

**AGREEMENT**

**Between**

**Board of Trustees  
of Community College District No. 508,  
County of Cook and State of Illinois**

**and**

**the Cook County College Teachers Union, Local 1600  
AFT, AFL-CIO, Chicago, Illinois  
(Faculty and Training Specialists)**

**July 16, 2022 through July 15, 2026**

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Four-Year Agreement Between

The Board of Trustees of Community College District No. 508  
County of Cook and State of Illinois,

AND

The Cook County College Teachers Union, Local 1600  
AFT, AFL-CIO, Chicago, Illinois

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**PREAMBLE**

THIS AGREEMENT is entered into by and between the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois, hereinafter referred to as the “Board,” and the Cook County College Teachers Union, Local 1600, AFT, AFL-CIO, hereinafter referred to as the “Union,” as the exclusive collective bargaining agent for the faculty members in the bargaining unit as defined in Article I, Section A.

The Board and the Union acknowledge that as education professionals it is a central objective of all employees of the district, including the Local 1600 members covered by this contract, to work in partnership for the academic and educational success of the students the district serves.

**ARTICLE I  
UNION RECOGNITION AND DEFINITIONS**

**A. Recognition.**

The Board of Trustees of Community College District No. 508 recognizes the Cook County College Teachers Union as the exclusive bargaining representative for all full-time faculty members and training specialists except Presidents, Deans, Vice Presidents, Assistant Deans, and employees of the Central Administration, who are not specifically covered by this Agreement or by separate agreements regarding salaries, fringe benefits, and working conditions. The term “faculty member,” or “teacher,” and the term “training specialists” as used in this Agreement means a person in the bargaining unit employed by the Board. Regardless of newly created or changed job titles, no positions in the bargaining unit shall be eliminated where there is no substantial change in job duties or responsibilities.

**B. Definitions.**

1. The term “Colleges” refers collectively to all educational facilities or academic locations of the Board, and the administrative offices thereof.
2. The term “College” refers to any single educational facility or academic location of the Colleges. Academic locations or educational facilities which are

geographically separate from but are under the administrative control of a College shall be considered a part of the College.

3. The term “Union Representative” as used in this Agreement means any elected or appointed representative of the Union.
4. The term “Union Chapter Chairperson” refers to the elected head of a Union Chapter or her designee from that chapter.
5. The term “Union Chapter” refers to the organization of Union members at a College.
6. An “Academic Year” shall consist of the Fall and immediately following Spring semester.
7. A “Calendar Year” shall consist of January 1 to December 31.
8. The term “Eligible Faculty Member” shall mean a faculty member with one or more academic years of service in the Colleges.
9. Whenever the singular is used in this Agreement, it shall include the plural.
10. Whenever the feminine gender is used, it shall include the masculine and gender neutral language.

## **ARTICLE II UNION-BOARD RELATIONS**

### **A. Meetings with Other Faculty Organizations.**

This Agreement shall not be construed to prevent any Board official or administrator from meeting with any employee organization, including faculty councils, representing full-time faculty members for the purpose of hearing the views and proposals of its members, except that, as to meetings called to discuss subjects of collective bargaining, the Union Chapter Chairperson at the affected College, or in the case of a city-wide meeting, the Union President shall be informed in writing at least twenty-four (24) hours in advance of the meeting and as to those matters covered by this Agreement, no change or modification shall be made except through negotiation and agreement with the Union.

### **B. Union Membership and Non-Discrimination.**

Membership in the Union or any other employee organization or association not affiliated with the Colleges shall not be a condition of employment for any faculty member. The Board will not discriminate in hiring, tenure or continuity of employment or in promotional opportunities or otherwise because of any employee’s membership or lawful organizational activities in the Union or in any other employee organization or her refusal to join any such organization or to participate in any such activities.

**C. Rights and Benefits of Faculty Members.**

Rights and benefits of faculty members set forth in this Agreement shall be assimilated into and made part of any individual contract of employment with the Board.

In the event of conflict between the terms of an individual contract of employment and the terms of this Agreement, the latter shall be controlling. This Agreement shall be referred to in employment contracts issued to faculty members. All faculty members shall be given a copy of Board Rules, insurance booklet, pension booklet and tax-sheltered annuity program information prepared at Board expense.

The Board and the Union shall share equally the cost of printing 1,000 copies of this Agreement and shall divide the copies equally between the parties. The Board shall distribute copies of this Agreement to all faculty members and the Union shall be responsible for the distribution of replacement copies and copies for new faculty members.

**D. Union-Administration Meetings.**

The Board and the Union encourage and favor periodic meetings between the Presidents of the respective Colleges and Union Chapter officers and similar meetings of the Chancellor and the executive officers of the Union to discuss mutual problems not concerned with specific grievances but with the overall relationships between the parties to this Agreement. At least one of these meetings shall be held each semester between the College President and her staff at each College and Union Chapter officers for the purpose of promoting better understanding of the Agreement. Similarly, at least one meeting shall be held each semester between the Chancellor and the executive officers of the Union to promote better understanding of the Agreement. Such meetings shall be arranged as required by applicable circumstances at the mutual convenience of the Board and Union representatives concerned. The Chancellor or her designee shall meet with no more than five representatives of the Union within twenty-four (24) hours at the request of either party to discuss matters relating to this Agreement. The President of each College and the Chapter Executive Committee shall meet within twenty-four (24) hours at the request of either party during the academic year to consult on questions relating to this Agreement.

The Chancellor and the Union President shall meet on a regular basis once each month to discuss matters that are subject to collective bargaining and that will further the educational goals of the Colleges.

**E. Information to Union.**

The Board shall make available to the Union any and all public information, statistics, and records, which are relevant to negotiations, or necessary for the processing of a grievance, or the enforcement of the terms of this Agreement, to the extent to which such material is readily available or is reasonably obtainable.

Such material shall be provided to the Union within a reasonable time, ordinarily not more than ten (10) days, following a written request by the Union President or her designee.

Furthermore, the Academic Policy and Student Manual and the Employee Manual, as they exist at the time of signing this Agreement, and all emendations to them during the life of this Agreement shall be furnished to the Union at the time of distribution. This shall not be construed as a waiver of the Union's right to negotiate any policy change that addresses a mandatory subject of bargaining. If there are any conflicts between the Academic and Student Policy Manual, the Employee Manual, or any other policy and this Agreement, this Agreement shall supersede.

Copies of confidential professional memoranda and correspondence from attorneys and similar advisors shall not be furnished to the Union, unless and until, they have been made public documents by the Board Chairperson.

#### **F. Chapter Chairperson.**

The Union shall designate a Union Chapter Chairperson and an alternate at each College and notify the College President in writing of such selection or replacement.

#### **G. Board Authority.**

The Union recognizes that the Board retains full authority to carry out the powers and duties granted to it by the Public Community College Act and other applicable laws.

#### **H. Joint Committees and Union Observers.**

1. Recommendations concerning racial balance - Article IV(A) - shall be evaluated by a committee comprised of three representatives appointed by the Union and three representatives appointed by the Board. Such recommendations as may be contained in the committee's prospective report shall be submitted to the Chancellor and to the Board. This committee shall also seek to procure funds in order to develop for faculty and administrators a substantial educational program on the subject of racism and education.
2. The Union shall have the right to appoint two but not more than seven (7) official observers to any Colleges-wide faculty-student-staff standing and ad hoc committees established by the Chancellor during the life of this Agreement.
3. A joint Union Chapter-Administration Committee shall be established at each College to recommend to the President means of maintaining and increasing student enrollment.
4. A joint Union-Administration Insurance Committee shall be established comprised of two faculty members, one professional employee, and one college administrator. The faculty members and the professional employee shall be appointed by the President of Local 1600. The college administrator shall be appointed by the Chancellor. Each committee member shall serve a two-year term beginning on July 1 of each odd-numbered year.

- a. The committee shall meet at least four times each semester with their party providers to study and review all aspects of the insurance plans. The committee shall be consulted and make its recommendations regarding the selection of all companies related to providing health care, including the preparation of RFPs, reviewing bids from competing companies and selecting the provider to be the insurance administrator, Managed Care provider, or other third party administrator. The insurance committee shall investigate and make its recommendation regarding a managed prescription drug plan.
  - b. The committee shall provide its findings and recommendations to the Union President and the Chancellor. The committee shall make its recommendations based on a majority vote of its members. The committee shall not recommend changes in the insurance coverage, which violate terms of the collective bargaining agreements.
  - c. The professional employee representative on the Joint Insurance Committee shall, upon 24-hours notice, be provided with release time from work to attend committee meetings when such meetings are called. Faculty member representatives shall suffer no loss in pay for attending committee meetings. Meetings shall be scheduled in such a manner as to minimize the loss of scheduled class or student advisement time.
5. A joint Board-Union committee shall be established to study, discuss, formulate and submit recommendations to the Chancellor, the Board of Trustees and the Union President regarding a joint legislative, media and outreach strategy to advance the shared interests of the Board and the Union and facilitate the passage of legislation in furtherance of those interests, including, but not limited to, additional State funding and alternative revenue options that can be cooperatively pursued. Membership on this committee shall be limited to seven (7) individuals appointed by the Chancellor and seven (7) individuals appointed by the Union. Said limitation shall not preclude the utilization of appropriate resource personnel. The existence of this committee shall not prohibit the Board and the Union from separately pursuing legislative, media, and outreach strategies independently to this committee.
  6. A Labor-Management Committee shall be established and shall meet on a monthly basis to discuss, examine, consider and resolve issues brought forward by either side. The committee shall be limited to no more than seven (7) representatives of the Union and seven (7) representatives of the administration. There shall be no set or required number of participants from either side, and the participants may change from meeting to meeting depending on the topics to be addressed.

The Union and City Colleges shall submit, communicate, and/or exchange proposed agenda items at least one week prior to each meeting and shall circulate an agenda at least two days prior to each meeting.



Meetings shall be held at a mutually-agreed-upon time and location.

**I. Review of Forms.**

The language of all present and future forms used to carry out the provisions of this Agreement shall be subject to review by the Union, so that the language of such forms shall conform to this Agreement.

**J. Board Meetings.**

The Union will be supplied a copy of the agenda at the same time as copies are supplied to the Board in advance of each regular or special meeting of the Board. The agenda so supplied shall include all Board reports including all recommendations of the Chancellor and the minutes of past meetings available at that time. If the agenda supplied does not include all Board reports, the Chancellor shall make available to the President of the Union or her designee at the beginning of the Board meeting all additional reports and recommendations. The President of the Union or her representative shall be accorded the privilege of speaking at Board meetings on any matter subject to collective bargaining.

**K. Precedence of Agreement.**

In the event of conflict or inconsistency between the rules and regulations of the Board, and the terms of this Agreement, the latter shall be controlling. This provision shall not be interpreted as a waiver or modification of any rights that the Board has under the 1995 amendments to the Illinois Educational Labor Relations Act.

**L. Program Closures.**

Program Inactivation and Closures. The parties agree to comply with the Academic and Student Policy Manual (effective April, 2018), Section 9.04 regarding Program Inactivation. The District agrees that it shall notify the Union at least thirty (30) days prior to any such meetings as provided for under Section 9.04. See Appendix G.

**ARTICLE III  
UNION ACTIVITIES**

**A. Released Time for Meetings.**

When the Chancellor and representatives of the Union meet to discuss items in this Agreement, one representative from each college (not to exceed seven) attending such meeting shall suffer no loss in pay. However, meetings shall be scheduled in such a manner as to minimize the loss of scheduled class time.

**B. Class Schedules for Union Representatives.**

Classes and other duties for Union Representatives will be scheduled in such a way as to maximize the time available for the performance of the Representatives' duties.

**C. Released Time for Union and Chapter Officers.**

The Board agrees to make available in each semester of any academic year sixty-three (63) contact hours of released time to be distributed by the Union to its designees for the purpose of handling grievances, according to the following schedule:

- 21 hours at the City Colleges level
- 42 hours at the College level to be distributed in 6-hour units and no more than 6 hours at any individual College.

The Board also agrees to make available six (6) clock hours of released time each week to be distributed by the Union to its designee for the purpose of handling professional problems at the Dawson Technical Institute. The Administration may cover six (6) contact hours at the City Colleges level and nine (9) hours at the College level by outside lecturers at the faculty members' home colleges. The Board also agrees that each three (3)-hour unit at the City Colleges or College level may be converted into three clock hours of released time and distributed by the Union to its professional employee designees for the purpose of handling professional problems.

The Union shall inform the Chancellor of the names of those faculty members designated no later than sixty (60) days preceding the semester during which released time is to be made available, except that Department Chairpersons and the Union President shall not be entitled to released time under this section, nor shall any faculty member be entitled to more than six (6) hours of such released time.

**D. Leaves of Absence for Union Officers.**

In the event that the President of the Union, while she is a full-time faculty member, shall become a full-time employee of the Union, she shall notify the Chancellor and shall be granted a leave of absence not to exceed three years without pay, for the purpose of accepting this position. The President of the Union who accepts such a leave of absence shall not be deemed to have a break in service and shall be eligible for the Board's insurance.

In the event that the President of the Union, while she is a full-time faculty member, shall become a part-time employee of the Union, she shall, upon application, be granted a part-time leave of absence not to exceed three years, without pay, for the purpose of accepting this position. She shall be paid a pro-rata salary for the classes that remain of her teaching assignment after such leave has been granted. Such faculty member, while on a part-time leave basis, shall be entitled to all fringe benefits and rights accorded to an employee on a sabbatical leave.

Both such leaves described in the above two paragraphs may be renewed for additional periods of up to three years upon application of the President of the Union.

**E. Limits on Union Activities.**

Except as specifically provided in this Agreement, no faculty member shall engage in Union activities during the time she is assigned to teaching or other assigned College duties.

**F. Bulletin Boards and Mailboxes.**

1. Bulletin Boards. The Union shall be provided sixteen (16) square feet of bulletin board space in each department office, faculty lounge and mailroom at each College, for the posting of notices and other materials relating to Union activities. The bulletin boards allocated shall be identified with the name of the Union and only the Union Chapter Chairperson or her faculty member designee at the College shall have the authority to post or remove material on the bulletin board.
2. Mailboxes. The Union Chapter Chairperson or her faculty member designee shall have the right to place official Union material in the mailboxes of the faculty members.

**G. Chapter Meetings.**

On twenty-four (24) hours' notice to the College President, the Union Chapter Chairperson shall have the right to schedule Union Chapter meetings during normal operating hours in the building or buildings of the College, provided no meetings of the faculty have been scheduled by the College President or the Chancellor for the same time, and provided that no faculty members shall be released from their assigned duties without loss of pay except for scheduled classes held during such meetings. After a Union chapter meeting has been scheduled, no new meetings involving faculty members shall be scheduled or held at the same time, and the College President shall so inform the faculty.

**H. Meetings of Union House of Representatives.**

No classes of any member of the Union House of Representative shall be scheduled on Fridays, which will end after 1:00 p.m. The names of such Union House of Representatives members are to be supplied to the Administration by September 1 of each year. The Union agrees that during the term of this Agreement it will not increase the present basis of representation in the House of Representatives allowable under its constitution.

**I. Right to Representation.**

Disciplinary action shall be for just cause and shall be administered in a timely and progressive manner. The types of discipline agreed to by parties are as follows:

1. Oral Warning
2. Written Warning
3. Suspension
4. Discharge

The Board's agreement to use discipline in a progressive manner does not prevent the

Board, in any case, from imposing discipline, which is commensurate with the severity of the offense.

For discipline other than oral warnings, the Board shall notify the Union Chapter Chair of the need for a pre-disciplinary meeting. Within forty-eight (48) hours of this notice, the parties shall mutually agree upon a date for the pre-disciplinary meeting to occur during the fourteen (14)-day period following the notice. The meeting shall not be rescheduled at the Union's or Employer's request more than one (1) time, but the rescheduled meeting must occur within the same fourteen (14)-day time period. In the event the parties cannot mutually agree on a date for the pre-disciplinary meeting, the Employer shall unilaterally schedule the meeting to occur within the following seven (7) days. At this meeting the Board shall inform the faculty member of the reason(s) for the contemplated discipline. The faculty member and the Union Chapter Chair shall have the right to rebut or clarify the reasons for such discipline. Any such meeting shall be held during the employee's working hours and no employee shall suffer any loss of pay for attendance at such meetings. Notification shall be in writing and electronic format.

A copy of a disciplinary action (except oral warning) shall be served upon the faculty member and the Union. For cases involving suspension or discharge, the faculty member has the right to demand a hearing by the Chancellor or her designee. Faculty members who exercise their rights under this section shall not be entitled to a separate disciplinary hearing under City Colleges Board Rules.

If a faculty member is called to a conference with an administrator for other purposes and during the course of the meeting, in the opinion of the faculty member, it develops into a disciplinary meeting and if the faculty member informs the administrator of that opinion and requests adjournment, the conference shall immediately be adjourned.

This section shall not diminish any rights a faculty member has under the Illinois Community College Act.

Adoption of this section shall not diminish any rights the Board or Union has established as a result of prior arbitrations, court cases, or past practice with regard to College policies and procedures.

**J. Space Availability.**

If space is available at the campus, the Union chapter officers will be provided with an office to conduct official Union business. The chapter office shall be equipped with two desks, four chairs, two filing cabinets and two telephones.

**ARTICLE IV  
ACADEMIC FREEDOM AND DEMOCRACY IN  
PUBLIC COLLEGE EDUCATION**

**A. Democracy in Public Education.**

The Board and the Union recognize and agree that while democratic principles should obtain in every American school system, an urban college in a city as diverse in population as is

Chicago must be exemplary in its expression and practice of the democratic ideal. Integrated education, faculties, and facilities are more than aspirations.

**B. Non-Discrimination.**

The Board and the Union shall not discriminate against any faculty member or applicant for employment by the Board or for membership in the Union on the basis of race, creed, color, national origin, sex, pregnancy, age, disability, citizenship status, sexual orientation, gender identity, genetic information or marital status or membership or participation in, or association with the lawful activities of any organization.

**C. Academic Freedom.**

1. The faculty member is entitled to freedom in the classroom in discussing her subject. She shall have the right to introduce into her teaching matters related to her subject or the education of her students in that subject.
2. Within the broad framework of academic freedom affirmed above, the faculty shall continue to have the individual right and responsibility to determine course content and textbooks subject to applicable written departmental and College policy and procedure.

**D. Department-Student Agreements.**

1. Only democratically elected student governing bodies may negotiate agreements with a department of a College and such agreements may be reached only in the area of curricula matters, and shall be subject to the approval of the College President; except that if an agreement has been made between a department and a student group prior to the signing of this Agreement, it shall not be effective unless hereafter approved by the College President.
2. No agreement signed with the student governing body nor any agreement hereafter approved by a College President shall abrogate the rights of faculty members under this Agreement and the Board rules.
3. Such Department-Student agreements shall be reviewed by the Vice Chancellor for Academic Affairs.

**ARTICLE V  
DUES CHECK OFF AND COPE DEDUCTION**

**A. Dues Checkoff.**

The Board will deduct from the pay of each member of the bargaining unit from whom it receives written authorization to do so, the required amount of monthly Union dues. The dues payment and a listing of the bargaining unit members, both paying dues and not, shall be forwarded to the Treasurer of the Union no later than seven (7) days after deductions were made. The payroll deduction authorization form shall be as shown in Appendix A(1).

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

**B. Committee on Political Education Deduction.**

The Board of Trustees of Community College District No. 508, County of Cook and State of Illinois agrees to honor the payroll contribution deduction authorization form in Appendix A(2) - Committee on Political Education - for all full-time faculty members and training specialists represented by the Cook County Teachers Union, Local 1600, AFT, AFL- CIO.

**ARTICLE VI  
SALARY AND RATES OF PAY**

**A. Placement on Salary Schedule.**

1. **Faculty with Rank: 2022-2026 Salary Schedule.** The following increases are in effect for full-time faculty:

July 16, 2022: 7%

July 16, 2023: 5%

July 16, 2024: 4%

July 16, 2025: 4%

All salary increases referred to above are not contingent on the availability of funds.

2. **New Full-time Faculty Members.**

All new employees will be paid no less than \$58,000. All new employees with a doctor of philosophy or other terminal degree will not be placed at a salary below \$65,000. However, nothing shall prohibit City Colleges from paying above the minimums set forth above.

The employment contract submitted to a prospective faculty member shall include her proposed salary. This proposed salary, after consultation with the Department Chairperson whenever possible, shall be recommended by the College President to the Chancellor. The Union Chapter Chairperson shall be notified immediately of such proposed salary for all new faculty members. If the Union Chapter Chairperson wishes to confer and ask questions regarding this recommendation, she shall be given this opportunity by the College President.

Immediately following the Board's new faculty orientation meeting at the

beginning of the semester, the Union shall be allowed to meet with newly hired faculty members.

3. Effective July 16, 2022, the faculty members whose salaries are less than the minimum stated in part (2) will have their salaries raised to the stated minimum before any annual increases are applied.

4. **Substitutes.**

The Department Chairperson has the option to designate a substitute for a class if a teacher is expected not to be able to attend and teach that class. This provision applies to the first class session of a course and to all classes, regardless of the number of hours for which the class meets. A qualified substitute from within the department will be assigned by the department chairperson, and the faculty member who substitutes shall be compensated at fifty percent (50%) of her regular base rate of pay.

5. **Overtime and Summer Session Pay.**

The rate of pay for overtime assignments for a faculty member shall be 30% of a pro-rata portion of her base rate of pay. However, the minimum rate of pay for overtime assignments shall be \$625 per contact hour. The minimum hourly rate paid to advisors and librarians shall be no less than the maximum hourly rate paid to part timers performing the same work. The rate of pay for summer school assignment for a faculty member shall be 75% of a pro-rata portion of her base rate of pay. The rate of pay for any other assignments beyond the regular load shall be determined by past practices. Faculty members shall be permitted to teach up to six contact hours of overtime each semester and up to eight contact hours each summer school semester. Qualified faculty members shall be given the first opportunity to teach extra classes.

6. **Emeritus Faculty Members.**

See Article VII(K)(7).

7. **Pay for Adult Education Classes.**

Full-time faculty members will receive \$20.00 for each hour of teaching college level adult and continuing education classes. Qualified faculty members shall be given first opportunity to teach such classes, assignment to such classes to be made on the basis of the provisions of Article VIII(G)(4). No formal education requirements are needed to teach such classes.

8. **Adult Learning Skills Program.**

Faculty members who teach classes in the Adult Learning Skills Program will receive the rate of pay determined by the AFSCME contract. Such classes shall be

offered to faculty members before they are offered to outside lecturers. Faculty members shall receive notice of such classes at least one month before each Fall semester. Assignment to such classes shall be made on the basis of Article VIII(G)(4); however, qualification to teach classes shall be determined by the Board. Faculty members hired in the Fall semester to teach such classes shall receive one (1) year assignments provided that there is sufficient enrollment for such classes.

**B. Annual Increments.**

1. Faculty members shall receive their annual increment at the beginning of the semester in which they first performed full-time faculty services for the City Colleges.
2. There shall be no salary increases or increments approved other than those provided for in this Agreement.

**C. Pay Periods.**

The calendar year shall be divided into two-week pay periods. Payment for the work done in a pay period shall be made on the last day of the pay period. An assigned faculty member who has pay due and is not paid on the last day of that pay period shall be advanced her net salary due out of Board funds. Pay checks may, at the option of the employee, be mailed to home, bank or College.

The Office of Human Resources makes every attempt to pay all its employees consistent with the payroll schedule. To eliminate the risk of lost or stolen checks, ensure funds are available on payday and as a convenience to all employees, net pay will be directly deposited to employees' bank or credit Union accounts. For those employees without a bank account, CCC agrees to continue to provide their paychecks as is done currently. All employees are expected to enroll in the direct deposit program. All employees are expected to open an account with a financial institution that will allow direct deposit.

**D. Annual Salary Guarantee.**

The academic year salary shall not be reduced by any change made in the academic college calendar. The total compensation for extra work (overtime) during any semester shall be based on either seventeen (17) or eighteen (18) weeks, as applicable, and shall likewise not be reduced by any change in the academic college calendar.

**E. Optional Distribution Pay.**

Every faculty member shall have the option of having her salary distributed over the 12-month calendar year or over the regular academic year.

**F. Salary and Lane Placement and Advancement.**

1. Upon hire, all full-time faculty will be placed in Lane I. All full-time faculty



members are eligible for a maximum of three (3) Lane Advancements during their career at City Colleges, subject to the requirements below.

2. Advancement to a Higher Lane.

- a. Faculty members employed as of July 15, 2018 will be advanced to a higher lane if they meet the criteria set forth below for each lane:

Lane II - A master's degree plus fifteen (15) semester hours of graduate credit and the achievement of tenure in the City Colleges of Chicago.

Lane III - Earned doctorate degree (Ph.D., Ed.D. or other terminal degree) or master's degree plus thirty (30) semester hours of graduate credit, and, in either case, six (6) years of college teaching experience, which shall include four (4) years of continuous teaching service in the City Colleges of Chicago in Lane II.

Lane IV - Earned doctorate degree (Ph.D., Ed.D. or other terminal degree) or master's degree plus sixty (60) semester hours of graduate credit, and, in either case, eight (8) years of college teaching experience which shall include four (4) years of continuous teaching service in the City Colleges of Chicago in Lane III.

- b. Graduate credit is credit earned in a course that is taken as a graduate course in an accredited institution. To be counted toward advancement in salary lane, graduate semester hours shall be earned subsequent to the time when the master's degree was awarded or subsequent to the degree or degree equivalent held when hired as a full-time faculty member, and shall be earned as follows:

- (i) In the field of her teaching certificate or employment contract.
- (ii) In a subject which the faculty member has taught at the college level, or might reasonably be asked to teach, or
- (iii) In a formalized in-service program offered by the Colleges' administration, except that no credit shall be earned for any such courses taken after July 16, 1993. However, after July 16, 1993 faculty members who, in order to maintain their professional qualifications required for their employment, take continuing education courses at the Colleges which have been properly certified by the appropriate accrediting agencies shall continue to have those courses counted for a portion of graduate credit toward lane advancement in the same manner as before.
- (iv) If a faculty member is accepted in a doctoral program in her area of specialization, then all graduate credit courses taken after award of the M.A. and required by the university for the doctorate will

count toward advancement in lane.

- (v) For those faculty members who were accepted in a doctoral program in their field of specialization, but “did not stop for a master’s degree on the way,” and did not complete the Ph.D. or Ed.D. or Doctor of Arts degree requirements, certification by the chairperson of the department or division of the university as to the acceptance in doctoral program and the date when the faculty member completed all course requirements for the master’s degree will be accepted as the date after which additional relevant graduate work will count for advancement in lane.
- (vi) For those faculty members in areas where graduate credit is not available, credit equivalency up to a maximum of 15 hours may be given by the administration for work and related experiences gained after initial employment. A faculty member who is denied graduate credit equivalencies as provided herein, may appeal to the Joint Working Conditions Committee for a re-evaluation of her work or related experience. The Joint Working Conditions Committee, after consulting CCC faculty specialist in the field concerned, shall make a recommendation to the Chancellor.
- (vii) For those faculty who cannot (as determined by administration) earn additional graduate work in their field, fifteen (15) graduate hours related to teaching in the community college may be taken and counted for advancement in lane in the following areas:

Community College  
Curriculum Development  
Research and Evaluation  
New Teaching Technologies

Upon request by a faculty member, the administration will determine in advance whether graduate credit hours in the above areas will be counted and so inform the faculty member.

