

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE

DISTRICT NO. 508

AND

THE FEDERATION OF COLLEGE  
CLERICAL AND TECHNICAL PERSONNEL

LOCAL 1708

AFT, IFT, AFL-CIO

July 1, 2016 – June 30, 2023

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## PREAMBLE

This Agreement is made and entered into at Chicago, Illinois, by and between the Board of Trustees of Community College District No. 508, Chicago, Illinois, hereafter referred to as the "Board," and the Federation of College Clerical and Technical Personnel Local 1708, American Federation of Teachers, AFL-CIO, Chicago, Illinois, hereafter referred to as the "Union."

### ARTICLE I- UNION RECOGNITION

A. The Board of Trustees of Community College District No. 508, County of Cook and State Of Illinois, recognizes Local 1708, Federation of College Clerical and Technical Personnel, American Federation of Teachers, AFL-CIO, or its duly recognized successor as the exclusive bargaining representative for all clerical and technical employees of the College (formerly denominated as Unit I), and all Project Employees of the Colleges (formerly denominated as Unit II), subject to Section C of this Article herein below), except:

1. Academic personnel, professional personnel, or other persons represented by other labor organizations;
2. Non-academic administrative assistants;
3. The President of the College is authorized to designate one employee who, during the normal course of his or her duties, has routine access to confidential information concerning terms and conditions of employment of personnel employed by the Board. The Chancellor is authorized to designate not more than ten (10) such personnel at the central office who come within this category;
4. College Service Aides or College Work Study Aides employed while enrolled as students of a college;
5. Maintenance, custodial and lunchroom personnel, policemen, guards, watchmen, elevator operators and starters and other protective services personnel;
6. Officers and employees who are exempt from career service;
7. Supervisors, confidential employees and managerial employees as defined in the Illinois Educational Labor Relations Act; and
8. Short term employees of less than ten months service to the Board of Trustees.

B. The Chancellor agrees to provide the Union with a list of persons by name and position title whom it has excluded from the bargaining unit because they have routine access to confidential information concerning terms and conditions of employment of personnel employed by the Board (under subparagraph 3 above or because they are exempt from career service under subparagraph A.6 above). The Chancellor will notify the Union of any changes in the list. The Union may invoke the grievance and arbitration

procedures of the contract concerning any person whom the Board has excluded from the bargaining unit in violation of subparagraphs A.3 and A.6 above.

C. Project Employees (Unit II); Project Definition

1. Except as specifically otherwise provided in this Agreement, all provisions of this Agreement shall apply to Project Employees (formerly denominated Unit II).
2. Projects consist of activities performed by employees in positions funded from:
  - (a) Grant overhead lines or indirect cost funding related to management services common to a number of grants; and
  - (b) Direct grant funds that pay for specific positions.
3. Grants are negotiated under various terms and conditions with different funding sources. The Board will provide information for approved grants to the Union as soon as possible after the terms of the grant are known.
4. It is expressly understood that the Board's past practice, of denominating certain jobs and job classifications as Unit II positions although such jobs and job classifications do not involve "projects" as defined above, will continue, and that such jobs and job classifications will continue to be deemed to be Project Employee (Unit II) positions.

**ARTICLE II- DEFINITIONS**

- A. The term "employee" as used in this Agreement means a person in the bargaining unit employed by the Board.
- B. The term "Colleges" refers collectively to all educational facilities or academic locations of the City Colleges of Chicago operating under the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois.
- C. The term "college" refers to any single educational facility or academic location of the City Colleges of Chicago.
- D. The term "Union Representative" means the Union College Representative or his designee.
- E. The term "College President" means the President or the Chief Administrator of any one of the Colleges or educational facilities of the City Colleges of Chicago.
- F. The term "position" means an established flow of functions, duties and responsibilities performed by an employee within a classification.

- G. The term “work schedule” shall mean the scheduled arrival and departure time of one or more employees assigned to work during a certain period of time.
- H. A “grievance” shall mean a complaint by an employee (1) that there has been as to him a violation, misinterpretation or inequitable application of any of the provisions of this Agreement or (2) that he has been treated unfairly or inequitably by reason of any act *or* condition which is contrary to established policy or practice governing or affecting employees.
- I. Whenever the singular is used in this Agreement, it shall include the plural; whenever a masculine term is used it shall include the feminine and vice versa.

### **ARTICLE III- SCOPE AND PURPOSE OF CONTRACT**

- A. This Agreement is made and entered into at Chicago, Illinois, by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois (hereinafter referred to as the “Board”), and the American Federation of Teachers, AFL- CIO, and its Local 1708, Federation of College Clerical and Technical Personnel (hereinafter jointly referred to as the “Union”). Should the Board recognize another employee organization as successor to the Union, such successor organization shall have all the duties, rights, and privileges contained in this Agreement.
- B.
  - 1. The purpose of this Agreement is to provide orderly collective bargaining relations between the Board and the Union and to secure prompt and fair disposition of grievances. It is recognized by both parties that they have a mutual interest and obligation in maintaining friendly cooperation to facilitate and enhance the educational objectives of the City Colleges of Chicago and to promote the most efficient and economical administration and operation of the Colleges.
  - 2. The language of all present and future forms used to carry out the provisions of this Agreement shall be subject to review by the Union for seven (7) calendar days. Such review is necessary so that the language of such forms shall conform to this Agreement. The Union shall review such new forms before they are adopted.
- C. This Agreement covers all matters related to salaries, fringe benefits and working conditions of all employees in the bargaining unit. The Appendices hereof are integral parts of this Agreement and by this reference are incorporated herein. The Board agrees that during the period of this Agreement it will take no action changing salary schedules, fringe benefits and working conditions covered by this Agreement without prior negotiation and agreement with the Union. During the life of this Agreement, the Board shall continue its existing policies and practices with reference to salaries and fringe benefits which are not specifically covered by this Agreement. In all cases of dispute between the Agreement and the Board Rules, policies and practices, this Agreement shall take precedence.

- D. The Union recognizes that the Board retains full authority to carry out powers and duties granted to it by the Public Community College Act and other applicable laws.

#### **ARTICLE IV- UNION BOARD RELATIONS**

- A. This Agreement shall not be construed to prevent any official of the Colleges from meeting with any employee or employee organization for the purpose of hearing the views and proposals of its members, except that, as to matters presented by an employee or employee organizations which are covered by this Agreement, no changes shall be made in the provisions of this Agreement without prior negotiation and agreement with the Union.
- B. Membership in the Union or any other employee organization or association not affiliated with the City Colleges of Chicago shall not be a condition of employment for any employee. The Board will not discriminate in hiring, tenure or continuity of employment or in promotional opportunities or otherwise because of any employee's membership or lawful organizational activities in the Union or in any other employee's organization or his refusal to join any such organization or participate in any such activities.
- C. The Board and the Union, recognizing the importance of frequent communications in maintaining good relationships, agree to schedule meetings between the President of the respective Colleges, or their designee and the Union Representatives or their designee and similar meetings between the Chancellor and the executive officers of the Union, as desired by either party. Neither Union Representative nor executive officers shall suffer any loss of pay while attending such meetings. These meetings shall be for the purpose of discussing and resolving mutual problems not concerned with specific grievances but with the overall relationships between the parties to this Agreement.
- D. The Union will submit in writing the names of two (2) Union Representatives at each College and at the Central Administration to the Chancellor and the College President. A Union Representative shall have the right to appoint a designee in his or her absence.
- E. When the Chancellor or his designee or the College President or his designee meet with Union Representatives at mutually agreed upon conferences, Union Representatives shall suffer no loss in pay. However, meetings shall be scheduled in such a manner as to minimize the loss of scheduled work time of all officials and employees concerned. The number of Union Representatives attending meetings with the Chancellor or his designee shall be limited to eight (8), unless otherwise mutually agreed upon.
- F. The Board shall make available to the Union upon its request any and all public information, statistics and records which are relevant to negotiations, or necessary for the processing of a grievance or the enforcement of the terms of this Agreement, to the extent to which such material is readily available or is reasonably obtainable. Copies of

confidential professional memoranda and correspondence from attorneys and similar advisors shall not be furnished to the Union unless and until they have been made public documents by Board action.

- G. When the College President calls meetings for the purpose of introducing new faculty members and staff, all clerical and technical employees shall be invited to such meetings.
- H. The Chancellor shall establish a Working Conditions Committee to be composed of four (4) representatives appointed by the Union and two (2) representatives appointed by the Chancellor. In any voting, the four (4) Union Representatives shall count as no more than two (2) votes. This Committee shall be advisory to the Chancellor and shall meet at least twice during the term of this Agreement or more frequently if at least three (3) voting members of the Committee request a meeting.

On an experimental basis, the parties shall make a good faith effort to establish a labor-management committee at each College, to consist of not more than three employees who work at that College and three members of the administration from that College, for the purpose of meeting at mutually agreed times to discuss matters other than collective bargaining negotiations or grievances.

- I. A Joint Union-Board Committee composed of four (4) representatives appointed by the Union and four (4) representatives by the Chancellor shall be established to study disability insurance and tax sheltered annuities remittance procedures. However, if any recommendation resulting from this study on either subject does not receive a majority vote from the Committee, it shall not be forwarded to the Chancellor.
- J. The President of Local 1708 or the President's designee and one representative shall participate at any and all meetings concerning Insurance Programs.
- K. The Union President or designee shall be provided an opportunity to give a presentation to new hires into the bargaining unit during orientation day, as scheduled by the Board.
- L. The Board may invite up to two (2) bargaining unit members who have significant expertise in the area in which the Board is hiring an administrator or who would have significant contact with the candidate if hired, to sit on an existing search committee for any College administrators.

## **ARTICLE V - DEMOCRACY IN PUBLIC COLLEGE EDUCATION**

The Board and the Union recognize and agree that while democratic principles should prevail in every American school system, urban colleges in a city as diverse in population as is Chicago must be exemplary in their expression and practice of the democratic ideal. Integrated education, personnel and facilities are more than aspirations; they must be the firm policy of the City Colleges of Chicago. Accepting without hesitation the specifications of existing law and



the enforcement procedures thereof, the Board does not and will not discriminate against any employee, or applicant for employment on the basis of race, creed, color, national origin, sex, marital status or membership or participation in or association with the activities of any lawful organizations, or refusal so to participate. Similarly, the Union agrees to maintain its policy of admitting to Union membership any eligible employee who applied therefore without discrimination on the basis of race, creed, color, national origin, sex or marital status.

#### **ARTICLE VI - DUES DEDUCTION**

- A. The Board will deduct from the pay of each member of the bargaining unit from whom it receives written authorization, the required amount of monthly Union dues. The dues and a list of employees from whose pay the dues have been deducted, together with the amount deducted from each and a list of Union members who had authorized such deductions and from whom no deductions were made, shall be forwarded to the Union office no later than seven (7) days after such deductions were made.
- B. The payroll deduction authorization form shall be as shown in Appendix A.
- C. 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 all other forms of liability that shall arise out of or by reason of action taken by the Board for the purpose of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit or assignment furnished under any of such provisions.

#### **ARTICLE VII - UNION ACTIVITIES**

- A.
  - 1. On forty-eight (48) hours written notice to the College President or his designee, the authorized Union Representative or his designee shall have the right to schedule Union meetings during normal operating hours in the building or buildings of the College.
  - 2. Members of the bargaining unit shall suffer no loss of pay to attend one such meeting each semester for a duration of not to exceed one hour. Two additional meetings per semester may be held in an emergency. Members of the bargaining unit will be granted paid release time to attend the first of these meetings. The second emergency meeting is unpaid. Failure to adhere to the meetings requirements outlined, including meeting in excess of one (1) hour, will result in a forfeiture of pay for all attending bargaining unit members.
  - 3. On forty-eight (48) hours written notice to the College President or his designee, other Union meetings may be scheduled during normal operating hours in the building or buildings of the College provided such meetings do not interfere with the work schedule of employees. Employees will be granted paid release time to attend these meetings. After a Union meeting has been scheduled with the College President, no meeting of another College organization shall be scheduled

for the same time if it would interfere with the attendance by Union members at the Union meetings.

Any other provision of this Agreement to the contrary notwithstanding, any Union meeting held during college credit open or late registration period (not to exceed sixteen (16) consecutive days, excluding Sundays, in each semester), during any hours when employees are expected to be engaged in the registration process, shall be limited to employees not then so engaged.

- B. Members of the Union's Executive Council, whose scheduled departure time is 3:30 p.m. or later, shall suffer no loss of pay to attend meetings of the Executive Council scheduled after 3:30 p.m. These meetings are scheduled once each month. Two additional meetings per year with the above format may be held in an emergency. Two members per College, in addition to the Union officers, shall have this right. No more than two members per department, including officers, shall have this right.
- C.
1. The Union representative or his designee shall have the right to distribute Union materials to members of the bargaining unit and to discuss problems and for grievances with members of the bargaining unit. The Union Representative distributing such materials and discussing such problems and/or grievances with members shall do so in a manner that will not interfere with the work operations of the employees.
  2. The Union Representative or his designee shall have the right to inquire of administration about planned procedures to be used to implement this Agreement. The Union Representative or his designee shall not be discriminated against for carrying out any of these activities as provided for in Article IV B.
- D. The Board shall provide a mailbox for the Union Representative at each College and College's location.
- E. The Colleges shall continue to provide a 15 square foot, locked, glass enclosed bulletin board at each College for the posting of notices and other materials relating to Union activities. The location of such bulletin boards shall be agreed upon by the Union and the administration. This bulletin board shall be identified with the name of the Union and only the Union Representatives or their designees shall have the authority to post or remove from this bulletin board.
- F. CCC shall post an electronic copy of the signed, executed collective bargaining agreement between the parties on the CCC website. CCC shall give the Union a notification, by email, that the collective bargaining agreement has been posted on its website within three days of the posting. Each employee has the authority to print one copy of the agreement using CCC's computers and printers.

**ARTICLE VIII - ATTENDANCE AT MEETINGS OF THE BOARD**

- A. The Union President or his designee and one additional delegate shall be granted permission to attend meetings of the Board of Trustees of Community College District No. 508. The Union President or his designee and one additional delegate shall not suffer any loss of pay for attending Board meetings.
- B. The Union will be supplied a copy of the Agenda at the same time as copies are supplied to Board members. The Agenda shall be posted on the CCC website and emailed to the Union President and Vice President in advance of each regular or special meeting of the Board. The Agenda so supplied shall include all Board reports and recommendations of the Chancellor and the minutes of past meetings available at that time. The Board report shall include a detailed listing of all changes affecting non-academic employees, including names and Colleges.

**ARTICLE IX - INSURANCE AND FRINGE BENEFITS**

- A. Group Health Insurance

A program of group health insurance shall be provided for employees and their dependents as set forth in Appendix D.

- B. Dental and Vision Insurance

A program of group dental and vision insurance shall be provided for active employees and their dependents. The costs and specific provisions are set forth in Appendix D.

- C. Term Life Insurance

Term life insurance shall be provided and paid for by the Board for all active employees. The amount of coverage of such term insurance for each employee shall be two times basic annual salary rounded to the nearest one thousand dollars to the maximum of eighty thousand dollars (\$80,000). There shall be a 35% reduction of this benefit for active employees at age 65 up to age 70; and an additional 15% (for a total of 50%) reduction in this benefit for all active employees 70 years of age and older. There shall be a maximum life insurance benefit for retirees in the Voluntary Early Retirement Plan of forty thousand dollars (\$40,000).

- D. Disability and Life Insurance

Disability and Life Insurance shall be provided for employees as set forth in Appendix E.

- E. Group Auto Insurance

The Board shall provide a group auto insurance plan for the employees. The Board shall pay \$100 per employee towards the cost of such coverage provided by the Board's group policy. The Board shall permit enrollment in such a plan through payroll deduction. The insurance carrier chosen shall be agreed upon by the Union and the Board. In the event

that the Group Auto Insurance benefit is increased or improved for another bargaining unit, such a change shall also automatically be applied to this bargaining unit.

F. Homeowners and Renters Policy

The Board shall provide a group low cost homeowners and renters policy. The Board shall pay \$100 per employee towards the cost of such coverage provided by the Board's group policy. The Board shall permit enrollment in such a plan through payroll deduction. The insurance carrier chosen shall be agreed upon by the Union and the Board. In the event that the Homeowners and Renters Policy benefit is increased or improved for another bargaining unit, such a change shall also automatically be applied to this bargaining unit.

G. Section 125 Salary Reduction Program and Flexible Spending Account

The Board shall make available to active employees within a reasonable time an IRS Salary reduction Program and Flexible Spending Account for insurance premiums, eligible non-reimbursed medical expenses and dependent care expenses. The maximum non-reimbursed medical expense shall be two thousand six hundred and fifty dollars (\$2,650) and the maximum reimbursement for non-reimbursed dependent care shall be five thousand dollars (\$5,000) subject to IRS regulations.

H. Credit Union

Employees who wish to participate in the College and University Credit Union and/or Union Teacher's Credit Union shall be allowed to do so through payroll deductions at their own option and expense.

I. 403(b) & 457 Retirement Savings Program

The Board agrees to maintain in force a 403(b) & 457 Retirement Savings Program to which all employees may subscribe through payroll deductions at their own option and expense.

J. The Board will not withdraw employees from the State Universities Retirement System (SURS) without consultation with the Union. The Board also agrees that the President of Local 1708, or the President's designee, and one representative shall participate at any and all meetings concerning changes in/of the pension plan.

K. Education and Tuition

1. Employees shall have the privilege of taking college course(s) during their regular working hours, provided that the College President or his designee approves the request and that the time spent at such class(es) be made up during their workweek. If the class is taken during the employee's lunch period, there will be no time owed the College by that employee for that period. Dependents

shall also have the privilege of taking college courses. Tuition shall be waived for both employees and their dependents, for courses taken in the City Colleges of Chicago for which the Board receives State reimbursement.

2. Unit employees will be permitted to participate in the City Colleges of Chicago Tuition Reimbursement Policy set forth in Appendix F. On an annual basis, the Union will be provided a report of the number of unit employees participating in the program.
3. Retirees shall receive a full waiver of tuition for up to six (6) credit hours of classes of their choice each semester during an academic year.

L. Voluntary Early Retirement Plan

Employees who have served continuously on a full-time basis for ten (10) years and are eligible for an annuity under the State Universities Retirement System which was created, and is governed by Article 15 of the Illinois Pension Code, Ill. Rev. Stat. ch. 108-1/2 115-101 et seq. (hereinafter SURS), are eligible to participate in this voluntary early retirement plan.

1. Benefits under this program are provided without regard to age for employees who retire from the City Colleges of Chicago.
2. Applications for participation in the program shall be submitted in writing to the appropriate College President or his designee no later than 30 days prior to the date of intended retirement. Where an early retirement request hereunder may have been submitted after the deadline date, the Chancellor shall nevertheless have the authority to grant said early retirement.
3. As of July 1, 2023, with the exception of term life insurance, and disability and life insurance, the Board shall provide the early retiree with the same individual insurance coverage available to active employees under this Agreement for a period of; 1) ten (10) years after retirement, or 2) until the employee is eligible for Medicare, whichever occurs first, provided that health insurance coverage(s) shall be reduced to the extent that Medicare or comparable benefits are otherwise available to the early retiree.

The Board shall also provide the early retiree with the same term life insurance available to active employees under this Agreement, except that there shall be a cap of \$35,000 and it shall make the premium payments therefore, for a period of ten (10) years after retirement.

4. The early retiree shall also have the opportunity to purchase dependent health insurance coverage through the City Colleges health insurance program, at the cost to the retiree set forth in Appendix D. Premium payments for dependent insurance coverage shall be paid by the early retiree on a timely basis to the City Colleges.

5. In the event of the death of a voluntary retiree, the City Colleges will continue insurance coverage for the designated beneficiary for six (6) months following the month in which the death occurred, which period shall be credited towards the period of coverage required by the federal law known as "COBRA."
6. Accrued Sick Leave
  - (a) If at the time of retirement the employees (or, in the event of their death, their estate) have accrued sick leave that they do not use to purchase service credits from SURS, they may petition the Board to receive 80% of the monetary equivalent of the number of sick days accrued by the employee on the last day of employment.
  - (b) The first 50 sick days of this amount shall be paid within 60 days of the date of retirement; of the balance, if any, one-third shall be paid within 12 months, and one-third shall be paid within 24 months of retirement, and one-third shall be paid within 36 months of retirement.
  - (c) Employees hired after June 7, 2012 may accrue 200 sick leave days. No accrued sick leave days are paid out to employees hired after June 7, 2012.
  - (d) Employees hired before June 7, 2012 may accrue unlimited sick leave days. However, on July 1, 2014, sick leave payout at retirement, pursuant to IX(L)(6)(A) and (b), shall be capped at the number of sick leave days accrued on July 1, 2014.
- M. In the event that the Board implements an employee wellness program for another bargaining unit, the program shall become available to this bargaining unit as well.

**ARTICLE X- EMPLOYMENT CONDITIONS**

- A. Initial Employment Policy
  1. All new employees shall be given access to a copy of this Agreement, Board Rules and to information related to insurance, pension and 403(b) and 457 Retirement Savings Program on the CCC website.
  2. New employees shall be given information regarding their salary, grade and classification.
  3. The College President shall submit to the Union President, in writing, the name of the administrator designated as the liaison person between employees and administration. He shall be available to discuss with employees all conditions of their employment and be responsible for personnel matters affecting members of this bargaining unit. He shall notify the Union Representative or his designee of planned changes affecting members of this bargaining unit.

4. All new hires shall begin at the base pay as listed in the first step of the salary schedule for the classification. In exceptional cases where the employee has had substantial previous employment experience, an exception may be made and he may be placed up to a maximum of the third step. This Paragraph shall not apply to Project Employees.
5. Any new hire placed in Step 2 or 3 of the salary schedule shall serve the required length of time before moving to the next salary step. This Paragraph shall not apply to Project Employees.

B. Probationary Period and Tenure

1. All employees shall be probationary for the first 180 days of their employment within the bargaining unit, during which period they may be disciplined or terminated without recourse to the grievance and arbitration provisions of this Agreement. Any other provision of this Agreement to the contrary notwithstanding, (a) following satisfactory completion of the probationary period, the continued employment of Project Employees is subject to continuation of the grant or project, and is subject to termination upon termination of the grant or project, in accordance with the Board's Rules and provisions of this Agreement, and (b) Paragraphs 2 through 5 below of this Section B shall not apply to Project Employees.
2. Career Service employees (Provisional Appointees) shall receive tenure in a classification upon completion of three (3) years continuous employment in that classification.
3. Employees granted tenure in a classification shall be accorded seniority in that classification based on the date of hire in that classification.
4. A subsequent reclassification of an employee shall not in any way affect her/his tenure in her/his immediately preceding classification and position during the three (3) year tenure period.
5. Names, classifications, and seniority dates of such personnel granted tenure under this provision shall be provided to the Union by September 1 of each year.

