

**AGREEMENT**

**BETWEEN THE**

**BOARD OF TRUSTEES OF KANKAKEE COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 520**

**AND THE**

**KANKAKEE COMMUNITY COLLEGE FACULTY ASSOCIATION  
COUNCIL OF AMERICAN FEDERATION  
OF TEACHERS LOCAL 604, AFL-CIO**

**AY 2019-2022**

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## PREAMBLE: PHILOSOPHY STATEMENT

The faculty members of Kankakee Community College are dedicated professionals who are committed to excellence in education. It is understood that the educational process extends beyond the classrooms and laboratories of KCC. Additionally, it is understood that our influence extends beyond the words that we speak and includes the behaviors that we model. We should encourage our students to become engaged in meaningful and purposeful activities outside of class, and when feasible, demonstrate the value of those events through our own participation. It is hoped that our students, due in part to our influence, will develop a love for learning and an appreciation of knowledge that extends well beyond the mere acquisition of skills.

While the primary responsibility of the faculty is that of student learning, a charge that cannot be compromised, faculty members also have responsibilities to the college community of which they are constituents. The faculty recognizes that a strong commitment to those responsibilities will serve to strengthen the college and enhance the college experience for those students sincere in their academic pursuits.

## AGREEMENT

This AGREEMENT is entered into by and between the BOARD OF TRUSTEES OF KANKAKEE COMMUNITY COLLEGE DISTRICT NO. 520 (hereinafter referred to as the Board) and the KANKAKEE COMMUNITY COLLEGE FACULTY ASSOCIATION COUNCIL OF AMERICAN FEDERATION OF TEACHERS LOCAL 604, AFL-CIO (hereinafter referred to as the Association) and only applies to said parties.

### WITNESSETH:

WHEREAS, the Board has recognized the Association as the exclusive bargaining representative for faculty included in the bargaining unit set forth in Article II, Section 1 of this Agreement;

WHEREAS, the Board and the Association endorse the practices and procedures of collective bargaining as a fair and orderly way of conducting relations between the Board and faculty members included in the bargaining unit insofar as such practices and procedures are appropriate to the obligations of the Board to retain the right effectively to operate Kankakee Community College in a responsible and efficient manner and are consonant with the paramount interests of the public and the students of Kankakee Community College;

WHEREAS, it is the intention of the parties to this Agreement to provide where not otherwise mandated by law for the salaries fringe benefits and terms and conditions of employment of the faculty members covered by this Agreement to prevent interruptions of work and interference with the efficient operation of Kankakee Community College, and to provide an orderly and prompt method of handling and processing grievances without any interruption or interference with the operation of the College;

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



## ARTICLE I

### DEFINITIONS

This Agreement shall incorporate the definitions enumerated below:

Association -- The term Association refers to the Kankakee Community College Faculty Association Council of American Federation of Teachers Local 604, AFL-CIO and its members and authorized representatives.

Board -- The terms Board or Board of Trustees shall mean the Board of Trustees of Public Community College District No. 520, operating as Kankakee Community College, as established pursuant to the Illinois Revised Statutes chapter 122, and its members and authorized management representatives.

College -- The term College shall mean Kankakee Community College.

Faculty Handbook - KCC's Faculty Handbook contains information regarding processes related to faculty responsibilities. Formal responsibilities of employment are documented in both the faculty position description and in the Agreement between the Board of Trustees of Kankakee Community College Community College District No. 520 and the Kankakee Community College Faculty Association Council of American Federation of Teachers Local 604, AFL-CIO (Collective Bargaining Agreement). The Faculty Handbook will be developed with the intent to provide information, and any changes to responsibilities or working conditions of faculty members will be addressed in the Collective Bargaining Agreement, or unless mutually agreed to by the parties an MOU, before being described in the Faculty Handbook. In August of each year, a team of administrators and faculty members will meet to review the Faculty Handbook and make any necessary updates. The team will consist of the Vice President for Instructional and Student Success, an Associate Dean appointed by the Vice President for Instructional and Student Success, and two faculty members appointed by the President of the Faculty Association. The team's recommendations will be proposed to the Vice President for Instructional and Student Success and the President of the Faculty Association for consideration and final decision. Updated drafts of the Faculty Handbook will be made available electronically by the end of each August.

Full-Time Faculty -- The terms "faculty," "faculty member" or "full-time faculty member" shall mean those employees specifically included in the bargaining unit as set forth in Article II, Section 1 of this Agreement.

Tenured Faculty -- Tenured faculty are to be identified as Professor, and non-tenured faculty are to be identified as Assistant Professor.

Gender -- Unless the context in which they are used clearly requires otherwise, words used in this Agreement denoting gender shall refer to both the masculine and feminine.



Allied Health Demonstration Hour: One Equated Contact Hour (ECH) shall mean twenty four (24) sixty (60) minute hours of contact time with no multiplier.

Semester – Refers to the spring or fall sessions of the academic year. Any course which has an Illinois Community College Board (ICCB) mid-term reporting date during the fall or spring session shall be considered a course offered during that session.

Term – Any academic session excluding the spring or fall semesters.

Academic Year (AY) – The term “Academic Year” shall mean August 1 thru July 31.

Fiscal Year (FY) – The term “Fiscal Year” shall mean July 1 thru June 30. ARTICLE II

### RECOGNITION AND REPRESENTATION

Section 1. Recognition. The Board recognizes the Association as the sole and exclusive bargaining representative for all full-time faculty members who have an instructional load of at least 30 equated contact hours during the regular academic year (i.e., the fall and spring semesters) and a load credit for administrative duties of less than 50% of the applicable full-time instructional load. Employees excluded from the unit are all others including, but not limited to, President, Vice-Presidents, Deans, Associate Deans, Assistant Deans, Directors, Assistant Directors, Coordinators, short-term employees, classified and support staff employees and any managerial and supervisory personnel, adjunct faculty, non-instructional personnel, professional/technical staff, and any temporary, short-term or confidential employees excluded from bargaining unit eligibility under the *Illinois Educational Labor Relations Act*. No bargaining unit position title presently included in the bargaining unit will be removed from the bargaining unit unless there is a significant change in job duties or responsibilities.

Section 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 organization representing full-time faculty members for the purpose of hearing the views and proposals of such employee or organization, provided that as to those matters covered by this Agreement no change or modification shall be made except after negotiations with the Association.

### ARTICLE III

#### ASSOCIATION-BOARD RELATIONS

Section 1. Non-Discrimination. Neither the Board nor the Association will discriminate against any member of the bargaining unit because of the employee's membership, or non-membership, or participation or non-participation in lawful Association activities.



Section 2. Association-Administration Meetings. Upon the reasonable request of either party, the College President and the Association President shall meet at least once during each semester, if necessary, to discuss matters of mutual concern that do not involve negotiations. The party requesting the meeting shall submit a written agenda of the items it wishes to discuss at least two days prior to the date of the meeting. Where appropriate, the College President may invite other members of the President's Cabinet to be present at a given meeting. Where appropriate, the Association President may invite other members of the Executive Board to be present at a given meeting. Other administrative staff and/or Association members may be invited by mutual consent of the College President and the Association President. This section shall not be applicable to any matter that is the subject of a grievance that is being processed pursuant to the grievance procedure set forth in this Agreement.

Section 3. Information to Association. The Board agrees to make available to the Association any and all public information pertinent to the collective bargaining agreement upon reasonable request of such information by the Association President or his/her designee.

A copy of the Board book (excluding confidential or non-public materials) for all open meetings of the Board shall be provided to the Association President at approximately the same time as the agenda is provided to Board members.

Section 4. Use of College Facilities. The Association and its representatives shall have the right to use available on-campus College facilities during regular operating hours for meetings and/or business where such use does not create a direct cost to the College. The Association may use copy machines available on the second floor of the main classroom building provided copies made are recorded and reimbursed at the reimbursement rate established for the purpose of the Illinois Freedom of Information Act. The Association shall also be allowed the use of the duplicating service of the Media Department for the purpose of duplicating standard forms and communications to members of the bargaining unit. Duplication service will be allowed where such use does not interfere with other work of the Media Department and where costs of duplication are reimbursed at the standard rate charged to the Region II Area Agency on Aging for the same service.

Section 5. Bulletin Board and Mail Use. The Association shall be provided with a bulletin board in the staff dining room for the posting of notices and materials relating to legitimate Association activities provided such notices and/or materials are dated and identified as to source. The privileges granted by this Section shall not apply to notices or materials that are inflammatory in nature. The Association and/or its representatives may use the instructor mailboxes and the college's e-mail system for communications to faculty.

Section 6. Dues Check-off. The Board shall deduct from the pay of each faculty member the required amount of monthly Association dues. The Association will notify the Board of the exact uniform amount of the regular monthly membership dues to be deducted. The Board shall remit such deduction by the fifteenth (15th) day of the succeeding month to the Treasurer of the Association



along with a list of names of those for whom deductions were made. If a faculty member has no earnings due for a given pay period, the Association shall be responsible for collecting such faculty member's dues for that period.

The Association agrees to indemnify and hold the Board harmless against any and all claims, demands, suits, orders, or judgments or other forms of liability (monetary or otherwise) brought or issued against the Board and for all legal costs that may arise out of, or by reason of, any action taken or not taken by the Board under the provisions of this Section. If an improper deduction is made and paid to the Association, the Association shall refund any such amount directly to the faculty member involved.

Section 7. Distribution of Agreement. The Association shall distribute an electronic copy of this Agreement to all the full-time faculty members covered by this Agreement. At the time a new faculty member covered by this Agreement is employed, the Board shall provide said new faculty member with a link to the electronic copy of this Agreement.

Section 8. Negotiating Team Schedules. By September fifteenth (15th) of the year prior to the expiration of this Agreement, or any part thereof, the Association President shall submit the names of negotiating team members to the administration. The Board will try, within reason, to arrange the scheduling of classes for Association negotiating team members so that they will be free to participate in negotiating activities at a common time.

Section 9. Americans with Disabilities Act. The Board may, notwithstanding any other provisions of this Agreement, take action that is in accord with what is legally permissible under the Americans with Disabilities Act (“ADA”) in order to be in compliance with the ADA.

Section 10. Fair Share. All faculty members who remain non-members of the KCCFA shall pay to the KCCFA their fair share of the costs of the services rendered by the Kankakee Community College Faculty Association Council of American Federation of Teachers Local 604, AFL-CIO that are chargeable to the non-members under state and federal law.

