

**AGREEMENT BETWEEN
THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 530,
COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, RANDOLPH AND PERRY
AND
JOHN A. LOGAN ILLINOIS EDUCATION ASSOCIATION**



FOR FALL 2019 THROUGH SUMMER 2023

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AGREEMENT

THIS AGREEMENT is entered into this August 14, 2019, by and between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 530, COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, RANDOLPH, AND PERRY, AND STATE OF ILLINOIS (hereinafter referred to as the "Board") and the JOHN A. LOGAN IEA ASSOCIATION, affiliated with the ILLINOIS EDUCATION ASSOCIATION AND THE NATIONAL EDUCATION ASSOCIATION (hereinafter referred to as the "Association") and only applies to said parties.

WITNESSETH:

WHEREAS, the Board has voluntarily endorsed the practices and procedures of collective negotiations as a fair and orderly way of conducting its relations with its full-time teaching faculty members insofar as such practices and procedures are appropriate to the functions and obligations of the Board to retain the right to operate JOHN A. LOGAN COLLEGE effectively in a responsible and efficient manner and insofar as such practices and procedures are consonant with the paramount interests of the District and its residents;

WHEREAS, the Association has been chosen by a majority of the full-time teaching faculty members in the appropriate bargaining unit set forth in the Recognition Agreement as the bargaining representative in an election held on April 25, 1972.

WHEREAS, it is the intention of the parties to the Agreement to provide where not otherwise mandated by statute, for the salary schedule, fringe benefits and conditions of employment of the full-time faculty members covered by this Agreement, to prevent interruptions of work and interference with the efficient operation of JOHN A. LOGAN COLLEGE, and to provide an orderly and prompt method of handling and processing grievances;

NOW, THEREFORE, the parties agree with each other as follows:

ARTICLE I Recognition and Representation

Section 1.1. Recognition and Recognition Agreement.

The Board has recognized the Association as the sole and exclusive bargaining agent for all faculty holding full-time contracts and has entered into a Recognition Agreement with the Association under the date of April 18, 1972 and amended on December 6, 2007, a copy of which is attached hereto as Appendix A and A-1, which said revised Recognition Agreement shall be part of every agreement which may be in effect after December 6, 2007, between the Board and the Association.

Section 1.1-1. Definition of Faculty.

Faculty, as used hereinafter in this contract, refers to full-time teaching faculty covered by this agreement. Reference to other faculty not covered by this agreement will be specified explicitly or qualify as faculty not covered by this agreement. These definitions are for use solely in this contract to determine benefits eligibility.

Section 1.2. Meeting with Other Faculty Organizations.

This Agreement shall not be construed to prevent the Board or any administrator from meeting with any employee or employee organizations, including the college council, representing members for the purpose of hearing the views and proposals of such employee or such employee organization, provided that as to those matters covered by this Agreement, no change or modification shall be made except through negotiation and agreement with the Association.

Section 1.3. Non-Discrimination.

The Board and the Association agree to continue their established policies of prohibiting all forms of illegal discrimination. Neither the Board nor the union shall discriminate against any member of the bargaining unit because of membership in, or lack of membership in, or their participation in, or refusal to participate in the activities of the Association or its state or national affiliates.

ARTICLE II Grievance Procedure

Section 2.1. Definition.

A grievance is a difference of opinion with respect to the meaning or application of the specific terms of this Agreement. Faculty may use this grievance procedure. All members covered under this agreement shall be referred to as the grievant in this Article II of this contract.

Section 2.2. Procedures.

It is desirable for an employee and the employee's supervisor to resolve problems through informal discussions. If, however, the informal process fails to resolve the issue, a grievance shall be processed as follows:

STEP 1: Any member covered by this Agreement who has a grievance shall submit it in writing to the Dean of Academic Affairs or other person designated by the Board for this purpose. The grievance shall set forth in detail all relevant facts upon which it is based, the provision or provisions of the Agreement allegedly violated and the relief requested. The Dean or other person designated will discuss the grievance with the member at a time mutually agreeable within fifteen (15) calendar days of receipt of written grievance. A representative of the Association will be given the opportunity to be present at such meeting and, if requested by the member, may represent the member at the meeting. If no settlement is reached, the Dean or other person designated by the Board for this purpose shall give a written answer within fifteen (15) calendar days following their meeting.

STEP 2: If the grievance is not settled at Step 1 and the member wishes to appeal the grievance, it shall be referred in writing within fifteen (15) calendar days after receipt of the answer at Step 1 to the Vice President of Instruction or his/her designee. The Vice President of Instruction or his/her designee shall discuss the grievance with the member at a time mutually agreeable within fifteen (15) calendar days of receipt of written grievance. A representative of the Association will be given the opportunity to be present at such meeting and, if requested by the member, may represent the member at the meeting. If no settlement is reached, the Vice President of Instruction or his/her designee shall give a written answer within fifteen (15) calendar days following their meeting.

STEP 3: If the grievance is not settled at Step 2 and the member wishes to appeal the grievance, it shall be referred in writing within fifteen (15) calendar days after receipt of the answer at Step 2 to the President. The President or his/her designee (provided he/she has not been previously involved in Step 1 or Step 2) shall discuss the grievance with the member at a time mutually agreeable within fifteen (15) calendar days after receipt of the written grievance. A representative of the Association will be given the opportunity to be present at such meeting and, if requested by the member, may represent the member at the meeting. If no settlement is reached, the President or his/her designee shall give a written answer within fifteen (15) calendar days following their meeting.

Section 2.3. Appeal to Board.

If the grievance is not settled in Step 3, it may be referred in writing by the member or the Association within fifteen (15) calendar days after the receipt of the answer at Step 3 to the Board for possible review. Should the Board decide to hear the grievance, the member, at his or her discretion, may also present the grievance orally at the next regularly scheduled Board meeting. A representative of the Association will be given the opportunity to be present at such meeting and, if requested by the member, may represent the member at the meeting. After the receipt of the written grievance the Board shall give the grievant its answer within thirty (30) calendar days after the next regularly scheduled Board meeting.

Section 2.4. Binding Arbitration.

Grievances not settled after being appealed by the member or the Association through all steps provided by the grievance procedure may be submitted for binding arbitration as provided for in the 115 ILCS 5/10, from Ch. 48, par. 1710.

- A.** If the Association or grievant is not satisfied with the disposition of the grievance, the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association which shall act as administrator of the proceedings; such submission must occur within fifteen (15) calendar days of the Board of Trustees written decision, or within fifteen (15) calendar days that the written decision is due, whichever is earliest. By mutual agreement, the parties may request the Expedited Rules of the American Arbitration Association be used instead of the Voluntary Labor Arbitration Rules.

- B.** The College and the Association agree to attempt to arrive at a joint stipulation of facts and issues as outlined for the purpose of submission to the arbitrator.
- C.** The arbitrator shall neither amend, modify, nullify, ignore, add nor subtract from the provisions of the Agreement.
- D.** The expenses and fees of the arbitrator and the cost of the hearing room shall be shared equally by the parties. Nothing in this Article shall preclude the parties from agreeing to the appointment of a permanent arbitrator(s) during the term of this Agreement.
- E.** The decision and award of the arbitrator shall be final and binding on the College, the Association and the employee or employees involved, except that either party is entitled to file an appeal pursuant to law.
- F.** If either party desires verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record and makes a copy available without charge to the arbitrator. If the other party desires a copy, it shall pay for the cost of the same.

Section 2.5. Association Grievance.

The Association shall have the right to file grievances as defined in Section 2.1.

Section 2.6. Time Limits.

Regardless of informal discussions that may transpire, no grievance shall be entertained or processed unless it is submitted by the beginning of the next academic term (excluding summer) or within thirty (30) calendar days after the first occurrence giving rise to the grievance, whichever is longer. A grievance must be filed or appealed within the time limits set forth in this Article, or the grievance shall be considered settled on the basis of the last answer given. If the Board representative fails to give its answer within the limits provided above, the grievance shall be considered settled in favor of the grievant. Time limits may be extended by written agreement between the parties.

Section 2.7. Withdrawal of Grievance.

A grievance may be withdrawn with mutual consent of the parties at any level without establishing precedent. Through Step 2 of the Grievance Procedure, a grievance may be withdrawn by the grievant or the Association without establishing precedent.

Section 2.8. Filing of Materials.

All records relative to the filing of and resolution of a grievance shall be filed separately from the personnel files of the grieving faculty. This does not mean that materials already included in the faculty

member's personnel file shall be removed unless these records are the focus of the grievance and the grievance is resolved in favor of the faculty member.

ARTICLE III Salary, Rates of Pay, Assignment, and Duties and Responsibilities

Section 3.1. Salary Schedule.

The salary schedules are set forth in Appendices B, B-1, B-2, and B-3. Increases in individual annual base salaries shall not exceed 6.0% in any year covered under this agreement. This limitation shall apply only to base salary compensation as determined by the base salary schedules in Appendices B, B-1, B-2, and B-3. Increases associated with educational attainment are not subject to this limitation.

Section 3.1-1. Cost of Living.

The base salary for each vertical column of the salary schedule in years two (2) and beyond of this agreement will be increased $\frac{1}{4}$ % for each $\frac{1}{2}$ % the Consumer Price Index exceeds 5 $\frac{1}{4}$ % for the preceding twelve (12) month period ending in June. The percentage will be applied to the current year's base salary of each vertical column.

The Consumer Price Index to be used will be for the Greater Chicago Metropolitan Area (1982-1984 equals 100 index, All Urban Consumers, Series Id: CUURA207SA0) obtained from the U.S. Department of Labor, Bureau of Labor Statistics. The cost of living adjustment will be awarded in increments of not less than one-fourth ($\frac{1}{4}$ th) of a percentage point.

Section 3.1-2. Initial Placement on Salary Schedule.

Initial placement on the salary scale shall be done by the assigned faculty hiring committee, using guidelines and a rubric from Administrative Procedure 502A. This rubric and policy will be jointly developed by administration and faculty and reviewed annually, if needed.

Throughout the length of this contract, the maximum experience will increase annually by one year to reach a maximum of a combined 15 years of teaching and specific professional experience for initial salary scale placement. For FY 20 the maximum experience will be eleven years, FY 21 will be twelve years, FY 22 will be thirteen years, FY 23 will be fourteen years, and FY 24 will reach the maximum of fifteen years of experience.

There will be no changes after the initial placement on the salary schedule.

Section 3.2. Salary Period.

The attached salary schedule for fall and spring semesters is not to exceed one hundred seventy (170) working days.

Included in the days above, faculty may be required to be present on campus for the purpose of specified meetings and training for a maximum of two (2) prior to the start of each academic term. Each said academic term shall not exceed eighty-two (82) instructional days, inclusive of final exams. If faculty are required to be on campus more than one day before classes start, notice of such shall be required no less than mid-term of the previous semester, not including summer. Faculty members covered by this Agreement will not be required to be on campus when classes are not in session during the Thanksgiving break, between fall and spring semesters, except as indicated above, and spring breaks.

If events should occur, such as snow or other acts of God, which cause the College to not hold classes as scheduled, faculty members may be required to teach, without additional compensation, beyond the term of the contract if necessary to complete the required number of days of instruction.

Section 3.2-1. Calculation of Value of Sick Leave, Personal Leave, and Work Required Outside of Salary Period.

For purposes of calculating the value of sick leave and personal leave paid at retirement in accordance with the provisions of this agreement, the faculty member's base salary shall be divided by the number of working days in Section 3.2. Salary Period, then multiplied by 0.92. Work required outside of the salary period and outside the summer semester will be compensated using the formula in this section, but at the same rate for all faculty using the base salary for MS+0 with 5 years' experience.

