

COLLECTIVE BARGAINING AGREEMENT

For the Years

2004-2005 2005-2006 2006-2007 2007-2008 2008-2009

Between

**Richland Community College
Federation of Teachers Local 4262**

and the

**Richland Community College District 537
Board of Trustees**

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COLLECTIVE BARGAINING AGREEMENT

ARTICLE I

RECOGNITION

Section A – Bargaining Unit

The Board of Trustees of Richland Community College District #537 (herein and after referred to as the "Board") recognizes the Richland Federation of Teachers (herein and after referred to as the "Union") Local #4262, IFT, AFT, AFL-CIO as the exclusive bargaining representative for all full-time faculty members, full-time counselors, and full-time librarians. The term "faculty member" shall not include: Deans, vice presidents, administrators, or any individual excluded, by law, from the definition of an educational employee.

Section B – President's Meeting

The President of the College or his/her designee shall meet with the President of the Union or his/her designee when mutually deemed necessary, but no more frequently than once a month. Upon request, either party shall indicate in advance the item or items which it desires to discuss.

ARTICLE II

MANAGEMENT RIGHTS

All management rights and functions, except those which are clearly and expressly abridged by this Agreement, shall remain vested exclusively in the Board. It is

expressly recognized, merely by way of illustration and not by way of limitation, that such rights and functions include, but are not limited to (1) full and exclusive control of the management of the District; the supervision of all operations, the methods, processes, means and personnel by which any and all work will be performed; the control of property; and the composition, assignment, direction, and determination of the size and type of its working forces; (2) the right to determine the work to be done and the standards to be met by employees covered by this Agreement; (3) the right to change or introduce new operations, methods, processes, means or facilities, and the right to determine whether and to what extent work shall be performed by employees; (4) the right to hire, establish, eliminate or change classifications, assign, transfer, promote, demote, release, and lay off employees; (5) the right to determine the qualifications of employees, and to suspend, discipline, and discharge employees for cause and otherwise to maintain an orderly, effective, and efficient operation.

ARTICLE III

FAIR SHARE

Section A – Costs for Service Rendered

All employees covered by this Agreement who are not members of the Union, commencing on the effective date of this Agreement or sixty (60) days after their initial employment and continuing during the term of this Agreement and so long as they remain non-members of the Union, shall pay to the Union

each month their fair share of the costs of the services rendered by the Union that are chargeable to non-members under state and federal law.

Section B – Earnings Deduction

Such fair share payment by non-members shall be deducted by the Board from the earnings of the non-member employees and remitted to the Union, provided that the Union shall submit to the Board an affidavit which specifies the amount constituting said fair share, not exceeding the dues uniformly required of members of the Union, and which describes the rationale and method by which the fair share was determined, including a list of the expenditures which were excluded in determining the fair share.

Upon receipt of said affidavit, the Board shall cooperate with the Union to ascertain the names and work assignments of all employee non-members of the Union from whose earnings the fair share payments shall be deducted.

Section C – Fee Notice

The Union shall prepare a notice containing all fair share fee information specified in Section B of this Article and advising that any non-member may object to the amount of the fee:

- i. through the Union's internal appeal procedure, culminating in arbitration, by sending a letter to the Union President by certified or registered mail or by delivery to the Union office at any time after the notice but within thirty (30) days after the first salary payment of the school year from which his/her fair share fee has been deducted;

- ii. by filing an unfair labor practice charge against the Union with the Illinois Educational Labor Relations Board and serving a copy of the charge on the Union as provided in the Rules of the Illinois Educational Labor Relations Board; or
- iii. by taking any other action available by law. The notice shall set forth the addresses and telephone numbers of the Union and the Illinois Educational Labor Relations Board, and the manner in which employees may obtain a copy of the Union's internal appeal procedure.

Section D – Union Appeal Procedure

A copy of the Union's internal appeal procedure culminating in arbitration of any objector's claims shall be supplied to the Board. The Union shall advise the Board of any subsequent changes.

ARTICLE IV

FACULTY UNION RIGHTS

Section A – Administration-Faculty Committee

In order to facilitate communication between the parties and to attempt to resolve issues, an administration-faculty committee shall be established which shall consist of four (4) members designated by the Union President and four (4) members designated by the College President. On the reasonable request of

either party, the Committee shall meet to discuss matters of mutual concern that do not involve pending negotiations or pending formal grievances. The parties shall meet at least quarterly throughout the year. The party requesting the meeting shall submit a written agenda of the items it wishes to discuss at least two (2) days prior to the date of the meeting. Meetings will not be scheduled during faculty members' regularly scheduled class time or student appointments. The College President and the Union President reserve the right to substitute members of the Committee at any time.

The chair will alternate each meeting between the Administration and the Union. The Committee shall make written recommendations to the President of the College. If the Committee does not reach a consensus, separate reports shall be made. The President shall make a timely written response to the Committee.

Section B – Right to Organize

The parties agree that employees have the right to organize, form, join, or assist in employee organization, or engage in lawful concerted activities for the purpose of collective bargaining or other mutual aid and protection. The parties agree that employees shall also have the right to refrain from any or all such activities pursuant to the Illinois Educational Labor Relations Act.

The Board and Union recognize the responsibilities placed upon them by state and federal statutes.

The Board acknowledges that any rights secured by this Contract do not limit the statutory rights of faculty members.

The Union agrees to make available to the Board, upon written request, information concerning membership, including, but not limited to:

- i. Register of membership.
- ii. Information on local, state, or national affiliation.

Section C – Union Seminars and Conferences

Seminars, conferences, and meetings related to Union activities will be recognized by the College as professional days. An aggregate of eight (8) days per academic year will be available to be assigned to Union members selected by the Richland Federation of Teachers (RFT) President for these activities.

Seminar, conference, and meeting expenses will be paid by the RFT. The RFT President shall submit a request for the professional day to the Vice President of Student & Academic Services for approval.

Section D – Use of College Duplicating Equipment

The Union shall continue to have reasonable use of the College's duplicating equipment, provided that the Union reimburses the College for the cost of such use and that the use does not interfere with normal College business. The Union agrees it will not use College equipment to personally attack College officials or Board members, provided that the above is not meant to prevent the Union from discussing normal Union issues.

Section E – Use of College Facilities

The Union shall have the right to hold its meetings on College property, provided such meetings in no way interfere with any aspect of the instructional program, that such meetings entail no additional maintenance or custodial expenses, and that the facilities are available. When such meetings entail

additional maintenance or custodial expenses, the Board may make a reasonable charge therefore. The designated Union representative shall contact the Vice President of Student and Academic Services regarding the availability of the desired facility and make advance reservation for such prior to scheduling any meeting which is to be held on College property.

ARTICLE V

FACULTY MEMBER RIGHTS

Section A - Dismissals

Dismissals of all employees shall be in accordance with the applicable provisions of the Illinois Community College Tenure Act, and when practicable, shall be preceded by progressive discipline. However, such dismissals shall not be grievable. Instead, the employee may challenge his/her discharge in accordance with applicable law.

Section B – Faculty Records

No material derogatory to a faculty member's conduct, service, character, or personality shall be placed in a faculty member's file unless the faculty member has had an opportunity to read the material and affix his/her signature on the copy to be filed, with the understanding that such signature merely signifies that she/he has read the material to be filed and does not necessarily indicate agreement with the contents. In the event that a faculty member refuses to sign the materials, the Union President agrees to sign the materials indicating that the materials have been received.

If the faculty member disagrees with any materials placed in his/her file, the faculty member shall have the right to submit a written rebuttal, which shall be placed in the file.

Upon written request by the faculty member, she/he shall be permitted to examine in the Human Resources Office any personnel documents which are, and have been or are intended to be used, in determining that faculty member's qualifications for employment, promotion, transfer, additional compensation, discharge, or other discipline.

Upon written request, the faculty member shall receive a copy of the materials in his/her official cumulative file if such materials are to be used in any form of litigation.

To the extent that this clause is inconsistent with the provisions of the Illinois Personnel Records Act, the Act shall prevail.