- (viii) Upon completion of work, research, study, or writing under a grant, scholarship, or fellowship from a foundation such as the Fulbright Commission, Guggenheim Foundation, Rockefeller Foundation, Rhodes Scholarship, Ford Foundation, Carnegie Foundation, National Endowments for the Arts, Sciences, or Humanities, National Science Foundation, and Illinois Arts Council, the faculty member shall receive credit toward lane advancement as follows: one academic year of work performed under the auspices of said foundations shall be valued as thirty (30) graduate hours; one semester of same shall be fifteen (15) graduate hours; one summer of same shall be ten (10) graduate hours. The hours credited under this section may be used for lane advancement only once for any one

such award provided they have not been credited for initial lane placement.

In addition, the following categories of activity shall be counted for up to thirty (30) graduate hours toward lane advancement upon recommendation of the department chairman, the College administration and the Vice Chancellor for Academic Affairs or upon application by the faculty member to the Chancellor: the publication of a book by a recognized university or commercial press (as opposed to “vanity” presses), including textbooks, non-fiction (such as histories, biographies, works of criticism and analysis), fiction, poetry and also major works of translation and of editing; and also, articles published in recognized professional journals; and also, significant articles published in commercial/popular newspapers and magazines; and also, major musical compositions; in addition, major presentations at recognized professional conferences; and also, major shows at reputable galleries (as opposed to “vanity galleries) of painting, sculpture, photography and other generally recognized art forms; and also, performance art of major significance, such as music, theater, dance, whether performed solo or ensemble; and also theater productions of significance, such as direction, design and staging.

- c. Upon request, the Colleges’ administration shall provide any faculty member a written interpretation of the number of graduate hours the faculty member has toward lane advancement, including equivalent graduate hours for work and other kinds of related experience.
  - d. Changes in salary lane shall take place on the anniversary date of the faculty member. For the purposes of determining eligibility for advancement to a higher lane, only graduate degrees granted and graduate semester hours earned before the faculty member’s anniversary date shall be applicable. The faculty member is responsible for requesting the university or college in which she has earned degrees or graduate credits to send an approved transcript directly to the College in which she is employed. Faculty members hired with a terminal degree shall automatically advance to the next lane on the first anniversary date after completion of length of service requirements.
3. Faculty members who take continuing education courses in order to maintain their professional qualifications required for their employment may have those courses counted for a portion of graduate credit toward lane advancement. Such courses must be properly certified by the appropriate professional organizations or licensing authority in the field that relates to the faculty member’s teaching/professional responsibilities. Credit toward lane advancement will be awarded at a conversion of ten (10) continuing education units/hours = one (1)

graduate credit hour, subsequent to hire date or last lane advancement, whichever is more recent.

**G. Lane Correction.**

1. Faculty members initially hired into a Lane higher than Lane I shall be corrected as described below:
  - a. A Faculty Member or Training Specialist hired into Lane IV shall move backwards to Lane III on July 1, 2019 and shall receive an 11% base salary increase on July 1, 2019. Such Faculty Member or Training Specialist shall advance from Lane III to Lane IV on July 1, 2023 and shall receive an 11% base salary increase on July 1, 2023.
  - b. A Faculty Member or Training Specialist hired into Lane III, who has advanced to Lane IV, shall move backwards to Lane III on July 1, 2020 and shall receive an 11% base salary increase on July 1, 2020. Such Faculty Member or Training Specialist shall advance from Lane III to Lane IV on July 1, 2024 and shall receive an 11% base salary increase on July 1, 2024.
  - c. A Faculty Member or Training Specialist hired into Lane III, who has not advanced to Lane IV, shall move backwards to Lane II on July 1, 2019 and shall receive an 11% base salary increase on July 1, 2019. Such Faculty Member or Training Specialist shall advance from Lane II to Lane III on July 1, 2023 and shall receive an 11% base salary increase on July 1, 2023.
  - d. A Faculty Member or Training Specialist hired into Lane II, who has advanced to Lane IV, shall receive an 11% base salary increase on July 1, 2022.
  - e. A Faculty Member or Training Specialist hired into Lane II, who has advanced to Lane III, shall receive an 11% base salary increase on July 1, 2020 and shall remain in Lane III.
  - f. A Faculty Member or Training Specialist hired into Lane II, who has not advanced to Lane III or Lane IV, shall receive an 11% base salary increase on July 1, 2019 and shall remain in Lane II.
2. After four (4) years in the last lane specified above; provided such lane is Lane III or lower, and upon achievement of the specifications for lane advancement set forth in Article VI(F)(2) (for Faculty Members) or Article VIII(O)(3)-(4) (for Training Specialists), a Faculty Member or Training Specialist may advance to the next lane.
3. Notwithstanding the forgoing, all non-tenured Faculty Members or Training Specialists hired above Lane I from August, 2016 to current, shall move backwards

to Lane 1 on July 1, 2019 and upon achievement of the specifications for lane advancement set forth in Article VI(F)(2) (for Faculty Members) or Article VIII(O)(3)-(4) (for Training Specialists), a Faculty Member or Training Specialist may advance to the next lane.

4. Notwithstanding anything herein to the contrary, in no event shall a Faculty Member or Training Specialist receive more than three 11% base salary increases.

**H. Wage Adjustments for Lane IV Faculty as of July 15, 2022**

1. In the Salary Schedule shown in Section VI H. 5, the Lane 4 Adjusted Salary will be determined based on the YEAR the Faculty Member was hired as a Full-time Faculty Member (Column A).

2. If the Faculty Member’s base salary as of July 15, 2022 is LESS THAN the Lane 4 Adjusted Salary determined by Section VI H.5 (Column B), then said Faculty Member will have their base salary changed to the Lane 4 Adjusted Salary determined by Section VI. H.5 effective July 16, 2022.

3. If the Faculty Member’s base salary as of July 15, 2022 exceeds the Lane 4 Adjusted Salary determined by Section VI H. 5 (Column B), the Faculty Member will retain said base salary.

4. The Lane 4 Adjusted Salary will be applied prior to annual increases for 2022 determined elsewhere in this Agreement.

- 5.

<b>YR Hired as Full-time Faculty (Column A)</b>	<b>Adjusted Salary (Column B)</b>
2010	\$125,500.00
2009	\$126,000.00
2008	\$126,500.00
2007	\$127,000.00
2006	\$127,500.00
2005	\$128,000.00
2004	\$128,500.00
2003	\$129,000.00
2002	\$129,500.00
2001	\$130,000.00
2000	\$130,500.00
1999	\$131,000.00
1998	\$131,500.00

1997	\$132,000.00
1996	\$132,500.00
1995	\$133,000.00
1994	\$133,500.00

**I. Increase for Lane Advance.**

A faculty member who achieves a lane advance shall receive an 11% increase in her regular salary, effective on the anniversary date of that faculty member.

**J. Compensation Committee.**

The Board shall have the sole authority to increase the salary for a faculty member in addition to the increases provided in this Agreement if the Board determines such increase is in the best interests of the City Colleges, including but not limited to retaining faculty in certain disciplines. The Board’s designee shall schedule a meeting to discuss with the chapter chair and the department chair prior to offering the salary increase.

**ARTICLE VII  
INSURANCE AND FRINGE BENEFITS**

**A. Group Health Insurance.**

For the period of July 16, 2022 through July 15, 2026 a program of group health insurance shall be provided for active faculty members and their dependents.

**Contributions - Active Employees:**

Employee and retiree contributions to health insurance, dental insurance and vision insurance shall be:

Effective upon ratification, and through July 15, 2026, employee and retiree contributions to health insurance, dental insurance and vision insurance shall be 15% of the premiums except for those retirees who are required to pay the full premium as provided in Article VII, K.3.

There will be a cap on yearly increases of 10%. However, should the annual premium of the insurance increase greater than 20% per calendar year, the Union agrees to a reopener on insurance to bargain over options to decrease costs, including but not limited to increasing the employee contribution and decreasing plan costs.

For the period July 16, 2018, through July 15, 2022, retirees under the early retirement program and their dependents shall be provided a program of group health insurance. Costs to early retirees of available plans and descriptions of the plans are set forth in Appendix B. Upon being

retired under the early retirement plan for a period of ten (10) years, the retiree enrolled in the insurance program shall pay the full cost of the premium. For all retirees and their dependents who are Medicare eligible, claims will be processed according to the terms of the elected health plan. The plans pay secondary to Medicare if the retiree or dependent is eligible for Medicare without regard to whether the retiree or dependent has actually enrolled. All retirees and their dependents who are Medicare eligible shall enroll in Medicare, as soon as they are eligible.

**B. Term Life Insurance.**

Term life insurance shall be provided and paid for by the Board for all faculty members. The amount of coverage of such term insurance for each faculty member shall be two times basic annual salary rounded to the nearest one thousand dollars to the maximum of one-hundred thousand dollars (\$100,000). There shall be a maximum life insurance benefit for retirees of one-hundred thousand dollars (\$100,000).

**C. Dental and Vision Insurance.**

Effective upon ratification, and through July 15, 2026, a program of group dental and vision insurance shall be provided for Faculty, Training Specialists and their dependents. Employee contributions to group dental and vision insurance shall be 15% of the premiums.

There is a cap of 10% on the annual increase in premiums which the employee must contribute. However, should the annual premium of the insurance increase greater than 20% per calendar year, the Union agrees to a reopener on insurance to bargain over options to decrease costs, including but not limited to increasing the employee contributions and otherwise decreasing plan costs.

The specific provisions of the dental and vision insurance are shown in Appendix B.

**D. Wellness Program.**

The Union agrees that its eligible employees and their covered spouses will participate in and be subject to the terms of the CCC Wellness Program at the first open enrollment period after the commencement of this agreement.

**E. Group Auto Insurance.**

The Board shall provide a group auto insurance plan for faculty members. The Board shall pay \$200 per faculty member towards the cost of such coverage provided by the Board's group policy. The Board shall permit enrollment in such a plan through payroll deduction. The insurance carrier chosen shall be agreed upon by the Union and the Board.

**F. Credit Union.**

Faculty members who are determined by the College and University Credit Union to be eligible to participate in said credit Union shall be allowed to do so through payroll deduction.

**G. Annuities.**

A tax-sheltered annuity program shall be made available for purchase by faculty members.

**H. Home Owners and Renters Policy.**

The Board shall provide a group low cost home owners and renters policy. The Board shall pay \$100 per faculty member towards the cost of such coverage provided by the Board's group policy. The Board shall permit enrollment through payroll deduction. The Insurance carrier chosen shall be agreed upon by the Union and the Board.

**I. Malpractice Insurance for Nursing Faculty.**

The Board shall provide at its expense \$200,000/\$600,000 comprehensive malpractice insurance for all nursing faculty covered by this Agreement.

**J. Tuition Waiver.**

The Board shall waive the cost of tuition for courses for which the Board receives state reimbursement that are taken by faculty members or their dependents in the City Colleges of Chicago.

**K. Early Retirement Program.**

The Program shall be open to all faculty members who have been employed by the City Colleges of Chicago for ten (10) years on a full-time basis.

1. This program shall be effective July 15, 1989. Benefits under this program are provided without regard to age for faculty members who retire from the City Colleges of Chicago.
2. Applications for participation in the Program shall be submitted in writing to the appropriate College President or his/her designee no later than March 15 if the retirement is effective at the end of the Spring Semester or Summer term of that year, and no later than October 15 if the retirement is effective at the end of the Fall Semester of that year. Where an early retirement request may have been submitted after the deadline date, the Chancellor shall nevertheless have the authority to grant said early retirement.
3. Full-time employees whose retirement under the early retirement program is effective after July 16, 2022, and such employees' dependents, shall be provided a program of group health insurance for ten (10) years or until the retiree becomes eligible for Medicare, whichever occurs first. Costs to early retirees of available plans and descriptions of the plans are set forth in Appendix B. Upon being retired under the early retirement program for a period of ten (10) years or upon the retiree becoming Medicare eligible, the retiree enrolled in the insurance program shall pay the full cost of the premium.

Only the Board's Blue Advantage HMO Plan (non-grandfathered) and PPO Plan



(non-grandfathered) shall be coverage options.

For all retirees and their dependents who are Medicare eligible, claims will be processed according to the terms of the elected health plan. The plans pay secondary to Medicare if the retiree or dependent is eligible for Medicare without regard to whether the retiree or dependent has actually enrolled. All retirees and their dependents who are Medicare eligible shall enroll in Medicare, as soon as they are eligible.

The Board shall also provide the early retiree with the same term life insurance available to faculty members under this Agreement, except that there shall be a cap of \$80,000, and it shall make the same premium payments therefore, for a period of six years after retirement.

4. The early retiree shall also have the right to purchase dependent health insurance coverage through the City Colleges health insurance program at the then prevailing cost of dependent coverage for full-time faculty members, and shall pay the entire premium thereof. Premium payments for dependent coverage shall be paid by the early retiree on a timely basis, in advance, to the City Colleges.
5. At the time of retirement, or upon total disability or death, faculty members or their estates shall receive payments equal to 80% (eighty percent) of the unused portion of their accumulated sick leave days computed at their final base rate of pay. It is provided further that a faculty member hired after July 15, 2000, shall only receive payments of the unused portion of accumulated sick leave up to a maximum of 100 sick leave days. The early retiree shall receive these payments in five equal installments. The first installment shall be within 60 days of the retirement date, death or total disablement. The second, third, fourth, and fifth installments shall be on the first, second, third, and fourth anniversaries of the retirement date, death or total disablement. The faculty member may, at their option, use any portion of their accumulated sick leave days to purchase service credits pursuant to Section 15-113.4 of Article 15 of the Illinois Pension Code. If the faculty member chooses to withhold a number of days for this purpose, they will not be counted towards the payment referred to in the first sentence of this paragraph. Faculty members are warned that it is usually not to their benefit to exercise this option except when purchasing a few days of service credit from sick leave days accrued in order to purchase an extra quarter of service.

There will be no cash payout for sick leave days after July 1, 2014. In addition, sick leave days cannot be used for any type of retirement enhancement, as described in the previous paragraph, if the costs of any such retirement enhancement are shifted to or become the responsibility of the Board.

6. In the event of the death of the early retiree, the City Colleges will continue payments to the faculty member's estate for the balance of the four years.
7. The Board may allow the early retiree the opportunity to teach two classes per semester, if available, on the basis of the overtime rate for the early retiree's lane

and step at the time of retirement.

8. In the event of the death of the early retiree, the City Colleges will continue insurance coverage for the early retiree's spouse and/or dependents for three (3) months following the month in which the death occurred. Thereafter the spouse and/or dependents shall be eligible for continued dependent coverage on the same basis as a current faculty member except that the spouse or dependents shall pay the entire premium.
9. The Board and the Union agree to establish regular annual meetings to be held in June of each year remaining in the collective bargaining agreement to identify issues and exchange information related to retirements, costs, legislation, and other pertinent material.

**L. Retiree Salary Enhancement.**

1. A faculty member who is at least 55 years of age, and who has been employed by the Board as a faculty member for ten (10) years as of August 31 of the year of retirement, shall have the option to elect to have her scheduled calendar year salary enhanced by thirty percent (30%) of her accumulated sick leave. This enhancement shall be for a maximum of two (2) calendar years and will be deducted from any incentives offered under Article VII(K). However, sick leave days cannot be used for any type of retirement enhancement, if the costs of such retirement enhancement are shifted to or become the responsibility of the Board.
2. Insurance benefits under this opportunity shall remain in accordance with Article VII(K).
3. To receive this enhancement, the faculty member must submit her irrevocable retirement contract in accordance with paragraph five of this section. The contract to receive this enhancement shall be a separate contract form to be agreed upon by the Union and the Board of Trustees. Once a retirement request is accepted by the Board of Trustees, it may not be canceled or changed.
4. After the tender of the retirement contract and the acceptance of the irrevocable retirement date, the faculty member's academic year pay will be increased by thirty percent (30%) of the value of the eighty percent (80%) sick leave day bank for one (1) or two (2) years.
5. Employees who give notice of retirement by October 15 of 2023 through 2025 may retire prior to the beginning of the Spring semester of that academic year and they shall receive one (1) enhancement in the calendar year of the notice of retirement. Employees who give notice of retirement by October 15 of 2023 through 2026 may retire on July 31 of the following year and they shall receive one (1) enhancement in the calendar year of the notice of retirement and a second enhancement on the following calendar year. Otherwise, employees must give notice by May 1 of 2024 through 2026, in order to retire at the end of the Spring semester in two (2) years

and they shall receive one (1) enhancement in the school year following the notice of retirement and a second in the subsequent school year.

6. The academic salary to be enhanced will consist of the thirty percent (30%) of the balance from sick leave days accrued, calculated under the provisions of Article VII(K)(5).
7. Receipt of benefits among a number of faculty applicants for retirement exceeding sixty (60) will be determined by the seniority of the faculty members, rather than the order of application.
8. If a faculty member participates in the one-year or two-year enhancement above, the balance of the incentive under Article VII(K), if any, shall be paid out over the remaining years of participation in the Early Retirement Program. Any illness leave days accrued after the date of the irrevocable agreement will be paid after the actual retirement date. Under no conditions shall the enhancement paid exceed the incentive under Article VII(K) or the maximum amount allowed under statute.
9. The procedures for implementation of this section shall be agreed on by the Union and the Board.

**M. Professional Development.**

The Union and Board agree that each year the sum of \$474,000 shall be made available at the District level for professional development expenses. Faculty members or training specialists may be initially allocated professional development monies not to exceed \$5,000 per fiscal year for qualified expenses. These expenses shall include bachelor-level or graduate-level tuition, course fees, course books, course supplies. All payments will be made only upon approval by the College President of the planned educational activity and submission of the appropriate reimbursement form indicating successful completion of the activity. Such requests shall not be unreasonably denied.

**N. IRS Section 125 Salary Reduction Program.**

The Board shall make available to faculty members within a reasonable time an IRS Salary Reduction Program for insurance premiums, eligible non-reimbursed medical expenses, and dependent care expenses. The maximum non-reimbursed medical and the maximum reimbursement for non-reimbursed dependent care shall be the maximum amounts allowed by the Internal Revenue Code or Service.

Any administrative costs of the dependent care part of this program shall be paid for by each faculty member electing to participate in this portion of the program.

**O. Licensure**

Faculty members who are required by the College to acquire or maintain a current

Registered Professional Nurse license or any other license or certifications by the state of Illinois or relevant specialized accreditation body, in order to perform their responsibilities at the College shall be reimbursed by the College for the pre-approved full costs related to the license. The fees for license acquisition and renewal will be directed by the standards set forth by the Illinois Department of Financial and Professional Regulation (IDFPR). These funds will come from a budget line separate from the funds allocated for professional development expenses.

**P. CPR Training**

The Board will provide CPR training three times a year for all faculty who are required to be certified. Other faculty may take these courses but will be required to pay the course fee.

**Q. Professional Dues and Specialty Certification Exams**

A faculty member upon request will receive reimbursement for professional dues and specialty certification exams in areas they are actively teaching. The cost will not exceed \$300 annually for the duration of this contract, for membership in any nationally or state recognized professional organization(s). This reimbursement will also cover appropriate fees (defined as the cost of the certification course/exam or any related labs) associated with completion of any specialty nursing or health science certification examinations approved by the College President based upon the specialty certification being specifically associated with the area(s) the faculty member is teaching at CCC within their primary credentialed area. These funds will come from a separate budget line from the professional development funds. The Union and Board will also consider any cost-saving requests by departments to apply for departmental membership in any professional organization(s). The Union and Board acknowledges that membership in professional organizations and completion of specialty nursing certifications serves to support individual faculty members in their efforts to better serve the student population. Requests in excess of \$300 will be reviewed by the college president or designee on a case-by-case basis.

**ARTICLE VIII  
CONDITIONS OF EMPLOYMENT**

**A. Class Size.**

1. Class size maximums will be as follows:
  - a. Maximum class sizes in courses numbered below 101 in English, Speech, Reading, and the Basic Program shall be twenty-five (25), except for Aligned Reading and Composition (ARC), Foundational Studies, Integrated ESL and English co-requisite classes, which shall have a maximum of twenty (20).
  - b. Composition and other writing classes in English, and Speech classes, and all World Language classes shall be twenty-five (25).

- c. Physical Education courses will remain at present class size levels.
  - d. Maximum class sizes for Chemistry laboratory classes shall remain at twenty-four (24).
  - e. All other classes will have a class size limit of thirty (30).
  - f. Additional students up to five (5) may be assigned to individual classes, provided that the overall number of students enrolled in the classes of a faculty member for her regular teaching load may not exceed the total sum of the size maxima of such classes, except that no more than a total of three (3) additional students may be added to classes under sub-sections a, b, and c of this section.
2. Class size maximums in the performing arts (band, orchestra, choir, drama, etc.) and in physical education may be exceeded at the option of the department as decided by majority vote of the eligible members thereof.
  3. Two or more courses combined in a single class are permissible if approved by the faculty member and the majority of the eligible members of her department. Such classes shall have a class size maximum of twenty-five (25).
  4. All class sizes referred to in this Agreement shall be determined as of the end of the eighth school day or the fourth class meeting, whichever comes first, following the end of the registration period. All extra pay for over enrolled courses will be calculated based upon actual documented enrollments as of the mid-term of the semester.
  5. A single section of an advanced course required for program completion will be retained by and offered at the discretion of the Administration.
  6. Payment for Classes with Excess Enrollment:
    - a. Payment for excess enrollment shall be on a per capita basis which is to be determined by load, class contact hours, and teachers' salary. The formula for payment is as follows:

**Fall & Spring:**

$$\frac{\text{Annual salary}}{\text{Annual load}} \times \frac{\text{overs}}{\text{contract limit}} \times \text{contact hours} \times .94$$

**Mini Term:**

$$\frac{\text{Annual salary}}{\text{Annual load}} \times \frac{\text{overs}}{\text{contract limit}} \times \text{contact hours} \times .89$$

**Summer Term:**

$$\frac{\text{Annual salary}}{\text{Annual load}} \times \frac{\text{overs}}{\text{contract limit}} \times \text{contact hours} \times .86$$

The appropriate value of annual load as used in the above formula shall be determined by Section B(1) of this Article.

- b. All regular load and variable heavy classes are to be counted in determining the over enrollment payment. If the contact hours and/or the contract limit varies from class to class, each class shall be computed separately and then the amounts from each class added together.
- c. If faculty members' loads in a given class exceeds the +3 and or +5 allowed in paragraph A(1)(f) of this Article, they shall be paid for the number of students above +3 and/or +5, regardless of the enrollments in their other classes.
- d. Overtime classes shall be computed separately. Under-enrollments in an overtime class shall not be subtracted from the over-enrollments in the faculty member's regular program, and vice versa. Over enrollments in overtime classes shall be figured at the overtime rate specified in Article VI(A)(4) of the Agreement.
- e. If a faculty member is over enrolled in a class being taught partially for load and partially for overtime, the payment is computed using the formula above, by figuring the how much the pay for an hour of load would be, times the number of contact hours of load, and what the pay for an hour of overtime contact hour would be time the number of hours of overtime.

**B. Teaching load.**

1. Semester teaching load. The load for all faculty members, except those who teach English Composition, shall be fifteen (15) class contact hours per semester. The class load for those who teach English Composition shall be twelve (12) class contact hours per semester. From Fall 2018 through the end of the Spring 2021 semester, faculty members assigned to teach clinical hours in nursing and dental hygiene shall receive one contact hour for each hour of clinical work. Following the Spring 2021 semester, faculty members assigned to teach clinical hours in nursing shall receive one contact hour for every two hours of clinical work and faculty members assigned to teach clinical hours in dental hygiene shall receive one contact hour for every one hour of clinical work.
  - a. Faculty members teaching physical education shall have a regular teaching load of sixteen (16) class contact hours, except that faculty members hired after July 16, 1993 to teach physical education shall have a regular teaching load of eighteen (18) class contact hours per semester. A faculty member teaching physical education who is assigned coaching duties shall receive teaching load credit for such duties in accordance with the schedule in Appendix E.

- b. Librarians shall have a weekly load of thirty (30) hours, including one hour per day for lunch, except that librarians hired on or after July 16, 1993 shall have a weekly load of thirty (30) hours, excluding lunch. However, they shall not be required to work more than six (6) hours per day. Librarians who teach classes shall receive one (1) hour of released time for class preparation for each class contact hour.
- c. Librarians on or after July 16, 1993 shall be assigned to professional duties up to four (4) consecutive weeks outside of the academic year, so long as the total number of weeks worked within each fiscal year does not exceed thirty-seven (37) weeks. After the administration has asked for volunteers at each college, up to one (1) librarian, including those newly hired, may be assigned to flexible work schedules that may include up to four (4) consecutive weeks outside the academic year, so long as the total number of weeks worked within each fiscal year does not exceed thirty-seven (37) weeks. Librarians hired before July 16, 1993 shall be assigned to flexible work schedules on the basis of least seniority and on the basis of rotation.

2. Variable Teaching Load.

- a. The teaching load may, by mutual agreement between the faculty member, department chairs, and the College President, or their designee, be unequally divided between any three regular semesters, provided that the teaching load for the total two academic years involved may not exceed the teaching load as stipulated in the paragraphs above, and further provided that the teaching load for any one semester shall not exceed eighteen-nineteen (18-19) class contact hours [nineteen-twenty-one (19-21) class contact hours for Physical Education]. However, the variable load for non-tenured faculty members shall be limited to the Fall and following Spring semester of one academic year.
- b. After the above voluntary methods of requesting faculty members to teach on a variable load basis have been utilized, the teaching loads for faculty members may be unequally divided between any three (3) regular semesters, except that no more than eighteen-nineteen (18-19) class contact hours [nineteen-twenty-one (19-21) class contact hours for Physical Education] may be assigned in any semester, and provided further, that the teaching load for the total two academic years involved may not exceed the teaching load as stipulated in the paragraphs above. However, the variable load for non-tenured faculty members shall be limited to the Fall and following Spring semester of one academic year.
- c. Such teaching assignments shall be made on the basis of inverse seniority

at each College, except that no more than twenty-five (25%) of the faculty members at each College shall be required to teach on a variable load basis each semester.

3. Department Released Time.

- a. All department chairpersons shall receive release time for one-half of teaching load. When a department exceeds thirty (30) full-time equivalent (FTE) faculty members in size, it may be divided along related disciplinary lines into two or more smaller departments so the maximum of thirty (30) is not exceeded. If the department is not split, an additional department chair shall be elected and shall receive all the same benefits and rights provided herein.
- b. Librarians who are department chairs shall (upon prior approval) work up to an additional six (6) hours per week (for a total of thirty-six hours per week) and shall receive a stipend for the hours worked performing such department chair duties, based on their hourly rate of pay, which is equivalent to up to six (6) hours of pay per week.
- c. In the summer session, a department chairperson or an elected summer chair shall be given equivalent to three (3) contact hours at the summer rate. Three contact hours during the summer session shall be the equivalent of twelve (12) actual hours per week. Such designation shall not be considered “load” and shall not otherwise limit a department chair’s eligibility to teach any courses. If the department chairperson chooses to not serve in such capacity during the summer session, the faculty members serving during the summer session shall elect a summer department chairperson. Such election shall be conducted by April 30. The process for such election shall be determined by the departmental policy.
- d. For other extra work assignments, except for those in satisfaction of VIII. B. 3, such as for roles of assistant chair, assessment and/or placement coordinator, curriculum chair, adjunct coordinator, or other similar positions, full-time faculty shall either receive compensation, consistent with the special assignment policy, or released time from teaching at the rate of one (1) semester credit hour release for every two (2) hours of anticipated work per week during Fall or Spring semesters, as mutually agreed to by the faculty member and the college administration and as outlined in Article VIII(G)(4). The Union Chapter Chair will be notified when the assignment is open and when a faculty member has been identified to fill the assignment. The Union Chapter Chair will be notified when the assignment is open and when a faculty member has been identified to fill the assignment.