Section 3.3. Horizontal Salary Increments.

All hours credited for horizontal salary increments through the master's degree, including the BS +15 horizontal increment, must be in the teaching faculty member's field of study, occupational/vocational education (career faculty only), or in secondary education with a concentration in that field of study. In that case, the following guidelines used for "hours earned after obtaining a master's degree" will be followed.

Hours earned after obtaining a master's degree, which will be credited for horizontal salary increments, must be in the faculty member's teaching field or in one of the following programs of study.

- (1)** Higher Education
- (2)** Secondary Education
- (3)** Curriculum and Instruction

(4) Occupational Education

(5) Other Areas approved by the Vice President of Instruction

To receive credit for hours taken and/or degrees earned in one of these programs of study, the program must be approved by the Vice President of Instruction in advance of courses being taken. The Vice-President will use the following guidelines in approving a faculty's participation in one of the above programs of study which may be outside the faculty member's teaching field:

- (1)** The faculty member must be accepted into an advanced degree program of study at an accredited university or college.
- (2)** All hours for which credit is received must come from courses in the proposed program.
- (3)** All courses approved within the program of study for which salary credit will be received must be directly applicable to the improvement of the teaching act.

Courses taken prior to employment at John A. Logan College will not be considered for salary purposes after initial placement on the salary schedule has been established. Hours must be completed and transcripts submitted to the office of the Vice President of Instruction for approval by the beginning of the fall semester in order to be eligible for horizontal increment for the academic year in operation. If the coursework has been successfully completed, but transcripts are not yet available, a letter from the approved institution verifying completion of hours may be provided to initiate the horizontal movement, and followed with official transcripts to finalize the new salary placement.

Section 3.4. Summer Teaching Salary.

Members covered by this Agreement will be compensated for summer credit courses in accordance with Appendix B-4. The maximum load for faculty shall be twelve (12) equated hours for each summer term. If the assignment of a summer class causes the faculty member's assignment to exceed twelve (12) equated hours, the overload summer assignment will not be made.

Summer teaching assignments will be at the faculty member's option, but will be offered to faculty covered by this agreement before they will be offered to faculty not covered by this Agreement through the second regularly scheduled class session in instances where a class is cancelled due to low enrollment. Classes will be offered on an equal basis to faculty electing to teach summer school. For pay rate refer to the salary schedule in Appendix B-4.

Section 3.5. Overload Courses.

Participation in overload courses is at the option of the members covered by this Agreement. Those choosing to participate will be compensated in accordance with Appendix B-4. The maximum load for all full-time faculty shall be forty-two (42) equated hours per academic year (excluding summers). If the assignment of an overload class causes the faculty member's assignment to exceed twenty-five (25) equated hours in any one semester, the overload assignment will not be made. Overload courses will be offered to faculty on an equal basis before they will be offered to faculty not covered by this agreement, with the exception of Advanced Placement/Dual Credit course classes taught during the normal school day (8:00 a.m. - 4:00 p.m.) on the high school premises taught by certified instructors who are covered by a negotiated contract with the local board of education. Full-time faculty wishing to teach overload classes will be given priority over other faculty not covered by this agreement through the first three (3) scheduled class sessions of any term in instances where an extra credit class is cancelled due to low enrollment. In extreme cases, a faculty member may exceed the forty-two (42) equated hour maximum up to two (2) credit hours per academic year with approval from the Vice President of Instruction, when provided with evidence supporting the need for the course offering and documentation that no other staffing options are available. In such cases, Association approval is not needed.

Faculty are permitted to teach one section of ORI 100 per semester without it counting as part of their academic load of 42 credit hours.

Section 3.6. Minimum and Maximum Class Size.

The College recognizes the importance of class size in providing the highest quality educational service and instruction to students. Therefore, the faculty member, the Department Chair, Dean of Academic Affairs, in conjunction with the Vice President of Instruction, should make every effort to maintain reasonable class size, consistent with the nature of the course offering and the financial resources of the College. Minimum & maximum class sizes apply to both face-to-face and online courses.

Minimum Class Size

- A. The College will have a minimum class size of eleven (11) for a class to proceed as a regular class.
- B. The College will have a minimum class size of ten (10) for overload and summer classes.

- C. The following exceptions/guidelines for minimum sizes will be considered to either option when a course or courses is stated in a curriculum guide and required for a specific semester:
- There are full sections and one additional section is needed to serve students
 - Second year with high attrition (attrition and controlling it should be addressed by the program lead and evidence shown)
 - Only section of course
 - Courses not offered yearly
- D. The last day of late registration will be used to determine class size.
- E. Courses compensated as modified courses, which add students following the last date of late registration, to exceed nine (9) students for an overload class or ten (10) for a regular load class, will become part of the faculty member's load, unless it would cause the faculty member to exceed the total forty-two (42) equated credit hour limit. Faculty close to the 42-equated hour limit shall work with the appropriate Department Chair and/or Dean to cap the class at nine (9) students for the class to be compensated as a modified class or assigned to another faculty member, as needed.

Maximum Class Size

- A. The maximum enrollment target for all classes (i.e. sections of classes) taught in an academic semester shall not exceed the available work stations in the room.
- B. With classes having external mandates, such as from accrediting bodies, the external mandate will be followed.
- C. The maximum enrollment for online courses shall be capped at 25 students.

Section 3.6.1. Modified Instruction.

Consistent with administration of College policy, members covered by this Agreement will be compensated at a rate of \$70 for each equated hour generated. Modified instruction assignments will be at the member's option and will not be included in the faculty member's annual forty-two (42) equated hour load, if the modified instruction assignment would cause the member to exceed the forty-

two (42) hour maximum. Participation in the program will be at the complete option of the faculty member.

Section 3.6.2. Modified Instruction Converted to Equated Load.

In the case when the administration is unable to provide minimum load requirement at the discretion of the Vice President of Instruction, modified instruction may be converted to equated load. For any specific class section, the following formula will be used to equate modified hours to load:

$$\text{Equated hours} = (\text{course credit hours}) \times (\text{number of students enrolled}/11).$$

Section 3.7. Independent Study.

Consistent with administration of College policy, faculty members covered by this Agreement will be compensated at a rate of \$70 for each equated hour generated. Independent study assignments are not included in the forty-two (42) equated hour maximum load per year computation. Participation in the program will be at the complete option of the faculty member.

Section 3.8. New Course Development and Course Updating.

Release time and stipends may be awarded in special cases for course development and revision. Proposals for release time and/or stipends should be submitted to the appropriate Department Chair, Dean of Academic Affairs and to the Vice President of Instruction for approval.

Section 3.9. Online and Hybrid Instruction.

The College and the Association acknowledge the importance of providing adequate technical support and training for the development and offering of online and hybrid courses. These courses are defined as follows:

- A. Online Course:** A course delivered by virtual instruction. An online course may require a maximum of three (3) campus visits.
- B. Hybrid Course:** A course delivered through a combination of in-person and virtual instruction. A hybrid course meets face-to-face less than a traditional course, but more than three (3) times during the semester.

Both the College and the Association acknowledge the desirability to redefine these course types as the need arises. The College reserves the right to change these definitions as necessary and will provide updated definitions to the Association.

Section 3.9-1. Online Assessment.

The Vice President of Instruction will select members of an Online Assessment Team (OAT). This committee will be responsible for the evaluation of all online and hybrid courses taught at the College. Courses will be evaluated once every three years. The committee will complete a report which will be shared with the course instructor, as well as the Dean of Academic Affairs and Department Chair or Director of Nursing. This online evaluation shall be considered in the overall evaluation process for all non-tenured and tenured faculty.

Section 3.9-2. Online and Hybrid Course Development.

The opportunity to develop and teach any online or hybrid course offered for an online degree, transfer credit, or as part of a certificate or degree program will be given to qualified faculty members before those not covered by this agreement. Faculty members, however, shall not be required to teach online and/or hybrid courses unless it was a specific job requirement in the position advertisement/description.

Requests to initiate an online and/or hybrid course shall first go to the appropriate Department Chair or Dean who will announce at departmental meetings the desire for a specific online or hybrid course to be developed and taught at the College. Faculty qualified to develop and teach the course(s) will either accept or decline the offer, which will be recorded in department minutes. Courses that are accepted by the faculty members shall then be approved by the appropriate department and Department Chair, the Curriculum and Instruction Committee, Dean of Academic Affairs and the Vice President of Instruction. If the qualified faculty members decline the offer to develop and teach the online or hybrid course, the Department Chair or Associate Dean will notify the College so it can offer the opportunity to develop and teach the desired course to others not covered by this agreement.

After offering right of first refusal to qualified faculty, and after presentation to the department, the Vice President of Instruction may ensure the course offering in online and/or hybrid format.

Section 3.9-3. Online and Hybrid Course Compensation and Ownership.

All faculty members will be paid a first-time development stipend in the amount of \$600 for developing an online or hybrid course. This stipend is paid to the faculty member for learning to use the online platform and will be paid only once per faculty member. In addition, faculty members who were hired without specific requirements in their job advertisements/descriptions to develop and teach online courses (hired prior to December 17, 2008) are eligible to receive an additional \$1,100 stipend

compensation for the development and teaching of online courses. The stipend will be made available for hybrid course development and teaching if the online format is not permitted due to IAI, accreditation requirements, or if determined in the best interest of students by the Vice President of Instruction. A faculty member may choose to accept the \$1,100 stipend compensation and enter into joint ownership with the College. Joint ownership between the College and faculty member means if and when the faculty member leaves the College, he/she may take the course to another institution and teach said course online at that institution. The College retains the rights to assign the online course materials and can assign another faculty member to teach the previously developed course. However, the College shall only provide this online course material for the same online or hybrid course, not for face-to-face courses. Alternatively, the faculty member may choose to receive no stipend compensation for developing and teaching the online and/or hybrid course and retain personal ownership of the course. Personal ownership of the course means that if and when a faculty member goes to another institution, the College shall not utilize the faculty member's online course materials in any manner.

Each time a faculty member develops an online or hybrid course, stipend compensation will be awarded according the aforementioned guidelines for joint or personal ownership. In addition, faculty members may be awarded a stipend in the amount of \$500 to revise an existing online, jointly-owned course following the same guidelines as provided in Section 3.8, however prior approval from the Dean of Academic Affairs must be obtained.

Section 3.9-4. Supplemental LMS Course Material Ownership.

Supplemental course material posted to the College's LMS for face-to-face courses is owned by the faculty who created that material. Course materials and resources cannot be copied and/or shared without the written permission of that faculty each semester.

Section 3.9-5. Online and Hybrid Teaching Load.

Faculty members are limited to teaching twelve (12) hours of online courses per semester. If the faculty member is teaching hybrid courses, at least 20% of his/her load must be face-to-face delivery of instruction. If the faculty member is teaching one or more overload courses during a regular semester, no more than 80% of his/her load may be online and/or hybrid courses. Online and/or hybrid courses are included in the forty-two (42) equated hour maximum load for each faculty member per academic year.

Section 3.10. Advanced Credit (Dual Credit).

Dual credit and dual enrollment are defined as follows: (see ICCB Rule 1501.507(b) (11)-Credit Hour Claims).

Dual Credit – An instructional arrangement where an academically qualified student currently enrolled in high school enrolls in a college-level course and, upon successful course completion, concurrently earns both college credit and high school credit.

Dual Enrollment – An academically qualified student who is still enrolled in high school also enrolls in a college level course at the community college. Upon successful course completion, the student exclusively earns college credit. No high school credits are earned.

