

CONTRACTUAL AGREEMENT

Between

ILLINOIS COMMUNITY COLLEGE DISTRICT 525

and the

JOLIET JUNIOR COLLEGE FACULTY COUNCIL,

AFT-LOCAL 604

2019-2020

2020-2021

2021-2022

2022-2023

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PREAMBLE

CONTRACTUAL AGREEMENT

Between The

Board of Trustees

Of

Illinois Community College District No. 525

And The

Joliet Junior College Faculty Union

Whereas Joliet Junior College is responsible to the citizens of Illinois Community College District No. 525 in identifying and serving the educational needs of the District, and

Whereas Joliet Junior College is committed to providing a quality education that is affordable and accessible to the diverse student population which it serves, and

Whereas the recruitment and retention of dedicated and highly qualified faculty is essential to the fulfillment of the foregoing responsibilities and commitments, and

Whereas Joliet Junior College is committed to the practice of shared governance and recognizes the importance of faculty input in decision making,

Now therefore the Board of Trustees and the Faculty Union of Joliet Junior College do hereby enter this Contractual Agreement.

ARTICLE ONE
UNION RECOGNITION AND BARGAINING UNIT

Section 1.1 **UNION RECOGNITION**

- 1.1.1 The Board of Trustees of Illinois Community College District No. 525 (henceforth referred to as the “Board”) State of Illinois recognizes the Joliet Junior College Faculty Council, AFT-Local 604 (henceforth referred to as the “Union”), as the exclusive bargaining representatives for all full-time faculty members, librarians, GAP advisors, and department chairs. Excluded from the bargaining unit are the College President, other administrative, executive, and supervisory personnel, adjunct faculty, and employees excluded from bargaining unit eligibility under Section 2 of the Illinois Educational Labor Relations Act (IELRA). Full-time is defined as any faculty member teaching more than 12 contact hours per academic semester. In the areas of Rhetoric and Journalism, as per Section 7.1.1.1 of this contract, full-time is defined as anyone teaching more than nine contact hours per academic semester. In the event of extraordinary circumstances and upon showing a compelling need, and at the request of the Vice President of Academic Affairs (VPAA), the Union President may authorize an adjunct faculty to teach what would normally be considered a full-time load.
- 1.1.2 The personnel represented by the Union as identified in Paragraph 1.1.1 shall henceforth in the contract be referred to as “faculty,” except in contract provisions applicable to special classifications, e.g. GAP advisors and librarians.
- 1.1.3 The Board recognizes the Union as the exclusive bargaining agent for those in the above designated unit. The scope of negotiations shall be as prescribed by law.

Section 1.2 **BARGAINING UNIT**

Those designated by the Union to bargain with the Board or its representative(s) shall represent all faculty members except those excluded in Paragraph 1.1.1 regardless of membership in the Union. However, such unaffiliated faculty members may confer with the President or the Board but shall not bargain concerning matters encompassed within this agreement. No member of the bargaining unit regardless of affiliation shall make any agreement with the College which would be contrary to the provisions of this agreement.

Section 1.3 **BOARD OF TRUSTEES LEGAL AUTHORITY, RESPONSIBILITIES, AND MANAGEMENT RIGHTS**

The Board, on behalf of the College, and the Union recognize that the Board shall retain the rights and authority necessary for the Board to effectively carry out its responsibilities granted to it by the Illinois Public Community Colleges Act, the Illinois Educational Labor Relations Act (IELRA), and all other applicable Federal and State laws and regulations, except as limited by the express language of this Agreement. The subject matter of this Agreement has been negotiated through the authority of the IELRA. Nothing herein shall require the Board to negotiate over matters not covered by the Illinois Educational Labor Relations Act. The IELRA does require negotiation of policies relating to wages, hours, and working conditions as well as items that have

been previously the subject of collective bargaining by the parties. The Board manual of policies will include items not covered by this contract, which policies shall be consistent with the provisions of this Agreement.

Section 1.4 UNION AND BOARD OF TRUSTEES

1.4.1 The parties acknowledge that during the negotiations which resulted in this Agreement, each had opportunity to make demands and proposals with respect to matters within the scope of collective bargaining and that understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement; therefore, the Board and the Union for the life of this Agreement each voluntarily and unqualifiedly waive the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject. However, the Board agrees to consult with the Union in establishing pay rates for any new positions brought about by new programs not specifically mentioned in this Agreement.

1.4.2 This Agreement and its appendices supersede and cancel all previous agreements between the Board and the Union, and constitute the entire Agreement between the parties. Any amendment or agreement supplement hereto shall not be binding upon either party unless executed in writing by the parties hereto.

Section 1.5 RECOGNITION OF REPRESENTATION

The Board and the Union recognize that the Union represents professional faculty and that the Board represents all the residents of Illinois Community College District No. 525, and that both parties have as their primary interest the welfare of the students attending the College.

ARTICLE TWO
UNION-BOARD RELATIONS AND UNION ACTIVITIES

Section 2.1 **UNION BOARD RELATIONS**

2.1.1 Membership in the Union or any other employee organization not affiliated with the College shall not be a condition of employment for any faculty member. The Board and the Union shall not interfere with, intimidate, restrain, coerce, or discriminate against the professional staff of District No. 525 or the Board because of membership or non-membership in the Union.

2.1.2 **Indemnify and Hold Harmless**

The Union shall indemnify and hold harmless the District, Board, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of, or by reason of, action taken by the Board for the purposes of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished by the Union under any such provisions.

Section 2.2 **RIGHTS, BENEFITS, AND RESPONSIBILITIES**

Rights, benefits, and responsibilities of faculty members set forth in this agreement shall apply to any individual full-time, extra class, or extra-pay contract employment with the Board. No full-time faculty member shall receive overload compensation at less than the median pay rate for an adjunct instructor with an equivalent degree. In the event of conflict between the terms of an individual contract of such employment and the terms of this agreement, the latter shall be controlling.

Section 2.3 **STATISTICS AND RECORDS**

The Board shall make available to the Union upon its request any and all statistics and records which are public information and which are relevant to negotiations or necessary for the processing of a grievance or the enforcement of the terms of this agreement.

Section 2.4 **ADDITIONAL PERSONAL LEAVE DAYS AND RELEASE TIME**

2.4.1 The Board agrees to provide support to the Union President and/or his/her designee(s) for the purpose of conducting Union business. The support shall be a non-teaching assignment equal to nine contact hours per semester. The assignment of the release time would be at the discretion of the Union, with no individual receiving more than three hours of release time in any semester. The Union will notify the Human Resources Department prior to the start of each semester about the assignment of the release time.

2.4.2 The President of the Union will be granted two additional personal leave days to be used at his/her discretion for Union services.

2.4.3 The President or chief negotiator of the Union will be granted up to four additional personal leave days to be used at his/her discretion for Union purpose only during the semester immediately prior to the termination of the present agreement.

2.4.4 The Union President (or designee) shall be granted release time necessary to attend the annual (or biannual) convention of the state or national affiliate of the Union. The Union President (or designee) shall be excused for this purpose without loss of salary or leave days, provided the Union shall reimburse the College in advance in an amount equal to the substitute rate times the number of contact hours from which the President (or designee) is released. The Union President (or designee) shall give notice of intention to use such time in writing to the College President or designee at least ten working days in advance.

Section 2.5 FACILITIES AND EQUIPMENT

The Union may make use of College facilities and equipment within the guidelines of established Board policy.

Section 2.6 SCHEDULING UNION MEETINGS

- a) Before scheduling Union meetings, the officers shall check the calendar of the school schedule to make certain there are no faculty meetings called at that time, and immediately upon completion of such scheduling, notice shall be given to the President of the College.
- b) It is also recognized that the parties will find it necessary to schedule meetings which do not appear on the pre-planned calendar. If the Union sees the need for such an unscheduled meeting, it will so notify the President's office at least 24 hours in advance. The President's office will, after checking its calendar, make every effort to make room for the meeting to be held after normal daytime teaching hours, and if unable to do so, will so notify the Union immediately.

Section 2.7 BULLETIN BOARD SPACE

2.7.1 The Union shall be provided with bulletin board space to post notices and other materials related to Union activities. The bulletin board space allocated shall be labeled for Union use and only Union representatives shall have authority to post materials on the bulletin board. All notices and materials must be signed or initialed by an authorized Union representative. In addition, the Union shall be provided space for maintaining records.

2.7.2 The Board shall seek to adjust office assignments so that during the term of office the Union President shall have a one-person office available to him/her.

Section 2.8 UNION MATERIAL IN FACULTY MAILBOXES

Union representatives shall have the right to place appropriate Union material in faculty mailboxes. All notices and materials must be signed or initialed by an authorized Union representative.

Section 2.9 BOARD MEETING AGENDA DISTRIBUTION

The Board shall furnish the Union President with three copies of the Board meeting agenda in advance of each regular or special Board meeting and notification in advance of a study session of the Board. A copy of the public session Board minutes of the immediate past meeting will be furnished to the Union President by 12:00 noon on the second working day after these minutes have been officially approved by the Board.

Section 2.10 NON-DISCRIMINATION

2.10.1 The Board and the Union agree that they shall continue their practice of not illegally discriminating on the basis of race, religion, gender, age, sexual orientation, gender expression, disability, or national origin.

2.10.2 An alleged violation of this section shall not be subject to the arbitration provisions of the grievance procedure contained in the Agreement unless concurrent with the notice to proceed to arbitration the Union and all grievants concurrently submit a comprehensive waiver and release of all rights to institute a similar allegation to any administrative agency, court or other forum, and agree to be bound by the award of the arbitrator herein.

Section 2.11 DEDUCTION OF UNION DUES

The District will make Union Dues payroll deductions upon written request by the employee on the form provided by the Union. This form will be provided to the District by the Union. The District shall honor employees' individually authorized deduction forms and shall make such deductions in the amount certified by the Union for dues, assessments, or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations are processed by the Union. In the event that an employee revokes his or her dues in accordance with the terms in which he or she authorized the dues deduction, the Union will notify the District after the close of the revocation window. This request must be made at least ten calendar days prior to the first deduction.

The District agrees to remit these dues and/or fees to the Union twice each month that dues/fees are deducted. A list of all employees within the bargaining unit and any deductions that have been made and the amount of each deduction shall accompany each remission. Any changes in personnel from the list previously furnished shall be submitted to the Union within ten working days.

Section 2.12 MONTHLY MEETING WITH PRESIDENT OR DESIGNEE

The President of the College and/or his/her designated representative shall meet with the President of the Union and/or his/her representatives at least once each month during the life of the agreement at a mutually agreeable time and place. Upon request either party shall indicate in advance the item(s) which it desires to discuss.

Section 2.13 DISTRIBUTION OF CONTRACT

The Board will furnish one copy of the contract to every member of the bargaining unit. In addition, 35 copies will be provided to the Union President. Additional copies may be requested through the Human Resources office with ample notice.

Section 2.14 SCHOOL CALENDAR

Before the administration recommends the official school calendar to the Board of Trustees, the President of the College will ask the Union (faculty) representative for recommendations.

Section 2.15 FACULTY/FAMILY COURSE ENROLLMENT

Full-time and retired faculty members and their spouses and dependents (as determined by the IRS Code and Regulations) shall be entitled to enroll in courses offered by Joliet Junior College, with all tuition charges waived.

**Section 2.16 INTENTION TO CONTINUE DISCUSSIONS PRIOR TO CONTRACT
NEGOTIATIONS**

The faculty of Local 604 A.F.T. and District No. 525 Board of Trustees and Administration would like to assert their intention to continue the concept of productive preliminary discussions that can lead to acceptable and satisfactory early contract settlements.

ARTICLE THREE
DEPARTMENT CHAIR

Section 3.1 DEPARTMENT CHAIR OVERVIEW

A Department Chair, selected in accordance with Section 3.3 of this Article, will be appointed by the Board of Trustees at its April meeting for a two-year term beginning with the first Summer session of each odd-numbered year. Each Chair will be assigned to report to a specific dean with regard to performance of his or her duties. The Department Chair shall represent the Department; meet all contractual obligations; conduct monthly Department meetings; attend monthly Chair meetings with the assigned dean and the VPAA; participate in institutional planning, including student completion efforts, budget preparations, and schedule preparations; facilitate curriculum development, assessment plan development, and program evaluation and review; interact with students to meet needs and resolve concerns; facilitate hiring process for adjunct and full-time faculty and staff; and evaluate the adjunct faculty. Upon receiving documentation from the VPAA of a Chair's persistent disregard or neglect of assigned duties, the Board, utilizing principles of progressive discipline, can remove the Chair from office upon recommendation of the President. A new Department Chair will be selected under the provisions of Section 3.3.

Section 3.2 DEPARTMENT CHAIR RESPONSIBILITIES

- 3.2.1 The appointment process and compensation for Department Chairs are considered a part of this contract. However, in no way shall the duties of the Department Chair be negotiable or grievable under the terms of this contract.
- 3.2.2 A job description outlining the assigned duties and responsibilities of the Department Chair will be provided to an elected or appointed Department Chair at the beginning of the new term of office as defined in 3.3. This job description is public information and shall be made available to any individual who requests it.
- 3.2.3 The Administration will create and provide a training program for first-time Department Chairs and continuing administrative development opportunities for current Department Chairs. All Chairs shall participate in this ongoing training. Initial Chair training for new Chairs will be held before the end of Summer term in odd-numbered years.

Section 3.3 BALLOTING PROCEDURE AND APPOINTMENT

Prior to the end of classes in the Fall semester of even numbered years, the senior faculty member not seeking to be Chair of the department will contact all department faculty members to determine who is interested in seeking the Chair position. Although GAP Advisors would be voting members of their assigned departments, they would not be eligible to be Department Chairs. If more than one candidate is interested, a candidate forum will be called in January during Welcome Week. Between February 1 and February 10, a secret-ballot election will be conducted over no fewer than three days. In any election, the ballot must have a line for write-in votes. The ballots will be counted publicly at a pre-announced time, with a minimum of two department members

in attendance. A faculty member who cannot vote in person may vote through a proxy by sending an email to his/her proxy from the faculty member's JJC.edu account.

If no candidate receives the votes of two-thirds of the members of the department, the department shall conduct a run-off election between the top two vote recipients. A second vote will also be conducted if only one candidate receives votes but does not reach the two-thirds threshold. The second vote must be conducted following the same procedures as the initial vote and must be completed by the end of the third week of February.

The results of the balloting shall be promptly submitted to the VPAA. If the balloting shall disclose that two-thirds or more of the faculty of a department concur in the recommendation for Department Chair, the VPAA shall endorse such recommendation. If the VPAA wishes to recommend contrary to a less than two-thirds majority vote of the department, he/she must convey his/her reason in writing to the department. In either situation, the VPAA shall transmit the results of the balloting and his/her own recommendation to the President in time to permit the Board to confirm appointments at its regular April meeting. All appointments shall be effective at the beginning of the first Summer session and shall continue for two academic years. Any vacancy in the position of Department Chair shall temporarily be filled by appointment of the VPAA until an election shall be held in the same manner.

If, in the opinion of the administration or the department, the Department Chair has not fulfilled the responsibilities of the position appropriately, either may request a department vote of confidence to be held. If the Department Chair fails to secure a majority vote of confidence, an election as described above shall be held in sufficient time for the President to recommend an appointment at the Board's next regular meeting. The Department Chairs are held to the provisions of Section 5.5.5.2 in their role as faculty serving as a Department Chair.

Section 3.4 VACANCIES

3.4.1 Retirement of a Department Chair

The appointment as Department Chair will end no later than the final day of the last Spring or Fall semester in which the retiring Department Chair is employed as a full-time faculty member for the entire semester. If the retirement occurs before the end of the Department Chair's two-year term, a new Department Chair will be elected in the manner described in Section 3.3 in February for Spring retirees or in September for Fall retirees.

A faculty member whose application for retirement was accepted by the Board of Trustees prior to January 1, 2019, who is serving as Chair of a department of classroom faculty will not be limited to a total load of twenty-six contact hours each semester. Instead he or she will be subject to a limit of teaching no more total contact hours during an academic year than he or she taught during the prior academic year. These Chairs accepted for retirement will receive 12 hours of release time and a stipend equal to up to four hours of overload pay each Fall and Spring semester. The stipends will be limited such that the Chair's total compensation from the College for teaching and serving as Department Chair will not increase by more than six percent over the prior academic year.

A faculty member whose application for retirement was accepted by the Board of Trustees prior to January 1, 2019, who is serving as Chair of the Library will be subject to a limit of teaching no more total contact hours of overload courses during an academic year than he or she taught during the prior academic year. The Library Chair, if accepted for retirement, will receive a stipend equal to up to four hours of overload pay each Fall, Spring, and Summer semester. The stipends will be limited such that the Library Chair's total compensation from the College for performing the duties of a librarian, teaching courses, and serving as Department Chair will not increase by more than six percent over the prior academic year.

3.4.2 Permanent Vacancy of a Department Chair

In the event of a permanent vacancy, a special election will be held as soon as reasonably possible. The VPAA/appropriate dean may appoint a replacement to serve temporarily until the special election is held in the manner described in Section 3.3.

3.4.3 Temporary Vacancy of a Department Chair

In the event of a temporary vacancy of more than two weeks but less than 12 weeks in the position of Department Chair, the VPAA/appropriate dean may appoint a temporary Chair to serve until the Department Chair is able to resume his/her duties. If it becomes apparent that any vacancy will be in excess of twelve weeks, a special election will be held as soon as reasonably possible in the manner described in Section 3.3 to elect a temporary Chair to serve until the Department Chair is able to resume his/her duties or the end of the Department Chair's term.

3.4.4 Short Term Absences

At the beginning of each Fall or Spring semester or Summer term, the Department Chair will designate, with the approval of the VPAA/appropriate dean, a full-time faculty member or members from his or her department to perform routine day-to-day duties in the event that the Department Chair is unavailable due to short term absences (not to exceed two weeks).

Section 3.5 CHAIR'S STIPENDS

3.5.1 Annual Fall/Spring Stipend

3.5.1.1 Chair of a Department of Classroom Faculty

As compensation for performance of the Chair duties, each Chair of a classroom department will receive 12 hours of release time and a stipend equal to four hours of overload pay each Fall and Spring semester. These Chairs will not be scheduled to teach for a four-hour block between 10:00 a.m. and 5:00 p.m. each business day and will use this time to perform a portion of the Chair duties on campus, except when representing the College off campus. Exceptions to this block schedule provision can be approved by the appropriate dean. Chairs should develop a schedule for their Chair availability in consultation with their respective dean, and this should be submitted to the Dean by the end of first week of classes for each semester.

Chairs will teach a minimum of 12 face-to-face contact hours within an academic year (this includes Fall, Spring and Summer sessions). During no semester may the total load of the Chair exceed 26 contact hours, including the 12 contact hours of Chair release time. Chairs may exceed the contact hour limits above with the permission of the Dean.

3.5.1.2 Library Chair

The Library Department Chair will receive a total stipend equal to four hours of overload pay each Fall, Spring, and Summer semester. The Library Chair will typically spend 60% of the work week on Chair duties and 40% of the work week on librarian duties (such as working at the Reference Desk and doing bibliographic instruction). The parties acknowledge that in order to ensure coverage of library operations there will need to be adequate funding for either full-time or adjunct librarians. Payment of the Summer stipend shall be contingent upon the Department Chair's commitment to perform all duties listed in the job description for the Summer period.

3.5.1.3 Proration of the Fall/Spring Stipend

A proration of the Fall/Spring stipend will be paid to any individual covering the Department Chair's responsibilities for any significant period of time (other than described in Section 3.4.4-Short Term Absences) that the Department Chair is unavailable during the Fall or Spring semester. Likewise, a proration of the Fall/Spring stipend will not be paid to the Department Chair for any significant period of time that he/she is unavailable during the Fall or Spring semester.

3.5.2 Summer Stipend for Chair of a Department of Classroom Faculty

Payment of the Summer stipend shall be contingent upon the Department Chair's commitment to perform all duties listed in the job description for the Summer period. It is expected that the Department Chair will be regularly available to address departmental and student concerns with a minimum of eight clock hours on-campus availability per week. Chairs will receive a minimum of three hours of stipend for the Summer. Chairs may request additional compensation for specific projects or department needs. Prior arrangements for coverage should be made and approved by the VPAA/appropriate dean if the Department Chair is unable to work for any part of the Summer.

3.5.2.1 Proration of the Summer Stipend

A proration of the Summer stipend will be paid to any individual covering Department Chair's responsibilities for any significant period of time (other than described in Section 3.4.4 – Short Term Absences) that the Department Chair is unavailable during the Summer. Likewise, a proration of the Summer stipend will not be paid to the Department Chair for any significant period of time that he/she is unavailable during the Summer.

Section 3.6 **ADJUNCT FACULTY EVALUATION**

Department Chairs shall be responsible for ensuring the evaluation process as outlined in the adjunct union contract occurs and may request the appointment of adjunct faculty evaluators with the approval of the Dean and the VPAA. Adjunct Faculty Evaluator duties shall be determined by the VPAA. No Department Chair or Program Coordinator may be paid as an Adjunct Evaluator without advance approval of the VPAA/Dean. Adjunct Faculty Evaluators will be compensated at the rate of sixty-four dollars (\$64.00) for each classroom observation of an adjunct instructor.

Section 3.7 **EVALUATION OF CHAIRS**

All Department Chairs will be evaluated yearly by the appropriate dean and will meet with the appropriate dean to discuss the evaluation. Input will be requested from all faculty members in each department and used in the evaluation process. Department Chairs will also complete a yearly self-evaluation, which may include input from their department faculty.

Section 3.8 **COORDINATORS**

3.8.1 The College and the Union recognize that the College must frequently depend upon highly specialized faculty members to guide and monitor specialty areas of teaching and learning. These coordinator assignments can be requested by a Department Chair, approved by the Dean, and created by the VPAA when needed. When a denial for a coordinator assignment is made, the VPAA shall notify the Dean who will notify the Department Chair and the faculty member of his or her decision in writing. The notification shall include a rationale for the decision. A part-time instructor shall be appointed only if there is not a qualified full-time faculty member available. All coordinators will be evaluated yearly. All qualified faculty can apply for a coordinator position during the annual application process.

