

Letter of Agreement (LOA)
Parameters Around Bargaining-Unit-Eligible Full-Time Employees
Between

Heartland Community College ("the College"); Community College District 540
and the Heartland Adjunct Faculty Association ("HAFA"); IFT Local 6077

The College and HAFA agree to the following:

When a full-time non-faculty employee who is eligible to be placed into the HAFA bargaining unit under Section 2.1 (Recognition) of the Collective Bargaining Agreement (CBA) and the Illinois Educational Labor Relations Act is assigned to teach a credit-bearing course, all of the following apply:

1. The employee acknowledges that the HCC Employee Handbook provides, "No employee shall engage in outside or secondary employment which shall conflict with the employee's performance or professional duties at the College." Accordingly, full-time non-faculty employees may only teach courses at HCC when doing so does not conflict with their performance or professional duties associated with their full-time non-faculty position. In the event a full-time non-faculty employee's teaching responsibilities interfere with their performance or professional duties associated with their full-time non-faculty position, then the College reserves the right to take corrective action, including but not limited to ending the teaching assignment or ending future teaching assignments.
2. The employee must be approved for hire by the Academic Division overseeing the course. "Approved for hire" means the individual has gone through the standard selection process, consistent with Division practices, to ensure they meet both College and discipline-specific teaching standards. Prior teaching at HCC outside the bargaining unit, or any prior course assignment made without completion of this process, does not constitute approval and does not exempt the employee from completing it before any adjunct assignment within the unit.
3. The HAFA CBA applies, except as follows:
 - 3.1. The employee may not hold a committee, subcommittee, or task-force seat designated for faculty; and
 - 3.2. The employee may not receive dual compensation for activities that part-time faculty are paid for, including, without limitation, Heartland-sponsored professional development, faculty meetings (e.g., division, department, all faculty), and committee or governance work, unless the work is performed outside the employee's regular full-time assignment; and
 - 3.3. The employee's use of HAFA grievance procedures is limited to issues arising from the adjunct teaching assignment and does not extend to the employee's full-time position.

Except as expressly modified above, the CBA remains in full force and effect. This LOA is non-precedential and does not waive either party's rights under the IELRA.

Signatures

For Heartland Adjunct Faculty Association (HAFA))

Name: Jean-Marie Taylor

Title: President, Heartland Adjunct Faculty Association

Date: 10/29/2025

For Heartland Community College

Name: Sarah J. Diel-Hunt

Title: Interim Provost & VP, Academic & Student Affairs

Date: 10/29/2025


Jean-Marie Taylor (Oct 29, 2025 15:32:04 CDT)