The specific policies and procedures for dual credit at the College will follow administrative rules of the Illinois Community College Board (April 2006) Sec. 150.1507.

Dual Credit courses shall not be used for the purpose of reducing the number of, consolidating, or eliminating bargaining unit positions at the College, nor shall a full-time instructor be required to teach a dual credit course off campus or at a district high school, unless it would be needed to make load or is a last resort due to a lack of other qualified instructors.

Section 3.10-1. Dual Credit Mentoring and Assistance.

Faculty members who accept an assignment to provide mentoring and instructional assistance to dual-credit instructors will receive a \$350 stipend per course while serving in this capacity. Dual credit mentoring will be at the faculty member's option.

Section 3.11. Substitute Compensation.

A faculty member who substitutes for another faculty member in a class(es) who is absent because of illness or personal leave day shall be compensated at a rate of \$30 per lecture hour and \$25 per lab hour. Substitutes for hospital clinical supervision in the area of clinical nursing will be compensated at a rate of \$45 per hour. The administration will strive to utilize full-time teaching faculty for substitute teaching assignments.

In case of a long-term absence, the substituting faculty member will have the remaining compensation calculated by prorating his/her current overload rate for the remaining period of time he/she is serving as a substitute. A long-term absence occurs when a substituting individual consecutively teaches more than three (3) weeks. Substitute pay for a long term absence will be paid as prorated overload at the

earliest of the date the absent instructor submits an approved notification of leave described in Article IV of this Agreement or three (3) weeks of substitution. The substitute load will not be included in the full-time faculty member's 42-hour maximum academic year course load.

Section 3.12. Policy Governing Compensation for Vocational Technical Education Faculty.

- A.** After being granted the master's degree, the faculty member may advance horizontally on the salary schedule by receiving additional college credit or by obtaining additional approved work experience. Additional approved work experience is limited by, and must conform to, the provisions of Appendix C attached hereto and incorporated herein by reference. A faculty member may earn a maximum of fifty-six (56) semester hours beyond the master's degree through college credit and/or approved work experience.
- B.** Sixty (60) hours of approved work experience will be equated to one semester hour of college credit. Eight (8) semester hours of equated college credit will award the faculty member one (1) horizontal increment on the salary schedule.
- C.** Work experience will be approved prior to the faculty member beginning this experience by the Dean of Academic Affairs and the Vice President of Instruction.
- D.** Written verification of approved work experience must be on file in the office of the Vice President of Instruction by the beginning of the fall semester in order to be eligible for a horizontal increment for the academic year in operation.

Section 3.13. Employment Contracts.

The employment contracts which are issued to the members covered by this Agreement shall conform to the employment contract that is attached hereto as Appendix D and incorporated herein by reference.

Section 3.14. Evaluation of Full-Time Faculty.

The procedure for the evaluation of members covered by this Agreement is attached hereto as Appendix E and incorporated herein by reference. Evaluation methods will be reviewed jointly by the Administration and Association prior to the expiration of this agreement. This evaluation will include component(s) for evaluating faculty teaching on-line and hybrid courses.

Section 3.15. Payroll.

The treasurer of the Board of Trustees shall make regular payroll disbursements and issue the payroll for the members covered by this Agreement on the seventh (7th) day of each month with the cut-off date for the payroll being the last day of each month, provided the treasurer has the discretion, if the need arises, to change the foregoing date. Members may elect to receive their annual pay over ten (10) pay periods provided that formal written notice of such election shall be filed with the College vice-President for business services, or designee, prior to August 24. This election shall remain in effect until formal, written notice of change is filed with the Vice-President for Business Services, or designee, prior to August 24 of any year.

Section 3.15-1. Electronic Direct Deposit.

All members will have electronic direct deposit as the only payroll option.

Section 3.16. Payroll Deduction of Association Dues.

The member may authorize dues deduction by presenting an authorization card to the Vice President for Business Services on or before September 15. The amount of the Association dues will be prorated and deducted from the paychecks during the academic year in October through June. Such authorization shall remain in effect until such time as written notification is received to terminate the deduction. The Association shall reserve the right to change the number of months over which the dues are to be prorated and deducted. Any change in these months shall be provided to the Vice President for Business Services on or before September 1.

Section 3.17. Faculty Assignment.

The assignment of a full-time teaching faculty member covered by this Agreement shall consist of thirty (30) equated hours over two (2) semesters. Class assignments will not be made more than five (5) consecutive days per week except by mutual consent of the faculty member and the administration. The administration will attempt to avoid class assignments involving consecutive late night and early morning classes for faculty members. For the purpose of determining teaching load, laboratory or other comparable teaching arrangements will be equated to three-fourths (3/4th) of a lecture hour.

In fall and spring semesters, the placement and supervision of student work experience will be equated as follows, so long as it is not a specific duty of a coordinator who receives a stipend or release time for such activities. In a summer semester, the placement and supervision of student work experience will be equated as follows for all faculty who oversee placement and supervision.

Placement:

- A. Secure site(s) for student rotation and obtain contract or affiliation agreement with each site.

Teaching Credit for Placement of Students	
Number of Students	Credits
1 to 8	1
9 to 16	2
17 to 24	3
25 to 32	4
33 to 40	5
41 to 48	6

Supervision:

- A. Instructor must have scheduled contact with the student at the placement site for mentoring and evaluation.
- B. Evaluation tool utilized must be clear to provide feedback to the student.

Teaching Credit for Supervision of Students	
Number of Students	Credits
1 to 4	1
5 to 8	2
9 to 12	3
13 to 16	4
17 to 20	5
21 to 24	6
25 to 28	7
29 to 32	8
33 to 36	9
37 to 40	10

Section 3.17-1. Duties and Responsibilities.

Each full-time teaching faculty member covered by this Agreement shall have the duty and the responsibility to:

- A.** Teach classes assigned by the Dean and/or Vice President of Instruction consistent with stated course objectives.
- B.** Serve on various standing and ad hoc committees and attend faculty meetings.
- C.** Post and maintain eight (8) office hours per week. If a faculty member teaches two or more classes with a lab component, then office hours may be reduced by one (1) hour. As part of regularly scheduled office hours, a faculty member may conduct a maximum of one (1) online office hour. The online office hour must be scheduled at a specific time and day of the week. The online hour must be indicated on the Office and Teaching Schedule and made publicly available to every student in the faculty member's courses.
- D.** Observe, support, and enforce the regulations and policies of the College, consistent with his/her rights as a private citizen.
- E.** Represent the College credibly with respect to its activities.
- F.** Assist in the promotion of student activities and clubs as well as voluntarily sponsor clubs.
- G.** Fulfill all terms of his/her contract unless through mutual agreement between the College and the individual, an exception is arranged.
- H.** Perform other appropriate professional duties, including, but not limited to recruitment, administration of proficiency examinations, design and development of curriculum, assessment of student learning, creation and maintaining of syllabi, attendance of graduations, attendance of professional development day(s) in both fall and spring semesters, assistance in program review and program assessment, and aiding in the meeting of and maintaining of HLC and ICCB guidelines. Other duties as assigned by the Dean of Academic Affairs or Vice President of Instruction. Failure to attend graduations and/or professional development days without prior approval may necessitate the use of personal or sick time.
- I.** Strive to substitute teach for a faculty member who is absent when assigned by the Dean or Vice President of Instruction.

Section 3.17-2. Stipends.

Stipends for members covered by this agreement who perform duties outside of those outlined in Section 3.17-1 (Duties and Responsibilities) are listed in Appendix B-5. This appendix will be updated annually or as changes are made and a copy of the updated list will be provided to the Association President. Inclusion of the release time and stipends in the appendix does not constitute right of faculty assignment or preference for assignment. The College retains the right of assignment to those outside the bargaining unit for the assignments that have not been historically given to faculty.

Section 3.18. Academic Rank.

John A. Logan College is dedicated to supporting the professional growth and success of its faculty. Progression in academic rank is awarded to faculty who achieve excellence in work that directly benefits students.

Progression in rank will be granted to full-time faculty members who achieve the levels of excellence described below in the “Criteria for Promotion,” and who are approved by the President and Board of Trustees.

Academic rank at John A. Logan College includes the following designations: Instructor, Assistant Professor, Associate Professor, Professor, and Professor Emeritus. Rank designations above the instructor level require full-time employment & the faculty member to be on a tenured appointment by the College.

Faculty Rank Designations:

Instructor – The title given to all tenure-track faculty members upon initial employment.

Assistant Professor – The title given to a faculty member who has earned tenure status.

Associate Professor – The title given to a tenured faculty member after completion and committee review and approval of promotion criteria and subsequent Presidential and Board approval.

Professor – The title given to a tenured faculty member after completion and committee review and approval of promotion criteria and subsequent Presidential and Board approval.

Professor Emeritus – The title given to those who have retired from the College with a minimum of fifteen years of honorable service.

Criteria for Promotion:

To be considered eligible for promotion in academic rank, faculty must display the following:

- A. A positive attitude toward the College and students.
- B. Enthusiasm for their primary professional responsibilities.
- C. Behavior consistent with the Core Values of the College.
- D. Availability to students.
- E. Responsiveness to student needs.
- F. A consistent record of positive student evaluations.
- G. A willingness to incorporate learning measures & assessment into their classroom.
- H. A positive working relationship with faculty, staff, and administration.
- I. Participation in department, college, and community activities.
- J. Adherence with contractual obligations and board policy.

In addition to the above criteria, a faculty member shall accomplish the following specific criteria for promotion to the next faculty rank:

Associate Professor

- A. Exhibits specific, measurable activities and efforts to develop courses, improve program curricula, and enhance the academic environment of John A. Logan College, while still continuing to stay abreast of, and gaining new knowledge, within one's own discipline.
- B. Demonstrates involvement in the functioning of the College through various committees, community relations, and processes. Demonstrates participation in appropriate professional development activities, continuing education and participation in appropriate professional organizations.

Professor

- A. Teaches or mentors other colleagues on good teaching techniques, classroom assessment techniques, philosophy of teaching, and student relations/motivation.

- B. Demonstrates continued knowledge and study within their discipline.
- C. Demonstrates leadership among the College community for the benefit of all students by specific involvement in College committees and projects. Participates in professional growth activities such as publications, conferences, and workshops.
- D. Demonstrates a high level of professional respect for students, colleagues, and the John A. Logan College culture.

Promotion Process

A Faculty Rank Promotion Committee shall review all applications for rank promotion. The committee will review the application for promotion and make a recommendation to the Vice President for Instruction for approval. The Vice President for Instruction shall then seek the approval of the President and Board of Trustees.

- A. All tenure-track faculty shall be placed at the instructor rank upon hiring.
- B. Upon tenure, faculty will be promoted to Assistant Professor.
- C. After five years at the Assistant Professor rank, a faculty member is eligible to apply for promotion to Associate Professor. The faculty member must demonstrate and provide evidence of the eligibility criteria above for consideration of promotion to Associate Professor and complete the application and approval process. All current tenured faculty at the time of contract adoption may apply for the rank of Associate Professor if they have held tenure for at least five years.
- D. After five years at the Associate Professor rank, a faculty member may be eligible to apply for promotion to professor. The faculty member must demonstrate the eligibility criteria above for consideration of promotion to professor.
- E. All promotions will become effective at the beginning of the Fall Semester following approval.

Rank Stipend

Faculty members who have attained the promotion criteria and are recommended and promoted to the next higher rank will receive a one-time \$500 stipend that will be paid after their promotion is approved by the Board of Trustees. This stipend will not become part of the faculty member's base pay. There is no stipend given for a change in rank to Assistant Professor nor to Professor Emeritus.

