



KISHWAUKEE COLLEGE

AGREEMENT

Between

BOARD OF TRUSTEES OF KISHWAUKEE
COLLEGE,
COMMUNITY COLLEGE DISTRICT NO. 523

KISHWAUKEE COUNCIL OF SUPPORT
STAFF, IFT/AFT

July 1, 2023 – June 30, 2027

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ARTICLE I - DEFINITIONS

This Agreement shall incorporate the definitions enumerated below:

its members and authorized representatives.

Board -- The terms "Board" or "Board of Trustees" shall mean the Board of Trustees of Public

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

If there is any conflict between the written terms of this Agreement and the terms of any

or funds or for other legitimate reasons; to determine the methods, means, organization and number of personnel by which operations and services shall be provided; to make and enforce rules and

regulations to discipline members and discipline the members of the organization.

employee at any time, the Board agrees to deduct the regular Union dues of such employee from their pay commencing at the end of the first full pay period following the Board's receipt of the authorization form and to remit such deduction by the first (1st) day of the succeeding month to the Treasurer of the Union. If an employee has no earnings due for a given pay

□

Section 5.2. Information to Union

Upon reasonable written request and within ten (10) working days, the Board shall use its best efforts to provide the Union with access to available public, non-confidential information which relates directly to the Union's function as the exclusive bargaining representative for the employees covered by this Agreement and which is not otherwise exempt from disclosure under the Illinois Freedom of Information Act, the Illinois Personnel Records Act or other applicable state or federal law, rule or regulation. On or before January 1 of each year, the Union shall advise the College President, in writing, of the names, addresses and phone numbers of all Union officers and/or stewards. If any changes are made by the Union, the

College President shall be promptly advised of the changes.

Subject to the provisions of Article 10, Section 1, of the Illinois Constitution, the Board shall maintain a file of the names, addresses and phone numbers of all Union officers and/or stewards.

posting of Union material shall be borne by the Union. *Courtesy incident to processing the*

posting of Union material shall be borne by the Union.

Section 5.5. Communications Committee

Members of the Union on the Board, the President of the Union and the College President

[Redacted]

[Redacted]



Section 6.2. Employee Rights

Nothing in this Agreement shall be construed to deny an individual employee the right to

adjustment is not inconsistent with the terms of this Agreement, provided the Union has been

Section 6.5. Procedure

IC... ..

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

College President or designee, and other appropriate administrative personnel.

- (3) The College President or designee shall deliver an answer to the grievant within ten (10) working days after such meeting.

Third Step:

- (1) If the Union is not satisfied with the decision at the Second Step, the Union may refer the grievance to arbitration within 15 working days after the decision is

provided at the Second Step by written notice to the College President

arbitrator shall be divided equally between the Board and the Union; provided,

Section 6.7. Grievance Meeting During Work Time

If a meeting is held with the grievant under Step 1 or Step 2 of the grievance procedure, and

the Board requires the meeting to be held during the scheduled working hours of the grievant, then the grievant will not lose any pay as a result of attending such grievance meeting. Except as otherwise provided herein, time spent processing grievances by bargaining unit employees shall not be considered time worked. An employee's violation of this section will be just cause for discipline, up to and including discharge.

ARTICLE VII - NON-INTERRUPTION OF SERVICES AND WORK

Section 7.1. Strikes Prohibited

During the term of this Agreement, neither the Union nor its officers or agents nor any of the employees covered by this Agreement will authorize, institute, engage, sponsor or participate in any strike, sympathy strike, picketing with respect to wages, hours or terms and conditions

Section 7.3. No Lockout

The Board shall not lock out or suspend any employee for any reason other than that stated in this Article.

unit employee, provided such employee is not engaging in activities prohibited by other sections of this Article.

Section 7.4. Judicial Restraint

Nothing contained herein shall preclude an employee from seeking judicial relief.

1) Disapprove the employee's request; or

2) _____ the _____ relationship between the individual employee

and the Board under which the employee is required to a) make up all hours not

shall only apply to those courses offered by the Board which are approved for State credit

Section 8.4. Employee Mail Boxes

The Board shall maintain an on campus mailbox for each bargaining unit employee.

Section 8.5. Pay Periods

Paychecks shall be issued on the fifteenth and the last working day of each month, except for

Section 8.8. Notice of Resignation

If an employee is contemplating resignation, it should be discussed with the employee's

random testing for drugs, cannabis or alcohol except as outlined above.

drug and/or alcohol testing for such testing. The certified laboratory shall follow

standardized procedures and guidelines established by the Substance Abuse and Mental

Section 8.14. Vacancies and New Positions

When the College determines that there is a vacancy in an existing bargaining unit position or a newly created position, notice of the vacancy will be posted on the College's portal for a minimum of (5) five working days.