4. **Committee Service Requirement**

All full-time faculty members must serve on at least one official department, college or District committee (or taskforce) or provide service to the college each semester. The District and the Union shall create a joint committee composed of equal numbers of Union representatives (one faculty from each college and Union VP or designee) and administration members to resolve issues such as, which committees qualify for this requirement, how committees are assigned, how committees are tracked, length of service, tracking of committee service, considering service outside of committees, and considering the impact on rank promotion. This committee shall complete its study of these issues within one year of ratification of this Agreement. If the District and the Union do not resolve all issues related to committee assignments within this one- year period, the District shall have the right to proceed with implementation of this service requirement based on those items mutually agreed by the committee, and the committee shall determine whether it will continue to meet. There shall be no additional compensation for committee service that meets this obligation.

**C. Department Course Schedules.**

Course offerings and the scheduling of classes within a department shall be determined by the program needs of students enrolled in all curricula of the College as determined by the administration. A proposed schedule of departmental course offerings for each semester or term shall be initially prepared by the Department Chairperson and referred to the majority of the eligible members of the department or their democratically-chosen representatives for their recommendation before it is forwarded to the administration for approval or revision.

**D. Teaching Programs.**

1. The preparation of teacher programs shall be the responsibility of the Department Chairperson in consultation with the faculty member and subject to the limits established by the seniority provisions of this Agreement. A faculty member shall be notified of her program at least thirty (30) days before the end of the preceding semester by being presented a written and dated copy of said program. Changes in a faculty member's program may be made if emergencies arise, and such changes shall also be in writing and dated and signed by the Department Chairperson. In making the necessary changes due to emergencies, the Department Chairperson shall make every effort to consult with the affected member in the interest of arriving at the best solution for all concerned.
2. Faculty members shall be present on campus for all professional duties and obligations, including classes, departmental meetings, faculty meetings called by the College President or the Chancellor, and student conference hours. Each faculty member shall schedule a minimum of seven (7) hours per week outside the

classroom for student conferences and student academic advisement, the modality of which shall be proportional to the modality of the faculty course load. If a faculty course load is entirely in-person, up to two (2) hours may be scheduled as virtual hours via an approved District platform. Each lecturer or teacher of an overtime or summer class shall schedule one (1) student conference hour per week for each class, consistent with the modality of each class. These conference hours shall be scheduled to provide maximum convenience for students who wish to confer with a faculty member. Faculty members who have released time shall have their student conference hours and student academic advisement hours reduced in proportion to the reduction in their teaching load.

3. Every effort shall be made to schedule regular teaching load classes within a six hour work day and to avoid scheduling more than two classes consecutively. Where exceptions to the six hour limit per day are necessary, no faculty member's accumulative daily assignments may exceed thirty hours per week for a regular program.
4. No faculty member shall be required to teach on more than five (5) days per week for her regular program. A faculty member who has no scheduled classes or other duties, as specified in paragraph 2 above, shall not be required to be present at her college on such days. Whenever possible, a faculty member's program shall be arranged so as to allow her to pursue professional activities which relate to or enhance her academic effectiveness.
5. The costs associated with drug screens, background checks, health exams, immunizations, and titers and/or other diagnostics, or any similar requirements by an off-site partner of City Colleges shall be paid for by the employer.
6. With the exception of librarians, faculty who are untenured must teach at least one course for load each academic year that is didactic in nature in the discipline in which they seek tenure.
7. Employees shall be eligible to participate in telework pursuant to the Board's telework policy, which is attached to this Agreement as Appendix (H). The telework policy and any decisions made by the Employer related to the telework policy are subject to the grievance procedure; however, neither the telework policy nor any decisions made by the Employer related to the telework policy shall be subject to the arbitration procedures of this Agreement and any such grievances shall not be arbitrable.

#### **E. Outside Employment.**

A full-time position in the City Colleges is accepted with the understanding that the faculty member will not continue, or at a future date accept, a concurrent full-time position or positions

equal to a full-time position with any other employer or employers while she is teaching full-time in the City Colleges.

**F. Seniority and Rotation.**

1. Determination of seniority. Seniority - the priority that comes because of length of service in the Colleges - will be determined within a department at each College and within the Colleges on the following principles:

Seniority of faculty members whether initially employed under a Colleges certificate or employment contract is based on the date of beginning continuous full-time employment. Conflicts of seniority among faculty members with the same beginning date of full-time employment shall be resolved by earlier dates of part-time employment, or application for employment, in that order.

2. Colleges-wide Seniority and Retention of Employment.
  - a. Retention of employment. For the purpose of retention of employment in the event of a reduction in size of the faculty or elimination for one academic year of courses which a faculty member is qualified to teach at her College, seniority shall be colleges-wide. Thus, faculty members who cannot be employed in their field of qualification at the College of assignment shall have the right to be employed at any other College where a program they are qualified to teach is available. Colleges-wide seniority shall, under these circumstances, be exercised over the least senior faculty members in their field of qualification. However, retention rights shall not be exercised over other faculty member if it is possible to provide them with a full-time program through the elimination of part-time lectureships or overtime first at their own College and then elsewhere in the Colleges. A faculty member transferring to another College in the above circumstances shall suffer no loss of seniority for any purpose.
  - b. Financial exigency: Layoff, Recall and Requalification. If the Board anticipates a financial exigency, and the Board believes it may be necessary to reduce the size of the faculty, it shall so notify the Union at least two months in advance of notification of layoff of any tenured faculty member, unless an emergency occurs in which case the Union will be notified as soon as possible. Following such notification, the Board shall undertake the following steps prior to taking any action to reduce the size of the faculty. The Chancellor shall present to the Union evidence of such financial exigency and consult with Union officers regarding possible alternatives to faculty layoffs. If such action is finally taken, it shall be subject to the following conditions:
    - (i) The Union shall be given a list of faculty members to be laid off which shall indicate the date employment shall end, seniority status, and subject area of employment of each faculty member. Such a list shall conform to Article VIII(G)(2)(a) and (c). Tenured faculty members shall

be notified of layoff by certified mail by February 15, except in an emergency where the faculty member shall be notified as soon as possible. Such notice shall include a statement of the reason therefore.

(ii) Recalls from layoff shall be in inverse order of layoff. The right to recall shall be up to three (3) years for tenured faculty members. Notice of recall shall be sent by certified mail to the faculty member's last known address, and the faculty member shall reply within thirty (30) days of receipt of the recall notice. No new faculty members shall be hired in any subject area until all recalls of laid off faculty members in that area shall have taken place.

(iii) A tenured faculty member notified of her layoff while on employed status shall, upon application, be granted a one-year professional leave of absence without pay, under the provisions of Article IX(B)(1) in lieu of being laid off. A tenured faculty member who becomes qualified in another subject area under this provision shall have the first right to any position which becomes available in that new subject area at her college.

c. Qualification to Teach. The qualification of a faculty member to teach specific courses or in particular fields shall be determined by any one or more of the following:

(i) Teaching field specified in the Colleges certificate or employment contract;

(ii) Number of years of teaching experience in her field at the college level; (Note: This qualification shall not apply to faculty members hired after July 15, 1989.)

(iii) For faculty members hired prior to July 15, 1996, graduate degrees or graduate work amounting to at least fifteen (15) hours in the field. For faculty members hired after July 15, 1996, thirty (30) graduate semester hours shall be considered the minimum qualification for any secondary teaching field or discipline.

Where a faculty member cannot qualify to teach in a particular field on the basis of the above criteria, and where no graduate academic preparation is possible, relevant outside work experience may be considered.

3. Application of departmental seniority to regular work at a College.

a. A seniority list shall be posted by the Department chairperson on October 1, February 15, and July 1 of each year in a conspicuous place in each department. The seniority list shall be revised as necessary during the year by the Department Chairperson to reflect changes in the department's

membership as a result of resignations, retirements, transfers, etc.

b. Scheduling of courses and assignments to regular academic programs during the academic year shall be determined in the following order:

(i) Availability of work.

(ii) Qualifications of the faculty member based on the criteria specified in paragraph 2(c) above.

(iii) Seniority within a department at each College subject to the following qualifications:

(a) A senior faculty member may not exercise a choice of a second elective course within her subject or field of teaching within her program each semester until other members of her department qualified in the same subject or field have made a first choice of electives in the order of their seniority. The same principle of alternating choices shall apply until all electives are assigned;

(b) In the event that two or more members of a department wish to have a particular pattern of days or hours in their teaching program, then the most senior shall have preference, and assignments to programs shall proceed in order of seniority;

(c) All faculty are expected to satisfy their semester teaching load first with available courses at their home college and teach their fair share of introductory or general education courses taught by their department. With approval from the relevant Department Chairs and Deans, faculty may teach classes in additional disciplines for which they are credentialed to teach. In all other cases, faculty are required to fill their semester teaching load with available courses in their assigned department at their home college.

(d) In the event one or more classes in a faculty member's program are canceled due to inadequate enrollment, the faculty member may not exercise their seniority over a less senior faculty member if they can be accommodated with another class or classes at the College of her assignment, or through the utilization of the variable load option.

4. Application of departmental seniority and rotation to extra work.

a. Where extra work is available in a department a list of such extra work shall be posted by the Department Chairperson in that department as soon as the

information becomes known.

- b. After qualification for extra work has been determined, based upon the criteria specified in paragraph 2(c) above, seniority and rotation will be the basis for assigning extra work.
- c. Notice of the availability of extra work beyond the normal work load on funded projects or special assignments for research and development shall be communicated in writing to all department chairpersons and to the Union. Full-time Faculty members within their department, and then their college, shall be given first consideration for such work before it is offered to outsiders. The qualifications for such work shall be determined by the Administration in consultation with the chapter chair and relevant department chairs. Assignments to such work shall be made by the Administration. Special assignments shall not include the teaching of classes.
- d. Any classes or other work made available by granting sabbatical leaves shall be an exception to the provisions of this section concerning the assignment of extra work. Such classes or other work may be assigned to outside lecturers.
- e. Rotation Lists
  - (i) Rotation lists based on seniority and the past amount of extra work assigned will be maintained by the District Office and sent to the Vice-Presidents for distribution to the Department Chairs at each college. These lists will be posted in a conspicuous place in each department. The rotation list shall take into account all extra work assigned since December 31, 2000.
  - (ii) The administration shall prepare a salary list for all faculty at each College three (3) times a year, on January 31, June 30, and August 31, and will supply such a list to each appropriate College President or other Administrator in charge. The College President or Administrator in charge shall supply a copy of such salary list or alternatively a department salary list to each appropriate Department Chairperson as soon as possible after receipt of the original list. Each salary list shall contain a complete and accurate statement of all pay earned by each faculty member through the end of the preceding semester or term.
  - (iii) The Department chairperson will review the rotation points earned, if any, by each member of the Department, and post rotation lists as provided for in Paragraph 4 below. Each such list shall determine eligibility for extra work for faculty members of the Department on

the following basis:

(a) Rotation list of January 31:

Includes all points earned through the end of the Fall semester plus the points for estimated earnings for assigned overtime during the Spring semester. Will determine eligibility for summer work.

(b) Rotation list of June 30:

Includes all points earned through the end of the Spring semester plus the points for estimated earnings for the Summer term. Will determine eligibility for extra work for the Fall semester.

(c) Rotation list of August 31:

Includes all points earned through the end of the Summer term plus the points for estimated earnings for assigned overtime during the Fall semester. Will determine eligibility for extra work for the Spring semester.

(iv) The Department Chairperson shall revise the rotation list each semester or term and shall post the revised list sufficiently in advance of the next semester or term so that all eligible members of the Department will be able to determine their eligibility for extra work assignment before the new semester or term begins. A copy of the rotation list, together with the faculty salaries from which the points were determined, shall be filed with the College Administration.

- f. The number of points based on the amount of extra work assigned in the past will determine the eligibility of the faculty member for extra work, with those who have the fewest number of points having priority. Seniority will be the deciding factor as between two or more faculty members having the same number of rotation points. Seniority shall also decide the assignment to particular courses or programs of extra work as between two or more faculty members eligible for such extra work.
- g. In determining the number of points of past extra work assignments, extra work performed at any College, including classes taught online, shall be counted. Whenever it is necessary, the Chancellor shall provide information about previous extra work assignments.
- h. Rotation points shall be assessed as follows: one rotation point for each 12% of extra pay above a faculty member's base rate of pay. Fractional points shall be assessed for extra pay which is less than 12% of a faculty member's base rate of pay. The formula for computing rotation points shall be:

$$\text{points} = \frac{(\text{gross-base}^1 \times 8)}{\text{Base}^2}$$

(Base<sup>1</sup> is the base amount at the time when points are computed; base<sup>2</sup> is the total annual base amount.)

- i. New faculty members will be assigned to the bottom of the rotation list in the order of their seniority, and will be credited with the same number of rotation points of extra assignment as that accumulated by the faculty member with the highest number of points on the district-wide rotation list. The new faculty member will be credited with those rotation points during the pay period in which they are hired.
- j. If extra work is available at a College in which no qualified member of the faculty at that College is interested, the Department Chairperson shall give preference to qualified faculty members from other Colleges before assigning such work to administrators or outside lecturers. The Department Chairperson shall communicate in writing the information concerning such extra work to the chairpersons of all appropriate departments at other Colleges of the City Colleges. Notice of all extra work available at any College or at any other academic location of the Board except work on funded projects or special assignments shall contain no requirement of qualifications other than those specified in Article VIII(G)(2)(c). Where no qualified faculty member from another College applies for such extra work to the department where the extra work is available within two weeks after the information has been communicated, then the Department Chairperson may assign such work at her discretion. When two or more qualified faculty members from other Colleges apply for extra work at a given College, Colleges-wide seniority and the number of rotation points shall be the deciding factor to decide the assignment. Qualified administrators will be allowed to teach one (1) course each semester if extra work is available at a college and no member of the faculty is interested.
- k. Neither the scope of original seniority and rotation lists nor the assignment of faculty members to such original lists shall be changed unless there is a change in the designated discipline or field of the faculty members' employment or unless they transfer from one college to another. Faculty members, regardless of their teaching qualifications, can be on only one rotation list at any one time.
- l. Administrators returned to the classroom will assume the highest rotation points in the district.



- m. Notwithstanding the foregoing provisions, application of seniority and rotation points shall not apply:
  - (i) For a period of one year after a faculty member has developed a new course;
  - (ii) Where a faculty member is requested by an outside agency or company for contract training.
- n. A Rotation Points committee of two faculty and two administrators will be created to monitor how Rotation Points will be implemented and corrected going forward.
- o. Any Changes to Rotation Points made by District Office must be communicated to the appropriate Department Chair, College Vice-President and the Rotation Points Committee.

**G. Transfer Policy.**

1. Transfer at the request of the faculty member. Faculty members have the right to transfer from one College to another whenever a position in their field, as defined in Section G.2.c. above, is available at another College. The transfer will be subject to the approval of the College President of the receiving College and a majority of the eligible members of the receiving department. If approval is denied, the reasons therefore shall be stated in writing to the faculty member, provided, however, that such faculty member's seniority status shall not be cited as a reason for denying her transfer. However, such transfers shall not be allowed if the effect of the transfer would be to reduce the number of tenured members of the department to less than one-third (1/3) of the department's faculty members. If two (2) or more faculty members apply for the same position, the most senior shall have preference. A faculty member transferring to another College shall retain all accumulated seniority for all purposes at her new College. Upon approval by the Board, the transfer shall become effective as of the beginning of the next semester or term following such approval. The Chancellor shall prepare a list each semester of open and unfilled full-time positions at each College of the Colleges; this list shall be posted one month prior to the end of the semester at each College. The list shall indicate the positions vacant as of that date. In addition, unforeseen vacancies shall be reported to each College as soon as the information becomes available.
2. Transfer at the request of the administration. A faculty member being permanently transferred from one College of the Colleges to another College at the request of the Administration shall retain Colleges-wide seniority for all purposes at the new College; and faculty members shall have the right to choose the College to which they are being transferred. The receiving department shall be notified at least ten (10) days before the Chancellor's recommendation before such transfer is presented to the Board.

3. Transfer to new Colleges or facilities. When a new College or facility is opened replacing one or more existing Colleges, or in the event that any teaching program is transferred from an existing College or Colleges to such new College or facility, the faculty members involved at the College or Colleges affected shall have the right to transfer to such new College or facility on the basis of their Colleges-wide seniority. In such a case they shall have priority over any other applicant for employment at, or transfer to, the new College or facility. When a teaching program involving an entire department is transferred to such new College or facility, then the entire department shall have the right to transfer en masse to the new College or facility. Any faculty member transferring to a new College in the above circumstances shall suffer no loss of seniority or other rights. After all faculty members from the replaced College or Colleges have been transferred to the new College or facilities, then paragraph G(1) above shall apply.

#### **H. Semester Preparation Duties, Professional Development and End-of-semester Activities.**

1. Semester Preparation Duties. Semester Preparation shall last no longer than one (1) week at all Colleges. Duties of faculty members during the semester preparation period shall consist of faculty advisement, programming, preparation of teaching classes and other professionally related duties. A faculty member shall be assigned to no more than six (6) hours of, programming, preparation of teaching classes and other professional activities per day during the semester preparation period except that a faculty member teaching beyond the normal course load may be assigned an additional six (6) hours per week for each three (3) hour credit course taught above her normal course load. The time of any faculty member during the period of semester preparation not required for registration duties shall be utilized for professional development in the form of academic meetings and conferences, student orientation activities, departmental meetings, inter-departmental meetings and other appropriate professional activities.
2. End-of-semester Activities. Duties of faculty members during the end-of-term period shall consist of final examinations, grading and recording of grades. The time of any faculty member during the end-of-term period not required for such duties may be utilized for departmental meetings, interdepartmental meetings, Colleges-wide meetings, city-wide meetings, course preparation, and other professional duties.

#### **I. Academic Year and Calendar.**

1. Semester System. The academic year shall consist of two semesters, a Fall Semester of eighteen (18) weeks, and a Spring Semester of eighteen (18) weeks. Each semester shall include seventy-eight (78) instructional days excluding the final examination hour(s). The calendars for the 2022, 2023, 2024, and 2025 academic years are shown in Attachment D.

2. Summer Session. The Board may, at its option, schedule a summer session.
3. Holidays. The following legal holidays shall be observed as paid holidays by the City Colleges of Chicago for the term of this Agreement: Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Martin Luther King Jr.'s Birthday, President's Day, Juneteenth, Spring Vacation and Independence Day.

When legal holidays fall on a Saturday or Sunday, they shall be observed, respectively, on the preceding Friday or on the following Monday.

The date of the above holidays (excluding Spring Vacation) shall be the date established by the State of Illinois.

Spring Vacation shall be observed from the Monday through Saturday immediately preceding Easter Sunday.

**Effective 2023:**

Holidays. The following legal holidays shall be observed as paid holidays by the City Colleges of Chicago for the term of this Agreement: Labor Day, Indigenous Peoples/Columbus Day, Veterans Day, Thanksgiving Day, the Friday and Saturday after Thanksgiving, Martin Luther King Jr.'s Birthday, President's Day, Juneteenth, Spring Vacation and Independence Day. When legal holidays fall on a Saturday or Sunday, they shall be observed, respectively, on the preceding Friday or on the following Monday. The date of the above holidays (excluding Spring Vacation) shall be the date established by the State of Illinois. Spring Vacation shall be observed from the Monday through Saturday immediately preceding Easter Sunday.

**J. Employment and Tenure Policy.**

1. Initial employment and renewal of employment contract.
  - a. No fewer than three recommendations on initial employment including initial rank and salary assignment, and renewal of employment contracts of non-tenured faculty members shall be made by the eligible members of the department or a committee of their democratically chosen representatives. All applications for faculty vacancies shall be made available to the department prior to its consideration of candidates for initial employment. In cases of initial employment during the summer, a democratically chosen committee shall be constituted from among the eligible members of the department to make such recommendations.

However, decisions concerning the recommendations of tenure contracts shall be made only by the tenured members of the department, except as provided for in c. below.

- b. The criteria for, and the procedures by which, recommendations on initial

employment and renewal of employment contracts are to be made shall be agreed upon by a majority of the eligible members of the department and shall be published in writing for the members of the department. Similarly, a majority of the tenured members of the department shall establish criteria and procedures for the recommendation of tenure contracts, which shall also be published in writing for the members of the department. Copies of the procedures and criteria specified in this paragraph shall be submitted to the College President. The minimal criteria for initial employment shall be as described in Appendix C.

- c. Voting on candidates for renewal of contract other than tenure contracts shall be limited to those eligible members who have at least two semesters more continuous full-time service in the department than has the candidate except that all tenured members may vote on all candidates and only tenured members shall vote on the granting of tenure contracts. However, if there are less than three tenured faculty members in the department then the recommendation concerning the granting of a tenure contract shall be made by a majority of the eligible members of the department. Recommendations not to renew an employment contract will be by majority vote by secret ballot.
- d. Such recommendations on initial employment and renewal of employment contracts and tenure contracts shall be forwarded in writing by the Department Chairperson together with her views to the College President. The Board may require the pre-employment assessment of an applicant's skills, qualifications and knowledge. If the College President does not accept the recommendation of the department, then she shall state her reasons in writing to the Department Chairperson who in turn shall inform the eligible members of the department. If a faculty member is not recommended for renewal of employment contract by either the department or College President, the written decision informing her of such denial shall state fully and completely the reason or reasons for such action. The written decision denying renewal of employment contract shall be deemed confidential and shall not be included in the faculty member's personnel record, nor shall a copy of this written decision be forwarded to any other employer.
- e. When an employment contract is offered to a prospective faculty member who is being employed to fill a temporary vacancy created by the absence on leave of another faculty member who is expected to return to her position from such leave, such contract shall clearly state that her employment is as a replacement only.
- f. Except for the replacement contracts referred to in sub-section (e) above, the Board agrees to institute a freeze on the issuance of five month and/or self-terminating contracts to faculty members, and to issue only regular annual employment contracts to all newly employed faculty members.

However, the Board and the Union may, by mutual agreement, determine that in a particular case, a contract of less than one academic year's duration should be issued to meet the academic needs of the City Colleges. The freeze shall terminate at the expiration of this Agreement.

2. **Date for Renewal of Employment Contract.** The decision to continue or to terminate the employment of a non-tenured faculty member shall be indicated to her in writing no later than February 15 for Fall semester hires, and no later than October 15 for Spring semester hires. Should the decision to terminate be indicated later than February 15 or October 15, then the said faculty member shall be offered one (1) additional year of employment, which shall be the final year of employment. A faculty member shall have until April 1 for Fall semester hires, and November 1 for Spring semester hires to indicate her decision in writing to the College President to continue or to terminate her employment.
3. **Tenure.** All faculty members shall acquire tenure in the Colleges after three full-time consecutive years of employment provided that the faculty member is employed on contract during the fourth year. The fourth-year contract will be considered as a legal document certifying tenure.

**K. Other Conditions of Employment.**

1. **Faculty Personnel Records.** All faculty personnel records shall be maintained under the following circumstances.
  - a. A copy of all personnel records relating to any employee covered by this Agreement excluding payroll and grievance records shall be kept in her official personnel file, which shall be located in the office of the College President.
  - b. All personnel records shall be in writing. No material derogatory to a faculty member's conduct, service, character, or personality shall be placed in the personnel file of any faculty member unless that faculty member has had an opportunity to read such material. The faculty member shall acknowledge that she has read such material by affixing her signature to the actual copy to be filed, but it shall be understood that such signature merely signifies that she has read the material in question. Such signature indicates neither agreement nor disagreement with its content.
  - c. The faculty member shall have the right to answer in writing any material filed in her personnel file, and her answer shall be attached to the file copy.
  - d. Upon request by a faculty member, she shall be given access to her file without delay, no more than seven (7) working days after the request is made, with an extension of an additional seven (7) days if the College can show that the request cannot be reasonably complied with. At her written request each faculty member shall be furnished, without cost, a copy of any material in her file. No items may be removed from a faculty member's file,

except for brief inspection or copying.

**Faculty Facilities.** The Board shall make every effort to provide adequate office space and equipment together with facilities for student conferences. Faculty lounges, dining facilities, parking areas and adequate secretarial services shall be provided for in the design and budget of new Colleges, except where the provision of such parking facilities requires a structure above or below ground. The City Colleges of Chicago as a public institution has the obligation to conform to safety requirements as determined by appropriate administrative and statutory law, in accordance with the overall provision in Article XII.

#### A. General Provisions

1. Post-tenure evaluation is peer-led and undertaken to support the continuous professional growth and development of City Colleges of Chicago faculty. Evaluation of faculty is non-punitive, and at no point will the results of any part of the evaluation process be used for disciplinary action (oral and written warnings, suspension, or termination) against any faculty member. No separate administrative review of the faculty member shall be part of this process or any other evaluation process.
2. Faculty evaluation at City Colleges of Chicago values and promotes teaching that:
  1. Engages students in learning;
    - a. Includes all learners in a welcoming environment;
    - b. Provides timely feedback to students; and
    - c. Is up to date in the discipline or profession.
3. The material generated in the course of an evaluation shall be confidential and limited to members of the Department Evaluation Committee, the Visitation Team, the Evaluee, and the College Administration.
4. The procedures and instruments used in the evaluation are subject to review and revision by joint agreement between the Board and the Union.
5. All faculty members involved in the evaluation shall be full-time and tenured.

#### B. Process

1. The evaluation shall be completed in the academic year it is conducted and in accordance with the following steps and timeline.
  - a. Faculty members to undergo evaluation will be selected and notified no later than March 1 of the academic year prior to the year of evaluation in order to allow faculty to schedule student feedback in spring semester if desired. Notification will also be made to the College President and the College Union Chapter Chair.
  - b. Selection of D.E.C. and Visitation Teams no later than October 1.
  - c. Classroom or instructional observations by the Visitation Team completed before the end of Fall semester.
  - d. Post-observation discussion between Visitation Team and faculty member (recommended).
  - e. Peer Observation Form completed by Visitation Team member and submitted to D.E.C. and to faculty member.

- f. Student Feedback Forms completed in courses during the last 50% of the scheduled term. Forms submitted to D.E.C. and to the faculty member after grades are posted but in time to inform the Self-Evaluation. Distribution, collection and copying of feedback forms shall be handled by either of two means: 1) evaluatee brings hard copy forms to class for distribution and a volunteer student returns them either to security or to the department administrative staff; or 2) department administrative staff, in coordination with the department chair and evaluatee, distributes, collects, and/or copies either hard copy or electronic versions of feedback forms.
  - g. Self-Evaluation Form completed by faculty member.
  - h. Portfolio compiled and submitted to D.E.C. by February 1.
  - i. Evaluation conference between the D.E.C. and the faculty member takes place, initiated by the D.E.C.
  - j. D.E.C. evaluation report completed and submitted along with portfolio to Vice President by April 1.
2. Selection of Faculty to be Evaluated. Twenty percent of full-time tenured faculty of each department should be evaluated each academic year; the individual faculty members to be evaluated in any one year shall be determined first by volunteerism and secondly by lottery conducted by department. No faculty member shall be evaluated more than once every five academic years. If a faculty member goes six years without being evaluated, that faculty member will be selected as ~~among the~~ 20% for evaluation the following year. Faculty members with department chair duties will not be expected to conduct more than four (4) evaluations in a year inclusive of post-tenure faculty and training specialist evaluations.
3. Department Evaluation Committee
- a. A Department Evaluation Committee (D.E.C.) shall be established in every department with faculty due to be evaluated to oversee the administration of faculty evaluation.
  - b. The D.E.C. shall consist of the department chair, the academic Vice President or designee, and two other members selected by the department. In cases where the department chair is being evaluated, the evaluatee and the Vice President jointly agree on a faculty member to serve on the D.E.C. in the place of the department chair. The D.E.C. shall perform the following functions:
    - a. Conduct an evaluation that draws on evidence from Student Feedback, Peer Observations, and the contents of the faculty member's Portfolio.
      - (i) Hold the evaluation conference to inform the evaluatee of the results and recommendations of the evaluation.
      - (ii) Allow the evaluatee to respond to the evaluation utilizing the dedicated field in the evaluation report.
      - (iii) Forward the evaluation report signed by all members by March 1 of each academic year to the Vice President to be included in personnel file of the evaluatee.
4. Visitation Team
- a. A Visitation Team, to be selected by the department chair in consultation with the faculty member, shall consist of not less than three members, with one

member being from outside the department and one member of the academic administration. The evaluatee shall have the right to choose one member, faculty or administrator, of the Visitation Team.

