

AGREEMENT

2016 – 2019

Between the Board of Community College District No. 524,
County of Cook and State of Illinois

and the

Moraine Valley Adjunct Faculty Organization

A Chapter of the

Cook County College Teachers Union



9000 W. College Parkway • Palos Hills, IL 60465-2478

morainevalley.edu

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Preamble

This Agreement covering compensation, teaching hours, and working conditions is entered into by and between the Board of Community College District 524, County of Cook and State of Illinois, hereafter referred to as the “Board” and the Moraine Valley Adjunct Faculty Organization, a chapter of the Cook County College Teachers Union, hereinafter referred to as the “Union” as the exclusive bargaining agent for the bargaining unit defined in the consent election of April 9, 2003.

Whereas, it is the desire and intent of the parties to seek orderly adjustment of differences that may arise between them; and,

Whereas, the purpose of this Agreement is to promote harmony and efficiency in the working relationship between the parties so that the employee, the college and the public may be benefited,

Now, therefore, the parties agree as follows:

Article I - Definitions

1.1 Agreement. The term “Agreement” shall mean this current collective bargaining agreement between the Board and the Union.

1.2 Board. The term “Board” shall mean the Board of Community College District No. 524, County of Cook and State of Illinois, and any administrators, supervisors and agents the Board may so designate.

1.3 College. The term “College” refers collectively to the institution and to all educational facilities or academic locations under the jurisdiction of the Board and the administrative offices thereof.

1.4 Union. The term “Union” refers to the Moraine Valley Adjunct Faculty Organization, the bargaining agent for all adjunct faculty covered under this Agreement.

1.5 Bargaining Unit Employee. The term bargaining unit employee or “BUE” shall mean all adjunct faculty and adjunct counseling, advising and library faculty who are covered by this Agreement.

1.6 Equated Credit Hours. The term “equated credit hours” shall refer to credit hours as calculated pursuant to the agreement between the Board and the Moraine Valley Faculty Association.

Article II - Recognitions

2.1 Recognition. The Board recognizes the Union, as the sole and exclusive bargaining agent for all adjunct faculty, advisors, counselors and librarians.

2.2 An adjunct faculty member qualifies for membership in the bargaining unit at the beginning of the third consecutive semester of teaching at least six equated credit hours (ECH) or more per semester. (Fall/Spring or Spring/Fall).

- (a) If the course load of an adjunct faculty member who has previously qualified under this Section as a bargaining unit member (i) falls below 6 ECH, but (ii) is 3ECH or above, the faculty member will continue to be a BUE.
- (b) If a BUE ceases teaching at the College, but returns within 2 years thereafter to teach at least 3 ECH, such faculty member will resume BUE status, and will be paid at the salary level he/she was paid at the time of departure.
- (c) If a BUE ceases teaching at the College for more than 2 years, but returns thereafter, such employee must re-qualify for BUE membership in accordance with this Section, and will be paid at the starting salary level upon return to the College.

2.3 Adjunct advising or counseling employees qualify for membership in the bargaining unit after they have worked three consecutive semesters (including fall, spring and summer) for a total of at least 700 hours. Of the 700 or more hours, at least 180 must have been worked during the 15-week summer and winter breaks. Current BUEs who worked 700 hours in the previous year, will be assigned their hours for the summer and winter break periods before non-bargaining unit employees.

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2.4 Adjunct librarians qualify for membership in the bargaining unit after they have worked at least 700 hours or more yearly scheduled as needed by the administration.

2.5 Part-time teachers of non-credit classes or grant-funded classes are not members of the bargaining unit.

2.6 A. Full-time employees of the College who teach part-time, full-time faculty who retire but continue to teach, and retired administrative and professional staff who teach part-time are expressly excluded from the bargaining unit.

B. BUE status will not be lost if a BUE teaches one or more courses and the hours teaching plus BUE hours worked total at least 700.

C. BUE status will not be lost if a BUE moves to only adjunct teaching work, or vice versa, assuming that the employee meets the BUE eligibility requirements in this section or Section 2.2.

2.7 Voluntary Dues Check off. Upon receipt of voluntary authorization in writing by a BUE, the College will deduct from the employee's wages the required amount of monthly Union dues. These deductions will be designated to the College in writing. Such deductions shall be made each pay period and said deductions, when calculated on a percentage basis, shall apply to the member's base pay.