[Redacted text]

placement, and the weekly work hours.

A qualified member of the bargaining unit may apply for the vacancy. Whenever practicable, internal candidates shall be contacted and scheduled first for their interview. The College will

purchased through the College's bookstore starting July 15th of each contract year.

(custodial/grounds/maintenance).

_____ (1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ (7) _____ (8) _____ (9) _____ (10) _____

The College will attempt to provide a regular schedule of monthly work-related safety trainings for Maintenance, Custodial, and Grounds. If a training cannot be held, another training opportunity will be available within 30 working days.

Section 8.17.B Trainings and Workshops

Bargaining unit employees may submit requests to attend specific work-related training sessions or workshops to their immediate supervisor. If such request is approved by the employee's immediate supervisor, expenses incurred in connection with the training shall

be reimbursed in accordance with the College's travel and reimbursement policies. The training sessions or workshops shall be counted as time worked in accordance with the same. If the request is denied, a written rationale will be provided within 20 working days.

It is recognized that an employee may not insist that a particular representative

be present.

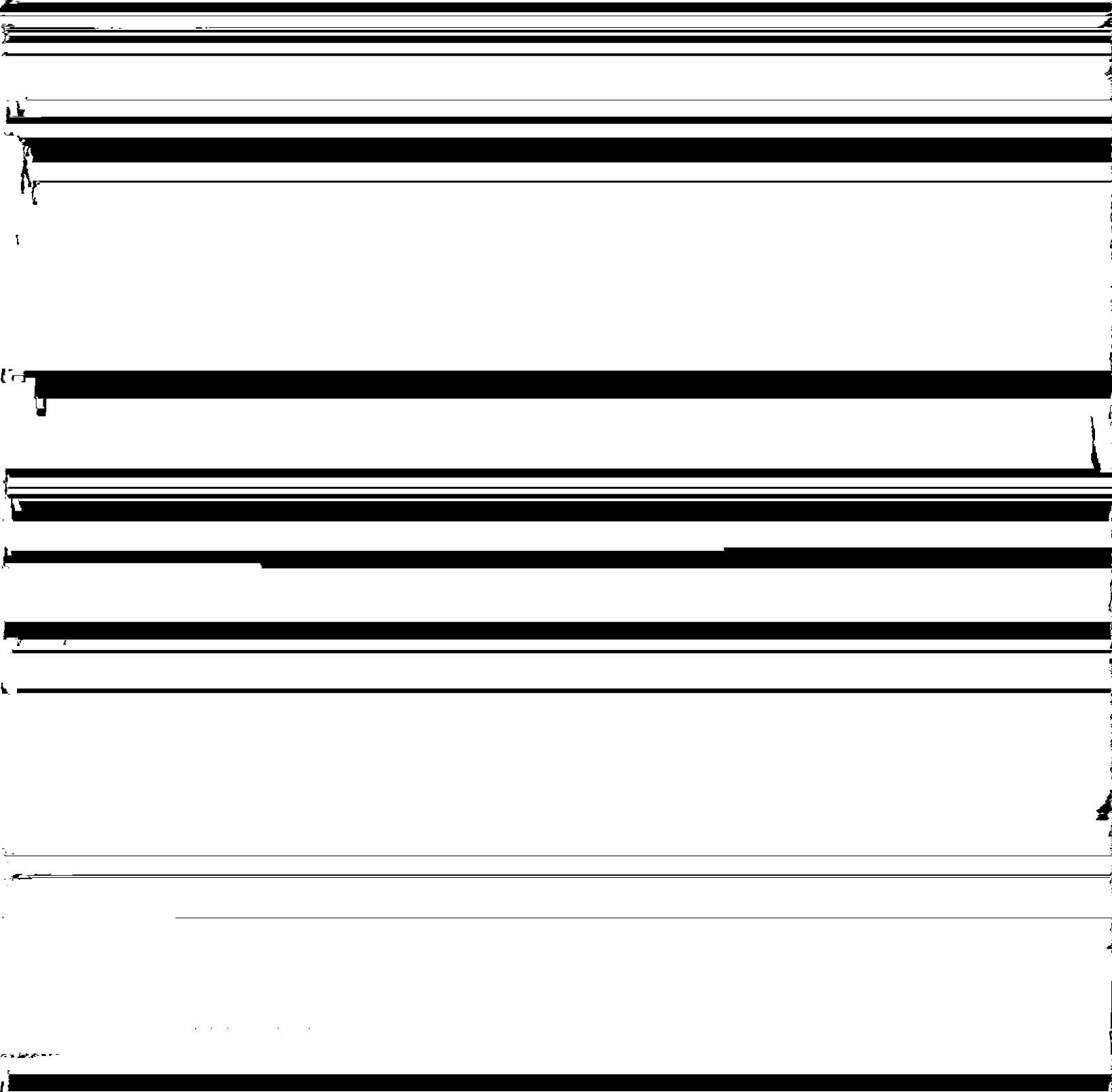
- (b) If the employee requests a Union representative, the College administrator shall either suspend the investigatory interview until a Union representative can be present or advise the employee that it will not proceed with the interview unless the employee is willing to enter the interview unaccompanied by a representative (in which case the Board may act on the basis of information obtained from other sources).
- (c) It is not the intent of the parties to convert investigatory interviews into adversarial proceedings. The role of the representative is to assist the employee; the representative may also attempt to clarify the facts or suggest other individuals who may have knowledge of them. The Board retains the right to