Any material intentionally excluded from the file may not be used in any disciplinary proceeding before an arbitrator, judge, or hearing officer.

Section C - Privacy

In the event the Administration has reason to discipline an employee, an earnest effort will be made so that the discipline will not embarrass any employee before College personnel, students, or the public. Employees subject to disciplinary action shall have the right to Union representation in any hearings concerning their discipline.

Section D – Professional Development

Up to \$500 per faculty member, on average, will be allocated for professional development. Each faculty member's professional development plan will be submitted on an annual basis to the supervising Dean for approval.

Section E – Right to Representation

When any faculty member is called before the Board, the College President, a Vice President, or a Dean for a meeting or conference and the faculty member reasonably believes that the meeting or conference will result in a written reprimand, suspension, or notice of termination of employment, the faculty member, upon request, may have a representative of his/her choice present.

Section F - Suspensions

No employee will be suspended without pay except for just cause.

Section G – Tuition Waiver

Faculty members, their spouses (if individual is residing with employee), and dependent children (as qualified under the Internal Revenue Code) may have their tuition charges waived for credit and RCC sponsored non-credit courses.

The following criteria will apply to all non-credit courses:

- i. The non-credit course must be exclusively sponsored by Richland Community College.

- ii. Enrollment of paid students in the course must be sufficient to cover all costs including the instructor's salary, advertising costs, materials, supplies, etc.
- iii. Enrollment must not exceed maximum class size.
- iv. Faculty will be required to pay for all expenses that are not included in the course's tuition.

ARTICLE VI

WORKLOAD & COMPENSATION

Section A – Academic Year

The academic year for teaching faculty shall not exceed one hundred seventy (170) assigned days. The Academic Year includes the week preceding the formal opening of the College's fall and spring semesters, final exam week (both fall and spring semesters), and graduation ceremony. On non-teaching days, faculty members may be required to attend College, division, departmental, or committee meetings, and/or other professional development activities as scheduled by the administration.

The Union shall submit its proposal for the College calendar to the administration on a schedule prescribed by the administration. The Board of Trustees shall consider the Union's proposed calendar before adopting the official College calendar. The Board of Trustees retains the right to set the College calendar.

Section B – Contract Rights and Benefits

Any employee meeting any one of the following criteria shall be afforded all contract benefit rights and responsibilities.

- i. Teaches twelve (12) or more equated credit hours per semester; or
- ii. Works as a librarian or counselor for an average of thirty-two (32) or more hours per week.

Section C – Counselor’s Workload and Work Year

A counselor's workload is based on a standard workweek schedule of Monday through Friday in a professional status. Counselors will be employed on a twelve (12) month contract at a rate of 1.25 times the nine (9) month academic year salary as determined by the faculty salary schedule.

Counselors will receive the official College holidays and twenty (20) working days of vacation per year, accumulative up to sixty (60) days.

Section D – Dual Credit

All dual-credit courses shall be first offered to full-time faculty who are qualified to teach the course.

Section E – Faculty Teaching Schedules

The administration will make an earnest effort to minimize schedules which exceed eight (8) consecutive clock hours per day, excluding overloads.

Section F – Faculty Workload and Work Year

A standard academic year workload shall be thirty (30) equated credit hours. Any workload over thirty (30) equated credit hours shall be considered an overload.

For full-time English faculty members teaching writing courses: A full-time teaching load will consist of three (3) writing courses, including developmental writing courses, and one (1) other course per semester. A standard teaching workload will be twenty-four (24) equated credit hours per academic year. Any faculty member with fewer than three (3) writing courses in a semester will carry a workload of fifteen (15) equated credit hours for that semester, unless teaching an overload.

The supervising Dean shall assign the faculty member an additional course to meet an academic year workload if a faculty workload falls below the standard workload defined in the previous two paragraphs. This assignment will be considered part of a faculty member's standard teaching workload. The supervising Dean will make an earnest effort to minimize schedules that which exceed eight (8) clock hours per day.

Section G – Independent Study

The acceptance of independent study students will be voluntary. The full-time faculty will be given preference over adjunct faculty in the acceptance of independent study students.

Independent Study Pay = \$35 X number of credit hours X number of students.

In the event a student drops an independent study course prior to midterm, the faculty member shall receive one-half (1/2) the designated pay for the course. If a student drops an independent study course after midterm, the faculty member shall receive full pay.

Section H - Librarian's Workload and Work Year

The librarian's workload is based on a standard workweek schedule of Monday through Friday in a professional status. The positions will be on an eleven (11) month

contract at a rate of 1.22 times the nine (9) month academic year salary as determined by the faculty salary schedule. The librarian's will be scheduled a total of two hundred fifteen (215) workdays throughout a fiscal year.

Section I – Office Hours

Faculty members are required to schedule at least five (5) office hours per week. Office hour schedules must be approved by the supervising Dean.

Section J – Online Instruction

i. Definition of Online Instruction

Online instruction is defined as any section of a course in which 80% of instruction is accomplished via the Internet.

ii. Development of Online Instruction

Faculty who agree to develop an online course, shall receive one (1) hour of stipend equal to overload for each equated credit hour of the online course. Such stipend shall be taken the semester prior to delivery of the online course. If a faculty member accepts development compensation, she/he is required to teach the course online during the next semester.

Development compensation will be provided only for online instructional materials that are substantially original in the judgment of the supervising Dean.

iii. Training for Online Instruction

If a faculty member agrees to develop or teach an online course and requests training, the College will provide appropriate training.

iv. Choice

A faculty member shall not be required to teach an online course unless s/he has accepted online development funds from the College, in which case s/he may be required to teach the course no more than three times.

v. Class Size

Maximum class size for online courses shall not be larger than the largest maximum class size for comparable courses taught traditionally, excluding courses taught in large lecture rooms (W126 and C141 or comparable rooms).

vi. Privacy

Direct email interchange between students and faculty shall not be monitored by the College without prior notice and reasonable suspicion of improper conduct.

Section K - Overloads

Assignments for overload classes will be at the faculty member's option and offered equitably among faculty members within the division. All offerings will be based on demand, needs, and available funding.

Faculty desiring an overload assignment should submit a written request for overload during the first three (3) weeks of an academic term for the following term. No overloads or adjunct assignments shall be made before initial full-time

teaching loads are assigned. Faculty shall be given preference in receiving an overload over adjunct faculty being assigned, based upon the following considerations:

- i. In making overload and adjunct assignments, the supervising Dean shall distribute courses on the principle of placing the best-qualified staff in all courses of a given discipline;
- ii. The faculty member requesting a course within his/her discipline shall be assigned one (1), if one is available; and
- iii. The Dean shall assign a faculty member to a particularly requested course, if possible, without violating the principle of placing the best qualified faculty member in an overload or adjunct assignment within a given discipline.

When two (2) or more equally qualified faculty members request the same course as an overload, or whenever the requests exceed the available overload assignments, the assignment shall be made according to, and in the order of, the following principles:

- i. The faculty member in the discipline area of the course in question has priority;
- ii. The faculty member in a related discipline has priority; and
- iii. The faculty member who has been the longest without an overload assignment has priority.

In cases of dispute concerning the quality of faculty instruction, the Vice President of Student and Academic Services shall make the final determination after consultation with the parties involved.

Faculty members have the option of receiving overload compensation in a lump sum at the end of the term or spread over the regular pay periods during the semester taught. In the event that a faculty member receives an overload payment in the fall semester and the academic year load is not met in the spring semester, the faculty member will be responsible for repaying the previous semester overload differential.

Section L – Proficiency Pay

Faculty members shall receive seventeen and 50/100 dollars (\$17.50) per credit hour for preparing, administering, and grading proficiency exams. The calculation will be:

$$\text{Proficiency Pay} = \$17.50 \times \text{number of credit hours for course}$$

Section M – Promotion in Rank

Faculty members who have attained the promotional criteria and are recommended and promoted to the next higher academic rank will receive a five-hundred dollar (\$500), one-time bonus that will be paid after their promotion is approved by the Board of Trustees. Such bonus shall not become part of the base salary. Academic rank promotion shall be consistent with Board Policy.

