

Contract  
between the  
Spoon River College  
Classified Personnel Association  
and the  
Spoon River College  
Board of Trustees  
for  
FY2025, FY2026, FY2027, FY2028

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## **SECTION I: RECOGNITION**

The Board of Trustees of Spoon River College, the “Employer,” recognizes the SRCCPA-IEA/NEA, hereinafter the “Association,” as the sole and exclusive negotiating agents for all full-time and part-time classified support staff “Employees”, excluding the facilities supervisors, managerial Employees, and confidential Employees as defined in the Illinois Educational Labor Relations Act.

The Employer agrees not to bargain or consult with any other labor organization, individual Employee, or group of Employees with regard to the above-described bargaining unit for the duration of this contract.

This contract will remain in effect until June 30, 2028. Fiscal year 2025 wages have been established in Section VI of this agreement; however, future fiscal year wage increase(s) will be bargained each year beginning no later than April 1. Section VI – Wages is the only provision of this agreement that can be bargained during the duration of this agreement. If a future fiscal year wage cannot be agreed upon, a wage percentage increase of 2% will go into effect for that fiscal year.

Example: If the College and the Association do not reach a percent wage agreement for fiscal year 2026, the percent wage agreement for fiscal year 2026 will be 2%.

Negotiations for the next full contract will begin no later than April 1, 2028.

## **SECTION II: EMPLOYER’S RIGHTS AND RESPONSIBILITIES**

The Employer retains its statutory rights to manage the College. Implementation of those rights will not be inconsistent with this Agreement or with the Illinois Educational Labor Relations Act. The Employer agrees not to exercise these rights in any arbitrary or capricious manner.

## **SECTION III: ASSOCIATION RIGHTS**

### **A. Association Dues Deduction**

The Employer shall deduct from each Association Member’s pay, the current dues of the Association, the amount of which shall annually be certified by the Association. Such deductions shall be made in consecutive, substantially equal, bi-weekly installments, beginning with the first pay date in September and ending with the first pay date in July. All dues deducted by the College shall be remitted as directed by the Association, no later than ten days after such deductions are made. Payroll deduction authorizations from each Member at initial enrollment must be filed with the SRCCPA treasurer. Dues will not be deducted until the treasurer has notified the Human Resources Office of enrollment and deductions.

### **B. Association Leave**

The Association will be allowed to send a representative(s) to a regional, state, or national conference, or on other business pertaining to Association affairs, without loss of pay or cost to the Association or the College for a maximum aggregate of sixteen non-cumulative hours per fiscal year. The Association Chair shall notify the Human Resources Director when Association leave is taken. The notification shall include the number of

attendees and the number of Association leave hours. The Human Resources Director will keep track of the cumulative hours per fiscal year.

### **C. Association Access to Facilities, Equipment, Information**

The Association shall not be denied:

1. The use of meeting space at the College, subject to availability. Under normal circumstances, the Human Resources Director will be notified at least twenty-four (24) hours in advance of the meeting. Additional expenses to the College resulting from such meetings will be borne by the Association.
2. The use of Employee mailboxes, intercampus mail, email, and designated College bulletin board(s) for the purpose of internal communication.
3. The use of duplicating, copying, and College office equipment, providing the Association secures prior approval from the President or their designee. The Association may be charged actual and reasonable costs for use of the same.
4. Notice of any regular or special meeting of the Board of Trustees, meeting agenda, supportive date, minutes of previous meetings that have been released by the Board, and documents relating to business scheduled to come before the board, except for matters which are appropriate for executive session.

### **D. Association Meetings**

Employees of the bargaining unit shall be allowed to attend up to four (4) hours of SRCCPA meetings per year (July 1 - June 30), with the exception of any meeting(s) called by the College President or selected designee, without loss of pay, provided the Employee can arrange for coverage of their employment duties with supervisory approval. The Association shall conduct its meetings at times that cause the least disruption of services. The Human Resources Director must be given 48 hours written notice of all meetings as well as an estimated duration of the meeting.

### **E. Association Business**

The Chair or selected designee shall be allowed up to four (4) non-cumulative hours per month to conduct Association Business, which may include meetings with other Bargaining Unit members. Employees shall respect the allotted time for conducting Association Business and their own job responsibilities. If additional time is needed to complete Association Business, the Chair may request additional time from the Human Resources Director.

## **SECTION IV: EMPLOYEE RIGHTS**

### **A. Non-Discrimination**

It is the policy of Spoon River College and the Board of Trustees to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders, and regulations. Further, the Board and the Association shall not discriminate against any Employee with respect to hours, wages, or conditions of employment by reason of their membership or non-membership in the Association, participation or non-participation in negotiations, Association activities, or the grievance process.

## B. Probation

The probationary period is part of the orientation process and is to be used for close observation and evaluation of the Employee's work and the ability necessary to demonstrate satisfactory performance. All new Employees of this bargaining unit shall serve a six (6) calendar month probationary period. New Employees will accrue and be able to use sick and vacation time during the probation period.

Employees moving to a new position within the same classification will not serve a probationary period. Employees moving to a new classification due to applying for a different position will be required to serve a probationary period and will be allowed to use sick and vacation benefits. Failure to complete probation is not grounds for bumping.

If attendance is significantly impacted during the probationary period or performance concerns arise, probation may be extended up to six (6) calendar months with the approval of the Human Resources Director and the SRCCPA Chair. Neither the Employee nor the Association shall be permitted to file grievances over discipline or discharge during an Employee's probationary period. The SRCCPA Chair will be notified of the discharge of a probationary Employee within 24 hours.

## C. Employee Discipline

1. In recognition of the fact that a problem may arise between an Employee and their supervisor, the College and the Association have adopted a positive approach to resolving issues. In order to implement a positive disciplinary process, in most cases, no formal action shall be initiated until the parties involved have made every effort to resolve the issue through documented discussion. A Performance Improvement Plan will be available in the Human Resources Office for this purpose. The Performance Improvement Plan does not reside in the Employee's personnel file. In the event the issue cannot be resolved through discussion, discipline shall be administered according to the following steps:

Step One consists of a verbal warning from the supervisor or Human Resources Director to the Employee that specifically identifies the performance issue(s) or unacceptable action(s) documenting facts and observations, resulting in mutual understanding of the desired resolution to the problem and the acceptable timeline. Supervisors will keep their own informal records of this event. If the identified issue(s)/action(s) are resolved and no additional issue(s)/action(s) have been identified within a period of six (6) months from the date of the verbal warning, the matter is considered closed.

Step Two consists of a letter from the supervisor or Human Resources Director to the Employee if the matter has not been resolved after Step One. This letter will identify the date of verbal warning and summarize the agreed-upon efforts toward resolution. If additional issue(s)/action(s) arise after a verbal warning, a Step Two letter will be issued as soon as the additional issue(s)/action(s) are

identified and will contain the newly-identified issue(s)/action(s) as well as improvement expectations. If the identified issue(s)/action(s) have been resolved and no additional issue(s)/action(s) have been identified within a period of one (1) year from the date of the Step Two letter, the matter is considered closed. Future issue(s)/action(s) after the one-year period will begin the progressive discipline system anew, at the verbal warning (Step One) stage.