C. Term of Employment

The work year shall be twelve (12) calendar months.

D. New Hires and Promotions

1. New hires and promotions shall be from applicants applying for an advertised position. Preference shall be accorded applicants for a budgeted vacancy in the following order:

- (a) Current full-time employees of City Colleges
- (b) Part-time employees of the City Colleges
- (c) Other applicants

If two or more applicants are equally qualified for a budgeted vacancy, and one of the applicants is a current full-time employee for whom the vacancy would be a promotion, then the current full-time employee shall be awarded the vacancy.

- 2. Newly budgeted positions within the bargaining unit may be audited by the Department of Personnel of the City of Chicago or, with notice to the Union, by any other agency or department before they shall be advertised.
- 3. Skills examinations, where applicable, shall be administered by the College prior to the time of hire.

E. Notice of Vacancies

The College will notify all members of the bargaining unit throughout the Colleges of all vacancies by making such information available via email to the campuses and on the CCC website on a timely basis. Such notification shall be made before anyone is considered or placed in these positions. The Board shall develop a form for the advertising of vacancies.

- 1. Each position shall be advertised for at least ten (10) working days. The advertisement will state the nature of the work to be performed, the department or organizational unit in which the work is to be performed, and the work schedule.
- 2. At the beginning of the ten day advertising period, a copy of the notice shall be emailed to the Union President.
- 3. If a posted position is not filled within ninety (90) days after the closing date on the advertisement, it must be re-advertised.
- 4. The Union President and the Union Representatives at the College where the vacancy occurred must be notified when an advertised position is rescinded or amended.
- 5. The College shall endeavor to notify the Union President in writing of a decision to hire, when and by whom a position will be filled, in ten working days, but no less than 3 working days, prior to the position being filled. This provision is not subject to the grievance procedure for failure to provide more than three working days notice.
- 6. A College Career Service titled budgeted position will not be eliminated from the bargaining unit without notification to the Union.



7. A College Career Service classification will not be eliminated from the bargaining unit without notification to the Union.
8. Any other provision of this Section E to the contrary notwithstanding, where a vacancy exists, a campus may post the vacancy internally, meaning posting only at the location where the vacancy exists. For purposes of the foregoing sentence, the entire District Office building shall be considered a location and the satellite sites of each campus shall be considered part of its main campus. Such notices must be posted for a minimum of 10 days. Any employees then currently assigned to the location where the vacancy exists will be allowed to request a lateral transfer into the position. A lateral transfer for purposes of this paragraph is defined as a placement into a vacant position with no change in title, location (campus, satellite site or District Office building), or annual salary. Any denial of a written request for a lateral transfer shall be made in writing, including the reason(s) for such denial. All transfers must be mutually agreed upon by the department the employee is leaving and the department into which the employee is seeking to transfer. The position will be posted pursuant to normal posting procedures if the vacancy is not filled by the transfer procedures of this paragraph. Nothing contained in this paragraph shall diminish the Colleges' continuing right to post and/or announce vacancies externally at any time.
9. Notice of bargaining unit vacancies in positions classified as Grade 6 or above shall be given to the Union and posted internally for bargaining unit employees for ten (10) calendar days before advertising for other applicants.
10. The Board shall promptly notify the Union in writing of its decision to add new classifications or modify or change any existing classifications.

F. Unfilled Vacancies

1. Vacancies in budgeted positions that are not filled within thirty (30) working days shall be the basis for providing a reasonable number of additional hours of work beyond the regular day at overtime rates to regular full-time employees. The foregoing sentence shall not apply to Project Employees or Project Employee positions.
2. A temporary vacancy created by an employee on leave shall be advertised as a temporary vacancy in the same classification from which the employee took a leave and for the duration of the officially approved leave period. This position shall be filled by a full-time employee and given the classification as advertised with T.A. status for the duration of the officially approved leave period.
3. None of the provisions in F.1. and F.2. above are applicable to summer leaves or to those short special leaves specified in Article XLA.3.

G. Workday, Workweek and Work Schedule

1. The normal workday will be 7 consecutive hours exclusive of lunch period.
2. The normal workweek will be five (5) continuous workdays, Monday through Friday. If an operation at a site is open on Saturday and/or Sunday, the permanent workweek will be five (5) continuous days. Staffing for the position(s) shall be obtained in the following order:
  - (a) Volunteers from current employees
  - (b) New hires
  - (c) Hourly employees by inverse order of longevity
  - (d) Fund 5 employees by inverse order of longevity
  - (e) Career Service employees in accordance with the provisions of the Union Board Agreement Article X, Section G., 4. At no time shall the religious rights of any employee be abridged in the assignment of Saturday and/or Sunday work schedules. The College President shall consult with the Union prior to implementation of a Saturday and/or Sunday work schedule affecting bargaining unit members.

The foregoing provisions to the contrary notwithstanding, the workweek may be non-continuous if staffing is obtained in the order specified above, provided that: (1) new hires are given notice prior to the time of hire that their workweek may be non-continuous; and (2) the first sentence of clause e. above shall not apply.

3. The work schedule shall mean the scheduled arrival and departure time of one or more employees assigned to work during a certain period of time. It is understood that this provision is in accordance with Article X.G., 4. and any change in the work schedule of an employee shall be made in accordance with Article X.G., 4.
4. The College will determine the starting and quitting times and the manpower requirements on each work schedule and on each workday and workweek, except that employees may not be required to work unless an administrator in charge is present in the College. The preferences of individual employees will be given consideration in the allocation of personnel to particular work schedules, workdays, or workweeks; but in the event that manpower requirements cannot be satisfied in this manner, individual assignments of personnel having requisite qualifications will be made on the basis of seniority.
5. Employees shall be given notice of no less than two (2) weeks of changes in their regular work schedules.
6. Any other provision of this Agreement to the contrary notwithstanding, the Chancellor or a College President may declare, on a College-by-College basis

(or Central Office basis), during the period from and including the Monday following the end of the spring semester through the Friday immediately preceding the start of the fall semester only, a workweek consisting of either:

- (a) Four continuous workdays consisting of eight-and-three-quarters (8 3/4) consecutive hours exclusive of lunch period; or
- (b) Four continuous workdays consisting of eight (8) consecutive hours exclusive of lunch period, plus a fifth continuous workday consisting of three (3) hours.

In such event, and for such periods, in Article X, Section I, Paragraph 2, “seven (7)” shall be replaced by either “eight-and-three-quarters (8-3/4)” or “eight (8),” whichever of the two is applicable.

H. Holidays

- 1. Employees shall be entitled to the following holidays provided such holidays fall within the work period of the employee:

	2019-2020
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Columbus Day	Floating Holiday
Veteran’s Day	Floating Holiday
Thanksgiving Day	Thursday, November 28, 2019
Friday after Thanksgiving	Friday, November 29, 2019
Christmas Day (Project Employees Only)	Wednesday, December 25, 2019
New Year’s Day	Wednesday, January 1, 2020
Martin Luther King’s Birthday	Monday, January 20, 2020
Presidents’ Day	Monday, February 17, 2020
Thursday of Credit Students’ Spring Vacation	Thursday, April 9, 2020
Friday of Credit Students’ Spring Vacation	Friday, April 10, 2020
Memorial Day	Monday, May 25, 2020

	2020-2021
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Columbus Day	Floating Holiday
Veteran’s Day	Floating Holiday
Thanksgiving Day	Thursday, November 26, 2020
Friday after Thanksgiving	Friday, November 27, 2020
Christmas Day (Project Employees Only)	Friday, December 25, 2020
New Year’s Day	Friday, January 1, 2021
Martin Luther King’s Birthday	Monday, January 18, 2021

	2020-2021
Presidents' Day	Monday, February 15, 2021
Thursday of Credit Students' Spring Vacation	Thursday, April 1, 2021
Friday of Credit Students' Spring Vacation	Friday, April 2, 2021
Memorial Day	Monday, May 31, 2021

	2021-2022
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Columbus Day	Floating Holiday
Veteran's Day	Floating Holiday
Thanksgiving Day	Thursday, November 25, 2021
Friday after Thanksgiving	Friday, November 26, 2021
Christmas Day (Project Employees Only)	Friday, December 24, 2021
New Year's Day	Friday, December 31, 2021
Martin Luther King's Birthday	Monday, January 17, 2022
Presidents' Day	Monday, February 21, 2022
Thursday of Credit Students' Spring Vacation	Thursday, April 14, 2022
Friday of Credit Students' Spring Vacation	Friday, April 15, 2022
Memorial Day	Monday, May 30, 2022

	2022-2023
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Columbus Day	Floating Holiday
Veteran's Day	Floating Holiday
Thanksgiving Day	Thursday, November 24, 2022
Friday after Thanksgiving	Friday, November 25, 2022
Christmas Day (Project Employees Only)	Monday, December 26, 2022
New Year's Day	Monday, January 2, 2023
Martin Luther King's Birthday	Monday, January 16, 2023
Presidents' Day	Monday, February 20, 2023
Thursday of Credit Students' Spring	Thursday, April 6, 2023
Friday of Credit Students' Spring Vacation	Friday, April 7, 2023
Memorial Day	Monday, May 29, 2023

In the event of an emergency or other unforeseen or extraordinary circumstances arise and any or all Colleges are closed to faculty and students, the College or Colleges shall be closed to clerical and technical employees without loss of pay. The foregoing sentence shall apply only where risk to the health and safety of bargaining unit employees is present, or where the building is closed for weather-related reasons.

2. When holidays fall on a Sunday, they shall be observed on the following Monday.

3. Effective July 1 of each year, each employee shall be given two (2) floating holidays, in lieu of Columbus Day and Veteran's Day. These floating holidays shall be taken at a time agreed upon by the employee and the College President or his designee, but in the event of a conflict with floating holiday time desired by other employees in the same office, floating holiday time will be accorded on the basis of seniority. Denial of an employee's request for use of a floating holiday shall be communicated to the employee as promptly as feasible. Where the request is in writing, the denial shall be in writing.
4. For employees who do not work a normal workweek as defined in Article X., Section G. 2., an additional "floating" holiday shall be granted whenever a holiday falls on that employee's regularly scheduled day off.
5. Employees assigned to the Middle Colleges Program shall be scheduled on the same academic calendar as set for Chicago Public Schools. These employees shall not be required to utilize any paid time off during days in which the City Colleges of Chicago are open, but Chicago Public Schools are closed.

I. Overtime

1. The College shall determine manpower requirements for overtime. No overtime shall be recognized unless authorized by the College. It shall be the responsibility of the supervisor or the administrator requesting overtime to secure authorization and to submit and to furnish evidence of such authorization to the payroll clerk of his College.
2. All hours over seven (7) in a workday, exclusive of lunch periods, shall be considered overtime and compensated for at the established overtime rate (Appendices B.1., B.2., C.1., and C.2.) or by granting compensatory time off at the option of the employee, providing that overtime of less than one-half hour will not be recognized or pieced together with other fractions of less than one-half hour accumulated on other occasions.
3. The straight-time base hourly rate shall be paid to any employee for all hours worked in excess of thirty-five (35) hours through forty (40) hours in a workweek. Time and one-half computed on the regular straight-time rate of pay shall be paid to any employee for all hours worked in excess of forty (40) hours in a workweek, and for hours worked on any day that is not within his normal workweek. If an employee elects to take his overtime as compensatory time, the formula for computing the time and one-half shall also be used to determine the amount of compensatory time. Compensatory time must be used within one (1) calendar year after the compensatory time has been earned, except to the extent that management and the employee agree in writing to specifically permit such use after said year. Any other provision of this Agreement to the contrary notwithstanding, (a) compensatory time (for work in excess of 40 hours worked in a workweek) cannot accumulate beyond 240 hours for any one employee (after which cash must be paid), and (b) any election of compensatory time or cash or a

combination thereof by any employee shall be subject to the approval of the appropriate supervisor, who may determine whether overtime is to be compensated in the form of cash or compensatory time or a combination thereof.

4. In the event an employee has earned compensatory time as provided herein but has not taken it by reason of separation from service, he, or in the event of his death, his surviving spouse or his estate, shall be entitled to receive his prevailing salary in a lump sum for such unused compensatory time. In the event an employee transfers, earned compensatory time shall transfer with him.
5. Double time at straight-time base hourly rate shall be paid to any employee who is required to work on Sunday or holidays, except that when a commemorative holiday has been observed instead of Lincoln's Birthday, Columbus Day and/or Veteran's Day, Lincoln's Birthday, Columbus Day and/or Veteran's Day will not be considered a holiday.
6. To the extent that hours are compensated for at overtime rates, under one of the preceding paragraphs, they shall not be counted as overtime under one of the other paragraphs.
7. When overtime is required, employees who are asked to perform such work will be given at least twenty-four (24) hours advance notice, whenever practicable. Each College shall keep a record showing the overtime hours worked and declined which shall be available for inspection by the Union Representative.
8. Hours worked on registration or any other time shall be continuous. There shall be no split work schedules. Reasonable time shall be allowed for supper, and supper money up to \$7.00 per day shall be paid to employees required to work overtime to complete registration work schedules upon presentation of an itemized supper money receipt. Where equipment and materials must be moved, parking spaces close to the school and assistance in moving required materials will be provided.
9. When overtime is required by the Colleges for a particular department function or project/grant at a given College, or in a particular department or project/grant at the central office, the regular employees assigned to that department or project/grant will be given preference for such overtime. All reasonable means will be employed to equalize overtime opportunities among qualified employees in the department or project/grant concerned.
  - (a) If the manpower requirements cannot be satisfied within the affected department(s), all other employees within the College shall be offered the opportunity of overtime before any outside help is utilized. To offer equal opportunities to all employees outside the department, the Union Representative and the President or appropriate administrator of that College shall establish and maintain a rotation list for any overtime that is required. The provisions of this subparagraph a. shall apply to

project/grants and Project Employees only to the extent feasible and consistent with the terms, restrictions and funding of the project grant.

(b) When overtime is required by the College, the President or appropriate administrator shall determine the number of employees required, contact the appropriate employees on the list, and notify the Union Representative, or his designee, of all acceptances and refusals of overtime. If at all possible, this notice to the Union Representative or his designee shall proceed the time of the overtime assignment(s).

(c) Each College shall keep a record showing the overtime hours worked and declined which shall be available for inspection by the Union Representative.

10. If overtime is offered to an employee and he declines the opportunity, such offer of overtime shall be counted in the overtime equalization formula as though the employee had worked.

11. Compensatory time shall be taken at a time agreed upon by the employee and the College President or his/her designee. Such agreement shall not be unreasonably withheld. In the event of a voluntary transfer, should the receiving campus not offer the transferee the option of transferring the banked compensatory time, the receiving campus shall notify the potential transferring employee no later than fourteen days in advance of the transfer. The voluntarily transferring employee may then opt out of their transfer. If an employee transfers, and the receiving campus will not take the accumulated compensatory time, the employee shall be paid out his/her accrued compensatory time within 14 days of the transfer.

## J. Vacations

1. All employees on a calendar year basis shall be granted basic vacations each year on July 1, as follows:

(a) New employees will earn 5/6 day per month from his or her original hire date through the following June 30;

(b) Two (2) weeks for those with longevity of less than seven (7) years, but at least one (1) year;

(c) Three (3) weeks or those with longevity of seven (7) to fifteen (15) years;

(d) Four (4) weeks for those with longevity of fifteen (15) years and over.

2. Where leaves without pay for periods exceeding thirty (30) calendar days are granted to employees during the year when vacation credits are being

accumulated, a pro rata reduction in the amount of vacation shall be made for each thirty (30) days of any leave granted.

3. Vacations shall be taken at a time agreed upon by the employee and the College President or his designee, but in the event of a conflict with vacation time desired by other employees in the same office, vacation times will be accorded on the basis of seniority. Denial of an employee's request for use of vacation time shall be communicated to the employee as promptly as feasible. Where the request is in writing, the denial shall be in writing.
4. Vacations must be taken between July 1 and June 30 of the next year. Exceptions will not be made except for good cause and with the written approval of the Chancellor.
5. In case a holiday is observed on a workday during an employee's vacation, such a holiday shall not be counted as a vacation day.
6. All employees (except for Project Employees) shall have a vacation consisting of December 24 and all workdays between December 24 and the ensuing New Year's Day, provided that:
  - (a) Employees may be required to work on any of said days (except Christmas Day) at their normal straight-time rate of pay.
  - (b) Any employee who is required to work on such a day shall receive a vacation day to be scheduled at another time in accordance with Paragraph 3 of this Section hereinabove.
  - (c) An employee shall not be assigned to work during said period for punitive reasons.
7. In the event an employee has earned a vacation as provided herein but has not taken it by reason of separation from service, he, or in the event of his death, his surviving spouse or his estate shall be entitled to receive his prevailing salary in a lump sum for such unused vacation period.
8. In the event an employee has earned unused vacation time remaining at the end of a year (June 30), no more than ten (10) days of such unused time shall be converted to the employee's sick leave bank.

K. Personnel Records

1. Upon written request, an employee shall have access to his personnel file (at the College Office or at the District Office, depending upon where the official file is located). Included in his file at the College Office or the District Office shall be a copy of his efficiency rating as reported by the employee's supervisor, and all personnel records relating to any provision covered by this Agreement excluding payroll and grievance records.



2. All personnel records shall be in writing. No material derogatory to an employee's conduct, service, character, or personality shall be placed in the personnel file of any employee unless that employee has had an opportunity to read such material. The employee shall acknowledge that he has read such material by affixing his signature to the actual copy to be filed, but it shall be understood that such signature merely signified that he has read the material in question. Such signature indicates neither agreement nor disagreement with its contents.
3. An employee shall have the right to answer in writing any material filed in his personnel file, and his answer shall be attached to the file copy.
4. At his written request, an employee shall have furnished, without cost, a copy of any material in his file.

L. Transfer

An employee, with the approval of the College President, may transfer from one position of the same class to another position of the same class within a college or from one college to another provided the position is vacant. An employer, with the approval of the employee, may follow the above transfer procedure. Regardless of who initiated the transfer, a tenured employee shall not be required to serve a new probationary period in the new position. Transfers involving a change in grade shall be granted in compliance with Article X., Section D. of this Agreement. This Section shall not apply to Project Employees.

M. Discipline

1. Disciplinary action shall be for just cause and shall be administered in a timely and progressive manner. The types of discipline agreed to by the parties are as follows:
  - (a) Oral warning
  - (b) Written warning
  - (c) Suspension
  - (d) Discharge

The Board's agreement to use discipline in a progressive manner does not prevent the Board, in any case, from imposing discipline which is commensurate with the severity of the offense.

2. A suspension without pay of up to ten (10) working days may be imposed by the Chancellor. Any suspension in excess of ten (10) working days must be approved by the Board. The foregoing notwithstanding, employees may be

suspended without pay pursuant to the Board rules for egregious behavior as defined in the Board Rules.

3. For written warnings, the Board shall, upon at least 24 hours notice to the employee and the Union, schedule a pre-disciplinary meeting. The notice shall contain the specific charges upon which the recommendation for discipline is based. At this meeting, the Board shall inform the employee of the reason(s) for the contemplated discipline. The employee and the Union representative shall have the right to rebut or clarify the reasons for such discipline.
4. For disciplinary action involving suspension or discharge, the employee shall be notified in writing at least five (5) working days prior to a hearing conducted by the Chancellor or Chancellor's designee. The notice shall contain the specific charges upon which the recommendation for discipline is based. The employee shall have the right to be represented by the Union or counsel of choice, and present evidence in his/her defense. No suspension or discharge involving the loss of pay or benefits shall take place prior to action of the Chancellor or Board except for egregious behavior as defined in the Board Rules. Chancellor - level hearings will be specified as such in writing to the affected employee.
5. A copy of disciplinary action, except oral warnings, shall be served upon the employee and the Union. Employees who exercise their rights under this Section M shall not be entitled to a separate disciplinary hearing under City College Board rules.
6. If an employee is called to conference with an administrator for other purposes and during the course of the meeting, in the opinion of the employee, it develops into a disciplinary meeting, the conference shall be adjourned and re-scheduled to allow for Union representation.
7. Adoption of this Section M shall not diminish any rights the Board or Union has established as a result of prior arbitrations or court cases.
8. An employee, who is placed on unpaid leave for egregious behavior, as defined in the Board Rules, shall remain on unpaid status throughout the disciplinary and grievance process. This section is not intended to prevent employees from being made whole as a result of a grievance resolution.
9. Any employee recommended to the Chancellor for dismissal for cause shall not be terminated until the employee has exhausted Step 2 of the grievance procedure. The reason(s) and/or cause(s) for this recommendation shall be stated in writing to the employee, with a copy to the Chancellor.
10. Upon the employee's written request, all records pertaining to disciplinary actions shall be removed from the personnel files of employees after 18 months, provided that the employee has received no additional discipline for a similar offense.

11. Newly established rules or amendments to existing work rules shall be reduced to writing and furnished to the Union fifteen (15) work days prior to the effective date of the rule(s).
12. For the purposes of determining absenteeism, the following absences shall not be used as the basis for discipline under Board policies or work rules,
  - a. Bereavement leave,
  - b. injury or illness, for which Workers' Compensation benefits are received,
  - c. injury or illness for which an employee is hospitalized or is receiving continual outpatient treatment directly related to the hospitalized injury or illness.

N. New Job Requirements

If the Board requires an employee to meet new job requirements, so as to continue in the position in which the employee is then working, the Board will advise the employee in advance concerning such requirements and, to the extent feasible, give the employee a reasonable time to comply with them. Whether or not to reimburse the employee for additional training, if any, shall be decided by the Board within its sole discretion. If the affected employee does not possess the required skills or knowledge to perform the required work in her new position, the Board agrees to provide reasonable training.

O. Project Employees - Position Review Committee

- (a) The Board and the Union shall each appoint two representatives to a project employee position review committee to review and recommend procedures and titles for project employee positions existing within the College system.
- (b) The committee will prepare a list of positions which may be attributed to specific funded projects, and a list of positions which have not been historically attributed to a specific funded project, but have been categorized by the Board as "project" positions.
- (c) The committee will review approved grants to ensure that the positions established conform to the collective bargaining agreement with respect to terms and conditions of employment.
- (d) The committee will meet at such times as shall be set by mutual agreement, but no less than once every six months and will submit a written report to the Office of Human Resources for its review within two months of the first meeting.