All faculty who are not members of the Association, commencing on the effective date of this Agreement, or thirty (30) days after their initial employment, whichever is later, and continuing during the term of this Agreement, and so long as they remain non-members of the Association, shall pay to the Association each month their fair share of the costs of the services rendered by the Association that are chargeable to non-members under state and federal law.

Such fair share payment by non-members shall be deducted by the Board from the earnings of the non-member faculty and remitted to the Association, provided, however, that:

1. The Association has posted the appropriate notices of imposition of such fair share fee in accordance with the rules and regulations of the Illinois Educational Labor Relations Board (IELRB); and



2. The Association has annually certified in writing to the Board (a) the amount of such fair share fee and (b) the fact that the notice required in (1) above has been posted.

The Board shall cooperate with the Association to ascertain the names of all non-members of the Association from whose earnings the fair share payments shall be deducted.

The Association shall prepare a notice containing the fair share fee information as required by the rules and regulations of the IELRB, advising that any non-members may file an objection to the fee with the IELRB (with a copy served on the Association) at any time before the expiration of this Agreement, in accordance with the rules and regulations of the IELRB. The parties recognize the right of faculty to object to the amount of the fair share fee and that such objections shall be handled under rules and regulations now in effect or adopted later by the IELRB.

The parties recognize the rights of non-members based upon their bona fide religious tenets or teachings of a church or religious body as provided in Section 11 of the Illinois Educational Labor Relations Act (IELRA). If a non-member faculty asserts the right of non-association under Section 11 of the IELRB, he/she be required to pay an amount equal to his/her proportionate share to a non-religious charitable organization mutually agreed upon by the non-member faculty and the Association. If the non-member faculty and the Association do not agree on the matter, a charitable organization shall be selected from a list established by the IELRB under its rules.

It is specifically agreed that any dispute concerning the amount of the fair share fee and/or the responsibilities of the Association with respect to fair share fee payors as set for the above shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

The Association agrees to indemnify and hold the Board harmless against any and all claims, demands, suits, orders, or judgments or other forms of liability (monetary or otherwise) brought or issued against the Board and for all legal costs that may arise out of, or by reason of, any action taken or not taken by the Board under the provisions of this Section. If an improper deduction is made and paid to the Association, the Association shall refund any such amount directly to the faculty member involved.

#### ARTICLE IV

#### CONDITIONS OF EMPLOYMENT

Section 1. Academic Freedom. Within the scope of their duties and responsibilities, the Board, the Association, and the faculty members covered by this Agreement recognize their responsibility to protect and encourage the search for knowledge and its dissemination. Faculty members have both the freedom and the obligation to adequately investigate and to present to their students, based upon their professional judgment, available information and matters related to the subject being taught and to the education and training of their students in that subject. Faculty members shall at all times try



to be accurate, show respect for the opinion of others, present controversial issues in an unbiased manner, identify their own personal persuasion on controversial issues, and make every effort, where appropriate, to indicate that they are not institutional spokespersons.

Within the broad framework of academic freedom affirmed above, the faculty shall have the individual right and responsibility to determine the teaching methods and materials to facilitate student learning of the course learning outcomes as determined by the college and approved by the Illinois Community College Board and the Illinois Articulation Initiative panels. The primary course text will be selected by the faculty to support and promote student learning while seeking to minimize the cost to students. In general, the use of the same primary text in all sections of a specific course will be encouraged.

Section 2. Normal Load/Overload. Each faculty member, with a regular academic year assignment, shall teach a normal load by the end of the academic year. Normal load is defined as 30 ech each year. Overload is defined as each over and above the normal load amounts as defined in this Section. Faculty with ten-month assignments shall teach a normal load of two (2) ech higher than the nine-month faculty normal load during each year of this Agreement. Faculty with eleven-month assignments shall teach a normal load of five (5) ech higher than the nine-month faculty normal load during each year of this Agreement. Faculty with twelve-month assignments shall teach a normal load of eight (8) ech higher than the nine-month faculty normal load by the end of the summer term during each year of this Agreement. Where load exists, each faculty member will teach at least 15 ech (or an equivalent pro-ration for those with extended contracts) during the fall and spring semesters.

No faculty member shall be required to teach more than fifteen (15) equated contact hours in any semester unless additional hours are required to fulfill the normal load requirement.

A faculty member shall normally be assigned no more equated contact hours of overload than 12 ech in any one semester, and no more than 18 ech during the academic year.

The current practice of compensating summer load pay to the first 7.5 ech remains unchanged, and the new maximum cap is 12 ech taught during the summer term.

These limits may be exceeded by the mutual consent of the faculty member, associate dean, and the Vice President for Instructional and Student Success.

When opportunities arise for the college to respond to the learning needs of students by offering non-traditional instructional delivery, the faculty member and the Vice President for Instructional and Student Success may mutually agree to work schedules, load assignments and remuneration which differ from normal arrangements.

Section 3. Load Calculation. For lecture/discussion classes which generate one student credit hour per weekly class hour, each weekly class hour shall be equated to one equated contact hour (ECH). For laboratory and physical education activity hours which generate one student credit hour



for every two weekly class hours, or generate one student credit hour for every three weekly class hours, each weekly class hour shall be equated to one ECH in AY18. For the nursing and respiratory programs, each clinical or laboratory hour within a course shall be equated to one ECH. For radiography courses that are facilitated by a preceptor which generate one student credit hour for three or more weekly class hours, each weekly class hour shall be equated to (.75) ECH. For all other health career courses that are facilitated by a preceptor which generate one student credit hour for three or more weekly class hours, each weekly class hour shall be equated to (0.6) ECH. Allied Health Demonstration Hours cannot be used for base load unless otherwise approved by the Associate Dean and the Vice President for Instructional and Student Success.

For approved Learning Services tutorial/instructional support assignments which generate faculty load equated contact hours, each weekly class hour shall equal 0.33 equated contact hour for fall and spring semesters and 0.5 for the summer term.

Equated contact hours for work experience/placement or internship courses will be awarded at the rate of one quarter (0.25) equated contact hour for each student. Where two or more class sections are taught concurrently by the same instructor, the load credit awarded shall be that which would be awarded for the section which would have the greatest load credit if taught separately. Where a class section is team taught by two or more instructors, the load credit for the class will be divided among the faculty teaching the class in a manner mutually agreeable to the affected faculty and the Vice President for Instructional and Student Success.

Experimental, innovative courses or any other educational activities or duties may be assigned such load credit as is mutually agreeable to the involved faculty member(s) and the Vice President for Instructional and Student Success, provided that the Association shall be informed by the faculty member.

Section 4. Faculty Work Schedules. During the academic year, each faculty member shall complete a work schedule that includes class hours plus assigned office hours. Work schedules must be approved by the appropriate supervisor. Faculty responsibilities in addition to class hours and office hours are listed in the Faculty Handbook and may occur on non-scheduled teaching days. Changes to these responsibilities will be made only with faculty input.

Section 5. Office Hours. Each faculty work schedule shall include a minimum of seven and one-half (7.5) office hours per week while courses are in session. An office hour is defined as a sixty (60) minute period. Office hours must be scheduled over at least three (3) days each week and will be in scheduled increments of thirty (30) minutes or more. Hours by appointment will be arranged by the faculty member for students whose schedules do not allow use of posted hours. The faculty member shall provide his/her office hours to his/her division administrative assistant by the first day of classes. The faculty member shall provide his/her office hours and office location on his/her course syllabi. Faculty office hours shall be scheduled to maximize availability to students and, whenever possible, not conflict with scheduled faculty meetings, divisional meetings, and assigned committee meetings. Faculty office hours may be held in the faculty member's office, appropriate tutoring lab, or other instructional areas as approved by an appropriate supervisor and indicated on the syllabus



and posted outside his/her office. Office hours and any changes to those hours must be approved by the appropriate administrator.

To promote faculty involvement with students and the community, each faculty member has the option to use up to two office hours per week for engagement time, beginning the third week of any given course during fall and/or spring semesters. Engagement time is when faculty are involved in approved academic or co-curricular activities on campus with students, or representing KCC in the community. Prior approval must be obtained from the associate dean a minimum of one week in advance. The faculty member shall post the engagement activity and specific time and location on his/her doorplate one week in advance. Some examples of engagement time may include club sponsorships, leading and/or participating in academic discussion group sessions, or student advising. Examples of off-campus engagement time include recruitment efforts, professional presentations, community service promoting KCC, or visits to strengthen community partnerships. Specifically excluded as engagement time are recreational or sporting events.

During final exam week faculty shall be required to maintain a minimum of four (4) total office hours. There must be a minimum of thirty (30) minutes scheduled each day he/she has a final exam. Those hours must be posted by the faculty member on his/her door plate by Friday morning the week before final exams.

Healthcare program faculty who conduct meetings with each student as part of his/her final do not have to maintain office hours during the week of final exams, but must be available by appointment.

Summer work schedules shall include a minimum of one-half (.5) office hours per equated contact hour for face to face and hybrid courses plus an additional one-third (.33) equated contact hour assigned of overload for face to face and hybrid courses. No office hours are required for online courses during the summer term(s).

Faculty members who teach exclusively online during the summer term are not required to maintain on-campus office hours provided they make themselves available to students by appointment and respond to student e-mails within twenty-four (24) hours Monday through Friday.

Section 6. Committee Assignments and Division Meetings. While faculty participation in recognized college committees shall be voluntary, faculty are encouraged to participate on college committees as the work accomplished in these committees is important to sustaining KCC's shared governance. If the Vice President for Instructional and Student Success determines that faculty participation in committees is deemed at a level that is inappropriate, the parties agree to revert to mandatory one committee assignment.

Due to high levels of faculty-student interaction during finals week, attendance at division meetings during the months of May and December is not required.



Section 7. College Calendar. The Board shall develop each year an academic year calendar which includes no more than 173 faculty duty days for new faculty and no more than 171 days for returning faculty (the returning faculty will not be required to attend the first duty day of fall or spring semester.) Faculty duty days shall take place one week before the start of a semester (inservice), during the semester, and during the week of final exams. For the summer terms, the Administration and faculty representatives will develop guidelines for course offerings which are responsive to the needs of students. Teaching during the summer term is voluntary for faculty with (9) nine-month contracts. Faculty duty day is defined as any day the College is open and any faculty members are scheduled to work with the exception of Saturdays or Sundays.

The College shall honor the Veteran's Day and President's Day holidays in addition to the other holidays that are observed by the College.

