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IDnum 34 **Language** English **Country** United States **State** IL

Union AFT (American Federation of Teachers) AFL-CIO

Local Local 1810

Occupations Represented
Librarians
Teachers—postsecondary
Office and administrative support worker supervisors and managers
Teacher assistants

Bargaining Agency Illinois Valley Community College

Agency industrial classification (NAICS):

61 (Educational Services)

BeginYear 2000 **EndYear** 2004

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Notes

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Full text contract begins on following page.

Article I

Term of Agreement

This agreement shall become effective on the first day of the fall semester of the 2000-2001 academic year, and shall terminate the day immediately preceding the first day of the fall semester of the 2004-2005 academic year. If Local 1810, American Federation of Teachers, is the bargaining agent for the succeeding year, 2004-2005, then the agreement for the academic year 2004-2005 is to be negotiated during the 2003-2004 academic year.

Article II

Bargaining Unit

The Board recognizes the Federation as the bargaining agent for all teaching personnel under contract for the academic years 2000-2001, 2001-2002, 2002-2003, and 2003-2004. The following personnel shall be excluded from the bargaining unit:

- President
- Vice President for Academic Affairs
- Vice President of Student Services
- Vice President of Business Services
- Director of Continuing Education and External Learning
- Associate Vice President for Academic Affairs/Career Education
- Director of Human Resources
- Director of Admissions & Records
- Director of Adult Education
- Director of Business & Industrial Services
- Director of Computer Services
- Director of Financial Aids and Placement
- Director of Intercollegiate Athletics
- Director of Learning Technologies
- Director of Nursing
-
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- Director of Project NOA
- Director of Public Information Services
- Division Chairpersons
- Librarians

- Director of Dislocated Workers Center
- Director of Small Business Development Center
- Other non-teaching administrative personnel
- Individuals hired to work at the Sheridan Correctional Center

The Board recognizes the Federation as the bargaining agent in these areas: salary, sick leave, personal leave, hospitalization and life insurance, sabbatical leave, tenure grievance policy, number of preparations, class size in relation to the teaching situation, contact hours, and seniority in special assignments.

The term "teacher" as used in this agreement shall refer to all employees in the bargaining unit represented by the Federation.

Nothing herein shall require any teachers to be a member of the Federation.

Article III

Seniority in Special Assignments

A. Seniority

Seniority is to be calculated beginning with the first working day of the teacher's first full-time contract with District 513, with the exception of those teachers who previously held District 120 contracts. For those teachers, seniority is calculated beginning with the first year of a continuous period of teaching which includes at least six (6) hours of college level courses per year.

In case of an extended leave due to illness, a teacher will be given a full-year seniority credit only if he has taught a period equal to one college semester.

A complete seniority list by divisions shall be posted within thirty (30) days after the beginning of the fall semester.

B. Assignments

In all teacher assignments, other things (experience, preparation, special competence required for given assignment, etc.) being equal, seniority will be given preference.

A list of assignments beyond the normal load shall be made available to the teachers within ten (10) days after the start of the fall semester and the spring semester.

Should questions arise concerning such assignments, they shall be subject to review by the President, or his/her designee, with the teacher concerned and a representative of the Federation.

Article IV

Work Load

A. Work Load - Teaching Faculty

Earnest effort shall be made to prepare teaching schedules for each semester in accordance with the following ideal standards:

1. For the program which includes 5-hour, 4-hour, 3-hour, and 2-hour course in any combination, the annual load will be thirty (30) hours. Normally, the semester load will be fifteen (15) hours, but the annual thirty-hour (30) load may be distributed unequally between the two semesters: e.g., eighteen (18) hours the first semester and twelve (12) hours the second semester. All hours in excess of the annual thirty (30) hours, however, will constitute an overload. Overload payments shall be included with the regular February payroll.
2. In order to provide greater work load flexibility for tenured faculty and more staffing options for the College, the following alternatives to the traditional fall/spring semester schedule are available:

- a. Alternative Options for Making Load. Subject to receiving prior approval as specified below, a faculty member may opt to spread his/her full-time teaching load over three semesters. Faculty may opt to satisfy their load by teaching in any two of three semesters or by teaching in all three semesters. Office hours will be pro-rated, based on the percentage of load taught during a semester, including pre-summer or summer session. If a faculty member intends to but does not make load during the regular academic year (fall/spring semesters), he or she may also be able to teach during the following pre-summer or summer sessions, subject to availability and approval, and thereby retaining his/her full time faculty status.

- b. Procedures for Obtaining Approval. A faculty member who intends to make load by teaching outside the regular academic year shall submit a written proposal and obtain approval from his/her division chair and the Vice President for Academic Affairs. If the faculty member intends to teach less than a full load in the fall, the proposal must be submitted by February 1 of the preceding academic year. If the faculty member intends to teach less than a full load in the spring, the proposal must be submitted by May 15 of the preceding academic year.

A load agreement shall be signed by the faculty member, the Federation president, and the Vice President for Academic Affairs. Ability to offer and staff classes will be a primary issue in considering proposals for a flexible schedule. Flexible load schedules shall not span two academic years (an academic year begins with the fall semester and ends at the conclusion of summer

semester). The vice president may waive proposal deadlines in extenuating circumstances.

c. If a faculty member teaches during the pre-summer or summer sessions in order to make load, overload pay for the academic year will be calculated at the beginning of the regular summer session.

3. In determining load, one laboratory hour and one clinical hour shall be counted as equivalent to 0.75 times a class hour. However, for purposes of compensation for full-time instructors, one clinical hour shall be counted as equivalent to 0.85 times a class hour. "Clinical" is defined as supervision of nursing students in the provision of patient care in health care facilities. For purposes of compensation for full-time instructors, one closed lab hour shall be counted as equivalent to 0.80 times a class hour. "Closed laboratory" is defined as laboratory instruction involving a setting in which students are assigned to a specific lab section of a course that meets at a specific time each week.

4. Class preparations will normally be limited to two, with three as a maximum. The work load shall include an announced and posted schedule of seven and one-half (7.5) conference hours per week when the teacher is regularly available to the students. These are not counted as contact hours.

