

Professional negotiations agreement

**Sandburg Education Association (SEA)
and the Board of Trustees of Carl Sandburg College**

Illinois counties in District #518:

Fulton | Hancock | Henderson | Henry | Knox | McDonough | Mercer | Schuyler | Stark | Warren

Years:

2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29

Table of contents

Preamble	9
Agreement	9
Part one: General provisions	10
Article 1: Recognition & representations	10
Section 1.1: Recognition and representation	10
Section 1.2: Meeting with other organizations	11
Section 1.3: Risk Management Program.....	11
Section 1.4: Communications Committee	11
Article 2: Board authority & responsibility	12
Section 2.1: Scope of responsibility	12
Section 2.2: Right to join	12
Section 2.3: Availability of information	12
Section 2.4: Americans with Disabilities Act.....	12
Section 2.5: Meetings, notices and general information.....	13
Section 2.6: Direct deposit	13
Article 3: Work stoppage	13
Section 3.1: Work stoppage	13
Article 4: Savings clause.....	13
Section 4.1: Savings clause	13
Article 5: Decertification	13
Section 5.1: Decertification petitions	13
Article 6: Procedures.....	13
Section 6.1: Informal process	13
Section 6.1.1: Negotiating representatives	13
Section 6.1.2: Limitations	13
Section 6.1.3: Scope	13
Section 6.1.4: Time of meeting	14
Section 6.1.5: Procedure	14
Section 6.1.6: Conclusion of informal process	14

Section 6.2: Formal process	14
Section 6.2.1: Negotiating representatives	14
Section 6.2.2: Limitations	14
Section 6.2.3: Scope	14
Section 6.2.4: Time of meeting	14
Section 6.2.5: Procedure	15
Section 6.2.6: Impasse	15
Article 7: Grievance procedure	15
Section 7.1: Definition	15
Section 7.2: Sandburg contract grievance committee (SCGC)	15
Section 7.3: Procedure	15
Section 7.4: Limitations on authority of arbitrator	17
Section 7.5: Time limits	17
Section 7.6: Expenses of arbitration	17
Article 8: Member rights.....	17
Section 8.1: 403(b) plan.....	18
Section 8.2: Credit union	18
Section 8.3: Chaperoning	18
Section 8.4: Member right of representation	18
Section 8.5: Classified right of representation.....	18
Section 8.6: Human Resources file	19
Section 8.7: Right to organize	19
Section 8.8: Insurance during leave	19
Section 8.9: Association leave	19
Section 8.10: Association flex schedule for classified employees	19
Article 9: Entire agreement.....	19
Section 9.1: Entire agreement	19
Section 9.2: Waiver	19
Section 9.3: Statement of affirmation	19
Section 9.4: Commitment of professionalism	20
Article 10: Deduction of association dues	20
Section 10.1: Check-off of dues	20
Section 10.2: Indemnification verification.....	20
Article 11: Amendment.....	20
Section 11.1: Agreement	20

Article 12: Duration of agreement	20
Section: 12.1 Duration	20
Part two: Provisions applicable to faculty only	21
Article 13: Leaves	21
Section 13.1: Faculty leave	21
Section 13.2: Jury/subpoena leave	21
Section 13.3: Parental leave	21
Section 13.4: Unpaid leave	21
Section 13.5: Professional leave	22
Section 13.6: Sabbatical leave	23
Section 13.7: Sick leave.....	23
Section 13.8: Volunteer leave.....	24
Section 13.9: Floating holidays	24
Article 14: Miscellaneous faculty provisions.....	24
Section 14.1: Allocation of teaching assignments	24
Section 14.2: Office hour requirements	24
Section 14.3: Teaching load	25
Section 14.4: Evaluation of student progress	25
Section 14.5: Faculty discipline.....	26
Section 14.6: Notification of non-renewal.....	26
Section 14.7: Right of refusal.....	26
Section 14.8: Readmission to class	26
Section 14.9: Graduation/in-service days attendance.....	26
Section 14.10: Outside employment	27
Section 14.11: Student course evaluation	27
Section 14.12: Faculty title progression.....	27
Section 14.13: Technology for online instruction	27
Article 15: Academic freedom & responsibility	27
Section 15.1: Academic freedom & responsibility	27
Article 16: Termination procedure for tenured faculty members.....	27
Section 16.1: Termination procedure for tenured faculty members	27
Article 16-A: Termination procedure for non-tenured faculty	28
Section 16A.1: Board authority	28
Section 16A.2: Limitations	29

Section 16A.3: Remedies	29
Article 16-B: Effects of layoffs	29
Section 16B.1: Effects of layoffs	29
Part three: Provisions applicable to classified members only	30
Article 17: Leaves, holidays & paid time off (PTO)	30
Section 17.1: Sick leave	30
Section 17.2: Unpaid leaves of absence	30
Section 17.3: Paid time off (PTO).....	31
Section 17.4: Planned college closures	32
Section 17.5: Use of paid time off (PTO)	33
Section 17.6: Part-time members.....	33
Section 17.7: Parental leave	33
Section 17.8: Floating holidays	34
Section 17.9: Jury leave/subpoena leave	34
Section 17.10: Volunteer leave.....	34
Article 18: Employee reclassification.....	34
Section 18.1: Employee reclassification	34
Article 19: Hours of work & overtime	34
Section 19.1: Application of this article	34
Section 19.2: Normal workweek.....	34
Section 19.3: Breaks/meal periods	35
Section 19.4: Changes in normal workweek/workday/work year	35
Section 19.5: Overtime	35
Section 19.6: Compensatory time	35
Section 19.7: Overtime distribution	35
Section 19.8: No pyramiding	36
Section 19.9: Non-scheduled closures.....	36
Article 20: Performance evaluations	36
Section 20.1: Conditions and terms of performance evaluation	36
Section 20.2: Confidentiality	36
Section 20.3: Informal discussions	37
Article 21: Seniority	37
Section 21.1: Definition	37



Section 21.2: Loss of seniority	37
Section 21.3: Transfers and promotions	37
Section 21.4: Conflicts of seniority	37
Article 22: Layoff/recall	37
Section 22.1: Layoff	37
Section 22.2: Recall	38
Section 22.3: Effects of layoff	38
Article 23: Discipline & termination	39
Section 23.1: Discipline and termination	39
Article 24: Miscellaneous	39
Section 24.1: Fitness examinations	39
Section 24.2: Driver's licenses	39
Section 24.3: Work attire	39
Section 24.4: Union business	40
Section 24.5: Outside employment	40
Section 24.6: Members advancing classifications	40
Section 24.7: Members advancing levels within classifications	40
Section 24.8: Travel reimbursement	40
Section 24.9: Reassignment of duties	40
Article 25: Filling of vacancies	40
Section 25.1: Filling of vacancies	40
Article 26: Temporary assignment and cross-training	41
Section 26.1: Temporary assignment	41
Section 26.2: Cross-training	41
Article 27: Probationary and transitional periods	41
Section 27.1: Probationary period	41
Section 27.2: Transitional period	41
Section 27.3: Absence during probation/transition	42
Section 27.4: Planned closure pay for probationary and transitional period members	42
General appendices	44
Appendix A: Amended unit certification	44
Appendix B: Authorization for check-off of association dues	46

Appendix C: Insurance program	47
Section C.1: Hospitalization and major medical insurance	47
Section C.2: Accidental death and dismemberment	47
Section C.3: Term life insurance	47
Section C.4: Dental insurance	47
Section C.5: Dependent benefits	47
Section C.6: Insurance after termination	47
Section C.7: Health Emergency Leave Program (HELP)	47
Section C.8: Section 125 benefits	49
Appendix D: Carl Sandburg College Flexible Benefit Plan	49
Appendix E: Other fringe benefits	50
Section E.1: SURS retirement	50
Section E.2: Retiree insurance benefits	50
Section E.3: Employee assistance program	50
Section E.4: Conditions of training	50
Section E.5: Classes during work hours	50
Section E.6: Professional development — training	50
Appendix F: Interpretation of Article 3: Work stoppage	52
Appendices applicable to faculty only	53
Appendix G-1: Carl Sandburg College academic-year faculty contract	53
Appendix G-2: Carl Sandburg College supplemental faculty contract for services beyond academic year	54
Appendix H: Faculty title progression	55
Appendix I: Credit for professional activities	56
Appendix J: Other faculty fringe benefits	57
Section J.1: Tuition/professional membership reimbursement	57
Section J.2: Academic regalia	57
Section J.3: Mandated licensure/certification renewal reimbursement	57
Appendix K: Salary & rates of pay	58
Section K.1: Hiring ranges	58



Section K.2: Salary	59
Section K.3: Academic year	59
Section K.4: Salary increases due to educational advancement	59
Section K.5: Experience credit: Vocational/technical faculty	60
Section K.6: Experience outside district	60
Section K.7: Pre-summer/summer/winter session	60
Section K.8: Overload	61
Section K.9: Payment plan	61
Section K.10: Equated hour ratios	61
Appendices applicable to classified members only	63
Appendix L: Salary & rates of pay	63
Appendix L.1: Hiring ranges	60
Appendix L.2: Salary	70
Appendix L.3: Salary increases due to educational advancement	70
Appendix M: Other classified member fringe benefits	71
Section M1: Tuition/professional membership reimbursement	71
Additional appendices applicable to faculty only	72
Appendix N: Overload rate compensation schedule	72
Appendix O: Overload assignment	72
Section O1: Process for assignment overload according to seniority	70
Memorandums of Agreement (MOA)	
Memorandum of Agreement	73
Memorandum of Agreement	74
Memorandum of Agreement	75
Memorandum of Agreement	76
Memorandum of Agreement	77
Memorandum of Agreement	78
Memorandum of Agreement	79
Memorandum of Agreement	80
Memorandum of Agreement.....	81
Memorandum of Agreement.....	82
Memorandum of Agreement.....	83
Memorandum of Agreement.....	84
Memorandum of Agreement.....	85



Memorandum of Agreement.....	86
Memorandum of Agreement.....	87
Memorandum of Agreement.....	88
Memorandum of Agreement.....	89
Memorandum of Agreement.....	90



Preamble

This agreement, between the Board of Trustees, Carl Sandburg College, Community District #518, Fulton, Hancock, Henderson, Henry, Knox, McDonough, Schuyler, Warren counties, the state of Illinois and the Sandburg Education Association (SEA), incorporates a number of understandings which derive from the parties' mutual beliefs that each student is entitled to an education of the highest quality and that the attainment of this objective is dependent upon, among other things, the quality and morale of the employees.

Agreement

This agreement is entered into this third day of October, 1984, by and between the Board of Trustees of Carl Sandburg College District 518, Fulton, Hancock, Henderson, Henry, Knox, McDonough, Schuyler, Warren counties, the state of Illinois, hereinafter referred to as the Board, and the Sandburg Education Association (SEA), affiliated with the Illinois Education Association and the National Education Association, hereinafter referred to as the Association.

Whereas the Association was chosen by a majority of the faculty members of the bargaining unit set forth in an Election Agreement as the representative of those members in an election held on September 11, 1974.

Whereas, the bargaining unit has been amended by Amended Certification of Representative issued by the Illinois Educational Labor Relations Board, as a result of an Election held on December 15, 1993, to include non-faculty members. (Appendix A)

Hereinafter, in this agreement, the term "member" shall be defined as all members of the bargaining unit.

Whereas it is the intention of the parties to this agreement to provide where not otherwise mandated by statute, for the salary schedule, fringe benefits and conditions of employment of the members covered by this agreement; to prevent interruptions of work and interference with the efficient operation of Carl Sandburg College; and to provide an orderly and prompt method of handling and processing grievances:

Now, therefore, the parties agree with each other as follows:

Part one: General provisions

Article 1: Recognition and representation

Section 1.1: Recognition. The Board hereby recognizes the Association as the sole and exclusive negotiating representative for all full-time faculty personnel, including counselors and other teachers on a three-quarter (3/4)-load contract, and all full-time and regularly employed part-time employees in the following positions:

- Accounts Receivable Technician
- Admissions and Records Support Specialist
- Assistant Controller
- Assistant Dean of Assessment/Full-time Faculty Development English
- Branch Campus Support Specialist
- Building Maintenance
- Business Office Technician
- Career Technical Education Program Support Specialist
- Coordinator, Art
- Coordinator of Career Development
- Coordinator of Dental Hygiene
- Coordinator of Diversity and Inclusion
- Coordinator of Financial Aid, Veterans and Military Services
- Coordinator of Health and Fitness/Athletic Trainer
- Coordinator of Instructional Technology
- Coordinator of Library Instructional Services/Librarian
- Coordinator of Student Life
- Coordinator of Technology Support Services
- Coordinator of Transfer and Dual Credit Recruitment
- Custodian — First shift
- Custodian — Second shift
- Custodian/Maintenance – Carthage
- Facility Services Assistant — Half-time
- Financial Reporting Specialist
- Graphic Design Specialist
- Grant/Accounting Technician
- Grounds Assistant
- Head Men's Soccer & Fitness Skills Coach
- Health & Fitness Center Supervisor/Athletic Coach
- Health Professions Support Specialist
- Humanities/Social Science Support Specialists
- Institutional Data Manager
- Lead Custodian – Second Shift
- Library Information Services Assistant
- Marketing Project Management Services Specialist

- Math and Natural Sciences Support Specialist
- Payroll Specialist — Half-time
- Physical Plant Support Specialist
- Printing Services Technician
- Program Office Manager
- Public Safety Assistant
- Public Safety Officer
- Public Safety Officer – Second shift
- Public Safety Officer — Third shift
- Public Safety Officer- Weekend
- Recruitment Coordinator for Career and Technical Education and Health Professions
- Recruitment Experience Specialist
- Student Service Support Specialist
- Student Success Advocate
- Web Specialist

and all other eligible employees as defined by the Illinois Educational Labor Relations Act, but expressly excluding department deans or associate deans, and all other administrative and executive personnel, those employees whose only assignment(s) is(are) in positions funded through grant monies¹ or, if multiple assignments, one or more of which is in position(s) grant-funded and one or more in position(s) no portion of which is grant-funded, those employees whose aggregate positions are funded at least 51% through grant monies, and all managerial, supervisory, confidential and short-term employees as defined by the Illinois Educational Labor Relations Act.

Section 1.2: Meeting with other organizations. This agreement shall not be construed to prevent the Board or any administrator from meeting with any employee or employee organization, including the Sandburg Education Association, for the purpose of hearing the views and proposals of such employees or such employee organizations, provided that, as to those matters covered by this agreement, no change or modification shall be made except through negotiation and agreement with the Association.

Section 1.3: Risk-management program. All members of the faculty and classified staff are front-line members of the college's risk-management team and will assist the administration in helping to avoid risks and minimize losses. Injuries to people and damage to property can be minimized if all members of the faculty and classified staff report hazardous conditions to the risk-management committee, or the director of public safety.

Reports submitted will be addressed at the next regularly scheduled meeting of the risk-management committee.

Section 1.4: Communications committee. The president of the Association and the college president, or their respective designees, shall meet at least quarterly (date determined by mutual consent) to discuss matters of mutual concern that do not involve negotiations. The communications committee may meet more often by mutual agreement. The Association president may invite other bargaining unit members (not to exceed two) to attend such meetings. The college president may invite other college representatives (not to exceed two) to attend such meetings.

Each party shall submit a written agenda of the items it wishes to discuss at least three days prior to the date of

the meeting. This section shall not be applicable to any matter that is being processed pursuant to the grievance procedure set forth in this agreement. Association members will be allowed to participate with prior approval of their immediate non-bargaining unit supervisor; however, non-bargaining unit employees shall be entitled to any additional compensation for attending any communications meeting. The committee is intended to improve communications and shall be advisory only.

Article 2: Board authority & responsibility

Section 2.1: Scope of responsibility. The Association recognizes the Board has the full authority and responsibility for directing its operations and determining policy, and it reserves these rights, powers, authorities, duties and responsibilities. By way of example, the Association agrees it will not in any way attempt to interfere with or restrict the Board's flexibility and that the Board retains the following rights:

- To plan, direct, control and determine the operations and services of the college, including the days and hours of operation.
- To hire, promote and transfer all employees.
- To determine qualifications and conditions for continued employment for employees or their dismissal, discipline or demotion.
- To develop, combine or eliminate job classifications.
- To assign and direct personnel, including the assignment of overtime.
- To determine work hours, including shift hours.
- To develop new methods, procedures or equipment.
- To establish reasonable work and productivity standards, and from time to time, to change those standards.
- To subcontract or contract out goods and/or services.
- To evaluate and train personnel.
- To make, alter and enforce reasonable rules, orders and policies.
- To layoff and relieve employees from work.

The Association also recognizes that this Agreement does not empower the Board to do anything it is prohibited from doing by law.

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 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.

Section 2.2: Right to join. The Board and Association recognize that every eligible member shall have the right to join or refrain from joining the Association without discrimination.

Section 2.3: Availability of information. The Board will make available information specifically requested by the Association, which is legally required for publication and does not require any additional work on the part of the college. Tentative data shall not be made available on request.

Section 2.4: Americans with Disabilities Act. The Board may take all actions necessary to comply with the



Americans with Disabilities Act, notwithstanding any other provision of this agreement.

Section 2.5: Meetings, notices and general information. The Board will provide rooms in owned facilities for meetings of the Association, the use of employee mailboxes, campus mail system, and a bulletin board for internal communications with and between members of the Association; the use of equipment owned by and in the name of the Board for processing of information. The Association may use equipment leased by the Board by paying appropriate service charges. All rooms and equipment are to be scheduled for use by the Association with the appropriate officer of the college. Supplies are to be furnished by the Association.

Section 2.6: Direct deposit. Effective June 1, 2002, all employees shall receive their payroll checks through the college's direct deposit program.

Article 3: Work stoppage

Section 3.1: Work stoppage. The Association agrees that neither the Association nor any of the members of the unit covered by this contract will instigate, promote, sponsor, engage in, or condone any work stoppages, strikes, slowdowns, or picketing of any kind or for any reason at the college, including the honoring of other association or union picket lines, during the term of this agreement.

Article 4: Savings clause

Section 4.1: Savings clause. If any provision of this agreement is, or shall at any time be, contrary to or unauthorized by law, then such provision shall not be applicable, 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 5: Decertification

Section 5.1: Decertification petitions. See Illinois Educational Labor Relations Rules and Regulations, Section 1110.60.

Article 6: Procedures

Section 6.1: Informal process

Section 6.1.1: Negotiating representatives. Each party shall select not more than 7 negotiating representatives. Additional persons may be permitted to be present by mutual consent of the parties.

Section 6.1.2: Limitations. Neither party shall exert any control over the selection of the other party's negotiating representatives except that the Board will not select any employee included in the bargaining unit nor members of the SEA as its negotiating representatives. The Association will not select any employees excluded from the bargaining unit as its negotiating representatives.

Section 6.1.3: Scope. The Board and Association agree that the scope of their negotiations shall be subject to



the applicable provisions of the Illinois Educational Labor Relations Act, 115 ILCS 5/1.

Between September 15 and December 15, negotiations between the parties will be conducted to consummate an extension of the contract through the fifth fiscal year into the future, covering purely housekeeping items, salary schedules (as outlined in appendix K and L) and no more than five interests (which may be economic in nature) from each side with a minimum of one shared interest unless additional items are mutually agreed upon by both parties.

During the periods between Informal negotiations, Board and Association chief negotiators may mutually agree to negotiate interests, which both parties mutually agree require resolution before the next-scheduled negotiations season. Such negotiations will be formalized in tentative agreements, or time-limited Memorandums of Agreements (MOAs), which will carry forward to the next scheduled negotiations season, at which time they will be dealt with as additional items.

Section 6.1.4: Time of meeting. Informal negotiations using only internal personnel is conducted between September 15 and December 15 every third fall. Meetings are held at such times and places as mutually agreed upon by both parties.