Section N – Salary Schedule

The faculty salary schedule seeks to provide assurance of fair placement at the entry-point of employment and salary advancement for pre-approved and completed educational course work, as specified below.

i. Initial Placement Recommendation

The search committee (consisting of faculty and administrators) for all new faculty members will make an initial salary schedule placement recommendation, based on relevant available documentation, to the Vice President of Student and Academic Services. The Vice President of Student and Academic Services will be responsible for making a recommendation to the President for initial placement. The President will make the final recommendation to the Board.

When additional relevant documentation becomes available that affects the search committee's recommendation, the initial placement on the salary schedule may be adjusted by the Vice President of Student and Academic Services in consultation with the supervising Dean. The President will make the final determination. If the relevant documentation is not received within thirty (30) days, the original placement recommendation remains in effect.

ii. Salary Schedule Placement

Each faculty member, as recommended by the search committee to the Vice President of Student and Academic Services and approved by the President, will be placed on the schedule according to educational attainment and teaching experience.

- a. **Horizontal Placement** – The salary schedule has seven (7) categories reflecting educational attainment and/or its equivalent. Placement in a category will be based on educational attainment and directly related work experience. Directly related work experience will be equated to **educational attainment** by multiplying each year of such experience by six (6) credit hours. For non-teaching faculty, directly related work experience shall include experience as professionals in their fields in addition to any teaching experience obtained and shall be calculated as above.

Faculty members initially placed on the salary schedule in the B.A./B.S. category will have their directly related work experience recalculated for category movement once they obtain a master's degree.

In areas where the labor market limits the availability of qualified candidates, the selection committee (consisting of faculty and administrators) can recommend placement of a faculty member in

Category I on the salary schedule as merited by academic credits or professional certifications. (For example, someone with a bachelor's degree in a competitive field might be placed in Category I.) After initial placement, the faculty member cannot move across categories on the table until she/he has earned a master's degree.

- b. **Vertical Placement** – For initial placement purposes the schedule also takes into consideration years of teaching experience. Vertical placement within a category will be equated as follows: Full-time higher education teaching/counseling/ librarian experience at one (1) to one (1) year ratio; full-time K-12 teaching/ counseling/librarian experience at one-half (0.5) to one (1) year ratio; other post-secondary teaching/counseling/librarian experience (e.g. part-time, graduate teaching, etc.) at 30 credit hours to one (1) year ratio.

B.A./B.S. (All faculty members are considered to be at least at this level.)

Category I M.A./M.S.

Category II M.A./M.S. + 15 credit hours or M.F.A.

Category III M.A./M.S. + 30 credit hours

Category IV M.A./M.S. + 45 credit hours

Category V M.A./M.S. + 60 credit hours

Category VI M.A./M.S. + 75 credit hours, or Ph.D. or Ed.D.

iii. **Salary Advancement**

All courses that have been pre-approved by the Vice President of Student and Academic Services in consultation with the supervising Dean will be applied toward increases in salary. Traditional pre-approved courses will be applied to the salary schedule as credit hours equal to course credit hours given by the institution from

which the course was taken. Non-traditional pre-approved courses, clinics, and

seminars will be applied to the salary schedule according to the following formula:

$$\text{Course contact hours divided by 15} = \text{credit hours}$$

When faculty members qualify for salary increases through the completion of additional pre-approved education, their salaries will be increased by the corresponding amounts indicated by the salary schedule.

iv. **Salary for Faculty Employed on a Ten or Eleven Month Basis**

Some faculty members may be employed on a ten (10) month or an eleven (11) month basis, rather than on an academic year (nine [9] month) basis. A faculty member employed on a ten (10) month basis will receive the appropriate academic year salary plus one-

ninth (1.11) of that salary for the additional month of employment.

A faculty member employed on an eleven (11) month basis will receive the appropriate academic year salary plus two-ninths (1.22) of that salary for the additional two (2) months of employment.

Section O – Substitutes for Faculty Attending Professional Activities

A faculty member's attendance at a professional activity must be approved by the supervising Dean. Each faculty member is encouraged to take the initial responsibility for finding a substitute for his/her classes during the absence. The supervising Dean is responsible for approving all substitutes for him/her and for making arrangements for classes in consultation with the faculty member. Inability to locate a substitute should not necessarily prevent the faculty member's attendance at such an activity.

Section P – Substitute Pay

In the event a qualified faculty member is required to substitute in a class requiring preparation, lecture, demonstration, and/or lab supervision, the following formula shall apply:

$$\text{Pay for substitution of class} = \frac{1}{\text{number of sessions}} \times \text{rate of pay} \times \text{equated hrs.} \times \text{number}$$

A semester is defined as being sixteen (16) weeks in length.

Section Q – Summer Classes

Assignments for summer classes will be at the faculty member's option and offered equitably among faculty members within the division. Faculty shall be given preference in receiving an assignment over adjunct faculty being assigned.

Section R – Workload Calculation

In determining a faculty member's workload, a course's credit hour distribution will be converted into equated credit hours (ECH)

i. Lecture Hour Calculation

To determine the total number of lecture ECH for a particular course, the total number of lecture credit hours, as defined by the course's credit hour distribution, will be multiplied by one (1).

Examples:

$$\text{- Engl 101 3-0-3 (3 X 1) = 3.00 ECH}$$

$$\text{- Math 116 4-0-4 (4 X 1) = 4.00 ECH}$$

ii. Lab Hour Calculation

To determine the total number of lab ECH for a particular course, the total number of lab credit hours, as defined by the course's credit hour distribution, will be multiplied by 0.75. To calculate the total ECH for each course, the total lecture ECH will be added to the total lab ECH for that course.

Examples:

$$\text{- CIS 110 2-2-3 (2 X 1) + (2 X .75) = 3.50 ECH}$$

$$\text{- Draft 101 2-4-4 (2 X 1) + (4 X .75) = 5.00 ECH}$$

For internship or workplace simulation courses, equated credit hours will be determined by multiplying the number of students registered at midterm for the course by one-third (1/3).

Examples:

- **Assuming HVAC 290 has 9 students enrolled at midterm, the equated credit hours would be $(9 \times 1/3) = 3.00$ ECH**
- **Assuming OT 295 has 12 students enrolled at midterm, the equated credit hours would be $(12 \times 1/3) = 4.00$ ECH**

iii. **Clinical Hour Calculation**

To determine the total number of clinical ECH for a particular course, the total number of clinical credit hours, as defined in by the course's credit hour distribution, will be multiplied by 0.75. To calculate the total ECH for each course, the total lecture ECH will be added to the total lab ECH and clinical ECH for that course.

Examples:

- **Nurs 251 [2-2-6-3] $(2 \times 1) + (2 \times .75) + (6 \times .75) = 8.00$ ECH**
- **Rad T 102 [3-0-1-3] $(3 \times 1) + (0 \times .75) + (1 \times .75) = 3.75$ ECH**
- **Surg T 201 [8-0-15-13] $(8 \times 1) + (0 \times .75) + (15 \times .75) = 19.25$ ECH**

iv. **Enlarged Section Calculation**

Based on enlarged sections with labs: Faculty teaching enlarged lecture sections which break out into two (2) or more separate laboratory sections on a regularly scheduled basis will have the additional laboratory section credited at the regular rate (.75), and will have additional credit for the lecture session at the rate of one-half (0.5) of the equated credit for the lecture-discussion portion of the course for each additional laboratory section included.

Examples:

The credit hour distribution for Biol 201 is 3-2-4. A standard workload for this course would be 4.5 ECH (see section R, subsection ii).

