Shawnee
Community College

COLLECTIVE BARGAINING AGREEMENT

FY21-22

BETWEEN

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

AND

SHAWNEE COLLEGE EDUCATION ASSOCIATION/IEA/NEA

AGREEMENT

This Agreement is entered into this 5th day of April, 2021, by and between the BOARD OF TRUSTEES OF SHAWNEE COMMUNITY COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 531 (hereinafter referred to as the "Board") and the SHAWNEE COLLEGE EDUCATION ASSOCIATION, IEA/NEA (hereinafter referred to as the "Association").

WITNESSETH:

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

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

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

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

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

ARTICLE I

RECOGNITION AND REPRESENTATION

SECTION 1.1 DEFINITIONS AND RECOGNITION

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

SECTION 1.2 MEETING WITH OTHER FACULTY ORGANIZATIONS

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

ARTICLE II

STATUS OF THE AGREEMENT

SECTION 2.1 RATIFICATION AND AMENDMENT

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

SECTION 2.2 PRECEDENCE OF AGREEMENT

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

SECTION 2.3 EXTERNAL LAW

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

ARTICLE III

BOARD RIGHTS

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

1. To determine the College's mission, objectives, policies, and budget and to determine and set all standards of service offered to the public;

2. To maintain executive management and administrative control of the District and its properties and facilities and the activities of its employees as related to the conduct of District affairs;

3. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction and the performance of professional duties according to current Board policy or as the same may from time to time be amended, and to introduce new or improved methods, equipment, and facilities;

4. To establish, modify or eliminate programs, curriculums and/or courses of instruction, including special programs, and athletic, recreational and social events for students, to determine whether to provide or purchase goods and services, and to determine the methods, means, and number of personnel needed to carry out the College's mission, all as deemed necessary or advisable by the Board;

5. To hire all employees, and subject to provisions of law, to determine their qualifications, and the conditions of their continued employment, or their discipline, dismissal or demotion, and to evaluate, promote, tenure, transfer, and lay off all such employees.

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

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

ARTICLE IV

ASSOCIATION-BOARD RELATIONS

SECTION 4.1 INFORMATION TO ASSOCIATION

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

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

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

SECTION 4.2 PUBLIC REQUEST FOR INFORMATION

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

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

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

SECTION 4.3 NOTICE OF BOARD MEETINGS

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

SECTION 4.4 ASSOCIATION/ADMINISTRATIVE MEETINGS

Upon reasonable request of either party, the College President or his/her designees, the Vice-Presidents of the college or their designees, and the Association President and Vice-President or their designees, shall

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

SECTION 4.5 USE OF THE COLLEGE FACILITIES

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

SECTION 4.6 ASSOCIATION-FACULTY COMMUNICATION

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

SECTION 4.7 POSTING OF NOTICES

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

SECTION 4.8 USE OF EQUIPMENT

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

SECTION 4.9 FINANCIAL AND OTHER DATA

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

SECTION 4.10 NON-INTERRUPTION OF SERVICES AND WORK

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

SECTION 4.11 CONTRACT DISTRIBUTION

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

SECTION 4.12 RIGHT TO REPRESENTATION

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

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

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

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

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

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

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

SECTION 4.12.1 NOTIFICATION OF STUDENT GRIEVANCE

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

The specific policies and procedures for students issuing a grievance are detailed in the Shawnee Community College Board Policy, Section 8600A entitled, Grievance Procedure. Within this section, step-by-step instructions and timelines are explained for students issuing a grievance.

SECTION 4.13 PERSONNEL FILE

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

SECTION 4.14 VACANCIES AND PROMOTIONS

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

SECTION 4.15 BOARD AGENDA

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

ARTICLE V

GRIEVANCE PROCEDURE

SECTION 5.1 DEFINITION

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

SECTION 5.2 INFORMAL RESOLUTION

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

SECTION 5.3 PROCEDURE

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

FIRST STEP:

(1) If the faculty member is unable to resolve a grievance informally, written statement of the grievance shall be prepared, signed, and delivered to the President of the College and the President of the Association, simultaneously within thirty (30) calendar days after the first event giving rise to the grievance. The written grievance shall specify the section or sections of this Agreement that are allegedly violated, misinterpreted, or misapplied, the full facts on which the grievance is based and the specific relief requested.

(2) Within ten (10) working days after the written grievance is submitted, a meeting shall be held with the President or his/her designee to resolve the grievance at a time mutually agreed to by all parties concerned, including an Association representative if the faculty member specifically so requests.

(3) The President of the College or his/her designee will answer the grievance in writing within ten (10) working days after such meeting.

SECOND STEP

(1) If the Association is not satisfied with the decision at the First Step, the Association may refer the grievance to arbitration within thirty (30) calendar days after the decision is provided at the First Step, by written notice to the College President.

(2) The parties shall request the Federal Mediation and Conciliation Service to submit a panel of five (5) arbitrators. The initial fee for requesting a panel of arbitrators will be the responsibility of the party requesting arbitration. Each party retains the right to reject one panel in its entirety and

request that a new panel be submitted. The party requesting the new panel will pay the fee associated with the request. Both the Association and the Board or the Board's designee shall have the right to strike two (2) names from the panel. Both the Association and the Board or the Board's designee representatives will meet to strike names from the panel within thirty (30) days of receipts of panel names. The party requesting arbitration shall strike the first two names; the other party shall then strike two names. The person remaining shall be the arbitrator.

(3) The arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing, subject to the availability of Association and Board representatives or the Board's designee.

(4) With the mutual consent of both parties, briefs may be submitted and a written transcript may be taken.

(5) The arbitrator shall submit his/her recommendation in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later. Subject to the agreement of both parties, the expedited arbitration procedure of the American Arbitration Association may be used.

(6) More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.

(7) The fees and expenses of the arbitrator and the cost of a written transcript for the arbitrator shall be divided equally between the Board and the Association; provided, however, that each party shall be responsible for compensating its own representatives and witnesses, and purchasing its own copy of the written transcript.