3.8.2 The faculty member appointed as a coordinator shall be compensated as agreed by the Dean and the faculty member. Such compensation shall be in the form of hours(s) of release time or a stipend, provided such stipend is equal to or more than its contact hour equivalent. The Department Chair will provide information to the Dean concerning the time commitment and assigned duties for the coordinator position.

3.8.3 The duties of the coordinator shall be approved by the VPAA, in consultation with the Dean. These duties shall be made available to the faculty member in writing at the time the compensation is reviewed. The final agreement concerning compensation and assigned duties will be made available to the Union President at the time of approval.

3.8.4 Generally, coordinators will support processes that will continually evaluate student learning and will be open and public about student learning outcomes.

ARTICLE FOUR
SALARY AND RATES OF PAY

Section 4.1 ANNUAL SALARY GUARANTEE

The annual total of the basic salary shall not be reduced or increased by any change which might be made in the College's academic calendar unless extenuating circumstances beyond the control of the Board make this impractical.

Section 4.2 SALARY SCHEDULE

See Appendix A for the faculty salary schedules for the academic years 2019-2020, 2020-2021, and 2021-2022.

Recognizing that the College's ability to collect property tax revenue is subject to the Illinois Property Tax Extension Limitation Law (PTELL) based on the annual percentage increase in the Consumer Price Index for All Urban Consumers in the U.S. (CPI-U), as published by the U. S. Department of Labor's Bureau of Labor Statistics, the faculty salary schedule for the 2022-2023 academic year will be developed based on CPI-U when the CPI-U for the appropriate year becomes available.

The faculty salary schedule for academic year 2022-2023 will be calculated by increasing each base salary listed in the faculty salary schedule for the prior academic year by a percentage increase equal to the CPI-U for the calendar year ending prior to the start of the academic year for which the salary schedule is being calculated, with a floor of one and a quarter percent (1.25%) and a ceiling of three percent (3%). However, if the State of Illinois modifies PTELL such that the College cannot increase its tax levy by the full CPI-U adjustment for the 2022 tax levy year, and the State does not replace the lost revenues, the ceiling will instead be the percentage increase allowed within the modified PTELL, not to exceed three percent (3%). Under no circumstances will each base salary listed in the faculty salary schedule increase by less than one and a quarter percent (1.25%).

The percentage increase for the 2022-2023 academic year will reflect the CPI-U for calendar 2021, which represents the percentage increase between December 2020 and December 2021. The faculty salary schedule for the 2022-2023 academic year will be calculated after the CPI-U for December 2021 is published in January 2022. The faculty salary schedule for the 2022-2023 academic year will then be calculated jointly by a designee of the College President and a designee of the Union President and submitted to the Human Resources Department, which will make the schedule available to all faculty before February 15, 2022.

Section 4.3 INITIAL PLACEMENT

Appropriate initial placement on the salary schedule shall be made with respect to educational degrees and certificates from accredited institutions (must be accredited at the time the degree is awarded), work experience, and other clearly relevant factors. Honorary degrees are not applicable to initial placement. The Board shall have the right to initially place appropriate candidates according to the Initial Placement Schedule in 4.3.1.1 and up to the D column on the salary schedule. A maximum of two years of military experience shall be included in making such placement.

The Union shall be given an opportunity to review, with the VPAA, the justification(s) for recommending the granting of placement credit which is in any way in variance with the number of years of actual teaching or work experience. Such opportunities shall be extended prior to employment action by the Board.

A new faculty member's vertical step placement shall follow the guidelines established by the Initial Placement Schedule and the provisions of Section 4.3.6. Year-for year credit shall be given for teaching full-time within the relevant academic discipline at an accredited college or university. Other related experiences may be evaluated on a case-by-case basis.

Official transcripts from institutions of higher learning and the military, as well as other documents to support experience and qualifications upon which judgment for the placement is made, shall be filed in the Human Resources Department.

4.3.1 Initial Placement Schedule

4.3.1.1 The Administration will place newly hired faculty members on the salary schedule using the following as a guide:

Initial Placement Schedule	
Recognized Years of Experience	Initial Step Placement
0	1
1	2
2	3
3	4
4	5
5	6
6	7
7	8
8	9
9	10
10	11
11	12
12 or more	13

- 4.3.1.2 Faculty hired after the effective date of this contract with only an Associate's degree will be placed in the B-column of the salary schedule. These faculty will remain in the B-column until a bona fide Bachelor's degree is earned from an accredited institution.
- 4.3.2 To be computed as graduate credit for columnar (horizontal) placement, graduate work will be in the professional area for which the faculty member is hired. A Bachelor's degree requiring more than 150 semester hours of college training shall be evaluated as a Master's degree.
- 4.3.3 Graduate hours must be earned subsequent to the last degree attained in order to qualify for advanced columnar placement. Normally 30 semester hours are required for a Master's degree. However, in some Master's programs, as many as 45 or 60 semester hours are required. In these cases, the evaluation shall be a Master's degree plus those hours in excess of the normal. (e.g., a Master's of Fine Arts which required 60 semester hours shall be evaluated as a Master's plus 30 semester hours). To qualify for placement on the Doctorate degree column, a faculty member must have an earned doctorate which includes 45 or more graduate hours beyond the Master's degree.
- 4.3.4 For a person with a Bachelor's degree or an Associate's degree, placement on the Master's degree column may be granted if the person has attained journeyman certification or other professional certification equivalent to journeyman status directly related to his or her teaching field. Work experience and/or related instruction applied to this provision may not be otherwise applied to vertical step credit and/or column credit on the salary schedule. This provision shall apply only in instances where the job vacancy being filled has been advertised with professional certification and/or journeyman certification as a job qualification. For purposes of administering this provision, journeyman certification shall meet the requirement of the U.S. Department of Labor. At the time of initial placement, persons qualifying under this provision will be apprised of the options of accepting step credit for their work experience and will be asked to sign a statement accepting whichever placement they prefer for the life of their employment with Joliet Junior College. Persons qualifying under this provision shall be eligible for Master's plus 30 placement if they hold a Master's degree at the time of initial employment.
- 4.3.5 The candidate will be given a copy of this contractual agreement between the Board and the Union at the time the contract for the position is presented to the candidate for his/her signature. The salary schedule placement of a new employee and the basis for that placement shall be made public at the Board meeting at which his/her appointment is approved, and the basis for that placement shall be sent to the Union President or designee.
- 4.3.6 The College President, subject to the approval of the Board and subject to the provisions of this agreement, may exercise judgment in the evaluation of a candidate's qualifications and placement of the candidate on the salary schedule, providing criteria for judgment is not in violation of the provisions of this contract.

Section 4.4 ADVANCEMENT ON THE SALARY SCHEDULE AND PROFESSIONAL DEVELOPMENT

4.4.1 A faculty member's eligibility for advancement vertically on the salary schedule shall be dependent upon successful teaching, GAP advising, library experience, or their equivalent. Advancement horizontally ordinarily depends on the attainment of the required number of graduate hours earned subsequent to the highest degree used for placement or movement on the schedule. Vertical and horizontal advancement by faculty who have not yet earned a Bachelor's degree from an accredited institution will be guided by the criteria set forth in Section 5.2.4.1 of this contract. Honorary degrees are not applicable to use as a basis for advancement on the salary schedule. However, in special cases, advancement may be achieved by the completion of approved undergraduate hours, by completion of continuing education or professional certifications, by completion of alternative credit, or by their equivalents subsequent to initial placement. To qualify for salary advancement credit, all course work and special professional development activities described above must have prior approval of the VPAA.

Professional development shall be defined as additional work to improve faculty knowledge, skills, and abilities that should lead to an increase in student learning or academic success.

4.4.1.1 Continuing Education and Certifications

Continuing education credit awarded through approved workshops and/or the earning of certifications in one's field shall be considered for lane advancement.

As a guideline, each credit toward advancement on the salary schedule would generally require 16 clock hours of workshop time. These workshops must receive prior approval by the appropriate dean.

Certifications required for continuous employment at the College would not be considered for lane advancement. Certifications that are not required for the faculty member's employment at the College shall be considered for salary advancement if they are deemed to enhance the faculty member's ability to bring additional value to the classroom and/or lab. This determination will be made by the appropriate dean prior to the faculty member acquiring the additional certification.

No faculty member can earn more than two credits towards salary advancement in any academic year for continuing education related to workshops or the acquiring of new certifications.

4.4.1.2 Alternative Credit

Faculty members may submit activities, projects, and planned experiences for consideration towards lane advancement. These activities, projects, and planned experiences should add value to the faculty member's teaching discipline, his/her skills as a professional, and/or the goals of the College. Faculty members must submit these projects or experiences for consideration in advance of any work. Exceptions to advanced approval may be considered by the Faculty Development

Committee (FDC) when it meets each Fall. Appropriate credit for these activities, projects, or experiences will be determined by the VPAA in consultation with the appropriate dean and FDC. Alternative credit earned in lieu of approved graduate or undergraduate course work (including Professional Growth Units defined below) will not exceed nine hours, or 60%, of any advancement application.

Alternative Credit activities, projects, or experiences must receive the prior recommendation of the Dean and prior written approval of the VPAA. Unless specifically outlined in the chart below, the value of each alternative credit activity will be determined by the VPAA in consultation with the appropriate dean and the FDC prior to the approval.

The faculty member must provide evidence of the completion of any pre-approved alternative credit to the VPAA before the credit will be applied to the faculty member's record. Specific examples of Alternative Credit are listed below.

Examples of Alternative Credit projects include, but are not limited to, the following:

1. Pre-approved institutional leadership or professional project.*
2. Presenting at a conference.
3. Professional development activities/workshops/seminars sponsored by the College and assigned Professional Growth Unit values by the VPAA in consultation with the Faculty Development Committee (FDC). (See Section 4.4.1.2.1)
4. Conducting a workshop/class/seminar during scheduled Professional Development Days at the College
5. Serving as an officer in a regional or national organization in one's discipline

*Pre-approved institutional leadership or professional projects: These projects must be related to the faculty member's discipline and be designed to improve teaching or learning in the community college setting. For credit towards salary advancement, projects must first be approved by the appropriate dean and the VPAA after being evaluated and recommended by the FDC.

4.4.1.2.1 PROFESSIONAL GROWTH UNITS

To encourage ongoing professional development for faculty, the College and Union have instituted a system to credit participation in professional development activities on and off the Joliet Junior College campus. Professional Growth Units (PGUs) will be awarded to faculty who participate in faculty development activities sponsored by the College or otherwise recommended by the College for the continuing growth of faculty as teaching professionals.

Sixteen contact hours are equivalent to one PGU. One PGU is equivalent to one graduate credit. As alternative credit, these credits may account for up to 40% (six undergraduate or graduate credits) of the credits needed for a lane change on the salary schedule. These credits may be combined with approved course work or workshop continuing education and/or certification credits to achieve 100% (15 credits) of the credits required for a lane change.

Each year in the Spring the FDC will review the activities approved for PGUs and will recommend additions and, if appropriate, subtractions from the list.

Examples of activities associated with PGUs include, but are not limited to:

Initial PGU Chart

- | | |
|---|---------|
| 1. Full-day EDUCON attendance | .25 PGU |
| 2. EDUCON Presentation (max 2 presenters) | .50 PGU |
| 3. EDUCON panel participation | .25 PGU |
| 4. Presentation at a conference other than EDUCON | .50 PGU |

4.4.2 Upon submission of and verification of a faculty member's documentation demonstrating completion of the requirements for movement to another column, the faculty member will be placed in the appropriate column and step. Additional step advancement will be subject to the evaluation and judgment of the VPAA. These materials will be retained in the faculty member's file in the Human Resources Department.

4.4.3 The professional training of faculty will be evaluated in terms of semester hours and upgrading of occupational expertise. To be considered for advancement on the salary schedule, all credits and evidence of upgrading will be filed with the VPAA either on or before October 1 or March 1. Advancement recommendations will be acted upon at the Board meeting following the filing, with the base salary adjustment beginning in the Fall Semester or Spring Semester immediately following Board approval.

No faculty member may advance horizontally more than two columns within an academic year. A faculty member may advance horizontally if he/she has been accepted for retirement, but any resulting increase in total compensation will be capped at the SURS earnings-increase limit over the prior academic year.

4.4.4 Faculty who render satisfactory service and satisfactorily perform their departmental and institutional responsibilities will progress normally by steps of advancement on the salary schedule. Vertical advancement by faculty who have not yet earned a Bachelor's degree from an accredited institution will be guided by the criteria set forth in Section 5.2.4.1 of this contract.

4.4.5 Provisions 4.3.2, 4.3.3, and 4.3.4 shall apply to advancement on the salary schedule if attained after initial placement.

4.4.6 Graduate credits earned in programs primarily designed to train people for professions other than teaching shall be evaluated by the VPAA, and those courses that have direct application to the teaching field shall be applicable to placement on the salary schedule. All new faculty members shall have such credits evaluated at the point of initial employment. All faculty members presently employed by District No. 525 who have completed such courses shall submit a list of courses with accompanying official transcripts.

- 4.4.7 Graduate hours to be counted for placement on the salary schedule shall be in the teaching field, or if outside the teaching field, shall have prior approval from the VPAA.
- 4.4.8 In all cases, credits applied toward salary schedule advancement earned after September 1969, shall have a grade average of no less than "B" with no grade of less than "C." Courses taken where letter grades are not given shall bear a mark acceptable for the graduate program at that institution.
- 4.4.9 Persons whose initial placement was on the Bachelor's column may be placed on the Master's column after the attainment of 30 semester credit hours or the accumulation of other professional certification that is equivalent and directly related to his or her teaching field earned subsequent to initial placement, applicable under the provisions of this contract, and as approved by the VPAA. (Horizontal advancement by faculty who have not yet earned a Bachelor's degree from an accredited institution will be guided by the criteria set forth in Section 5.2.4.1 of this contract.) Persons qualifying under this provision may not advance beyond the Master's plus 60 column until a Doctorate degree (earned pursuant to Section 4.4.7 of this Article) has been obtained. No retroactive credit for advancement will be awarded.

Section 4.5 SALARY SCHEDULE EXTRAPOLATIONS

- 4.5.1 Full-time faculty members who are employed to teach beyond the academic year (with the exception of Summer school, which is on an overload basis) will be paid an additional ten percent of their academic year salary per month worked.
- 4.5.2 Any full-time faculty member who at any time may become incapable of carrying a full work schedule may petition for a lighter load and be paid proportionally if recommended by the College President and approved by the Board.

Section 4.6 RETURNING FACULTY

The salary of each member of the faculty in the bargaining unit shall be that salary listed in the salary schedule (Appendix A) which corresponds to his/her official records. Each full-time faculty member not currently at the maximum step in his/her column shall advance by annual step movement until he/she reaches the maximum step in his/her column, except when the faculty member is placed on probation.

Section 4.7 NEW FULL-TIME FACULTY MEMBERS

The employment contract submitted to a prospective faculty member for his/her signature shall include his/her horizontal and vertical placement on the salary schedule. In addition, he/she shall receive a letter which will specify the years of military work and teaching experience and education for which he/she has been credited.

Section 4.8 USE OF FACULTY SUBSTITUTES

Faculty members employed to substitute for absent faculty are assigned at the discretion of the Department Chair with review by the appropriate dean and shall be paid \$31.00 per instructional hour for classroom faculty or clock hour for non-

classroom faculty. Substitute (other than proctoring duties) must have appropriate credentials to teach course.

Section 4.9 ACADEMIC ADVISORS

The reimbursement rate per semester is based on the faculty member's length of service as an academic advisor and will be as follows:

Academic Year	Advisors in their first two consecutive semesters of service* (not including Summer)	Advisors in third or more consecutive semester of service* (not including Summer)
2019-2020	\$935	\$1,035
2020-2021	\$970	\$1,070
2021-2022	\$1,020	\$1,120
2022-2023	\$1,075	\$1,175

* The *Dean may make an exception to consecutive semesters of service.*

Academic advisors will receive this compensation for the fulfillment of essential job duties and key responsibilities as documented in the Academic Advisor position description. By accepting an advising stipend, the academic advisor agrees to be listed by the College as an advisor and will provide advising services during faculty office hours and by appointment, which could include some evening and weekend hours. These weekend and evening hours will be mutually agreed upon by the advisor, his/her Department Chair, and the appropriate dean.

When used for Summer duties, an advisor will be contracted on the basis that the two six-week Summer sessions or the eight-week Summer session will be equal to a one-semester assignment and will be compensated accordingly. Partial academic advisor contracts may be offered on a prorated basis if financial resources are available and the situation warrants it.

Section 4.10 INDEPENDENT STUDY

Faculty members shall be eligible for remuneration when teaching independent study at the rate of \$80 per credit hour for academic years 2019-2020 and 2020-2021 up to a maximum of 20 student credit hours per semester. The rate will increase to \$85 for academic years 2021-2022 and 2022-2023. The maximum student credit hours will remain at 20 for the length of this agreement.

If four or more students need to register for an independent study, a separate contract may be negotiated between the faculty member, the Dean, and the VPAA.

Section 4.11 OTHER ACADEMIC ASSIGNMENTS

Other academic assignments are listed in Appendix C.

Section 4.12 PAYMENT SCHEDULES

- 4.12.1 The calendar years shall be divided into two-week pay periods. Payment for the work done in the pay period (with the exception of overload and extra pay contracts) shall be made not later than one week following the last day of the pay period. Eleven-month or 12-month employees shall be paid on the basis of 26 pays. Employees on contract of ten months or less shall have the option of either a 20-pay plan or a 26-pay plan.
- 4.12.2 Extra-pay and part-time contracts may receive a lump sum payment amount to be payable not later than the next regular payday following the last day of the work week in which the contract terminates, but only after the bargaining unit member desiring such a lump-sum payment has made application in writing to the Human Resources Department for such lump-sum payment with requested appropriate tax deduction one week prior to the beginning date of the assignment.
- 4.12.3 Overload contracts shall be paid as promptly as feasibly consistent with the work load of the Payroll Department. The first payment on overload contracts with requested appropriate tax deduction should be made no later than the second payday following the first week the overload has started.

Section 4.13 SUMMER TERM

Pay (See Appendix A)

Section 4.14 OVERLOAD

- 4.14.1 Assignment (See Appendix D)

- 4.14.2 For overload pay for academic years 2019-2020, 2020-2021, and 2021-2022, see Appendix A.

In the 2022-2023 academic year, overload and summer will be paid at 37.5% of 1/30 of a faculty member's base salary per contact hour taught for faculty members at or below Step 16 of the salary schedule calculated for that year (See Section 4.2). A faculty member beyond Step 16 will be paid at the same rate as a faculty member on Step 16 in the same column.

No full-time faculty member shall be compensated for overload or summer at less than the median pay rate for an adjunct with an equivalent degree, as per Section 2.2.

For non-classroom faculty, see Appendix B.

Section 4.15 STUDENT ACTIVITIES ASSIGNMENTS

(See Appendix C)

ARTICLE FIVE
FACULTY APPOINTMENTS AND TENURE

Section 5.1 TERMS OF APPOINTMENT

- 5.1.1 All appointments to the faculty shall be made in the name of the Board upon the recommendation of the College President.
- 5.1.2 The terms and conditions of every appointment will be stated in writing and be in the possession of both the College and the candidate before the appointment is consummated. The Union will receive a copy of the Board agenda with the candidate's initial placement and the terms and conditions of the appointment.

Section 5.2 TYPES OF APPOINTMENT

5.2.1 Non-Tenured

Non-Tenured appointments are for one year subject to dismissal without cause. Said appointees shall upon request have a right to a meeting with the VPAA about their dismissal. These appointments are subject to renewal on a year-to-year basis for a total period of three years but not to exceed four years unless an alternate period shall be authorized by law.

5.2.2 Administrative

A person from the bargaining unit assigned to an administrative position shall not be deprived of tenure or credit accrued toward tenure should he/she return to full-time teaching.

5.2.3 Tenured Appointments

Illinois Community College District No. 525 tenure policy shall conform to Illinois state law.

5.2.4 Procedure

- 5.2.4.1 Faculty members hired in the Fall of 2015 or after who do not have an earned Bachelor's degree may not advance more than four vertical steps on the salary schedule beyond their initial placement until they have an earned Bachelor's degree from an accredited institution. If a faculty member fails to earn a Bachelor's degree during that time, she/he will remain on that vertical step and in that horizontal lane until a Bachelor's degree is earned. Once the Bachelor's degree is earned, the faculty member will move one step vertically on the salary schedule at the beginning of the following academic year and will resume normal progress through the salary schedule at one step per year as set forth in Section 4.4.4.

Faculty members who are hired without an earned Bachelor's degree from an accredited institution will not be permitted to move horizontally on the salary schedule beyond their initial placement until they have earned an approved Bachelor's degree.

Faculty members will be able to accumulate credits towards a horizontal movement on the salary schedule during the time they are earning their Bachelor's degree.

5.2.4.2 After the expiration of a non-tenured appointment as defined by state law, i.e., after three consecutive academic years of satisfactory full-time service, but not to exceed four years, a faculty member must be granted tenure if employment is continued.

5.2.4.3 A tenure committee will be established (as defined in 5.5.1.1) to process recommendations to the appropriate dean and the VPAA.

5.2.4.4 The College President will present the committee's recommendations to the Board with his/her recommendation.

Section 5.3 FACULTY RANKING

Faculty shall be classified as assistant professor, associate professor, or professor according to years of service and level of education (See Appendix G).

Section 5.4 NON-RETENTION OF NON-TENURED APPOINTMENTS

5.4.1 Annual Review

The VPAA or Dean will review annually the status of each non-tenured member. This review shall be summarized in writing and discussed with the member in a timely manner. The written report shall include the person's strengths and weaknesses, including those comments provided by students, and suggestions for improvement. A copy of the report shall be filed with the VPAA bearing the signature of the person under consideration indicating he/she has seen the report.

