



**Shawnee**  
Community College

**COLLECTIVE BARGAINING AGREEMENT**

**2022-2027**

**BETWEEN**

***BOARD OF***  
**SHAWNEE COMMUNITY COLLEGE**  
**COMMUNITY COLLEGE DISTRICT NO. 531**

**AND**

**SHAWNEE COLLEGE**  
**EDUCATION ASSOCIATION/IEA/NEA**

## AGREEMENT

This Agreement is entered into this 18<sup>th</sup> day of May, 2023, with an effective date of July 1, 2022, by and between the *BOARD OF SHAWNEE COMMUNITY COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 531* (hereinafter referred to as the "*Board*") and the *SHAWNEE COLLEGE EDUCATION ASSOCIATION, IEA/NEA* (hereinafter referred to as the "*Associations*" or "*SCEA*").

### WITNESSETH:

**WHEREAS**, the *Board* has recognized the Association as the exclusive bargaining representative for faculty included in the bargaining unit set forth in Section 1.1 of this Agreement;

**WHEREAS**, the *Board* and the Association recognize the mutual benefits of the practices and procedures of collective bargaining as a fair and orderly way of conducting relations between the *Board* and the faculty members included in the bargaining unit;

**WHEREAS**, the Agreement is negotiated pursuant to the Illinois Educational Labor Relations Act;

**WHEREAS**, it is the intention of the parties to this Agreement to provide, where not otherwise mandated by law, for the salary schedule, fringe benefits, terms and conditions of employment of the faculty members covered by this Agreement, to prevent work interruptions and to provide an orderly and prompt method of handling and processing grievances;

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

## Table of Contents

Article I - Recognition & Representation	1
Section 1.1 - Definitions & Recognition	1
Section 1.2 - Meeting with Other Faculty Organizations	1
Article II - Status of Agreement	2
Section 2.1 - Ratification & Amendment	2
Section 2.2 - Precedence of Agreement	2
Section 2.3 - External Law	2
Article III - Board Rights	3
Article IV - Association-Board Relations	4
Section 4.1 - Information to Association	4
Section 4.2 - Public Request for Information	4
Section 4.3 - Notice of Board Meetings	4
Section 4.4 - Association/Administrative Meetings	5
Section 4.5 - Use of The College Facilities	5
Section 4.6 - Association-Faculty Communication	5
Section 4.7 - Posting of Notices	5
Section 4.8 - Use of Equipment	5
Section 4.9 - Financial and Other Data	5
Section 4.10 - Non-Interruption of Services and Work	6
Section 4.11 - Contract Distribution	6
Section 4.12 - Right to Representation	6-7
Section 4.12.1 - Notification of Student Grievance	7
Section 4.13 - Personnel File	7
Section 4.14 - Vacancies and Promotions	7
Section 4.15 - Board Agenda	7
Article V - Grievance Procedure	8
Section 5.1 - Definition	8
Section 5.2 - Informal Resolution	8
Section 5.3 - Procedure	8-9
Section 5.4 - Limitation on Authority of Arbitrator	10
Section 5.5 - Time Limits	10
Section 5.6 - Schedule of Grievance Meetings	10
Section 5.7 - Resolution	10
Article VI - Conditions of Employment	11
Section 6.1 - Hiring Policy	11
Section 6.2 - Academic Freedom	11
Section 6.3 - Continuing Education/Licensure Requirements for Faculty	11
Section 6.4 - Outside Employment	12
Section 6.5 - College Calendar	12
Section 6.6 - Faculty Lounge	12
Section 6.7 - Office Hours	12
Section 6.7.1 - Faculty Offices	13
Section 6.8 - Summer School Assignments	13

Section 6.9 - Evening On- and Off-Campus Class Assignments	13
Section 6.10 - Policy Manual	14
Section 6.11 - Notice of Class Assignment	14
Section 6.12 - Professional Conduct	14
Article VII - Leaves	15
Section 7.1 - Sick Leave	15
Section 7.2 - Personal Leave	15
Section 7.3 - Bereavement Leave	16
Section 7.4 - Jury Duty	16
Section 7.5 - Unpaid Leave of Absence	16
Section 7.5.1 - Insurance During Leave	16
Article VIII - Seniority	17
Section 8.1 - Definition of Seniority	17
Section 8.2 - Seniority Upon Return to The Bargaining Unit	17
Section 8.3 - Termination of Seniority	17
Section 8.4 - Updating of Seniority List	17
Article IX - Faculty Work Load	18
Section 9.1 - Faculty Teaching Load	18
Section 9.2 - Faculty Overload	18
Section 9.2.1 - Compensation for High Enrollment Courses	18
Section 9.3 - Lab Hours	19
Section 9.3.1 - Nursing Clinicals	19
Section 9.4 - Inconjunction Courses	20
Section 9.5 - Extra Curricular Sponsors/Coordinators	20
Section 9.5.1 - Non-Instructional Duties	21
Section 9.5.2 - Dual Credit Mentor Pay	21
Section 9.6 - Department Chairs	21-24
Section 9.7 - Student Academic Assessment Team (SAAT) Coordinator	25-26
Section 9.8 - Interactive Video Classes	27
Section 9.9 - Online Classes	28
Section 9.10 - Independent Study Classes	28
Section 9.11 - Development of New Courses	28
Section 9.12 - Faculty Duties	29
Article X - Salary & Fringe Benefits	30
Section 10.1 - Salary Schedule	30
Section 10.1.1 - Placement of Faculty on Salary Schedule	31
Section 10.1.2 - Horizontal Salary Increments	31
Section 10.1.3 - Advancing Shawnee	31
Section 10.2 - Mileage Reimbursement	32
Section 10.3 - Tuition and Fees Waived	32
Section 10.4 - Pay Periods	32
Section 10.5 - Extended Contracts	32
Section 10.6 - Internship Assignments	32
Section 10.7 - Dues Deductions	33
Section 10.8 - Designated Professional Development Courses	34



Section 10.9 – Group Health Insurance	34
Section 10.10 – Retirement Incentive	35
Section 10.11 – Reduction in Force	36
Article XI – Sunset Clause	37
Article XII – Entire Agreement	38
Article XIII – Separability	39
Article XIV – Term of Agreement	40
<b>Memoranda of Understanding</b>	
Exhibit-1 (Duties of Allied Health Department Chair)	41
Exhibit-2 (Annual Review of Department Chairs)	42
Exhibit-3 (Association Members Eligible for Retirement Incentive)	43-45
Exhibit-4 (Irrevocable Retirement Notice)	46-47
Exhibit-5 (Opt-Out of Retirement Incentive)	48
Appendix-A (Student Club Form)	49-50
<b>Appendix-B (Salary Schedules)</b>	
Fiscal Year 2023	51-52
Fiscal Year 2024	53-54
Fiscal Year 2025	55-56
Fiscal Year 2026	57-58
Fiscal Year 2027	59-60



## ARTICLE I

### RECOGNITION & REPRESENTATION

#### SECTION 1.1 DEFINITIONS AND RECOGNITION

The *Board* of Shawnee Community College District No. 531, Counties of Union, Alexander, Massac, Pulaski, Johnson and Jackson, State of Illinois, hereinafter referred to as the "*Board*," recognizes the Shawnee College Education Association, IEA-NEA, hereinafter referred to as the "*Associations or SCEA*," as the sole and exclusive bargaining representative for all full-time teachers of Shawnee Community College, hereinafter referred to as "*faculty*" or "*faculty member*." Excluded from the bargaining unit are all others, including but not limited to the President, Chief Financial Officer, Vice-Presidents, Deans, Directors, Coordinators, part-time faculty members, short-term employees, clerical and support staff employees, and any managerial, supervisory or confidential employees as defined in the Illinois Educational Labor Relations Act.

#### SECTION 1.2 MEETING WITH OTHER FACULTY ORGANIZATIONS

The *Board* agrees not to negotiate any matters covered by this Agreement or subject to the duty to bargain with any individual faculty member, any group of faculty members or any employee organization representing faculty members other than the Association. The *Board* reserves the right to meet with faculty and employee groups to address issues not covered under the Illinois Education Labor Relations Act.



## ARTICLE II

### STATUS OF THE AGREEMENT

#### SECTION 2.1 RATIFICATION AND AMENDMENT

This Agreement shall become effective when ratified by the *Board* and *Associations* and signed by authorized representatives thereof and may be amended or modified during its term only with mutual written consent of both parties.

#### SECTION 2.2 PRECEDENCE OF AGREEMENT

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

#### SECTION 2.3 EXTERNAL LAW

If there is any conflict between the provisions of the Agreement and any legal obligations or affirmative action requirements imposed on the *Board* by federal or state law, such legal obligations or affirmative action requirements thus imposed shall be controlling on both the *Board* and the Association. It is mutually agreed that if either the *Board* or the Association determines that compliance with any provision of the Agreement would conflict with any provision of the law, the determining party shall give notice to the other party of the suspected conflict.



## ARTICLE III

### BOARD RIGHTS

It is understood and agreed that the *Board* possesses the sole right and authority to operate and direct the faculty and other employees of the College in all respects, including but not limited to, all rights and authority exercised by the *Board* prior to the execution of this Agreement, except as specifically limited in this Agreement. The authority and powers of the *Board* as prescribed by the Illinois Public Community College Act and all Statutes and Constitutions of the State of Illinois and the United States together with all other federal, state, county, district and local laws and regulations shall continue unaffected by this Agreement except as expressly limited by the express provisions of this Agreement. These rights include, but are not limited to, the following:

1. To determine the College's mission, objectives, policies, and budget and to determine and set all standards of service offered to the public;
2. To maintain executive management and administrative control of the District and its properties and facilities and the activities of its employees as related to the conduct of District affairs;
3. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction and the performance of professional duties according to current *Board* Administrative Policy or as the same may from time to time be amended, and to introduce new or improved methods, equipment, and facilities;
4. To establish, modify or eliminate programs, curriculums and/or courses of instruction, including special programs, and athletic, recreational and social events for students, to determine whether to provide or purchase goods and services, and to determine the methods, means, and number of personnel needed to carry out the College's mission, all as deemed necessary or advisable by the *Board*;
5. To hire all employees, and subject to provisions of law, to determine their qualifications, and the conditions of their continued employment, or their discipline, dismissal or demotion, and to evaluate, promote, tenure, transfer, and lay off all such employees.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the *Board*, and the adoption of policies, rules, regulations and practices in the furtherance thereof, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the United States and of the State of Illinois.

No action, statement, agreement, settlement, or representation made by any member of the bargaining unit shall impose any obligation or duty or be considered to be authorized by or binding upon the *Board* unless and until the *Board* has agreed thereto in writing. Nothing in this article shall be construed to negate or limit any rights granted to the faculty or the association by law including not waiving any bargaining rights.





## ARTICLE IV

### ASSOCIATION-BOARD RELATIONS

#### SECTION 4.1 INFORMATION TO ASSOCIATION

The *Board* shall provide the *Associations* with all information which relates to the Association's function as the exclusive bargaining representative for the faculty members. This information shall be furnished without charge to the Association upon reasonable written request. This provision and Section 4.8 hereafter, shall not apply to information which is exempt from disclosures under the Illinois Freedom of Information Act or other applicable State or Federal law, rule, or regulation. Nothing contained herein shall limit *Association* access to information necessary to function as the exclusive bargaining agent.

The *Board* shall provide the *Associations* with bargaining unit member information, in a digital format within ten (10) calendar days of the start of the school year and every thirty (30) calendar days thereafter. The information must include employee's name, employee ID number (if applicable), job title, worksite, home address, and work phone number. It must also provide any personal phone numbers and personal email addresses on file with the employer. Additionally, the *Board* must provide the *Associations* with an electronic file within 10 calendar days of hire of a new employee, the employee's name, date of hire, job title, work email address, and any personal email address on file with the employer.

(Public Act 101-0620, effective 12/20/19, amended [115 ILCS 5/3](#), Illinois Educational Labor Relations Act)

#### SECTION 4.2 PUBLIC REQUEST FOR INFORMATION

Unless required by law or pursuant to an order of a court or a directive from the Attorney General of Illinois, the *Board* shall not disclose the employee's home address (including zip code and county), date of birth, personal phone numbers, personal email address, *Association* membership status, and any authorization of dues deduction or union membership to outside agencies.

If the *Board* receives a request for any of the above information, it must notify the *Association* of the request and provide a copy of its response to the request within five (5) workdays of sending the response.

(Public Act 101-0620 amended [115 ILCS 5/3](#), Illinois Educational Labor Relations Act)

#### SECTION 4.3 NOTICE OF *BOARD* MEETINGS

The President of the *Association* and the Vice-President of the *Association* shall be given written/electronic notice of all regular or special meetings of the *Board*, together with a copy of the agenda and all supplements or statement of purpose of such meeting at least twenty-four (24) hours prior to the scheduled time of such meeting. One (1) copy of all *Board* minutes shall be given to the President and one copy to the Vice-President of the *Association* once the minutes have been prepared and officially approved by the *Board*.



#### **SECTION 4.4 ASSOCIATION/ADMINISTRATIVE MEETINGS**

Upon reasonable request of either party, the College President or his/her designees, the Vice-Presidents of the college or their designees, and the *Association* President and Vice-President or their designees, shall meet at least once during each semester to discuss matters of mutual concern. The party requesting the meeting shall submit a written agenda of the items it wishes to discuss at least five (5) working days prior to the date of the meeting. Where appropriate, the College President or his/her designee may invite other members of the Administration to be present at such a meeting. This Section shall not apply to any matter that is the subject of a grievance that is being processed pursuant to the grievance procedure set forth in this Agreement, or that involves negotiations, or that is the subject of legal proceedings.

#### **SECTION 4.5 USE OF THE COLLEGE FACILITIES**

The *Association* shall have the right to hold meetings of its membership in approved College facilities, provided that such meetings do not interfere with instructional programs and any other previously scheduled activities. Such uses shall be previously scheduled with the appropriate administrative officer.

#### **SECTION 4.6 ASSOCIATION-FACULTY COMMUNICATION**

The *Association* shall have the right to use faculty mailboxes to disseminate relevant *Association* information or materials.

#### **SECTION 4.7 POSTING OF NOTICES**

The *Association* may post information on the bulletin *board* located in the faculty lounge. Only authorized representatives of the *Association* will use bulletin *boards* for *Association* announcements and all materials posted will relate only to the *Association's* official business.

#### **SECTION 4.8 USE OF EQUIPMENT**

The *Association* may use, with prior administrative permission, the college equipment which is essential for conducting *Association*/Administration business, provided said use shall not interfere with the instructional program of the College.

#### **SECTION 4.9 FINANCIAL AND OTHER DATA**

The *Board* shall provide the *Association*, in response to reasonable requests, a copy of regularly-prepared public information necessary for negotiations or the processing of a grievance, such as the current annual audit, the current tentative and adopted budgets, current annual financial report, and other relevant public information.