SECTION 5.4 LIMITATION ON AUTHORITY OF ARBITRATOR

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

SECTION 5.5 TIME LIMITS

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

SECTION 5.6 SCHEDULE OF GRIEVANCE MEETINGS

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

SECTION 5.7 RESOLUTION

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

ARTICLE VI

CONDITIONS OF EMPLOYMENT

SECTION 6.1 HIRING POLICY

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

SECTION 6.2 ACADEMIC FREEDOM

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

SECTION 6.3 CONTINUING EDUCATION/LICENSURE REQUIREMENTS FOR FACULTY

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

Any faculty required to complete continuing education courses in relation to their employment will use the professional development funds allocated by the college in Section 10.91.1. Any funds beyond the amount in the professional development fund will have to be pre-approved by the Board before monies will be further devoted.

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

SECTION 6.4 OUTSIDE EMPLOYMENT

A full-time faculty member shall not undertake, contract for or accept anything of value in return for research or consulting services, nor shall he/she otherwise be self-employed nor employed by employers

other than the College, when such activity will interfere with the performance of College duties or be in competition with College activities or programs. If a faculty member desires outside employment teaching with another educational institution they must receive permission from the Vice-President of Academic Affairs and Student Learning every year.

SECTION 6.5 COLLEGE CALENDAR

The regular academic year (fall and spring semesters) shall not exceed 170 operational days, excluding holidays and official break periods. There shall be no more than 150 instructional days as required by ICCB, eight (8) final exam days, one (1) day for graduation, four (4) faculty professional development days, one (1) Shawnee Experience Day and one (1) assessment workshop day.

The four faculty professional development days will be held each fiscal year as follows: one day at the beginning of fall semester, one day at the beginning of the spring semester as indicated by the official calendar. Two days will be held each fiscal year to be mutually determined by the division chair and the Vice-President of Academic Affairs and Student Learning. The division chair shall submit a plan for the two days of professional development activities to the Vice-President of Academic Affairs and Student Learning for approval prior to the activities being held. In case of inclement weather or emergency cancellation, by the college President two (2) instructional days may be cancelled without affecting the college calendar. Thereafter, up to two additional cancelled instructional days shall be made up via rescheduling final exam days into instructional days. Any additional instructional days cancelled shall be made up by rescheduling official college breaks or holidays into instructional days.

The Association shall be given the opportunity to present to the Administration suggestions in regard to the college calendar prior to its presentation to the Board.

SECTION 6.6 FACULTY LOUNGE

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

SECTION 6.7 OFFICE HOURS

Faculty members shall submit their schedule of office hours to the appropriate division chair for approval before the submission to the office of the Vice-President of Academic Affairs and Student Learning. Upon approval, faculty shall post their office hours' schedule on or beside their office door and on the course syllabi.

Each faculty member shall post and maintain a minimum of ten (10) office hours each week. Faculty members may count a maximum of two hours each week as on-line (ie: "virtual office time"), but shall post and maintain eight (8) face-to-face office hours on-campus per week over a minimum of 4 days per week. Virtual office hours shall be included in the schedule of office hours. Virtual office hours shall also be placed on the online course website. Each faculty member shall make an effort to set up appointments during other hours to give help to those students whose free time does not correspond with the faculty member's scheduled office hours. Upon recommendation by the division chair and approval by the Vice-President of Academic Affairs and Student Learning, a faculty member may receive permission to adjust the office hour rule.

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

Faculty in a fully online program, must maintain ten (10) virtual face-to-face office hours to fulfill their professional responsibilities. Any change to office hours for a faculty member teaching in a fully online program may be amended upon agreement between the Vice-President of Academic Affairs and Student Learning and the SCEA President.

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

SECTION 6.7.1 FACULTY OFFICES

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

SECTION 6.8 SUMMER SCHOOL ASSIGNMENTS

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

SECTION 6.9 EVENING ON- AND OFF-CAMPUS CLASS ASSIGNMENTS

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

SECTION 6.10 POLICY MANUAL

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

SECTION 6.11 NOTICE OF CLASS ASSIGNMENT

Divisional chairs shall be responsible for completing and forwarding recommended class assignment forms to the Vice President of Academic Affairs for approval. Each faculty member shall receive a class assignment form listing courses and total semester hours assigned at least thirty (30) days prior to the first day of classes. Members of the faculty and the Vice-President of Academic Affairs and Student Learning

or his/her designee shall sign the assignment forms. Any modification of a faculty member's teaching assignment or course load will be communicated to the faculty member in writing within five (5) days of the change. A verification form listing courses and total semester hours taught will be sent to the faculty member one week after midterm reports are due.

SECTION 6.12 PROFESSIONAL CONDUCT

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

ARTICLE VII

LEAVES

SECTION 7.1 SICK LEAVE

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

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

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

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. The immediate family, for the purposes of this section, shall include the spouse, children, parents, sisters, brothers, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

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

Each faculty member shall receive an updated accounting for their total number of unused sick leave days in the personnel section in Colleague. Absence from all of a faculty member's assigned duties for a particular day shall be counted as a full day of sick leave. Sick leave can be taken in one hour increments.

SECTION 7.2 PERSONAL LEAVE

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

Personal leave may not be taken on Commencement day, Assessment Day, and In-Service Days or immediately preceding or following a vacation period, or the first five (5) working days of each semester, unless the faculty member receives permission from the faculty member's immediate supervisor who is not a member of the bargaining unit due to the existence of extraordinary or emergency circumstances.

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

SECTION 7.3 BEREAVEMENT LEAVE

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

SECTION 7.4 JURY DUTY

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

SECTION 7.5 UNPAID LEAVE OF ABSENCE

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

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

SECTION 7.5.1 INSURANCE DURING LEAVE

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

ARTICLE VIII

SENIORITY

SECTION 8.1 DEFINITION OF SENIORITY

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

SECTION 8.2 SENIORITY UPON RETURN TO THE BARGAINING UNIT

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

SECTION 8.3 TERMINATION OF SENIORITY

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

1. Quits or resigns; or

2. Is terminated in accordance with the provisions of applicable law and/or applicable terms of this Agreement; or

3. Retires or is retired; or

4. Is a tenured faculty member and
   a. Is laid off for a period of 24 months from the beginning of the school year for which the faculty member was honorably dismissed; or
   b. Fails to respond to notification of recall within fourteen (14) calendar days of its receipt or within twenty-one (21) calendar days of its mailing, whichever is less, provided that a notice of recall is sent by certified or registered mail (return receipt requested) addressed to the most recent address provided by the faculty member. It shall be the responsibility of the faculty members laid off to advise the Human Resource Director in writing of their latest address.