the offense and the supervisor's findings regarding the employee's misconduct. All written

Discipline shall be placed in the employee's personnel file. (b) (5) - ACP

[REDACTED]

A committee consisting of members of KCSS and Administration (with at least one member of the KCSS team and one member of Administration having served on their respective 2023



is either unforeseeable or cannot be rescheduled to another time.) No employee shall be

immediate non-bargaining unit supervisor.

Unused personal business days shall not be subject to accumulation or carry-over from year-

Improvement leave must be completed within 60 days after the date on which the employee

[REDACTED]

(b)(1)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

A request for a leave of absence without pay by an employee shall be initiated by submitting a written request for the leave to the College President their designee. The request should include a summary of the reasons why the employee seeks the leave. If requested, the employee shall provide a summary of their objectives in seeking the leave and their

or their designee. Employees who engage in employment elsewhere during a paid leave may

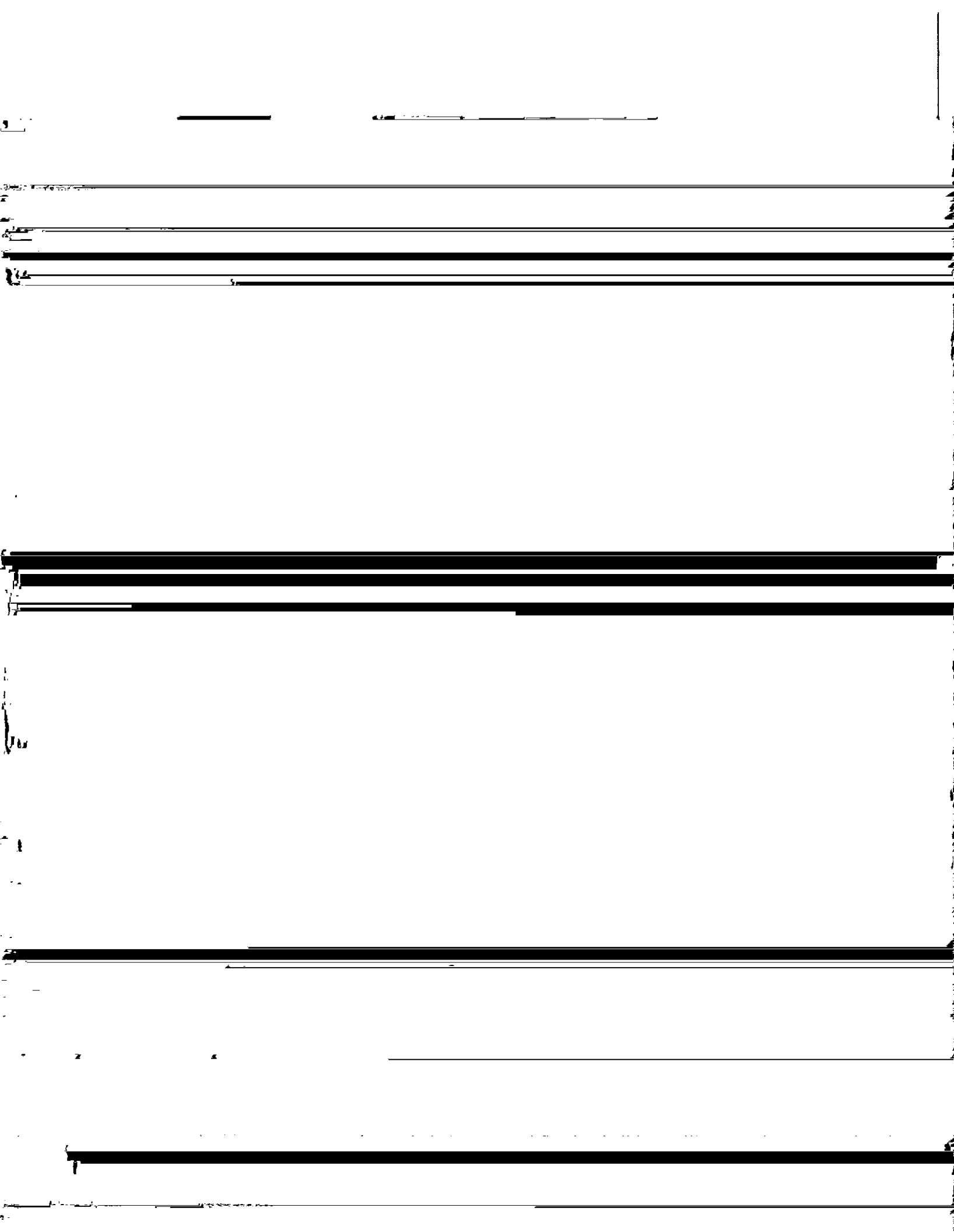
be immediately terminated by the Board.