Step Three consists of a final warning letter from the Human Resources Director to the Employee when the issue(s)/action(s) have not been resolved through the previous steps. The letter will identify the issue(s)/action(s), prior efforts to resolve them, any new efforts at problem resolution, and clearly state that failure to resolve the issue(s)/action(s) or identification of any new issue(s)/action(s) will result in dismissal. If the issue(s)/action(s) have been resolved and no additional issue(s)/action(s) have been identified within a two-year period from the date of the Step Three letter, the matter is to be considered closed. Future issue(s)/action(s) identified after the two-year period will begin the progressive discipline system anew at the verbal warning (Step One) stage.

Step Four consists of a letter of dismissal issued by the Human Resources Director provided that the matter has not been resolved through the previous steps or when an additional issue(s)/action(s) has been identified since the Step Three letter was issued. The letter will summarize prior efforts to resolve the issue(s)/action(s) and discuss other dismissal items such as final pay, benefits, return of company property, etc.

2. An immediate, unpaid suspension or termination may result from serious offenses or actions.
3. No non-probationary Employee shall be reprimanded, disciplined, or dismissed without just cause. An Employee shall be entitled to have a chosen Association representative present when being reprimanded, disciplined, or dismissed or at any investigatory meeting that could lead to reprimand, discipline, or dismissal. The choice of an Association representative may not delay the disciplinary process.

#### D. Personnel Files

1. No document of a negative nature shall be placed in any Employee's file without the Employee's knowledge. The Employee shall receive a copy of all such material and shall have the opportunity to enter any refuting documents. Access to personnel files upon request, excluding confidential materials as defined by the Personnel Records Review Act, as amended, shall be provided to the Employee and/or authorized representative and appropriate agents of the College within five (5) business days.
2. The Employee shall be allowed and encouraged to have placed in their personnel file information relating to their academic, professional, civic, and special achievements.

E. Materials Development, Work Products

Any research documents, computer programs, and other work products produced during an Employee's working hours and using Spoon River College equipment and/or resources shall become the property of the College. Any such products produced by the Employee solely on his/her own time and with his/her own resources become the sole property of the Employee. The Employee will reimburse the College for any materials and for facility and staff usage associated with any commercial materials development, with the amount to be mutually agreed upon prior to usage by the Employee and the College. Employees are prohibited from performing development work on personal products during working hours.

**SECTION V: EMPLOYMENT CONDITIONS**

A. Work Schedule

1. Work Hours - Full-time Employees are those who are regularly scheduled for at least thirty (30) hours of work per week. Part-time Employees are those who are regularly scheduled to work less than thirty (30) hours per week and have full-time equivalency less than or equal to eighty-six percent (86%) as determined in the Employee's personnel file. A workweek shall run from Saturday at 12:00 a.m. through 11:59 p.m. on Friday.
2. Work Year - A contract (work) year shall be from July 1 through June 30.
3. Shift Changes - Except in the case of an emergency, an Employee shall be given a forty-eight (48) hour written notice before a temporary change in work shift, including starting and ending times, is implemented. An Employee shall be given a ten (10) work day written notice before a permanent change in work shift is implemented. Although the Employer has the right to make such changes, the Employer shall consult with the Employee prior to a change.

B. Overtime

Overtime is defined as all hours actually worked over forty (40) in a single work week. Hours for which payment is received but no work is performed do not enter into the calculation of overtime, including sick leave, paid time off, holidays, and other hours of service. The overtime rate is one and one-half (1½) times the Employee's regular rate of pay. The Employee's supervisor will determine the need for overtime. Employees have the right to decline overtime.

C. Callbacks

Any Employee called in to work by their supervisor for an emergency outside of College business hours will be paid two (2) times their normal rate for the hours worked, but will not receive mileage for traveling to and from work. Shift changes that occur during regularly scheduled College business hours are excluded. Shift changes that follow notification requirements outlined in Section V: A. 3 are excluded. When possible, the supervisor will adjust the Employee's weekly schedule so that it does not go over their regularly scheduled hours.



#### D. Meal Breaks

Any Employee scheduled to work four (4) or more hours per day receives a one-half (1/2) hour unpaid lunch break. The Employee and the supervisor will work together to determine a schedule that best ensures that there is always proper office coverage.

#### E. Work Breaks

For each three-and-a-half (3 ½) consecutive hours of work, an Employee shall receive a paid fifteen (15) minute work break. These breaks are not intended to be added to the lunch break, combined with another work break, or be used for coming in late or leaving early. Employees working less than 7 hours per day are only entitled to one paid 15-minute work break. It is to be understood by the immediate supervisor that meal and work breaks are the individual's personal time and should not be interrupted.

#### F. Flextime

An Employee may adjust the starting time of their workday by up to one (1) hour. For example, if the Employee's start time is 8:00 a.m., the Employee may adjust the start time to anywhere between 7:00 a.m. and 9:00 a.m. However, the Employee will work their regularly scheduled number of hours. These changes to the Employee's schedule shall not be for more than two (2) consecutive days, and a request for flextime must be approved by the Employee's supervisor. If the Employee's supervisor denies the flextime request, the supervisor must immediately provide the Human Resources Director with the reason for the denial. In order for the adjustment to be made, the department must have adequate coverage. If more than one Employee in a department wishes to adjust their schedule, the most senior Employee will be given first choice. An Employee may also flex their lunch hour, adjusting its start or end time by no more than 30 minutes. If the Employee uses flextime at lunch, the regularly scheduled number of hours for the day must be worked.

#### G. Vacancies

1. Posting Positions - A vacancy or newly created position within the bargaining unit which the College desires to fill will be posted and remain open for a minimum of five (5) business days. The College may establish any lawful qualifications it deems appropriate. Applicants who are current Employees will be selected over external candidates whenever the applicant possesses equal relevant education, equal relevant work experience, and equal relevant skills with respect to the vacant position. Seniority will follow the Employee, but the rate of pay is determined by the vacancy's job classification.
2. Association Notification - The College will provide notice to the Chair when a vacancy is posted and of new hires when offers of employment are accepted. A copy of the offer letter shall be forwarded to the Chair.
3. Bargaining Obligations - The College will satisfy its bargaining duty obligations with respect to personnel transactions within the bargaining unit.

#### H. Unusual Conditions

1. Cancellation of classes while College remains open - Certain conditions may require the cancellation of instructional classes but do not require that total institutional operation be suspended. If these conditions arise, Employees will report to work.
2. Closing of the College - Extreme conditions may require the cessation of all college business or closure of a specific site, including significant inclement weather conditions (blizzards, ice storms, etc.), major mechanical system failure presenting health and/or safety hazards, and other conditions under which the major activities of the College would be extremely difficult to continue.

Employees will receive a text notification from the College alert system notifying them of College closures. Employees are responsible for ensuring they are receiving messages and their contact information remains up to date with Human Resources. Employees not on duty because of the closing of the College due to Unusual Conditions will receive their normal rate of pay up to a maximum of ten (10) scheduled work days per year.