5.4.2 Resignation

Except by mutual consent, a resignation involving a termination of service made within 60 days of the beginning of the next academic year shall be regarded as a breach of contract by the faculty member.

5.4.3 Non-Retention

The non-tenured faculty will be given written notice of non-reappointment or intention not to recommend reappointment no later than the regular March Board meeting of the first three academic years of service or 60 days prior to the end of that academic year, whichever shall last occur (no later than the October Board meeting or 60 days prior to the end of the sixth academic semester for persons hired to start in a Spring semester).

Section 5.5 TENURE PROCESS AND REVIEW

5.5.1 Tenure Committee

5.5.1.1 Tenure Committee Composition

The Tenure Committee shall be composed of six tenured faculty members from six different departments. At the first faculty meeting of each academic year, two faculty members will be elected for three-year terms. At its first meeting of each academic year, the committee will elect a Chair.

5.5.1.2 Procedures

The committee has the responsibility to evaluate materials in each applicant's tenure file, and any evaluations made by the committee shall remain confidential.

5.5.1.3 Duties

It shall be the duty of the Tenure Committee to annually evaluate the tenure files. At the end of the first and second year of the applicant's employment, the Tenure Committee shall express any concerns to the appropriate dean and Department Chair in writing. These expressed concerns shall not become part of the permanent tenure file. During the third year of the applicant's employment, the Tenure Committee shall make one of the following recommendations to the VPAA: grant tenure at the end of three years of service; require a probationary fourth year of service; or deny tenure. Tenure Committee recommendations shall be submitted to the VPAA by the Friday of opening week during the sixth semester of employment. The appropriate dean will receive a copy of the committee's recommendation to the VPAA.

The Tenure Committee will annually review and update, if needed, the student evaluation form used for non-tenured faculty based on input from Department Chairs, academic deans, and the VPAA.

5.5.2 New Faculty Seminar

5.5.2.1 Mission

As a condition of obtaining tenure, new faculty will participate in the College's New Faculty Seminar. This seminar will help preserve the College's strong history of academic integrity by introducing new faculty to the mission, commitment to teaching and learning, and history of Joliet Junior College for the purpose of better serving our students and community. The seminar will provide an opportunity for new faculty to become acquainted with each other as well as with the College. It will also be a time for new faculty to learn from each other and for the Faculty Coordinators to support the development of pedagogical and assessment techniques. In addition, the seminar will introduce new faculty to College resources designed to promote their development as educators.

5.5.2.2 Procedures

The New Faculty Seminar is offered during the first five semesters of the faculty member's employment and is facilitated by at least two tenured Faculty Coordinators. Seminar attendance is mandatory and will be discussed with all new faculty members. For the life of this contract, the sessions will be held on Thursdays (with the exception of department meeting dates) between 3:30 and 5:30 p.m. according to a schedule developed by the Coordinators. New faculty shall not be scheduled for any other College or department activities during this reserved time.

5.5.3 Tenure Process

5.5.3.1 Non-Tenured Faculty Evaluation

5.5.3.1.1 The evaluation of new faculty occurs over a three-year period, after which the new faculty member, having exhibited satisfactory performance, would be eligible for a recommendation for tenure status. This procedure is further intended to ensure that proper records of evaluation activities will be available for administrative and Tenure Committee consideration throughout the three years. All required documents are to be placed in the permanent tenure file. (See 5.5.3.5 about the fourth-year extension.)

5.5.3.1.2 To facilitate a formative process, a three-person mentoring committee for each candidate will be formed to mentor and provide evaluation throughout the three-year period. The mentoring committee will be comprised of the candidate's Department Chair, another tenured faculty member chosen by the Department Chair, and a third tenured faculty member selected by the appropriate dean, typically the appropriate program coordinator, if applicable. If one of the mentors cannot fulfill his/her duties, a replacement will be mutually agreed upon by the Department Chair and the Dean.

The mentors' duties include:

- Classroom observation: both mentors will observe during the first semester; mentors will alternate observations in subsequent semesters;
- Meeting regularly with untenured faculty members to discuss how to improve as a teacher, how to better fulfill the duties of a faculty member outside of the classroom, and how to become more active in the life of the College and surrounding community;
- Being available to answer questions from untenured faculty members as they go through the tenure process and acculturate to their department;
- Reviewing the contents of the tenure binders with untenured faculty members at the end of years one and two;
- Participating in meetings with the Chair and the Dean at the end of first year, second year, and fifth semester; and
- Participating in meetings with the mentoring committee, the Dean, and untenured faculty members at the end of the first year, second year, and fifth semester.

5.5.3.1.3 Mentor Compensation

All members of the mentoring committee will be compensated at \$64 per observation plus a stipend of \$100 per semester for the first five semesters of the tenure process. Any mentoring compensation after the fifth semester will be at the discretion of the VPAA.

5.5.3.2 First Year of Employment

The following steps shall be followed in the evaluation of all first-year faculty members.

5.5.3.2.1 During the first month of the academic year, the appropriate dean will arrange a joint meeting with each new faculty member and his/her respective Department Chair. At

this meeting, the following topics will be covered, and a plan for the new faculty member's evaluation during the first year of employment will be made. These topics may also be covered during the New Faculty Seminar.

- a) The Contract provisions on non-tenured faculty evaluation will be reviewed in detail by the appropriate dean.
- b) During New Faculty Seminar, the new faculty member will be provided with a copy of the Faculty Tenure Packet, which includes the required forms to be used.
- c) Specific goals and objectives to be met by the new faculty member during the first year of employment will be agreed to by the faculty member and the appropriate dean.
- d) At the conclusion of the meeting, the appropriate dean, Department Chair, and the faculty member will sign a document acknowledging an understanding of the tenure procedure.

The following components are required:

- 1) Chair's teaching observations and feedback
- 2) Chair's year-end evaluation (department and College responsibilities)
- 3) Other mentoring committee members' classroom observations
- 4) A short summary of the candidate's strengths and weaknesses from each member of the mentoring committee other than the Chair
- 5) Dean's teaching observations and feedback
- 6) Dean's year-end evaluation (see section 5.5.3.2.6)
- 7) Annual self-evaluation, including a narrative indicating progress toward previously set goals and objectives
- 8) Student evaluations completed prior to the last day to withdraw from the course being evaluated
- 9) Other forms of evaluation agreed upon by the appropriate dean, Department Chair, and the faculty member, including a statement of the faculty member's teaching philosophy for maximizing student learning and examples of teaching and work materials including assessment instruments

Non-classroom faculty and faculty developing new programs that have not yet started offering courses may be exempted from 1, 3, 5, and 8 above based on the recommendation of the Department Chair and appropriate dean. In these situations, the Department Chair, mentoring committee, and appropriate dean will evaluate the new faculty member on performance of non-classroom job responsibilities.

- 5.5.3.2.2 The Department Chair will observe the new faculty member in his/her appropriate instructional role a minimum of once each semester during the academic year and will provide a copy of his or her year-end evaluation identifying observed strengths and weaknesses to the new faculty member and the appropriate dean. In addition, the Chair will meet with the new faculty member at the end of the first semester to discuss year-to-date progress.
- 5.5.3.2.3 At least twice during the academic year, the appropriate dean will observe the new faculty member in his/her appropriate instructional role and will file a report with the VPAA. Copies of this report will be sent to the Department Chair and the faculty member concerned.
- 5.5.3.2.4 By January 15 (September 15 for persons hired to start in a Spring semester) of the first year of employment, the Department Chair will submit a memorandum of recommendation regarding the reappointment or dismissal of the faculty member to the appropriate dean. This memorandum should contain information regarding strengths and weaknesses of the faculty member observed as of this date. The appropriate dean shall submit a formal recommendation for contract renewal or non-reappointment with the VPAA by January 31 for Fall hires or by September 30 for Spring hires.
- 5.5.3.2.5 At the end of the first full year of employment, the faculty member shall summarize his/her accomplishments and his/her progress toward achieving the objectives established to ensure quality instruction for the students set forth at the beginning of that year. This goal summary shall be submitted to the appropriate dean and the Department Chair.
- 5.5.3.2.6 At the end of the first full year of employment, the tenure committee will evaluate all materials in the tenure file and express any concerns in writing to the appropriate dean and Department Chair. The Dean will summarize these concerns in the year-end evaluation report. The appropriate dean, Department Chair, and the other members of the mentoring committee shall meet to draft a year-end evaluation report. Prior to filing this report, a conference will be held with the faculty member concerned to review the contents of this report. This report when filed shall bear the signatures of the faculty member and the Department Chair as evidence that the contents of the report have been discussed in the presence of all parties concerned and will become part of the faculty member's tenure file. A copy of this report shall be retained by the faculty member, the respective Department Chair, and the appropriate dean. This report shall be transmitted no later than the end of June (no later than the end of February for Spring hires) to the respective faculty member and the Department Chair.
- 5.5.3.3 Second Year of Employment
- During the second year of employment, the steps to be followed in the evaluation of non-tenured faculty shall be essentially the same as those utilized during the first year of employment. However, in formulating objectives to be met by the non-tenured faculty member during the second year, consideration shall be given to the strengths and weaknesses observed during the first year of employment, and clear plans shall be laid to further enhance the faculty member's strengths and assist him/her with the elimination of identified weaknesses. All reports, observations, and dates prescribed under the first year of employment shall be followed.

Recommendation for non-reappointment should identify weaknesses that have not been rectified during the academic year.

5.5.3.4 Third Year of Employment

5.5.3.4.1 Procedures for the Third Year

- a) During the first month of the academic year, the appropriate dean will arrange a joint meeting with each new faculty member and his/her respective Department Chair. At this meeting, a plan for the new faculty member's evaluation during the fifth semester of employment will be made.
- b) The mentor observation and Chair observation for the fifth semester will be completed by November 1 (April 1 for Spring hires).
- c) During the third year, however, each candidate for tenure will submit a narrative to the tenure file by November 1 of the third year of tenure-track employment (April 1 for persons hired to start in a Spring semester). This narrative will include a goal summary and self-evaluation. The narrative will also describe the reasons why the person is a good candidate for tenure.
- d) The Department Chair's recommendation for tenure, fourth-year extension, or termination of services must be submitted to the Tenure Committee, the appropriate dean, and the faculty member on or before November 15 (April 15 for Spring hires). The recommendation will include a summary of progress since the previous year-end evaluation. The faculty member has the right to respond to the Department Chair's recommendation by December 1 (May 1 for Spring hires). A copy of the Department Chair's recommendation will be placed in the tenure file.
- e) All additional materials (including student evaluations and the appropriate dean's observation) to be considered by the Tenure Committee must be filed by December 1 (May 1 for Spring hires).
- f) The Tenure Committee reserves the right to meet with the candidate and the candidate's Department Chair during deliberations regarding tenure eligibility, qualifications, and the materials in each applicant's tenure file.
- g) The appropriate dean shall make one of the following recommendations to the VPAA: grant tenure at the end of three years of service; require a probationary fourth year of service; or deny tenure. Dean recommendations shall be submitted to the VPAA by the Friday of the first week of classes of the sixth semester of employment. A copy of the Dean's recommendation will be placed in the tenure file and a copy will be sent to the Department Chair.

5.5.3.4.2 Recommendation for Tenure

Upon conclusion of the first semester of the third year of employment, a non-tenured faculty member will be recommended for tenure, extension for an additional year, or termination of services. The VPAA will recommend tenure if he/she concurs with the Tenure Committee's recommendation for tenure. The VPAA will meet with the Tenure Committee if he/she disagrees with the committee's

recommendation or requires clarification prior to making his/her final recommendation to the College President. The VPAA may invite the appropriate dean to this meeting. The VPAA will forward his/her recommendation along with the recommendation of the Tenure Committee to the College President by the Friday of the third week of classes during the sixth semester of employment. A copy of the Tenure Committee's recommendation and the VPAA's recommendation will be placed in the tenure file, and a copy will be sent to the Department Chair.

During the sixth semester of the tenure process, tenure-track faculty must continue to complete student evaluations for each course.

5.5.3.5 Fourth-Year Extension

If a fourth-year extension is required, the VPAA will provide the faculty member with a written set of objectives that must be achieved to complete the tenure process. In consultation with the appropriate dean, the Vice President may appoint a mentoring committee.

5.5.4 Post-Tenure Review

Tenured faculty will complete an annual year-end review form at the end of each academic year to be signed and submitted to the appropriate Department Chair no later than June 1. The form, developed by the FDC (see section 10.1), will be made available by the Office of the VPAA. This form will allow the faculty member to document his/her compliance with the duties and responsibilities outlined in Article 11. The annual Professional Development Form summarizing the faculty member's professional development for the previous academic year will be submitted along with the annual year-end review form. The Department Chair will review the form, sign the form, and provide comments if needed. A copy of the form signed by the Department Chair will be provided to the faculty member and the appropriate dean no later than June 15.

5.5.5 Corrective Action, Disciplinary Action, and Dismissal of Tenured Faculty

Nothing herein prevents the College and faculty member from resolving an issue either prior to commencement of formal proceedings, during the formal proceedings, or subsequent to those proceedings.

5.5.5.1 Corrective Action is a preliminary process that should be utilized when the Dean believes an issue can be resolved without disciplinary action. Corrective Action shall be considered pre-disciplinary and formative in nature. Prior to the implementation of Corrective Action, the faculty member and appropriate dean will meet to discuss possible remedies that would fall short of disciplinary action. If the faculty member is able to address the concern to the satisfaction of the Dean through an agreed-upon remedy, the issue would be considered resolved. The faculty member would be notified of this resolution by the appropriate dean.

If a faculty member fails to comply with the corrective action agreed to by the Dean and faculty member, the Dean may proceed with disciplinary action against the faculty member in accordance with Section 5.5.5.3. No record of a Corrective Action shall be

placed in the faculty member's personnel file unless the faculty member fails to satisfactorily address the concern and the Dean proceeds to disciplinary action.

5.5.5.2 Tenured faculty members may be subject to disciplinary action or dismissal for just cause in accordance with the Illinois Tenure Law (compiled statutes 110 ILCS 805/3B-3), for reasons including but not limited to the following:

- a) Unresolved corrective action(s).
- b) Persistent disregard of faculty responsibilities (See Article 11).
- c) Conviction of a felony.

5.5.5.3 If the VPAA/appropriate dean determines that a faculty member's behavior warrants disciplinary action under criteria listed in 5.5.5.2, he/she may choose from among the following remedies: verbal warning, written warning, probation, suspension without pay, or termination. The disciplinary action will be commensurate with the severity of the violation. The principle of progressive discipline will be enforced for repeated violations. Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance. The appropriate progressive discipline remedy shall be determined upon consideration of factors including but not limited to:

- a) The seriousness of the offense
- b) The time interval and employee response to prior corrective or disciplinary action(s)
- c) The number of different offenses involved
- d) Previous work performance.

The faculty member shall have the right to Union representation at any stage in the disciplinary process.

5.5.5.4 Verbal Warning

A verbal warning is an oral warning given by the College when a faculty member breaches certain norms or policies of the College. A verbal warning may recommend a corrective measure or remedial action for the faculty member. A notation that a verbal warning was given should be made in the employee's personnel file and retained for one year. The employee should receive a copy of the verbal warning.

5.5.5.5 Written Warning

A written warning is a documented formal warning given by the College to a faculty member when a faculty member breaches certain norms or policies of the College. A written warning may recommend a corrective measure or remedial action for the faculty member. The faculty member and Union shall receive copies of the written warning. The faculty member shall sign the warning to acknowledge receipt. This signature shall not constitute agreement with all contents of the warning. The faculty

member shall have the right to include his/her written response to the warning in his/her personnel file.

5.5.5.6 Probation

Probation is intended as a formative process to assist the faculty member in coming into compliance with parts a, b, or c of Section 5.5.5.2. The terms of probation may include limits on the faculty member's eligibility to serve in roles beyond his/her normal teaching, GAP advising, or librarian duties. Probation may be applied as the result of an agreement between the faculty member and the College at any stage in the disciplinary process or as a result of the formal judicial committee proceedings.

5.5.5.7 In the case of a faculty member being considered for probation, suspension, or dismissal, the procedures of Section 5.5.6 shall be followed.

5.5.5.8 Administrative Leave

A faculty member may be placed on administrative leave with pay under two sets of conditions:

- 1) A faculty member may be placed on administrative leave with pay during the investigation of an alleged incident whose nature would necessitate the faculty member's absence from College grounds. The faculty member would return to work if the allegations are deemed to be unfounded.
- 2) A faculty member may be placed on administrative leave with pay during Judicial Committee proceedings if in the judgment of the College President it is warranted to protect the interests of the College. Such leave shall not be considered prejudicial to the faculty member's case.

Any Department Chair or coordinator placed on administrative leave as a faculty member under the provisions of this sub-section shall immediately be placed on administrative leave from the position of Department Chair or coordinator in the same manner.

5.5.6 Procedures Preliminary to Probation, Suspension, or Dismissal

5.5.6.1 When probation, suspension without pay, or dismissal of a faculty member is being considered, either as a result of a single substantial event or the accumulation of warnings, verbal and written, the appropriate dean will discuss the proposed disciplinary action with the faculty member. The Dean may recommend to the VPAA that the College President proceed with steps to determine whether there is adequate cause for probation, suspension without pay, or dismissal.

5.5.6.2 Initiation of Formal Proceedings

If the College President decides to begin proceedings for probation, suspension without pay, or dismissal against the faculty member, he/she or his/her representative shall state in writing the specific cause for which the College is seeking probation, suspension without pay, or dismissal of the individual. Within 10 business days of the most recent

meeting between the faculty member and the Dean/VPAA, the College President shall send a certified letter to the faculty member informing him/her that a hearing will be conducted by the faculty-elected judicial committee to review the evidence and recommend what type of sanction, if any, should be imposed. The faculty member will have 10 business days to decide whether to accept the recommended sanction or proceed to a judicial committee hearing. If the faculty member chooses to proceed to a judicial committee hearing, the committee will be notified of the charges as soon as reasonably possible.

The judicial committee shall schedule its initial hearing at a specified time and place, allowing sufficient time for the faculty member to prepare his/her defense. Such period shall not be less than 30 calendar days and no more than 45 calendar days. The faculty member shall be informed of procedural rights that will be accorded him/her, such as his/her right to counsel and the right to be informed of the grounds proposed for probation or dismissal. In particular, procedures specified in Section 5.5.6.5 below shall be made known to him/her.

During the period preceding the judicial committee hearing, the College must provide a list of likely witnesses to the faculty member at least 15 calendar days prior to the hearing. Both parties will be able to offer rebuttal witnesses. The College will assist the faculty member in identifying and locating his or her witnesses if possible. The College agrees to secure the appearance of witnesses who are employees of the College.

5.5.6.3 Title IX Offense

In the event that an allegation is made against a faculty member that is deemed a potential violation of Civil Rights laws (Title IX, Title VII, or Section 504) by the College's Compliance Officer, the judicial proceedings outlined herein shall be replaced by an investigation in compliance with Federal law. At the beginning of the investigation, the faculty member will be made aware of his or her right to Union or legal representation, unless prohibited by law. Membership of the investigation team shall include equal numbers of faculty and administrators trained in these proceedings, when allowed by law. Following the investigation, a report will be provided to the College President, which will contain a description of the findings and may include a recommendation. The faculty member who is subject of the investigation has the right to receive a copy of this report.

5.5.6.4 Judicial Committee

The judicial committee shall be an elected standing committee of five faculty members. The committee shall be elected by the faculty at the first regular faculty meeting in each academic year. All nominees for the committee shall be tenured. The Union shall provide the necessary training for the committee prior to any judicial proceeding. The committee shall elect its own chair. In cases of a determined conflict of interest, the Union President shall name a replacement to the judicial committee for the proceeding in which the conflict has occurred.

5.5.6.5 Judicial Committee Proceedings

The committee shall proceed by considering the statement of grounds for probation, suspension, or dismissal and the charges of misconduct already formulated in the

College President's letter and the faculty member's response. The hearing shall be in private unless the faculty member requests otherwise. If any facts are in dispute, the testimony of witnesses and other evidence concerning the charges shall be received.

The College President may attend the hearings. He/she may designate a representative to assist in developing the case. The committee shall determine the order of proof, normally conduct the questioning of witnesses, and, if necessary, secure the presentation of evidence. The faculty member shall have the option of assistance by counsel (at his/her own expense). Any employee of the College may appear and testify if so requested.

The faculty member or his/her counsel and the representative designated by the College President shall have the right, within reasonable limits set by the committee, to question all witnesses who testify orally. All testimony shall be under oath administered by the chair of the committee. The faculty member shall have the opportunity to confront all witnesses adverse to him/her. All of the evidence shall be recorded by a qualified court reporter. The record of the hearing shall be made available to the faculty member, judicial committee, the College, and the Union as soon as it is completed by the court reporter. The hearing procedures shall not necessarily adhere to formal rules of court procedure but should provide basic due process to the faculty member. If the faculty member fails to appear at the hearing in person or through representation, the committee will conduct the hearing in the absence of the faculty member.

5.5.6.6 Consideration by the Judicial Committee

On the basis of the hearing, the judicial committee shall give the opportunity to the faculty member or his/her counsel and the College President's representative to summarize orally before it and to submit written briefs. At any time prior to the judicial committee decision, the faculty member or his/her counsel or the College President's representative may suggest an appropriate disposition, including specific terms of probation and/or suspension if applicable. Within 30 days of the conclusion of the hearing, the committee shall arrive at explicit findings with respect to each of the charges presented and formulate its decision to take one of four actions: (1) recommend dismissal of the charges; (2) recommend the faculty member be placed on probation; (3) recommend suspension without pay; or (4) recommend removal of the faculty member within 30 days. If the committee recommends that the faculty member be placed on probation, the committee may recommend terms for the probation. If the committee recommends suspension without pay, the committee may recommend the length of the suspension.