Section 6.1.5: Procedure. From time to time, as the negotiating representatives reach a tentative agreement on given provisions or articles, these shall be reduced to writing, and, upon review, initialed and dated by the chairs of both negotiation committees. By initialing and dating such provisions and articles, it is understood that agreement on said provisions and articles is conditional upon reaching agreement on all language to be included in the contract.

Section 6.1.6: Conclusion of informal process. The informal approach will be discontinued if the process does not generate a mutually agreeable contract. In that event, both sides may proceed with a formal approach drawing upon the resources of outside personnel. If the formal approach is enacted, negotiations will be initiated from the beginning and the discussions and/or agreements, records, etc., of the informal approach will not be binding on the formal process.

Section 6.2: Formal process

Section 6.2.1: Negotiating representatives. Each party shall select not more than seven negotiating representatives. Additional persons may be permitted to be present by mutual consent of the parties.

Section 6.2.2: Limitations. Neither party shall exert any control over the selection of the other party's negotiating representatives except that the Board will not select any employee included in the bargaining unit nor members of the SEA as its negotiating representatives. The Association will not select any employee excluded from the bargaining unit as its representatives.

Section 6.2.3: Scope. The Board and Association agree that the scope of their negotiations shall be subject to the applicable provisions of the Illinois Educational Labor Relations Act, 115 ILCS 5/1.

Section 6.2.4: Time of meeting. Negotiations will begin on or about April 1 of each year that the negotiations are to commence unless both parties agree to an alternate date. Meetings will be held at such times and places that will not interfere with other necessary work of the representatives of both parties and during the

off-duty hours (e.g., meal periods, approved leaves, before or after the scheduled workday or on a day when the member is not scheduled to work) of bargaining unit representatives.

Section 6.2.5: Procedure. From time to time, as the negotiating representatives reach tentative agreement on given provisions or articles, these shall be reduced to writing, and, upon review, initialed and dated by the chairs of both negotiation committees. By initialing and dating such provisions and articles, it is understood that agreement on said provisions and articles is conditional upon reaching agreement on all language to be included in the contract.

Section 6.2.6: Impasse. If it appears that, notwithstanding the parties' good-faith negotiations, no agreement can be reached on a subject or subjects, the Board and the Association shall declare an impasse. When an impasse has been declared, the Board and the Association shall immediately request the Federal Mediation and Conciliation Service to appoint a mediator from its staff.

Article 7: Grievance procedure

Section 7.1: Definition. A "grievance" shall be defined as a claim by an ASSOCIATION member that there has been a violation, misinterpretation, and/or misapplication of specific terms of this Agreement.

Section 7.2: Sandburg Contract Grievance Committee (SCGC). The BOARD and the ASSOCIATION agree to create the Sandburg Contract Grievance Committee (SCGC). This Committee will be made up of two non-bargaining members representing the BOARD and three current, dues-paying members representing the ASSOCIATION. In addition, two alternates will be appointed to serve on the Sandburg Contract Grievance Committee (SCGC). The BOARD will name two non-bargaining representatives to serve on the Sandburg Contract Grievance Committee (SCGC); the ASSOCIATION will name two dues-paying Sandburg Education (SEA) members to serve as representatives on the Committee. For the 5th seat, the BOARD and the ASSOCIATION will each put forth two names of current, dues-paying members of the SEA and attempt to agree upon an appointee during their next Communications Committee meeting. In addition, the BOARD and ASSOCIATION will each name one additional representative to serve as alternates on Sandburg Contract Grievance Committee (SCGC). The Committee will operate under the procedures, practices and duties determined by the BOARD and the ASSOCIATION.

Section 7.3: Procedure. A grievance shall be processed as follows

Informal grievance procedure:

- LEVEL I:** Any member who has a potential contract grievance shall submit it orally to their immediate non-bargaining unit administrative supervisor, associate dean, or dean. The member, if they so choose, may be accompanied by another member or an ASSOCIATION (i.e., Sandburg Education Association) officer. The potential contract grievance will be discussed between the two parties in an attempt to resolve the issue informally.
- LEVEL II:** If no informal resolution can be achieved at LEVEL I of this Informal Grievance Procedure, the ASSOCIATION member with an alleged contract grievance will consult with a Sandburg Education Association (SEA) officer, and those individuals (or just the SEA officer) will consult with the current vice president in charge of human resources (or another HR



representative granted authority by that executive) in an attempt to resolve the issue informally.

Formal grievance procedure:

- LEVEL I:** If no informal resolution can be reached about an ASSOCIATION member's contract grievance at either LEVEL I or II of the Informal Grievance Procedure, and the member wishes to appeal the grievance to Level I of the Formal Grievance Procedure, it shall be referred in writing to the appropriate Vice President within ten business days after the meeting with the Carl Sandburg College's Human Resources Department at LEVEL II of the Informal Grievance Procedure. This written appeal shall be signed by both the grievant and any current ASSOCIATION officer. The grievance shall set forth in detail all the relevant facts upon which it is based, the nature of the complaint, and the relief requested. In addition, a memo prepared by the ASSOCIATION will be sent to the Chairperson of the Sandburg Contract Grievance Committee (SCGC) informing the body that there is a pending formal grievance, as well as offering a summary of the complaint. The appropriate Vice President shall give their written answer within ten business days after presentation of the grievance in writing to both the grievant and the Sandburg Contract Grievance Committee (SCGC).
- LEVEL II:** If the grievance is not settled at Level I of the Formal Grievance Procedure, and the member wishes to appeal the grievance to Level II, it shall be referred in writing to the President of Carl Sandburg College and the Sandburg Contract Grievance Committee (SCGC) within ten business days after receipt of the written answer at Level I and shall set forth in detail the specific reasons for appealing the answer at Level II. From there, the Sandburg Contract Grievance Committee (SCGC) may also submit, if it so decides by a majority vote, a written recommendation about the grievance to the President of Carl Sandburg College within ten business days of the Level II appeal submitted by the grievant and the SEA. The President, if practical, or their representative (provided said person has not been previously involved in the Informal Grievance Procedure or Level I of the Formal Grievance Procedure), shall discuss the grievance with the ASSOCIATION representative and the grievant at a time mutually agreeable to the parties and, if no settlement is reached, the President, or their representative, shall give a written answer within fifteen business days following the Level II presentation of the grievance in writing.
- LEVEL III:** If the grievance is not settled at Level II and the member wishes to appeal the grievance to Level III, it shall be referred in writing to the Carl Sandburg College Board of Trustees (BOARD). The decision to appeal to the BOARD must be submitted by the ASSOCIATION and the grievant within fifteen business days following the receipt of the President's decision to both the BOARD and the Sandburg Contract Grievance Committee (SCGC). In addition, the Sandburg Contract Grievance Committee (SCGC) will meet to discuss, vote, and then render (through mandate of this Agreement) a written recommendation to the BOARD. The written grievance, together with the complete written case history, and the SCGC recommendation, shall be provided to the BOARD at least five (5) business days prior to the next regular meeting of the BOARD. Any written notice submitted less than

five business days before a regular BOARD meeting shall be considered at the next regularly scheduled BOARD meeting. By mutual agreement, oral presentation of the grievance may be made to the BOARD by the grievant. Consultants, including the Chair of the SCGC, may be called in to provide special assistance and to present relevant information. The BOARD will render a ruling to be communicated to both the grievant and the ASSOCIATION in writing within twelve business days after the meeting at which the written grievance is presented.

LEVEL IV: If the ASSOCIATION is not satisfied with the BOARD's decision at Level III, the ASSOCIATION may, by written notice to the College President, refer the grievance to arbitration within twenty business days after the decision is provided by the BOARD at Level III.

The parties will attempt to agree upon an arbitrator within ten business days after receipt of the ASSOCIATION's written notice of appeal. In the event the parties are unable to agree upon the arbitrator within said ten business day period, the parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of seven arbitrators who are members of the National Academy of Arbitrators and have experience in educational sector disputes. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. Both the COLLEGE and the ASSOCIATION shall have the right to strike three names from the panel. The party requesting arbitration shall strike the first three names; the other party shall then strike three names. The person remaining shall be the arbitrator.

Section 7.4: 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 and shall have no authority to make a decision on any issue not so submitted or raised (provided, however, nothing contained herein shall be construed to prohibit the arbitrator from considering the Agreement as a whole when resolving the issue presented to the arbitrator). Any decision or award of the arbitrator shall be final and binding on the parties, including the affected employee(s).

Section 7.5: Time limits. No grievance shall be entertained or processed unless it is submitted within 15 school days after the occurrence of the event giving rise to the grievance, or within 15 school days after the grievant had knowledge or should have had knowledge of the event giving rise to the grievance. Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits will permit the aggrieved party to proceed to the next step. The parties may, by mutual agreement, extend any of the time limits set forth in this article.

Section 7.6: Expenses of arbitration. The fees and expenses of the arbitrator and the cost of a written transcript 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.

Article 8: Member rights



Section 8.1: 403(b) plan. Members may participate in the 403 (b) plan. The plan must meet legal state and federal regulations. Premiums will be collected by payroll deductions, upon request by the employee.

It is the responsibility of the insurance carrier or financial institution and the member to ensure compliance to the legal requirements of the 403(b) plan.

Section 8.2: Credit union. Members may participate in a credit union by direct deposit.

Section 8.3: Chaperoning. As an agent of the college, the chaperone shall not be held responsible nor personally liable for the behavior of the students and other participants at school-sponsored extra-curricular events during the period of time for which they act as chaperon.

Section 8.4: Member right of representation. When a member is required to appear before the Board concerning any matter, which will adversely affect their employment, position or salary, they will be notified in writing of the reasons for their appearance and, upon request, will be entitled to have a member of the Association present. A member will have the right to have representation before an administrator in cases when the member may be asked to sign documents, which will adversely affect employment or when complete minutes are kept of the conversation.

This provision does not apply when an administrator is discussing evaluation of a member's performance, which is often followed up with a written assessment and the member is asked to sign the document indicating that it has been seen, not necessarily indicating acceptance.

Section 8.5: Classified right of representation

- a) Before conducting an investigatory interview, which may reasonably be expected to result in disciplinary action against the member being questioned, that member may request that an Association representative be present. It is recognized that a member may not insist a particular representative be present. The Association shall provide the college with a list of Association representatives, which shall include the names of at least five Association representatives.
- b) If the member requests an Association representative, the college administrator shall either suspend the investigatory interview until an Association representative can be present, or advise the member they will not proceed with the interview unless the member is willing to enter the interview unaccompanied by a representative (in which case the Board may act on the basis of information obtained from other sources).
- c) It is not the intent of the parties to convert investigatory interviews into adversarial proceedings. The role of the representative is to assist the member; the representative may also attempt to clarify the facts or suggest other individuals who may have knowledge of them. The Board retains the right to insist on hearing the member's own account of the matter under investigation uninterrupted by the Association representative.
- d) This section does not apply to such run-of-the-mill conversations as, for example, the giving of instructions, training, member evaluations or needed corrections of work techniques. Nor does this section apply to meetings at which discipline is simply administered.



Section 8.6: Human Resources file. Upon reasonable request, a member may review their official cumulative personnel file except for credentials, letters of recommendation and other confidential materials, as defined by the Personnel Records Act. Any material in a member's file reflecting job performance at Carl Sandburg College that is more than 10 years old will be eliminated. The type of materials, which do not reflect job performance, and are to be kept in the file indefinitely, include the following: Application for employment, recommendation for employment, transcripts, copies of contracts or other items related to pay, sick leave information, information regarding any sabbatical or other leave, correspondence not related to quality of performance, etc. Except for credentials, letters of recommendation and other confidential materials, a member has a right to obtain a photocopy of material that is in the file, or a witness may be present as they review the material.

Section 8.7: Right to organize. Members shall have the right to organize, join and assist the Association and participate in professional negotiations with the Board without discrimination.

Section 8.8: Insurance during leave. If a member during the period of an approved leave of absence pays the monthly premium on or before the first day of each month, said member shall be covered by the respective college group insurance policies for which they elect to pay the premium. This section is not applicable in the case of a sabbatical leave.

Section 8.9: Association leave. The Association has 5 working days for Association business. Leave requests must be processed by the Association president. Requests are subject to the approval of the appropriate vice president five working days prior to the date of the requested leave.

Section 8.10: Association flex schedule for classified employees. Classified staff who are dues paying members of the Association shall each be granted up to a maximum of three hours per semester (fall and spring only), with prior approval of the non-bargaining unit supervisor. This time is to be taken in one-hour increments to attend regularly scheduled Association meetings. The time is to be made up by the employee within that semester at a time approved by the non-bargaining unit supervisor. Decisions of the non-bargaining unit supervisor shall be final and not subject to the grievance procedure.

Article 9: Entire agreement

Section 9.1: Entire agreement. The parties acknowledge, during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement.

Section 9.2: Waiver. The Board and the Association, for the duration of this agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject matter not specifically referred to or covered in this agreement. This waiver does not limit other contractual provisions set forth in this agreement.

Section 9.3: Statement of affirmation. The parties reaffirm all language found in the Professional Negotiations Agreement unless otherwise indicated through proposed changes, as the expressed written agreement of the two



parties and will be adhered to moving forward regardless of any undocumented past practice.

This statement does not prohibit either party from interpreting the agreement; nor does this statement abdicate previous interpretations of the contract by either party.

Section 9.4: Commitment to professionalism. The Board and the Association agree to create a culture and climate that respects and encourages professionalism, and the sharing of diverse opinions and ideas in a civil, professional and respectful manner.

Article 10: Deduction of association dues

Section 10.1: Check-off of dues. Upon receipt of a signed authorization from a member in the form set forth in Appendix B, the Board agrees to deduct from such member's paycheck uniform monthly Association dues in 24 equal installments. Signed authorization cards may be rescinded in writing by a member at any time. The Association will notify the Board in writing of the amount of the uniform dues to be deducted. A deduction shall be made on each payday of each month and shall be submitted together with an itemized statement to the treasurer of the Association by the 15th day of the month following the month in which the deduction is made.

Section 10.2: Indemnification verification. The Association shall indemnify the Board and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the Board for the purpose of complying with the provisions of this article.

Article 11: Amendment

Section 11.1: Agreement. This agreement may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in a written and signed amendment. Amendments may be initiated at the written request of the Board or the Association and shall become effective upon adoption by the Board and ratification by the Association, or at such other time as the Board and the Association may agree.

Article 12: Duration of agreement

Section 12.1: Duration. The Association's and Board's initial agreement constituted a three-year rolling contract and was effective as of 12:01 a.m. on August 16, 1996, for faculty and 12:01 a.m. on July 1, 1996, for classified members, and remains in full force and effect until 12 a.m., midnight, on June 30, 1999, for all faculty and classified members. A subsequent agreement extended the contract to remain in full force and effect until 12 a.m., midnight, on June 30, 2001, for all faculty and classified members.

This agreement extends the contract to remain in full force and effect until 12 a.m., midnight, on June 30, 2029, for all faculty and classified members.

Part two: Provisions applicable to faculty only

Article 13: Leaves

Section 13.1: Faculty leave. Each faculty member, during the term of their contract, will be eligible for 40 hours of leave without loss of pay. In addition, 24 hours of previously accumulated sick hours may be used each fiscal year as leave hours under the same provisions herein specified. If a faculty member requests leave for part of a day the proportion of the faculty leave for that day will be based on hours requested. Except in the case of emergency, written advance notice of the necessity for faculty leave shall be submitted as early as possible to their immediate supervisor and reason for said leave need not be given. At the end of the fiscal year, up to 24 hours of faculty leave not used shall be credited to the faculty member's accumulated sick leave. Faculty leave will not be paid out upon separation from the college.

All faculty members are responsible for attending and participating in professional development days, in-service training, the first and last week of classes, and during any in-class final exam. Exceptions may be made by the appropriate dean/associate dean in consultation with the vice president of academic services.

When a non-scheduled closure falls within an eligible faculty member's approved leave, they shall receive the appropriate pay and will retain leave time.

Section 13.2: Jury/subpoena leave. When a faculty member is called to jury duty, they shall meet those classes that do not conflict with that duty, and in return, they shall continue to receive the same pay and benefits as if still performing normal duties. At the end of jury duty, the faculty member shall return immediately to the classroom. If a faculty member is subpoenaed to appear in court regarding any matter(s) in which the faculty member or their immediate family (spouse, child, parent, brother, sister, or those living in the household, including family of the spouse) has no interest in the proceedings except to appear as a witness, the duty and remuneration provisions set forth above for jury duty shall apply. If a faculty member is subpoenaed in any other situation, they shall use faculty leave or have a reduction in their pay. The computation of time lost on the job shall be the same as the computation for sick leave.

Section 13.3: Parental leave. An eligible full-time faculty member shall be granted up to 80 hours of paid leave per pregnancy, adoption, guardianship or placement for adoption for purposes related to the adoption, guardianship, pregnancy, delivery and recuperative period. Sick or faculty leave may be used for that period of the term of pregnancy when the physician certifies the employee is not able to work as a result of the pregnancy before, during and after delivery. Notice of the necessity for parental leave shall be provided to the faculty member's immediate non-bargaining unit supervisor as soon as practical. This leave can be used at any time during the first year following the qualifying event. Such leave shall not accumulate from one qualifying event to the next.

Section 13.4: Unpaid leave.

- A. Family and Medical Leave Act.** The Association and the Board agree the Board shall adopt policies applicable to faculty members to implement the Family and Medical Leave Act. The employee is entitled to medical coverage as defined by the Act. A current copy of the Act will be maintained in the Human

Resources office for the perusal of interested parties. If a member receives a paid leave under this agreement and subsequently requests an unpaid leave for the same or related reasons within 12 months, then the length of the member's unpaid leave shall be reduced by the number of days of paid leave provided.

- B. Bereavement leave.** The Association and the Board agree the Board shall adopt policies applicable to members to implement the Illinois Family Bereavement Act that are in accord with what is legally permissible under the Act. If a faculty member receives a paid leave under this agreement and subsequently requests an unpaid leave shall be reduced by the number of days of paid leave provided.
- C. Placement.** If a faculty member is granted unpaid leave for any reason, then the faculty member's salary schedule placement upon return from the leave shall be governed by this section. If the faculty member does not return to work during the same contract year but returns the following year, the faculty member's salary scheduled placement shall be determined by the following:
- 1) If the faculty member had worked less than a full semester of the previous academic year, then no experience step shall be granted; or
 - 2) If the faculty member had worked at least a full semester of the previous academic year, then one experience step shall be granted.

If a faculty member works less than one full semester of the academic year during which they return from an unpaid leave, then no experience step shall be granted for the following academic year.

All faculty are responsible for attending and participating in professional development days, in-service training, the first and last week of classes and during any in-class final exam. Exceptions may be made by the appropriate dean/associate dean in consultation with the VP of academic services.

Section 13.5: Professional leave. A faculty member may be granted up to one-year leave of absence for exchange teaching, advanced study, travel or other related professional experience, which will improve their competence in their field of teaching.

Such leave of absence, if granted, will be granted without pay, accumulation of sick leave benefits, or longevity, except longevity will be granted for exchange teaching. The faculty member will have the right to maintain insurance benefits at their expense.

If a faculty member has notified the appropriate vice president in a timely manner of an intention to return to duty, then said faculty member shall return to duty following the termination of the leave, and at the beginning of the next term the faculty member is under contract to teach. A failure to return at that time shall constitute grounds for the immediate termination of the employment of that faculty member by the Board.

Application will be made to the president of the college subject to final approval by the Board.

The faculty member shall advise the appropriate vice president of an individual's intentions of returning or not returning for the next academic year no later than February 10.



A failure to advise the appropriate vice president of an individual's intentions of returning for the following academic year by February 10 shall constitute a complete waiver by that faculty member of any right to be reemployed for the following academic year.

