

Contract Between

 **Prairie State College**

**Federation of Supportive Staff
Cook County College Teachers Union
Local 1600, AFT, AFL-CIO**

And

**Illinois Community College Board
District 515**

2015-2018

TABLE OF CONTENTS

| | |
|--|----|
| <u>AGREEMENT</u> | 5 |
| <u>PREAMBLE</u> | 5 |
| <u>ARTICLE I - RECOGNITION</u> | 6 |
| Section 1.1 Recognition | 6 |
| <u>ARTICLE II - DEFINITIONS</u> | 6 |
| Section 2.1 Bargaining Unit Member | 6 |
| Section 2.2 Union | 6 |
| Section 2.3 Gender of Words | 6 |
| Section 2.4 Proration of Benefits | 6 |
| Section 2.5 Meeting with Other Organizations | 7 |
| <u>ARTICLE III - UNION RIGHTS</u> | 7 |
| Section 3.1 Non-Discrimination | 7 |
| Section 3.2 Freedom From Harassment and Hostile Work Environment | 8 |
| Section 3.3 Union Mailbox and Use of College Mail System | 8 |
| Section 3.4 Fair Share | 8 |
| Section 3.5 Dues Check-off | 11 |
| Section 3.6 Reinstatement of Employees on Dues Check-off | 11 |
| Section 3.7 COPE Check-off | 11 |
| Section 3.8 Board Meetings | 12 |
| Section 3.9 Meetings with the President | 12 |
| Section 3.10 Union Meetings | 12 |
| Section 3.11 Labor Management and Safety Meetings | 12 |
| Section 3.12 Committee Appointments | 13 |
| Section 3.13 Information to the Union | 13 |
| Section 3.14 Union Exclusivity | 13 |
| Section 3.15 Use of Facilities and Equipment | 13 |
| Section 3.16 Public Records | 14 |
| Section 3.17 Polygraph Examination | 14 |
| Section 3.18 Use of Security Cameras | 14 |
| Section 3.19 Union Storage Space | 14 |
| Section 3.20 Release Time | 14 |
| Section 3.21 Annual Convention Leave | 15 |

| | |
|--|----|
| <u>ARTICLE IV - MANAGEMENT RIGHTS AND NO STRIKE PROVISION</u> | 15 |
| Section 4.1 Board Rights | 15 |
| <u>ARTICLE V - HOURS OF WORK</u> | 17 |
| Section 5.1 Work Week | 17 |
| Section 5.2 Emergency Closings | 18 |
| Section 5.3 Children's Learning Center | 18 |
| Section 5.4 Club Sponsor or Advisor | 19 |
| <u>ARTICLE VI - OVERTIME/COMPENSATORY TIME</u> | 19 |
| Section 6.1 Overtime | 19 |
| Section 6.2 Compensatory Time | 21 |
| Section 6.3 Compensation for Additional Work | 21 |
| Section 6.4 Compensation for Additional Responsibilities | 21 |
| <u>ARTICLE VII - BENEFITS</u> | 22 |
| Section 7.1 Life Insurance | 22 |
| Section 7.2 Health Insurance | 23 |
| Section 7.3 IRS Section 125 | 23 |
| Section 7.3 Sick Leave Bank | 24 |
| Section 7.5 Credit Union | 25 |
| Section 7.6 Pay Period | 25 |
| Section 7.7 Pension Plan Pick-Up | 25 |
| Section 7.8 Retirement | 26 |
| Section 7.9 Tuition Waiver | 26 |
| Section 7.10 Stipends for Degrees | 28 |
| Section 7.11 Professional Development and Training | 28 |
| <u>ARTICLE VIII - HOLIDAYS</u> | 29 |
| Section 8.1 Holidays | 29 |
| <u>ARTICLE IX - VACATION</u> | 30 |
| Section 9.1 Vacation | 30 |
| Section 9.2 Break Down | 31 |
| <u>ARTICLE X - LEAVES OF ABSENCE</u> | 32 |
| Section 10.1 Seniority | 32 |
| Section 10.2 Insurance Coverage | 33 |
| Section 10.3 Personal Leave | 33 |
| Section 10.4 Sick Leave | 33 |

| | | |
|---|--------------------------------------|----|
| Section 10.5 | Bereavement | 35 |
| Section 10.6 | Jury Duty | 35 |
| Section 10.7 | FMLA Leave of Absence | 36 |
| Section 10.8 | Disability/Medical Leave | 37 |
| Section 10.9 | Military Leave | 38 |
| Section 10.10 | Leave Without Pay | 38 |
| <u>ARTICLE XI - WORKING CONDITIONS</u> | | 39 |
| Section 11.1 | Office Automation and Reorganization | 39 |
| Section 11.2 | Health and Safety | 40 |
| <u>ARTICLE XII - NEW CLASSIFICATIONS</u> | | 41 |
| Section 12.1 | Classifying | 41 |
| <u>ARTICLE XIII - VACANCIES</u> | | 41 |
| Section 13.1 | Vacancies | 41 |
| Section 13.2 | Procedures | 43 |
| <u>ARTICLE XIV - HIRING</u> | | 43 |
| Section 14.1 | Procedures | 43 |
| Section 14.2 | Internal Hiring Policy | 45 |
| <u>ARTICLE XV - PROMOTIONS</u> | | 45 |
| Section 15.1 | Procedures | 45 |
| <u>ARTICLE XVI - TRANSFERS</u> | | 46 |
| Section 16.1 | Procedures | 46 |
| <u>ARTICLE XVII - SEVERANCE PAY</u> | | 48 |
| Section 17.1 | Procedures | 48 |
| <u>ARTICLE XVIII - REDUCTION IN FORCE</u> | | 48 |
| Section 18.1 | Layoffs | 48 |
| Section 18.2 | Recall | 50 |
| Section 18.3 | Outsourcing of Work | 51 |
| <u>ARTICLE XIX - SENIORITY</u> | | 51 |
| Section 19.1 | Process | 51 |
| <u>ARTICLE XX - POSITION CLASSIFICATIONS</u> | | 52 |
| Section 20.1 | Job Description | 52 |
| Section 20.2 | Job Classifications | 52 |
| <u>ARTICLE XXI - GRANT FUNDED POSITIONS</u> | | 53 |
| Section 22.1 | Grant Funded | 53 |

| | |
|--|----|
| <u>ARTICLE XXII - RECLASSIFICATION</u> | 54 |
| Section 22.1 Process | 54 |
| <u>ARTICLE XXIII - DISCIPLINE</u> | 55 |
| Section 23.1 Disciplinary Procedure | 55 |
| Section 23.2 Oral Warning | 56 |
| Section 23.3 Written Warning and Conference | 56 |
| Section 23.4 Suspension | 57 |
| Section 23.5 Discharge | 58 |
| Section 23.6 Personnel File | 58 |
| Section 23.7 Performance Evaluations | 59 |
| <u>ARTICLE XXIV - GRIEVANCE PROCEDURE</u> | 59 |
| Section 24.1 Definition | 59 |
| Section 24.2 Discharge Grievances | 62 |
| Section 24.3 Provisions | 62 |
| <u>ARTICLE XXV - ENTIRE AGREEMENT</u> | 64 |
| Section 25.1 Agreement | 64 |
| <u>ARTICLE XXVI - PRECEDENCE OF AGREEMENT</u> | 65 |
| Section 26.1 Agreement | 65 |
| <u>ARTICLE XXVII - TERMS OF AGREEMENT</u> | 66 |
| APPENDIX A | 67 |
| APPENDIX C | 69 |
| APPENDIX D | 72 |
| APPENDIX E | 74 |
| APPENDIX F | 76 |
| APPENDIX F | 77 |
| APPENDIX H | 79 |
| APPENDIX I | 80 |
| APPENDIX L | 81 |
| APPENDIX J | 82 |
| APPENDIX K | 83 |
| APPENDIX L | 84 |
| APPENDIX M | 85 |

AGREEMENT

THIS AGREEMENT, together with the attached Appendices which are an integral part of this Agreement and by this reference incorporated herein, is entered into by and between the BOARD OF COMMUNITY COLLEGE DISTRICT NO. 515, COUNTIES OF COOK, WILL AND STATE OF ILLINOIS (herein called the "Board") and the Prairie State College Federation of Supportive Staff, Cook County College Teachers Union, Local 1600, AFT, AFL-CIO (herein called the "Union"), as sole and exclusive bargaining agent for the bargaining unit members, as defined herein. The Agreement shall also be binding upon the parties' respective successors, for the life of this Agreement.

PREAMBLE

WHEREAS, the Union has been designated as the bargaining representative by a majority of the bargaining unit members;

WHEREAS, the Board and Union have voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting relations between the Board and the bargaining unit members insofar as such practices and procedures are appropriate to the obligations of the Board to retain the right effectively to operate Prairie State College and are consonant with the paramount interests of the public and the students of Prairie State College;

WHEREAS, it is the intention of the parties to this Agreement to provide for the wages, hours, terms, and conditions of employment of the bargaining unit members covered by this Agreement, and to provide an orderly and prompt method of handling and processing grievances;

NOW, THEREFORE, the parties agree with each other as follows:

ARTICLE I - RECOGNITION

Section 1.1 Recognition

The Board recognizes the Union as the sole and exclusive bargaining agent for all bargaining unit members listed in Appendix C of this Agreement.

ARTICLE II - DEFINITIONS

Section 2.1 Bargaining Unit Member

The term "bargaining unit member" is defined as regular full-time and part-time employees hired to work at least twenty (20) hours per week on a regular basis. Excluded are managerial, supervisory, confidential, temporary (less than ninety [90] calendar days; or in the case of an employee who fills the position of an employee on leave, not more than six [6] months) professional, hourly, and students. Bargaining unit positions shall not be filled by students and/or hourly workers.

Section 2.2 Union

The term "Union," as used herein, shall mean the Prairie State College Federation of Supportive Staff, Cook County College Teachers Union, Local 1600, AFT, IFT, AFL-CIO.

Section 2.3 Gender of Words

The masculine gender as used herein shall be deemed to include the feminine gender, unless in the context of the provision(s) concerned, the feminine gender is clearly appropriate.

Section 2.4 Proration of Benefits

The following formula will be applied to regular part-time bargaining unit members when calculating their life insurance coverage, summer hours if a shortened work week is approved, vacation, sick leave, and other paid time off benefits:

$$\frac{\text{NUMBER OF HOURS WORKED PER WEEK}}{40} \times \text{REGULAR FULL-TIME EMPLOYEE BENEFIT RATE} = \text{PART-TIME EMPLOYEE BENEFIT RATE}$$

Two rates will be calculated for part-time employees for health insurance premiums. Employees who work 20 - 29 hours per week will receive 50 percent of the full-time benefit. Employees who work 30 - 39 hours per week will receive 75 percent of the full-time benefit.

Section 2.5 Meeting with Other Organizations

This Agreement shall not be construed to prevent the Board or any administrator from meeting with any bargaining unit member or bargaining unit member organizations, including the bargaining unit committee, representing bargaining unit members for the purpose of hearing the views and proposals of such bargaining unit members or such bargaining unit organizations, provided that as to those matters covered by this Agreement no change or modification shall be made except through negotiation and agreement with the Union.

ARTICLE III - UNION RIGHTS

Section 3.1 Non-Discrimination

The Board and the Union agree not to discriminate against any bargaining unit member covered by this Agreement on the basis of sex, race, creed, national origin, ancestry, marital status, citizenship status, parental status, age, religion, physical or mental handicap, actual or perceived, sexual orientation, military status, genetic information, or Federation activity and membership in any and all classes identified by applicable state and/or federal law as protected classes. The Board in its employment practices, will continually seek to employ and promote the best qualified individuals while endorsing the principles of affirmative action, and will fulfill all of its obligations under federal and state laws regarding equal employment opportunity. Any alleged violation of this section is non-grievable and nonarbitrable, and may be remedied through any judicial or administrative proceedings otherwise provided by law.

Section 3.2 Freedom From Harassment and Hostile Work Environment

Consistent with applicable law, the Board and the Union agree that support staff employees are entitled to a non-hostile work environment where they shall be free from (a) unlawful harassment based upon characteristics protected by law, (b) their association with their lawful activities with any organization, or (c) conduct that violates Board Policies.

Behavior that creates a hostile work environment due to Section 3.2(a) or Section 3.2(b) above shall be grievable by either an individual or a group of employees.

An employee covered by this Agreement may choose to utilize Prairie State College Policy G-35, as attached (Appendix B and H) of this Agreement to address behavior identified in Section 3.2(c) above.

If the employee chooses to utilize other judicial or administrative forums, their right to pursue a grievance under this contract is waived.

Section 3.3 Union Mailbox and Use of College Mail System

The Union may use the internal mail system of the College to transmit official union business.

Section 3.4 Fair Share

- A. All employees covered by this Agreement (except employees who were not Union members as of July 1, 1985) who are not members of the Union shall, commencing on the effective date of this Agreement and continuing during the term of this Agreement, and so long as they remain non-members of the Union, pay to the Union each month their fair share of the costs of the services rendered by the Union that are chargeable to non-members under state and federal law. Fair share provisions shall apply to all employees who have been union

members, but elect to discontinue membership. Deductions for fair share will commence after proper notification of the Board and membership, but will not be retroactive.

- B. Such fair share payments by non-members shall be deducted by the Board from the earnings of the non-member employees and remitted to the Union, provided, however, that the Union shall submit to the Board an affidavit which specifies the amount constituting said fair share not exceeding the dues uniformly required of members of the Union, and which describes the rationale and method by which the fair share was determined, including a list of the expenditures which were excluded in determining the fair share.
- C. Upon receipt of said affidavit the Board shall cooperate with the Union to ascertain the names of all employee non-members of the Union from whose earnings the fair share payments shall be deducted and their work locations.
- D. The Union shall prepare a notice containing the fair share fee information specified in section (B) above, and advising that any non-member may object to the amount of the fee by: (1) filing an unfair labor practice charge against the Union with the Illinois Educational Labor Relations Board and serving a copy of the charge on the Union, as provided in the Rules of the Labor Board, or (2) taking any other action available to them by law.
- E. Upon the Union's receipt of notice of an objector's invocation of any procedure described above, the Union shall deposit in an escrow account, separate from all other Union funds, the amount of fee payments received on behalf of an objector or objectors that is fairly placed at issue by the objection(s). The Union shall furnish objectors and the Board with verification of the terms of the escrow arrangement and, upon request, the status of the fund as reported by the bank. The escrow fund will be established and maintained by a reputable independent bank or trust company, and the agreement,

therefore, shall provide that the escrow accounts be interest bearing at the highest possible rate; that the escrowed funds be outside of the Union's control until the final disposition as provided for herein; and that the escrow fund will terminate and the fund therein be distributed only by the terms of an ultimate award, determination, or judgment, including any appeals, or by the terms of a mutually agreeable settlement between the Union and an objector or group of objectors.