- b. The Visitation Team shall perform the following functions:
  - (i) Gather and review relevant documentation from each class being evaluated, including syllabus, assignments, exams, etc.
  - (ii) Consult with the evaluatee to arrange for mutually convenient date(s) for the class visitation(s).
  - (iii) If an online class is among the classes being evaluated, the evaluatee and the Visitation Team will agree on a one-week window during which to access the course for observation, including any synchronous sessions.
  - (iv) Visit the class(es) of the evaluatee.
  - (v) Discuss the visitation(s) with the evaluatee (optional). Arrange for further visits if needed or requested.
  - (vi) Submit completed Peer Observation Forms to the D.E.C. and to the faculty member within one week of the observation.
5. Portfolio Preparation. The Portfolio presents documentation that, taken together, provides a broad view of the evaluatee's professional work as a tenured faculty member. The portfolio is evidence-based. It begins with the faculty member's self evaluation and includes peer observations, student feedback, and additional information selected in support of the faculty member's self-evaluation.
  - a. Self-Evaluation Form
  - b. Peer Observation Forms and syllabi from observed course(s). Peer observations are not, by themselves, evaluations of the faculty member, but are instead data to be considered in a holistic portfolio evaluation by the D.E.C.
  - c. Student Feedback forms from two to four courses (for-credit courses only) since the last evaluation. The faculty member may select the terms and the courses in which student feedback is administered up to and including the fall semester of the evaluation year. Student Feedback forms are not, by themselves, evaluations of the faculty member, but are instead data to be considered in a holistic portfolio evaluation by the D.E.C.
  - d. Additional supporting evidence. Supporting evidence is to be added by the faculty member. Documentation from no more than five (5) of the categories below is to be included. These additional materials constitute evidence in support of the Self-Evaluation Form.
    - (i) Department activities.
    - (ii) College activities (including Union-related activities).
    - (iii) Service to the District (including Union-related activities).
    - (iv) Service to the profession.
    - (v) New courses developed.
    - (vi) Courses redesigned/improved.
    - (vii) Conferences attended and lessons applied.
    - (viii) Professional or conference presentations.
    - (ix) Published works (abstracts are acceptable).
    - (x) Progress toward new or enhanced credentials.
    - (xi) Community service performed.
    - (xii) Awards and honors received.



C. Evaluation Forms

**SELF EVALUATION FORM**

Note: In the self-evaluation form, the terms “course(s)” or “class(es)” should be understood as “instruction” for librarians.

Self-evaluation is intended to be reflective: to encourage a process of looking back in order to understand how you (the instructor) experienced teaching and how students experienced learning and to inform instruction moving forward. The purpose of self-evaluation is to document growth in teaching that has occurred since the last evaluation cycle and to identify areas for improvement over the coming cycle, reflecting on information you have gathered from sources including peer observations and student feedback.

1. What were your goals since the last evaluation, and have you met them? Please explain.
2. What is your approach to ensuring that your courses are organized to maximize student learning? In your response, please comment on:
  - a. Use of written course outlines and objectives.
  - b. Class policies and procedures, e.g. attendance and grading that impact learning.
  - c. Innovative teaching practices.
  - d. Any other materials or supports that you provide students.
3. Please describe how you support students outside of classroom instruction, including but not limited to your use of office hours.
4. Please describe your participation in non-classroom departmental, college, or district activities, including but not limited to developing new courses/instruction, textbooks, and/or curricula. How do these activities enhance your work as an educator?
5. Have you participated in any activities designed to further your professional development (e.g., conference, workshops, etc.) since your previous evaluation? Please explain:
6. Do you actively refresh and refine your class/instructional preparations and materials? Please explain:
7. Plan for Professional Growth: Identify at least one goal or activity that would enable you to:
  - a. Improve teaching and learning
  - b. Explore new content or instructional techniques

- c. Further your professional development
- d. Contribute to college and district activities
- e. Other

**PEER OBSERVATION FORM**

Instructor \_\_\_\_\_ Evaluator \_\_\_\_\_ Class \_\_\_\_\_  
 Observed \_\_\_\_\_ Date of Observation \_\_\_\_\_

This form is to be completed by a member of the Visitation Team performing peer observations for inclusion in a faculty member’s post-tenure portfolio. This form should be completed and returned to the faculty member within one week of the peer observation. At least one member of the Visitation Team is encouraged to meet with the faculty member after the observation to review feedback in person.

Please provide comments for each of the categories below. In your comments, please outline the faculty member’s observed strengths and, if applicable, any areas for growth.

**LEARNING ENVIRONMENT**

- 1. There is a pleasant, positive, cooperative atmosphere.

Comments:

- 2. The instructor creates a learning environment that actively engages students. Comments:

- 3. The instructor responds to students with encouragement and constructive feedback. Comments:

**INSTRUCTION**

- 1. Interaction between instructor and students encourages thinking and learning. Comment:

- 2. The scheduled class/instructional time is used efficiently and effectively to maximize student learning and reflects thoughtful planning and preparation aligned to objectives.

Comment:

- 3. The instructor exhibits effective verbal and written communication skills. Comment:

**CONTENT (This section to be completed only by observers with discipline training)**

- 1. The content that was presented, covered, or discussed is appropriate and relevant to the learning objectives.

Comment:

- 2. Instructor’s command of subject matter is evident.

Comment:

## STUDENT FEEDBACK FORM

Teacher's Name \_\_\_\_\_ Semester \_\_\_\_\_ Course Name and  
Section \_\_\_\_\_

Your instructor wants to know, from your perspective, what worked well and what did not work well in this class. Your feedback matters. Please take the time to provide insight and examples in response to the questions below

Questions about you and your approach to this class:

1. What is your major or main area of study?
2. How satisfied are you with your effort in this course?
3. What goals did you have for this class when you began it?
4. Have you achieved these goals? Please explain.
5. Did this class help you to grow intellectually or to think in new ways? 6. What is the most useful and/or interesting this you learned in this class?

Questions about your instructor:

1. Did you experience a welcoming environment? Please explain.
2. Did the instructor value different ideas and opinions from you and your classmates? Please explain.
3. Did the instructor use class time effectively to help you understand the course material? Please explain.
4. Did the instructor help you understand the course concepts? Please explain. 5. Did you receive timely feedback so that you know how you were doing in the class? Please explain.
6. Would you recommend this instructor to a friend who is serious about learning the material? Why or why not?

Overall experience:

1. Please provide any additional comments.

## EVALUATION REPORT

This report is completed by the D.E.C. and includes both formative and summative evaluation. Upon completion of the report, a copy is submitted to the academic Vice President, and a copy is returned to the faculty member.

1. Has the evaluatee met all requirements of the evaluation process? If no, please explain.
2. Based on the information presented, provide a brief summary of the professional strengths and areas of growth for the evaluatee.

3. Does the evaluatee identify an appropriate Plan for Professional Growth in the Self Evaluation?
4. If the answer to question 3 is no, does the D.E.C. recommend any changes to the Plan for Professional Growth? Please be specific, identifying also the resource needs to complete the Plan for Professional Growth.

Signature of D.E.C. Chairperson \_\_\_\_\_

Comments from evaluatee (optional):

Signature of evaluatee \_\_\_\_\_

#### **4. Training Specialist Evaluation**

##### **A. General Provisions**

1. Evaluation is peer-led and undertaken to support the continuous professional growth and development of City Colleges of Chicago training specialists. Evaluation of training specialists is non-punitive, and at no point will the results of any part of the evaluation process be used for disciplinary action (oral and written warnings, suspension, or termination) against any training specialist. No separate administrative review of the training specialist shall be part of this process or any other evaluation.

2. It is acknowledged that training specialists provide valuable instruction and can benefit from the same evaluation process required of faculty. As such, beginning in 2021, training specialists will follow the process and requirements of faculty evaluation adapted herein for Training Specialists.

3. Instructional evaluation at City Colleges of Chicago values and promotes teaching that:

- a. Engages students in learning;
- b. Includes all learners in a welcoming environment;
- c. Provides timely feedback to students; and
- d. Is up to date in the discipline or profession.

(i) The material generated in the course of an evaluation shall be confidential and limited to members of the Department Evaluation Committee, the Visitation Team, the Evaluatee, and the Administration.

(ii) The procedures and instruments used in the evaluation are subject to review and revision by joint agreement between the Board and the Union.

##### **B. Process**

1. The evaluation shall be completed in the academic year it is conducted and in accordance with the following steps and timeline.
  - a. Training specialists to undergo evaluation will be selected and notified no later than March 1 of the academic year prior to the year of evaluation in order to allow training specialists to schedule student feedback in spring semester if desired. Notification will also be made to the College President and the College Union Chapter Chair.
  - b. Selection of D.E.C. and Visitation Teams no later than October 1.
  - c. Classroom or instructional observations by the Visitation Team completed before the end of Fall semester.
  - d. Post-observation discussion between Visitation Team and training specialist (recommended).
  - e. Peer Observation Form completed by Visitation Team member and submitted to D.E.C. and to training specialist.
  - f. Student Feedback Forms completed in courses during the last 50% of the scheduled term. Forms submitted to D.E.C. and to the training specialist after grades are posted but in time to inform the Self-Evaluation. Collection and copying of feedback forms shall be handled by department administrative staff.
  - g. Self-Evaluation Form completed by training specialist.  
Portfolio compiled and submitted to D.E.C. by February 1.  
Evaluation conference between the D.E.C. and the training specialist takes place, initiated by the D.E.C.  
D.E.C. evaluation report completed and submitted along with portfolio to Vice President by April 1.
2. Selection of Training Specialist to be Evaluated. Twenty percent of training specialists of each department should be evaluated each academic year; the individual training specialists to be evaluated in any one year shall be determined first by volunteerism and secondly by lottery conducted by department. No training specialist shall be evaluated more than once every five academic years. If a training specialist goes six years without being evaluated, that training specialist will be selected as among the 20% for evaluation the following year. Faculty members with department chair duties will not be expected to conduct more than four (4) evaluations in a year inclusive of post-tenure faculty and training specialist evaluations.
3. Department Evaluation Committee
  - a. A Department Evaluation Committee (D.E.C.) shall be established in every department with training specialist(s) due to be evaluated to oversee the administration of evaluation.
  - b. The D.E.C. shall consist of the department chair, the academic Vice President or designee, and two other members selected by the department. In cases where there is no department chair, the evaluatee and the Vice President jointly agree on a

faculty member to serve on the D.E.C. in the place of the department chair. The D.E.C. shall perform the following functions:

- (i) Conduct an evaluation that draws on evidence from Student Feedback, Peer Observations, and the contents of the training specialist's Portfolio.
- (ii) Hold the evaluation conference to inform the evaluatee of the results and recommendations of the evaluation.
- (iii) Allow the evaluatee to respond to the evaluation utilizing the dedicated field in the evaluation report.
- (iv) Forward the evaluation report signed by all members by April 1 of each academic year to the Vice President to be included in personnel file of the evaluatee.

4. Visitation Team

a. A Visitation Team, to be selected by the department chair in consultation with the training specialist, shall consist of not less than three members, with one member being from outside the department and one member of the academic administration. The evaluatee shall have the right to choose one member (faculty, training specialist, or administrator), of the Visitation Team.

b. The Visitation Team shall perform the following functions:

- (i) Gather and review relevant documentation from each class being evaluated, including syllabus, assignments, exams, etc.
- (ii) Consult with the evaluatee to arrange for mutually convenient date(s) for the class visitation(s).
- (iii) If an online class is among the classes being evaluated, the evaluatee and the Visitation Team will agree on a one-week window during which to access the course for observation, including any synchronous sessions.
- (iv) Visit the class(es) of the evaluatee.
- (v) Discuss the visitation(s) with the evaluatee (optional). Arrange for further visits if needed or requested.
- (vi) Submit completed Peer Observation Forms to the D.E.C. and to the training specialist within one week of the observation.

5. Portfolio Preparation. The Portfolio presents documentation that, taken together, provides a broad view of the evaluatee's professional work as a training specialist. The portfolio is evidence-based. It begins with the training specialist's self-evaluation and includes peer observations, student feedback, and additional supporting evidence selected in support of the training specialist's self-evaluation.

a. Self-Evaluation Form

b. Peer Observation Forms and syllabi from observed course(s). Peer observations are not, by themselves, evaluations of the training specialist, but are instead data to be considered in a holistic portfolio evaluation by the D.E.C.

c. Student Feedback forms from two to four courses (for-credit courses only) since the last evaluation. The training specialist may select the terms and the courses in which

student feedback is administered up to and including the fall semester of the evaluation year. Student Feedback forms are not, by themselves, evaluations of the training specialist, but are instead data to be considered in a holistic portfolio evaluation by the D.E.C.

- d. Additional supporting evidence. Supporting evidence is to be added by the training specialist. Documentation from no more than five (5) of the categories below is to be included. Additional Information constitutes evidence in support of the Self-Evaluation Form.
- (i) Department activities.
  - (ii) College activities (including Union-related activities).
  - (iii) Service to the District (including Union-related activities).
  - (iv) Service to the profession.
  - (v) New courses developed.
  - (vi) Courses redesigned/improved.
  - (vii) Conferences attended and lessons applied.
  - (viii) Professional or conference presentations.
  - (ix) Published works (abstracts are acceptable).
  - (x) Progress toward new or enhanced credentials.
  - (xi) Community service performed.
  - (xii) Awards and honors received.
  - (xiii) Other

#### C. Evaluation Form

### **SELF EVALUATION FORM**

Note: In the self-evaluation form, the terms “course(s)” or “class(es)” should be understood as “instruction” for librarians.

Self-evaluation is intended to be reflective: to encourage a process of looking back in order to understand how you (the instructor) experienced teaching and how students experienced learning and to inform instruction moving forward. The purpose of self-evaluation is to document growth in teaching that has occurred since the last evaluation cycle and to identify areas for improvement over the coming cycle, reflecting on information you have gathered from sources including peer observations and student feedback.

1. What were your goals since the last evaluation, and have you met them? Please explain.
2. What is your approach to ensuring that your courses are organized to maximize student learning? In your response, please comment on:
  - a. Use of written course outlines and objectives.
  - b. Class policies and procedures, e.g. attendance and grading that impact learning.
  - c. Innovative teaching practices.

- d. Any other materials or supports that you provide students.
3. Please describe how you support students outside of classroom instruction, including but not limited to your use of office hours.
  4. Please describe your participation in non-classroom departmental, college, or district activities, including but not limited to developing new courses/instruction, textbooks, and/or curricula. How do these activities enhance your work as an educator?
  5. Have you participated in any activities designed to further your professional development (e.g., conference, workshops, etc.) since your previous evaluation? Please explain:
  6. Do you actively refresh and refine your class/instructional preparations and materials? Please explain:
  7. Plan for Professional Growth: Identify at least one goal or activity that would enable you to:
    - a. Improve teaching and learning
    - b. Explore new content or instructional techniques
    - c. Further your professional development
    - d. Contribute to college and district activities
    - e. Other

**PEER OBSERVATION FORM**

Instructor \_\_\_\_\_

Evaluator \_\_\_\_\_

Class Observed \_\_\_\_\_

Date of Observation \_\_\_\_\_

This form is to be completed by a member of the Visitation Team performing peer observations for inclusion in a training specialist’s evaluation portfolio. This form should be completed and returned to the training specialist within one week of the peer observation. At least one member of the Visitation Team is encouraged to meet with the training specialist after the observation to review feedback in person.

Please provide comments for each of the categories below. In your comments, please outline the training specialist’s observed strengths and, if applicable, any areas for growth.

**LEARNING ENVIRONMENT**

1. There is a pleasant, positive, cooperative atmosphere.



Comments:

2. The instructor creates a learning environment that actively engages students.

Comments:

3. The instructor responds to students with encouragement and constructive feedback.-Comments:

### **INSTRUCTION**

1. Interaction between instructor and students encourages thinking and learning.

Comment:

2. The scheduled class/instructional time is used efficiently and effectively to maximize student learning and reflects thoughtful planning and preparation aligned to objectives.

Comment:

3. The instructor exhibits effective verbal and written communication skills.

Comment:

### **CONTENT (This section to be completed only by observers with discipline training)**

1. The content that was presented, covered, or discussed is appropriate and relevant to the learning objectives.

Comment:

2. Instructor's command of subject matter is evident.

Comment:

## STUDENT FEEDBACK FORM

Teacher's Name \_\_\_\_\_

Semester \_\_\_\_\_

Course Name and Section \_\_\_\_\_

Your instructor wants to know, from your perspective, what worked well and what did not work well in this class. Your feedback matters. Please take the time to provide insight and examples in response to the questions below

Questions about you and your approach to this class:

- 1.What is your major or main area of study?
- 2.How satisfied are you with your effort in this course?
- 3.What goals did you have for this class when you began it?
- 4.Have you achieved these goals? Please explain.
- 5.Did this class help you to grow intellectually or to think in new ways?
- 6.What is the most useful and/or interesting this you learned in this class?

Questions about your instructor:

- 1.Did you experience a welcoming environment? Please explain.
- 2.Did the instructor value different ideas and opinions from you and your classmates? Please explain.
- 3.Did the instructor use class time effectively to help you understand the course material? Please explain.
- 4.Did the instructor help you understand the course concepts? Please explain.
- 5.Did you receive timely feedback so that you know how you were doing in the class? Please explain.
- 6.Would you recommend this instructor to a friend who is serious about learning the material? Why or why not?

Overall experience:

1. Please provide any additional comments.

## EVALUATION REPORT

This report is completed by the D.E.C. and includes both formative and summative evaluation. Upon completion of the report, a copy is submitted to the academic Vice President, and a copy is returned to the training specialist.

1. Has the evaluatee met all requirements of the evaluation process? If no, please explain.
2. Based on the information presented, provide a brief summary of the professional strengths and areas of growth for the evaluatee.
3. Does the evaluatee identify an appropriate Plan for Professional Growth in the Self-Evaluation?
4. If the answer to question 3 is no, does the D.E.C. recommend any changes to the Plan for Professional Growth? Please be specific, identifying also the resource needs to complete the Plan for Professional Growth.

Signature of D.E.C. Chairperson \_\_\_\_\_

Comments from evaluatee (optional):

Signature of evaluatee \_\_\_\_\_

Signature of Vice President / Designee \_\_\_\_\_

If the D.E.C. and the evaluatee cannot agree on a Plan for Professional Growth, the academic Vice President will make the final determination in consultation with the department chair (or D.E.C. chair if there is no department chair) and with assurance that activities or milestones included are achievable and able to be supported with available Professional Development and Conference Travel funds. In all circumstances the Plan for Professional Growth shall be advisory and not compulsory. Furthermore, at no point will the results of any part of the evaluation process be used for disciplinary action (oral and written warnings, suspension, or termination) against any training specialist.

**L. Department Chairpersons.**

1. Appointment.

- a. The Department Chairperson shall be appointed by the College President with the advice of the eligible members of the department. Such advice shall occur only after a meeting of the eligible faculty members of the department is held to consider and to recommend possible candidates. Such candidates may be either from among the eligible faculty members of the department or candidates nominated by the College President from outside the department. If the College President does not accept the advice of a department concerning the appointment of a Department Chairperson, then the College President shall state her reasons in writing for so doing, and may appoint a Department Chairperson of her choice.
- b. In departments with ten (10) or more faculty members, of which a majority are tenured faculty members, the College President and the majority of the eligible faculty members shall mutually agree on the choice of the Department Chairperson. If the eligible faculty members of the department and the College President cannot mutually agree on the choice of a Department Chairperson, the College President may appoint an acting Department Chairperson for not more than one (1) academic year. If a Department Chairperson is appointed on an acting basis, she shall not be subject to department evaluation prior to offering the initial employment contract.
- c. Departments where such advice and/or mutual agreement are required include the library staff, audio-visual staff, and advisors staff, as well as any other organizational unit where members of the bargaining unit are permanently assigned for normal duties.

2. Term. The Department Chairperson shall serve for a term not to exceed three (3) years, defined as thirty-six (36) consecutive months, and is eligible to succeed herself. A majority of the eligible faculty members of the department may petition the College President to recall the Department Chairperson. If two-thirds (2/3) of the eligible faculty members of the department petition the College President to recall the Department Chairperson, the President shall hold a formal hearing to consider and act upon the petition. If the College President recalls a Department Chairperson, or should a Chairperson resign for any reason, the procedure described above for the appointment of a Chairperson shall apply in filling the unexpired portion of the previous Department Chairperson's term.

3. Duties of a Department Chairperson.

- a. Develops and/or reviews a proposed schedule of courses as provided in Article VIII(D).

- b. Develops and/or reviews teaching programs of faculty in consultation with the faculty members, as provided in Article VIII(E)(1).
- c. Identifies for the administration the faculty members in her department who are qualified for authorized extra work assignments and are eligible by seniority and rotation.
- d. Develops and posts seniority and rotation point lists for department faculty.
- e. Identifies staff needs of the department and recommends candidates to the administration.
- f. Forwards to the administration recommendations of the departmental faculty, together with her own recommendations with respect to initial employment, renewal of employment contracts, and tenure contracts.
- g. Assists in late registration.
- h. Plans and coordinates end-of-term activities for the department.
- i. Calls and chairs department meetings.
- j. Recommends professional leaves for department members.
- k. Performs such additional professional duties as are necessary for the operation of the department.

**M. Librarians.**

Every effort shall be made by the Board to increase the number of librarians in each college toward achieving the ratios recommended by professional organizations.

**N. Training Specialists.**

1. 2022-2026-Salary Schedule.

The following raises are in effect for training specialists, effective the beginning of each fall semester of each year listed:

July 16, 2022 7%

July 16, 2023 5%

July 16, 2024 4%

July 16, 2025 4%

Upon hire, all Training specialists shall be placed in Lane 1.

2. Article VI(F)(2)(b) of the Union-Board Agreement shall determine what hours of

graduate credit shall be counted for advancement in lane. However, for those training specialists in areas where graduate credit is not available, credit equivalency up to a maximum of thirty (30) hours may be given by the administration for work and related experiences gained after initial employment.

3. Milestone Increases

- a. Each Training Specialist who has been employed continuously by the Board for at least 6 years but fewer than 14 years shall receive an increase to base compensation of \$ 3,000 upon the Training Specialist's 6th year anniversary.
- b. Each Training Specialist who has been employed continuously by the Board for at least 14 years but fewer than 20 years, shall receive an additional increase to base compensation of \$ 5,000.00 upon the Training Specialist's 14th year anniversary.
- c. Each Training Specialist who has been employed continuously by the Board for at least 20 years, shall receive an additional increase to base compensation of \$7,000.00 upon the Training Specialist's 20th year anniversary.
- d. Upon ratification, Training Specialists shall only receive the last milestone for which they would have been eligible under this section. For example, upon ratification, (i) a Training Specialist who has 7 years of continuous service shall receive a \$3,000 milestone increase; (ii) a Training Specialist who has 17 years of continuous service shall receive a \$5,000 milestone increase, and (iii) a Training Specialist with 21 years of continuous service shall receive a \$7,000 milestone increase. All increases thereafter, if any, shall be effective on the applicable anniversary date of the Training Specialist for which one of the above milestones applies.

4. A training specialist shall advance to a higher lane if she meets the following criteria for each lane:

Lane II            A baccalaureate degree plus thirty (30) semester hours of graduate credit in her field of teaching.

Lane III           A Master's degree.

Lane IV           A Master's degree plus thirty (30) semester hours of graduate credit.

5. Full time training specialists shall be re-appointed to a project position and shall be entitled to the benefits provided in the renewed grant, provided:
  - a. The grant is refunded and provides sufficient funds for the position;
  - b. That employment is limited to the duration of the renewed grant;
  - c. Such employment is limited by the budgetary and other limitations specified in the grant;
  - d. The duties and functions of the employee remain substantially the same.
  - e. An employee who has performed satisfactorily, in the judgment of the administration, in appointments for a period of three (3) years shall be given reappointments as long as she is judged satisfactory and the conditions stated in items 5(a) through 5(d) above remain in effect.
6. Full-time training specialists who are Union representatives shall be provided with released time from class at 3:00 p.m. on Fridays to attend Union Executive Board or Union House of Representatives meetings when such meetings are called.
7. The administration shall provide for the continuity of the instructional program by providing, whenever possible, qualified substitutes for absent full-time training specialists.
8. Full-time training specialists who meet the educational qualifications will have the first right in their area of specialization, in order of seniority, to teach in the evening Adult Learning Skills Program or college level adult education courses at Dawson Technical Institute, and will be considered upon application to teach adult education courses in the other colleges before they are offered to outside lecturers. The full-time training specialists who teach such courses waive any compensation over and beyond the established flat rate of pay for such courses. This agreement is contingent upon its legality.
9. Full-time training specialists teaching academic disciplines or non-vocational subjects are required to have a minimum of a bachelor's degree. This requirement will not apply to persons employed as training specialists prior to the effective date of this contract.
10. Job openings applicable to full time training specialists will be publicized as they occur. Furthermore, the administration will post a notice which shall include the title of the proposed project, the program areas, and the number of potential openings, in a conspicuous place when new project contract applications have been formally submitted. A duplicate copy will be given to the Chapter Chairperson.
11. Notice of official vacancies in full-time bargaining unit positions in the other colleges shall be posted in a conspicuous place at the Dawson Technical Institute and other locations where training specialists are assigned for the sole purpose of informing interested persons.

12. Full-time training specialists whose projects end shall, upon application, be considered on a seniority basis and have priority over any outside applicant for any City Colleges position which becomes available. Such applicants must possess a master's degree or any other necessary qualifications.
13. The Dawson Technical Institute and other locations where training specialists are assigned for teaching duties will maintain a student-teacher ratio of 23:1 with a maximum overage of three students per class. Exceptions to these limits shall be allowed if the project contract requires a larger number of students per class.
14. Full-time training specialists shall have an on-site work load of 30 hours per week, including a daily lunch period of 40 minutes and a preparation period of 40 minutes. Exceptions will be made in the required teaching time where the project contract so requires. On a daily basis, full-time training specialists are required to be on-site for six hours with five contact hours of teaching per day.
15. Payroll checks, at the option of the employee, may be mailed to her home, bank, or other designated address.
16. A bulletin board, approximately 4' by 4' in size, shall be made available at a convenient location to be mutually agreed upon by the full time training specialists and the administration of the William L. Dawson Technical Institute and the institutes, colleges or locations where training specialists are assigned. It shall be visibly labeled Local 1600 Bulletin Board. Only the Union Chapter Chairperson shall post or remove notices from the bulletin board.
17. In addition to the foregoing subsections 1-20 inclusive, the Board agrees that Articles I; II: B, D, F, G; III: E, G, I; IV: A, B, C(1); V; VI, VII; VIII: B(3), G(1)-(3), L(1); M(1)-(3); O; IX; X; XII, XIII, XV, and Appendices A and B are applicable to full time training specialists.