Section 10.9. Family and Medical Leave Act of 1993

The parties agree that the Employer may adopt policies to implement the Family and Medical Leave Act of 1993 ("FMLA") that are in accord with what is legally permissible under the FMLA.

Section 11.1. Holiday Schedule

The following are paid holidays for eligible employees, at the time such holidays are observed pursuant to the College calendar determined by the Board:



ARTICLE XII - SENIORITY AND REDUCTIONS IN FORCE

Section 12.1. Definition of Seniority

The seniority of employees covered by this Agreement shall be based upon an employee's total full-time service as a bargaining unit member. (e.g. if an employee is a bargaining unit member for 10 years and then is laid off for 2 years and then is rehired for 3 years, the employee's seniority will be 15 years.)

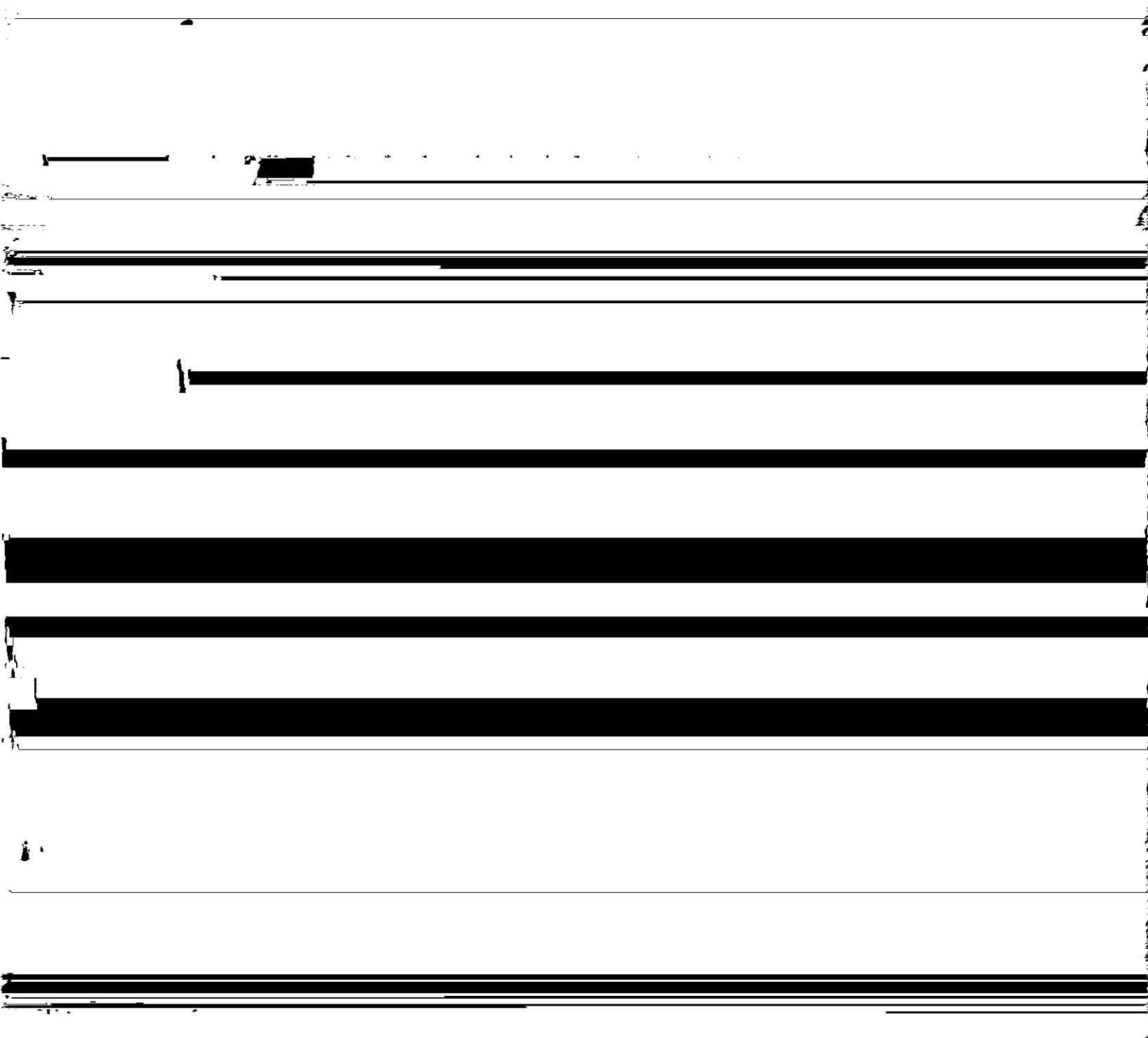
4. The seniority of all full-time members of the bargaining unit shall be based upon the total number of years of full-time service as a bargaining unit member.