- F. If an ultimate decision in any proceeding hereunder directs that the amount of the fair share fee should be lower than the amount fixed by the Union, the Union shall promptly adopt said determination and notify the Board to reduce deductions from the earnings of non-members to said prescribed amount.
- G. The Union shall indemnify and hold harmless the Board, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability, including the costs of defense thereof, that shall arise out of complying with the provisions of this article, or in reliance on any list, notice, certification, affidavit, or reassignment furnished under any such provisions; or which might arise pertaining to the term of this Agreement. It is, therefore, understood that, in the event of any judicial or administrative proceeding involving this Article at which the appearance of the Board is necessary, or which requires the expenditure of any costs or fees by the Board, the Board may select counsel of its choosing, and the "cost of defense" includes the Board's reasonable attorney's fees, and the Union shall reimburse same to the Board.
- H. Employees who object to payment of fair share amounts to the Union, based on bona fide religious tenets or teachings of a church or religious body of which such employees are members, are not required to make these fair share payments. Instead, such employees will be required to pay an amount equal to their

proportionate share, determined under this Agreement, to a non-religious charitable organization mutually agreed upon by the objecting employee and the Union. If the employee and the Union are unable to reach an agreement on the matter, the Illinois Educational Labor Relations Board list of charitable organizations to which such payments may be made will be used for the employee to select a charitable organization as recipient of his/her payments.

Section 3.5 Dues Check-off

Upon receipt of a lawfully written authorization from a bargaining unit member, which may be revoked in writing at any time, the Board agrees to deduct the regular biweekly Union dues of such bargaining unit member from his pay and remit such deduction no later than seven days following the payroll date to the official designated by the Union in writing to receive such deductions. The Union will notify the Board in writing of the exact amount of such regular membership dues to be deducted by July 30 of each year, with such deductions to be implemented within 30 days thereafter.

Section 3.6 Reinstatement of Employees on Dues Check-off

Whenever bargaining unit members take a leave of absence and are dropped from dues deduction, upon their return to the job, they will be automatically reinstated on dues deduction.

Section 3.7 COPE Check-off

The Board agrees to deduct from the wages of any bargaining unit member who belongs to the Union a COPE deduction as provided for in a written authorization (Appendix J). Such deductions may be revoked by the bargaining unit member at any time by giving written notice to both the Board and the Union. The Board agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each bargaining

unit member from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

Section 3.8 Board Meetings

The agenda packet and the minutes of any Board meeting will be distributed to the Union President from the Office of the College President, and the Union shall be accorded the same right as any Prairie State College organization to attend Board meetings and address the Board of Trustees.

Section 3.9 Meetings with the President

At the request of either party, the President or his designee and the Union President or his designee shall meet to discuss matters relating to this Agreement.

Section 3.10 Union Meetings

On 48 hours' notice to the President or his designee, the Union shall have the right to schedule Union meetings not to exceed twice a semester, in such facilities of the College as approved by the President. The meetings will be scheduled by the Union in such a way to ensure that offices remain open. The President may reject such a meeting should it conflict with a scheduled activity or program of the College.

Section 3.11 Labor Management and Safety Meetings

Representatives of the Union, not to exceed three (3) in number, and of the Administration, shall meet semi-annually at mutually agreed upon times to discuss matters of mutual concern relating to issues of safety and health.

More frequent meetings may be held upon mutual agreement. Each party shall prepare and submit an agenda to the other party one (1) week prior to the scheduled meeting.

Section 3.12 Committee Appointments

In order to appoint an appropriate number of support staff employees to yearly College committees, the President of the Union shall, upon request from the Board or their designee, forward a list of volunteers to serve on each standing committee. The number of appointees on each committee may vary in number yearly, but for the Insurance Committee, the number shall be proportionate to the size of the represented group.

Section 3.13 Information to the Union

Upon written request, the Board shall make available to the Union any records, reports, and other written documents which are relevant to the enforcement of this Agreement. Any such information which is not immediately available may be provided on a fee basis. A Union representative will meet with a Vice President, as designated by the President or designee, to arrive at a mutually agreeable fee.

Section 3.14 Union Exclusivity

The Board shall not negotiate with any other employee organization of bargaining unit members or its representatives on matters pertaining to hours, wages, and working conditions. Nor shall the Board negotiate with individual bargaining unit members over their wages, hours, and working conditions, except as provided herein. Any alleged violation of this section may be remedied by the filing of either a grievance or an unfair labor practice, but not both, it being the express intent of the parties that there be no duplication of remedies.

Section 3.15 Use of Facilities and Equipment

Upon prior approval of the administration, the Union may use facilities and equipment of the College where such use does not interfere with the operation of the College. Where actual costs are incurred by the College on account of such Union usage, those costs may be charged to the Union.

Section 3.16 Public Records

Upon written request from the Union, the Board shall make available to the Union any existing public records which would otherwise be disclosable to the Union pursuant to the Freedom of Information Act.

Section 3.17 Polygraph Examination

No bargaining unit member shall be required to take a polygraph examination as a condition of retaining employment with the Board, nor shall any bargaining unit member be subject to discipline for refusing to take a polygraph examination.

Section 3.18 Use of Security Cameras

Prairie State College has installed numerous security cameras for the safety and welfare of the staff and students. The videos generated from the cameras will be used as a surveillance tool to deter criminal activity and to protect the campus. In cases of employee discipline and/or dismissal, the videos generated may be used only as supporting evidence. The Union President and/or Grievance Chair(s) may request to view designated videos and/or view security monitors.

Section 3.19 Union Storage Space

The Union will be provided accessible locked storage space on campus for storage of union records and files.

Section 3.20 Release Time

The Board agrees that Union officials will have access to bargaining unit employees. The Union agrees not to interfere with the employee's normal duties. The Board shall grant up to a combined total of six (6) hours per week of release time with pay for union officers to perform necessary duties. The release time will be divided between the Union President, Grievance Chairperson(s), or other designee(s) for the purpose of conducting the affairs of the Union. This time granted may be used in conjunction with the member(s)' lunch break time, however, in any event a regular schedule shall be established each semester when

possible. If additional release time is needed in excess of six (6) hours per week, the Union officer(s) must request additional time, in writing, to his/her immediate supervisor with a copy to the area Vice President. The Union will provide five (5) working days notice as reasonably practicable to the College. This union release time shall be used to meet one-on-one with members, conduct union meetings, and to attend off-campus union meetings conducted by the Local or their statewide affiliate. Meetings that union officers have with the administration regarding union issues is not to be considered use of union release time. Officers will be granted paid time off during their scheduled working hours to attend such meetings.

Employees shall be granted paid time off during their scheduled working hours if they are required to attend as a grievant or representative at a scheduled hearing/meeting with management. Requests for such time off shall be submitted to the supervisor upon notification of a scheduled meeting or as early as reasonably practicable. Union officers shall also be granted paid time off to serve as representatives on college committees.

Section 3.21 Annual Convention Leave

The Board or its designee agree that up to two (2) members of the Union who have been elected as official Local 1600 delegates to conferences or conventions of the American Federation of Teachers, and Illinois Federation of Teachers shall be granted paid leave to attend such conferences and/or conventions. The Board and Union agree that the maximum number of work days with pay granted to the Union under this provision shall be ten (10) per year, and no more.

ARTICLE IV - MANAGEMENT RIGHTS AND NO STRIKE PROVISION

Section 4.1 Board Rights

- A. The Board retains and reserves the ultimate responsibility for proper management of Community College District 515, as conferred upon and vested in it by the statutes and the Constitution of the State of Illinois and

the United States, including but not limited to the responsibility for and the right:

- 1) To maintain executive management and administrative control of the District, its properties and facilities, and the activities of its employees as related to the conduct of College affairs;
- 2) To hire all employees and, subject to the provisions of the law, determine their qualifications and the conditions for their continued employment or their dismissal or demotion, their assignment, and to promote and transfer all such employees;
- 3) To delegate authority through recognized administrative channels for the development and organization for the means and methods of operations;
- 4) To determine schedules, the hours of operation, and the duties, responsibilities, and assignments of employees with respect thereto.

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 by the specific and express terms of this Agreement.

B. No Strike

The Union agrees, for itself and on behalf of each individual member of the bargaining unit, that, during the term of this Agreement, neither the Union nor any individual member of the bargaining unit will withhold services in any way at any time, nor will they engage in such concerted action as strike, slow-down, or mass sick call, and shall not honor or refuse to cross any picket line, whether related to primary or secondary activity; nor will they impose any duty or obligation upon any member of the bargaining unit to conduct, assist, or participate in such withholding of services, strikes, slow-down, or mass sick call.

ARTICLE V - HOURS OF WORK

Section 5.1 Work Week

- A. The regular work week shall consist of forty (40) hours exclusive of lunch periods of one-half hour in duration and inclusive of two (2) fifteen (15) minute rest periods. Lunch periods are required in any workday that exceeds six (6) hours, except for those whose work requires that lunch be part of the workday. Employees whose positions require them to work for six (6) hours continuously with children shall be allowed a fifteen (15) minute rest period within their hours of work. Lunch and rest periods are assigned by the area supervisor and unit members may request that the break periods be added to the lunch period. Employees may be required to work in excess of a forty (40) hour week and are subject to the overtime provisions below.
- B. A flexible 40 hour work week allows a person to shift their hours to accommodate an event when scheduled ten working days in advance. In such a case if the bargaining unit member is scheduled to work an event in the evening they can shift their schedule with a later start the day of the evening event or the day after the evening event. This flexibility would accommodate them working the event and not require any additional hours worked and not require overtime pay. The support staff member and supervisor would have input and agree as to when (preferably within that work week) the flex time would be utilized. Any flex time not scheduled within 30 days will become comp time. Time worked for Commencement will be eligible for overtime. Employees whose job description calls for a flexible work schedule are exempt from the ten (10) working day notice.
- C. Regular part-time employees shall have their work week and hours assigned by the area supervisor in accordance with the provisions of this article.

- D. Work schedule options for summer, such as flex time, shall be determined by the Board no later than the December Board meeting of the previous year.

Section 5.2 Emergency Closings

- A. In the event the College is closed on an emergency basis, the employee shall suffer no loss of pay.
- B. If the College is open but the employee is unable to report to work, the employee may use any accrued leave or Comp Time available or receive a corresponding reduction in pay if no accrued time is available.
- C. If emergency closings occur prior to the start of the regularly scheduled workday, notice of such closing will be posted on the college website, other social media, broadcast media, and will be announced through PSC Alert system.
- D. If an emergency closing necessitates the interruption of the regularly scheduled workday, every effort will be made to notify bargaining unit members of on-campus and off-campus sites through normal methods of communication.

Section 5.3 Children's Learning Center

- A. The Administration will develop and distribute, by January 1, an annual calendar for the Children's Learning Center employees consistent with the operating needs of the College.
- B. A staff member's work schedule may be adjusted based on enrollment. No more than two staff members work schedules may be adjusted per shift per semester. The adjustment can be no more than one (1) hour from the staff member's regularly scheduled start time (e.g., 7:30 a.m. – 3:30 p.m. adjusted to 8:30 a.m. – 4:30 p.m.). If this action is necessary it must occur

as follows: 1) by staff volunteer or (2) by reverse order of seniority. The employee shall be notified by the following dates:

- a. December 1 – Spring semester
- b. July 15 – Fall semester
- c. April 15 – Summer semester

The union will be notified when changes are made.

- C. The twelve (12) month support staff employees in the Children’s Learning Center will have their pays divided into twenty-six (26) equal pays. When the college is closed by the administration, they will not suffer any loss of pay as stated in section 5.2A of the support staff contract.

Section 5.4 Club Sponsor or Advisor

No support staff employee shall serve as a club sponsor or advisor, whether it be on compensated or non-compensated time, except for employees who have club advising in their job description. The college can request that a support staff member serve as a club sponsor or advisor, but the member must agree, the request must be in writing and signed off by the Vice President of the division, and any extra work created by said activity will be governed by Article VI – Overtime/Compensatory Time.

ARTICLE VI - OVERTIME/COMPENSATORY TIME

Section 6.1 Overtime

- A. Work in excess of the regularly scheduled work week (for Monday-Friday employees, including Saturdays, Sundays, and holidays, not regularly scheduled), shall be considered overtime and paid at the rate stated in paragraph C. For those whose work week is other than Monday-Friday, the sixth and seventh days shall be adjusted in light of their regular weekly schedule. Overtime must be authorized by the supervisor in advance.

- B. Limited duration work in excess of the regular work week (e.g., registration activities, surveys, etc.), outside of the bargaining unit member's classification, shall be paid at one and one-half times a rate determined by the Office of Human Resources. The Union will be notified in advance of posting said opportunities.
- C. Overtime for hours worked in excess of the regularly scheduled work week shall be paid at the rate of one and one-half hours for each hour worked. Non-regularly scheduled Sundays (seventh day) and the days the College is closed between Christmas and New Year's Eve day, will be paid double time. Holidays will be paid at triple time rates.
- D. A minimum of three (3) hours at the overtime rate shall be paid to the bargaining unit member requested to work for emergency duty.
- E. A bargaining unit member requested to work on a holiday should be paid for no less than four hours of work.
- F. For purposes of calculating overtime, the following benefit time will count towards the forty (40) hours an employee must work before earning overtime: (i) College holidays and (ii) vacation time. For purposes of calculating overtime, the following benefit time will not count toward the forty (40) hours an employee must work before earning overtime: (i) bereavement leave; (ii) personal days; (iii) floating holidays; and (iv) sick days.
- G. In the event the President, or designee, determines that it is necessary to close the college or a particular building location due to inclement weather or other emergency situations, employees who are required to remain at, or report to, work shall be paid at their regular hourly rate for all hours actually worked in addition to being paid for the closed building day. Hours worked past the regularly scheduled eight hours will be paid at the overtime rate of 1.5 in addition to their regular pay. Closure at one facility does not necessarily mean closure at all facilities.