In all of the Articles enumerated above,

- a. wherever it says "faculty member" read "training specialist";
  - b. wherever it says "college" or "colleges" substitute "Dawson Technical Institute or other locations where training specialists are assigned";
  - c. all references to department, department chairpersons, department organization, department structure, or department processes are not applicable to Article VIII(O).
18. Vacations.
    - a. All full time Training Specialists shall be granted basic vacations each year on July 1 as follows:
      - (i) New full-time training specialists will earn 5/6 days per month from her or her original date of hire as a full-time training specialist through the



following June 30.

(ii) Two weeks for full-time training specialists with at least one year but less than seven years longevity as full-time training specialists.

(iii) Three weeks for those with seven to fifteen years longevity as full-time training specialists.

(iv) Four weeks for those with fifteen years and over longevity as full-time training specialists.

- b. Vacations shall be taken at a time agreed upon by the full-time training specialist and the College President or her designee, but in the event of a conflict with vacation times desired by other employees, vacation times will be awarded on the basis of seniority.
- c. Vacations must be taken between July 1 and June 30 of the next year. Exceptions will not be made except for good cause and with the written approval of the Chancellor.
- d. In case a holiday is observed on any work day during a regularly scheduled vacation, such a holiday shall not be counted as a vacation day.
- e. All full-time training specialists shall have a vacation consisting of December 24 and all workdays between December 24 and the ensuing New Year's Day.
- f. In the event a training specialist has earned a vacation as provided herein but has not taken it by reason of separation from service, he, or in the event of her death her surviving spouse or her estate, shall be entitled to receive her prevailing salary in a lump sum for such unused vacation period.

The above provisions and only the above provisions of this Agreement apply to training specialists. All other provisions not specifically enumerated in Article VIII(O) are hereby excluded.

- 19. When training specialists are directed to perform over thirty (30) hours of work in a week, they shall be compensated at their regular rate for all hours worked between thirty (30) and forty and shall be compensated at one and one-half times their regular rate for all hours worked above 40.
- 20. Training specialists who perform program coordination duties shall be provided (upon prior approval) with released time up to 50% of their scheduled work hours to conduct such duties.

**O. Health Service.**

An emergency health service shall be provided at each of the City Colleges of Chicago.

**P. Health Science and Career Programs Department Programs**

1. Full-time Faculty Requirement

- a. The following Health Sciences and Career Programs Department program will have at minimum one (1) full-time faculty member, provided that the program is meeting threshold enrollment of twenty-four (24) students per cohort and faculty load can be met
  - i. Community Health Worker
  - ii. Dental Hygiene
  - iii. EMT/Paramedic
  - iv. Health Information Technology (HIT)
  - v. Medical Assisting
  - vi. Mortuary Science
  - vii. Patient Care Technician
  - viii. Personal Fitness Trainer
  - ix. Pharmacy Technician
  - x. Phlebotomy
  - xi. Physical Therapist Assistant
  - xii. Radiography Technician
  - xiii. Respiratory Care
  - xiv. Sterile Processing
  - xv. Surgical Technology.

Accredited advanced certificate and AAS programs whose contact hours support multiple full-time Faculty load and are led by a Faculty/Program Director (PD), will have at least one (1) full-time Faculty member in addition to the PD, unless accreditation guidelines dictate otherwise.

- b. In addition to the hires made under Article VIII Section Q.1.a, the College will endeavor hire five (5) net additional full-time positions prior to December 31, 2024 that will include faculty and staff (clinical and/or lab coordinators), depending on program need as determined by overall enrollment, the proportion of credit hours taught by adjunct faculty or accreditation standards, and provided that the program is meeting threshold enrollment of twenty-four (24) students per cohort.
- c. In the instance that Administrators and/or Directors of Medical Programs

need to teach beyond one course per semester due to lack of available faculty, and this is recurring, the College, in collaboration with Department Chairs, will endeavor to find a more permanent solution.

## 2. Reporting Structure

- a. All full-time and adjunct faculty should shall report to their assigned Program Director or Director of Medical Programs.
- b. Department Chairs shall support the reporting structure offering advisement and support to Program Directors and Directors of Medical Programs as it pertains to a faculty member's course schedule, syllabus, classroom content, course assessments, teaching methodologies, resource choices, etc., as needed.
- c. With no less than 24 hour advance notification, a Program Director or Director of Medical Programs can observe a faculty member's instruction or teaching under the following circumstances:
  - i. to complete required evaluations to be used for required accreditation data or other program data when specifically needed.
  - ii. for general support or feedback.
  - iii. for Tenure-Track Faculty Member (TTFM) observations or post-tenure review after completing current district ~~offered~~ training and sufficient co-observations with a Department Chair, Associate Dean, or Dean to determine competency and understanding of the spirit of such observations.
  - iv. when programmatic outcomes are in decline and/or triggered by ~~multiple~~ student complaints.
- d. Program Directors will undergo annual evaluation of program management by administration and peers.

## 3. Additional Faculty Duties

- a. The union and administration will collectively maintain a payment and time allocation schedule based on discipline-specific duties beyond routine full-time faculty role expectations. This schedule will be reviewed annually. Activities requiring additional special assignment compensation include, but are not limited to:
  - i. Licensure/certification preparation
  - ii. Professional skill competency assessment required for clinical education readiness
  - iii. Student remediation beyond office hours

- iv. Program orientations
- v. Selective admissions
- vi. Recruitment events
- vii. Discipline activities

**Q. Health Science Department Program Directors.**

1. Appointment

- a. Each Health Sciences Department Program Director shall be appointed by the College President with the advice of the eligible members of each Health Science Program. Such advice shall occur only after a meeting of the eligible faculty members of the program is held to consider and to recommend possible candidates. Such candidates may be either from among the eligible faculty members of the program or qualified candidates nominated by the College President from outside the program. If the College President does not accept the advice of the majority of the eligible members of the program concerning the appointment of a Program Director, then the College President shall state her reasons in writing for so doing, and may appoint a Program Director of their choice.
- b. The College President and the majority of the full time faculty members shall mutually agree on the choice of the Program Director. If the eligible faculty members and the College President cannot mutually agree on the choice of a Program Director, the College President may appoint an Acting Program Director for not more than one academic year. If a Program Director is appointed on an acting basis, she shall not be subject to performance evaluation prior to offering the initial employment contract.

2. Term and Duties.

The Program Director shall serve for a term not to exceed three years and is eligible to succeed herself. Program Directors shall be required to serve in their role for the summer term unless exceptions are granted by the President. A Program Director may serve subsequent terms of three years. A majority of the eligible faculty members of the program may petition the College President to recall the Program Director. If two-thirds of the eligible faculty members of the program petition the College President to recall the Program Director, the President shall hold a formal hearing with the program faculty to consider and act upon the petition, and the Program Director shall be notified in writing of the effective date of recall and return to her previous academic faculty status if applicable. If the college President wishes to recall a Program Director, the procedure described above for the appointment of a program director shall apply in filling the unexpired portion of the previous program director's term. Duties of a Program Director.

- a. Develops a proposed schedule of courses as provided in Article VIII(D).
- b. Develops teaching programs of faculty in consultation with the faculty members, as provided in Article VIII(E)(1)
- c. Identifies the faculty members in the program who are qualified for authorized extra work assignments and are eligible by seniority and rotation.
- d. Prepares the program budget.
- e. Identifies staff needs of program and recommends candidates to the department chairperson and the administration.
- f. Prepares the recommendations of program faculty together with her own recommendations with respect to initial employment, renewal of employment contracts and tenure contracts.
- g. Plans and coordinates end-of-term activities for the program, including compiling and reporting on learning outcome assessments
- h. Collaborates with the Office of Institutional Effectiveness to:
  - (i) develop and implement an assessment plan for the program aligned to the relevant accrediting body standards.
  - (ii) annually collect and store data in shared repository.
  - (iii) analyze and report student learning and programmatic outcomes data.
- i. Calls and chairs program meetings.
- j. Recommends professional leaves for program members.
- k. Conducts day-to-day management for the program.
- l. Orients lecturers to maintain instructional values and continuity.
- m. Coordinates examination materials where necessary.
- n. Assists in the selection of textbooks and recommends their approval.
- o. Collaborates with supportive personnel within the program, (i.e., lab coordinators, clinical coordinators, tutors, student work-study) inclusive of progressive discipline with support from administration.
- p. Assures that designated program persons responsible for clinical education/coordination are supported as needed in selecting and scheduling various clinical internships in-conjunction with Director and/or Manager of Clinical Education.
- q. Assists in recruiting students for the program, including open houses, coordinating tours, and the submission of program materials to marketing.
- r. Follows procedures in the selective admissions process by providing status updates for program applicants and managing communications to eligible students within the management system. Administration is responsible for providing an effective communication system that allows for notification and communication to students of selective admission programs.
- s. Attends meetings as scheduled by administration.
- t. Provides feedback through classroom evaluations of eligible TTFM faculty and part-time and FT faculty, in accordance with the Tenure Manual, Post Tenure Process, CCLOC CBA, and specialized accreditation standards. The Program Director in collaboration with department chairs and

- administration supports implementing action plans.
- u. Establishes and supports program advisory committee in conjunction with the Director of Workforce Partnerships.
- v. Reports to administration in routine, annual program accreditation process, such as annual reports, and substantial accreditation activities such as self-study reports. Substantial accreditation activities, such as self-study reports, site visit preparation, and monitoring reports are not considered routine and require additional time and/or compensation.
- w. Maintains current and relevant curriculum through assessment and annual review processes.
- x. Leads curriculum revisions in response to changes in accreditor guidelines or requirements. Substantial curriculum revisions may require additional time and/or compensation.
- y. Collaborates with Director/Manager of Clinical Education to make contact with and initiates process(es) to generate contracts for clinical sites when insufficient clinical education placements exist. Provides report of student placement in respective clinical sites to satisfy clinical education needs of the program absence of dedicated personnel for clinical coordination.
- z. Maintains and reviews all materials such as program handbooks, websites, and any other resources required by specialized accreditation on an annual basis or more frequently as needed.
- aa. Performs such additional professional duties as are necessary for the operation of the program.

### 3. Qualifications

- a. The program director shall be certified by a state or nationally recognized certifying board in compliance with accrediting body/professional organization standards. It is preferred that:
  - (i) In the absence of accrediting body/professional organization standards, the program director will, at minimum, meet the credentialing guidelines to teach in the program and have at least three (3) years of clinical experience and one (1) year of teaching in the area of certification.
  - (ii) The program director have a master's degree.
  - (iii) The program director should have a working knowledge of current accreditation and certification procedures.

### 4. Released time.

- a. Released time for Health Science Program Directors shall be 60% of their teaching load each semester of the academic year in order to complete duties outlined above. In programs in good standing requests beyond routine program director duties will require additional compensation in the form of released time or monetary compensation. Additional release time and compensation may not be allowable for reporting due to a change in accreditation status. In this case, a determination for compensation will be

made by administration. The union and administration will collectively maintain a payment schedule for such duties. Activities requiring additional compensation include, but are not limited to:

- (i) Significant curriculum revisions
- (ii) Initial accreditation, re-accreditation, or similar substantial efforts

- b. In the summer session, a Health Science and Career Programs Program Director, overseeing the Physical Therapist Assistant, Radiography, and Respiratory Care programs whose curriculum plan includes the summer semester, shall be given the equivalent to six (6) contact hours at the summer rate. Six (6) contact hours of release time over an eight-week (8) summer schedule equates to twenty-four (24) hours per week or 192 hours total. These contact hours may be spread over up to twelve (12) weeks to allow PDs who admit new cohorts in May to use these hours for onboarding and orientation duties. Program Directors whose programs do not run over the summer shall be given the equivalent to three (3) contact hours at the summer rate to allow for completion of regular administrative duties of the program. Three (3) contact hours during the summer session shall be the equivalent of twelve (12) actual hours per week. Such designation shall not be considered "load" and shall not otherwise limit a program director's eligibility to teach any summer courses.

- 5. Program Directors Managing multiple cohorts
  - a. A Program Director overseeing an accredited AAS program that admits two (2) or more cohorts per year \$15000 in additional compensation to compensate for their significantly increased administrative duties at the discretion of administration.

## **R. Department Clinical Education/Coordination.**

- 1. Clinical Education Coursework
  - a. Clinical education responsibilities are unique to each Health Science and Career Program Department program. To ensure effective clinical placements, aligned with accreditation requirements and program learning outcomes, each program's clinical education needs will be addressed on an individual basis. To guide these decisions, a Clinical Course Load Decision Matrix will be maintained. This matrix will assist with determining contact hours toward faculty load of each clinical course assignment.
  - b. This same Clinical Course Load Decision Matrix will inform decisions regarding additional resources and support necessary for clinical coordination in each Health Sciences program, including faculty release time, faculty special assignment, or the creation of clinical coordinator positions.
- 2. Faculty-Led Clinical Education Coordination
  - a. In the absence of a clinical coordinator, the faculty member assuming the duties

of clinical education coordination shall receive the following compensation in addition to course load for clinical portion of course when the following conditions are met:

- (i) 20 or less students, no additional compensation.
  - (ii) 21-25 students, \$3500 in additional compensation per semester.
  - (iii) 26+ students, \$7000 in total compensation per semester.
- b. In the summer term, when there is no clinical education course for contract assignment, but preparation activities are required for upcoming fall semester clinical education placements, the faculty member assuming clinical education coordination duties shall receive an additional \$3500 in compensation when student enrollment exceeds twenty (20) students requiring fall clinical education placement.
- c. Mileage reimbursement commensurate with CCC policy will be allocated each Fall, Spring and Summer Semester to faculty assuming clinical education coordination duties for student site visits. It is the responsibility of the faculty member to follow procurement policy and procedure to receive reimbursement.
- d. Faculty-Led Clinical Education Coordination Duties and Responsibilities
- (i) Create, revise, and implement the Program Clinical Education Handbook containing policies and procedures for faculty, clinical education faculty, and students.
  - (ii) Create and implement academic clinical course on-board preparatory material and meetings with students
  - (iii) Create and implement clinical course on-board preparatory material for clinical faculty and coordinate meetings as needed
  - (iv) Seek, request, schedule, and coordinate clinical site commitments for clinical education placements.
    - a) Create and implement standard yearly requests.
    - b) Maintain follow-up with clinical sites for requests. This is in collaboration with the Manager of Clinical Education of Health Sciences and the Program Director.
    - c) Coordinate clinical site requests based on the clinical education expectations per accreditation standards.
    - d) Coordinate and assign student clinical site selection.
    - e) Manage academic expectations and assessment in accordance with course and accreditation requirements.
    - f) Facilitate coordination and collaboration with clinical site, clinical instructor, and student prior, during, and post clinical experience.
    - g) Ensure guidance is provided to clinical site, clinical instructor, and student to facilitate achievement of expectations.
    - h) Orient and guide clinical faculty and students in clinical



assessment tools as required.

- i) Perform midterm site visit or comparable meeting with clinical faculty and student each clinical experience based on course or accreditation standards.
  - j) Maintain student support during clinical and non-clinical hours.
  - k) Provide education to clinical faculty and students regarding the Scope of Practice and student supervision rules germane to the profession's regulation and State of Illinois Practice Acts as applicable.
  - l) Manage clinical faculty and student concerns/complaints.
  - m) Complete clinical education course and program assessment.
  - n) Ensure requirements based on accreditation and state licensure guidelines are met.
    - a. Depth and Breadth of clinical education
    - b. Minimum Clinical Hours requirement
    - c. Student Performance expectations
  - o) Develops and implements supports and educational outlets for clinical faculty regarding and not limited to Program and Clinical Education expectations, clinical instruction, teaching methods, clinical education models, etc.
- (v) Work in collaboration with Manager of Clinical Education Health Sciences to establish and maintain clinical affiliation agreements.
- (vi) Facilitate communication between Academic institution and clinical site.
- (vii) Ensure appropriate follow-up with Manager of Clinical Education Health Sciences and clinical site for needed clinical affiliation documentation
- (viii) Establish and maintain clinical relationships with clinical partners.
- (ix) Seek and facilitate new clinical relationships with community members.
- (x) Work in collaboration with Manager of Clinical Education Health Sciences to ensure student completion of medical and clinical education on-boarding requirements.
- e. In programs with clinical education placements required for 20+ students for at least two (2) semesters each academic year, the feasibility of hiring a clinical coordinator to assume clinical coordination duties will be explored in conjunction with administration and the annual budgeting process.

## **S. Onsite Clinical Facilities: Dental Hygiene**

1. Dental Hygiene Department First-Year Clinic Coordinator and Second-Year Clinic Coordinator
  - a. The person assuming the duties of the First-Year Clinic Coordinator is the faculty member responsible for teaching DH 121 and DH 123 in Fall Semester, and DH 122 and DH 124 in Spring Semester, or these comparable core first-year clinical courses should curriculum changes occur in the future. The person assuming the duties of the Second-Year Clinic Coordinator is the faculty member responsible for teaching DH 200 in Summer Semester, DH 251 in Fall Semester, and DH 252 in Spring Semester, or these comparable core second- year clinical courses should curriculum changes occur in the future.
  - b. Each Fall and each Spring Semester, both the First-Year Clinic Coordinator and Second-Year Clinic Coordinator can elect to receive Four (4) hours of released time to meet teaching load or elect to receive a stipend of \$7,000 to be paid each Fall and each Spring Semester.
  - c. It is the responsibility of the First- and Second-Year Clinic Coordinators to allocate their time and energies to those activities that most benefit the program. Coordinating hours cannot be considered as office hours. Accomplishing the duties of the First- and Second-Year Clinic Coordinators requires flexibility in both when and where the duties occur to achieve the best student service. Although First- and Second-Year Clinic Coordinators are self-directed, it is expected that they will work closely with their program director and deans to review the concerns and needs of the program.
  - d. For Summer Semester, the Second-Year Clinic Coordinator teaching DH 200 (both didactic and clinic) shall receive a stipend of \$3,500.
  - e. For Summer Semester, the Second-Year Clinic Coordinator teaching DH 200 (both didactic and clinic) can teach up to a summer teaching load of ten (10) contact hours.
2. Dental Hygiene Department First-Year and Second-Year Clinic Coordinator Duties
  - a. Create and implement the Occupational Safety and Health Administration (OSHA) guidelines specific to the MXC Dental Hygiene Clinic and the Commission on Dental Accreditation (CODA), the Dental Hygiene Accrediting Body.

- b. Create and implement MXC Dental Hygiene Clinic Manuals, policies, and procedures for faculty, staff, students, and patients.
- c. Maintain all dental equipment and operatories in the MXC Dental Hygiene Clinic.
- d. Create and implement infection control guidelines specific to MXC Dental Hygiene Clinic and CODA.
- e. Collect and reconcile patient payments and ledgers.
- f. Update patient files and records, including chart auditing procedures, specific to CODA.
- g. Inventory, manage, and distribute dental hygiene supplies to faculty, staff, and students.
- h. Review student armamentarium yearly and facilitate acquisition of student instruments.
- i. Establish and implement radiation safety protocol and guidelines for faculty, staff, students, and patients per IEMA (Illinois Emergency Management Agency).
- j. Create and implement student clinic assisting duties.
- k. Schedule patients and manage patient emergencies after hours.
- l. Supervise and provide guidance of adjunct dental hygiene faculty and staff in a dental clinic setting (all adjuncts report to clinical coordinator).
- m. Calibrate all faculty through the creation of all calibration materials, and implement the calibration activities.
- n. Coordinate student dental hygiene practice under the Illinois State Dental/Dental Hygiene licensure of faculty.
- o. Create and implement medical emergency protocol and quality assurance of medical emergency equipment for MXC Dental Hygiene Clinic.
- p. Create and implement front desk protocols.
- q. Manage patient concerns/complaints.

- r. Facilitate the transfer of patient records and medical/dental consults with outside medical and dental facilities.
  - s. Create and implement the MXC Dental Hygiene Clinic patient screening process and protocol per CODA.
  - t. Compute current patient care reports in TalEval and assess data to maintain a patient re-care system per CODA.
  - u. Assign patient care to each student and manage student experiences in a fair and equitable manner per CODA.
3. Dental Hygiene Department Community Outreach Coordinator
- a. The person assuming the duties of Community Outreach Coordinator is the Faculty Member responsible for teaching DH 235 in Fall Semester, and DH 256 in Spring Semester, or these comparable dental hygiene community courses should curriculum changes occur in the future.
  - b. Each Fall and each Spring Semester, both the First-Year Clinic Coordinator and Second-Year Clinic Coordinator can elect to receive Four (4) hours of released time to meet teaching load or elect to receive a stipend of \$7,000 to be paid each Fall and each Spring Semester.
  - c. Mileage reimbursement commensurate with CCC policy will be allocated each Fall and Spring Semester to the Community Outreach Coordinator.
  - d. It is the responsibility of the Community Outreach Coordinator to allocate their time and energies to those activities that most benefit the program. Coordinating hours cannot be considered as office hours. Accomplishing the duties of the Community Outreach Coordinator requires flexibility in both when and where the duties occur to achieve the best student service. Although Community Outreach Coordinator duties are self-directed, it is expected that they will work closely with her program director and deans to review the concerns and needs of the program.
4. Dental Hygiene Department Community Outreach Coordinator Duties
- a. Interpret and enforce all policies and regulations at community outreach sites per CODA.
  - b. Prepare outside community outreach site schedules for students per CODA.

- c. Create and maintain affiliation agreements with MXC DH Clinic and outside community outreach sites per CODA.
- d. Provide direct dental supervision at outside community outreach sites, as the site preceptor.
- e. Facilitate and coordinate on-campus dental hygiene opportunities for students with outside dental partnerships.
- f. Supervise CPS Oral Health Education Initiative.
- g. Ensure CODA standards of diverse number of patient experiences are met by overseeing the rotation scheduling for all students.

## **ARTICLE IX LEAVES**

### **A. Leaves with pay.**

- 1. Sabbatical Leave
  - a. The Chancellor shall have the authority, with the approval of the Board, to grant leaves of absence to tenured faculty members for a period not to exceed one academic year and not less than one semester for resident study, research and writing, travel, or other purposes designed to improve the services of the faculty member to the Colleges.
  - b. A faculty member who has received a sabbatical leave for the purpose of completing the requirements for an advanced degree and who finds that she cannot complete these requirements during said leave shall, upon application and upon approval of evidence satisfactory to the Chancellor, be granted a professional leave of absence with full loss of pay for a maximum period of one academic year. This additional leave shall commence immediately upon the expiration of the sabbatical leave. The application for such leave shall be made to the Chancellor through the College President. A faculty member granted such professional leave shall not be exempted from the service requirements of Article IX(A)(1)(g) of this Agreement.
  - c. A sabbatical leave may be granted at the completion of six or more years of continuous satisfactory active service. A sabbatical leave granted under this section shall be a bar to any further leave hereunder until after the completion of at least six years of additional continuous satisfactory active service. The application for leave shall contain a definite statement of the plan for resident study, research and writing, travel, or other activities to be undertaken, or a combination thereof, which plan shall be approved by the Chancellor and no change in the plans shall be made without her approval. If it shall become necessary in the granting of sabbatical leave to choose

between two or more applicants whose qualifications are substantially equal, the selection shall be determined first on the basis of the number of years since the last sabbatical leave taken, and second, on the basis of seniority. Sabbatical leave applications under this section shall be received and reviewed by a joint Union-Administration committee at each college consisting of an equal number of faculty members and administrators. The Union chapter chairs shall select the faculty members and the college administrations shall select the administrators on each committee. After reviewing the applications, each committee shall make its recommendations to the college President.

- d. A faculty member on sabbatical leave shall receive one-half of her full base salary for an academic year leave or her full base salary for a semester leave. The number of faculty members who will be permitted to take sabbatical leave each academic year shall not exceed five percent (5%) of the faculty members district-wide. The deadline date for sabbatical leave applications, due to the Colleges, will be March 1. However, if the number of faculty members granted sabbatical leave from among those who apply for such leave by March 1 is below five percent (5%) of the total of faculty members, additional applications for sabbatical leave may be filed prior to October 1 of that year for the subsequent spring semester only. If the number of sabbatical leaves granted to March 1 applicants is below five percent (5%) of the total of faculty members, the Chancellor shall report the reasons therefore to the Board, and shall notify the faculty members that additional applications for sabbatical leave will be accepted for the subsequent spring semester only.

No more than two-thirds ( $2/3$ ) of the sabbaticals granted by the Board under this section shall be academic year sabbaticals, provided there is no additional cost to the Board based on covering the classes of faculty members on sabbatical leave with outside lecturers as provided herein.

- e. Upon the expiration of leave granted pursuant to this section, and upon presentation of evidence satisfactory to the Chancellor showing full compliance with its terms and conditions, the faculty member shall be returned to the position she formerly occupied.
- f. A faculty member on a sabbatical leave with half salary may accept another position which does not constitute more than one-third of her full-time teaching load. A faculty member on leave at full salary may not accept another position.
- g. Before any leave is granted under this section, the faculty member shall agree in writing that, in the event she fails to return to service at the expiration of such leave and to serve in the City Colleges of Chicago for a period of at least one academic year thereafter, she shall refund all sums of money paid her by the Board during said sabbatical leave. Any faculty member on a sabbatical leave who violates any of the conditions of such

leave shall return to the Board any salary paid by the Board during the period of such violation.

- h. When a sabbatical leave is granted, the absence shall not be construed as a break in service for any purpose.
- i. When a faculty member is granted sabbatical leave pursuant to this section, any classes or other work made available by the grant of the sabbatical leave may be assigned to outside lecturers.

2. Sick Leave.

a. Annual Sick Leave.

- (1) Effective July 1 of each year, a bank of ten (10) days of sick leave shall be granted to each faculty member for the academic year. An additional two (2) days of sick leave shall be granted to each faculty member employed full-time during the summer session, and one (1) day to those employed at least half-time during the summer session. Faculty members beginning full-time employment subsequent to the beginning of the academic year shall be granted a bank of sick leave prorated on the above basis for the remainder of the academic year. Faculty members may accumulate up to, but no more than, 200 sick leave days for use, except for those faculty members who currently have accumulated more than 200 sick leave days. Faculty members who currently have accumulated more than 200 sick leave days may retain those days for use, but are not eligible for additional sick day accrual until the sick leave bank falls below 200 days and at that point, the employee may only accrue a maximum of 200 sick days in her or her sick leave bank.
- (2) Sick leave may be used during any period in which the faculty member is on employed status.
- (3) Deductions from a faculty member's bank of accumulated sick leave shall be made only for absences on days during which a faculty member is actually absent from classes or other assigned duties, except for an absence for an entire week in which case the deduction shall be for an entire week.
- (4) Sick leave may be used, at the option of the faculty member, for absences resulting from pregnancy, childbirth and/or related convalescence. The beginning and end of such absences, if any, shall be determined as in the case of any other sick leave.

- b. Accumulation of Sick Leave. Each faculty member shall accumulate up to, but no more than, 200 sick leave days with pay. A tenured faculty member who has exhausted her accumulated sick leave may be advanced up to twenty (20) days of additional sick leave, provided that any faculty member

who leaves the employment of the Board while owing for sick leave advanced in the past shall repay the Board for such sick leave, and if this obligation is not repaid the amount of the obligation may be deducted from any funds due.