P. Stipends for Special Assignments

The Colleges will continue to make available to employees the forms applicable to employees undertaking special assignments. The form currently in effect is available on the CCC website. In the event that such forms change, the Union will promptly be notified and provided copies.

Q. Drug-Free Workplace

1. Employees may be tested for drugs pursuant to Board policy. Employees who seek voluntary assistance for substance abuse may not be disciplined for seeking assistance.
2. Employees who test positive for drugs and alcohol on their initial test may request a confirmation test. Such test shall be provided at no cost to the employee.
3. Employees shall be paid for time spent on the testing related procedures, including traveling time to and from the test site.
4. All information, interviews, reports, statements, memoranda, and all records of all referrals, screening, and confirming tests shall be available only to authorized District employees, and shall be held confidential with the following exceptions – as required for compliance with state and federal regulations and as required for appropriate disciplinary proceedings.
5. Should the employer establish an Employee Assistance Program, the employer agrees to advise the union regarding any benefits that may affect its members.

R. Security Cameras

1. The union shall have the right to review information recorded by security cameras for purposes of grievance investigation and representation, upon written request.
2. The union will be given notice of all existing camera installations, all scheduled installations and all replacements and upgrades of security cameras.

S. Violence, Threats, and Harassment

The Board shall provide an environment conducive to the personal safety of employees on College premises and while engaged in their duties.

T. Direct Deposit

The Office of Human Resources makes every attempt to pay all of its employees consistent with the payroll schedule. To eliminate the risk of lost or stolen checks, ensure

funds are available on payday, and as a convenience to all employees, net pay may be directly deposited to employees' bank or credit union accounts.

U. Distinguished Clerical-Technical Employee

On July 1 of each year, the College President for each college shall select a distinguished Clerical-Technical employee. That employee shall receive a \$1000 merit payment in recognition of their performance.

## ARTICLE XI- LEAVES

A. Leaves With Pay

1. Sick Leave

Sick leave as used in this section shall be leave for illness, injury (including domestic violence) or medical appointment for an employee, or employee's child, spouse, sibling, parent, civil union partner (defined by the state), mother in law, father in law, grandchild, grandparent or step-parent.

(a) Annual sick leave - Effective July 1 of each year, a bank of twelve (12) days of sick leave shall be granted to each full-time employee employed on an annual basis, except that one (1) day shall be subtracted from this total for each thirty (30) calendar days of any leave granted with loss of pay. Employees beginning full-time employment subsequent to July 1 shall be granted a bank of sick leave prorated on the above basis for the remainder of the academic year. Sick leave may be used during any period in which the employee is on employed status.

(b) Accumulation of sick leave - Each employee shall accumulate an unlimited number of sick leave days with pay. A tenured employee who has exhausted his accumulated sick leave may be advanced up to twenty (20) days of additional sick leave, provided that any employee who leaves the employment of the Board while owing for sick leave advanced in the past shall repay the Board for such sick leave, and if this obligation is not repaid, the amount of the obligation may be deducted from any funds due him.

(c) Sick leave may be used at the option of the employee for absences resulting from pregnancy, childbirth and/or related convalescence. The beginning and end of such absences, if any, shall be determined as in the case of any other sick leave.

2. Leaves for Personal Business

Effective July 1 of each year, each employee shall be granted five (5) days annually for personal leave, which five (5) days when used will be charged to the sick leave bank of the individual. If any portion of these five (5) days is not used by June 30 of the following year, the unused portion shall revert to the sick leave bank of the employee.

3. Special Leaves of Absence With Pay

(a) The Chancellor may approve short leaves of absence with pay for not to exceed five (5) days to permit an employee to attend the funeral of a family member as defined by Board policy.

(b) The Chancellor may approve short leaves of absence with pay for not to exceed five (5) days to permit an employee to attend the funeral of a close friend or relative (other than those specified in subparagraph a. above). Such absences shall be charged against sick leave.

(c) Jury duty or court attendance -- Employees who are summoned to court to perform jury duty or who are subpoenaed to attend court or board hearings to testify in matters in which they have no personal or pecuniary interest shall suffer no loss of salary thereby, but shall be required to remit to the Board any sums of money they receive in compensation for such duty or attendance.

(d) The Chancellor may approve short leaves of absence with pay not to exceed ten (10) working days to permit the Union President and no more than five (5) representatives to attend professional meetings (no more than five (5) representatives from the same College, and no more than two (2) representatives from the same department within a College).

(e) Employees are entitled to Maternity/Parental Leave pursuant to Board Policy and Procedures.

B. Leaves Without Pay

1. Parental Leave

(a) Upon application, a tenured employee or non-probationary Project Employee shall be granted a parental leave of absence without pay for a period not to exceed two (2) years subject to the activities and limitations imposed by grants in the case of Project Employees, to give birth or care for a child under the age of two (2) years, who is her/his child by birth, adoption, or for whom she/he has assumed legal responsibility.

(b) Upon application, a non-tenured employee shall be granted a parental leave of absence without pay for a period not to exceed six (6)

months, to give birth or care for a child under the age of two (2) years, who is her/his child by birth, adoption, or for whom she/he has assumed legal responsibility. In order to maintain her/his position, the employee must return to the position prior to or immediately upon expiration of the leave.

- (c) A parental leave may be terminated at the request of the employee prior to the expiration of the stated leave period. Any employee desiring to return to duty from a parental leave must write a letter to her/his College President announcing her/his intention at least two (2) weeks before the expiration of the leave period. If the employee was medically disabled during the leave, she/he must provide certification from her/his health care provider that she/he is able to return to work and perform the duties of her/his job. Failure to write the College President or submit the medical certification shall constitute grounds for terminating the employee's employment.
- (d) A parental leave of absence may be renewed for an additional two (2) years in the event that a tenured employee or non-probationary Project Employee, while on a parental leave again applies for a parental leave to give birth or care for another child under the age of two (2) years, who is her/his child by birth, adoption, or for whom she/he has assumed legal responsibility. Additional extensions will be limited to a continuous period of eight (8) years.
- (e) If the period of parental leave is less than one (1) year, then a tenured employee or non-probationary Project Employee shall have the right to return to her/his former position at her/his College, subject to limitations imposed by the funding or activity of applicable grant programs in the case of Project Employees. If the period of such leave is more than one (1) year, then she/he shall have the right to employment in the first position in her/his classification which becomes available at any College after the termination of her/his leave, subject to limitations imposed by the funding or activity of applicable grant programs in the case of Project Employees.
- (f) Absence on parental leave shall not be considered a break in service insofar as seniority is concerned.

## 2. Other Leave Provisions

- (a) Employees with at least twelve (12) months of service and who have worked at least 1,250 hours during the twelve (12) month period preceding the start of the leave, are eligible to take up to a maximum of twelve (12) workweeks (i.e., for an employee normally scheduled to work five (5) days per week, sixty (60) days) of their Medical Leave or Special Leave in any twelve (12) month period on an intermittent or reduced leave

basis, provided it is certified as medically necessary. If leave is requested on this basis, however, the Board may; at its discretion, require the employee to transfer temporarily to an alternative position which better accommodates the recurring periods of absence or to a part-time schedule, provided that the position has equivalent pay and benefits.

- (b) Notwithstanding other provisions of this Article XI, employees can maintain coverage of the group health plan under the conditions coverage would have otherwise been provided if the employee had continued to work, for the first twelve (12) weeks of a Parental, Medical or Special Leave of Absence taken during any twelve (12) month period.

3. Military and Peace Corps Leave

- (a) An employee who is drafted or otherwise called to active duty, or who leaves his position for extended active duty in the military service of the United States during a state of war or national emergency, shall be granted a military leave for the duration of such war or national emergency. He shall be entitled to return to his position provided his discharge from the service is not dishonorable and he is able to pass a health examination given by a medical examiner selected by the Chancellor. Application must be made within sixty (60) days following his discharge from the service.
- (b) During the period of such authorized military leave, the Board will continue to pay all required employee contributions to the fund of the State Universities Retirement System.
- (c) With regard to employees other than Project Employees, restoration shall be at the step and grade held at the beginning of military leave plus any advancement in salary steps that the employee would have been granted had he been continuously employed and complied with requirements for salary step increases.
- (d) An employee who leaves his position to serve with the United States Peace Corps will be afforded the same benefits except that contributions to the retirement fund will not be made by the Board during Peace Corps leave and Peace Corps leaves may not exceed two (2) calendar years.
- (e) An employee may take short leaves of absence to perform temporary active duty with Reserve or National Guard units. During such leave of absence and while engaged in the performance of such military duty, an employee will be paid his basic salary provided he remits to the Board any sums of money paid to him as compensation for the performance of such military duty.



4. Special Leaves of Absence

(a) The Chancellor shall have authority, with the approval of the Board, to grant a leave of absence without pay for a period of not to exceed five (5) months to a tenured employee or non-probationary Project Employee who applies for such leave because of serious illness of a member of his immediate family or for other good and sufficient cause. Such leaves of absence may be extended for periods of up to an additional five (5) months upon application. Such periods of absence, up to two (2) years, shall not be considered a break in service insofar as seniority is concerned. An employee returning from such leave not exceeding two (2) years, shall have the right to return to the position which he left, provided the position has not been eliminated, subject to limitations imposed by the funding or activity of applicable grant programs in the case of Project Employees. If he so elects, the employee may pay the Board's cost for any or all hospitalization, major medical, life and dental and vision premiums while on such leave.

(b) The Chancellor shall have authority, with the approval of the Board, to grant a leave of absence without pay for a period of not to exceed twelve (12) weeks to ~~an~~ non-tenured employee who has at least twelve (12) months of service and who has worked at least 1,250 hours during the twelve (12) months preceding the start of the leave and who applies for such leave to care for her/his spouse, child or parent who has a serious health condition (serious health condition means an illness, injury, impairment or physical or mental condition involving either inpatient care or continuing treatment by a health care provider). Such periods of absence, up to twelve (12) weeks, shall not be considered a break in service insofar as seniority is concerned. An employee returning from such leave not exceeding twelve (12) weeks, shall have the right to return to the position which she/he left, provided the position still exists.

5. Leave of Absence Without Pay

(a) During the summer months or at other periods when the Colleges or a particular College are not operating at peak capacities, the Colleges may grant leaves of absence without pay for not to exceed sixty (60) calendar days to employees who apply therefore. In such instances, the Colleges will be sole judge of its manpower requirements and the extent to which it can dispense with the services of employees in various classifications and offices. The increment and anniversary dates of employees on such leave shall not change. The employee shall have the right to return to the position from which he took leave, subject to limitations imposed by the funding or activity of applicable grant programs in the case of Project Employees.

(b) In the event the number of employees who apply for leaves of absence without pay exceeds the number required by the Colleges for its operations, those leaves of absence without pay that are granted will be granted on the basis of seniority at particular offices and Colleges and equalization formulas will be adopted to insure equality of opportunity for such leaves in ensuing years. With respect to Project Employees, the provisions of the foregoing sentence shall apply only as between Project Employees within the same project/grant, and only to the extent consistent with the project/grant.

(c) During unpaid summer leave periods, group health and life insurance shall continue at the same cost to the employee as for active employees, provided, if the employee fails to return from said leave and work for six (6) additional months, the employee must reimburse the employer for the full cost of such coverage, unless the employee's failure to work said additional months is due to a reduction in force, death or disability.

Employees have the option for direct bill payments should they wish to avoid deductions going into arrears.

6. Medical Leave

(a) The Chancellor shall have the authority with the approval of the Board, to grant an employee who has exhausted sick leave a Medical Leave of absence without pay because of serious illness up to a period of six (6) months, subject to the activities and limitations imposed by grant programs in the case of Project Employees.

(b) Such leave may be extended for periods of up to and not to exceed a total of two (2) years and shall not be considered a break in service insofar as seniority is concerned as provided above in Article XI. B. 4.

(c) With regard to employees other than Project Employees, when an employee is on such leave up to six (6) months it shall not affect his next increment.

(d) When an employee is on a Medical Leave without pay, the Board shall pay the employee's hospitalization, major medical and life insurance premiums for a period not to exceed six (6) months. The employee may elect to pay dental and vision premiums for this period.

(e) After the first six (6) months, the employee shall have the right to pay the Board's cost for any or all hospitalization, Major Medical, Life, Dental and Vision insurance premiums while on such leave.

7. Sick Leave and vacation accrual is reduced on a pro-rata basis for each thirty (30) days of leave without pay.

8. Leave from Career Service Status

A tenured employee, appointed to a non-career service position, shall retain tenure with the City Colleges of Chicago in the Career Service classification from which he takes leave. Upon termination of that appointment, the tenured employee shall have the right to return to his Career Service classification in a position in the City Colleges of Chicago which he is qualified, as determined by the Chancellor with the approval of the Board. Such leaves shall not be considered a break in service insofar as seniority is concerned. Restoration shall be at the step and grade held at the beginning of the leave from Career Service Status, plus any advancement in salary steps that the employee would have been granted had he been continuously employed in his Career Service Status.

9. Project Employees - Funded Grant Programs

Any other provision of this Agreement to the contrary notwithstanding, leaves without pay may be granted to a Project Employee only when such leaves do not jeopardize the activities of a funded grant program. If a leave is granted to a Project Employee assigned to a funded grant program, and the grant program ceases, the employee retains only the rights to reemployment afforded by law or application of this Agreement. The College President shall communicate all announced changes to grant positions or the refunding or termination of grant programs to Project Employees on leave.

- C. Any other provision of this Agreement to the contrary notwithstanding, for all leaves, for employees assigned to titles in limited term grants, leaves will be limited to the term of the grant.

**ARTICLE XII- SALARIES, INCREMENTS, INCREASES AND PROMOTIONS**

- A. Schedules of Salaries agreed to in this contract are attached in the Appendices hereto. During the term of this Agreement, employee salaries shall be paid in accordance with the applicable Appendices. The Board shall continue to determine the rate and/or the amount of salary adjustment for employees in a Career Service classification above Grade 10.
- B. Overtime hourly rates shall be as shown in the Salary Schedules in the Appendices.
- C. Increment increases shall be granted as of the anniversary date and shall be payable in the next paycheck. The anniversary date is the date of the employee's entry into employment.
- D. Promotions shall be made from eligibility lists established by competitive examination administered by the Department of Personnel of the City of Chicago or any other testing agency mutually agreed upon by the Union and the Board. To the extent possible under Career Service procedures, opportunities shall be given to employees of the Colleges in a lower grade to apply for vacancies.

- E. An employee who receives a promotion to another position in a higher salary grade shall be placed in the same step of the grade into which the employee is being promoted as the employee's step of the grade from which the employee is being promoted. Any increment (step) increase which would otherwise occur on the employee's anniversary date within the same contract year as the promotion shall be postponed for one year, to the employee's anniversary date in the following contract year. When an employee is promoted as set forth in the first sentence of this Section, the employee's new salary shall be the higher of (i) the actual applicable salary set forth in Appendix B of the same step of the grade into which the employee is being promoted as the employee's step of the grade from which the employee is being promoted, or (ii) a salary, determined by the Board within its discretion, which is at least one percent (1%) but not more than five percent (5%) higher than the salary set forth in Appendix B for the employee's step of the grade from which the employee is being promoted.
- F. A Unit II employee who is promoted into a Unit I position will be credited with all then- current continuous years of full-time service in Unit II for purposes of determining the employee's initial salary under the appropriate Unit I salary schedule. Sections C, D and E of this Article XII shall not apply to Project Employees.

### **ARTICLE XIII- SENIORITY AND LONGEVITY**

A. Seniority

1. Seniority of employees will be based upon classification and length of continuous full-time service with the City Colleges of Chicago.
2. Conflicts in seniority between employees in a particular classification who have identical periods of service with the Colleges will be resolved in favor of those who have the greatest number of years of continuous full-time service with the Colleges. With respect to Project Employees, this Paragraph shall apply only as between Project Employees with similar titles in the same department.
3. Seniority shall be used to determine work schedule assignments, transfers, and selection of vacation periods as between employees of the same classification who are equally competent to perform the work. With respect to Project Employees, this Paragraph shall apply only as between Project Employees with similar titles in the same department.

B. Longevity

Longevity for vacation entitlement shall be determined on the basis of length of continuous full-time service with the City Colleges of Chicago. An approved leave of absence, whether with or without pay, shall not be considered a break in service but all resignations or discharges not followed by reinstatement within one (1) year shall interrupt continuous service and shall result in the loss of all prior service credit toward longevity. Absences on leave without pay for more than sixty (60) days, all suspensions,

time after layoff for more than sixty (60) days prior to reinstatement and absences without leave shall be deducted in computing total longevity.

C. Reductions In Force

1. Reductions in force decisions. The Board shall determine which departments and classifications or titles within departments are to be reduced at a Board facility. Reductions in force shall be conducted by College which shall include the College's satellite facilities or campuses.
2. Selection of employees for reductions in force. Employees in a classification within a College selected for reduction shall be laid off in the following order:
  - (a) Temporary employees within the classification;
  - (b) Probationary employees within the classification;
  - (c) Inverse order of seniority within the classification (the least senior employee in the classification to be laid off first) provided however, that the Board may select an employee in the classification for layoff out of inverse order of seniority if that employee has been received a disciplinary suspension in the preceding twelve (12) months.

Where and to the extent feasible, part-time and/or hourly employees performing clerical or technical work within a College shall be reduced in force prior to the reduction in force of any full-time bargaining unit employee within said College.

However, no part-time or hourly employee will be reduced in force in accordance with this provision if he or she is performing work that cannot be performed efficiently by a full-time existing bargaining unit employee working a full normal schedule at regular straight-time pay rates.

3. A competent, able and efficient employee not being laid off under paragraph 2 above but whose job is eliminated ("displaced employee") shall be placed within the same College (which shall include the College's satellite facilities or campuses) in the following order of priority if and to the extent feasible:
  - (a) Placed in an open position within the same classification.
  - (b) Replace the employee with the shortest seniority in the same classification.
  - (c) Replace the employee with the shortest seniority in a classification previously held by the displaced employee, in the order prescribed in paragraph 2, subparagraphs b. and c. above (i.e., a probationary employee will be replaced before a non-probationary employee).

- (d) Placed in an open position for which the employee is qualified as determined by the employer.

Non-probationary employees replaced by more senior employees as a result of the provisions of this paragraph shall in turn have the same replacement rights over other employees with less seniority.

4. Any other provision of this Section C to the contrary notwithstanding, employees who have acquired Career Service tenure in their classifications shall not be replaced by non-tenured employees in the application of these reduction-in-force procedures.
5. Notice of layoff. Employees whose positions are funded in whole or in part by a grant shall receive thirty (30) days notice of their layoff calculated from the date of transmission to the employee and regardless of the date on which the Board approves the layoff. Other employees shall receive twenty-one (21) days notice of their layoff from the date of Board approval of their layoff. Nothing provided herein shall preclude the Board, in its sole discretion, from providing equivalent pay to the employee in lieu of providing the notice required herein.
6. Recall list and recall rights. The Board shall maintain a recall list of all bargaining unit employees laid off and eligible for recall which shall include the laid off employees' name, classification title, seniority date (date of hire), layoff date and facility. An employee laid off shall be entitled to fill a vacancy in his or her classification/title at any Board facility or department within a facility for a period of one (1) year after the effective date of the employee's layoff.

Employees on the recall list shall be provided notice of vacancies as set forth in Article X, Section E. A vacancy in a classification that was held, either at the time of layoff or prior to that time, by a laid-off unit employee shall first be offered to such laid-off employee; if there is more than one such employee, the position shall be offered to the most senior employee first.

Notices of recall shall be transmitted to the employee's address on file with the Board's Office of Human Resources and Development via certified mail, return receipt requested. Any employee who is recalled to a different facility and/or department shall be provided a period of six (6) months in which to train and learn any new procedures or skills necessary to perform the job in the new department or facility. Said employees shall be evaluated within thirty (30) days after completing their six (6) month training/learning period. Employees who receive an unsatisfactory evaluation shall have a copy of deficiencies accompany the evaluation. Another evaluation shall be conducted thirty (30) days later. If that evaluation is still unsatisfactory, the employee shall be laid off and their right to recall shall terminate.

7. Rights to consideration to fill vacancies within the bargaining unit. The Board shall place all employees laid off on a recall-mailing list to receive notice

of vacant positions for a period of two (2) years from the effective date of the employee's layoff. The Board shall provide a copy of the recall-mailing list to the Union on a periodic basis or upon request. The Office of Human Resources will determine whether any of the laid-off employees are qualified to fill other, vacant positions in the bargaining unit (i.e., positions in the unit other than those into which the employee has a right to be placed under paragraph 3 above). Laid off employees on the recall-mailing list who apply for bargaining unit vacancies to which they are not entitled to recall in accordance with paragraph 6 above or placement in accordance with paragraph 3 above shall receive priority consideration to fill bargaining unit vacancies if the employee is qualified to fill the position and there is no candidate with superior qualifications, skills or abilities. As between laid off bargaining unit employees who apply for the same position under this paragraph, the Board shall select the more senior employee provided that the employees have relatively equal qualifications, skills and abilities. In order to make sure notice of vacancies is provided as set forth above, no bargaining unit vacancy shall be filled at any College or other work locations without prior written approval of the Office of Human Resources, as long as any bargaining unit employee remains on layoff on the recall list.

8. Salary on filling a lower graded position. Employees who are transferred to a lower graded classification/title within the bargaining unit as a result of and in lieu of a reduction in force, or who are rehired to a lower graded classification title within two years after being laid off in connection with a reduction in force in accordance with paragraph 4 above, shall receive the maximum salary of the grade to which they are transferred or rehired or their pre-transfer/hire salary, whichever is less. In the event that that salary is greater than the salary for the employee's longevity step, the employee's longevity step increases will thereafter be frozen until the longevity scale reaches or exceeds the employee's salary.
9. Termination of rights to consideration for vacant bargaining unit positions. Laid off employees' rights to be considered to fill vacant positions shall terminate upon the following:
  - (a) The employee's recall under paragraph 5.
  - (b) The employee's acceptance of a position under paragraphs 6 or 7, subject to paragraph 11 below.
  - (c) The employee's election to retire under the State Universities Retirement System.
  - (d) The expiration of two (2) years from the date of layoff.
10. Assumption of Lower Grade Position. If a laid-off employee assumes or rejects a position in a lower grade, or rejects a position that would cause substantial difficulty because of a different work location or work schedule, the

employee shall retain recall rights to a position in the same classification as the one from which she/he was laid off when a vacancy occurs.