If Veteran's Day or President's Day falls on a weekend or Monday, it shall be observed the Friday before the actual holiday with no classes scheduled. President's Day shall be observed the Friday before the actual holiday with no classes scheduled.

Section 8. Outside Activities. A full-time faculty member shall not receive remuneration for any outside activities undertaken on College time. A full-time faculty member shall not undertake outside activities which appreciably interfere with his or her job performance.

Full-time faculty shall not utilize college owned equipment or resources in activities which compete with KCC courses offered to customers of the college. Materials developed by KCC faculty members for KCC courses and programs may not be used by faculty in outside activities which involve proprietary institutions or organizations, on-line education and training providers or other entities who compete for students or clients served by KCC.

Section 9. Faculty Evaluation. Non-tenured faculty members shall be formally evaluated at least annually by the administration. This formal evaluation will include evaluation of courses taught with post-conference as well as the requirement of the faculty member to develop a plan identifying professional development and instructional activities which will foster student learning and/or retention in subsequent years. Peer evaluation may also be utilized. Formal evaluation shall include, but not be limited to, student evaluations of faculty for all course sections taught, review of course and curriculum materials, classroom/laboratory observations and fulfillment of professional responsibilities to students and the college.

Tenured faculty will have one formal evaluation every three years. The faculty member's immediate supervisor will determine in which of the three years the formal evaluation shall occur. On formal evaluation years, tenured faculty shall be formally evaluated by the administration utilizing the same processes as outlined above for non-tenured faculty. However, student evaluations of tenured faculty shall be conducted in at least two course sections per semester and terms during the years between formal evaluations.



During the years between formal evaluations (informal evaluation years), a developmental plan will be required. During these informal evaluation years, there will be no required formal evaluation of courses taught by the immediate supervisor. On or before October 1 of the informal evaluation years, the developmental plan will be submitted by the faculty member to his/her supervisor for approval, and the faculty member will identify professional development and/or instructional activities which will foster increased student learning and/or retention during that academic year. Activities outlined within this plan and a report on the accomplishments shall be submitted by May 1 of the same academic year to the faculty member's immediate supervisor.

If so warranted as a result of unfavorable student evaluations or supervisory concerns, a tenured faculty member may be formally evaluated more frequently than normally required.

Section 10. Personnel Files. The Board will comply with applicable provisions of the Illinois Personnel Records Review Act. This section shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

Should the existing law be repealed, both parties agree to meet and discuss options.

Section 11. Tenure. Full-time faculty members shall be eligible for tenure in accordance with the applicable provisions of the Illinois Community College Tenure Act. Neither this section nor any matter relating to tenure shall be subject to the grievance and arbitration procedure set forth in this Agreement.

Should the existing law be repealed, both parties agree to meet and discuss options.

Section 12. Reduction in Force. Any reduction in force shall be in accordance with the applicable provisions of the Illinois Community College Tenure Act. Neither this section nor any matter relating to reduction in force shall be subject to the grievance and arbitration procedure set forth in this Agreement.

Should the existing law be repealed, the applicable provisions shall remain a part of this Agreement and will become subject to the grievance procedure.

Section 13. Academic Advisement. Faculty may be called upon to assist with student advisement and scheduling during regular office hours.

#### Section 14. Seniority and Class Selection Procedure for Full-Time Faculty

##### a. Seniority for Teaching Assignments

Faculty seniority for the purpose of teaching assignments shall be based on the date of hire for full-time tenure track employment with Kankakee Community College and will apply only to the discipline in which he/she was hired to teach. In the event that more than one person is hired on the same date to teach the same discipline, seniority shall be determined



by the Vice President of Instructional and Student Success based on the hires' previous years teaching. In situations where a faculty member becomes qualified to teach in another discipline, his/her seniority for that teaching assignment will be determined upon completing said qualifications provided he/she has received prior approval by the Vice President of Instructional and Student Success to obtain said qualifications. The Vice President of Instructional and Student Success shall also determine the number of courses/each a faculty member with dual seniority shall have in each discipline. At the beginning of each academic year, the Human Resources office shall provide a faculty seniority list for selecting courses. The faculty seniority list shall be approved by the Vice President of Instructional and Student Success and the Faculty Association President.

b. Class Selection

In developing the course schedule, the final decision rests with the appropriate supervisor and the Vice President for Instructional and Student Success.

In each division, the Associate Dean shall develop a process that conforms to the process listed below for selecting courses based upon seniority upon the development of the fall, spring, or summer schedules.

For fall and spring semesters faculty members will select courses for base load, by seniority, one faculty member at a time. For the summer term faculty shall select courses, by seniority, one faculty member at a time. If circumstances prevent a faculty member from selecting courses for base load it may be done by email. If a faculty member fails to select courses by a reasonable deadline as set by the Associate Dean, the Associate Dean shall have the right to assign courses to that faculty member and continue the process. Unless there are extenuating circumstances, the faculty member may not appeal.

If during the process a fulltime faculty member desires to teach a course that a faculty member with more seniority has already selected, the faculty member with less seniority should discuss the matter with the faculty member with more seniority in an attempt to resolve the matter. If the faculty members cannot resolve the matter, the faculty member with less seniority may ask the Associate Dean to intervene. The Associate Dean should then consider all reasons that might warrant a reassignment of the course. Reasons to consider should include, but not be limited to: student needs, fairness, qualification and experience to teach the course, the schedule of both faculty members, the need for a faculty member with less seniority to make load, and the six percent rule. Upon reaching a decision, the Associate Dean will provide in writing the reasons for his/her decision to the affected faculty member.

Should a faculty member with more seniority lose a course selection to a faculty member with less seniority, that faculty member must be allowed to re-select a course on the schedule before any other faculty members with less seniority select their courses.



Although the scheduling needs of students may necessitate the scheduling of classes five days a week, a fulltime faculty member will not be arbitrarily required to teach classes every day (Monday through Friday), nor will they be arbitrarily required to teach both day and night classes on the same day, nor arbitrarily required to teach night classes in more than one semester per academic year. A fulltime faculty member scheduled to teach a class which ends after 8:00 p.m. will not be required to schedule work hours before 9:00 a.m. the following day. In addition, a fulltime faculty will not be required to schedule work hours before 9:00 a.m. if they teach a night class the same day which ends after 8:00 p.m., unless such scheduling is necessary to attain base load or a faculty member consents. Unless employed to fulfill an evening position, a faculty member will not be required to teach more than two evening classes that start after 5:00 p.m. each week, unless such scheduling is necessary to attain base load or if the administration determines there is a lack of full-time and/or part-time qualified faculty to teach scheduled evening sections.

Where a faculty member's schedule for a semester can be shown to be the cause of undue hardship to that faculty member, the faculty member may request an adjusted schedule from his/her Associate Dean and the Vice President for Instructional and Student Success. Hardship requests granted are intended to be temporary and or for emergencies only.

Following approval of the schedule for base load assignment for fall and spring semesters, the Associate Dean in each division will develop a process for selecting overload based on seniority as prescribed above. Overload courses shall be selected one at a time based on seniority until either all courses are selected or until fulltime faculty members no longer desire to choose courses. Until twenty-eight days before the start of a semester or term, a fulltime faculty member may change his/her schedule provided there are unselected courses he/she is qualified to teach. If any new sections are added to the schedule, before the start of a semester, fulltime faculty members, based on seniority, shall have the right of first refusal for the new sections.

At any time during the process a faculty member may appeal any decision made by the Associate Dean to the Vice President for Instruction and Student Success. Appeals must be written and submitted within three working days of the Associate Dean's decision. The Vice President for Instruction and Student Success shall render a decision in writing within five working days. In rendering a decision, the Vice President for Instruction and Student Success shall use the same considerations as when an Associate Dean awards a course to a faculty member with less seniority as described above.

Section 15. Non-Instructional Assignments. When the Vice President of Instructional and Student Success deems it necessary, faculty may be assigned substantial non-instructional duties in keeping with their abilities and areas of expertise. In such cases, the Board will provide compensation or load credit which is mutually agreeable to the affected faculty member and the Board. Before a non-instructional assignment is made, an assignment description with a list of essential responsibilities will be made available to all faculty along with an invitation to apply to be considered



for the assignment. The Faculty Association President shall be made aware of such assignments and its compensation by the Director of Human Resources. Should the Director of Human Resources neglect to make the Association President aware of such assignments and its compensation, a grievance cannot be filed.

Section 16. Program Coordinators, Clinical Coordinators, and Program Directors. Full-time faculty members, who are assigned by the administration to coordinate career and technical education (CTE) programs, shall be identified as Program Coordinators, Clinical Coordinators, or Program Directors. CTE programs are defined as any AAS degree program with a separate Illinois Community College Board (ICCB) Classification of Individualized Program (CIP) code; or, a thirty (30) hour (or more) certificate program having a separate ICCB CIP code and not considered a subset of any other CTE program.

Compensation will be determined upon completion of a Worksheet for Calculation of Variable Release Time. Worksheets will be developed for each role and agreed to by both the Administration and the Faculty Association at the time of contract negotiation. Once agreed upon, the worksheets will not be changed until the conclusion of the term of the collectively bargained agreement unless addressed as a memorandum of understanding. At the beginning of each appropriate academic term, the faculty member assigned a role identified on a worksheet will work with the division's associate dean to complete the calculation for variable release time and determine the appropriate level of compensation for the assignment. After the division's associate dean and the Vice President of Instructional and Student Success approve the release time, the forms are submitted to the office of Human Resources to be used in calculating workload.

Section 17. Class Size. The Board will limit the end-of-registration enrollment of:

- A. Lecture/discussion class sections to no more than 45 students, with the exception of those sections for which there are associated lab sections, which will remain at 48 in those class sections initially assigned to full-time faculty. An exception may be made where classes are specifically designed to accept a greater enrollment.
- B. Certain English and Communications class sections (specifically ENGL 1413, ENGL 1613, ENGL 1623, and SPCH 1553) to have no more than 30 students in those class sections initially assigned to full-time faculty.
- C. Laboratory sections to no more students than can be reasonably accommodated by the equipment normally available. In most situations this will mean one student per laboratory station. A maximum of 24 students per laboratory section will be used, except microcomputer laboratory sections which may enroll up to 27 students, the last 2 of which shall require the instructor's signature or the Associate Dean or the Vice President for Instructional and Student Success in those class sections initially assigned to full-time faculty. The limitations in this subsection shall not apply to lecture/discussion sections



which utilize laboratories on an irregular basis.

