AGENDA ITEM #IV-B-1  
JUNE 17, 2014  
HIGHLAND COMMUNITY COLLEGE BOARD

MEMORANDUM OF UNDERSTANDING  
TO ADD LIBRARY STAFF TO THE FACULTY SENATE CONTRACT

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding (hereinafter referred to as Memorandum of Agreement) recognizing the Professional Library Staff as components of the Faculty Senate Agreement. The Faculty Senate shall serve as the exclusive representative for this employee group in matters outlined in the attachment. This agreement shall be effective July 1, 2014, and will become part of a comprehensive negotiation process when the current faculty contract expires.

BACKGROUND: Professional Library Staff petitioned the Illinois Educational Labor Relations Board for recognition as a component of the Faculty Senate, and that recognition was granted by the IELRB on February 11, 2014, to be enacted through a Memorandum of Agreement (MOA). The final certification of recognition was issued on June 5, 2014, by the Illinois Educational Labor Relations Board (IELRB). As part of this recognition process, the parties agreed to enter into collective bargaining to negotiate the wages, benefits, and terms and conditions of employment of the employees to be included in this agreement. The attached MOA enumerates those items agreed to as part of the negotiation process to integrate this group of employees into the existing bargaining unit.

BOARD ACTION: _________________________________
Memorandum of Agreement
Between
Highland Community College
and
Illinois Federation of Teachers, AFT. AFL-CIO; Local 1959
and
Highland Community College Faculty Senate

I. Professional Library Staff Definitions

a. Contract length: Duration of Faculty Contract.
b. Pay: as per schedule for twelve month-administrative work year.
c. Work hours: Forty hours per week with one evening of work included.
d. Work days: This position follows the administrative calendar for legal holidays, work scheduling and work year. In addition, up to twenty leave days (accrued as per board policy) will be available to complete the administrative work year. The exact times are to be determined upon agreement between employee and employer.
e. Sick leave shall be accrued on a monthly basis (per board policy) at the rate of one day per month for a total of 12 sick days per fiscal year. Sick leave days may accumulate without limitation.
f. Three personal leave days will be available for use by each member of the group (per board policy).
g. Teaching load: All classes taught during the normal administrative work day will not receive additional compensation or require the employee to work additional time. All credit-generating classes taught after the administrative work day will be compensated at the Board approved rate.

II. 403(b)
   a. Match up to $1000 per employee

III. Professional Development
   a. $1200 per year for this group of employees

IV. Salary
   a. Per schedule (attached)

V. Differentials—
   a. Coordinator Learning Management System: 10% of MLS+0 per year
   b. Chair Library Services: 10% of MLS+0 per year

Differentials to be paid on a per semester basis divided equally between the fall, spring, and summer semesters for the time period which an individual holds the differential duties. Differential appointments shall be for an entire fiscal year. Differentials to be paid via a separate contract issued by supervisor for each semester employee holds the position.
VI. Exemptions
   a. Unless specifically listed above, all other aspects of the Faculty contract shall also apply to Professional Library staff, with the exception of:
      i. VII, A (Duties and Responsibilities of the Faculty Member)
      ii. VII, B (Cause for Dismissal)—needs to be listed or modified to reflect that these positions are not covered by the Community College Tenure Act.
      iii. VII, C (Sabbaticals)
      iv. VII, F (Class Load)
      v. VII, F, a. (Tutorial Load)
      vi. VII, F, e. (Alternative Load Assignments)
      vii. VII, G (Class Size)
      viii. VII, H (Office Hours)
      ix. VII, K (Adjunct Faculty)
      x. VII, L (Part-Time Faculty)
      xi. VIII, B. (Overload Policy and Pay Formula)
      xii. VIII, C. (Summer School, Pre-Session, and Inter-Session Pay Formula)
      xiii. VIII, F. (Base Pay Figure) The MLS + 0 salary for the administrative fiscal year 2014-2015 will be $38,000 as indicated on the attached Salary Schedule for Professional Library Staff.

*Agreement effective July 1, 2014, or as soon after as practicable upon agreement by both parties.

HIGHLAND COMMUNITY COLLEGE

BOARD OF COMMUNITY COLLEGE DISTRICT #519

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Date                                                Date

FACULTY SENATE, AFT, LOCAL 1957

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