The Union may change the methods or amount of said deductions upon written notice to the College by the Treasurer of the Cook County College Teachers Union. The dues and a list of employees from whose pay the dues have been deducted, along with the amount deducted from each and a list of Union members who have authorized such deductions and from whom no deductions were made, shall be forwarded to the union no later than 7 days after such deductions were made. The payroll deduction authorization forms shall be the same as shown in Appendix A.

2.8 Fair Share. All BUEs, upon completion of two semesters of work, shall be required to maintain membership in the Union or to pay, in lieu of dues, a fair share fee consisting of their proportionate share of the collective bargaining process, contract administration, in the pursuit of matters affecting wages, hours and other conditions of employment. The amount of the fee shall be certified to the College and the Union, and fair share fees shall be made at the same time and in the same manner as dues check off deduction under Section 7 of this article.

Any dispute concerning the amount of the fair share fee and/or the responsibilities of the Union with respect to fair share payers as set forth above shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

The Union shall indemnify and hold harmless the Board, the College, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of, or by reason of action taken by the College for the purposes of complying with the above provisions of this Article, or in reliance on any list, notice certification, affidavit, or assignment furnished by the Union under any such provisions. The Union shall not be responsible for the attorney's fees of any attorney for the employer other than an attorney employed and supervised or directed by the Union.

If, during the term of this Agreement, the Illinois Educational Labor Relations Board, (IELRB) or a court of competent jurisdiction rules any part of this Section void or not enforceable, the Union and the College agree to convene negotiations on this matter immediately for the sole purpose of bringing this Section into compliance with the standards or rulings of said IELRB or court.

2.9 COPE. Upon receipt of a voluntary written authorization from a BUE, the College will deduct from the adjunct faculty member's wages a deduction for the Cook County College Teachers Union Committee on Political Education (COPE). Upon receipt of a voluntary written authorization from a BUE, serviced upon the College and the Union, the College will, on the date therefore, cease to deduct such COPE contributions from the BUE's wages.

The College agrees to remit to the treasurer of COPE, in a timely manner, such deductions made pursuant to this section together with an itemized statement indicating the name of each BUE from whose wages such deductions have been made and the amount deducted during the period covered by the remittance.

2.10 Eligibility List. The College shall provide the Union with an eligibility list of all bargaining unit employees. An updated eligibility list will be provided to the Union by October 1 and March 1 each year.

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2.11 Use of Facilities. A. The College shall permit the Union to use the facilities of the College for the purpose of Union meetings and shall be in accordance with the rules and procedures of the College.

The Union shall be allowed the use of equipment of the College including photocopiers, audio-visual equipment, and computer equipment. The Union agrees that its use of facilities shall be restricted to such times that do not preempt the use of requested facilities and equipment for institutional purposes or usage by the students or the College. The Union shall pay for the use of paper supplies required for various duplication or reproduction processes at costs determined by the College.

The Union agrees to leave college buildings and equipment in the condition found, free of damage or loss other than damage resulting from normal wear and tear.

B. Bulletin Board Space. Bulletin board space shall be made available to the Union in space provided for adjunct faculty for keeping members of the bargaining unit informed of Union activities.

C. Distribution of Union Material. The Union may distribute Union literature on College property, provided there is no interference with College operations.

D. The Union shall have the right to schedule a general meeting once each month.

E. Board Policy and College Records. One copy of the Board's Official Policies, Regulations, and By-Laws Manual and all subsequent additions, deletions, and amendments shall be provided to the Union. The Board shall make available to the Union upon its request those public records which are relevant to negotiations or the enforcement of the Agreement.

Article III - Board's Management Rights

3.1 Management Rights. A. The College possesses and retains the right and authority to operate and direct the employees of the College in all respects, including, but not limited to, all rights and authority exercised by the Board prior to the execution of this Agreement, except as specifically limited in this Agreement. The authority and powers of the College as prescribed by the Statutes and Constitution of the State of Illinois and the United States shall continue unaffected by this Agreement except as expressly limited by the express provisions of this Agreement. These rights include, but are not limited to, the following:

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

C. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction according to current Board policy or as the same may from time to time be amended;

D. To establish, modify or eliminate programs, curriculums and/or courses of instruction, including special programs, and athletic, recreational and special events for students, and to determine whether to provide or purchase goods and services, all as deemed necessary or advisable by the College;

E. To hire all employees and, subject to provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion, and to evaluate/promote and transfer all such employees;

F. To determine classroom and student assignments, class schedules, class size, non-classroom assignments, the hours and places of instruction, policies on student examinations, and the duties, responsibilities, and assignment of BUEs.