- D. Humanities course sections which are approved for the Illinois Articulation Initiative (IAI) and which require students to submit formal papers of no less than 3 pages and with a cumulative minimum of 10 pages of expository writing exclusive of essay exams will have an enrollment limit of 35.

Section 18. Dual Credit The KCC Faculty Association and Administration strive to achieve academic excellence and maintain academic standards for education regardless of delivery format or location. Dual credit classes offered at local high schools and taught by high school teachers will follow the Dual Credit Quality Act. The intent of the KCC Administration and Faculty Association is that full-time faculty's program load and overload will not be negatively impacted by dual credit classes.

Section 19. Intellectual Property Rights.

1. Ownership in copyrightable works produced by authors who are faculty at the college shall remain with the faculty authors except in the following situations, in which ownership of all rights in copyrightable works produced shall belong to the college:
  - a. Works prepared under an agreement with an external party (e.g., a grant or contract where the terms of the agreement require the college to hold or transfer ownership in the copyrightable work.
  - b. "Works for hire." (e.g., A set of materials or online media that an instructor is compensated for preparing.)
  - c. Works expressly commissioned in writing by the college.
2. If intellectual property is made, created or developed in a situation where it is reasonable to believe that joint ownership may exist, it is the obligation of both parties to consult with the other before taking any action to assert or protect ownership.
3. If more than half the cost of production of a copyrightable work, not considered a "work for hire," was provided through college resources, the faculty author shall grant the college an irrevocable, nonexclusive, royalty license to use and copy such work in connection with its teaching and public service programs.
4. With respect to copyrightable works owned or used by the college, the author may be required to execute such documents as are necessary to vest ownership or a royalty-free license to copy, use, and sell such works in the college or its designee and to warrant that such works do not infringe any pre-existing copyright.
5. In the case of a "work for hire" that is an online course the college and the faculty member



shall maintain joint ownership unless otherwise agreed upon. The college and applicable faculty shall maintain rights to use any or all course materials in conjunction with teaching within the college's mission. The faculty member shall maintain rights to ownership and royalty fees for distribution or use outside the college.

6. Works owned by the author may be copyrighted, published, and distributed by the author, subject only to any license with the college or others. Authors may request that the work be produced through the college; and if the request is granted, an agreement will be drawn up specifying the duties of the author and the college, the distribution of any income received between the author and college, and other mutually agreed-upon terms. The agreement shall be subject to approval by the KCC Board of Trustees.
7. When a faculty member is asked by the college to create a course for which he/she is not compensated, the faculty member shall have the right of first refusal to teach said course for the first three semesters the course is offered.

## ARTICLE V

### LEAVES

Section 1. Sick Leave. Upon initial full-time employment for the academic year, a faculty member shall be credited one (1) sick leave day for each month of service for the balance of the academic year in which first employed not to exceed ten (10) days. Starting with the following academic year and each academic year thereafter that the faculty member remains on the active payroll, the faculty member shall be credited with ten (10) sick leave days at the beginning of said academic year. Any full-time faculty member who teaches at least six (6) equated contact hours during the summer term shall be credited with an additional two (2) sick leave days. Full-time faculty teaching more than three (3) equated contact hours but fewer than six (6) equated contact hours in the summer term shall be credited with an additional one (1) sick leave day. Sick leave days shall accumulate to a maximum of three hundred thirty-five (335) days during this agreement. In addition to the ten (10) sick days (coded as SICF) faculty will receive an additional eight (8) hours of sick time (coded as SIC2) which can be used in four (4), two (2) hour increments, to be used only on "instructional" days. This option may not be used on days when only office hours are scheduled, or during in-service or finals week, or on the day of KCC commencement. Any balances in the eight (8) hours of SIC2 time at the end of the fiscal year will automatically be converted to SICF time.

Sick leave may only be used for absences caused by personal illness or injury which prevents the faculty member from performing his/her duties on faculty responsibility days, or for absences resulting from personal injury or illness of any person living with the faculty member's household where it is necessary for the faculty member to be present, or any member of the faculty member's immediate family (defined as spouse, children, parents, grandparents, grandchildren, mother-in-law,



father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents).

After an absence of two (2) consecutive calendar weeks, five (5) sick days will be counted for each full week of absence excluding holidays. During the summer terms four (4) sick days will be counted for each full week of absence.

Faculty members on FMLA will receive their base pay using their available sick and personal leave, as well as any applicable overload or summer load payments actually earned to reflect the time worked, and prorated for the time not worked.

The Faculty Handbook contains the procedure for reporting faculty absences.

If the period of illness exceeds the number of sick leave days available to the faculty member, he/she may remain on unpaid FMLA leave for a period not to exceed twelve weeks in a rolling 12-month period measured backward from the date of any FMLA leave usage. Sick leave may be extended beyond that period only through approval by the Board as an unpaid leave of absence.

The reporting of absences will be defined as: 1) a full day – if a full day of responsibilities assigned for that day are missed, then eight (8) hours of time will be deducted; 2) a half day – if a portion of the day of responsibilities are missed, then four (4) hours will be deducted; or 3) SIC2 – as defined above will result in two (2) hours of time deducted.

The Board authorizes the Association to establish a Sick Leave Bank. Donations to this bank will be open to all full-time faculty members and will be voluntary. The bank shall be administered by the Association Executive Board. The Administration shall maintain records associated with this program.

Neither the faculty nor the Association nor the Association Executive Board shall hold the Board or its agents and employees, and any member(s) of the Association Executive Board, liable for any decisions made by the Association Executive Board. The Association and the faculty agree to hold harmless and indemnify the Board from and against any claims, damages, or legal actions regarding decisions made by the Association Executive Board and/or arising out of or related to the sick leave bank.

The Sick Leave Bank is subject to the following procedures, and these conditions apply to full-time faculty in the bargaining unit:

1. Notices of participation in the bank must be provided by individual faculty members on appropriate forms to the Office of Business Affairs and Human Resources before October 15 for the current academic year and are irreversible for that particular year.
2. Each faculty member may contribute up to two (2) sick days per academic year to the bank.
3. After depletion of individual sick leave, any full-time KCC faculty member may apply to



the Association Executive Board for additional sick days from the bank. The Executive Board will notify the applicant and the Office of Business Affairs and Human Resources in writing as to their decision.

4. The Sick Leave Bank shall be available for the illness of only the faculty member and not for the illness of a family member.

5. Sick Leave Bank participants will continue to receive full pay while on approved sick leave.

Section 2. Personal Leave. Each faculty member shall be permitted, without loss of salary, two (2) days each year for personal use. The reporting of personal leave will be defined as: 1) a full day – if a full day of responsibilities assigned for that day are missed, then a full day (8 hours of time) will be deducted; 2) a half day – if a portion of the day of responsibilities are missed, then a half day (4 hours of time) will be deducted. Any absence for personal leave exceeding one increment will be charged at the next higher level. Personal leave unused at the end of summer session shall be added to the faculty member's accumulated sick leave, subject to SURS guidelines regarding conversion of unused personal leave to sick leave for SURS retirement service credit purposes.

Additional personal leave days may be granted to individual faculty members where, in the sole opinion of the administration, such leave is warranted by unusual personal circumstances made known to the administration. Such additional leave shall be granted only after exhaustion of other personal leave available to the individual, and shall be deducted from the faculty member's accumulated sick leave.

Written application for personal leave shall be made to the faculty member's immediate supervisor at least three workdays prior to the desired day of such leave, provided that in an emergency an application may be made at a later time within one week of return from leave.

Personal leave shall not be available for purposes of recreation or during a work stoppage of any kind. Personal leave may not be taken immediately preceding or following a vacation period, which shall include mid-week holidays or weekends annexed to holidays or the first or last five (5) working days of each semester, unless the faculty member receives permission from the faculty member's immediate supervisor.

Section 3. Jury Duty. Faculty members summoned as jurors or witnesses will notify their immediate supervisor as soon as possible after being subpoenaed. Any such subpoenaed faculty member who, as a result, cannot fulfill his/her assigned duties and responsibilities will suffer no loss in salary, provided the faculty member first remits to the Board any compensation or fees received as a juror or witness. Reimbursement for out-of-pocket expenses received for jury duty may be retained by the faculty member.

Section 4. Military Leave. Military leave, and return from military leave, shall be provided in accordance with applicable Illinois and federal law.

Such a leave will not constitute a break in service and will be applicable in calculation of subsequent salary increases and accumulate service credit toward sabbatical leave. The period of such leave shall not count toward the completion of a term as a probationary faculty member.

Section 5. Leave Without Pay. The Board may, at its sole discretion, grant a faculty member a leave of absence without pay. While such a leave will not constitute a break in service, it will not be applicable in calculation of subsequent salary increases or to accumulate service credit toward sabbatical leave, nor shall the period of such leave count toward the completion of a term as a probationary faculty member.

During the period of leave, no fringe benefits will be maintained except that a faculty member on leave may maintain coverage under applicable group health and life insurance policies at his own expense.

Faculty on leave must notify the Board of their intent to return from leave no later than the notification date specified at the time the leave is granted. A faculty member returning from such a leave shall be returned to the position he formerly occupied if such position still exists.

Section 6. Parental Leave. The Board may grant a faculty member a leave of absence without pay for a period (periods), not to exceed two semesters, for the purpose of rearing a child less than two years of age who is the faculty member's child by birth or adoption. Application for such leave shall be provided to the Board at least sixty (60) days prior to the beginning of any semester for which leave is requested. Where eligible applications for parental leave are denied, the Board will not act in an arbitrary or capricious manner.

While such a leave will not constitute a break in service, it will not be applicable in calculation of subsequent salary increases or to accumulate service credit toward sabbatical leave, nor shall the period of such leave count toward the completion of a term as a probationary faculty member.

During the period of leave, no fringe benefits will be maintained except that a faculty member on leave may maintain coverage under applicable group health and life insurance policies at his own expense.

A faculty member on leave must notify the Board of his intent to return from leave no later than the notification date specified at the time the leave is granted. A faculty member returning from such a leave shall be returned to the position he formerly occupied if such position still exists.



Section 7. Substitutes During Leave. It is the responsibility of the Board to approve any substitutes which may become necessary due to the absence of a faculty member on an approved leave. Nothing in this section shall be interpreted as prohibiting an Associate Dean or other administrator from requesting faculty to assist in identifying prospective substitutes.