SECTION 8.4 UPDATING OF SENIORITY LIST

In consultation with the Association, the Vice-President of Academic Affairs and Student Learning shall annually update the seniority list each February. Both the Vice-President of Academic Affairs and Student Learning and the President of the Shawnee College Education Association shall sign and date the updated seniority list and share with union membership.

ARTICLE IX

FACULTY WORK LOAD

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

SECTION 9.1 FACULTY TEACHING LOAD

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

SECTION 9.2 FACULTY OVERLOAD

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

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

Twelve-month faculty (See Section 10.6 Extended Contracts).

SECTION 9.2.1 COMPENSATION FOR HIGH ENROLLMENT COURSES

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

SECTION 9.3 LAB HOURS

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

Formula
Lab Contact x .75 = Equated Credit Hours
Example
4 lab contact hours x .75 = 3 equated credit hours

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

The following formula shall be 1 lab contact hour = 1 equated credit hour.

Example

Lab: 2 contact hours x 1 = 2 equated credit hours

SECTION 9.3.1 NURSING CLINICALS

Nursing Clinical is defined as any site outside of classroom in the primary, secondary or tertiary health setting. Labs are defined as on campus and are addressed in Section 9.3.

Student Credit Hour Formula

Student credit hours are calculated as follows: Clinic hours are defined as three (3) 50-minute clinical (contact) hours per week x 15 weeks = 45 clinical hours = one (1) equated credit hour.

1 credit hour = 3 clinical hours per week.

Faculty Load Calculation Formula

Faculty Clinic hours are calculated as follows: Clinic hours are defined as three (3) 50-minute clinical (contact) hours per week x 15 weeks = 45 clinical hours.

45 clinical hours = one equated credit hour

1 credit hour = 3 clinical hours per week.

Example

Clinical: If a clinical course is 2 credit hours then the faculty is paid (1:3)

2 credit hours x 3 = 6 clinical hours

6 clinical hours = 6 equated credit hours toward faculty load calculation for fall and spring clinicals.

Part-time and adjunct faculty members will be paid according to the formula listed above for fall, spring and summer.

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

SECTION 9.4 INCONJUNCTION COURSES

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

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

SECTION 9.5 EXTRA CURRICULAR SPONSORS/COORDINATORS

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

Position	Compensation/per year
Scholar Bowl Coordinator	$1,800
Assessment Coordinator	$4,500
Academic Challenge Competition Coordinator	$900
High School Writing Contest Coordinator	$900

High School Business Skills Coordinator	$900
High School Art/Intercollegiate Art Coordinator	$900
Club Sponsors	
Phi Theta Kappa	$1800
Phi Beta Lambda	$750
Future Teacher Education Organization/Saints Read	$750
Art Club	$400
Cosmetology Club	$400
Social Work Club	$400
Math/Science Club	$400
Music Club	$400
Drama Club	$400
Ag/Advocates Club	$400
Nursing Student Association	$400
Book Club	$400
Criminal Justice Club	$400
Writers Club	$400
History Club	$400

Intent form must be started by September 1st and completed form returned by May 1st of each academic year (Appendix A) containing job expectation, activities/events and year-end report. The stipend shall not be paid if all documentation outlining activities, events, institutional co-curricular assessment form and participation is not submitted by May 1st.

SECTION 9.5.1 NON-INSTRUCTIONAL DUTIES

A rate of $150 per day for non-teaching days beyond 170 operational days (section 6.5) as agreed upon by the Vice-President of Academic Affairs and Student Learning and faculty member. Non-instructional duties outside of 170 operational days will be reimbursed at one credit hour of released time for every 32 hours of service during the semester as assigned by the Vice President of Academic Affairs and Student Learning.

SECTION 9.5.2 DUAL CREDIT MENTOR PAY

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

SECTION 9.6 DIVISIONAL CHAIRS

The following information outlines the proposed format, roles and responsibilities for divisional chairs. Divisional chairs report directly to the Vice-President of Academic Affairs and Student Learning.

1. Four divisions consisting of:
   a. Health Sciences/Allied Health duties are addressed in a memorandum of agreement attached to this document.
   b. Business/Occupation/Technology
   c. Humanities/Social Sciences
   d. Math/Science

2. Responsibilities of Division Chairs:
   a. To supervise, coordinate, and provide overall leadership to activities and programs occurring within the division.
   b. To approve all textbook adoptions for the division and make sure textbooks are current.
   c. To insure that all divisional syllabi and outlines are current and follow a uniform format.
   d. To approve all divisional requests for attendance at seminars, workshops, and conferences and forward such requests to the Vice-President of Academic Affairs and Student Learning.
   e. To assist the Vice-President of Academic Affairs and Student Learning in the recruitment, employment, and orientation of divisional faculty, full and part-time.
   f. To develop proposed fall, summer, and spring class schedules for the division and forward these recommendations to the Vice-President of Academic Affairs and Student Learning.
   g. To assist in the development and monitoring of the annual divisional budget.
   h. To assist the Vice-President of Academic Affairs and Student Learning with program and course articulation.
   i. To assist the Vice-President of Academic Affairs and Student Learning with program and course revision and development.
   j. To assist the Vice-President of Academic Affairs and Student Learning with program and course evaluation.
   k. To encourage and coordinate divisional staff development activities.
   l. In coordination with the Vice-President of Academic Affairs and Student Learning, supervise and evaluate on-campus non-tenured instructors (full- and part-time) within the division and make recommendations to the Vice-President of Academic Affairs and Student Learning regarding their retention.
   m. To make tenure recommendation to the Vice-President of Academic Affairs and Student Learning using the advice of a committee composed of divisional chair and all full-time faculty tenured with the department.
   n. To encourage divisional involvement in and otherwise assist with student recruitment efforts.
   o. Work at least 10 days during the summer term and the schedule must be approved by the Vice-President of Academic Affairs and Student Learning
   p. To be available on campus a minimum of two (2) days the week prior to the start of the fall semester.
   q. To recommend necessary changes to the college catalog as appropriate to the division.
   r. To encourage divisional involvement in and otherwise assist with articulation efforts between the college and district high schools.
   s. To encourage divisional involvement in and otherwise assist with articulation efforts between the college and other four-year institutions.
   t. To report directly to the Vice-President of Academic Affairs and Student Learning.