A transcription of the hearing may be used during this decision process, if needed. The College President and the faculty member shall be notified in writing of the committee's recommendation. Each shall receive, as promptly as possible and at the same time, a copy of the records of the hearing.

5.5.6.7 Consideration by the College President

After review of the judicial committee's full report and recommendation, the College President may decide: (1) to dismiss the charges against the faculty member; (2) to pursue probation for the faculty member; (3) to suspend the faculty member without

pay; or (4) to recommend to the Board that the faculty member be dismissed. The College President may choose a combination of probation and suspension as a single option.

If the College President decides to pursue probation for the faculty member, he/she and/or his/her designee(s) will meet with the faculty member and his/her counsel to establish mutually agreeable terms and conditions for the probation. The conditions may include specific requirements the faculty member must satisfy to avoid termination. If no agreement can be reached, the College President may choose alternative remedies up to and including recommending dismissal of the faculty member to the Board. If the College President recommends dismissal of the faculty member, publicity concerning the case may properly be withheld until consideration has been given to the case by the Board. Any release to the public shall be made through the College President's office.

If the College President chooses probation or suspension, or any combination thereof, then the clearly demonstrable failure of the faculty member to complete any specific requirements set forth in the probation or suspension, as determined by the President, may result in dismissal of the faculty member without further hearing.

5.5.6.8 Consideration by the Board

If the College President chooses to seek dismissal of the faculty member, he/she shall transmit the full report of the judicial committee and its action to the Board. The Board's review shall be based on the record of the judicial committee hearing, accompanied by opportunity for argument, oral or written or both, by the principals or their representatives. Only after study of the judicial committee's full report and recommendation and the College President's recommendation shall the Board make its final decision through a vote.

5.5.6.9 Publicity

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by anyone party to this action, including but not limited to the faculty member, administrative officers, Union representatives, judicial committee members, and members of the Board, shall be avoided so far as possible until the proceedings have been completed. Announcement of the final decision shall include a statement of the judicial committee's recommendation.

5.5.6.10 Payment of Salary

If, as a result of the hearing process described herein, the College terminates an appointment in opposition to the finding of the judicial committee, the faculty member shall receive full pay at his/her current salary for a period of six months or until the end of the term of appointment, whichever is shorter. However, in the event that the termination results from a judicial committee finding that the faculty member has been guilty of one of the reasons for dismissal, the Board shall determine what payments, if any, to make beyond the effective date of dismissal, taking into consideration the

length and quality of service of the faculty member prior to the operative facts constituting the basis for dismissal.

- 5.5.6.11 All of the provisions of Section 5.5.6 and subsections 5.5.6.1 through 5.5.6.10, inclusive, shall be inapplicable if the reason or cause for removal shall include behavior of the faculty member which, if proven, would constitute a felony or behavior modification of which would be irrelevant to the question of dismissal, provided in all instances of proposed removal the faculty member shall have the right to a pre-dismissal hearing. At such hearing, the charges against the faculty member shall be summarized. The faculty member may be accompanied at such meeting by a representative.

5.5.7 Resignation

Notice of resignation from employment by a faculty member who is on tenure shall be submitted to the appropriate dean in writing at least 60 days prior to the first day of the following academic year.

5.5.8 Reduction in Staff

Termination of a continuous appointment because of financial exigency or because of cutbacks in a program shall be based on seniority and the required credentials to teach in the field of qualification. Tenured faculty members shall not be subject to reduction in force if following such reduction there would remain in employment any less senior tenured faculty member or any non-tenured faculty member (full-time or part-time) teaching courses which the tenured faculty member is fully qualified and credentialed to teach (pursuant to Section 5.5.8.2 of this Article) and which courses could be feasibly scheduled as an individual teaching load.

If the Board increases the number of faculty or reinstates the discontinued position within two academic years, tenured faculty will be given first priority for reinstatement insofar as they are qualified to hold such positions. The member of the bargaining unit will be eligible to move to the next step of the schedule had the member been eligible to make such a move at the time of termination or to that step he would have been eligible for had this been an initial placement. All other benefits held on the date of termination shall be reinstated and also effective on the date of re-hire.

5.5.8.1 College-wide seniority and retention of employment

For purpose of retention of employment in the event of reduction in size of the faculty due to the elimination of the courses for which the faculty member is qualified and credentialed to teach (or reduction of services for GAP advising/library faculty), the least senior member in the field of qualification shall be the first to be discharged using seniority as defined by 7.3.6.1.

- 5.5.8.2 The qualifications of a faculty member to teach specific courses or particular fields shall be reviewed by a committee based on the current established and published hiring standards at the College. At least two-thirds of the committee shall be faculty members appointed by the Union President or designee. The other members of the committee shall be appointed by the President of the College or designee. The committee will serve

in an advisory role and make recommendations to the College President regarding the faculty member's qualifications and credentialing plan per Section 5.5.8.4.

- 5.5.8.3 The Board shall make every effort to apprise tenured faculty members of intention to totally discontinue a program and, except in an emergency, notice of such intention shall be provided to the faculty member at least one calendar year in advance of such discontinuance.
- 5.5.8.4 Nothing in this Agreement shall preclude an individual understanding or contract of whatsoever nature between the Board and a faculty member with respect to the retraining of such faculty member, provided such understanding or contract shall otherwise be in conformity with this Agreement. Any period of retraining shall be deemed a leave of absence.

ARTICLE SIX
LEAVES OF ABSENCE

Section 6.1 PAID LEAVES OF ABSENCE

6.1.1 Definition of sick leave

For the purpose of this contract, Sick Leave shall be used for health maintenance activities (see definition of terms Appendix H), personal illness, quarantine at home, serious illness, or emergency care in the immediate family, pregnancy, birth/adoption of a child, or termination of pregnancy. The term "immediate family" shall be construed to mean a spouse, parent, child, brother, sister, grandparent, parent-in-law, brother-in-law, sister-in-law, member of household, or legal guardianship. In addition to the above, the College President or designee may approve absence under this section for additional causes which are considered adequate reasons in special cases.

6.1.2 Annual Sick Leave

A full-time faculty member shall earn sick leave per year, according to 6.1.4. Time will be earned, calculated, and posted to the employee's record each pay period. However, nothing herein shall prevent a faculty member from making use of sick days, where appropriate, prior to actually earning said days. When a faculty member leaves employment with the College after using unearned sick days, the College shall have the right to be reimbursed the cost of such unearned days.

6.1.3 Each eligible full-time faculty member shall be entitled to accumulate a maximum of 410 days (3,280 hours). Full-time faculty members who have a sick leave balance in excess of 410 days at the time of the execution of this contractual agreement will be allowed to retain their current sick leave balance. Faculty members who have accumulated 410 or more sick leave days shall continue to receive their contractual allotment of sick days in each subsequent year. However, at the end of each subsequent year, any sick days allotted for that year which have not been used during that year shall be forfeited and shall not be added to the faculty member's accumulated sick leave days. If the SURS limit for sick days that may be counted for retirement is changed, the parties will bargain in good faith in response to that change.

6.1.4 The following are the longevity increments regarding sick leave days for full-time faculty:

Continuous Years of Full-Time Service at JJC*	Number of Sick Days
0 to 1 Years	Pro rata 15 Days
1 to 9 Year	15 Days
10 to 19 Year	20 Days
20 Years and more	25 Days

**Number of sick leave days for faculty originally hired to start prior to the Fall 2007 semester shall be based on total number of years of full time service with Joliet Junior College.*

6.1.5 Faculty teaching Summer school shall earn four hours of sick leave for each credit hour taught during a Summer session. Faculty employed as GAP Advisors and Librarians shall earn four hours of sick leave for each 20 hours employed during the Summer. Time will be earned, calculated, and posted to the employee's record each pay period.

6.1.6 Charging of Sick Leave

Classroom faculty will be charged for sick leave either in a four-hour or eight-hour unit. A full sick day (eight hours) will be charged when more than 50% of his/her on-campus obligation is not fulfilled. Classroom faculty will be charged four hours when 50% or less of his/her on-campus obligation is not fulfilled. Summer absences will be charged in the same manner as the regular academic year.

Non-classroom Faculty will be charged hourly for sick leave.

Faculty will be charged for 40 hours when he/she misses all of his/her on-campus obligation for an entire week. In instances when a faculty member is unable to fulfill his/her on-campus obligation but is able to complete online obligations, the Dean may elect to deduct only part of the sick leave.

Should a holiday, emergency closure, or a day off designated by the academic calendar occur during any period of sick leave used by the faculty member, such day(s) will not be charged against the faculty member.

6.1.7 Any sick leave reported to SURS upon the faculty member's separation, termination, or retirement is contingent upon SURS acceptance.

6.1.8 Family Medical Leave Act (FMLA)

Eligible faculty members are those who have been employed for at least 12 months by the College. Prior to the College granting unpaid leave, any accumulated sick and personal leave that is available to the faculty member must be used concurrently with the Family Medical Leave Act (FMLA). Family medical leave shall be followed in accordance with the provisions of the Family Medical Leave Act of 1993, as amended.

If a faculty member who has exhausted all paid sick leave (including extended sick leave and borrowed or donated sick days) can demonstrate continued eligibility for sick leave during the first 120 days after beginning an FMLA leave,

- 1) The faculty member will retain his/her position through the 120th day after the beginning of the FMLA leave and
- 2) The faculty member will continue to be covered by the College for health care insurance through the 120th day after the beginning of the FMLA leave. The faculty member will pay the employee contribution for health care insurance during this period.

6.1.9 Extended Sick Leave

In cases of severe personal illness of a faculty member, sick leave without loss of pay may be extended for 30 days beyond the accumulated number of days subject to review by the College President and approval by the Board upon written request by the faculty member concerned. FMLA will be applied as noted in 6.1.8. To apply for additional unpaid leave, see Section 6.2.

6.1.10 Parental/Legal Guardian Leave

Faculty members shall be entitled to utilize all accumulated sick leave beginning from the date of delivery or upon placement of a child with the intent to legally adopt, provided appropriate documentation is provided. Faculty members who do not have 30 days of accumulated sick leave days may borrow a maximum of 30 future sick leave days. If the faculty member fails to return to the College, all compensation, including fringe benefits, received during the period of borrowed leave shall be repaid to the College and such promised repayment shall be appropriately secured as per the agreement embodying all the conditions of the borrowed sick leave. FMLA will be applied as noted in 6.1.8. To apply for additional unpaid leave, see Section 6.2.

6.1.11 Working a full-time job or part-time job (see definition of terms Appendix H) while on paid leave will result in termination of the paid leave unless approved by the College President.

6.1.12 Personal Leave

Each full-time faculty member shall be granted three days annually for personal leave. The faculty member will notify his/her immediate supervisor, who will notify the Dean of the intent to use personal leave prior to the use of that day except in emergency situations, which shall be explained as soon as feasible. Personal leave shall not be utilized during the first five or the last three employment days of the Fall and Spring Semesters. Personal leave shall not be utilized to participate in any work stoppage or job protest. Unused personal leave days will be added to accumulated sick leave, subject to SURS guidelines.

6.1.13 Jury/Witness Duty

The Board agrees to pay to each faculty member serving on jury/witness duty, except when serving as a paid expert witness, when otherwise required to work at Joliet Junior College the difference between monies paid to a juror/witness and the faculty person's regular salary.

6.1.14 Bereavement Leave

A paid bereavement leave of three days shall be available in the event of the death of the following:

Wife or Husband	Mother-in-law	Grandchild
Mother	Father-in-law	Grandmother
Father	Son-in-law	Grandfather
Child	Daughter-in-law	Spouse's Grandparents
Brother	Half-Sister	Member of Household
Sister	Half-Brother	Aunt or Uncle
Brother-in-law	Step-Parents	
Sister-in-law	Niece or Nephew	

The days will be available for each death. An additional four days may be taken and will be charged to the faculty member's sick days. In addition to the above, the College President or designee may approve absences under this section in special cases.

Section 6.2 UNPAID LEAVES OF ABSENCE

- 6.2.1 When a faculty member has exhausted all available Paid leave allowed under Section 6.1 and subsections, the Board may, upon due request, for good cause shown, and upon the recommendation of the College President, grant additional unpaid leave to said faculty member. Request for such leave shall be made to the appropriate dean in accordance with Board policy.
- 6.2.2 A faculty member granted leave under this Section shall not lose tenure or his/her position on the salary schedule, contingent upon the said faculty member returning to his or her duties under this Contract at the conclusion of the leave period. However, yearly step credit on the salary schedule shall be at the recommendation of the President and approval of the Board. The yearly step credit determination will be made at the time the leave is granted. Any such step credit will be contingent upon the faculty member returning to service upon completion of the leave as requested.
- 6.2.3 During such period of authorized unpaid leave, the faculty member shall have the option to continue participation in the College's insurance programs by making timely payment of all required premiums to the College.
- 6.2.4 Any leave granted pursuant to this Section shall not constitute an interruption in service with regard to any rights under this Contract, unless expressly stated in this Contract, or with regard to any rights conferred by law.
- 6.2.5 Working a full-time or part-time (See definition in Appendix H) job without permission while on unpaid leave from the College will result in termination of the unpaid leave unless approved by the College President.

ARTICLE SEVEN
CLASS LOAD AND PROGRAM

Section 7.1 FACULTY LOADS

7.1.1 The teaching load for each faculty member shall be 15 contact hours (except as amended under 7.1.1.1 and 7.1.1.2). Class preparation will normally be limited to two, with three preparations as a maximum unless necessary to maintain the integrity of the academic program. GAP Advisors and Librarians will follow a regular academic year, 35 hours per week schedule excluding meal periods with specific office hours established with the approval of the supervising administrator. Assignments will be determined by the Department Chair with the approval of the appropriate dean.

7.1.1.1 In the interest of providing the optimum learning environment for the students, all rhetoric classes shall have a beginning enrollment of no more than 25 students per section. Faculty who teach three or four sections of rhetoric/writing courses (English 101, 102, 120, 130, 230); or journalism (Journalism 102, Editing and Production, as well as Journalism 201, News Reporting and Writing) shall be limited to a maximum of 12 semester hours per week as a regular load. No more than one journalism faculty member shall receive as few as two writing classes in order to achieve a 12-semester hour load. English faculty with fewer than three rhetoric/writing courses (English 101, 102, 120, 130, 230), except those qualifying under the previous statement, shall carry a 15-credit hour load. No more than 20 students will be placed in any English 094, 095, 098, 099, 020, or 021 course. No more than 30 students will be placed in English 096.

7.1.1.2 In recognition of the unique nature of hospital- or clinic-based practicum courses, which demand a high degree of professional competency and which involve a significant component of actual patient care, the following requirements are applicable with regard to such courses:

- a) Nursing faculty who have a hospital- or clinic- based practicum course shall be limited to a maximum of 14 contact hours per week as a regular load.
- b) Such Nursing faculty (par. 1) shall also be granted one credit hour as load credit on their teaching load.
- c) In order to promote the highest quality teaching, permit Nursing faculty to develop and maintain an area of expertise, and in recognition of the specialized nature of each practicum, every effort will be made to consider this expertise in making teaching assignments. Nursing faculty teaching hospital- or clinic-based practicum courses shall typically be assigned to teach in their semester and area of specialization. In the event that there is a need to change schedules in order to meet essential student or Nursing Program needs, faculty will be given advance notice of a semester, if possible.
- d) All Nursing practicum courses shall have a beginning enrollment of no more than eight students per section except when necessary to accommodate a unique student need.

- e) More than eight students shall be permitted to enroll in Nursing practicum sections only where there is an express agreement between the College and the health care facility.

7.1.1.3 An internship takes place at a regular worksite and instruction/supervision is shared by a College Faculty member and a qualified employee at the worksite. A clinical takes place in a hospital or other medical/health facility and requires close on-site supervision/instruction/monitoring by a qualified College Faculty member.

In a clinical course, the faculty member is paid for each course contact hour. In an internship course, the faculty member shall be paid based on course credit hours. If fewer than eight students are enrolled, the faculty member will be paid for the number of credit hours multiplied by the number of students enrolled multiplied by one-eighth. If eight or more students are enrolled, the faculty member will be paid for each course credit hour. If there are more than 15 students enrolled, the Dean may determine that higher compensation is appropriate.

7.1.1.4 The following load formula will be instituted for large group instruction. Large group instruction is defined as those classes wherein the limit as printed in the "Enrollment in Section Report" on the first day of classes for the term or session and the number of paid registrants shown on the same report is 40 or more. Instructors are to be given one-and-one-half hours of credit for each lecture hour of large group instruction. To meet the needs of students and the program, the VPAA in consultation with the Department Chair and Dean may make an exception to the 40-student minimum. Large group instruction will not be instituted except in rooms which can reasonably and safely accommodate all the students assigned thereto.

7.1.2 Ordinarily, online instruction, as part of a faculty member's full-time base load, will be limited to a maximum of 50%. This percentage may be adjusted at the request of the Department Chair subject to the approval of the VPAA. Faculty may not teach more than five online classes or 15 credit hours online excluding hybrid classes during a Fall or Spring Semester unless approved by the appropriate dean. Faculty teaching online courses shall participate in evaluation of those courses to maintain high academic standards in accordance with the policies and procedures of Academic Affairs.

7.1.3 Summer employment will be offered by administration to Library faculty who are required by job description or who volunteer to work. The work load will be distributed equitably for those required to work during the Summer.

Library faculty will have the option to work at least one one-month alternative. The compensation will be pro-rated based on the individual's placement on the salary schedule. Selection is determined by departmental discipline seniority.

The Department Chair will recommend Summer staffing needs with the approval of the appropriate dean.

7.1.4 Variable Load

7.1.4.1 In order to provide more flexibility in the scheduling of classes to meet the needs of the College's student population and more opportunities for professional development for faculty during the Fall and Spring semesters, a faculty member may request a variable semester load. Additionally, if a faculty member intends to but does not make load during the Fall or Spring semester, the VPAA may allow the faculty member to use variable load to maintain his/her full-time faculty status with no reduction in salary.

7.1.4.2 A faculty member may request a reduced load for Fall Semester for the reasons listed in 7.1.4.1. The Department Chair may make a recommendation supporting the faculty member's request to the Dean. If the Dean approves the request, he or she will discuss the request with the VPAA, who will make the final determination. The faculty member may make up for a reduced load in the Fall by teaching additional courses in the same academic year without additional compensation.

7.1.4.3 A faculty member may request a reduced load for Spring Semester for the reasons listed in 7.1.4.1. The Department Chair may make a recommendation supporting the faculty member's request to the Dean. If the Dean approves the request, he or she will discuss the request with the VPAA, who will make the final determination. The faculty member may be asked to teach during the following Summer Semester without additional compensation, to teach more than the regular semester load during the Fall Semester of the same academic year without additional compensation, or to take on additional duties or projects during the Spring or Summer Semester without additional compensation.

7.1.4.4 Variable Load Procedures

- a) Written proposals explaining the reason for the variable load request shall be submitted by February 1 for the following academic year. In special circumstances, this deadline may be waived by the VPAA.
- b) The maximum reduction in load for a semester shall be one-third of regular load.
- c) Faculty members teaching a reduced variable load shall not be eligible to teach overload during the reduced load semester.
- d) Eligibility for variable load shall be limited to tenured faculty members based on teaching seniority within a department as referenced in 7.3.6.1. No more than one faculty member within a discipline shall be eligible for a reduced load within a given semester.
- e) If a faculty member for any reason shall fail or be unable to complete the conditions of the approved variable load request, the pro rata salary represented by the reduced load shall be promptly repaid to the College or deducted from sums due the faculty member by the College.
- f) Any variable load other than that described in this section and all other subsections of 7.1.4 agreed upon by the faculty member, the Dean, and the VPAA shall be non-precedential.

Section 7.2 OVERLOAD PROVISIONS

7.2.1 If more than one-half of the credit hours of an assigned class is above 15 contact hours, the assignment will need the permission of the faculty member.

7.2.2 Overload teaching should follow the high standards of faculty duties and responsibilities outlined in Article 11 of this agreement and be in the best interest of the students. If a faculty member's load in Fall 2019 or Spring 2020 is greater than 30 credit hours or greater than 36 contact hours, prior written approval will be required from the Dean and the VPAA. If a faculty member's load in Fall 2020 or Spring 2021 is greater than 30 credit hours or greater than 33 contact hours, prior written approval will be required from the Dean and the VPAA. If a faculty member's load in Fall 2021 and thereafter is greater than 30 contact hours, prior written approval will be required from the Dean and the VPAA.

Starting in Spring 2020, a faculty member must submit a professional development plan annually, using the Professional Development Form, along with his/her preliminary load sheet for the Fall. The plan must be approved by the appropriate dean in order for the faculty member to be allowed to teach overload in the subsequent academic year.

Any faculty member whose application for retirement was accepted by the Board prior to January 1, 2019, shall be allowed to teach the total amount of overload/Summer that he or she taught in the prior academic year until the time of his or her retirement.

At the Dean's discretion, a faculty member who teaches more than 22 contact hours shall have student evaluations administered in those courses selected by the Dean.

Those faculty teaching 20 or more contact hours will have office hours in addition to the five office hours required in Section 11.2.4. Faculty teaching 20 or more contact hours but fewer than 25 contact hours will add one office hour beyond the five required of all faculty. Faculty teaching 25 or more contact hours but fewer than 30 contact hours will add two office hours beyond the five required of all faculty. Faculty teaching 30 or more contact hours will add three office hours beyond the five required of all faculty.

7.2.2.1 If the faculty member's load exceeds these limits, the Department Chair must submit a written justification to the Dean. This justification must include the following:

- a) A compelling reason why the course must run to meet specific student needs,
- b) Verification that there is no other credentialed instructor available to teach the course(s), and
- c) Evidence that the instructor has a record of good performance in teaching overload.

The Dean and the VPAA must give written approval before the class is assigned.