probationary period, except that paid sick leave, vacation or holidays shall count. During an employee's probationary period, the employee may be suspended, laid off or terminated

~~without cause or notice.~~

package that will be provided to employees subject to the reduction in force. The College will also provide a timeline for the implementation of the reduction in force and establish dates on which key actions will occur such as employee notification, last day of employment, and anticipated Board approval.

2. Following the initial confidential meeting outlined above, the Union will have the



positions critical to college operations may be retained and filled by a less senior employee provided said employee is the only employee at the institution who possesses the required qualifications to serve in the critical operational position.

position in the reduction plan and any separation package that may be provided, seven (7) working days prior to the Board meeting where the reduction in force will be subject to a vote for approval. Upon receiving notice that their position is being reduced, all employees impacted will be placed on a non-working paid leave for the remainder of their employment pending approval of the reduction plan by the Board. Affected employees will receive a written notice of the pending separation and

Employees subject to separation or reassignment will be notified in writing of the approval of the reduction plan within five (5) working days after the board meeting. The last date of employment will coincide with the meeting at which the Board approves the reduction in force.

[Faint, illegible text, possibly a signature line]

[Extensive redacted area consisting of multiple thick black horizontal bars covering the majority of the page content.]

Director of Human Resources with the employee's latest mailing address. If an employee fails to timely respond to a recall notice, that employee's name shall be removed from the recall list, and further recall rights shall be forfeited. The time limit for the employee to respond shall be stated in the recall notice.

Section 12.Z Termination of Seniority

Seniority at the College and the employment relationship shall be terminated if the

(b) is terminated in accordance with the provisions of this Agreement;

(d) falsifies the reason for a leave of absence or is found to be working for another employer

Section 12.8. Effects of Layoff

Any employee who is laid off by the Board shall 1) be permitted to remain in the

11

Section 13.3. Scheduling and Accrual

On the first day of employment, an employee shall be advanced a pro-rated share of vacation days, based on the following table:

Starting	Vacation Days	Converted to Hours
July	10	80
August	9	72
September	8	64
October	7	56
November	6.5	52
December	6	48
January	5	40
February	4	32
March	3	24
April	2.5	20
May	1.5	12
June	1	8

An employee shall earn and accrue the annual vacation leave amount as provided in Section

13.1. On July 1 of each year, Employees will earn and accrue their full

final right to designate and approve vacation periods and determine the maximum number of