Section 8. Funeral Leave. In the event of the death of a member of the immediate household or of the faculty member's immediate family (defined as spouse, children, parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents), the faculty member shall be permitted to use up to two (2) funeral leave days for the purpose of attending the funeral. Should additional time be necessary, the faculty member shall be permitted to use up to three (3) sick leave days for the purpose of attending the funeral. The reporting of absences in this section shall include a full day if all the responsibilities assigned for that day were missed and a half-day if a portion of the responsibilities assigned for that day was missed.

## ARTICLE VI

### PROFESSIONAL DEVELOPMENT

#### Section 1. Sabbatical Leave.

A. Purpose of Leave. The purpose of sabbatical leave is to allow faculty with a history of quality professional performance at the College an opportunity to develop additional academic and professional skills which will significantly add to the ability of the faculty member to contribute to the future development of the college, its students, and the college district. While the primary emphasis is the development of professional skills in the faculty member's primary teaching area where the needs of the College are best met by study to qualify a faculty member to teach another subject, leaves may be awarded for that purpose.

A sabbatical leave may be granted for one or more of the following purposes: (1) Formal study in a major or cognate field at an accredited institution; (2) Professional research or inquiry at an accredited institution which will advance the faculty member's knowledge of his/her field and/or improve his/her professional skills; (3) Other purposes which are beneficial to the College and its students and which are in the best interests of the College as determined by the Board upon recommendation of the Sabbatical Leave Committee and the President. Sabbatical leave will not be granted for administrative degree programs unless such a degree is directly related to current assignment or imminent reassignment.

B. Eligibility and Application. Faculty who have provided service in a full-time capacity for at least five years will be eligible to apply during the sixth or subsequent years of employment for sabbatical leave which, if granted, will begin during the seventh or subsequent years. Six years of



continuous service must separate sabbatical leaves. Qualified applicants not granted leave in a given year may be given consideration when the next sabbatical leaves are considered.

Each applicant for sabbatical leave shall complete a standardized application form. The application form requests specific information from the applicant in relation to goals and objectives of the leave, potential benefits to the College and the applicant's area of responsibility and other pertinent matters. The application shall disclose knowledge of any salaries or other remuneration to be received during the leave period.

The completed application for sabbatical leave must be filed with the Vice President for Instructional and Student Success on or before December 1 of the academic year preceding the academic year in which the staff member desires the leave to begin. Summer sabbatical leave applications must be filed with the Vice President for Instructional and Student Success on or before December 1 of the academic year in which the sabbatical is to be taken.

C. Awarding of Leaves. Eligible applications shall be reviewed by the Sabbatical Leave Committee which will make recommendations to the President concerning the award of leaves for the coming year. The membership of the Sabbatical Leave Committee shall be as defined in the Faculty Handbook at the time of the signing of this Agreement. After reviewing the recommendations of the Sabbatical Leave Committee, the President shall make his recommendations to the Board for the award of sabbatical leaves. Recommendations will be based upon the perceived future benefit to be derived by the College and its students from the knowledge and skills gained during the leave.

The number of sabbatical leaves granted to faculty will not exceed three in any one year with at least one being designated as summer only. The Board reserves the right not to extend any sabbatical leaves in any given year. Where two or more applications for each sabbatical leave are judged to be of equal potential for benefit to the College and its students, priority in award of leave will be afforded to the applicant with the greatest number of years of continuous full-time service without a sabbatical leave or since his/her last sabbatical leave. Where eligible applications for sabbatical leave are denied, the Board will not act in an arbitrary or capricious manner.

After approval of the leave, no substantial changes may be made in planned activities without the written approval of the President.

D. Length of Leave. The term of sabbatical leave shall not exceed one academic year (or nine calendar months when the leave period involves more than one academic year). A sabbatical leave shall not start after the start of a semester at the College unless approved by the President.

E. Compensation. Faculty on sabbatical leave shall be paid at the same intervals as other full-time staff. A faculty member granted a sabbatical leave for one academic year shall be paid one-half of the regular contractual salary during such leave. A faculty member granted a sabbatical leave for one semester shall be paid full regular contractual salary during such leave.

Fringe benefits will be continued as per regular contractual conditions existing during the



period of leave except that a faculty member on sabbatical leave is not eligible for tuition reimbursement from the College.

Faculty on sabbatical leave may not receive other remuneration for services rendered during the period of the leave except scholarships or similar awards incidental to the approved plan of study or other income specified and approved in the application for the leave.

F. Return from Leave. A written report shall be submitted to the President within 60 days after the member has returned to the College. The report shall provide information concerning knowledge and skills gained during the leave and a comparison of accomplishment with that anticipated in the leave application.

Upon return from sabbatical leave, the College will attempt to make available to the staff member a professional position reasonably equivalent to the one held at the time the leave began. The Board reserves the right to offer a staff member returning from sabbatical leave a position different from and not necessarily equivalent to the one held when the leave began. A staff member offered a reasonably equivalent position upon completion of the leave has an obligation to return to the College for two academic years of service. If he/she does not return, he/she must refund to the College all salary and the cost of direct fringe benefits received during the leave, and if he/she leaves prior to the end of the second year after the sabbatical leave, he/she must refund to the College a prorated portion of the salary and the cost of direct fringe benefits received during the leave.

If a staff member's position is eliminated during the time of his/her sabbatical leave, the Board shall waive the requirement of two years of service upon completion of the leave. In the event of such a waiver, the staff member shall not be responsible for refund to the College of salary and the cost of direct fringe benefits received during the leave.

Section 2. Course Reimbursement. Within the limits specified in this section, full-time faculty will be reimbursed for the cost of course work at regionally accredited institutions of higher education. The limit of reimbursement shall be per year (three consecutive semesters: summer, fall, spring; or four consecutive quarters: summer, fall, winter, spring). The annual limit of reimbursement shall be \$1975 for the period of this contract. Reimbursement will only be made for those courses completed with a grade of B or better. Where a course is ungraded, a satisfactory completion must be attained.

Where reasonably equivalent educational opportunities are not reasonably available at an accredited institution of higher education, faculty may receive reimbursement for workshops, seminars or other educational opportunities approved by the Vice President for Instructional and Student Success. Reimbursement for such educational opportunity shall be no more than one-half (1/2) of the annual limit for any one (1) activity such as conference, workshop, seminar or other approved activity. All provisions and restrictions of this section which apply to courses at accredited institutions shall also apply to educational activities approved under the provisions of this paragraph. Course reimbursement under this section will not apply to attendance at any conference, workshop, seminar or other activity approved under Section 3 of this Article.



Reimbursement will only be made for those courses which are approved in writing by the Vice President for Instructional and Student Success. Written application for course reimbursement must be made at least two weeks prior to the first session of the class. Approval will be based on whether the course content directly relates to the faculty member's teaching assignment, instructional skills for that assignment, or approved professional development plan. Requests for reimbursement will not be denied in an arbitrary or capricious manner. The Board reserves the right to require reasonable documentation of the payment for course work and successful completion of the course.

Section 3. Professional Development Activities. A faculty member may be absent without loss of salary to attend conferences, conventions, meetings, seminars, workshops and other activities of professional organizations where, in the opinion of the appropriate supervisor and the Vice President for Instructional and Student Success or his/her designee, attendance at the activity is likely to appreciably add to the individual's professional competence and/or instructional effectiveness. Reasonable limits may be established for the number of days an individual faculty member may be absent for such purposes. Professional development activities may also include the purchase of professional dues (excluding faculty association dues and publications) and the purchase of professional publications when not available through the KCC LRC.

The Board will budget each year, at the Divisional level, funds to be used for the purposes described in the preceding paragraph. The amount distributed to the Associate Deans will be proportional to the number of full-time faculty in each Division. The total dollar amount to be budgeted each year will be no less than \$750 per faculty member. The Associate Dean shall authorize the use of up to \$350 by each faculty member in his/her Division. Reasonable deadlines may be established for application for use of professional development funds described in this section.

If all division professional development funds have been committed and a faculty member receives approval by his/her division members for a professional development proposal judged to be beneficial to the division as a whole, the faculty member may submit his or her request to the Vice President for Instructional and Student Success, who may, if he/she deems the potential contribution to the College to be sufficiently outstanding, authorize funding of the activity from a fund for Professional Development budgeted at a minimum of \$3,000 per fiscal year.

## ARTICLE VII

### GRIEVANCE PROCEDURE

Section 1. Definition. A grievance shall mean a complaint by a faculty member that there has been, as to him or her, a violation, misinterpretation or misapplication of the specific terms of this Agreement.

Section 2. Time Limits. No grievance shall be entertained or processed unless it is submitted



within ten (10) working days after the first event giving rise to the grievance or within ten (10) working days of the date upon which the faculty member in the exercise of reasonable diligence should have become aware of the event giving rise to the grievance if that date is later up to a maximum of sixty (60) calendar days except where the condition giving rise to the grievance is ongoing.

Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be considered acceptance of the decision rendered at the prior step. Failure at any step of this procedure to communicate a decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step. The parties may, by mutual agreement in writing, extend any of the time limits set forth in this Article.

The term working days, as used in this Article, refers to days when the College is open Monday through Friday.

Section 3. Informal Resolution. The parties hereto acknowledge that it is usually most desirable for a faculty member and the immediately involved supervisor to resolve problems through free and informal communications. Where mutually agreed to by the faculty member and the supervisor, a faculty representative of the Association may accompany the faculty member to assist in the informal resolution of the grievance. There shall be a limit of ten (10) working days in which the informal resolution shall be attempted. If the informal resolution is unsuccessful, the faculty member may apply the following steps.

Section 4. Procedure. A grievance, as defined herein, shall be processed as follows:

First Step:

1. After consultation with the Faculty Association Executive Board, a faculty member may file a grievance with his/her immediate supervisor within the time limitation described in Section 2 of this Article. The written grievance shall specify the alleged violation, misinterpretation or misapplication which has occurred, the section of the contract that is being grieved, the facts on which the grievance is based and the relief requested.
2. The supervisor to whom the grievance is submitted will provide a written response within ten (10) working days after the receipt of the grievance.