If a current faculty member already has academic rank above Assistant Professor and goes through the process outlined herein, he/she will receive a \$1000 as a Professor, or \$500 as an Associate Professor, upon determination of eligibility by the Promotion Committee, the President, and the Board of Trustees. Faculty who currently have rank will retain their rank without compensation unless they go through the approval process.

Faculty Rank Promotion Committee

The Faculty Rank Promotion Committee shall consist of one member from each of the five instructional departments and the nursing division, for a total of six members. The Dean of Instruction will break any tie, but otherwise does not serve on the committee as a regular member. Each member of the Promotion Committee shall be selected by the members of the department and serve for a period of two years. Each member of the committee shall be paid a stipend of \$500 per year of service.

The committee shall select a chairperson to be responsible for calling and conducting meetings, managing the application process, and forwarding committee decisions to the Vice President of Instruction. The committee chair will be paid a stipend of \$1000 per year of service.

During the 2019-2020 academic year, the Promotion Committee will be responsible for the development of necessary forms, guidelines and procedures for the implementation of the academic rank system. Upon the completion of these materials and guidelines, they will be submitted to the President for approval. After approval, they will be incorporated into the collective bargaining agreement by a memorandum of understanding and implemented beginning the fall semester 2020. It is expected the first stipend awards will be issued in September 2021.

Section 3.19. Faculty Office Assignment and Reassignment.

Faculty office assignments and reassignments will be made by the Dean of Academic Affairs in cooperation with all Department Chairs and appropriate associate deans. Priority for private offices will be given first to Department Chairs followed by faculty with advisement responsibilities. The Dean of Academic Affairs will attempt to provide private office space for all full-time faculty members.

Section 3.20. Office Space for IEA President.

A room is assigned as office space for IEA Faculty President as long as the office is utilized on a regular basis and not used as a storage room only.

ARTICLE IV Insurance, Fringe Benefits, and Other Conditions of Employment

Section 4.1. Group Health Insurance.

The College will provide group health insurance (including dental and vision) for members covered by this agreement. The cost of such shall be shared 60% by the College and 40% by the member.

It is mutually agreed the Health Insurance Committee, which includes representation from the Association, will recommend changes to coverage and other means at their disposal that will have the effect of reducing, if not eliminating, cost increases for the term of this agreement.

Section 4.1-1. Group Health Insurance for Retired Teachers.

Retiring members may continue to participate in the group health insurance plan after retirement in accordance with COBRA. Following the COBRA period, retirees receiving a retirement annuity through SURS may participate in the College Insurance Program (CIP) for retirees, administered by Illinois Central Management System (CMS).

Members hired after August 1, 2005, who retire from active full-time employment at the College and have been employed full time for twenty (20) years, or members hired prior to August 1, 2005, who have been employed full time for ten (10) years or more are eligible for partial premium refunds if participating in the College Insurance Program (CIP). Those eligible will receive a premium reimbursement equal to the difference between the rates within the retirees' College Insurance Program and the John A. Logan insurance plan. No reimbursement will occur unless the retiree's cost is higher than current employee share of comparable coverage under the John A. Logan College plan. Payments will begin upon receipt of a written request of such, which must be accompanied by verification of coverage. At the death of a retired employee, coverage will be extended to a spouse if previously covered.

Members currently retired shall continue to have coverage under the same conditions as currently exist. Upon eligibility for Medicare benefits, retirees must enroll for Medicare coverage to cause the retiree plan to become secondary coverage. Failure to do so will result in the retiree being solely responsible for any additional increase to the cost of insurance coverage. In addition, the College will not take into consideration Medicare premiums paid when calculating potential reimbursement.

Employees hired after August 28, 2012 are ineligible for the benefits in paragraph 2 of this section 4.1-1 (partial premium refund).

Section 4.2. Group Life Insurance.

The Board will pay the cost of the premium for each member in an amount equivalent to the base salary, rounded up to the nearest ten thousand dollars (\$10,000). Each member shall have a coverage of a minimum of fifty thousand dollars (\$50,000). The amount of life insurance shall be calculated in January based upon the then current academic year base salary. Members hired after the date of this agreement shall have the life insurance value determined by the base salary in the year in which he/she begins employment. The amount of life insurance provided is subject to the specific carriers benefit reduction schedule. Changes in the benefit reduction schedule will be communicated to the Association.

Section 4.3. Tuition Waiver.

A tuition waiver shall be provided to members, including faculty emeriti who have ten (10) years or more full-time continuous service, and their immediate family. Immediate family will include spouse and dependent children, as defined in the Free Application for Federal Student Aid (FAFSA).

Section 4.4. Personal Leave.

Each member covered by this Agreement shall be entitled to five (5) full days or ten (10) half days of personal leave per academic year upon notifying the Dean of Academic Affairs or Vice President of Instruction at least twenty-four (24) hours in advance, if possible. Personal leave will be credited to each member at the beginning of each fiscal year. One (1) personal day may be used for summer semester for teaching faculty.

Personal leave not used shall accumulate from one academic year to the next to a maximum of twenty-one (21) days. Personal leave accumulated beyond the maximum may be used as sick leave. Members who have been employed full time for ten (10) years or more may be paid for a maximum of twenty-one (21) unused personal leave. This payment will be included in his/her last year's salary. The faculty member must notify the President in writing one hundred-twenty (120) days before the retirement date to be eligible for the benefit.

Section 4.5. Sick Leave.

Each member covered by this Agreement shall be entitled to sixteen (16) days per year. Sick leave may accumulate up to the maximum allowed by the State Universities Retirement System (SURS). Sick leave may be used for personal illness, quarantine at home, or serious illness or death in the immediate family. Immediate members of a family shall mean husband, wife, a party to a civil union with the

member, son, daughter, mother, father, grandparents, grandchildren, brother, sister, or corresponding in-law.

Sick leave will be credited to a member at the beginning of each fiscal year. If employment begins on a date other than the start of the fiscal year, a prorated amount will be credited. Sick leave will be charged at five (5) days per week for long-term illness to exceed three (3) weeks, during which time the member will be paid for all contractual services to include regular teaching load. However, payment for overload courses and stipends will not extend beyond the current academic semester.

Calculation of absences for faculty will be based on all teaching and office hours listed on the Office and Teaching Schedule in accordance with the procedure in Appendix F of this agreement.

Members hired after July 1, 2005 who have been employed full time for twenty (20) years or more or members hired prior to July 1, 2005 who have been employed for ten (10) years or more may elect to be paid for a maximum of fifty-five (55) days of sick leave. If the member elects this option, these days will not count as extended service credit with SURS. A member may elect to notify the President of his/her retirement up to two (2) years in advance and in doing so will receive payment as part of the member's regular monthly salary during the last two (2) years prior to retirement.

Section 4.5-1. Reporting of Sick Leave.

A member shall notify the office of the Dean of Academic Affairs as soon as possible when needing to use sick leave. The member may report sick leave in the following ways: call the office of Academic Affairs and speak with someone, call the office and leave a voicemail message, or send an email to sick@jalc.edu. Failure to report sick leave in a timely and appropriate manner may result in denial of sick leave usage.

Section 4.6. Sick Bank.

If a member has exhausted his/her accumulated sick leave, all other members covered by the terms of this Agreement shall contribute one (1) day of his/her sick leave allowance to a common bank to be administered by the association.

Members who have exhausted their accumulated personal sick leave allowance may make reasonable withdrawals subject to the following restrictions:

- A.** The Association shall retain the power to determine the validity of any requests for withdrawals from the bank and to reject any such requests. The Association shall require medical

certification from a competent physician prior to awarding any withdrawals from the bank and a copy of such shall be placed in his/her payroll file.

- B. No individual shall be allowed to withdraw in excess of thirty (30) days from the bank during any one (1) academic year.
- C. No more than one hundred (100) days will be used in this manner by all members during any one (1) academic year. Unused sick days will remain in the bank and no additional sick days will be contributed to the sick bank until all remaining days are utilized.

Section 4.6-1. Repayment of Used Sick Bank Days.

Upon returning to full-time work, the member shall be required to repay the sick bank at a rate of four (4) days per year for all borrowed days or until he/she severs employment with the institution.

Section 4.7. Parental Leave.

Upon request to the President, certifying pregnancy, a member covered by this Agreement shall be granted a parental leave. Parental leave shall be treated as any other illness. All other time granted for parental leave shall be without pay for a period not to exceed one (1) year. The length of such leave shall be established with the mutual agreement of the administration and the member requesting such leave. Other types of parental leave mandated by the Family Medical Leave Act will be also granted.

Section 4.8. Sabbatical Leave.

A sabbatical leave for planned study and research, faculty exchange leaves, or other approved purposes, may be granted by the Board of Trustees, on the recommendation of the President, to a full-time faculty member covered by this Agreement who has completed seven (7) years of full-time, continuous service with the College. This sabbatical leave shall be in recognition of significant service to the College and will be granted for one (1) semester at full salary or for two (2) consecutive semesters at one-half (1/2) salary. There will be a maximum of two (2) faculty members on sabbatical leave at any given time. After a faculty member has received a sabbatical leave, six (6) years of full-time, continuous employment status should be completed before another sabbatical leave can be awarded. A maximum of three (3) sabbaticals will be awarded per year, one (1) for career faculty, one (1) for transfer faculty and one (1) for Illinois Consortium for International Studies and Programs (ICISP) participation. In the event there is no qualified applicant for sabbatical leave in one (1) of the categories, more than one (1) sabbatical may be awarded to the remaining categories of applicants.

GUIDELINES

The following guidelines will be used in administering Sabbatical Leave:

- A.** Any applicant interested in taking advantage of this section of the contract must make application in writing to the Dean of Academic Affairs or Vice President of Instruction no later than December 15 of the academic year preceding the year in which the leave is desired. Faculty members may apply for mini-sabbaticals at any time during the academic year, as long as sabbatical leave funds are available. The application in writing must include
 - 1.** The applicant's past service to the College.
 - 2.** What the applicant proposes to do while on sabbatical.
 - 3.** How the proposed project will benefit the College.
- B.** Because the institution is making an investment in the person, the person will be expected to return to John A. Logan College to work for two (2) years. If the person should leave the College before the two-year period is over, he/she will be expected to return a proportionate amount of money the person was paid while on sabbatical to the institution (i.e., if the person worked one (1) year, he/she would repay one-half the amount).
- C.** A faculty member awarded a sabbatical leave will be entitled to at least one step advancement upon return, if available. If at least one (1) horizontal step is not achieved, a vertical step on the salary schedule will be awarded. An individual will not be entitled to both a horizontal and vertical advancement as a result of a sabbatical leave.
- D.** After applications for sabbaticals are received from the faculty, they will be processed by a committee that will make its recommendations to the President of the College who will then make recommendations to the Board of Trustees. This committee shall be composed of two non-teaching professional employees from the Instructional Division, one faculty member from Baccalaureate Transfer, and one faculty member from Career Education as selected by the Logan IEA Chapter, and the current President of the Logan IEA chapter. This committee will be chaired by the Vice President of Instruction.
- E.** A full-time teaching contract will be awarded to faculty members while on sabbatical.
- F.** Mini-sabbatical
 - 1.** In lieu of awarding full sabbaticals, the sabbatical committee may recommend that a like amount of funds be used for programs such as mini-sabbaticals for which faculty members may apply.