7.2.2.2 The parties recognize that the College must depend upon the willingness of well-qualified and dedicated faculty members to accept non-instructional assignments or duties designed to assist the College in maintaining the quality of Programs and courses, providing professional development to faculty and staff, and offering academic and social support to students. These assignments include, but are not limited to, program coordinators, curriculum development, professional development coordination, and special project work. Such assignments are not to exceed a period of one calendar year, but are subject to reappointment after one year.

The parties further recognize that the granting of release time has been the standard method for the College to compensate faculty members for their performance of such non-instructional assignments or duties. Faculty accepting such roles will continue to receive an identified amount of such release time as agreed between the Dean and the faculty member. Release time shall be included as contact hours in the calculation of load hours assigned to the faculty member.

The appropriate dean may approve an assignment of release time in excess of the permitted contractual load limit upon said dean making a finding that there is a compelling justification for such approval. In making that determination, the Dean will need to confirm that

1. The candidate being approved for the assignment is either the only or the best candidate to be given the assignment.
2. After consulting with the candidate and his or her Department Chair, and after considering the candidate's past performance in both instructional and non-instructional assignments, whether contractual or non-contractual, there is a reasonable degree of certainty that he or she will competently and responsibly perform all of his or her instructional and non-instructional assignments and duties.
3. That it is in the best interests of the College and of the students of the College that the respective assignment be made.

In the event that the Dean does approve the assignment of release time in excess of the contractual load limits, the Dean and the faculty member's Department Chair will conduct an interim evaluation of the faculty member's performance of all instructional and non-instructional assignments prior to the first full semester immediately following the approval of the particular assignment. The Dean shall have the authority to terminate the faculty member's appointment to the assignment for cause.

7.2.3 Summer teaching will be limited to 15 contact hours per Summer session with a maximum of 24 contact hours total for the Summer and with a maximum of 18 contact hours at any one time in situations when Summer sessions overlap.

Section 7.3 SCHEDULE PROVISIONS

7.3.1 Schedule

7.3.1.1 Establishing an effective schedule of classes to be offered by each Department during each semester is an essential component of student success. A schedule of

classes will be developed each semester in accordance with this Section. All load sheets will be submitted to the VPAA by the close of business on the Thursday before the beginning of the subsequent semester. Final approval of Department class offerings will be determined each semester by the VPAA.

The appropriate dean(s) will meet with the Department Chairs each semester to plan the schedule for the following semester.

In schedule development, primary consideration will be given to the following:

- a) meeting the education needs of students
- b) maximizing efficient use of College facilities
- c) demonstrating sensitivity to the particular requirements of different departments and disciplines

Chairs and Deans will establish an agreed-upon written procedure for scheduling.

7.3.1.2 The College may deny a faculty member with more than ten years of SURS-eligible service credit years any increases in overload or additional duties that could result in the faculty member's total compensation increasing by more than six percent, as compared with the prior academic year. In making this decision, the College will consider the benefit to students, programs, departments, and the College.

7.3.1.3 A faculty member shall be notified of his/her tentative teaching/work hours schedule and location at least 30 days before the end of the preceding semester. Agreement to teach the tentative schedule as presented, when overloads are included, shall be assumed unless notification to the contrary is received from the faculty member at least 15 days before the end of the preceding semester.

Full-time faculty will receive load and overload assignments prior to retired full-time faculty and fully qualified adjuncts.

A more senior faculty member may request in writing to the Dean to teach a course that has been previously assigned to an adjunct faculty member or a less senior faculty member prior to July 15 for the Fall Semester, December 15 for the Spring Semester, and April 15 for the Summer Semester. The Dean will consider the request in consultation with the Department Chair. After these deadlines, the faculty member may be assigned to a course that has been previously assigned to another faculty member only if the Dean requests the change.

7.3.1.4 The faculty member's classes must be scheduled within a continuous eight-hour period.

7.3.1.5 If it becomes necessary to cancel a class due to lack of sufficient enrollment, the faculty member may be assigned an evening class after all efforts have been exhausted (i.e., elimination of overloads and adjunct contracts) to secure a day schedule.

7.3.1.6 Faculty members shall be present for all obligations, including classes and all meetings called by appropriate administrators.

- 7.3.1.7 Assignments to evening, extended campus, and/or Saturday classes may be made if necessary to complete a full load for the faculty member. Such evening, extended campus, and/or Saturday class assignments shall not be made if the faculty member may reasonably be assigned instead to teach classes for which the faculty member is qualified and which are being taught on an overload basis or by adjunct faculty.
- 7.3.1.8 If assigned to multiple sites on the same day, including an evening and/or Saturday assignment as part of a regular load, the Board will reimburse the faculty member for mileage traveled between sites or between the faculty member's residence and the additional site(s), whichever is less.
- 7.3.2 New faculty members employed to teach in new programs (no more than four years old) or locations may be contracted to teach or provide clock hours of student services for evening or Saturday classes as part of their regular load so long as such arrangements are part of the faculty member's initial individual contract.
- 7.3.3 A faculty member who is assigned an evening class as a part of his/her regular load shall not be scheduled for a class before 10:00 a.m. the following day without his/her written permission unless it is necessary to complete a full load.
- 7.3.4 Limits will be those established by the Dean at the time of the opening of registration. At certain times, students will need to be accommodated because of their special needs, as students are now accommodated by faculty. In these instances, a section may be opened to allow students to enter, but in no instance will more students be placed in an instructor's class than the limit specifies without the permission of the instructor.
- 7.3.5 Both parties recognize the need to improve instruction in the best interest of students in District No. 525. If individual instructors are to be assigned to new and different instructional patterns requiring substantial changes in methodology and/or class size, the assignment will be discussed by the VPAA and the Department Chair with the instructor at least two months before the beginning of the next semester.
- 7.3.6 Seniority
- 7.3.6.1 Determination of seniority, a right that comes with length of service at the College, will be determined within a department and within the College on the following principles:
- a) Seniority of faculty members is based on the date of beginning continuous full-time faculty employment at the College.
 - b) Conflicts of seniority among faculty members with the same beginning date of full-time employment shall be resolved by the earliest date of any employment at the College; if still equal, by Board approval date; and if still equal, resolved by lot.
- 7.3.6.2 It is the intention of the Board and the administration to have extra class assignments distributed evenly among those faculty within a department who wish to teach the

overload and are credentialed to teach the available overload courses. Faculty may decline any overload course(s).

When it is impossible to evenly distribute the overload among those credentialed faculty who wish to teach the overload, the available overload will be assigned as evenly as possible. Any overload that cannot be distributed evenly will be assigned to faculty in order of department seniority.

Any faculty member whose application for retirement was accepted by the Board of Trustees prior to January 1, 2019, shall be allowed to teach the total amount of overload/Summer that he/she taught in the prior academic year until the time of his/her retirement.

Section 7.4 NEW PROGRAM/COURSE OFFERINGS AND DELIVERY

7.4.1 In order to maximize course offerings and facility usage, the College and the faculty will work together to explore the creation of new programs and the creative delivery of existing courses and programs. Faculty primarily responsible for the creation of a new course or a new delivery format for a course will be given priority consideration in the teaching assignment of that course for two years after the course is first offered.

The VPAA acknowledges that special consideration may be necessary to nurture such new offerings. In order to meet student needs and encourage faculty and department involvement in new offerings, the VPAA may agree to run courses despite a lack of sufficient enrollment.

7.4.2 In addition to acknowledging that special consideration may be necessary to nurture new offerings, the College also recognizes the obligation to provide unique educational opportunities for students and to offer courses that may not be part of the regular curriculum but which complement current offerings. With that in mind, the College agrees to consider running these courses at the request of a department if the faculty member agrees to provide the course as an overload. The rate of pay for these courses would be determined through a negotiation between the faculty member and the Dean, with the understanding that if an agreement is not reached that no faculty member could be compelled to teach the proposed course. The goal of these special courses is to provide students with a valuable educational opportunity that otherwise would not be available at Joliet Junior College. Courses that are part of an existing program, excluding internships (see Section 7.1.1.3), and that serve ongoing needs of students will continue to be offered and run as part of the regular schedule and will not be subject to negotiated pay.

7.4.3 The College also recognizes that a department may wish to experiment with running an additional section of a course that is part of an existing program in a different time slot or different location to better serve student needs and expand the reach of the course and/or program. In this case, the department may request that this additional section be allowed to run with low enrollment if the faculty member agrees to teach the section as an overload. In these specific cases, the rate of pay for this additional section of the course would be determined through a negotiation between the faculty member and the Dean. If no agreement can be reached, the faculty member cannot be

compelled to teach this section and the College will not be required to allow this section to run.

Section 7.5 CURRICULUM

All credit classes offered by Joliet Junior College are to be taught by full-time faculty or by adjunct faculty approved and supervised by a Joliet Junior College academic department.

No outside institutions are to offer any course at a Joliet Junior College facility that could be taught through a Joliet Junior College academic department. Each full-time faculty member within a given department will have the opportunity to indicate his/her approval or objection to departmental curriculum changes in writing or electronically on the instructional forms for curriculum change. This shall be done prior to consideration of such changes by the Curriculum Committee.

ARTICLE EIGHT
ACADEMIC FREEDOM

Section 8.1 DEFINITION

By academic tradition and philosophical principle an institution of higher learning is committed to the pursuit of truth and to its communication to others.

To carry out this essential commitment calls for institutional integrity in the way a college or university manages its affairs, specifies its goals, selects and retains its faculty, admits students, establishes curricula, determines programs of research, and fixes its fields of service.

The maintenance and exercise of such institutional integrity postulates and requires appropriate autonomy and freedom.

Positively this is the freedom to examine data, to question assumptions, to be guided by evidence, to teach what one knows, to be a learner and a scholar. Negatively this is a freedom from unwarranted harassment which hinders or prevents a college or university from getting on with its essential work.

A college or university must be managed well and remain solvent, but it is neither a business nor an industry. It must be concerned with the needs of its community and state and country, but an institution of higher learning is neither a political party nor a social service. It must be morally responsible; but even when church related, it is neither a religion nor a church.

A college or university is an institution of higher learning. Those within it have as a first concern evidence and truth rather than particular judgments of institutional benefactors, concerns of churchmen, public opinion, social pressure, or political proscription.

Relating to this general concern and corresponding to intellectual and academic freedom are correlative responsibilities. On the part of trustees and administrators there is the obligation to protect faculty and students from inappropriate pressures or destructive harassments.

On the part of the faculty there is the obligation to distinguish personal conviction from proven conclusions and to present relevant data fairly to students because this same freedom asserts their rights to know the facts.

On the part of the students there is the obligation to sift and to question, to be actively involved in the life of the institution but involved as learners at appropriate levels.

Intellectual freedom does not rule out commitment; rather it makes it possible and personal. Freedom does not require neutrality on the part of the individual nor the educational institution--certainly not toward the task of inquiry and learning, nor toward the value system which may guide them as persons or as schools.

Hence institutions may hold to a particular political, social, or religious philosophy as may individual faculty members or students. But to be true to what they profess academically, individuals and institutions must remain intellectually free and allow others the same freedom.

All concerned with the good of colleges and universities will seek for ways to support their institutional integrity and the exercise of their appropriate autonomy and freedom. In particular, the Federal or Regional Accrediting Commissions of Higher Education and the regional commissions, which have a particular responsibility to look at an institution in its totality, will always give serious attention to this aspect and quality of institutional life so necessary for its well-being and vitality.

Section 8.2 INTELLECTUAL PROPERTY RIGHTS

8.2.1 Ownership, Use and Access to Intellectual Property

In order to foster innovation in and out of the classroom, the Board, Administration, and Faculty Union of Joliet Junior College encourage scholarship, creativity, and increased productivity among its faculty, and encourage the use of improved communication techniques and alternative systems of delivery of courses to students.

8.2.1.1 Institutional Materials (College-Owned Materials)

The College owns, may use, and has unlimited access to materials developed as part of the faculty member's work that supports the institution's relationship with governmental agencies and accrediting bodies. These "institutional materials" include but are not limited to any reports, forms, or other documents prepared for curriculum approval, program evaluation, accreditation, and department syllabi.

8.2.1.2 Instructional Materials (Faculty-Owned Materials)

Faculty members own, may use, and have unlimited access and total rights to any "scholarly works" they create to which academic institutions have traditionally waived rights, including, but not limited to textbooks, class notes and research proposals; and "instructional materials" they create with "ordinary support" from the College, including, but not limited to syllabi, handouts, study guides, artistic renderings such as sculptures or drawings, models, and other instructional materials prepared for any course, regardless of the method of delivery. Instructional materials may be in the form of written or printed work, artistic media, videotape, audiotape, computer disk, compact disk, or other physical or electronic forms.

The respective rights of the faculty member and the College to the use and access of the materials described in the previous paragraph are set forth in paragraphs 8.2.1.2 a through 8.2.1.2 d.

- a) College Right of Use and Access: The College shall have the right of use and access to instructional materials for the following purposes: responding to requests by accrediting agencies; providing course information to students; assisting students in completing an assigned incomplete for which materials have been created, in the event of the absence of the instructor for any reason; responding to requests for information relating to a student's transfer to other institutions;

responding to formal complaints about a course in which a student has been enrolled; and, upon request of the Department Chair, approving for use as course models for other faculty in that department/discipline. These rights of use will remain in effect even if the instructor leaves the institution.

- b) **Faculty Member's Exclusive Rights:** Where materials are developed through the sole efforts and contributions of the faculty member and without ordinary or extraordinary levels of support from the College, such materials shall be the sole and exclusive property of the faculty member. In such cases, the College shall have no right of use and access to such materials unless such materials are voluntarily used by the faculty member in the delivery of instruction at the College. In such cases the College shall have the right of reasonable use and access to such instructional materials for the limited purpose of completing scheduled instructional delivery requiring use of such material.
- c) **Impermissible Uses:** The College may not sell, lease, assign, revise, modify, or transfer interest in these instructional materials without permission of the faculty member.
- d) **Faculty Member's Sale, Lease, Assignment or Transfer of Any Ownership Right:** A faculty member may sell, lease, assign, or transfer any rights to his or her instructional materials, but must notify the College in writing of such sale, lease, transfer, or assignment of any interest in the materials at the time of the transaction.

8.2.1.3 Intellectual Property Developed With Extraordinary Support

Extraordinary Support: Any materials developed by faculty members with more than usual and customary level of support from the College will be jointly owned by the College and the faculty member. "More than usual and customary support" is defined as clerical, office, or support-staff support beyond normal levels a faculty member should expect in the usual course of fulfilling his/her duties to the College; or any other support provided directly by the College in the form of monetary incentives or release time, sabbatical or stipend, beyond the normal levels provided to faculty by the College in order to prepare and deliver course instruction.

For these materials, neither the College nor the faculty member may sell, lease, transfer, or assign any interest in them without the written consent and agreement of the other party. Ordinarily, the College will provide such consent requested by the faculty member.

The College shall have the right of use and access to such instructional materials for the following purposes:

- a) Maintaining continuity of the curriculum.
- b) Meeting increased student demand.

The College will retain the right to use the material for instructional purposes if the faculty member leaves the institution.

8.2.1.4 Intellectual Property Developed by Express Agreement

Where the College and the faculty member have entered into an express written agreement pertaining to the development, use, access, ownership, or marketing of material, whether individually owned, institutionally owned, or jointly owned, that agreement shall govern how the income generated from the property, if any, shall be divided between the faculty member and the College.

8.2.1.5 Limitations of Videotaping or Recording of Classes

- a) General: Videotaping and audio taping or recording of classes shall be done only at the invitation of the faculty member. The faculty member has the right to modify and dispose of these tapes or recordings. The faculty member shall retain the sole right, use and ownership of any tapes made pursuant to 8.2.1.5 a, unless such materials are voluntarily used by the faculty member in the delivery of instruction at the College. In such cases, the College shall have the right of reasonable use and access to such instructional materials for the limited purpose of completing the delivery of that course and may be used only at the discretion of the faculty member.
- b) Interactive Distance Learning: The limits on taping and recording extend to distance learning classes. In no event will video or audio tapes or recordings of a faculty member's lecture, performance, or presentation be rebroadcast or used by the College without the consent of the faculty member.

ARTICLE NINE
GRIEVANCE PROCEDURE

Section 9.1 FORMAL GRIEVANCE PROCEDURE

A grievance is defined as an alleged misinterpretation or misapplication of a specific article or section of this agreement. Any affected faculty member or the Union may present a grievance to the appropriate dean provided the matter shall have first been discussed informally with such dean. Because of the advisory nature of a Chair's role, a Chair cannot be grieved by a faculty member for an action taken by a dean or the VPAA based on a Chair's recommendation. The grievance shall be in writing and shall (1) describe the alleged violation in detail, (2) cite the specific provision(s) of the Agreement assertedly violated, and (3) indicate the requested remedy. If the Union is not the grievant, a copy of the grievance shall be sent to the Union President by the grievant concurrent with its filing.

- 9.1.1 The grievance shall be filed with the appropriate dean within ten days of the occurrence of the event giving rise to the grievance or of the date when such event could reasonably have been ascertained or become known to the grievant (but in no event more than 30 days after the event). The Dean may convene a meeting with the grievant to review the grievance provided such meeting shall be initially scheduled no later than ten days after receipt of the grievance. The Dean shall provide the grievant a written response to the grievance with a copy to the Union President or designee no later than ten days after such meeting, or in the absence of such meeting no later than ten days after receipt of the grievance.

During their first 60 calendar days of employment, newly employed faculty members shall have an additional 15 days to file a grievance beyond that otherwise provided in this Agreement.

- 9.1.2 If the grievance is not resolved at 9.1.1, the grievant may within ten days of receipt of the 9.1.1 answer, appeal such grievance to the VPAA. Such appeal shall be in writing and indicate the reason(s) therefore. The VPAA shall respond in the same manner as set forth in 9.1.1, provided that if further investigation is needed, additional time may be allowed.

- 9.1.3 If the grievance is not resolved at 9.1.2, the grievant may, within ten days of receipt of the Step 9.1.2 answer, appeal such grievance to the President or designee. Such appeal shall be in writing and indicate the reason(s) therefore. The President shall respond in the same manner as set forth in 9.1.1.

- 9.1.4 If the grievance challenges the disciplining or dismissal of a faculty member and the grievance is not resolved at 9.1.2, the affected faculty member may within ten days of receipt of the 9.1.2 answer appeal to the Chair of the Board of Trustees. Such appeal shall be in writing and indicate the reason(s) therefore. The Board of Trustees shall consider such appeal at the next regularly scheduled meeting. Such meetings shall be closed to the public, but the Union shall have the right to have a representative present. The Board shall respond in the same manner as set forth in 9.1.1.

**ARTICLE NINE
GRIEVANCE PROCEDURE**

- 9.1.5 If the Union is not satisfied with the disposition of the grievance at 9.1.3, or where applicable, 9.1.4, it may submit the grievance to arbitration by filing a demand for the same with the President or designee within 20 days of the 9.1.3 answer or, if appropriate, 9.1.4 answer. The arbitrator shall be selected pursuant to the procedures of the American Arbitration Association which shall supervise the proceedings in accordance with its practices.
- 9.1.5.1 Except as provided by law, the parties shall not be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party.
- 9.1.5.2 The Arbitrator shall have no power to alter, add to, or subtract from the terms of the agreement.
- 9.1.5.3 The Arbitrator's decision shall be binding.
- 9.1.5.4 The fees and expenses of the Arbitrator shall be shared equally by both parties.

As used in this Article, "days" means Monday through Friday, inclusive, except holidays on which the College's business office is closed.

If the grievant and/or the Union shall fail to appeal a grievance to the next step on a timely basis, the grievance shall be deemed withdrawn. If the Board shall fail to answer any grievance within the time stipulated, the grievance may be appealed to the next step.

ARTICLE TEN
FACULTY DEVELOPMENT

Section 10.1 FACULTY DEVELOPMENT COMMITTEE MISSION/COMPOSITION

- 10.1.1 The mission of the Faculty Development Committee (FDC) is to support and strengthen the overall quality of teaching so that faculty may better serve the students and the community. During the Fall, Spring, and Summer, the Committee will encourage and facilitate support for individual and group professional development activities which enhance faculty members as teachers, scholars, leaders, and practitioners. The Committee will have a significant role in identifying and recommending to the VPAA those activities which support and advance the academic mission of the institution and enhance student learning at Joliet Junior College. Examples of appropriate projects and activities may include but are not restricted to the following: tuition reimbursement, workshop/seminar reimbursement, travel and meeting funds, and in-service activities that may lead to the awarding of Professional Growth Units (PGU). (For details about PGU, see Section 4.4.1.2.1)
- 10.1.2 The FDC shall be composed of seven tenured faculty members elected for two-year terms: three Career and Technical Education faculty, three Transfer faculty, and one Non-Classroom faculty.
- 10.1.3 The committee will be provided a budget and, at its discretion, may set aside a percentage of those funds for use in the Spring semester of each year. These funds will be used for reimbursement of tuition and other approved activities such as travel and related meeting, workshop, and seminar expenses. A faculty member should apply for these funds for travel purposes only if departmental travel funds have been exhausted or earmarked for specific travel expenses later in the academic year. The FDC will announce application deadlines and convene each Fall and Spring to review all requests.
- 10.1.4 Course work submitted for reimbursement must be pre-approved in writing by the appropriate dean. That approval could take the form of an email. Course work eligible for reimbursement may be for graduate or undergraduate credit, depending upon the nature of the course work and its value to the faculty member in the performance of his/her role as a faculty member at the College. That determination will be made in the pre-approval process. The committee may award reimbursement of up to \$1,000 per semester per faculty member for course work. If a faculty member applies for reimbursement in both the Fall and the Spring, any faculty member who only applies for reimbursement of funds in the Spring will be given priority if FDC funds run low.
- 10.1.5 The FDC will set aside funds for one Intensive Professional Development Opportunity (IPDO) each year. This IPDO will be open to faculty who ordinarily cannot take a sabbatical during the Fall or Spring semesters. Maximum funding will be \$5,000 per year with a November 1 application deadline. Set-aside funds will revert to the FDC if not allocated for an IPDO. A faculty member may be awarded IPDO funds no more than once every four years. Guidelines for the IPDO application and judgment criteria will be developed by the FDC at its first meeting of the academic year and distributed to faculty. The VPAA will make the final decision on all applications and will notify awardees by December 1.