3. Qualifications for Department Chairperson:
   a. Tenured full-time faculty member.

4. Selection Process:
   a. Divisional Chairs will be elected by the full-time faculty members within each of the four (4) divisions one (1) to three (3) weeks prior to the end of the spring semester of even numbered years. Contingent on there being no negotiated changes in the status, nature, or selection process for Division Chairs, newly elected Divisional Chairs will assume their responsibilities upon the beginning date of the academic year of even-numbered years.
   b. The office of the Vice-President of Academic Affairs and Student Learning will notify all full-time faculty of the election process delineated in this document, including the procedure for obtaining application forms, and the date, location, and time of the election. The Vice-President of Academic Affairs and Student Learning will obtain input from the Association's

Executive Committee in order to select a date and time for the election which will be most convenient for members of that division. The election process will adhere to I.E.A. selection guidelines.

c. Application for division chair shall be by signed letter delivered to the Vice-President of Academic Affairs and Student Learning. If more than one (1) person applies within a division, absentee balloting and/or a secret ballot vote at a formal meeting of that division will be taken to elect a chair. The Vice-President of Academic Affairs and Student Learning and an Association representative from outside the division, chosen by the SCEA Executive committee, will tabulate the ballots. Eligible voting members of the division include all full-time faculty in that division. Members do not have to be present to vote (absentee voting) and in the event of a tie, the Vice-President of Academic Affairs and Student Learning will also be allowed a cast a ballot in the election process.

5. Compensation:
   a. A full-time teaching load will be nine (9) credit hours per semester for all division chairs. A Chair may not teach more than twenty-one (21) semester credit hours per nine-month contract without his/her approval.
   b. The Chair will not be assigned any students for advisement but will attempt to assist with advisement matters as needed.
   c. The Chair should teach no more than one evening class.
   d. The Chair will be given five (5) hours overload credit per semester as salary compensation.

6. Divisional Chairpersons will be provided with secretarial/student worker assistant. Chairpersons will have input in the selection of a secretary/student worker.

7. Evaluation:
   a. An evaluation of each divisional chair will be completed annually by the Vice-President of Academic Affairs and Student Learning.
   b. An evaluation of each divisional chair will be completed annually by the divisional faculty coordinated by the Vice-President of Academic Affairs and Student Learning during the spring semester.

8. Length of Term:
   a. The term will be two years, with elections being conducted in the spring even numbered years.
   b. In the event that a chairperson for some reason is unable to complete the elected term, a replacement will be elected by the division using the same format outlined under selection process 9.6.4.

9. Recall Provision:
   a. On recommendation of the Vice-President of Academic Affairs and Student Learning and agreement by a majority of full-time faculty within a given division or by petition of a majority of full-time faculty within a given division and concurrence by the Vice-President of Academic Affairs and Student Learning, an election to recall a divisional chairperson may be held at any time during the term of this contract. The election will be conducted by the Vice-President of Academic Affairs and Student Learning in accordance with the procedures specified in the selection process 9.6.4.

SECTION 9.7 INTERACTIVE VIDEO CLASSES

1. Qualified full-time faculty who have completed training on the system will be considered to teach interactive video classes prior to the classes being offered to part-time faculty.

2. Faculty members who are trained to teach over the system will be reimbursed for their initial training at the rate of $100 per day or $50 per ½ day for up to three days of training.

3. Full-time faculty who teach interactive video classes will receive a stipend of $100.00 per ITV course taught each semester.

4. Faculty will be paid mileage for all travel incurred for the interactive video class per section 10.2.

5. Interactive video faculty will be given prior knowledge of all individuals, groups, and colleagues who wish to visit the interactive video classroom.

6. Faculty teaching via interactive video are subject to evaluations for the purpose of determining their ability to effectively teach using this medium. All existing policies related to faculty evaluation will be followed.

7. Recordings of interactive video classes are for the purpose of alleviating possible technological problems at receiving sites and, with faculty approval, for students who miss a class or need to review the lesson.

8. Shawnee Community College will provide monitors, proctors and technical assistance as needed for a course. A staff member will be on call at all remote sites who will be available to resolve problem situations.

9. The faculty member, with assistance from the College, is responsible for delivery of tests, handouts, and other materials to receiving sites. The faculty member will provide a prior 24-hour notice of any materials to be delivered. A courier system will be established for the delivery of instructional materials.

10. Faculty involved in interactive video shall have input into decision making regarding which courses should be offered and the scheduling of such courses.

11. Video and audio monitors used for interactive video will not be activated without the faculty's knowledge.

SECTION 9.8 INTERNET BASED INSTRUCTION CLASSES

1. Internet based courses are defined as asynchronous instruction where all parts of the course are taught online.

2. Qualified full-time faculty will be considered to teach internet instruction classes prior to the classes being offered to part-time faculty.

3. Faculty will be paid $400 per credit hour in addition to regular pay for the first course that they adapt to full instructional delivery over the internet with prior written approval of the Vice-President of Academic Affairs and Student Learning. For each succeeding, separate course, the first time it is

adapted to full instructional delivery over the internet, the faculty member shall be paid $250 per credit hour in addition to regular pay with prior written approval of the Vice-President of Academic Affairs and Student Learning. Since the college pays for the development of the course, all components of the course are property of the college and thus can be shared with other faculty.

4. Faculty shall be paid $250 per credit hours for major revisions required to internet based courses in addition to regular pay for online courses. Major revisions must be approved by the Vice-President of Academic Affairs and Student Learning before the project begins.

5. Shawnee Community College will provide needed technical assistance.

6. Faculty teaching internet based courses are subject to evaluations for the purpose of determining their ability to effectively teach using this medium. All existing policies related to faculty evaluations will be followed. Online classes shall not be the sole method of evaluating instructional performance of any faculty member.

7. Faculty involved in internet based course instruction classes shall have input into decision making regarding which courses should be offered and the scheduling of such courses.