## **SECTION 4.10 NON-INTERRUPTION OF SERVICES AND WORK**

During the term of this Agreement, neither the *Association* nor its officers or agents nor any of the faculty members covered by this Agreement will engage in, authorize, instigate, aid or participate in any strike, sympathy strike, secondary boycott, slow-down, or concerted refusal to work against the *Board*, regardless of the reasons for so doing. *Association* officers and representatives will urge faculty members who violate this Article to return to work.

## **SECTION 4.11 CONTRACT DISTRIBUTION**

Within thirty (30) calendar days following ratification by both parties of this Agreement, the *Board*, through its designated administrators, shall provide copies of the Agreement to the *Association* to be distributed to the bargaining unit members as an editable document.

## **SECTION 4.12 RIGHT TO REPRESENTATION**

Before conducting an investigatory interview of a faculty member which may reasonably be expected to result in disciplinary action against the faculty member, the faculty member may request that an *Association* representative be present.

Such interviews shall be commenced on weekdays between the hours of 9:00 a.m. and 3:00 p.m. If the employee requests an *Association* representative, the College Administrator shall either suspend the investigatory interview until an *Association* representative can be present or advise the faculty member that it will not proceed with the interview unless the faculty member is willing to enter the interview unaccompanied by a representative (in which case the *Board* may act on the basis of information obtained from other sources).

It is not the intent of the parties to convert investigatory interviews into adversarial proceedings. The role of the representative is to assist the faculty members. The representative may also attempt to clarify the facts or suggest other individuals who may have knowledge of them. The *Board*, through the Administration, retains the right to direct the faculty member to furnish his or her own account of the matter under question, uninterrupted by the *Association* representative, either orally or in writing at the faculty member's option. If the faculty member elects to furnish a written account, it must be accomplished within 10 working days.

Discipline of any member of the bargaining unit will be in accord with due process. An employee will be given notice prior to a hearing and will be given the opportunity to respond both in writing and at a hearing.

When any faculty member is required to appear before the *Board* or before any *Board* committee concerning any matter which could directly affect the continuation of that teacher in his/her employment or salary, the teacher shall be given forty-eight (48) hours prior notice, except in an emergency, of the reasons for such meeting or interview.



The appearance may be rescheduled one time in case of extenuating circumstances of the faculty member of the *Board*. The faculty member must notify the *Board* or *Board* committee by no later than 1 hour prior to the meeting or interview if rescheduling is required and the circumstances which warrant the rescheduling. If at any scheduled meeting or interview, unless continued, the faculty member fails to appear, the meeting or interview may proceed in such faculty member's absence. The *Board* or *Board* committee and faculty member may mutually agree to such additional continuances or rescheduling as they both mutually agree to in writing.

This section does not apply to such run-of-the-mill conversations as, for example, the giving of instructions, training, faculty evaluations or needed corrections of work techniques.

#### **SECTION 4.12.1 NOTIFICATION OF STUDENT GRIEVANCE**

In the event a student files a formal grievance against members, both tenured and non-tenured, the college must notify the faculty member and provide a fair and thorough review of the grievance.

The specific policies and procedures for students issuing a grievance are detailed in the Shawnee Community College Administrative Policy Manual (currently 8600A but is under review in the Student Affairs Council). Within this manual, step-by-step instructions and timelines are explained for students issuing a grievance.

#### **SECTION 4.13 PERSONNEL FILE**

Each faculty member shall have the right, upon request, to review the contents of his/her own personnel file. Such review shall be available by appointment during normal office business hours but not including the times when faculty have teaching responsibilities. No faculty member shall remove any material from a personnel file; however, a faculty member shall have the right to a copy of material available to the faculty member under this section and to have such copies made by college personnel. A designated employee of the *Board* must be present when the faculty member examines his/her file. Confidential material, such as recommendations by colleges or universities, or evaluations or recommendations of a faculty member by a previous employer shall not be deemed to be a part of the faculty member's personnel file described in this section. Faculty shall be afforded an opportunity to have inserted in his file a written response or explanation to any material in his/her personnel file.

#### **SECTION 4.14 VACANCIES AND PROMOTIONS**

Human Resources shall notify faculty by email of all Shawnee Community College fulltime vacancies and promotional positions on the professional level. Notification will occur within seven working days. Such vacancies shall be posted on the college website and remain posted for at least two (2) weeks before the vacancy is filled. Notice of professional promotional qualifications and promotional positions shall be accompanied by a job description and statement of minimum qualifications.

#### **SECTION 4.15 BOARD AGENDA**

The faculty report will be placed on the agenda of the regular monthly *Board* meeting.



## ARTICLE V

### GRIEVANCE PROCEDURE

#### SECTION 5.1 DEFINITION

A grievance shall mean a complaint by a faculty member, a group of faculty members or the *Association* that there has been a violation or misinterpretation or misapplication of the terms of this Agreement. Both parties expressly agree that any action taken by the *Board* concerning matters such as faculty discipline, suspension, and dismissal shall not be the subject of a grievance except for *Board* action which directly relates to the express terms of this Agreement.

#### SECTION 5.2 INFORMAL RESOLUTION

The parties (i.e., Vice President of Academic Affairs and faculty member) are encouraged to resolve through informal discussions any grievances as defined herein. Such informal discussions are not to be construed as a part of the grievance procedure.

#### SECTION 5.3 PROCEDURE

If such informal discussions do not lead to a satisfactory resolution of a grievance as defined herein, the grievance shall be processed according to the following procedure. The term “days” as used in the following procedure refers to days the College is open (i.e., when administrative offices are open), unless otherwise indicated.

##### FIRST STEP:

- (1) If the faculty member is unable to resolve a grievance informally, written statement of the grievance shall be prepared, signed, and delivered to the President of the College and the President of the *Association*, simultaneously within thirty (30) calendar days after the first event giving rise to the grievance. The written grievance shall specify the section or sections of this Agreement that are allegedly violated, misinterpreted, or misapplied, the full facts on which the grievance is based and the specific relief requested.
- (2) Within ten (10) working days after the written grievance is submitted, a meeting shall be held with the President or his/her designee to resolve the grievance at a time mutually agreed to by all parties concerned, including an *Association* representative if the faculty member specifically so requests.
- (3) The President of the College or his/her designee will answer the grievance in writing within ten (10) working days after such meeting.



## SECOND STEP

- (1) If the *Association* is not satisfied with the decision at the First Step, the *Association* may refer the grievance to arbitration within thirty (30) calendar days after the decision is provided at the First Step, by written notice to the College President.
- (2) The parties shall request the Federal Mediation and Conciliation Service to submit a panel of five (5) arbitrators. The initial fee for requesting a panel of arbitrators will be the responsibility of the party requesting arbitration. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. The party requesting the new panel will pay the fee associated with the request. Both the *Association* and the *Board* or the *Board's* designee shall have the right to strike two (2) names from the panel. Both the *Association* and the *Board* or the *Board's* designee representatives will meet to strike names from the panel within thirty (30) days of receipts of panel names. The party requesting arbitration shall strike the first two names; the other party shall then strike two names. The person remaining shall be the arbitrator.
- (3) The arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing, subject to the availability of *Association* and *Board* representatives or the *Board's* designee.
- (4) With the mutual consent of both parties, briefs may be submitted and a written transcript may be taken.
- (5) The arbitrator shall submit his/her recommendation in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later. Subject to the agreement of both parties, the expedited arbitration procedure of the American Arbitration *Association* may be used.
- (6) More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.
- (7) The fees and expenses of the arbitrator and the cost of a written transcript for the arbitrator shall be divided equally between the *Board* and the *Association*; provided, however, that each party shall be responsible for compensating its own representatives and witnesses, and purchasing its own copy of the written transcript.



#### **SECTION 5.4 LIMITATION ON AUTHORITY OF ARBITRATOR**

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation, or misapplication of the specific provisions of this Agreement based on the specific issue submitted to the arbitrator by the parties in writing. If no joint written stipulation of the issue is agreed to by the *Board* and *Association*, the arbitrator shall be empowered to determine the issue raised by the grievance. The decision of the arbitrator, if made in accordance with the jurisdiction and authority granted to the arbitrator pursuant to this Agreement, will be accepted as final by the *Board*, the *Association*, and the faculty member, and all parties will abide by it.

#### **SECTION 5.5 TIME LIMITS**

No grievance shall be entertained or processed unless it is submitted within thirty (30) calendar days after the first event giving rise to the grievance. If a grievance is not presented within the time limits set forth above, it shall be considered “waived”, “denied” or otherwise “moot”. If a grievance is not appealed to the next step within the specified time limit or an agreed extension thereof, it shall be considered settled on the basis of the *Board’s* last answer. Failure at any step of this procedure to hold a meeting or communicate a decision on a grievance within the specified time or an agreed extension thereof shall permit the aggrieved party to treat the grievance as denied and to proceed immediately to the next step. The parties may by mutual agreement in writing extend any of the time limits set forth in this Article.

#### **SECTION 5.6 SCHEDULE OF GRIEVANCE MEETINGS**

Every effort shall be made to schedule the grievance meetings specified in the First and Second Steps at times which do not interfere with the teaching or other assigned duties of the faculty member whose presence is necessary at the particular meeting in question. If, however, a meeting is scheduled by the administration during a faculty member’s class hours, the faculty member shall be released from class to attend the meeting without any loss of pay.

#### **SECTION 5.7 RESOLUTION**

The resolution of all grievances shall be granted to all members of the *Association* for the duration of contract.



## ARTICLE VI

### CONDITIONS OF EMPLOYMENT

#### SECTION 6.1 HIRING POLICY

For full-time faculty positions a search committee shall consist of the Vice President of Academic Affairs (VPAA), and/or Academic Dean, a representative from the Student Services Department, the Executive Director of Human Resources, the Department Chair, and two faculty members for the department. This structure may be modified to assure affirmative action guidelines are followed. The committee will come to a consensus on the top candidates for presentation to the VPAA then to the President who will make the recommendation to the *Board*. The *Board* reserves the right to make the final hiring decision.

#### SECTION 6.2 ACADEMIC FREEDOM

The *Board* and the *Association* recognize the value of protecting and encouraging the search for knowledge and its dissemination and recognizes its responsibility to protect the academic freedom of its faculty and students. Faculty members have both the right and obligation to investigate and to present to their students, based upon their professional judgment, available information related to the subject being taught. The course content must be consistent with objectives of the course as adopted by the *Board*. Faculty members shall seek to be accurate, show respect for the opinion of others, present all facets of controversial issues in an unbiased manner, identify their own personal persuasion on controversial issues where necessary to present an unbiased presentation on such issues, and indicate, where appropriate, that their views are not necessarily the views of the College.

#### SECTION 6.3 CONTINUING EDUCATION/LICENSURE REQUIREMENTS FOR FACULTY

Full-time faculty who are required to complete continuing education courses as a condition of maintaining licenses which are necessary to teach the courses to which they are assigned by the College will be reimbursed subject to the restrictions on money set aside in the professional development fund. This requires prior approval of the VPAA. Reimbursement will include expenses related to courses, including tuition, fees, mileage (within the limits established under Section 10.2 (Mileage Reimbursement), meals and lodging (within per diem limits established by *Board* Administrative Policy).

Any faculty required to complete continuing education courses in relation to their employment will use the professional development funds allocated by the college in Section 10.8. Any funds beyond the amount in the professional development fund will have to be pre-approved by the *Board* before monies will be further devoted.

Full-time faculty who are required to hold a secondary license for clinical/instructional purposes will be reimbursed by the institution for the cost of the secondary licensure fee.





## **SECTION 6.4 OUTSIDE EMPLOYMENT**

A full-time faculty member shall not undertake, contract for or accept anything of value in return for research or consulting services, nor shall he/she otherwise be self-employed nor employed by employers other than the College, when such activity will interfere with the performance of college duties or be in competition with college activities or programs. If a faculty member desires outside employment teaching with another educational institution, they must receive permission from the VPAA every year.

## **SECTION 6.5 ACADEMIC CALENDAR**

The regular academic year (fall and spring semesters) shall not exceed 170 operational days, excluding holidays and official break periods. There shall be at least 150 instructional days as required by ICCB, eight (8) final exam days, one (1) day for graduation, four (4) faculty professional development days, one (1) Shawnee Experience Day and one (1) instructional workshop day.

The four faculty professional development days will be held each fiscal year as follows: one day at the beginning of fall semester, one day at the beginning of the spring semester as indicated by the official calendar. Two days will be held each fiscal year to be mutually determined by the Department Chair, deans, and the VPAA.

In case of inclement weather or emergency cancellation, by the college President two (2) instructional days may be cancelled without affecting the college calendar. Thereafter, up to two additional cancelled instructional days shall be made up via rescheduling final exam days into instructional days. Any additional instructional days cancelled shall be made up by rescheduling official college breaks or holidays into instructional days.

The *Association* shall be given the opportunity to have input in regard to the college calendar prior to its presentation to the *Board*.

## **SECTION 6.6 FACULTY LOUNGE**

An appropriate facility designated as a faculty lounge shall be provided. This facility will contain a microwave, bulletin board for disseminating information, telephone, refrigerator, coffee maker, and comfortable chairs.

## **SECTION 6.7 OFFICE HOURS**

Faculty members shall submit their schedule of office hours to the appropriate Department Chair for approval before the submission to the Academic Dean. Upon approval, faculty shall post their office hours' schedule on or beside their office door and on the course syllabi.

Each faculty member shall post and maintain a minimum of ten (10) office hours each week. Faculty members may count a maximum of four hours each week as on-line (i.e.: "virtual office time") via the designated virtual platform. Faculty shall post and maintain six (6) face-to-face office hours on-campus per week over a minimum of 3



days per week. Virtual office hours shall be included in the schedule of office hours. Virtual office hours shall also be placed on the online course website. Each faculty member shall make an effort to set up appointments during other hours to give help to those students whose free time does not correspond with the faculty member's scheduled office hours. Upon recommendation by the Department Chair and approval by the Academic Dean a faculty member may receive permission to adjust the office hour rule.

Faculty members teaching in programs where lab hours exceed credit hours for a course (i.e., welding, cosmetology) may count some of their lab hours as office hours. However, each faculty member in these programs must post and maintain a minimum of six (6) face-to-face office hours which are not lab hours, irrespective of the number of lab hours assigned to such faculty member.

Faculty in a fully online program, must maintain ten (10) virtual face-to-face office hours to fulfill their professional responsibilities. Any change to office hours for a faculty member teaching in a fully online program may be amended upon agreement between the VPAA and the *Association* President.

If a faculty member cannot be present during approved office hours, the faculty member must notify the office of the Academic Dean and follow the procedures for sick/personal leave as outlined per section 7.1 and Section 7.2.

#### **SECTION 6.7.1 FACULTY OFFICES**

Every faculty member will be provided an office (private or shared with one other faculty member) and an updated, functional computer.

#### **SECTION 6.8 SUMMER TERM ASSIGNMENTS**

Qualified full-time faculty who regularly teach a given class shall be given first consideration to teach that class if it is scheduled during the summer term. Faculty members employed on a nine-month contract shall not be required to teach summer term class. Every reasonable effort will be made to offer the class to the full-time faculty who regularly teach the class. Faculty must notify the VPAA of their intention to teach summer classes no later than April 1.