Second Step:

1. If the faculty member is not satisfied with the response at the First Step, the grievance may be appealed to the Vice President for Instructional and Student Success within seven (7) working days after receiving the response at the First Step.
2. Within seven (7) working days after receipt of the appeal, the Vice President for Instructional and Student Success or his designee shall meet with the faculty member at

a mutually agreed time to discuss the grievance. By mutual agreement of the parties, additional representatives may be included in the meeting. Where pursuant to Section 7 of this Article the faculty member chooses not to be accompanied to the meeting by a representative of the Association, the Association may have a representative present as an observer. The Association will be provided with timely notice of this meeting, by the grievant and the College, with any documentation relevant to the grievance which is in their possession. All subsequent correspondence regarding the grievance shall be provided to the Association at the same time that it is distributed to the grievant by the College or to the College by the grievant.

3. The Vice President for Instructional and Student Success will respond to the grievance in writing within seven (7) working days after such meeting is held.

Third Step:

1. If the faculty member is not satisfied with the response at the Second Step, the grievance may be appealed to the President within seven (7) working days after receipt of the response at the Second Step.
2. Within seven (7) working days after receipt of the appeal, the President or his/her designee shall provide a written response to the grievance.

By mutual agreement of the parties, one or more steps of the grievance procedure may be bypassed.

For grievances initially filed with the Vice President for Instructional and Student Success, the Vice President for Instructional and Student Success shall follow the procedures of the First Step, the President shall follow the procedures of the Second Step, and the Third Step is eliminated.

Nothing in this section shall be construed as preventing an informal meeting between affected parties for the purpose of grievance resolution.

Section 5. Arbitration. If the disposition of the grievance at the Third Step is unacceptable to the Association, the Association may refer the grievance to arbitration within fourteen (14) calendar days after receipt of the response at the Third Step.

The parties shall attempt to agree upon an arbitrator within seven (7) calendar days after receipt of the notice of referral. In the event the parties are unable to agree upon an arbitrator within said (7) day period, the parties shall immediately jointly request Federal Mediation and Conciliation Service (FMCS) to submit a panel of five (5) arbitrators. The parties shall alternately strike a name from the panel, with the Association striking first, until a name remains. The final name remaining shall be appointed as the arbitrator.



Each party retains the right to reject one panel of arbitrators in its entirety and request that a new panel be submitted. More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.

The arbitrator shall be notified of his or her selection and shall be requested to set a time and place for the hearing, subject to the availability of the parties' representatives.

The fees and expenses of the arbitrator and the cost of a written transcript when mutually requested shall be divided equally between the Board and the Association; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 6. Limitations on Authority of Arbitrator. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation, or misapplication of the specific provisions of this Agreement based on the specific issue submitted to the arbitrator by the parties in writing. If no joint written stipulation of the issue is agreed to by the Board and Association, the arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at the First Step. The arbitrator shall have no authority to make a decision on any issue not so submitted or raised.

The arbitrator shall be without power to make recommendations contrary to or inconsistent with in any way applicable laws or rules and regulations of administrative bodies that have the force and effect of law. The arbitrator shall have no authority to order any monetary relief for any period of time extending back more than thirty (30) calendar days prior to the date on which the grievance was submitted at the First Step. The arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the Board under law. The arbitrator's award, if consistent with these provisions, shall be final and binding.

Section 7. Association Representation. At the request of the faculty member who has filed a formal grievance, he/she may be accompanied by an Association representative designated in writing by the Association to any meeting or other proceeding at which he/she appears in accordance with the procedures set forth herein. Nothing in this section shall be construed as to limit the right of any faculty member who has a grievance to discuss the matter with his/her supervisor and have the grievance adjusted without the intervention of the Association provided the adjustment is consistent with the terms of this Agreement.

Section 8. Association Grievances. The Association shall have the right to submit a grievance at the Second Step of the grievance procedure but only if the grievance alleges a violation, misinterpretation, or misapplication of specific terms of this Agreement that relate directly to Association rights (e.g. dues check-off, bulletin boards and mailboxes, and information to the Association).

Section 9. Group Grievances. If a grievance involving two or more faculty members arises out of the same facts and alleges a violation, misinterpretation or misapplication of the same specific

terms of this Agreement, it may be submitted as a group grievance in accordance with the procedure set forth above.

Section 10. Scheduling of Grievance Meetings. Every effort shall be made to schedule the grievance meetings at times which do not interfere with the teaching or other assigned duties of the faculty member whose presence is necessary at the particular meeting in question. Where, however, a meeting is scheduled for reasons beyond the control of the faculty member or the Association during a faculty member's assigned hours, the faculty member shall be released from that assignment to attend the meeting without any loss in pay.

Section 11. Precedents. A grievance may be withdrawn at any level without establishing a precedent.

## ARTICLE VIII

### NON-INTERRUPTION OF SERVICES

The Association and the Board subscribe to the principle that any and all differences shall be resolved by peaceful and appropriate means without interruption of the College's programs. During the term of this Agreement, neither the Association nor its officers or agents nor any of the faculty members covered by this Agreement will authorize, institute, condone, instigate, promote, engage, sponsor, aid, or participate in any strike, sympathy strike, secondary boycott, slowdown, stoppage of work, picketing, concerted refusal to work, refusal to follow reasonable work instructions, or any other interruption of the operations of the College, regardless of the reason for so doing.



## ARTICLE IX

### SALARIES AND FRINGE BENEFITS

Section 1. Salaries. Each faculty member's base annual salary will be determined by the grid included in Appendices B-E.

Salary increases indicated above will not be granted in any year where a faculty member has been on an unpaid leave during the previous year. Where an approved unpaid leave of less than a year has been taken by a faculty member, the normal step increase shall be granted.

The Board reserves the right to make initial placement on the salary schedule for new faculty members hired pursuant to Section 1B of this Article.

Section 1.A. Credit Hours. All reference to hours or credit hours contained in this Article and in Appendix A shall mean semester credit hours.

Section 1.B. Initial Placement. The initial placement of both new and currently employed faculty members in an appropriate salary range and their salary level within that range shall be determined by the Vice President for Instructional and Student Success. Factors considered shall include, but not be limited to, the faculty member's educational level, prior experience, if any, marketplace factors, and present salary, if any. No new faculty member shall be placed beyond the maximum or below the minimum of the appropriate salary range.

Section 1.C. Movement Between Educational Levels. To be applicable to initial placement or movement on the salary schedule presented in Appendix A, credit hours must be directly related to the instructor's teaching field and must have been earned at a regionally accredited institution and must meet the specifications as outlined in Article VI. Section 2. Tuition Reimbursement. Faculty members initially awarded advanced lane placement as recognition of work experience in lieu of coursework or a degree must complete all of the required coursework or earn the degree to be eligible for the next lane advancement.

If, prior to October 1, a full-time faculty member covered by this Agreement submits official transcripts of pre-approved hours and/or degrees earned or completed in the previous school year sufficient for movement from one educational level to another, said faculty member shall then be moved to the appropriate educational lane on the salary grid set forth on Appendix A. Those faculty members not submitting the official transcript by October 1 will not be eligible to receive additional salary until the following fall semester, and there will be no retroactive payment for the academic year for which the deadline was missed.

Section 1.D. Recognition of Non-traditional Education. Where the faculty member and the Vice President for Instructional and Student Success agree that additional education may be more



appropriately gained through attendance at instructional workshops or seminars instead of (or in addition to) credit classes, credit toward lane movement may be gained for training that is pre-approved by the Vice President for Instructional and Student Success. When evidence of successful completion has been provided, credit shall be given for such experience at the rate of one semester hour equivalent for each cumulative twenty-four (24) contact hours of approved workshops or seminars. No more than four (4) semester hours of credit may be gained in this manner in any given year and no more than fourteen (14) semester hours of credit may be gained in this manner in total. This applies to non-traditional experiences approved and completed after August 1, 2010.

Credit for lane placement and/or movement may be given to faculty for full-time professional work experience in a position which is recognized by the administration as contributing to the professional skills of the faculty member as related to his/her major assignment. Such credit shall be applied only as described in the salary schedule in Appendix A. Work experience applied toward lane placement may not also be applied as experience toward determination of salary level within the appropriate range.

For purposes of determining placement in the appropriate salary lane, completion of a federally recognized apprenticeship program shall be accepted as the equivalent of a BA.

Credit for lane placement into the Master's Degree lane may be given to faculty for holding certain, State-regulated, professional licenses. To qualify for this lane placement, the minimum requirements to earn this State-regulated professional license must include, at least, the following:

1. A four-year bachelor's degree from an accredited institution;
2. Successful completion of a full-time, professional internship; and,
3. Successful completion of a State-regulated professional examination.
4. Evidence that such State Regulated licensure is seen in the associated professional field as equal to, or greater than, a Master's Degree in that field.

Section 1.E. Longer Contracts. Salary schedules for faculty with assignments longer than the regular academic year shall be determined by Appendix A and applying the following appropriate multiplier:

Ten-month Contracts	1.11
Eleven-month Contracts	1.22
Twelve-month Contracts	1.33

Section 2. Summer Session Pay. Faculty will be compensated for each equated contact hour taught during the summer term at the rate assigned to their tier level as shown in Appendix A.

Section 3. Overload. Faculty will be compensated for each equated contact hour of overload at the rate assigned to their lane as shown in Appendix A. Faculty with ten, eleven, and twelve month assignments will receive overload compensation at proportionate level to the regular academic year rate. Those faculty members on approved leave for one semester or a newly hired faculty member



for spring semester will receive overload pay after exceeding 1/2 of normal load during the semester that is taught. The same rate shall apply to summer term equated contact hours taught in excess of 7.5 equated contact hours.

For the academic year, faculty must elect by August 1 to receive overload payments under one of the two options below. Faculty members must notify human resources in writing by August 1 of each year to declare and/or change their option. Failure to elect by August 1 will result in continuation of the previous year's option.

Fall overload payments:

For faculty members whose load is more than 18 ECH in the fall semester, a partial overload payment covering all ECH greater than 18 will be paid as follows:

Option 1: A lump sum payment as part of the next regularly scheduled pay date after the tenth week of the fall semester; or

Option 2: In equal amounts in the remaining regularly scheduled paydates beginning with the first scheduled pay date after the 10<sup>th</sup> week of the fall semester and ending on the first paydate in February.

Spring overload payments:

Spring overload payment(s), covering those ECH not yet paid from the fall semester and overload earned in the spring semester, including -any second eight-week courses that have an enrollment of 10 or more on or about February 1 of that year, will be paid as follows:

Option 1: In a lump sum on the second regularly scheduled February pay date; or

Option 2: : In equal amounts in the remaining regularly scheduled pay dates beginning with the second scheduled pay date in February and concluding with the last pay period of the spring semester.