ARTICLE XIV - EVALUATION PROCEDURES

Section 14.1. Frequency

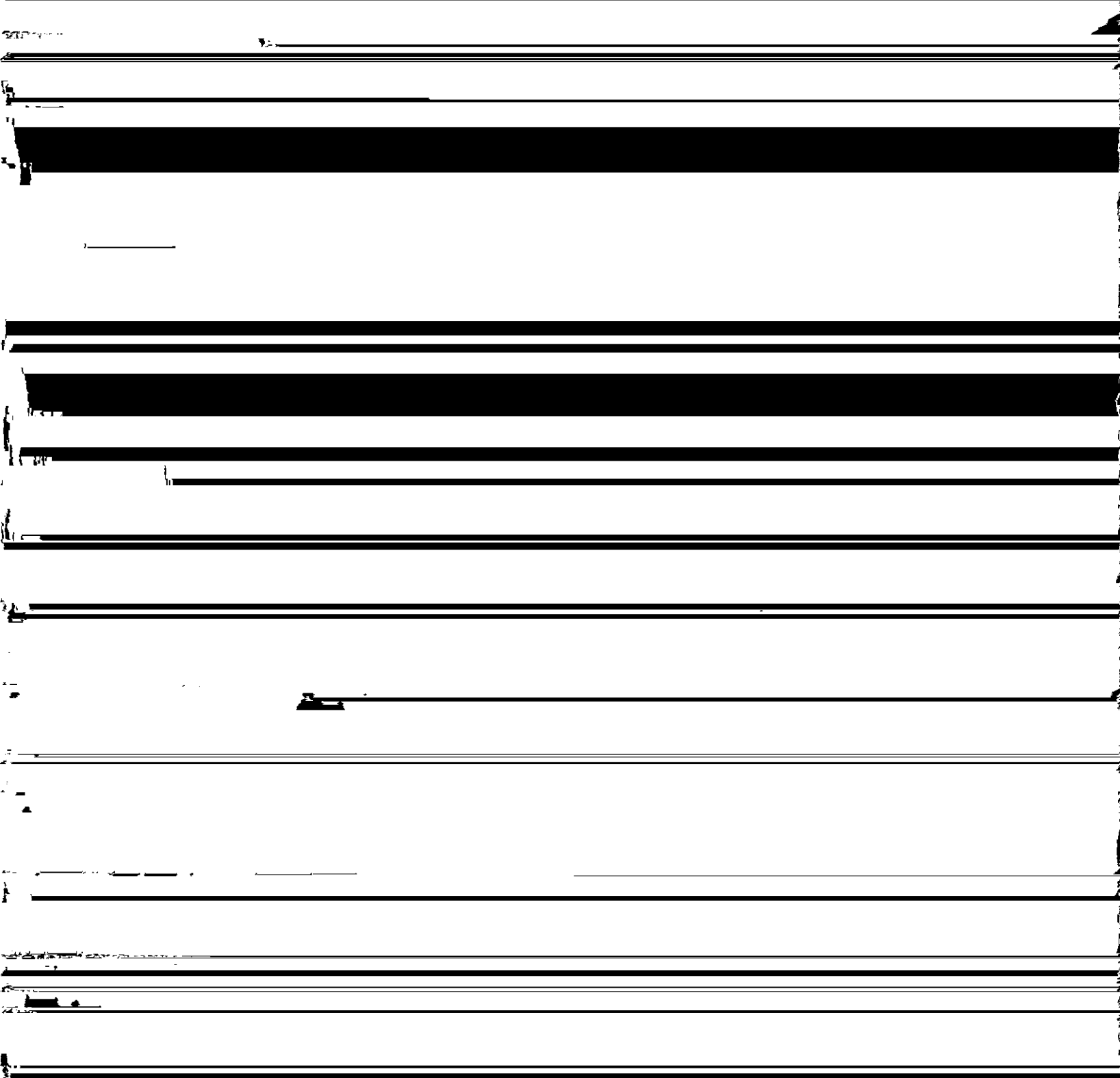
This Section shall set forth the minimum number of times an employee will normally be evaluated by the Board. The Board reserves the right to conduct more frequent evaluations of employees.

(a) Probationary Employees A probationary employee will be evaluated by a non-

bargaining unit administrator or supervisor after three (3) months of active work by the Board.

Section 14.3. Evaluations Generally

The Board shall have the sole right and discretion to establish and/or revise the criteria and



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Section 15.9. Shift Change

Employees shall be notified by Human Resources of any position within their position assignment, which has become vacant. All employees within the position assignment subject

- Effective with the start of the 2024-2025 Contract Year, employee's base annual salary shall be increased by 5.0% for the 2024-2025 Contract year.

of July 1, 2024, will have their base annual salary increased by an additional \$1,040.00 for the 2024-2025 Contract Year.

- Effective with the start of the 2025-2026 Contract Year, employee's base annual salary shall be increased by 3.5% for the 2025-2026 Contract year.

- Employees in the A11 payband who are not over the maximum of the payband as of July 1, 2025, will have their base annual salary increased by an additional \$1,040.00

College agreed to continue to pay any bargaining unit member's salary for the pay period during which the conversion occurs without any loss of pay (based on 24 pay periods of the

[REDACTED]

enrollment), group medical and dental insurance, and major medical insurance, together with available coverage offered for dependents. The Board, however, retains the right to maintain existing cost containment measures relative to insurance coverage.

insurance coverage under the College's group medical insurance plan:

Single:	PPO 90%	HDHP 90%
Single +1:	PPO 80%	HDHP 80%
Family:	PPO 75%	HDHP 75%

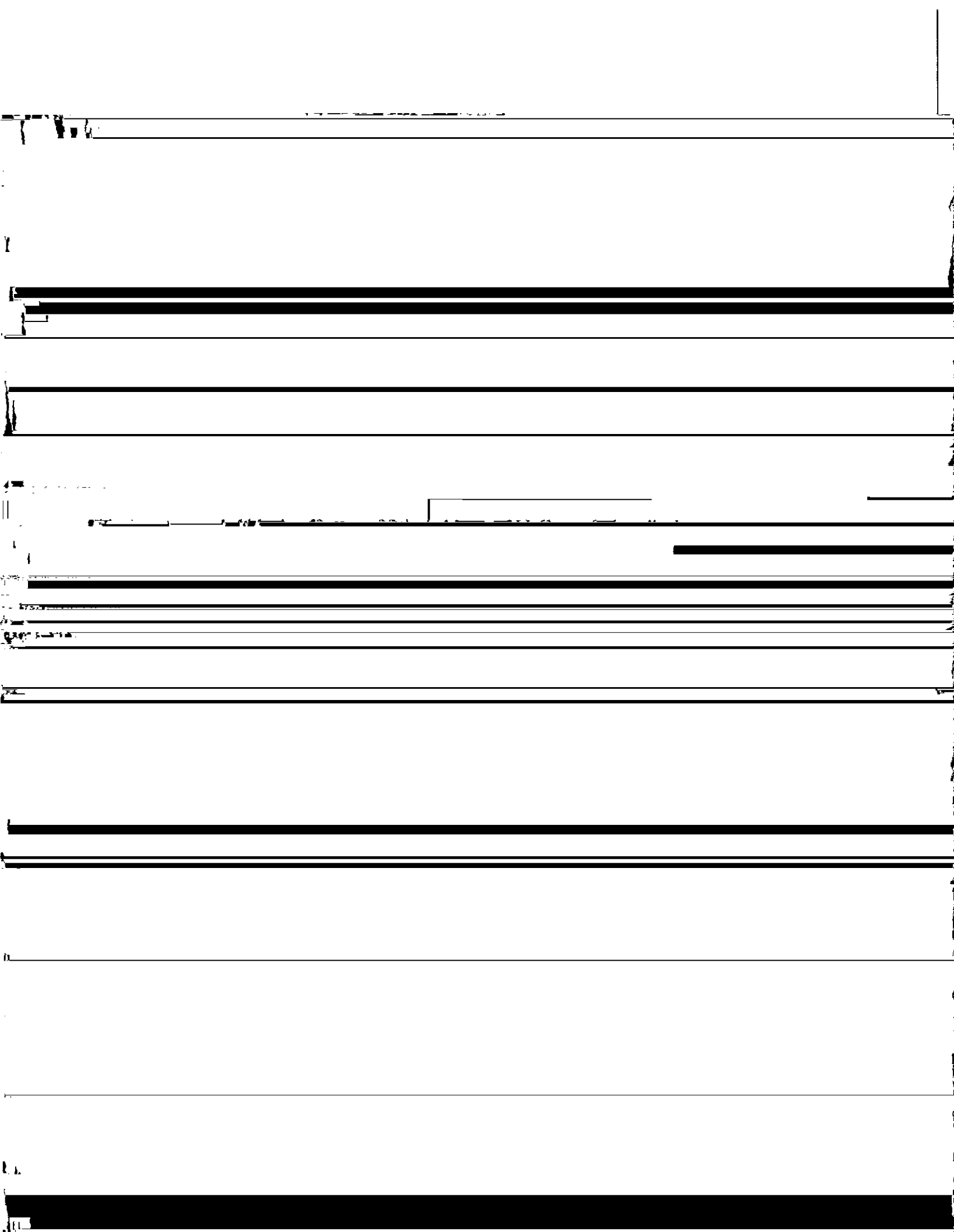
Section 17.3. Terms of Insurance Policies to Govern

791 _____

exercise of its rights as set forth herein on salaries, fringe benefits or terms and conditions of employment.