#### **SECTION 6.9 EVENING ON- AND OFF-CAMPUS CLASS ASSIGNMENTS**

Except in instances in which evening on- and off-campus assignments are part of a full-time faculty member's regular load, qualified full-time faculty who regularly teach a given class shall be given first consideration to teach that class if it is scheduled during the evening at an on- or off-campus location. Every reasonable effort will be made to offer the class to full-time faculty who regularly teach the class.



## **SECTION 6.10 POLICY MANUAL**

The *Association* shall be given the opportunity to present input through the *Association* Representatives, as part of the Shared Governance process, regarding proposed changes or additions to the *Board's* Administrative Policy Manual. The *Association* agrees to abide by the Shawnee Community College Administrative Policy Manual and all amendments thereto in all areas not covered in this Agreement so long as it does not violate the specific terms and conditions of this Contract. The *Board* shall provide each faculty member with access to the latest *Board* Administrative Policy Manual which will be maintained on the College's website.

## **SECTION 6.11 NOTICE OF COURSE ASSIGNMENT**

Each faculty member shall have access to course assignment(s) via Self-Service when upcoming semester registration begins. Any modification of a faculty member's course assignment(s) will be communicated to the faculty member in writing within five (5) days of the change. A verification form listing courses and total semester hours taught will be sent to the faculty member no later than one week after the 16-week midterm date.

## **SECTION 6.12 PROFESSIONAL CONDUCT**

Outside the college domain, faculty members speak and write as citizens. The faculty member is a member of a learned profession, and while in college employ, a member of the educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and as a member of the educational community, he/she should remember that the public may judge his/her institution by his/her speech, words or writings. Hence, he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and must indicate that he/she is not an institutional spokesperson on behalf of Shawnee Community College. The exception would be faculty posting academic related initiatives or information.



## ARTICLE VII

### LEAVES

#### SECTION 7.1 SICK LEAVE

All full-time faculty shall accumulate sick leave at the rate of sixteen (16) days per year.

Sick leave shall be accumulated without limit, and, in accordance with applicable statutory provisions, unused sick leave shall be applied toward service credit for retirement under the State Universities Retirement System (SURS).

A faculty member shall notify his/her most immediate supervisor who is not a member of the bargaining unit, and front desk, as soon as possible when it is necessary to use accumulated sick leave days.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. The covered family, for the purposes of this section, shall include the employee's child, step-child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent as outlined in [820 ILCS 191/](#) of the Illinois Employee Sick Leave Act.

The *Board* reserves the right to require a certification from a physician for the use of sick leave.

Each faculty member shall receive an updated accounting for their total number of unused sick leave days in the personnel section in Colleague. Sick leave can be taken in one-hour increments that require partial absence from a faculty member's assigned duties. However, if a faculty member is absent from all their assigned duties for the day, then a full day of sick leave shall be taken.

#### SECTION 7.2 PERSONAL LEAVE

Each academic or fiscal year, four (4) personal days will be granted and may be used for matters that cannot be handled during non-school days or hours. The four (4) personal leave days are in addition to the 16 sick leave days. Written application for such leave shall be made to the appropriate Dean without reasons stated at least two (2) instructional days prior to the desired onset of such leave, provided, in an emergency, such application may be made at a later time with an explanation of such an emergency. No more than two consecutive days can be used as personal leave. A Class Cancellation Form must be filled out along with a leave form. Any unused personal leave from prior years can be accumulated without limit and used only for paid leave during qualifying FMLA leave.

Personal leave may not be taken on Commencement Day, Assessment Day, and In-Service Days or immediately preceding or following a vacation period, or the first five (5) working days of each semester, unless the faculty member receives permission



from the faculty member's immediate supervisor who is not a member of the bargaining unit due to the existence of extraordinary or emergency circumstances.

Personal leave can be taken in one-hour increments that require partial absence from a faculty member's assigned duties. However, if a faculty member is absent from all their assigned duties for the day, then a full day of personal leave shall be taken.

### **SECTION 7.3 BEREAVEMENT LEAVE**

The *Board* shall grant each faculty member two (2) bereavement days per fiscal year without loss of pay. Leave shall be non-cumulative. The leave is applicable to the immediate family of the faculty member as defined in Section 7.1. One day per year shall be allotted for non-immediate family as defined in Section 7.1.

### **SECTION 7.4 JURY DUTY**

Faculty members subpoenaed as witnesses or as jurors in matters in which they have no personal or pecuniary interest shall receive time off with pay, provided that proper notice is given to their Dean as soon as possible after being subpoenaed. The faculty member will receive the difference between the daily rate of pay, provided the faculty member's daily rate of pay is more than received from court duty. Any expenses (mileage, meals, etc.) paid by the court to the faculty member shall be retained by the faculty member. Faculty members will return to their working assignments during workdays, or any portion thereof, when their presence is not required for the legal proceedings.

### **SECTION 7.5 UNPAID LEAVE OF ABSENCE**

A leave of absence without pay for a period not to exceed one (1) year may be granted to a faculty member with at least three (3) years of consecutive full-time employment with Shawnee Community College for reasons which are deemed acceptable by the *Board*. Such leaves may be granted for travel, professional study, parenting or other personal reasons.

Time spent on a personal leave of absence will not constitute a break in service but is not included in calculation for tenure eligibility, seniority, vertical movement on the salary schedule and sick leave.

#### **SECTION 7.5.1 INSURANCE DURING LEAVE**

The college will continue to pay their share of the group insurance for anyone who is on authorized leave of any kind, such as but not limited to, authorized leave of absence, military leave, jury duty. The faculty member will continue to pay their portion of the insurance premiums.



## ARTICLE VIII

### SENIORITY

#### SECTION 8.1 DEFINITION OF SENIORITY

The seniority of faculty members shall be based on the most recent date of beginning continuous full-time employment by the *Board*. Conflicts of seniority among faculty members with the same seniority date shall be resolved on the basis of the order of approval by the *Board*. Seniority does not accumulate during a faculty member's unpaid leave of absence (Section 7.6) in excess of eighty-six (86) working days or while a faculty member is laid off.

#### SECTION 8.2 SENIORITY UPON RETURN TO THE BARGAINING UNIT

If a faculty member is appointed by the *Board* to a position outside the bargaining unit and is subsequently returned to a bargaining unit position by the *Board*, the faculty member will not be credited with the years of service outside of the bargaining unit (except in the case of a temporary administrative assignment of twelve months or less), but will be credited with seniority that was previously accumulated as a faculty member.

#### SECTION 8.3 TERMINATION OF SENIORITY

Seniority for all purposes shall be terminated if a faculty member:

1. Quits or resigns; or
2. Is terminated in accordance with the provisions of applicable law and/or applicable terms of this Agreement; or
3. Retires or is retired; or
4. Is a tenured faculty member; and
  - a. Is laid off for a period of 24 months from the beginning of the school year for which the faculty member was honorably dismissed; or
  - b. Fails to respond to notification of recall within fourteen (14) calendar days of its receipt or within twenty-one (21) calendar days of its mailing, whichever is less, provided that a notice of recall is sent by certified or registered mail (return receipt requested) addressed to the most recent address provided by the faculty member. It shall be the responsibility of the faculty members laid off to advise the Executive Director of Human Resources in writing of their latest address.

#### SECTION 8.4 UPDATING OF SENIORITY LIST

In consultation with the *Association*, the VPAA shall annually update the seniority list each January. The seniority list will be distributed to all faculty and changes should be captured on the appropriate form and returned to the President of the Shawnee College Education *Association* no later than February 1. Both the VPAA and the President of the Shawnee College Education *Association* shall sign and date the updated seniority list and share with union membership.



## ARTICLE IX

### FACULTY WORK LOAD

The normal full-time load of each faculty member shall be determined as follows:

#### SECTION 9.1 FACULTY TEACHING LOAD

The normal teaching load for each full-time member shall be thirty (30) equated hours per academic year. One additional course per faculty member, not to exceed 5 equated credit hours, may be assigned by the appropriate Dean or the VPAA one time per academic year. A faculty member's total load may not exceed 35 equated hours for an academic year without the faculty member's consent. Faculty members will be assigned courses based upon the needs of the institution.

Every attempt is to be made to have full time faculty to teach a full load each semester. Full time faculty who does not meet load, have first right of refusal to teach a class that is assigned to an adjunct or other course can be rearranged among faculty when there are classes on the schedule that the faculty could teach. See section 8.4 for information regarding the seniority list.

#### SECTION 9.2 FACULTY OVERLOAD

Overload rate for the term of this contract, is \$750 per equated credit hour. Those faculty members who teach more than thirty (30) equated credit hours during the academic year shall receive overload payment. Overload calculations shall be based upon spring mid-semester data and payment shall be made by the end of the spring semester according to the following schedule per equated credit hour for day, evening, and summer overload assignments (for nine-month faculty).

Faculty members who teach during the summer semester will be paid at the same credit hour rate as overload rate for that academic year.

Twelve-month faculty (See Section 10.5 Extended Contracts).

#### SECTION 9.2.1 COMPENSATION FOR HIGH ENROLLMENT COURSES

Faculty members will be compensated for class sections with enrollments of 35 students or more certified as enrolled at the end of the semester. Compensation will be at a rate of .5 equated credit hours for courses which are 3 credit hours or more. Compensation will be at a rate of .25 equated credit hours for courses which are 2 credit hours or less.



## SECTION 9.3 LAB HOURS

Except when otherwise provided below, a ratio of .75 to 1 shall be used when equating laboratory, studio, or activity hours to lecture hours (for example, two (2) laboratory hours equal one-and-one half (1.5) equated credit hours).

Formula

Lab Contact x .75 = Equated Credit Hours

Example

4 Lab Contact Hours x .75 = 3 Equated Credit Hours

Additional lab sections added to a lecture section for the purpose of accommodating more students shall be paid at 1 full credit hour per lab contact. The approval to add an additional lab section without an additional lecture section is given by the Dean.

The following formula shall be 1 Lab Contact Hour = 1 Equated Credit Hour

Example

Lab: 2 Contact Hours x 1 = 2 Equated Credit Hours

### SECTION 9.3.1 NURSING CLINICALS

**Nursing Clinical** is defined as a type of workplace learning activity where the participant applies knowledge, skills and abilities acquired from nursing courses, in a hospital or other medical/health facility. These activities require close supervision by a qualified college instructor. ICCB states that courses in which students participate in clinical practical experiences shall receive one semester credit hour or equivalent each 30-60 contact hours.

An **Equated Contact Hour (ECH)** is a tool that converts ICCB-approved student credit hours for each instructional activity associated with a particular course to average weekly instructional contact hours, for instructor workload purposes.

**Semester** - For the purpose of calculating credit hours, contact hours, and equated credit-hours, ICCB uses 15 weeks of instruction. Please note a course may be scheduled for any length of time (e.g., 2 weeks, 8 weeks, 32 weeks, etc.) the institution desires; however, the minimum contact hours required for the course must be reflected in the desired schedule.

The multiplier for clinical-oriented learning activities is 1 (e.g., each contact hour is paid at a 1:1 ratio). Note: this type of learning activity, and calculation, is limited to nursing clinical courses only.

Nursing faculty clinical load calculation follows the equated credit hour formula: 1 equated contact hour (ECH) = 15 contact hours.

A 1 credit hour clinical = 3 ECH of **clinical workload** (45 contact hours/ 15 weeks = 3 ECH)  
A 2-credit hour clinical = 6 ECH of **clinical workload** (90 contact hours/ 15 weeks = 6 ECH)  
A 3-credit hour clinical = 9 ECH of **clinical workload** (135 contact hours/ 15 weeks = 9 ECH)

Full-time faculty who teaches summer nursing clinicals will be compensated at 1/9<sup>th</sup> of the faculty member's annual base salary.





## SECTION 9.4 INCONJUNCTION COURSES

Two or more individualized or low enrollment courses taught simultaneously, in the same room by the same faculty member, shall be defined as inconjunction courses. The faculty member will be paid according to the class with the higher credit hour.

Inconjunction lab sections added solely for the purpose of accommodating more students, will be paid at a rate of 1 full credit hour (versus .75 credit hour of lab pay rate defined in 9.3).

## SECTION 9.5 EXTRA CURRICULAR SPONSORS/COORDINATORS

Faculty members who serve as extracurricular sponsors/coordinators for the following duties shall receive compensation as follows:

<u>Position</u>	<u>Compensation/per year</u>
Scholar Bowl Coordinator	\$1,800
Academic Challenge Competition Coordinator	\$900
High School Writing Contest Coordinator	\$900
High School Business Skills Coordinator	\$900
<b>Club Sponsors</b>	
Phi Theta Kappa	\$1800
Phi Beta Lambda	\$750
Future Teacher Education Organization/Saints Read	\$750
Cosmetology Club	\$400
Social Work Club	\$400
Math/Science Club	\$400
Music Club	\$400
Drama Club	\$400
Ag/Advocates Club	\$400
Nursing Student Association	\$400
Book Club	\$400
Criminal Justice Club	\$400
Writers Club	\$400
History Club	\$400
Shawnee Christian Fellowship	\$400

All extra-curricular coordinators must submit the Student Club Coordinator form by October 1<sup>st</sup> of each academic year, and the completed form must be returned by April 15<sup>th</sup> of the same academic year (Appendix A). The stipend will be paid in May if all required documentation (job expectation, activities/events, year-end report, and institutional co-curricular assessment form) is submitted by the April 15<sup>th</sup> deadline.

An additional club(s) may be recommended by faculty to the administration for approval as a college-approved entity. If approved, the club sponsor would be eligible to receive a stipend of \$400 following the above guidelines.



## **SECTION 9.5.1 NON-INSTRUCTIONAL DUTIES**

A rate of \$75 will be paid for 1-4 hours of work; a rate of \$150 will be paid for more than 4 hours of work for non-teaching days beyond 170 operational days (section 6.5) as agreed upon in advance by the VPAA and faculty member.

In the event a faculty member is assigned non-instructional duties as part of their normal workload during the traditional 170 operational days, the faculty member will be compensated at a rate of 40 work hours = 1 Equated Credit Hour (ECH) of release time. Non-instructional duties must be mutually agreed upon by the VPAA and faculty member.

## **SECTION 9.5.2 DUAL CREDIT MENTOR PAY**

The lead faculty (i.e., faculty member primarily responsible for maintaining a course), or his/her designee, will receive \$200 per semester per course for mentoring adjunct Dual Credit Instructors. For each additional dual credit section an additional \$50 will be included per semester.

## **SECTION 9.6 DEPARTMENT CHAIRS**

The following information outlines the format, roles and responsibilities for Department Chairs.