Section 13.6: Sabbatical leave. A faculty member who has served 6 consecutive years without sabbatical leave at Carl Sandburg College shall be eligible upon request for sabbatical leave for the purpose of advanced study or research. Such leave may be awarded for 1 or 2 consecutive semesters of the academic year at the rate of pay, which is one-half the faculty member's academic year salary as shown on the salary schedule for the year during which the leave is granted. Summer may be requested if the faculty member is employed under an extended contract for summer. The faculty member who has an extended contract shall be paid one-half the extended contract amount for summer term leave.

The recipient must agree by written contract to return to Carl Sandburg College and render at least 2 full semesters of service following completion of the leave for each semester of leave utilized. In the event the recipient is physically and mentally able to serve for the required time but elects not to do so, they must repay the college for amounts received while on such leave.

Application will be submitted with a plan of study and/or research through the department dean or associate dean no later than March 1, preceding the beginning of the academic year during which the leave will be taken. Recipient will be eligible for all insurance benefits and service credits during the period of the leave.

The faculty member shall "confirm" their intentions of returning to the college to render service during the following academic year by notifying the appropriate vice president not later than February 10 of the academic year during which they are on sabbatical leave.

A total of 2 person-semesters of sabbatical may be granted by the Board each academic year.

When more than 1 qualified application is received, selection will be made by random choice.

In the event the discontinuance of a program appears imminent, any contractual faculty member who has served 6 consecutive academic years at Carl Sandburg College, and whose dismissal would occur as the result of the discontinuance of said program, shall be eligible for a sabbatical leave for the purpose of developing or refining qualifications to serve the college in another capacity. Such leave requests shall have priority over all other sabbatical leave requests.

Section 13.7: Sick leave. Faculty members with current accruals over 1,920 hours as of January 1, 2010, will accumulate to 2,360. All other members and newly hired employees will accumulate to 1,920 hours. Faculty members hired after December 31, 2017, will accumulate to 1,680 hours.

Faculty members hired after December 31, 2017, shall be awarded sick leave at the rate of 6.64 hours per month, available for use at the beginning of each month. Sick leave may be used at full pay rate by the faculty member for illness, disability, quarantine, treatment and diagnostic examination of their person. When a faculty member is unable to meet a regularly scheduled class or office hour(s) due to sickness, that faculty member is to contact their immediate supervisor as soon as possible. If that person cannot be reached, the next person(s) in a supervisory role in the organizational structure will be called. A doctor's statement may be required should it be

deemed necessary.

Any faculty member who finds it necessary to be absent due to illness, disability, quarantine or treatment for a period in excess of one week shall consult with their department dean or associate dean and the vice president of academic services or designate (or their immediate supervisor if not a member of a division). The faculty member shall present a doctor's statement indicating the nature of the problem and anticipated date of return to duty. This consultation will pertain to timing of the absence and arrangements for the faculty member's work to be carried on during that absence. In the event a faculty member uses all their accumulated sick leave but is not able to return to duty and perform effectively, they may retain faculty status without salary or fringe benefits for a period up to one year. During that time, they may maintain insurance coverage through the college upon payment of monthly premiums in advance.

The Board reserves the right to require an examination by a physician of its choosing. All expenses for such an examination shall be paid for by the Board.

A member may also use accumulated sick leave for 60 hours for a work-related illness or injury, medical treatment or diagnostic examinations for the serious illness of an immediate family member (child, parent, brother, sister or relative living in the immediate household) after exhaustion of the family emergency leave with the prior approval of the member's immediate non-bargaining unit supervisor. In the event of a catastrophic illness or surgery, a member may use up to 240 hours of their accumulated sick time for immediate family members annually.

During the period of contractual service, faculty are to report the use of sick leave for any time missed during the regular work week (Monday through Friday) when they are absent from class(es) and/or office hour(s) because of illness.

13.8 Volunteer Leave. Up to 16 hours of paid volunteer leave may be granted to eligible full-time faculty members each fiscal year to participate in approved volunteering activities. This leave may be used in one-hour increments during a member's scheduled shift. Volunteer leave is only granted at the non-bargaining unit supervisor's discretion and be approved in advance.

13.9 Floating Holidays. Up to 16 hours of paid floating holiday leave may be granted to eligible full-time faculty members each fiscal year. This leave may be used in one-hour increments during a member's scheduled shift. Floating holiday leave is only granted at the non-bargaining unit supervisor's discretion and be approved in advance.

Article 14: Miscellaneous faculty provisions

Section 14.1: Allocation of teaching assignments. Each faculty member should be consulted in the allocation of teaching assignments relative to subject matter and time allotments. The faculty member will be consulted when assigned to a schedule in which there is less than a 12-hour gap between, or more than a 12-hour gap within, teaching days.

Section 14.2: Office hour requirements. Faculty office hour requirements must be a minimum of 4 hours per

week to ensure availability of faculty to students for academic support that could be, but are not limited to, face-to-face, virtual or group settings. The four hours shall encompass a minimum of two working days. It is the responsibility of faculty to use professional judgement relative to leaving their office during posted office hours. This shall not be interpreted to include regularly scheduled meetings. All full-time faculty members should be on campus a minimum of twenty hours per week excluding overload.

Section 14.3: Teaching load. The normal teaching load for a full-time faculty member for an academic year is not to exceed 30 equated semester hours of baccalaureate oriented, occupational or developmental courses. These courses at Carl Sandburg College are those which have a PCS Code of 1.1 for baccalaureate oriented, those which have a PCS Code of 1.2 for occupational or those which have a PCS Code of 1.4, 1.7 or 1.8 for developmental. The normal distribution of that load is to be 15 equated hours per semester. If a full-time faculty member has less than a 15 equated hour load any semester, they shall consult with the department dean or associate dean and vice president of academic services or designate to determine which of the following alternatives the faculty member may choose:

1. A special project if there is a college need for a special project appropriate for that faculty member. In this case, the project shall not satisfy the faculty member's teaching load obligation unless the project is completed within the specified time.
2. To teach in the following summer term to make up for the underload.
3. To carry an overload during one of the next two academic semesters.
4. Participation in a retraining program of the college's choosing and funding, in exchange for which the employee will provide sufficient years of service to enable the college to recoup its investment.
5. Repayment of the underload the following academic year, not to exceed three hours of credit. Item 5 will be implemented only if items 1 through 4 have been attempted or considered with no success. This will not be used in the last three years prior to the member's retirement, in which case the lay-off and recall procedures would activate.

The faculty member shall not be held responsible for procedural errors (such as, but not necessarily limited to, computer error or printing error) beyond their control, which may result in an underload. In such a case, the above procedure shall not apply.

The definition of workload for non-teaching faculty (counselors, coordinator of library instructional services/librarian) is 40 hours per week. The appropriate vice president or their designee will have the discretion to schedule non-teaching faculty during Board-approved faculty breaks if they deem it necessary to provide appropriate service to students. Non-teaching faculty scheduled during breaks will receive equivalent compensatory time off to be taken by March 15 in the following contract year. All compensatory time off shall be scheduled at the mutual convenience of the non-teaching faculty member and the appropriate vice president or their designee. Summer contracts, if issued, shall be signed 12 months in advance for non-teaching faculty.

Section 14.4: Evaluation of student progress. The parties agree that the faculty member has the primary authority for the evaluation of student progress toward the fulfillment of course requirements, and no grades or evaluations shall be changed without the faculty member's written authorization. This requirement will be waived in the event that the faculty member is incapacitated, unavailable or otherwise unable to fulfill the above-stated duties. In that event, grading decisions will be made by the appropriate department dean or associate dean.



Section 14.5: Faculty discipline. The Board reserves the right to administer discipline. Such disciplinary measures shall not be of an arbitrary or capricious nature.

Section 14.6: Notification of non-renewal. If the Board decides to dismiss a non-tenured faculty member for the ensuing school year or term, the Board shall give notice thereof to the faculty member not later than 60 days before the end of the school year or term. Said notice shall be either delivered in person or deposited in the U.S. mail by certified or registered mail, postage prepaid, addressed to the faculty member's last known address.

Section 14.7: Right of refusal. Full-time faculty may teach overloads during the fall and spring terms and during the pre-summer session and summer session to the maximum shown below. Full-time faculty have the right of first refusal of overloads and pre-summer and summer sessions teaching provided the individual is qualified on a subject matter basis. Overload opportunities will be given on a rotational basis with respect to seniority according to the process identified in Appendix N: Overload Assignment. Retraction of overload assigned must be exercised by eight calendar weeks prior to the start of the fall and spring terms and the pre-summer session and summer session.

OVERLOAD FOR ACADEMIC YEAR

Fall and spring terms — No more than 7.5 equated hours overload (22.5 semester hours), per semester with "independent study," or "to be arranged" classes not counting toward maximum overload.

Maximum overload may be increased one additional course/class per each semester with permission of the instructor, associate dean/dean and vice president of academic services.

PRE-SUMMER SESSION (*APPENDIX K, SALARY AND RATES OF PAY; Section K.7*)

Three weeks — One group session class or some other number of classes having a total course value of 4.5 equated hours.

SUMMER SESSION (*APPENDIX K, SALARY AND RATES OF PAY; Section K.7*)

Four weeks — One group instruction class or some other number of classes having a total course value of six or less equated hours.

Six weeks — Three group instruction classes or some other number of classes having a total course value of nine or less equated hours plus one student pursuing instruction on an independent basis.

Eight weeks — Three group instruction classes or some other number of classes having a total course value of 13.5 or less equated hours plus one student pursuing instruction on an independent basis.

10 weeks — Four group instruction classes or some other number of classes having a total course value of 15 or less equated hours plus one student pursuing instruction on an independent basis.

Section 14.8: Readmission to class. Students processed as withdrawn from class shall not be readmitted without the written consent of the faculty member. This requirement will be waived in the event that the faculty member is incapacitated, unavailable or otherwise unable to fulfill the above-stated duties. In that event, readmission decisions will be made by the appropriate department dean or associate dean.

Section 14.9: Graduation/in-service days attendance. It is the responsibility of all faculty to attend and



participate in graduation ceremonies and participate in the entirety of in-service days. Exceptions will be made only by the appropriate vice president in consultation with the department dean or associate dean. Faculty who do not attend the graduation ceremony and/or in-service days due to an emergency or sickness will provide, in writing, a reason for their absence along with a doctor's slip for sickness and/or appropriate documentation for an emergency within seven business days of graduation and/or in-service days. Non-attendance at graduation and/or in-service days is subject to discipline as defined in Section 14.5: Faculty Discipline.

Section 14.10: Outside employment. Members may not hold outside jobs (or self-employment), which interfere with the performance of their duties for the Board.

Section 14.11: Student course evaluation. Carl Sandburg College is committed to advancing students in their success. To gain student perspective, Carl Sandburg College will use course-level evaluation of all courses and course sections as a tool to obtain student voice. Course evaluations will not be used to negatively impact tenured faculty, impede academic freedom or determine course offerings.

14.12 Faculty title progression. The faculty title progression process is based solely on years of service at Carl Sandburg College. Upon hire, the new faculty member will begin the process as described in Appendix H. In the event a faculty member separates and returns to Carl Sandburg College, the faculty title progression process will start at the beginning. Faculty title progression will be recognized at a Carl Sandburg College Board of Trustees meeting.

14.13: Technology for online instruction. The college will provide appropriate training to members for the development of online instruction. The needs will be addressed through the currently active joint governance structure (e.g., Instructional Technology Committee).

Article 15: Academic freedom and responsibility

Section 15.1: Academic freedom and responsibility. Within the scope of their duties and responsibilities, the Board and faculty members recognize their responsibility to protect and encourage the search for knowledge and its dissemination. As professionals, faculty members have both the right and obligation to adequately investigate and to present to their students' available information related to their subject as it relates to the education of their students. Faculty members should at all times try to be accurate, show respect for the opinion of others, identify their own persuasion on controversial issues, and where appropriate, indicate that they are not institutional spokespersons.

No arbitrary limitations shall be placed on study, investigation, presentation, and interpretation of facts and ideas concerning man, society, the physical and biological world, and other branches of learning. The Board recognizes its responsibility to assist faculty members in striving for academic freedom.

Article 16: Termination procedure for tenured faculty members

Section 16.1: Termination procedure for tenured faculty members. The termination procedure for tenured faculty members shall be as prescribed in the Illinois law (PA 81-1100) regarding tenure for public community college full-time faculty. A technology-driven tool (e.g. AI or other) should not be a sole reason for a faculty member's termination or layoff.

Illinois Law (PA 81-1100)

3B-4 Dismissal of Tenured Faculty Member for Cause. If a dismissal of a tenured faculty member is sought for cause, the Board must first approve a motion by a majority vote of all its members. The specific charges for dismissal shall be confidential but shall be issued to the tenured faculty member upon request. The Board decision shall be final unless the tenured faculty member requests to the Board in writing within 10 days that a hearing be scheduled. If the faculty member within 10 days requests in writing that a hearing be scheduled, the Board shall schedule such hearing on those charges before a disinterested hearing officer on a date no less than 45 days, nor more than 70 days after the adoption of the motion. The hearing officer shall be selected from a list of five qualified arbitrators provided by a nationally recognized arbitration organization. Within 10 days from receipt of the list, the Board and the faculty member, or their legal representatives, shall alternately strike one name from the list until one name remains. The faculty member shall make the first strike. Notice of such charges shall be served upon the tenured faculty member at least 21 days before the hearing date. Such notice shall contain a bill of particulars. The hearing shall be public at the request of either the tenured faculty member or the Board. The tenured faculty member has the privilege of being present at the hearing with counsel and of cross-examining witnesses and may offer evidence and witnesses and present defenses to the charges. The hearing officer upon request by either party may issue subpoenas requiring the attendance of witnesses and production of documents. All testimony at the hearing shall be taken under oath administered by the hearing officer. The hearing officer shall cause a record of the proceedings to be kept and the Board shall employ a competent reporter to take stenographic or stenotype notes of all testimony. The costs of the reporter's attendance and services at the hearing and all other costs of the hearing shall be borne equally by the Board and the tenured faculty member. Either party desiring a transcript of the hearing shall pay for the cost thereof. If in the opinion of the Board the interests of the district require it, the Board, after 20 days' notice, may suspend the tenured faculty member pending the hearing, but if acquitted, the tenured faculty member shall not suffer the loss of any salary by reason of the suspension. The hearing officer shall, with reasonable dispatch, make a decision as to whether or not the tenured faculty member shall be dismissed and shall give a copy of the decision to both the tenured faculty member and the Board. The decision of the hearing officer shall be final and binding.

3B-5 Reduction in Number of Faculty Members. If a dismissal of a faculty member for the ensuing school year results from the decision by the Board to decrease the number of faculty members employed by the Board or to discontinue some particular type of teaching service or program, notice shall be given the affected faculty member not later than 60 days before the end of the preceding school year, together with a statement of honorable dismissal and the reason therefore; provided that the employment of no tenured faculty member may be terminated under the provisions of this section while any probationary faculty member, or any other employee with less seniority, is retained to tender a service which the tenured employee is competent to render. In the event a tenured faculty member is not given notice within the time herein provided, he shall be deemed reemployed for the ensuing school year. For the period of 24 months from the beginning of the school year for which the faculty member was dismissed, any faculty member shall have the preferred right to reappointment to a position entailing services he is competent to render prior to the appointment of any new faculty member; provided that no non-tenured faculty member or other employee with less seniority shall be employed to render a service which a tenured faculty member is competent to render.

Article 16-A: Termination procedure for non-tenured faculty members

Section 16A.1: Board authority. The Board shall have the authority to renew or not renew the contract of a



faculty member who has not been granted tenure by the Board. If the Board does not renew the contract of such a faculty member, the reason or reasons shall be communicated in writing to the faculty member, and a conference with the appropriate administrator shall be held.

Section 16A.2: Limitations. Dismissal of a non-tenured faculty member shall not occur because applicants for the position in question may be available for a lower total compensation rate than is received by the faculty member whose employment is under consideration or for arbitrary, capricious or discriminatory reasons.

Section 16A.3: Remedies. Termination during the contract term shall occur only if there is a breach of contract sufficient to legally justify termination. If the Board terminates a contract during its term, the faculty member shall retain whatever remedies, if any, that may be available to him under law.

Article 16-B: Effects of layoffs

Section 16B.1: Effects of layoffs. Any faculty member who is laid off as a result of the Board's decision to implement a reduction in force shall:

- 1) Be permitted to remain in the group insurance program at their cost for a period not to exceed 18 months;
- 2) Be entitled to a statement of honorable dismissal from the Board; and
- 3) For the period of 24 months from the beginning of the school year for which the faculty member was dismissed, any faculty member shall have the preferred right to reappointment to a faculty position entailing services they are competent to render prior to the appointment of any new faculty member, provided that no non-tenured faculty member or other employee with less seniority shall be employed to render a service which a tenured faculty member is competent to render.

Seniority, which is based upon a faculty member's most recent date of continuous full-time employment by the Board, shall not accumulate while a faculty member is laid off. [If there is a conflict of seniority among faculty members with the same seniority date, it shall be resolved on the basis of the earliest date the initial contract of full-time employment was approved by the Board. If a tie still exists, conflicts of seniority among faculty members shall be resolved by drawing lots, witnessed by the Association president or their designee and the college president or their designee.] If, however, a faculty member is reappointed to a full-time position within 24 months of the beginning of the school year for which the faculty member was dismissed, then such faculty member shall:

- 1) Be credited with their previously accrued seniority for purposes of determining initial placement on any salary schedule which may be in effect during the school year for which the faculty member is reemployed; and
- 2) Be credited with the amount of accumulated, unused sick leave, which existed as of the last date the faculty member was employed in a full-time position by the Board.

Part three: Provisions applicable to classified members only

Article 17: Leaves, holidays and paid time off (PTO)

Section 17.1: Sick leave. An eligible full-time staff member shall be awarded sick leave at the rate of 10 hours for each full month of employment available for use at the beginning of each month. An eligible full-time member shall accrue sick leave at the rate of 10 hours for each full month of employment. Members hired on or after January 1, 2018, shall be awarded sick leave at the rate of 6.64 hours per month, available for use at the beginning of each month. A sick day shall be equivalent to the number of hours the member is normally scheduled to work per day. Example: A full-time staff member who is scheduled to work eight hours per day shall earn 10 hours of such leave for each full month of employment. All staff members hired before January 1, 2018, may accumulate up to 1,920 hours. Staff members hired on or after January 1, 2018, may accumulate up to 1,680 hours.

An eligible staff member incurring any non-work-related illness or injury that renders them unable to perform the duties of their employment shall be eligible to receive sick leave to the extent accrued. A staff member may also use accumulated sick leave for 60 hours of absence for a work-related illness or injury, medical treatment or diagnostic examinations for the serious illness of an immediate family member (child, parent, brother, sister or relative living in the immediate household) with the prior approval of the member's immediate non-bargaining unit supervisor. In the event of a catastrophic illness or surgery, a member may use up to 240 hours of their accumulated sick time for immediate family members annually.

It is the responsibility of each staff member requesting sick leave to notify their supervisor prior to the start of the shift, unless the staff member is unable to notify their supervisor due to circumstances beyond their control. Sick leave notification must be made for each workday that paid sick leave is being requested.

A staff member who is sick or disabled for three consecutive working days, who is suspected of abusing sick leave or who develops a pattern of sick-leave usage, may be required to secure and submit medical verification, at the member's expense, certifying the nature of the illness and that the member is fit to return to work before the member will be permitted to return to work. Staff members who are required to produce medical verification will be informed of such a requirement prior to the absence or within four hours after the beginning of the staff member's shift for which the staff member is requested to produce medical verification. The Board may also require, at its discretion, a member to have an examination by a medical professional selected by the Board. All expenses for such examinations shall be paid for by the Board, to the extent not covered by insurance.

Staff members using sick leave are expected to remain at home unless hospitalized, visiting the physician or pharmacy or acting pursuant to other reasonable care instructions/needs of the member or member's immediate family. Staff members who engage in other employment during sick leave or abuse sick leave may be subject to discipline, up to and including discharge.