5. Regular classes will be limited to thirty-five (35) students per instructor excepting:

Business Communications	25-student limit
Communications I	25-student limit
Communications II	25-student limit
English Composition & Speech	25-student limit
Seminars	15-student limit
Laboratory Sections	20-student limit
Developmental Courses	20-student limit
Large Lecture Sections	120-student limit

6. A "large lecture section" provides a structure, such as supplementation by seminars, that maintains student/instructor ratios and ensures student learning and performance.

B. Work Load - Counselors

Counselors shall be available for a work week and work year as scheduled by the Vice President of Student Services. If individual counselors are required to work beyond the number of duty days in the school calendar, they will be compensated at \$130 per day. By July 1, the Vice President of Student Services will provide the counselors with a tentative schedule detailing their work week and work year for that fiscal year. In the event that unforeseen events necessitate changes in individual schedules, the Vice President of Student Services will notify the affected employee at the earliest possible date of the needed change.

C. Work Load – Laboratory Instructors

Individuals with an associate, baccalaureate or advanced degree may be employed as laboratory instructors. The work load for laboratory instructors will be 30 hours per week, plus five (5) student conference hours per week. Beginning with the 2001 contract year, laboratory instructors shall enjoy all rights and privileges of this contract.

Article V

Instructor Rights

Official faculty files in the college personnel office shall be maintained under the following circumstances:

1. No material derogatory to an instructor's conduct, service, character, or personality shall be placed in the file unless the instructor has had an opportunity to read the material by affixing his/her signature on the copy to be filed, with the understanding that such signature merely signifies that he/she has read the material to be filed and does not necessarily indicate agreement with the contents.
2. The instructor shall have the right to answer any material filed and his/her answer shall be attached to the file copy.
3. Upon written request by the instructor, he/she shall be permitted to examine in the personnel office his/her official cumulative file (not his/her placement office credentials or confidential letters of recommendation sent to placement agencies and/or prospective employers and graduate schools), but he/she is not to mark, destroy, or remove any of the contents.

Any written documents which are to be used as the basis for a reprimand, suspension, or dismissal must be included in an instructor's central personnel file.
4. Upon written request, the instructor shall receive a copy of materials in his/her official cumulative file if such materials are to be used by the Board in any form of litigation.
5. In the event that the instructor refuses to sign a statement to the effect that he/she has read material to be added to his/her file, the proper administrator shall notify the Federation President, who shall signify receipt of a copy of the material. The Federation President will forward a copy to the instructor.

Article VI

Intellectual Property

A. Intellectual Property Rights

This provision defines the respective rights of bargaining unit employees and the College in intellectual property made, created or developed by bargaining unit employees in connection with their employment by the College. Intellectual property rights are those which can be or have been trademarked, copyrighted, patented or that may otherwise exist in instructional, artistic, scholarly or tangible research material.

B. Presumption of Employee Ownership

Intellectual property created by an employee covered by this agreement shall be the sole and exclusive property of that employee for perpetuity. Such intellectual property shall continue to be used for the benefit of the college so long as the employees maintain employment at the college. Employees may negotiate with the college on an individual basis issues such as compensation, joint-ownership, or the disposition of the work if the individual's contractual relationship with the college is altered (See Intellectual Property Agreement form).

C. Exempted Scholarly Works

The College specifically waives ownership rights to scholarly works to which academic institutions have traditionally waived such rights. Such works include, but are not limited to:

1. Textbooks,
2. Class notes,
3. Research proposals,
4. Course outlines, classroom presentations, and instructional material. "Course outline" is the version of the official syllabus developed for use by the faculty member in the classroom.
5. Innovative products or procedures (which may appear in a variety of forms, such as printed matter, slides, web-based productions or multimedia presentations) resulting from or enhancing the teaching/learning process. For example, such material includes research articles and monographs; student theses and dissertations; paintings, drawings and sculptures; musical compositions and performances; dramatic works and performances; poetry, fiction, or nonfiction; lab-based or technological innovations or instructional
6. procedures; or computer programs, languages or software.

D. College Ownership

1. Significant Use of Resources – The college will own any intellectual property (other than exempted scholarly works) that is made, discovered or created by a college employee who makes significant use of college resources (including college-administered funds or college funded time, facilities, or equipment) in connection with the development of such intellectual property. The product of such "significant use" is work that does not have a primary classroom or educational purpose, and/or detracts from the quality of the teaching/learning process. Use of library facilities, other facilities available to the general public, and ordinary use of office equipment and office staff will not be considered "significant use" of college facilities and equipment.

2. College Commissioned Works. Where intellectual property is made, discovered or developed under a specific agreement between a bargaining unit employee and the College and the agreement defines the obligations and ownership rights of each party, the agreement shall take precedence over any parts of this provision that may be inconsistent.

3. Grant Funded Projects. Ownership of intellectual property that is made, discovered or created in the course of research or sponsored projects funded by grants will be governed by the terms of such grants or agreements, as approved by the college.

4. College Right of Use. Intellectual property created by the employee in the fulfillment of the employee's normal duties and responsibilities under this collective bargaining agreement is presumed to belong to the employee for proprietary or marketing purposes outside of the College, but is available to the college for internal program/course review, and for review by external governing, accrediting or funding agencies regulating the college. The College shall be entitled to benefit without further cost from the use of that property within the College for instructional or other educational purposes for the duration of the employee's employment with the College.

E. Sale of Intellectual Property

Funds received by the college from the sale of intellectual property owned by the college shall be allocated and expended as determined solely by the college.

Funds received by the employee from the sale of intellectual property owned by the employee shall be allocated and expended as determined solely by the employee.

Funds received by the employee and by the college from the sale of intellectual property owned jointly by the employee and the college shall be allocated and expended in accordance with the specific agreement negotiated by the employee and the college concerning such jointly owned intellectual property.

F. Obtaining Copyrights, Patents, or Trademarks

It shall be the sole obligation of the owner of intellectual property under this provision to take appropriate legal steps to protect ownership of that property. This agreement is not intended to shift that responsibility to the Union or any other entity. If intellectual property is made, created or developed in a situation where it is reasonable to believe that joint ownership may exist, it is the obligation of both parties to consult with the other before taking any action to assert or protect ownership.

G. Development Obligations

1. The College supports the development, production, and dissemination of intellectual property by its employees so long as those efforts support and do not detract from employee job duties.
2. Joint ownership will continue after termination of employment unless otherwise agreed upon by both parties.
3. Recognizing that the development of distance learning classes and materials, web-based courses and other innovative media and course materials benefits the College and its mission, the College may from time-to-time provide resources such as stipends and reassigned time and expenses to support such efforts by employees. Unless otherwise agreed, these resources will not be considered "significant" and will create no College ownership of resulting property.