1. Four departments are to be led by Department Chairs, consisting of
  - a. Health Sciences/Allied Health
  - b. Career and Technical Education
  - c. Humanities/Social Sciences
  - d. Math/Science
2. Responsibilities of Department Chairs:
  - a. Assist the Dean in the recruitment, employment, and/or orientation of departmental faculty, full, part-time, and Dual Credit.
  - b. Serve as a point of contact for all tenured and non-tenured faculty, addressing questions, concerns, and student issues as they arise.
  - c. Support new and non-tenured faculty while directly working with the Executive Director of Human Resources for *onboarding* per procedures identified in policy. Tasks should include but not be limited to:
    - i. meet with new faculty prior to the semester starting or within the first two weeks for late hires, and introduce new faculty to veteran faculty who can be resources for day-to-day needs in the position.
    - ii. visit and observe the new faculty member's classroom each semester until a tenure recommendation is made, and document the observation.
    - iii. work with the Dean to develop a schedule for annual visits and conduct observations of adjunct faculty. The Dean and Department Chairs can assign the observations to other full-time faculty.
    - iv. supervise and evaluate (in collaboration with the Dean) on-campus non-tenured instructors (full- and part-time) within the department and make recommendations to the VPAA regarding their retention/tenure.



- d. Work with faculty to identify and approve textbook recommendations, maintaining a master textbook file shared with the Dean.
  - e. Approve syllabi submissions.
  - f. Work in conjunction with the appropriate Dean and faculty on the creation of Guided Pathways.
  - g. Work in collaboration with the Dean to provide input on the development of fall, summer, and spring course schedules. Department Chairs will be informed of all departmental changes to the schedule as they are made.
  - h. Assist in the development and monitoring of the annual departmental budget.
  - i. Assist the Dean with program and course development, revisions, articulations, and evaluations.
  - j. Organize departmental involvement in and otherwise assist with student recruitment efforts, including pre-scheduled on-campus events and a minimum of four off-campus per academic year per department.
  - k. Review and discuss load sheets of departmental faculty.
  - l. Work a minimum of 10 days during the summer term, providing the schedule to the Dean for approval, as well as a minimum of two (2) working days the week prior to the start of the fall, spring, and summer classes.
  - m. Work with departmental faculty to be liaisons to business, industry, secondary schools, and university partners in ongoing development and promotion of the program/discipline, pathway and articulation agreements, and the profession.
  - n. Meet all due dates as noted on a year-long Academic Affairs schedule.
  - o. Meet twice per month with the appropriate Dean to address departmental needs.
  - p. Meet collectively with the VPAA and Deans on a monthly basis.
  - q. Work collaboratively with faculty and the Dean to obtain, update, and/or maintain compliance with standards of program accreditations and licensure.
  - r. Work with the Dean for appropriate report creation and completion.
  - s. Other duties as they are agreed upon to support the academic services and students of the institution.
  - t. The Department Chairs will hold six (6) office hours and fifteen (15) administrative hours per week.
3. Qualifications for Department Chair:
- a. Tenured full-time faculty member within one of the representative disciplines.
  - b. In the event there is not an interested, qualified full-time faculty member available, then the administration reserves the right to look for alternative solutions in conjunction with the department faculty and *Association* Executive Council.



4. Selection Process:
  - a. Department Chairs will be elected by the full-time faculty members within each of the four (4) departments one (1) to three (3) weeks prior to the end of the spring semester of even numbered years. Contingent on there being no negotiated changes in the status, nature, or selection process for Department Chair, newly elected Department Chair will assume their responsibilities upon the beginning date of the academic year of even-numbered years.
  - b. The office of the Dean will notify all full-time faculty of the election process delineated in this document, including the procedure for obtaining application forms, and the date, location, and time of the election. The VPAA will obtain input from the *Association's* Executive Committee in order to select a date and time for the election that will be most convenient for members of that department. The election process will adhere to I.E.A. selection guidelines.
  - c. Application for Department Chair shall be by email or signed letter delivered to the Dean. If more than one (1) person applies within a department, absentee balloting and/or a secret ballot vote will occur. The Dean and an *Association* representative from outside the department, chosen by the *Association* Executive committee, will tabulate the ballots. Eligible voting members of the department include all full-time faculty in that department. Members do not have to be present to vote (absentee voting) and in the event of a tie, the Dean will also be allowed to cast a ballot in the election process.
  - d. An individual who has been removed from the position is not eligible to reapply nomination for a minimum of one full term (two (2) academic years).
5. Compensation:
  - a. A full-time teaching load will be nine (9) credit hours per semester for all Department Chairs.
    - i. A Department Chair may not teach more than twenty-one (21) semester credit hours per nine-month contract without his/her approval.
    - ii. The Department Chair will not be assigned any students for advisement but will attempt to assist with advisement matters as needed.
    - iii. The Department Chair should teach no more than one evening class.
  - b. The Department Chair will be given five (5) hours overload credit per semester as salary compensation.
6. The Department Chair will be provided with administrative support in the role of the Dean's Administrative Assistant.
7. Evaluation:
  - a. An annual evaluation of each Department Chair will be completed by the Dean
  - b. An annual evaluation of each Department Chair will be completed by the departmental faculty coordinated by the Dean during the spring semester.



8. Length of Term:
  - a. The term will be two years, with elections being conducted in the spring of even-numbered years.
  - b. In the event that a Department Chair, for some reason, is unable to complete the elected term, a replacement will be elected by the division using the same format outlined under selection process 9.6.4.
  - c. Department Chairs will be able to finish their current term should any organizational structure or program cancellations occur as long as all other duties and qualifications are fulfilled by the individual person serving in the Department Chair position.
  
9. Termination Provision
  - a. On recommendation of the VPAA or by petition of a majority of full-time faculty and concurrence by the VPAA, termination of the Department Chair may occur at any time during the term of this assignment.
  - b. Prior to termination, an evaluation consistent with how staff are evaluated must have been conducted and a performance improvement plan (PIP) consistent with how staff are evaluated conducted (with a minimum of a three-month opportunity for remediation).
  - c. In the event a Department Chair is terminated mid-term, alternative provisions will be made to ensure the faculty member maintains load and continues as a full-time faculty member.
  - d. The solicitation for a replacement will be conducted by the VPAA and the *Association* President in accordance with the procedures specified in the selection process.
  
10. Provision
  - a. The provisions of Section 9.6 regarding Department Chair do not supersede, replace, amend, or change any other right or obligation in this Agreement or the policies/procedures of the College.



## SECTION 9.7 STUDENT ACADEMIC ASSESSMENT TEAM (SAAT) COORDINATOR SPECIAL ASSIGNMENT

The SAAT Coordinator is a special assignment as identified by the VPAA. The SAAT Coordinator will report directly to the VPAA. The following information outlines details related to the SAAT Coordinator:

1. Qualification
  - a. Tenured full-time faculty member
2. Responsibilities
  - a. Chair the college-wide Student Academic Assessment Team, SAAT (See Shared Governance Manual for Chair Duties)
  - b. Assist SCC employees with the completion of annual program, course, general education, and cocurricular assessment documentation including but not limited to the mechanics of the repository vendor.
  - c. Work with the SAAT to conduct an annual review and update of the SCC Assessment Plan.
  - d. Support faculty, Department Chairs, and Deans in program and curriculum mapping.
  - e. Complete the annual assessment report.
  - f. Ensure timely submission of assessment documentation by faculty according to the annual assessment timeline that is developed and updated by the SAAT.
  - g. Attend the annual Higher Learning Conference, as the budget allows.
  - h. Serve as the communication liaison with the current repository vendor.
  - i. Make recommendations to the VPAA regarding committee structure.
  - j. Make recommendations to the VPAA using the advice of the SAAT regarding annual college-wide events.
  - k. Supervise, coordinate, and provide overall leadership to activities as part of but not limited to, the Fall Convocation, Assessment Workshop Day, and Spring Convocation.
  - l. Recommend necessary changes to the college catalog as appropriate to reflect the annual updates to the SCC Assessment Plan.
  - m. Provide monthly reports for the Shared Governance and *Board* meetings.
  - n. Maintain expertise in the use of the current repository vendor & make recommendations, as needed.
  - o. Train all faculty on updates to the repository vendor.
3. Compensation
  - a. The SAAT Coordinator will have six (6) semester credit hours of release time. Expectations for work time are defined in Section 9.5.1 - Non-Instructional Duties.
  - b. A full-time teaching load will be nine (9) semester credit hours.
  - c. The SAAT Coordinator will maintain a minimum of sixteen (16) in person administrative hours a week in addition to six (6) faculty/ student office hours.
  - d. A three equated credit hour stipend will be paid at the conclusion of the summer session for the work set forth during the summer, including the completion of the annual assessment monitoring report.



4. Limitations
  - a. The SAAT Coordinator may not teach more than eighteen (18) semester credit hours per this nine-month contract, unless mutually agreed upon between the Coordinator and the College.
  - b. The SAAT Coordinator should teach no more than one evening class.
5. Selection Process
  - a. The SAAT Coordinator will be a voluntary position.
  - b. The VPAA will approve the volunteer.
6. Evaluation
  - a. An annual evaluation of the SAAT Coordinator will be completed by the VPAA no later than the end of the first week of April.
7. Length of Term
  - a. The term will be two years, with a right of refusal being provided to the incumbent SAAT Coordinator in the spring semester of even-numbered years after the annual evaluations have been conducted.
  - b. In the event that an SAAT Coordinator is unable to complete the term, a replacement will be solicited by the VPAA and the *Association* President.
8. Termination Provision
  - a. On recommendation of the VPAA or by petition of a majority of full-time faculty and concurrence by the VPAA, termination of the SAAT coordinator may occur at any time during the term of this assignment.
  - b. The solicitation for a replacement will be conducted by the VPAA and the *Association* President in accordance with the procedures specified in the selection process.
9. Special Assignment Provision
  - a. In the event, no full-time faculty member is approved by the VPAA, then the administration reserves the right to look for alternative solutions.



## SECTION 9.8 INTERACTIVE VIDEO CLASSES

1. Qualified full-time faculty who has completed training on the system will be considered to teach interactive video classes prior to the classes being offered to part-time faculty.
2. Faculty members who are trained to teach over the system will be reimbursed for their initial training at the rate of \$100 per day or \$50 per ½ day for up to three days of training.
3. Full-time faculty who teaches interactive video classes will receive a stipend of \$100.00 per ITV course taught each semester.
4. Faculty will be paid mileage for all travel incurred for the interactive video class per section 10.2.
5. Interactive video faculty will be given prior knowledge of all individuals, groups, and colleagues who wish to visit the interactive video classroom.
6. Faculty teaching via interactive video is subject to evaluations for the purpose of determining their ability to effectively teach using this medium. All existing policies related to faculty evaluation will be followed.
7. Recordings of interactive video classes are for the purpose of alleviating possible technological problems at receiving sites and, with faculty approval, for students who miss a class or need to review the lesson.
8. Shawnee Community College will provide monitors, proctors and technical assistance as needed for a course. A staff member will be on call at all remote sites who will be available to resolve problem situations.
9. The faculty member, with assistance from the College, is responsible for delivery of tests, handouts, and other materials to receiving sites. The faculty member will provide a prior 24-hour notice of any materials to be delivered. A courier system will be established for the delivery of instructional materials.
10. Faculty involved in interactive video shall have input into decision making regarding which courses should be offered and the scheduling of such courses.
11. Video and audio monitors used for interactive video will not be activated without the faculty's knowledge.





## **SECTION 9.9 ONLINE CLASSES**

Online courses are defined as synchronous or asynchronous instruction where all parts of the course are taught online.

1. Full-time faculty who has completed training will be considered to teach online classes prior to the classes being offered to part-time faculty.
2. Faculty members who complete the initial training to teach internet-based courses will be paid a one-time stipend of \$400. Upon the launch of the training program for online instruction, full-time faculty will have 12 months to complete the training.
3. Faculty will be paid \$400 per credit hour in addition to regular pay for the first course that they adapt for online instruction with prior written approval of the Academic Dean. For each succeeding, separate course, the first time it is adapted to online delivery, the faculty member shall be paid \$250 per credit hour in addition to regular pay with prior written approval of the Academic Dean. Since the college pays for the development of the course, all components of the course are property of the college and thus can be shared with other faculty.
4. Faculty shall be paid \$250 per credit hour for major revisions (i.e., new textbook, new instructor, etc.) required to update online courses Major revisions must be approved by the VPAA.
5. Shawnee Community College will provide needed technical assistance.
6. Online courses are subject to evaluations based upon the Quality Matters Rubric (on completion of faculty training) for the purpose of determining quality content. All existing policies related to faculty evaluations will be followed. Online classes shall not be the sole method of evaluating instructional performance of any faculty member.
7. Faculty involved in online courses shall have input into decision making regarding which courses should be offered and the scheduling of such courses.
8. The college will pay a stipend of \$500 to faculty who obtain the Master Online Teacher Certificate through Illinois Online Network.
9. Online courses will allow for open enrollment. However, online courses will be split into two sections when course enrollment reaches 27.

## **SECTION 9.10 INDEPENDENT STUDY CLASSES**

Faculty members who agree to teach independent study classes will be compensated at the rate of \$100 per credit hour per student.

## **SECTION 9.11 DEVELOPMENT OF NEW COURSES**

Faculty members who choose to develop new courses previously not offered will be compensated at a rate of \$400 per credit hour with prior written approval of the VPAA. This compensation will not be paid in addition to internet course development stipends.



## SECTION 9.12 FACULTY DUTIES

1. Teach classes as determined by the VPAA, appropriate Academic Dean, department chairperson, and faculty. All faculty members will follow course syllabi approved by the college.
2. Teach the scheduled class time.
3. Use a variety of methods and teaching strategies that reflect the different learning styles and needs of students.
4. Participate in the development, implementation, and documentation of appropriate assessment activities as directed by the VPAA. Utilize assessment results to improve teaching and learning in the classroom.
5. Assist the department chair, appropriate Academic Dean and VPAA with program development, program improvement activities, reports, and annual Program Review.
6. In cooperation with other faculty, prepare or revise course syllabi for courses offered in their discipline and submit to the Curriculum and Instruction Committee for review.
7. In cooperation with other faculty, prepare textbook recommendations and submit to the Department Chairperson and VPAA for review.
8. Assist in developing the department unit plan and make recommendations for equipment purchases.
9. Complete and submit grades, including Initial Progress grades (tenth day attendance), midterms, and final grades, assessment documentation, and other course-related reports in a timely manner.
10. Attend department meetings called by the Department Chairperson and faculty meetings called by the administrative officers.
11. Maintain and post office hours on the office door and as filed in administrative offices as per section 6.7.
12. Demonstrate commitment to the teaching/learning process by participating in professional development activities that enable faculty to maintain current perspectives. See 10.8.
13. Participate in two college standing committees (virtually or face-to-face) as established by the administration.
14. Assist students in meeting needs or solving problems, seeking additional help from other college services when necessary.
15. Faculty may be involved in student academic advisement.
16. All faculty are expected to use the institutional Learning Management System (LMS) such as Moodle. LMS documents should include but not limited to the syllabus, course documents, discussion board, etc. This allows for faculty within the discipline and adjunct faculty to utilize these documents in case of an emergency.