Section 6.2 Compensatory Time

A bargaining unit member may request compensatory time, in lieu of overtime, at the rate of one and one-half hours for each hour worked, to a maximum of 26 base hours (39 compensatory hours) per semester (8 base hours/12 compensatory hours during the summer session), and those must be used during the semester/session in which compensatory hours are earned and/or within 30 days following the end of the semester/session. Compensatory hours not taken in the allotted time will convert to overtime and be paid as stated in C above. Compensatory time must be authorized in advance by the supervisor.

Section 6.3 Compensation for Additional Work

When an employee is assigned by his/her supervisor to complete the work of another employee on a temporary basis (i.e., filling in for the work of an open position or filling in for an employee on a leave of absence), after a period of more than ten (10) work days, the employee will begin to receive two times his/her regular hourly rate, for a designated number of hours determined by his/her supervisor. For example, if the employee's hourly rate is \$10 per hour, he/she would receive \$20 per hour under this section. If the employee gets the work done in fewer hours or during the course of a normal work day, then he/she will still receive the additional compensation. Approved timesheets must be submitted on a bi-weekly basis within a maximum 30 calendar day period from the time work was performed.

If multiple members of the department are assigned to do the work of an unfilled position, and this extra work requires that they must work beyond their regular work hours, normal overtime policies will apply.

Section 6.4 Compensation for Additional Responsibilities

When an employee is assigned by his/her supervisor to complete responsibilities in addition to their current responsibilities, the employee or supervisor, on behalf of the employee, may request additional compensation. The responsibilities must be

initiated by the supervisor or college administration, and must be significant in time, duration, or difference from current responsibilities to be eligible for compensation (i. e, requires a change in job description). The union will be notified when additional pay is requested and any compensation granted pursuant to this provision will be upon mutual agreement of the employee, union and college. Approved extra pay, up to three (3) percent of the employee's base salary, shall be calculated from when the pay was requested, with up to a maximum of sixty (60) calendar days of retroactive pay allowed.

ARTICLE VII - BENEFITS

Section 7.1 Life Insurance

- A. The Board will provide each bargaining unit member covered by this Agreement a life insurance policy of \$25,000. Life insurance benefits for regular part-time bargaining unit members will be prorated.
- B. Additional optional life insurance for self, spouse, and/or children may be purchased by the employee, so long as the College participates with a life insurance company underwriting the optional coverage. The cost shall be borne by the employee, and participation in additional optional coverage is subject to the approval of the insurance company.
- C. If available, optional life insurance coverage may be purchased at the time of employment, or once annually thereafter.
- D. All insurance coverages are effective as of the first day of employment at the College, with the approval of the carrier.
- E. Long-term disability insurance shall be provided for the duration of this Agreement at no cost to the bargaining unit employee. Benefits under this policy are to be coordinated with any disability benefits the employee receives from SURS. An employee's eligibility for long-term disability benefits, and the amount thereof, if any, shall be determined by the terms of said policy.

Section 7.2 Health Insurance

- A. The Board will pay the following percentage of the cost of the premium of the College group insurance program for any full-time bargaining unit members covered by this Agreement who have elected the following coverage:

| | Single | Family |
|-----------------|--------|--------|
| January 1, 2016 | 93% | 75% |

The full-time bargaining unit member will pay the following percentages towards the cost of the premium of the College group insurance program he/she has selected:

| | Single | Family |
|-----------------|--------|--------|
| January 1, 2016 | 7% | 25% |

- B. The Board retains the right to change insurance carriers, as long as the basic coverage remains substantially the same or better.
- C. All insurance coverage is effective as of the first day of eligible employment at the College.
- D. Health insurance benefits for regular part-time bargaining unit members will be prorated.
- E. The number of appointees on each committee may vary in number yearly, but for the Insurance Committee, the number shall be proportionate to the size of the represented group.

Section 7.3 IRS Section 125

An IRS Section 125 salary reduction program shall be made available to all bargaining unit employees for insurance premiums and eligible non-reimbursed medical expenses.

Section 7.4 Sick Leave Bank

- A. The Executive Board of the Union shall establish the basic rules and regulations of the Sick Leave Bank. The Sick Leave By-Laws shall be found in Appendix E in this Agreement. Employees who participate in the Sick Leave Bank and who have complaints regarding decision(s) of the Sick Leave Bank Committee shall bring those complaints directly to the Committee.
- B. The Union shall absolve and hold harmless, in all respects, Prairie State College and its administration regarding the implementation of the Sick Leave Bank provisions.
- C. At the beginning of each fiscal year, each employee desiring membership in the Sick Leave Bank (Appendix F) shall contribute one sick leave day of their accumulated allowance to a common bank to be administered by the Union. Employees who are members of the Sick Leave Bank, who have exhausted their accumulated sick leave, personal days, and vacation days, and who have been absent five additional days without pay, may make reasonable withdrawals as determined by the Union from the Sick Leave Bank, provided that there are sufficient days available in the bank, and provided that a physician's statement is included with each request for such benefits.
- D. Determination of participation, discontinuance of participation, and particulars with regard to the withdrawal of days shall be furnished to the Human Resources Department in the appropriate year. When a participant requests (Appendix G) and is approved for sick leave benefits by the Committee, the Committee shall forward the name and all other appropriate information to the Human Resources Department.
- E. Sick Leave Bank utilization shall be limited to no more than twenty-five (25) days per rolling year.
- F. Any retiring employee may contribute five (5) days of accumulated sick leave time to the Sick Leave Bank.

- G. The days remaining in the bank at the end of each fiscal year will not be returned to contributing employees, but will be carried over. An employee whose withdrawal from the Sick Leave Bank is approved by the Union will continue to receive such sick leave days from the bank until either the exhaustion of the Sick Leave Bank or the Union's decision to terminate such withdrawals.
- H. If at any time during the year the Sick Leave Bank is exhausted, the Union can contact the bank's membership for one additional voluntary contribution of one day each.

Section 7.5 Credit Union

Bargaining unit members who wish to participate in either the Bloom Township High School or the Local 1600 "College and University Credit Union" shall be allowed to do so through payroll deductions.

Section 7.6 Pay Period

Bargaining unit members covered by this Agreement who are hired to work twelve (12) months shall be paid on a biweekly basis, thus receiving twenty-six (26) pays over the year. All members will participate in one of the following: (a) Electronic paycheck deposit at the financial institution of his/her choice; or (b) Electronic posting of net pay to a debit card.

Section 7.7 Pension Plan Pick-Up

The Board shall continue to pay the bargaining unit member's 8% tax sheltered contribution to the State Universities Retirement System (SURS) out of the bargaining unit member's salary as set forth herein.

In the event that the legislature shifts the employer's share of the pension pickup from the state to the College (in whole or in part), the parties agree to re-open the contract and negotiate the affect and impact of the same.

Section 7.8 Retirement

- A. Eligibility - This program shall be open to all bargaining unit employees who are at least 55 years of age or have attained 30 years of service on July 1 of the year of retirement. To be eligible, bargaining unit employees must have been employed by the College for the preceding ten (10) years.
- B. Application - Application for participation in the program shall be submitted, in writing, to the Office of Human Resources by the employee by March 31 preceding the College fiscal year in which the retirement shall begin. The official letter of notification shall be irrevocable unless life altering events (death of spouse, divorce, or severe financial change) affect the employee. In this case, timely notification to the College is expected, in writing, from the employee.
- C. Retirees are expected to join the Illinois College Insurance Program (CIP), or any other coverage of their own choice.
- D. Compensation - Retirees will receive a one-time lump sum payment of \$3,500 at the time of retirement, subject to the ten (10) year provision noted in A above. Similarly, long-term part-time employees who elect to retire will receive a prorated portion of this lump sum per definition of proration. This distribution will occur after the last official check from the College has been issued.

Section 7.9 Tuition Waiver

- A. Bargaining unit members shall be able to register for up to six (6) credit hours per term on a tuition waiver basis, provided the following occur:
- 1) The employee has been employed at least six (6) months at the time of application for tuition reimbursement/waiver and is an active employee at the completion of the course.
 - 2) Time spent during the regular workday in courses which the employer requests the bargaining unit member to take shall not

be made up, except for courses required as a condition of employment, or placement, and within six (6) months of employment or placement.

- 3) On or before the earlier of the payment dates or the first day of class(es), the employee must complete a tuition waiver request and submit same to the Admissions Office. If a grade (A, B, or C) is not listed on the instructor's final grade sheet by the time of submission, tuition and fees payment will be recovered through payroll deductions spread over the next four (4) checks. Payroll deductions will also be made for an Incomplete (I). Incompletes which convert to a passing grade (A, B, or C) will be eligible for reimbursement if completed within the immediate semester following the term (not to include summer) in which the Incomplete was received. Such requests for reimbursement shall be made within thirty (30) days of the end of the term in which the grade is recorded. Bargaining unit members who leave College employment prior to the end of the course(s) will have tuition and fees for said course(s) deducted from their final paycheck.
 - 4) The employee receives no financial aid or reimbursement from other sources except for loans for the cost of tuition and fees for which reimbursement/waiver will be sought from the College.
 - 5) Employees may schedule one class during the regular workday upon prior administrative approval, provided that the time lost is made up during that work week.
 - 6) Courses eligible for this waiver are credit courses taken at Prairie State College.
- B. Employee's immediate family members (spouse and dependent children) are eligible for a 50% waiver of tuition and internet course and lab fees. Lab fees not covered are fees that include books and/or

hard materials issued in the course. Service/usage fees (which include private music lessons) will not be covered under the tuition waiver for either the employee or immediate family members. This provision is subject to the conditions in A1, A3, A4, and A6.

Section 7.10 Stipends for Degrees

The Board agrees to pay a one-time monetary stipend for unit members who complete degrees while employed, based on the following schedule: associate's degree = \$250; bachelor's degree = \$750; master's degree = \$1,000.

Section 7.11 Professional Development and Training

- A. The Board and the Support Staff Federation recognize the need for training and development of support staff employees in order that services are efficiently and effectively provided. The Board and the Union recognize the desirability of providing opportunities for employees to develop their skills and abilities for reasons of career advancement. In recognition of such principle, the Board shall endeavor to provide support staff employees with the reasonable orientation and training required to fulfill the responsibilities of their job.
- B. The Board will budget \$25,000 per fiscal year for professional development and training or for junior, senior, or graduate courses at a four-year college or university. Employees will be eligible for up to six (6) semester hours. Before registering for training or classes, the employee will submit the Non-PSC Tuition Reimbursement Form (Appendix D) to the Office of Human Resources.
- C. Approved training or courses must be in one or more of the following categories and approved by the supervisor:
 - 1) Programs which contribute to professional development;
 - 2) Programs which provide job-related information;
 - 3) Programs which develop job-related skills;
 - 4) Courses in an accredited degree program.

Employees who meet the above qualifications will be eligible for reimbursement on a first-come, first-served basis. Credit courses will be reimbursed after submitting proof of a satisfactory grade of C or above.

- D. Employees may be reimbursed up to a maximum of \$1,800 for either tuition reimbursement or professional development training courses per fiscal year.

ARTICLE VIII - HOLIDAYS

Section 8.1 Holidays

The following are designated as regular paid holidays:

| | |
|------------------------|-------------------------------|
| Spring Break Day | Christmas Eve Day |
| Memorial Day | Christmas Day |
| Independence Day | New Year's Eve Day |
| Labor Day | New Year's Day |
| Thanksgiving Day | Martin Luther King's Birthday |
| Day after Thanksgiving | Floating Holiday |

In addition to the above, the following also will be considered paid school closure days, December 26 - 30. The total number of paid non-work days inclusive of Christmas Eve, Christmas, New Year's Eve and New Year's Day shall not exceed seven (7). One (1) additional floating holiday will be granted that must be used within the fiscal year and may be taken at the employee's option, with supervisor's prior approval. This day may not be used to extend either the Thanksgiving or Christmas holidays.

- B. During the spring and fall semesters, if any holiday occurs on Saturday, the Friday preceding will be observed. If any holiday occurs on Sunday, the Monday following will be observed.
- C. Religious holidays not listed above may be taken as personal or vacation leave.
- D. A holiday falling within a vacation period shall not constitute a vacation day. A holiday occurring while a bargaining unit member is on paid leave of absence shall not be counted against his sick leave.
- E. In the event that Independence Day falls on Saturday or Sunday a floating holiday will be granted.

- F. Regular paid holidays or floating holidays for regular part-time employees will be prorated. This time will be used as floating holiday time within the fiscal year in which it occurs, and will be taken with approval of the supervisor.

ARTICLE IX - VACATION

Section 9.1 Vacation

Vacation leave for regular full-time employees shall be earned and accrues at the rates indicated below for each month worked during the first eleven (11) full years of employment to a maximum of one hundred sixty (160) hours earned paid vacation. Vacation is earned and accrues as follows:

Regular Full-Time Employees

| <u>Years of Service</u> | <u>Monthly Rate</u> | <u>Earned Annual Vacation Hours/Days</u> |
|-------------------------|---------------------|--|
| 1 | 6.666 hrs per mo. | 80/10 |
| 2 | 7.333 | 88/11 |
| 3 | 8.000 | 96/12 |
| 4 | 8.666 | 104/13 |
| 5 | 9.333 | 112/14 |
| 6 | 10.000 | 120/15 |
| 7 | 10.666 | 128/16 |
| 8 | 11.333 | 136/17 |
| 9 | 12.000 | 144/18 |
| 10 | 12.666 | 152/19 |
| 11 | 13.333 | 160/20 |

Section 9.2 Break Down

Regular part-time employees shall participate in the above vacation schedule on a prorated basis.

- 1) New employees are eligible for forty (40) hours (five [5] days) vacation upon completion of six (6) months service. No vacation is granted until completion of six (6) months continuous service.
- 2) Earned or awarded vacation is to be taken in hourly increments with a minimum of one two-hour increment. A maximum of eighty (80) vacation hours (ten [10] days) may be carried over from one fiscal year to the next upon administrative approval. Two hundred (200) hours/twenty-five (25) days is the maximum amount of vacation an employee can take in any fiscal year.
- 3) Under ordinary circumstances, requests to use earned/awarded vacation hours should be made as early as possible and must receive prior approval.