3. Any Employee called to work by their supervising administrator when the College has been officially closed will be paid two (2) times their normal rate for hours worked.

#### I. Meeting Attendance

Employees appointed to a committee or placed on a committee within the governance structure shall be allowed to attend meetings during normal working hours as the needs of the committee dictate.

#### J. Security

1. The College has the right to use non-audio surveillance to monitor and protect College property, Employees, students, and guests. In all circumstances when the College installs and manages the equipment for extended use, the purpose of its use will be as a deterrent. Employees will be informed when non-audio surveillance is to be used by posting signs in clearly visible locations. Employees may not obstruct or interfere with the operation of such equipment.
2. The SRC Network is provided to Employees and students to further the mission of the College. The Network has been set up with security measures to ensure that unauthorized users are prevented from accessing stored information and Network resources. The system is provided for the official use of Employees and students and, as such, the systems and the stored information are subject to the College's review. The College will comply with all laws pertaining to privacy on private networks. Personal storage devices should be used for information that individuals do not wish to be subject to review. Users are personally responsible for any misuse or illegal use of the system and are subject to all civil and criminal penalties arising from such actions.

3. Under circumstances when law enforcement officials are involved in the investigation of possible criminal activity in working areas, or that involve Employees, the Association recognizes that the College has a legal duty to cooperate with those officials, and notification of Employees will not apply. In such cases, the College will notify the Chair or Vice-Chair of relevant details of the investigation, including installation of surveillance equipment, upon notice from law enforcement as the principle of confidentiality allows. All College Employees having knowledge of the equipment are bound to maintain the confidentiality of the situation.
4. When a legal investigation that involves an Employee is requested by the College, the College will notify the Chair or Vice-Chair upon making the request.

#### **K. Safety and Health**

The Employer, Employee, and Association have significant responsibility for workplace health and safety, specifically:

1. The Employer will provide a work environment that is in accordance with safety and health standards established by The Illinois Occupational Safety and Health Administration (Illinois OSHA).
2. Employees will comply with all safety and health practices and standards established by the Employer.
3. The Association will work cooperatively with the Employer on safety- and health-related matters and encourage Employees to work in a safe manner.
4. Employees will take an active role in creating a safe and healthy workplace by reporting safety issues to their supervisor or the Chief Operations & Safety Officer via email. Alternatively, an Employee may contact the Human Resources Director as outlined below.
5. The Employer will address reported unsafe working conditions and take appropriate action. All parties will comply with The Illinois Occupational Safety and Health Act [820 ILCS 219].
6. If the issue is not resolved the following steps shall be taken:
  - a. The Employee, or the Association on behalf of Employees, will bring the issue to the attention of the Human Resources Director either by email or request for a meeting.
  - b. The Human Resources Director and the Association will discuss the issue and potential solutions, and a plan with a timeline for completion will be developed to resolve the issue(s). Every effort will be made to work together collaboratively to resolve the issue.

- c. If mutual resolution is not achieved, the Employee or Association may file an official grievance and follow the process outlined in Section XIII: Grievance Procedures.
7. This agreement does not forego the Employee's right afforded by The Illinois Occupational Safety and Health Act [820 ILCS 219] to raise safety or health concerns confidentially with IL-OSHA.

## **SECTION VI: WAGES**

### **A. Wages**

1. The College, with the concurrence of the Executive Committee of the SRCCPA, has established uniform job classifications, job titles, and the minimum starting pay rate for each classification, for the purpose of wage administration. There will be no decrease in current hourly wages due to reclassification or changes in job titles. The classification, position, job titles, and minimum starting pay rate for each classification are listed in Appendix A.

For fiscal year 2025 (July 1, 2024, to June 30, 2025) Employees will receive a 4% increase to their current hourly rate or the established minimum hourly rate for their job classification/position as stated below:

Job Classification	Position	Minimum Hourly Wage
Campus Attendant	Attendant	\$15. 25
Campus Services	Assistant	\$16.00
Clerical Services I	Assistant	\$16. 00
Clerical Services II	Assistant	\$16. 00
Business Services	Specialist	\$16. 75
Student Services	Specialist	\$16. 75
Facilities	Technician	\$17. 50

2. In the event that an Employee is hired at a higher pay rate than a similarly qualified Employee in the same classification, those Employees in the same classification with similar qualifications who are paid less will be raised to the rate of the new hire.
3. If a full-time Employee's hours are reduced to part-time pursuant to Section VII of this contract, their hourly pay rate shall remain at the same level previously received.

### **B. Additional Temporary Compensation**

Employees may assume additional responsibilities on a temporary basis --defined as two (2) months or forty (40) days-- during a position vacancy or other special conditions (such as leaves). Additional temporary job responsibilities and compensation shall be given to the Employee(s) for any of the purposes indicated above upon mutual agreement between the College and the SRCCPA regarding additional job

responsibilities, the value of those responsibilities, and how the new responsibilities will impact existing duties.

The Employee(s) asked to assume additional duties shall meet with the Chair , their immediate supervisor(s), and the HR Director regarding current and additional job responsibilities. During this meeting, the Employee shall identify duties that are believed to be beyond their capabilities.

Additional compensation shall be determined by the SRCCPA Executive Committee and the College.

The Employee shall notify the College within two weeks after beginning the temporary assignment if they believe the additional duties are beyond their abilities.

If the Employee's ability to continue with the temporary assignment should change during the two (2) month period, the Employee shall have the right to request a meeting with the original participants to discuss the situation.

If there is a need for the Employee to continue with the temporary assignment past two months or 40 days, the SRCCPA and the College will review the status of continuing the arrangement.

In an emergency, the College shall have the ability to assign additional duties to an Employee for a period of five (5) work days pending a meeting to begin the above-stated process.

Additional compensation may be considered for special projects that may require a significant increase to workload. A written explanation of the project, its duration, and extra Employee responsibilities shall be submitted with the additional compensation request.

## **SECTION VII: EMPLOYMENT CONSIDERATIONS**

### **A. Creating and Changing Positions**

Should the College wish to make a change to any bargaining unit position, the principles of Interest-Based Bargaining will be utilized to ensure all interests are met. Changes may include, but are not limited to: establishing a new position within the bargaining unit; significant changes in any job responsibilities; or current classification of an existing position. Implementation of the proposed change will not take place until the process outlined below has been concluded and mutual resolution achieved. Lack of response within the time frames below is considered agreement.

1. The Human Resources Director will request a meeting with the Chair and Vice-Chair to discuss the desired change(s). At the conclusion of the meeting, the Chair shall be given ten (10) days to confer with the SRCCPA Executive Committee and the IEA-NEA UniServ Director. In addition, the Chair and Human Resources Director will mutually agree when it is appropriate to communicate with the affected Employee(s).

If in agreement, the Chair shall notify the Human Resources Director within the ten (10) day timeframe. If not in agreement, the Chair shall notify the Human Resources Director of continuation to Step 2.