Article VII

Leaves

A. Annual Medical Leave

Each full-time teacher shall be granted medical leave with pay as follows: Twenty (20) days per year for the first contract year; twelve (12) days per year for each year after the first contract year. Each full-time teacher shall be permitted to accumulate an unlimited number of medical leave days with pay. Faculty who teach summer school will receive two (2) days of medical leave. Medical days that become available as a result of summer school teaching will not accumulate.

The Board reserves the right to request a physician's certificate that the teacher is incapacitated from performing his/her usual or ordinary duties for any medical leave taken.

B. Personal Leave

Each full-time teacher shall be granted three (3) days yearly, for personal leave. Unused personal leave will be accumulated as medical, not personal leave. Teachers shall notify their division Chair forty-eight (48) hours in advance, if practicable, of such leave so provisions can be made for the classes.

C. Bereavement Leave

When death occurs in his/her immediate family, i.e., spouse, parent, parent of current spouse, child, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, and legal guardians, a teacher, on request, will be excused for three (3) calendar days following the date of death.

D. Family and Medical Leave Act Leave

The College agrees to comply with the Family and Medical Leave Act of 1993 and the rules and regulations issued in conjunction therewith. The College may adopt such policies as may be necessary or appropriate to implement the Family and Medical Leave Act of 1993 (FMLA) and the rules and regulations issued in conjunction therewith. Any such policy will not be deemed to be violation of this provision if it is mandated or legally permitted by the FMLA and the rules and regulations issued in conjunction therewith, except that the College will permit any teacher who requests FMLA leave for purposes of childbirth to designate up to six weeks of that leave as medical leave without the necessity of providing medical documentation of a serious health condition during that period.

E. Military Leave.

Any teacher drafted or recalled for military service shall be granted a military leave of absence. He/she may return to the college within ten (10) months after release from service except in the case of physical or mental incapacities and/or dishonorable discharge. Notice of his/her intent to return shall be sent to the Board at least two (2) months prior to his/her return. On return from military leave, the teacher will be eligible for seniority and placement on the salary schedule in the position he/she would have attained during the leave period.

F. Sabbatical Leave

A sabbatical leave of absence may be granted for the purpose of study or travel to

teachers who have taught full-time for six (6) or more years at Illinois Valley Community College. A teacher is eligible for consideration for leave after the sixth consecutive full year of teaching. Special consideration will be given to granting an out-of-sequence leave to a teacher enrolled in a doctoral program who may require such a leave to complete residence requirements.

A teacher who has taken a sabbatical leave will not again be eligible until he/she has taught full-time for an additional successive six-year period. No more than three percent of the full-time faculty may be granted sabbatical leaves during the same academic year. Application for sabbatical leave shall be made in writing by the teacher requesting leave and submitted to the President of the college prior to March 15, preceding the academic year for which leave is requested. The applicant will submit a statement describing the length of leave and the program he/she intends to follow during the leave. Recommendations for approval of requests for sabbatical leave shall be made to the Board by the President. The primary factor to be considered in granting sabbatical leave will be its relative benefit to the college, to the students, and to the teacher.

The interest of District 513 shall be protected by a written agreement providing that the teacher will return to the service of the District and will render at least one year of service upon return from leave. If the teacher wishes to receive compensation while on leave, the Board may request a bond or written agreement, as appropriate, indemnifying the Board for the total salary paid in the event the teacher fails to return and render at least one year service in the employ of District 513 following the sabbatical leave.

Teachers granted sabbatical leave for one semester shall be paid full salary during such leave. Teachers granted leave for one full year shall be paid one-half salary for the year in which leave is taken. The salary shall be paid in the same manner as if the teacher were teaching in District 513. The teacher may accept a fellowship or grant-in-aid in accomplishment of the purpose for which the leave was granted. Time spent on sabbatical leave shall be credited toward salary increment and seniority as time spent in full-time teaching.

Upon completion of the sabbatical leave and within sixty (60) days of the teacher's return to duty, he/she shall submit to the President one of the following:

If the leave was for formal study, a transcript of credit and a brief description of the program studied, including a detailed evaluation of the program with respect to its contribution to the leave;

If the leave was for travel, a written report setting forth the teacher's reaction to the travel and a statement of the benefits received.

G. Legal Leave

An employee shall be excused from work for jury service. Such employee shall be paid his regular salary less the fee he/she received for jury duty.

Article VIII

No-Strike Pledge

The Federation and the Board subscribe to the principle that any and all differences shall be resolved by orderly and appropriate means without interruption of the college program. The Federation, 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 teachers covered by this agreement. Differences between the parties concerning the meaning, interpretation, or application of this agreement shall be resolved by utilization of the Grievance Procedure set forth in Article IX hereof, or by other lawful and orderly means available under the laws of the State of Illinois. The Board shall not engage in lockouts.

Article IX

Grievance Procedure

Should any difference arise between the Board and any teacher or the Federation with respect to the meaning, interpretation, or application of a specific and identified provision of this agreement, it shall be resolved in accordance with the following procedure. This Procedure is intended to encourage resolution of differences through discussion of concerns and consideration of mutually agreeable options wherever possible and, where such discussions are not successful, to facilitate efficient processing of the grievance. Informal resolution of differences through discussion between teachers and their supervisors is encouraged.

Step I

A grievance shall be recognized and processed if it is reduced to writing and filed with the Vice President of Academic Affairs within twenty (20) working days following the occurrence of the event giving rise to the grievance. If the grievance concerns counseling staff, it shall be filed with the Vice President of Student Services.

Either before a grievance is filed or soon thereafter, a conference shall be scheduled by the applicable Vice President (either Academic Affairs or Student Services). The aggrieved and the Federation shall be notified of the time and place of the conference. The participants in the meeting shall be agreed upon by the applicable Vice President or his or

her designee and the aggrieved/Federation. If agreement on participants cannot be reached, the conference may be attended by the aggrieved and up to two Federation Representatives,

the applicable Vice President or a designee and up to two additional administrators as designated by the applicable Vice President, except that the aggrieved may choose to participate without any intervention by the Federation.