## ARTICLE X

### SALARY AND FRINGE BENEFITS

#### SECTION 10.1 SALARY SCHEDULE

The conclusive salary schedules for the 2022-2027 academic years are attached to and made part of the Agreement and identified as Appendix B. An electronic version of the agreed upon salary schedules will be forwarded to the President of the *Association*.

The following items are reflected in the attached salary schedules:

- FY23 - \$1000 step and 4% increase to base
- FY24 - \$1000 step and 4% increase to base
- FY25 - \$1000 step and 4% increase to base
- FY26 - \$1000 step and 2.5% increase on base
- FY27 - \$1000 step and 2.5% increase on base

#### SECTION 10.1.1 PLACEMENT OF FACULTY ON SALARY SCHEDULE

The salary schedules for FY23 through FY27 (Appendix-B) are attached to and made part of this Agreement.

The criteria to be used by the College for determining new faculty placement on the salary schedule is as follows:

1. A new faculty member may be placed higher than step 10 if the individual has more than 10 years of teaching experience or combined teaching and verifiable, full-time, non-teaching work related experience that may exceed 10 years. Any placement higher than Step 10 will be determined on a case-by-case basis with *Board* approval.
2. Part-time teaching will count toward placement on the salary schedule at a rate of 30 equated credit hours equals 1 year.
3. Student teaching, internships, practicums, assistantships (research, teaching, or any other type), do not count toward salary schedule placement.
4. Full-time teaching is defined as actual classroom teaching for a full school year in the same district or school system.
5. Full-time, work-related experience is defined as actual work experience, for a period of at least 11 continuous months for the same employer, which relates directly to and enhances the qualifications for the teaching position for which the applicant is applying.



## **SECTION 10.1.2 HORIZONTAL SALARY INCREMENTS**

The faculty member should notify the Human Resource Office in writing before July 20 of each academic year for lane changes on the salary schedule.

All hours credited for horizontal salary increments shall be from any regionally (i.e., Higher Learning Commission) accredited post-secondary institutions and must be in the teaching faculty member's field of study, technology, pedagogy, or occupational/vocational education.

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

1. Higher Education
2. Secondary Education
3. Curriculum and Instruction
4. Occupational Education
5. Other Areas upon recommendation of department chair and approval by the VPAA prior to enrollment.

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

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

Courses taken prior to employment at Shawnee Community College will not be considered for salary purposes after initial placement on the salary schedule has been established. Hours must be completed and transcripts submitted to the Human Resource Office for approval by August 15<sup>th</sup> in order to be eligible for horizontal increment for the academic year in operation.

## **SECTION 10.1.3 ADVANCING SHAWNEE**

The mission of the Advancing Shawnee program is to recognize faculty for the achievement of their educational goals. When a faculty member completes a higher degree than they currently hold, they shall be compensated at the following levels:

1. Associate degree: \$500.00 added to the yearly salary from the salary schedule.
2. Bachelor degree: \$1,000.00 added to the yearly salary from the salary schedule.
3. Master's degree: \$2,000.00 added to the yearly salary from the salary schedule.
4. Ph.D.: \$3,000.00 added to the yearly salary from the salary schedule.



## **SECTION 10.2 MILEAGE REIMBURSEMENT**

Faculty members shall be paid the IRS mileage rate for any mileage over and above the round-trip mileage from the faculty member's residence to main campus or primary assignment location. Additional mileage may be reimbursed if approved in advance by the Dean. All requests for mileage reimbursement shall be submitted in accordance with applicable policies and procedures. Anytime the IRS mileage rates change, within thirty (30) days the SCC mileage reimbursement rate will change to reflect the new rate.

## **SECTION 10.3 TUITION AND FEES WAIVED**

Tuition, fees, and textbooks shall be waived for full-time faculty members, their spouses and dependent children enrolled in Shawnee Community College courses. Dependent children are defined as unmarried children under the age of twenty-four (24) living in the household of the eligible faculty member. Courses that are taken with tuition waived may not be counted for purposes of advancement on the salary schedule. Tuition waivers provided under this Section shall only apply to those courses offered by the *Board* which are approved for state credit hour funding.

## **SECTION 10.4 PAY PERIODS**

Faculty shall be paid according to college Administrative Policy. Nine-month faculty shall be paid over twelve (12) months.

## **SECTION 10.5 EXTENDED CONTRACTS**

Cosmetology - An extended contract (twelve month) faculty member's salary shall be determined by multiplying his/her salary by 1.2.

The 12-month faculty member is expected to teach 39 equated credit hours (15 fall, 15 spring, and 9 summer) before they are compensated for overload. In the event sections fit the criteria for inconjunction (Sections 9.4) work load calculations may apply.

## **SECTION 10.6 INTERNSHIP ASSIGNMENTS**

All full-time faculty in career and technical programs having co-op/internships will supervise internship assignments and will be compensated at the independent study rate per semester hour.



## SECTION 10.7 DUES DEDUCTIONS

1. Association Members. The *Board* shall deduct from the pay of each *Association* member, excepting cash pay members, the current membership dues of the *Association* and (its IEA/NEA affiliates). The name of each faculty member with the dollar amount of dues shall be annually certified by the *Association* and submitted in writing to the *Board* on or before August 20. The amount specified will be deducted in eight (8) monthly payments beginning September 30 and ending May 15. Certification and notification of dues/fees of any new member employed after the beginning of the academic year shall be within thirty (30) days of employment and dues/fees shall be prorated ending in May. A termination of employment for any reason shall constitute termination of dues/fees deduction on the last day of employment.
2. Payroll Dues Deduction. The College shall deduct dues from each individual employee's paycheck and transmit the collected amount to the union. Proper authorization for membership payroll deduction shall be the signature of the employee on the authorization form prepared by the *Association* and submitted to the College. Such authorization shall remain in effect unless the employee cancels such authorization by written notice to the *Association* President and the College. *Association* dues deduction shall be submitted to the College on or before August 20<sup>th</sup>. At the time of submission, the *Association* shall certify the dollar amount to be deducted from the employee paycheck in eight (8) monthly payments beginning September 30<sup>th</sup> and ending May 15<sup>th</sup>. Certification and notification of dues/fee of any new member employed after the beginning of the academic year shall be within thirty (30) days of employment and dues/fees shall be prorated ending in May.
3. Indemnification. In the event of any claim, demand, or cause of action brought against the *Board* by reason of its compliance with this Article, the *Association* agrees to defend such claim, demand, or cause of action at the *Association's* own expense and through its own counsel. The *Board* agrees in the event of any such action to give immediate notice of same in writing to the *Association* and to permit the *Association's* intervention as a party if it so desires. The *Association* further agrees to indemnify and hold the *Board* harmless from any and all liability, damage, or other loss, including the assessment of court costs and attorney fees, the *Board* may suffer as a result of any claim, demand, cause of action, or judgment against the *Board* arising out of the *Board's* good faith compliance with this Article.



## **SECTION 10.8 DESIGNATED PROFESSIONAL DEVELOPMENT COURSES**

At the beginning of each academic year, the President of Shawnee Community College will distribute a listing of designated courses that may be taken for professional development.

All full-time faculty members who wish to enroll in designated professional development courses may do so, with the written permission obtained in advance from the VPAA. Some courses may be available at times outside of time assigned for professional duties and responsibilities.

All full-time faculty members will be compensated \$50.00 per course for the successful completion of each course from the list of courses identified as eligible for professional development. Payment will be made following the successful completion of the course(s) with a grade of "C" or better or "P". These professional development courses cannot be used for movement on the salary schedule.

## **SECTION 10.9 GROUP HEALTH INSURANCE**

The College shall provide group health insurance. The Colleges contribution shall be 80% of the individual premium cost for any plan offered for calendar year 2023-2027. Faculty members who chose not to participate in the health insurance in 1996 will receive payment of \$2,015 annually, payable during the school year so long as no penalties are triggered under the Affordable Care Act.

A joint *Association*-administration Insurance Committee shall be formed to study and implement health insurance cost containment proposals. The committee shall consist of eight (8) insurance participants, four (4) *Association* members appointed by the *Association* Executive committee and four (4) administrators and/or staff. The Insurance Committee shall meet as necessary. The Committee shall have access to all master policies, documents describing benefit coverage or claim procedures and experience and any other documents generate by the insurance broker. The Committee shall make any recommendations to the *Board* and *Association* in writing.



## SECTION 10.10 RETIREMENT INCENTIVE

The *Board* shall pay a one-time stipend of \$5,000, upon verification of effective retirement into SURS, to faculty who provide notice of resignation for the purpose of retirement and election to receive retirement benefits from State University Retirement System (SURS). Notice must be submitted to the President of the college two calendar years prior to the date of effective retirement. The retirement incentive is subject to the following conditions.

1. The effective resignation and effective retirement date must be at the end of a regular academic semester.
2. A minimum of 10 years of service as a full-time faculty member is required for eligibility for the retirement incentive.
3. To earn the full \$5,000 incentive a faculty member must have retained at least 80% of sick leave days during the last 10 years of service.
4. A faculty member who has retained 60-79.9% of sick leave days during the last 10 years of service will be eligible for a \$2,500 retirement incentive.





## SECTION 10.11 REDUCTION IN FORCE

Any reduction in force shall be in accordance with the applicable provisions of the Illinois Community College Tenure Act (detailed [here](#)).

[110 ILCS 805/3B-5](#) (from Ch. 122, par. 103B-5, Sec. 3B-5.) Reduction in Number of Faculty Members. If a dismissal of a faculty member for the ensuing school year results from the decision by the Board to decrease the number of faculty members employed by the Board or to discontinue some particular type of teaching service or program, notice shall be given the affected faculty member not later than 60 days before the end of the preceding school year, together with a statement of honorable dismissal and the reason therefor; provided that the employment of no tenured faculty member may be terminated under the provisions of this Section while any probationary faculty member, or any other employee with less seniority, is retained to render a service which the tenured employee is competent to render. In the event a tenured faculty member is not given notice within the time herein provided, he shall be deemed reemployed for the ensuing school year. Each board, unless otherwise provided in a collective bargaining agreement, shall each year establish a list, categorized by positions, showing the seniority of each faculty member for each position entailing services such faculty member is competent to render. Copies of the list shall be distributed to the exclusive employee representative on or before February 1 of each year. For the period of 24 months from the beginning of the school year for which the faculty member was dismissed, any faculty member shall have the preferred right to reappointment to a position entailing services he is competent to render prior to the appointment of any new faculty member; provided that no non-tenured faculty member or other employee with less seniority shall be employed to render a service which a tenured faculty member is competent to render. The determination by the Board of a faculty member's competence to render a particular teaching service or teaching program is conclusive.

(Source: P.A. 82-783.)

Neither this section nor any matter relating to reduction in force shall be subject to the grievance and arbitration procedure set forth in this Agreement.

Any change to the current law shall become part of this agreement.



## ARTICLE XI

### SUNSET CLAUSE

The *Association* and the College understand and acknowledge the following Memorandums of Understanding (MOU's) are attached hereto and incorporated into this Collective Bargaining Agreement for the purpose of being a part of this Contract only at this time.

The MOU's are attached hereto, marked:

- MOU Exhibit - 1
- MOU Exhibit - 2
- MOU Exhibit - 3
- MOU Exhibit - 4
- MOU Exhibit - 5

It is the understanding and agreement of the parties that these MOUs attached hereto are for the purposes of this particular Collective Bargaining Agreement and shall sunset at the termination or fulfillment of this particular Collective Bargaining Agreement.

The matters set forth in the attached MOUs will be subject to, or possible subject of, further negotiations in the next collective bargaining negotiations that occur on, before, or after the termination of this Collective Bargaining Agreement.



## ARTICLE XII

### ENTIRE AGREEMENT

This Agreement, upon ratification, supersedes all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for the term as defined in Article XIII.

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

Therefore, the *Board* and the *Association*, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, including the impact of the *Board's* exercise of its rights as set forth herein on salaries, fringe benefits or terms and conditions of employment unless otherwise expressly hereafter stated to the contrary.



## **ARTICLE XIII**

### **SEPARABILITY**

If the provisions of this Agreement, or any application of this Agreement to any bargaining unit member or to any group of bargaining unit members is held to be contrary to law, then such provision or application shall be deemed void and unenforceable, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.



ARTICLE XIV

TERM OF AGREEMENT

This Agreement in its entirety shall be effective as of the 18<sup>th</sup> day of May, 2023 and shall remain in full force and effect until the completion of the 2027 summer session (which shall be defined to be 3:00 p.m. on the third calendar day after final grades are due at the end of the 2027 summer session.)

IN WITNESS WHEREOF, the parties hereunto have set their hands this 18<sup>th</sup> day of May, 2023.

BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT 531,  
(SHAWNEE COLLEGE COLLEGE)

SHAWNEE COLLEGE EDUCATION  
ASSOCIATION, SCEA/IEA/NEA

BY: \_\_\_\_\_  
Title: Chairperson  
Dated: \_\_\_\_\_

BY: \_\_\_\_\_  
Title: President  
Dated: \_\_\_\_\_

BY: \_\_\_\_\_  
Title: Secretary  
Dated: \_\_\_\_\_

BY: \_\_\_\_\_  
Title: SCEA Negotiations Chair  
Dated: \_\_\_\_\_



**MEMORANDUM OF UNDERSTANDING**  
**EXHIBIT 1**

The *Board* of Shawnee College Community College (“*Board*”) and the Shawnee College Education *Association* – IEA/NEA (“*Association*”) enter into this memorandum as a means of memorializing these temporary changes to the duties and responsibilities of the Health Sciences/Allied Health Department Chair.

1. This agreement shall be in effect until August 2024, upon which time the position will be reviewed.
2. The Health Sciences/Allied Health Department Chair will be responsible for all department-specific non-nursing programs and faculty therein. The responsibilities of the Department Chair are outlined in the Collective Bargaining Agreement, Section 9.6 (2).
3. The Director of Nursing (DON)/Dean of Allied Health and Nursing will be responsible for all nursing programs, including the Certified Nurse Assistant (CNA) program, and the faculty therein. The duties of the DON are outlined in the DON job description, and are not subject to this Collective Bargaining Agreement.
4. Collaboration will occur between the Health Sciences/Allied Health Department Chair and the Dean of Allied Health and Nursing when both nursing and non-nursing courses are included in a program’s curriculum guide.
5. The CNA Program Coordinator duties performed by a faculty member other than the Health Sciences/Allied Health Department Chair or the DON will be compensated at the rate of \$4500 per fiscal year.

It is understood by the “*Board*” and the “*Association*” that this is not setting a precedent for any future occurrences such as this. If and when there are any future occurrences that require similar procedures the “*Board*” and the “*Association*” must again bargain the change.

The foregoing is agreed to this 18<sup>th</sup> day of May, 2023



**MEMORANDUM OF UNDERSTANDING**  
**EXHIBIT 2**

This is a Memorandum of Understanding as it pertains to re-open negotiations during the effective term of the Collective Bargaining Agreement for the purpose of discussing and negotiating the provisions of 9.6 of the Collective Bargaining Agreement. If the parties cannot reach consensus on the provision to be changed after a reasonable period of time, no changes will be made to 9.6 of the Collective Bargaining Agreement.