3. Leaves for Personal Business. Effective July 1 of each year, each faculty member shall be granted five days annually for personal leave, which five days when used will be charged to the sick leave bank of the individual.
4. Leaves of Absence to Attend Professional Meetings or to Receive University Degrees.
  - a. Purpose. The Chancellor may approve short leaves of absence with pay for not to exceed ten (10) days to permit faculty members to attend professional meetings, receive a higher degree from a college or university, or for other purposes contributing to the professional growth and development of the faculty member.
  - b. Reimbursement of Expenses. When a faculty member is granted approval by the Chancellor for a leave of absence as specified in 4.a. above, except for the purpose of receiving a higher degree, she shall be reimbursed for all expenses up to a maximum of \$3000, for all travel accommodations, hotel, food, transit and conference fees and all other reasonable expenses in accordance with the City Colleges of Chicago travel policy.
  - c. The Board shall provide the sum of \$300,000 at the District level annually for use by members of the bargaining unit for travel to and attendance at professional meetings and conferences.
  - d. A conference and travel expense committee composed of three (3) representatives of the Union Chapter appointed by the chapter chair and three (3) representatives of the College appointed by the College President shall receive and recommend to the College President all requests for conference and travel expenses and activities.
5. Special Leaves of Absences with Pay.
  - a. The Chancellor may approve short leaves of absence with pay for not to exceed five days to permit a faculty member to attend the funeral of a deceased parent, spouse, civil partner, child, brother, sister, grandparent, grandchildren or in-laws.
  - b. The Chancellor may approve short leaves of absence with pay for not to exceed five days to permit a faculty member to attend the funeral of a close friend or relative [other than those specified in subparagraph (a) above]. Such absences shall be charged against sick leave.



- c. Jury Duty or Court Attendance. Faculty members who are summoned to court to perform jury duty or who are subpoenaed to attend court or board hearings to testify in matters in which they have no personal or pecuniary interest shall suffer no loss of salary thereby, but they shall be required to remit to the Board any sums of money they receive in compensation for such duty or attendance.

6. Leaves to attend IFT/AFT Conventions.

The Board shall grant leaves of absence without loss of pay to not more than twelve (12) bargaining unit members elected as official delegates and who attend the Illinois Federation of Teachers and/or American Federation of Teachers annual convention. Such leaves shall be for the period of the IFT and/or AFT convention but in no event shall exceed one week per convention.

7. Parental Leave

- a. Eligibility. Bargaining unit members eligible for FMLA shall also be eligible for paid parental leave. A bargaining unit member is FMLA leave-eligible if the bargaining unit member has been employed by the Board for at least twelve (12) months and has worked a minimum of 1,250 hours during the 12-month period prior to the leave. Eligible bargaining unit members will receive the following paid Parental leaves:
  - (i) Up to eight (8) weeks paid parental leave to a birth person to recover from a non-surgical delivery;
  - (ii) Up to six eight (8) weeks paid parental leave to a birth person to recover from a C-section delivery;
  - (iii) Up to four (4) weeks paid parental leave for the birth of a child or children to a spouse or domestic partner of the birth person; or
  - (iv) Up to four (4) weeks paid parental leave for the adoption of a child or children by the bargaining unit member or the spouse or domestic partner of the bargaining unit member.
- b. For any additional nonmedical parental leave, a bargaining unit member may elect to combine other earned paid time off, including vacation, or personal days, sick days, and floating holidays with parental leave to achieve the maximum amount of paid time off from work while taking FMLA leave.
- c. FMLA leave time runs concurrently with any paid leave benefits, including parental leave. The concurrent use of paid parental leave and FMLA leave will decrease, in whole or in part, the amount of FMLA leave available to

an eligible bargaining unit member.

- d. Requesting paid parental leave. Eligible bargaining unit members must submit a completed Leave Request Form, requesting FMLA leave, to City Colleges of Chicago's Benefits Department at least thirty (30) days prior to the date of the leave. To the extent the thirty- (30)-day notice is not possible, the bargaining unit member must submit a Leave Request Form to the Benefits Department as soon as possible.
  - (i) Bargaining unit members requesting paid parental leave must also submit FMLA Medical Certification indicating the expected delivery date. The bargaining unit member must submit another FMLA Medical Certification in order to qualify for eight weeks of paid leave if the delivery required a C-section. If an unforeseen medical condition requires a bargaining unit member to stop working prior to the originally anticipated start date of the leave, the bargaining unit member must provide as much advanced notice as reasonably possible to the Benefits Department by submitting medical verification of the need to start the leave early.
  - (ii) Bargaining unit members requesting paid parental leave must also submit proof of marriage, civil Union or domestic partnership (as recognized by City ordinance or State statute) at least thirty (30) days in advance of the leave and FMLA Medical Certification confirming the pregnancy of their spouse or domestic partner or a birth certificate within sixty (60) days of taking the leave. To the extent the 30 day notice is not possible, the bargaining unit member must submit a Leave Request Form to the Benefits Department as soon as possible.
  - (iii) Bargaining unit members requesting paid adoption leave must also submit either certification from an adoption agency confirming that the bargaining unit member, or the bargaining unit member's spouse or domestic partner (along with proof of the spousal or domestic partnership relationship), has been matched by the agency with a child or children; or a birth certificate within sixty (60) days of taking the leave confirming that the bargaining unit member, or the bargaining unit member's spouse or domestic partner (along with proof of the spousal or domestic partnership relationship), is the adoptive parent.

**B. Leaves of Absence without Pay.**

- 1. Professional Leaves of Absence.
  - a. A tenured faculty member may be granted upon her request up to one year's leave of absence without pay, and up to an additional year's leave upon request, for advanced study, research or writing, exchange teaching, travel

or any other professional experience which is related to her field of teaching or employment or which will improve her professional competence.

- b. Application for professional leaves requires approval of the College President or the Department Chairperson and shall be filed with the College President not later than March 1 or November 1 preceding the semester that the leave shall become effective. Requests for extension of professional leaves of absence must be made in writing at least sixty (60) days before the termination of leave. Failure to return to employment upon termination of leave shall constitute termination of employment.
- c. Benefits or rights accumulated by a faculty prior to the effective date of the leave of absence shall be carried forward and credited to the faculty member upon her return. When a leave has been granted under this section, the absence shall not be construed as a break in service insofar as seniority is concerned.
- d. A faculty member returning from a professional leave shall have the right to return to the department at the College which she left. In the event of the elimination of the position which she held prior to the leave, she shall exercise her seniority rights in accordance with the provisions of Article VIII(G)(2)(a).
- e. No more than two percent (2%) of the faculty members of the Colleges may be granted professional leaves in any academic year.

## 2. Maternity Leave.

- a. A faculty member who is pregnant may apply for a maternity leave before the expected date of birth. Upon application a tenured faculty member shall be granted a maternity leave of absence without pay for a period not to exceed two years. Maternity leave shall be granted to a non-tenured faculty member but such leave or any renewal thereof shall not extend beyond the termination date of her current contract. A maternity leave shall be terminated at the request of the faculty member. At her option a faculty member may elect to use her available sick leave while on employed status for a period beginning two months before the expected date of birth and ending two weeks following birth, before maternity leave becomes effective.
- b. A maternity leave may be renewed for an additional two years in the event another pregnancy occurs while a tenured faculty member is on maternity leave. Additional extensions will be limited to a continuous period of eight years.
- c. Maternity leave may be granted to a tenured female faculty member who adopts an infant under the age of two years, or assumes care of such infant coincident with legal responsibility.

- d. A faculty member desiring to return to duty from a maternity leave must write a letter to her College President announcing her intention at least two weeks before the expiration of the maternity leave. The faculty member must take a health examination by a medical examiner selected either by the Chancellor or by the faculty member, at the latter's option. Failure to write College President or to pass the health examination shall constitute grounds for terminating the faculty member's employment.
- e. If the period of maternity leave is less than one year, then the faculty member shall have the right to return to her former position at her College. If the period of such leave is more than one year, then she shall have the right to employment in the first position in her field which becomes available at any College after the termination of her leave.
- f. Absence on maternity leave shall not be considered a break in service insofar as seniority is concerned.

### 3. Paternal Leave.

- a. A faculty member shall, upon application, be granted paternal leave of absence without pay for a period of not to exceed one (1) year, to rear a child under the age of two (2) years who resides with her and who is her child by birth, or adoption, or for whom she has assumed legal responsibility.
- b. A paternal leave of absence may be renewed for an additional one (1) year in the event a faculty member while on a paternal leave again applies for a paternal leave to rear another child under the age of two (2) years who resides with her and who is her child by birth, or adoption, or for whom she has assumed legal responsibility.
- c. Absence on a paternal leave shall not constitute a break in service insofar as seniority is concerned.
- d. If the period of paternity leave is less than one year, then the faculty member shall have the right to return to her former position at her College. If the period of such leave is more than one year, then she shall have the right to employment in the first position in her field which becomes available at any College after the termination of her leave.

### 4. Military and Peace Corps Leaves.

- a. A faculty member who is drafted or otherwise called to active duty, or who leaves her position for extended active duty in the military service of the United States during a state of war or national emergency, shall be granted a military leave for the duration of such war or national emergency. She shall be entitled to return to her position, provided her discharge from the

service is honorable and she is able to pass a health examination given by a medical examiner selected by the Chancellor. Application must be made within sixty days following her discharge from the service.

- b. During the period of such authorized military leave, the Board will continue to pay all required faculty member contributions to the fund of the State Universities Retirement System.
- c. Restoration shall be at the salary lane and step held at the beginning of military leave plus any advancement in salary steps that the faculty member would have been granted had she been continuously employed and complied with requirements for salary step increases.
- d. A faculty member who leaves her position to serve with the United States Peace Corps will be afforded the same benefits as a faculty member on military leave, except that contributions to the retirement funds will not be made by the Board during the Peace Corps leaves and Peace Corps leaves may not exceed two calendar years.
- e. A faculty member may take short leaves of absence to perform temporary active duty with Reserve or National Guard units. During such leave of absence and while engaged in the performance of such military duty, a faculty member will be paid her basic salary provided she remits to the Board any sums of money paid to her as compensation for the performance of such military duty.

5. Special Leaves of Absence.

The Chancellor shall have authority, with the approval of the Board, to grant a leave of absence without pay for a period of not to exceed five (5) months to a faculty member who applies for such leave because of serious illness of a member of her immediate family or for other good and sufficient cause. Such leaves may be extended for periods of up to an additional five (5) months upon application. Such periods of absence up to two years shall not be considered a break in service insofar as seniority is concerned. A faculty member returning from such leave not exceeding two years shall have the right to return to the department which she left. In the event of the elimination of the position which she held prior to her leave, she shall exercise her seniority rights in accordance with the provisions of Article VIII(G)(2)(a).

## **ARTICLE X GRIEVANCE PROCEDURE**

It is the declared objective of the Union and the Board to encourage the prompt and informal resolution of complaints of faculty members as they arise and to provide recourse to orderly procedures for the satisfactory adjustment of complaints.

### **A. Definition.**

1. A “grievance” shall mean a complaint by a faculty member:
  - a. that there has been as to her a violation, misinterpretation or inequitable application of any of the provisions of this Agreement or,
  - b. that she has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting faculty members.
2. As used in this Article, the term “faculty member” shall mean also a group of teachers having the same grievance.
3. As used in this Article, the term “grievance” shall also include a grievance affecting more than one department at a single College and a grievance affecting more than one College.
4. While the grievance procedure herein set forth describes the processes for the handling of grievances in which faculty members desire representation by the Union, nothing herein shall be construed to bar an individual from handling her own grievance case or from designating a faculty member of her own choice to proceed in her behalf except as provided herein.
5. The handling of any grievance, except at Step 3, the arbitration level, shall be restricted to faculty members only, whether as grievants, or as representatives of grievants; and the disposition shall not be deemed to change or modify the terms and conditions of this Agreement, unless the Board the Union shall otherwise agree in writing.

### **B. General Procedures.**

1. College Level (Step 1).
  - a. Faculty members may present grievances concerning themselves, or a grievance may be presented on their behalf, to the President of their College, not later than ten (10) business days following the grievant’s knowledge of the act, event, or the commencement of the condition which is the basis of the complaint. If the grievance is presented in writing to the President of the College, it shall be answered in writing.

- b. While oral presentation and settlement of grievances are encouraged under this Step of the grievance procedure, no grievance may be appealed to the central level under Step 2 hereof, unless it has been presented in writing to the College President and opportunity afforded for the College President to answer the same in writing under the schedule herein set forth.
- c. If a written grievance is presented by the Union on behalf of the faculty member, it shall be signed both by the grievant and the Union Chapter Chairperson. The Union may indicate on such grievance if it approves or disapproves thereof. The grievant shall be personally present at the conference on the grievance with the College President.
- d. Whenever a written grievance is presented to the President of a College, the College President shall furnish a copy thereof to the Union Chapter Chairperson or designee at the College, and shall state the time and place scheduled for the conference thereon. If the Union Chapter Chairperson or designee at the College makes a request therefore, the College President shall accord the Union Chapter Chairperson or any other Union designee an opportunity to be present when the grievance is heard and to state the views of the Union thereon.
- e. When a written grievance has been presented, the President of the College shall communicate a written decision to all parties concerned as promptly as possible, but not later than ten (10) business days after receiving the written grievance.

2. Central Level (Step 2).

- a. If the grievance is not satisfactorily resolved through Step 1, the Union or the grievant may appeal to the Chancellor of the Colleges within ten (10) business days after delivery of the decision of the President of the College. At the time of the filing of a grievance at Step 2, the Union may stipulate that the grievance is to be held in abeyance (pending) for a period not to exceed 30 days until the Union notifies the Chancellor or her designee that the grievance has been reactivated. All applicable time limits shall cease to run during the period a grievance is held in abeyance.
- b. The appeal shall be in writing and duly signed and shall state specifically the act or condition and the grounds on which the grievance is based and why the disposition of the grievance offered by the President of the College in Step 1 is unsatisfactory.
- c. The Chancellor or her designee shall promptly meet and confer on the appeal. The Chancellor or designee shall communicate the decision in writing to the aggrieved faculty member and to any Union representative who participated at Step 2. Such decision shall be made not later than ten (10) business days after the written appeal has been duly made to the Chancellor.

3. Arbitration (Step 3).

- a. A grievance which was not resolved at the level of the Chancellor under the grievance procedure may be submitted by the Union to an arbitrator for decision if it involves the application or interpretation of this Agreement.
- b. Within forty (40) school days of the Chancellor's decision, the Union only may appeal from the decision of the Chancellor to the American Arbitration Association for arbitration under its rules. Where the provisions of the Uniform Arbitration Act of Illinois and such amendments thereto as may be enacted shall conflict with the rules of the American Arbitration Association then the former shall apply.
- c. The proceeding may be initiated by filing with the Chancellor and the Chicago office of the American Arbitration Association a notice of arbitration. The arbitrator shall hold a hearing within twenty (20) days of her receiving notice of arbitration. Five days' notice will be given to all parties of the time and place of the hearing.

Arbitration cases under this Agreement shall be conducted without a court reporter, unless if either party desires a court reporter and intends to make use of the transcript of the proceedings for purposes of presenting the party's case before the arbitrator, that party shall furnish without cost a copy of the transcript to the other party and the arbitrator. Arbitration cases under this Agreement shall be conducted without post-hearing briefs. If oral summation or argument is necessary, it shall be made within twenty (20) days of the completion of evidence.

- d. The arbitrator shall issue a decision not later than twenty (20) days from the date of the closing of the hearings, or if oral hearings have been waived, or supplemented, then from the date of transmitting the final proofs and statements to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the issues submitted.
- e. The arbitrator's fees and expenses will be shared equally by the parties.
- f. The decision of the arbitrator will be accepted in good faith as final by both parties to the grievance and both will abide by it.
- g. The arbitrator shall limit her decision strictly to the application and interpretation of the provisions of this Agreement, and shall be without power or authority to make any decision:
  - (1) Contrary to, or inconsistent with, or modifying or varying in any way, the terms of this Agreement; or
  - (2) Limiting or interfering in any way with the powers, duties, and



responsibilities of the Board under applicable law.

- h. The Board and the Union agree that neither party will appeal an arbitration award to the courts unless the arbitrator is believed by either party to have acted illegally. The Board and Union also agree not to appeal any arbitration case to the courts until the arbitrator has heard the case and rendered an award, even if either the Board or the Union believes the arbitrator has acted illegally.

The Board and the Union agree that all arbitration awards shall fully and immediately be followed. If an arbitration award is questioned it will nevertheless be complied with subject to future adjudication.

**C. Time Limits.**

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
2. The time limits specified in the grievance procedure may be extended in any specific instance by mutual written agreement. Wherever written grievances, answers or appeals are required by the grievance procedure to be served upon the College President, the Chancellor, or the Union, certified mail to the College President at her College office, to the Chancellor at her office address, and to the Union at its headquarters shall meet all service requirements hereof, except that personal service, duly received, shall also be adequate service.

**D. Union Grievances.**

The Union has the right to initiate or appeal a grievance involving alleged violation of this Agreement. Such grievance shall be initiated with the appropriate College President or, where appropriate, with the Chancellor. When such grievance is filed by the Union, earlier steps of the grievance procedure shall be unnecessary, but in all other respects the grievance procedures above described shall apply to Union-filed grievances, except that written answers made by the College President or Chancellor need be served only upon the Union.

**E. Administration Grievances.**

1. It is agreed that under this Agreement there may be occasions when grievances by the Administration against the Union may arise and when in their judgment it is desirable for the administration representatives to utilize the grievance and arbitration procedures hereof.

In cases involving only a single College such grievance in behalf of the Administration shall be served in writing by the President of the College upon the Union representative and shall be handled by the same steps and time table as a

Step 1 grievance. If not there resolved, the matter shall be handled as a Step 2 grievance between the Chancellor or Chancellor's representative.

2. If an Administration grievance involves more than one College, it shall be commenced by a written complaint from the Chancellor or her representative to the Union President and shall be subject to the same procedures and time table as a Step 2 grievance.
3. If an Administration grievance is not resolved in Step 2 of the grievance procedure, the Administration may invoke the arbitration procedures of Step 3.

**F. General Provisions as to Grievance and Arbitration.**

1. The filing or pendency of any grievance under the provisions of this Article shall not prevent the Board and its representatives from taking the action complained of, subject however, to the final decision on the grievance.
2. The grievance and the arbitration procedures of this Agreement shall not apply to any matter as to which the Board is without authority to act.
3. Nothing contained in this Article or elsewhere in this Agreement shall be construed to deny to any employee her rights under applicable law, or resolutions, rules or regulations having the force and effect of law.

**ARTICLE XI  
SCOPE OF AGREEMENT**

This Agreement covers all matters relating to salaries, fringe benefits, and working conditions of full-time faculty members in the bargaining unit for the period of the Agreement. The Appendices hereof are integral parts of this Agreement and by this reference are incorporated herein. There shall be no unilateral reopening of this Agreement by either party during the life thereof. The Board agrees that during the period of this Agreement it will take no action changing salary schedules, fringe benefits and working conditions without prior consultation and negotiation with the Union.

If unforeseen additional educational funds or revenues become available to the Board after passage of the final budget during the period of this Agreement, such additional funds or revenues shall be distributed or allocated only after negotiation with the Union. The Board will notify the Union of the availability of such additional funds or revenues at least one month prior to any Board action to adopt a supplemental budget to allocate these funds. Negotiations on these funds shall begin within one week or notification to the Union.

In such reopened negotiations, such unforeseen additional funds may be allocated for the following items: faculty and training specialists' salary increases and fringe benefits, employment of additional advisors and librarians, restoration of sabbatical leaves.

**ARTICLE XII  
CONFORMITY TO LAW-SAVINGS CLAUSE**

If any provision of this Agreement is or shall at any time be contrary to or unauthorized by law,

then such provision shall not be applicable or performed or enforced, except to the extent permitted by law.

In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.

If there is any conflict between the provisions of this Agreement and any affirmative action obligations imposed on the Board by a federal or state statute, the affirmative action obligations of such federal or state statute shall prevail.

### **ARTICLE XIII NO STRIKE PLEDGE**

The Union and the Board subscribe to the principle that any and all differences shall be resolved by peaceful and appropriate means without interruption of the Colleges program. The Union therefore agrees that it will not instigate, engage in, support, encourage, or condone any strike, work stoppage, or other concerted refusal to perform work by the faculty members covered by this Agreement. Differences between the parties concerning the meaning, interpretation or application of this Agreement shall be resolved by utilization of the Grievance Procedure set forth in Article X hereof or by other lawful and peaceful means available under the law of Illinois.

### **ARTICLE XIV NO REPRISALS**

It shall be a term and condition of this Agreement that there will be no reprisals by the Union or the Board against the Board or the Union, Union members, students, clerks, or any other person as a result of participation or non-participation by any of the above in a strike by Local 1600 or other activities in connection therewith. Provided, however, that denial of sick leave or personal leave of faculty during the strike is not to be considered reprisal. The Board will dismiss with prejudice any and all legal proceedings which it has filed in connection with the strike and agrees not to institute any further claims or other litigation in connection therewith. The Union likewise agrees not to process any claims, grievances, or other litigation in its behalf or its members behalf or any other person's behalf based on the strike or any strike-connected action taken by the Board, provided that the Union may institute grievance procedures which are based upon suspensions, dismissals, refusals to renew, denial or cancellation of fringe benefits, denials of increment or failure to check off Union dues predicated upon alleged strike or Union-based activities.



APPENDIX A.1



IELRB

ILLINOIS FEDERATION OF TEACHERS – AMERICAN FEDERATION OF TEACHERS/AFL CIO  
Cook County College Teachers Union – Local 1600

**MEMBERSHIP DATABASE INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email (non-employer) \_\_\_\_\_ Last 4 of Soc. Sec. # XXX-XX- \_\_\_\_\_

College \_\_\_\_\_ Worksite (*Circle One*): Main Satellite Job

Title/Class: (*Circle One*): Faculty / Suburban Adjunct / Professional / Part-Time Professional /  
 CCC Security / Classified / Support / Pro-Tech / Mid-Management

**Membership Statement:** I hereby apply for membership in the Union and agree to abide by its Constitution and Bylaws. I authorize the Union to act as my exclusive representative in collective bargaining over wages, hours, and other terms and conditions of employment with my Employer. My membership in the Illinois Federation of Teachers (IFT) and CCCTU, including any other Local Union which is my exclusive bargaining representative and is affiliated with the IFT, shall be continuous unless I

\_\_\_\_\_  
Signature Date

**Dues Authorization:** During my employment, I hereby voluntarily authorize and direct my Employer to deduct from my pay each pay period, regardless of whether I am or remain a member of the Union, unless revoked pursuant to the paragraph below titled "Revocation Window," an amount equal to dues certified by the Union, and to remit such amount monthly to the Union. I understand that signing this card is not a condition of my employment.

**Revocation Window:** This voluntary authorization and assignment shall be irrevocable, regardless of whether I am or remain a member of the Union, for a period of one year from the date of authorization and shall automatically renew from year to year unless I revoke this authorization by sending written notice to the Union by the United States Postal Service postmarked between August 1 and August 31.

**IRS Disclaimer:** Payments to the Union are not deductible as charitable donations for federal income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses.

**Telephone Consumer Protection Act Statement:** By providing my cell phone number, I understand that the Union and its affiliates may use automated calling technologies and/or text message me on my cell phone on a periodic basis, and that I can unsubscribe from these messages. The Union will never charge for text message alerts; carrier message and data rates may apply to such texts.

\_\_\_\_\_  
Signature Date

**APPENDIX A.2**  
**COMMITTEE ON POLITICAL EDUCATION (COPE);**  
**PAYROLL CONTRIBUTION DEDUCTION AUTHORIZATION**

I hereby authorize the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois to deduct from each of my paychecks in the academic year the sum of \$\_\_\_\_\_ and to forward that amount to the Cook County College Teachers Union Committee on Political Education. This authorization is signed voluntarily on the understanding that the Cook County College Teachers Union Committee on Political Education is engaged in joint fund raising efforts with the AFT-IFT and will use the money contributed to that effort to make political contributions and expenditures in connection with federal, state and local elections. This voluntary authorization may be revoked at any time by notifying the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois and the Cook County College Teachers Union Committee on Political Education in writing of the desire to do so. Contributions for COPE to the Cook County College Teachers Union Committee on Political Education are not deductible as charitable contributions for Federal income tax purposes.

\_\_\_\_\_  
Name (please print)

Social Security No. \_\_\_\_\_

Signature \_\_\_\_\_

College \_\_\_\_\_

Address \_\_\_\_\_

**APPENDIX B  
GROUP INSURANCE PROVISIONS**

**Policyholder**

Board of Trustees of Community College District No. 508, County of Cook and State of Illinois.

**Location of Contract**

180 N. Wabash Avenue, Suite 200  
Chicago, IL 60601

**Contributions**

Policyholder pays entire cost of employee's Life and Health Insurance, less employee contributions listed. Employee or retiree pays the following sums per year toward the cost of health insurance, and the Board pays the remainder of such cost.

Effective upon ratification, and through July 15, 2026.

Employee and retiree contributions to health insurance, dental insurance and vision insurance except for those retirees who are required to pay the full premium as provided in Article VII, K.3., shall be as follows:

There will be a cap on yearly increases of 10%. Should the increase in the annual premium of insurance be greater than 20% per calendar year, the Union agrees to a reopener on insurance to bargain over options to decrease costs, including but not limited to increasing the employee contribution and decreasing plan costs.

**Eligible Employees**

All full-time active employees of the policyholder.

**Eligible Dependents**

Spouse; unmarried children under age 26 (or age 30 for military veterans); and physically or mentally handicapped children beyond age 25.

Eligible Retirees: See Article VII. K. and "Termination" below

**Waiting Period**

None.

**Insurance becomes effective on:**

Date of employment.

**Termination**

The privilege of remaining within the City Colleges medical group is extended to the surviving spouses of deceased retirees on the same basis as a regular employee except that the spouse shall pay the entire premium.

After an employee has completed the Early Retirement Program under Article VII.K., the Board shall permit such employee to continue her group medical insurance. The full cost of such continued coverage, as determined by the experience of the retirees, shall be borne by such retirees. For all retirees and their dependents who are Medicare eligible, claims will be processed according to the terms of the elected health plan. The plans pay secondary to Medicare. All retirees and their dependents who are Medicare eligible shall enroll in Medicare, as soon as they are eligible.

All disabled employees drawing SURS disability pension may receive insurance benefits on the same basis as do retirees.

**Administration by the Insurance Administrator**

1. Approval and payment of all claims.
2. Annual accounting of premiums, claims, reserves, etc.
3. Printing of all certificates, booklets and other communication materials.
4. Enrollment of all employees.
5. Issuance of all insurance certificates.

**LIFE AND HEALTH INSURANCE**

**I. Life Insurance -- Employee only (Disability Waiver of Premium)**

Term life insurance shall be provided and paid for by the Board for all professional employees. The amount of coverage of such term insurance for each professional employee shall be two times basic annual salary rounded to the nearest one thousand dollars to the maximum of one hundred thousand dollars (\$100,000). There shall be a maximum life insurance benefit for retirees of forty thousand dollars (\$100,000).



**II. Basic Medical Plan (Employee and Dependents)**

**HMO (Health Maintenance Organization) Plan \***

<b>Annual Copay Limit</b>	<b>\$1,500/individual \$3,000/family</b>
<b>Preventive Care and Physician Services (Office Visit and Diagnostic Tests)</b>	
<b>Primary Care Physician</b>	<b>\$25 copay per visit</b>
<b>Specialist Physician</b>	<b>\$35 copay per visit</b>
<b>Hospital Services</b>	<b>\$300 copay</b>
<b>Emergency Room</b>	<b>\$200 copay per visit</b>
<b>Other Medical Services (e.g. physical therapy)</b>	<b>\$25 copay per visit</b>
<b>Prescription Drugs Retail (30 day supply)</b>	
<b>Generic</b>	<b>\$20 copay</b>
<b>Brand Formulary **</b>	<b>\$30 copay</b>
<b>Brand <u>Non-</u>Formulary **</b>	<b>\$45 copay 2 times retail copays</b>
<b>Mail Order (90 day supply) ***</b>	

\*\* If a brand name drug is chosen when a generic equivalent is available, the member pays the cost difference between the brand and generic drugs plus the copay.