The purpose of the meeting shall be to clarify concerns and to explore options for resolving the issue by mutual agreement. If agreement cannot be reached, the participants shall discuss whether to modify any of the subsequent steps and timelines for processing the grievance. Any agreement to modify steps and timelines shall be reduced to writing between the Federation and the applicable Vice President.

If this meeting does not resolve the matter, the applicable Vice President shall provide a written response either accepting or denying the grievance within ten (10) working days of the date the grievance is filed or the meeting is held, whichever is later. A denial shall include reasons for the denial.

Step II

If Step I does not provide a satisfactory solution, the grievant and the Federation may appeal in writing to the President of the College within seven (7) working days following receipt of written notice of the Vice President's decision. The appeal shall state the nature of the grievance, the disposition and reasons offered by the Vice President, and reasons why they are unsatisfactory. The President shall schedule a conference on the matter and advise the teacher and the Federation of the time and place of the conference. If the grievance is not satisfactorily resolved at the conference, the President shall communicate his/her decision and reasons in writing to the aggrieved teacher and the Federation within ten (10) working days of the receipt of the written appeal.

Step III

Final appeal on any grievance shall be made in writing to the Board within seven (7) working days following receipt of the President's decision. The appeal shall state the grievance, the disposition and reasons offered by the President and the reasons why they are unsatisfactory. The appeal and a complete written case history shall be presented at the first regular Board meeting following receipt of the appeal provided the regular meeting is scheduled within two (2) weeks; otherwise, a special Board meeting shall be called. The grievance shall be presented by the grievant or at the grievant's choice by another member of the Federation. The grievant may be

accompanied by up to five Federation Representatives. The Board's decision shall be communicated in writing to the grievant and the Federation within fifteen (15) working days after receipt of the appeal.

Step IV

Should the Board's decision prove unacceptable, the Federation may initiate arbitration. An arbitrator shall be selected jointly by the Board and the Federation from a list of seven arbitrators who reside in Illinois and who are members of the National Academy of Arbitrators requested from the Federal Mediation and Conciliation Service. From the list furnished, the Board shall select three names and the Federation shall select three names. If more than one name appears on both lists, the choice will be made by lot. If the lists contain no common names, the final selection will be made by striking names alternately from the FMCS list (the first turn will be determined by lot) until only one name remains.

The decision of the arbitrator will be accepted in good faith as final by the parties to the grievance, and both will abide by it. 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 make any decision limiting or interfering in any way with the powers, duties, and responsibilities of the Board under applicable law.

The administration or the Board may initiate a grievance, except the position of the parties shall be reversed. The absence of a denial of the grievance at any step within the designated time period shall function as a denial.

The Federation, upon request, must represent all teaching personnel in the bargaining unit; however, any teacher or group of teachers has the right to present a grievance and seek adjustment without the intervention of the Federation representative.

Article X

Appointment and Tenure Provisions

The objectives in establishing a tenure policy are to ensure an environment conducive to professional competence in teaching and to permit maximum security to the teachers consistent with effective operation. A tenure policy must not function

to protect a faculty member who neglects his/her professional responsibilities but should provide for an atmosphere of freedom in keeping with his/her professional status.

A teacher on tenure may be suspended or dismissed only by the Board and in accordance with the Illinois Community College Tenure Law.

A. Reduction in Force

Any teacher reinstated after a reduction in force will be reinstated at the same step or level as existed prior to the termination.

B. Savings Clause

In the event that the Illinois Community College Tenure Act is declared unconstitutional by any court of competent jurisdiction, Article IX of the 1978-1980 collective bargaining agreement shall be immediately effective in this contract.

Article XI

Hospitalization and Life Insurance

District No. 513 will provide hospitalization and life insurance programs for employees and dependents based on the lowest and most responsible bidder. During the 2000-2001, 2001-2002, 2002-2003 and 2003-2004 school years, the Board agrees to pay 80 percent of all health benefits and the teaching personnel covered by this agreement will pay the remaining 20 percent.

Life insurance for the 2000-2001, 2001-2002, 2002-2003 and 2003-2004 school years will be \$60,000. All four years will have Accidental Death and Dismemberment (AD&D).

An employee will be allowed to continue the college's health insurance coverage, as the college recognizes COBRA (Consolidated Omnibus Budget Reconciliation Act) and adheres to the extension of benefits. At the end of the time period provided for in the act, a conversion policy is available through the college's health insurance company. Any full-time faculty member with 10 or more years of full-time service at IVCC who chooses retirement shall be allowed to buy into whatever group health insurance policy the college is carrying on its employees at the time he/she retires. The faculty member shall be allowed to buy in at the current group rate and shall be allowed to do likewise in succeeding years until he/she reaches the age to qualify for Medicare.

Article XII

Salary Schedule

A. Administration of Salary Schedule

The salary schedule shall be administered by the President of the college or by someone designated by him/her.

B. Schedule Definition

The salary schedule consists of seven columns defined as follows:

1. Column A – Bachelors (or Associate Degree with related industry experience)
Bachelor's Degree
2. Column B - Masters
Master's Degree in subject field(s), or Master's Degree with 45 semester hours in subject field, a minimum of 15 hours of which must be approved graduate credit
3. Column C - Masters + 15
Master's Degree as in Column B, with 15 semester hours of approved graduate credit beyond the Master's Degree, of which at least 10 semester hours must be in the subject field(s)
4. Column D - Masters + 30
Master's Degree as in Column B, with 30 semester hours of approved graduate credit beyond the Master's Degree, of which at least 15 semester hours must be in the subject field(s)
5. Column E - Masters + 45
Master Degree as in Column B, with 45 semester hours of approved graduate credit beyond the Master's Degree, of which at least 25 semester hours must be in the subject field(s)
6. Column F - Masters + 60
Master's Degree as in Column B, with 60 semester hours of approved graduate credit beyond the Master's Degree, of which at least 40 semester hours must be in the subject field.
7. Column G - Doctorate
An earned Doctorate Degree in the subject field, or an earned Doctorate Degree with at least 40 graduate hours beyond the Master's Degree in the subject field from an accredited institution.

C. Approved Credit.

1. For this salary schedule, Master's Degree is attested by:
 - a. The usual certificate from the granting college or university, or

b. a statement from the Registrar of the school attended certifying that all the requirements for the degree have been completed.