The College and the *Association* fully acknowledge there will be an annual review of the provisions of 9.6 of the Collective Bargaining Agreement. The College Administration and the *Association's* designee(s) shall meet annually on or before May 15 each year the Collective Bargaining Agreement is in effect, beginning in the year 2024 for the purpose of reviewing the provisions of 9.6 of the Collective Bargaining Agreement and to further discuss if there are any changes to the application of 9.6 that need to be made by either the College or the *Association*.

This annual review shall consist of discussing duties, obligations, any issues, any desired changes to Section 9.6 of the Collective Bargaining Agreement.

The foregoing is agreed to this 18<sup>th</sup> day of May, 2023



MEMORANDUM OF UNDERSTANDING  
EXHIBIT 3

This Memorandum of Understanding is to memorialize an agreement and understanding by and between the *Association* and the College. This Memorandum of Understanding is limited in purpose and limited in time. This Memorandum of Understanding does not replace or supersede the other terms and conditions of the Collective Bargaining Agreement, but rather supplements a limited portion of the Collective Bargaining Agreement so as to provide a negotiated retirement incentive for certain members of the *Association* as set forth herein.

The *Association* and the College have negotiated terms in the Collective Bargaining Agreement that pertain to retirement and retirement incentives. As a one-time exception to any retirement incentive set forth in the Collective Bargaining Agreement, the College has offered and the *Association* has accepted a one-time retirement incentive for those eligible for retirement. Those eligible for this one-time retirement incentive are as follows:

1. JoElla Basler;
2. Craig Bradley;
3. Brenda Brown;
4. Roberta Christie;
5. Sandy Fontana;
6. Tony Gerard;
7. Lorena Hines;
8. Connie McGinnis;
9. Sheryl Ribbing; and
10. Ruth Smith.

Said employees named above are the only members of the *Association* who are eligible persons that qualify and are allowed to accept this one-time retirement incentive.

All other *Association* members, and any members of the *Association* identified herein who do not accept this one-time retirement incentive, are subject to the terms and conditions and any other retirement incentives that are contained in Article X of the Collective Bargaining Agreement. This incentive is a one-time incentive for certain *Association* members identified herein and who accept this one-time incentive pursuant to and in accordance with the terms and conditions set forth herein.





This retirement incentive is subject to the following conditions, restrictions and terms:

1. Any *Association* member subject to this Memorandum of Understanding must notify the College in writing, by no later than May 15, 2023, of the intent to retire;
2. A date of retirement must be provided in the notice of intent to retire when submitted by no later than May 15, 2023;
3. Actual retirement occurring by the intended date provided to the College in the *Association* member's notice of intent to retire submitted by no later than May 15, 2023;
4. The amount of the retirement incentive shall be calculated as thirty percent (30%) of the *Association* member's annual base salary who elects to receive and accepts this one-time retirement incentive salary amount for the 2022-2023 year, which is from August 2022 to May 2023 and in accordance with the salary schedule made a part of the Collective Bargaining Agreement. Said payment shall be paid in accordance with the terms and conditions of this Memorandum of Understanding and the Notice of Intent to Retire executed by an *Association* member as opted for by the *Association* member who elects to take and receive this one-time retirement incentive;
5. An executed written waiver of any time notification requirements that are required by law that is submitted as a part of the *Association* member's notice of intent to retire; and
6. The *Association* and College have agreed to the Notice of Intent to Retire form that is attached to this Memorandum of Understanding identified as Memorandum of Understanding Exhibit 4, which is the acceptable form for any *Association* member subject of this Memorandum of Understanding to use in order to receive and accept the retirement incentive being offered herein.

An *Association* member who accepts this one-time retirement incentive shall be paid in a lump sum payment within thirty (30) days after the actual retirement date. If the *Association* member's retirement date is on or before June 30, 2023, then said *Association* member must receive their retirement incentive payment in lump sum. An *Association* member who does not have a retirement date before June 30, 2023, but will be employed by the College from June 30, 2023, through up to June 30, 2024, said *Association* member may elect to accept bi-weekly payments for a period of one (1) year if the *Association* member is continually employed by the College during that year period where payments are being made to said *Association* member. If the *Association* member retires or is no longer employed by the College, then any remaining payments owed and due the *Association* member will be paid in a lump sum accordingly. The type of payment, in lump sum or over a period of time, shall be opted by the *Association* member on the Notice of Intent to Retire and shall not be changed once it has been opted for. Any *Association* Member who accepts this one-time offer of retirement incentive shall be responsible for any withholdings, taxes or any other amounts that must be deducted as a matter of law. Further, the *Association* member acknowledges that this one-time retirement incentive is not paid as salary and is not included in the calculated amount of salary paid to said *Association* member by the College.



The *Association* in its entirety has approved this one-time retirement incentive, including its terms, conditions and requirements. Further, the *Association* in its entirety hereby waives any notice requirement that would require the College to provide a timeframe of notice for the *Association* members identified herein to accept this one-time incentive. This waiver includes, but is not limited to, any six (6) month notification time period that is being waived by the *Association*. The *Association* acknowledges there are certain notice periods that are allowed by law prior to an acceptance of a retirement incentive. The *Association* hereby expressly waives any time obligations, prior notice requirements and accepts this one-time incentive despite any other requirements by law. In consideration of this one-time incentive the *Association* hereby accepts this Memorandum of Understanding with the understanding and acknowledgment that it is giving up certain legal rights to notice(s), including prior notice(s), and despite the legal rights or requirements of prior notice, the *Association* has agreed to accept this offer of a one-time incentive accordingly.

Any eligible *Association* member who is not opting to receive this one-time retirement incentive shall acknowledge so in the attached Acknowledgment attached hereto and made a part of this MOU as Exhibit 5 to Memorandum of Understanding. There are currently ten (10) employees of SCC eligible for this one-time retirement incentive and this offer by SCC is contingent upon all ten (10) of those eligible employees returning one of the two (2) documents attached to this MOU as Exhibits 4 and 5 and said documents shall be submitted to the College administration by no later than close of College business on May 15, 2023.

This Memorandum of Understanding is effective upon the execution of the Collective Bargaining Agreement between the *Association* and the College, which this Memorandum of Understanding becomes a part of.

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Association

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College



**MEMORANDUM OF UNDERSTANDING**  
**EXHIBIT 4**

**IRREVOCABLE NOTICE OF INTENT TO RETIRE**

The undersigned *Association* member/employee of Shawnee Community College (“College”) hereby provides this Notice of Intent to Retire to the College under and pursuant to the following terms, conditions, requirements and waivers:

1. This Notice of Intent to Retire is in accordance with and adopts all provisions of a certain Memorandum of Understanding between the *Association* and the College that was made part of the Collective Bargaining Agreement effective **May 18, 2023**;
2. This Notice of Intent to Retire is being submitted by no later than May 15, 2023, in accordance with the requirements of the Memorandum of Understanding and Collective Bargaining Agreement;
3. My date of retirement shall be \_\_\_\_\_, 202\_\_\_\_;
4. I acknowledge and understand that in order to receive this one-time retirement incentive I must actually retire by the date set forth in paragraph 3 herein;
5. This Intent to Retire, including the waivers set forth herein and in the Memorandum of Understanding is being executed voluntarily by me and my *Association* has explained all of my rights and any waiver of any rights set forth herein is accepted by me individually without any coercion, duress or force whatsoever;
6. I understand and acknowledge that for my benefit, the *Association* in its entirety approved this one-time retirement incentive, including its terms, conditions and requirements. Further, the *Association* in its entirety waived any notice requirement that would require the College to provide a timeframe of notice for the eligible *Association* members to accept this one-time incentive. I hereby accept the *Association’s* actions as if my own and approve the same; and

I hereby, individually and as an *Association* member, waive any notification requirement that is required by law including, but not limited to, any six (6) month notification time period, which I voluntarily waive. I further, individually and as an *Association* member, hereby expressly waive any time obligations, prior notice requirements and I accept this one-time incentive despite any other requirements by law. In consideration of this one-time incentive, I hereby accept the Memorandum of Understanding with the understanding and acknowledgment that I am giving up certain legal rights to notice(s), including prior notice(s), and despite the legal rights or



1. requirements of prior notice, I hereby accept this offer of a one-time incentive accordingly.

I hereby acknowledge that it is my choice to be paid in lump sum or over the course of one (1) year. Whichever term of payment I opt for shall be binding and not subject to a later change. Once opted for, then the payment shall be made in accordance with the payment option I elect below. I hereby opt to accept this one-time retirement incentive to be paid as follows: (check one)

\_\_\_\_\_ the retirement incentive shall be paid in one lump sum within thirty (30) days of my actual retirement date; or

\_\_\_\_\_ the retirement incentive shall be paid in equal bi-monthly payments for a period of one (1) year with the first payment being made two (2) weeks after my actual retirement date so long as I meet all other requirements and remain continuously employed by the College during the time period, I am set to receive payments.

The one-time thirty percent (30%) retirement incentive is the amount of \$\_\_\_\_\_, which is calculated as thirty percent (30%) of my salary for the year beginning in August 2022 through August 2023, which is the amount of my salary negotiated by the *Association* and made a part of the Collective Bargaining Agreement effective during the year 2022-2023.

I understand and acknowledge that this one-time retirement incentive may be subject to withholdings, taxes, or any other amounts that must be deducted as a matter of law. I hereby accept the retirement incentive and agree to be solely responsible for any withholdings, taxes or any other amounts that must be deducted from this payment as a matter of law. I further acknowledge this one-time retirement incentive is not paid as salary and is not included in the calculated amount of salary paid to me by the College.

I further acknowledge that this Notice is irrevocable and once signed and dated by the *Association* Member it shall be considered accepted by the College and not subject to later revocation or withdrawal.

DATED: \_\_\_\_\_  
ASSOCIATION MEMBER /EMPLOYEE OF SHAWNEE COMMUNITY COLLEGE



**MEMORANDUM OF UNDERSTANDING**  
**EXHIBIT 5**  
**ACKNOWLEDGEMENT BY ELIGIBLE RETIREE OF SCC**

I, the undersigned, \_\_\_\_\_, hereby acknowledge that I am eligible for the retirement incentive being made as a part of the current Collective Bargaining Agreement with SCC and I am not opting to receive such retirement incentive.

I hereby, individually and as an *Association* member, waive any notification requirement that is required by law including, but not limited to, any six (6) month notification time period, which I voluntarily waive. I further, individually and as an *Association* member, hereby expressly waive any time obligations, prior notice requirements and I accept this one-time incentive despite any other requirements by law. In consideration of this one-time incentive, I hereby accept the Memorandum of Understanding with the understanding and acknowledgment that I am giving up certain legal rights to notice(s), including prior notice(s), and despite the legal rights or requirements of prior notice, and I hereby reject this offer of a one-time incentive accordingly.

I understand that this type of retirement incentive may never be offered again to the *Association* members.

I have voluntarily rejected the retirement incentive offer accordingly.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Eligible *Association* Member





# STUDENT CLUB FORM

Please complete and return Part 1 to the Vice President of Student Affairs by October 1<sup>st</sup>.

In order to receive the Club Sponsor/Coordinator stipend, sponsors/coordinators will need to complete Part II and provide the institutional co-curricular assessment form (CQI) by the April 15<sup>th</sup> deadline per section 9.5 of the CBA. Stipends will be paid in May if all required documentation is submitted by the April 15<sup>th</sup> deadline.

<b>Club Name:</b>	<b>New or Continuing?</b>
<b>Sponsor/Coordinator Name:</b>	<b>Club By-Laws: New or Revised? (Note: A current copy of the club by-laws must be attached)</b>
<b>Club Purpose:</b>	<b>Club Description:</b>
<b>Please attach a list of all participating club members and officer assignments.</b>	

**PART ONE: Intent to Hold a Student Club (COMPLETE BY OCTOBER 1<sup>st</sup>)**

### COORDINATOR ACTIVITIES

It is the expectation that clubs meet once a month to promote communication and student participation. Monthly minutes should be submitted as part of the year-end report. Monthly minutes will be utilized as part of HLC documentation and reporting. Sponsors are expected to be present at all off-campus club activities.

Clubs must participate in the following SCC activities.

1. Club Day
2. Fall and/or Spring Fest
3. Recruitment Activity (i.e. parade, high school visits, etc.)
4. Community Service Event (i.e. blood drive, health fair, etc.)

Clubs desiring to complete fundraising activities must complete the **Fundraising Request Form** and submit it to the Vice President of Student Affairs in advance of the requested activity. All fundraising money must be deposited into the club trust and agency account. Fundraising off-campus is prohibited.