11. Temporary or project positions. Career service employees who are on layoff may accept a temporary vacancy or project position without jeopardizing their recall rights to a career service position (i.e., remain on recall list).
12. Effect on other provisions. For purposes of this Section C, the parties shall waive the notice and posting provisions contained elsewhere in this Agreement.
13. Continuity of service. Periods of layoff shall not be regarded as breaks in service. After sixty (60) days from the date of layoff, time on layoff until recall or reinstatement shall not be counted in computing seniority and longevity.
14. Closing or moving of facilities. When a College or other educational facility is to be closed or moved to a new location, the Board will give the Union notice and an opportunity to discuss the impact on the employees (and to bargain regarding said impact, if and to the extent required by law).
15. Project Employees. The provisions of this Section shall apply to Project Employees, except that said provisions shall only apply as between Project Employees.

#### **ARTICLE XIV- GRIEVANCE PROCEDURE**

It is the declared objective of the Union and the Board to encourage the prompt and informal resolution of complaints of employees as they arise and to provide recourse to orderly procedures for the satisfactory adjustments of complaints.

##### **A. Definition**

A “grievance” shall mean a complaint by an employee (1) that there has been as to him a violation, misinterpretation or inequitable application of any of the provisions of this Agreement or (2) that he has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting employees. As used in this Article, the term “employee” shall mean also a group of employees having the same grievance. As used in this Article, the term “grievance” shall also include a grievance affecting more than one (1) department on a single college and a grievance affecting more than one (1) college. While the grievance procedure herein set forth describes the processes for the handling of grievances in which employees’ desire representation by the Union, nothing herein shall be construed to bar an individual from handling his own grievance case or from designating an employee of his own choice to proceed in his behalf except as provided herein. The handling of any grievance, except at Step 3, the arbitration level, shall be restricted to employees only, whether as grievant, or as representatives of grievant, provided, that an employee may be represented at any step of the grievance procedure by an authorized representative designated by the Union; and the disposition shall not be deemed to change or modify the terms and conditions of this Agreement, unless the Board and the Union shall otherwise agree in writing.



B. General Procedures

1. College Level (Step 1)

An employee may present a grievance concerning himself, or a grievance may be presented on his behalf, not later than ten (10) school days following his knowledge of the act, event or the commencement of the condition which is the basis of the complaint. Where the grievance concerns a matter which is within the authority of the immediate supervisor to which the employee is assigned, it shall be first presented to and considered and answered by said supervisor. If a grievance concerns a matter which is not within the authority of the immediate supervisor or if the answer of the supervisor, which must be made within three (3) school days after a grievance has been presented to such supervisor, does not settle the grievance, the grievance shall be presented to and considered and answered by the President of the College. If the grievance is presented in writing, either to the supervisor or the President of the College, it shall be answered in writing. While oral presentation and settlement of grievances are encouraged under this Step of the grievance procedure, no grievance may be appealed to the central level under Step 2 hereof, unless it has been presented in writing to the College President and opportunity afforded for the College President to answer the same in writing under the schedule herein set forth.

If a written grievance is presented by the Union on behalf of the employee, it shall be signed both by the grievant and the Union Representative. The Union may indicate on such grievance if it approves or disapproves thereof. If the matter presented to the College President was first taken up with an immediate supervisor, a written grievance should also state why the disposition of the grievance proposed by the supervisor is unsatisfactory. The grievant shall be personally present at the conference on the grievance with the supervisor or the College President.

Whenever a written grievance is presented to the President of the College, the College President shall furnish a copy thereof to the Union Representative or his designee at the College and shall advise him of the time and place scheduled for the conference thereon. If the Union Representative or his designee at the College makes a request therefore, the College President shall accord him or any other Union designee an opportunity to be present when the grievance is heard and to state the views of the Union.

When a written grievance has been presented to him, the President of the College shall communicate his written decision to all parties concerned as promptly as possible, but not later than seven (7) school days after receiving the written grievance.

2. Central Level (Step 2)

If the grievance is not satisfactorily resolved through Step 1, the Union or the grievant may appeal to the Chancellor of the Colleges within ten (10) school days

after delivery of the decision of the President of the College. The appeal shall be in writing and duly signed and shall state specifically the act or condition and the grounds on which the grievance is based and why the disposition of the grievance offered by the President of the College in Step 1 is unsatisfactory. The Chancellor or his designee shall promptly meet and confer on the appeal. The Chancellor or his designee shall communicate his decision in writing to the aggrieved employee and to any Union Representative who participated in Step 2. Such decision shall be made not later than ten (10) school days after the written appeal has been duly made to the Chancellor.

3. Arbitration (Step 3)

(a) A grievance which was not resolved at the level of the Chancellor under the grievance procedure may be submitted by the Union to an arbitrator for decision if it involved the application or interpretation of this Agreement.

(b) Within twenty (20) school days of the Chancellor's decision, the Union only may appeal from the decision of the Chancellor to arbitration. The parties shall attempt to agree upon the appointment of an arbitrator. If they fail to agree within ten (10) school days of the appeal, they shall jointly file a request with the Federal Mediation and Conciliation Service ("FMCS") for a panel of nine (9) arbitrators. Each party may reject one panel and request another. The parties shall alternatively strike names from the final panel until one name remains, who shall be the arbitrator. The Union shall strike the first name. The Board shall then strike the next name, and the parties shall alternately strike names until a single name remains, who shall be the arbitrator.

(c) The proceeding shall be initiated by filing with the Chancellor a notice of arbitration. The arbitrator shall hold a hearing within twenty (20) days of his appointment. Five (5) days notice will be given to all parties of the time and place of the hearing.

(d) The arbitrator shall issue his decision not later than twenty (20) days from the date of the closing of the hearing or if oral hearings have been waived or supplemented, then from the date of transmitting the final proofs and statements to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the issues submitted.

(e) If, during the term of this Agreement, any agency of the state of Illinois is created or designated for the purpose of resolving public employee labor disputes, then the Board and the Union may mutually agree to utilize the services of such agency in place of those of FMCS. If the Board and the Union mutually agree to refer disputes to such agency, arbitration shall be under the rules and regulations of that agency.

- (f) The decision of the arbitrator will be accepted in good faith as final by the parties to the grievance and both will abide by it. The Board and the Union agree that neither party will appeal an arbitration award to the courts unless the arbitrator is believed by either party to have acted illegally. The Board and the Union also agree not to appeal any arbitration case to the courts until the arbitrator has heard the case and rendered an award, even if either the Board or the Union believes the arbitrator has acted illegally.
- (g) The arbitrator's fees and expenses will be shared equally by the parties.
- (h) The arbitrator shall limit his decision strictly to the application and interpretation of the provisions of this Agreement and he shall be without power or authority to make any decision:
  - i. Contrary to, or inconsistent with, or modifying or varying in any way, the terms of this Agreement; or
  - ii. Limiting or interfering in any way with the powers, duties, and responsibilities of the Board under applicable law.

The Board and the Union agree that all arbitration awards shall fully and immediately be followed. If an arbitration award is questioned, it will nevertheless be complied with subject to future adjudication.

#### C. Time Limits

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
2. Time limits specified in the grievance procedure may be extended in any specific instance by mutual written agreement.
3. Wherever written grievances, answers or appeals are required by the grievance procedure to be served upon the College President, the Chancellor, or the Union, certified mail to the College President at his College office, to the Chancellor at his office address, and to the Union at its Headquarters shall meet all service requirements hereof, except that personal service, duly receipted, shall also be adequate service.

#### D. Union Grievances

The Union has the right to initiate or appeal a grievance involving alleged violation of this Agreement. Such grievance shall be initiated with the appropriate College President,

or, where appropriate, with the Chancellor. When such grievance is filed by the Union, earlier steps of the grievance procedure shall be unnecessary, but in all other respects the grievance procedures above described shall apply to Union-filed grievances, except that written answers made by the College President or Chancellor need be served only upon the Union.

E. Administration Grievances

1. It is agreed that under this Agreement there may be occasions when grievances by the Administration against the Union may arise and when in their judgment it is desirable for the Administration representatives to utilize the grievance and arbitration procedures hereof. In cases involving only a single College, such grievance on behalf of the Administration shall be served in writing by the President of the College upon the Union Representatives and shall be handled by the same steps and timetable as Step 1 grievance. If not there resolved, the matter shall be handled as a Step 2 grievance between the Chancellor or his representative and the Union President or his representative.
2. If an Administration grievance involves more than one (1) College, it shall be commenced by a written complaint from the Chancellor or his representative to the Union President and shall be subject to the same procedures and timetable as a Step 2 grievance.
3. If an Administration grievance is not resolved in Step 2 of the grievance procedure, the Administration may invoke the arbitration procedures of Step 3.

F. Discharge Grievances

Any other provision of this Article to the contrary notwithstanding, a Union grievance challenging a discharge recommendation must be initiated at Central Level (Step 2 above), within ten (10) school days after the discharge recommendation is made by the Head President of the College.

G. General Provisions as to Grievance and Arbitration

1. The filing or pendency of any grievance under the provisions of this Article shall not prevent the Board and its representatives from taking the action complained of, subject, however, to the final decision on the grievance.
2. The grievance and arbitration procedures of this Agreement shall not apply to any matter as to which the Board is without authority to act.
3. Nothing contained in this Article or elsewhere in this Agreement shall be construed to deny to any employee his rights under applicable law, or resolutions, rules or regulations having the force and effect of law.
4. Upon the request of either the Union or the Board, the designated representatives of the parties shall meet to review the status of pending

grievances, for the purpose of reducing unnecessary delay in the processing of grievances.

#### **ARTICLE XV- NO-STRIKE NO-LOCKOUT PLEDGE**

The Union and the Board subscribe on the principle that any and all differences shall be resolved by peaceful and appropriate means without interruption of the College program. The Union therefore agrees that it will not instigate, engage in, support, encourage, or condone any strike, work stoppage, or other concerted refusal to perform work by the employees covered by this Agreement. The Board agrees that it will not resort to lockouts.

Differences between the parties concerning the meaning, interpretation or application of this Agreement shall be resolved by utilization of the arbitration procedure as set forth in Article XIV hereof or by other lawful and peaceful means available under the law of Illinois. If either party violates this Article, the other party is released from all obligations under this Agreement and may resort to whatever remedies are available to it under applicable law without first resorting to arbitration. The Board retains its prerogative under the law to take disciplinary action, including dismissal, against individual employees who violate this Article.

#### **ARTICLE XVI- CONFORMITY TO LAW-SAVING CLAUSE**

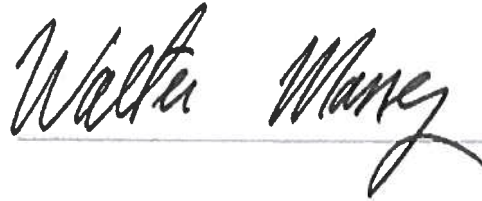
- A. If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law.
- B. In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.

#### **ARTICLE XVII- DURATION**

This Agreement shall be effective as of July 1, 2016 and shall continue in full force and effect through June 30, 2023. Negotiations between the Board and the Union for a new Agreement will commence no later than March 1, 2023 upon request of either party.

Entered into by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois and the Federation of College Clerical and Technical Personnel, Local 1708, AFT, AFL-CIO as collective bargaining agent for those employees in the bargaining unit described in Article I., Section A. hereof, as of \_\_\_\_\_, 2019.

BOARD OF TRUSTEES OF COMMUNITY  
COLLEGE DISTRICT NO. 508,  
County of Cook and State of Illinois



A handwritten signature in cursive script, reading "Walter Massey", written over a horizontal line.

By Walter Massey  
Chairman

FEDERATION OF COLLEGE CLERICAL AND  
TECHNICAL PERSONNEL  
Local 1708, AFT-IFT, AFL-CIO



A handwritten signature in cursive script, reading "Delores Withers", written over a horizontal line.

By Delores Withers  
President

# APPENDIX A - PAYROLL DEDUCTION AUTHORIZATION



Illinois Federation of Teachers  
A Union of Professionals

IELRB

ILLINOIS FEDERATION OF TEACHERS—AMERICAN FEDERATION OF TEACHERS/AFL-CIO

<b>MEMBERSHIP DATABASE INFORMATION</b>		
Name _____		
Address _____		
City _____	State _____	Zip _____
Cell Phone _____	Home Phone _____	Work Phone _____
Email (non-employer) _____		
Birth Date _____	Date of Hire _____	Last 4 Digits of SSN _____
Worksite _____	Job Title _____	
Local Union Number _____	Local/Council Name _____	

**Membership Statement:** I hereby apply for membership in the Union and agree to abide by its Constitution and Bylaws. I authorize the Union to act as my exclusive representative in collective bargaining over wages, hours, and other terms and conditions of employment with my Employer. My membership in the Illinois Federation of Teachers (IFT) and my Local Union, including any other Local Union which is my exclusive bargaining representative and is affiliated with the IFT, shall be continuous unless I notify my Local President in writing that I intend to resign.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Dues Authorization:** During my employment, I hereby voluntarily authorize and direct my Employer to deduct from my pay each pay period, regardless of whether I am or remain a member of the Union, an amount equal to dues certified by the Union, and to remit such amount monthly to the Union. I understand that signing this card is not a condition of my employment.

**Revocation Window:** This voluntary authorization and assignment shall be irrevocable, regardless of whether I am or remain a member of the Union, for a period of one year from the date of authorization and shall automatically renew from year to year unless I revoke this authorization by sending written notice to the Union by the United States Postal Service postmarked between August 1 and August 31.

**IRS Disclaimer:** Payments to the Union are not deductible as charitable donations for federal income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses.

**Telephone Consumer Protection Act Statement:** By providing my cell phone number, I understand that the Union and its affiliates may use automated calling technologies and/or text message me on my cell phone on a periodic basis, and that I can unsubscribe from these messages. The Union will never charge for text message alerts; carrier message and data rates may apply to such texts.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Internal Purposes Only:**

## APPENDIX B - UNIT I SALARY PROVISIONS

- A. All employees employed as of December 31, 2012 shall be grandfathered on the wage progression plan contained in Schedules B-1 to B-6.
- B. All employees hired after December 31, 2012 shall not be placed on the wage progression plans contained in Schedules B-1 to B-6, but shall receive the base salary increases provided in those schedules. Employees hired after December 31, 2012 shall be paid according to Step 1 of the wage progression plans contained in Schedule B1 to B6.
- C. For all employees hired after December 31, 2012, City Colleges shall continue to determine the starting salary to be paid to newly hired, provided that the salary to be paid does not exceed 5% of the starting salary. This provision is not subject to Article XIV.
- D. For all employees hired into 1708 on January 1, 2013 and thereafter, CCC shall provide the following service milestone increases to the eligible employee's base annual salary:
1. Each employee who has been employed continuously by the Board for at least 6 years but fewer than 14 years service shall receive an increase to base compensation of \$3,000.00;
  2. Each employee who has been employed continuously by the Board for at least 14 years but fewer than 20 years, shall receive an increase to base compensation of \$5,000.00; and
  3. Each employee who has been employed continuously by the Board for at least 20 years, shall receive an increase to base compensation of \$7,000.00.
  4. 'Continuously employed' is calculated from January 1, 2013. Employees who have satisfied the highest of the above service milestones prior to ratification shall receive the salary adjustments for that milestone effective as of the date of ratification. The service milestone adjustments in (D) are not subject to back pay.
  5. All service milestone adjustments thereafter shall be effective on the anniversary date of that employee.



**Schedule B-1 - Annual Base Salary Effective July 1, 2016**

Effective July 1, 2016 each Unit I employee shall receive a base salary increase of three (3%) percent, or the applicable salary on the schedule below, whichever is greater.

Salary	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
Grade	At Hire	After 6	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
4	\$31,609.67	\$32,243.94	\$33,855.88	\$35,209.85	\$36,618.05	\$38,082.13	\$39,513.28	\$41,094.04	\$46,035.07	\$48,337.14
5	\$33,824.66	\$34,501.66	\$36,223.70	\$37,674.60	\$39,181.40	\$40,747.34	\$42,278.77	\$43,969.60	\$49,257.32	\$51,715.51
6	\$36,189.18	\$36,913.82	\$38,760.75	\$40,311.90	\$41,923.85	\$43,601.54	\$45,239.77	\$47,048.89	\$52,706.33	\$55,341.98
7	\$38,724.59	\$39,500.16	\$41,475.26	\$43,134.87	\$44,860.20	\$46,654.54	\$48,406.16	\$50,341.81	\$56,395.25	\$59,214.93
8	\$41,434.18	\$42,263.98	\$44,377.11	\$46,151.74	\$47,997.01	\$49,917.88	\$51,794.38	\$53,866.41	\$60,342.15	\$63,359.01
9	\$44,337.67	\$45,224.98	\$47,484.35	\$49,382.20	\$51,357.29	\$53,414.54	\$55,417.56	\$57,635.84	\$64,565.11	\$67,793.92
10	\$47,439.97	\$48,389.73	\$50,808.48	\$52,839.44	\$54,952.55	\$57,149.48	\$59,298.74	\$61,669.83	\$69,083.81	\$72,537.76

**Schedule B-2 - Annual Base Salary Effective July 1, 2017**

Effective July 1, 2017 each Unit I employee shall receive a base salary increase of three (3%) percent, or the applicable salary on the schedule below, whichever is greater.

Salary	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
Grade	At Hire	After 6	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
4	\$32,557.96	\$33,211.26	\$34,871.56	\$36,266.15	\$37,716.59	\$39,224.59	\$40,698.68	\$42,326.87	\$47,416.12	\$49,787.25
5	\$34,839.40	\$35,536.71	\$37,310.41	\$38,804.84	\$40,356.84	\$41,969.76	\$43,547.13	\$45,288.69	\$50,735.04	\$53,266.97
6	\$37,274.86	\$38,021.23	\$39,923.58	\$41,521.26	\$43,181.57	\$44,909.58	\$46,596.97	\$48,460.35	\$54,287.52	\$57,002.24
7	\$39,886.33	\$40,685.16	\$42,719.51	\$44,428.91	\$46,206.00	\$48,054.18	\$49,858.34	\$51,852.06	\$58,087.11	\$60,991.37
8	\$42,677.21	\$43,531.90	\$45,708.42	\$47,536.29	\$49,436.92	\$51,415.42	\$53,348.22	\$55,482.41	\$62,152.41	\$65,259.78
9	\$45,667.80	\$46,581.73	\$48,908.88	\$50,863.66	\$52,898.01	\$55,016.98	\$57,080.09	\$59,364.92	\$66,502.06	\$69,827.74
10	\$48,863.17	\$49,841.42	\$52,332.73	\$54,424.63	\$56,601.13	\$58,863.96	\$61,077.70	\$63,519.92	\$71,156.32	\$74,713.89

**Schedule B-3 - Annual Base Salary Effective July 1, 2018**

Effective July 1, 2018 each Unit I employee shall receive a base salary increase of three (3%) percent, or the applicable salary on the schedule below, whichever is greater.

Salary	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
Grade	At Hire	After 6	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
4	\$33,534.70	\$34,207.60	\$35,917.71	\$37,354.13	\$38,848.08	\$40,401.33	\$41,919.64	\$43,596.67	\$48,838.60	\$51,280.87
5	\$35,884.59	\$36,602.81	\$38,429.72	\$39,968.98	\$41,567.54	\$43,228.85	\$44,853.55	\$46,647.35	\$52,257.09	\$54,864.98
6	\$38,393.11	\$39,161.87	\$41,121.28	\$42,766.90	\$44,477.02	\$46,256.87	\$47,994.88	\$49,914.16	\$55,916.14	\$58,712.31
7	\$41,082.92	\$41,905.72	\$44,001.10	\$45,761.78	\$47,592.18	\$49,495.80	\$51,354.09	\$53,407.62	\$59,829.72	\$62,821.12
8	\$43,957.52	\$44,837.86	\$47,079.67	\$48,962.38	\$50,920.03	\$52,957.88	\$54,948.66	\$57,146.88	\$64,016.99	\$67,217.57
9	\$47,037.83	\$47,979.18	\$50,376.15	\$52,389.57	\$54,484.95	\$56,667.49	\$58,792.49	\$61,145.87	\$68,497.12	\$71,922.57
10	\$50,329.06	\$51,336.66	\$53,902.71	\$56,057.36	\$58,299.16	\$60,629.88	\$62,910.03	\$65,425.52	\$73,291.01	\$76,955.31

**Schedule B-4 - Annual Base Salary Effective July 1, 2019**

Effective July 1, 2019 each Unit I employee shall receive a base salary increase of three (3%) percent, or the applicable salary on the schedule below, whichever is greater.

Salary	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
Grade	At Hire	After 6	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
4	\$34,540.74	\$35,233.83	\$36,995.24	\$38,474.75	\$40,013.53	\$41,613.37	\$43,177.23	\$44,904.57	\$50,303.76	\$52,819.30
5	\$36,961.12	\$37,700.90	\$39,582.61	\$41,168.05	\$42,814.57	\$44,525.71	\$46,199.15	\$48,046.77	\$53,824.80	\$56,510.93
6	\$39,544.90	\$40,336.73	\$42,354.92	\$44,049.90	\$45,811.33	\$47,644.58	\$49,434.72	\$51,411.59	\$57,593.63	\$60,473.68
7	\$42,315.41	\$43,162.89	\$45,321.13	\$47,134.63	\$49,019.95	\$50,980.68	\$52,894.72	\$55,009.85	\$61,624.61	\$64,705.75
8	\$45,276.25	\$46,182.99	\$48,492.06	\$50,431.25	\$52,447.63	\$54,546.61	\$56,597.12	\$58,861.29	\$65,937.49	\$69,234.10
9	\$48,448.97	\$49,418.56	\$51,887.43	\$53,961.26	\$56,119.50	\$58,367.51	\$60,556.27	\$62,980.24	\$70,552.04	\$74,080.25
10	\$51,838.93	\$52,876.76	\$55,519.80	\$57,739.09	\$60,048.13	\$62,448.78	\$64,797.33	\$67,388.29	\$75,489.74	\$79,263.97

**Schedule B-5 - Annual Base Salary Effective July 1, 2020**

Effective July 1, 2020 each Unit I employee shall receive a base salary increase of three (3%) percent, or the applicable salary on the schedule below, whichever is greater.