8. The college will pay a stipend of $500 to faculty who obtain the Master Online Teacher Certificate through Illinois Online Network.

SECTION 9.9 INDEPENDENT STUDY CLASSES

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

SECTION 9.10 DEVELOPMENT OF NEW COURSES

Faculty members who choose to develop new courses previously not offered will be compensated at a rate of $400 per credit hour with prior written approval of the Vice-President of Academic Affairs and Student Learning. This compensation will not be paid in addition to internet course development stipends.

SECTION 9.11 FACULTY DUTIES

1. Teach classes as determined by the Vice-President of Academic Affairs and Student Learning, Division Chairperson, and faculty. All faculty members will follow course syllabi approved by the college.
2. Teach the scheduled class time.
3. Use a variety of methods and teaching strategies that reflect the different learning styles and needs of students.
4. Participate in the development, implementation, and documentation of appropriate assessment activities as directed by the Vice-President of Academic Affairs and Student Learning. Utilize assessment results to improve teaching and learning in the classroom.
5. Assist the Division chair, appropriate dean and Vice-President of Academic Affairs and Student Learning with program development, program improvement activities, reports, and annual Program Review.

6. In cooperation with other faculty, prepare or revise course syllabi for courses offered in their discipline and submit to the Curriculum and Instruction Committee for review.
7. In cooperation with other faculty, prepare textbook recommendations and submit to the Division Chairperson and Vice-President of Academic Affairs and Student Learning for review.
8. Assist in developing the division unit plan and make recommendations for equipment purchases.
9. Complete and submit grades, (Initial Progress grades (tenth day attendance), midterms and final grades), assessment documentation and other course related reports in a timely manner.
10. Attend division meetings called by the Division Chairperson and faculty meetings called by the administrative officers.
11. Maintain and post office hours on the office door and as filed in administrative offices as per section 6.7.
12. Demonstrate commitment to the teaching/learning process by participating in professional development activities that enable faculty to maintain current perspectives. See 10.9 and 10.9.1.
13. Participate in 2 college standing committees (virtually or face-to-face) as established by the administration.
14. Assist students in meeting needs or solving problems, seeking additional help from other college services when necessary.
15. Faculty may be involved in the student academic advisement.
16. Any preplanned absences must be preapproved by the Vice-President of Academic Affairs and Student Learning. Daily call ins must be reported to the front desk as far in advance as possible. The front desk will follow up with notification to appropriate supervisor and Vice-President of Academic Affairs and Student Learning.
17. All faculty are expected to use a level of technology in the classroom which includes using the institutional Learning Management System (LMS) such as Moodle. LMS documents should include but not limited to the syllabus, course documents, discussion board, etc. This allows for faculty within the discipline and adjunct faculty to utilize these documents in case of an emergency.

ARTICLE X

SALARY AND FRINGE BENEFITS

SECTION 10.1.1 SALARY SCHEDULE

The conclusive salary schedules for the 2021-2022 academic year is attached to and made part of the Agreement and identified as Appendix B. An electronic version of the agreed upon salary schedules will be forwarded to the President of the SCEA.

SECTION 10.1.2 PLACEMENT OF FACULTY ON SALARY SCHEDULE

The salary schedule (Appendix B1 – B2) is attached to and made part of this Agreement.

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

1. A new faculty member may be placed higher than step 10 if the individual has more than 10 years of teaching experience or combined teaching and verifiable, full-time, non-teaching work related experience that may exceed 10 years. Any placement higher than Step 10 will be determined on a case by case basis with Board approval.

2. Part-time teaching will count toward placement on the salary schedule at a rate of 30 equated credit hours equals 1 year.

3. Student teaching, internships, practicums, assistantships (research, teaching, or any other type), do not count toward salary schedule placement.

4 Full-time teaching is defined as actual classroom teaching for a full school year in the same district or school system.

5. Full-time, work-related experience is defined as actual work experience, for a period of at least 11 continuous months for the same employer, which relates directly to and enhances the qualifications for the teaching position for which the applicant is applying.

SECTION 10.1.3 HORIZONTAL SALARY INCREMENTS

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

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

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

1. Higher Education
2. Secondary Education
3. Curriculum and Instruction
4. Occupational Education

5. Other Areas upon recommendation of divisional chair and approval by the Vice-President of Academic Affairs and Student Learning prior to enrollment.

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

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

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

SECTION 10.1.4 ADVANCING SHAWNEE

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

a. Associate degree: $500.00 added to the yearly salary from the salary schedule.
b. Bachelor degree: $1,000.00 added to the yearly salary from the salary schedule.
c. Masters degree: $2,000.00 added to the yearly salary from the salary schedule.
d. Ph.D: $3,000.00 added to the yearly salary from the salary schedule.

SECTION 10.2 MILEAGE REIMBURSEMENT

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

SECTION 10.3 TUITION AND FEES WAIVED

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

SECTION 10.4 PAY PERIODS

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

SECTION 10.5 OVERLOAD (Refer to SECTION 9.2)

SECTION 10.6 EXTENDED CONTRACTS

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

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

SECTION 10.7 INTERNSHIP ASSIGNMENTS

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

SECTION 10.8 DUES DEDUCTIONS

(a) Association Members. The Board shall deduct from the pay of each Association member, excepting cash pay members, the current membership dues of the Association and (its IEA/NEA affiliates). The name of each faculty member with the amount of dues shall be annually certified by the Association and submitted in writing to the Board on or before August 20. The amount specified will be deducted in eight (8) monthly payments beginning September 30 and ending May 15. Certification and notification of dues/fees of any new member employed after the beginning of the academic year shall be within thirty (30) days of employment and dues/fees shall be prorated ending in May. A termination of employment for any reason shall constitute termination of dues/fees deduction on the last day of employment.

(b) Payroll Dues Deduction. The College shall deduct dues from each individual employee's paycheck and transmit the collected amount to the union. Proper authorization for membership payroll deduction shall be the signature of the employee on the authorization form prepared by the Association and submitted to the College. Such authorization shall remain in effect unless the employee cancels such authorization by written notice to the Association President and the College. Association dues deduction shall be submitted to the College on or before August 20th. At the time of submission, the Association shall certify the dollar amount to be deducted from the employee paycheck in eight (8) monthly payments beginning September 30th and ending May 15th. Certification and notification of dues/fee of any new member employed after the beginning of the academic year shall be within thirty (30) days of employment and dues/fees shall be prorated ending in May.