2. For this salary schedule, approved graduate credit is defined as follows:

a. Academic work at the graduate level offered by an accredited college or university in the subject field(s).

b. Academic work in areas related to the subject field(s). Prior approval by the Division Chair and the Vice President of Academic Affairs is required for acceptance of this credit.

c. Academic work in areas or fields which will increase the competence of the employee in service to the District. A proposal concerning such courses must be submitted in writing to the Vice President of Academic Affairs together with a statement relating the proposed work to the professional growth of the employee. The Vice President of Academic Affairs may request a review of the proposal by a committee comprised of the Division Chair, a representative in the area in which the proposed work is to be done, and the Vice President of Academic Affairs or his/her representative. Course work taken at the specific request of the District shall qualify under this category.

d. Upon approval by the Division Chair and the Vice President of Academic Affairs, and verification, an equivalent of 5 semester hours shall be granted for 8 weeks of industrial experiences gained through summer employment if directly related to the subject field(s). The Maximum is 10 hours.

e. Upon approval by the Division Chair and the Vice President of Academic Affairs, and verification, in addition to college-sponsored activities, approved non-academic institutes and seminars or workshops shall be equated as one semester hour equivalent to each week (3-5 days) of attendance.

3. Approved Professional Development Plan

A faculty member may advance laterally on the salary schedule based on the documented completion of an approved professional development plan, as follows:

a. The faculty member must submit a written Professional Development Plan to the appropriate division chair. The plan will be reviewed by a committee consisting of, at a minimum, the faculty

member's division chair and another faculty member appointed by the Federation from outside of the faculty member's discipline. Additional members may be appointed by agreement between the appropriate vice president and the Federation. The committee will make a recommendation to the appropriate vice president, who retains authority for final approval of the plan. The approved plan will be retained in the faculty member's personnel file in the Human Resources Office. While a long-term plan involving movement over multiple columns may receive tentative approval, final approval will be limited to one column at a time.

b. A professional development plan for advancement to Column G may be considered for a doctorate in an academic discipline, in higher education, or in community college education.

c. A faculty member who has earned a terminal advanced degree less than a doctorate may submit a professional development plan for a masters degree in another discipline or in teaching and learning. Such a plan may be approved for advancement to Column G.

d. The plan must outline a collection of integrated learning experiences, such as courses, workshops, seminars, internships, etc.

e. The plan must include articulation of the faculty member's educational/development goal, including proposed lateral placement on the salary schedule.

f. For movement of one column, the proposed activities shall be equivalent to 15 semester hours of college or graduate coursework.

g. The faculty member shall demonstrate how the integrated learning experiences proposed in the plan are intended to benefit the curriculum and the institution. Courses and other activities emphasizing new instructional methodologies and technologies are encouraged.

h. The development plan may include learning experiences outside the faculty member's discipline, as long as those experiences directly enhance teaching and learning at IVCC. A combination of "subject" and "related" learning experiences is encouraged.

i. Proposals that do not receive approval will be returned to the faculty member with a written rationale.

j. The faculty member may propose addenda to approved plans, subject to the approval process outlined above.

Documentation of the completion of the approved plan must be provided before any salary schedule advancement is approved by the vice president. Where completion of an approved plan requires evaluation of the quality of the work produced by the

faculty member, the appropriate vice president may seek input from other qualified faculty members.

D. Initial Placement

Employees shall be placed on the schedule in the column and on the step for which they qualify under Item B above.
 For all new employees, the factors of education, experience, ability, and value to the college will be considered in the determination of initial placement. Years of teaching experience and equivalent experience judged on the basis of applicability shall be recognized in this placement, but it cannot exceed a total of seven (7) vertical steps; i.e., a person having four years teaching experience and a Master's Degree will be placed at B-5; a person having seven or more years teaching experience and a Master's Degree will be placed at B-8.

E. Vocational-Technical Personnel

Every effort shall be made to employ teachers for occupationally oriented courses who offer academic as well as business or industrial experience. For initial placement on the salary schedule, years of occupational experience may be equated to steps on the salary schedule.
 For an individual holding an Associate Degree or equivalent, two (2) years of experience in work directly related to the teaching position considered will be used to place the individual on Step A-2 of the salary schedule.
 Anyone who was placed on the Master's Degree column prior to the school year 1972-1973 shall retain his/her placement and eligibility for advancement as described in Section F, Article XII.

F. Advancement

1. An employee will be advanced in the column for which he/she qualified one step for each complete year of acceptable service, until he/she reaches the maximum salary for this column. The Board recognizes the following exception to this normal advance: Upon recommendation of the Division Chair, Vice President of Academic Affairs, and the President, the Board may grant a special merit advance equivalent to two steps in the appropriate column.
2. On the basis of evidence supplied (i.e., official transcript) and approved, an employee shall be reclassified annually on October 1 by movement to the column for which he/she becomes qualified.

SALARY SCHEDULE							
Fiscal Year 2000-2001							
STEPS	A Bachelor	B Masters	C Masters +15	D Masters +30	E Masters +45	F Masters +60	G Doctorate

1							
2	\$31,450	\$33,100	\$34,900	\$36,700	\$38,500	\$40,600	\$41,650
3	\$31,850	\$33,550	\$35,350	\$37,150	\$38,950	\$41,375	\$42,650
4	\$32,250	\$34,000	\$35,800	\$37,600	\$39,500	\$42,375	\$43,750
5	\$32,650	\$34,450	\$36,350	\$38,050	\$40,150	\$43,225	\$44,850
6	\$33,100	\$34,900	\$36,900	\$38,500	\$40,975	\$44,300	\$45,950
7	\$33,600	\$35,500	\$37,450	\$38,950	\$41,925	\$45,400	\$47,050
8	\$34,200	\$36,400	\$38,250	\$39,475	\$42,875	\$46,600	\$48,150
9	\$35,000	\$37,350	\$39,150	\$40,125	\$43,875	\$47,800	\$49,250
10	\$35,775	\$38,450	\$40,150	\$41,000	\$44,875	\$49,000	\$50,425
11	\$37,025	\$39,625	\$41,325	\$42,025	\$46,000	\$50,200	\$51,600
12	\$38,700	\$40,700	\$42,500	\$43,350	\$47,125	\$51,400	\$52,775
13	0	\$41,875	\$43,800	\$44,775	\$48,250	\$52,600	\$53,950
14	0	0	\$45,400	\$46,350	\$49,425	\$53,800	\$55,125
15	0	0	0	\$48,650	\$50,625	\$55,075	\$56,325
16	0	0	0	0	\$51,825	\$56,425	\$57,600
17	0	0	0	0	0	\$57,775	\$58,950
18	0	0	0	0	0	\$59,125	\$60,300
19	0	0	0	0	0	\$60,475	\$61,650