Salary	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
Grade	At Hire	After 6	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
4	\$35,576.96	\$36,290.84	\$38,105.10	\$39,629.00	\$41,213.93	\$42,861.77	\$44,472.55	\$46,251.71	\$51,812.87	\$54,403.87
5	\$38,069.96	\$38,831.93	\$40,770.09	\$42,403.09	\$44,099.01	\$45,861.49	\$47,585.13	\$49,488.17	\$55,439.55	\$58,206.26
6	\$40,731.25	\$41,546.83	\$43,625.57	\$45,371.40	\$47,185.67	\$49,073.91	\$50,917.76	\$52,953.94	\$59,321.43	\$62,287.89
7	\$43,584.87	\$44,457.78	\$46,680.77	\$48,548.67	\$50,490.55	\$52,510.10	\$54,481.56	\$56,660.15	\$63,473.35	\$66,646.92
8	\$46,634.54	\$47,568.48	\$49,946.83	\$51,944.18	\$54,021.06	\$56,183.01	\$58,295.04	\$60,627.12	\$67,915.62	\$71,311.12
9	\$49,902.44	\$50,901.12	\$53,444.05	\$55,580.10	\$57,803.09	\$60,118.54	\$62,372.96	\$64,869.65	\$72,668.60	\$76,302.65
10	\$53,394.10	\$54,463.07	\$57,185.39	\$59,471.26	\$61,849.58	\$64,322.24	\$66,741.25	\$69,409.94	\$77,754.44	\$81,641.89

**Schedule B-6 - Annual Base Salary Effective July 1, 2021**

Effective July 1, 2021 each Unit I employee shall receive a base salary increase of three (3%) percent, or the applicable salary on the schedule below, whichever is greater.

Salary	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
Grade	At Hire	After 6	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
4	\$36,644.27	\$37,379.57	\$39,248.25	\$40,817.87	\$42,450.35	\$44,147.62	\$45,806.72	\$47,639.26	\$53,367.26	\$56,035.99
5	\$39,212.06	\$39,996.88	\$41,993.20	\$43,675.19	\$45,421.98	\$47,237.33	\$49,012.68	\$50,972.81	\$57,102.73	\$59,952.45
6	\$41,953.18	\$42,793.23	\$44,934.34	\$46,732.54	\$48,601.24	\$50,546.13	\$52,445.30	\$54,542.55	\$61,101.08	\$64,156.53
7	\$44,892.41	\$45,791.51	\$48,081.19	\$50,005.13	\$52,005.26	\$54,085.40	\$56,116.00	\$58,359.95	\$65,377.55	\$68,646.33
8	\$48,033.57	\$48,995.54	\$51,445.23	\$53,502.51	\$55,641.69	\$57,868.50	\$60,043.89	\$62,445.94	\$69,953.09	\$73,450.46
9	\$51,399.51	\$52,428.15	\$55,047.38	\$57,247.50	\$59,537.18	\$61,922.10	\$64,244.14	\$66,815.74	\$74,848.65	\$78,591.73
10	\$54,995.92	\$56,096.96	\$58,900.95	\$61,255.40	\$63,705.07	\$66,251.91	\$68,743.49	\$71,492.23	\$80,087.07	\$84,091.14

**Schedule B-7 - Annual Base Salary Effective July 1, 2022**

Effective July 1, 2022 each Unit I employee shall receive a base salary increase of three (3%) percent, or the applicable salary on the schedule below, whichever is greater.

Salary	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
Grade	At Hire	After 6	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
4	\$37,743.60	\$38,500.96	\$40,425.70	\$42,042.40	\$43,723.86	\$45,472.05	\$47,180.93	\$49,068.44	\$54,968.28	\$57,717.07
5	\$40,388.42	\$41,196.79	\$43,252.99	\$44,985.44	\$46,784.64	\$48,654.45	\$50,483.06	\$52,502.00	\$58,815.82	\$61,751.02
6	\$43,211.78	\$44,077.03	\$46,282.37	\$48,134.52	\$50,059.27	\$52,062.52	\$54,018.66	\$56,178.83	\$62,934.11	\$66,081.22
7	\$46,239.19	\$47,165.26	\$49,523.63	\$51,505.28	\$53,565.42	\$55,707.96	\$57,799.48	\$60,110.75	\$67,338.88	\$70,705.72
8	\$49,474.58	\$50,465.40	\$52,988.59	\$55,107.59	\$57,310.94	\$59,604.56	\$61,845.20	\$64,319.32	\$72,051.68	\$75,653.97
9	\$52,941.49	\$54,000.99	\$56,698.80	\$58,964.93	\$61,323.29	\$63,779.76	\$66,171.47	\$68,820.21	\$77,094.11	\$80,949.49
10	\$56,645.80	\$57,779.87	\$60,667.98	\$63,093.06	\$65,616.22	\$68,239.47	\$70,805.79	\$73,637.00	\$82,489.68	\$86,613.88

**UNIT I PAY RATES EFFECTIVE JULY 1, 2016**

<b>2016-17</b>											
Grade Level		Step 1 (Min)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
		At Hire	After 6 mos	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
	Hourly	\$17.38	\$17.72	\$18.60	\$19.34	\$20.13	\$20.93	\$21.70	\$22.59	\$25.30	\$26.56
	Overtime	\$26.05	\$26.57	\$27.90	\$29.03	\$30.18	\$31.38	\$32.57	\$33.87	\$37.95	\$39.83
4	Bi-weekly	\$1,215.75	\$1,240.15	\$1,302.15	\$1,354.22	\$1,408.38	\$1,464.70	\$1,519.73	\$1,580.54	\$1,770.58	\$1,859.13
	Monthly	\$2,634.14	\$2,687.00	\$2,821.32	\$2,934.16	\$3,051.51	\$3,173.51	\$3,292.79	\$3,424.50	\$3,836.26	\$4,028.09
	Annual	\$31,609.67	\$32,243.94	\$33,855.88	\$35,209.85	\$36,618.05	\$38,082.13	\$39,513.32	\$41,094.04	\$46,035.07	\$48,337.14
	Hourly	\$18.59	\$18.95	\$19.90	\$20.69	\$21.53	\$22.39	\$23.23	\$24.15	\$27.06	\$28.42
	Overtime	\$27.88	\$28.44	\$29.85	\$31.05	\$32.30	\$33.59	\$34.84	\$36.25	\$40.60	\$42.62
5	Bi-weekly	\$1,300.94	\$1,326.99	\$1,393.23	\$1,449.01	\$1,506.98	\$1,567.21	\$1,626.10	\$1,691.14	\$1,894.52	\$1,989.06
	Monthly	\$2,818.72	\$2,875.14	\$3,018.64	\$3,139.54	\$3,265.12	\$3,395.61	\$3,523.23	\$3,664.13	\$4,104.78	\$4,309.62
	Annual	\$33,824.66	\$34,501.66	\$36,223.70	\$37,674.60	\$39,181.40	\$40,747.34	\$42,278.77	\$43,969.60	\$49,257.32	\$51,715.51
	Hourly	\$19.88	\$20.28	\$21.29	\$22.15	\$23.03	\$23.96	\$24.86	\$25.84	\$28.96	\$30.42
	Overtime	\$29.83	\$30.43	\$31.94	\$33.23	\$34.55	\$35.94	\$37.29	\$38.78	\$43.44	\$45.62
6	Bi-weekly	\$1,391.89	\$1,419.76	\$1,490.80	\$1,550.45	\$1,612.45	\$1,676.97	\$1,739.99	\$1,809.58	\$2,027.16	\$2,128.54
	Monthly	\$3,015.76	\$3,076.16	\$3,230.06	\$3,359.32	\$3,493.66	\$3,633.46	\$3,769.99	\$3,920.75	\$4,392.20	\$4,611.84
	Annual	\$36,189.18	\$36,913.82	\$38,760.75	\$40,311.90	\$41,923.85	\$43,601.54	\$45,239.77	\$47,048.89	\$52,706.33	\$55,341.98
	Hourly	\$21.28	\$21.70	\$22.79	\$23.70	\$24.65	\$25.64	\$26.60	\$27.66	\$30.98	\$32.54
	Overtime	\$31.92	\$32.56	\$34.19	\$35.55	\$36.98	\$38.45	\$39.89	\$41.49	\$46.48	\$48.80
7	Bi-weekly	\$1,489.41	\$1,519.24	\$1,595.20	\$1,659.03	\$1,725.39	\$1,794.41	\$1,861.78	\$1,936.22	\$2,169.05	\$2,277.51
	Monthly	\$3,227.05	\$3,291.68	\$3,456.27	\$3,594.58	\$3,738.35	\$3,887.88	\$4,033.84	\$4,195.15	\$4,699.60	\$4,934.58
	Annual	\$38,724.59	\$39,500.16	\$41,475.26	\$43,134.87	\$44,860.20	\$46,654.54	\$48,406.16	\$50,341.81	\$56,395.25	\$59,214.93
	Hourly	\$22.76	\$23.22	\$24.38	\$25.36	\$26.37	\$27.43	\$28.46	\$29.59	\$33.15	\$34.81

	Overtime	\$34.14	\$34.83	\$36.58	\$38.03	\$39.55	\$41.14	\$42.68	\$44.40	\$49.73	\$52.21
8	Bi-weekly	\$1,593.63	\$1,625.55	\$1,706.81	\$1,775.06	\$1,846.04	\$1,919.92	\$1,992.09	\$2,071.78	\$2,320.86	\$2,436.89
	Monthly	\$3,452.85	\$3,521.99	\$3,698.09	\$3,845.99	\$3,999.76	\$4,159.82	\$4,316.19	\$4,488.87	\$5,028.51	\$5,279.92
	Annual	\$41,434.18	\$42,263.98	\$44,377.11	\$46,151.74	\$47,997.01	\$49,917.88	\$51,794.38	\$53,866.41	\$60,342.15	\$63,359.01
	Hourly	\$24.36	\$24.84	\$26.09	\$27.14	\$28.22	\$29.36	\$30.45	\$31.66	\$35.47	\$37.26
	Overtime	\$36.54	\$37.28	\$39.14	\$40.70	\$42.33	\$44.02	\$45.68	\$47.50	\$53.21	\$55.88
9	Bi-weekly	\$1,705.30	\$1,739.42	\$1,826.31	\$1,899.31	\$1,975.28	\$2,054.41	\$2,131.45	\$2,216.77	\$2,483.27	\$2,607.46
	Monthly	\$3,694.81	\$3,768.75	\$3,957.02	\$4,115.19	\$4,279.77	\$4,451.21	\$4,618.14	\$4,802.98	\$5,380.43	\$5,649.49
	Annual	\$44,337.67	\$45,224.98	\$47,484.35	\$49,382.20	\$51,357.29	\$53,414.54	\$55,417.56	\$57,635.84	\$64,565.11	\$67,793.92
	Hourly	\$26.07	\$26.58	\$27.91	\$29.04	\$30.19	\$31.39	\$32.58	\$33.88	\$37.96	\$39.86
	Overtime	\$39.10	\$39.88	\$41.88	\$43.55	\$45.29	\$47.10	\$48.86	\$50.83	\$56.94	\$59.79
10	Bi-weekly	\$1,824.61	\$1,861.15	\$1,954.17	\$2,032.29	\$2,113.56	\$2,198.05	\$2,280.72	\$2,371.91	\$2,657.06	\$2,789.91
	Monthly	\$3,953.34	\$4,032.48	\$4,234.04	\$4,403.29	\$4,579.37	\$4,762.46	\$4,941.57	\$5,139.15	\$5,756.99	\$6,044.81
	Annual	\$47,439.97	\$48,389.73	\$50,808.48	\$52,839.44	\$54,952.55	\$57,149.48	\$59,298.74	\$61,669.83	\$69,083.81	\$72,537.76
<b>2017-18</b>											
Grade Level		Step 1 (Min)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
		At Hire	After 6 mos	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
	Hourly	\$17.90	\$18.25	\$19.16	\$19.92	\$20.73	\$21.56	\$22.35	\$23.27	\$26.06	\$27.36
	Overtime	\$26.83	\$27.37	\$28.74	\$29.90	\$31.08	\$32.33	\$33.55	\$34.88	\$39.08	\$41.03
4	Bi-weekly	\$1,252.22	\$1,277.36	\$1,341.21	\$1,394.85	\$1,450.63	\$1,508.64	\$1,565.33	\$1,627.95	\$1,823.70	\$1,914.90
	Monthly	\$2,713.17	\$2,767.61	\$2,905.96	\$3,022.19	\$3,143.05	\$3,268.72	\$3,391.57	\$3,527.24	\$3,951.34	\$4,148.94
	Annual	\$32,557.96	\$33,211.26	\$34,871.56	\$36,266.15	\$37,716.59	\$39,224.59	\$40,698.72	\$42,326.87	\$47,416.12	\$49,787.25
	Hourly	\$19.15	\$19.52	\$20.50	\$21.31	\$22.17	\$23.06	\$23.92	\$24.88	\$27.87	\$29.27
	Overtime	\$28.72	\$29.29	\$30.74	\$31.99	\$33.27	\$34.60	\$35.89	\$37.33	\$41.82	\$43.90
5	Bi-weekly	\$1,339.97	\$1,366.80	\$1,435.03	\$1,492.48	\$1,552.19	\$1,614.22	\$1,674.89	\$1,741.87	\$1,951.36	\$2,048.74
	Monthly	\$2,903.28	\$2,961.40	\$3,109.20	\$3,233.73	\$3,363.07	\$3,497.48	\$3,628.93	\$3,774.06	\$4,227.92	\$4,438.91

	Annual	\$34,839.40	\$35,536.71	\$37,310.41	\$38,804.84	\$40,356.84	\$41,969.76	\$43,547.13	\$45,288.69	\$50,735.04	\$53,266.97
	Hourly	\$20.48	\$20.89	\$21.93	\$22.81	\$23.72	\$24.68	\$25.61	\$26.62	\$29.83	\$31.33
	Overtime	\$30.72	\$31.34	\$32.90	\$34.22	\$35.58	\$37.01	\$38.40	\$39.94	\$44.74	\$46.99
6	Bi-weekly	\$1,433.65	\$1,462.36	\$1,535.53	\$1,596.96	\$1,660.83	\$1,727.28	\$1,792.19	\$1,863.86	\$2,087.98	\$2,192.39
	Monthly	\$3,106.23	\$3,168.44	\$3,326.96	\$3,460.10	\$3,598.47	\$3,742.46	\$3,883.08	\$4,038.37	\$4,523.96	\$4,750.19
	Annual	\$37,274.86	\$38,021.23	\$39,923.58	\$41,521.26	\$43,181.57	\$44,909.58	\$46,596.97	\$48,460.35	\$54,287.52	\$57,002.24
	Hourly	\$21.92	\$22.35	\$23.48	\$24.41	\$25.39	\$26.41	\$27.40	\$28.49	\$31.91	\$33.51
	Overtime	\$32.88	\$33.54	\$35.21	\$36.61	\$38.09	\$39.60	\$41.09	\$42.73	\$47.88	\$50.27
7	Bi-weekly	\$1,534.09	\$1,564.82	\$1,643.06	\$1,708.80	\$1,777.16	\$1,848.25	\$1,917.63	\$1,994.31	\$2,234.12	\$2,345.83
	Monthly	\$3,323.86	\$3,390.43	\$3,559.96	\$3,702.41	\$3,850.50	\$4,004.52	\$4,154.86	\$4,321.00	\$4,840.59	\$5,082.61
	Annual	\$39,886.33	\$40,685.16	\$42,719.51	\$44,428.91	\$46,206.00	\$48,054.18	\$49,858.34	\$51,852.06	\$58,087.11	\$60,991.37
	Hourly	\$23.45	\$23.91	\$25.11	\$26.12	\$27.16	\$28.25	\$29.31	\$30.48	\$34.14	\$35.86
	Overtime	\$35.17	\$35.88	\$37.67	\$39.17	\$40.74	\$42.37	\$43.96	\$45.74	\$51.22	\$53.78
8	Bi-weekly	\$1,641.44	\$1,674.31	\$1,758.02	\$1,828.31	\$1,901.42	\$1,977.52	\$2,051.85	\$2,133.94	\$2,390.48	\$2,509.99
	Monthly	\$3,556.43	\$3,627.65	\$3,809.03	\$3,961.37	\$4,119.75	\$4,284.61	\$4,445.68	\$4,623.54	\$5,179.37	\$5,438.32
	Annual	\$42,677.21	\$43,531.90	\$45,708.42	\$47,536.29	\$49,436.92	\$51,415.42	\$53,348.22	\$55,482.41	\$62,152.41	\$65,259.78
	Hourly	\$25.09	\$25.59	\$26.87	\$27.95	\$29.07	\$30.24	\$31.36	\$32.61	\$36.54	\$38.37
	Overtime	\$37.64	\$38.39	\$40.31	\$41.92	\$43.60	\$45.34	\$47.05	\$48.93	\$54.81	\$57.55
9	Bi-weekly	\$1,756.46	\$1,791.61	\$1,881.10	\$1,956.29	\$2,034.54	\$2,116.04	\$2,195.39	\$2,283.27	\$2,557.77	\$2,685.68
	Monthly	\$3,805.65	\$3,881.81	\$4,075.73	\$4,238.65	\$4,408.17	\$4,584.74	\$4,756.68	\$4,947.07	\$5,541.84	\$5,818.97
	Annual	\$45,667.80	\$46,581.73	\$48,908.88	\$50,863.66	\$52,898.01	\$55,016.98	\$57,080.09	\$59,364.92	\$66,502.06	\$69,827.74
	Hourly	\$26.85	\$27.38	\$28.75	\$29.91	\$31.09	\$32.34	\$33.56	\$34.89	\$39.09	\$41.06
	Overtime	\$40.27	\$41.08	\$43.14	\$44.85	\$46.65	\$48.51	\$50.33	\$52.36	\$58.65	\$61.59
10	Bi-weekly	\$1,879.35	\$1,916.98	\$2,012.79	\$2,093.26	\$2,176.97	\$2,263.99	\$2,349.14	\$2,443.07	\$2,736.77	\$2,873.61
	Monthly	\$4,071.94	\$4,153.46	\$4,361.06	\$4,535.39	\$4,716.75	\$4,905.34	\$5,089.82	\$5,293.33	\$5,929.70	\$6,226.16
	Annual	\$48,863.17	\$49,841.42	\$52,332.73	\$54,424.63	\$56,601.13	\$58,863.96	\$61,077.70	\$63,519.92	\$71,156.32	\$74,713.89

<b>2018-19</b>											
Grade Level		Step 1 (Min)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
		At Hire	After 6 mos	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
	Hourly	\$18.43	\$18.79	\$19.73	\$20.52	\$21.35	\$22.20	\$23.02	\$23.96	\$26.84	\$28.18
	Overtime	\$27.64	\$28.19	\$29.60	\$30.79	\$32.02	\$33.30	\$34.55	\$35.93	\$40.26	\$42.26
4	Bi-weekly	\$1,289.79	\$1,315.68	\$1,381.45	\$1,436.70	\$1,494.15	\$1,553.90	\$1,612.29	\$1,676.79	\$1,878.41	\$1,972.35
	Monthly	\$2,794.56	\$2,850.64	\$2,993.14	\$3,112.85	\$3,237.35	\$3,366.78	\$3,493.32	\$3,633.06	\$4,069.88	\$4,273.40
	Annual	\$33,534.70	\$34,207.60	\$35,917.71	\$37,354.13	\$38,848.08	\$40,401.33	\$41,919.68	\$43,596.67	\$48,838.60	\$51,280.87
	Hourly	\$19.72	\$20.11	\$21.11	\$21.95	\$22.84	\$23.76	\$24.64	\$25.62	\$28.71	\$30.15
	Overtime	\$29.58	\$30.17	\$31.67	\$32.95	\$34.27	\$35.63	\$36.97	\$38.45	\$43.08	\$45.22
5	Bi-weekly	\$1,380.17	\$1,407.80	\$1,478.08	\$1,537.26	\$1,598.76	\$1,662.65	\$1,725.13	\$1,794.13	\$2,009.90	\$2,110.20
	Monthly	\$2,990.38	\$3,050.24	\$3,202.48	\$3,330.74	\$3,463.97	\$3,602.40	\$3,737.79	\$3,887.28	\$4,354.76	\$4,572.08
	Annual	\$35,884.59	\$36,602.81	\$38,429.72	\$39,968.98	\$41,567.54	\$43,228.85	\$44,853.55	\$46,647.35	\$52,257.09	\$54,864.98
	Hourly	\$21.09	\$21.52	\$22.59	\$23.49	\$24.43	\$25.42	\$26.38	\$27.42	\$30.73	\$32.27
	Overtime	\$31.65	\$32.28	\$33.89	\$35.25	\$36.65	\$38.13	\$39.56	\$41.14	\$46.08	\$48.40
6	Bi-weekly	\$1,476.66	\$1,506.23	\$1,581.59	\$1,644.87	\$1,710.65	\$1,779.10	\$1,845.95	\$1,919.78	\$2,150.62	\$2,258.16
	Monthly	\$3,199.42	\$3,263.49	\$3,426.77	\$3,563.91	\$3,706.42	\$3,854.74	\$3,999.58	\$4,159.52	\$4,659.68	\$4,892.70
	Annual	\$38,393.11	\$39,161.87	\$41,121.28	\$42,766.90	\$44,477.02	\$46,256.87	\$47,994.88	\$49,914.16	\$55,916.14	\$58,712.31
	Hourly	\$22.58	\$23.02	\$24.18	\$25.14	\$26.15	\$27.20	\$28.23	\$29.34	\$32.87	\$34.52
	Overtime	\$33.86	\$34.54	\$36.27	\$37.71	\$39.23	\$40.79	\$42.32	\$44.02	\$49.31	\$51.77
7	Bi-weekly	\$1,580.12	\$1,611.76	\$1,692.35	\$1,760.07	\$1,830.47	\$1,903.69	\$1,975.16	\$2,054.14	\$2,301.14	\$2,416.21
	Monthly	\$3,423.58	\$3,492.15	\$3,666.75	\$3,813.49	\$3,966.02	\$4,124.65	\$4,279.50	\$4,450.63	\$4,985.81	\$5,235.09
	Annual	\$41,082.92	\$41,905.72	\$44,001.10	\$45,761.78	\$47,592.18	\$49,495.80	\$51,354.09	\$53,407.62	\$59,829.72	\$62,821.12
	Hourly	\$24.15	\$24.63	\$25.86	\$26.90	\$27.97	\$29.10	\$30.19	\$31.39	\$35.16	\$36.93
	Overtime	\$36.22	\$36.96	\$38.80	\$40.34	\$41.96	\$43.64	\$45.28	\$47.11	\$52.76	\$55.39
8	Bi-weekly	\$1,690.68	\$1,724.54	\$1,810.76	\$1,883.16	\$1,958.46	\$2,036.84	\$2,113.41	\$2,197.95	\$2,462.20	\$2,585.29
	Monthly	\$3,663.13	\$3,736.48	\$3,923.31	\$4,080.21	\$4,243.34	\$4,413.15	\$4,579.05	\$4,762.25	\$5,334.75	\$5,601.47