\*\*\*Brand non-formulary drugs are not available through mail order.

**PPO (Preferred Provider Organization) Plan \***

	<b>PPO (In-Network)</b>	<b>Non-PPO (Out-of-Network)</b>
<b>Annual Deductible</b>	<b>\$500/individual \$900/family (3 individual deductibles)</b>	<b>\$1,000/individual \$3,000/Family Deductible per Covered Person</b>
<b>Annual Out-of-Pocket Limit</b>	<b>\$2,500/individual (including deductible) \$4,000/family (including deductible)</b>	<b>\$3,000 (including deductible) \$9,000 (including deductible)</b>
<b>Lifetime Maximum</b>	<b>Unlimited</b>	<b>Unlimited</b>

<b>Physician Services Benefit (after deductible)</b>	<b>80%</b>	<b>70%</b>
<b>Hospital Services Benefit (after deductible)</b>	<b>80%</b>	<b>70%</b>
<b>Emergency Room</b>	<b>\$175 copay per visit</b>	<b>\$175 copay per visit</b>
<b>Prescription Drugs Retail (30 day supply)</b>		
<b>Generic</b>	<b>\$10 copay</b>	<b>Reimbursed 75% of network rate less copay</b>
<b>Brand Formulary ** Brand</b>	<b>\$20 copay</b>	<b>Reimbursed 75% of network rate less copay</b>
<b>Non-Formulary **</b>	<b>\$40 copay</b>	<b>Reimbursed 75% of network rate less copay</b>
<b>Mail Order (90 day supply)</b>	<b>2 times retail copays</b>	<b>Not Applicable</b>

**\* If a discrepancy exists between this summary and the plan document, the plan document will govern.**

**\*\* If a brand name drug is chosen when a generic equivalent is available, the member pays the cost difference between the brand and generic drugs plus the copay.**

**\*\*\* Brand non-formulary drugs are not available through mail order.**

### **III. Maintenance of Effort**

It is the intent of the parties that the benefits provided to professional employees under this health insurance program shall not be diminished during the term of this Agreement. Should, however, either the state or federal government pass legislation mandating all employers to participate in a national or statewide health care plan that diminishes benefits for employees or substantially affects costs to employers, then it is agreed that the current health insurance program will be renegotiated and agreed to between the Union and the Board within six (6) months.

### **IV. Joint Insurance Committee**

1. A joint insurance committee shall be established comprised of two faculty members, one professional employee, and one college administrator. The faculty members and the professional employee shall be appointed by the President of Local 1600. The college administrator shall be appointed by the Chancellor. Each committee member shall serve a two-year term beginning on July 1 of each odd-numbered year.
2. The committee shall meet at least four times each semester with their party providers to study and review all aspects of the insurance plans. The committee shall be consulted and make its recommendations regarding the selection of all companies related to providing health care, including the preparation of RFPs,

reviewing bids from competing companies and selecting the provider to be the insurance administrator, Managed Care provider, or other third party administrator. The insurance committee shall investigate and make its recommendation regarding a managed prescription drug plan.

3. The committee shall provide its findings and recommendations to the Union President and the Chancellor. The committee shall make its recommendations based on a majority vote of its members. The committee shall not recommend changes in the insurance coverage which violate terms of the collective bargaining agreements.
4. The professional employee representative on the Joint Insurance Committee shall, upon 24-hours notice, be provided with release time from work to attend committee meetings when such meetings are called. Faculty member representatives shall suffer no loss in pay for attending committee meetings. Meetings shall be scheduled in such a manner as to minimize the loss of scheduled class or student advisement time.

## DENTAL-VISION INSURANCE

### I. Dental Coverage.

#### Dental Plan \*

Annual <b>Benefit</b> Limit	\$1,500/individual
Annual Deductible	\$10/individual -0-/family (3 individual deductibles)
Preventive Services <b>Benefit</b> (exams, cleanings, and bitewing X-rays every 6 months)	100% **
Basic Services <b>Benefit</b> (amalgam and resin fillings)	80% **
Major Services <b>Benefit</b> (crowns, root canals, extractions, periodontal treatments, dentures)	80% **
Orthodontia Lifetime <b>Benefit</b> (dependent child only)	\$2,000 (50% payment up to \$2,000)

\*\* Reimbursement up to usual and customary allowance.

### II. Vision Coverage.

#### Vision Plan \*

Benefit	Frequency	Calendar Year Copay	Network Provider Coverage	Out-of-Network Reimbursement
Exam	12 months	\$10	100%	Up to \$35 allowance
Lenses (prescription only)	12 months		100% for single vision, lined bifocal lenses, lined trifocal lenses and tints	Single vision up to \$30 allowance Lined bifocal up to \$40 allowance Lined trifocal up to \$50 allowance
Frame (prescription eyewear only)	24 months		Up to \$120 allowance	Up to \$40 allowance
Contact Lenses in lieu of glasses	12 months	None	Up to \$300 allowance	Up to \$105 allowance

**APPENDIX C**  
**EMPLOYMENT POLICY AND PROCEDURES AND PERMANENT**  
**OR CONTINUOUS TENURE POLICY AND PROCEDURES OF**  
**FACULTY AND ADMINISTRATORS**

**I. AUTHORITY**

The Public Junior College Act of 1965 (H.B. 1710) contains sections which are relevant to the employment, salaries, retirement system, pension and tenure of teachers and other employees of the Junior College: “Sec. 2-6. In accordance with the provisions of ‘An Act to create the university civil service system of Illinois and to define its powers and duties,’ approved May 11, 1905, as heretofore and hereafter amended, the Board shall employ and fix the compensation of an executive officer and such employees as it deems necessary for the purposes of this Act.”

“Sec. 4-2. Sections 24-11 to 24-16, each inclusive, of The School Code and The Teachers’ Retirement System of the State of Illinois shall continue to be applicable to the teachers in the Class II junior college districts with the same force and effect as prior to the effective date of this Act.”

“The provisions of Articles 8, 11, and 17 of the Illinois Pension Code and the provisions of Article 34 of the School Code in regard to tenure shall continue to be applicable to teachers and to other employees to which they apply in Class II junior college districts in cities having a population exceeding 500,000 with the same force and effect as prior to the effective date of this Act and the Class II junior college board of such districts shall comply with the provisions thereof. . .”

“Sec. 3-26. To appoint all teachers and fix the amount of their salaries; provided, that in fixing the salaries the Board shall make no discrimination on account of sex.”

“Sec. 3-30. The Board of Class I junior college districts shall have the powers enumerated in Sections 3-31 through 3-43.”

“Sec. 3-32. To establish tenure policies for its employment of teachers and the cause for removal. The tenure status of a teacher who has been teaching at the junior college level in a junior college shall not be impaired and marriage shall not be a cause for removal.”

“Sec.3-42. To employ such personnel as may be needed.”

**II. PHILOSOPHY**

The City Colleges of Chicago are committed to the recruitment of a faculty whose members believe strongly in the philosophy, objectives and purposes of the Colleges and who will give complete support to the total educational program of the Colleges. Specifically, prospective teaching staff members shall be recommended who:

- A. Will contribute in every way possible to cause the philosophy, objectives and purposes of the Colleges to be realized, and

- B. Will understand the heterogeneity of the community college student enrollment, both in interests and in abilities, and who will therefore give every possible assistance in helping orient students toward realistic educational achievement.

### III. APPOINTMENT

It is the general practice of colleges and universities to authorize appropriate administrative officials to process candidates for teaching and administrative positions. This process includes interviewing, evaluating and recommending candidates for employment. These recommendations are based on the personal interview and the evaluation of the candidate's educational background, work experience and all other personal traits, skills, and characteristics which are relevant to the fitness of the candidate for the position under consideration.

It is the general policy and practice in colleges and universities to empower the appropriate college administrators with the advice and counsel of permanent tenured faculty members, to process and recommend faculty members for continuous or permanent tenure, subject to the approval of the Board.

#### A. Qualifications.

The requirements for teaching positions in the City Colleges of Chicago shall be as follows:

1. A minimum of a master's degree, or its equivalent, in a general area of knowledge, such as the biological sciences, physical sciences, humanities, social and psychological sciences, or in the communication arts, business administration, physical education, applied or technical fields, or in any special discipline within any general area of knowledge or field indicated above; for example, literature, journalism, speech and drama, zoology, mathematics, chemistry, political science, accounting, secretarial, music, advising and guidance, electronics, home economics, or graphic arts. A candidate with a baccalaureate degree, or its equivalent, in a modern language or in a field of applied science or art or in a technical field may be employed provided that the candidate has a professional certificate or licensure or work experience directly related to the subject or field in which she is expected to teach. Up to fifteen (15) faculty members in physical education in the City Colleges of Chicago as a whole, may be employed with a baccalaureate degree, or its equivalent, to teach courses numbered under 200 or in coaching activities.
2. A person classified as a Teacher-Intern in a college or university Master of Arts in Teaching (MAT) program may be employed as a teacher for a maximum of nine (9) teaching hours per week. Employment shall be for a period not to exceed one college year. The College President shall provide appropriate supervision, guidance, conferences, class visitations, and other means to enable these teachers to make their internships meaningful and productive.

3. Non-citizens may be employed as faculty members and shall be entitled to all the rights of the Agreement.
4. The candidate for a teaching (or administrative) position must file in advance satisfactory proof of date of birth. A birth certificate is preferred, but if it is not available, any two of the following records or documents in which the date of birth of the candidate is given will be considered; record of baptism, insurance policy in effect at least 10 years, hospital or bank record dated at least 10 years before date of employment application, marriage license, census record, naturalization record, armed forces record, or family Bible.
5. All candidates for teaching (or administrative) positions shall be required to pass a health examination to be conducted by the candidate's personal physician or, at the option of the chief administrative officer of the City Colleges of Chicago, by a physician designated and selected by the chief administrative officer of the Colleges. A recent chest x-ray is required as part of the health examination. The chief administrative officer of the City Colleges of Chicago may also require any other medical examination which she deems necessary to evaluate the candidate's health status.

**B. Procedure.**

The policy, rules and regulations, and procedure for the employment of teachers and administrators for the City Colleges of Chicago shall be as follows:

1. Candidates for teaching and administrative positions shall file an application and other documents as may be required by the Colleges, and shall file official transcripts signed and sent directly by persons in authority at the schools, colleges, or universities at which the candidate received her education. All applications for faculty vacancies shall be made available to the department prior to its consideration of candidates for initial employment.
2. The Department Chairperson at a College of the City Colleges of Chicago is authorized to interview a candidate for a teaching position and to recommend such candidate to the College President for employment.
3. The College President shall interview candidates for teaching positions and is authorized to negotiate the terms of employment with the candidate, including such items as salary, duration of employment, field and/or subjects to be taught and other duties and assignments, and to recommend the candidate and the terms of employment to the chief administrative officer of the Colleges. The President is required to inform a candidate that any and all of the conditions and terms which are agreed upon by the President and the candidate are subject to the approval of the Board. The President is charged with the responsibility to obtain and verify

information about the candidate's education, work experience, references, and any characteristic, capacity, skill, or factor which has a bearing on the candidate's aptitude, ability, or general fitness to perform the job for which she is being considered.

4. The chief administrative officer of the City Colleges of Chicago shall review the file on each teacher candidate recommended for employment by the College President and may, at her option, conduct a personal interview of the candidate, and is authorized to recommend the candidate and the terms of the employment contract to the Board.
5. Candidates for administrative positions within a College will be interviewed and, if indicated, recommended for employment by the College President. Candidates for administrative positions at the City Colleges of Chicago level will be interviewed and recommended, if indicated, by the chief administrative officer of the City Colleges of Chicago. Administrators may be appointed to rank as teachers, provided that the administrator meets all of the requirements and qualifications for the rank, and provided that such appointment to rank is deemed to be desirable. The procedure for employment of administrators shall be as set forth in items 3 and 4 above.
6. The terms and conditions of employment of a teacher or administrator shall be stated in writing, which document shall be known as "Employment Contract," and be in the possession of both the Board and the teacher (or administrator) being employed before the appointment is consummated.
7. The chief administrative officer of the City Colleges of Chicago is authorized to sign the employment contract on behalf of the Board, which contract is subject to the approval of the Board before it can become a binding and legal contract between the candidate and the Board.

### **C. Tenure.**

The policy, rules and regulations, and procedures for continuous or permanent tenure of teachers in the City Colleges of Chicago shall be as follows:

1. All faculty members shall acquire tenure in the Colleges after three full-time consecutive years of employment provided that the faculty member is employed on contract during the fourth year. The fourth year contract will be considered as a legal document certifying tenure.
2. The permanent tenure of administrators will refer to their status as faculty members only.
3. Every faculty member must be carefully observed and evaluated, in a manner to be determined by the Colleges administration, during each



period governed by an employment contract in order to determine the teaching effectiveness, performance as a member of the Colleges and general fitness of the faculty member.

4. The dismissal of a faculty member previous to the expiration of the term governed by an employment contract shall be for stated cause and shall be recommended by the chief administrative officer of the City Colleges of Chicago to the Board, which shall have the authority to dismiss such faculty member.
5. The chief administrative officer of the City Colleges of Chicago shall have the authority to recommend to the Board the termination of employment of a faculty member who has acquired permanent tenure. Such termination shall be for stated cause in writing, and the Board as a General Committee shall hold a trial for such purpose. A copy of the written charges shall be presented to the faculty member at least thirty (30) days prior to the time the Board holds the trial, and the faculty member shall have the right to be present, together with counsel, at the trial, offering evidence, and making defense thereto. The decision and action of the Board as determined by a majority of the full membership of the Board, shall be subject to review by a hearing officer as provided in the Public Community College Tenure Act, Ch. 122, 10381-103B6, Ill. Rev. Statutes.

**APPENDIX D  
ACADEMIC YEAR CALENDARS (2022-2026)**

**Attachment 1  
Academic Calendar**

<b>Semester</b>	<b>Activity/Event</b>	<b>Date</b>
Fall 2022	Semester begins (Faculty return)	August 15, 2022 (Monday)
Fall 2022	Faculty Development Week	August 15 - 19, 2022 (Monday – Friday)
Fall 2022	First day of classes for Fall 2022 Semester	August 29, 2022 (Monday)
Fall 2022	Saturday classes begin (Regular session)	September 3, 2022 (Saturday)
Fall 2022	Labor Day (Holiday)	September 5, 2022 (Monday)
Fall 2022	Midterm date (Regular session)	October 23, 2022 (Sunday)
Fall 2022	Last student-initiated withdrawal date (Regular session)	November 19, 2022 (Saturday)
Fall 2022	Thanksgiving (Holiday)	November 24 - 25, 2022 (Thursday & Friday)
Fall 2022	Semester Ends (Last day of classes)	December 17, 2022 (Saturday)
<b>Semester</b>	<b>Activity/Event</b>	<b>Date</b>
Spring 2023	Semester begins (Faculty return)	January 9, 2023 (Monday)
Spring 2023	Martin Luther King, Jr. Day (Holiday)	January 16, 2023 (Monday)
Spring 2023	First day of classes for Spring 2023 Semester	January 17, 2023 (Tuesday)
Spring 2023	Saturday classes begin (Regular session)	January 21, 2023 (Saturday)
Spring 2023	President’s Day (Holiday)	February 20, 2023 (Monday)
Spring 2023	Midterm date (Regular session)	March 16, 2023 (Thursday)
Spring 2023	Spring Break	April 3 – April 9, 2023 (Monday – Sunday)
Spring 2023	Last student initiated withdrawal date (Regular session)	April 14, 2023 (Friday)
Spring 2023	Semester Ends (Last day of classes)	May 13, 2023 (Saturday)
<b>Semester</b>	<b>Activity/Event</b>	<b>Date</b>
Summer 2023	Term begins	June 5, 2023 (Monday)
Summer 2023	First day of classes for Summer 2023 Term	June 7, 2023 (Wednesday)
Summer 2023	Juneteenth (Holiday)	June 19, 2023 (Monday)
Summer 2023	Midterm date	July 3, 2023 (Monday)
Summer 2023	Independence Day (Holiday)	July 4, 2023 (Tuesday)
Summer 2023	Last student-initiated withdrawal date	July 16, 2023 (Sunday)
Summer 2023	Term Ends (Last day of classes)	July 29, 2023 (Saturday)

Semester	Activity/Event	Date
Fall 2023	Semester begins (Faculty return)	August 14, 2023 (Monday)
Fall 2023	Faculty Development Week	August 14 - 18, 2023 (Monday – Friday)
Fall 2023	Faculty Registration & Prep Period	August 21-23, 2023 (Monday-Wednesday)
Fall 2023	First day of classes for Fall 2023 Semester	August 24, 2023 (Thursday)
Fall 2023	Saturday classes begin (Regular session)	August 26, 2023 (Saturday)
Fall 2023	Labor Day (Holiday)	September 4, 2023 (Monday)
Fall 2023	Indigenous People's Day (Holiday)	October 9, 2023 (Monday)
Fall 2023	Midterm date (Regular session)	October 20, 2023 (Friday)
Fall 2023	Veterans Day (Observed Holiday)	November 10, 2023 (Friday)
Fall 2023	Last student-initiated withdrawal date (Regular session)	November 17, 2023 (Friday)
Fall 2023	Thanksgiving (Holiday)	November 23 - 25, 2023 (Thursday, Friday & Saturday)
Fall 2023	Semester Ends (Last day of classes)	December 16, 2023 (Saturday)
Semester	Activity/Event	Date
Spring 2024	Semester begins (Faculty return)	January 8, 2024 (Monday)
Spring 2024	Martin Luther King, Jr. Day (Holiday)	January 15, 2024 (Monday)
Spring 2024	First day of classes for Spring 2024 Semester	January 16, 2024 (Tuesday)
Spring 2024	Saturday classes begin (Regular session)	January 20, 2024 (Saturday)
Spring 2024	President's Day (Holiday)	February 19, 2024 (Monday)
Spring 2024	Midterm date (Regular session)	March 14, 2024 (Thursday)
Spring 2024	Spring Break	March 25 - March 31, 2024 (Monday – Sunday)
Spring 2024	Last student-initiated withdrawal date (Regular session)	April 12, 2024 (Friday)
Spring 2024	Semester Ends (Last day of classes)	May 11, 2024 (Saturday)
Semester	Activity/Event	Date
Summer 2024	Term begins	June 3, 2024 (Monday)
Summer 2024	First day of classes for Summer 2024 Term	June 5, 2024 (Wednesday)
Summer 2024	Juneteenth (Holiday)	June 19, 2024 (Wednesday)
Summer 2024	Midterm date (Regular session)	July 1, 2024 (Tuesday)
Summer 2024	Independence Day (Holiday)	July 4, 2024 (Thursday)
Summer 2024	Last student-initiated withdrawal date (Regular session)	July 14, 2024 (Sunday)
Summer 2024	Term Ends (Last day of classes)	July 27, 2024 (Saturday)

Semester	Activity/Event	Date
Fall 2024	Semester begins (Faculty return)	August 12, 2024 (Monday)
Fall 2024	Faculty Development Week	August 12 - 16, 2024 (Monday – Friday)
Fall 2024	Faculty Registration & Prep Period	August 19-21, 2024 (Monday-

		Wednesday)
Fall 2024	First day of classes for Fall 2024 Semester	August 22, 2024 (Thursday)
Fall 2024	Saturday classes begin (Regular session)	August 24, 2024 (Saturday)
Fall 2024	Labor Day (Holiday)	September 2, 2024 (Monday)
Fall 2024	Indigenous People's Day (Holiday)	October 14, 2024 (Monday)
Fall 2024	Midterm date (Regular session)	October 18, 2024 (Friday)
Fall 2024	Veterans Day (Holiday)	November 11, 2024(Monday)
Fall 2024	Last student-initiated withdrawal date (Regular session)	November 15, 2024 (Friday)
Fall 2024	Thanksgiving (Holiday)	November 28 - 30, 2024 (Thursday, Friday & Saturday)
Fall 2024	Semester Ends (Last day of classes)	December 14, 2024 (Saturday)
<b>Semester</b>	<b>Activity/Event</b>	<b>Date</b>
Spring 2025	Semester begins (Faculty return)	January 6, 2025 (Monday)
Spring 2025	First day of classes for Spring 2025 Semester	January 13, 2025 (Monday)
Spring 2025	Saturday classes begin (Regular session)	January 18, 2025 (Saturday)
Spring 2025	Martin Luther King, Jr. Day (Holiday)	January 20, 2025 (Monday)
Spring 2025	President's Day (Holiday)	February 17, 2025 (Monday)
Spring 2025	Midterm date (Regular session)	March 12, 2025 (Wednesday)
Spring 2025	Last student initiated withdrawal date (Regular session)	April 10, 2025 (Thursday)
Spring 2025	Spring Break	April 14 – April 20, 2025 (Monday – Sunday)
Spring 2025	Semester Ends (Last day of classes)	May 10, 2025 (Saturday)
<b>Semester</b>	<b>Activity/Event</b>	<b>Date</b>
Summer 2025	Term begins	June 2, 2025 (Monday)
Summer 2025	First day of classes for Summer 2025 Term	June 4, 2025 (Wednesday)
Summer 2025	Juneteenth (Holiday)	June 19, 2025 (Thursday)
Summer 2025	Midterm date (Regular session)	June 30, 2025 (Monday)
Summer 2025	Independence Day (Holiday)	July 4, 2025 (Friday)
Summer 2025	Last student-initiated withdrawal date (Regular session)	July 13, 2025 (Sunday)
Summer 2025	Term Ends (Last day of classes)	July 26, 2025 (Saturday)

<b>Semester</b>	<b>Activity/Event</b>	<b>Date</b>
Fall 2025	Semester begins (Faculty return)	August 11, 2025 (Monday)
Fall 2025	Faculty Development Week	August 11 - 15, 2025 (Monday – Friday)
Fall 2025	Faculty Registration & Prep Period	August 18-20, 2025 (Monday-Wednesday)
Fall 2025	First day of classes for Fall 2025 Semester	August 21, 2025 (Thursday)
Fall 2025	Saturday classes begin (Regular session)	August 23, 2025 (Saturday)
Fall 2025	Labor Day (Holiday)	September 1, 2025 (Monday)

Fall 2025	Indigenous People's Day (Holiday)	October 13, 2025 (Monday)
Fall 2025	Midterm date (Regular session)	October 17, 2025 (Friday)
Fall 2025	Veterans Day (Holiday)	November 11, 2025 (Tuesday)
Fall 2025	Last student-initiated withdrawal date (Regular session)	November 14, 2025 (Friday)
Fall 2025	Thanksgiving (Holiday)	November 27 - 29, 2025 (Thursday, Friday & Saturday)
Fall 2025	Semester Ends (Last day of classes)	December 13, 2025 (Saturday)
<b>Semester</b>	<b>Activity/Event</b>	<b>Date</b>
Spring 2026	Semester begins (Faculty return)	January 5, 2026 (Monday)
Spring 2026	First day of classes for Spring 2026 Semester	January 12, 2026 (Monday)
Spring 2026	Saturday classes begin (Regular session)	January 17, 2026 (Saturday)
Spring 2026	Martin Luther King, Jr. Day (Holiday)	January 19, 2026 (Monday)
Spring 2026	President's Day (Holiday)	February 16, 2026 (Monday)
Spring 2026	Midterm date (Regular session)	March 11, 2026 (Wednesday)
Spring 2026	Spring Break	March 30 – April 5, 2026 (Monday – Sunday)
Spring 2026	Last student-initiated withdrawal date (Regular session)	April 9, 2026 (Thursday)
Spring 2026	Semester Ends (Last day of classes)	May 9, 2026 (Saturday)
<b>Semester</b>	<b>Activity/Event</b>	<b>Date</b>
Summer 2026	Term begins	June 1, 2026 (Monday)
Summer 2026	First day of classes for Summer 2026 Term	June 3, 2026 (Wednesday)
Summer 2026	Juneteenth (Holiday)	June 19, 2026 (Friday)
Summer 2026	Midterm date (Regular session)	June 29, 2026 (Monday)
Summer 2026	Independence Day (Observed Holiday)	July 3, 2026 (Friday)
Summer 2026	Last student-initiated withdrawal date (Regular session)	July 12, 2026 (Sunday)
Summer 2026	Term Ends (Last day of classes)	July 25, 2026 (Saturday)

**APPENDIX E**  
**TEACHING LOAD CREDIT FOR COACHING DUTIES**

1. Varsity sports offered at each of the colleges shall be determined by the local President
2. A special honors class will be included as part of the schedule for each coach for all sports except baseball, basketball, and football. Each college shall have the local option of including honors classes for all sports if it desires and the honors class may be assigned to an assistant coach when appropriate.
3. An example of the 100 level honors class would be as follows: Hours to be assigned for coaching the intercollegiate tennis team — 5 hours. This would be recorded on the coach's program as 3 hours for P.E. 122 -- Tennis Honors and 2 additional hours for coaching. If a student is either dropped from the team by the coach or leaves voluntarily during the course of the season, the athlete would be allowed to return to a regular 100 level physical education course for credit or would receive a "W" grade in the honors class Honors classes will be listed as follows:

Physical Education 120 -- Team Sports

Physical Education 122 -- Individual Sports

and followed by the name of the sport with the coach's name listed as the instructor. In sports where coaching hours are listed for an assistant coach, the honors class may be assigned to the assistant coach.

4. The assigned coaching hours are to be equal for men and women coaches for each sport. If a team plays a considerably reduced intercollegiate schedule with reduced practice hours as compared to the normal athletic program in that sport, then the assigned hours for coaching could be reduced on a pro rata basis.
5. Hours to be assigned as part of the normal teaching load for coaching varsity intercollegiate sports:

**FOOTBALL**

Head Coach	10 hours
#1 Assistant	7 hours (Fall Semester)
#2 Assistant	5 hours

## **BASKETBALL**

Head Coach            10 hours (Fall Semester)  
                                 5 hours (Spring Semester)

## **TRACK**

Head Coach            10 hours (Spring Semester)  
Assistant              5 hours

## **CROSS COUNTRY**

Head Coach            5 hours (Fall Semester)

## **SWIMMING**

Head Coach            10 hours (To be divided between two semesters)

## **WRESTLING**

Head Coach            10 hours (To be divided between two semesters)

## **TENNIS**

Head Coach            5 hours (Spring Semester)

## **GOLF**

Head Coach            5 hours (Fall Semester)

## **VOLLEYBALL**

Head Coach            5 hours (Fall Semester – Women), (Spring Semester - Men)

## **SOFTBALL**

Head Coach            5 hours (Spring Semester)

## **GYMNASTICS**

Head Coach            8 hours (To be divided between two semesters)

## **FENCING**

Head Coach            5 hours (Fall Semester)

## **BOWLING**

Head Coach            3 hours (Spring Semester)

## **CHEERLEADING**

Head Coach            No teaching load credit for coaching but this may include three hours of honors class if there is sufficient enrollment for the class.

In all cases where there is no assistant coach, the three hours for honors class may be assigned to the head coach's varsity coaching hours.



**APPENDIX F.1**  
**SIDE LETTERS**

Letter of December 21, 1984

Salvatore G. Rotella, Chancellor  
City Colleges of Chicago  
30 East Lake Street  
Chicago, Illinois 60601

Dear Chancellor Rotella:

In consideration of the fair share, salary schedule and arbitration Memoranda of Agreements between the Union and the Board, the Union agrees

1. Any arbitrator chosen by the Union and the Board shall confine her consideration of cases involving renewal of employment contracts solely to the question whether the procedural steps specified by Article VIII. J. of the Agreement have been followed. The arbitrator shall not review the merits of any academic judgment made by eligible department members, the department chairperson or College President charged with the responsibility of making such judgments.