**Anticipated Club Activities/Events** (to be added to the Master Events Calendar. If approved, events must be included in the annual CQI.):

Activity	Date	Learning Outcome

### SIGNATURE

Club Sponsor/Coordinator: \_\_\_\_\_  
PRINTED NAME SIGNATURE DATE

### APPROVAL

Missing Requirements? \_\_\_\_\_ Date Received: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ If Denied, Explanation: \_\_\_\_\_

Approval: \_\_\_\_\_  
PRINTED NAME SIGNATURE DATE



**PART TWO: Year-End Report and Assessment of Student Learning Outcomes (COMPLETE BY APRIL 15<sup>TH</sup>)**

*In Part II, please provide a summary of all activities, dates, and learning outcomes. Additionally, please attach the monthly minutes and completed institutional co-curricular assessment form (CQI). Submit all documents to the VPSA and enter the collected CQI data and findings into WEAVE. For questions regarding co-curricular assessment, please contact the Assessment Coordinator.*

Activity	Date	Learning Outcome

**SIGNATURE**  
 Club Sponsor/Coordinator: \_\_\_\_\_  
PRINTED NAME
SIGNATURE
DATE

**APPROVAL**  
 Missing Requirements? \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_ If Denied, Explanation: \_\_\_\_\_  
 \_\_\_\_\_

Approval: \_\_\_\_\_  
PRINTED NAME
SIGNATURE
DATE



Salary Schedule FY23 (2022-2023)														
Step	0	1	2	3	4	5	6	7	8	9	10	11	12	13
	<BS	BS+0	BS+8	BS+16	BS+24	MS+0	MS+8	MS+16	MS+24	MS+32	MS+40	MS+48	MS+56	PHD
0	49,766	50,536	51,306	52,076	52,846	53,616	54,578	55,540	56,502	57,464	58,426	59,388	60,350	61,312
1	50,766	51,567	52,368	53,168	53,969	54,770	55,771	56,771	57,772	58,772	59,772	60,773	61,773	62,774
2	51,782	52,583	53,384	54,185	54,985	55,786	56,787	57,787	58,788	59,788	60,789	61,789	62,790	63,790
3	53,021	53,807	54,594	55,381	56,168	56,955	57,938	58,923	59,906	60,889	61,872	62,857	63,841	64,824
4	53,233	54,007	54,780	55,553	56,326	57,101	58,066	59,033	60,000	60,967	61,934	62,901	63,868	64,833
5	53,478	54,239	54,999	55,759	56,519	57,279	58,230	59,180	60,129	61,080	62,029	62,980	63,930	64,880
6	53,757	54,504	55,251	55,998	56,746	57,493	58,426	59,360	60,294	61,227	62,161	63,095	64,028	64,962
7	54,872	55,619	56,365	57,112	57,861	58,608	59,541	60,474	61,408	62,342	63,276	64,210	65,143	66,077
8	55,203	55,938	56,671	57,405	58,140	58,874	59,791	60,708	61,627	62,545	63,462	64,380	65,298	66,215
9	56,608	57,366	58,123	58,880	59,638	60,395	61,343	62,290	63,237	64,184	65,131	66,078	67,025	67,972
10	57,985	58,765	59,546	60,328	61,109	61,889	62,865	63,842	64,819	65,795	66,772	67,748	68,725	69,701
11	59,329	60,133	60,938	61,743	62,548	63,352	64,358	65,364	66,369	67,375	68,381	69,387	70,392	71,398
12	60,687	61,514	62,344	63,172	64,000	64,830	65,866	66,901	67,938	68,973	70,009	71,046	72,081	73,117
13	61,371	62,211	63,053	63,894	64,735	65,576	66,627	67,678	68,730	69,781	70,833	71,885	72,936	73,986
14	62,050	62,904	63,757	64,612	65,465	66,318	67,386	68,451	69,519	70,586	71,654	72,723	73,788	74,856
15	63,083	63,957	64,830	65,704	66,576	67,451	68,542	69,634	70,726	71,817	72,909	74,001	75,092	76,184
16	64,124	64,998	65,871	66,745	67,618	68,492	69,582	70,675	71,767	72,857	73,950	75,042	76,132	77,225
17	65,203	66,075	66,951	67,822	68,696	69,568	70,661	71,751	72,843	73,936	75,026	76,119	77,211	78,301
18	66,317	67,191	68,063	68,938	69,811	70,684	71,777	72,867	73,959	75,052	76,142	77,235	78,326	79,417
19	67,472	68,344	69,219	70,091	70,965	71,839	72,931	74,022	75,114	76,206	77,298	78,388	79,480	80,572
20	68,667	69,539	70,414	71,286	72,160	73,034	74,126	75,215	76,308	77,400	78,491	79,583	80,675	81,766
21	69,860	70,735	71,608	72,481	73,354	74,228	75,319	76,410	77,503	78,593	79,686	80,778	81,868	82,961
22	71,055	71,930	72,798	73,676	74,549	75,423	76,514	77,605	78,698	79,789	80,881	81,973	83,064	84,156
23	72,250	73,124	73,998	74,870	75,744	76,617	77,709	78,800	79,892	80,984	82,076	83,167	84,259	85,351
24	73,445	74,319	75,193	76,065	76,939	77,812	78,904	79,994	81,087	82,179	83,270	84,362	85,453	86,545
25	74,639	75,514	76,386	77,260	78,133	79,007	80,099	81,189	82,282	83,374	84,465	85,557	86,649	87,740
26	75,834	76,709	77,581	78,455	79,328	80,202	81,293	82,385	83,477	84,567	85,660	86,752	87,842	88,935
27	77,029	77,903	78,776	79,649	80,524	81,396	82,488	83,580	84,671	85,763	86,855	87,946	89,038	90,130
28	78,224	79,098	79,971	80,844	81,719	82,591	83,683	84,774	85,866	86,958	88,049	89,141	90,233	91,324
29	79,418	80,293	81,165	82,039	82,912	83,786	84,878	85,969	87,061	88,153	89,244	90,336	91,429	92,519
30	80,613	81,488	82,360	83,234	84,107	84,981	86,071	87,164	88,256	89,346	90,439	91,531	92,621	93,714
31	81,808	82,682	83,555	84,428	85,302	86,175	87,267	88,359	89,450	90,541	91,634	92,725	93,816	94,909



Salary Schedule FY23 (2022-2023)														
32	83,003	83,877	84,750	85,623	86,497	87,370	88,462	89,554	90,645	91,737	92,829	93,920	95,013	96,104
33	84,197	85,072	85,944	86,818	87,691	88,565	89,657	90,748	91,840	92,932	94,023	95,115	96,208	97,298
34	85,392	86,266	87,139	88,013	88,886	89,760	90,850	91,943	93,035	94,125	95,218	96,310	97,400	98,493
35	86,587	87,461	88,334	89,208	90,081	90,955	92,045	93,138	94,230	95,320	96,413	97,505	98,596	99,688
36	87,782	88,655	89,529	90,402	91,276	92,149	93,241	94,333	95,424	96,515	97,608	98,699	99,791	100,883
37	88,978	89,850	90,724	91,596	92,471	93,344	94,436	95,527	96,619	97,712	98,802	99,894	100,986	102,077
38	90,171	91,045	91,918	92,791	93,665	94,539	95,629	96,722	97,814	98,904	99,997	101,089	102,180	103,272



Salary Schedule FY24 (2023-2024)														
	0	1	2	3	4	5	6	7	8	9	10	11	12	13
Step	<BS	BS+0	BS+8	BS+16	BS+24	MS+0	MS+8	MS+16	MS+24	MS+32	MS+40	MS+48	MS+56	PHD
0	51,757	52,527	53,297	54,067	54,837	55,607	56,569	57,531	58,493	59,455	60,417	61,379	62,341	63,303
1	52,757	53,558	54,358	55,159	55,960	56,761	57,761	58,762	59,762	60,763	61,763	62,764	63,764	64,765
2	53,797	54,630	55,462	56,295	57,128	57,961	59,001	60,042	61,082	62,123	63,163	64,204	65,244	66,285
3	54,853	55,686	56,519	57,352	58,185	59,018	60,058	61,099	62,139	63,180	64,220	65,261	66,301	67,342
4	56,142	56,959	57,778	58,596	59,415	60,233	61,255	62,280	63,302	64,325	65,347	66,371	67,395	68,417
5	56,362	57,167	57,972	58,775	59,579	60,385	61,388	62,394	63,400	64,406	65,411	66,417	67,423	68,426
6	56,618	57,408	58,199	58,989	59,780	60,570	61,559	62,547	63,534	64,523	65,510	66,499	67,488	68,475
7	56,907	57,684	58,461	59,238	60,016	60,793	61,763	62,734	63,705	64,677	65,648	66,619	67,589	68,561
8	58,067	58,843	59,620	60,397	61,175	61,952	62,922	63,893	64,865	65,836	66,807	67,779	68,749	69,720
9	58,411	59,176	59,938	60,702	61,465	62,229	63,183	64,137	65,092	66,047	67,001	67,955	68,910	69,864
10	59,872	60,661	61,448	62,235	63,024	63,811	64,797	65,782	66,766	67,752	68,736	69,721	70,706	71,691
11	61,304	62,115	62,928	63,741	64,553	65,364	66,380	67,396	68,411	69,427	70,443	71,458	72,474	73,489
12	62,703	63,539	64,376	65,213	66,050	66,886	67,932	68,978	70,024	71,070	72,116	73,163	74,208	75,254
13	64,114	64,975	65,838	66,699	67,560	68,423	69,500	70,577	71,655	72,732	73,810	74,888	75,964	77,041
14	64,826	65,700	66,575	67,450	68,325	69,199	70,292	71,385	72,479	73,573	74,666	75,761	76,853	77,946
15	65,532	66,420	67,307	68,196	69,084	69,971	71,082	72,189	73,300	74,410	75,521	76,631	77,739	78,850
16	66,606	67,516	68,423	69,332	70,239	71,149	72,283	73,419	74,555	75,689	76,825	77,961	79,095	80,231
17	67,689	68,598	69,506	70,414	71,323	72,232	73,365	74,502	75,637	76,771	77,908	79,043	80,177	81,314
18	68,811	69,718	70,629	71,535	72,444	73,351	74,488	75,621	76,757	77,894	79,027	80,164	81,300	82,433
19	69,970	70,878	71,786	72,696	73,603	74,512	75,648	76,782	77,917	79,054	80,188	81,325	82,459	83,594
20	71,170	72,078	72,988	73,895	74,804	75,712	76,848	77,982	79,118	80,254	81,389	82,524	83,660	84,795
21	72,413	73,321	74,230	75,138	76,046	76,955	78,091	79,224	80,361	81,496	82,631	83,767	84,902	86,037
22	73,655	74,565	75,472	76,381	77,288	78,198	79,332	80,467	81,604	82,737	83,874	85,010	86,143	87,280
23	74,898	75,807	76,710	77,623	78,531	79,440	80,575	81,710	82,846	83,981	85,117	86,252	87,387	88,523
24	76,140	77,049	77,958	78,865	79,774	80,682	81,818	82,952	84,088	85,224	86,359	87,494	88,630	89,765
25	77,383	78,292	79,200	80,108	81,016	81,925	83,060	84,194	85,331	86,466	87,601	88,737	89,871	91,007
26	78,625	79,534	80,442	81,350	82,258	83,168	84,303	85,437	86,574	87,709	88,844	89,979	91,115	92,250
27	79,868	80,777	81,685	82,593	83,501	84,410	85,545	86,681	87,816	88,950	90,087	91,222	92,356	93,493
28	81,110	82,019	82,927	83,835	84,745	85,652	86,788	87,923	89,058	90,194	91,329	92,464	93,600	94,735
29	82,353	83,262	84,170	85,078	85,987	86,895	88,030	89,165	90,301	91,436	92,571	93,707	94,842	95,977
30	83,595	84,504	85,412	86,320	87,229	88,138	89,273	90,408	91,543	92,679	93,814	94,949	96,086	97,220
31	84,838	85,747	86,655	87,563	88,472	89,380	90,514	91,651	92,786	93,920	95,057	96,192	97,326	98,462

Salary Schedule FY24 (2023-2024)														
32	86,080	86,989	87,897	88,805	89,714	90,622	91,758	92,893	94,028	95,163	96,299	97,434	98,568	99,705
33	87,323	88,232	89,140	90,048	90,957	91,865	93,000	94,136	95,271	96,406	97,542	98,677	99,813	100,948
34	88,565	89,474	90,382	91,290	92,199	93,107	94,243	95,378	96,513	97,649	98,784	99,919	101,056	102,190
35	89,808	90,717	91,625	92,533	93,442	94,350	95,484	96,621	97,756	98,890	100,026	101,162	102,296	103,432
36	91,050	91,960	92,867	93,776	94,684	95,593	96,727	97,863	98,999	100,132	101,269	102,405	103,540	104,675
37	92,293	93,202	94,110	95,018	95,927	96,835	97,970	99,106	100,241	101,375	102,512	103,647	104,782	105,918
38	93,537	94,444	95,353	96,260	97,170	98,077	99,213	100,348	101,483	102,620	103,754	104,889	106,025	107,160
39	94,777	95,687	96,595	97,503	98,412	99,320	100,454	101,590	102,726	103,860	104,996	106,132	107,267	108,402



Salary Schedule FY25 (2024-2025)														
	0	1	2	3	4	5	6	7	8	9	10	11	12	13
Step	<BS	BS+0	BS+8	BS+16	BS+24	MS+0	MS+8	MS+16	MS+24	MS+32	MS+40	MS+48	MS+56	PHD
0	53,827	54,597	55,367	56,137	56,907	57,677	58,639	59,601	60,563	61,525	62,487	63,449	64,411	65,373
1	54,827	55,628	56,429	57,229	58,030	58,831	59,831	60,832	61,832	62,833	63,833	64,834	65,834	66,835
2	55,867	56,700	57,533	58,365	59,198	60,031	61,072	62,112	63,153	64,193	65,234	66,274	67,315	68,355
3	56,949	57,815	58,681	59,547	60,413	61,279	62,361	63,444	64,526	65,608	66,690	67,772	68,854	69,936
4	58,048	58,914	59,780	60,646	61,512	62,378	63,460	64,543	65,625	66,707	67,789	68,871	69,953	71,035
5	59,387	60,238	61,089	61,940	62,791	63,643	64,706	65,771	66,834	67,898	68,961	70,026	71,090	72,153
6	59,617	60,454	61,291	62,126	62,962	63,800	64,844	65,890	66,936	67,982	69,027	70,074	71,120	72,164
7	59,882	60,705	61,527	62,349	63,171	63,992	65,022	66,049	67,076	68,104	69,131	70,159	71,187	72,214
8	60,184	60,991	61,799	62,608	63,417	64,224	65,233	66,243	67,253	68,264	69,274	70,284	71,293	72,303
9	61,390	62,197	63,005	63,813	64,622	65,430	66,439	67,449	68,459	69,469	70,480	71,490	72,499	73,509
10	61,747	62,543	63,336	64,130	64,924	65,718	66,710	67,702	68,696	69,689	70,681	71,673	72,666	73,658
11	63,267	64,087	64,906	65,725	66,545	67,364	68,388	69,413	70,437	71,462	72,485	73,510	74,535	75,558
12	64,756	65,600	66,445	67,291	68,135	68,979	70,035	71,092	72,148	73,204	74,260	75,316	76,373	77,429
13	66,211	67,080	67,951	68,822	69,692	70,562	71,649	72,737	73,825	74,913	76,000	77,089	78,176	79,264
14	67,679	68,574	69,472	70,367	71,262	72,160	73,280	74,400	75,521	76,642	77,762	78,883	80,003	81,123
15	68,419	69,328	70,238	71,148	72,058	72,967	74,104	75,240	76,378	77,516	78,653	79,791	80,927	82,063
16	69,153	70,077	70,999	71,924	72,847	73,770	74,925	76,077	77,232	78,386	79,541	80,697	81,849	83,004
17	70,270	71,216	72,160	73,105	74,049	74,995	76,175	77,356	78,537	79,717	80,898	82,079	83,259	84,440
18	71,396	72,342	73,286	74,231	75,176	76,121	77,300	78,482	79,663	80,842	82,024	83,205	84,384	85,566
19	72,564	73,507	74,454	75,396	76,341	77,285	78,467	79,646	80,827	82,009	83,188	84,371	85,552	86,730
20	73,769	74,714	75,657	76,603	77,547	78,492	79,674	80,853	82,034	83,216	84,395	85,578	86,757	87,937
21	75,017	75,961	76,907	77,851	78,796	79,741	80,922	82,102	83,283	84,464	85,645	86,825	88,006	89,187
22	76,310	77,254	78,200	79,143	80,088	81,033	82,214	83,393	84,575	85,756	86,936	88,117	89,299	90,479
23	77,601	78,547	79,491	80,436	81,380	82,326	83,506	84,685	85,868	87,047	88,229	89,410	90,589	91,771
24	78,894	79,840	80,779	81,728	82,672	83,618	84,798	85,978	87,160	88,340	89,521	90,702	91,882	93,063
25	80,186	81,131	82,076	83,020	83,964	84,909	86,090	87,270	88,452	89,633	90,814	91,994	93,175	94,356
26	81,479	82,423	83,368	84,312	85,257	86,202	87,383	88,562	89,744	90,925	92,105	93,286	94,466	95,647
27	82,770	83,716	84,660	85,605	86,548	87,494	88,675	89,854	91,036	92,218	93,398	94,579	95,760	96,940
28	84,062	85,008	85,952	86,897	87,841	88,787	89,967	91,148	92,329	93,508	94,690	95,871	97,050	98,232
29	85,355	86,300	87,245	88,188	89,134	90,078	91,259	92,440	93,620	94,801	95,982	97,162	98,344	99,525
30	86,647	87,592	88,537	89,481	90,427	91,371	92,552	93,732	94,913	96,094	97,274	98,455	99,636	100,816
31	87,939	88,885	89,828	90,773	91,718	92,663	93,844	95,024	96,205	97,386	98,566	99,747	100,930	102,109