G. Nothing in this Agreement shall be construed as giving a BUE a vested right or property interest in continued employment. BUEs acknowledge they are employees at will. The College reserves the right to terminate the employment of a BUE during the academic term for such cause as the College deems fit or to decide not to hire or rehire an employee at the College's discretion.

H. Non-renewal of employment (that is the decision of the College not to rehire a BUE for a new semester or other academic term) is not grievable. The College will endeavor to give BUEs notice of renewal or non-renewal

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at or near the time of the conclusion of the current semester. For example, a decision not to rehire a BUE for the Fall semester shall generally be communicated to the BUE by the end of the preceding Spring semester. Any course assignments made to a BUE pursuant to Article V Section 5.1 "Determination of the Minimum Teaching Load," shall be considered provisional and tentative until such time as the College determines the BUE will be retained for that semester. A BUE who has been advised that he/she will not be retained for that semester, and who has received a provisional summer assignment, shall not be eligible for the summer assignment.

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

No action, statement, agreement, settlement, or representation made by any BUE shall impose any obligation or duty to be considered to be authorized by or binding upon the Board unless and until the College has agreed thereto in writing.

Article IV - Employee Rights and Responsibilities

4.1 Course Goals and Content. Each BUE who teaches shall be entitled to freedom in the classroom in presenting and discussing his/her subject and shall have the right to introduce into his/her teaching, on the basis of his/her professional judgment, any matter related to his/her subject, provided that the Board or its designee shall have the right to question and ultimately decide upon any matter introduced into teaching which may not be consistent with the written policies of the Board, or if time is a consideration, the written policies of the Vice President for Academic Affairs subject to the ratification of the Board. The Board or its designee's decision and reasons therefore shall be set in writing within five (5) days to the BUE involved and to the Association President. The Board's decision shall be final. BUEs may determine reasonable course goals, reasonable methods of instruction, course content, and reading materials, provided that:

A. The course content is consistent with the purpose and objectives of the course as adopted by the college and approved by the ICCB as stated in the official course outline that has been approved by the Vice President of Academic Affairs and subject to College rights, policies and procedures.

B. The course content is consistent with the policies and procedures established by the academic department. Subject to department head approval, each BUE may utilize supplemental instructional materials.

C. Each BUE shall develop a syllabus for each course which shall include an outline of course goals and objectives. In addition, the syllabus shall comply with the format and requirements of the College's model course syllabus. Such syllabus shall be distributed to each student in the course on the first day the course meets and shall be considered a contract between the instructor and student.

D. Each BUE shall submit a copy of each course syllabus to the Dean prior to the first class meeting. If a course syllabus is unacceptable because it fails to meet the criteria set forth above, then the BUE shall be informed of the reasons why it is unacceptable and the syllabus shall be returned to the faculty member for revision and resubmittal within three college workdays.

4.2 Academic Grades. BUEs shall have discretion and responsibility in the determination and issuance of academic grades, whether via standard course work, non-traditional learning or mediated instruction, subject to departmental policy and procedures of the Division of Academic Affairs.

The College shall establish the grade appeal procedures from time to time. The decision of the Vice President of Academic Affairs of any grade appeal is final.

Article V - Teaching Load

5.1 Determination of Minimum Teaching Load. Following the determination of load and overload for full-time faculty and administrative staff and prior to the determination of work schedules for non-bargaining unit adjunct faculty, current adjunct faculty covered by the Agreement shall have the opportunity to preview the schedule of available courses during the time frame established in the course master calendar for each semester. Each

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adjunct faculty employee may submit to the dean a request for up to 9 ECH of course assignments by the deadline established in the course master calendar schedule for each semester. Every attempt will be made to honor such requests subject to the college's staffing needs. The determination of whether to assign BUEs a teaching load in excess of 9 ECH is a matter of the college's sole discretion.