For the purpose of course assignment, a department's or administration's decision on whether a faculty member is qualified to teach shall be based on Article VIII. F.2.c. If the department or administration determines that a faculty member is not qualified on the basis of Article VIII. F.2.c., the academic judgment of the department or the administration shall not be arbitrable.

2. In recognition that it bears a responsibility equal to the Board's to enforce all the terms of the Agreement, including those terms which impose obligations or limitations on faculty members, the Union will assiduously monitor and rigorously insist upon faculty members' compliance with the standards of professionalism contained in the Agreement.
3. The officers of the Union agree to recommend a change in Union policy at the December 21 Executive Board meeting regarding grievances taken by the Union to the Step 2 stage of the grievance procedure, so that a judgment on the merits of a grievance is made by the Union prior to appealing the grievance to the Chancellor or her designee. If the grievance is found by the Union to lack merit, the Union will not submit to the central level.

The paragraphs of this letter will become an integral part of the 1984-1986 Agreement between the Trustees of Community College District No. 508 and the Union.

Sincerely,

[signed]

Norman G. Swenson, President

## APPENDIX F.2

Letter of December 30, 1985

The administration and the Union commit themselves to a re-evaluation of the department structure of the colleges. To this end, at each college the President and the Union chapter chairperson will agree upon a Union/administration committee, composed of an equal number of faculty members and administrators. This committee will make recommendations to the Chancellor on a reorganization of departments within that college, developed on a discipline and/or program base. Priority will be given to present departments which have in excess of thirty faculty.

[signed]

Norman Swenson  
President  
CCCTU, Local 1600  
AFT, AFL-CIO

[signed]

Salvatore G. Rotella  
Chancellor  
The City Colleges of Chicago

**APPENDIX F.3  
INTELLECTUAL PROPERTY RIGHTS AND COMPENSATION**

1. Intellectual Property Rights shall be governed by applicable law.
2. Any materials, processes or inventions developed solely by the faculty member's individual effort, on the faculty member's own time, and at the faculty member's own expense, shall be the sole and exclusive property of the faculty member and may be copyrighted or patented, if at all, in his/her name.
3. The ownership of materials, process or invention produced for the Board and at the Board's expense shall vest in the Board and be copyrighted or patented, if at all, in the name of the Board. This shall include, but is not limited to, course description, goals, objectives, syllabus, lesson plans and materials generated in support of those lesson plans.
4. In those instances where materials, process, or inventions are produced by a faculty member with Board support by way of use of significant personnel time, facilities or other Board resources, but without direct financial support in the way of a stipend or other assigned monies, the ownership of the materials, processes, or inventions shall vest in, and be copyrighted or patented, if at all, by the faculty member. In these instances, the Board may require the faculty member to grant a non-exclusive license to the Board for the use of the materials.
5. Any dispute regarding the interpretation and application of the provision of Appendix F.3 shall be subject to the grievance and arbitration provisions of Article X of this Agreement.

Compensation and Benefits

1. Development and Revision
- ~~2.~~ New Asynchronous Online Credit Courses: (\$4500) per course. The development of course web site, syllabus, course outline, assignments, (may include video lessons) textbook, study guide, faculty manual, and/or assessment tools are determined by the faculty member developing the course.
3. Revisions of existing online courses:

Textbook or resource update	\$1,600
Full revision of existing online courses	\$2,800

Union-Administration Committee

A Union-Administration Committee shall be formed to consider issues related to DL. The committee shall be composed of eight (8) members, four (4) members selected by the Union and four (4) members selected by the CDL. This committee shall address itself to any issue related to distance learning in the CCC where there may be an impact on terms and conditions of employment and professional responsibilities of members of the bargaining unit.

The Union Administration Committee shall have no authority to add or modify in any way the terms of the collective bargaining agreement.

## **APPENDIX F.4**

### **SIDE LETTER REGARDING CITY COLLEGES FOR THE COMMON GOOD**

City Colleges of Chicago agrees that it shall work with the Chicago Public Schools to conduct a community needs analysis (the “Community Needs Analysis”) with respect to each of CCC’s and CPS’ student bodies within the communities surrounding each of the seven City Colleges. In consultation with the Union, CCC agrees to form a task force of 8 CCC employees who are also Local 1600 union members and 8 administrators to research and develop a request for proposal to implement the Community Needs Analysis. The Union will have a consulting and collaborative role throughout the process. The administration will have the final decision in selection of the third-party vendor.

**APPENDIX F.5**  
**SIDE LETTER REGARDING PRETAX PARKING BENEFIT PLAN**

The City Colleges agrees to implement a pretax benefit plan for parking through which employees can make pretax contributions as allowed by the Internal Revenue Code by no later than January 1, 2024.

**APPENDIX F.6**  
**SIDE LETTER REGARDING TRAINING SPECIALISTS**

The City Colleges agrees that for purposes of lane advancement for Training Specialists, the certifications of Certified Master Chef and Milady Master Educator certificate shall qualify an employee for lane advancement. City Colleges further agrees to meet with the Union within six months of ratification of the Agreement to mutually agree upon a list of additional agreed upon certifications that qualify for lane advancement. The list is not exclusive and other certifications may qualify for lane advancement.

## **APPENDIX G HISTORICAL BACKGROUND**

1. The Board is a body politic and corporate created by the State of Illinois, pursuant to the Public Junior College Act, approved July 15, 1965, III. Rev. Stat. 1965, Ch. 122 101 Section 100-12.
2. The Union is a labor organization, duly chartered by the American Federation of Teachers, AFL-CIO, which admits to membership college teachers and represents such teachers in matters concerning salaries, fringe benefits and working conditions.
3. The Public Junior College Act specified, inter alia, that the Board has the duties “to adopt and enforce all necessary rules for the management and government of the colleges of its district’ . . . “to appoint all teachers and fix the amount of their salaries” . . . “to establish tenure policies for the employment of teachers and the cause for removal.”
4. No provision of the Public Junior College Act allows the Board to delegate or relinquish in whole or in part its statutory duties and responsibilities.
5. Pursuant to the opinion of its counsel dated August 22, 1966, the Board exercised its lawful discretion and consented to negotiate with an organizational representative of its faculty members as exclusive collective representative of such employees, regarding salaries, fringe benefits and working conditions if such representative were so designated by a majority thereof.
6. By appropriate proceedings and within the area of Board discretion described in the opinion of Board counsel, authorization was given by the Board on September 26, 1966, to the conduct of a representative election by the American Arbitration Association.
7. On October 10, 1966, the American Arbitration Association certified that 592 secret ballots were cast in said election and that 535 votes therein were cast for the Union.
8. Pursuant to the foregoing, on October 11, 1966, the Board recognized the Union as the exclusive Collective Representative regarding salaries, fringe benefits and employment conditions for all faculty members in the bargaining unit.
9. A Negotiating Committee was thereafter appointed by the Board to conduct negotiations with a similar committee of the Union.



10. As a result of such negotiations, the Board Negotiating Committee achieved consensus with Union representatives regarding salaries, fringe benefits, and employment conditions for all faculty members in the bargaining unit for the period of January 1, 1967 through December 31, 1968.
11. The Board Negotiating Committee recommended to the Board that such consensus be recorded in a written Agreement.
12. Having previously voluntarily endorsed the practices and procedures of collective bargaining as a peaceful, fair and orderly method of employment relations insofar as such practices and procedures are appropriate to the special functions of the Board, are permitted by law, and are consonant with the paramount interests of the students of the College, the College system and the public, the Board approved and accepted the recommendations of its Negotiating Committee by formal action at its meeting of May 9, 1967, and authorized its President on behalf of the Board to sign the Agreement so recommended.
13. By appropriate procedures the Union authorized its President similarly to sign said Agreement.
14. In accordance with the terms and procedures of their Agreement which was to terminate on December 31, 1968, the parties entered into negotiations on September 1, 1968, for the purpose of reaching a new Agreement with regard to salaries, fringe benefits and working conditions for the period commencing January 1, 1969.
15. Such an Agreement was adopted by the Board and signed by its Chairman and Secretary and the President of the Union. The Agreement so adopted is determinative of salaries, fringe benefits and working conditions of all faculty members in the bargaining unit for the period of January 1, 1969, to December 31, 1970.
16. In accordance with the terms and procedures of their Agreement which was to terminate on December 31, 1970, the parties entered into negotiations on October 5, 1970, for the purpose of reaching a new Agreement with regard to salaries, fringe benefits and working conditions for the period commencing January 1, 1971.
17. Such an Agreement was adopted by the Board and signed by its Chairman and Secretary and the President of the Union. The Agreement so adopted is determinative of salaries, fringe benefits and working conditions of all faculty members in the bargaining unit for the period of January 1, 1971, through June 30, 1973.
18. In accordance with the terms and procedures of their Agreement which was to terminate on June 30, 1973, the parties entered into negotiations on March 15, 1973, for the purpose of reaching a new Agreement with regard to salaries, fringe benefits and working conditions for the period commencing July 1, 1973.

19. Such an Agreement was ratified by the Board at its special meeting held on January 18, 1974, and signed by its Chairman and Secretary and the President of the Union. As part of this Agreement, the Board agreed:
  - a. to give priority to the employment of certain designated individuals in the social science, humanities, and speech departments at Kennedy-King College, or any of the other colleges.
  - b. to offer employment with full credit for previous service to two designated individuals at Malcolm X College.

The Agreement so adopted is determinative of salaries, fringe benefits and working conditions of all faculty members in the bargaining unit for the period of July 1, 1973, through June 30, 1975.

20. In accordance with the terms and procedures of their Agreement which was to terminate on June 30, 1975, the parties entered into negotiations on February 28, 1975, for the purpose of reaching a new Agreement with regard to salaries, fringe benefits, and working conditions.
21. Such an Agreement was ratified by the Board at its meeting held on November 4, 1975, and signed by its Chairman and Secretary and the President of the Union. The Agreement so adopted is determinative of salaries, fringe benefits, and working conditions of all faculty members in the bargaining unit for the period specified in Article XV.
22. In the winter of 1988-89 the Union and the Board reached an historic four-year agreement. For the first time the Board team was led by a Board member, James Dyson, in consultation with Board Chairman Reynaldo Glover, while Norman Swenson was chief negotiator for the Union. The Agreement was ratified by the Board at its meeting held on January 23, 1989, and signed by its Chairman and Secretary and the President of the Union. The Agreement so adopted is determinative of salaries; fringe benefits, and working conditions of all faculty members and full-time training specialists in the bargaining unit for the period specified in Article XV.

## **APPENDIX H TELEWORK POLICY**

### **City Colleges of Chicago Telework Policy Effective October 31, 2021**

#### **I. Purpose**

The purpose of this Telework Policy (“this Policy”) is to allow certain eligible employees of the City Colleges of Chicago (“CCC”) to telework, from home or other approved work location, for all or part of their workweek. It is anticipated teleworking, in accordance with this Policy, will (i) allow CCC to continue certain remote innovations that are beneficial to student success; and (ii) improve productivity and job performance in addition to promoting administrative efficiencies while sustaining the recruitment and retention of a qualified and experienced workforce that will better enable CCC to deliver its student-centered initiatives.

#### **II. Telework Categories and Eligibility**

##### **A. Category 1: Remote Position**

CCC’s Human Resources Department may establish remote positions, based upon CCC’s needs. A remote position must be identified as such (i) when it is listed and/or advertised, and (ii) in correspondence offering employment for the position. Each employee who holds a remote position is a “Remote Employee.” A Remote Employee may not work out of a CCC facility or other CCC location, except that, as determined by the Remote Employee’s supervising manager, a Remote Employee, upon at least 24 hours’ notice, may be directed to report to a CCC facility or other location to attend meetings or events. The job duties of a Remote Employee will be completed at the Remote Employee’s home or other approved work location. A telework agreement (“Telework Agreement”), which is attached as Exhibit 1 to this Policy, is not required for a Remote Employee to telework in accordance with this Section II.A.

##### **B. Category 2: Course Modality**

If the modality of a course is “online live,” then the faculty member, note taker, embedded tutor and/or interpreter (each an “Online Live Employee”) assigned to such course or student taking such course may telework from home or other approved work location during the time period the course is live on a particular date; provided that, such telework is approved, in advance, by the Provost. A Telework Agreement is not required for Online Live Employees to telework in accordance with this Section II.B.

##### **C. Category 3: Non-Bargained For Exempt Employees**

Non-bargained for exempt employees (each an “NBF Employee”), who have been employed by CCC for at least six (6) months of continuous, regular employment, are eligible to telework in accordance with this Policy; provided that the Chief Talent Officer may approve an NBF Employee for telework, in accordance with this Policy, after the NBF Employee has completed 30 days of continuous, regular employment with CCC. A

Telework Agreement is required for NBF Employees to telework in accordance with this Section II.C.

**D. Category 4: Bargained For Exempt Employees**

Bargained for exempt employees, except for employees who are assigned to the alternative high schools/middle colleges located at each of Truman College and Olive Harvey College, who (i) hold the position of (a) one of the positions set forth on Exhibit 2 hereto (an “Exhibit 2 Position”) (b) Librarian, (c) Part-time Librarian, (d) Coordinator – Tutor Support Services, or (e) Reading Clinician (each a “BF Exempt Employee”); (ii) are scheduled by their supervisor, and approved by the appropriate Dean or, for District Office employees, the appropriate Cabinet Member, to provide exclusively remote services or instruction (collectively, “Exclusive Remote Services”) during a certain time period on a particular date; and (iii) have been employed by CCC for at least six (6) months of continuous, regular employment are eligible to telework, in accordance with this Policy, during the time period such Exclusive Remote Services are provided on a particular date. Notwithstanding the foregoing 6-month continuous work requirement, the Chief Talent Officer may approve a BF Exempt Employee for telework, in accordance with this Policy, after the BF Exempt Employee has completed 30 days of continuous, regular employment with [CCC](#). BF Exempt Employees who hold an Exhibit 2 Position are limited to a maximum of two days of telework per week under this Policy. A Telework Agreement is required for BF Exempt Employees to telework in accordance with this Section II.D.

**E. Category 5: Bargained For Non-Exempt Employees**

Bargained for non-exempt employees, except for employees who are assigned to the alternative high schools/middle colleges located at each of Truman College and Olive Harvey College, who (i) hold the position of (a) one of the positions set forth on Exhibit 3 hereto (an “Exhibit 3 Position”), (b) Tutor – Part-time, or (c) Tutor – Skills – Part-time (each a “BF Non-exempt Employee”); (ii) are scheduled by their supervisor, and approved by the appropriate Dean or, for District Office employees, the appropriate Cabinet Member, to provide Exclusive Remote Services during a certain time period on a particular date; and (iii) have been employed by CCC for at least six (6) months of continuous, regular employment are eligible to telework, in accordance with this Policy, during the time period such Exclusive Remote Services are provided on a particular date. Notwithstanding the foregoing 6-month continuous work requirement, the Chief Talent Officer may approve a BF Non-exempt Employee for telework, in accordance with this Policy, after the BF Non-exempt Employee has completed 30 days of continuous, regular employment with [CCC](#). BF Non-exempt Employees who hold an Exhibit 3 Position are limited to a maximum of two days of telework per week under this Policy. A Telework Agreement is required for BF Non-exempt Employees to telework in accordance with this Section II.E

**F. Eligibility**

Only (i) Remote Employees, (ii) Online Live Employees, (iii) NBF Employees, (iv) BF Exempt Employees, and (v) BF Non-exempt Employees (each referred to herein as “employee” or collectively as “employees”) are eligible to telework.

### **III. Determining Telework**

#### **A. Process**

An NBF Employee, a BF Exempt Employee or a BF Non-exempt Employee may request to telework by discussing the option with such employee’s supervising manager. If the supervising manager agrees teleworking is a viable option for the employee, a Telework Agreement must be completed and executed by the employee and such employee’s supervising manager. Thereafter, such Telework Agreement must be forwarded to the applicable cabinet member or president for review. If the cabinet member or president approves the Telework Agreement, the Telework Agreement must be forwarded to the District Human Resources Department for review. If the applicable cabinet member or president is the employee’s supervising manager, after such supervising manager executes the Telework Agreement, it must be forwarded to the District Human Resources Department for review. A Telework Agreement is effective after it is approved and executed by the applicable cabinet member and the Chief Talent Officer of the Human Resources Department.

#### **B. Considerations for Telework Approval**

When determining whether or not telework is appropriate, supervising managers must consider whether or not it is operationally feasible for the employee to perform their job duties away from a CCC facility. The following should be included when the supervising manager determines if teleworking is appropriate:

##### **(1) Employee suitability**

- Has employee demonstrated the ability to work independently?
- Has the employee demonstrated sufficient organization and time management skills?
- Is the employee self-motivated and results orientated?
- If the position is managerial, can the employee effectively supervise their subordinate employees remotely?

##### **(2) Job responsibilities**

- Can the work performed be monitored by output versus time spent doing the job?
- Is the job characterized by clearly defined tasks and deliverables?
- Is there sufficient work for the employee to perform away from the worksite?
- Does the work require minimal need for on-site files, records, special equipment, software, or other resources?
- Does the position require face-to-face contact with the public, colleagues or students?

- Can the work be performed remotely without unnecessary risk to the security of data, networks, or client confidentiality?

### **(3) Resources**

- Are there budgetary constraints?
- Will allowing remote work create scheduling issues?
- Will the remote work location be sufficient to perform duties (e.g. a safe, private, and quiet space that is conducive to the employee performing job duties)?
- Will remote work impact service quality or operations, or increase workload for other employees?
- What are the technical and equipment needs required to perform the work and can those technical and equipment needs be readily accessed from home?

## **IV. Terms and Conditions of Telework**

### **A. Conditions or Employment and Termination or Telework**

Telework permitted in accordance with this Policy is a voluntary work alternative that may be appropriate for some employees and some job positions. Teleworking is not an entitlement nor a district-wide benefit. Teleworking does not alter an employee's terms and conditions of employment. Notwithstanding anything in this Policy to the contrary, at any time, CCC may terminate any and all telework, including any applicable Telework Agreements, permitted in accordance with this Policy, in its sole discretion. Every effort will be made to provide ten (10) working days' notice of such change to accommodate commuting and other problems that may arise from such change. However, CCC reserves the right to terminate telework permitted in accordance with this Policy without notice, if circumstances require such action, as determined in CCC's sole discretion.

### **B. Equipment and Facilities**

CCC will provide employees with the equipment required to telework in accordance with this Policy. Except as provided in CCC's expense reimbursement policy or as required by law, CCC is not responsible for the costs of or related to Employees' personal equipment and utilized while teleworking in accordance with this Policy. CCC accepts no responsibility for damage or repairs to Employee-owned equipment. CCC reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by CCC is to be used for business purposes only. The employee must sign an inventory of all office property and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, or at the conclusion of the telework arrangement, all CCC property will be returned to CCC, unless other arrangements have been made.

Consistent with CCC's expectations of information security for employees working at the office, employees engaged in telework will be required to ensure the protection of confidential information, including any student information or records, from their home

office. Steps may include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment.

CCC assumes no responsibility for injuries occurring in the employee's remote workspace outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote workspace. The employee agrees to maintain safe conditions in the remote workspace and to practice no less than the same safety habits and rules as those applying on CCC's premises.

Workers' compensation benefits are the sole remedy for job-related injuries to employees that occur in the employee's remote workspace during working hours. All job-related accidents must be reported immediately for investigation. Employees who work remotely should do so from a workspace that reasonably does not endanger the employee or others.

### **C. Time Keeping**

Employees must comply with CCC's required time keeping through electronic means, if available. Employees must work their regularly scheduled hours while teleworking in accordance with this Policy.

Remote Employees, Online Live Employees and BF Non-exempt Employees who are non-exempt employees (collectively, "non-exempt employees") are responsible for keeping accurate records of their scheduled workday and actual hours worked. Nonexempt employees will be required to log into their computer at the beginning of each workday and log out at the end of each workday, as well as at the beginning and end of their lunch period. All overtime worked by non-exempt employees must be authorized in advance in accordance with CCC's policies. Non-exempt employees must accurately record their actual time worked. Falsifying or tampering with the recording of time may result in disciplinary action up to and including termination of employment.

### **D. Availability**

A pattern of unavailability, such as a lack of reliable internet access, may be grounds for revoking telework permitted under Sections II.B and II.C of this Policy and terminating employment related to telework permitted under Section II.A of this Policy. Employees must be available for and participate in meetings in accordance with the normal demands of their job positions. If needed for business purposes, upon at least 24 hours' notice, employees will be directed to report to a CCC facility or other location to attend meetings or to perform other job-related functions.

### **E. Employee Compliance**

Employees must comply with all CCC Board Policies and Procedures, and all CCC policies, manuals and handbooks (collectively, "Rules"). Violation of such Rules may

result in immediate termination of telework permitted in accordance with this Policy and disciplinary action up to and including termination.

#### **F. Employee Leave**

Employees who have any illness or injury that restricts or renders the employee incapable of performing their job duties are not expected to and should not work from home while ill or injured. Employees are responsible for notifying the Human Resources Department if the employee has qualifying conditions for family medical leave or sick leave while teleworking. Accrual of leave benefits and requests for sick leave and vacation usage will apply in accordance with CCC's Rules. Employees are expected to work during their approved schedule unless sick time, vacation time or other leave has been approved.

#### **G. Telework Agreement**

Each Telework Agreement must include a term for a set period of time; provided that such term shall not exceed twelve (12) months. There is no limit to the number of Telework Agreements an NBF Employee, a BF Exempt Employee or a BF Non-exempt Employee may enter into; provided that the approvals set forth in this Policy are obtained.

#### **V. Informal Remote Work**

This Policy does not impact the ability of cabinet members to permit informal, short-term telework, for certain non-bargained for employees, to address various circumstances.

**VI. Emergencies and Other Unexpected Contingencies.** In the event of an emergency, including, pandemics, fire or other significant disruption to CCC facilities, upon receiving the Chancellor's written approval, supervising managers may work with their cabinet member or president, as applicable, and the District Human Resources Department to consider if telework ("Emergency Telework") is feasible for up to one month for the affected employees, including those employees who are not eligible for telework in accordance with Section II of this Policy. Emergency Telework is not mandatory and will be implemented, if at all, on a case-by-case basis. Any Emergency Telework that extends beyond one month, in the aggregate, requires the advance approval of CCC's Board of Trustees. Emergency Telework, in accordance with this Section VI., does not require the execution of a Telework Agreement.

#### **VII. Termination of Policy**

Notwithstanding anything herein to the contrary, this Policy may be terminated by the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois (the "Board") at any time and in its sole discretion. Upon such termination, telework permitted by this Policy, along with any Telework Agreements, shall immediately terminate.



EXHIBIT 1  
Telework Agreement

**CITY COLLEGES OF CHICAGO  
TELEWORK AGREEMENT**

City College of Chicago (“CCC”) has implemented a Telework Policy (the “Telework Policy”) that is effective as of October 31, 2021. The terms and conditions of the Telework Policy are hereby incorporated into and made part of this Telework Agreement (the “ Telework Agreement”). In the event of a conflict between the Telework Agreement and the Telework Policy, the Telework Policy shall govern. The Telework Policy allows eligible employees to work from home or other approved work location under certain conditions which are described in the Telework Policy. The terms and conditions of employment, including all CCC policies and procedures, and all departmental policies and procedures, continue to apply in any telework arrangement permitted in accordance with the Telework Policy. CCC is under no obligation to approve any Telework Agreement. The decision whether to approve telework will be made in accordance with the Telework Policy and on a case-by-case basis.

Employee Name: \_\_\_\_\_

Work Location: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Supervising Manager: \_\_\_\_\_

The employee’s core hours on telework days will be consistent with their standard work hours/schedule.

For time reporting, the employee must utilize the CCCWorks Web Clock.

In the event the CCC, or a portion thereof, is closed or delays opening due to an emergency on the employee’s regular telework day, the employee is to continue working their telework schedule unless otherwise notified.

**Job Tasks**

The employee will maintain contact with their work unit/department and colleagues, including attending meetings on telework days via telephone and/or web conferencing solutions.

**Communication**

To maintain close communication and standards of professionalism while teleworking, the employee shall:

- Be available to supervisors and colleagues by telephone, video conference and email during work hours;
- Make all reasonable attempts to return calls and emails the same day they are received;

- Complete required communication with Supervising Manager;
- Attend meetings via telephone/teleconference; and
- Have office forward calls to telework location, if feasible.

**Compensation and Benefits**

The employee shall utilize CCCWorks Web clock in replacement of on-site clocks where applicable. If employee doesn't utilize CCCWorks for time reporting they will continue with their process as it currently is completed. The employee's compensation and benefits shall not be affected by teleworking. For employees eligible for overtime, the employee shall not work overtime without prior written approval from their Supervising Manager.

**Equipment and Expenses**

CCC shall determine the minimum equipment and software necessary for the employee to telework in a timely, efficient, and professional manner. In determining which equipment shall be provided by CCC, CCC shall consider appropriateness and availability. The employee is required to return any CCC equipment and property upon request after the telework period is completed.

CCC will maintain all equipment owned by CCC. The employee will not perform maintenance or repairs on CCC-owned equipment without prior written approval from CCC. The employee is responsible for service costs, maintenance, and repairs of employee-owned equipment.

Only CCC-owned software may be installed on CCC-owned equipment. The employee may not install or download any other software to CCC-owned equipment without CCC's written approval. All software that an employee uses for telework must be licensed by the software manufacturer.

The employee shall never purchase or rent equipment, services or supplies on the assumption CCC shall reimburse for the cost. CCC's prior written approval must be obtained prior to any expense being incurred.

**Equipment provided by CCC to the employee for telework**

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**Information Security**

The employee teleworking will follow all CCC Policies and City Colleges of Chicago Work rules. Additionally, the employee shall ensure the following:

- The protection of CCC data on disc, hardcopy, or on portable devices from theft, loss, or unauthorized access during transit and at the telework location;
- That approved firewalls and anti-virus software are on all remoted site computers and are kept with current definitions;
- That flash drives or other portable drives are not used;

- All work is saved on CCC data drives (network attached storage (e.g. S:/ or U:/), CCC OneDrive or CCC SharePoint); and
- The employee agrees to follow CCC policies concerning the handling of public records.

**Safety**

The employee confirms that their telework location is a suitable place to work and, to the best of their knowledge, the telework location is safe from conditions that could pose a hazard to health and safety or danger to equipment.

**Limitations**

Teleworkers must observe the following limitations when working from the telework location:

- Employees cannot operate a business or work for another employer during work hours/while clocked in;
- Employees cannot allow others to use CCC equipment or access the CCC network, applications or cloud services.

**Telework Schedule**

Day	Location	Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Miscellaneous Instructions**

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Termination and Amendments

THIS TELEWORK AGREEMENT IS NOT A GUARANTEE OF EMPLOYMENT OR A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, COMPENSATION, TERMS, CONDITIONS OR BENEFITS. EMPLOYMENT IS AT-WILL, WHICH MEANS THAT EITHER CCC OR EMPLOYEE MAY TERMINATE EMPLOYMENT FOR ANY REASON OR NO REASON WITH OR WITHOUT NOTICE OR CAUSE. THIS TELEWORK AGREEMENT CAN BE TERMINATED AT ANY TIME BY CCC OR EMPLOYEE. ANY CHANGES TO THIS AGREEMENT MUST BE IN WRITING AND APPROVED BY THE SUPERVISING MANAGER, THE CABINET MEMBER/PRESIDENT AND THE CHIEF TALENT OFFICER.

[signature page follows]

**ACKNOWLEDGED AND AGREED:**

EMPLOYEE: By signing, the employee states they have read, understand, and agree to the terms and conditions of this Telework Agreement and the Telework Policy:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
Supervising Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cabinet Member/President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Talent Officer

\_\_\_\_\_  
Date

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