20	0	0	0	0	0	\$61,825	\$63,000
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SALARY SCHEDULE

Fiscal Year 2001-2002

STEPS	A Bachelors	B Masters	C Masters +15	D Masters +30	E Masters +45	F Masters +60	G Doctorat
1							
2	\$31,700	\$33,350	\$35,150	\$36,950	\$39,050	\$40,850	\$43,00
3	\$32,450	\$34,100	\$35,950	\$37,750	\$40,050	\$41,850	\$44,00
4	\$34,000	\$34,900	\$36,750	\$38,550	\$41,050	\$42,850	\$45,00
5	\$34,550	\$35,800	\$37,650	\$39,450	\$42,050	\$43,850	\$46,00
6	\$35,150	\$37,000	\$38,750	\$40,350	\$43,050	\$44,950	\$47,10
7	\$36,050	\$37,750	\$39,550	\$41,375	\$44,050	\$46,050	\$48,20
8	\$36,950	\$38,650	\$40,450	\$42,300	\$45,050	\$47,550	\$49,62
9	\$37,425	\$39,550	\$41,350	\$43,125	\$46,050	\$49,850	\$50,75
10	\$38,050	\$40,600	\$42,400	\$43,725	\$47,100	\$50,650	\$51,75
11	\$38,550	\$41,650	\$43,450	\$45,225	\$48,150	\$52,400	\$53,50
12	\$41,550	\$42,950	\$44,600	\$46,325	\$49,250	\$54,050	\$54,92

13	0	\$45,700	\$46,600	\$47,425	\$50,350	\$55,550	\$56,22
14	0	0	\$48,750	\$48,975	\$51,850	\$57,050	\$57,92
15	0	0	0	\$53,000	\$53,950	\$58,550	\$59,42
16	0	0	0	0	\$54,800	\$60,050	\$60,92
17	0	0	0	0	0	\$61,550	\$62,32
18	0	0	0	0	0	\$63,050	\$63,97
19	0	0	0	0	0	\$64,550	\$65,50
20	0	0	0	0	0	\$67,425	\$68,65

SALARY SCHEDULE

Fiscal Year 2002-2003

STEPS	A Bachelors	B Masters	C Masters +15	D Masters +30	E Masters +45	F Masters +60	G Doctorat
1							
2	\$31,700	\$33,350	\$35,150	\$36,950	\$39,050	\$40,850	\$43,00
3	\$32,450	\$34,300	\$35,950	\$37,750	\$40,050	\$41,850	\$44,00
4	\$34,000	\$35,250	\$36,750	\$38,550	\$41,050	\$42,850	\$45,00
5	\$35,450	\$36,400	\$37,650	\$39,450	\$42,050	\$43,850	\$46,00

6	\$36,000	\$37,725	\$38,800	\$40,500	\$43,050	\$44,950	\$47,10
7	\$36,650	\$39,100	\$40,500	\$41,550	\$44,050	\$46,050	\$48,20
8	\$38,150	\$40,000	\$41,250	\$43,250	\$45,050	\$47,550	\$49,62
9	\$40,500	\$41,000	\$42,250	\$44,200	\$46,050	\$49,850	\$51,65
10	\$41,500	\$42,000	\$43,250	\$45,000	\$47,100	\$51,900	\$53,60
11	\$42,400	\$43,000	\$44,300	\$45,650	\$48,150	\$53,800	\$55,05
12	\$43,400	\$44,100	\$45,500	\$46,475	\$49,250	\$54,750	\$56,00
13	0	\$47,475	\$47,775	\$48,750	\$50,650	\$56,150	\$56,97
14	0	0	\$50,700	\$52,775	\$53,500	\$57,350	\$57,92
15	0	0	0	\$55,400	\$55,875	\$58,600	\$59,42
16	0	0	0	0	\$57,000	\$60,050	\$60,92
17	0	0	0	0	0	\$61,750	\$62,50
18	0	0	0	0	0	\$63,600	\$64,50
19	0	0	0	0	0	\$66,400	\$67,50
20	0	0	0	0	0	\$70,650	\$71,80

SALARY SCHEDULE

Fiscal Year 2003-2004

	A	B	C	D	E	F	G
STEPS	Bachelors	Masters	Masters +15	Masters +30	Masters +45	Masters +60	Doctorat

1							
2	\$31,950	\$33,500	\$35,300	\$37,100	\$39,200	\$41,000	\$43,00
3	\$32,950	\$34,500	\$36,100	\$37,800	\$40,200	\$42,000	\$44,00
4	\$34,150	\$35,550	\$36,750	\$38,550	\$41,200	\$43,000	\$45,00
5	\$36,000	\$36,600	\$37,850	\$39,550	\$42,200	\$44,000	\$46,00
6	\$37,125	\$37,925	\$38,900	\$40,600	\$43,200	\$45,000	\$47,10
7	\$37,950	\$39,400	\$40,500	\$41,550	\$44,200	\$46,050	\$48,20
8	\$38,375	\$41,125	\$42,325	\$43,250	\$45,200	\$47,550	\$49,62
9	\$40,650	\$41,875	\$43,125	\$45,200	\$46,200	\$49,850	\$51,65
10	\$41,700	\$42,925	\$44,125	\$46,200	\$47,300	\$51,900	\$53,82
11	\$42,900	\$44,025	\$45,175	\$47,025	\$48,350	\$54,125	\$55,05
12	\$45,275	\$45,725	\$46,325	\$47,725	\$49,450	\$54,975	\$56,00
13	0	\$49,500	\$49,850	\$50,450	\$50,850	\$57,225	\$58,52
14	0	0	\$52,850	\$53,275	\$53,900	\$58,500	\$59,57
15	0	0	0	\$57,750	\$58,375	\$59,375	\$60,65
16	0	0	0	0	\$59,400	\$60,500	\$61,72
17	0	0	0	0	0	\$61,750	\$62,80
18	0	0	0	0	0	\$63,600	\$65,00
19	0	0	0	0	0	\$67,500	\$68,87

20	0	0	0	0	0	\$73,750	\$74,85
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Article XIV

Union Dues

Check-off system for union dues is available upon written request of the teacher.