Section 17.2: Unpaid leaves of absence.

A. Family and Medical Leave Act of 1993. The Association and the Board agree the Board shall adopt

policies applicable to staff members to implement the Family and Medical Leave Act of 1993 that are in accord with what is legally permissible under the Act. The employee is entitled to medical coverage as defined by the Act. A current copy of the Act will be maintained in the Human Resources office for the perusal of interested parties. If a staff member receives a paid leave under this agreement and subsequently requests an unpaid leave for the same or related reasons within 12 months, then the length of the staff member's unpaid leave shall be reduced by the number of days of paid leave provided.

- B. Bereavement leave.** The Association and the Board agree the Board shall adopt policies applicable to members to implement the Family Bereavement Leave Act that are in accord with what is legally permissible under the Act. If a staff member receives a paid leave under this agreement and subsequently requests an unpaid leave for the same or related reasons within 12 months, then the length of the staff member's unpaid leave shall be reduced by the number of days of paid leave provided.
- C. Other unpaid leave.** The Board may grant a member's request for unpaid leave for purposes other than those specified above on such terms and conditions as the Board in its sole discretion may determine.
- D. Member rights upon timely return from leave.** When a member returns from a leave of absence of 12 weeks or less, as provided for in this article, the Board shall return the member to the same position which the member held prior to the start of the leave, if such a position exists, and the member is qualified to do the work. If the position does not exist, the Board shall return the member to a similar position for which the member is qualified or, if no such similar position exists, implement the layoff provisions of the agreement.
- E. Non-employment elsewhere.** A leave of absence will not be granted to enable a member to try for or accept employment elsewhere or for self-employment. Members who wish to engage in employment elsewhere (including self-employment) while on any type of leave of absence shall request approval from the college president prior to engaging in such employment.
- F. Non-accrual of benefits.** Members shall not accrue benefits while on any unpaid leave of absence or a disciplinary suspension of 30 days or more. Members shall not accrue PTO and sick time while on paid leave beyond the first 90 working days of any paid leave.

Section 17.3: Paid time off (PTO)

- A. Eligibility.** An eligible full-time member shall earn upon hire and receive based on continuous service accordance with the following schedule.



YEARS OF CONTINUOUS SERVICE	HOURS EARNED PER MONTH
0 to 1	10
1 to 4	12
4 and over	14

B. Paid time off (PTO) pay. PTO pay for an eligible full-time member shall be based upon the number of hours that the member is regularly scheduled to work. Example: If a member is regularly scheduled to work 7 hours per day, the member will be paid 7 hours of pay, at the member's regular straight-time hourly rate of pay in effect on the payday immediately preceding the leave.

C. Paid time off (PTO) scheduling. PTO shall be scheduled insofar as is practicable at times desired by each member with the determination of preference made on a first-come-first-served basis. However, it is expressly understood the final right to designate PTO periods and the number of members in any job classification and/or department who may use PTO is reserved to the College because of the nature of the work and the requirement that the orderly performance and continuation of services be maintained; provided, however, members shall be notified regarding any restrictions placed upon the usage of PTO, as soon as practicable. Once approved, PTO shall not be canceled without justification.

D. Paid time off (PTO) usage. PTO shall be taken only after it is earned with the prior approval of the member's immediate non-bargaining unit supervisor.

In addition, 24 hours of previously accumulated sick leave may be used each fiscal year as PTO under the same provisions herein specified.

At the end of the fiscal year, up to 24 hours of PTO not used shall be credited to the faculty member's accumulated sick leave.

When a non-scheduled closure falls within an eligible member's approved leave, they shall receive the appropriate pay and will retain the leave time.

E. Paid time off (PTO) limitation on accumulation. PTO time will accumulate up to a maximum of 400 hours.

Section 17.4: Planned college closures

A. Holidays. The following days shall be designated as holidays on which the college will be closed during the term of this agreement:

- New Year's Day
- Dr. Martin Luther King, Jr.'s birthday
- Good Friday
- Memorial Day
- Juneteenth

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

For the purpose of this article, if one of the above holidays falls on a Saturday or Sunday, another day will be assigned as a holiday.

B. Other planned college closures. The college will be closed on:

- the Friday after Thanksgiving;
- Winter Break-The period from Christmas Eve through New Year's Day; and
- the last two business days of Spring Break.

C. College closure pay. For each such closures, full-time members receive closure pay based upon the number of hours that they would have been scheduled to work at their regular straight-time hourly rate. For each such closure worked, an eligible member who is subject to the Fair Labor Standards Act shall receive, in addition to their regular pay for the day, their regular straight-time hourly rate for all such hours actually worked, in monetary payment or compensatory time, at the BOARD's option, unless the member has actually worked more than 40 hours in the payroll week in which case the overtime provisions of Article 19 shall apply. For each such holiday, full-time members receive holiday pay based upon the number of hours they would have been scheduled to work at their regular straight-time hourly rate. For each such holiday worked, an eligible member who is subject to the Fair Labor Standards Act shall receive, in addition to their regular pay for the day, their regular straight-time hourly rate for all such hours actually worked, in monetary payment or compensatory time, at the Board's option, unless the member has actually worked more than 40 hours in the payroll week in which case, the overtime provisions of Article 19 shall apply.

To be eligible for holiday pay, an eligible member must work the full-scheduled working day immediately preceding and immediately following the holiday or be on approved, paid benefit time.

D. Holiday during leave. When a holiday falls within an eligible member's approved leave, they shall receive the appropriate holiday pay and retain PTO.

Section 17.5: Use of paid time off (PTO). PTO leave shall be used in 1-hour increments during a member's scheduled shift.

Section 17.6: Part-time members. Part-time members who are regularly scheduled to work and regularly work between 20 and 29 hours per week on a 12-month schedule (excluding personnel who are called/scheduled only on an as-needed basis) shall be eligible for paid leaves of absence, holiday, and PTO on a pro-rata basis.

Section 17.7: Parental leave. An eligible full-time staff member shall be granted up to 80 hours of paid leave per pregnancy, adoption or placement for adoption for purposes related to the adoption, pregnancy, delivery and recuperative period. Sick leave may be used for that period of the term of pregnancy when the physician certifies



the employee is not able to work as a result of the pregnancy before, during and after delivery. Notice of the necessity for parental leave shall be provided to the staff member's immediate non-bargaining unit supervisor as soon as practical. This leave can be used at any time during the first year following the qualifying event. Such leave shall not accumulate from one qualifying event to the next.

17.8 Floating Holidays. Up to 16 hours of paid floating holiday leave may be granted to eligible full-time staff members each fiscal year. Eligible part-time members or members beginning employment during the fiscal year shall be granted volunteer leave pro rata. This leave may be used in 1-hour increments during a member's scheduled shift. Floating holiday leave is only granted at the non-bargaining unit supervisor's discretion and be approved in advance.

Section 17.9: Jury/subpoena leave. An eligible full-time member who loses time from work during their regularly scheduled hours because of jury duty shall be paid their regular straight-time hourly rate of pay for such time upon receipt of the jury duty fee.

A member subpoenaed to appear in court, in a matter related to their employment, in which the member or his family has no personal interest in the proceedings except to appear as a witness, shall be paid their regular straight-time hourly rate of pay for such time lost, upon receipt of the witness fee.

Members who work second or third shift who are called and serve on jury duty will be excused from work on that same day. All members must notify their immediate non-bargaining unit supervisor and HR when called for jury duty. The member shall submit said payments to the Business Office. To be eligible to receive their regular straight-time hourly rate of pay for such time lost, the member must submit to the college a certificate of service duly signed by the court clerk. If a member is subpoenaed in any other situation, they may request the use of PTO or an unpaid leave of absence. A member shall report to work during any part of a scheduled day of work when the employee is not required to be in court as a witness or for jury duty.

Section 17.10 Volunteer Leave. Up to 16 hours of paid volunteer leave may be granted to eligible full-time eligible classified members each fiscal year to participate in approved volunteering activities. This leave may be used in one-hour increments during a member's scheduled shift. Volunteer leave is only granted at the non-bargaining unit supervisor's discretion and be approved in advance.

Article 18: Employee reclassification

18.1 Employee reclassification. The reclassification procedure shall be as provided for in the Board's Policy, Regulations and Procedure Manual, as it may from time to time be amended. Any disputes regarding reclassification results, process or procedure shall be resolved in accordance with the appeal procedure contained therein and shall not be subject to the grievance and arbitration procedure of Article 7.

Article 19: Hours of work and overtime

Section 19.1: Application of this article. This article is intended only as a basis for calculating overtime payments and nothing in this agreement shall be construed as a guarantee of hours of work per day or per week.

Section 19.2: Normal workweek. Except as provided elsewhere in this agreement, the normal workweek for full-



time members shall consist of 40 hours per payroll week, except for three-fourth-time members. The normal workweek for regular part-time members will vary but will not exceed 29 hours per week.

Section 19.3: Breaks/meal periods. The Board shall normally provide full-time members a 15-minute paid rest period during each one-half shift. Part-time members scheduled to work three or more but less than six hours per day shall normally receive one 15-minute break. The Board's obligation to provide breaks shall be subject to operational needs. Except in an emergency, a meal period consistent with current practice shall be scheduled for members who work more than five hours in any given day. Members shall not work through breaks or lunch or adjust their work hours or workday for the purpose of reducing the workday or work week without the approval of the immediate non-bargaining unit supervisor. Any adjustment in the workday or workweek must be requested in writing and approved by the member's immediate non-bargaining unit supervisor.

Section 19.4: Changes in normal workweek/workday/work year. Should it be deemed necessary in the Board's judgment to establish schedules departing from the normal workday or workweek or to change a member's schedule, shift or days off, when such change constitutes a departure from the normal workday or workweek, the Board will, absent emergency, give as much advance notice as practicable of such change to all affected members.

If the Board determines that a permanent change in the normal number of hours of work per year or length of the work year is necessary, the Board shall provide as much notice as practicable of such change to all affected members and the Association. Upon request of the Association within 10 calendar days of the notice of said permanent change, the Board shall bargain with the Association.

Section 19.5: Overtime. It is recognized in addition to the normal workday and workweek, a member may be required to work such additional time as is necessary in the judgment of the Board. Time and one-half the member's regular straight-time hourly rate of pay, in monetary payment or compensatory time, at the Board's option, will be paid for all hours worked in excess of 40 hours in any one payroll week for those members subject to the Fair Labor Standards Act (FLSA). It is specifically understood that any paid time off is not to be counted as time worked for purposes of calculating overtime.

Section 19.6: Compensatory time. Except as otherwise noted, compensatory time may be accumulated up to a maximum of 80 hours of compensatory time per fiscal year. Any compensatory time earned must be used in the fiscal year earned. While a member's wishes will be considered, the scheduling of compensatory time shall be subject to the paramount needs of the college. Compensatory time is subject to the approval of the member's non-bargaining unit supervisor. Any compensatory time not scheduled and used in the fiscal year, shall be liquidated in a monetary payment at the regular straight-time hourly rate at which it was earned at the end of the fiscal year.

Section 19.7: Overtime distribution. The Board reserves the right to require and assign overtime. The Board reserves the right to seek volunteers for overtime or to select specific employees for overtime assignments. Except in an emergency, when assigning overtime, the Board will provide the member with as much notice as practicable. An employee called to the college to perform work outside of regular assigned hours shall be guaranteed a minimum of two hours of pay.

A member may be disciplined up to, and including discharge, for their failure/refusal to work required or assigned overtime. Any discipline imposed for said failure/refusal shall be in accordance with Article 23, Section 23.1 of this

agreement.

Section 19.8: No pyramiding. Compensation shall not be paid more than once for the same hours under any provision of this article or agreement.

Section 19.9: Non-scheduled closures.

- A. Essential personnel.** During such closures a number of classified members may be deemed essential. These members are expected to work through the closure. Essential members will be determined by their immediate non-bargaining unit supervisor; if a member is unable to work through the closure, they must alert the immediate non-bargaining supervisor at the time the closure is announced.
- B. Non-scheduled closure pay.** For each such instance, classified members receive pay based upon the number of hours they would have been scheduled to work. For each such closure in fact worked, an eligible member deemed essential who is subject to the Fair Labor Standards Act shall receive, in addition to their regular pay for the day, their regular straight-time hourly rate for all such hours actually worked, in cash or compensatory time, at the Board's option, unless the member has actually worked more than 40 hours in the payroll week in which case the overtime provisions of Article 19 shall apply.

In order to be eligible for closure pay, a classified member must work the scheduled working day immediately preceding and immediately following the closure or use previously approved benefitted time.

Members will not be eligible for non-scheduled closure pay for closures that persist for longer than five consecutive days. For closures lasting longer than five consecutive days, members will be paid closure pay for the first five days only.

- C. Non-scheduled closures during leave.** When a non-scheduled closure falls within an eligible classified member's approved leave, they will retain leave time.

Article 20: Performance evaluations

Section 20.1: Conditions and terms of performance evaluation. The Board shall have the right and discretion to establish an employee evaluation process (e.g., standards, criteria, form) and to modify that process from time to time. Notwithstanding the above, the following procedures shall apply. An immediate supervisor shall conduct an evaluation at least once each fiscal year at approximate one-year intervals. The Board reserves the right to conduct more frequent evaluations. The evaluation shall be discussed with the member at a post-evaluation conference. The member may ask clarifying questions concerning the evaluation during the conference. The member shall also have the right to attach a statement to their evaluation explaining the specific areas of the evaluation with which he/she disagrees and the reasons therefore. The evaluations, with any attachments, shall be incorporated into the member's personnel file.

Section 20.2: Confidentiality. Any evaluation materials and/or discussions shall be held in confidence between



the college (individuals with a "need to know") and the member, except where permitted/required by law or the member's performance becomes the subject of a grievance, administrative or judicial proceedings.

Section 20.3: Informal discussions. Notwithstanding the formal evaluation procedure, the parties encourage informal on-going discussions regarding the employee's job performance between the supervisor and employee throughout the year.

Article 21: Seniority

Section 21.1: Definition. For the purposes of this agreement, the following definition shall apply unless otherwise provided herein:

"Seniority" means a member's continuous full-time employment with the Board beginning from the most recent date of hire with the Board in a position covered by this agreement.

Seniority shall be calculated based upon full-time equivalent service. Thus, seniority for part-time members shall be calculated on a pro-rata basis.

Periods of unpaid suspension and unpaid leave of absence shall not be counted towards seniority.

Section 21.2: Loss of seniority. Seniority and the employment relationship shall be terminated when a member:

- A. Resigns or quits
- B. Is discharged
- C. Retires or is retired
- D. Is laid off for a period in excess of one year
- E. Does not return to work from layoff within 7 calendar days after being notified to return except when the failure to return to work is due to extenuating circumstances beyond the control of the member and the Board has been so notified
- F. Is absent for 5 consecutive working days without notification and authorization except when the failure to notify and appear is due to extenuating circumstances beyond the control of the member
- G. Fails to report to work at the conclusion of an authorized leave of absence

Section 21.3: Transfers and promotions. Members who are transferred or promoted to positions excluded from the bargaining unit and who are later returned to the bargaining unit shall have a seniority date based upon the period of time previously served in positions in the bargaining unit.

Section 21.4: Conflicts of seniority. If there is a conflict of seniority among members with the same seniority date, it shall be resolved on the basis of the earliest date the initial employment was approved by the Board. If a tie still exists, conflicts of seniority among members shall be resolved by drawing lots, witnessed by the Association president or their designee and the college president or their designee.

Article 22: Layoff/recall

Section 22.1: Layoff. The Board, in its discretion, shall determine whether layoffs are necessary. A technology-



driven tool (e.g. AI or other) should not be a sole reason for a staff member's layoff. If it is determined that layoffs are necessary, members covered by this agreement will be laid off as follows:

- A. All full-time probationary members in a seniority classification and/or level to be reduced will be first laid off or terminated, as determined by the Board, provided the members who are retained possess the skill, qualifications and ability to do the work in a fully satisfactory manner without additional training, as determined by the Board.
- B. If further reductions are necessary, the least senior member within a seniority classification and/or level to be reduced shall be laid off first. Such members may bump another bargaining unit member with less seniority within their same seniority classification in a lower level, provided the Board determines that the member(s) so displaced do(es) not have greater skill, qualifications and ability. If a member bumps a member with less seniority in a lower level, then such a member shall be paid in accordance with salary schedule applicable to the lower level, with schedule placement determined by the Board, (e.g., a member bumping to a lower level shall not retain the salary of the higher level).
- C. Members covered by this agreement who are subject to layoff will receive as much advance notice as is required by law.

For purposes of the article, the following separate seniority classifications exist: physical plant, technical group A, B and mid-management group A, B, C, D, E, F, G and permanent part-time. While members in different seniority classifications may be paid off the same salary schedule, such as the technical schedule, each technical group shall be considered a separate seniority classification. The assignment of bargaining unit positions or job titles to a particular seniority classification shall be made by the Board.

Section 22.2: Recall. Non-probationary members who are laid off shall be placed on a recall list for a period of one year. If there is a recall in the same seniority classification and/or level, from which the member was laid off, a member who is on the recall list shall be recalled in the inverse order of layoff, provided he/she possesses the skill, qualifications and ability to perform the work to which he/she is recalled in a fully satisfactory manner without additional training.

Members who are eligible for recall shall be given seven days' notice of recall and notice of recall shall be sent to the members by certified or registered mail with a copy to the Association, provided that the member must notify the Board of his intention to return to work within three days after receiving notice of recall. The Board shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the member, it being the obligation and responsibility of the member to provide the Board with his latest mailing address. If a member fails to timely respond to a recall notice their name shall be removed from the recall list.

Section 22.3: Effects of layoff. During the period of time that non-probationary members have recall rights as specified above, the following provisions shall be applicable to any non-probationary members who are laid off by the Board:

1. A member shall be paid for any earned but unused PTO.

2. A member shall have the right to maintain insurance coverage by paying in advance the full applicable monthly premium for single and, if desired, family coverage.
3. If a member is recalled, the amount of accumulated, non-compensated sick leave time that the member had as of the effective date of the layoff shall be restored.
4. Upon recall, the member's seniority shall be reduced by the length of the layoff.

Article 23: Discipline and termination

Section 23.1: Discipline and termination. The Board reserves the right to impose discipline on bargaining unit members. Disciplinary action may include, but shall not be limited to, the following: Verbal warning, written warning, disciplinary suspension and termination.

The Board shall not discipline or termination any post probationary member without just cause. If practicable, prior to suspension or termination, the member and the Association will be notified that it has been recommended that the member be suspended or terminated. A technology-driven tool (e.g. AI or other) should not be a sole reason for a staff member's termination.

Article 24: Miscellaneous

Section 24.1: Fitness examinations. If there is any question concerning a member's fitness for duty or fitness to return to duty following a layoff or leave of absence, the Board may require, at its expense, that the member have an examination by a qualified and licensed medical professional(s) selected by the Board. If the Board determines that a member is not fit for duty, the Board may place the member on sick leave or unpaid medical leave if the member has exhausted all their sick leave.

Section 24.2: Driver's licenses. Any member who is required to drive as part of their job (as identified in the job description) shall obtain and maintain the required driver's license and maintain insurability status by the college's business automobile liability coverage insurance provider of record. Insurability is defined as a driving record that is free of conviction of DUI or reckless driving in the last 5 years or three moving violations in the last 3 consecutive years. Failure to inform the Board of a suspended or revoked license, conviction of DUI or reckless driving in the last 5 years or three moving violations in the last 3 consecutive years or to obtain or maintain a required driver's license may result in discipline, up to and including discharge.

Section 24.3: Work attire. All employees are required to report to work in clean, neat and appropriate work attire.

All uniformed employees are defined as employees in custodial, security, maintenance and physical plant positions.