2. The Chair and Vice-Chair, Human Resources Director, and President of the College will schedule a meeting within ten (10) days of notification from Step 1 to discuss the matter and work toward reaching a mutual resolution.
3. If the meeting in Step 2 does not result in a resolution, a mutual gains bargaining session shall be scheduled within ten (10) days. This meeting shall include the College President, the Chair and Vice-Chair, the UniServ Director, and Human Resources Director.
4. If a mutual resolution is not reached in Step 3, the SRCCPA will appeal the matter within twenty-five (25) days to final and binding arbitration through the Federal Mediation and Conciliation Service. The arbitrator shall not have the authority to modify the terms of the contract.

If agreement is reached during any step in this process, all parties present shall sign a written agreement. A copy shall be given to both the Chair and Human Resources.

B. Eliminating, Combining, or Reducing Positions

If the College intends to eliminate a position, combine positions, or reduce the percentage of a position, implementation of the proposed change will not take place until the process as outlined below is concluded. Lack of response within the designated time frames is considered agreement.

1. The Human Resources Director will contact the Chair and Vice-Chair to request a meeting to discuss the desired change(s). At the conclusion of the meeting, the Chair shall be given ten (10) business days to confer with the SRCCPA Executive Committee and the UniServ Director. In addition, the Chair and Human Resources Director will mutually agree when it is appropriate to communicate with the affected Employee(s).
2. If in agreement, the Chair shall notify the Human Resources Director within the ten (10) business day timeframe. If not in agreement, the Chair shall notify the Human Resources Director of continuation to Step 2.
3. The Chair and Vice-Chair, Human Resources Director, and President of the College will schedule a meeting within ten (10) business days of notification in Step 1 to discuss the matter and work towards reaching a mutual resolution.
4. If agreement is not reached in step 3, the Chair and President of the College will schedule a meeting within five (5) business days. The President will provide a final written determination to the Chair within two business days following the conclusion of the meeting. This decision may not be appealed further nor is subject to grievance.

## SECTION VIII: FRINGE BENEFITS

### A. Medical/Dental/Optical Coverage

The Spoon River College (SRC) Insurance Committee researches and recommends health insurance plans and establishes Employee insurance premiums in accordance with the insurance committee section of this agreement. Any new insurance programs or changes to existing programs would require an open enrollment.

1. **Enrollment:** Eligible Employees may enroll in a group hospitalization/major medical/insurance program as outlined in the eligibility section of the Summary Plan Descriptions. Benefits levels are established in the Summary Plan Descriptions.
2. **Employee Premiums:**
  - a. Premium Sharing: The Insurance Committee has established a procedure for determining Employee health insurance premiums as referenced in its by-laws. Located at S:\Human Resources Information\Benefit Information\Insurance Committee By-Laws 031017.docx
  - b. Premiums will be established annually prior to open enrollment, which is generally November 1 – 30 for the following benefit year (effective January 1).
  - c. Human Resources office will notify Employees of the new insurance rates within 5 business days of receipt and Insurance Committee approval.
  - d. The new insurance rates will be effective starting with the first pay date of the plan year.
3. The insurance policies as stated by the carrier will govern the extent of coverage and disputes will be resolved according to said policies. The insurance carrier will be held liable for providing any benefit for which it has contracted. Failure to do so will not be misconstrued as a breach to this agreement by the Board or the Insurance Committee and shall not result in liability to the Board or the Insurance Committee. If the insurance carrier breaches an existing contract that it has with the Board, the College and the Insurance Committee will work to achieve a resolution with the insurance carrier or seek a new carrier.

### B. Insurance Committee

1. **Membership:** The committee is made up of three (3) representatives from each of the following Employee classifications for a total of twelve (12) voting members: Administration, Classified Personnel Association, Faculty Association, and Professional Support Staff. Additionally, there are three (3) Non-Voting Ex-

Officio Members who shall provide guidance and support: The College President, the Director of Human Resources, and the Chief Financial Officer.

2. **Responsibilities / Authority:** The Insurance Committee is tasked with the responsibility and authority to select insurance coverage and establish Employee insurance premiums. This committee will work to maintain quality healthcare coverage that is affordable to both the Employee and Employer by means including, but not limited to: investigation, research and analysis of trends and alternatives, communication with Employee and/or other groups influencing or affected by SRC's health coverage, and making changes as deemed appropriate.
3. The Insurance Committee, at its discretion, will pursue new insurance carriers and/or plan design that provide major medical programs.

C. Section 125 Plan

The Board will continue the cafeteria plan under Section 125 of the IRS code for insurance benefits (Employee-paid insurance premiums) established January 1, 1992.

D. Group Term Life Insurance

The College will provide twenty-five thousand dollars (\$25,000. 00) of group term life insurance for each full-time Employee, subject to provider restrictions.

E. **Retiree Insurance Coverage**

The Board will offer health insurance to bargaining unit Employees upon retirement, at the Employee's cost, only in the absence of the College Insurance Program (CIP) offered by the State of Illinois.

The retiree must be:

- a. At least 55 years old;
- b. A full-time SRC Employee for the 10 years immediately prior to retirement;
- c. Receiving SURS benefits.

Those employed before the 1997-99 contract are exempt from the ten-year rule.

F. Holidays

The paid holiday schedule for Employees is as follows: Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Break [a minimum of ten (10) business days including Christmas Day and New Year's Day].



Any Employee called to work on any of the above holidays by their supervising administrator will be paid two (2) times their regular rate for the hours worked.

G. Time Off/Full-Time

Regularly scheduled full-time Employees shall accrue vacation time at the following rates per year:

Years of Employment	Days	Hours
Zero through four years of employment	15 days	(105 hours)
Five through nine years of employment	20 days	(140 hours)
Ten through fourteen years of employment	25 days	(175 hours)
Fifteen or more years of employment	30 days	(210 hours)

Employees must complete the full year of service before beginning to accrue the next level of benefit time. For example, an eligible Employee will begin to accrue 20 days of vacation time on the anniversary date of the fifth year of employment (i.e., after four complete years of work).

If one of the recognized holidays falls within an Employee's approved time off, that day will NOT be counted as vacation time. Vacation cannot be accumulated and must be taken with the fiscal year after it is earned. For example, if you earn 29 days per year, you cannot have more than 29 unused days at the end of the fiscal year. Any vacation not taken will be rolled into sick time. For example, if you earn 29 days per year and have 30 days at the end of the fiscal year, one (1) day will be rolled into sick time. Vacation cannot be taken until earned and must have supervisor approval prior to use of time.

H. Transition of Paid Time Off Benefits from Part-Time to Full-Time

In accordance with the definition of seniority, Employees moving from part-time to full-time employment shall accrue paid time off based on the length of their continuous employment with the College within those jobs covered by the bargaining unit.

While benefit accrual dates will be adjusted to reflect seniority dates, the college will not adjust paid time off balances retroactive to the seniority date. For example, an Employee's seniority date will be from the first date of service in the bargaining unit, but their vacation time accrual will begin with the date of hire as a full-time Employee.