10.1.6 Faculty members who receive Faculty Development funds for tuition reimbursement agree to return to District No. 525 for one semester of full-time professional service immediately following the use of FDC funds. If the faculty member fails to return (other than for medical disability), he/she will be required to return the funds to the College, which will administer the appropriate collection procedures. Once collection has occurred, those funds will be returned to the FDC. In the case of faculty who are in their last semester prior to retirement, the FDC may waive this requirement.

10.1.7 During the Spring of each year, the FDC shall convene to review the PGU Chart. (See Section 4.4.1.2.1.) The committee will examine whether additional activities or projects should be added to the chart and will assign a value to these activities/projects. The committee will then recommend any changes to the PGU chart to the VPAA, who will make the final determination.

Section 10.2 PROFESSIONAL DUES

Because student learning depends upon faculty who keep abreast of both the latest advances in their subject areas and innovative teaching methods, a faculty member upon request will receive reimbursement for professional dues, not to exceed \$300 annually for the duration of this contract, for membership in any professional organization(s) approved by the VPAA. These funds will come from a separate budget line and will not be considered FDC funds. The VPAA will also consider any cost-saving requests by departments to apply for departmental membership in any professional organization(s). The VPAA acknowledges that membership in professional organizations serves to support individual faculty members in their efforts to better serve the student population. Requests in excess of \$300 will be reviewed on a case-by-case basis.

Section 10.3 REQUIRED CERTIFICATIONS/LICENSURES/CONTINUING EDUCATION

Faculty members who are required by the College to acquire or maintain a current license and/or certification in order to perform their responsibilities at the College shall be reimbursed by the College for the pre-approved full costs related to the license or certification. These reimbursements would include the cost of any required continuing education. These funds will come from a budget line separate from the funds allocated to the FDC.

Section 10.4 SABBATICAL

The College and the Faculty Union recognize that sabbatical leaves are a long-honored practice in post-secondary education designed to support faculty professional development efforts and to bring value to the institution. The College and the Union agree that faculty applying for sabbatical leave, whether for professional development or other purposes, must demonstrate how the leave will bring value to the institution and/or support student success.

After the completion of each six or more consecutive years of uninterrupted full- time faculty employment with District No. 525, any tenured faculty member will qualify for consideration for a sabbatical (of not more than two semesters or less than one semester) subject to the procedures in Sections 10.5, 10.6, and 10.7.

The FDC will review all sabbatical applications and rank them according to the criteria in Section 10.5.2. The Committee will forward up to three applications to the VPAA for consideration. The VPAA will review these ranked applications and may make a recommendation to the College President.

Section 10.5 PROCEDURES FOR SABBATICAL APPLICATION

10.5.1 The FDC will provide a sabbatical application form by October 15. The application shall include information regarding purpose, specific plans, programs to be pursued, and expected outcomes and benefits to the College. Applicants shall submit this form to the Faculty Developmental Committee with a copy to the appropriate Chair, the Dean, and the VPAA by January 15 for the following academic year. Later submission may be acceptable depending on extraordinary circumstances.

10.5.2 Faculty members of the FDC, using the formula specified in 10.5.2.1 through 10.5.2.3, will review all sabbatical applications and make a recommendation to the VPAA who then recommends to the College President. In the review of any sabbatical application, the potential benefit to student learning will help to guide the FDC.

10.5.2.1 Points for uninterrupted full-time faculty employment (interrupted service means a resignation or official separation from the College that requires rehiring) with District No. 525 will be given in the following manner:

One point for each year up to 12 years of full-time faculty employment with District No. 525 or one point for each year since the end of a prior sabbatical, whichever number is lower.

At no time should two faculty members from the same discipline be on sabbatical during the same semester except with VPAA approval.

10.5.2.2 Relevance of proposed leave-to-work assignment:

- a) Applicants for sabbatical to complete course work, occupational experience, and/or other professional activities directly related to their teaching, GAP advising, or librarian assignment and having the potential to enhance student learning shall receive a maximum of five points.
- b) A maximum of five additional points may be awarded based upon criteria identified on the sabbatical application form developed by the FDC.
- c) One additional bonus point may be assigned if the applicant's proposed sabbatical is to improve professional competencies for new courses or programs, or services (for non-classroom faculty), or the introduction of new teaching and learning methods already approved for implementation by the College.

10.5.2.3 Applicant's points shall be summed up with the totals determining the rank or order of eligibility. In the case of a tie, a candidate working toward advanced degrees directly related to his/her work assignment will receive top priority.

10.5.2.4 The VPAA may assign top priority and recommend to the Board one sabbatical candidate regardless of the point system in order to allow that full-time faculty member to maintain full-time employment by becoming qualified in a field needed by the College and where the full-time faculty member may need to be retrained to continue full-time employment.

10.5.2.5 If deemed meritorious and recommended by the FDC and approved by the President, the Board shall approve and fund up to four semesters of full-time sabbatical leave each year. No more than three faculty members should be on sabbatical at one time, however. One semester sabbaticals will be paid at 100% of base salary; full-year sabbaticals will be funded at 50% of base salary. No more than one full-year, full-time sabbatical will be granted in any one year. When on full sabbatical, either for a semester or a full year, no faculty member may teach overload courses at Joliet Junior College or serve as a Chair or coordinator. Faculty members on sabbatical may fulfill other duties at the College, including but not limited to student activities, if the Dean and the VPAA approve and agree that it is in the best interest of the College.

Faculty members may also request a one-year partial sabbatical. If a faculty member requests and receives a partial sabbatical, that faculty member will agree to teach as close as possible the equivalent of one semester of course work, to be divided as evenly as possible between the Fall and Spring semesters, and will receive full base pay for that contract year. For the purposes of determining the number of semesters of sabbatical approved by the Board, a partial sabbatical will count as one semester of sabbatical. The faculty member cannot take on overload classes during a partial sabbatical year but may perform other faculty duties at the College if approved by the Dean and the VPAA. During a partial sabbatical, faculty members will still be expected to participate in regular faculty activities, including attending monthly department meetings and Professional Development Activities.

10.5.2.6 Approval for the granting of leaves shall be made by the Board on the recommendation of the College President. Faculty members shall generally be notified of the granting or denial of the leave with explanation immediately following the March Board meeting. Final approval shall be granted no later than April 30 for the next academic year.

Section 10.6 CONDITIONS

10.6.1 Faculty members will be required to return to the College for a minimum of one academic year following a one-semester or partial sabbatical or be required to repay salary received during sabbatical leave. They will be expected to return to the College for a minimum of two academic years following a full-year sabbatical or be required to repay salary received during the sabbatical. If the faculty member fails to return (other than because of medical disability when such return shall be deferrable until the faculty member is able to return), all compensation, including fringe benefits, received by the faculty member during the period of sabbatical shall be repaid to the College.

10.6.2 In all cases, the sabbaticals must be deemed of value to the institution, students, and the faculty member. Faculty members will be expected to provide a written report of their activities to the Board of Trustees following their sabbaticals and may be asked to provide a presentation to the Board in the semester following their return to full-time employment at the College. They will also be required to provide a written report to the FDC, appropriate dean, and VPAA.

- 10.6.3 Any change of plans from the stated purpose, contained in the original application, must be approved by the College President and the Board. If it becomes impossible to utilize the leave for the purpose for which it was granted, notice must be given to the College President by June 1 of each year.

Section 10.7 FINAL ARRANGEMENTS

Compensation during the sabbatical period shall be one-half for a full year or 100% for a semester of the base salary of the faculty member on leave as provided by the salary schedule in force during the year of such leave, providing the faculty member has no income from salary or wages during the period of the leave greater than 110% of the total salary or wages, exclusive of salary and wages received from the College, received by the faculty member in the calendar year immediately preceding the year in which the leave begins. As used herein, "salary and wages" shall be defined by the Internal Revenue Code. Faculty members who receive income in excess of the foregoing shall be compensated at the rate of 50% of their base salary. In no case shall the compensation be less than \$7,000. Also, any and all fringe benefits shall continue during the period of the sabbatical.

Section 10.8 RETRAINING LEAVE

The College, at the Board's discretion, may grant a retraining leave to a tenured faculty member whose position is jeopardized due to changing enrollments or the expectation of a program being discontinued. Retraining leaves shall be limited to one academic year and shall not be considered a break in service. At the end of the retraining leave, the faculty member shall return to the salary lane and the step held at the beginning of the leave. While on retraining leave, the tenured faculty member shall receive: (a) one-half of base salary for the academic year, (b) appropriate reimbursement for tuition, consistent with practice for disbursement of Faculty Development funds, and (c) College insurance coverage.

Retraining Leave shall be considered based on the following conditions:

1. That there is a strong likelihood of an available position in one year for which the tenured faculty member can retrain.
2. That the faculty member can be retrained and credentialed within that year.
3. That the faculty member submit a detailed plan to the FDC for review that includes a letter of support from his/her current Department Chair and a description of the proposed retraining activities. If the faculty member applying for retraining is a Chair, he/she will secure a letter of support from his/her dean. If the retraining activity is employment for which the faculty member is compensated, the combined salary received from the College and the employment may not exceed two-thirds of the faculty member's base salary. If the combined compensation does exceed that two-thirds threshold, the College may reduce the College portion of that compensation in an amount that would reduce the total compensation to that two-thirds threshold.
4. That the FDC shall submit the application along with its recommendation to the appropriate dean, who shall make a recommendation to the VPAA. The VPAA will then make a recommendation to the President. If the application for retraining is

denied, the rationale for the denial shall be stated in writing by the President or designee to the faculty member, the FDC, the appropriate Department Chair, if applicable, the President of the Full-time Faculty Union, and the appropriate dean.

5. If a retraining leave is granted, the applicant shall agree in writing that if at the expiration of such leave he/she does not return to the College for a period of at least one full academic year, all sums of money including benefits costs received from the College during the retraining leave shall be refunded. This repayment requirement is contingent upon the College making an offer of employment.

Any faculty member who undergoes retraining and transfers to a new department will retain his/her college-wide seniority but will be considered a new faculty member in his/her new department for scheduling purposes.

ARTICLE ELEVEN
DUTIES AND RESPONSIBILITIES OF FACULTY

Joliet Junior College faculty, as members of the community of post-secondary educators, recognize that the duties of a faculty member extend beyond the classroom. As professionals in their field, they recognize that they have responsibilities to the profession, the students, and the College. As such, they recognize that the duties outlined here include service both inside and outside the classroom to the profession, to students, and to the College.

In the interest of quality teaching and learning and inasmuch as the College is by philosophy a teaching/learning institution and the interaction of students and faculty members is a crucial component of helping students learn, the following goals are considered the responsibility of each individual member of the faculty:

Section 11.1 **RESPONSIBILITIES TO THE PROFESSION**

11.1.1 To have and maintain a thorough knowledge of his/her subject matter and to keep informed of growth and developments in his/her field for the purpose of continually improving the delivery of instruction to the student population.

To submit a plan for professional development annually and to document his/her professional development activities annually. A Professional Development Form for this plan and documentation will be distributed by the VPAA's office.

To maintain required licensure(s)/certification(s).

11.1.2 To be cognizant of his/her image as a representative of the College and to endeavor to maintain exemplary standards of professional conduct and ethics appropriate to his/her professional position.

Section 11.2 **RESPONSIBILITIES TO THE STUDENT**

11.2.1 To understand the current student population to be served and develop teaching methods and programs that meet the educational needs of students.

11.2.2 To serve his/her students by communicating to them the total College program, the orientation program, regulations, policies, and procedures; and to refer students to appropriate personnel when their questions/concerns extend beyond his/her knowledge or competence.

11.2.3 To support the extra-curricular activities of the College through appropriate participation.

11.2.4 To post and keep a minimum of five office hours on a campus (or campuses) per working week, provided such office hours shall be conducive to student utilization and shall occur (absent written approval to the contrary by the appropriate dean) on each day the faculty member is scheduled to teach and on at least three days each week. The office hours to be maintained by each classroom faculty member will be submitted in writing to the Department Chair and the appropriate dean within one week following the beginning of the

semester. Faculty shall notify students of scheduled office hours during the first class session.

Office hours should be held in increments of 30 minutes or more. Office hours should not be planned during regularly scheduled department meetings or committee meetings that the individual faculty member is required to attend. In the best interest of students, faculty who teach in a clinical setting will schedule an appropriate portion of their required office hours at the clinical site with the approval of the appropriate Chair and dean. If a faculty member must cancel an office hour for any reason, she/he should attempt to give advance notice to students and the department and to reschedule that hour.

- 11.2.5 To maintain a maximum availability to students and to reasonably accommodate student needs, the faculty member will make himself/herself available for conference time in addition to scheduled office hours. Faculty teaching large numbers of students or classes are expected to extend his/her availability.
- 11.2.6 To respond in a timely manner to all communication from students including but not limited to electronic communications.
- 11.2.7 To plan, prepare, and distribute a course syllabus that meets the College standards setting forth course requirements, learning objectives, procedures, and evaluation methods.
- 11.2.8 To design and implement a method or methods of assessing and/or evaluating student learning achievements.
- 11.2.9 To engage in the preparation and delivery of course instruction through either traditional classroom methods or online methods.
- 11.2.10 To work with the administration to promote student persistence, retention and completion by jointly developing and implementing action plans that are feasible and cost effective.
- 11.2.11 To work with the College to develop and utilize an effective early-alert system.
- 11.2.12 To follow the final exam schedule established by the College.
- 11.2.13 To review results of student assessments, calculate overall grade assignments, and report same in a timely manner to the College.

Section 11.3 RESPONSIBILITIES TO THE COLLEGE

- 11.3.1 To become familiar with the mission, philosophy and purposes of Illinois Community College District No. 525; to keep informed of modern educational philosophy; and to seek continued improvement in the effectiveness of teaching techniques that promote student learning.
- 11.3.2 To promote quality education programs for students on all campus sites by making reasonable efforts to assist the department in maximizing course offerings at extended campus sites, and when appropriate, making reasonable efforts to teach at extended campus sites.

**ARTICLE ELEVEN
DUTIES AND RESPONSIBILITIES OF FACULTY**

- 11.3.3 To assist in interpreting the College to the community through his/her individual contacts within the community and through cooperation with institutional interpretation efforts.
- 11.3.4 To engage in no outside employment that will impair the effectiveness of professional service and permit no commercial exploitation of his/her professional position.
- 11.3.5 To provide feedback to the Department Chair in a timely manner regarding future class schedules.
- 11.3.6 To submit a copy of each course syllabus to the Department Chair on or before the first day of class each term.
- 11.3.7 To adhere to all applicable policies and procedures of the College.
- 11.3.8 To attend all meetings, obligations, and classes, appropriate to his/her position upon proper and adequate advance notice, and to serve on committees which include any member of the bargaining unit. Such appointment will be made by the administration after consultation between the College President and the Union President or their designated representatives. It shall be the responsibility of any bargaining unit member of such committees to report on the proceedings to his/her Union.
- 11.3.9 To serve the College by assisting and supporting student success initiatives such as Discover JJC, Mainstreet, Majors Exploration Day and Career Day, registration, orientation, testing, or other operational functions. These activities may occur outside the academic year and regular day schedule.
- 11.3.10 To assist in the maintenance of department inventories of assigned equipment and supplies.
- 11.3.11 To clear arrangements with his/her Department Chair or Dean when appropriate if a faculty member finds it necessary to make arrangements for other staff members to meet his/her scheduled classes.
- 11.3.12 To notify the office of his/her Department Chair or Dean should it be necessary for a faculty member to be absent from the campus during his/her scheduled hours.
- 11.3.13 To develop and file curricula with the VPAA through the curriculum process and to assist with preparation or revision of curricula.
- 11.3.14 To develop and update curricula to respond to the needs of the community, the labor market, and transfer institutions.
- 11.3.15 To submit students' grades before published deadlines.
- 11.3.16 To determine class attendance in order to comply with state and federal procedures.
- 11.3.17 To participate at the departmental level in the adoption of new courses and/or programs by either developing and/or reviewing such courses and programs.
- 11.3.18 To participate in College and departmental assessment activities (including course, departmental, and program reviews and accreditations).

**ARTICLE ELEVEN
DUTIES AND RESPONSIBILITIES OF FACULTY**

- 11.3.19 To participate in College committees as assigned by Department Chairs, including to represent department views and to report committee activities back to the department.
- 11.3.20 To participate in college-wide activities and committees.
- 11.3.21 To schedule and maintain a minimum three-day per week presence on campus, consisting of 20 hours, pertaining to performance of his/her contractual duties, including five on-campus office hours as outlined in 11.2.4.
- Faculty with a three-day schedule must schedule a minimum of four hours on campus each of those days, which must be included in the schedule provided to the Dean.
- 11.3.22 To participate in all mandatory activities, including Professional Development Days, Professional Development Weeks, and Department meetings. All faculty are also expected to be available to participate in standing and ad hoc committees, remain available to students outside of their scheduled office hours, and be available to participate in College activities. The three-day on-campus minimum requirement will also apply to Professional Development Weeks. The three-day requirement, as outlined in 11.3.21, may be waived by the VPAA at the request of the appropriate dean.
- 11.3.23 To participate in commencement.

Note: The Union and College agree that faculty who do not meet the responsibilities outlined in Article 11 may be subject to actions as outlined in Section 5.5.5. Consistent disregard of faculty responsibilities and duties to the profession, students, or the College may result in the implementation of progressive discipline.

ARTICLE TWELVE
MEDICAL BENEFITS AND INSURANCE

Section 12.1 HEALTH BENEFITS

- 12.1.1 Utilization Review: This program requires that the Utilization Review Service be called via an 800 number prior to an elective hospital stay, within two business days of an emergency hospital stay, or prior to any surgery regardless of location, other than minor surgery performed in the physician's office.

If notification is not complied with, there is a penalty; however, there are no penalties for differences of opinion between the physician and the Utilization Review Service provider. Extraordinary circumstances will be taken into consideration prior to the penalty being imposed.

- 12.1.2 Benefits shall be provided on the basis of a "coordination of benefits" clause within the insurance Master Agreement.

- 12.1.3 The Master Agreement between the College and the insurance company shall be controlling in any case; however, in no instance shall the enumerated benefits be reduced.

- 12.1.4 For the new full-time faculty member, coverage shall commence on or as soon after the first working day of his/her contract as per stipulation of carrier unless covered by some other company or school-supported plan, in which case it shall begin upon termination of that coverage and in which case the employee shall notify the Executive Director of Human Resources of District No. 525 of the expiration of coverage in writing within 30 days prior to that expiration. Coverage with District No. 525 will terminate the last day of the final month of employment.

Section 12.2 LIFE INSURANCE

- 12.2.1 A life insurance policy shall be provided for each full-time faculty member during the period of full-time employment in the amount of \$30,000 plus accidental death and dismemberment provisions.

- 12.2.2 For new employees, the life insurance as specified above shall commence on the first day of full-time employment.

- 12.2.3 Employees may purchase optional life insurance for themselves and/or spouse and child at the cost of the insurance under the group rate plan.

Section 12.3 INSURANCE COMMITTEE

- 12.3.1 The Insurance Committee will study the insurance programs and benefits of the College as they affect the employees of the College. The Committee may recommend changes in such insurance programs and benefits to the College President and Union President during the interim between the negotiation of collective bargaining agreements. The Insurance Committee will consist of no more than three members named by the Union President, no more than three members named by the College President, and other members representing

other employee groups at the College. The Committee may choose its own chairperson at its first meeting of the academic year.

12.3.2 The Board may commission a consultant group to study the insurance programs and benefits of the College using guidelines identified by the Insurance Committee. The consultant group may recommend potential improvements and cost-saving measures to the Insurance Committee.

12.3.3 When the Insurance Committee makes recommendations to the College President and the Union President, the Board of Trustees and Union may consider at that time the immediate implementation of these recommendations with the concurrence of both parties. Any changes to the insurance programs and benefits must be considered in a timely manner by both the Union President, in consultation with the Union Executive Board and/or Union membership, and the Board of Trustees or designee prior to implementation. No changes will be made to the insurance programs and benefits without the express written approval of both the Union President and the Board of Trustees or designee. Nothing herein shall be deemed to bind the parties to alter any aspect of the current collective bargaining agreement, and the foregoing shall not serve as a formal re-opener of any part of the Agreement except as the parties shall otherwise mutually agree.

Section 12.4 EMPLOYEE CONTRIBUTIONS

12.4.1 The Union agrees not to withhold approval of reasonable cost-reduction methods recommended by the insurance committee, including plan structure and employee out-of-pocket costs, if the overall increase in costs per employee exceeds 16% in any one year or an average of ten percent or more in any consecutive three years. The insurance committee shall consider plan changes necessary to control plan costs. With the concurrence of both parties by letter of agreement, such changes may be implemented at any time under this agreement.

12.4.2 The standard employee contribution for medical and other health-related insurance will be 8% of the College's cost per employee for the level of insurance selected. The individual employee contribution will vary based on the employee's base salary. The cost per employee will be determined by the cost established for each level of insurance coverage in the most recent renewal notification document provided by the College's benefit consultant. The standard contribution will be paid by members on the top step of the D+15 column of the salary schedule per the Full-time Faculty contract for the applicable year. All other member's will make contributions pro-rated based on the member's base salary compared to the base salary of the top step of D+15 column of the salary schedule per the Full-time Faculty contract for the applicable year.

12.5 FEDERAL LAW REGARDING HEALTH INSURANCE

If federally mandated health insurance requirements increase the total health insurance benefits costs to the College or change the scope or type of health insurance benefits which must be provided by the College under Article 12 of this agreement, the College and Union will meet to negotiate necessary modifications to the health plan.