5.2 Maximum Teaching Load. A BUE may teach up to 33 ECH per academic year. The maximum number is 12 ECH for the Fall and 12 ECH for the Spring and 9 for the Summer. The Vice President of Academic Affairs at his/ her discretion must approve any exception.

Section 5.3 A. Summer School Teaching Load. After full-time faculty and administrative staff select summer school courses, all available summer classes and interim classes will be offered to adjunct faculty in the bargaining unit who are qualified to teach them. BUEs, who desire to teach the summer term, will be offered 3 ECH and may teach 9 ECH if the classes are available. Course selection will be based on Article V Section 5.3 B. (Seniority) and Section 5.3 C. (Qualifications to Teach.)

B. Seniority in the Selection of Summer School Assignments. For purposes of the summer school assignments, seniority is determined by the position on the salary schedule. In the event of a conflict, the course will be chosen by lot.

C. Qualifications to Teach. An adjunct faculty member is "qualified" for summer school if he or she is currently teaching or has taught the particular course for which he or she seeks the summer appointment.

5.4 Payment in the Event of Class Cancellation. In the event a BUE's class or classes being cancelled for low enrollment, the BUE shall be compensated by way of a stipend of \$50.00 per class for 2017-2018, and \$100.00 per class for 2018-2019.

Article VI - Benefits

6.1 Direct Deposit of Pay Checks. Effective January 1, 2005, all BUEs shall be eligible for direct deposit of their paychecks.

6.2 Pay Checks. The College is currently in the process of upgrading its information systems. Recognizing that BUEs desire to receive their paychecks in a timely fashion, the College agrees that as a part of this upgrade, the College will use its best efforts to develop systems that will deliver pay checks to BUEs in a timely fashion. Upon request from the Union, a College representative will periodically report to the Union as to progress in developing an improved paycheck delivery system.

6.3 Paid Time Off (PTO). A. BUEs will be entitled to three (3) PTO days per academic year with no more than 2 days used in a semester. PTO days can be used during the fall and spring semesters only.

B. Effective July 1, 2017, BUEs will be entitled to four (4) PTO days per academic term. Subject to Subsection C below, PTO days can be used during the fall and spring semesters only.

C. In the event of a death in the family of a BUE ("Family" refers to a spouse or civil union partner, parent, child, sibling, grandparent, grandchild, the spouse or civil union partner's parent, child, sibling, grandparent or grandchild, or any relative living in the BUE's household), the BUE may use a third PTO day for bereavement purposes. In the event in the death in the family of a BUE which occurs in a summer semester, the BUE may use one PTO day for bereavement, if available.

To receive pay for a PTO day, the BUE must notify the appropriate supervisor or designee. The PTO days will not accumulate from academic year to academic year.

6.4 Tuition Waiver. Each BUE shall be entitled to a tuition waiver for one class at Moraine Valley per semester.

6.5 Jury Duty. BUE members who are summoned to court to perform jury duty shall suffer no loss of salary provided the appropriate documentation is submitted to the dean.

6.6 CTL Courses for Advisors, Counselors, & Librarians. Advisors, Counselors and Librarians may attend up to 3 CTL courses each academic year; such attendance shall not interfere with work hours. With supervisory approval, Advisors, Counselors and Librarians may take courses during their work hours in the CTL.

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6.7. Counselor Professional Development. The College will make available annually two professional development workshops with CEUs to adjunct Counselors. The workshops will be scheduled by the chair and/or dean of Student Engagement in alignment with the College's strategic priorities. BUE Counselors who are scheduled will be paid regular hours for participation in these workshops.

6.8. Holiday/ Emergency Closure Compensation. In the event the regularly scheduled work day of an Advisor, Counselor or Librarian is cancelled as a result of a College holiday or emergency closure, such BUE will be allowed to make up that cancelled work day during the same or following pay period, subject to the direction of the dean and department head.

Article VII - Personnel File

7.1 Official File. The College shall maintain one official file for each BUE.

7.2 Right to respond. An employee shall be provided with a copy of any adverse written material and it shall be initialed by the employee before it is placed in the employee's file. Said initialing by the employee is only to show that the employee has read the material and shall not be deemed to be in agreement with its content. If the employee refuses to initial the written material, a copy of said written material will be placed in the employee's file upon witness of a third party. If desired, the employee may attach a response to the material.