The Board will provide five sets of uniforms for new employees upon hire. The Board shall provide a non-cumulative uniform differential of \$200 annually to uniformed members to purchase replacement pieces (shirts, pants, outerwear, footwear) from a college-approved provider.



Section 24.4: Union business. Duly authorized representatives of the Association, known as the Executive Committee, shall have the right to transact official Association business of an administrative and informational nature on college property to address, in a timely manner, issues that arise provided this does not interfere with or interrupt normal college operations. These activities are not to exceed 6 hours for the total executive committee each fall and spring semester and three hours for the total executive committee during the summer. Exceptions to this time limitation may be granted by appeal to a cabinet officer. A list of names will be provided to the president indicating Association members who are on the Executive Committee.

The Association co-presidents shall jointly produce, without violating privacy protections afforded their constituents, a semester and summer report to the president about the Executive Committee's Association-based activities during that time period.

Section 24.5: Outside employment. Members may not hold outside jobs (or self-employment), which interfere with the performance of their duties for the Board. Members who are required to be on-call shall provide a list of phone numbers to their immediate non-bargaining unit supervisor where they can be contacted off-duty, including phone numbers of other employers.

Section 24.6: Members advancing classifications. Members who apply, interview and are offered a position in a higher classification will receive at least the minimum of the new hiring range provided it exceeds their current salary. If the hiring range of the higher classification is lower than the employee's current salary, the employee shall receive a 3% increase on their current salary. This provision shall be effective July 1, 2024, and no retroactive adjustments will be made for any reason.

Section 24.7: Members advancing levels within classifications. Members who are offered a position of a higher level within their current employment classification, will receive at least the minimum of the new hiring range provided it exceeds their current salary. If the hiring range of the higher level is lower than the employee's current salary, the employee shall receive a 2% increase on their current salary. This provision shall be effective July 1, 2024, and no retroactive adjustment will be made for any reason.

Section 24.8: Travel reimbursement. Business mileage refers to journeys undertaken during designated work hours, with the exception of regular commuting. Travel in excess of an 8-mile radius from the member's primary work location qualifies for the business mileage rate. The business mileage rate is the IRS rate.

Section 24.9: Reassignment of duties. When a decision has been made to not refill a position and reassign those duties, the Board representative will meet with the SEA president to convey such a decision. A subsequent meeting will be held with the employee, the employee's supervisor, a Human Resources representative and a representative from the SEA to outline the transition of duties and the timeline. In this meeting, the opportunity to apply for reclassification will be offered to the employee. The SEA's role is one of representation for the employee, but is non-participatory in terms of determining the job duties assigned.

Article 25: Filling of vacancies

Section 25.1: Filling of vacancies. If there is a vacancy in a classification covered by this agreement which the Board determines to fill it on a permanent basis, the vacancy shall be posted for five workdays. During this period, members who wish to apply for this vacant job may submit an application using institutional processes. Nothing



herein shall limit the right of the Board to advertise the position at the same time it is posted or fill the position on a temporary basis.

Vacancies shall be filled based upon an individual's qualifications, experience, knowledge, skills and ability to perform the work in question as determined by the Board.

Article 26: Temporary assignment and cross-training

Section 26.1: Temporary assignment. The college may temporarily assign a member to perform the duties of another position. An employee temporarily assigned to perform all the duties of a higher-level position for more than 10 full consecutive working days shall be compensated at the beginning salary of the higher-level position (zero years of experience) or the member's current rate of pay, whichever is greater, retroactive to the first day of the temporary assignment. A temporary assignment shall not extend beyond four continuous months unless mutually agreed to by the member and the immediate non-bargaining unit supervisor.

Section 26.2: Cross-training. It is understood that the Board has the right to cross-train employees for temporary assignment to support essential operational functions other than their primary positions.

Cross-training assignments shall be made only for reasons of legitimate operational necessity, and should be based upon similarities in skills, physical requirements and working hours, with the employee's primary position.

Employees assigned to function in cross-trained positions will not suffer loss of salary or seniority from their regular positions.

Article 27: Probationary and transitional periods

Section 27.1: Probationary period. All new members of the bargaining unit and those hired after loss of seniority shall serve a probationary period of 3 months of work. Full-time and permanent part-time members will begin accruing benefits on first day of employment or as required by law. Said probationary period may be extended for 2 additional extensions of 3 months each of work, up to a total of 9 months maximum, at the sole discretion of the employee's immediate non-bargaining unit supervisor. During the probationary period, the member may be disciplined, suspended, laid off, demoted, or terminated at the sole discretion of the BOARD. Neither the reason for nor the action may be the subject of a grievance.

There shall be no seniority among probationary members. Upon successful completion of the probationary period, a member shall acquire seniority, which shall be retroactive to their most recent date of hire with the College in a position covered by the Agreement.

Section 27.2: Transitional period. In the event a member is transferred to a different position or classification paying the same wage rate or promoted to a position paying a higher wage rate, such member shall be considered a transitional employee for the first 3 months of active work in the new position. If, during this transitional period, the Board, in its sole discretion, determines that the member's performance is unsatisfactory, the Board shall provide the member reasons for such determination and may return the member to the member's former position at the member's former rate of pay if the position is vacant. If the member's former position is not vacant, the Board may reassign the member to a position similar to the former position for which the member is



qualified or if no similar position exists, implement the layoff provisions of this agreement. A member who takes a voluntary reduction shall not be required to serve a transitional period.

Section 27.3: Absence during probation/transition. Time absent from duty or not served for any reason shall not count toward the satisfaction of any probationary or transitional period.

Section 27.4: Planned college closure pay for probationary members and for transitional period members. All probationary and transitional period members of the bargaining unit are eligible for holiday pay as defined in *Section 17.4, Planned college closures*.

IN WITNESS THEREOF, the parties have hereunto set their hands this 5th day of May, 2024.



Thomas Colclasure, Chair
Carl Sandburg College Board of Trustees



Tim Krause, President
Sandburg Education Association



Michelle Johnson, Chief Negotiator
Carl Sandburg College



Anthony Law, President
Sandburg Education Association



Ian Storey, Chief Negotiator
Sandburg Education Association

General appendices

Appendix A: Amended unit certification

UNIT:

INCLUDED:

All full-time faculty, personnel, including counselors and other teachers on a three-quarter-load contract and all full-time and regularly employed part-time employees in the following classifications:

- Accounts Payable Clerk
- Accounting Assistant
- Admissions Secretary
- Assistant Director of the Children's School
- Assistant Supervisor of the Fitness Center
- Assistant Supervisor of Word Processing
- Athletic Coach/Student Services Specialists
- Children's School Teacher
- Bookstore Clerk
- Building Maintenance Worker
- Business Office Clerk/Secretary
- Computer Graphics Specialists/Typesetter
- Coordinator of AV [Audio Visual] Services
- Coordinator of Placement
- Coordinator of Recruitment
- Credentials Evaluator
- Custodial Shift Supervisor
- Custodian
- Data Entry Clerk
- Data Entry/Switchboard Operator
- DP [Data Processing] Operator
- Division Secretary
- Financial Aid/Accounts Receivable Clerk
- Financial Aid Secretary
- Grounds Maintenance Man
- LRC (Learning Resources Center) Assistant
- LRC Assistant at Carthage Center
- LRC Circulation and Film Rental Clerk
- LRC Technical Services Supervisor
- MIS (Management Information Systems) Assistant
- Micro Lab Technician
- Office Secretary at Carthage Center
- Payroll Clerk
- Publications Specialist
- Registration Certification Clerk
- Secretary at Carthage Center
- Secretary to Counselors
- Secretary to Dean of Community and Extension Services
- Security Employee at Main Campus
- Supervisor of Grounds Maintenance
- Supervisor of Public Safety
- Supervisor of Records
- Tool Room Attendant

See section 1.1 for the updated list.

EXCLUDED:

- Division chairman
- All other administrative and executive personnel
- Those employees whose only assignment is in positions funded through grant monies from the Department of Corrections, the Department of Commerce and Community Affairs or Title III
- Secretary to Vice President of Student Services



- Secretary to Vice President of Instruction
- Administrative Assistant to the President and Board of Trustees
- Assistant to Director of Data Processing/Data Base Administrator
- Bookstore Manager
- Data Processing Programmer
- Director of the Children's School
- Athletic Director
- Information and Referral Clerk
- Secretary at Adult Learning Center
- Personnel Assistant
- All managerial, supervisory, confidential and short-term employees as defined by the Illinois Educational Labor Relations Act



Appendix B: Authorization for check-off of Association dues

I hereby authorize the Board of Trustees of Carl Sandburg College District 518 to deduct from my pay the uniform dues of the Sandburg Education Association and remit said amount to the Association.

I understand that I may cancel this authorization at any time in writing. The authorization will remain in effect from year to year unless canceled in writing.

Name (printed): _____

Signature: _____

Date: _____

Appendix C: Insurance program

Section C.1: Hospitalization and major medical insurance. The Board will pay the monthly premium for one insurance plan of the Board's choosing for full-time faculty and full-time employees (regularly scheduled to work between 30 and 40 hours per payroll week) for hospital and major medical insurance plans with coverage comparable to that in force on January 1, 2006; or what was negotiated in fall of 2005; and mutually acceptable between the Sandburg Education Association and the Board of Trustees. Employees who choose to participate in the insurance plan that requires a portion of the premium be paid by the employee will pay 1.5% of their base salary up to a cap of \$1,000 per year. If either major medical plan offered experiences a participant level less than 20% of eligible employees, then all employees will be moved to the single remaining plan. The Board will have final authority to determine equality of coverage, the carrier and the method of selection.

Section C.2: Accidental death and dismemberment. The Board will pay the monthly premium for an accidental death and dismemberment insurance plan with coverage equal to or better than that in force on January 1, 1980. The Board will have final authority to determine equality, the carrier and the method of selection.

Section C.3: Term life insurance. The Board will pay the monthly premium for a term life insurance plan in the principal amount of \$20,000. The Board will have final authority to determine the carrier and the method of selection.

Section C.4: Dental insurance. Effective January 1, 2016, the Board will pay 50% of the monthly premium for a dental insurance plan for each employee. The Board will have final authority to determine coverage, the carrier and the method of selection.

Section C.5: Dependent benefits. The employee will have the right to bring dependents in under any of the applicable coverages, contingent on provisions of the policy, by paying the additional premium through payroll withholding. Any member who selects dependent coverage will have the option of having the premium tax sheltered.

Section C.6: Insurance after termination. Any employee terminated shall be permitted to remain in the group insurance program at his/her cost for a period of time not to exceed 18 months.

Section C.7: Health Emergency Leave Program (HELP). The basic purpose of the Health Emergency Leave Program, hereinafter referred to as the HELP, is to alleviate the effects of a catastrophic medical condition (e.g., life-threatening heart attack, cancer, auto accident, etc.) upon member participants who voluntarily elect to join the program.

In accordance with this purpose, the HELP is not intended for single-day circumstances, rather, it may serve as a bridge between the sick time individually accumulated by an eligible participant and the number of days an employee must be unable to perform the duties of their assigned position to qualify for disability benefits as defined by the State University Retirement System (SURS).

A Health Emergency Leave Program Committee will be established to oversee operations of HELP and to



evaluate claims to decide if they meet HELP guidelines, Board policy and contractual obligations. Representation of the committee will consist of:

- One member from the faculty
- One member from the classified support staff to be appointed by the Sandburg Education Association

The committee will serve an initial term of three years and for two-year terms thereafter. The vice president of academic services and a Human Resources representative shall serve as permanent members of the committee and shall coordinate all required committee meetings. A majority affirmative vote of the committee will be required to grant a request to use HELP days. All decisions of the committee shall be communicated in writing, shall include reasons for the decision, shall be final and therefore not subject to the grievance procedure.

Participation in the HELP program requires that the employee:

- a) is employed in a position included in the bargaining unit
- b) is eligible for sick leave benefits
- c) has completed 2 calendar years of service at the college
and
- d) has contributed 16 hours as a first-year premium and 8 hours annually thereafter.

These premiums will be collected on July 1 each year from current members and upon application to participate from new members.

Claims against the HELP are subject to satisfying the following conditions:

- A. Participants must complete and submit a written membership form as provided by Human Resources. Only current participants are eligible to file a HELP claim.
- B. Participation in HELP will be perpetual unless a written notice of intent to withdraw from HELP is submitted to Human Resources, thus relinquishing all rights to participate.
- C. For HELP, one sick-day premium shall be defined as 8 hours and may be awarded in accordance with Section 13.7 and 17.1: Use of faculty leave. All sick leave paid into HELP as premiums shall be non-refundable.
- D. If the HELP reserve fund becomes depleted during any fiscal year, the committee may require current participants to donate no more than 8 hours of additional sick leave within that year. By becoming an active HELP participant, the member acknowledges timely notification of the potential of these premiums. At no time may more time be withdrawn from HELP than have been donated by the participants.
- E. Every current HELP member shall be entitled to apply for benefits only after exhausting all of their individual sick and faculty leave/PTO accumulations.

- F. The granting of sick leave from HELP shall be subject to the same criteria as regular sick leave and shall be in all other respects consistent with Board policy provided; however, that sick leave shall be available for the illness of the employee only and not for illness of the family.
- G. Application for claims against HELP shall be made in a timely fashion using the form provided by Human Resources and must be accompanied by a physician's statement certifying the condition of the employee and their prognosis of returning to their full duties as assigned.
- H. Any current HELP member who is receiving benefits from the State University Retirement System or who is absent for illness due to a work-related injury compensable under the Illinois Worker's Compensation Act may not avail themselves of any benefits of HELP.
- I. HELP benefits will be awarded, when a participant's illness extends (in accordance with Section 19.2: Normal work week and workday) beyond depletion of their individual accrued sick and faculty leave/PTO time.
- J. HELP time may be awarded in an amount not to exceed the participant's normally scheduled workday or work week.
- K. No participant shall receive more HELP days than would be necessary to make them eligible for SURS disability benefits. The maximum number of HELP workdays a member may be eligible for is 30 per fiscal year.
- L. HELP participants shall absolve and hold harmless in all respects the Board of Trustees, the Sandburg Education Association and the HELP Committee regarding the establishment and implementation of the Health Emergency Leave Program.

Section C.8: Section 125 benefits. The college will provide a program whereby employees may select to pay for qualified child care service and/or unreimbursed medical expenses with pre-tax dollars.

Appendix D: Carl Sandburg College flexible benefit plan

Carl Sandburg College will provide a flexible spending benefit plan for employees. Employees may use this flexible spending plan for dependent coverage under the college's group health and medical plan, for dependent coverage under the college's dental plan, to purchase voluntary life products up to a limit as defined by the law and/or any other approved expenses as defined by the Internal Revenue Service (IRS).

Forms are distributed annually, and employees must indicate either participation or rejection of participation. Participation or rejection of participation is voluntary.

Appendix E: Other fringe benefits

Section E.1: SURS retirement. The Board will tax shelter the employee contribution to the State Universities Retirement System (SURS) provided such a procedure is permitted by the SURS and the Internal Revenue Service (IRS) to the maximum amount permitted by SURS and IRS.

Section E.2: Retiree insurance benefits. Effective January 1, 2006, all current and future retirees no longer will be covered under the college's health and dental program. Health, dental and vision coverage is available to retirees who have vested in the State Universities Retirement System (SURS) and is administered by the Illinois Department of Central Management Services (CMS).

Section E.3: Employee assistance program (EAP). The Board will maintain an employee assistance program — equivalent to Option 2 as described in Bridgeway for 1995-96.

Section E.4: Conditions of training. In an effort to provide training that will benefit the individual employee and the college, it is agreed that the employee who attends an external industry-based certification training course that totals \$1,000 or more (inclusive of all fees, travel expenses, materials and supplies) will remain employed with the college for a minimum period of two years following the last date of the training. In the event the employee leaves the college within two years of the training, the employee will reimburse the college for the monthly prorated (total cost/24 months) cost of the training including tuition, fees, travel expenses, materials and supplies, and payment is as stipulated by the terms and conditions of the conditions of training agreement. Prior to taking the training course, seminar or staff development program, the employee must execute the attached document, conditions of training agreement.

Section E.5: Classes during work hours.

The following specific circumstances will be considered on a case-by-case basis for employees taking class(es) during their scheduled work hours:

Employees

- A. Non-bargaining unit supervisor approval prior to registration
- B. 1 course/academic year during the middle of the employee's working hours
- C. Allowable courses must be degree seeking/position related as determined by the non-bargaining unit supervisor
- D. 40 hours/week as arranged by the supervisor and all position responsibilities must be met
- E. Continuing education courses (offered by Carl Sandburg College) are eligible

Section E.6: Professional development — Training.

To foster a culture of professional development, all members may attend training (on or off campus) in order to enhance their abilities. Applications will be reviewed on a first-come, first-served basis. Attendance at the training may occur during a member's on-duty hours with approval from their immediate non-bargaining supervisor.



Conditions of training agreement

I, _____, hereby unconditionally agree I will remain employed with Carl Sandburg College for a minimum period of two years from the date of my training. (Attach to this conditions of training agreement all paperwork related to the training being granted as well as travel information if applicable.)

Furthermore, I fully understand I must reimburse Carl Sandburg College for the monthly prorated cost of my training, including tuition, fees, travel expenses, materials and supplies should I leave within two years of my training. I also understand I will be subject to collection cost and legal fees (if any), and hereby consent to garnishment and deduction from my paycheck any amount up to and including the amount specified as the total cost to attend training listed below.

By my signature below, I fully accept and understand those conditions of my employment.

Signature _____ Date _____

Signature of supervisor _____ Date _____

Cost of training (tuition): _____

Fees: _____

Materials & supplies: _____

Travel expenses: _____

Total cost to attend training: _____

Appendix F: Interpretation of Article 3: Work stoppage

The article as it is written is quite restrictive if it is taken completely literally. It clearly says that members of the Association, or the Association, will not instigate, promote, sponsor, engage in or condone any work stoppage, strike, slowdowns, or picketing of any kind or for any reason at the college, including the honoring of other association or union picket lines, during the term of this Agreement.

The article as interpreted in actuality is not that restrictive. The article refers specifically to those items of policy and practice that concern employment relations. This means that it concerns itself with the contract and items carried under the contract. Picketing, for example, would be clearly prohibited when it results from a labor dispute. Picketing which protested the action of the government toward the Viet Nam war, recognition of Rhodesia, or treatment of minorities would not be prohibited. Picketing on campus concerning any labor dispute is prohibited. Picketing at other locations would not fall under the jurisdiction of the contract.

In short, things that do not touch upon employment relations or labor disputes are not prohibited. Things which do deal with employment relations or labor disputes are prohibited.

This interpretation supersedes any other interpretation regarding picketing in the work stoppage clause.



Appendices applicable to faculty only

Appendix G-1: Carl Sandburg College academic year faculty contract

IT IS HEREBY AGREED by and between Carl Sandburg College (Illinois Community College District No. 518) and _____, a faculty member, that said faculty member is employed by the said college for the 20__ - __ year for the salary of _____, payable in 24 equal installments in accordance with the provisions of the master contract.

IT IS AGREED that said faculty member shall perform the duties of _____ and such other duties not to exceed the provisions of the master contract.

IT IS FURTHER AGREED that the term of this contract is for the period beginning _____ and ending _____.

IT IS FURTHER AGREED that this contract is subject to the legislation affecting the rights of the parties involved and to the policies and to the regulations of said college not in conflict with or exceeding the provisions of the master contract.

THIS FACULTY CONTRACT IS EXECUTED in duplicate this the _____ day of _____, 20__, and is null and void unless returned to the college on or before the _____ day of _____, 20__.

BASIS FOR SALARY

Experience/prior service

Allowable: _____

District service: _____

Total allowable: _____

Academic classification: _____

Employee #: _____

Account number(s): _____

President, Carl Sandburg College

Faculty member

Date



Appendix G-2: Carl Sandburg College supplemental faculty contract for services beyond academic year

IT IS HEREBY AGREED by and between Carl Sandburg College (Illinois Community College District No. 518) and _____, an academic year contractual faculty member, that said faculty member is employed by the said college during the summer of 20__ for the period of _____. The salary for this summer service is _____, payable in 24 equal installments in accordance with the provisions of the master contract.