I. Time Off/Part-Time

Part-time 9 month (20 hours per week) Employees:

9 month Employees will only accrue paid time off during weeks worked. Employees shall accrue at the

following bi-weekly rates:

Years of employment	Hours
Zero through four years of employment	1. 23 hours
Five through nine years of employment	1. 38 hours
Ten or more years of employment	1. 54 hours

#### Part-time 12 month Employees

Time-off for regularly scheduled part-time Employee. Employees shall accrue at the following rates per year:

Years of employment	Days
Zero through four years of employment	8 days
Five through nine years of employment	9 days
Ten or more years of employment	10 days

The actual hours awarded and used for each day will be determined by the full-time equivalency of the position established in the personnel records. For example, an Employee who works 28 hours per week, with 4 years of service, will accrue time off based upon the following formula:

28 (hours per week) divided by 5 (days per week) x 8 days (time off benefit) = 44.8 hours per year

Moving to the next level of benefit time accrual as described above requires completing the full years of service before beginning to accrue the next level of benefit time. For example, an eligible Employee will begin to accrue 9 days of PTO time on the anniversary date of the fifth year of employment (i.e., after four complete years of work).

Paid time off may be taken for any purpose and under the same conditions that full-time employees may take paid time off or sick leave. Paid time off must be used by June 30 of the year following the year in which it was earned. For example, if you earn 9 days per year, you cannot have more than 9 unused days. Paid time off cannot be taken until earned and must have supervisor approval prior to taking off unless being used for sick leave.

#### **J. Request/Response for Time Off**

Requests for time off are submitted in ADP to the immediate supervisor. Responses to the requests for time off will be provided to the Employee within two (2) business days. If the Employee's supervisor is not working at the time of the request, the request must be sent to the next person in the chain of command. If there is a lack of response at the end of two (2) business days from the request, the Employee will forward the request to the Human Resources Director. Lack of response within three (3) business days of

request means approval of request. If the Employee requests time off that they have not accrued and the supervisor approves the time off, the Employee shall take the time off unpaid. If the Employee's supervisor denies the Employee's request for time off (paid or unpaid), the supervisor must immediately provide the Human Resources Director with the reason for the denial.

## **SECTION IX: LEAVES**

### **A. Sick Leave**

Full-time Employees shall be credited sick days at the rate of fifteen (15) days per year. Sick days may be accumulated to three hundred sixty (360) days. Sick Leave Benefits are compensated at the Employee's current rate of pay.

Sick Leave Benefits may be used by any Employee due to their own illness or injury, their own medical appointments, immediate family members' medical appointments, personal care of family member as defined by Illinois Sick Leave Act, or due to the illness or injury of immediate family, a member of the household (person residing within the house for at least 12 months), or any other relative for whom the Employee is the primary caregiver. Members of the immediate family are defined as: parents; foster parents; foster children; step-parents; step-children; spouse; children; siblings; in-laws (mother, father, son, daughter, brother, sister); grandparents; grandchildren; roommate; or individual with whom the relationship creates an expectation that the Employee would care for the person in case of illness or injury. Should serious illness or hospital confinement befall an Employee's aunt, uncle, niece, or nephew, sick leave may be used. An attending physician's certificate may be required at the discretion of the College to verify a lengthy, unusual, or frequent illness. Sick Leave Benefits may not be used as additional vacation or holiday time and should not be used simply because they are available. Excessive or unauthorized absences may result in disciplinary action.

If the Employee's supervisor denies the Employee's usage of sick leave (paid or unpaid), the supervisor must immediately provide the Human Resources Director with the reason for the denial.

### **B. Emergency Sick Leave Bank**

Employees may contribute to a sick leave bank that is available for eligible Employees in the event of an extended illness or disability. The sick leave bank is designed to allow eligible Employees additional resources in a crisis situation through the donation of sick/PTO time of their peers. Application for activation of the Emergency Sick Leave Bank does not guarantee approval, and number of hours applied are subject to amount donated. Participation by donors is entirely voluntary.

Eligible Employees may utilize paid time off from the Sick Leave Bank when the following criteria are met:

- a. Leave is due to a serious health condition of the Employee only;
- b. All paid benefits have been exhausted by the Employee;
- c. The Employee has worked at SRC for a minimum of six (6) months.
- d. Employee will notify Chair of the need. Chair will then meet with Executive Committee for approval of Sick Leave Bank activation.
- e. The sick leave bank may have a maximum balance of 80 days.
- f. If necessary, the Human Resources Office will request donations of sick leave benefits from Employees. All donations by Employees are voluntary and must be made in writing. Human Resources will collect and tabulate donations and administer donated hours.
- g. Benefits will be paid at the receiving Employee's current rate of pay. The maximum allowance for anyone eligible Employee receiving sick bank benefits will be sixty (60) days per a rolling 12 months, but may not extend beyond an approved FMLA leave (for example: a full-time Employee with a serious health condition in which they use 30 days of combined sick and vacation time would only be eligible for 30 days of sick bank time as the maximum leave under FMLA is 12 weeks or 60 days).

#### C. Bereavement

1. Eligible full-time employees are provided five (5) business days leave of absence without loss of pay and eligible part-time classified employees are provided the same up to their regularly scheduled weekly hours due to the death of the following family members:
  - a. Employee's spouse
  - b. Employee's child (birth, adoptive, foster child, step-child);
  - c. Employee's grandchild (birth, adoptive, foster child, step-child);
  - d. Employee's parents (birth, adoptive, foster parents, step-parents, or an adult who stood in loco parentis to the employee during childhood);
  - e. Or the employee was the primary caregiver of the deceased.
2. Eligible employees are provided two (2) days of their regularly scheduled hours of leave without loss of pay due to the death of other covered family members. Other covered family members are defined as:
  - a. Employee's sibling (birth or adoptive, foster sibling or step-sibling);
  - b. Employee's in-laws, (mother, father, son, daughter, brother, sister);
  - c. Employee's grandparents;
  - d. Employee's aunt, uncle, niece, nephew;
3. Additional leave, while not to exceed three (3) days, may be deducted from the Employee's accumulated sick leave.

4. With supervisory approval, a total leave of seven (7) hours per fiscal year may be granted for funerals in case of the death of other family members or close friends.
5. With supervisory approval, Employees are allowed up to four (4) hours of bereavement leave to attend the funeral of a fellow employee or retiree of the College, provided such absence from duty will not interfere with normal college operations.
6. Bereavement leave pay must be appropriately reflected on the employee's electronic timecard.
7. Bereavement leave pay is not considered as time worked for the purpose of overtime calculations.
8. Bereavement leave pay is computed at the individual employee's base rate of pay.

D. Disability Leave

Any Employee who presents satisfactory evidence from a physician of a disability, due to illness or accident, extending beyond the time which is covered by accrued sick leave benefits, shall be granted a leave of absence without pay or College paid benefits, upon submission of a written request and rationale for said leave, to the Human Resources Director. Such leaves may not exceed one (1) year in length.

If the Employee does not return to work at the end of the one (1) year period, the Employee shall be deemed to have resigned. There will be no accrual of paid time off or sick leave benefits during this leave of absence. Upon return from a medical leave of absence, the Employee must present, to the Human Resources Director, written authorization from the physician approving the return to full-time work with or without reasonable accommodation.