	Annual	\$43,957.52	\$44,837.86	\$47,079.67	\$48,962.38	\$50,920.03	\$52,957.88	\$54,948.66	\$57,146.88	\$64,016.99	\$67,217.57
	Hourly	\$25.84	\$26.36	\$27.68	\$28.79	\$29.94	\$31.14	\$32.30	\$33.59	\$37.63	\$39.52
	Overtime	\$38.77	\$39.55	\$41.52	\$43.17	\$44.91	\$46.70	\$48.46	\$50.40	\$56.45	\$59.28
9	Bi-weekly	\$1,809.15	\$1,845.35	\$1,937.54	\$2,014.98	\$2,095.58	\$2,179.52	\$2,261.26	\$2,351.77	\$2,634.50	\$2,766.25
	Monthly	\$3,919.82	\$3,998.27	\$4,198.01	\$4,365.80	\$4,540.41	\$4,722.29	\$4,899.38	\$5,095.48	\$5,708.10	\$5,993.54
	Annual	\$47,037.83	\$47,979.18	\$50,376.15	\$52,389.57	\$54,484.95	\$56,667.49	\$58,792.49	\$61,145.87	\$68,497.12	\$71,922.57
	Hourly	\$27.66	\$28.20	\$29.61	\$30.80	\$32.03	\$33.31	\$34.56	\$35.94	\$40.27	\$42.29
	Overtime	\$41.48	\$42.31	\$44.43	\$46.20	\$48.05	\$49.97	\$51.84	\$53.93	\$60.41	\$63.43
10	Bi-weekly	\$1,935.73	\$1,974.49	\$2,073.18	\$2,156.06	\$2,242.28	\$2,331.91	\$2,419.61	\$2,516.36	\$2,818.88	\$2,959.81
	Monthly	\$4,194.09	\$4,278.06	\$4,491.89	\$4,671.45	\$4,858.25	\$5,052.50	\$5,242.51	\$5,452.13	\$6,107.59	\$6,412.94
	Annual	\$50,329.06	\$51,336.66	\$53,902.71	\$56,057.36	\$58,299.16	\$60,629.88	\$62,910.03	\$65,425.52	\$73,291.01	\$76,955.31
<b>2019-00</b>											
Grade Level		Step 1 (Min)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
		At Hire	After 6 mos	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
	Hourly	\$18.99	\$19.36	\$20.33	\$21.14	\$21.99	\$22.87	\$23.71	\$24.68	\$27.64	\$29.03
	Overtime	\$28.46	\$29.04	\$30.49	\$31.72	\$32.98	\$34.29	\$35.59	\$37.01	\$41.46	\$43.52
4	Bi-weekly	\$1,328.48	\$1,355.15	\$1,422.89	\$1,479.80	\$1,538.98	\$1,600.52	\$1,660.65	\$1,727.09	\$1,934.76	\$2,031.52
	Monthly	\$2,878.40	\$2,936.16	\$3,082.94	\$3,206.24	\$3,334.47	\$3,467.78	\$3,598.12	\$3,742.05	\$4,191.98	\$4,401.61
	Annual	\$34,540.74	\$35,233.83	\$36,995.24	\$38,474.75	\$40,013.53	\$41,613.37	\$43,177.28	\$44,904.57	\$50,303.76	\$52,819.30
	Hourly	\$20.32	\$20.71	\$21.74	\$22.61	\$23.52	\$24.47	\$25.38	\$26.39	\$29.57	\$31.05
	Overtime	\$30.47	\$31.08	\$32.62	\$33.93	\$35.30	\$36.70	\$38.08	\$39.61	\$44.37	\$46.57
5	Bi-weekly	\$1,421.57	\$1,450.04	\$1,522.42	\$1,583.38	\$1,646.72	\$1,712.53	\$1,776.89	\$1,847.95	\$2,070.19	\$2,173.50
	Monthly	\$3,080.09	\$3,141.75	\$3,298.55	\$3,430.66	\$3,567.89	\$3,710.48	\$3,849.93	\$4,003.90	\$4,485.40	\$4,709.24
	Annual	\$36,961.12	\$37,700.90	\$39,582.61	\$41,168.05	\$42,814.57	\$44,525.71	\$46,199.15	\$48,046.77	\$53,824.80	\$56,510.93
	Hourly	\$21.72	\$22.16	\$23.26	\$24.20	\$25.17	\$26.18	\$27.17	\$28.24	\$31.65	\$33.24
	Overtime	\$32.59	\$33.25	\$34.90	\$36.31	\$37.75	\$39.27	\$40.74	\$42.38	\$47.46	\$49.85

6	Bi-weekly	\$1,520.96	\$1,551.41	\$1,629.04	\$1,694.22	\$1,761.97	\$1,832.47	\$1,901.33	\$1,977.37	\$2,215.14	\$2,325.91
	Monthly	\$3,295.40	\$3,361.40	\$3,529.57	\$3,670.82	\$3,817.61	\$3,970.38	\$4,119.56	\$4,284.31	\$4,799.47	\$5,039.48
	Annual	\$39,544.90	\$40,336.73	\$42,354.92	\$44,049.90	\$45,811.33	\$47,644.58	\$49,434.72	\$51,411.59	\$57,593.63	\$60,473.68
	Hourly	\$23.25	\$23.71	\$24.91	\$25.90	\$26.93	\$28.01	\$29.07	\$30.22	\$33.86	\$35.55
	Overtime	\$34.88	\$35.58	\$37.36	\$38.84	\$40.41	\$42.02	\$43.59	\$45.34	\$50.79	\$53.33
7	Bi-weekly	\$1,627.52	\$1,660.11	\$1,743.12	\$1,812.87	\$1,885.38	\$1,960.81	\$2,034.41	\$2,115.77	\$2,370.18	\$2,488.69
	Monthly	\$3,526.29	\$3,596.91	\$3,776.76	\$3,927.89	\$4,085.00	\$4,248.39	\$4,407.89	\$4,584.15	\$5,135.38	\$5,392.14
	Annual	\$42,315.41	\$43,162.89	\$45,321.13	\$47,134.63	\$49,019.95	\$50,980.68	\$52,894.72	\$55,009.85	\$61,624.61	\$64,705.75
	Hourly	\$24.87	\$25.37	\$26.64	\$27.71	\$28.81	\$29.97	\$31.10	\$32.34	\$36.22	\$38.04
	Overtime	\$37.31	\$38.06	\$39.97	\$41.55	\$43.22	\$44.95	\$46.64	\$48.52	\$54.34	\$57.05
8	Bi-weekly	\$1,741.40	\$1,776.28	\$1,865.08	\$1,939.66	\$2,017.22	\$2,097.95	\$2,176.81	\$2,263.89	\$2,536.06	\$2,662.85
	Monthly	\$3,773.02	\$3,848.58	\$4,041.00	\$4,202.62	\$4,370.64	\$4,545.55	\$4,716.42	\$4,905.11	\$5,494.79	\$5,769.52
	Annual	\$45,276.25	\$46,182.99	\$48,492.06	\$50,431.25	\$52,447.63	\$54,546.61	\$56,597.12	\$58,861.29	\$65,937.49	\$69,234.10
	Hourly	\$26.62	\$27.15	\$28.51	\$29.66	\$30.84	\$32.08	\$33.27	\$34.60	\$38.76	\$40.71
	Overtime	\$39.93	\$40.73	\$42.77	\$44.47	\$46.26	\$48.10	\$49.92	\$51.91	\$58.14	\$61.06
9	Bi-weekly	\$1,863.43	\$1,900.71	\$1,995.66	\$2,075.43	\$2,158.44	\$2,244.91	\$2,329.09	\$2,422.32	\$2,713.53	\$2,849.24
	Monthly	\$4,037.41	\$4,118.21	\$4,323.95	\$4,496.78	\$4,676.62	\$4,863.95	\$5,046.37	\$5,248.35	\$5,879.34	\$6,173.35
	Annual	\$48,448.97	\$49,418.56	\$51,887.43	\$53,961.26	\$56,119.50	\$58,367.51	\$60,556.27	\$62,980.24	\$70,552.04	\$74,080.25
	Hourly	\$28.49	\$29.05	\$30.50	\$31.73	\$32.99	\$34.31	\$35.60	\$37.02	\$41.47	\$43.56
	Overtime	\$42.72	\$43.58	\$45.76	\$47.59	\$49.49	\$51.47	\$53.39	\$55.54	\$62.22	\$65.34
10	Bi-weekly	\$1,993.81	\$2,033.73	\$2,135.37	\$2,220.74	\$2,309.54	\$2,401.87	\$2,492.20	\$2,591.86	\$2,903.44	\$3,048.61
	Monthly	\$4,319.92	\$4,406.40	\$4,626.65	\$4,811.60	\$5,004.00	\$5,204.07	\$5,399.79	\$5,615.69	\$6,290.82	\$6,605.33
	Annual	\$51,838.93	\$52,876.76	\$55,519.80	\$57,739.09	\$60,048.13	\$62,448.78	\$64,797.33	\$67,388.29	\$75,489.74	\$79,263.97

<b>2020-21</b>											
Grade Level		Step 1 (Min)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
		At Hire	After 6 mos	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
	Hourly	\$19.56	\$19.94	\$20.94	\$21.77	\$22.65	\$23.56	\$24.43	\$25.42	\$28.47	\$29.90
	Overtime	\$29.32	\$29.91	\$31.40	\$32.67	\$33.97	\$35.32	\$36.66	\$38.12	\$42.71	\$44.83
4	Bi-weekly	\$1,368.34	\$1,395.80	\$1,465.58	\$1,524.19	\$1,585.14	\$1,648.53	\$1,710.47	\$1,778.91	\$1,992.80	\$2,092.47
	Monthly	\$2,964.75	\$3,024.24	\$3,175.43	\$3,302.42	\$3,434.50	\$3,571.82	\$3,706.06	\$3,854.31	\$4,317.74	\$4,533.65
	Annual	\$35,576.96	\$36,290.84	\$38,105.10	\$39,629.00	\$41,213.93	\$42,861.77	\$44,472.59	\$46,251.71	\$51,812.87	\$54,403.87
	Hourly	\$20.92	\$21.33	\$22.40	\$23.29	\$24.23	\$25.20	\$26.14	\$27.18	\$30.45	\$31.98
	Overtime	\$31.38	\$32.01	\$33.60	\$34.95	\$36.35	\$37.80	\$39.22	\$40.79	\$45.70	\$47.97
5	Bi-weekly	\$1,464.22	\$1,493.54	\$1,568.09	\$1,630.88	\$1,696.12	\$1,763.91	\$1,830.19	\$1,903.39	\$2,132.30	\$2,238.71
	Monthly	\$3,172.49	\$3,236.00	\$3,397.51	\$3,533.58	\$3,674.92	\$3,821.79	\$3,965.42	\$4,124.01	\$4,619.96	\$4,850.52
	Annual	\$38,069.96	\$38,831.93	\$40,770.09	\$42,403.09	\$44,099.01	\$45,861.49	\$47,585.13	\$49,488.17	\$55,439.55	\$58,206.26
	Hourly	\$22.37	\$22.83	\$23.96	\$24.92	\$25.92	\$26.96	\$27.98	\$29.09	\$32.60	\$34.23
	Overtime	\$33.57	\$34.24	\$35.95	\$37.40	\$38.88	\$40.45	\$41.97	\$43.65	\$48.89	\$51.34
6	Bi-weekly	\$1,566.59	\$1,597.95	\$1,677.91	\$1,745.04	\$1,814.83	\$1,887.45	\$1,958.37	\$2,036.69	\$2,281.59	\$2,395.69
	Monthly	\$3,394.26	\$3,462.24	\$3,635.46	\$3,780.95	\$3,932.14	\$4,089.49	\$4,243.15	\$4,412.83	\$4,943.46	\$5,190.66
	Annual	\$40,731.25	\$41,546.83	\$43,625.57	\$45,371.40	\$47,185.67	\$49,073.91	\$50,917.76	\$52,953.94	\$59,321.43	\$62,287.89
	Hourly	\$23.95	\$24.43	\$25.65	\$26.67	\$27.74	\$28.85	\$29.94	\$31.13	\$34.87	\$36.62
	Overtime	\$35.93	\$36.64	\$38.48	\$40.01	\$41.62	\$43.28	\$44.90	\$46.70	\$52.32	\$54.93
7	Bi-weekly	\$1,676.35	\$1,709.92	\$1,795.41	\$1,867.25	\$1,941.95	\$2,019.63	\$2,095.45	\$2,179.24	\$2,441.28	\$2,563.35
	Monthly	\$3,632.08	\$3,704.82	\$3,890.06	\$4,045.73	\$4,207.55	\$4,375.84	\$4,540.12	\$4,721.68	\$5,289.44	\$5,553.91
	Annual	\$43,584.87	\$44,457.78	\$46,680.77	\$48,548.67	\$50,490.55	\$52,510.10	\$54,481.56	\$56,660.15	\$63,473.35	\$66,646.92
	Hourly	\$25.62	\$26.13	\$27.44	\$28.54	\$29.68	\$30.87	\$32.03	\$33.31	\$37.31	\$39.18
	Overtime	\$38.43	\$39.21	\$41.17	\$42.80	\$44.52	\$46.30	\$48.04	\$49.98	\$55.97	\$58.76
8	Bi-weekly	\$1,793.64	\$1,829.57	\$1,921.03	\$1,997.85	\$2,077.73	\$2,160.89	\$2,242.12	\$2,331.81	\$2,612.15	\$2,742.74
	Monthly	\$3,886.21	\$3,964.03	\$4,162.23	\$4,328.69	\$4,501.76	\$4,681.91	\$4,857.91	\$5,052.27	\$5,659.63	\$5,942.60

	Annual	\$46,634.54	\$47,568.48	\$49,946.83	\$51,944.18	\$54,021.06	\$56,183.01	\$58,295.04	\$60,627.12	\$67,915.62	\$71,311.12
	Hourly	\$27.42	\$27.96	\$29.36	\$30.55	\$31.76	\$33.04	\$34.27	\$35.64	\$39.93	\$41.93
	Overtime	\$41.13	\$41.95	\$44.05	\$45.80	\$47.65	\$49.55	\$51.41	\$53.47	\$59.89	\$62.89
9	Bi-weekly	\$1,919.33	\$1,957.74	\$2,055.53	\$2,137.69	\$2,223.20	\$2,312.25	\$2,398.97	\$2,494.99	\$2,794.94	\$2,934.71
	Monthly	\$4,158.54	\$4,241.76	\$4,453.66	\$4,631.68	\$4,816.92	\$5,009.87	\$5,197.76	\$5,405.80	\$6,055.72	\$6,358.55
	Annual	\$49,902.44	\$50,901.12	\$53,444.05	\$55,580.10	\$57,803.09	\$60,118.54	\$62,372.96	\$64,869.65	\$72,668.60	\$76,302.65
	Hourly	\$29.34	\$29.92	\$31.42	\$32.68	\$33.98	\$35.33	\$36.67	\$38.13	\$42.72	\$44.86
	Overtime	\$44.01	\$44.89	\$47.14	\$49.01	\$50.97	\$53.01	\$55.00	\$57.21	\$64.08	\$67.30
10	Bi-weekly	\$2,053.62	\$2,094.74	\$2,199.43	\$2,287.36	\$2,378.83	\$2,473.93	\$2,566.97	\$2,669.61	\$2,990.54	\$3,140.07
	Monthly	\$4,449.51	\$4,538.59	\$4,765.45	\$4,955.94	\$5,154.12	\$5,360.19	\$5,561.78	\$5,784.16	\$6,479.54	\$6,803.49
	Annual	\$53,394.10	\$54,463.07	\$57,185.39	\$59,471.26	\$61,849.58	\$64,322.24	\$66,741.25	\$69,409.94	\$77,754.44	\$81,641.89
<b>2021-22</b>											
Grade Level		Step 1 (Min)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
		At Hire	After 6 mos	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
	Hourly	\$20.14	\$20.54	\$21.56	\$22.42	\$23.33	\$24.26	\$25.16	\$26.19	\$29.33	\$30.79
	Overtime	\$30.20	\$30.81	\$32.35	\$33.65	\$34.99	\$36.38	\$37.76	\$39.26	\$43.99	\$46.17
4	Bi-weekly	\$1,409.39	\$1,437.67	\$1,509.54	\$1,569.92	\$1,632.70	\$1,697.99	\$1,761.79	\$1,832.27	\$2,052.59	\$2,155.24
	Monthly	\$3,053.69	\$3,114.97	\$3,270.69	\$3,401.50	\$3,537.54	\$3,678.97	\$3,817.24	\$3,969.94	\$4,447.27	\$4,669.66
	Annual	\$36,644.27	\$37,379.57	\$39,248.25	\$40,817.87	\$42,450.35	\$44,147.62	\$45,806.77	\$47,639.26	\$53,367.26	\$56,035.99
	Hourly	\$21.55	\$21.97	\$23.07	\$23.99	\$24.96	\$25.96	\$26.93	\$28.00	\$31.37	\$32.94
	Overtime	\$32.32	\$32.97	\$34.60	\$36.00	\$37.45	\$38.94	\$40.39	\$42.02	\$47.07	\$49.41
5	Bi-weekly	\$1,508.15	\$1,538.35	\$1,615.13	\$1,679.80	\$1,747.01	\$1,816.82	\$1,885.10	\$1,960.49	\$2,196.27	\$2,305.87
	Monthly	\$3,267.67	\$3,333.08	\$3,499.43	\$3,639.59	\$3,785.17	\$3,936.44	\$4,084.39	\$4,247.73	\$4,758.56	\$4,996.03
	Annual	\$39,212.06	\$39,996.88	\$41,993.20	\$43,675.19	\$45,421.98	\$47,237.33	\$49,012.68	\$50,972.81	\$57,102.73	\$59,952.45
	Hourly	\$23.05	\$23.51	\$24.68	\$25.67	\$26.70	\$27.77	\$28.82	\$29.96	\$33.58	\$35.26
	Overtime	\$34.58	\$35.27	\$37.03	\$38.52	\$40.05	\$41.66	\$43.22	\$44.96	\$50.35	\$52.88

6	Bi-weekly	\$1,613.58	\$1,645.89	\$1,728.25	\$1,797.39	\$1,869.28	\$1,944.07	\$2,017.12	\$2,097.79	\$2,350.04	\$2,467.56
	Monthly	\$3,496.09	\$3,566.11	\$3,744.52	\$3,894.38	\$4,050.11	\$4,212.17	\$4,370.45	\$4,545.22	\$5,091.76	\$5,346.38
	Annual	\$41,953.18	\$42,793.23	\$44,934.34	\$46,732.54	\$48,601.24	\$50,546.13	\$52,445.30	\$54,542.55	\$61,101.08	\$64,156.53
	Hourly	\$24.67	\$25.16	\$26.42	\$27.48	\$28.57	\$29.72	\$30.84	\$32.06	\$35.92	\$37.72
	Overtime	\$37.00	\$37.74	\$39.63	\$41.21	\$42.87	\$44.57	\$46.25	\$48.10	\$53.89	\$56.57
7	Bi-weekly	\$1,726.64	\$1,761.22	\$1,849.28	\$1,923.27	\$2,000.20	\$2,080.22	\$2,158.31	\$2,244.62	\$2,514.52	\$2,640.25
	Monthly	\$3,741.04	\$3,815.96	\$4,006.76	\$4,167.10	\$4,333.78	\$4,507.12	\$4,676.33	\$4,863.33	\$5,448.13	\$5,720.53
	Annual	\$44,892.41	\$45,791.51	\$48,081.19	\$50,005.13	\$52,005.26	\$54,085.40	\$56,116.00	\$58,359.95	\$65,377.55	\$68,646.33
	Hourly	\$26.39	\$26.91	\$28.26	\$29.40	\$30.57	\$31.80	\$32.99	\$34.31	\$38.42	\$40.36
	Overtime	\$39.58	\$40.38	\$42.40	\$44.08	\$45.85	\$47.69	\$49.48	\$51.48	\$57.65	\$60.53
8	Bi-weekly	\$1,847.45	\$1,884.45	\$1,978.66	\$2,057.78	\$2,140.06	\$2,225.71	\$2,309.38	\$2,401.76	\$2,690.51	\$2,825.02
	Monthly	\$4,002.80	\$4,082.95	\$4,287.10	\$4,458.56	\$4,636.82	\$4,822.37	\$5,003.65	\$5,203.84	\$5,829.42	\$6,120.88
	Annual	\$48,033.57	\$48,995.54	\$51,445.23	\$53,502.51	\$55,641.69	\$57,868.50	\$60,043.89	\$62,445.94	\$69,953.09	\$73,450.46
	Hourly	\$28.24	\$28.80	\$30.25	\$31.46	\$32.72	\$34.03	\$35.30	\$36.71	\$41.12	\$43.19
	Overtime	\$42.36	\$43.21	\$45.37	\$47.18	\$49.08	\$51.03	\$52.96	\$55.07	\$61.68	\$64.78
9	Bi-weekly	\$1,976.91	\$2,016.47	\$2,117.20	\$2,201.82	\$2,289.89	\$2,381.62	\$2,470.94	\$2,569.84	\$2,878.79	\$3,022.76
	Monthly	\$4,283.29	\$4,369.01	\$4,587.27	\$4,770.63	\$4,961.43	\$5,160.17	\$5,353.69	\$5,567.97	\$6,237.39	\$6,549.31
	Annual	\$51,399.51	\$52,428.15	\$55,047.38	\$57,247.50	\$59,537.18	\$61,922.10	\$64,244.14	\$66,815.74	\$74,848.65	\$78,591.73
	Hourly	\$30.22	\$30.82	\$32.36	\$33.66	\$35.00	\$36.39	\$37.77	\$39.27	\$44.00	\$46.21
	Overtime	\$45.33	\$46.23	\$48.55	\$50.48	\$52.50	\$54.60	\$56.65	\$58.93	\$66.01	\$69.31
10	Bi-weekly	\$2,115.23	\$2,157.58	\$2,265.42	\$2,355.98	\$2,450.20	\$2,548.14	\$2,643.98	\$2,749.70	\$3,080.26	\$3,234.27
	Monthly	\$4,583.00	\$4,674.75	\$4,908.41	\$5,104.62	\$5,308.74	\$5,521.00	\$5,728.63	\$5,957.69	\$6,673.93	\$7,007.59
	Annual	\$54,995.92	\$56,096.96	\$58,900.95	\$61,255.40	\$63,705.07	\$66,251.91	\$68,743.49	\$71,492.23	\$80,087.07	\$84,091.14