IT IS AGREED that said faculty member shall perform the duties of _____ and such other duties not to exceed the provisions of the master contract.

IT IS FURTHER AGREED that this supplemental contract is subject to the legislation affecting the rights of the parties involved and to the policies and to the regulations of said college not in conflict with or exceeding the provisions of the master contract.

THIS SUPPLEMENTAL FACULTY CONTRACT IS EXECUTED in duplicate this the _____ day of _____, 20__, and is null and void unless returned to the college on or before the _____ day of _____, 20__.

BASIS FOR SALARY

Rate \$ _____

Equated semester hrs. _____

Employee # _____

Account number(s): _____

President, Carl Sandburg College

Faculty member

Date



Appendix H: Faculty title progression

FACULTY TITLES FY 20XX					
	Sandburg Years of Service				
<i>Tenure Process</i>	0		0	Instructor	
<i>Tenure Process</i>	1		1		
<i>Tenure Process</i>	2		2		
<i>Tenured</i>	3		3	Assistant Professor	
	4		4		
	5		5		
	6		6	Associate Professor	
	7		7		
	8		8		
	9		9		
	10		10		
	11		11	Professor	
	12		12		
	13		13		
	14		14		
	15		15		
	16		16		
	17		17		
	18		18		
	19		19		
	20		20		
	21		21		
	22		22		
	23		23		
	24		24		
	25		25		
	26		26		
	27		27		
	28		28		
	29		29		
	30		30		
	31		31		
	32		32		
	33		33		
	34		34		
	35		35		

Appendix I: Credit for professional activities

Credit will be awarded toward salary advancement for participation in professional activities, which are approved in advance by the appropriate vice president. Such activities will consist of workshops, summer-long seminars, professional work experience, or election to a state or higher office (Board of Directors or president) in a professional organization in the faculty member's major discipline or in support of a member's major discipline (identified by the seniority list subject area). A maximum of 2% salary increases for the following activities or a combination of one 2% salary increase from Appendix I and one 2% salary increase for graduate credit earned from an accredited institution in the education discipline (K. 4: Salary increases due to educational advancement) is allowed. Maximum salary increases from Appendix I and/or K.4 is 4% in total during employment.

Application of the credit program will consider these conditions:

- A. Attending appropriate workshops
 - 1. A workshop should be distinguished from the ordinary professional meeting or conference. Documentation of contact hours/CEUs is required and only actual workshop time will be counted.
- B. Attending an appropriate summer-long seminar
 - 1. Actual hours of in-class time would be totaled.
- C. Approved professional work experience
 - 1. All hours must be certified in writing by the individual's supervisor.
 - 2. The completion of forty hours of approved occupational work experience will be equated to one semester hour of credit in determining advancement on the salary schedule.
- D. Election to state office or higher (Board of Directors or president) in a professional organization in the faculty member's major discipline.
 - 1. One semester hour equivalent credit may be awarded for a one-year term on a board of directors or as president.

The completion of 16 hours of approved professional activities, as in A or B above, will be equated to one semester hour of credit in determining salary advancement.



Appendix J: Other faculty fringe benefits

Section J.1: Tuition/professional membership reimbursement. The Board and the Association agree that a culture of professional growth and development is essential to the completion of the college's mission. Both parties commit to a culture of professional growth and development.

The BOARD will maintain a fund of \$20,000 per fiscal year to provide tuition reimbursement or professional membership fees for eligible full-time faculty members. Based on the \$20,000 capped fund, on a first-come, first-served basis, the BOARD shall assume the cost of tuition and fees in a dollar amount not more than the cost of tuition and fees for two three-credit hour courses up to \$500 per credit hour, or the Illinois state average for graduate-level courses, whichever is greater, each fiscal year for an instructor who desires to take additional courses, workshops, or summer-long seminars, as defined in Appendix H. Such courses, workshops, and seminars shall be in the area or in an area in support of the instructor's responsibility to the College or support the required credit hour accumulation that meets qualification to teach in another area of study and shall have been approved by the administration prior to registration. Reimbursement for professional membership in the area of the faculty member's responsibility to the college may be granted based on the capped fund at a maximum of \$5,000 on a first-come, first-served basis for one (1) membership per year and a maximum of \$100. Requests, commencing at the beginning of the fiscal year, shall be made to the Vice President of Academic Services. Once the cap is met, review of requests will cease until the beginning of the new fiscal year. Reimbursement shall be made upon successful completion of the course, workshop, or seminar, and payment of registration, tuition and fees or evidence of a paid membership invoice. This benefit is not cumulative. This does not apply when on sabbatical.

Section J.2: Academic regalia. The college shall pay the rental charge for academic regalia used by faculty members in graduation ceremonies.

Section J.3 Mandated licensure/Certification renewal reimbursement. The Board and the Association agree that to maintain accreditation and program instruction, the BOARD will maintain a fund, managed by Academic Services, of \$1,500 per fiscal year to reimburse mandated licensure/certification renewals.



Appendix K: Salary and rates of pay

Section K.1: Hiring ranges. The base salaries of new faculty are determined by education, skills, and experience using the following hiring ranges. Placement in the salary range is determined exclusively by the BOARD. In subsequent years, these hiring ranges shall receive the same percentage increase negotiated for that year.

FISCAL YEAR 2025 SALARY SCHEDULE																						
Percentage Increased 5.00%																						
	ad	ad+8	ad+15	ad+23	ad+30	ad+38	ad+45	ad+52	ba	ba+8	ba+15	ba + 23	ma	ma+8	ma+15	ma+23	ma+30	ma+38	ma+45	ma+52	ma+60	phd
0	41,670	42,240	42,880	43,520	44,130	44,740	45,370	45,980	46,630	47,280	47,940	48,540	49,290	49,930	50,560	51,190	51,790	52,420	53,000	53,630	54,230	54,830
1	42,520	43,100	43,750	44,400	45,030	45,650	46,290	46,910	47,580	48,240	48,910	49,530	50,290	50,940	51,590	52,230	52,840	53,480	54,080	54,720	55,330	55,940
2	43,380	43,970	44,630	45,290	45,940	46,570	47,220	47,850	48,540	49,210	49,890	50,530	51,300	51,960	52,630	53,280	53,900	54,550	55,170	55,820	56,440	57,060
3	44,250	44,850	45,530	46,200	46,860	47,510	48,170	48,810	49,520	50,200	50,890	51,550	52,330	53,000	53,690	54,350	54,980	55,650	56,280	56,940	57,570	58,210
4	45,140	45,750	46,450	47,130	47,800	48,470	49,140	49,790	50,520	51,210	51,910	52,590	53,380	54,060	54,770	55,440	56,080	56,770	57,410	58,080	58,730	59,380
5	46,050	46,670	47,380	48,080	48,760	49,440	50,130	50,790	51,540	52,240	52,950	53,650	54,450	55,150	55,870	56,550	57,210	57,910	58,560	59,250	59,910	60,570
6	46,980	47,610	48,330	49,050	49,740	50,430	51,140	51,810	52,580	53,290	54,010	54,730	55,540	56,260	56,990	57,690	58,360	59,070	59,740	60,440	61,110	61,790
7	47,920	48,570	49,300	50,040	50,740	51,440	52,170	52,850	53,640	54,360	55,100	55,830	56,660	57,390	58,130	58,850	59,530	60,260	60,940	61,650	62,340	63,030
8	48,880	49,550	50,290	51,050	51,760	52,470	53,220	53,910	54,720	55,450	56,210	56,950	57,800	58,540	59,300	60,030	60,730	61,470	62,160	62,890	63,590	64,300

FISCAL YEAR 2026 SALARY SCHEDULE																						
Percentage Increased 5.00%																						
	ad	ad+8	ad+15	ad+23	ad+30	ad+38	ad+45	ad+52	ba	ba+8	ba+15	ba + 23	ma	ma+8	ma+15	ma+23	ma+30	ma+38	ma+45	ma+52	ma+60	phd
0	43,760	44,360	45,030	45,700	46,340	46,980	47,640	48,280	48,970	49,650	50,340	50,970	51,760	52,430	53,090	53,750	54,380	55,050	55,650	56,320	56,950	57,580
1	44,650	45,260	45,940	46,620	47,290	47,940	48,610	49,260	49,960	50,660	51,360	52,010	52,810	53,490	54,170	54,850	55,490	56,160	56,790	57,460	58,100	58,740
2	45,550	46,170	46,870	47,560	48,240	48,900	49,590	50,250	50,970	51,680	52,390	53,060	53,870	54,560	55,270	55,950	56,600	57,280	57,930	58,620	59,270	59,920
3	46,470	47,100	47,810	48,510	49,210	49,890	50,580	51,260	52,000	52,710	53,440	54,130	54,950	55,650	56,380	57,070	57,730	58,440	59,100	59,790	60,450	61,130
4	47,400	48,040	48,780	49,490	50,190	50,900	51,600	52,280	53,050	53,780	54,510	55,220	56,050	56,770	57,510	58,220	58,890	59,610	60,290	60,990	61,670	62,350
5	48,360	49,010	49,750	50,490	51,200	51,920	52,640	53,330	54,120	54,860	55,600	56,340	57,180	57,910	58,670	59,380	60,080	60,810	61,490	62,220	62,910	63,600
6	49,330	50,000	50,750	51,510	52,230	52,960	53,700	54,410	55,210	55,960	56,720	57,470	58,320	59,080	59,840	60,580	61,280	62,030	62,730	63,470	64,170	64,880
7	50,320	51,000	51,770	52,550	53,280	54,020	54,780	55,500	56,330	57,080	57,860	58,630	59,500	60,260	61,040	61,800	62,510	63,280	63,990	64,740	65,460	66,190
8	51,330	52,030	52,810	53,610	54,350	55,100	55,890	56,610	57,460	58,230	59,030	59,800	60,690	61,470	62,270	63,040	63,770	64,550	65,270	66,040	66,770	67,520

FISCAL YEAR 2027 SALARY SCHEDULE																						
Percentage Increased 5.00%																						
	ad	ad+8	ad+15	ad+23	ad+30	ad+38	ad+45	ad+52	ba	ba+8	ba+15	ba + 23	ma	ma+8	ma+15	ma+23	ma+30	ma+38	ma+45	ma+52	ma+60	phd
0	45,950	46,580	47,290	47,990	48,660	49,330	50,030	50,700	51,420	52,140	52,860	53,520	54,350	55,060	55,750	56,440	57,100	57,810	58,440	59,140	59,800	60,460
1	46,890	47,530	48,240	48,960	49,660	50,340	51,050	51,730	52,460	53,200	53,930	54,620	55,460	56,170	56,880	57,600	58,270	58,970	59,630	60,340	61,010	61,680
2	47,830	48,480	49,220	49,940	50,660	51,350	52,070	52,770	53,520	54,270	55,010	55,720	56,570	57,290	58,040	58,750	59,430	60,150	60,830	61,560	62,240	62,920
3	48,800	49,460	50,210	50,940	51,680	52,390	53,110	53,830	54,600	55,350	56,120	56,840	57,700	58,440	59,200	59,930	60,620	61,370	62,060	62,780	63,480	64,190
4	49,770	50,450	51,220	51,970	52,700	53,450	54,180	54,900	55,710	56,470	57,240	57,990	58,860	59,610	60,390	61,140	61,840	62,600	63,310	64,040	64,760	65,470
5	50,780	51,470	52,240	53,020	53,760	54,520	55,280	56,000	56,830	57,610	58,380	59,160	60,040	60,810	61,610	62,350	63,090	63,860	64,570	65,340	66,060	66,780
6	51,800	52,500	53,290	54,090	54,850	55,610	56,390	57,140	57,980	58,760	59,560	60,350	61,240	62,040	62,840	63,610	64,350	65,140	65,870	66,650	67,380	68,130
7	52,840	53,550	54,360	55,180	55,950	56,730	57,520	58,280	59,150	59,940	60,760	61,570	62,480	63,280	64,100	64,890	65,640	66,450	67,190	67,980	68,740	69,500
8	53,900	54,640	55,460	56,300	57,070	57,860	58,690	59,450	60,340	61,150	61,990	62,790	63,730	64,550	65,390	66,200	66,960	67,780	68,540	69,350	70,110	70,900



FISCAL YEAR 2028 SALARY SCHEDULE																						
Percentage Increased 5.00%																						
	ad	ad+8	ad+15	ad+23	ad+30	ad+38	ad+45	ad+52	ba	ba+8	ba+15	ba + 23	ma	ma+8	ma+15	ma+23	ma+30	ma+38	ma+45	ma+52	ma+60	phd
0	48,250	48,910	49,660	50,390	51,100	51,800	52,540	53,240	54,000	54,750	55,510	56,200	57,070	57,820	58,540	59,270	59,960	60,710	61,370	62,100	62,790	63,490
1	49,240	49,910	50,660	51,410	52,150	52,860	53,610	54,320	55,090	55,860	56,630	57,360	58,240	58,980	59,730	60,480	61,190	61,920	62,620	63,360	64,070	64,770
2	50,230	50,910	51,690	52,440	53,200	53,920	54,680	55,410	56,200	56,990	57,770	58,510	59,400	60,160	60,950	61,690	62,410	63,160	63,880	64,640	65,360	66,070
3	51,240	51,940	52,730	53,490	54,270	55,010	55,770	56,530	57,330	58,120	58,930	59,690	60,590	61,370	62,160	62,930	63,660	64,440	65,170	65,920	66,660	67,400
4	52,260	52,980	53,790	54,570	55,340	56,130	56,890	57,650	58,500	59,300	60,110	60,890	61,810	62,600	63,410	64,200	64,940	65,730	66,480	67,250	68,000	68,750
5	53,320	54,050	54,860	55,680	56,450	57,250	58,050	58,800	59,680	60,500	61,300	62,120	63,050	63,860	64,700	65,470	66,250	67,060	67,800	68,610	69,370	70,120
6	54,390	55,130	55,960	56,800	57,600	58,400	59,210	60,000	60,880	61,700	62,540	63,370	64,310	65,150	65,990	66,800	67,570	68,400	69,170	69,990	70,750	71,540
7	55,490	56,230	57,080	57,940	58,750	59,570	60,400	61,200	62,110	62,940	63,800	64,650	65,610	66,450	67,310	68,140	68,930	69,780	70,550	71,380	72,180	72,980
8	56,600	57,380	58,240	59,120	59,930	60,760	61,630	62,430	63,360	64,210	65,090	65,930	66,920	67,780	68,660	69,510	70,310	71,170	71,970	72,820	73,620	74,450

FISCAL YEAR 2029 SALARY SCHEDULE																						
Percentage Increased 5.00%																						
	ad	ad+8	ad+15	ad+23	ad+30	ad+38	ad+45	ad+52	ba	ba+8	ba+15	ba + 23	ma	ma+8	ma+15	ma+23	ma+30	ma+38	ma+45	ma+52	ma+60	phd
0	50,670	51,360	52,150	52,910	53,660	54,390	55,170	55,910	56,700	57,490	58,290	59,010	59,930	60,720	61,470	62,240	62,960	63,750	64,440	65,210	65,930	66,670
1	51,710	52,410	53,200	53,990	54,760	55,510	56,300	57,040	57,850	58,660	59,470	60,230	61,160	61,930	62,720	63,510	64,250	65,020	65,760	66,530	67,280	68,010
2	52,750	53,460	54,280	55,070	55,860	56,620	57,420	58,190	59,010	59,840	60,660	61,440	62,370	63,170	64,000	64,780	65,540	66,320	67,080	67,880	68,630	69,380
3	53,810	54,540	55,370	56,170	56,990	57,770	58,560	59,360	60,200	61,030	61,880	62,680	63,620	64,440	65,270	66,080	66,850	67,670	68,430	69,220	70,000	70,770
4	54,880	55,630	56,480	57,300	58,110	58,940	59,740	60,540	61,430	62,270	63,120	63,940	64,910	65,730	66,590	67,410	68,190	69,020	69,810	70,620	71,400	72,190
5	55,990	56,760	57,610	58,470	59,280	60,120	60,960	61,740	62,670	63,530	64,370	65,230	66,210	67,060	67,940	68,750	69,570	70,420	71,190	72,050	72,840	73,630
6	57,110	57,890	58,760	59,640	60,480	61,320	62,180	63,000	63,930	64,790	65,670	66,540	67,530	68,410	69,290	70,140	70,950	71,820	72,630	73,490	74,290	75,120
7	58,270	59,050	59,940	60,840	61,690	62,550	63,420	64,260	65,220	66,090	66,990	67,890	68,900	69,780	70,680	71,550	72,380	73,270	74,080	74,950	75,790	76,630
8	59,430	60,250	61,160	62,080	62,930	63,800	64,720	65,560	66,530	67,430	68,350	69,230	70,270	71,170	72,100	72,990	73,830	74,730	75,570	76,470	77,310	78,180

Section K.2: Salary. The base salary of individuals who are employed by the BOARD or become members of the bargaining unit after the date of this Agreement becomes effective shall, in all instances, be determined exclusively by the BOARD.

The following demonstrates the negotiated annual salary increases set forth in this agreement.

Fiscal Year	Percentage Increase
2025 (July 1, 2024 – June 30, 2025)	5.00%
2026 (July 1, 2025 – June 30, 2026)	5.00%
2027 (July 1, 2026 – June 30, 2027)	5.00%
2028 (July 1, 2027 – June 30, 2028)	5.00%
2029 (July 1, 2028 – June 30, 2029)	5.00%

Section K.3: Academic year. Faculty members' salaries are for an academic year, which will not exceed a nine-and-one-half-month period. Any faculty member whose regular contract covers a period in excess of the academic year shall be compensated for their summer service on the same basis as other full-time faculty members who teach during the summer under separate agreements. Faculty members hired on or after July 1, 1998, who are assigned to the Electrical Control Technology, Industrial Technologies, Industrial Welding Technology or Welding, may be required to teach during the summer. Faculty members hired on or after July 1, 2002, who are assigned to the Dental Hygiene, Radiologic Technology, Sonography or Practical Nursing programs may be required to teach during the summer. If a full-time faculty member is employed during the summer for work other than teaching either under regular contract or separate agreement, each full week of such employment shall be equated to one hour for the purpose of calculating his/her compensation for this summer employment on or after July 1, 2003.

Section K.4: Salary increases due to educational advancement. Following initial employment, salary increases due to

educational advancement must be from institutions of higher education accredited by a state and USDE-recognized accrediting agencies and approved by the United States Office of Education to offer courses for credit.

For every increment of credit hour on the hiring range of advanced education in a discipline approved by the appropriate vice president, members will receive a 2% salary increase. A maximum of 2% shall be awarded annually.

Following initial employment, additional credit hours that are to be counted for salary advancement shall be countable toward a bachelor's degree with a major in an area appropriate to the teaching field and/or credit hours to improve the individual's teaching specialty without reference to a bachelor's degree with either the major or hours being approved by the appropriate vice president. Proficiency credits, excluding those in the subject area(s) in which the instructor is employed to teach and any other subject area(s) which is an essential element of the assigned teaching field(s), will count towards salary advancement providing those credits are appropriate to an approved bachelor's degree program or to the instructor's teaching field(s). Proficiency credits which are excluded in the previous sentence will be counted upon completion of an approved bachelor's degree provided those credits are part of that degree.

To be allowed credit above the bachelor's or master's degree, following initial employment, all hours must be at graduate level, earned after the bachelor's or master's degree has been awarded and shall be in the faculty member's major discipline (identified by the seniority list subject area) and approved by the appropriate vice president.

