periods outside of the standard academic year, a grievant or administrator may suspend a time limit relating to the holding of a conference under Steps 1-4 if he/she is unavailable to attend the conference. An unavailable grievant or administrator shall give advance written notice to the other of his/her unavailability, reason for unavailability and date of expected later availability so that the grievance process may continue. Both the Council and Board agree that this provision is not intended, and should not be used, to delay the expeditious consideration of grievances.

#### **E. Council Grievances**

The Council has the right to initiate or appeal a grievance alleging a violation of this Agreement involving three or more faculty members. Such grievance may be initiated at the appropriate administrative level of the grievance procedure. When such grievance is filed by the Council, earlier steps of the grievance procedure may be unnecessary, but in all other respects the grievance procedures described above shall apply to the Council grievances, except that written answers made by the President need be served only upon the Council.



## **ARTICLE XIII**

### **SCOPE OF AGREEMENT**

This Agreement covers all matters relating to salaries, fringe benefits, and working conditions of full-time faculty members for the period July 1, 2008 through June 30, 2010. The appendices hereof are integral parts of this Agreement and by this reference are incorporated herein. There shall be no unilateral reopening of this Agreement by the Board or Council during the life thereof. The Board and the Council agree to re-open this Agreement in the event legislation is enacted by the state or federal government mandating change in existing coverage which would increase the cost to the College of providing medical insurance benefits.

## **ARTICLE XIV**

### **CONFORMITY TO LAW/SAVING CLAUSE**

If any provision of the Agreement is or shall at any time be contrary to or unauthorized by law, then such provisions shall not be applicable or performed or enforced except to the extent permitted by law. In the event that any provision of the Agreement is or shall at any time be contrary to law, all other provisions of the Agreement shall continue in effect.

## **ARTICLE XV**

### **MANAGEMENT RIGHTS CLAUSE**

The Waubonsee Community College Board of Trustees, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in by the laws and the Constitutions of the State of Illinois and the United States including, but without limiting the generality of the foregoing, the right:

- A. to the executive management and administrative control of the College, its properties and facilities.
- B. to hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees under the conditions and according to the procedures outlined in this contract.
- C. to approve curriculum and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and the laws of the State of Illinois and the Constitution and laws of the United States.

## **ARTICLE XVI**

### **ENTIRE AGREEMENT CLAUSE**

This Agreement supersedes and cancels all previous agreements, verbal or written, between the College and the Council and constitutes the entire agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

## **ARTICLE XVII**

### **DURATION**

This Agreement shall be effective July 1, 2008 and shall continue in full force and effect through June 30, 2010.

Between January 15 and February 15 of the year in which the Agreement expires, the Council may notify the Board in writing of its desire to negotiate a subsequent agreement.

Negotiations between the Board and Faculty Council representatives for a subsequent agreement will commence no later than March 1 of the year in which the Agreement expires, upon the request of either party, with a goal of the date of graduation of the expiring year for completion of negotiations.

## **ARTICLE XVIII**

### **NO-STRIKE PLEDGE**

The Council and the Board subscribe to the principal that any and all differences shall be resolved by peaceful and appropriate means without interruption of the College program. The Council therefore agrees that it will not instigate, engage in, support, encourage, or condone any strike, work stoppage, or other concerted refusal to perform work by the faculty members covered by this Agreement.

# AGREEMENT

Entered into and between the Board of Community College District No. 516, Counties of Kane, Kendall, DeKalb, LaSalle, and Will, State of Illinois, and the Waubensee Community College Faculty Council as collective bargaining agent for those faculty members in the bargaining unit described in Article I, Section A, hereof, this 12th day of August, 2008.

By \_\_\_\_\_  
College Board Chair

By \_\_\_\_\_  
Council President

By \_\_\_\_\_  
College Board Secretary

By \_\_\_\_\_  
Council Vice President

## LOAD RATING FOR LARGE GROUP INSTRUCTION

Teacher load weightings for classes assigned to the large group instruction classroom are as follows:

1. Repeat assignment for any one faculty member would have the same weighting as the first time through.
2. Based on the number of students shown at mid-term, the teacher load would be as follows:

Number of Students Range	Load Rating	Small Groups	3-hour Course: Cumulative Load	3-hour Course: No Small Groups
37-48	1.4	2	4.8	4.2
49-72	1.4	3	5.8	5.2
73-96	2.0	4	8.0	6.2
97-120	2.0	5	9.0	7.2
121-140	2.3	6	10.6	8.2

## LOAD RATING FOR SMALL GROUP INSTRUCTION

<u>Number of Groups</u>	<u>1 2 3 4 5 6</u>
Teaching Faculty Member Load	1 2 3 4 5 6

Small Groups shall be no larger than 24 without written consent of the teaching faculty member.

The large group teaching faculty member and small group teaching faculty members not assigned to teach in the large group instruction area will be expected to attend and participate in one coordination per week.

Large group instruction classes will be assigned by the appropriate Dean who shall assess the assignment after consultation with the teaching faculty members involved. Teaching faculty member assignment to a large group instruction without small groups shall be on a voluntary basis.