2022-23											
Grade Level		Step 1 (Min)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
		At Hire	After 6 mos	After 1 yr	After 3 yrs	After 5 yrs	After 7 yrs	After 9 yrs	After 12 yrs	After 24 yrs	After 30 yrs
	Hourly	\$20.75	\$21.15	\$22.21	\$23.10	\$24.03	\$24.99	\$25.91	\$26.97	\$30.21	\$31.72
	Overtime	\$31.10	\$31.73	\$33.32	\$34.66	\$36.04	\$37.47	\$38.89	\$40.44	\$45.31	\$47.56
4	Bi-weekly	\$1,451.67	\$1,480.81	\$1,554.83	\$1,617.01	\$1,681.68	\$1,748.93	\$1,814.64	\$1,887.24	\$2,114.17	\$2,219.90
	Monthly	\$3,145.30	\$3,208.42	\$3,368.81	\$3,503.54	\$3,643.66	\$3,789.34	\$3,931.76	\$4,089.04	\$4,580.69	\$4,809.75
	Annual	\$37,743.60	\$38,500.96	\$40,425.70	\$42,042.40	\$43,723.86	\$45,472.05	\$47,180.97	\$49,068.44	\$54,968.28	\$57,717.07
	Hourly	\$22.20	\$22.63	\$23.76	\$24.71	\$25.70	\$26.74	\$27.73	\$28.84	\$32.31	\$33.93
	Overtime	\$33.29	\$33.96	\$35.64	\$37.08	\$38.57	\$40.11	\$41.61	\$43.28	\$48.48	\$50.89
5	Bi-weekly	\$1,553.39	\$1,584.50	\$1,663.59	\$1,730.20	\$1,799.42	\$1,871.33	\$1,941.65	\$2,019.31	\$2,262.16	\$2,375.05
	Monthly	\$3,365.70	\$3,433.07	\$3,604.42	\$3,748.78	\$3,898.72	\$4,054.54	\$4,206.92	\$4,375.17	\$4,901.32	\$5,145.92
	Annual	\$40,388.42	\$41,196.79	\$43,252.99	\$44,985.44	\$46,784.64	\$48,654.45	\$50,483.06	\$52,502.00	\$58,815.82	\$61,751.02
	Hourly	\$23.74	\$24.22	\$25.42	\$26.44	\$27.50	\$28.61	\$29.69	\$30.86	\$34.58	\$36.32
	Overtime	\$35.62	\$36.33	\$38.14	\$39.68	\$41.25	\$42.91	\$44.52	\$46.30	\$51.86	\$54.47
6	Bi-weekly	\$1,661.99	\$1,695.27	\$1,780.09	\$1,851.32	\$1,925.36	\$2,002.39	\$2,077.64	\$2,160.73	\$2,420.54	\$2,541.58
	Monthly	\$3,600.97	\$3,673.09	\$3,856.86	\$4,011.21	\$4,171.61	\$4,338.54	\$4,501.56	\$4,681.58	\$5,244.51	\$5,506.77
	Annual	\$43,211.78	\$44,077.03	\$46,282.37	\$48,134.52	\$50,059.27	\$52,062.52	\$54,018.66	\$56,178.83	\$62,934.11	\$66,081.22
	Hourly	\$25.41	\$25.91	\$27.22	\$28.30	\$29.43	\$30.61	\$31.77	\$33.02	\$36.99	\$38.85
	Overtime	\$38.11	\$38.88	\$40.82	\$42.44	\$44.15	\$45.91	\$47.63	\$49.54	\$55.50	\$58.27
7	Bi-weekly	\$1,778.43	\$1,814.05	\$1,904.75	\$1,980.97	\$2,060.21	\$2,142.62	\$2,223.06	\$2,311.95	\$2,589.95	\$2,719.46
	Monthly	\$3,853.27	\$3,930.44	\$4,126.96	\$4,292.11	\$4,463.79	\$4,642.33	\$4,816.62	\$5,009.23	\$5,611.57	\$5,892.14
	Annual	\$46,239.19	\$47,165.26	\$49,523.63	\$51,505.28	\$53,565.42	\$55,707.96	\$57,799.48	\$60,110.75	\$67,338.88	\$70,705.72
	Hourly	\$27.18	\$27.72	\$29.11	\$30.28	\$31.48	\$32.75	\$33.98	\$35.33	\$39.58	\$41.57
	Overtime	\$40.77	\$41.59	\$43.67	\$45.41	\$47.23	\$49.12	\$50.97	\$53.02	\$59.38	\$62.34
8	Bi-weekly	\$1,902.87	\$1,940.99	\$2,038.02	\$2,119.52	\$2,204.27	\$2,292.48	\$2,378.66	\$2,473.82	\$2,771.23	\$2,909.77
	Monthly	\$4,122.88	\$4,205.44	\$4,415.71	\$4,592.31	\$4,775.92	\$4,967.04	\$5,153.76	\$5,359.95	\$6,004.31	\$6,304.51

	Annual	\$49,474.58	\$50,465.40	\$52,988.59	\$55,107.59	\$57,310.94	\$59,604.56	\$61,845.20	\$64,319.32	\$72,051.68	\$75,653.97
	Hourly	\$29.09	\$29.66	\$31.15	\$32.41	\$33.70	\$35.05	\$36.36	\$37.81	\$42.36	\$44.48
	Overtime	\$43.64	\$44.51	\$46.74	\$48.59	\$50.55	\$52.56	\$54.54	\$56.72	\$63.54	\$66.72
9	Bi-weekly	\$2,036.22	\$2,076.96	\$2,180.71	\$2,267.88	\$2,358.59	\$2,453.07	\$2,545.06	\$2,646.93	\$2,965.15	\$3,113.44
	Monthly	\$4,411.79	\$4,500.08	\$4,724.89	\$4,913.75	\$5,110.27	\$5,314.97	\$5,514.30	\$5,735.01	\$6,424.52	\$6,745.78
	Annual	\$52,941.49	\$54,000.99	\$56,698.80	\$58,964.93	\$61,323.29	\$63,779.76	\$66,171.47	\$68,820.21	\$77,094.11	\$80,949.49
	Hourly	\$31.13	\$31.74	\$33.33	\$34.67	\$36.05	\$37.49	\$38.90	\$40.45	\$45.32	\$47.60
	Overtime	\$46.69	\$47.62	\$50.01	\$52.00	\$54.08	\$56.24	\$58.35	\$60.69	\$67.99	\$71.39
10	Bi-weekly	\$2,178.68	\$2,222.31	\$2,333.38	\$2,426.66	\$2,523.70	\$2,624.59	\$2,723.30	\$2,832.19	\$3,172.67	\$3,331.30
	Monthly	\$4,720.49	\$4,814.99	\$5,055.67	\$5,257.76	\$5,468.01	\$5,686.63	\$5,900.49	\$6,136.42	\$6,874.15	\$7,217.82
	Annual	\$56,645.80	\$57,779.87	\$60,667.98	\$63,093.06	\$65,616.22	\$68,239.47	\$70,805.79	\$73,637.00	\$82,489.68	\$86,613.88

**PLACEMENT OF JOB CLASSIFICATIONS WITHIN SALARY GRADES**

**Unit 1 jobs shall be placed in the foregoing salary grade as follows:**

Salary Grade 4:	College Building Services Clerk College Clerical Assistant I College Library Assistant I College Receptionist I & II College Stockhandler
Salary Grade 5:	College Clerical Assistant II College Data Control Coder College Data Transcriber College Library Assistant II College Remote Term Operator College Console Operator Enrollment Services Representative Member Representative Call Center Representative
Salary Grade 6:	College Bursar Assistant College Electronics Tech I College Lab Assistant I College Personnel Assistant I College Personnel Assistant I College TV Technical I College Storekeeper
Salary Grade 7:	College Data Controller College Library Assistant III College Secretary I College Senior Storekeeper College Clerical Supervisor I College Data Records Assistant
Salary Grade 8:	College Bursar Assistant II College Electronics Tech II College Personnel Assistant II College Principal Storekeeper College Secretary II
Salary Grade 9:	College Administrative Asst. I College Bursar Assistant III College TV Technician College Financial Aid Adv. I



	College Lab Assistant II College Research Assistant College Clerical Supervisor II Call Center Supervisor
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Salary Grade 10:	College Assist. Nurs. Instructor College Financial Aid Adv II
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## APPENDIX C - UNIT II SALARY PROVISIONS

### Schedule C-1 - Annual Base Salary Effective July 1, 2016

Effective July 1, 2016 each Unit II employee shall receive a base salary increase of three (3%) percent, and the salary schedule shall be as follows:

Salary Grade	Minimum	Midpoint	Maximum
1	\$29,879.42	\$37,347.62	\$44,817.48
2	\$32,866.68	\$41,082.55	\$49,300.04
3	\$36,153.03	\$45,192.12	\$54,229.56
4	\$39,768.02	\$49,710.83	\$59,652.02
5	\$43,744.48	\$54,681.42	\$65,618.36

### Schedule C-2 - Annual Base Salary Effective July 1, 2017

Effective July 1, 2017 each Unit II employee shall receive a base salary increase of three (3%) percent, and the salary schedule shall be as follows:

Salary Grade	Minimum	Midpoint	Maximum
1	\$30,775.81	\$38,468.05	\$46,162.01
2	\$33,852.68	\$42,315.03	\$50,779.04
3	\$37,237.62	\$46,547.88	\$55,856.45
4	\$40,961.06	\$51,202.15	\$61,441.58
5	\$45,056.82	\$56,321.87	\$67,586.92

### Schedule C-3 - Annual Base Salary Effective July 1, 2018

Effective July 1, 2018 each Unit II employee shall receive a base salary increase of three (3%) percent, and the salary schedule shall be as follows:

Salary Grade	Minimum	Midpoint	Maximum
1	\$31,699.08	\$39,622.10	\$47,546.87
2	\$34,868.26	\$43,584.48	\$52,302.42
3	\$38,354.75	\$47,944.32	\$57,532.14
4	\$42,189.89	\$52,738.22	\$63,284.83
5	\$46,408.52	\$58,011.52	\$69,614.52

**Schedule C-4 - Annual Base Salary Effective July 1, 2019**

Effective July 1, 2019 each Unit II employee shall receive a base salary increase of three (3%) percent, and the salary schedule shall be as follows:

Salary Grade	Minimum	Midpoint	Maximum
1	\$32,650.05	\$40,810.76	\$48,973.27
2	\$35,914.31	\$44,892.01	\$53,871.49
3	\$39,505.39	\$49,382.64	\$59,258.11
4	\$43,455.59	\$54,320.36	\$65,183.37
5	\$47,800.78	\$59,751.87	\$71,702.96

**Schedule C-5 - Annual Base Salary Effective July 1, 2020**

Effective July 1, 2020 each Unit II employee shall receive a base salary increase of three (3%) percent, and the salary schedule shall be as follows:

Salary Grade	Minimum	Midpoint	Maximum
1	\$33,629.56	\$42,035.08	\$50,442.47
2	\$36,991.74	\$46,238.77	\$55,487.63
3	\$40,690.55	\$50,864.12	\$61,035.85
4	\$44,759.26	\$55,949.98	\$67,138.87
5	\$49,234.80	\$61,544.42	\$73,854.05

**Schedule C-6 - Annual Base Salary Effective July 1, 2021**

Effective July 1, 2021 each Unit II employee shall receive a base salary increase of three (3%) percent, and the salary schedule shall be as follows:

Salary Grade	Minimum	Midpoint	Maximum
1	\$34,638.44	\$43,296.13	\$51,955.75
2	\$38,101.49	\$47,625.93	\$57,152.26
3	\$41,911.27	\$52,390.05	\$62,866.93
4	\$46,102.04	\$57,628.47	\$69,153.04
5	\$50,711.84	\$63,390.76	\$76,069.67

**Schedule C-7 - Annual Base Salary Effective July 1, 2022**

Effective July 1, 2022 each Unit II employee shall receive a base salary increase of three (3%) percent, and the salary schedule shall be as follows:

Salary Grade	Minimum	Midpoint	Maximum
1	\$35,677.60	\$44,595.02	\$53,514.42
2	\$39,244.54	\$49,054.71	\$58,866.83
3	\$43,168.61	\$53,961.75	\$64,752.93
4	\$47,485.10	\$59,357.33	\$71,227.63
5	\$52,233.20	\$65,292.48	\$78,351.76

**Implementation Notes**

1. City Colleges shall continue to determine the starting salary to be paid to new hires, provided that the salary to be paid to a new hire within a Unit II job classification shall not exceed the midpoint on the salary schedule for that job classification.
2. No jobs classified as Unit II jobs immediately prior to this Agreement will become Unit I jobs or job classifications.

## PLACEMENT OF JOB CLASSIFICATIONS WITHIN SALARY GRADES

Unit II jobs shall be placed in the foregoing salary grades as follows:

Salary Grade 1:	Salad Preparation Worker Proj Cook Housekeeper-Child Dvlpt Ctr
Salary Grade 2:	Clerical Assistant Data Cataloguer Data Cataloguer, ALSP Distribution Clerk Hard Copy Serv Coord Office Assistant Office Manager Offset Press Operator Prog Asst-Foodservice Proj Administrative Aide Proj Admission Clerk Proj Audio Visual Aide Proj Clerical Aide Proj. Clerical Assistant Proj. Clerical Tech Proj. Clerk Proj. Clerk, Adult Cont Ed Proj. Clerk-Reprod Specialist Proj. Clerk-Switchboard Oper Proj. Data Cataloguer Proj. Office Manager Proj. Operations Asst Proj. Records Clerk Proj. Staff Assistant Recordkeeper Registration-Attendance Clerk Vocational Training Aide
Salary Grade 3:	Human Resources Asst Proj. Accountant Analyst Proj. Benefit Serv Clerk Proj. Chargeback Spec Lab Assistant Junior Accountant
Salary Grade 4:	Adm Asst Family Services Aide Proj. Evaluations Secretary Proj. Secretary Tech Prep Secretary
Salary Grade 5:	Accountant Budget Analyst Proj. Accountant

**APPENDIX D - GROUP INSURANCE PROVISIONS**

I. Effective upon implementation of this Agreement, in place of the health insurance coverage previously in effect, the Board shall make available for eligible employees, eligible early retirees and their eligible dependents the same HMO and PPO medical insurance coverage, and dental and vision insurance coverage, as is then provided across-the-board to all other full-time employees of City Colleges of Chicago, including all other bargaining units, as described in Section IV below. Thereafter, there shall be no reduction in benefits except in accordance with Section IV below. The following group health insurance provisions are applicable to those active employees and early retirees who are eligible to elect health insurance coverage, and their eligible dependents, as follows:

- A. Eligible Active Employees: All full-time active employees in the bargaining unit.
- B. Eligible Dependents: Spouse; unmarried children under age 26; and physically or mentally handicapped children beyond age 26 (as defined in the applicable plans); except as required by federal mandate.
- C. Eligible Early Retirees: As set forth in the applicable provisions of Article IX, Section L of this Agreement.
- D. Waiting Period: None.
- E. Insurance becomes effective on: Date of employment.

II. Contributions - Active Employees. Eligible active employees may elect single or family coverage under HMO or PPO medical insurance, and may elect single or family dental and/or vision insurance coverage. The applicable employee contributions shall be as follows, provided that the annual increase in employee contributions shall be limited to fifteen percent (15%).

For Single and Family Coverage

1/1/2016	15%
1/1/2017	15%
1/1/2018	15%
1/1/2019	15%
1/1/2020	15%
1/1/2021	15%
1/1/2022	15%
1/1/2023	15%

Bi-weekly contributions are paid twenty four (24) times per year. Prior to July 1 of each year of this Agreement, the Office of Human Resources will furnish the Union with a copy of the total bi-weekly premium costs for that fiscal year.

**HMO Active Employee Bi-Weekly Premium Contributions**

	1/1/16- 12/31/16	1/1/17- 12/31/17	1/1/18- 12/31/18	1/1/19- 12/31/19	1/1/20- 12/31/20	1/1/21- 12/31/21	1/1/22- 12/31/22	1/1/23- 12/31/23
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%

\*Percentage of total premium.

**HMO Active Employee Maximum Bi-Weekly Premium Contributions**

	1/1/16- 12/31/16	1/1/17- 12/31/17	1/1/18- 12/31/18	1/1/19- 12/31/19	1/1/20- 12/31/20	1/1/21- 12/31/21	1/1/22- 12/31/22	1/1/23- 12/31/23
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%

\*Maximum contribution increase of 15% over previous year's rate.

**PPO Active Employee Bi-Weekly Premium Contributions**

	1/1/16- 12/31/16	1/1/17- 12/31/17	1/1/18- 12/31/18	1/1/19- 12/31/19	1/1/20- 12/31/20	1/1/21- 12/31/21	1/1/22- 12/31/22	1/1/23- 12/31/23
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%

\* Percentage of total premium.

**PPO Active Employee Maximum Bi-Weekly Premium Contributions**

	1/1/16- 12/31/16	1/1/17- 12/31/17	1/1/18- 12/31/18	1/1/19- 12/31/19	1/1/20- 12/31/20	1/1/21- 12/31/21	1/1/22- 12/31/22	1/1/23- 12/31/23
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%

\*Maximum contribution increase of 15% over previous year's rate.

**Dental and Vision Insurance Active Employee Maximum Bi-Weekly Contributions**

	1/1/16- 12/31/16	1/1/17- 12/31/17	1/1/18- 12/31/18	1/1/19- 12/31/19	1/1/20- 12/31/20	1/1/21- 12/31/21	1/1/22- 12/31/22	1/1/23- 12/31/23
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%

\*Maximum contribution increase of 15% over previous year's rate.

III. Contributions - Eligible Early Retirees. Eligible early retirees may elect single or family coverage under HMO or PPO medical insurance, and may elect single or family dental and/or vision insurance coverage. The applicable employee contributions shall be as follows, provided that the annual increase in early retiree contributions shall be limited to fifteen percent (15%)

For Single and Family Coverage

1/1/2016	15%
1/1/2017	15%
1/1/2018	15%
1/1/2019	15%
1/1/2020	15%
1/1/2021	15%
1/1/2022	15%
1/1/2023	15%

Monthly contributions are paid twelve (12) times per year. Prior to July 1 of each year of this Agreement, the Office of Human Resources will furnish the Union with a copy of the total bi-weekly premium costs for that fiscal year.



**HMO/PPO Early Retiree Monthly Contributions  
(Non-Medicare Eligible)**

	1/1/16- 12/31/16	1/1/17- 12/31/17	1/1/18- 12/31/18	1/1/19- 12/31/19	1/1/20- 12/31/20	1/1/21- 12/31/21	1/1/22- 12/31/22	1/1/23- 12/31/23
<b>HMO</b>								
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%
<b>PPO</b>								
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%

\*Percentage of total premium.

**HMO/PPO Early Retiree Maximum Monthly Premium Contributions  
(Non-Medicare Eligible)**

	1/1/16- 12/31/16	1/1/17- 12/31/17	1/1/18- 12/31/18	1/1/19- 12/31/19	1/1/20- 12/31/20	1/1/21- 12/31/21	1/1/22- 12/31/22	1/1/23- 12/31/23
<b>HMO</b>								
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%
<b>PPO</b>								
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%

\*Maximum contribution increase of 15% over previous year's rate.

**HMO/PPO Early Retiree Monthly Contributions  
(Medicare Eligible)**

	1/1/16- 12/31/16	1/1/17- 12/31/17	1/1/18- 12/31/18	1/1/19- 12/31/19	1/1/20- 12/31/20	1/1/21- 12/31/21	1/1/22- 12/31/22	1/1/23- 12/31/23
<b>HMO</b>								
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%
<b>PPO</b>								
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%

\*Percentage of total premium.

\*\*Medicare Advantage HMO; available only if retiree is enrolled in Medicare Parts A and B.

**HMO/PPO Early Retiree Maximum Monthly Premium Contributions  
(Medicare Eligible)**

	1/1/16- 12/31/16	1/1/17- 12/31/17	1/1/18- 12/31/18	1/1/19- 12/31/19	1/1/20- 12/31/20	1/1/21- 12/31/21	1/1/22- 12/31/22	1/1/23- 12/31/23
<b>HMO</b>								
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%
<b>PPO</b>								
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%

\*Maximum contribution increase of 15% over previous year's rate.

\*\*Medicare Advantage HMO; available only if retiree is enrolled in Medicare Parts A and B.

**Dental and Vision Insurance Early Retiree Maximum Monthly Premium Contributions**

	1/1/16- 12/31/16	1/1/17- 12/31/17	1/1/18- 12/31/18	1/1/19- 12/31/19	1/1/20- 12/31/20	1/1/21- 12/31/21	1/1/22- 12/31/22	1/1/23- 12/31/23
<b>Dental</b>								
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%
<b>Vision</b>								
Single	15%	15%	15%	15%	15%	15%	15%	15%
Family	15%	15%	15%	15%	15%	15%	15%	15%

\*Maximum contribution increase of 15% over previous year's rate.

IV. Health Insurance Plans. The following are summaries of the provisions of the HMO, PPO, dental and vision insurance plans in effect as of the ratification date of this Agreement. Actual implementation of said plans with respect to bargaining unit employees will occur as soon as feasible following employee ratification and Board approval of this Agreement; until such implementation, the health insurance coverage previously in effect shall be maintained. Before implementing a reduction in benefits, the Board will notify the Union and shall bargain with the Union in good faith over the reduction or change. In any event, (a) the percentage of applicable premium cost to be contributed by eligible employees shall not be increased during the life of this Agreement without the consent of the Union, and (b) there shall be no reduction in benefits prior to June 1, 2015.

In the event that the Board implements a reduction in benefits (other than as set forth in Section VI below) after bargaining to impasse with the Union, then, upon statutory notice to the Board, the Union shall have the right to strike over the issue, the provisions of Article XV of this Agreement to the contrary notwithstanding.