Requests to use thirty-two (32) or more earned/awarded vacation hours (four [4] days) must be submitted to the administrator for approval two (2) weeks prior to the start of the vacation period, and approved by the Human Resources Office. The immediate supervisor, within three (3) workdays, shall notify the bargaining unit member of approval or denial. In the event more than one bargaining unit member requests vacation for the same vacation period, seniority shall prevail unless departmental needs require that the request be denied.

- 4) Upon retirement, layoff, or separation from service, an employee shall receive payment for all earned, unused vacation at the regular rate of pay. Payments shall be made on regularly established pay periods.
 - 5) Holidays shall not be charged as vacation hours when they occur during vacation periods.
- C. All bargaining unit members may use their fiscal year's vacation days through July 31 of the subsequent fiscal year. These will be available as long as the member officially requests the time in writing, receives supervisor approval, and files same with the Human Resources Office by the end of business on the second-to-last business day of June. Once granted, these days will not be re-credited to the member's account.
- D. Unused vacation days accumulated in excess of eighty (80) hours (ten [10] days) as of June 30 shall be automatically converted to sick leave hours and added to employee's sick leave allotment.

ARTICLE X - LEAVES OF ABSENCE

Section 10.1 Seniority

A bargaining unit member on an approved leave of absence of twelve (12) weeks or less, shall accrue seniority. However, in those cases where the approved leave exceeds twelve (12) weeks, while seniority does not accrue during any of the leave time in excess of twelve (12) weeks, there shall be no loss of seniority in such instance.

Section 10.2 Insurance Coverage

A bargaining unit member on an approved leave of absence may remain covered by his/her insurance at employee cost.

Section 10.3 Personal Leave Days

- A. Full-time bargaining unit members will receive four (4) paid personal leave days per fiscal year. Requests for use of personal leave days will be submitted to the supervisor with as much advance notice as possible.
- B. Regular part-time bargaining unit members will receive personal leave on a prorated basis.
- C. Unused personal leave shall apply to sick leave.

Section 10.4 Sick Leave

- A. Sick leave for regular full-time employees is earned and accrues at the rate of eight (8) hours (one [1] day) per month for each month worked, to a maximum accumulation of one thousand 1,536 hours (192 days). Sick leave is to be taken in a minimum of one-hour increments with 15-minute increments being permitted after the first hour. Upon managerial approval, sick leave increments used that consist of less than one hour may be made up within a one-week period.

- B. Regular part-time employees shall earn and accrue sick leave on a prorated basis.
- C. Sick leave shall be defined as personal illness or disability, hospitalization, doctor's appointments, quarantine of the employee, or illness of someone in the employee's immediate family. The immediate family is defined as husband, wife, domestic partner, partner of a civil union, children, grandchildren, parents, grandparents, brothers, sisters, or in-laws of the employee. (This inclusion of domestic partner in the definition of "immediate family" is limited to this Section 10.4, Sick Leave, only).
- D. The bargaining unit member or his representative shall notify his immediate supervisor as early as possible but no later than one (1) hour after the scheduled work shift unless the employee is incapacitated. Failure to notify your immediate supervisor within the required time may result in disciplinary action.
- E. Upon retirement, an employee may apply the maximum number of sick days as mandated by SURS.
- F. After three (3) consecutive work days off due to an illness, a verification documenting illness from a licensed health services provider may be requested by the immediate supervisor. In such case, the verification shall be submitted to the Human Resources Department upon return to work.

- G. Should an employee be unable to return to work after five (5) consecutive work days, the supervisor and/or the Executive Director of Human Resources may demand a medical statement indicating an estimate of when the employee may be able to return to work.

Section 10.5 Bereavement

Each bargaining unit member shall be allowed up to five (5) days Leave of Absence (excluding holidays and weekends) with pay for each bereavement. Bereavements shall cover someone in the employee's immediate family. For the purpose of this leave, immediate family is defined as husband, wife, domestic partner, partner of a civil union with employee, children, grandchildren, parents, grandparents, brothers, sisters, or in-laws of the employee. In the event this leave needs to be extended, an employee may elect to use unused vacation, sick, personal, or floating holiday leave time for this purpose. If an employee requires additional bereavement time, the unpaid leave shall be approved by the Board or its designee. (This inclusion of domestic partner in the definition of "immediate family" is limited to this Section 10.5, Bereavement only.)

Section 10.6 Jury Duty

Employees that are summoned to court to perform jury duty shall suffer no loss of pay provided that the immediate supervisor is notified at least five (5) working days in advance of the official summons.

Section 10.7 FMLA Leave of Absence

The parties agree to abide by the current version of the Family Medical Leave Act (FMLA) that is currently in effect.

- A. The Family Medical Leave Act (FMLA) allows employees up to twelve (12) weeks of leave without pay to attend to personal/family medical or child rearing/maturing purposes.
- B. For the purposes of this leave, domestic partners and partners of a civil union with the employee will be considered part of the immediate family. (This inclusion of domestic partner in the definition of “immediate family” is limited to this Section 10.7, FMLA Leave of Absence, only.)
- C. Employees who have accumulated sick leave, vacation, and/or personal days available will be paid during their FMLA leave until such days are exhausted. Once any leave goes into its first day of unpaid time, the balance of the leave shall remain unpaid, unless Sick Leave Bank days are awarded. In that case, the Sick Leave Bank days will be exhausted, and any remaining leave time will be unpaid.
- D. The Board will provide medical insurance coverage in accordance with Section 6.2 for bargaining unit members for the duration of the approved FMLA leave, even if the accumulated sick, vacation, and personal time have been exhausted.
- E. The employee shall make his/her intention to return to work known to the administration in writing at least thirty (30) days before the

termination of such leave, when possible. Employees returning from FMLA leave of twelve (12) weeks or less, shall be assigned to their original positions, unless the original position no longer exists.

F. Further information about the Act may be obtained by interested staff members from the Department of Labor's website at www.dol.gov/esa/fmla.html.

G. For FMLA purposes, the leave year shall be defined as a rolling year beginning with the first day of the FMLA leave.

Section 10.8 Disability/Medical Leave

Except in Worker's Compensation cases (wherein payment from the College shall be reduced by the amount received under the Worker's Compensation Act), a bargaining unit member who is ill or disabled and who has exhausted all accumulated leave time (including FMLA) shall be eligible, upon written verification from their doctor and as confirmed by a doctor of the Board's choosing and at the Board's expense, for Disability/Medical leave. While on Disability/Medical leave Sections 9..2 1, 2, and 3 of Article IX - Leaves of Absence shall apply. Disability/Medical leave will apply solely at the discretion of the Board for up to a six (6) month period and is contingent upon the bargaining unit member being physically unable to resume the position.

A. Upon request, the Board, at its sole discretion, may grant an extension of time, not to exceed an additional six (6) months, contingent upon the bargaining unit member being physically unable to resume the position as documented by his physician completing the Form WH-380.

- B. Ability to return to work also must be confirmed by both the employee's doctor and a doctor of the Board's choosing. If the doctors do not agree, the Board and the Union shall appoint an additional doctor to settle the dispute.
- C. An employee unable to return by the end of his Disability/Medical leave shall be considered terminated from employment. If, within one year, the employee is able to return to work and notifies the College of his/her status, the provisions of Article XVIII , Section 18.2 shall apply.
- D. A bargaining unit member on an approved Disability/Medical leave may continue (at employee's cost) medical insurance coverage through the College plan(s) for the period of the leave.
- E. Although the Disability/Medical leave may initially be approved by the Board, the College does not guarantee and is not responsible for placing the person back into their original position or any position that may be available beyond the twelve (12) week limit of the FMLA leave.

Section 10.9 Military Leave

Regular and Reserve Forces

The College shall follow all applicable state and federal laws pertaining to military leave.

Section 10.10 Leave Without Pay

On an emergency basis, an employee or his/her representative may request Leave Without Pay. The employee shall provide as much notice as possible when requesting this leave. Upon written approval of the employee's supervisor and Vice President, the leave shall be granted. This leave shall not exceed ten (10) working days and may not

extend a Family and Medical Leave (FMLA) of absence. This leave can only be used when all other leave is exhausted, and may only be taken once per calendar year.

ARTICLE XI - WORKING CONDITIONS

Section 11.1 Office Automation and Reorganization

- A. The Union shall be kept informed in writing of any employer programs of reorganization and/or automation. The written notice will set forth the nature of the intended changes.

Any alleged violation of this provision shall not operate to defeat the reorganization, automation, or change in operations.
- B. The Employer agrees to meet with Union representatives to set up an orientation period for using the new technology. Upon completion of the orientation period, wage rates and job classification changes, if any, will be retroactive to the initial date of implementation.
- C. When changes in operations due to technological innovations occur, the Employer shall first give consideration to the utilization of affected bargaining unit members in the changed operations. If the affected bargaining unit members do not possess the requisite skills or knowledge to perform the required work in the new operation, the Employer shall provide the necessary training. However, the employer's determination of qualifications, fitness for the new operation, and level and amount of training shall be final.
- D. If the job of any bargaining unit member is eliminated because of the implementation of new technological innovations, the Employer shall in the following order of priority: 1) place the bargaining unit member in a position

comparable in level to his/her original position if available, and if qualified for the position, as determined by the administration; 2) place the employee in a lower level position for which he/she is qualified as determined by the administration, and if a position is available, shall retain his/her existing rate of compensation; 3) follow the procedure under Article XVIII, Reduction-In-Force.

Section 11.2 Health and Safety

- A. The employer will endeavor to provide safe and healthful working conditions.
- B. No bargaining unit member shall be discharged for refusal to perform work which is a hazard to his/her health or safety or that of other bargaining unit members. The bargaining unit member bears the burden of proving that the condition actually is hazardous.
- C. Bargaining unit members who are required to obtain specific garments as either protective garments or identifiable garments as a condition of employment shall be provided the same at no cost.
- D. The College and the Union recognize the need to furnish appropriate equipment and materials to enhance the effectiveness of the workplace and the efficiency and productivity of College employees. In recognition of this, the College agrees to honor accepted ergonomic and safety standards when new acquisitions of furniture and applicable computer equipment are made.

ARTICLE XII - NEW CLASSIFICATIONS

Section 12.1 Classifying

- A. Prior to Board action on adding a new classification or changing the existing classifications, the administration shall notify the Union prior to such actions. In the event of any dispute over whether or not any new or modified classification constitutes a bargaining unit position, such a dispute may be resolved pursuant to the terms and provisions of the Illinois Educational Labor Relations Act on Bargaining Unit Modification and Clarification.
- B. Upon installation of the new classification, the filling of such classification shall be in accordance with vacancy and hiring procedures of this Agreement.

ARTICLE XIII - VACANCIES

Section 13.1 Vacancies

- A. Prior to posting any vacancy, the College shall consider laid off employees in accordance with Section 18.2 of this Agreement.
- B. Whenever there is a vacancy, the administration shall notify the union prior to such actions and publicize such vacancy within ten (10) working days of the decision to fill the vacancy by posting a notice of such vacancy on the college's website . The notice shall include the minimum qualifications of the vacancy and a non-binding job description. Vacancies will be advertised internally and externally consistent with EEO/AA regulations. No vacancy shall be filled on a permanent basis until the notice of vacancy has been posted internally for five (5) working days. However, the administration shall have the ability to fill the vacant position on an

emergency basis until such time as a qualified candidate, as determined by the administration, is selected.

- C. Any applicant holding a position that is considered a part of the bargaining unit shall be considered an internal candidate. Each such candidate who meets minimum job qualifications shall be afforded an interview with the screening committee in their recommendation of qualified candidates for an open position. In cases where the finalist candidates are internal and each candidate is equally qualified, as determined by the administration, the internal candidate with the greater seniority on the College support staff shall receive priority in being offered the position. In cases where an external candidate and an internal candidate are equally qualified, as determined by the administration, the internal candidate shall receive priority in being offered the position. "Qualifications," as determined by the administration in this provision are not limited to minimum qualifications but include other factors such as but not limited to, job performance, experience, and interview performance. The standard of review and any dispute regarding the administration's selection of a candidate shall be whether or not the administration's determination of qualifications was arbitrary and capricious.
- D. Internal candidates will not be restricted in the number of positions they may apply for within any given period of time.
- E. Any bargaining unit position that is deemed necessary to the operation of the College, may be filled by a temporary hourly employee for a period not to exceed ninety (90) calendar days, with an extension of time as mutually agreed upon between the Administration and the Union.

Section 13.2 Procedures

- A. Once an internal candidate has been tested, the highest score from all tests that are less than one year old, will be kept on record with the Department of Human Resources. In applying for other vacancies, the bargaining unit member will have the option to use said results if the previous test was administered by the Department of Human Resources and is no more than one year, old or have a single retake of the tests. If the bargaining unit member opts to retake the tests, the highest current score(s) (from tests that are less than one [1] year old) will be applied toward meeting the vacancy.
- B. An employee who applies for and is selected for a vacancy who was already a bargaining unit member and working in the same position level as the vacancy, may be permitted by the Board to make a lateral move to the vacant position. If management approves the lateral move, the employee's salary shall remain the same.

ARTICLE XIV - HIRING**Section 14.1 Procedures**

- A. The College shall notify the Union within ten (10) working days of the hiring of an employee covered by this Agreement. The new bargaining unit member's name, hire date, job title, range, rate of pay, and work schedule shall be provided in this notice to the Union.
- B. Sufficient copies of this Agreement shall be reproduced so that one copy shall be provided to each bargaining unit member. Each new bargaining unit member shall be given a copy of this Agreement. The cost of the initial

production of the Agreement, and provision of new Agreements to new bargaining unit members shall be divided equally between the Union and the Board. All other information pertaining to employment conditions such as Board Policies and Procedures, insurance booklets, pension booklets, and job descriptions shall be available for inspection by any bargaining unit member at the Department of Human Resources.