Letter of Understanding Compensation for Collaborative Teaching

Community College 513 (the "College") and the AFT Local 1810 (the "Union") agree to the following compensation guidelines for collaborative teaching, per the Letter of Agreement Regarding Pilot Programs in Non-Traditional Methods of Delivery of Instruction, attached to the 2000-2004 Collective Bargaining Agreement. These guidelines will be reviewed during the spring semester 2002.

Definition of Collaborative Teaching

Two or more instructors share responsibility for teaching the same section of a course (team teaching) or cooperate in the teaching of a cluster of linked or coordinated courses (learning community). They engage in joint planning, agree on the expected outcomes for the course or cluster of courses, and have equal responsibility for delivery of instruction and assessment of student learning.

Compensation for Development

Each faculty member involved in the development of a collaborative teaching arrangement will be granted one credit hour of overload pay on a one-time basis.

Compensation for Delivery

The first time a course or cluster of courses is taught collaboratively, each faculty member receives load credit for the entire course or for the component of the cluster that he/she is responsible for.

The second and subsequent times the course or cluster of courses is taught, the load is calculated as follows:

Team taught course:

- 2 faculty team teaching—each credited with $\frac{2}{3}$ of the credit hours of the course (for a 3CH course, that would be 2CH)
- 3 faculty team teaching—each credited with $\frac{1}{2}$ of the credit hours of the course (for a 3CH course, that would be 1.5CH of load)

Linked courses (Learning Community):

- Each faculty member will receive full load credit for the course within the cluster that he/she generally teaches.
- A one-credit hour Learning Communities course will be part of each learning community. Each faculty member involved in teaching a learning community course will receive full load credit or overload pay for that one-credit course each time the learning community is taught.

This formula applies only if there are a minimum of 15 students enrolled in the team-taught section or learning community. If there are fewer than 15 students, the faculty may agree to negotiate the load, assuming that there is sufficient enrollment to offer the course.

Faculty must make a proposal to the appropriate division chair(s); final approval will be granted by the Vice President for Academic Affairs.

When minimum teaching load becomes an issue, division chairs have discretion in finding instructional alternatives for determining load.

Compensation for Distance Learning

Because technologies continue to change rapidly, opening new possibilities for using technology to enhance the teaching/learning process the American Federation of Teachers Local 1819 (the "Federation") and Community College District 513 (the "College") agree to review and evaluate, at the end of each academic year of the

current contract, the compensation structure for distance learning provided for in the collective bargaining agreement.

This review will be conducted by the Educational Excellence Council, which will recommend make modifications in the agreement that will be implemented in the following fall semester. Such modifications are subject to the approval of the College and the Federation.

AMERICAN FEDERATION OF PRESIDENT
TEACHERS, LOCAL 1810 COMMUNITY COLLEGE DISTRICT
No. 513

By: _____ By: _____
Date: _____ Date: _____

Course Enrollments

Article IV, Paragraph A of the collective bargaining agreement between Illinois Valley Community College and the American Federation of Teachers Local 1810 sets forth certain student enrollment limits for courses. Because students often drop out of classes before or in their early stages of the term, the College and Union agree that the following procedures will not be considered a violation of this provision.

Prior to the purge of non-paying students, the College may enroll up to two extra students over the stated limit in a course without consulting with and obtaining the approval of the instructor assigned to the course. If the number of extra enrollments remains two over the limit after the purge, approval of the instructor also will not be sought. After the purge, the College may enroll one extra student without instructor approval, but instructor approval will be obtained before any additional enrollments are accepted.

If assigned instructors will be unavailable during the summer or fall for consultation about extra enrollments, they and their Division Chairs will discuss procedures to be followed for consultation on extra enrollments, such as the following:

1. Voice mail, which faculty will check regularly;
2. Telephone contact with the instructor at home;
3. Delegate decision to Division Chair, or;
4. Leave other instructions with Division Chair.

During the summer or other vacation period when the faculty member is not on campus and/or is out of the area, the faculty member's Division Chair may authorize overloads following the procedure as outlined above. In these cases, the Division Chair assumes responsibility to inform the faculty member of the action taken. In addition to verbal authorization from the Instructor or Division Chair, full-time faculty may authorize Admissions and Records personnel to permit additional enrollments (as specified in paragraph two) in any of the following manners:

1. Signing a student's registration form, with an "O.K. to overload" notation;

2. Forwarding a handwritten note stating same;
3. Via an e-mail message, stating same, to the Director of Admissions/Records or the Registrar.
4. Via a phone call or voice message to the Director of Admission/Records or the Registrar.

AMERICAN FEDERATION OF PRESIDENT
TEACHERS, LOCAL 1810 COMMUNITY COLLEGE DISTRICT
No. 513

By: _____ By: _____
Date: _____ Date: _____

Letter of Understanding: Clarification of Distance Learning Compensation

Community College 513 (the "College") and the AFT Local 1810 (the "Union") agree to the following clarification of the language in **Article XIII.F.1** of the 2000-2004 Collective Bargaining Agreement regarding the definition of "web-enhanced course:" In addition to using basic web-based tools such as WebBoard, a web-enhanced course could incorporate the following, as examples:

- Changes in seat-time requirements.
- Group projects, research projects, or team assignments conducted via the Internet, using such tools as WebBoard.

Any web-based or web-enhanced course should

- maintain the integrity of the course curriculum
- hold students to the same expected outcomes as if the course were delivered in a totally face-to-face format
- vary strategies for assessment of student learning to be consistent with the delivery methods employed; course syllabi and assessment grids should be revised to reflect changes in assessment strategies

AMERICAN FEDERATION TEACHERS,
LOCAL 1810

By: _____
Date: _____

COMMUNITY COLLEGE DISTRICT 513 OF
PRESIDENT

By: _____
Date: _____

Early Retirement Program

This letter states the agreement reached between the Community College District No. 513 and the American Federation of Teachers, Local 1810.