(c) Indemnification. In the event of any claim, demand, or cause of action brought against the Board by reason of its compliance with this Article, the Association agrees to defend such claim, demand, or cause of action at the Association's own expense and through its own counsel. The Board agrees in the event of any such action to give immediate notice of same in writing to the Association and to permit the Association's intervention as a party if it so desires. The Association further agrees to indemnify and hold the Board harmless from any and all liability, damage, or other loss, including the assessment of court

costs and attorney fees, the Board may suffer as a result of any claim, demand, cause of action, or judgment against the Board arising out of the Board's good faith compliance with this Article.

SECTION 10.9 DESIGNATED PROFESSIONAL DEVELOPMENT COURSES

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

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

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

SECTION 10.10 GROUP HEALTH INSURANCE

The College shall provide group health insurance. The Colleges contribution shall be 80% of the individual premium cost for any plan offered for calendar year 2021-2022. Faculty members who chose not to participate in the health insurance in 1996 will receive payment of $2,015 annually, payable during the school year so long as no penalties are triggered under the Affordable Care Act.

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

SECTION 10.11 RETIREMENT INCENTIVE

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

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

SECTION 10.12 REDUCTION IN FORCE

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

(110 ILCS 805/3B-5) (from Ch. 122, par. 103B-5, Sec. 3B-5.) Reduction in Number of Faculty Members. If a dismissal of a faculty member for the ensuing school year results from the decision by the Board to decrease the number of faculty members employed by the Board or to discontinue some particular type of teaching service or program, notice shall be given the affected faculty member not later than 60 days before the end of the preceding school year, together with a statement of honorable dismissal and the reason therefore; provided that the employment of no tenured faculty member may be terminated under the provisions of this Section while any probationary faculty member, or any other employee with less seniority, is retained to render a service which the tenured employee is competent to render. In the event a tenured faculty member is not given notice within the time herein provided, he shall be deemed reemployed for the ensuing school year. Each board, unless otherwise provided in a collective bargaining agreement, shall each year establish a list, categorized by positions, showing the seniority of each faculty member for each position entailing services such faculty member is competent to render. Copies of the list shall be distributed to the exclusive employee representative on or before February 1 of each year. For the period of 24 months from the beginning of the school year for which the faculty member was dismissed, any faculty member shall have the preferred right to reappointment to a position entailing services he is competent to render prior to the appointment of any new faculty member; provided that no non-tenure faculty member or other employee with less seniority shall be employed to render a service which a tenured faculty member is competent to render. The determination by the Board of a faculty member's competence to render a particular teaching service or teaching program is conclusive. (Source: P.A. 86-501.)

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

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

ARTICLE XI

ENTIRE AGREEMENT

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

The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, including the impact of the Board's exercise of its rights as set forth herein on salaries, fringe benefits or terms and conditions of employment unless otherwise expressly hereafter stated to the contrary.

ARTICLE XII

SEPARABILITY

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

ARTICLE XIII

TERM OF AGREEMENT

This Agreement in its entirety shall be effective as of the 5th day of April, 2021 and shall remain in full force and effect until the completion of the 2022 session (which shall be defined to be 3:00 p.m. on the third calendar day after final grades are due at the end of the 2022 summer session.)

IN WITNESS WHEREOF, the parties hereunto have set their hands this 5th day of April, 2021.

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 531, (SHAWNEE COMMUNITY COLLEGE)

BY: _____

TITLE: Chairperson

DATED: 4-5-2021

BY: Andrea Wetherby

TITLE: Secretary

DATED: 4-5-21

SHAWNEE COLLEGE EDUCATION ASSOCIATION, SCEA/IEA/NEA

BY: _____

TITLE: President

DATED: _____

BY: _____

TITLE: SCEA Negotiating Spokesperson

DATED: 4-5-2021

Memorandum of Agreement

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

1. This agreement shall be in effect until August 2022, the termination of this agreement.

2. The Health Sciences/Allied Health Division Chair will be responsible for all division-specific non-nursing programs and faculty therein. The responsibilities of the Division Chair are outlined in the Collective Bargaining Agreement, Section 9.6 (2).

3. The Director of Nursing (DON) will be responsible for all nursing programs, including the Certified Nurse Assistant (CNA) program, and the faculty therein. The duties of the DON are outlined in the DON job description, and are not subject to this Collective Bargaining Agreement.

4. Collaboration will occur between the Health Sciences/Allied Health Division Chair and the Director of Nursing when both nursing and non-nursing courses are included in a program's curriculum guide (i.e., Gerontology certificate).

5. The CNA Program Coordinator duties performed by a faculty member other than the Health Sciences/Allied Health Division Chair or the Director of Nursing will be compensated at the rate of $4500 per fiscal year.

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

The foregoing is agreed to this _____ day of _____, 2021.

Shawnee Community College

Student Club/Coordinator Form

Please complete and return to the Vice-President of Student and Administrative Services before any student club/coordinator activities are scheduled for the current academic year.

Be sure to submit a proposed calendar of activities for the club to the office of the Vice-President of Student and Administrative Services before October 1st or before the beginning of any club activities whichever comes first for the current academic year.
Coordinators should comply with the October 1st deadline.

INFORMATION

Club or Coordinator Name: _____

☐ New ☐ Continuing

Club or Coordinator Purpose: ☐ New ☐ Revised _____
Date

Note: A current copy of the Club/Coordinator purpose must be attached.

Club By-Laws: ☐ New ☐ Revised _____
Date

Note: A current copy of the Club/Coordinator by-laws must be attached.

A list of participating students must be provided at the beginning of every fall and spring semester.

SCC Advisor(s)/Sponsor(s): _____

_____

It is the expectation that clubs will meet at least once a month and promote student participation

CLUB ACTIVITIES

Clubs must participate in the following SCC activities.