7.3 Inspection. The employee may inspect the file in accordance with P.A. 83-1104.

Article VIII - Grievance Procedures

8.1 Definition. A grievance shall mean a complaint by a BUE that there has been a violation or misinterpretation of the terms of this Agreement or of official policies approved in writing by the College, which may from time to time be in effect and which apply to BUEs. However, a grievance shall not be processed where the Board has retained sole and exclusive right to take action, provided that any stated exceptions to the Board's sole and exclusive rights shall be grievable under the grievance procedures. As used in this Article, the term BUE shall also mean a group of bargaining unit employees who have the same grievance. The designee of the College at each step below shall be someone who has more authority than the person in the previous grievance step.

8.2 Grievance Steps. Grievances shall be processed as follows:

Step 1. Any BUE who has a grievance shall submit it in writing to and shall discuss it with the immediate supervisor. The supervisor shall provide an answer to the employee within three working days after such presentation.

Step 2. If the grievance is not settled in Step 1 and the bargaining unit employee wishes to appeal, the grievance shall be referred by the grievant or the Union to the appropriate Vice-President within five working days after the answer to Step 1 and shall be signed by both the staff member and the grievance chair, or if unavailable, the Union president.

The Appropriate Vice President or designee shall discuss the grievance within 3 working days with the grievant and the Union representative at a time mutually agreeable to the parties. If no settlement is reached, the Vice President or appointed designee shall give a written answer to the union and the grievant within 3 working days.

Step 3. If the grievance is not settled at Step 2 and the Union desires to appeal, it shall be referred in writing by the Union to the President of the College within 10 working days after the step 2 answer. The President or appointed designee shall discuss the grievance within 5 working days with the Union representative and the grievant at a time mutually agreeable to the parties. If no settlement is reached, the President or appointed designee shall give a written answer to the Union within 5 working days following their meeting.

Step 4. Upon receipt of the written answer from the President or appointed designee, the Union may refer the grievance to arbitration within 10 working days. The parties shall attempt to agree upon an arbitrator within 10 working days after receipt of the notice of referral. In the event the parties are unable to agree upon an arbitrator within the said 10-day period, the parties shall immediately jointly request the American Arbitration Association to submit a panel of 5 arbitrators. The parties shall ultimately strike 4 names. For the

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first grievance after the effective date of the Agreement, the Union shall have the first strike; and for the next grievance the College shall have the first strike and so forth. The remaining person shall be the arbitrator. The remaining person shall be the arbitrator. However, if the Union or the College desires to strike all names on the panel of arbitrators and request a new panel, it may do so no more than 1 time. The arbitrator shall be notified of his selection by a joint letter from representatives of the parties.

8.3 Authority of the Arbitrator. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement or any applicable College policy. The arbitrator shall consider and decide only the specific issues submitted in writing and shall have no authority to make any decision or recommendation or any other issue not so submitted. The arbitrator shall be without power to make decisions contrary or inconsistent with or modifying or varying in any way the applicable laws and rules and regulations having the force and effect of law. The arbitrator's decision shall be based solely upon the arbitrator's interpretation of the meaning or application of the specific terms of this Agreement or Board policy involved to the facts of this grievance presented. The decision of the arbitrator shall be final and binding on the parties and bargaining unit employees and shall be immediately implemented forthwith.

8.4 Time Limit for Filing. No grievance shall be entertained or processed unless it is submitted within 15 school days after the grievant has knowledge or shall have had knowledge of the last asserted violation of the Agreement giving rise to the grievance. Time limits may be extended only by mutual agreement. Failure to communicate a decision within the specified time limits shall permit the Union to proceed to the next step.

8.5 Union Grievances. The Union shall have the right to use the grievance and arbitration procedure starting at Step 2.

8.6 Termination Grievances. A BUE who is terminated during the course of the academic term will be given notice of termination and supporting reasons. The decision is grievable through Step 2 only. If the BUE prevails, the College will pay the BUE the difference between what the BUE would have been paid for the whole semester, less amounts actually paid. The BUE shall have no right to reinstatement.