2. Mini-sabbaticals may be granted by the President of the College on the recommendation of the sabbatical committee.
- G. Strong consideration will be given to a faculty member to receive a sabbatical leave for the purpose of retraining to become qualified to teach in another area when his/her present position is subject to retrenchment.

Section 4.9. Other Leaves.

Request for military leave shall be granted in accordance with the terms of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Illinois Military Leave of Absence Act. Other leaves focusing on national service such as Peace Corps, public service, or missionary work shall also be considered. A member covered by this Agreement with a minimum of four (4) years continuous service may be granted a leave of absence without salary or credit for experience for a period not to exceed one (1) year. Such a leave of absence is subject to the approval of the President.

Section 4.10. Insurance During Leave.

The Board will continue to pay its proportionate share of group hospitalization, dental and vision insurance, and/or group life insurance for any member covered by this Agreement during the term of an authorized leave of absence or sabbatical leave in accordance with plan eligibility requirements, if the said member was enrolled in any or all of these insurance programs prior to leave.

The College will continue to pay its proportionate share of group hospitalization insurance and/or group life insurance and/or group dental insurance for any member covered by this Agreement during the term of an authorized leave if the said full-time employee was enrolled in any or all of these insurance programs prior to the leave. For purposes of this section “authorized leave” is defined as a leave granted by the College in accordance with this agreement and specifically excludes the SURS disability leave. The time limit for continued payment of group insurance does not apply when the employee’s cause of absence is determined by the College’s workers’ compensation carrier to be a work-related injury or illness.

Section 4.11. Professional Development Funds.

Professional development funds may be used for travel to conferences, seminars, workshops and/or course-work, professional books, journals, professional memberships, subscriptions, personally assigned technology of less than \$500, and computer software or software subscriptions of a job-related nature. Any activity of a job related nature that enhances professional development may qualify. Requests for

professional development funds are subject to the approval of the appropriate Department Chair, Dean of Academic Affairs, and the Vice President of Instruction. All requests for travel pay must be consistent with budgeted funds for travel purposes.

Professional development funds for each faculty member will be set at \$1,150 for the duration of this contract. Faculty members not intending to use funds budgeted must agree in writing to the use of such funds by other faculty before they will be released. Unused amounts may be allocated to other teaching faculty for professional development. Professional development travel expenses shall be paid or reimbursed consistent with College travel policy.

Section 4.12. Holidays.

The following shall be the established holidays of the College:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

When any of the above days fall on a Saturday, the preceding Friday shall be observed; when they fall on a Sunday, the following Monday shall be observed as a holiday. If, in case of an emergency, it should appear to be in the best interest of the College to declare additional holidays, it shall be the duty of the President to make such declaration and notify members accordingly.

Section 4.13. Board Paid Retirement.

The Board agrees to pick up the normal, additional and survivors insurance contributions required by the Illinois Pension Code. The contributions so picked up shall be treated as employer contributions in determining tax treatment under the United States Internal Revenue Code.

In accordance with the Illinois Pension Code, the Board will pick up these contributions by a reduction in the contract salary as shown in Appendices B, B-1, B-2, B-3, B-4 and B-5 for the term of this Agreement.

Should any court of competent jurisdiction rule, or the Internal Revenue Service or the State Universities Retirement System rule that said contributions picked up by the Board are taxable and/or prohibited, then any money due, including interest and penalties, should be the responsibility of the individual employee and/or John A. Logan IEA Association and/or the IEA Association.

Section 4.14. College Purchase of Service Credit.

- A.** The purpose of this agreement is to assist faculty wishing to retire by assisting with a service credit purchase that enables the faculty member to reach retirement eligibility and/or to eliminate an early retirement pension reduction.
- B.** Eligibility Requirements
 - 1.** Minimum Service to College
 - 2.** Twenty (20) years of full-time service
 - 3.** Part-time service credit does not count toward meeting minimum service to the college.
- C.** Advance Notification
 - 1.** JALC Retirement application
 - a.** To be eligible, retiring faculty must submit a JALC retirement application (to be developed) to the Human Resources office indicating the desired retirement date. The application will be evaluated in light of all retirement benefits and a summary of benefits will be provided back to the faculty member.
 - i.** Must include with the application, documentation verifying years to be purchased and associated current costs.
 - ii.** The application must include documentation from SURS identifying the anticipated retirement formula providing the greater benefit (“General” or “Money Purchase”).
 - 2.** Following receipt of the benefits summary, which would include eligibility for this benefit, the employee could then determine if he/she wishes to submit an irrevocable retirement notification. The irrevocable retirement notification must be received in the Human Resources office by the deadline dates shown below. Failure to meet the deadline will result in ineligibility for the benefit.
 - 3.** If the employee is ineligible for the service credit benefit because the maximums are reached, according to seniority, the employee will be given a corrected benefits summary and the opportunity to reconsider the retirement notification. If the benefits included in the benefits summary diminish following application, the

retirement notification will be returned to the employee with a corrected benefits summary for the employees' reconsideration.

4. Request Notification Deadline is September of the year preceding the retirement year.

c. Employee Contribution

- i. Employee contribution levels will be required as below.

1. 1 Year - 0% No employee contribution.
2. 1.01 - 2.00 Years - 25% Employee contribution
3. 2.01 - 5.00 Years - 50% (i.e. If employee wants to buy 3 years, the employees pays 50% of the total cost for all 3 years and the college pays 50% of the total cost. Share of costs is determined by dollar (\$) cost, not years (#) of service credit.)

- ii. Service credit purchased by the employee is eligible for reimbursement by the college in accordance with the provisions of this agreement. The intent is to provide the same benefit to the employee had he/she not purchased service credit in advance of this agreement.

1. Example: Because the cost of service credit increases dramatically over time, the employee elects to purchase 100% of three (3) years of eligible service credit ten (10) years in advance of anticipated retirement date. The employee later submits a JALC retirement application as provided for in this agreement and is determined eligible for the benefit outlined in this agreement. The employee provides proof of purchase, including the amount paid, and is reimbursed for 50% of the cost of the past service credit.

- iii. If the employee contribution is done through the SURS payroll reduction plan, the College will increase gross pay by the appropriate dollar amount necessary until the purchase is completed.

d. Formula Based Eligibility Requirements

- i.** “General Formula” – Eligible for the benefit if additional service credit is needed to reach retirement eligibility or to eliminate the annuity reduction when retiring between the ages of 55 and 59 and having less than 30 years of service credit (40 ILCS 5/15-136(b)). The years needed to reach eligibility or eliminate the pension reduction will be purchased according to 2c above.
 - ii.** “Money Purchase Formula” – Eligible for the benefit if not eligible for retirement at the chosen retirement date due to the SURS thirty (30) year service requirement for those under fifty-five (55).
 - 1.** Those retiring under the “Money Purchase” formula on or before July 31, 2011 with less than thirty (30) years of service credit are eligible for this benefit.
 - iii.** Service credit will not be purchased beyond the point that total accumulated service credit exceeds thirty (30) years.
- 3.** Rationing – Award of benefit will be determined within fifteen (15) calendar days following the deadline date for submitting the irrevocable retirement notification. On the occasion there are more applicants than can be funded under item 6, (Maximum College Purchases), the benefit will be awarded based upon seniority, as determined by full-time start date.
- 4.** Ineligible Service Credit
- a.** Service credit needed due to withdrawal of funds from SURS or a reciprocal system.
 - b.** Service credit needed due to voluntary non-participation (this election ended Jan. 1, 1984)
 - i.** Non-participation during leave of absence when no income was received is not considered voluntary non-participation for the purposes of this benefit.
 - c.** Employees are required to purchase 100% of ineligible service credit in advance of making request for benefits provided for in this agreement. Ineligible service credit purchased by the employee does not count toward employee contribution levels in 3.3.1.

5. Maximum College Purchases

- a. The maximum benefit per academic year, as defined by the retirement windows in 3.2.1.4, would be:
 - i. Individual Limit
 1. \$12,500 per employee
 - ii. Association Aggregate Limit
 1. \$30,000, or
 2. Four (4) employees, whichever comes first.

This agreement supersedes Board Resolution #16-1886 for Association members. Should a future board policy or resolution be created, the Association has the latter of thirty (30) calendar days or the beginning of the next regular semester, after being informed by the College of a new policy, to irrevocably exchange it for this mutually agreed upon benefit.

Section 4.15. Retirement Enhancement Incentive.

Eligible members will receive the retirement enhancement incentive as per current board policy, BOT 5141.

Section 4.16. Determination of Retirement Benefits.

Retirement benefits for which a faculty member is eligible are determined by the contract in force on the date an irrevocable, written retirement notice is given to the College. Should benefits be revised, added or deleted in a subsequent agreement in force on the actual date of retirement such changes would not be attributable to the retiree unless specifically agreed upon in the subsequent collective bargaining agreement.

Should a faculty member covered under the current bargaining agreement notify the College of his/her intent to retire, in accordance with the provisions of the current agreement, the College commits that a retiring faculty member(s) retains eligibility for the specific benefits for which he/she would be otherwise eligible beyond the term of the current collective bargaining agreement, not to exceed a date three (3) calendar years beyond the expiration date of the agreement.

Section 4.17. Return to Full-Time Faculty Status.

In regard to the employment and/or termination of SURS annuitants, the Board of Trustees of John A. Logan College reserves the right to take actions to avoid a financial penalty under Public Act 97-0968, the Return to Work Act (40 ILCS 5/5-139).

If a faculty member, after being granted retirement benefits by SURS, is re-employed by John A. Logan College as a full-time faculty member, that person must repay all college provided retirement incentives, including sick leave and personal leave payments, etc., suspend his or her SURS annuity, and shall return on the salary schedule at the same position as his/her last full year of teaching.

Section 4.18. Miscellaneous.

Association members shall be granted one tuition waiver for a Logan Fitness class per semester. This course cannot interfere with the member's class schedule, nor can it be taken during the member's office hours.

ARTICLE V General Provisions

Section 5.1. Authorization to Bind Board.

No action, statement, agreement, settlement, or representation by any member of the bargaining unit shall impose any obligation or duty or be considered to be authorized by or binding upon the Board unless and until the Board agrees thereto in writing.

Section 5.2. Access to Information.

The Board shall make available to the Association President or his/her designee of the Association upon its reasonable request and within a reasonable time thereafter, information concerning the professional staffing and financial resources of the institution, including but not limited to: annual financial reports and audits; budget; agendas and minutes of all public Board meetings and all attachments thereto at the time of distribution to the Board; treasurer's reports; and names and addresses and position on salary schedule of all professional personnel in the bargaining unit. It is understood this shall not be construed to require the Board to compile information and statistics in the form requested not already compiled in that form, unless mutually agreeable, and that no information will be made available that would violate an individual's right to privacy.

Section 5.3. Meeting with Administration.

At the request of either party, the College President or his/her designee and the Association President or his/her designee shall meet at a mutually agreed upon time and place to discuss matters of mutual interest.

Section 5.4. Academic Freedom.

Within the scope of his/her duties and responsibilities, the John A. Logan College faculty member, as a citizen and member of a learned profession, has both the right and obligation to adequately investigate and present to his/her students the available information pertaining to a given question. It is the responsibility of the faculty member to identify his/her own personal persuasion on controversial issues, should they arise in the course of relevant discussion.

Outside the college realm, faculty members speak and write as citizens and should be free from institutional censorship or discipline. The faculty member recognizes, however, that the public may judge his/her profession and institution by his/her remarks, both oral and written. Therefore, he/she should at all times be accurate, should show respect for the opinion of others, and should make every

effort to indicate that he/she communicates as an individual citizen, not as an institutional spokesperson.