- 1) New bargaining unit members are not eligible to apply for any newly created or vacated positions for a period of ninety (90) calendar days after employment.
- 2) All new support staff employees shall be considered probationary employees until they complete a six (6) month probationary period.
- 3) Evaluation of a new bargaining unit member's work performance shall be made using a consistent form by the immediate supervisor. The first review should be by the ninetieth (90th) calendar day of employment. Upon written request, a probationary employee may request the initial evaluation. A second review should be completed at least two (2) weeks prior to the end of the sixth month probationary period. The evaluations must be reviewed with the bargaining unit member and submitted to the Department of Human Resources. If the bargaining unit member does not agree with the evaluation, he/she may file a written rebuttal which shall be attached to the evaluation. If, at the time of the second evaluation, the employee's work is deemed to be less than satisfactory, said employment will be terminated. The College's decision to discharge and/or a decision not

to hire a probationary employee within the first six (6) months is not grievable or arbitrable.

- 4) The administration, if it deems necessary, will provide each new bargaining unit member with what it determines to be appropriate orientation and on-the-job training.

C. In the event of any conflict between the terms of a bargaining unit member's contract of employment and the terms of this Agreement, the latter shall be controlling.

Section 14.2 Internal Hiring Policy

When a current Prairie State College employee applies for a posted position within the College that is not related to his/her current position, the compensation offered to all candidates, internal or external, would be consistent with the posted salary range. Administration will determine the starting salary within that range based on the candidate's qualifications.

This generally will be limited to the first quartile of the salary range for the new position. The employee's current salary will not influence the salary received in the position.

ARTICLE XV - PROMOTIONS

Section 15.1 Procedures

- A. A promotion occurs when a support staff employee moves from one position to another existing or new position at a higher salary range within the College. A promotion may occur upon the approval of the respective Vice President(s) of the relevant area(s) and the President. The administration shall notify the union prior to such actions.

- B. In situations where internal promotions are granted, the position to which one is promoted shall not be posted. Instead, the employee will move into the designated position and shall be granted a salary increase of 10% or be placed at the minimum of the new salary grade, whichever is greater.

ARTICLE XVI - TRANSFERS

Section 16.1 Procedures

A transfer occurs when a bargaining unit member is moved from one position to another solely by administrative action. The administration shall notify the union prior to such actions. An involuntary transfer is defined in C below, and occurs when the unit member is transferred to a position that she/he does not find acceptable. Conversely, a voluntary transfer is one which, when proposed to the bargaining unit member, is found acceptable. Transfers are not to be confused with position changes as a result of posted vacancies (see Article XIII) or promotions (see Article XV).

- A. Whenever a bargaining unit member is transferred from one position to another by administrative decision for a reason other than unsatisfactory work performance, said bargaining unit member shall not be adversely affected in salary or seniority.
- B. Downgrading a bargaining unit position resulting from an administrative decision shall not adversely affect the salary position of the member in the established ranges.
- C. When an employee is given an involuntary transfer, not resulting from a demotion, to a new position with a range that is less than the range of the employee's present grade (e.g., abolition of a job and the consequential reassignment of a position with a lower grade), no immediate salary reduction should occur. If the employee's salary is above the maximum of

the lower grade, the following guideline should apply: Grant no salary increments or general structure increases until the maximum for the new grade equals or exceeds the employee's salary.

- D. Prior to an involuntary transfer, the supervisor shall meet with the bargaining unit member and shall provide reason for the transfer in writing. Any employee being transferred will receive priority consideration for a period of one calendar year for transfer into future bargaining unit vacancies for which the bargaining unit member meets the minimum qualifications as published for such vacancy, except that this clause shall not affect recall rights Article 18.2.
- E. The compensation of an employee who is transferred to a lower band/level due to unsatisfactory work performance will be arrived at as follows:
1. Divide the employee's current salary by the minimum salary for their current band/level;
 2. Multiply the number determined in Step 1 by the minimum salary for the new lower band/level to derive the new salary amount. Example:
(Step 1) current salary = \$35,000, current band minimum = \$30,000,
 $\$35,000 \div \$30,000 = 1.17$ or 117%; (Step 2) New band minimum =
 $\$25,000 \times 117\% =$ new salary of \$29,250.
- F. Any employee who voluntarily applies for an open position under Article XIII-Vacancies, shall not be eligible to apply for the position under any other article of the contract.

ARTICLE XVII - SEVERANCE PAY

Section 17.1 Procedures

A bargaining unit member who is terminated except for performance, for cause, by retirement, or by voluntary resignation, or who is deemed to have abandoned employment, shall receive severance pay in the total amount of one month's pay for employees with one (1) - ten (10) years of continuous service, or a total amount of two month's pay for employees for more than ten (10) years continuous service. This distribution will occur after the last official check from the College has been issued. Grant-funded employees are not entitled to severance pay if they are released from employment due to the expiration of a grant.

The College from time to time may be required to discharge bargaining unit employees as a consequence of shortage of funds, department reorganization, the introduction of new machinery, or methods or procedures, including time or work efficiency studies.

ARTICLE XVIII - REDUCTION IN FORCE

Section 18.1 Layoffs

- A. If it is determined that layoffs are necessary, employees will be laid-off in the following manner:
- 1) Hourly employees within the department affected provided that:
 - a) the bargaining unit member is qualified to do the work of the non-unit member;
 - b) it is physically (e.g., location, time, etc.), possible for the hourly work to be done by the bargaining unit member, and;
 - c) if there are two hourly positions that the bargaining unit member would be qualified to do, these positions be combined.

This shall not apply to student employees.

In the event any bargaining unit member bumps an hourly position, said employee assumes the status of that position.

- 2) In the event of further layoffs, bargaining unit members shall be laid off from the affected Departmental Seniority List (Appendix C) in accordance with their seniority under the following conditions:
 - a) Seniority comparisons shall be made pursuant to Departmental Seniority Lists by position range established by the Administration and given to the Union at the outset of each fiscal year.
 - b) In the event of a layoff, once the department, range, and job title have been determined, the bargaining unit member with least seniority will be selected.
 - c) The person selected may, if deemed qualified by the department's administrator, bump out persons of less seniority in lower level position classifications within the same department.
 - 3) In case of layoff, within each Departmental Seniority List by range, the Board may exercise one exemption from seniority layoff, and choose to select the next senior employee indicated on the Departmental Seniority List by range.
- B. Individual insurance coverage for any laid-off bargaining unit member shall continue for thirty (30) days from the beginning of said layoff. Thereafter, the employee shall have retention and/or conversion rights as provided by law, at employee expense.

Section 18.2 Recall

- A. Bargaining unit members who are laid off shall be placed on a recall list for a period of one (1) year from the effective date of layoff. Such bargaining unit members shall have priority consideration for any opening which becomes available for which the employee meets minimum qualifications established by the administration. If two or more employees on a lay off list meet minimum qualifications, the administration shall refer to each initial hire date to determine seniority.
- B. If an employee is recalled to a lower rated range, the employee shall have the right to refuse recall without any adverse affect on his/her recall standing.
- C. The Board shall not hire new employees in the bargaining unit positions affected by layoffs as long as there are bargaining unit members on the recall list who meet minimum qualifications and who have not refused the position in question for one (1) year from the date of layoff. Thereafter, the Board may hire new employees from outside of the bargaining unit.
- D. Employee Recall List Form - If an employee is laid off, the Department of Human Resources will include a copy of the Employee Recall List Form for completion at the employee's exit interview. This form will remain on file in the Department of Human Resources for a period of one (1) year. This form may be found in Appendix I of this Agreement.

Section 18.3 Outsourcing of Work

The College reserves the right to contract out any work it deems appropriate.

Whenever the College determines that it is in the best interest of the College to subcontract out the work of bargaining unit members, the Union will be notified, in writing, ninety (90) days prior to said layoffs. Upon written request to the Union, the Board will enter into negotiations with the Union with respect to the impact upon such affected employees, including their possible reassignment to other available positions in the College and/or their employment by the subcontractor.

ARTICLE XIX - SENIORITY**Section 19.1 Process**

- A. Seniority for bargaining unit members shall accrue as of the bargaining unit member's date of employment as a bargaining unit member in continuous service. Continuous service is broken only by one of the following:
- 1) Voluntary resignation
 - 2) Discharge
 - 3) Failure of the bargaining unit member to return to work at the expiration date of an approved leave of absence or recall to work after a layoff when a notice of ten (10) or more work days has been delivered to the bargaining unit member by certified or registered mail at the last address filed by the bargaining unit member in the Department of Human Resources
 - 4) A leave of absence or disability that exceeds six (6) months.
- B. If two or more bargaining unit members have the same seniority date, the date of the bargaining unit member's application shall control; whereby the bargaining unit member with the earlier application date shall be senior.

- C. A seniority list shall be prepared annually by the College and delivered to the Union President no later than July 1st of each fiscal year.
- D. Anyone laid off shall receive priority for a period of one (1) year for any job vacancy for which they are qualified, as determined by the administration, in order of seniority, with the senior qualified bargaining unit member being called back first.

ARTICLE XX - POSITION CLASSIFICATIONS

Section 20.1 Job Description

Position classification is defined as a position title as indicated in Appendix C. Each position classification covered under this contract shall have a written job description. The Department of Human Resources shall give the Union a copy of all updated job descriptions.

Section 20.2 Job Classifications

The Prairie State College Job Classification Structure (Appendix C) covers all staff positions throughout the College. Placement of positions within the Job Classification Salary Structure will be determined by the hiring manager, area Vice President, and Executive Director of Human Resources after reviewing the job description and required qualifications.

If there is a dispute of the classification, the Union president or their designee will meet with the Executive Director of Human Resources and hiring manager to discuss the reasoning of the decision. If the position classification is changed, all sections of the contract will be followed to remedy this issue.

ARTICLE XXI - GRANT FUNDED POSITIONS

Section 21.1 Grant Funded

Grant-Funded Employees are defined as persons employed by the College in positions that have been created specifically per the terms of a grant and with at least fifty percent (50%) of the position's compensation package being paid by grant funds. The Board and the Union recognize that, as a condition of employment, grant-funded employees are hired only for the duration of the grant for which they work. Any and all current grant-funded employees whose employment is specifically related to a current grant as defined above shall become bargaining unit members regardless of the terms and/or monetary amount of the current grant under which they are employed, except when the employment of such an employee meets and/or exceeds the terms identified below for permanent employment.

Grant-funded employees are eligible for membership in the bargaining unit from the first day of employment and will be entitled to all the benefits afforded in this contract, with the exception of Article XVII, Severance Pay, when the grant expires. Grant-funded employees shall be considered probationary employees until they complete a six (6) month probationary period and subject to all provisions stated in Article XIV – Hiring, of this contract.

Seniority for grant-funded employees that become bargaining-unit members shall be the first date that the grant-funded employee becomes a bargaining-unit member.

ARTICLE XXII - RECLASSIFICATION

Section 22.1 Process

- A. An employee may request a position reclassification by completing a Position Description Questionnaire (PDQ) and submitting it to his/her supervisor. The PDQ is to be used to determine if the position has substantially changed. If the duties have not substantially changed, there is no basis for a reclassification or appeal.
- He/she should also forward a copy of the PDQ to the Executive Director of Human Resources. Within thirty (30) calendar days from receipt of the request, the recommendation will be forwarded to Cabinet. A supervisor may also request a reclassification for an employee. In which case, proceed to item D.
- B. If the supervisor agrees that the job has changed enough to warrant consideration for reclassification, the Executive Director of Human Resources will review the request and make a recommendation to the Cabinet to either approve or reject the reclassification request.
- C. If the supervisor does not agree that the position changes are sufficient to warrant reclassification, he/she will discuss the rationale with the Executive Director of Human Resources, who will then decide either to accept or reject the request for reclassification. Cabinet will review rejected classification requests.
- D. If the Executive Director of Human Resources rejects the request for reclassification (item C), the employee may appeal that decision by completing a Reclassification Appeal Packet and submitting it to his/her Vice President. Upon receipt of the Reclassification Appeal Packet, the Vice President will schedule a meeting within thirty (30) calendar days with

the employee, his/her supervisor, a Union board member, and the Executive Director of Human Resources to review the reclassification request. If the Vice President determines that the position does not qualify for reclassification, that decision shall be binding and not grievable. If the Vice President determines that the position qualifies for reclassification, it will go to the Cabinet for consideration. The decision of the Cabinet shall be final and non-grievable. If the Cabinet approves the reclassification, the employee shall move to the new salary grade and receive a salary increase of 5% or be placed at the minimum of the new salary grade, whichever is greater. This change will be effective at the time of approval.

ARTICLE XXIII - DISCIPLINE

Section 23.1 Disciplinary Procedure

Both the Board and the Union encourage supervisors and employees to communicate with one another and to informally resolve any problems that may arise. However, both parties recognize that, from time to time, circumstances may arise which require the dispensation of discipline. Discipline shall be performed in a timely manner. Discipline shall be administered when behavior/conduct interferes with the job performance of self or others, or the overall operation of the College. Certain unacceptable actions which may include, but not be limited to, insubordination, falsification of records, possession of weapons or drugs/alcoholic beverages on College premises, theft, gambling, fighting, and sabotage, may be serious enough to warrant immediate suspension for the first offense and possible termination of employment after investigation.

Discipline shall be issued in a private and confidential manner, and will be administered as follows:

Section 23.2 Oral Warning

The oral warning shall be delivered to the employee by the immediate supervisor with the Executive Director of Human Resources present. The supervisor shall present a memorandum documenting the oral warning. The Union shall be notified and shall have a right to be present at the meeting. The employee is responsible for notifying the Union for representation. A copy of such memorandum shall be served upon the employee who shall sign a copy to acknowledge receipt thereof, and a copy shall be placed in the employee's personnel file. Employee refusal to sign the oral warning shall be noted and shall be placed in the employee's personnel file. If no additional discipline is issued to the employee within a 12 month period of receiving their first oral warning, the oral warning shall be removed from their personnel file. Only the first oral warning is eligible for removal from an employee's file.

Section 23.3 Written Warning and Conference

The written warning shall be delivered to the employee by the immediate supervisor with the Executive Director of Human Resources present. The supervisor shall present a memorandum documenting the written warning. The Union shall be notified and shall have a right to be present at the meeting. The employee is responsible for notifying the Union for representation. The administration is responsible for notifying the employee that a disciplinary meeting shall take place. If the employee chooses not to have Union representation in the meeting, he/she will sign a written memorandum stating that he/she has been offered Union representation and has refused it. The memo shall

contain a description of the unacceptable performance. The memo shall be given to the employee with copies to the supervisor, the Executive Director of Human Resources, and the employee's personnel file. All persons present shall sign said memorandum. Employee's refusal to sign letter of written warning shall be noted and shall be placed in the employee's personnel file. If no additional discipline is issued to the employee within a thirty-six (36) month period of receiving their first written warning, the written warning shall be removed from their personnel file. Only the first written warning is eligible for removal from an employee's file.