ARTICLE XIX - SAVINGS

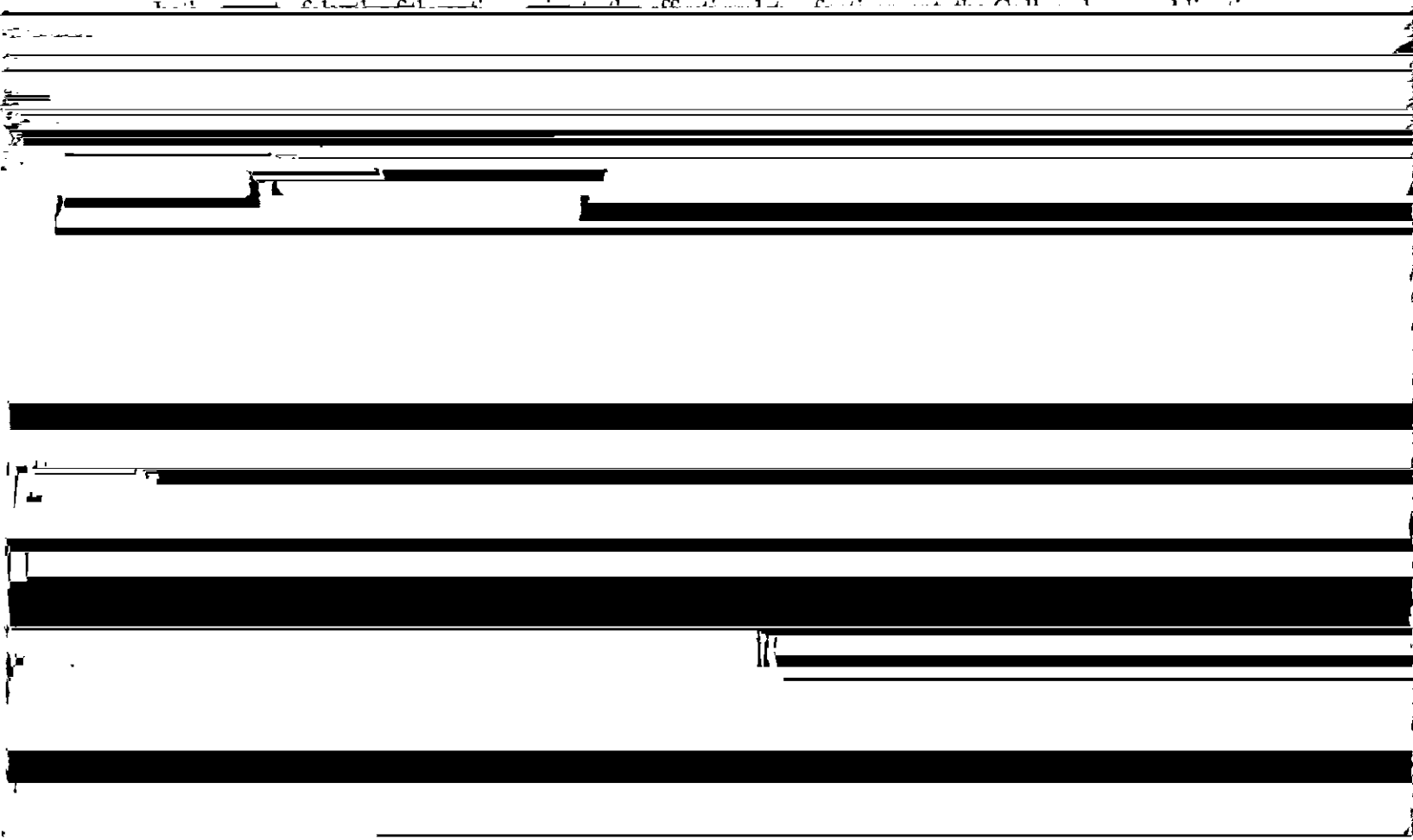
If any provision of this Agreement, or the application of such provision, is or shall at any



KISHWAUKEE COLLEGE SUPPLEMENTAL RETIREMENT PLAN

A. Eligibility:

This program shall be open to all full-time College employees who are eligible for a pension under SURS and who have been employed by the College on a full-time basis for at least ten years preceding the date on which their retirement shall commence and who are employed full-time during the two years immediately prior to their retirement. An unpaid leave of absence will not be considered as years of service for the purpose of determining eligibility for the supplemental retirement plan. Any individual who retired prior to the effective date of this plan shall not be included under its provisions.



1

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Library Assistant - Access Services	B22
Library Assistant - Technical Services	B22
Maintenance - Carpenter	B22
Maintenance - Helper	B21
Maintenance – HVAC	B23
Maintenance - Electrician	B23
Maintenance - Mechanic	B22
Maintenance - Multi-Craft	B22
Maintenance	B22
Network Engineer	C42
System Administrator	C41
One Stop Assistant	B21
Records Analyst	B24
Systems Administrator and Security Engineer	C42
Technician Audio/Visual	B22
Tool Room Assistant Diesel Power Technology	A13

APPENDIX B - PAY BANDS

July 1, 2023 - June 30, 2024

Pay Band	Minimum	Maximum
A11	32,994	38,755
A13	34,124	44,525
A21	34,124	44,525
B21	35,417	49,766
B22	37,741	53,034
B23	40,064	56,299

Pay Band	Minimum	Maximum
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