- Supposing this course has two (2) labs associated with a unified lecture the following calculation will be made:

$$\begin{array}{c}
 \text{Standard Load} \quad \text{Enlarged Section Load} \\
 \underbrace{\hspace{1.5cm}} \quad \underbrace{\hspace{1.5cm}} \\
 (3 \times 1) + (2 \times .75) + (3 \times 0.5) + (2 \times .75) = 7.5 \text{ ECH}
 \end{array}$$

- Supposing this course has three (3) labs associated with a unified lecture the following calculation will be made:

$$\begin{array}{c}
 \text{Standard Load} \quad \text{Enlarged Section Load} \\
 \underbrace{\hspace{1.5cm}} \quad \underbrace{\hspace{3.5cm}} \\
 (3 \times 1) + (2 \times .75) + (3 \times 0.5) + (2 \times .75) + (3 \times 0.5) + (2 \times .75) = 10.5 \\
 \text{ECH}
 \end{array}$$

ARTICLE VII

LEAVES

Section A – Bereavement

Salary will be continued up to a five (5) day period of time for death in the family of an employee. Family is defined as parent, sister, brother, spouse, child, parent-in-law, or anyone regularly residing with an employee. One day will be allowed and salary will be continued for attending the funeral of a grandparent, brother-in-law, sister-in-law, uncle, aunt, grandchild, son-in-law or daughter-in-law, niece, or nephew. When circumstances require additional time, the leave may be extended up to a maximum of an additional five (5) days with administrative approval. (Circumstances which would qualify for additional time are: distance to be traveled to funeral, necessity to be involved in funeral arrangements, and/or related arrangements.)

Section B – Family Medical Leave

An employee may request a leave without pay under special circumstances. Under the "Family and Medical Leave Act of 1993" an unpaid leave of up to twelve (12) workweeks, during any twelve (12) month period, may be taken because of a birth of a child and in order to care for the child; because a child was placed with an employee as a result of an adoption or foster care proceeding; because an employee is needed to care for a spouse, son, daughter, or parent who is diagnosed with a serious health condition; or because the employee is diagnosed with a serious health condition and she/he is unable to perform the functions of his/her position.

In order to qualify for the "Family and Medical Leave," an employee must have been employed at Richland Community College for at least twelve (12) months and worked at least 1,250 hours during the previous twelve-month

period. Richland's faculty members' eligibility will be determined using a 40 hour workweek from first day of employment.

Under the above circumstances, Richland Community College will maintain the employee's insurance coverage for the duration of the leave, not to exceed twelve (12) workweeks, under the College sponsored group health plan (Medical, Life, AD&D, LTD) that provides health care to the employee or the employee's family. Such coverage shall be maintained at the level and under the conditions coverage would have been provided if the employee had been continuously employed for the duration of the leave. Richland may elect to recover the premium it paid for maintaining the insurance coverage if the employee does not return to work after the leave has expired. Sick leave and vacation leave will not accrue while an employee is on leave under this policy.

Upon returning from leave, the employee shall be entitled to:

- i. the position she/he held when the leave commenced; or
- ii. an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

The leave must be approved by the College President and the Board of Trustees.

Section C – Jury Duty

No deduction in salary will be made for faculty members who are required to serve as jurors. Any compensation for such duty, excluding travel, will be remitted to the College. Faculty members will be expected to maintain communication with their

supervising Dean and report for work at such times when dismissed by the court from further service for a particular day (days) or portion thereof.

Section D – Maternity

A maternity leave of absence will be granted to any full-time employee upon proper application and approval by the Board for a period not to exceed twelve (12) months. Maternity leave shall be defined as that period of time an employee is unable to fulfill the requirements of the job because of disability due to pregnancy. Under the provisions of this leave, employees may use any benefits accrued under Article VII, Section J. Any request for maternity leave in excess of one hundred twenty (120) days shall be considered for approval only upon the condition that the attending physician certifies the necessity for additional time.

During the period of the employee's leave, the College will continue to pay the insurance premium on behalf of the person on maternity leave. Persons insuring their dependents may continue the coverage by remitting the premium to the College on a monthly basis for transmittal to the insurance company.

The employee may also elect to personally continue any necessary contributions to the State Universities Retirement System as governed by the appropriate statute and as determined by the State Universities Retirement System.

The recipient of maternity leave shall be reinstated in a position at least equal to the position held at the time the maternity leave was granted unless the recipient chooses to waive this requirement.

It is expected that any employee who plans to take maternity leave will coordinate the necessary absence from the College with her supervising Dean.

Section E – Military

Richland Community College will grant to its employees leave for military service, when appropriate, in accordance with provisions of the United States Code and other pertinent Federal Rules and Regulations. This information can be found in the Veterans Re-employment Rights Handbook or by contacting the United States Department of Labor. These leaves are without pay, except the three (3) personal leave days may be applied toward any such leave for leaves of less than one (1) month.

Section F – Other Leaves of Absence

Upon recommendation of the President, the Board may permit faculty members to take a leave without pay for a period of up to one (1) academic year for travel, study, restoration of health, or alleviation of hardship involving themselves or their immediate families.

In considering whether to recommend leaves, the President shall take the following factors into account and shall report to the Board when recommending such leaves:

- i. Length of time the employee has been employed by the College;
- ii. Benefit which would result to the College;
- iii. Expectation of the employee to return to the College; and
- iv. Bereavement.

If appropriate, application for leave must be filed by March 1 for the following academic year or any portion of that year. This deadline may be waived by the Board under unusual circumstances.

Any employee on unpaid leave of absence shall retain all accrued benefits. During the period of the employee's leave, the College will continue to pay the insurance premiums on behalf of that employee. Persons insuring their dependents may continue the coverage by remitting the premium to the College on a monthly basis for transmittal to the insurance company.

The employee may also elect personally to continue any necessary contributions to the State Universities Retirement System as governed by the appropriate statute and as determined by the State Universities Retirement System. Employees who elect to take a leave under this provision are not assured of placement in the same position when they return to the College. However, any reassignment shall be to a comparable position for which the individual is qualified and also one which commands equal pay as the position previously occupied.

It is expected that employees who are on leave will coordinate their return to the College with their supervising Dean.

Section G – Paternity

Requests for paternal leave shall be granted in accordance with the provisions of Article VII, Section D, above.

Section H – Personal

Each full-time faculty member on a nine (9) month contract shall be allowed two (2) days each year, and each full-time faculty member on an eleven (11) or twelve (12) month contract shall be allowed three (3) days each year, which may be used to accommodate urgent personal needs which might arise and which cannot be transacted outside the regular school day. The purpose for the leave may be described as personal. Any such days used shall be deducted from the days allocated for personal illness or accident. The employee shall provide to his/her supervising Dean a notice of the intent to take the leave as early as is reasonably possible. Such days not used during a given year may not be carried over to an ensuing year as personal leave.

Section I – Professional Leave

i. Definition

Professional leave is for the purpose of developing or enhancing the knowledge and skills of College personnel so they may better serve the needs of the College District. A professional leave may be granted by the Board to intern in business, industry, or education; to undertake further study or other scholarly activity; or to act as a principal officer in a national organization; and must relate to one's employment assignment at the College. Professional leaves may be granted for an academic year or less.

The Board will consider the granting of professional leave given the existence of appropriate funds and given the determination by the Board that the leave would be in the best interest of the College. The terms and conditions of such leaves will be agreed upon by the Board, the faculty member, and the Union prior to the granting of the leave.

ii. Eligibility

Faculty members are eligible for a professional leave after six (6) years of full-time employment at the College. A request for an early professional leave may be submitted during the fourth or fifth year of full-time employment at the College. The academic year, or any portion thereof, for which a professional leave is granted, will not be considered as part of the qualifying period of full-time employment required for eligibility. The total number of professional leaves for the entire faculty granted by the Board per academic year shall not exceed two (2) per year.

Faculty members granted a professional leave will be eligible again after three (3) additional years of full-time employment at the College.

iii. Application Process

Faculty members are to submit applications to their immediate supervisors by February 1 preceding the academic year in which the leave is desired. The proposal should outline the nature and length of the professional leave, the objectives of the

leave, and the benefits to the College. The College may request additional supporting information, if needed. Where applicable, the Vice President of the unit will submit the application to the President with comments and recommendations.

The President will form a committee of five (5) full-time area employees: one (1) faculty member each from the transfer areas, from the occupational areas, and from Student Development and Services; one (1) administrator and one (1) member of the administrative support personnel. The committee will consider the relationship of each proposal to the definition of professional leave stated above, and will evaluate each proposal on the basis of potential benefit to the College.