Salary Schedule FY25 (2024-2025)														
32	89,231	90,177	91,121	92,066	93,011	93,955	95,134	96,317	97,498	98,677	99,859	101,040	102,219	103,401
33	90,524	91,468	92,413	93,357	94,303	95,247	96,428	97,609	98,789	99,969	101,151	102,331	103,511	104,693
34	91,816	92,761	93,706	94,650	95,596	96,539	97,720	98,902	100,082	101,263	102,444	103,624	104,806	105,986
35	93,107	94,053	94,997	95,942	96,887	97,832	99,013	100,193	101,374	102,555	103,735	104,916	106,098	107,277
36	94,400	95,346	96,290	97,234	98,179	99,124	100,303	101,485	102,666	103,845	105,028	106,209	107,387	108,570
37	95,692	96,638	97,582	98,527	99,472	100,417	101,596	102,778	103,959	105,138	106,320	107,501	108,681	109,862
38	96,985	97,930	98,875	99,818	100,764	101,708	102,889	104,070	105,250	106,430	107,612	108,792	109,974	111,155
39	98,278	99,222	100,167	101,111	102,057	103,001	104,182	105,362	106,543	107,725	108,904	110,085	111,266	112,446
40	99,569	100,515	101,458	102,403	103,348	104,293	105,472	106,654	107,835	109,014	110,196	111,377	112,557	113,738



Salary Schedule FY26 (2025-2026)														
	0	1	2	3	4	5	6	7	8	9	10	11	12	13
Step	<BS	BS+0	BS+8	BS+16	BS+24	MS+0	MS+8	MS+16	MS+24	MS+32	MS+40	MS+48	MS+56	PHD
0	55,173	55,943	56,713	57,483	58,253	59,023	59,985	60,947	61,909	62,871	63,833	64,795	65,757	66,719
1	56,173	56,962	57,751	58,540	59,330	60,119	61,105	62,091	63,077	64,063	65,049	66,035	67,021	68,007
2	57,198	58,018	58,839	59,660	60,481	61,302	62,327	63,353	64,378	65,404	66,429	67,455	68,480	69,506
3	58,264	59,117	59,971	60,825	61,678	62,532	63,598	64,665	65,731	66,798	67,864	68,931	69,998	71,064
4	59,372	60,260	61,148	62,036	62,924	63,811	64,920	66,030	67,139	68,248	69,357	70,466	71,576	72,685
5	60,499	61,387	62,274	63,162	64,050	64,938	66,047	67,156	68,265	69,374	70,484	71,593	72,702	73,811
6	61,872	62,744	63,616	64,488	65,361	66,234	67,323	68,415	69,505	70,595	71,685	72,777	73,868	74,957
7	62,107	62,965	63,823	64,679	65,536	66,395	67,465	68,537	69,610	70,682	71,753	72,825	73,898	74,968
8	62,379	63,222	64,065	64,908	65,751	66,592	67,647	68,700	69,753	70,806	71,859	72,913	73,967	75,019
9	62,688	63,516	64,344	65,173	66,002	66,830	67,864	68,899	69,935	70,970	72,006	73,041	74,075	75,111
10	63,924	64,752	65,580	66,408	67,238	68,066	69,100	70,135	71,171	72,206	73,242	74,277	75,311	76,347
11	64,291	65,106	65,919	66,733	67,547	68,361	69,378	70,395	71,413	72,431	73,448	74,465	75,483	76,500
12	65,849	66,689	67,529	68,368	69,208	70,048	71,098	72,149	73,198	74,248	75,297	76,348	77,398	78,447
13	67,375	68,240	69,106	69,973	70,839	71,703	72,786	73,869	74,951	76,034	77,117	78,199	79,282	80,365
14	68,866	69,757	70,650	71,542	72,434	73,326	74,441	75,556	76,671	77,785	78,900	80,017	81,130	82,245
15	70,371	71,288	72,208	73,126	74,044	74,964	76,113	77,260	78,409	79,558	80,706	81,856	83,003	84,151
16	71,129	72,061	72,994	73,926	74,859	75,791	76,956	78,121	79,288	80,453	81,619	82,786	83,951	85,115
17	71,882	72,829	73,774	74,722	75,669	76,614	77,798	78,979	80,163	81,346	82,530	83,714	84,895	86,079
18	73,027	73,997	74,964	75,933	76,900	77,870	79,079	80,290	81,500	82,710	83,921	85,131	86,341	87,551
19	74,181	75,151	76,118	77,087	78,055	79,024	80,232	81,444	82,655	83,863	85,075	86,285	87,494	88,705
20	75,378	76,344	77,315	78,281	79,250	80,217	81,429	82,637	83,848	85,060	86,268	87,480	88,690	89,899
21	76,613	77,581	78,549	79,518	80,486	81,454	82,666	83,874	85,085	86,297	87,505	88,717	89,926	91,136
22	77,893	78,860	79,830	80,797	81,766	82,734	83,945	85,154	86,365	87,575	88,786	89,996	91,206	92,417
23	79,217	80,185	81,155	82,122	83,090	84,059	85,270	86,478	87,690	88,900	90,110	91,320	92,531	93,741
24	80,541	81,511	82,478	83,447	84,414	85,384	86,593	87,803	89,014	90,223	91,435	92,645	93,853	95,065
25	81,866	82,836	83,798	84,771	85,739	86,708	87,918	89,127	90,339	91,549	92,759	93,970	95,179	96,390
26	83,191	84,159	85,128	86,095	87,064	88,032	89,243	90,452	91,663	92,873	94,084	95,294	96,504	97,715
27	84,515	85,484	86,452	87,420	88,388	89,357	90,567	91,776	92,988	94,198	95,408	96,618	97,828	99,038
28	85,839	86,809	87,776	88,745	89,712	90,682	91,892	93,101	94,312	95,523	96,732	97,943	99,154	100,363
29	87,164	88,134	89,101	90,069	91,037	92,006	93,216	94,427	95,637	96,845	98,057	99,268	100,476	101,688
30	88,489	89,457	90,426	91,393	92,363	93,330	94,541	95,751	96,961	98,171	99,382	100,592	101,802	103,013
31	89,813	90,782	91,750	92,718	93,687	94,655	95,865	97,075	98,286	99,496	100,706	101,916	103,127	104,336

Salary Schedule FY26 (2025-2026)														
32	91,137	92,107	93,074	94,043	95,011	95,980	97,190	98,400	99,610	100,821	102,030	103,241	104,453	105,661
33	92,462	93,432	94,399	95,367	96,336	97,304	98,513	99,724	100,935	102,143	103,355	104,566	105,774	106,986
34	93,787	94,755	95,724	96,691	97,661	98,628	99,839	101,049	102,259	103,468	104,680	105,890	107,099	108,311
35	95,111	96,080	97,048	98,016	98,985	99,953	101,163	102,374	103,584	104,794	106,005	107,214	108,426	109,636
36	96,435	97,405	98,372	99,341	100,309	101,278	102,488	103,698	104,908	106,119	107,328	108,539	109,751	110,959
37	97,760	98,729	99,697	100,665	101,634	102,602	103,811	105,022	106,233	107,441	108,653	109,864	111,072	112,284
38	99,085	100,054	101,022	101,990	102,959	103,927	105,135	106,347	107,558	108,766	109,978	111,189	112,398	113,609
39	100,409	101,378	102,346	103,314	104,283	105,251	106,461	107,672	108,882	110,091	111,303	112,512	113,723	114,934
40	101,735	102,703	103,671	104,639	105,608	106,576	107,786	108,996	110,206	111,418	112,626	113,837	115,048	116,257
41	103,058	104,027	104,995	105,963	106,932	107,900	109,109	110,320	111,531	112,739	113,951	115,162	116,371	117,582



Salary Schedule FY27 (2026-2027)														
	0	1	2	3	4	5	6	7	8	9	10	11	12	13
Step	<BS	BS+0	BS+8	BS+16	BS+24	MS+0	MS+8	MS+16	MS+24	MS+32	MS+40	MS+48	MS+56	PHD
0	56,552	57,322	58,092	58,862	59,632	60,402	61,364	62,326	63,288	64,250	65,212	66,174	67,136	68,098
1	57,552	58,341	59,130	59,920	60,709	61,498	62,484	63,470	64,456	65,442	66,428	67,415	68,401	69,387
2	58,577	59,386	60,195	61,004	61,813	62,622	63,633	64,643	65,654	66,665	67,675	68,686	69,697	70,708
3	59,628	60,469	61,310	62,152	62,993	63,834	64,885	65,937	66,988	68,039	69,090	70,141	71,192	72,243
4	60,720	61,595	62,470	63,345	64,220	65,095	66,188	67,282	68,375	69,468	70,561	71,654	72,747	73,841
5	61,857	62,767	63,677	64,587	65,497	66,407	67,543	68,680	69,817	70,954	72,091	73,228	74,365	75,502
6	63,011	63,921	64,831	65,741	66,651	67,561	68,698	69,835	70,972	72,109	73,246	74,383	75,520	76,656
7	64,419	65,312	66,207	67,100	67,995	68,890	70,006	71,126	72,242	73,360	74,477	75,596	76,714	77,831
8	64,660	65,539	66,418	67,296	68,175	69,055	70,152	71,251	72,350	73,449	74,547	75,646	76,745	77,842
9	64,939	65,803	66,667	67,530	68,394	69,257	70,338	71,417	72,496	73,577	74,656	75,736	76,816	77,895
10	65,256	66,104	66,953	67,802	68,652	69,501	70,561	71,622	72,683	73,744	74,806	75,867	76,927	77,988
11	66,522	67,371	68,219	69,068	69,919	70,767	71,828	72,889	73,950	75,011	76,073	77,134	78,194	79,255
12	66,898	67,734	68,567	69,401	70,236	71,070	72,112	73,155	74,198	75,242	76,284	77,327	78,370	79,412
13	68,495	69,356	70,217	71,077	71,939	72,799	73,876	74,952	76,028	77,104	78,180	79,256	80,333	81,408
14	70,060	70,946	71,833	72,722	73,610	74,496	75,606	76,716	77,825	78,935	80,045	81,154	82,264	83,374
15	71,588	72,501	73,416	74,331	75,245	76,159	77,302	78,445	79,587	80,730	81,873	83,017	84,159	85,301
16	73,130	74,071	75,014	75,954	76,895	77,838	79,015	80,191	81,369	82,547	83,724	84,902	86,078	87,255
17	73,908	74,862	75,819	76,775	77,731	78,686	79,880	81,074	82,270	83,465	84,660	85,856	87,049	88,243
18	74,679	75,650	76,619	77,590	78,560	79,529	80,743	81,953	83,167	84,380	85,593	86,807	88,017	89,231
19	75,853	76,847	77,838	78,831	79,822	80,816	82,056	83,297	84,538	85,778	87,019	88,259	89,499	90,740
20	77,036	78,030	79,021	80,014	81,007	81,999	83,238	84,480	85,721	86,959	88,202	89,442	90,681	91,923
21	78,263	79,253	80,248	81,238	82,231	83,223	84,465	85,703	86,944	88,186	89,425	90,667	91,908	93,146
22	79,528	80,521	81,512	82,506	83,498	84,491	85,733	86,971	88,212	89,454	90,693	91,935	93,175	94,414
23	80,840	81,832	82,825	83,817	84,810	85,802	87,043	88,283	89,524	90,765	92,006	93,245	94,486	95,727
24	82,198	83,189	84,183	85,175	86,168	87,160	88,401	89,640	90,882	92,123	93,362	94,603	95,844	97,084
25	83,555	84,549	85,540	86,533	87,524	88,518	89,758	90,998	92,240	93,478	94,720	95,961	97,200	98,442
26	84,913	85,906	86,893	87,891	88,882	89,876	91,116	92,356	93,598	94,837	96,078	97,319	98,559	99,800
27	86,270	87,263	88,256	89,247	90,240	91,233	92,474	93,713	94,954	96,195	97,436	98,676	99,917	101,158
28	87,628	88,621	89,614	90,605	91,598	92,591	93,832	95,070	96,312	97,553	98,793	100,034	101,274	102,514
29	88,985	89,979	90,971	91,963	92,955	93,949	95,190	96,428	97,670	98,911	100,151	101,392	102,633	103,872
30	90,343	91,337	92,328	93,321	94,313	95,307	96,546	97,787	99,028	100,267	101,509	102,750	103,988	105,230
31	91,701	92,694	93,686	94,678	95,672	96,663	97,904	99,145	100,385	101,626	102,867	104,106	105,347	106,588



Salary Schedule FY27 (2026-2027)														
32	93,059	94,051	95,044	96,036	97,030	98,021	99,262	100,502	101,743	102,984	104,223	105,464	106,705	107,945
33	94,415	95,409	96,401	97,394	98,386	99,379	100,620	101,860	103,101	104,342	105,581	106,822	108,064	109,303
34	95,773	96,767	97,759	98,752	99,744	100,737	101,976	103,218	104,459	105,697	106,939	108,180	109,419	110,661
35	97,131	98,124	99,117	100,108	101,102	102,094	103,335	104,576	105,815	107,055	108,297	109,537	110,776	112,019
36	98,489	99,482	100,475	101,466	102,460	103,452	104,693	105,933	107,173	108,414	109,655	110,895	112,137	113,376
37	99,846	100,840	101,831	102,824	103,817	104,810	106,050	107,290	108,531	109,772	111,012	112,253	113,495	114,733
38	101,204	102,198	103,189	104,182	105,175	106,167	107,406	108,648	109,889	111,127	112,370	113,610	114,849	116,091
39	102,562	103,556	104,547	105,540	106,533	107,525	108,764	110,006	111,247	112,485	113,727	114,968	116,208	117,449
40	103,920	104,912	105,905	106,897	107,890	108,882	110,123	111,364	112,604	113,843	115,085	116,325	117,566	118,807
41	105,279	106,270	107,263	108,254	109,248	110,240	111,481	112,721	113,961	115,204	116,442	117,683	118,924	120,164
42	106,634	107,628	108,620	109,612	110,605	111,598	112,836	114,078	115,319	116,558	117,800	119,041	120,281	121,521