1. Club Day (During the Week of Welcome).
2. Fall and/or Spring Fest
3. Recruitment Activity
4. Community Service or Blood Drive

OTHER CLUB ACTIVITIES

Clubs must request approval of fundraising and any other activities from the Vice-President of Student and Administrative Services. Please provide the following information:

Requested Activity: _____

_____

_____

Date of Activity: _____ Location of Activity: _____

Describe how this activity relates to your organization: _____

_____

_____

_____

Describe how any money raised from the event will be used: _____

_____

_____

_____

All fundraising money must be deposited into the club trust and agency account.
Fundraising off-campus is prohibited.
Sponsors are expected to be present at all off-campus club activities.

COORDINATOR ACTIVITES

It is the expectation that committees meet once a month to promote communication and improvement. Monthly minutes should be turned in to the President's office. A schedule of Academic Challenge Competition should be submitted to the Vice-President of Student and Administrative Services.

SIGNATURE

Club/Sponsor Coordinator: _____ _____

PRINTED NAME SIGNATURE DATE

APPROVAL

Missing Requirements? _____ Date Received: _____

Approved _____ Denied _____ If Denied, Explanation: _____

_____

Approval: _____ _____

PRINTED NAME SIGNATURE DATE

Salary Schedule - 2020-2021

Step	<BS	BS+0	BS+8	BS+16	BS+24	MS+0	MS+8	MS+16	MS+24	MS+32	MS+40	MS+48	MS+56	PHD
0	47,029	47,799	48,569	49,339	50,109	50,879	51,841	52,803	53,765	54,727	55,689	56,651	57,613	58,575
1	48,220	48,976	49,733	50,489	51,246	52,003	52,948	53,895	54,840	55,786	56,731	57,678	58,624	59,569
2	48,424	49,168	49,912	50,655	51,398	52,143	53,071	54,001	54,931	55,861	56,790	57,720	58,650	59,578
3	48,660	49,391	50,122	50,853	51,584	52,314	53,229	54,142	55,055	55,969	56,882	57,796	58,710	59,623
4	48,928	49,646	50,364	51,083	51,802	52,520	53,417	54,315	55,213	56,111	57,009	57,907	58,804	59,702
5	50,000	50,718	51,436	52,154	52,874	53,592	54,489	55,387	56,285	57,183	58,081	58,979	59,876	60,774
6	50,318	51,025	51,730	52,436	53,142	53,848	54,730	55,612	56,495	57,378	58,260	59,142	60,025	60,907
7	51,669	52,398	53,126	53,854	54,583	55,311	56,222	57,133	58,043	58,954	59,864	60,775	61,686	62,596
8	52,993	53,743	54,494	55,246	55,997	56,747	57,686	58,625	59,564	60,503	61,442	62,381	63,320	64,259
9	54,286	55,059	55,833	56,607	57,381	58,154	59,121	60,088	61,055	62,022	62,989	63,957	64,923	65,890
10	55,591	56,387	57,185	57,981	58,777	59,575	60,571	61,566	62,563	63,559	64,555	65,552	66,547	67,543
11	56,249	57,057	57,866	58,675	59,484	60,292	61,303	62,313	63,325	64,336	65,347	66,359	67,369	68,379
12	56,902	57,723	58,543	59,365	60,186	61,006	62,033	63,057	64,084	65,110	66,137	67,164	68,188	69,215
13	57,895	58,736	59,575	60,415	61,254	62,095	63,144	64,194	65,244	66,293	67,343	68,393	69,442	70,492
14	58,896	59,737	60,576	61,416	62,256	63,096	64,144	65,195	66,245	67,293	68,344	69,394	70,442	71,493
15	59,934	60,772	61,614	62,452	63,292	64,131	65,182	66,230	67,280	68,331	69,379	70,430	71,480	72,528
16	61,005	61,845	62,684	63,525	64,364	65,204	66,255	67,303	68,353	69,404	70,452	71,503	72,552	73,601
17	62,115	62,954	63,795	64,634	65,474	66,314	67,364	68,413	69,463	70,513	71,563	72,612	73,662	74,712
18	63,264	64,103	64,944	65,783	66,623	67,463	68,513	69,561	70,612	71,662	72,711	73,761	74,811	75,860

19	64,412	65,253	66,092	66,932	67,771	68,612	69,661	70,710	71,761	72,809	73,860	74,910	75,958	77,009
20	65,561	66,402	67,237	68,081	68,920	69,761	70,810	71,859	72,910	73,959	75,009	76,059	77,108	78,158
21	66,710	67,550	68,390	69,229	70,069	70,909	71,959	73,008	74,058	75,108	76,158	77,207	78,257	79,307
22	67,859	68,699	69,539	70,378	71,218	72,058	73,108	74,156	75,207	76,257	77,306	78,356	79,405	80,455
23	69,007	69,848	70,687	71,527	72,366	73,207	74,257	75,305	76,356	77,406	78,455	79,505	80,555	81,604
24	70,156	70,997	71,836	72,676	73,515	74,356	75,405	76,455	77,505	78,553	79,604	80,654	81,702	82,753
25	71,305	72,145	72,985	73,824	74,665	75,504	76,554	77,604	78,653	79,703	80,753	81,802	82,852	83,902
26	72,454	73,294	74,134	74,973	75,814	76,653	77,703	78,752	79,802	80,852	81,901	82,951	84,001	85,050
27	73,602	74,443	75,282	76,122	76,962	77,802	78,852	79,901	80,951	82,001	83,050	84,100	85,151	86,199
28	74,751	75,592	76,431	77,271	78,111	78,951	79,999	81,050	82,100	83,148	84,199	85,249	86,297	87,348
29	75,900	76,740	77,580	78,419	79,260	80,099	81,149	82,199	83,248	84,297	85,348	86,397	87,446	88,497
30	77,049	77,889	78,729	79,568	80,409	81,248	82,298	83,348	84,397	85,447	86,497	87,546	88,597	89,646
31	78,197	79,038	79,877	80,717	81,557	82,397	83,447	84,496	85,546	86,596	87,645	88,695	89,746	90,794
32	79,346	80,187	81,026	81,866	82,706	83,546	84,594	85,645	86,695	87,743	88,794	89,844	90,892	91,943
33	80,495	81,336	82,175	83,015	83,855	84,695	85,743	86,794	87,844	88,892	89,943	90,993	92,042	93,092
34	81,644	82,484	83,324	84,163	85,004	85,843	86,893	87,943	88,992	90,041	91,092	92,141	93,191	94,241
35	82,794	83,633	84,473	85,312	86,153	86,992	88,042	89,091	90,141	91,192	92,240	93,290	94,340	95,389
36	83,941	84,782	85,621	86,461	87,301	88,141	89,189	90,240	91,290	92,338	93,389	94,439	95,488	96,538