## HMO (HEALTH MAINTENANCE ORGANIZATION) PLAN\*

Annual Copay Limit	\$1,500/individual \$3,000/family
Preventive Care and Physician Services (Office Visit and diagnostic Tests)	
Primary Care Physicians	\$25 copay per visit
Specialist Physician	\$35 copay per visit
Hospital Services	\$500 copay
Emergency Room	\$200 copay per visit
Other Medical Services (e.g. physical therapy)	\$15 copay per visit
Prescription Drugs	
Retail (30 day supply)	
Generic	\$20 copay
Brand Formulary**	\$30 copay
Brand <u>Non</u> -Formulary**	\$45 copay
Mail Order (90 day supply)	2 times retail copays

\* If a discrepancy exists between this summary and the plan document, the plan document will govern.

\*\* If a brand name drug is chosen when a generic equivalent is available, the member pays the cost difference between the brand and generic drugs plus the copay.

## PPO (PREFERRED PROVIDER ORGANIZATION) PLAN\*

	PPO (In-Network)	Non-PPO (Out-of-Network)
Annual Deductible	\$900/individual	\$1,000/individual
	\$900/family	\$3000/family
Actual Out-of-Pocket Limit	\$2,500/individual (including deductible)	\$3,000/individual (including deductible)
	\$4,000/family (including deductible)	\$9,000/family (including deductible)
Physician Services Benefit (after deductible)	80% and \$10/\$20 copay	(PCP/Specialist) 70%
Hospital Services Benefit (after deductible)	80% and \$100 copay	70%
Emergency Room	\$175 copay per visit	\$100 copay per visit
Prescription Drugs		
Retail (30 day supply)		
Generic	\$10 copay	Reimbursed 75% of network rate less copay
Brand Formulary	\$20 copay	Reimbursed 75% of network rate less copay
Brand Non-formulary**	\$40 copay	Reimbursed 75% of network rate less copay
Mail Order (90 day supply)	2 times retail copays	Not applicable

\* If a discrepancy exists between this summary and the plan document, the plan document will govern.

\*\* If a brand non-formulary drug is chosen when a generic equivalent is available, the member pays the cost difference between the brand and generic drugs plus the copay.

\*\*\* Brand non-formulary drugs are not available through mail order.

### DENTAL PLAN\*

Annual Benefit Limit	\$1,500/individual
Annual Deductible	\$10/individual
Preventative Services Benefit (exams, cleanings, and bitewing X-rays every 6 months)	100%**
Basic Services Benefit (amalgam and resin fillings)	80%**
Major Services Benefit (crowns, root canals, extractions, periodontal treatments, dentures)	80%**
Orthodontia Lifetime Benefit (dependent child only)	\$2,000 (50% payment up to \$2,000)

\* If a discrepancy exists between this summary and the plan document, the plan document will govern.

\*\* Reimbursement up to usual and customary allowance.

### VISION PLAN\*

Benefit	Frequency	Calendar Year Copay	Network Provider Coverage	Out-of-Network Reimbursement
Exam	12 months		100%	Up to \$35 allowance
Lenses (prescription only)	12 months	\$10	100% for single vision, lined bifocal lenses, lined trifocal lenses and tints	Single vision up to \$30 allowance Lined bifocal up to \$40 allowance Lined trifocal up to \$50 allowance
Frame (prescription eyewear only)	24 months		Up to \$120 allowance	Up to \$40 allowance
Contact Lenses in 12 months lieu of glasses		None	Up to \$300 allowance	Up to \$105 allowance

If a discrepancy exists between this summary and the plan document, the plan document will govern.

#### V. Joint Insurance Committee

- A. A joint insurance committee shall be established comprised of three Union representatives and three Board representatives. The Union representatives shall be appointed by the President of the Union and the Board representatives shall be appointed by the Chancellor. Each committee member shall serve a two-year term beginning on July 1 of each odd-numbered year.
- B. The committee shall meet at least four times each semester with their party providers to study and review all aspects of the insurance plans. The committee shall be consulted and make its recommendations regarding the selection of all companies related to providing health care, including the preparation of RFPs, reviewing bids from competing companies and selecting the provider to be the

insurance administrator, Managed Care provider, or other third party administrator. The insurance committee shall investigate and make its recommendation regarding a managed prescription drug plan.

- C. The committee shall provide its findings and recommendations to the Union President and the Chancellor. The committee shall make its recommendations based on a majority vote of its members. The committee shall not recommend changes in the insurance coverage which violate terms of the collective bargaining agreements.
- D. The Union representatives on the Joint Insurance Committee shall, upon 24 hours notice, be provided with release time from work to attend committee meetings when such meetings are called. Union representatives shall suffer no loss in pay for attending committee meetings. Meetings shall be scheduled in such a manner as to minimize the loss of working time.

#### VI. Maintenance of Effort

Subject to Section IV above, it is the intent of the parties that the benefits provided to employees under this health insurance program shall not be diminished during the term of this Agreement. Should, however, either the state or federal government pass legislation mandating all employers to participate in a national or statewide health care plan that diminishes benefits for employees or substantially affects costs to employers, then it is agreed that the current health insurance program will be renegotiated and agreed to between the Union and the Board within six (6) months, and the provisions of Article XV shall remain in full force and effect.

## APPENDIX E- DISABILITY AND LIFE INSURANCE PROVISIONS

Policyholder:

Board of Trustees of Community College District No. 508, County of Cook and State of Illinois.  
Insurance Company:

Any licensed insurance carrier selected by the Board, and/or a self-funded or self-insured arrangement, as the Board may determine in its sole discretion.

Effective Date of Insurance

All new employees of the bargaining unit shall be covered as of their initial date of employment.

Eligible Employees:

All full-time employees of the policyholder covered by the Agreement between the Board of Trustees of Community College District No. 508 and the Federation of College Clerical and Technical Personnel, Local 1708, AFT, AFL-CIO.

Waiting Period: None.

Termination:

The date an employee terminates service except that eligibility shall continue for the period of disability after termination, as specified in the policy. However, premium costs for continued coverage after termination shall be fully paid by the employee.

Disability and Life Insurance Benefits:

1. All employees in the bargaining unit are covered by the Disability and Life Insurance Policy (above) provided by the Board. The benefits are as follows:
  - a. Employees unable to work who are under the care of a physician due to any non-occupational accident or sickness not covered by Workman's Compensation shall receive \$150 per week after eight (8) calendar days of illness or eight (8) calendar days of disabling injury for a period of sixty (60) calendar days, provided, that no benefits shall be paid hereunder for any day(s) when the employee has available any unused paid sick leave.
  - b. Benefits under this policy are payable in the event of disability due to pregnancy on the same basis as for a disability due to sickness.
  - c. A term life insurance policy of \$5,000 is hereunder provided. In addition, accidental death and dismemberment benefits of up to \$5,000 are provided as specified in said policy.

## **APPENDIX F - CITY COLLEGES OF CHICAGO TUITION REIMBURSEMENT POLICY APPLICABLE TO LOCAL 1708 BARGAINING UNIT EMPLOYEES**

**GENERAL PURPOSE:** To increase the effectiveness of City Colleges of Chicago (CCC) services to the citizens of Chicago by encouraging the professional development of employees through education and training, as well as by preparing employees for advancement.

### **I. EFFECTIVE DATE**

This policy is effective upon ratification and Board approval of the collective bargaining agreement of which is it a part. Reimbursement for any course payable on or after this date will be subject to this policy statement.

### **II. ELIGIBILITY REQUIREMENTS**

#### **A. Applicants**

1. Applicants must be City Colleges of Chicago employees.
2. Applicants must be full-time employees in the Local 1708 bargaining unit.

#### **B. Colleges, Universities and Vocational Technical Institutions**

1. Applicant's school of enrollment may offer resident classroom or online instruction and must be chartered by and be located within the State of Illinois.
2. Colleges and Universities must be accredited by the Higher Learning Commission.
3. Technical/Vocational institutions must be licensed and approved by the State of Illinois or the Commission of the National Association of Trade and Technical Schools.
4. Courses offered at schools not so accredited may be approved by the Vice Chancellor of Academic Affairs, if such courses have been authorized by a licensing board and/or professional association.
5. A course will not be reimbursed if a comparable class is offered at CCC.

#### **C. Course of Study**

1. Courses of study must be related to: (a) the employee's current or probable future work with the City Colleges of Chicago; (b) substantive academic advancement; (c) achievement of a college-level or higher degree; or (d) career/occupational enhancement or advancement.

### **III. CONDITIONS AND LIMITATIONS ON REIMBURSEMENT**

- A.** A maximum of two (2) classes will be reimbursed per semester, quarter or term.
- B.** Reimbursement is limited to a yearly entitlement amount set annually during the month of July by the Office of Human Resources.
- C.** Reimbursement is for tuition only; costs of books, lab fees, late penalties, supplies and other special fees are NOT reimbursable.
- D.** Review courses for licenses or degrees, such as the Bar Review or CPA Review, will not be reimbursed.
- E.** All applications must be submitted to the Office of Human Resources within 30 days after the date classes begin.

- F. The application must be approved by the employee's College President Vice Chancellor and by the Office of Human Resources.
- G. Overall aggregate reimbursement to eligible applicants will be limited to a maximum of \$80,000 per fiscal year, and no more than \$10,000 per College/District Office, on a first come/first served basis.
- H. Individual reimbursement will not exceed \$1,000 per fiscal year.

#### IV. APPLICATION PROCEDURES AND FORMS

- A. Complete one (1) copy of the Tuition Reimbursement Application form. (Form: TRA100).
- B. Applicants first enrolling in a course or a degree program must submit a letter to the Vice Chancellor of Human Resources which explains how the course or degree program relates to the factors set forth in paragraph II.C.1 above. This letter is to be signed by the College President/Vice Chancellor or designee. This letter will be placed on file and need only be filed once.
- C. A letter must be prepared by the applicant at the beginning of each term under the following circumstances:
  1. If the applicant is taking individual university classes but not pursuing a degree.
  2. If the applicant is taking vocational/technical school classes but not pursuing a complete study program.
- D. The complete application package shall be submitted to the College President/Vice Chancellor for review, approval and signature within 60 days of the first day of class.
- E. The package shall then be submitted to the Vice Chancellor of Human Resources by the College President/Vice Chancellor for final review and approval.
- F. The Vice Chancellor of Human Resources shall send a letter to the employee and College President/Vice Chancellor accepting or rejecting the application, and will also notify the applicant in writing.

#### V. REIMBURSEMENT PROCEDURE

- A. **Reimbursement Documentation:**  
 Reimbursement is based on grades and granted upon submission of original grade reports and original receipts of payment to the College President or Vice Chancellor. Carbon photostatic or photocopies of payment receipts and grade reports will **NOT** be accepted. All grade reports and receipts shall be submitted to the Office of Human Resources within thirty (30) days of the scheduled ending date of classes. Employees expecting late final grade(s) or for some other reason wishing to hold open their reimbursement request **must** promptly notify Human Resources in writing. Unless this procedure is followed, reimbursement will not be paid.



**B. Reimbursement Rates**

1. Undergraduate School
  - a. Grade "A" - 100%
  - b. Grade "B" and "C" 75%
2. Graduate and Professional School
  - a. Grade "A" - 100%
  - b. Grade "B" - 75%
  - c. Grade "C" is NOT reimbursable
3. Grades of "Pass" in a course graded on a Pass/Fail Basis reimbursed at 75%

**VI. FAILURE TO COMPLY**

Failure to comply with this policy will result in the disapproval of the application and nonpayment of reimbursement. The Vice Chancellor of Human Resources will, in all cases, exercise the final judgment as to whether or not reimbursement will be granted and, if so, the amount of reimbursement, subject to the foregoing terms of this policy.

**Office of Human Resources will administer the Tuition Reimbursement Program without regard to race, color, religion, gender, age, sexual orientation, national origin or handicap.**

## MEMORANDUM OF UNDERSTANDING

The Board of Trustees of Community College District No. 508, Chicago, Illinois (the "Board") and the Federation of College Clerical and Technical Personnel Local 1708, American Federation of Teachers, AFL-CIO, Chicago, Illinois (the "Union") hereby agree as follows with respect to the negotiations resulting in the 1996-2000 collective bargaining agreement between them:

1. It is understood that the deletion of the second sentence of Article IX, Section B, Paragraph 1 of the Unit II 1993-96 collective bargaining agreement is not intended to restrict or diminish the rights of the Board in any way, including but not limited to the right to evaluate Project Employees and/or to determine who, if anyone, shall evaluate such employees. The Board retains all rights referred to in said sentence.
  
2. By combining the Unit I and Unit II collective bargaining agreements into one document, no changes affecting either unit are intended except those expressly made.

This Memorandum of Understanding shall be deemed to be a part of the 1996-2000 and subsequent collective bargaining agreements between the parties, whether or not appended thereto.

Dated: November 26, 1996

The Union

The Board

By:

By:

## **SIDE MEMO RE CLASSIFICATION REVIEW COMMITTEE**

The Board and the Union agree that a Classification Review Committee shall be established to review bargaining unit job classifications, job descriptions and titles, and to make non-binding recommendations to the Office of Human Resources concerning the updating of job descriptions and the slotting of classifications within salary grades.

The Committee shall be comprised of three representatives appointed by the Board and three representatives appointed by the Union. The Committee shall meet at mutually agreed times and locations, but no less than once every six (6) months, or as necessary. Committee members will be entitled to release time to attend Committee meetings.

The Committee will be expected to make its recommendations on classification upgrades, project employee positions and new classifications proposed during the current negotiations within six months following ratification of the collective bargaining agreement effective June 7, 2012. The foregoing notwithstanding, the Committee shall meet regularly as provided above and shall review and decide upon requests to review pay grade or classification on an ongoing basis.

An employee may request review of a pay grade or classification. A rationale for the review must be submitted in writing to the College President along with the request. Any requests initiated by an employee must also be submitted to the supervisor.

If the employee is not satisfied with the response of the College President, the employee may submit the request and the rationale to the President of Local 1708 and the Office of Human Resources for review by the Classification Review Committee. The College shall respond to the employee's request in writing within thirty (30) days.

The Classification Review Committee shall review the request, weigh the evidence with respect to an evaluation of job functions, requirements and qualifications and make a nonbinding recommendation to the Office of Human Resources upon the merits of the request within 90 days. The Office of Human Resources will provide the Committee copies of documents necessary to the review.

In reaching recommendations, each member of the Committee shall have one vote, provided that in the event there shall be a vacancy on the Committee, or whenever a Committee member is absent, if such vacancy or absence is among the Board appointees, then the vote or votes represented by such vacancy or absence shall be divided equally among the remaining Board appointees, each of whom shall be entitled to vote the fractional or whole vote so allocated to him/her; if such vacancy or absence is among the Union appointees, then the vote or votes represented by such vacancy or absence shall be divided equally among the remaining Union appointees, each of whom shall be entitled to vote the fractional or whole vote so allocated to him/her. In the event that the Committee is unable to agree upon a recommendation, then the Board appointees and the Union appointees may each elect to make their own recommendations for consideration by the Office of Human Resources the vote of the Union President or designee shall be the tiebreaker.

If the employee requesting a reclassification or salary grade change is not satisfied with the recommendation of the Committee, the employee may submit his/her rationale to the Union

Executive Council. The Executive Council shall consider the request. If the executive Council supports the appeal, it shall be submitted to a review committee consisting of the Associate Vice Chancellor for Human Resources, a Human Resources Specialist, and the union President or designee. The decision of the committee, including the reasons therefore, shall be forwarded to the Board, who shall act on the committee's determination.

Dated June 7, 2012

## **SIDE LETTER REGARDING CITY OF CHICAGO WELLNESS PLAN**

Local 1708 agrees to work collaboratively with City Colleges of Chicago to discuss implementation of the City of Chicago's Wellness program. As required by law, City Colleges of Chicago agrees to meet and confer with the union about implementation of the City's Wellness Program

Dated: June 7, 2012

## **SIDE LETTER REGARDING POSITION CLASSIFICATION REVIEW**

CCC agrees to give Local 1708 a decision in each of the eleven position recommendations from the Classification Review Committee within sixty (60) days from the ratification of the contract.

CCC agrees to give notice in writing, with a reason, for declining any of the eleven positions.

Dated: June 7, 2012

**SIDE LETTER REGARDING GRIEVANCES AS OF MARCH 30, 2012**

Any current grievance with Local 1708 full-time employees union at Step 2 shall be scheduled for a hearing within 21 days of signing of this Side Letter. All such grievances shall be heard within 90 days after signing of this Side Letter. This portion of the Side Letter shall be subject to Article XIV.

Local 1708's grievance regarding adding seven full-time titles from CCC's District Office to the Union is granted. Local 1708's grievance relating to these full-time titles is withdrawn.

Dated: June 7, 2012

## SIDE LETTER OF UNDERSTANDING

July 20, 2001

Ms. Delores Withers, President  
Federation of College, Clerical and Technical Personnel, Local 1708,  
AFT 203 North Wabash, Room 1007  
Chicago, Illinois 60601

Re: Article X, Section M, Paragraph 8(formerly Article IV, Section K)

Dear Ms. Withers:

In connection with our agreement to retain in the collective bargaining agreement Article IV, Section K, and move said section to become a new Paragraph 8 in Article X, Section M, it is understood that, effective upon ratification by the bargaining unit of the collective bargaining agreement currently being negotiated, past practices regarding pay or benefits with respect to suspensions pending possible termination shall not be invoked relative to pay or benefits for employees who are suspended without pay or benefits in accordance with Article X, Section M, Sections 2 and 4. This letter and the negotiations relating to it shall not be cited or used in any arbitration or other proceeding involving any claim for pay or benefits relating to any period prior to said ratification date (except for purposes of demonstrating that this letter cannot be so cited or used).

Sincerely yours,

Alan M. Levin  
Attorney for City Colleges of Chicago

Agreement Confirmed By:

Delores Withers



## SIDE LETTER OF UNDERSTANDING

December 16, 2005

Ms. Delores Withers, President  
Federation of College, Clerical and Technical Personnel, Local 1708, AFT  
203 North Wabash, Room 1007  
Chicago, Illinois 60601

Re: Article X, Section F

Dear Ms. Withers:

This is to confirm our agreement that:

1. Article X, Section F shall remain unchanged in our collective bargaining agreement currently being negotiated to be effective July 1, 2005, on the understanding that neither party shall have the right to cite or use any of the bargaining history of the current negotiations and the negotiations which resulted in the 2000-2005 collective bargaining agreement regarding such provisions in any grievance, arbitration or other dispute, and such history shall not be admissible in any arbitration, or administrative or court proceeding.

2. Article X, Section G, Paragraph 4, first sentence, portion following the comma, shall remain unchanged in our collective bargaining agreement currently being negotiated to be effective July 1, 2005, on the understanding that neither party shall have the right to cite or use any past practice related to said language prior to the date of this letter, or any of the bargaining history of the current negotiations regarding said language, in any grievance, arbitration or other dispute, and such history shall not be admissible in any arbitration, or administrative or court proceeding.

3. Regarding Paragraph 9 (Waiver) of the "Amendment to 2000-2005 Collective Bargaining Agreement Between Board of Trustees, Illinois Community College District No. 508 and Federation of College Clerical and Technical Personnel, Local 1708, IFT-AFT, AFL-CIO" executed by the parties' negotiators on November 13, 2003 and adopted by the Board on December 5, 2003 (the "2003 CBA Amendment") and the deletion of said Paragraph upon incorporation of the 2003 CBA Amendment (as further amended) into Article XIII of our collective bargaining agreement currently being negotiated to be effective July 1, 2005 as new Section C: It is understood that neither party shall have the right to cite or use any of the bargaining history of the current negotiations or any prior negotiations regarding said Paragraph 9 or its deletion in any grievance, arbitration or other dispute, and such history shall not be admissible in any arbitration, or administrative or court proceeding.

Sincerely yours,

Alan M. Levin  
Attorney for City Colleges of Chicago

Agreement Confirmed By:

Delores Withers

**SIDE LETTER OF UNDERSTANDING**

January 28, 2002

Ms. Delores Withers, President  
Federation of College, Clerical and Technical  
Personnel, Local 1708, AFT  
203 North Wabash, Room 1007  
Chicago, Illinois 60601

Re: Paid Time Off

Dear Ms. Withers:

This is to confirm our continuing understanding that no employee shall lose accrued paid time off as a result of the changes in the annual accrual dates for paid time off to July 1, set forth in paragraph 16 of our Memorandum of Agreement dated August 9, 2001.

Sincerely yours,

Alan M. Levin  
Attorney for City Colleges of Chicago

## COMPENSATION COMMITTEE

The parties agree to meet 30 days following the ratification of the contract to discuss a compensation plan for employees hired after 12/31/12.

The committee shall meet monthly at a mutually agreed upon location, time and place. The committee shall consist of three bargaining unit members and three CCC representatives. A union staff member from IFT and a CCC HR representative may be present to provide advice to the committee in a non-voting capacity. The three union committee members shall be in pay status. Each meeting shall be at minimum two hours in length, unless mutually agreed otherwise.

The notice and agenda for the meetings shall alternatively be prepared by the union and CCC for every other meeting. CCC shall provide the agenda and notice for the first meeting.

The parties shall meet to devise ideas for a workable and responsible compensation system that shall provide both an incentive for employees and to achieve the mission and goal of CCC.

The committee shall reach a recommendation for a compensation plan by way of consensus. A recommendation shall be submitted to the Chancellor, or her designee, within twelve months of the first meeting for consideration. However, if a consensus cannot be reached in twelve months, the committees shall have another six months to attempt to reach consensus prior to submitting its proposal to the Chancellor. In the event that no consensus can be reached by the committee each member shall vote on a recommendation. In the event of a tie, the parties agree to mediate the compensation plan proposal until a recommendation is reached that is approved by the committee.

If the recommendation is rejected by the Chancellor, the committee may seek input from the Chancellor, or her designee, regarding suggestions for improving the plan, and the committee shall meet further to make such modifications to the plan. The committee shall meet for no more than an additional six months in order to redesign the compensation plan. Following that six-month period, the recommendation shall again be submitted to the Chancellor or her designee.

In the event that the recommendation is rejected a second time, the parties agree to mediate the compensation plan proposal until a recommendation is reached that is approved by the Chancellor. In the event that no plan is agreed to by the Chancellor and Board, the parties agree to negotiate the issue of the compensation plan during the next bargaining session.

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