The committee will review and evaluate each proposal and forward its conclusion and recommendation on each proposal to the President by no later than March 1. The committee will indicate which applications are recommended for approval and which are not. The committee will rank the approved proposals and state the reason for each ranking. The President's recommendation will be presented to the Board at the regular Board meeting in April.

iv. Salary and Benefits

The academic year salary or equivalent for the year during which the leave is granted will be used as the basis for computing the pay of any person on

professional leave. A leave of one (1) academic year will be compensated at fifty percent (50%) of the academic year salary or equivalent. A leave of one (1) semester or less will be compensated at one hundred percent (100%) of the prorated academic year salary or equivalent. If an early leave is granted, the percentages of compensation indicated above will be reduced by one-sixth (1/6) for each year of service less than six (6).

During the professional leave, the employee will receive all rights and privileges normally accorded to her/him just as if she/he were performing his/her full duties on campus. Professional leave will be credited as regular employed time in regard to retirement provisions and fringe benefits, except for accrual of vacation, personal illness and accident absence, and for occupational disability.

v. Responsibilities of Faculty Member

A faculty member taking a professional leave agrees in writing to return to regular full-time employment at the College for a minimum of two (2) years following the leave period. If this condition is not met, the person taking the leave agrees to repay all compensation and cost of benefits received from the College during the leave period. A faculty member taking a professional leave must also, upon returning to the College, submit a report on the leave to the President. The report is to include a description of the relevant experiences during the leave, a summary of how each of the objectives was met, and an outline of a plan for utilizing the

knowledge and experience gained during the leave to better serve the needs of the College.

Section J – Sick

Each teaching faculty member on a nine (9) month contract shall be granted twelve (12) days (96 hours) of sick leave at the beginning of each academic year. Each faculty member on an eleven (11) or twelve (12) month contract shall be granted fourteen (14) days (112) hours of sick leave at the beginning of each academic year. A faculty member on a nine (9) month schedule who teaches six (6) or more hours of summer school shall be entitled to two (2) additional days of paid sick leave, one of which may be used as a personal day. If teaching less than six (6) hours of summer school, the faculty member shall be entitled to one (1) additional sick day. Summer sick days may also accumulate. Faculty members beginning full-time employment subsequent to the beginning of the academic year shall be granted sick leave days on a prorated basis. Deductions shall be made on the percentage of work schedule missed.

Sick leave may properly be taken because of personal illness or accident or because of serious illness in the immediate family. The term "immediate family" is defined as parent, sister, brother, spouse, child, parent-in-law, or anyone regularly residing with the employee.

The Board reserves the right to obtain verification of illness when it deems such verification to be necessary.

Unused sick leave days may accumulate to a maximum of four hundred nineteen (419) days.

ARTICLE VIII
GRIEVANCE PROCEDURE

Section A – Union Initiated Grievance

It is the intent of the College to encourage prompt resolution of grievances or complaints of faculty members as they arise and to provide an orderly procedure for resolving such grievances or complaints.

The stated response times may be adjusted with the approval of all parties involved. Short of the approval to extend a response time, a grievance will be considered void if a response time is not met.

The definition of "college days" is days that the College is open.

A "grievance" shall be defined as a complaint by a faculty member, or group of faculty members, that there has been a violation or misinterpretation of a specific provision of this Contract. The grievance shall state article(s) that the grievance refers to, facts giving rise to **the** grievance, and the remedy sought. A grievance shall be processed as follows:

Step 1: Within seven (7) college days from the date a reasonable person should have become aware of the event giving rise to the grievance, the grievant and the supervising Dean shall attempt to resolve the dispute at an informal meeting(s) including the Union grievance officer and the College grievance officer.

Step 2: If a dispute is not resolved after the Step 1 meeting, the grievance shall be submitted to the immediate supervisor within three (3) college days following the Step 1 meeting. Within three (3) college days after receipt of the written grievance, the supervising Dean shall send his/her written response to the grievant and the Union grievance officer.

Step 3: Within five (5) college days, the grievant and Union grievance officer may advance the grievance, in written form, to Step 3. Within five (5) college days after the grievance is presented to the appropriate Vice President, the Vice President of Student and Academic Services will schedule a conference with the grievant and a representative of the grievant if the grievant so chooses. The Vice President of Student and Academic Services shall communicate his/her written decision to the faculty member and the union grievance officer and the College grievance officer within five (5) college days following the presentation of the grievance in conference.

Step 4: If the grievance is not satisfactorily resolved through the conference with the appropriate Vice President, the faculty member may appeal to the President of the College. This appeal shall be made in writing within five (5) college days after receipt of the notice from the Vice President of Student and Academic Services. The President shall schedule a conference on the matter within ten (10) college days after receipt of the grievance and shall communicate his/her decision in writing to the grievant within ten (10) college days following the conference.

Step 5: (a) If the grievance is not settled in accordance with the step above, the Union may refer the grievance to arbitration within thirty (30) college days after receipt of the President's disposition of the grievance. The grievance shall be submitted to final and binding arbitration. The parties shall attempt to agree upon an arbitrator. If the parties cannot agree upon an arbitrator within two (2) weeks, the parties shall jointly request a party of seven (7) arbitrators from the Federal Mediation and Conciliation Service (FMCS). The arbitrator shall be chosen by a striking process from a list of seven (7) arbitrators; the party requesting arbitration shall strike the first name. The parties agree that arbitrators must be members, in good standing, of the National Academy of Arbitrators.

(b) No grievance shall be entertained, processed or submitted for arbitration unless it is filed within seven (7) college days from the date a reasonable person should have become aware of the event giving rise to the grievance.

(c) The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement or any applicable Board policy. She/he shall consider and decide only the specific issues subjected to her/him in writing and shall have no authority to make any decision or recommendation on any other issue not so submitted to her/him. The arbitrator shall be without power to make decisions contrary to, inconsistent with, or modifying or varying in any way, the applicable laws and rules and regulations having the force and effect of law. The arbitrator shall submit in writing her/him decision promptly following the close of the hearing or the submission of briefs by the parties, whichever is later. The arbitrator's decision shall be based solely upon

her/his interpretation of the meaning or application of the specific terms of this Agreement involved to the facts of the grievance presented. The decision of the arbitrator shall be final and binding on the parties and shall be immediately implemented.

(d) The fees of the arbitrator and of FMCS shall be divided equally by the Board and the Union. All other expenses shall be borne by the party incurring them.

Section B – College Initiated Grievance

Step 1: The College may initiate a grievance against a faculty member or the Union for violation or misinterpretation of a specific provision of this contract. This shall be initiated by the College President filing a written "statement of grievance" with the President of the Union and an individual (if applicable) no later than twenty (20) college days after the facts are known or the incident upon which the grievance is based, first occurred. Within twenty (20) college days the involved parties shall meet to informally resolve the grievance.

Step 2: If the grievance has not been resolved in Step 1, then the College may refer the grievance to arbitration within thirty (30) college days after the completion of Step 1. The arbitration procedure as outlined under Step 5 (union grievance) shall then be followed.

ARTICLE IX

SENIORITY

Section A – Determination of Seniority

Faculty members at Richland Community College will achieve seniority in the following ways:

- i. At the time that faculty members are hired, they will demonstrate their qualifications in the discipline(s) in which they are qualified to teach. When the Board of Trustees approves their contracts, it will list the discipline(s) in which the faculty member is qualified to teach. All seniority, no matter when it is achieved, will be dated from the most recent date of hire.
- ii. Faculty members, with the approval and supervision of their supervising Deans, may achieve qualification in new disciplines and will then have seniority in that discipline based on their date of hire. Ordinarily, this qualification will be a master's degree in the field. However, in some technical and other quickly developing areas or in areas closely related to the faculty member's original discipline, an approved number of credit hours or other study in the discipline may suffice.
- iii. Faculty members who were hired prior to this written policy (June 15, 1999) may show evidence of their qualifications in disciplines other than those in which they are currently teaching. Respective supervising Deans should be allowed to judge whether or not faculty members are qualified to teach in additional disciplines.