Section 23.4 Suspension

A suspension, with or without pay, shall be delivered by the immediate supervisor with the Executive Director of Human Resources present. Reasons for a suspension will be discussed. The Union shall be notified and shall have a right to be present at the meeting. The employee is responsible for notifying the Union for representation. The administration is responsible for notifying the employee that a disciplinary meeting shall take place. If the employee chooses not to have Union representation in the meeting, he/she will sign a written memorandum stating that he/she has been offered Union representation and has refused it. At the disciplinary meeting, a written memorandum shall be prepared and given to the employee with copies to the supervisor, the Executive Director of Human Resources, and the employee's personnel file. All persons present shall sign said memorandum. Employee's refusal to sign letter of suspension shall be noted and shall be placed in the employee's personnel file.

Section 23.5 Discharge

Written notification of discharge shall be delivered to the employee by the immediate supervisor with the Executive Director of Human Resources present. The Union shall be notified by the Executive Director of Human Resources regarding termination cases and shall have the right to be present at said meeting. The administration is responsible for notifying the employee that a disciplinary meeting shall take place. If the employee chooses not to have Union representation in the meeting, he/she will sign a written memorandum stating that he/she has been offered Union representation and has refused it. The Executive Director of Human Resources shall be present, and a copy of the discharge shall be placed in the employee's personnel file. At the disciplinary meeting, a written letter of discharge shall be prepared and given to the employee with copies to the supervisor, the Executive Director of Human Resources and the employee's personnel file. All persons present shall sign the letter. Employee's refusal to sign letter of discharge shall be noted and shall be placed in the employee's personnel file. The administration shall notify the Union if any bargaining unit member is discharged.

Section 23.6 Personnel File

Every employee shall have the right to examine his/her official personnel file upon appointment with the Department of Human Resources. This file shall be the only official file. Such examination shall be exclusive of confidential referral or recommendation-type material which may be in the file from sources other than Prairie State College. The employee may attach rebuttal, clarifying, or explanatory materials to any items in his/her file as he/she deems appropriate.

Section 23.7 Performance Evaluations

An employee's performance shall be formally evaluated at least once per year. The purpose of the performance evaluation is to document elements of the position which the employee does well and those which require improvement, and to establish goals and development plans for continued growth. The immediate supervisor shall meet with the employee to discuss the performance evaluation and give the employee an opportunity to ask questions about any issues that may be unclear. After the evaluation discussion has taken place, the supervisor and the employee shall both sign the evaluation, and the employee shall be provided with a written copy of the evaluation as well as any relevant supporting documents. An employee's signature indicates only that he/she has read and understood the evaluation, and shall not be interpreted to indicate agreement with the contents. The original of the signed evaluation shall be kept in the employee's official personnel file.

ARTICLE XXIV - GRIEVANCE PROCEDURE**Section 24.1 Definition**

Prairie State College and the Prairie State College Federation of Support Staff agree that they will use their best efforts to encourage the informal and prompt settlement of grievances. In the event a grievance may arise between Prairie State College and the Prairie State College Federation of Support Staff, involving the interpretation and application of this Agreement, a grievance procedure is described below for the orderly resolution of such grievances.

A complaint shall first be discussed in a timely manner between the affected bargaining unit member and his/her immediate supervisor with the object of resolving the matter informally. The affected member may ask that a single Union representative be present for the discussion.

Step 1 All grievances shall be filed at Step 1 within fifteen (15) working days after the Union becomes aware that a grievance exists. The grievance form may be found in Appendix M of this Agreement. A grievance shall first be submitted in writing by the affected bargaining unit member to his/her immediate supervisor. The affected member may ask that a single Union representative be present for the discussion. The immediate supervisor may ask the Executive Director of Human Resources be present for the discussion.

Within five (5) working days after said discussion, the supervisor shall give the affected unit member a written response. After the written response is received, the affected employee shall have (10) working days to file a Step 2 grievance.

Step 2 In the event the grievance has not been resolved in the first step, the Union or the grievant will submit a written statement to the Vice President of the department affected by the grievance. The second step shall be made within ten (10) working days after the receipt of the immediate supervisor's decision. Within ten (10) working days of the second step filing, the Vice President shall confer with the Union and the grievant in an effort to resolve the grievance. The Vice President may ask the Executive Director of

Human Resources be present for the discussion. The Vice President, shall, within ten (10) working days following the conference, file his/her written decision with the grievant and the Union.

Step 3 In the event the grievance has not been resolved in the second step, the Union will submit a written statement to the President. Said statement shall be made within ten (10) working days after receipt of the Vice President's decision. No later than ten (10) working days after receiving the statement, the President or his designee, shall schedule a hearing on the grievance. The President or designee may ask the Executive Director of Human Resources be present for the discussion. If the President chooses to select a designee to hear the grievance, it shall be a different Vice President than the Vice President that issued the Step 2 decision. Within ten (10) working days after the hearing, the President or designee shall communicate his/her decision in writing.

Step 4 Within thirty (30) calendar days after receiving the decision of the President, the Union, at its option, shall submit the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA). The arbitrator shall follow the standard rules of the AAA and his/her decision shall be binding on all parties. Expenses for the arbitration services shall be borne equally by the Board and the Union.

Section 24.2 Discharge Grievances

This section is intended to set up a special procedure for the prompt review and disposition of grievances involving termination of employee(s) who have completed their probationary periods.

Upon determination by the Union that a breach of the contract may have occurred, the grievance procedure will be initiated at the third step. If the grievance is not settled at step 3 and proceeds to step 4, all terms and conditions of step 4 will remain in effect, except that the arbitrator will be requested to issue his/her decision at the end of the hearing or within sixty (60) calendar days of the hearing.

Section 24.3 Provisions

- A. No bargaining unit member will be required to meet with any administrator or supervisor at any formal stage of the grievance procedure without a Union representative.
- B. No participant in the grievance procedure shall be financially penalized for such participation. In the event the Union wants participants other than the grievant for a meeting/hearing during work hours, and the administration objects, the meeting/hearing shall be conducted after work hours.
- C. A bargaining unit member who participates in the grievance procedure shall not be subject to disciplinary action in reprisal because of such participation.
- D. The grievant or his/her representative will be provided copies of all materials submitted by the Board as evidence in any arbitration of the subject grievance.

- E. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit lodging an appeal at the next step of this procedure within the time allotted had the decision been given.
- F. In any instance where the Union is not representing the grievant, the administrator or supervisor receiving the grievance or making the decision shall notify the Union in writing of all meetings, hearings, and resolutions at any level. The Union may appeal any decision which would seem to violate any terms of the Agreement.
- G. A grievance may be initiated and /or conducted by:
- 1) a bargaining unit member on his/her behalf;
 - 2) a bargaining unit member accompanied by a Union representative;
 - 3) a Union representative at the bargaining unit member's request;
 - 4) the Union as a sole and exclusive bargaining agent for alleged violation of the union's rights under this contract. A union grievance may be initiated at the Step 2 level.
- H. Conferences held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for the grievant and his/her representative to attend.
- I. All time limits may be extended by mutual agreement between the parties.
- J. A grievance may be withdrawn or settled at any level without precedential effect.

ARTICLE XXV - ENTIRE AGREEMENT**Section 25.1 Agreement**

- A. The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any matter or subject not removed by law or by agreement of the parties from the area of collective bargaining, and the entire understanding and agreements arrived at by the parties after the exercise of that right are set forth in this Agreement. Therefore, the Board and the Union, for the life of this Agreement, each voluntarily waive any and every right which might exist under law, practice, or custom to negotiate any further agreements, items, or topics effective for or during the term of this Agreement, regardless of whether or not proposals were made on such issue, topic, or item, or whether the issue or topic or time was negotiated. Each party expressly acknowledges that the only obligation to bargain during the term of this contract arises should both parties agree to amend, alter, or change a specific express provision of this Agreement.
- B. During the term of this Agreement, this contract may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in a written and signed amendment.

ARTICLE XXVI - PRECEDENCE OF AGREEMENT

Section 26.1 Agreement

If there is any direct conflict between the expressed terms of this Agreement and Board rules or its Policies and Procedures Manual, this Agreement shall take precedence.

ARTICLE XXVII - TERMS OF AGREEMENT

This Agreement shall become effective July 1, 2015, and shall remain in full force and effect until June 30, 2018 unless written notice is given by the union or the college by March 30, 2017 for the purpose of negotiating compensation and benefits only for the last year of this Agreement. This Agreement shall remain in full force and effect during the period of negotiations or until such time as it is replaced by any subsequent Agreement. It is the obligation of the Union to notify Prairie State College between January 1, 2018 and January 31, 2018 in writing of its desire to renegotiate this Agreement. Once notification is provided, the parties will agree on a mutually agreeable date to begin the negotiation process.

IN WITNESS WHEREOF, the parties have hereunto set their hands this
30th day of June 2015.

BOARD OF COMMUNITY COLLEGE
DISTRICT NO. 515, COUNTIES
OF COOK AND WILL, STATE OF
ILLINOIS

PRAIRIE STATE COLLEGE FEDERATION
OF SUPPORTIVE STAFF, COOK COUNTY
COLLEGE TEACHERS UNION, LOCAL
1600, AFT/AFL-CIO

By: 
Board Chairman

By: 
Union President

By: 
Board Secretary

By: 
Union Negotiator

By: 
Union Negotiator

APPENDIX A***SALARY STRUCTURE***

| Effective 7/1/2015 | Effective 7/1/2016 | Effective 7/1/2017 |
|--------------------|--------------------|--------------------|
| 2.0% | 1.00 | TBD |

APPENDIX B**ARTICLE III Section 3.2**
Freedom from Harassment and Hostile Work Environment

MEMORANDUM OF UNDERSTANDING

Whereas the Board of Trustees of Prairie State College (the "Board") and the Federation of Supportive Staff of Prairie State College Local 1600 AFT-IFT (the "Union") have entered into a Collective Bargaining Agreement dated July 1, 2015 – June 30, 2018;


Whereas the Board and the Union have a shared and mutual goal in creating a workplace free of harassment and hostility towards employees;


Whereas the Board and the Union acknowledge that, despite contract language, concerns continue that harassment and hostile working environment issues persist;

Now therefore the parties agree as follows:

1. Prior to filing a grievance under Art. III, §3.2, the Union will meet with the Executive Director of Human Resources to discuss the substance of the complaint. The complaint may be brought forward anonymously or with a named potential grievant(s).
2. If the matter cannot be resolved, a Step 2 grievance may be filed and the name of the member(s) shall be disclosed to the Executive Director of Human Resources and to other College staff as deemed necessary by the Executive Director of Human Resources. The Executive Director of Human Resources shall notify the Union prior to the disclosure of the name of the grievant(s) who file under this agreement.
3. Retaliation against grievant(s) filing a complaint under Art. III, §3.2 is strictly prohibited.
4. The Union and Board agree that for the sake of true resolution, grievances filed under Art. III, §3.2 may be placed in abeyance for up to 6 months at any of the grievance steps in order to try to resolve the issue and see if the resolution works. The 6 month abeyance may be shortened or lengthened by mutual agreement of the parties. Any grievance reactivated under this clause will not be challenged on timeliness grounds.
5. The Union and Board agree that both sides will work collaboratively through all affected stakeholders to come to a mutually satisfying resolution of matters filed under this MOU. This includes training for supervisors and staff if needed as well as a hold on discipline for supervisors and staff as the grievance is under review and resolution.

AGREED TO BY THE UNDERSIGNED ON June 30, 2015.


For the Board


For the Union

APPENDIX C

Departmental Seniority Report

| Dept | Title | Hire Date | DBM Grade |
|--------------------------------|--|------------------|------------------|
| Adult Education | ABE-ASE-GED Student Services Specialist | 9/8/09 | B22 |
| | Administrative Assistant, Adult Education | 12/17/90 | B22 |
| | Caseworker, Adult Education Programs | 9/19/11 | C41 |
| | Data Entry Clerk/Clerical Specialist, Adult Education | 12/20/04 | A12 |
| | ESL/Spanish GED, Student Services Specialist | 2/23/15 | B22 |
| | Transition Specialist, Adult Education | 4/16/13 | B22 |
| Advising & Counseling | Academic Advisor | 11/25/13 | B22 |
| | Academic Advisor | 4/23/07 | B22 |
| | Academic Advisor, Career and Technical Education | 8/25/03 | B22 |
| | Administrative Assistant, Counseling | 7/5/06 | B22 |
| | College Recruiter | 10/17/05 | B23 |
| | Coordinator, Career Development Services | 10/10/05 | C41 |
| | Coordinator, Male Success Initiative Program/Enrollment Advi | 5/21/12 | C41 |
| | Counseling and Academic Advising Center Assistant | 8/8/11 | A12 |
| Athletics | Administrative Assistant, Physical Education and Athletics | 11/14/05 | B22 |
| | Athletic Enrollment & Academic Advisor, Mentoring Specialist | 11/25/13 | B22 |
| | Coordinator, Sports Information and Sports Marketing | 2/22/10 | B22 |
| Biology | Lab Manager, Biology | 6/14/10 | B22 |
| Building Maintenance | General Maintenance | 1/5/15 | B21 |
| | General Maintenance | 4/6/15 | B21 |
| | General Maintenance | 5/26/15 | B21 |
| | General Maintenance/ Plumber I | 3/21/11 | B22 |
| | General Maintenance/Carpenter | 6/6/05 | B23 |
| | Utility, Heating and Maintenance Specialist | 11/12/07 | B24 |
| Business Office | Accounting Clerk | 7/21/08 | B22 |
| | Accounts Receivable Clerk | 12/14/09 | B22 |
| | Accounts Receivable Clerk | 7/8/09 | B22 |
| | Cashier | 8/18/10 | A12 |
| | Evening Cashier | 10/13/14 | A12 |
| | Grant Accountant | 3/24/14 | B23 |
| | Senior Accountant | 2/28/12 | B24 |
| Business, Mathematics, & Scien | Academic Advisor, Academy for Student Excellence in Math & Science | 7/25/05 | C41 |
| | Administrative Assistant, Business, Mathematics & Science | 8/8/05 | B22 |
| | PBI - STEM Student Support Specialist - Math | 3/12/12 | B22 |
| | PBI-STEM Student Support Specialist-Science | 3/31/14 | B22 |
| Children's Learning Center | Administrative Assistant, Children's Learning Center | 4/20/15 | B22 |
| | Child Care Worker | 9/17/12 | B22 |
| | Child Care Worker | 1/11/10 | B22 |
| | Child Care Worker | 2/7/11 | B22 |
| | Early Childhood Teacher | 1/9/12 | C41 |
| | Early Childhood Teacher | 8/24/04 | C41 |
| | Early Childhood Teacher (Grant 88) | 12/1/83 | C41 |