Salary advancement for additional credit hours in approved courses shall become effective at the beginning of the academic year. Transcripts of credits and/or letters from a college official must be submitted no later than one week from the start of the Fall semester. If a letter from a school official is used as documentation, a formal transcript of credits must be submitted prior to Oct. 15. If the transcript is not received, an appropriate salary adjustment will be made to recoup the increased salary amount previously paid. Approval of courses by the appropriate vice president must be given prior to attendance to ensure acceptance. The criterion "earned after the master's degree has been awarded" may be waived if it can be demonstrated that the faculty member completed more credits than their particular master's degree required or completed appropriate graduate credits at another institution, which were not applied toward their master's degree. In addition to the above, salary increase for advancement of education may be through "Credit for Professional Activities." (Appendix I).

- a) Exceptions for coursework outside the major discipline (subject area) at an accredited institution.
 - 1. All coursework which applies to a bachelor's degree for those faculty who have not yet earned a bachelor's degree would be eligible.

Section K.5: Experience credit: Vocational/technical faculty. Upon initial employment, a faculty member in an occupational area may be granted experience in excess of eight years.

Section K.6: Experience outside district. Experience for teaching outside of the district in the field of academic assignment shall be restricted to full credit for up to the first eight years. The vice president of academic services may, at their discretion, award years of experience in excess of eight years when it is deemed necessary to maintain the quality and integrity of an academic program.

Section K.7: Pre-summer/summer/winter session. Salaries for all contractual instructors in the pre-summer/summer/winter sessions shall be paid at the overload rate as described in appendix N.

Pre-summer session pay **Number of equated hours**

Three weeks 3

Summer session pay **Number of equated hours**

Four weeks 4
Six weeks 6
Eight weeks 9
10 weeks or longer 10

Winter session pay **Number of equated hours**

Four weeks 4

Supplemental Rate:

Sample formula calculation for non-teaching faculty: $\text{workdays}/5 \times 1.00 \times \text{rate} = \text{summer salary}$

Section K.8: Overload. Full-time contractual faculty teaching baccalaureate, occupational or general studies course overloads will be paid as described in Appendix N.

Section K.9: Payment plan. Salaries are paid in 24 equal installments from July through June of the succeeding calendar year. Salary for overload will be paid during the academic semester in which it is earned, dependent upon information being available and coincidence of pay periods with beginning and ending of academic semesters. Salary checks will be issued on or before the 15th and 30th of each month with the exception of unforeseen circumstances beyond the Board's control. If a faculty member separates from the institution upon completion of (or during) their period of contractual service, then such person shall have the option of continuing to receive salary checks according to the schedule shown above until the full amount due has been received or having a lump sum payment within 30 days following the discontinuance of service to the college or any later date. If a faculty member separates from the college on or after July 1 and before the first day of their period of contractual service, then such person will be obligated to repay the college all salary received but not earned in a lump sum payment within 30 days following the discontinuance of service to the college.

Section K.10: Equated hour ratios. Laboratory/Shop/Clinical type group instruction shall be considered as laboratory for the purpose of computing equated faculty load. Traditional lecture courses which are taught in a lab setting/format to accommodate the learning styles of students will be considered as *Lecture/Discussion* instruction for the purpose of computing equated faculty load. When the student credit hour value for a course is based upon the amount of instruction, which is generally consistent with state guidelines regarding the number of hours per week of lecture/discussion and laboratory/shop/clinical activities when offered on a regular length academic year semester, the following equated ratios will apply:

1. Lecture/discussion: One hour of this type of activity per week yielding 1 semester hour of credit to the students for the semester shall be equated as 1 semester hour of load for the faculty member,
2. Laboratory: Two hours of this type of activity per week yielding 1 semester hour of credit to the students for the semester shall be equated as 1.5 semester hours of load for the faculty member (1 such hour = 0.75 equated hour),
3. Laboratory: Three hours of this type of activity per week yielding 1 semester hour of credit to the students for the semester shall be equated as 2 semester hours of load for the faculty member (1 such hour = 0.666 equated hour),

equated hour),

4. Laboratory: Four hours of this type of activity per week yielding 1 semester hour of credit to the students for the semester shall be equated as two hours of load for the faculty member (1 such hour = 0.50 equated hour). In the event that a situation develops where more than four hours per week of laboratory activity yield 1 semester hour of credit to the students for the semester the ratio for equating such laboratory instruction shall be 0.50 for each such hour.
5. Off-campus nursing clinical: One hour of this type of activity per week yielding 0.5 semester hour of credit to the students for the semester shall be equated as 1 semester hour of load for the faculty member.
6. Internships: Shall be equated as 0.40 a semester hour per student.
7. The independent study course (ISP 1991 or OSP 1992 Independent Study Project) or courses taught on a tutorial basis shall be compensated at an amount equal to the current in-district tuition rate per semester hour of credit produced. The faculty member shall earn full compensation for an independent study course at the time the student becomes ineligible to receive a refund as specified by Carl Sandburg College's refund schedule, to be paid half at midterm and half at the time the grades are posted.
8. Music lessons shall be equated as 0.42 a semester hour per student.
9. Business and computer technology lab: One (1) hour of this type of activity per week yielding one (1) semester hour of credit to the students for the semester shall be equated as one hour of load for the faculty member (1 hour of credit = 1 hour of load).
10. Clinical dental hygiene: One (1) hour of this type of activity per week yielding one (1) semester hour of credit to the student for the semester shall be equated as 0.85 hour of load for the faculty member (1 hour of credit = 0.85 hour of load).

When any course is offered for a term, which is different from a regular academic year semester, the actual hours of instruction per week shall be adjusted as to provide equivalent instructional time for the entire term. The change of hours of instruction per week for such shortened or lengthened term shall not affect the computation of equated load for a faculty member.

Appendices applicable to classified members only

Appendix L: Salary and rates of pay

Section L.1: Hiring ranges. The base salaries of new classified employees are determined by education, skills, and experience using the following hiring ranges. Placement in the salary range is determined exclusively by the BOARD. In subsequent years, these hiring ranges shall receive the same percentage increase negotiated for that year.

For Fiscal Year 2025 only, employees in the physical plant and public safety departments received an additional \$2,000.00 to base salary as they are deemed essential personnel.

CARL SANDBURG COLLEGE												
FISCAL YEAR 2025 SALARY SCHEDULE												
MID-MANAGEMENT												
Salary Increase:		5.00%										
		Level I			Level II			Level III			Level IV	
0		33,530	16.12		35,090	16.87		36,840	17.71		38,720	18.62
1		34,210	16.45		35,800	17.21		37,590	18.07		39,510	19.00
2		34,900	16.78		36,520	17.56		38,350	18.44		40,310	19.38
3		35,600	17.12		37,260	17.91		39,120	18.81		41,120	19.77
4		36,320	17.46		38,010	18.27		39,910	19.19		41,950	20.17
5		37,050	17.81		38,780	18.64		40,710	19.57		42,790	20.57

CARL SANDBURG COLLEGE												
FISCAL YEAR 2025 SALARY SCHEDULE												
TECHNICAL												
Salary Increase: 5.00%												
		Level I			Level II			Level III			Level IV	
0		31,980	15.38		32,890	15.81		33,870	16.28		35,070	16.86
1		32,620	15.68		33,550	16.13		34,550	16.61		35,780	17.20
2		33,280	16.00		34,230	16.46		35,250	16.95		36,500	17.55
3		33,950	16.32		34,920	16.79		35,960	17.29		37,230	17.90
4		34,630	16.65		35,620	17.13		36,680	17.63		37,980	18.26
5		35,330	16.99		36,340	17.47		37,420	17.99		38,740	18.63



**CARL SANDBURG COLLEGE
FISCAL YEAR 2025 SALARY SCHEDULE
CLERICAL/SUPPORT STAFF**

Salary Increase: 5.00%									
	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>		<u>Level IV</u>		
0	31,540	15.16	32,440	15.60	33,410	16.06	34,680	16.67	
1	32,180	15.47	33,100	15.91	34,090	16.39	35,380	17.01	
2	32,830	15.78	33,770	16.24	34,780	16.72	36,100	17.36	
3	33,490	16.10	34,450	16.56	35,480	17.06	36,830	17.71	
4	34,160	16.42	35,140	16.89	36,190	17.40	37,570	18.06	
5	34,850	16.75	35,850	17.24	36,920	17.75	38,330	18.43	

**CARL SANDBURG COLLEGE
FISCAL YEAR 2025 SALARY SCHEDULE
PHYSICAL PLANT**

Salary Increase: 5.00%									
	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>				
0	31,630	15.21	33,300	16.01	34,790	16.73			
1	32,270	15.51	33,970	16.33	35,490	17.06			
2	32,920	15.83	34,660	16.66	36,210	17.41			
3	33,590	16.15	35,360	17.00	36,940	17.76			
4	34,270	16.48	36,070	17.34	37,680	18.12			
5	34,960	16.81	36,800	17.69	38,440	18.48			

**CARL SANDBURG COLLEGE
FISCAL YEAR 2026 SALARY SCHEDULE
MID-MANAGEMENT**

Salary Increase: 5.00%									
	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>		<u>Level IV</u>		
0	35,210	16.93	36,850	17.72	38,690	18.60	40,660	19.55	
1	35,930	17.27	37,590	18.07	39,470	18.98	41,490	19.95	
2	36,650	17.62	38,350	18.44	40,270	19.36	42,330	20.35	
3	37,380	17.97	39,130	18.81	41,080	19.75	43,180	20.76	
4	38,140	18.34	39,920	19.19	41,910	20.15	44,050	21.18	
5	38,910	18.71	40,720	19.58	42,750	20.55	44,930	21.60	



**CARL SANDBURG COLLEGE
FISCAL YEAR 2026 SALARY SCHEDULE
TECHNICAL**

Salary Increase: 5.00%

	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>		<u>Level IV</u>	
0	33,580	16.14	34,540	16.61	35,570	17.10	36,830	17.71
1	34,260	16.47	35,230	16.94	36,280	17.44	37,570	18.06
2	34,950	16.80	35,950	17.28	37,020	17.80	38,330	18.43
3	35,650	17.14	36,670	17.63	37,760	18.15	39,100	18.80
4	36,370	17.49	37,410	17.99	38,520	18.52	39,880	19.17
5	37,100	17.84	38,160	18.35	39,300	18.89	40,680	19.56

**CARL SANDBURG COLLEGE
FISCAL YEAR 2026 SALARY SCHEDULE
CLERICAL/SUPPORT STAFF**

Salary Increase: 5.00%

	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>		<u>Level IV</u>	
0	33,120	15.92	34,070	16.38	35,090	16.87	36,420	17.51
1	33,790	16.25	34,760	16.71	35,800	17.21	37,150	17.86
2	34,480	16.58	35,460	17.05	36,520	17.56	37,910	18.23
3	35,170	16.91	36,180	17.39	37,260	17.91	38,680	18.60
4	35,870	17.25	36,900	17.74	38,000	18.27	39,450	18.97
5	36,600	17.60	37,650	18.10	38,770	18.64	40,250	19.35

**CARL SANDBURG COLLEGE
FISCAL YEAR 2026 SALARY SCHEDULE
PHYSICAL PLANT**

Salary Increase: 5.00%

	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>	
0	33,220	15.97	34,970	16.81	36,530	17.56
1	33,890	16.29	35,670	17.15	37,270	17.92
2	34,570	16.62	36,400	17.50	38,030	18.28
3	35,270	16.96	37,130	17.85	38,790	18.65
4	35,990	17.30	37,880	18.21	39,570	19.02
5	36,710	17.65	38,640	18.58	40,370	19.41



**CARL SANDBURG COLLEGE
FISCAL YEAR 2027 SALARY SCHEDULE
MID-MANAGEMENT**

Salary Increase: 5.00%									
	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>		<u>Level IV</u>		
0	36,980	17.78	38,700	18.61	40,630	19.53	42,700	20.53	
1	37,730	18.14	39,470	18.98	41,450	19.93	43,570	20.95	
2	38,490	18.50	40,270	19.36	42,290	20.33	44,450	21.37	
3	39,250	18.87	41,090	19.75	43,140	20.74	45,340	21.80	
4	40,050	19.25	41,920	20.15	44,010	21.16	46,260	22.24	
5	40,860	19.64	42,760	20.56	44,890	21.58	47,180	22.68	

**CARL SANDBURG COLLEGE
FISCAL YEAR 2027 SALARY SCHEDULE
TECHNICAL**

Salary Increase: 5.00%									
	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>		<u>Level IV</u>		
0	35,260	16.95	36,270	17.44	37,350	17.96	38,680	18.60	
1	35,980	17.30	37,000	17.79	38,100	18.32	39,450	18.97	
2	36,700	17.64	37,750	18.15	38,880	18.69	40,250	19.35	
3	37,440	18.00	38,510	18.51	39,650	19.06	41,060	19.74	
4	38,190	18.36	39,290	18.89	40,450	19.45	41,880	20.13	
5	38,960	18.73	40,070	19.26	41,270	19.84	42,720	20.54	

**CARL SANDBURG COLLEGE
FISCAL YEAR 2027 SALARY SCHEDULE
CLERICAL/SUPPORT STAFF**

Salary Increase: 5.00%									
	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>		<u>Level IV</u>		
0	34,780	16.72	35,780	17.20	36,850	17.72	38,250	18.39	
1	35,480	17.06	36,500	17.55	37,590	18.07	39,010	18.75	
2	36,210	17.41	37,240	17.90	38,350	18.44	39,810	19.14	
3	36,930	17.75	37,990	18.26	39,130	18.81	40,620	19.53	
4	37,670	18.11	38,750	18.63	39,900	19.18	41,430	19.92	
5	38,430	18.48	39,540	19.01	40,710	19.57	42,270	20.32	



CARL SANDBURG COLLEGE									
FISCAL YEAR 2027 SALARY SCHEDULE									
PHYSICAL PLANT									
Salary Increase: 5.00%									
		<u>Level I</u>			<u>Level II</u>			<u>Level III</u>	
0		34,890	16.77		36,720	17.65		38,360	18.44
1		35,590	17.11		37,460	18.01		39,140	18.82
2		36,300	17.45		38,220	18.38		39,940	19.20
3		37,040	17.81		38,990	18.75		40,730	19.58
4		37,790	18.17		39,780	19.13		41,550	19.98
5		38,550	18.53		40,580	19.51		42,390	20.38

CARL SANDBURG COLLEGE												
FISCAL YEAR 2028 SALARY SCHEDULE												
MID-MANAGEMENT												
Salary Increase: 5.00%												
		Level I			Level II			Level III			Level IV	
0		38,830	18.67		40,640	19.54		42,670	20.51		44,840	21.56
1		39,620	19.05		41,450	19.93		43,530	20.93		45,750	22.00
2		40,420	19.43		42,290	20.33		44,410	21.35		46,680	22.44
3		41,220	19.82		43,150	20.75		45,300	21.78		47,610	22.89
4		42,060	20.22		44,020	21.16		46,220	22.22		48,580	23.36
5		42,910	20.63		44,900	21.59		47,140	22.66		49,540	23.82

CARL SANDBURG COLLEGE												
FISCAL YEAR 2028 SALARY SCHEDULE												
TECHNICAL												
Salary Increase: 5.00%												
		Level I			Level II			Level III			Level IV	
0		37,030	17.80		38,090	18.31		39,220	18.86		40,620	19.53
1		37,780	18.16		38,850	18.68		40,010	19.24		41,430	19.92
2		38,540	18.53		39,640	19.06		40,830	19.63		42,270	20.32
3		39,320	18.90		40,440	19.44		41,640	20.02		43,120	20.73
4		40,100	19.28		41,260	19.84		42,480	20.42		43,980	21.14
5		40,910	19.67		42,080	20.23		43,340	20.84		44,860	21.57



**CARL SANDBURG COLLEGE
FISCAL YEAR 2028 SALARY SCHEDULE
CLERICAL/SUPPORT STAFF**

Salary Increase: 5.00%									
	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>		<u>Level IV</u>		
0	36,520	17.56	37,570	18.06	38,700	18.61	40,170	19.31	
1	37,260	17.91	38,330	18.43	39,470	18.98	40,970	19.70	
2	38,030	18.28	39,110	18.80	40,270	19.36	41,810	20.10	
3	38,780	18.64	39,890	19.18	41,090	19.75	42,660	20.51	
4	39,560	19.02	40,690	19.56	41,900	20.14	43,510	20.92	
5	40,360	19.40	41,520	19.96	42,750	20.55	44,390	21.34	

**CARL SANDBURG COLLEGE
FISCAL YEAR 2028 SALARY SCHEDULE
PHYSICAL PLANT**

Salary Increase: 5.00%									
		Level I			Level II			Level III	
0		36,640	17.62		38,560	18.54		40,280	19.37
1		37,370	17.97		39,340	18.91		41,100	19.76
2		38,120	18.33		40,140	19.30		41,940	20.16
3		38,900	18.70		40,940	19.68		42,770	20.56
4		39,680	19.08		41,770	20.08		43,630	20.98
5		40,480	19.46		42,610	20.49		44,510	21.40

**CARL SANDBURG COLLEGE
FISCAL YEAR 2029 SALARY SCHEDULE
MID-MANAGEMENT**

Salary Increase: 5.00%									
	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>		<u>Level IV</u>		
0	40,780	19.61	42,680	20.52	44,810	21.54	47,090	22.64	
1	41,610	20.00	43,530	20.93	45,710	21.98	48,040	23.10	
2	42,450	20.41	44,410	21.35	46,640	22.42	49,020	23.57	
3	43,290	20.81	45,310	21.78	47,570	22.87	50,000	24.04	
4	44,170	21.24	46,230	22.23	48,540	23.34	51,010	24.52	
5	45,060	21.66	47,150	22.67	49,500	23.80	52,020	25.01	



**CARL SANDBURG COLLEGE
FISCAL YEAR 2029 SALARY SCHEDULE
TECHNICAL**

Salary Increase: 5.00%									
	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>		<u>Level IV</u>		
0	38,890	18.70	40,000	19.23	41,190	19.80	42,660	20.51	
1	39,670	19.07	40,800	19.62	42,020	20.20	43,510	20.92	
2	40,470	19.46	41,630	20.01	42,880	20.62	44,390	21.34	
3	41,290	19.85	42,470	20.42	43,730	21.02	45,280	21.77	
4	42,110	20.25	43,330	20.83	44,610	21.45	46,180	22.20	
5	42,960	20.65	44,190	21.25	45,510	21.88	47,110	22.65	

**CARL SANDBURG COLLEGE
FISCAL YEAR 2029 SALARY SCHEDULE
CLERICAL/SUPPORT STAFF**

Salary Increase: 5.00%									
	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>		<u>Level IV</u>		
0	38,350	18.44	39,450	18.97	40,640	19.54	42,180	20.28	
1	39,130	18.81	40,250	19.35	41,450	19.93	43,020	20.68	
2	39,940	19.20	41,070	19.75	42,290	20.33	43,910	21.11	
3	40,720	19.58	41,890	20.14	43,150	20.75	44,800	21.54	
4	41,540	19.97	42,730	20.54	44,000	21.15	45,690	21.97	
5	42,380	20.38	43,600	20.96	44,890	21.58	46,610	22.41	

**CARL SANDBURG COLLEGE
FISCAL YEAR 2029 SALARY SCHEDULE
PHYSICAL PLANT**

Salary Increase: 5.00%									
	<u>Level I</u>		<u>Level II</u>		<u>Level III</u>				
0	38,480	18.50	40,490	19.47	42,300	20.34			
1	39,240	18.87	41,310	19.86	43,160	20.75			
2	40,030	19.25	42,150	20.26	44,040	21.17			
3	40,850	19.64	42,990	20.67	44,910	21.59			
4	41,670	20.03	43,860	21.09	45,820	22.03			
5	42,510	20.44	44,750	21.51	46,740	22.47			

Section L.2: Salary. The base salaries of classified staff employed by the BOARD or who become members of the bargaining unit after the date this Agreement becomes effective shall, in all instances, be determined exclusively by the BOARD.