E. Family and Medical Leave

The parties agree to incorporate and abide by the College's Family and Medical Leave Policy.

F. Jury Duty

Any Employee called for jury duty or subpoenaed to attend court on behalf of the College for an incident that happened while the Employee was at work and/or on College time, shall be granted leave with pay for such purposes to maximum of twenty (20) work days per call to duty.

Jury duty notification or subpoena shall be presented to the Employee's supervisor and a copy shall be sent to Human Resources as far in advance as is practical. The College will have the right to request the appropriate authority to release such Employees from jury duty or the court appearance in any manner permitted by law. The Employee is

expected to report for regular College duty when their attendance in court is not required either for the aforementioned jury duty or as a subpoenaed witness.

The Employee will elect either to receive payment from the jurisdiction or the College. If the Employee elects to receive payment from the College, they must remit all payments for jury duty to the College, except the money for meals and transportation. The Employee must provide Human Resources with an official document from the jurisdiction that indicates the court dates attended and the amount paid per day of attendance. If the Employee fails to provide Human Resources with the required documentation within fifteen (15) business days of the completion of Jury Duty services, the Employee will not receive pay from the College on the days of absence.

#### G. Other Leaves

Any leave other than those mentioned in sections A through F must be pre-approved by the President or designee. The leave shall not exceed twelve (12) months and is without College pay and College paid benefits. The Employee will not accrue paid time off or sick time while on the leave. At the expiration of the leave of the Employee, they shall be reinstated in a position of similar status to the position at the time of granting the leave, if available, or of the same pay rate. Failure to report for assignment at the expiration of any leave of absence shall be considered equivalent to a resignation.

### **SECTION X: COURSES, WORKSHOPS, SEMINARS**

#### A. Variable Tuition

All Employees and immediate family may attend credit courses at a variable tuition rate of one dollar (\$1) per credit hour plus course fees. Immediate family members, for the purposes of this benefit, shall include the spouse of any Employee and any dependent child. For clarification of this benefit, please reference Policy 3. 3. 15 Variable Tuition Benefit. In addition, in the event of an Employee's death, this benefit would accrue to their dependents as previously defined for a period not to exceed two (2) years after the death of the Employee.

Any Employee may take a course at Spoon River College during working hours with appropriate approval. The Employee must request the time away from work in writing to their immediate supervisor. The request must include a provision for making up the time off through flextime or the use of paid time off. If flextime is requested, the supervisor and Employee will mutually agree to an adjusted work schedule. If an agreement between the Employee and immediate supervisor cannot be reached, the Employee may issue a written appeal to their supervising administrator. If the Employee is not satisfied with the administrator's decision, a final written appeal may be made to the College President. The President's decision is final and binding. Only one course per semester may be taken during normal working hours.

B. Job Related Training

Employees may attend job-related workshops and seminars with the prior approval of their immediate supervisor. Employees will be paid for travel time to and from seminars and workshops. If an Employee is traveling on a weekend to a work-related workshop or seminar, the Employee will only be paid for the time it takes them to get there and to return to the college or their home, whichever is closer.

Employees, with mutual agreement between the Employee and the supervisor, may attend job-related college course/courses during normal work hours, without loss of pay, and at no cost to the Employee.

C. Tuition Reimbursement

All full-time Employees with a minimum of one year of continuous employment who take a course at a college OTHER than Spoon River College, which is pre-approved by the supervising administrator, will be reimbursed at no less than one-half (1/2) of the per credit hour rate (undergraduate and graduate) at Western Illinois University, excluding fees. Courses resulting in a grade below a C will not be reimbursed.

Tuition reimbursement is limited to 12 credit hours per fiscal year.

If the Employee voluntarily terminates employment with Spoon River College within the 12-month period immediately after completion of the class(es), they will be responsible for repayment of the amount of reimbursement provided by Spoon River College.

## **SECTION XI: PERFORMANCE EVALUATIONS**

The evaluation process reflects Spoon River College's commitment to strengthening the effectiveness of all Employees. An important aspect of this commitment is fair, consistent, and effective evaluation. Performance evaluations are a means to support this commitment and are the responsibility of both the Employee and the supervisor.

Evaluations shall be conducted in accordance with College policy.

Any suggested changes to job descriptions, titles, or duties cited on any evaluation form shall be addressed in the process outlined in Employment Considerations section.

## **SECTION XII: SENIORITY, LAYOFF, RECALL**

A. Seniority

Seniority shall be defined as the length of an Employee's continuous employment with the College within jobs covered by this bargaining unit. Service shall be computed from the first day of uninterrupted employment. Service shall not be interrupted due to utilization of approved leaves of absence, paid time off benefits, time on recall, or normal breaks in contractual year for that job. A seniority list for Employees covered by

this bargaining unit shall be posted each year prior to October 1, reflecting the length of service of each Employee, including those on layoff.

**B. Layoff**

Layoffs or reduction in hours, if necessary, by a department shall be in order of seniority, least senior first. Notice to the Employee whose hours are to be reduced shall be issued at least sixty (60) calendar days prior to the effective date of the layoff/reduction, except in the case of a fifty percent (50%) or greater grant funded position, when the Employee shall be given a fourteen (14) calendar day written notification prior to the effective date of layoff/reduction.

**C. Bumping**

Employees affected by layoff or reduction in hours in the section above shall have a right to displace (bump) a less senior Employee if they possess minimum and substantially equal qualifications for the position. Employees will receive appropriate training for the position and fulfill the probationary period referenced in Section IV. If the probationary period is not fulfilled, the affected Employee does not lose recall rights into their original position as referenced in the recall section below.

Full-time and regularly scheduled part-time Employees shall be on separate seniority lists, and there shall be no bumping between lists.

Upon receipt of a layoff notice, the affected Employee shall receive a list of positions with less seniority in which the Employee has a right to displace (bump) within the full-time or part-time seniority list, if they possess minimum and substantially equal qualifications for the position. The Employee shall have ten (10) business days to inform Human Resources Director and the Chair, in writing, of intent to bump or not and the intended position. After ten (10) business days, the decision is irrevocable.

**D. Recall**

When offering an Employee on the recall list a position, Human Resources shall offer the position to the Employee by telephone. There will be only one (1) attempt to contact the Employee by telephone, the date and time of which will be documented. The verbal offer will be verified by certified letter sent to the Employee's home address. The Employee will have three business days from the receipt of the letter to accept the position. A lack of response from the Employee will be considered a denial. If the Employee fails to pick up the certified letter within ten business days from the mailing date, this will also be considered a denial.

The Employee will begin working at the College two (2) weeks from the date the Employee accepts the position. If mutually agreed upon by Employee and Employer, the Employee may begin working any time within the two-week period. An Employee will be



allowed to deny one (1) recall within the year. After a second denial, the Employee will be removed from the recall list.