The Board of Trustees recognizes its responsibility to encourage the search for and analysis of knowledge and to protect the academic freedom of its faculty and students to pursue such search and analysis.

Section 5.5. Development of Policies and Procedures.

Policies and procedures that affect members' wages and working conditions will be developed and written cooperatively with the Association. Any review of existing policies will also be done in cooperation with the Association. However, it is understood that the Board of Trustees has the sole and final responsibility for formulation and adoption of College policy, and may do so as it sees fit, so long as it does not violate the specific terms and conditions of this contract.

Section 5.6. Notification of Student Complaints.

The purpose of this section is to provide for a fair and thorough review of complaints by students against members, both tenured and non-tenured. The section recognizes that potential complaints may be essentially academic in nature involving the professional duties of the member or they may be civil/criminal in nature involving the civil rights of students as specified in applicable state and federal law. In either case, the College agrees to abide by the principle of due process in its investigation and disposition of such complaints. Members shall not be warned, reprimanded, suspended, or otherwise disciplined in any way as a result of a student complaint without due process.

The specific policies and procedures detailing the steps and time lines for the informal and formal complaint process are contained in the John A. Logan College's Student Rights' and Responsibilities Handbook. These policies and procedures shall be reviewed annually by the representatives of the Association and the Administration. While the Association shall have the opportunity to review and recommend changes in the policies, the Board of Trustees reserves the exclusive right to adopt or amend the same.

ARTICLE VI Terms of Appointment

Section 6.1. Non-Tenured Appointments.

- A. Definition. A non-tenured appointment is defined as an appointment to the faculty for one (1) year or until the end of the academic year in which the appointment is made. Non-tenured appointments are subject to renewal by the Board on a year-to-year basis.

- B. Terms and Conditions. A non-tenured faculty member will be notified annually in writing sixty (60) days prior to the end of the school year or its equivalent of whether his/her appointment has been renewed, unless budgetary considerations beyond the control of the institution preclude such notice. If his/her appointment is renewed, a non-tenured faculty member will be notified annually in writing of the terms and conditions of employment, unless budgetary considerations beyond the control of the institution preclude such notice. Any non-tenured faculty member whose appointment has been renewed and who does not signify in writing his/her acceptance of the notice of the terms and conditions of employment within thirty (30) days following receipt of same shall be deemed to have refused said appointment.

- C. Non-Renewal of Appointment. Non-tenured appointments are for one (1) year and place no obligation on the Board for renewal. Upon request, a non-tenured faculty member will be informed of the reasons for non-renewal. If the Board terminates a non-tenured appointment, any salary payment or adjustment extending beyond the date on which the Board terminates such appointment shall be at the sole discretion of the Board.

- D. Dismissal. Non-tenured faculty members are subject to dismissal for adequate cause during the term of their appointment. Upon request, a non-tenured faculty member will be informed of the reason or reasons for dismissal. If the Board terminates a non-tenured appointment, any salary payment or adjustment extending beyond the date on which the Board terminates such appointment shall be at the sole discretion of the Board. Any faculty member being terminated will be provided due process to which they are entitled under the current Illinois law.

Section 6.2. Tenured Appointments.

- A. Definitions.
 - 1. Tenure. Tenure is defined as continuous contractual employment granted a faculty member.

- 2. Faculty Member.** Faculty member is a full-time employee of the District (hired by the Board) regularly engaged in teaching, but excluding supervisors, administrators, and clerical employees. No person employed by the Board shall be considered as being "regularly engaged in teaching" whose salary is derived from a private, state or federal grant or contract.
- a. Regularly Engaged** – at John A. Logan College is defined as a professional employee engaged by contract on a full-time basis for a minimum term of the school year. No person employed by the Board shall be considered as being "regularly engaged in teaching" whose salary is derived from a private, state or federal grant or contract.
 - b. School Year** – shall mean a regular academic year or its equivalent, excluding summer school. School year is synonymous with the academic calendar of the College.
 - c. Term** – academic semester at John A. Logan College, as required by ICCB.
 - d. Notice** – means a written notice delivered in person or deposited in the U.S. mail by certified or registered mail, postage prepaid, addressed to the faculty member's last known address.
 - (1)** All faculty members are required to notify the College of any change in their address.
 - (2)** Notices, when required, should be given in person whenever possible.
 - e. Arbitration Organization** – at John A. Logan College means the American Arbitration Association, Regional Office, 180 North LaSalle Street, Room 1025, Chicago, Illinois 60601, telephone (312) 346-2282.
 - f. Competent to Render** – at John A. Logan College will follow the minimum guidelines set forth by ICCB and the Higher Learning Commission (HLC). The College may choose to establish criteria that exceed those minimum criteria, based on industry standards.
- B. Eligibility.** Any faculty member who has been employed full time in the District as a faculty member, as defined in Board Policy 5112, for a period of three (3) consecutive school years shall enter upon tenure unless dismissed as lawfully provided. However, the Board may at its option extend the period for one (1) additional school year by giving the faculty member lawful notice

not later than sixty (60) days before the end of the school year in which tenure would otherwise be conferred.

- C. Procedure. Tenure recommendations shall be initiated by the Dean of Academic Affairs and shall be submitted in writing to the Vice President of Instruction, who, in turn, shall make his/her recommendations to the President for his/her review and recommendation to the Board.
- D. Terms and Conditions. Full-time faculty on tenure enjoy continuous employment subject to dismissal for adequate cause. Tenured faculty members will be notified annually, in writing, sixty (60) days prior to the end of the school year or its equivalent of the terms and conditions of employment for the next academic year, unless budgetary considerations beyond the control of the institution preclude such notice. Any faculty member who does not signify in writing his/her acceptance of the notice of the terms and conditions of employment within thirty (30) days following receipt of same shall be deemed to have resigned and his/her tenure shall expire automatically and without notice.

A complete list of full-time faculty members showing those whose contracts have been signed and returned and those who have not will be maintained in the office of the Vice President of Instruction. A copy of the list will be sent to the President and Vice President of the Association one week prior to the deadline for returning the contract.

- E. Dismissal. Tenured faculty members are subject to dismissal for just cause or retrenchment as provided in 110 ILCS 805/3B-4.
- F. Dismissal Procedures. Dismissal of tenured faculty members shall be in accordance with existing tenure law. A tenured faculty member is entitled to all due process provided under the Illinois Tenure Act. Dismissal is not grievable under Article II Grievance Procedures of the contract.
- G. Retrenchment. Notwithstanding anything to the contrary, if the dismissal results from the decision of the Board to decrease the number of teaching faculty members employed by the Board or to discontinue some particular type of academic service, notice shall be given the faculty member as soon as practicable, but at least sixty (60) days before the end of the school term, together with a statement of honorable dismissal and the reason therefore, and in all such cases the Board shall first dismiss all teaching faculty members who have not entered into continued contractual service before dismissing any teaching faculty member who has entered

into continued contractual service and who is competent to render services currently being rendered by a teaching faculty member who has not entered into continued contractual service.

If all teaching faculty members who have not entered into a continued employment contract who are competent to render the services in question have been dismissed, the following criteria in the order stated shall be used in determining which teaching faculty member holding a continuing employment contract shall be dismissed by the Board for retrenchment purposes.

1. The full-time teaching faculty member with the fewest number of years of full-time experience at John A. Logan College.
2. The full-time teaching faculty member having signed his/her initial full-time contract with John A. Logan College at the latest date.

If the Board, within two (2) calendar years thereafter, increases the number of full-time teaching faculty or reinstates the position so discontinued, the position thereby becoming available shall be tendered to the full-time teaching faculty so removed or dismissed so far as he/she is qualified to hold such a position.

ARTICLE VII Board Rights

Section 7.1. Board Authority.

The Board, on behalf of the electors of the district, retains and reserves the ultimate responsibilities for proper management of the College District conferred upon and vested in it by the Statutes and the Constitution of the State of Illinois, and the United States, including, but not limited to, the responsibilities for and the right:

1. To maintain executive management and administrative control of the College District and its properties and facilities and the professional activities of its employees as related to the conduct of college affairs;
2. 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;
3. To establish 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;
4. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction according to current written Board policy or as the same may from time to time be amended, so long as said policies do not violate the terms of Section 5.4 Academic Freedom, of the contract;
5. To determine class schedules, non-classroom assignments, the hours of instruction, and the duties, responsibilities, and assignments of those in the bargaining unit.

Section 7.2. Board Responsibilities.

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, shall be limited only by 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 laws of the State of Illinois and the Constitution and laws of the United States.

ARTICLE VIII Entire Agreement

This Agreement supersedes and cancels all previous agreements (except the Recognition Agreement entered into by the Parties on April 18, 1972), verbal or written or based on alleged past practices between the Board and the Association, 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.

The parties acknowledge during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this agreement.

ARTICLE IX Savings

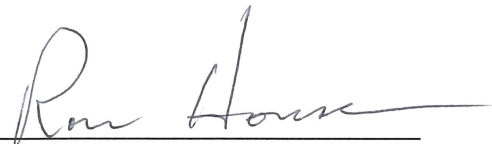
If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

ARTICLE X Term of Agreement

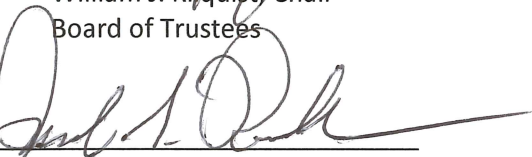
This agreement shall be effective on the 14 day of August, 2019, and shall remain in full force and effect until the completion of the summer term for the 2022-2023 academic year.

IN WITNESS OF, the parties have hereunto set their hands this 27 day of August, 2019.

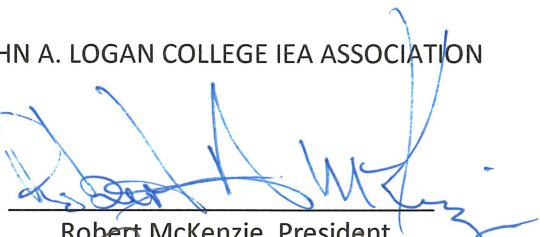
BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 530
COMMUNITIES OF WILLIAMSON, JACKSON,
FRANKLIN, PERRY, RANDOLPH,
AND STATE OF ILLINOIS

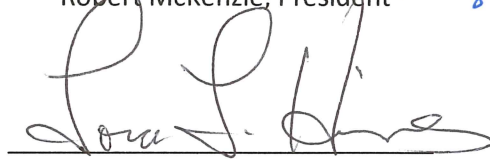
BY 
Dr. Ron House, President

BY 
William J. Kilquist, Chair
Board of Trustees

BY 
Jake Rendleman, Secretary
Board of Trustees

JOHN A. LOGAN COLLEGE IEA ASSOCIATION

BY 
Robert McKenzie, President

BY 
Lora Hines, Secretary

APPENDIX A Recognition Agreement

AND

APPENDIX A-1 Agreement to Amend Recognition Agreement

RECOGNITION AGREEMENT

AND

AGREEMENT TO AMEND RECOGNITION AGREEMENT

(The Recognition Agreement and the Agreement to Amend Recognition Agreement is on file at the offices of the Board of Trustees of John A. Logan College District No. 530, Counties of Williamson, Jackson, Franklin, Perry, and State of Illinois.)