| | | | |
|----------------------------------|--|----------|-----|
| | Food Service Monitor | 7/30/12 | B22 |
| Community & Economic Develop | Construction Business Specialist | 11/6/14 | B24 |
| | Construction Business Specialist | 5/11/15 | B24 |
| | Grants Program Assistant | 12/2/13 | B22 |
| | INAM Project Specialist | 1/14/14 | C41 |
| Conference Center | Facilitator, Conference Center & TWL | 9/20/99 | B22 |
| Corporate & Continuing Education | Business Solutions Specialist | 7/1/14 | C41 |
| | Operations Support Specialist | 2/10/14 | B22 |
| Dental Hygiene | Administrative Assistant, Dental Hygiene(24 Hrs) | 11/9/87 | B22 |
| | Dental Clinic Assistant/Coordinator | 5/10/99 | C41 |
| Duplication/Mailroom | Digital Production Technician | 9/28/09 | B22 |
| | Digital Production Technician-Evening | 3/31/14 | B21 |
| | Duplication/Assistant Mail Clerk | 6/29/98 | A13 |
| | Mail/Duplication Clerk | 10/2/00 | A13 |
| Enrollment Services | Credentials Analyst | 8/11/03 | B22 |
| | Enrollment Development Spec Dental Hygiene/Paramedicine | 1/8/14 | B21 |
| | Enrollment Services Assistant | 4/13/15 | A13 |
| | Enrollment Services Assistant (20 Hours) | 4/13/15 | A13 |
| | Enrollment Services Clerk | 10/6/14 | A12 |
| | Enrollment Services Specialist | 11/12/08 | B21 |
| | Enrollment Services Specialist, Nursing/Surgical Tech | 1/28/08 | B21 |
| Financial Aid | Financial Aid Advisor I | 2/3/93 | B22 |
| | Financial Aid Evaluator | 8/22/11 | B22 |
| | Financial Aid Processor | 4/13/15 | A13 |
| | Financial Aid Processor II | 3/30/15 | B21 |
| Fitness Center | Fitness and Recreation Specialist (30 Hours) | 11/17/08 | B23 |
| Foundation | Administrative Assistant, Foundation | 9/7/04 | B22 |
| Health & Industrial Tech | Administrative Assistant, Health Professions | 8/22/06 | B22 |
| Information Technology Resourc | Administrative Assistant, Information Technology Resources | 9/18/02 | B22 |
| | Electronic Security Technician | 11/4/14 | C41 |
| | Help Desk Specialist | 1/8/01 | B23 |
| | Information Technology Training and Technical Support Specia | 9/1/12 | C41 |
| | Media Services Coordinator | 4/26/99 | C41 |
| | Microcomputer Technician I | 6/2/14 | C41 |
| | Microcomputer Technician I | 3/18/13 | C41 |
| | Network Administrator | 3/23/15 | C41 |
| | Network Administrator | 2/7/11 | C41 |
| | Programmer Analyst | 7/21/08 | C41 |
| | Telecommunications/Computer Technician | 1/16/01 | C41 |
| Institutional Support Services | Coordinator , Document Production & Office Services | 10/4/04 | C41 |
| | Document Production Specialist | 10/2/13 | B22 |
| | Document Production Specialist | 3/22/04 | B23 |
| | Document Production Specialist/Mail Delivery Clerk | 8/4/14 | B23 |
| | Webmaster | 8/18/08 | C41 |
| Liberal Arts | Administrative Assistant, Arts and Sciences | 5/24/04 | B22 |
| Library | Administrative Assistant, Library | 6/9/86 | B22 |

| | | | |
|------------------------------|---|----------|-----|
| | College Archivist and Interlibrary Loan Librarian | 1/2/08 | C41 |
| | Library Technical Assistant | 4/24/89 | B24 |
| | Library Technical Assistant | 4/1/85 | B24 |
| Matteson Area Center | Clerk Typist | 5/1/00 | A12 |
| | Coordinator, Career Training | 4/26/04 | C41 |
| | Program Specialist | 11/28/11 | B22 |
| | Security and Operations Specialist | 10/10/94 | B23 |
| Multicultural Affairs | Coordinator, Events Programming | 1/26/98 | C41 |
| | Hispanic Outreach Specialist/Enrollment Advisor | 2/22/12 | B22 |
| | Retention Coordinator, Health Promotion | 4/20/11 | B22 |
| Physical Facilities | Administrative Assistant, Physical Plant | 5/28/02 | B22 |
| | Electrician | 7/23/02 | B24 |
| | Shipping Receiving Clerk | 2/25/02 | A13 |
| Public Relations & Marketing | Graphic Designer | 1/12/15 | B23 |
| | Public Relations and Marketing Specialist | 6/3/13 | B24 |
| | Public Relations Specialist (24 Hours) | 4/14/14 | B25 |
| | Videographer and Photographer | 8/11/14 | B23 |
| Roads & Grounds | Groundskeeper | 3/7/90 | B21 |
| | Groundskeeper | 6/27/00 | B21 |
| | Painter/General Maintenance | 8/18/08 | B21 |
| Student Success Center | Coordinator, Testing | 7/18/05 | C41 |
| | Student Success Center Receptionist | 7/1/96 | A13 |
| TRiO | Academic Advisor, TRiO Student Support Services | 6/22/10 | B22 |
| | Administrative Assistant, Talent Search/Trio Programs | 9/9/10 | A12 |
| | Educational Specialist Talent Search/Trio Programs | 12/2/13 | B22 |
| | Educational Specialist Talent Search/Trio Programs | 12/7/11 | B22 |
| Veterans Center | Coordinator, Student Veterans Center | 12/15/14 | B23 |
| Welcome Center | Campus Information Specialist | 3/15/99 | A12 |
| | Campus Information Specialist | 8/7/06 | A13 |
| | Campus Information Specialist (20 Hours) | 10/31/05 | A12 |
| | Police Dispatcher | 3/29/93 | B22 |

APPENDIX D



NON-PSC TUITION REIMBURSEMENT FORM
(SUPPORT STAFF COLLECTIVE BARGAINING UNIT/FAIR SHARE PARTICIPANTS)

Employee Name _____ **Employee ID #** _____

Employed in what Department _____

Name of College/University where courses are being taken _____

Semester courses taken (circle one) **Fall** **Spring** **Summer** **20** _____

| Course # | Course Title | Credit Hours |
|----------|--------------|--------------|
| | | |
| | | |
| | | |

***See reverse side of this form for reimbursement procedures.**

I certify that I am the above named employee, a member of the Support Staff Collective Bargaining Unit or Fair Share participant at Prairie State College and have been employed for six (6) months. I certify that I have read and understand the procedures concerning this benefit.

Employee's Signature _____ **Date** _____

| |
|---|
| <p><i>For Human Resources Office Use Only</i></p> <p>Date _____</p> <p>Upon completion of above course(s) with an A, B or C, reimbursement will be paid up to a maximum of \$1,800 per year.</p> <p>The official grade report has been verified and reimbursement is authorized as follows:</p> <p>_____ credit hours at \$ _____ per credit hour = (amount reimbursed)</p> <p>Budget Account 01-929900-52902-0000 Union President/Designee Human Resources Authorization Business Office Authorization</p> |
|---|

Union President/Designee _____

Human Resources Authorization _____

Business Office Authorization _____

Other Non-PSC Tuition Reimbursement Procedures

Eligibility: Active member of Prairie State College Support Staff Bargaining Unit or Fair Share participant and must be employed for six (6) months. Employee must be actively employed at completion of course and must receive an A, B or C grade. This benefit coordinates with other financial aid sources covering educational benefits.

Amount: Employees will be eligible for up to six (6) semester hours per term (limit \$1,800 per year) on a first-come, first-served basis.

Procedures:

1. Initial payment for courses are paid, in full, by eligible employee.
2. Non-PSC Tuition Reimbursement forms must be completed and submitted to the Human Resources Office prior to October 1 to register for Fall semester; March 1 for Spring semester; and July 1 for Summer semester.
3. Financial aid from other sources covering educational benefits will be applied toward payment of course(s) and will offset the total amount of reimbursement.
4. After completion of course(s), employee will provide the Office of Human Resources, with official grade(s) and paid receipt. The Office of Human Resources will review the grade(s) and paid receipt and will forward it to the Union President/designee for signature. Once signature is obtained, the Office of Human Resources will process request for tuition reimbursement.
5. Tuition reimbursement checks, made payable to the employee, will be mailed to the employee's home address.

Non-PSC Tuition Reimbursement Forms are available in the HR Office-2402

APPENDIX E

**Prairie State College
Federation of Supportive Staff
Local 1600**

Sick Bank Guidelines

- 2) Upon the execution of this agreement there shall be established a Sick Leave Bank, hereafter referred to as the Sick Bank. The basic purpose of this Bank is to alleviate the effects of **prolonged illness, injury, or hospitalization** upon the Prairie State College Supportive Staff members. In accordance with this purpose, the Sick Bank shall not be used for single day or **short term occurrences**.
- 3) Any member of the Prairie State College Supportive Staff shall be eligible to participate voluntarily in the Sick Bank. Such members who desire to participate in the Sick Bank shall submit written notice of intent to do so on a form that will be provided. To participate, Prairie State College Supportive Staff members will contribute one (1) day (8 hours) of accumulated sick leave to the bank per year. Said notice shall be given to the Sick Bank Committee during the month of June each year. All days contributed to the bank are not refundable.
- 4) All new employees may join after six (6) months employment, or with the next years enrollment. **It is your responsibility**, if you would like to join, to return the Sick Bank application to the Vice President of the Support Staff Union after you have marked your six (6) month anniversary of employment at Prairie State College. **Your only other chance to join the Sick Bank is during general enrollment in June.**
- 5) The Sick Leave Bank Committee shall maintain a register of the membership and the number of sick leave days accumulated in the bank. The committee shall submit a **written report of days accumulated and/or used by November 1st of every year to the membership and the Union Board.**
- 6) Employees who are members of the Sick Bank, who have exhausted their accumulated sick leave, personal days, and vacation days, and who have been absent five (5) additional days without pay, **may request** reasonable withdrawals as determined by the Sick Leave Bank Committee, provided that there are sufficient days available in the bank, and provided that a physician's statement is included with each request for such benefits. **Withdrawals may not exceed twenty-five (25) days within one (1) fiscal year (July 1st-June 30th).**

The granting of such sick leave shall be subject to the same criteria as regular sick leave days and shall be in all other respects consistent with Board policy provided, however, **that such sick leave shall be available for the illness of the employee and not for the illness of family.**

- 7) As per Article VII, Section 7.3 of the contract, the days remaining at the end of the year will not be returned to contributing employees, but will be carried over. An employee whose utilization of the Sick Bank is approved by the committee, **may continue to receive such sick leave as awarded by the Sick Bank Committee.**
- 8) Whenever the accumulated sick leave days in the bank shall fall below **thirty (30) days**, the Sick Bank Committee shall notify all members. Thereafter, **one (1) day (8 hours)** of sick leave from each participating member's accumulated sick leave shall be assigned to the bank unless a member notifies the committee in writing, within ten (10) days of receipt of said notice, that he/she does not wish to remain a member. One month or 173 hours grace period will be allowed to accumulate the donation sick day.
- 9) Authorized use of Sick Bank days by participating members shall be made in accordance with the established policies and procedures of the college and only upon approval of the Sick Leave Bank Committee and its decision shall be final. The participating member's application for such withdrawal must be made after depletion of the employee's accrued vacation, sick and personal leave days, **and after an additional five (5) have passed without pay.** Application to the Sick Bank must be made in a timely manner. Any participating member who is receiving benefits from the State University Retirement System or who is absent for illness due to a work-related injury (which is compensated under the Illinois Workman's Compensation Act) may not avail himself/herself of any benefits of the Sick Bank. **Individuals who apply to the Sick Bank also must make timely application for the benefits from SURS and the Family Medical Leave Act (FMLA).**
- 10) The Sick Bank Committee shall be composed of five (5) participating union members who are elected by the union members who participate in the Sick Bank. The Vice President of the Union shall act as Chairperson of the Committee. Committee members will serve a term of two (2) years, with half elected on alternating years to provide continuity.

Operating rules and regulations for the Sick Bank shall be developed, implemented and amended when necessary by the committee with approval of the Executive Board of the Union.

The Union Board shall be exempt from any grievance resulting from the actions of the Sick Bank Committee.

APPENDIX F

**Prairie State College
Support Staff Union
Sick Bank Enrollment Form**

Name:

Employee I.D. Number:

UNION MEMBERS:

I wish to become a member or renew my membership in the Prairie State College Support Staff Union Sick Bank. I understand the provisions of membership and agree to contribute one (1) non-refundable day of my accumulated sick leave to the Sick Bank.

Signature:

Date:

APPENDIX G

PRAIRIE STATE COLLEGE
FEDERATION OF SUPPORTIVE STAFF UNION
APPLICATION FOR SICK BANK DAYS

Applicant's Name _____

Department _____ Hours Worked Per Week _____

Date of Illness/Accident _____

Physician's Name _____

Office Address _____

Office Phone Number _____

MEDICAL:

I authorize Human Resources to provide a copy of my completed FMLA forms to the Sick Bank Committee for the purpose of determining my eligibility for sick bank days.