ARTICLE THIRTEEN
RETIREMENT

Section 13.1 ELIGIBILITY

- 13.1.1 To qualify hereunder, the faculty member must be eligible to retire under the provisions of the State Universities Retirement System (SURS) and shall have at least 15 academic years of full-time continuous service at Joliet Junior College at the time of retirement.
- 13.1.2 Retirees will be subject to the terms and conditions of the contract under which they applied and were approved for retirement.

Section 13.2 APPLICATION PERIOD, LIMITS, AND SPECIAL TERMS

- 13.2.1 Application for retirement will be available to faculty members and must be submitted between August 15 and October 1. The retirement date must be a minimum of seven months after the date of application. Applications received by the Human Resources Department after this period will not be considered.
- 13.2.2 Faculty members applying and approved for retirement under this Agreement will pre-determine a retirement date up to five years in advance. The retirement date must be no later than the last day of the Summer session of the faculty member's final academic year of service. No retirement dates in the middle of a semester will be accepted.
- Faculty accepted for retirement will be expected to work with their department and the College to ensure that the department and College are well-prepared to continue to meet students' educational needs after the faculty member's retirement.
- 13.2.3 Participation in this program will be irrevocable unless mutually agreed upon by the College and faculty member.
- 13.2.4 If a faculty member should give notice to retire on a timely basis in accordance with the provisions of Article 13 of this Agreement, and thereafter an unexpected significant change in circumstances should occur, the faculty member may request a change of retirement date. The College will consider the faculty member's request to withdraw such notice of retirement, provided a replacement faculty member has not already been contracted or the College has not incurred significant expense.

Section 13.3 POST-RETIREMENT OPTION

- 13.3.1 The College's health benefits will cease effective on the last day of the month in which the faculty member is a full-time employee. Retirees have the option to seek enrollment in the SURS College Insurance Program (CIP) health and prescription drug program at their own expense.
- 13.3.2 Faculty members eligible for retirement according to section 13.1 will be eligible to receive the post-retirement payment based on three factors: level of insurance coverage for which the faculty member is eligible; faculty member's age on the date of retirement; and the SURS earnings-increase limit (on the date of application) that results in costs assessed

to the College. The post-retirement sum that a faculty member will receive based on these factors can be found in Appendix I.

- 13.3.3 The actual portion and payment terms will be determined by the individual faculty member requesting retirement at the time of application, and the payment must be completed within five years. The College will not release any funds until it can be determined whether the College will be assessed any costs from the SURS earnings-increase limit.

If the College is assessed any costs for the Faculty member's pension due to the SURS earnings-increase limit, the post-retirement payment will be reduced by the amount the College is assessed. A Faculty member may exceed the SURS earnings-increase limit without reduction in the post-retirement payment only with express written approval of the College.

Faculty members accepted for retirement or considering retirement are encouraged to meet yearly with an HR representative to review their total compensation to avoid a reduction in the post-retirement payment due to exceeding the limit.

- 13.3.4 During the term of this Agreement, the Board of Trustees of Joliet Junior College, at its sole discretion, may offer a retirement incentive program in addition to the provisions of Article 13, Retirement. Faculty members permitted to participate in any retirement incentive program outside the provisions of Article 13 of this contract shall not be deemed to create a past practice or precedent nor shall be subject to a grievance.

Section 13.4 CHANGES IN STATE LAW REGARDING PENSIONS

The parties acknowledge the ongoing uncertainty with respect to the State of Illinois and its public employee pension systems, including possible legislative changes that may impact the parties such as a cost shift from the state to local community colleges of the normal cost of SURS pension contributions. The parties further acknowledge that a cost shift from the state to local community colleges of the normal cost of SURS pension contributions could result in a significant and materially adverse impact to the College's finances. In light of these factors, in the event of a legislative or regulatory change that results in increased pension contribution costs to the College during the term of this Agreement, including a cost shift from the state to local community colleges of the normal SURS pension contribution, the College and Union will meet to have a good-faith discussion of modification of possible courses of action to respond to the legislative or regulatory change.

Section 13.5 POST-RETIREMENT TEACHING

Retired faculty teaching on an adjunct basis will be compensated at the overload rate, which corresponds to their overload step and level at the time of retirement, paid according to the current salary schedule. Retired faculty members will be subject to adjunct faculty contact hour limits. A retiree may not return to employment for an employer covered under SURS for at least 60 days after the retirement date.

ARTICLE FOURTEEN
LENGTH OF AGREEMENT

Section 14.1 LENGTH OF CONTRACT

Joliet Junior College and the American Federation of Teachers Local 604, A.F.T. herein agree to the following Length of Agreement terms:

The term of the Agreement shall be from Fall Semester 2019 through Summer 2023.

Section 14.2 NO STRIKE CLAUSE

The Union agrees that during the term of this Agreement it will not authorize, call, or encourage a strike by any employees, except in the event of a material breach of this contract by the Board or its agents.

Section 14.3 NO LOCKOUT

During the term of this Agreement, there will be no lockout of employees instituted by the Board or its agents.

**ARTICLE FIFTEEN
SAVINGS CLAUSE**

Section 15.1 LAWFUL PROVISION

If any provision of this agreement shall, at any time, affect loss of accreditation or shall be declared contrary to law or mandatory regulations as a result of a state or federal administrative, judicial, or legislative action, then such provision shall immediately become non-applicable. Should this occur, all other provisions of this agreement shall remain in full force for the duration of the agreement.

APPENDIX A-1
Joliet Junior College
Faculty Salary Schedule
Academic Year 2019-2020

	B	M	M+15	M+30	M+45	M+60	D	D+15
1	\$51,012	\$54,506	\$56,373	\$58,303	\$60,300	\$62,366	\$64,502	\$66,711
2	\$52,465	\$56,059	\$57,979	\$59,965	\$62,019	\$64,143	\$66,340	\$68,612
3	\$53,961	\$57,657	\$59,632	\$61,674	\$63,786	\$65,971	\$68,231	\$70,567
4	\$55,498	\$59,300	\$61,331	\$63,432	\$65,604	\$67,851	\$70,175	\$72,579
5	\$57,080	\$60,990	\$63,079	\$65,240	\$67,474	\$69,785	\$72,175	\$74,647
6	\$58,707	\$62,728	\$64,877	\$67,099	\$69,397	\$71,774	\$74,232	\$76,775
7	\$60,380	\$64,516	\$66,726	\$69,011	\$71,375	\$73,819	\$76,348	\$78,963
8	\$62,101	\$66,355	\$68,628	\$70,978	\$73,409	\$75,923	\$78,524	\$81,213
9	\$63,871	\$68,246	\$70,583	\$73,001	\$75,501	\$78,087	\$80,762	\$83,528
10	\$65,691	\$70,191	\$72,595	\$75,081	\$77,653	\$80,313	\$83,063	\$85,908
11	\$67,563	\$72,191	\$74,664	\$77,221	\$79,866	\$82,601	\$85,431	\$88,357
12	\$69,489	\$74,249	\$76,792	\$79,422	\$82,142	\$84,956	\$87,865	\$90,875
13	\$71,469	\$76,365	\$78,980	\$81,686	\$84,483	\$87,377	\$90,369	\$93,465
14	\$73,506	\$78,541	\$81,231	\$84,014	\$86,891	\$89,867	\$92,945	\$96,128
15	\$75,601	\$80,780	\$83,547	\$86,408	\$89,367	\$92,428	\$95,594	\$98,868
16	\$77,756	\$83,082	\$85,928	\$88,871	\$91,914	\$95,062	\$98,318	\$101,686
17	\$79,972	\$85,450	\$88,377	\$91,403	\$94,534	\$97,772	\$101,120	\$104,584
18	\$82,251	\$87,885	\$90,895	\$94,008	\$97,228	\$100,558	\$104,002	\$107,564
19	\$84,595	\$90,390	\$93,486	\$96,688	\$99,999	\$103,424	\$106,966	\$110,630
20	\$87,006	\$92,966	\$96,150	\$99,443	\$102,849	\$106,372	\$110,015	\$113,783
21	\$89,486	\$95,616	\$98,890	\$102,277	\$105,780	\$109,403	\$113,150	\$117,026
22	\$92,036	\$98,341	\$101,709	\$105,192	\$108,795	\$112,521	\$116,375	\$120,361
23	\$94,659	\$101,143	\$104,607	\$108,190	\$111,896	\$115,728	\$119,692	\$123,791
24	\$97,357	\$104,026	\$107,589	\$111,274	\$115,085	\$119,026	\$123,103	\$127,319

APPENDIX A-2
Joliet Junior College
Faculty Salary Schedule
Academic Year 2020-2021

	B	M	M+15	M+30	M+45	M+60	D	D+15
1	\$52,287	\$55,868	\$57,782	\$59,761	\$61,808	\$63,925	\$66,114	\$68,379
2	\$53,777	\$57,461	\$59,429	\$61,464	\$63,569	\$65,747	\$67,998	\$70,327
3	\$55,310	\$59,098	\$61,122	\$63,216	\$65,381	\$67,620	\$69,936	\$72,332
4	\$56,886	\$60,783	\$62,864	\$65,018	\$67,244	\$69,547	\$71,930	\$74,393
5	\$58,507	\$62,515	\$64,656	\$66,871	\$69,161	\$71,530	\$73,979	\$76,513
6	\$60,175	\$64,297	\$66,499	\$68,776	\$71,132	\$73,568	\$76,088	\$78,694
7	\$61,890	\$66,129	\$68,394	\$70,736	\$73,159	\$75,665	\$78,256	\$80,937
8	\$63,653	\$68,014	\$70,343	\$72,752	\$75,244	\$77,821	\$80,487	\$83,243
9	\$65,468	\$69,952	\$72,348	\$74,826	\$77,389	\$80,039	\$82,781	\$85,616
10	\$67,333	\$71,946	\$74,410	\$76,958	\$79,594	\$82,320	\$85,140	\$88,056
11	\$69,252	\$73,996	\$76,531	\$79,152	\$81,863	\$84,666	\$87,566	\$90,565
12	\$71,226	\$76,105	\$78,712	\$81,408	\$84,196	\$87,079	\$90,062	\$93,147
13	\$73,256	\$78,274	\$80,955	\$83,728	\$86,595	\$89,561	\$92,629	\$95,801
14	\$75,344	\$80,505	\$83,262	\$86,114	\$89,063	\$92,114	\$95,269	\$98,532
15	\$77,491	\$82,799	\$85,635	\$88,568	\$91,602	\$94,739	\$97,984	\$101,340
16	\$79,700	\$85,159	\$88,076	\$91,092	\$94,212	\$97,439	\$100,776	\$104,228
17	\$81,971	\$87,586	\$90,586	\$93,689	\$96,897	\$100,216	\$103,648	\$107,198
18	\$84,307	\$90,082	\$93,168	\$96,359	\$99,659	\$103,072	\$106,602	\$110,254
19	\$86,710	\$92,650	\$95,823	\$99,105	\$102,499	\$106,010	\$109,641	\$113,396
20	\$89,181	\$95,290	\$98,554	\$101,929	\$105,420	\$109,031	\$112,765	\$116,628
21	\$91,723	\$98,006	\$101,363	\$104,834	\$108,425	\$112,138	\$115,979	\$119,951
22	\$94,337	\$100,799	\$104,251	\$107,822	\$111,515	\$115,334	\$119,285	\$123,370
23	\$97,026	\$103,672	\$107,223	\$110,895	\$114,693	\$118,621	\$122,684	\$126,886
24	\$99,791	\$106,627	\$110,278	\$114,056	\$117,962	\$122,002	\$126,181	\$130,502

APPENDIX A-3
Joliet Junior College
Faculty Salary Schedule*
Academic Year 2021-2022

	B	M	M+15	M+30	M+45	M+60	D	D+15
1	\$53,594	\$57,265	\$59,226	\$61,255	\$63,353	\$65,523	\$67,767	\$70,088
2	\$55,121	\$58,897	\$60,914	\$63,001	\$65,159	\$67,390	\$69,698	\$72,085
3	\$56,692	\$60,576	\$62,650	\$64,796	\$67,016	\$69,311	\$71,685	\$74,140
4	\$58,308	\$62,302	\$64,436	\$66,643	\$68,925	\$71,286	\$73,728	\$76,253
5	\$59,970	\$64,078	\$66,272	\$68,542	\$70,890	\$73,318	\$75,829	\$78,426
6	\$61,679	\$65,904	\$68,161	\$70,496	\$72,910	\$75,407	\$77,990	\$80,661
7	\$63,437	\$67,782	\$70,104	\$72,505	\$74,988	\$77,557	\$80,213	\$82,960
8	\$65,245	\$69,714	\$72,102	\$74,571	\$77,125	\$79,767	\$82,499	\$85,324
9	\$67,104	\$71,701	\$74,157	\$76,697	\$79,323	\$82,040	\$84,850	\$87,756
10	\$69,017	\$73,744	\$76,270	\$78,882	\$81,584	\$84,378	\$87,268	\$90,257
11	\$70,984	\$75,846	\$78,444	\$81,131	\$83,909	\$86,783	\$89,755	\$92,830
12	\$73,007	\$78,008	\$80,679	\$83,443	\$86,301	\$89,256	\$92,314	\$95,475
13	\$75,087	\$80,231	\$82,979	\$85,821	\$88,760	\$91,800	\$94,944	\$98,196
14	\$77,227	\$82,518	\$85,344	\$88,267	\$91,290	\$94,417	\$97,650	\$100,995
15	\$79,428	\$84,869	\$87,776	\$90,782	\$93,892	\$97,107	\$100,433	\$103,873
16	\$81,692	\$87,288	\$90,278	\$93,370	\$96,568	\$99,875	\$103,296	\$106,834
17	\$84,020	\$89,776	\$92,851	\$96,031	\$99,320	\$102,721	\$106,240	\$109,878
18	\$86,415	\$92,334	\$95,497	\$98,768	\$102,150	\$105,649	\$109,268	\$113,010
19	\$88,878	\$94,966	\$98,218	\$101,582	\$105,062	\$108,660	\$112,382	\$116,231
20	\$91,411	\$97,672	\$101,018	\$104,478	\$108,056	\$111,757	\$115,585	\$119,543
21	\$94,016	\$100,456	\$103,897	\$107,455	\$111,136	\$114,942	\$118,879	\$122,950
22	\$96,695	\$103,319	\$106,858	\$110,518	\$114,303	\$118,218	\$122,267	\$126,454
23	\$99,451	\$106,264	\$109,903	\$113,667	\$117,561	\$121,587	\$125,751	\$130,058
24	\$102,286	\$109,292	\$113,035	\$116,907	\$120,911	\$125,052	\$129,335	\$133,765

**For information regarding the salary schedule for academic year 2022-2023, see Section 4.2.*

APPENDIX A-4
Joliet Junior College
Overload and Summer Schedule
Fall 2019 through Summer 2020

	B	M	M+15	M+30	M+45	M+60	D	D+15
1	\$856	\$856	\$856	\$856	\$856	\$856	\$899	\$899
2	\$856	\$856	\$856	\$856	\$856	\$856	\$899	\$899
3	\$856	\$856	\$856	\$856	\$856	\$856	\$899	\$910
4	\$856	\$856	\$856	\$856	\$856	\$875	\$905	\$936
5	\$856	\$856	\$856	\$856	\$870	\$900	\$931	\$963
6	\$856	\$856	\$856	\$866	\$895	\$926	\$958	\$990
7	\$856	\$856	\$861	\$890	\$921	\$952	\$985	\$1,019
8	\$856	\$856	\$885	\$916	\$947	\$979	\$1,013	\$1,048
9	\$856	\$880	\$911	\$942	\$974	\$1,007	\$1,042	\$1,078
10	\$856	\$905	\$936	\$969	\$1,002	\$1,036	\$1,072	\$1,108
11	\$872	\$931	\$963	\$996	\$1,030	\$1,066	\$1,102	\$1,140
12	\$896	\$958	\$991	\$1,025	\$1,060	\$1,096	\$1,133	\$1,172
13	\$922	\$985	\$1,019	\$1,054	\$1,090	\$1,127	\$1,166	\$1,206
14	\$948	\$1,013	\$1,048	\$1,084	\$1,121	\$1,159	\$1,199	\$1,240
15	\$975	\$1,042	\$1,078	\$1,115	\$1,153	\$1,192	\$1,233	\$1,275
16	\$1,003	\$1,072	\$1,108	\$1,146	\$1,186	\$1,226	\$1,268	\$1,312
17	\$1,003	\$1,072	\$1,108	\$1,146	\$1,186	\$1,226	\$1,268	\$1,312
18	\$1,003	\$1,072	\$1,108	\$1,146	\$1,186	\$1,226	\$1,268	\$1,312
19	\$1,003	\$1,072	\$1,108	\$1,146	\$1,186	\$1,226	\$1,268	\$1,312
20	\$1,003	\$1,072	\$1,108	\$1,146	\$1,186	\$1,226	\$1,268	\$1,312
21	\$1,003	\$1,072	\$1,108	\$1,146	\$1,186	\$1,226	\$1,268	\$1,312
22	\$1,003	\$1,072	\$1,108	\$1,146	\$1,186	\$1,226	\$1,268	\$1,312
23	\$1,003	\$1,072	\$1,108	\$1,146	\$1,186	\$1,226	\$1,268	\$1,312
24	\$1,003	\$1,072	\$1,108	\$1,146	\$1,186	\$1,226	\$1,268	\$1,312

**Per Contact Hour*

** No full-time faculty member shall be compensated for overload or summer at less than the median pay rate for an adjunct with an equivalent degree, as per Section 2.2.*

APPENDIX A-5
Joliet Junior College
Overload and Summer Schedule
Fall 2020 through Summer 2021

	B	M	M+15	M+30	M+45	M+60	D	D+15
1	\$856	\$856	\$856	\$856	\$856	\$856	\$899	\$899
2	\$856	\$856	\$856	\$856	\$856	\$856	\$899	\$899
3	\$856	\$856	\$856	\$856	\$856	\$863	\$899	\$923
4	\$856	\$856	\$856	\$856	\$858	\$888	\$918	\$950
5	\$856	\$856	\$856	\$856	\$883	\$913	\$944	\$977
6	\$856	\$856	\$856	\$878	\$908	\$939	\$971	\$1,005
7	\$856	\$856	\$873	\$903	\$934	\$966	\$999	\$1,033
8	\$856	\$868	\$898	\$929	\$961	\$994	\$1,028	\$1,063
9	\$856	\$893	\$924	\$955	\$988	\$1,022	\$1,057	\$1,093
10	\$860	\$919	\$950	\$983	\$1,016	\$1,051	\$1,087	\$1,124
11	\$884	\$945	\$977	\$1,011	\$1,045	\$1,081	\$1,118	\$1,156
12	\$909	\$972	\$1,005	\$1,039	\$1,075	\$1,112	\$1,150	\$1,189
13	\$935	\$999	\$1,034	\$1,069	\$1,106	\$1,143	\$1,183	\$1,223
14	\$962	\$1,028	\$1,063	\$1,099	\$1,137	\$1,176	\$1,216	\$1,258
15	\$989	\$1,057	\$1,093	\$1,131	\$1,169	\$1,210	\$1,251	\$1,294
16	\$1,017	\$1,087	\$1,124	\$1,163	\$1,203	\$1,244	\$1,287	\$1,331
17	\$1,017	\$1,087	\$1,124	\$1,163	\$1,203	\$1,244	\$1,287	\$1,331
18	\$1,017	\$1,087	\$1,124	\$1,163	\$1,203	\$1,244	\$1,287	\$1,331
19	\$1,017	\$1,087	\$1,124	\$1,163	\$1,203	\$1,244	\$1,287	\$1,331
20	\$1,017	\$1,087	\$1,124	\$1,163	\$1,203	\$1,244	\$1,287	\$1,331
21	\$1,017	\$1,087	\$1,124	\$1,163	\$1,203	\$1,244	\$1,287	\$1,331
22	\$1,017	\$1,087	\$1,124	\$1,163	\$1,203	\$1,244	\$1,287	\$1,331
23	\$1,017	\$1,087	\$1,124	\$1,163	\$1,203	\$1,244	\$1,287	\$1,331
24	\$1,017	\$1,087	\$1,124	\$1,163	\$1,203	\$1,244	\$1,287	\$1,331

**Per Contact Hour*

** No full-time faculty member shall be compensated for overload or summer at less than the median pay rate for an adjunct with an equivalent degree, as per Section 2.2.*

APPENDIX A-6
Joliet Junior College
Overload and Summer Schedule
Fall 2021 through Summer 2022

	B	M	M+15	M+30	M+45	M+60	D	D+15
1	\$856	\$856	\$856	\$856	\$856	\$856	\$899	\$899
2	\$856	\$856	\$856	\$856	\$856	\$856	\$899	\$911
3	\$856	\$856	\$856	\$856	\$856	\$876	\$906	\$937
4	\$856	\$856	\$856	\$856	\$871	\$901	\$931	\$963
5	\$856	\$856	\$856	\$866	\$896	\$926	\$958	\$991
6	\$856	\$856	\$861	\$891	\$921	\$953	\$985	\$1,019
7	\$856	\$856	\$886	\$916	\$947	\$980	\$1,013	\$1,048
8	\$856	\$881	\$911	\$942	\$974	\$1,008	\$1,042	\$1,078
9	\$856	\$906	\$937	\$969	\$1,002	\$1,036	\$1,072	\$1,109
10	\$872	\$932	\$964	\$997	\$1,031	\$1,066	\$1,102	\$1,140
11	\$897	\$958	\$991	\$1,025	\$1,060	\$1,096	\$1,134	\$1,173
12	\$922	\$985	\$1,019	\$1,054	\$1,090	\$1,128	\$1,166	\$1,206
13	\$949	\$1,014	\$1,048	\$1,084	\$1,121	\$1,160	\$1,199	\$1,241
14	\$976	\$1,042	\$1,078	\$1,115	\$1,153	\$1,193	\$1,234	\$1,276
15	\$1,003	\$1,072	\$1,109	\$1,147	\$1,186	\$1,227	\$1,269	\$1,312
16	\$1,032	\$1,103	\$1,141	\$1,180	\$1,220	\$1,262	\$1,305	\$1,350
17	\$1,032	\$1,103	\$1,141	\$1,180	\$1,220	\$1,262	\$1,305	\$1,350
18	\$1,032	\$1,103	\$1,141	\$1,180	\$1,220	\$1,262	\$1,305	\$1,350
19	\$1,032	\$1,103	\$1,141	\$1,180	\$1,220	\$1,262	\$1,305	\$1,350
20	\$1,032	\$1,103	\$1,141	\$1,180	\$1,220	\$1,262	\$1,305	\$1,350
21	\$1,032	\$1,103	\$1,141	\$1,180	\$1,220	\$1,262	\$1,305	\$1,350
22	\$1,032	\$1,103	\$1,141	\$1,180	\$1,220	\$1,262	\$1,305	\$1,350
23	\$1,032	\$1,103	\$1,141	\$1,180	\$1,220	\$1,262	\$1,305	\$1,350
24	\$1,032	\$1,103	\$1,141	\$1,180	\$1,220	\$1,262	\$1,305	\$1,350

**Per Contact Hour*

** No full-time faculty member shall be compensated for overload or summer at less than the median pay rate for an adjunct with an equivalent degree, as per Section 2.2.*

**For information regarding overload and summer pay for academic year 2022-2023, see Section 4.14.*

APPENDIX B
HOURLY ASSIGNMENTS/RATES

Section B.1 GENERAL STUDIES

General studies courses will be compensated at \$35 per clock hour.