Overload for second eight-week courses will be paid with the second regularly scheduled pay date in March.

Payment for summer overload will be included in the regularly scheduled pay dates over the summer term.

Section 4. Substitute Pay. Full-time faculty members will have first preference in choosing to substitute for other faculty. The pay for these substituted hours will be at the rate of \$40 per clock hour. Coordination for substitutes will be handled by the respective Associate Dean who will attempt to contact appropriate faculty members who are qualified to substitute. Procedures for contacting full-time faculty will be in the Faculty Handbook.

Section 5. Insurance Coverage.



- a. Health Insurance. Faculty shall be covered under such group health insurance plan as the Board may choose to provide and change from time to time for all employees. For the term of the Agreement, the Board will pay the costs of the individual premium except for one (1) percent of an individual faculty member's salary to a maximum of ten (10) percent of premium for each of 20 pay periods which shall constitute the employee's contribution. Faculty members on a pay schedule other than 20 pay periods will be pro-rated.

Faculty shall be provided an opportunity to purchase health insurance coverage (similar to that provided for individual faculty members), for dependents. The monthly cost of such coverage shall be deducted from faculty paychecks in approximately equal installments per pay period each month. The Board shall provide a benefit of at least 50% of dependent premiums for the length of this contract for those full-time faculty participating in the dependent coverage insurance program. This insurance coverage will be allowed to apply to the coverage for dependents flexible benefits plan provided faculty members have filed the proper salary reduction agreement with the Business Office or its designated agent and if this application remains within guidelines mandated for the program as the same may be changed from time to time by the Board.

- b. Life Insurance. The Board shall provide and pay for term life insurance for all faculty members. The amount of coverage of such term life insurance shall be two (2) times the faculty member's basic contractual salary (i.e. not including summer pay overload or other remuneration) rounded to the nearest one thousand dollars. Coverage is subject to policy limits. The Board shall reasonably attempt to arrange for an insurance carrier to offer faculty members the option of purchasing additional term life insurance coverage.

Section 6. Dental/Optical/Auditory. The College will provide a benefit for dental work performed by a licensed dentist, for optical care services performed by a licensed optical care professional, including purchase of corrective lenses, and/or auditory care services performed by a licensed professional for full-time employees and qualified dependent family members as defined by the college. On January 1<sup>st</sup> of each year, each eligible employee will be credited an annualized amount of \$600 to use throughout the calendar year. Benefits may be carried over up to two years of the current benefit. Any reimbursement received but yet unearned at the time of termination needs to be returned prior to release of final check. Eligible employees who begin after the first day of the calendar year will receive a pro-ration of the benefit. The College pays the entire cost of this program.

Section 7. Pay Periods. Faculty members will be paid bi-weekly during the fall and spring semesters. Summer school pay will be given in four (4) separate bi-weekly checks. Faculty members shall have the option of receiving pay over a nine (9) month period (20 pay dates) or twelve (12) month period (26 pay dates) as long as the paydates remain consistent with the established paydates for the year. Faculty members must notify the Office of Business Affairs and Human Resources in writing by August 1 of each year of their intent to change their option. If no notification is received, the option used in the previous year will be continued.

Section 8. Right to Change Insurance Carriers. The Board retains the right to select and change



insurance carriers for employee insurance.

Section 9. Terms of Insurance Policies to Govern. The extent of coverage under the insurance policies referred to in this Agreement shall be governed by the terms and conditions set forth in said policies. Any questions or disputes concerning said insurance policies or benefits thereunder shall be resolved in accordance with the terms and conditions set forth in said policies and shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

Section 10. Tax Sheltered Annuities. As long as such benefit is reasonably available from a group of carriers selected by the Board, the Board shall make available a program of tax-sheltered annuities for purchase by faculty members.

Section 11. Malpractice Insurance. As long as such coverage is reasonably available from a carrier selected by the Board, the Board shall provide and pay for \$1,000,000 comprehensive malpractice insurance for all Health Career faculty supervising clinical practice classes.

Section 12. Tuition Waiver. Faculty members shall have the right to enroll in courses (for which degree credit is awarded) offered by KCC with no charge for tuition. Laboratory fees will be waived for a maximum of two courses; student activity fees will be waived. The spouse and dependent children under the age of 24 of a faculty member may also enroll with no charge for tuition. The spouse or dependent child must pay any other costs associated with the course including laboratory fees, student activity fees, and textbooks.

Section 13. Flexible Benefits Plan. The Board shall provide a Flexible Benefit Plan which meets the standards of Section 125 of the Internal Revenue Code and shall include health and life insurance not provided by this Agreement, dental, disability, and optical insurance and other insurance programs which are allowed by law.

Section 14. 106% Limitation. In the event that the Board determines that a faculty member's compensation for any year will exceed 106% of the previous year's compensation, the Board shall seek to minimize any financial implication for the college. Actions may include, but are not limited to, withholding the approval of assignments that might give rise to the excess compensation, or prorating salary increases above 106% to subsequent years, subject to the 106% limitation in each year.

Upon the adoption of additional legislation or rules that materially affect pension legislation, the Board and the Association shall meet to execute a memorandum of agreement as appropriate.

## ARTICLE X

### BOARD RIGHTS

It is understood and agreed that the Board possesses the right and authority to operate and direct the employees of the College in all respects including, but not limited to, all rights and authority exercised by the District prior to the execution of this Agreement except as specifically limited in this Agreement. The authority and powers of the Board as prescribed by the Statutes and Constitution of the State of Illinois and the United States shall continue unaffected by this Agreement except as expressly limited by the express provisions of this Agreement. These rights include, but are not limited to, the following:

1. To maintain executive management and administrative control of the College and its properties and facilities and activities of its employees as related to the conduct of College affairs;
2. To delegate authority through recognized administrative channels for the development and organization of the academic program according to current Board policy or as the same may from time to time be amended;
3. To establish, modify, or eliminate programs, curriculums and/or courses of instruction including special programs and athletic, recreational and social events for students and to determine whether to provide or purchase goods and services all as deemed necessary or advisable by the Board;
4. To hire all employees and subject to provisions of law to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to evaluate, promote and transfer all such employees;
5. To determine student assignments, academic calendar, class schedules, class size, non-classroom assignments, the hours and places of instruction, policies on student examinations, and the duties, responsibilities, and assignment of those in the bargaining unit.

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.

No action, statement, agreement, settlement or representation made 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 has agreed thereto in writing.



Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities, and authority under the Illinois Public Community College Act or any other national, state, county, district, or local laws or regulations as they pertain to education.

## ARTICLE XI

### SCOPE OF AGREEMENT

This Agreement, upon ratification, supersedes all prior practices and agreements unless expressly stated to the contrary herein and constitutes the complete and entire agreement between the parties and concludes collective bargaining for its term.

If there is any conflict between the written terms of this Agreement and the terms of any individual contract of employment or any written Board policies, rules and regulations which may be in effect from time to time the written terms of this Agreement, for its duration shall be controlling.

The parties acknowledge that during the negotiations, which resulted in this Agreement, each had the full right to make proposals with respect to any subject and that after exercising that right, the parties' understandings are set forth in this Agreement. Therefore, for the duration of this Agreement, each party waives the right, and each agrees that the other shall not be obligated to negotiate with respect to any subject or matter referred to or covered in this Agreement, including the impact of the Board's exercise of its rights as set forth herein on wages, hours, or terms and conditions of employment.

## ARTICLE XII

### SAVINGS

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

## ARTICLE XIII

### TERMS OF AGREEMENT

Section 1. Contract Length. This Agreement shall be effective as of the 1<sup>st</sup> day of August, 2018, and shall remain in full force and effect until the completion of the 2022 Summer Term (which shall be defined to be 11:59 p.m. on the third calendar day after final grades are due at the end of the 2022 Summer Term). It shall automatically be renewed from year to year unless either party shall notify the other in writing at least ninety (90) days prior to the completion of the 2022. Summer Term as defined above or at least ninety (90) days prior to the end of the Summer Term in any succeeding year (which shall be defined to be 11:59 p.m. on the third calendar day after final grades are due at the end of such Summer Term).

Section 2. Reopener Negotiations: In the event of any one of the following, the administration may notify the leadership of the Faculty Association of its intent to reopen this Agreement:

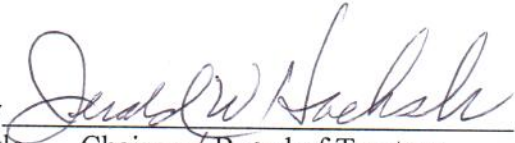
- State revenues for a given fiscal year not having been received in the amount of 75% or more by December 31, following that fiscal year
- Changes in the Illinois income tax structure that would decrease state revenues allocated to the College by 10% or more in any given year
- A shift in the pension contribution from the State of Illinois to the College

Such reopener and any resulting negotiations shall be limited to Article IX, Section 1 (Salary) and Section 5 (Insurance), insofar as it pertains to allocation of insurance premium contributions between employees and the Board. No other issues shall be subject to such reopener negotiations unless otherwise mutually agreed upon, in writing, between authorized representatives of the Board and the Association. Upon such notice being given, the duly authorized representatives designated by the parties will meet within 30 (thirty) days of administration notice to the Faculty Association leadership, or such later date as the parties mutually agrees upon, to commence such negotiations. All other provisions of this Agreement shall remain in full force and effect during any reopening.




IN WITNESS WHEREOF, the parties hereunto have set their hands.