Salary Schedule - 2021-2022

Step	<BS	BS+0	BS+8	BS+16	BS+24	MS+0	MS+8	MS+16	MS+24	MS+32	MS+40	MS+48	MS+56	PHD
0	47,852	48,622	49,392	50,162	50,932	51,702	52,664	53,626	54,588	55,550	56,512	57,474	58,436	59,398
1	48,829	49,599	50,369	51,139	51,909	52,679	53,641	54,603	55,565	56,527	57,489	58,451	59,413	60,375
2	50,020	50,776	51,533	52,289	53,046	53,803	54,748	55,695	56,640	57,586	58,531	59,478	60,424	61,369
3	50,224	50,968	51,712	52,455	53,198	53,943	54,871	55,801	56,731	57,661	58,590	59,520	60,450	61,378
4	50,460	51,191	51,922	52,653	53,384	54,114	55,029	55,942	56,855	57,769	58,682	59,596	60,510	61,423
5	50,728	51,446	52,164	52,883	53,602	54,320	55,217	56,115	57,013	57,911	58,809	59,707	60,604	61,502
6	51,800	52,518	53,236	53,954	54,674	55,392	56,289	57,187	58,085	58,983	59,881	60,779	61,676	62,574
7	52,118	52,825	53,530	54,236	54,942	55,648	56,530	57,412	58,295	59,178	60,060	60,942	61,825	62,707
8	53,469	54,198	54,926	55,654	56,383	57,111	58,022	58,933	59,843	60,754	61,664	62,575	63,486	64,396
9	54,793	55,543	56,294	57,046	57,797	58,547	59,486	60,425	61,364	62,303	63,242	64,181	65,120	66,059
10	56,086	56,859	57,633	58,407	59,181	59,954	60,921	61,888	62,855	63,822	64,789	65,757	66,723	67,690
11	57,391	58,187	58,985	59,781	60,577	61,375	62,371	63,366	64,363	65,359	66,355	67,352	68,347	69,343
12	58,049	58,857	59,666	60,475	61,284	62,092	63,103	64,113	65,125	66,136	67,147	68,159	69,169	70,179
13	58,702	59,523	60,343	61,165	61,986	62,806	63,833	64,857	65,884	66,910	67,937	68,964	69,988	71,015
14	59,695	60,536	61,375	62,215	63,054	63,895	64,944	65,994	67,044	68,093	69,143	70,193	71,242	72,292
15	60,696	61,537	62,376	63,216	64,056	64,896	65,944	66,995	68,045	69,093	70,144	71,194	72,242	73,293
16	61,734	62,572	63,414	64,252	65,092	65,931	66,982	68,030	69,080	70,131	71,179	72,230	73,280	74,328
17	62,805	63,645	64,484	65,325	66,164	67,004	68,055	69,103	70,153	71,204	72,252	73,303	74,352	75,401
18	63,915	64,754	65,595	66,434	67,274	68,114	69,164	70,213	71,263	72,313	73,363	74,412	75,462	76,512

19	65,064	65,903	66,744	67,583	68,423	69,263	70,313	71,361	72,412	73,462	74,511	75,561	76,611	77,660
20	66,212	67,053	67,892	68,732	69,571	70,412	71,461	72,510	73,561	74,609	75,660	76,710	77,758	78,809
21	67,361	68,202	69,037	69,881	70,720	71,561	72,610	73,659	74,710	75,759	76,809	77,859	78,908	79,958
22	68,510	69,350	70,190	71,029	71,869	72,709	73,759	74,808	75,858	76,908	77,958	79,007	80,057	81,107
23	69,659	70,499	71,339	72,178	73,018	73,858	74,908	75,956	77,007	78,057	79,106	80,156	81,205	82,255
24	70,807	71,648	72,487	73,327	74,166	75,007	76,057	77,105	78,156	79,206	80,255	81,305	82,355	83,404
25	71,956	72,797	73,636	74,476	75,315	76,156	77,205	78,255	79,305	80,353	81,404	82,454	83,502	84,553
26	73,105	73,945	74,785	75,624	76,465	77,304	78,354	79,404	80,453	81,503	82,553	83,602	84,652	85,702
27	74,254	75,094	75,934	76,773	77,614	78,453	79,503	80,552	81,602	82,652	83,701	84,751	85,801	86,850
28	75,402	76,243	77,082	77,922	78,762	79,602	80,652	81,701	82,751	83,801	84,850	85,900	86,951	87,999
29	76,551	77,392	78,231	79,071	79,911	80,751	81,799	82,850	83,900	84,948	85,999	87,049	88,097	89,148
30	77,700	78,540	79,380	80,219	81,060	81,899	82,949	83,999	85,048	86,097	87,148	88,197	89,246	90,297
31	78,849	79,689	80,529	81,368	82,209	83,048	84,098	85,148	86,197	87,247	88,297	89,346	90,397	91,446
32	79,997	80,838	81,677	82,517	83,357	84,197	85,247	86,296	87,346	88,396	89,445	90,495	91,546	92,594
33	81,146	81,987	82,826	83,666	84,506	85,346	86,394	87,445	88,495	89,543	90,594	91,644	92,692	93,743
34	82,295	83,136	83,975	84,815	85,655	86,495	87,543	88,594	89,644	90,692	91,743	92,793	93,842	94,892
35	83,444	84,284	85,124	85,963	86,804	87,643	88,693	89,743	90,792	91,841	92,892	93,941	94,991	96,041
36	84,594	85,433	86,273	87,112	87,953	88,792	89,842	90,891	91,941	92,992	94,040	95,090	96,140	97,189
	85,741	86,582	87,421	88,261	89,101	89,941	90,989	92,040	93,090	94,138	95,189	96,239	97,288	98,338