Section B.2 NON-CLASSROOM FACULTY

Faculty employed as GAP Advisors or in the Library (-ies) will be compensated per clock hour, using the following method for compensation: the non-classroom faculty member's step and column on the yearly Faculty Salary Schedule, divided by 1,260. Hourly compensation shall be no less than the hourly wage for part-time faculty support staff or greater than Step 16 on the full-time faculty member's column on the salary schedule.

APPENDIX C

ACADEMIC EXTRA-PAY ASSIGNMENTS AND STUDENT ACTIVITIES ASSIGNMENTS

Section C.1 Academic Extra-Pay Assignments

<u>Assignment</u>	<u>Release Time</u>
Director of Bands	3 contact hours for Fall and 3 contact hours for Spring
Director of Choirs/Ensembles	3 contact hours for Fall and 3 contact hours for Spring
Directing a Play	3 contact hours per play
Accompanist	1 contact hour per play
Choreographer	1 contact hour per play
Producer	0.5 contact hour per play
Livestock Judging	3 contact hours for Fall and 3 contact hours for Spring
Forensics*	3 contact hours for Fall and 3 contact hours for Spring*
Occupational Coaches* Culinary Vocational Automotive	1 contact hour per student competition with a 3 contact-hour limit for Fall and a 3 contact-hour limit for Spring*

**Unless course equivalent credit is given*

A faculty member with an academic extra-pay assignment may choose to receive a stipend equal to the pay for the number of release hours instead of the release time.

Section C.2 Student Activities Assignments

The Vice President of Student Development will determine the number of Student Activities Assignments offered based on student needs, budget availability, and other relevant factors. The Vice President of Student Development or his/her designee will evaluate individuals' performances in these assignments annually. Open assignments will be posted.

Section C.2.1 Club Sponsor

A faculty member serving as a club sponsor will receive a stipend tied to the number of years that the faculty member has served as the club sponsor for that club at JJC (years of experience are not transferable from one club sponsorship to another club sponsorship).

During the first four years serving as the sponsor of a given club, the faculty member will receive an annual stipend of \$800.

During the fifth and sixth years serving as the sponsor of a given club, the faculty member will receive an annual stipend of \$900.

During the seventh and eighth years serving as the sponsor of a given club, the faculty member will receive an annual stipend of \$1,000.

During the ninth year and beyond of serving as the sponsor of a given club, the faculty member will receive an annual stipend of \$1,100.

C.2.2

Wordeater

A faculty member serving as the sponsor of the Wordeater literary publication will be paid an annual stipend of \$2,500.

APPENDIX D
OVERLOAD AND SUMMER PAY

Section D.1 OVERLOAD AND SUMMER PAY

Overload hours are those contact hours in excess of a full load.

See Appendix A.

Section D.2 RECOGNITION OF SENIORITY

Qualifications for all faculty shall meet requirements as stated in Standards and Criteria for the Evaluation and Recognition of Illinois Public Community Colleges.

D.2.1 In all such faculty assignments, other things being equal, including seniority, the intention of the VPAA shall be to give absolute priority to those faculty who have been accepted for retirement when granting extra-class assignments to classes they have taught in their full-time assignment within the past two years.

D.2.2 Extended-campus classes within the district shall be governed by general policies common to the College program. A faculty member who is on the adopted salary schedule may be assigned an extended-campus class in accordance with section 7.3.1.7.

D.2.3 For full-time faculty, overload classes will be assigned as stated in section 7.3.6.2.

APPENDIX E
GRIEVANCE FORM

JOLIET JUNIOR COLLEGE COUNCIL, LOCAL 604, A.F.T.

Please fill out the following form in quadruplicate by supplying the necessary information.

1. Name of employee filing the grievance (grievant)
2. Position employee holds at Joliet Junior College
3. Specific Article(s) and Section(s) of contract that is alleged to have been violated
4. Name and Position of Immediate Supervisor
5. Description of the factual basis for the grievance
6. Requested Remedy

This form is available through the Joliet Junior College website.

APPENDIX F**DEVELOPMENT/TRAINING FOR ONLINE COURSES**

- Section F.1 **COMPENSATION FOR DEVELOPMENT/TRAINING FOR ONLINE COURSES**
- F.1.1 Faculty will be compensated for the development of online and hybrid courses in accordance with the iCampus's (Online Learning Department) compensation schedule for same.
- F.1.2 The training stipend will be paid only to those faculty who require additional training. Faculty who have previously completed the six-week "Online Course Development Workshop" or who have completed the Making the Virtual Classroom a Reality (MVCR) "Online Learning: An Overview" course will not need to repeat the course and thus will be ineligible for the training stipend. Faculty will receive a training fee once they have completed the six-week "Online Course Development Workshop." Remuneration will be pursuant to the iCampus (Online Learning Department) compensation schedule.

APPENDIX G
FACULTY RANKING

Faculty shall be classified as assistant professor, associate professor, or professor according to years of service and level of education. The following table shall be used to determine faculty rank. Placement of faculty corresponds exactly to and is determined by a faculty member's location on the salary schedule in Appendix A.

Step	B	M	M15	M30	M45	M60	D	D15	Step
1									1
2									2
3									3
4									4
5			Assistant Professor						5
6									6
7									7
8									8
9									9
10									10
11									11
12				Associate Professor					12
13									13
14									14
15									15
16									16
17									17
18									18
19									19
20				Professor					20
21									21
22									22
23									23
24									24

APPENDIX H

DEFINITION OF TERMS

1. **Academic Year** shall be the time period between the first day of Personal and Professional Development Week in the Fall semester through the last day of Spring semester final exams (inclusive) as designated by the academic calendar.
2. The words **base salary** shall mean that salary described in Appendix A.
3. A **hybrid class** includes both online and face-to-face instruction with the face-to-face component being between 40% and 60% of the class contact hours.
4. **Business Day Deadline** means whenever a day/date is referenced in the Agreement and falls on a weekend or a holiday, it is understood to be the next full business day when College offices are open for normal and customary services.
5. The word **College** or **district** as used in this Agreement refers to the institution as an agency to implement and /or execute the policy of the Board.
6. **Continuous Service** means uninterrupted service with Joliet Junior College.
7. The words **Contract** and **Agreement** when used to refer to the items of this Contractual Agreement are equivalent and interchangeable.
8. **Extended-Campus Courses** are to be defined as those courses taught at locations other than the 1215 Houbolt Road campus.
9. **Extended-Campus Sites** are to be defined as locations other than the 1215 Houbolt Road campus.
10. **Extension Courses** as used in this Agreement shall mean any courses offered outside District No. 525 which have been approved by necessary federal and state authorities.
11. **Health maintenance activities** are generally scheduled events that include office visits to physicians, dentists, and other healthcare professionals as well as visits to hospitals or health clinics for medical testing purposes.
12. **Interrupted Service** as used in the document means resignation or official separation from the College that requires rehiring.
13. A **part-time job** is paid employment that does not include traditional academic activities like reviewing a book for a publisher or other brief activities for which a faculty member may receive a small stipend.
14. **Pro-rated Day** shall mean 1/180th of the individual's placement on the salary schedule.

15. **Pro-rated Hour** shall mean one-seventh of a pro-rated day.
16. **Seniority** in any discipline means total uninterrupted service with District No. 204 for those who transferred in August 1967, and uninterrupted service spent in District No. 525.
17. **Shared governance** is the philosophy and practice that the Board of Trustees in exercising its authority under the Illinois Public Community College Act and other applicable laws will consider input from the faculty, staff, and administration in the making of significant institutional decisions.
18. Whenever the **singular** is used in this Agreement, it shall include the plural.
19. **Union Representatives** as used in this Agreement refers to officers elected or officially designated by the Union to function in a given capacity.

APPENDIX I-1
POST-RETIREMENT PAYMENT IF SURS EARNINGS-INCREASE LIMIT IS 3%

Age as of Retirement Date		Post-retirement Payment	
Years	Months	If Eligible for Family Coverage	If Eligible for Single Coverage
Prior to 61 st Birthday		\$75,000.00	\$45,000.00
61	0	\$44,976.00	\$29,976.00
61	1	\$44,039.00	\$29,351.50
61	2	\$43,102.00	\$28,727.00
61	3	\$42,165.00	\$28,102.50
61	4	\$41,228.00	\$27,478.00
61	5	\$40,291.00	\$26,853.50
61	6	\$39,354.00	\$26,229.00
61	7	\$38,417.00	\$25,604.50
61	8	\$37,480.00	\$24,980.00
61	9	\$36,543.00	\$24,355.50
61	10	\$35,606.00	\$23,731.00
61	11	\$34,669.00	\$23,106.50
62	0	\$33,732.00	\$22,482.00
62	1	\$32,795.00	\$21,857.50
62	2	\$31,858.00	\$21,233.00
62	3	\$30,921.00	\$20,608.50
62	4	\$29,984.00	\$19,984.00
62	5	\$29,047.00	\$19,359.50
62	6	\$28,110.00	\$18,735.00
62	7	\$27,173.00	\$18,110.50
62	8	\$26,236.00	\$17,486.00
62	9	\$25,299.00	\$16,861.50
62	10	\$24,362.00	\$16,237.00
62	11	\$23,425.00	\$15,612.50
63	0	\$22,488.00	\$14,988.00
63	1	\$21,551.00	\$14,363.50
63	2	\$20,614.00	\$13,739.00
63	3	\$19,677.00	\$13,114.50
63	4	\$18,740.00	\$12,490.00
63	5	\$17,803.00	\$11,865.50
63	6	\$16,866.00	\$11,241.00
63	7	\$15,929.00	\$10,616.50
63	8	\$14,992.00	\$9,992.00
63	9	\$14,055.00	\$9,367.50
63	10	\$13,118.00	\$8,743.00
63	11	\$12,181.00	\$8,118.50
64	0	\$11,244.00	\$7,494.00
64	1	\$10,307.00	\$6,869.50
64	2	\$9,370.00	\$6,245.00
64	3	\$8,433.00	\$5,620.50
64	4	\$7,496.00	\$4,996.00
64	5	\$6,559.00	\$4,371.50
64	6	\$5,622.00	\$3,747.00
64	7	\$4,685.00	\$3,122.50
64	8	\$3,748.00	\$2,498.00
64	9	\$2,811.00	\$1,873.50
64	10	\$1,874.00	\$1,249.00
64	11	\$937.00	\$624.50
On or After 65 th Birthday		\$0	\$0

APPENDIX I-2
POST-RETIREMENT PAYMENT IF SURS EARNINGS-INCREASE LIMIT IS 4%

Age as of Retirement Date		Post-retirement Payment	
Years	Months	If Eligible for Family Coverage	If Eligible for Single Coverage
Prior to 61 st Birthday		\$85,000.00	\$55,000.00
61	0	\$54,960.00	\$39,960.00
61	1	\$53,815.00	\$39,127.50
61	2	\$52,670.00	\$38,295.00
61	3	\$51,525.00	\$37,462.50
61	4	\$50,380.00	\$36,630.00
61	5	\$49,235.00	\$35,797.50
61	6	\$48,090.00	\$34,965.00
61	7	\$46,945.00	\$34,132.50
61	8	\$45,800.00	\$33,300.00
61	9	\$44,655.00	\$32,467.50
61	10	\$43,510.00	\$31,635.00
61	11	\$42,365.00	\$30,802.50
62	0	\$41,220.00	\$29,970.00
62	1	\$40,075.00	\$29,137.50
62	2	\$38,930.00	\$28,305.00
62	3	\$37,785.00	\$27,472.50
62	4	\$36,640.00	\$26,640.00
62	5	\$35,495.00	\$25,807.50
62	6	\$34,350.00	\$24,975.00
62	7	\$33,205.00	\$24,142.50
62	8	\$32,060.00	\$23,310.00
62	9	\$30,915.00	\$22,477.50
62	10	\$29,770.00	\$21,645.00
62	11	\$28,625.00	\$20,812.50
63	0	\$27,480.00	\$19,980.00
63	1	\$26,335.00	\$19,147.50
63	2	\$25,190.00	\$18,315.00
63	3	\$24,045.00	\$17,482.50
63	4	\$22,900.00	\$16,650.00
63	5	\$21,755.00	\$15,817.50
63	6	\$20,610.00	\$14,985.00
63	7	\$19,465.00	\$14,152.50
63	8	\$18,320.00	\$13,320.00
63	9	\$17,175.00	\$12,487.50
63	10	\$16,030.00	\$11,655.00
63	11	\$14,885.00	\$10,822.50
64	0	\$13,740.00	\$9,990.00
64	1	\$12,595.00	\$9,157.50
64	2	\$11,450.00	\$8,325.00
64	3	\$10,305.00	\$7,492.50
64	4	\$9,160.00	\$6,660.00
64	5	\$8,015.00	\$5,827.50
64	6	\$6,870.00	\$4,995.00
64	7	\$5,725.00	\$4,162.50
64	8	\$4,580.00	\$3,330.00
64	9	\$3,435.00	\$2,497.50
64	10	\$2,290.00	\$1,665.00
64	11	\$1,145.00	\$832.50
On or After 65 th Birthday		\$0	\$0

APPENDIX I-3
POST-RETIREMENT PAYMENT IF SURS EARNINGS-INCREASE LIMIT IS 5%

Age as of Retirement Date		Post-retirement Payment	
Years	Months	If Eligible for Family Coverage	If Eligible for Single Coverage
Prior to 61 st Birthday		\$95,000.00	\$65,000.00
61	0	\$64,992.00	\$49,992.00
61	1	\$63,638.00	\$48,950.50
61	2	\$62,284.00	\$47,909.00
61	3	\$60,930.00	\$46,867.50
61	4	\$59,576.00	\$45,826.00
61	5	\$58,222.00	\$44,784.50
61	6	\$56,868.00	\$43,743.00
61	7	\$55,514.00	\$42,701.50
61	8	\$54,160.00	\$41,660.00
61	9	\$52,806.00	\$40,618.50
61	10	\$51,452.00	\$39,577.00
61	11	\$50,098.00	\$38,535.50
62	0	\$48,744.00	\$37,494.00
62	1	\$47,390.00	\$36,452.50
62	2	\$46,036.00	\$35,411.00
62	3	\$44,682.00	\$34,369.50
62	4	\$43,328.00	\$33,328.00
62	5	\$41,974.00	\$32,286.50
62	6	\$40,620.00	\$31,245.00
62	7	\$39,266.00	\$30,203.50
62	8	\$37,912.00	\$29,162.00
62	9	\$36,558.00	\$28,120.50
62	10	\$35,204.00	\$27,079.00
62	11	\$33,850.00	\$26,037.50
63	0	\$32,496.00	\$24,996.00
63	1	\$31,142.00	\$23,954.50
63	2	\$29,788.00	\$22,913.00
63	3	\$28,434.00	\$21,871.50
63	4	\$27,080.00	\$20,830.00
63	5	\$25,726.00	\$19,788.50
63	6	\$24,372.00	\$18,747.00
63	7	\$23,018.00	\$17,705.50
63	8	\$21,664.00	\$16,664.00
63	9	\$20,310.00	\$15,622.50
63	10	\$18,956.00	\$14,581.00
63	11	\$17,602.00	\$13,539.50
64	0	\$16,248.00	\$12,498.00
64	1	\$14,894.00	\$11,456.50
64	2	\$13,540.00	\$10,415.00
64	3	\$12,186.00	\$9,373.50
64	4	\$10,832.00	\$8,332.00
64	5	\$9,478.00	\$7,290.50
64	6	\$8,124.00	\$6,249.00
64	7	\$6,770.00	\$5,207.50
64	8	\$5,416.00	\$4,166.00
64	9	\$4,062.00	\$3,124.50
64	10	\$2,708.00	\$2,083.00
64	11	\$1,354.00	\$1,041.50
On or After 65 th Birthday		\$0	\$0

APPENDIX I-4
POST-RETIREMENT PAYMENT IF SURS EARNINGS-INCREASE LIMIT IS 6%

Age as of Retirement Date		Post-retirement Payment	
Years	Months	If Eligible for Family Coverage	If Eligible for Single Coverage
Prior to 61 st Birthday		\$105,000.00	\$75,000.00
61	0	\$74,976.00	\$59,976.00
61	1	\$73,414.00	\$58,726.50
61	2	\$71,852.00	\$57,477.00
61	3	\$70,290.00	\$56,227.50
61	4	\$68,728.00	\$54,978.00
61	5	\$67,166.00	\$53,728.50
61	6	\$65,604.00	\$52,479.00
61	7	\$64,042.00	\$51,229.50
61	8	\$62,480.00	\$49,980.00
61	9	\$60,918.00	\$48,730.50
61	10	\$59,356.00	\$47,481.00
61	11	\$57,794.00	\$46,231.50
62	0	\$56,232.00	\$44,982.00
62	1	\$54,670.00	\$43,732.50
62	2	\$53,108.00	\$42,483.00
62	3	\$51,546.00	\$41,233.50
62	4	\$49,984.00	\$39,984.00
62	5	\$48,422.00	\$38,734.50
62	6	\$46,860.00	\$37,485.00
62	7	\$45,298.00	\$36,235.50
62	8	\$43,736.00	\$34,986.00
62	9	\$42,174.00	\$33,736.50
62	10	\$40,612.00	\$32,487.00
62	11	\$39,050.00	\$31,237.50
63	0	\$37,488.00	\$29,988.00
63	1	\$35,926.00	\$28,738.50
63	2	\$34,364.00	\$27,489.00
63	3	\$32,802.00	\$26,239.50
63	4	\$31,240.00	\$24,990.00
63	5	\$29,678.00	\$23,740.50
63	6	\$28,116.00	\$22,491.00
63	7	\$26,554.00	\$21,241.50
63	8	\$24,992.00	\$19,992.00
63	9	\$23,430.00	\$18,742.50
63	10	\$21,868.00	\$17,493.00
63	11	\$20,306.00	\$16,243.50
64	0	\$18,744.00	\$14,994.00
64	1	\$17,182.00	\$13,744.50
64	2	\$15,620.00	\$12,495.00
64	3	\$14,058.00	\$11,245.50
64	4	\$12,496.00	\$9,996.00
64	5	\$10,934.00	\$8,746.50
64	6	\$9,372.00	\$7,497.00
64	7	\$7,810.00	\$6,247.50
64	8	\$6,248.00	\$4,998.00
64	9	\$4,686.00	\$3,748.50
64	10	\$3,124.00	\$2,499.00
64	11	\$1,562.00	\$1,249.50
On or After 65 th Birthday		\$0	\$0

Memorandum of Understanding

Drug and Alcohol Testing For Clearly Articulable Basis Policy

Joliet Junior College and the Union recognize that the use and abuse of drugs and alcohol can seriously impair an employee's ability to perform safely and efficiently his or her duties. The use of drugs and alcohol in the work place poses a significant threat to the safety of the students and employees. Therefore, Joliet Junior College and the Union have proposed a revised Drug and Alcohol Testing for Clearly Articulable Basis Policy as part of their ongoing efforts to maintain a drug-free and alcohol-free work place.

Joliet Junior College and the Union agree that, upon adoption of the revised policy, faculty union employees will adhere to the policy submitted and agreed upon once approved by the Board of Trustees. The parties further agree that the College will bargain in good faith with the Union over any proposed changes to this policy.

Joliet Junior College
Illinois Community College
District 525



College Representative

Joliet Junior College Faculty Council
AFT-Local 604



Faculty President

**Contractual Agreement Between
Illinois Community College Dist. 525
Joliet Junior College
and the
Joliet Junior College Council of the
American Federation of Teachers
Local 604, A.F.T.**

Fall Semester 2019 through One Week Prior to Fall Semester 2023

This Agreement made and entered into this twelfth day of June, 2019.

For Joliet Junior College
Council of the American
Federation of Teachers
Local 604, A.F.T.

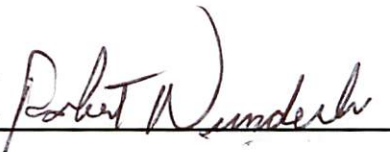
For the Board of Trustees
Illinois Community College
District No. 525

X



Robert A. Marcink
JJC Faculty Union President

X



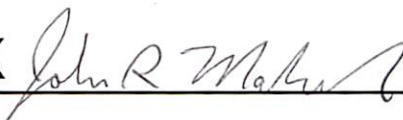
Chair, Board of Trustees

X




Jim D. Coleman
JJC Faculty Union Vice-President

X



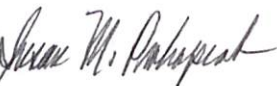
Secretary

X



William P. Hoqan
Treasurer

X



Susan M. Prokopeak
Secretary

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