- iv. If there is a disagreement, it should be settled through the chain of command.

- v. If faculty members are asked to teach in a given discipline by respective Deans, seniority will automatically be granted based upon the most recent date of hire.

An underlying principle of this policy is that students should be able to depend on the qualifications of their teachers.

Section B – Displacement of Faculty

No tenured faculty member may be laid off while any probationary or adjunct faculty member or any other employee with less seniority is retained to fulfill a position which the tenured employee is competent to fulfill. In determining questions involving reductions in force, the parties agree to be guided by the case law as it has been developed interpreting the Tenure Act in the Illinois School Code.

In addition, the parties agree that the primary criterion in determining whether an employee is competent to render services is the number of years of teaching experience the employee has in his/her field at the college level. The parties also agree that the following criteria are relevant: First, graduate degrees or graduate work in the field; and second, relevant outside work experience, including teaching in the secondary schools.

Laid off faculty shall have preference for all classes currently assigned to adjunct faculty or overloads, provided the laid off faculty member or members are competent to teach those classes.

Recall from layoff shall be in reverse order of the original layoff. Recall rights shall exist for two (2) years from the beginning of the school year for which the faculty member was dismissed. Notice of recall shall be by certified mail, return receipt requested, to the faculty member's last known address. If the faculty member does not respond within thirty (30) days after receipt, the faculty member's recall rights shall cease.

No new faculty shall be hired for any position a laid off faculty member is competent to fill.

ARTICLE X

NO STRIKE CLAUSE

During the term of this Agreement, neither the Union nor its agents, nor any employee for any reason, will authorize, institute, aid, condone, or engage in a slowdown, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the Board. The Union agrees to notify all local officers and representatives of their obligation and responsibilities for maintaining compliance with this Article, including their responsibility to remain at work during any interruption which may be caused or initiated by others, and to encourage employees violating this Article to return to work.

ARTICLE XI

INSURANCE AND BENEFITS

Section A – Group Health, Life, and Long-Term Disability Insurance

- i. The College will provide all faculty members with group medical and dental insurance, long-term disability, and life insurance. Members of the bargaining unit will participate with the College administration in developing recommendations for coverage and carriers. The College President will determine the composition of the committee to include proportional representation from the faculty bargaining unit and set the guidelines for the committee. The Board of Trustees retains the right to determine the coverage and carrier.

- ii. For the period of this contract, 2004-2009, the College will pay the major medical insurance carrier portion of the premium cost. The College's participation will be one hundred percent (100%) of the individual group health premium for an individual faculty member and fifty percent (50%) of the dependent group health premium for individuals electing dependent coverage. The College payment will be based on the premium cost as established on July 1, 2004. In the event major medical premiums exceed one hundred and thirty percent (130%) of the July 1, 2004 rate, premium costs above 130% may be shared with faculty members. Further, the College will pay the individual employee premium for life and long-term disability insurance.

Section B – Holidays

Faculty will receive the approved holidays for all College personnel reflected in the Policies and Procedures Manual. If the non-instructional day or holiday (or the day designated to be celebrated in lieu thereof) falls on Saturday, the preceding Friday is observed. If the day falls on Sunday, the following Monday is observed.

Section C – Tuition for College Requested Professional Development

In the event that the Vice President of Student and Academic Services directs a faculty member to take a course or courses, the Board will pay the tuition for the course or courses. The Vice President of Student and Academic Services reserves the right to pre-approve both the course and the institution.

ARTICLE XII

RETIREMENT

Section A – Payment of Annuities

Payment of annuities shall be made within ten (10) days following the paycheck date.

Section B – Voluntary Retirement Program (VRP)

Faculty at Richland Community College shall be eligible to apply for participation in a Voluntary Retirement Program (VRP). This program will be made available to eligible faculty for the term of this contract only. **(This program sunsets at the conclusion of this contract.)** Funds used to support the VRP shall not be taken from the College's operating funds (education and building and maintenance funds supported through tuition, property taxes, and state reimbursements), but rather will be supported by General Obligation Bonds sold for this purpose.

In order for faculty to be eligible for the program, they must meet the following criteria:

- i. Eligible faculty must be at least fifty (50) years of age and have at a minimum ten (10) years of continuous full-time service with RCC at retirement.
- ii. Must retire no later than the end of the 2009 summer term.
- iii. Retirement must occur at the end of the fall/spring/summer term.
- iv. Irrevocable application for the VRP must be submitted to the Director of Human Resources by September 1, 2004.

The application window for the VRP is established in order for the Board to determine the cost of the program and file the necessary and required documentation to support a sale of bonds to fund the program.

- v. The VRP will be funded by the sale of General Obligation Bonds, and no funds to support the VRP shall be taken from general operating funds.
- vi. In the event of the death of an applicant for the VRP, the program will have no further obligation to the employee's survivors except those obligations that are covered under the College's benefit program or covered by the State Universities Retirement System of the State of Illinois.
- vii. In choosing the effective date of retirement, participants are expected to work cooperatively with their supervising Dean to ensure the smooth transfer of on-going responsibilities to the College. Nothing in this section shall be used to require a faculty member to work beyond her/his designated day of retirement.
- viii. Not become re-employed with Richland Community College for a period of sixty (60) days after retirement.

The VRP payment:

i. Will be calculated using the following formulas (note the # years = number of continuous years of RCC service):

a. For faculty retiring between **August 15, 2004 – August 31, 2005:**

$(1.8\% \times \# \text{ years}) \times 04\text{-}05 \text{ base salary}$

b. For faculty retiring between **September 1, 2005 – August 31, 2006:**

$(1.8\% \times \# \text{ years}) \times (\text{average base salary of } 04\text{-}05 \text{ and } 05\text{-}06)$

c. For faculty retiring between **September 1, 2006 – August 31, 2007:**

$(1.4\% \times \# \text{ years}) \times (\text{average base salary of } 04\text{-}05, 05\text{-}06, \text{ and } 06\text{-}07)$

d. For faculty retiring between **September 1, 2007 – August 31, 2008:**

$(1.25\% \times \# \text{ years}) \times (\text{average base salary of } 04\text{-}05, 05\text{-}06, 06\text{-}07, \text{ and } 07\text{-}08)$

e. For faculty retiring between **September 1, 2008 – end of 2009 summer term:**

$(0.99\% \times \# \text{ years}) \times (\text{average base salary of } 04\text{-}05, 05\text{-}06, 06\text{-}07, 07\text{-}08, \text{ and } 08\text{-}09)$

Example: A faculty member is retiring in May of 2006. The faculty member will have 27 years of continuous full-time service at RCC at the time of retirement. If the faculty member's 2004-05 base salary was \$60,381 and the 2005-06 base salary was \$62,646, the faculty member's average base salary would be \$61,514 per year. The VRP payment would be calculated as follows:

$$(1.8\% \times 27) \times (\$61,514) = \$29,896$$

ii. The total payment will be divided equally into the faculty member's remaining pay periods at Richland Community College.

Section C – Retiree Insurance

College faculty retiring under the State Universities Retirement System (SURS) may participate in the College's Group Medical Insurance Program after retirement, if the group insurance carrier allows for retiree participation. Extent of coverage will be as determined by the College and the insurance carrier. Retirees shall be responsible for the premium cost. Requests to continue in the College Group Medical Insurance Plan shall be made within sixty (60) days after retirement. Reinstatement will no longer be available to retirees once participation is discontinued. Eligibility to participate, extent of coverage, and all rules and procedures will be determined by the College.

ARTICLE XIII

INTERNSHIP PROGRAM

Faculty recommendations regarding the quality of the internship program will be considered by the Administration-Faculty Committee.

ARTICLE XIV

TERM OF AGREEMENT

The provisions of this Agreement shall be effective the first work day of the 2004-05 school year and shall remain in full force and effect until the last work day of the 2008-2009 school year.

IN WITNESS WHEREOF, the parties have hereunto set their hands this ___ day of April, 2004.