Article IX - Salaries

9.1 Adjunct Faculty Salaries.

A. Salary Effective Fall Semester 2017

	Salary
0-24 ECH	\$ 867
25-48	\$ 906
49-72	\$ 942
73-96	\$ 982
Above 96	\$ 1017

B. Salary Fall Semester 2018

	Salary
0-24 ECH	\$ 900
25-48	\$ 940
49-72	\$ 977
73-96	\$ 1019
Above 96	\$ 1055

Section 9.2 Salaries for Advisors, Counselors & Librarians.

A. Effective retroactive to January 1, 2017, each advisor, counselor and librarian shall receive a salary increase of 5.0%.

B. Effective July 1, 2017 each advisor, counselor and librarian shall receive a salary increase of 4.0%.

C. Effective July 1, 2018, each advisor, counselor and librarian shall receive a salary increase of 4.0%.

E. Starting salary for advisors, counselors and librarians.

Year	Advisor	Counselor	Librarian
1/1/2017	\$18.53	\$24.05	\$24.05
7/1/2017	\$19.27	\$25.00	\$25.00
7/1/2018	\$20.04	\$26.00	\$26.00

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9.3 Longevity. BUEs shall receive longevity pay in the amount of \$150.00 per year when they have accumulated 97 ECH or more; or for Counselors, Advisors, and Librarians after four years or more of employment at 700 hours. Effective Fall, 2017, the longevity stipend will be increased to \$200.00. The longevity stipend does not become a part of the BUE's base salary. The payment will be made on the first paycheck of December. Eligible BUEs will have taught at least 6 ECH or worked 350 hours for Counselors, Advisors, and Librarians in the previous academic year (summer, fall, spring).


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Article X- Duration

This Agreement shall be effective as of the day after the contract is executed by both parties and shall remain in full force and effect until 11:59 p.m. June 30, 2019. Thereafter, it shall automatically renew itself from year to year thereafter unless at least 60 days and not more than 90 days prior to the termination date or anniversary thereof, either party shall give written notice to the other party by certified mail, return receipt requested, or personal delivery of a desire to amend, add to, or terminate this Agreement. In the event of such notice, the parties shall within a reasonable time thereafter, enter into negotiations concerning the request.


The Agreement constitutes a full and complete settlement of all outstanding issues between the Board and the Association.

Board of Trustees, Community College
District No. 524
County of Cook, State of Illinois

By 
Chair, Board of Trustees

By 
Chief Negotiator, Board

Moraine Valley Adjunct Faculty Organization

By 
President of Local 1600

By 
Chief Negotiator, Adjunct Faculty



**Moraine Valley
Adjunct Faculty Organization**
Local No 1600, American Federation of Teachers
208 W. Kinzie Street, Chicago, Illinois 60610



MEMBERSHIP APPLICATION & PAYROLL DUES DEDUCTION AUTHORIZATION

To the Board of Trustees of Community College District No. 524:

I hereby authorize and direct the Board of Trustees of Community College District No. 524 through its officers, agents and employees, to deduct from the portion of any salary due me each month the amount as certified by the Cook County College Teachers Union at the current rate of dues. Such deduction is to start immediately after the date of this authorization.

I further authorize and direct you to transfer and pay such sum so deducted to the Treasurer of the Cook County College Teachers Union, 208 Kinzie Street, Chicago, Illinois 60610.

In consideration of the above described service rendered by the Board of Trustees of Community College District No. 524, its members, officers, agents and employees, the undersigned hereby releases and discharges the Board, its members, officers, agents and employees of and from any and all liability whatsoever arising as a result of the authorization herein given.

This authorization is revocable by me upon thirty (30) days written notice prior to March 1 or October 1 of any year, to the Cook County College Teachers Union and the Board of Trustees of Community College District No. 524, or upon termination of my employment. It is understood this service shall be limited to deduction to one employee organization for any individual employee and that no partial deductions will be made.

Dues paid to the Cook County College Teachers Union may not be deductible for federal income tax purposes; however, under limited circumstances, dues may qualify as a business expense.

_____		_____	
Employee Signature		Position Title	
_____		_____	
Home Phone		Last 4 Digits of SSN	
_____		_____	
Last Name	First Name	Middle	
_____		_____	
Number and Street	City	State and Zip Code	
_____		_____	
Email Address	@morainevalley.edu		
_____	_____		
Union Representative	Date		

MVAFO Membership Chair			