The recall period shall be equal to one (1) year from the effective date of the layoff. If, within the Employee's recall period, a vacancy occurs, the most senior Employee shall be offered the position, providing that Employees are relatively equal in skill and ability to perform the work for the vacancy.

Paid time off benefits, sick leave, seniority, and other benefits shall not be earned while on layoff. However, such benefits shall be reinstated at the level the Employee received at the time of the layoff when recalled.

### **SECTION XIII: GRIEVANCE PROCEDURE**

#### **A. Conditions**

The grievance procedure will be as follows:

1. No meetings or hearings of any grievance may be conducted by the College or its agents without notification to the Association.
2. Time limits may be extended upon the mutual written agreement of both parties. Failure to communicate a decision by the College at any step of this grievance procedure within the specified time limits shall permit it to be advanced to the next step of the procedure unless a longer period is established by mutual written consent. Failure to communicate an appeal by the Employee shall be considered a withdrawal of said grievance unless said Employee is incapacitated.
3. Hearings and/or meetings under this procedure shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses, to be present.
4. The grievance may be withdrawn without prejudice at any step. A grievance, once withdrawn, may not be reinstated.
5. An IEA representative and/or legal counsel will be permitted to act as the aggrieved Employee's advocate in any meeting held.
6. Neither party may introduce new evidence in an arbitration hearing which was not disclosed to the other party prior to submission to arbitrator.
7. No reprisals will be taken by the SRCCPA, the Board of Trustees, or the Administration against an Employee because of the Employee's participation or nonparticipation in a grievance.

8. All grievances will be filed on the mutually agreed upon grievance form.

**B. By-pass Provision**

Any step of the grievance procedure may be bypassed by mutual consent of the Association and the College.

**C. Point of Origin**

A grievance will be lodged at its point of origin, and the general procedure relating to that step will apply, including the right to appeal.

**D. Grievance Steps**

Step 1: In the event a grievance is alleged, the aggrieved shall informally discuss the grievance with the appropriate administrative officer in charge of that area to which the grievance relates. At the aggrieved Employee's option, an Association representative may act as an advocate at the meetings. Within thirty (30) calendar days from the date which an Employee becomes aware of the event giving rise to the grievance, or reasonably should have become aware, the aggrieved shall present a written grievance to the Human Resources Director. However, in the event the College's action is not in the Employee's reasonable awareness, the thirty (30) calendar day limit is not applicable and a sixty (60) calendar day period after occurrence shall be in effect. The administrative representative shall, within fifteen (15) calendar days after receipt of the grievance, investigate said grievance and convene a meeting at which the aggrieved may present the grievance. The Human Resources Director shall have five (5) business days after the grievance meeting is held to submit a written response to the aggrieved which shall contain an explanation of the determination.

Step 2: If the grievance is not resolved to the satisfaction of the aggrieved, the party may appeal the decision within twenty (20) calendar days after receipt of the previous level decision to the next level administrator having authority to dispose of the grievance. If the next level administrator is the College President, the appeal is made pursuant to Step 3. The next level administrator shall, within fifteen (15) calendar days, investigate the matter and convene a meeting at which the aggrieved may present the grievance. The Administrative Representative shall have five (5) business days after the grievance meeting is held to submit a written response to the aggrieved which shall contain an explanation of the determination.

Step 3: If the grievance is not resolved to the satisfaction of the aggrieved, the party may appeal the decision within ten (10) business days after receipt of the previous level response to the College President. The President or their designee shall have fifteen (15) calendar days after receipt of the written appeal to investigate the matter and convene a meeting at which the aggrieved may present the grievance. The Administrative Representative shall have five (5) business days after the grievance meeting is held to

submit a written response to the aggrieved which shall contain an explanation of the determination.

Step 4: If the grievance is not resolved to the satisfaction of the Association, the SRCCPA may appeal the matter within twenty-five (25) calendar days to final and binding arbitration through the Federal Mediation & Conciliation Service. The arbitrator shall not have the authority to modify the terms of the contract.

#### **SECTION XIV: NO STRIKE**

The SRCCPA-IEA/NEA agrees not to strike nor engage in a “sympathy strike” during the term of this agreement. The College agrees not to engage in a lock-out of Employees during the term of this agreement.

#### **SECTION XV: DURATION**

All the terms and conditions of the FY2025 contract shall remain in full force and effect. from July 1, 2024, through June 30, 2028. The terms and conditions of the contract may be modified through the written mutual consent of its parties. If any provision of this contract is found to violate the state or federal law, that provision only will be renegotiated to bring it into compliance.

This contract may be extended by mutual agreement of both parties.

For the Board of Trustees of  
Spoon River College District #534:

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Board of Trustees Chair

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Board of Trustees Secretary

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For SRC Classified Personnel  
Association IEA/NEA:

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SRCCPA Chair

---

SRCCPA Vice-Chair

---

SRCCPA Executive Committee

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## DEFINITIONS

Aggrieved - The person filing the grievance, or the Association filing a grievance on behalf of Employees.

Association - Spoon River College Classified Personnel Association/Illinois Education Association/National Education Association. Referred to in this document as the SRCCPA/IEA/NEA.

Association members - Employees who are members of the union also known as the SRCCPA/IEA/NEA.

Bargaining unit - all full-time and regularly scheduled part-time classified positions covered by this contract.

Classifications - groups of bargaining unit positions used for salary administration. There will be no decrease in current wages for existing Employees due to reclassification or changes in job titles.

Business Day - any day the College is open for business from 8:00 a. m. - 3:30 p. m. Monday through Friday.

Full-time Employee - anyone who is regularly scheduled to work at least thirty (30) hours per week.

Grievance - A complaint arising from a misinterpretation or misapplication of the provisions of this agreement.

Hour of Service -- Each hour for which an Employee is paid, or entitled to payment by the employer for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty or leave of absence.

Paid time off (PTO) - Part-time Employees accrue this benefit for use of personal time, professional appointment time, sick time, non-paid holiday time, and vacation time benefits.

Part-time Employees - anyone who is regularly scheduled to work less than thirty (30) hours per week.

Performance Improvement Plan (PIP) - documentation of discussion regarding Employee performance. Does not reside in the Employee's personnel file.

Probation - is a trial period for evaluation of the Employee's job performance, based on job responsibilities.

Resources - anything the College has to pay for or pay to maintain.

SRCCPA - Spoon River College Classified Personnel Association.

Sympathy Strike – work stoppage in support of a strike by workers in a separate entity

Temporary Employee - any classified Employee who is not full-time or regularly scheduled part-time. Temporary Employees are not covered by this contract.

Year - fiscal year July 1 - June 30.