**BOARD OF TRUSTEES OF RICHLAND
COLLEGE DISTRICT #537**

**RICHLAND FEDERATION OF COMMUNITY
TEACHERS
LOCAL #4262, IFT, AFT, AFL-CIO**

BY: _____

BY: _____

FACULTY SCHEDULE

Base Salary

	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
	\$28,608	\$29,336	\$30,017	\$30,808	\$31,721
	(BA/BS)	(BA/BS)	(BA/BS)	(BA/BS)	(BA/BS)

Overload Pay

	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
Instructor	\$450	\$465	\$480	\$495	\$510
Asst. Professor	\$500	\$515	\$530	\$545	\$560
Assoc.	\$550	\$565	\$580	\$595	\$610
Professor					
Professor	\$600	\$615	\$630	\$645	\$660

Summer Pay

	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
Instructor	\$625	\$645	\$665	\$685	\$705
Asst. Professor	\$715	\$735	\$755	\$775	\$795
Assoc.	\$805	\$825	\$845	\$865	\$885
Professor					
Professor	\$880	\$900	\$920	\$940	\$960

Independent Study Pay

Independent Study Pay = \$35 X number of credit hours for course X number of students.

(continued)

Proficiency Pay

Proficiency Pay = \$17.50 X number of credit hours for course

Substitute Pay Calculation

Pay for substitution = $\frac{1}{\text{number of sessions}}$ X rate of pay X equated hrs. X number of class

A semester is defined as being sixteen (16) weeks in length.

Equity Adjustment

For the purpose of ensuring that a faculty member, who has reached step 32, receives the same salary adjustment as the rest of the faculty in each year of the contract, that faculty member will receive a stipend that makes up the difference between the projected salary adjustment and the number indicated in step 32.

EXHIBIT 1

April 20, 2004

Tom Morrow
One College Park
Decatur, Illinois 62521

Dear Tom:

Professor Emeritus

The Policy and Communication Committee will develop a recommendation for creating a Professor Emeritus Policy by January 1, 2005, as agreed on by the faculty and administration during this collective bargaining process.

Grievance Procedure

The Administration-Faculty Committee will develop a revised Grievance Procedure by January 1, 2005.

Academic Rank

The Academic Standards Committee will develop a recommendation for assigning academic rank at the time of initial placement by January 1, 2005.

Salary Schedule Model

The Administration-Faculty Committee will assign a joint committee to develop a salary schedule model for collective bargaining consideration by January 1, 2008. This project may take as long as one-year to complete.

Sincerely,

Michael Diggs
Director of Human Resources

RCC Faculty Salary Schedule
Effective for 2004-05
Contract Year 1

Step	BA/BS	MA/MS	MA/MS+15	MA/MS+30	MA/MS+45	MA/MS+60	MA/MS+75
	BA/BS	I	II	III	IV	V	VI PhD/EdD
0	28,608	30,014	31,508	33,419	35,182	36,739	38,682
1	28,973	30,379	31,873	33,784	35,547	37,104	39,047
2	29,389	30,795	32,289	34,200	35,963	37,520	39,463
3	29,826	31,232	32,726	34,637	36,400	37,957	39,900
4	30,339	31,746	33,239	35,150	36,914	38,470	40,415
5	32,062	33,468	34,963	36,873	38,637	40,193	42,138
6	33,463	34,869	36,362	38,272	40,036	41,593	43,535
7	34,640	36,045	37,540	39,451	41,214	42,771	44,714
8	35,684	37,091	38,585	40,496	42,258	43,814	45,758
9	36,666	38,071	39,566	41,477	43,240	44,795	46,740
10	37,639	39,046	40,539	42,450	44,211	45,769	47,714
11	37,639	40,048	41,542	43,454	45,216	46,775	48,717
12	37,639	41,108	42,603	44,513	46,277	47,833	49,778
13	37,639	42,236	43,729	45,641	47,404	48,961	50,904
14	37,639	43,432	44,925	46,836	48,597	50,156	52,101
15	37,639	44,685	46,178	48,089	49,852	51,408	53,353
16	37,639	45,980	47,474	49,386	51,147	52,704	54,649
17	37,639	47,298	48,791	50,703	52,465	54,023	55,967
18	37,639	48,614	50,107	52,019	53,783	55,337	57,282
19	37,639	49,904	51,397	53,309	55,072	56,628	58,572
20	37,639	51,146	52,640	54,550	56,313	57,871	59,815
21	37,639	52,321	53,816	55,727	57,489	59,046	60,991
22	37,639	53,418	54,911	56,822	58,584	60,143	62,086
23	37,639	54,427	55,920	57,832	59,595	61,153	63,095
24	37,639	55,351	56,845	58,756	60,520	62,074	64,019
25	37,639	56,195	57,689	59,600	61,364	62,920	64,865
26	37,639	56,977	58,470	60,381	62,144	63,702	65,646
27	37,639	57,716	59,209	61,121	62,884	64,440	66,384
28	37,639	58,439	59,931	61,844	63,604	65,163	67,107
29	37,639	59,171	60,664	62,576	64,339	65,896	67,839

30	37,639	59,942	61,436	63,347	65,110	66,668	68,611
31	37,639	60,771	62,264	64,177	65,938	67,497	69,439
32	37,639	61,669	63,161	65,073	66,836	68,394	70,336

**RCC Faculty Salary Schedule
Effective for 2005-06
Contract Year 2**

Step	BA/BS	MA/MS	MA/MS+15	MA/MS+30	MA/MS+45	MA/MS+60	MA/MS+75 PhD/EdD
	BA/BS	I	II	III	IV	V	VI
0	29,336	30,794	32,344	34,327	36,156	37,771	39,787
1	29,681	31,140	32,689	34,673	36,502	38,117	40,132
2	30,060	31,519	33,068	35,051	36,880	38,495	40,511
3	30,491	31,950	33,500	35,483	37,312	38,927	40,943
4	30,945	32,403	33,953	35,936	37,765	39,380	41,396
5	31,477	32,936	34,486	36,468	38,298	39,912	41,931
6	33,264	34,723	36,274	38,256	40,086	41,700	43,718
7	34,718	36,177	37,725	39,707	41,537	43,152	45,168
8	35,939	37,397	38,948	40,931	42,760	44,375	46,391
9	37,023	38,481	40,032	42,014	43,843	45,457	47,474
10	38,041	39,499	41,049	43,033	44,862	46,475	48,492
11	38,041	40,510	42,059	44,042	45,869	47,486	49,503
12	38,041	41,550	43,100	45,084	46,912	48,529	50,544
13	38,041	42,650	44,200	46,182	48,012	49,626	51,644
14	38,041	43,820	45,369	47,353	49,182	50,797	52,813
15	38,041	45,061	46,610	48,593	50,420	52,037	54,055
16	38,041	46,360	47,910	49,892	51,722	53,336	55,354
17	38,041	47,705	49,254	51,238	53,065	54,680	56,698
18	38,041	49,072	50,620	52,604	54,432	56,049	58,065
19	38,041	50,437	51,986	53,969	55,799	57,413	59,430
20	38,041	51,776	53,324	55,308	57,137	58,752	60,768
21	38,041	53,064	54,614	56,596	58,425	60,041	62,058
22	38,041	54,283	55,834	57,817	59,645	61,260	63,278
23	38,041	55,421	56,970	58,953	60,781	62,399	64,414

24	38,041	56,468	58,017	60,001	61,830	63,446	65,461
25	38,041	57,427	58,977	60,959	62,789	64,402	66,420
26	38,041	58,303	59,852	61,835	63,665	65,280	67,297
27	38,041	59,114	60,662	62,646	64,475	66,091	68,108
28	38,041	59,880	61,430	63,413	65,242	66,857	68,874
29	38,041	60,630	62,178	64,163	65,989	67,607	69,624
30	38,041	61,390	62,939	64,922	66,751	68,368	70,383
31	38,041	62,190	63,740	65,723	67,552	69,168	71,184
32	38,041	63,050	64,599	66,584	68,411	70,028	72,043