Applicant: _____ Date: _____

SICK LEAVE COMMITTEE RECOMMENDATION:

We authorize Human Resources to award _____ days of sick leave from the Prairie State College Federation of Support Staff Union Sick Bank.

Approval: _____ Date: _____

APPENDIX H**Policy G-35****GRIEVANCES/COMPLAINTS BY COLLEGE EMPLOYEES**

Adoption Date: 03/16/92
 Revision Date: 12/16/02
 Revision Date: 08/29/06
 Review Date: 08/26/08

Prairie State College shall provide an avenue through which its employees may request a review and consideration of an alleged, unjust, or improper practice or of harassment on the part of the College, a member of the Board of Trustees, other employees, or students.

Employees covered by a bargaining agent shall be subject to specific provisions for grievances/complaints as applicable within the agreement.

Efforts to resolve such grievances/complaints shall be made in a timely manner and in accordance with the following principles and general sequence as both may augment specific provisions applicable within appropriate bargaining agreements:

- A. Every attempt is to be made to resolve the matter at the point of origin.
- B. If resolution is not forthcoming at the point of origin, the matter is to be appealed to the supervisor/coordinator of the area concerned.
- C. If the matter is yet unresolved, a written appeal (outlining the nature of the situation, steps taken to resolve it, and the outcome of these efforts) is to be submitted to the director or dean responsible for the area concerned.
- D. If the situation is yet unresolved, the employee may submit a written appeal and related correspondence/records to the executive officer responsible for the area concerned.
- E. Following receipt of a written response from the appropriate executive officer, and if still dissatisfied, the employee may submit a written appeal and related correspondence/records to the College President for consideration.
- F. As a final College recourse, the employee may appeal the decision of the President by submitting the matter in writing to the Board of Trustees.

The Office of Human Resources and the affirmative action designee shall serve to assist employees (as necessary) in implementing or utilizing this policy. Confidentiality shall be maintained.

This policy shall be disseminated through appropriate College publications.

APPENDIX J

**PRAIRIE STATE COLLEGE SUPPORT STAFF ASSOCIATION
Local No. 1600, American Federation of Teachers
208 West Kinzie Street, Chicago, Illinois 60610**

MEMBERSHIP APPLICATION AND PAYROLL DUES DEDUCTION AUTHORIZATION TO THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 515:

I hereby authorize and direct the Board of Trustees of Community College District No. 515 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 W. Kinzie Street, Chicago, Illinois 60610

In consideration of the above described service rendered by the Board of Trustees of Community District No. 515, its members, officers, agents and employees, the undersigned hereby releases and discharge the Board of Community College District No. 515, its members, officers, agents and employees of and from any and all liability whatsoever arising as a result of the authorization herein give.

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. 515, the revocation to become effective March 1, or October 1, of that year, 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.

Union Recruitment Chair

Employee Signature

Effective Date

Phone Number

Position Title

Social Security Number

Personal E-mail Address

Mr./Mrs./Ms. _____
Last Name First Name Middle (Print)

Street Address City State Zip Code

Please detach and retain respective copies

White: Chicago Union Office

Yellow: Recruitment Chair

Pink: Member

APPENDIX K

**PRAIRIE STATE FEDERATION OF SUPPORTIVE STAFF
COMMITTEE ON POLITICAL EDUCATION
(COPE) DEDUCTION FORM**

TO THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO: 515:

I hereby authorize and direct the Board of Community College District No. 515 through its officers, agents and employees, to deduct from the portion of my salary due me each pay period, the amount of \$_____, and to transfer and pay that amount to the Cook County College Teachers Union Committee on Political Education (COPE), 208 W. Kinzie Street, Chicago, Illinois, 60610.

This authorization is signed voluntarily on the understanding that the Cook County College District No. 515, its members, officers, agents and employees, the undersigned hereby released and discharges the Board of Community College District 515, its members, agents and employees, of and from any and all liability whatsoever arising as a result of the authorization herein given.

This voluntary authorization is revocable by me at any time by giving written notice to both the Vice President for Administration of the College and the Federation.

Employee Signature

Effective Date

Social Security Number

Home Phone Number

Work Phone Number

Mr.
Ms. _____
Last Name (Print) First Middle

Street Address City State Zip Code

Affiliations - American Federation of Teachers, Illinois Federation of Teachers, Chicago Federation of Labor, Illinois Federation of Labor and the AFL-CIO

APPENDIX L

Employees over salary grade maximum identified in the Job Classification Salary Structure Range set forth below:

Employees in the identified classifications (Decision Band Method DBM) set forth below shall be paid wages that fall within their assigned salary range identified in the Job Classification Salary Structure ("Salary Range"). However, because the Job Classification Salary Structure was instituted recently and because the rate at which the Job Classification Salary Structure moves on an annual basis** may be lower than the annual cost of living increases set forth in this Agreement, there may be situations in which an employee's current or projected salary exceeds (or will exceed) the maximum of his/her salary range. In such cases, the employee's salary shall be frozen until such time that the annual movement of the salary range for his/her classification catches up with his/her salary. When an employee's salary is frozen, the College shall pay the affected employee a lump-sum payment in lieu of the annual percentage rate increase on July 1 of the fiscal year in which the employee's salary is frozen. The lump-sum payment shall be equivalent to the percentage of the annual increase multiplied by the employee's current salary (e.g., an employee who is frozen at \$50,000.00 in a fiscal year with a 2.25% increase will be paid a lump-sum of \$1,125.00 on the next practicable pay date after July 1). The lump-sum payment is a stipend and not added to the employee's base salary.

***Prairie State College - Job Classification Salary Structure**

| Prairie State College --- Job Classification Salary Structure (Effective July 1, 2015) | | | | |
|---|----------|----------|----------|--------------|
| DBM | Minimum | Midpoint | Maximum | Range Spread |
| A11 | \$24,195 | \$30,245 | \$36,295 | 50% |
| A12 | \$26,752 | \$33,440 | \$40,127 | 50% |
| A13 | \$29,386 | \$36,732 | \$44,078 | 50% |
| B21 | \$31,695 | \$39,619 | \$47,543 | 50% |
| B22 | \$34,068 | \$42,584 | \$51,102 | 50% |
| B23 | \$36,440 | \$45,551 | \$54,661 | 50% |
| B24/B31 | \$38,812 | \$48,516 | \$58,221 | 50% |
| B25/B32 | \$41,187 | \$51,484 | \$61,780 | 50% |
| C41 | \$44,736 | \$58,157 | \$71,578 | 60% |
| C42 | \$47,017 | \$61,123 | \$75,228 | 60% |
| C43 | \$49,300 | \$64,089 | \$78,879 | 60% |
| C44/C51 | \$51,581 | \$67,056 | \$82,529 | 60% |
| C45/C52 | \$53,862 | \$70,022 | \$86,180 | 60% |

This chart is for Fiscal Year 2016

**The annual movement, if any, of the salary range shall be set by the College in its sole discretion. If the chart changes updated charts will be distributed.

APPENDIX M

**PRAIRIE STATE COLLEGE
FEDERATION OF SUPPORTIVE STAFF GRIEVANCE FORM**

DATE FILED:

DOCKET NO:

(Please circle:) Step 1 Step 2 Step 3

GRIEVANCE CAPTION:

POSITION:

RESPONDENT: BOARD OF TRUSTEES OF DISTRICT 515

NAME AND TITLE OF
APPROPRIATE SUPERVISOR SERVED:
STATEMENT OF GRIEVANCE:

DATE OF ALLEGED VIOLATION:
REMEDY REQUESTED: (state fully)

I affirm that, to the extent of my knowledge, the above is a full, accurate and complete report of the grievance.

SIGNATURE OF GRIEVANT DATE

SIGNATURE OF ASSOCIATION DATE
GRIEVANCE CHAIR

SIGNATURE OF FEDERATION DATE
CHAPTER CHAIR

APPENDIX N**LONGEVITY COMPENSATION**

The bargaining unit members who have attained the following years of service by July 1, 2015, shall receive the following annual distribution in their first paycheck in December. Such amount shall be considered part of the base salary for the purpose of calculating future raises under this contract.

| Longevity Bonus | For Years of Service |
|-----------------|----------------------|
| \$150 | 5-9 years |
| \$225 | 10-14 years |
| \$300 | 15-19 years |
| \$375 | 20 or more |

INDEX

| | |
|---|----------------|
| Additional Work..... | 21 |
| Compensation..... | 21 |
| AGREEMENT | 5 |
| Prescendence of Agreement..... | 65 |
| American Arbitration Association (AAA)..... | 61 |
| APPENDIX K..... | 80 |
| Bargaining Unit Member | 6 |
| defined | 6 |
| Bereavement..... | 35 |
| unpaid leave..... | 35 |
| Board Rights | 15 |
| Break Down..... | 31 |
| Child Care Center..... | 18 |
| Classification..... | 41, 52 |
| new classification | 41 |
| Closings | 18 |
| Christmas..... | 20 |
| emergency..... | 18 |
| Committee on Political Education (COPE) Deduction Form..... | 81 |
| Compensation..... | 21 |
| Additional Work..... | 21 |
| Longevity..... | 84 |
| retirement..... | 26 |
| Department of Labor..... | 37 |
| Discharge..... | 40, 44, 51, 58 |
| discipline | 14, 55 |
| Discipline | |
| Oral Warning..... | 56 |
| Suspension..... | 57 |
| Written Warning..... | 56 |
| domestic partner..... | 35 |
| Dues Check€off | 11 |
| Dues Check-off | |
| Reinstatement of Employees on Dues Check€off | 11 |
| Employee Recall List Form..... | 79 |
| Entire Agreement | 64 |
| ergonomic..... | 40 |
| Evaluation..... | 44 |
| FMLA Leave of Absence..... | 36 |
| child rearing/maturing | 36 |
| domestic partners..... | 36 |
| insurance coverage..... | 36 |
| leave year shall be defined..... | 37 |
| personal/family medical..... | 36 |
| www.dol.gov/esa/fmla.html..... | 37 |
| Freedom of Information..... | 13 |
| Grant Funded Positions | 53 |
| Grievance Forms..... | 83 |
| Grievance Procedure | |

| | |
|--|----|
| definition..... | 59 |
| Provisions | 62 |
| Step 1 | 60 |
| Step 2..... | 60 |
| Step 3..... | 61 |
| Step 4..... | 61 |
| time limits..... | 63 |
| timely manner | 60 |
| Grievances | |
| Discharge Grievances | 62 |
| Health and Safety..... | 40 |
| Hiring | 43 |
| HIRING..... | 43 |
| holidays..... | 29 |
| floating..... | 29 |
| Holidays | 29 |
| Hours of work..... | 16 |
| immediate family..... | 35 |
| definition..... | 36 |
| definition, Bereavement | 35 |
| insurance coverage..... | 6 |
| Job Classifications | 52 |
| Job Description | 52 |
| Jury Duty..... | 35 |
| Layoffs..... | 48 |
| insurance coverage..... | 49 |
| recall | 50 |
| Leave | |
| Annual Convention..... | 15 |
| Disability/Medical..... | 37 |
| Leave of Absence | 35 |
| Leave Without Pay..... | 38 |
| Military Leave..... | 38 |
| Personal Leave..... | 33 |
| Sick..... | 34 |
| life insurance coverage | 22 |
| Meetings | 12 |
| Board meeting..... | 12 |
| Federation | 15 |
| Labor Management and Safety Meetings | 12 |
| Meetings with the President | 12 |
| Union meetings..... | 12 |
| No Strike | 15 |
| Non-Discrimination..... | 7 |
| Office Automation and Reorganization..... | 39 |
| Outsourcing of Work | 51 |
| PAYROLL DUES DEDUCTION..... | 80 |
| Pension Plan Pick-Up..... | 25 |
| Personal Leave Days | 33 |
| Fulltime bargaining unit members | 33 |

| | |
|---|----------------|
| Regular part-time..... | 33 |
| Unused personal leave..... | 33 |
| Personnel File..... | 58 |
| Precedence of Agreement..... | 65 |
| probationary..... | 44 |
| Professional Development and Training..... | 28 |
| promotion..... | 45 |
| Promotions..... | 45 |
| Proration of Benefits..... | 6 |
| public records..... | 13 |
| Reclassification..... | 54 |
| appeal..... | 55, 63 |
| review..... | 54 |
| Recognition..... | 6 |
| Retirement..... | 26 |
| Application..... | 26 |
| Compensation..... | 26 |
| Eligibility..... | 26 |
| Insurance..... | 26 |
| Salary Increases..... | 67 |
| Security Cameras..... | 14 |
| Seniority..... | 51 |
| Severance Pay..... | 48 |
| Sick Leave..... | 33 |
| defined..... | 34 |
| Failure to notify..... | 34 |
| regular full-time employees..... | 33 |
| Regular part-time employees..... | 34 |
| Sick Leave Bank..... | 24 |
| accumulated allowance..... | 24 |
| Application for Sick Bank Days..... | 77 |
| membership..... | 24 |
| Sick Bank Enrollment Form..... | 76 |
| Sick Bank Guidelines..... | 74 |
| sick leave bank days..... | 36 |
| withdrawals..... | 24 |
| Stipends..... | 28 |
| Associate's..... | 28 |
| Bachelor's..... | 28 |
| SURS..... | 22, 25, 34, 75 |
| temporary hourly employee..... | 42 |
| transfer..... | 46 |
| compensation..... | 47 |
| involuntary transfer..... | 46 |
| unsatisfactory work performance..... | 47 |
| voluntary transfer..... | 46 |
| Transfers..... | 46 |
| Tuition Waiver..... | 26 |
| application for tuition reimbursement/waiver..... | 27 |
| credit courses..... | 28 |

| | |
|---------------------------------------|-------|
| Lab fees not covered | 28 |
| Reimbursement Procedures | 73 |
| Union, Local 1600 | 5 |
| Annual Convention Leave | 15 |
| Exclusivity | 13 |
| filing | 9, 13 |
| Information to the Union | 13 |
| release time | 14 |
| Union Mailbox | 8 |
| UNION RIGHTS | 7 |
| Union Storage Space | 14 |
| Use of College Mail System | 8 |
| Use of Facilities and Equipment | 13 |
| Vacancies | 41 |
| external candidate | 42 |
| filling | 41 |
| posted internally | 41 |
| Procedures | 43 |
| Vacation | 30 |
| Work Week | 16 |