The following demonstrates the negotiated annual salary increases set forth in this agreement.

Fiscal Year	Percentage Increase
2025 (July 1, 2024 – June 30, 2025)	5.00%
2026 (July 1, 2025 – June 30, 2026)	5.00%
2027 (July 1, 2026 – June 30, 2027)	5.00%
2028 (July 1, 2027 – June 30, 2028)	5.00%
2029 (July 1, 2028 – June 30, 2029)	5.00%

Section L.3: Salary increases from educational advancement. Following initial employment, salary increases due to educational advancement must be from institutions of higher education accredited by a state and USDE-recognized accrediting agencies and approved by the United States Office of Education to offer courses for credit or industry-recognized educational organization.

For the attainment of three industry-recognized educational certificates, a member may receive a 1% salary increase. For the attainment of a certificate from an accredited institution of higher learning, a member may receive a 2% salary increase. For the attainment of a degree from an accredited institution of higher education, a member may receive a three 3% salary increase. A maximum of a three 3% increase shall be awarded to the member annually.

Salary advancement for additional education shall become effective at the beginning of the next fiscal year. Transcripts of credit or and/or letters from awarding organizations must be submitted no later than one week prior to the start of the fiscal year (Jul. 1). If formal transcripts or official documentation is not submitted by Oct. 15, an appropriate salary adjustment will be made to recoup the increased salary amount previously paid. Approval of courses by the appropriate vice president must be given prior to attendance to ensure acceptance.

Appendix M: Other classified fringe benefits

Section M.1: Tuition/professional membership reimbursement. The Board and the Association agree that a culture of professional growth and development is essential to the completion of the college's mission. Both parties commit to a culture of professional growth and development.

The BOARD will maintain a fund of \$20,000 per fiscal year to provide tuition reimbursement or professional membership fees for eligible full-time staff members. A regular full-time staff member attending classes at an institution other than Carl Sandburg College, in order to upgrade their skills, may apply on a first come, first served basis for reimbursement from the college for the cost of tuition and fees. A staff member will be reimbursed only for those courses which are directly related to the member's job duties and/or obtainment of a bachelor's degree, at the sole discretion of the BOARD. Attendance at class may occur during a member's on-duty hours, as defined in Section E.5, and reimbursement will be made only upon successful completion of the course. Approval for potential reimbursement must be secured from the BOARD prior to registration. Requests, commencing at the beginning of the fiscal year, shall be made to the Vice President of Academic Services. Once the cap is met, review of requests will cease until the beginning of the new fiscal year. Reimbursement shall not exceed a dollar amount not more than the cost of tuition and fees for 2 3-credit hour courses up to \$500 per credit hour, or the Illinois state average for graduate-level courses, whichever is greater, per fiscal year. Reimbursement for professional membership directly related to the member's job duties may be granted based on the capped fund at maximum of \$5,000, on a first-come, first served basis for one membership per year and a maximum of \$100. This benefit is not cumulative and is not applicable during any leave of absence. The tuition waiver shall be provided in the BOARD's Policy, Regulations and Procedures Manual, as it may from time to time be amended.

Additional appendices applicable to faculty only

Appendix N: Overload rate compensation schedule (per equated hour)

FY 2025	
3.00%	1378
FY 2026	
3.00%	1420
FY 2027	
3.00%	1463
FY 2028	
3.00%	1507
FY 2029	
3.00%	1553

Appendix O: Overload assignment

Section O.1: Process for overload assignment according to seniority:

- A. The dean/associate dean will disseminate a list of courses available for overload at least one week prior to the first day of preregistration to faculty in the department.
- B. Faculty in the department must exercise their right of first refusal for overload prior to the first day of preregistration.
- C. Assignment of the overload will be given to qualified faculty in the department by seniority on a rotational basis each academic year, giving the most senior faculty, according to subject area on the seniority list, the first class, the next most senior faculty the second class, and so on. The rotation is repeated with a second overload course offering using the same pattern.
- D. For remaining overload opportunities, preference will be given to other qualified full-time faculty who have expressed interest to the dean.

MEMORANDUM OF AGREEMENT

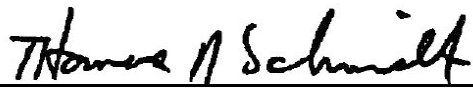
The Board of Trustees and Sandburg Education Association agree to review options in an attempt to improve communications and college-wide morale on an on-going basis.

Options may include but are not limited to:

1. Informal gatherings during designated break periods (e.g., potluck lunches.)
2. More frequent newsletters.
3. Scheduled guest speaker (forums).

The parties agree this memorandum of agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and Sandburg Education Association.


For the SEA


For the BOT

MEMORANDUM OF AGREEMENT

The Board of Trustees and Sandburg Education Association agree to investigate ways to ensure the cost effectiveness (containment and competitiveness of the college's health/dental insurance coverages in such a manner which includes but it is not to be limited to:

- A. Addressing both short- and long-term considerations/needs.
- B. Consider enriching current coverages with expanded wellness/preventive services, to be 100% offset with enhanced managed care provisions that are neutral to the employee and retain 100% of their current decision-making authorities/options.
- C. Develop a revised slate of coverages (which reflect current marketplace provisions) to be provided to new employees (only) effective at a future date.

This initiative would take place during FY-1998 with a target completion date of June 30, 1998. The parties agree this memorandum of agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and Sandburg Education Association.

Dan Yasenko
For the SEA

For the BOT
Thomas A. Schmitt

MEMORANDUM OF AGREEMENT

The Board of Trustees and Sandburg Education Association agree to round up to the nearest \$10 dollars all dollar values contained in the salary schedules for 1998-99 (Appendix K-3, M-1C, M-2C, M-3C and M-4C). These adjustments shall become effective for the fiscal year commencing July 1, 1998, and ending June 30, 1999.

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and Sandburg Education Association.

Dan Yasniew
For the SEA

Thomas H. Schmitt
For the BOT




**CARL SANDBURG COLLEGE
MEMORANDUM OF AGREEMENT**

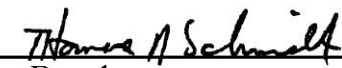
The Sandburg Education Association (SEA) and the Board of Trustees agree that in order to fully implement the provisions of Article XII (DURATION OF AGREEMENT) as previously agreed to, FY-1997 shall be defined as a transition year for the purposes of adjusting the faculty pay cycle to coincide with the fiscal (budget) year (7/1-6/30).

To enact the provisions of Article XII, the following procedures shall apply during this transition year only:

1. On Aug. 30, 1996, the faculty shall receive their final pay (#24) due to them under the contract expiring Aug. 15, 1996.
2. On Aug. 30, 1996, the faculty shall also receive (in the same paycheck), their 1st of the (21) pays due to them under the auspices of the new contract effective 12:01a.m., Aug. 16, 1996.
3. Faculty will receive their 21st pay on June 30, 1997, thereby completing the cycle of pays due them during the transition year.
4. Effective with the July 15, 1997, pay, faculty will return to a (24) pay cycle.
5. Faculty under contract for FY-1997, and who complete their obligations thereunder, will be made whole with respect to all other contract provisions as if they were on the payroll through Aug. 31, 1997.
6. Faculty wishing to modify their deduction/withholdings for the 8/30/96 payroll must do so in writing by the close of business (5 p.m.) on Thursday, Aug. 22, 1996.

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Sandburg Education Association (SEA) and the Board of Trustees.


For the SEA


For the Board

8-19-96
Date
Attachment (example)

8/19/96
Date



CARL SANDBURG COLLEGE
MEMORANDUM OF AGREEMENT

The Board of Trustees and the Sandburg Education Association agree to allow employees who present an irrevocable letter to retire from the college 12 months in advance of their retirement to accrue up to 20 additional vacation days the last year of their employment. Potential retirees may accrue and be compensated for a maximum of 50 earned but unused vacation days upon retirement. Those employees who submit an irrevocable letter of intent to retire must be vested in the State University Retirement System. Without exception, an irrevocable letter of intent to retire must be provided 12 months in advance.

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and the Sandburg Education Association.

Janis Hipple
For the SEA

11/25/03
Date

John A. Sancy
For the BOT

11/25/03
Date



**CARL SANDBURG COLLEGE
MEMORANDUM OF AGREEMENT**

The BOT has an interest in developing a Memorandum of Agreement that would reinforce the importance of creating a culture and climate that respects and encourages professionalism and the sharing of diverse opinions and ideas in a civil, professional and respectful manner.

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and the Sandburg Education Association.

Janis Hipple

For the SEA

11/25/03

Date

John A. Sancy

For the BOT

11/25/03

Date



**CARL SANDBURG COLLEGE
MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement outlines the process of notification for employees who would be assigned duties of another position which has been eliminated.

When a decision has been made to not refill a position and reassign those duties, the director of Human Resources will meet with the SEA president to convey such a decision. A subsequent meeting will be held with the employee, the employee's supervisor, the HR director and a representative from the SEA to outline the transition of duties and the timeline. The SEA's role is one of representation for the employee, but is non-participatory in terms of determining the job duties assigned. Both the BOT and SEA want to ensure a smooth transition for the employee, the supervisor and the college.

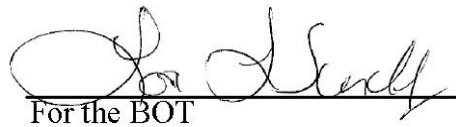
Follow-up meetings for clarification or review deemed necessary by the employee or the supervisor could be conducted.

Communication of these changes will be handled through the appropriate communication medium as soon as practicable. (e.g., *Enews*)

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees (BOT) and the Sandburg Education Association (SEA).


For the SEA

1-3-08
Date


For the BOT


1/3/08
Date

**CARL SANDBURG COLLEGE
MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement outlines the process for refining the pay grids for the future. The director of Human Resources will research the requirements for each of the levels within the pay grids and develop new starting salary ranges. These new cells will move forward each year with new salaries coming on which will provide understandable and equitable salaries into the future. Additionally, as positions are vacated, the director of Human Resources along with the Cabinet will review the classifications of jobs to determine if they are adequately placed within a grid. Adjustments to positions will be made when appropriate.

Before implementation, the BOT will review the new starting salaries with the SEA for concurrence in the spirit of the Memorandum of Agreement which addresses process for the changes to a member's job duties.

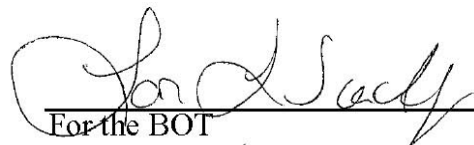
The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees (BOT) and the Sandburg Education Association (SEA).



For the SEA

1-3-08

Date



For the BOT

1/03/08

Date

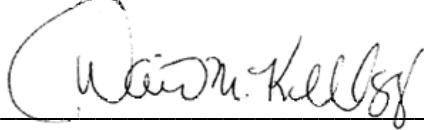


**CARL
SANDBURG
COLLEGE™**

**CARL SANDBURG COLLEGE
MEMORANDUM OF AGREEMENT**

The Board of Trustees and the Sandburg Education Association agree that employees should dress in a manner appropriate to their position. Regardless of the position, it is important to remember that appropriate attire is an important part of the job. An individual's personal appearance on the job reflects the image of Carl Sandburg College. Employees are expected to care enough about themselves and their position at Carl Sandburg College to be neat and well-groomed at all times on the job.

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and the Sandburg Education Association.



For the SEA



For the BOT



Date



Date



CARL
SANDBURG
COLLEGE™

**CARL SANDBURG COLLEGE
MEMORANDUM OF AGREEMENT**

The Board of Trustees and the Sandburg Education Association agree to postpone the informal bargaining process for FY 2012, Article 6, Section 6.1.3 Scope, paragraph two. This agreement is time-limited to FY2012 (July 1-June 30, 2012). As such, informal bargaining will commence in FY2013 (calendar year 2012) according to Article 6, Section 6.1.

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and the Sandburg Education Association.

For the SEA

For the BOT

Date

Date



CARL
SANDBURG
COLLEGE™

MEMORANDUM OF AGREEMENT

CAP ON ANNUAL EARNINGS INCREASES

The Board of Trustees and the Sandburg Education Association agree that notwithstanding the provisions of the collective bargaining agreement, in any given academic year the combined increase for each faculty or staff member's earnings – after taking into account salary increases, column movement, overload, promotional increases and any other earnings adjustments – shall not exceed 6% of his or her prior year's earnings, determined on a full-time equivalent basis. Any increase in said earnings that would have been in excess of 6% but for this limitation shall be deferred to be provided in future years of employment with the college, if any, to the extent the cap is not reached in those years.

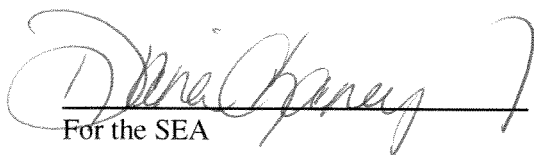
In the event that there are such additional years, the excess percentage increases shall be added to the total percentage increase in earnings for those future years, up to the maximum cap of a 6% increase, until such time as the faculty or staff member has received the percentage increases that were deferred due to the cap. For example, a faculty member who, but for this cap, would have received increases of 9% in year one, 4% in year two and 4% in year three will instead receive 6% in year one, 6% in year two (4% plus 2% of the carryover), and 5% in year three (4% plus the remaining 2% of carryover).

For determining whether an employee has reached the maximum cap on his or her earnings increase in any given year, the term "earnings" shall be given the same meaning as used by the State Universities Retirement System (SURS) when assessing and determining whether any employer contributions would be due under 40 ILCS 5/15 -155(g).

In the event SURS is amended to change the excess earnings cap described in 40 ILCS 5/15-155(g) from 6% to some other percentage or number that would trigger a change in employer contributions to SURS, the college may adjust the 6% earnings cap herein accordingly.

It is the intent of the college and the union that, by this side letter, the college will never be required to make additional employer contributions under 40 ILCS 5/15-155(g).

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and the Sandburg Education Association.


For the SEA

11-15-12
Date


For the BOT

11-15-12
Date



CARL
SANDBURG
COLLEGE™

CARL SANDBURG COLLEGE MEMORANDUM OF AGREEMENT

The BOT has an interest in developing a Memorandum of Agreement that would reinforce the importance of embedding a culture of assessment and improvement of teaching and learning. The SEA and BOT will jointly demonstrate responsibility for the quality of educational programs, learning environments and support services and evaluate the effectiveness for student learning through processes designed to promote continuous improvement. Furthermore, the SEA and BOT will jointly demonstrate a commitment to educational achievement and improvement through ongoing assessment of student learning and ongoing attention to retention, persistence and completion rates in degree and certificate programs. All full-time college employees are expected to actively participate in the Memorandum of Agreement.

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and the Sandburg Education Association.

For the SEA

11-18-2014

Date

11-18-2014

For the BOT

Date



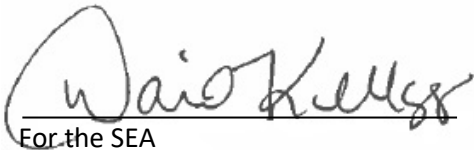
CARL
SANDBURG
COLLEGE™

**CARL SANDBURG COLLEGE
MEMORANDUM OF AGREEMENT**

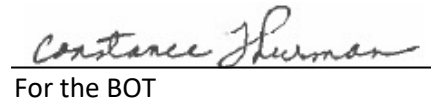
Hospitalization and Major Medical Insurance

The Board of Trustees and the Sandburg Education Association Board and Association agree to negotiate interest involving hospitalization and major medical insurance before the next scheduled negotiations season if requirements and/or implementation of statutory law would result in penalties and/or additional fees to the college (e.g. the Cadillac Tax). Such negotiations will be formalized by agreement at that time.

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and the Sandburg Education Association.


For the SEA

Nov. 18, 2014
Date


For the BOT

11/18/2014
Date



CARL
SANDBURG
COLLEGE™

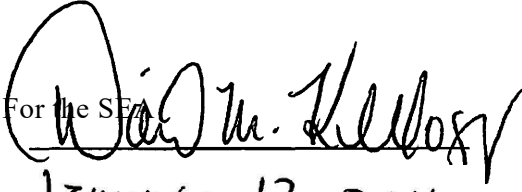
**CARL SANDBURG COLLEGE
MEMORANDUM OF AGREEMENT**

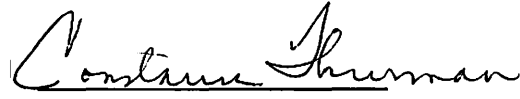
The Board of Trustees (BOT) and the Sandburg Education Association (SEA) agree to suspend the CARL SANDBURG COLLEGE MEMORANDUM OF AGREEMENT, CAP ON ANNUAL EARNINGS INCREASES, effective Jan. 1, 2016.

In the event the State University Retirement System (SURS) excess earnings cap is amended as described in 40 ILCS 5/15-155(g) from 6% to some other percentage or number which would trigger a change in employer contributions for current employees to SURS, the BOT and the SEA agree to negotiate their interest concerning the SURS statutory law before the next scheduled negotiations season if requirements and/or implementation of statutory law would result in penalties and/or additional fees to Carl Sandburg College. Such negotiations will be formalized by agreement at that time.

This agreement to suspend a previous bargained and voted upon Memorandum of Agreement is expressly defined as uniquely non-precedent setting and results entirely from the lack of action on the part of the State of Illinois. It is by no means a reflection or an undermining of the good-faith interest-based bargaining process.

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and the Sandburg Education Association.

For the SEA

January 12, 2016


Date 1/12/2016



**CARL SANDBURG COLLEGE
MEMORANDUM OF AGREEMENT**

The Board of Trustees and the Sandburg Education Association agree to add one additional shared interest, Professional Development, to the informal bargaining process for FY 2021, as stated in Article 6, Section 6.1.3 Scope. This agreement is time-limited to FY 2021.

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and the Sandburg Education Association

Michael Christensen
For the SEA

12/2/2020

Date

Cory Gall
For the BOT

12/2/2020
Date



CARL
SANDBURG
COLLEGE™

**CARL SANDBURG COLLEGE
MEMORANDUM OF AGREEMENT**

The Board of Trustees and the Sandburg Education Association agree to extend the informal bargaining process for FY 2021, as stated in Article 6, Section 6.1.3 Scope, through Feb. 24, 2021. Dates of sessions included in this extension are as follows:

Dec. 16, 2020
Jan. 13, 2021
Jan. 20, 2021
Feb. 3, 2021
Feb. 17, 2021
Feb. 24, 2021

This agreement is time-limited to FY 2021.

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and the Sandburg Education Association.

Michael Christensen

For the SEA

12/2/2020

Date

Cory Gall

For the BOT

12/2/2020

Date

Memorandum of Agreement

The Board of Trustees and the Sandburg Education Association agree to extend the informal bargaining process for FY 2024, as stated in Article 6, Section 6.1.3 Scope, through February 28, 2024. Dates of sessions included in this extension are as follows:

January 17, 2024
January 24, 2024
January 31, 2024
February 7, 2024
February 14, 2024
February 21, 2024
February 28, 2024

This agreement is time-limited to FY 2024.

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and the Sandburg Education Association.



Date

For the SEA



For the BOT

12/13/23

Date

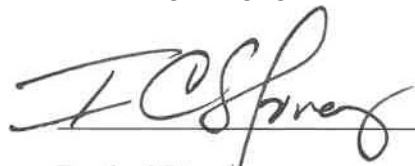
Memorandum of Agreement

The Board of Trustees and the Sandburg Education Association agree to extend the informal bargaining process for FY 2024, as stated in Article 6, Section 6.1.3 Scope, through March 27, 2024. Dates of sessions included in this extension are as follows:

March 6, 2024
March 20, 2024
March 27, 2024

This agreement is time-limited to FY 2024.

The parties agree this Memorandum of Agreement is expressly and specifically not a part of the collective bargaining agreement between the Board of Trustees and the Sandburg Education Association.



For the SEA



2/28/24

—