RCC Faculty Salary Schedule
Effective for 2006-07
Contract Year 3

Step	BA/BS	MA/MS	MA/MS+15	MA/MS+30	MA/MS+45	MA/MS+60	MA/MS+75 PhD/EdD
	BA/BS	I	II	III	IV	V	VI
0	30,017	31,527	33,131	35,184	37,077	38,748	40,834
1	30,362	31,872	33,476	35,529	37,422	39,093	41,179
2	30,720	32,230	33,834	35,886	37,779	39,451	41,537
3	31,112	32,622	34,225	36,278	38,171	39,843	41,929
4	31,559	33,069	34,672	36,725	38,618	40,290	42,376
5	32,028	33,538	35,141	37,194	39,087	40,759	42,845
6	32,578	34,089	35,693	37,744	39,638	41,309	43,399
7	34,429	35,939	37,543	39,595	41,489	43,160	45,248
8	35,933	37,443	39,045	41,097	42,991	44,663	46,749
9	37,197	38,706	40,311	42,363	44,256	45,928	48,014
10	38,318	39,828	41,433	43,485	45,378	47,048	49,135
11	38,318	40,881	42,486	44,539	46,432	48,101	50,190
12	38,318	41,928	43,531	45,583	47,475	49,148	51,236
13	38,318	43,004	44,608	46,662	48,554	50,228	52,313
14	38,318	44,142	45,747	47,799	49,693	51,363	53,452
15	38,318	45,354	46,957	49,010	50,903	52,575	54,661
16	38,318	46,638	48,241	50,294	52,184	53,858	55,947
17	38,318	47,983	49,587	51,638	53,532	55,203	57,291
18	38,318	49,374	50,978	53,032	54,923	56,594	58,683

19	38,318	50,789	52,392	54,446	56,337	58,010	60,098
20	38,318	52,202	53,806	55,858	57,752	59,422	61,510
21	38,318	53,588	55,191	57,244	59,137	60,808	62,895
22	38,318	54,921	56,525	58,577	60,469	62,142	64,230
23	38,318	56,183	57,788	59,841	61,733	63,404	65,493
24	38,318	57,360	58,964	61,017	62,908	64,583	66,669
25	38,318	58,445	60,047	62,101	63,994	65,667	67,752
26	38,318	59,436	61,041	63,093	64,987	66,656	68,745
27	38,318	60,343	61,947	64,000	65,894	67,564	69,653
28	38,318	61,183	62,786	64,838	66,731	68,404	70,491
29	38,318	61,976	63,580	65,632	67,525	69,197	71,284
30	38,318	62,752	64,355	66,408	68,299	69,973	72,060
31	38,318	63,538	65,142	67,195	69,088	70,760	72,847
32	38,318	64,367	65,971	68,023	69,916	71,589	73,675

RCC Faculty Salary Schedule
Effective for 2007-08
Contract Year 4

Step	BA/BS	MA/MS	MA/MS+15	MA/MS+30	MA/MS+45	MA/MS+60	MA/MS+75 PhD/EdD
	BA/BS	I	II	III	IV	V	VI
0	30,808	32,375	34,040	36,171	38,135	39,871	42,036
1	31,158	32,725	34,390	36,521	38,485	40,221	42,386
2	31,516	33,083	34,748	36,879	38,844	40,579	42,744
3	31,887	33,455	35,119	37,250	39,215	40,950	43,115
4	32,294	33,861	35,526	37,657	39,622	41,357	43,522
5	32,758	34,325	35,990	38,120	40,085	41,821	43,986
6	33,245	34,812	36,477	38,607	40,572	42,307	44,473
7	33,816	35,385	37,049	39,179	41,145	42,879	45,048
8	35,737	37,304	38,970	41,100	43,066	44,800	46,967
9	37,298	38,866	40,529	42,659	44,625	46,360	48,525
10	38,611	40,177	41,843	43,973	45,938	47,673	49,839
11	39,775	41,342	43,008	45,137	47,102	48,836	51,003
12	40,869	42,435	44,101	46,231	48,196	49,929	52,097
13		43,521	45,186	47,315	49,279	51,015	53,183

14	0	44,639	46,303	48,435	50,399	52,136	54,301
15	0	45,820	47,486	49,615	51,581	53,315	55,483
16	0	47,078	48,741	50,873	52,838	54,573	56,738
17	0	48,411	50,074	52,205	54,167	55,905	58,073
18	0	49,806	51,471	53,600	55,566	57,301	59,468
19	0	51,251	52,915	55,047	57,010	58,745	60,913
20	0	52,719	54,383	56,515	58,478	60,215	62,381
21	0	54,186	55,850	57,981	59,947	61,680	63,848
22	0	55,624	57,288	59,420	61,384	63,119	65,285
23	0	57,008	58,673	60,802	62,767	64,504	66,670
24	0	58,318	59,984	62,115	64,078	65,814	67,981
25	0	59,540	61,205	63,335	65,299	67,037	69,202
26	0	60,666	62,329	64,461	66,426	68,162	70,326
27	0	61,695	63,361	65,490	67,456	69,189	71,357
28	0	62,636	64,301	66,432	68,398	70,132	72,299
29	0	63,508	65,171	67,302	69,267	71,003	73,170
30	0	64,331	65,996	68,126	70,091	71,826	73,993
31	0	65,137	66,800	68,932	70,894	72,632	74,799
32	0	65,953	67,617	69,748	71,713	73,449	75,615

RCC Faculty Salary Schedule
Effective for 2008-09
Contract Year 5

Step	BA/BS	MA/MS	MA/MS+15	MA/MS+30	MA/MS+45	MA/MS+60	MA/MS+75
							PhD/EdD
	BA/BS	I	II	III	IV	V	VI
0	31,721	33,353	35,086	37,304	39,349	41,155	43,410
1	32,071	33,703	35,436	37,654	39,699	41,505	43,760
2	32,436	34,067	35,800	38,018	40,063	41,870	44,124
3	32,808	34,440	36,173	38,391	40,436	42,243	44,497
4	33,195	34,826	36,559	38,777	40,822	42,629	44,883
5	33,618	35,250	36,983	39,201	41,246	43,052	45,307
6	34,101	35,732	37,465	39,683	41,729	43,535	45,789
7	34,608	36,239	37,972	40,190	42,236	44,042	46,296
8	35,203	36,835	38,568	40,785	42,832	44,637	46,895

9	37,202	38,834	40,568	42,785	44,831	46,636	48,893
10	38,828	40,459	42,191	44,408	46,454	48,261	50,515
11	40,194	41,824	43,558	45,776	47,821	49,628	51,882
12	41,405	43,037	44,771	46,988	49,033	50,838	53,094
13	42,544	44,175	45,909	48,127	50,172	51,976	54,233
14		45,305	47,038	49,255	51,299	53,107	55,364
15	0	46,469	48,202	50,421	52,465	54,274	56,527
16	0	47,698	49,432	51,649	53,696	55,501	57,758
17	0	49,008	50,739	52,959	55,004	56,810	59,065
18	0	50,395	52,127	54,345	56,388	58,197	60,454
19	0	51,848	53,581	55,798	57,845	59,650	61,906
20	0	53,352	55,085	57,304	59,347	61,153	63,410
21	0	54,881	56,613	58,832	60,876	62,684	64,939
22	0	56,407	58,140	60,358	62,405	64,209	66,465
23	0	57,905	59,637	61,856	63,901	65,706	67,962
24	0	59,346	61,079	63,295	65,341	67,148	69,404
25	0	60,709	62,443	64,661	66,706	68,512	70,769
26	0	61,981	63,714	65,932	67,976	69,785	72,039
27	0	63,153	64,885	67,104	69,149	70,957	73,210
28	0	64,225	65,959	68,175	70,222	72,026	74,283
29	0	65,204	66,937	69,155	71,202	73,007	75,264
30	0	66,112	67,844	70,061	72,107	73,915	76,170
31	0	66,969	68,702	70,919	72,965	74,771	77,027
32	0	67,807	69,539	71,758	73,801	75,610	77,865