APPENDIX B 2019-2020 Salary Schedule

2019–2020 Salary Schedule

YR	BELOW BS	BS	BS +15	MS	MS +8	MS +16	MS +24	MS +32	MS +40	MS +48	MS +56	PHD
0	38487	39678	40869	42060	43251	44442	45633	46824	48015	49206	50397	51588
1	39969	41160	42351	43542	44733	45924	47115	48306	49497	50688	51879	53070
2	41451	42642	43833	45024	46215	47406	48597	49788	50979	52170	53361	54552
3	42933	44124	45315	46506	47697	48888	50079	51270	52461	53652	54843	56034
4	44415	45606	46797	47988	49179	50370	51561	52752	53943	55134	56325	57516
5	45897	47088	48279	49470	50661	51852	53043	54234	55425	56616	57807	58998
6	47379	48570	49761	50952	52143	53334	54525	55716	56907	58098	59289	60480
7	48861	50052	51243	52434	53625	54816	56007	57198	58389	59580	60771	61962
8	50343	51534	52725	53916	55107	56298	57489	58680	59871	61062	62253	63444
9	51825	53016	54207	55398	56589	57780	58971	60162	61353	62544	63735	64926
10	53307	54498	55689	56880	58071	59262	60453	61644	62835	64026	65217	66408
11	54789	55980	57171	58362	59553	60744	61935	63126	64317	65508	66699	67890
12	56271	57462	58653	59844	61035	62226	63417	64608	65799	66990	68181	69372
13	57753	58944	60135	61326	62517	63708	64899	66090	67281	68472	69663	70854
14	59235	60426	61617	62808	63999	65190	66381	67572	68763	69954	71145	72336
15	60717	61908	63099	64290	65481	66672	67863	69054	70245	71436	72627	73818
16	62199	63390	64581	65772	66963	68154	69345	70536	71727	72918	74109	75300
17	63681	64872	66063	67254	68445	69636	70827	72018	73209	74400	75591	76782
18	65163	66354	67545	68736	69927	71118	72309	73500	74691	75882	77073	78264
19	66645	67836	69027	70218	71409	72600	73791	74982	76173	77364	78555	79746
20	68127	69318	70509	71700	72891	74082	75273	76464	77655	78846	80037	81228
21	69609	70800	71991	73182	74373	75564	76755	77946	79137	80328	81519	82710
22	71091	72282	73473	74664	75855	77046	78237	79428	80619	81810	83001	84192
23	72573	73764	74955	76146	77337	78528	79719	80910	82101	83292	84483	85674
24	74055	75246	76437	77628	78819	80010	81201	82392	83583	84774	85965	87156
25	75537	76728	77919	79110	80301	81492	82683	83874	85065	86256	87447	88638
26	77019	78210	79401	80592	81783	82974	84165	85356	86547	87738	88929	90120
27	78501	79692	80883	82074	83265	84456	85647	86838	88029	89220	90411	91602
28	79983	81174	82365	83556	84747	85938	87129	88320	89511	90702	91893	93084
29	81465	82656	83847	85038	86229	87420	88611	89802	90993	92184	93375	94566
30	82947	84138	85329	86520	87711	88902	90093	91284	92475	93666	94857	96048

**Faculty with more than 30 years of experience will receive a fixed increase of \$1500.

APPENDIX B-1 2020-2021 Salary Schedule

2020–2021 Salary Schedule

YR	BELOW BS	BS	BS +15	MS	MS +8	MS +16	MS +24	MS +32	MS +40	MS +48	MS +56	PHD
0	39662	40853	42044	43235	44426	45617	46808	47999	49190	50381	51572	52763
1	41154	42345	43536	44727	45918	47109	48300	49491	50682	51873	53064	54255
2	42646	43837	45028	46219	47410	48601	49792	50983	52174	53365	54556	55747
3	44138	45329	46520	47711	48902	50093	51284	52475	53666	54857	56048	57239
4	45630	46821	48012	49203	50394	51585	52776	53967	55158	56349	57540	58731
5	47122	48313	49504	50695	51886	53077	54268	55459	56650	57841	59032	60223
6	48614	49805	50996	52187	53378	54569	55760	56951	58142	59333	60524	61715
7	50106	51297	52488	53679	54870	56061	57252	58443	59634	60825	62016	63207
8	51598	52789	53980	55171	56362	57553	58744	59935	61126	62317	63508	64699
9	53090	54281	55472	56663	57854	59045	60236	61427	62618	63809	65000	66191
10	54582	55773	56964	58155	59346	60537	61728	62919	64110	65301	66492	67683
11	56074	57265	58456	59647	60838	62029	63220	64411	65602	66793	67984	69175
12	57566	58757	59948	61139	62330	63521	64712	65903	67094	68285	69476	70667
13	59058	60249	61440	62631	63822	65013	66204	67395	68586	69777	70968	72159
14	60550	61741	62932	64123	65314	66505	67696	68887	70078	71269	72460	73651
15	62042	63233	64424	65615	66806	67997	69188	70379	71570	72761	73952	75143
16	63534	64725	65916	67107	68298	69489	70680	71871	73062	74253	75444	76635
17	65026	66217	67408	68599	69790	70981	72172	73363	74554	75745	76936	78127
18	66518	67709	68900	70091	71282	72473	73664	74855	76046	77237	78428	79619
19	68010	69201	70392	71583	72774	73965	75156	76347	77538	78729	79920	81111
20	69502	70693	71884	73075	74266	75457	76648	77839	79030	80221	81412	82603
21	70994	72185	73376	74567	75758	76949	78140	79331	80522	81713	82904	84095
22	72486	73677	74868	76059	77250	78441	79632	80823	82014	83205	84396	85587
23	73978	75169	76360	77551	78742	79933	81124	82315	83506	84697	85888	87079
24	75470	76661	77852	79043	80234	81425	82616	83807	84998	86189	87380	88571
25	76962	78153	79344	80535	81726	82917	84108	85299	86490	87681	88872	90063
26	78454	79645	80836	82027	83218	84409	85600	86791	87982	89173	90364	91555
27	79946	81137	82328	83519	84710	85901	87092	88283	89474	90665	91856	93047
28	81438	82629	83820	85011	86202	87393	88584	89775	90966	92157	93348	94539
29	82930	84121	85312	86503	87694	88885	90076	91267	92458	93649	94840	96031
30	84422	85613	86804	87995	89186	90377	91568	92759	93950	95141	96332	97523

**Faculty with more than 30 years of experience will receive a fixed increase of \$1500.

APPENDIX B-2 2021-2022 Salary Schedule

2021–2022 Salary Schedule

YR	BELOW BS	BS	BS +15	MS	MS +8	MS +16	MS +24	MS +32	MS +40	MS +48	MS +56	PHD
0	40522	41713	42904	44095	45286	46477	47668	48859	50050	51241	52432	53623
1	42014	43205	44396	45587	46778	47969	49160	50351	51542	52733	53924	55115
2	43506	44697	45888	47079	48270	49461	50652	51843	53034	54225	55416	56607
3	44998	46189	47380	48571	49762	50953	52144	53335	54526	55717	56908	58099
4	46490	47681	48872	50063	51254	52445	53636	54827	56018	57209	58400	59591
5	47982	49173	50364	51555	52746	53937	55128	56319	57510	58701	59892	61083
6	49474	50665	51856	53047	54238	55429	56620	57811	59002	60193	61384	62575
7	50966	52157	53348	54539	55730	56921	58112	59303	60494	61685	62876	64067
8	52458	53649	54840	56031	57222	58413	59604	60795	61986	63177	64368	65559
9	53950	55141	56332	57523	58714	59905	61096	62287	63478	64669	65860	67051
10	55442	56633	57824	59015	60206	61397	62588	63779	64970	66161	67352	68543
11	56934	58125	59316	60507	61698	62889	64080	65271	66462	67653	68844	70035
12	58426	59617	60808	61999	63190	64381	65572	66763	67954	69145	70336	71527
13	59918	61109	62300	63491	64682	65873	67064	68255	69446	70637	71828	73019
14	61410	62601	63792	64983	66174	67365	68556	69747	70938	72129	73320	74511
15	62902	64093	65284	66475	67666	68857	70048	71239	72430	73621	74812	76003
16	64394	65585	66776	67967	69158	70349	71540	72731	73922	75113	76304	77495
17	65886	67077	68268	69459	70650	71841	73032	74223	75414	76605	77796	78987
18	67378	68569	69760	70951	72142	73333	74524	75715	76906	78097	79288	80479
19	68870	70061	71252	72443	73634	74825	76016	77207	78398	79589	80780	81971
20	70362	71553	72744	73935	75126	76317	77508	78699	79890	81081	82272	83463
21	71854	73045	74236	75427	76618	77809	79000	80191	81382	82573	83764	84955
22	73346	74537	75728	76919	78110	79301	80492	81683	82874	84065	85256	86447
23	74838	76029	77220	78411	79602	80793	81984	83175	84366	85557	86748	87939
24	76330	77521	78712	79903	81094	82285	83476	84667	85858	87049	88240	89431
25	77822	79013	80204	81395	82586	83777	84968	86159	87350	88541	89732	90923
26	79314	80505	81696	82887	84078	85269	86460	87651	88842	90033	91224	92415
27	80806	81997	83188	84379	85570	86761	87952	89143	90334	91525	92716	93907
28	82298	83489	84680	85871	87062	88253	89444	90635	91826	93017	94208	95399
29	83790	84981	86172	87363	88554	89745	90936	92127	93318	94509	95700	96891
30	85282	86473	87664	88855	90046	91237	92428	93619	94810	96001	97192	98383

**Faculty with more than 30 years of experience will receive a fixed increase of \$1500.

APPENDIX B-3 2022-2023 Salary Schedule

2022–2023 Salary Schedule

YR	BELOW BS	BS	BS +15	MS	MS +8	MS +16	MS +24	MS +32	MS +40	MS +48	MS +56	PHD
0	41262	42453	43644	44835	46026	47217	48408	49599	50790	51981	53172	54363
1	42754	43945	45136	46327	47518	48709	49900	51091	52282	53473	54664	55855
2	44246	45437	46628	47819	49010	50201	51392	52583	53774	54965	56156	57347
3	45738	46929	48120	49311	50502	51693	52884	54075	55266	56457	57648	58839
4	47230	48421	49612	50803	51994	53185	54376	55567	56758	57949	59140	60331
5	48722	49913	51104	52295	53486	54677	55868	57059	58250	59441	60632	61823
6	50214	51405	52596	53787	54978	56169	57360	58551	59742	60933	62124	63315
7	51706	52897	54088	55279	56470	57661	58852	60043	61234	62425	63616	64807
8	53198	54389	55580	56771	57962	59153	60344	61535	62726	63917	65108	66299
9	54690	55881	57072	58263	59454	60645	61836	63027	64218	65409	66600	67791
10	56182	57373	58564	59755	60946	62137	63328	64519	65710	66901	68092	69283
11	57674	58865	60056	61247	62438	63629	64820	66011	67202	68393	69584	70775
12	59166	60357	61548	62739	63930	65121	66312	67503	68694	69885	71076	72267
13	60658	61849	63040	64231	65422	66613	67804	68995	70186	71377	72568	73759
14	62150	63341	64532	65723	66914	68105	69296	70487	71678	72869	74060	75251
15	63642	64833	66024	67215	68406	69597	70788	71979	73170	74361	75552	76743
16	65134	66325	67516	68707	69898	71089	72280	73471	74662	75853	77044	78235
17	66626	67817	69008	70199	71390	72581	73772	74963	76154	77345	78536	79727
18	68118	69309	70500	71691	72882	74073	75264	76455	77646	78837	80028	81219
19	69610	70801	71992	73183	74374	75565	76756	77947	79138	80329	81520	82711
20	71102	72293	73484	74675	75866	77057	78248	79439	80630	81821	83012	84203
21	72594	73785	74976	76167	77358	78549	79740	80931	82122	83313	84504	85695
22	74086	75277	76468	77659	78850	80041	81232	82423	83614	84805	85996	87187
23	75578	76769	77960	79151	80342	81533	82724	83915	85106	86297	87488	88679
24	77070	78261	79452	80643	81834	83025	84216	85407	86598	87789	88980	90171
25	78562	79753	80944	82135	83326	84517	85708	86899	88090	89281	90472	91663
26	80054	81245	82436	83627	84818	86009	87200	88391	89582	90773	91964	93155
27	81546	82737	83928	85119	86310	87501	88692	89883	91074	92265	93456	94647
28	83038	84229	85420	86611	87802	88993	90184	91375	92566	93757	94948	96139
29	84530	85721	86912	88103	89294	90485	91676	92867	94058	95249	96440	97631
30	86022	87213	88404	89595	90786	91977	93168	94359	95550	96741	97932	99123