BOARD OF TRUSTEES OF COMMUNITY  
COLLEGE DISTRICT NO. 520  
(KANKAKEE COMMUNITY COLLEGE)

By   
Title Chairman Board of Trustees  
Dated 4/9/18

KANKAKEE COMMUNITY COLLEGE  
FACULTY ASSOCIATION COUNCIL  
OF AMERICAN FEDERATION OF  
TEACHERS LOCAL 604

By   
Title President KCCFA  
Dated 4/9/18

	Appendix A								
	BA	MA	MA +12	MA +24	MA +36	MA +48	MA +60	Doctorate	Summer
	1	2	3	4	5	6	7	8	AY17-18
0 inactive	inactive	inactive	inactive	inactive	inactive	inactive	inactive	inactive	
1 inactive	inactive	inactive	inactive	inactive	inactive	inactive	inactive	inactive	
2	44467	46078	47828	49647	51518	53484	55530	57635	<b>950</b>
3	44799	46426	48190	50022	51913	53894	55955	58082	<b>950</b>
4	44960	46597	48367	50206	52109	54097	56167	58307	<b>950</b>
5	45077	46724	48498	50342	52255	54249	56325	58476	<b>950</b>
6	45151	46805	48583	50430	52351	54349	56428	58590	<b>1150</b>
7	46609	48314	50147	52054	54034	56095	58238	60467	<b>1150</b>
8	48111	49870	51760	53726	55770	57894	60104	62402	<b>1150</b>
9	49661	51475	53425	55451	57558	59750	62029	64398	<b>1150</b>
10	51259	53129	55140	57230	59403	61662	64012	66455	<b>1350</b>
11	52905	54835	56908	59064	61304	63633	66056	68574	<b>1350</b>
12	54604	56594	58731	60954	63264	65666	68164	70760	<b>1350</b>
13	56355	58408	60611	62903	65284	67761	70337	73013	<b>1350</b>
14	58161	60277	62548	64912	67368	69921	72576	75335	<b>1350</b>
15	60023	62203	64546	66983	69514	72146	74883	77728	<b>1350</b>
16	61941	64190	66605	69118	71728	74441	77262	80194	<b>1350</b>
17	63919	66238	68728	71317	74008	76805	79713	82736	<b>1350</b>
18	65959	68348	70915	73585	76358	79242	82240	85355	<b>1350</b>
19	68061	70524	73170	75923	78782	81753	84844	88054	<b>1350</b>
20	70227	72766	75495	78331	81278	84341	87526	90835	<b>1350</b>
21	72460	75078	77889	80813	83850	87008	90291	93701	<b>1350</b>
22	74762	77459	80358	83372	86502	89756	93140	96654	<b>1350</b>
23	77133	79914	82901	86008	89235	92588	96074	99696	<b>1350</b>
24	79577	82444	85523	88725	92049	95505	99099	102830	<b>1350</b>
25	82096	85050	88224	91523	94950	98511	102214	106060	<b>1350</b>
<b>OL</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	



	Appendix B								3.00%
	BA	MA	MA+12	MA+24	MA+36	MA+48	MA+60	Doctorat	Summer
	1	2	3	4	5	6	7	8	AY18-19
0	inactivated-----								
1	inactivated-----								
2	45356	47000	48785	50640	52548	54554	56641	58788	<b>950</b>
3	45801	47460	49263	51136	53064	55089	57196	59364	<b>950</b>
4	46143	47819	49636	51523	53470	55511	57634	59824	<b>950</b>
5	46309	47995	49818	51712	53672	55720	57852	60056	<b>950</b>
6	46429	48126	49953	51852	53823	55876	58015	60230	<b>1150</b>
7	46506	48209	50040	51943	53922	55979	58121	60348	<b>1150</b>
8	48007	49763	51651	53616	55655	57778	59985	62281	<b>1150</b>
9	49554	51366	53313	55338	57443	59631	61907	64274	<b>1150</b>
10	51151	53019	55028	57115	59285	61543	63890	66330	<b>1350</b>
11	52797	54723	56794	58947	61185	63512	65932	68449	<b>1350</b>
12	54492	56480	58615	60836	63143	65542	68038	70631	<b>1350</b>
13	56242	58292	60493	62783	65162	67636	70209	72883	<b>1350</b>
14	58046	60160	62429	64790	67243	69794	72447	75203	<b>1350</b>
15	59906	62085	64424	66859	69389	72019	74753	77595	<b>1350</b>
16	61824	64069	66482	68992	71599	74310	77129	80060	<b>1350</b>
17	63799	66116	68603	71192	73880	76674	79580	82600	<b>1350</b>
18	65837	68225	70790	73457	76228	79109	82104	85218	<b>1350</b>
19	67938	70398	73042	75793	78649	81619	84707	87916	<b>1350</b>
20	70103	72640	75365	78201	81145	84206	87389	90696	<b>1350</b>
21	72334	74949	77760	80681	83716	86871	90152	93560	<b>1350</b>
22	74634	77330	80226	83237	86366	89618	93000	96512	<b>1350</b>
23	77005	79783	82769	85873	89097	92449	95934	99554	<b>1350</b>
24	79447	82311	85388	88588	91912	95366	98956	102687	<b>1350</b>
25	81964	84917	88089	91387	94810	98370	102072	105915	<b>1350</b>
<b>OL</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	

	Appendix C								2.50%
	BA	MA	MA+12	MA+24	MA+36	MA+48	MA+60	Doctorate	Summer
	1	2	3	4	5	6	7	8	AY19-20
0	inactivated-----								
1	inactivated-----								
2	46263	47940	49760	51653	53599	55645	57773	59963	950
3	46490	48175	50004	51906	53862	55918	58057	60257	950
4	46946	48647	50494	52415	54390	56466	58626	60848	950
5	47297	49014	50877	52811	54807	56899	59074	61320	950
6	47467	49195	51063	53005	55014	57113	59298	61558	1150
7	47590	49329	51202	53149	55168	57273	59465	61736	1150
8	47668	49414	51292	53241	55270	57379	59574	61856	1150
9	49207	51008	52943	54956	57046	59222	61485	63838	1150
10	50793	52650	54646	56721	58879	61122	63455	65881	1350
11	52430	54345	56403	58542	60767	63081	65487	67988	1350
12	54117	56091	58214	60421	62715	65100	67581	70160	1350
13	55854	57892	60081	62357	64722	67181	69739	72397	1350
14	57648	59749	62005	64352	66791	69327	71964	74705	1350
15	59497	61664	63990	66410	68924	71539	74258	77083	1350
16	61403	63637	66035	68531	71124	73819	76622	79535	1350
17	63369	65671	68144	70717	73389	76168	79058	82061	1350
18	65394	67769	70318	72971	75727	78591	81569	84665	1350
19	67482	69931	72560	75293	78134	81087	84157	87349	1350
20	69636	72158	74869	77687	80615	83660	86825	90114	1350
21	71855	74456	77249	80156	83174	86311	89574	92963	1350
22	74142	76823	79704	82698	85809	89043	92406	95899	1350
23	76500	79264	82231	85318	88525	91859	95325	98925	1350
24	78930	81777	84838	88020	91324	94760	98333	102042	1350
25	81433	84369	87523	90803	94210	97750	101430	105254	1350
<b>OL</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	



	Appendix D								2.25%
	BA	MA	MA+12	MA+24	MA+36	MA+48	MA+60	Doctorate	Summer
	1	2	3	4	5	6	7	8	AY20-21
0	inactivated-----								
1	inactivated-----								
2	47189	48898	50755	52686	54671	56758	58929	61163	950
3	47304	49018	50880	52815	54805	56897	59073	61313	950
4	47536	49258	51129	53074	55074	57176	59363	61613	950
5	48002	49741	51631	53594	55614	57736	59945	62217	950
6	48361	50117	52021	53999	56040	58179	60404	62700	1150
7	48535	50302	52212	54198	56252	58398	60633	62943	1150
8	48661	50439	52354	54344	56410	58562	60803	63125	1150
9	48741	50526	52446	54439	56513	58670	60914	63248	1150
10	50315	52155	54134	56193	58330	60555	62868	65274	1350
11	51936	53835	55875	57997	60204	62497	64883	67363	1350
12	53609	55567	57673	59860	62134	64500	66961	69518	1350
13	55334	57353	59524	61780	64126	66564	69101	71738	1350
14	57111	59195	61432	63760	66178	68692	71308	74026	1350
15	58945	61093	63400	65800	68294	70887	73583	76386	1350
16	60835	63052	65430	67904	70474	73148	75929	78818	1350
17	62785	65069	67521	70073	72724	75480	78346	81324	1350
18	64795	67148	69678	72308	75041	77882	80837	83908	1350
19	66866	69293	71900	74613	77431	80359	83405	86570	1350
20	69001	71504	74192	76987	79892	82911	86051	89314	1350
21	71203	73782	76553	79435	82429	85542	88778	92141	1350
22	73472	76131	78987	81959	85046	88253	91589	95055	1350
23	75810	78551	81497	84559	87740	91046	94485	98057	1350
24	78221	81047	84082	87238	90516	93926	97470	101151	1350
25	80706	83617	86747	90000	93379	96892	100545	104338	1350
<b>OL</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	

Any faculty member falling off of the matrix (beyond step 25) will receive the same % of increase as all other faculty members.

	Appendix E								2.00%
	BA	MA	MA+12	MA+24	MA+36	MA+48	MA+60	Doctorate	Summer
	1	2	3	4	5	6	7	8	AY21-22
0	inactivated-----								
1	inactivated-----								
2	47897	49632	51517	53476	55491	57609	59813	62080	950
3	48133	49876	51771	53740	55765	57893	60107	62386	950
4	48250	49999	51897	53871	55901	58035	60255	62539	950
5	48487	50244	52152	54135	56175	58319	60550	62845	950
6	48962	50736	52663	54666	56726	58891	61144	63462	1150
7	49328	51119	53062	55079	57161	59342	61612	63954	1150
8	49505	51308	53257	55282	57377	59566	61845	64202	1150
9	49634	51448	53401	55431	57538	59733	62019	64388	1150
10	49716	51537	53494	55528	57643	59843	62133	64513	1350
11	51321	53198	55217	57316	59497	61766	64126	66580	1350
12	52975	54912	56993	59157	61408	63747	66180	68710	1350
13	54681	56679	58826	61057	63377	65790	68300	70908	1350
14	56441	58500	60714	63016	65408	67896	70483	73173	1350
15	58253	60379	62661	65035	67501	70066	72734	75506	1350
16	60124	62315	64668	67116	69660	72304	75055	77913	1350
17	62052	64313	66738	69262	71884	74611	77448	80394	1350
18	64041	66371	68871	71474	74179	76990	79913	82951	1350
19	66091	68491	71071	73755	76541	79440	82453	85586	1350
20	68203	70679	73338	76105	78979	81967	85073	88301	1350
21	70381	72934	75676	78527	81490	84570	87772	91100	1350
22	72627	75258	78084	81024	84077	87253	90554	93984	1350
23	74942	77654	80567	83598	86746	90018	93421	96956	1350
24	77327	80122	83127	86250	89495	92867	96374	100018	1350
25	79785	82668	85763	88983	92327	95804	99419	103174	1350
<b>OL</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	<b>810</b>	

**Any faculty member falling off of the matrix (beyond step 25) will receive the same % of increase as all other faculty members.**