## APPENDIX A: JOB CLASSIFICATIONS

### A. Full-time Job Classifications

<b>JOB CLASSIFICATION(S)</b>	<b>Position</b>	<b>JOB TITLES</b>	<b>STARTING HOURLY RATE 7/1/2024</b>
Business Services	Specialist	Specialist, Accounts Payable (1)	\$16. 50
Business Services	Specialist	Specialist, Student Accounts (1)	\$16. 50
Business Services	Specialist	Specialist, Business Services (1)	\$16. 50
Business Services	Specialist	Specialist, Bookstore Services (1)	\$16. 50
Campus Services	Assistant	Assistant, Auxiliary Services (1)	\$15.75
Campus Services	Assistant	Assistant, Campus (Macomb) (1)	\$15. 75
Campus Services	Assistant	Assistant, Campus (Havana) (1)	\$15. 75
Clerical Services I	Assistant	Office Assistant, Financial Aid (1)	\$15. 75
Clerical Services I	Assistant	Office Assistant, Student Support Services Grant (1)	\$15. 75
Clerical Services I	Assistant	Office Assistant, Help Desk/Facilities (2)	\$15. 75
Clerical Services I	Assistant	Office Assistant, Student Services (Macomb) (1)	\$15. 75
Clerical Services II	Assistant	Office Assistant, Student Services (1)	\$15. 75
Clerical Services II	Assistant	Office Assistant, Nursing and Allied Health (1)	\$15. 75
Clerical Service II	Assistant	Office Assistant, Community Outreach (2)	\$15. 75

<b>JOB CLASSIFICATION(S)</b>	<b>Position</b>	<b>JOB TITLES</b>	<b>STARTING HOURLY RATE 7/1/2024</b>
Clerical Services II	Assistant	Office Assistant, Macomb Campus (1)	\$15. 75
Clerical Services II	Assistant	Office Assistant, Adult Education (1)	\$15. 75
Clerical Services II	Assistant	Office Assistant, Academic Support (1)	\$15. 75
Facilities	Maintenance Technician	Technician Maintenance (6)	\$17. 25
Student Services	Specialist	Specialist, Financial Aid/Veterans (1)	\$16. 50
Student Services	Specialist	Specialist, Admissions	\$16. 50
Campus Attendant	Attendant	Attendant	\$15. 00

B. Part-time Job Classifications

<b>JOB CLASSIFICATION(S)</b>	<b>Position</b>	<b>JOB TITLES</b>	<b>STARTING HOURLY RATE 7/1/2024</b>
Campus Attendant	Attendant	Attendant, Community Outreach Center (1)	\$15. 00
Campus Services	Assistant	Assistant, Campus (1)	\$15. 75
Clerical Services I	Assistant	Office Assistant, LRC (1)	\$15. 75

## APPENDIX A: JOB CLASSIFICATIONS

### A. Full-time Job Classifications

<b>JOB CLASSIFICATION(S)</b>	<b>Position</b>	<b>JOB TITLES</b>	<b>STARTING HOURLY RATE 7/1/2025</b>
Business Services	Specialist	Specialist, Accounts Payable (1)	\$16. 50
Business Services	Specialist	Specialist, Student Accounts (1)	\$16. 50
Business Services	Specialist	Specialist, Business Services (1)	\$16. 50
Business Services	Specialist	Specialist, Bookstore Services (1)	\$16. 50
Campus Services	Assistant	Assistant, Facilities/ Auxiliary Services (1)	\$15.75
Campus Services	Assistant	Assistant, Food Services (1)	\$15.75
Campus Services	Assistant	Assistant, Campus (Macomb) (1)	\$15. 75
Campus Services	Assistant	Assistant, Campus (Havana) (1)	\$15. 75
Clerical Services I	Assistant	Office Assistant, Financial Aid (1)	\$15. 75
Clerical Services I	Assistant	Office Assistant, Student Support Services Grant (1)	\$15. 75
Clerical Services I	Assistant	Office Assistant, Help Desk/Facilities (2)	\$15. 75
Clerical Services I	Assistant	Office Assistant, Student Services (Macomb) (1)	\$15. 75
Clerical Services II	Assistant	Office Assistant, Student Services (1)	\$15. 75



Clerical Services II	Assistant	Office Assistant, Nursing and Allied Health (1)	\$15. 75
Clerical Service II	Assistant	Office Assistant, Community Outreach (2)	\$15. 75
Clerical Services II	Assistant	Office Assistant, Macomb Campus (1)	\$15. 75
Clerical Services II	Assistant	Office Assistant, Adult Education (1)	\$15. 75
Clerical Services II	Assistant	Office Assistant, Academic Support (1)	\$15. 75
Facilities	Maintenance Technician	Technician Maintenance (6)	\$17. 25
Student Services	Specialist	Specialist, Financial Aid/Veterans (1)	\$16. 50
Student Services	Specialist	Specialist, Admissions	\$16. 50

#### B. Part-time Job Classifications

<b>JOB CLASSIFICATION(S)</b>	<b>Position</b>	<b>JOB TITLES</b>	<b>STARTING HOURLY RATE 7/1/2025</b>
Campus Attendant	Attendant	Attendant, Community Outreach Center (1)	\$15.25
Campus Services	Attendant	Attendant, Food Services (1)	\$15.25
Campus Services	Assistant	Assistant, Campus (1)	\$15. 75
Clerical Services I	Assistant	Office Assistant, LRC (1)	\$15. 75
Clerical Services I	Assistant	Office Assistant, Foundation	\$15. 75
Clerical Services I	Assistant	Office Assistant, Community Outreach	\$15. 75

**MEMORANDUM OF UNDERSTANDING  
BETWEEN SPOON RIVER COLLEGE AND THE SPOON RIVER COLLEGE CLASSIFIED  
PERSONNEL ASSOCIATION**

This Memorandum of Understanding (“MOU”) entered into on January \_\_\_\_, 2025 is between Spoon River College (“College”) and the Spoon River College Classified Personnel Association (“SRCCPA”).

The following Appendix A will be inserted to replace the previous Appendix A.

Changes include:

Update to position and job title for Campus Services, Assistant, Facilities/Auxiliary Services

Update to position, job title, and hourly rate for Campus Services, Assistant, Food Services, \$15.75

Update to position, job title, and hourly rate for part-time Campus Services, Attendant, Attendant, Food Services, \$15.00

This agreement is made without precedent. All other terms and conditions of the existing bargaining agreement apply

\_\_\_\_\_  
President, Spoon River College

\_\_\_\_\_  
Chair, SRCCPA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chair, SRCCPA

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN SPOON RIVER COLLEGE AND THE SPOON RIVER COLLEGE CLASSIFIED PERSONNEL ASSOCIATION**

This Memorandum of Understanding ("MOU") entered into on June \_\_\_\_\_, 2025, is between Spoon River College ("College") and the Spoon River College Classified Personnel Association ("SRCCPA").

Increase classified wages by 3.5% across the board for FY26.

Adjusts Appendix A: Job Classifications starting wages to the following:

FY 26 Wage Appendix  
Attendant increase to \$15.25  
Assistant remain at \$15.75  
Specialist remain at \$16.50  
Technician remain at \$17.25

Additionally, the College and SRCCPA agree to Close the college the Friday of Spring Break as an additional compensated holiday. Employees will be paid their regularly scheduled hours for this holiday.

This agreement is made without precedent. All other terms and conditions of the existing bargaining unit agreement apply.

\_\_\_\_\_  
President, Spoon River College

\_\_\_\_\_  
Chair, Spoon River College Classified Personnel Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date