**Faculty with more than 30 years of experience will receive a fixed increase of \$1500.

APPENDIX B-4 Overload and Summer

**Academic Years 2019-2020, 2020-2021, 2021-2022 and 2022-2023
&
Summers 2020, 2021, 2022 and 2023**

Summer and Overload Pay Rates and Salary Schedules

2019-2020 Overload and Summer Salary Schedule			
Step	Year on Salary Schedule	Overload	Summer
1	0-5	760	855
2	6-10	790	900
3	11-20	820	940
4	21-30	880	985

2020-2021 Overload and Summer Salary Schedule			
Step	Year on Salary Schedule	Overload	Summer
1	0-5	775	870
2	6-10	805	915
3	11-20	835	955
4	21-30	895	1000

2021-2022 Overload and Summer Salary Schedule			
Step	Year on Salary Schedule	Overload	Summer
1	0-5	790	885
2	6-10	820	930
3	11-20	850	970
4	21-30	910	1015

2022-2023 Overload and Summer Salary Schedule			
Step	Year on Salary Schedule	Overload	Summer
1	0-5	805	900
2	6-10	835	945
3	11-20	865	985
4	21-30	925	1030

APPENDIX B-5 Stipends

John A. Logan College Academic Years 2019-2020, 2020-2021, 2021-2022 and 2022-2023 Released Time and Stipends

Assignment	Release Time Each Semester	Stipend
Department Chairs Overload	6 hours at overload rate plus 3 hours release time	\$8,000
Club Sponsors		Per Admin Proc 508
Coordinator of Applied Music	3 hours	
Coordinator of Certified Medical Assistant Program	3 hours	
Coordinator of Certified Nursing Assistant Program	3 hours	
Coordinator of Dental Assistant Program	3 hours	
Coordinator of Diagnostic Medical Sonography	3 hours	
Coordinator of International Education		\$1,200
Coordinator of the Writing Center	3 hours	
Director of College Singing Groups	3 hours	
Faculty Advisors		\$24 per advisee per semester
Faculty Liaison		\$350 per class
Grant Stipends		(based on availability)
Mentors (Per Mentoree) for term & full-time instructors		One: \$400 Two: \$600
Nursing Clinicals		\$2,150 (<i>Fall</i>) \$2,150 (<i>Spring</i>)
One time stipend for the initial training to teach online courses per platform		Per Contract Section 3.9-3
Online course development and instruction of approved online courses (faculty hired prior to start of Fall 2009)		\$1,100
Play Directors		\$1,800 per play
PTK Advisor		\$2,000
Scholar Bowl Coach		Per Amin Proc 508
Faculty Rank Promotion Committee		\$500 (member) \$1,000 (chair)
Sponsor of High School Writing Contest	3 hours (Spring only)	
Sponsor of Literary Magazine "Expressions" and JALC Creative Writing Contest	3 hours (Spring only)	
ACES Competition		2 @ \$750
Chair of Assessment Subcommittees(SLOs)		\$300
CAE Coordinator		\$1,500 per semester Excluding summer

APPENDIX C Approved Work Experience after Earned Master's Degree

Approved Work Experience after Earned Master's Degree

1. Approved work experience will be accumulated for credit after the master's degree has been earned. Approved work experience earned before the master's degree has been earned will be accumulated and held in escrow until the master's degree has been earned at which time it will be applied for credit.
2. A written proposal, outlining the work experience and requesting conditional approval, must be submitted prior to the beginning of the work experience.
3. Distribution of Approved Work Experience
 - A. New experiences in teaching specialty
(Maximum - 7 equated hours)
 - B. Experiences in deficient areas
(Maximum - 21 equated hours)
 - C. New related occupational experiences
(Maximum - 28 equated hours)
4. A written summary of completed work experience must be submitted when requesting final approval.
 - A. Verification of hours by employer or faculty member if self-employed
 - B. List work experience
 - C. Description of work experience

APPENDIX D Employment Contract

JOHN A. LOGAN COLLEGE
Community College District No. 530
Carterville, IL 62918

EMPLOYMENT CONTRACT

This employment contract entered into by and between the Board of Trustees of Community College District No. 530 (herein called "Board") and _____, a legally qualified teacher (herein called the "teacher"), is as follows:

1. That the teacher is employed for the academic year, _____.
2. This contract is subject to all of the provisions of the Agreement by and between the Board and the John A. Logan IAHE Association dated _____ which said Agreement is incorporated herein by reference.
3. That the teacher shall not be entitled to any compensation for any period of time during which the teacher is absent from duty unless otherwise provided by the rules, regulations, or orders of the Board.
4. That the teacher shall abide by all rules, regulations, and orders established by the Board.
5. That the teacher agrees to perform the duties of a full-time teaching faculty member for the _____ academic year, commencing on the _____, and ending on the _____.
6. That for teaching during the period covered by this contract, the teacher will be paid according to his/her placement on the salary schedule to be computed in accordance with the Agreement above mentioned between the Board and the John A. Logan IAHE Association. This contract recognizes _____ years of full-time teaching experience, _____ degree, and a total of _____ semester hours beyond the _____ degree and/or equated hours of credit in the case of vocational-technical education instructors.
7. Failure on the part of the teacher to accept this employment contract by affixing his/her signature and delivering or mailing one copy to the office of the President, Illinois Community College District No. 530, Carterville, Illinois, within thirty (30) days, shall be construed as a rejection of this appointment by the teacher.

Date

Signature of Appointee

Date

President, John A. Logan College

APPENDIX E Full-time Faculty Evaluation Procedures

FULL-TIME FACULTY EVALUATION PROCEDURES

NON-TENURED FACULTY PROCEDURES

Purpose:

1. Improvement of instruction
2. Basis for retention of instructors
3. Basis for awarding tenure

Administrative Evaluations:

All non-tenured instructors shall be evaluated a minimum of two times each year.

The appropriate Department Chair, director of nursing (D.O.N.), or designated administrator will conduct one announced evaluation and the Dean of Academic Affairs will conduct one unannounced faculty evaluation during the fall semester of each year.

Only faculty who are determined to have problems as a result of the fall evaluations will be evaluated in the spring. This will be determined by a consultation of the Department Chair, D.O.N., or the Dean of Academic Affairs.

In order to assist the administration during the announced teacher evaluation, we are asking each instructor to provide the following prior to the classroom visit:

- A. Philosophy of Teaching Statement
- B. Professional and Programmatic Goals
- C. Professional Activity Summary

Assessment Conference:

Upon completion of each faculty evaluation, the evaluator will schedule a conference with the instructor to go over the evaluation. Both parties will review the class observed; a corrective action plan (if needed); the relationship between the teacher's philosophy, classroom performance, and self-generated materials; the faculty's professional and programmatic goals; student evaluations; adherence to germane policies and procedures of the department and College; professional activities since the last

evaluation; and other agreed upon components. A copy will be sent to the faculty member's personnel file.

Student Evaluations:

All non-tenured faculty shall distribute student evaluations to a class of their choice one time each fall and spring semester.

Evaluations shall be sent to the office of the Dean of Academic Affairs. Each set of student evaluations will be summarized by the Dean's office.

The Dean of Academic Affairs and the Department Chair or Director of Nursing will review and sign off on the evaluations. After this, the Dean will send a copy to the faculty's personnel file and then the student evaluations will be returned to the faculty.

TENURED FACULTY PROCEDURES

Purpose:

The primary objective for assessment of tenured instructors is for the improvement of instruction.

Administrative Evaluation:

Each tenured faculty member will be evaluated once every three years. The evaluation process will consist of an announced teacher evaluation in a class of the instructor's choice conducted by the Dean of Academic Affairs.

Assessment Conference:

Upon completion of each faculty evaluation, the evaluator will schedule a conference with the instructor to go over the evaluation. Both parties will review the class observed; a corrective action plan (if needed); the relationship between the teacher's philosophy, classroom performance, and self-generated materials; the faculty's professional and programmatic goals; student evaluations; adherence to germane policies and procedures of the department and College; professional activities since the last evaluation; and other agreed upon components. A copy will be sent to the faculty member's personnel file.

Student Evaluations:

All tenured faculty shall distribute student evaluations to a class of their choice one time each year.

Evaluations shall be sent to the office of the Dean of Academic Affairs. Each set of student evaluations will be summarized by the Dean's office.

The Dean of Academic Affairs and the Department Chair or Director of Nursing will review and sign off on the evaluations. After this, the Dean will send a copy to the faculty's personnel file and then the student evaluations will be returned to the faculty.

APPENDIX F Calculation of Sick Leave or Personal Leave Absences

Calculation of absences will be based on all teaching and office hours listed on the Office and Teaching Schedule in accordance with the following:

- A.** Faculty, who are scheduled for a period of eight (8) hours or less, including teaching hours, office hours, and overload, will be charged at a rate of $\frac{1}{2}$ day per four hour increment. If office hours make up one hour or less, that office hour may be made up in the manner prescribed below.
- B.** Faculty who are scheduled for more than 8 hours, but less than 12 hours, will be charged in the following manner:
 - 1.** Missing 50% of the day or less will constitute a $\frac{1}{2}$ day absence.
 - 2.** Missing more than 50% of the day will constitute a one-day absence.
- C.** Faculty who are scheduled for more than 12 hours for one full day will be charged one full day and an additional half day for missing an entire day. If office hours constitute 2 hours or less, office hours may be made up in the manner prescribed below and the absence will be recorded as one full day.

Office hours may be made up under the following conditions:

- A.** For sick leave, a written request for approval to make up office hours must be submitted to the appropriate Department Chair and the Dean of Academic Affairs within five (5) days of returning from sick leave.
- B.** For personal leave, a written request to make up office hours must be submitted to the appropriate Department Chair and/or Dean 2 days in advance of personal leave.
- C.** All approvals of requests to make up office hours must be on file with the Dean of Academic Affairs within one week of the absence.
- D.** The following activities may be approved for the makeup of office hours: off-campus recruiting visits, off-campus visits to local industries and advisory committee members, additional meetings scheduled outside of regular office hours, and other activities approved by the Dean of Academic Affairs for Instruction.

- E. Department Chairs who miss administrative office hours may make up said office hours by rescheduling and serving at a time mutually agreed upon between the Chair and the Dean of Academic Affairs.

For non-paid substitution, prior written approval must be given by the Department Chair and/or the Dean no less than two days in advance of the absence. If an instructor engages another full-time, qualified instructor as a substitute, no absence will be charged. Evidence of written approval must be filed with the Dean of Academic Affairs within one week of returning from the absence.

Any office hours missed must be made up as indicated above. Office hours must be scheduled within one week of returning from the absence and must be posted on the instructor's door.