The administration and Local 1810 will work together to inform faculty about all aspects of IVCC's early retirement program as set by Board policy, in order to maximize retirement benefits. This includes education on current administration procedures and existing practices as well as the implications of SURS policies. The following strategies have been agreed upon in order to ensure that faculty are fully informed:

1. An in-house workshop in which current administrative procedures, existing practices, and implications of SURS policies will be presented collaboratively by the Office of Human Resources and a union representative. These workshops will be held in the fall and spring semester each year.
2. A joint written communication will be sent by the Office of Human Resources and the President of Local 1810 to faculty who are eligible to apply for early retirement benefits. This communication will:
 - a. Request that HR be notified of the faculty member's planned date of retirement as early as possible.
 - b. Stress that the purpose of this request is to maximize retirement benefits to the faculty member.
3. Both written communications and workshops will stress the confidential nature of the information exchange regarding SURS policies and their implications for benefits.

AMERICAN FEDERATION OF PRESIDENT
TEACHERS, LOCAL 1810 COMMUNITY COLLEGE DISTRICT
No. 513

By: _____ By: _____
Date: _____ Date: _____

Faculty Advising

Community College District 513 (the "College") and the American Federation of Teachers Local 1810 (the "Federation") agree that a program for faculty advising will be jointly developed, piloted during the 2002-03 academic year and implemented during the 2003-04 academic year. Participation in this faculty advising program will be voluntary. Issues relating to compensation, training and availability of resources for advisement will be considered in the development process. The development, piloting, and recommendations for implementation of this program will be coordinated by the Educational Excellence Council.

AMERICAN FEDERATION OF PRESIDENT
TEACHERS, LOCAL 1810 COMMUNITY COLLEGE DISTRICT
No. 513

By: _____ By: _____
Date: _____ Date: _____

Faculty Evaluation

Community College District 513 (the "College") and the American Federation of Teachers Local 1810 (the "Federation") agree that the Educational Excellence Council will coordinate and oversee the development of a new system for evaluation of tenured and non-tenured faculty. The evaluation system for non-tenured faculty will be implemented during the 2001-02 academic year; the evaluation system for tenured faculty will be implemented before the end of the 2004 academic year.

AMERICAN FEDERATION OF PRESIDENT
TEACHERS, LOCAL 1810 COMMUNITY COLLEGE DISTRICT
No. 513

By: _____ By: _____
Date: _____ Date: _____

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Harriet_Custer@ivcc.edu
Union [] Faculty Union Contract

Information for Faculty Union Contract
Students

-----	ARTICLE I: Term of Agreement	
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-----	ARTICLE II: Bargaining Unit	
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Industry	ARTICLE III: Seniority in Special	
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Salary Schedule Fiscal Year 2000-2001
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ARTICLE XIII: Other Compensation

- A. Summer School
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- D. Pay of Substitute Teachers
- E. Extension Courses
- F. Distance Learning

ARTICLE XIV: Union Dues

Ratification

Distance

Letter of Understanding: Clarification of
 Learning Compensation

Collaborative

Letter of Understanding Compensation for
 Teaching

APPENDIX A: Letters of Understanding

Compensation for Distance Learning
 Salary Schedule Advancement: Approved
 Professional Development Plan
 Pilot Programs in Non-Traditional Methods of
 Delivery Instruction
 Early Retirement Program
 Faculty Evaluation
 Faculty Advising
 Course Enrollments

APPENDIX B: Payroll

Payroll Schedule 2000-2001
 Payroll Schedule 2001-2002
 Payroll Schedule 2002-2003
 Payroll Schedule 2003-2004

Pilot Programs in Non-Traditional Methods of Delivery Instruction

Community College District 513 (the "College") and the American Federation of Teachers Local 1810 (the "Federation") are jointly committed to achieving the College mission and vision and adhering to our Valued Practices by enhancing student learning and instructional effectiveness. Therefore, the parties agree that they will implement pilot projects from time to time during the life of the contract, which will involve alternatives to traditional delivery methods. The parties agree to negotiate waivers for any contract provisions that would otherwise prevent such experiments and to negotiate appropriate alternative compensation provisions where necessary.

Examples of these alternative delivery methods may include, but are not limited to:

- Interdisciplinary teaching
- Team teaching
- Learning communities
- Alternative scheduling for web-enhanced courses
- Capstone project in lieu of final exam
- Compressed course offerings

Proposals may be submitted by faculty or administration for approval by the appropriate division chair and the Vice President for Academic Affairs. Proposals shall follow the following format:

1. Project description, including purpose and expected outcomes
2. Project design, including the scope and time period of the project
3. Project staffing, including appropriate compensation issues
4. Project evaluation
5. Recommendations for continuation

These projects will be conducted under the auspices of Academic Affairs. Following approval, the proposal shall be referred to the Educational Excellence Council (EEC) for negotiation of any necessary waiver or compensation issues. In addition, recommendations resulting from the pilot projects will be submitted to the EEC for review.

AMERICAN FEDERATION OF PRESIDENT
TEACHERS, LOCAL 1810 COMMUNITY COLLEGE DISTRICT
No. 513

By: _____ By: _____
Date: _____ Date: _____

Ratification

Date: _____
AMERICAN FEDERATION OF TEACHERS, LOCAL 1810

David Bergsieker, President

Tim Horger, Vice-President

BOARD OF TRUSTEES, COMMUNITY COLLEGE DISTRICT 513

Jimmie D. Lansford, Chairperson

Deborah L. Sweeden, Secretary

Salary Schedule Advancement: Approved Professional Development Plan

Community College District 513 (the "College") and the American Federation of Teachers Local 1810 (the "Federation") agree to implement on a pilot basis an alternative method for advancement on the salary schedule as outlined below. The pilot program will be implemented for the first two years of this contract (FY2001 and FY2002).

Final approval of any professional development plan granted during the pilot period will be honored, and a faculty member will be allowed to complete his/her plan for movement to the column specified in the approved plan. While long-term plans may be given tentative approval, only plans that have received final approval during the pilot period will necessarily be honored.

During the pilot period, the Educational Excellence Council (EEC) will evaluate the operation of the program, including evaluation of each professional development plan with input from the faculty members who submitted plans and the committee that evaluated them. The EEC shall have authority to make reasonable modifications in the program during the pilot period. At the conclusion of the pilot period, the parties agree to negotiate changes in this program, which may include modifications of the pilot program based on experience, to the Collective Bargaining Agreement.

AMERICAN FEDERATION OF PRESIDENT
TEACHERS, LOCAL 1810 COMMUNITY COLLEGE DISTRICT
No. 513

By: _____ By: _____
Date: _____ Date: _____

