



March 11, 2015

TO: Renee Nestler
FROM: Ron Pitts, Labor Relations Specialist
SUBJECT: Illinois Department of Employment Security
Supplemental Agreement

Attached is a copy of the above-reference supplemental, signed on March December24, 2014 has been approved by both parties.

If you have any questions, please let me know.

RP:cb
attach.
cc: Mike Newman
Supplemental file
Connie Belt

- Executive Director**
- Roberta Lynch
- Executive Vice Presidents**
- Lori Laidlaw
- Dorinda Miller
- Carmin Willis-Goodloe
- Yolanda Woods
- Secretary**
- Patricia Ousley
- Treasurer**
- Robert Fanti
- Executive Board**
- Gloria Arseneau
- Garry Cacclapaglia
- Gary Ciaccio
- Dave Delrose
- Safiya Felters
- Mark Kerr
- Gary Kroeschel
- Kathy Lane
- Ellen Larrimore
- Matthew Lukow
- Chris Milton
- Steve Mittons
- Duane Montgomery
- David Morris
- Steve Nordyke
- Ralph Portwood
- Cary Quick
- John Rayburn
- Koble Robinson
- Ruby Robinson
- Yurvette Simmons
- Eva Spencer-Chatman
- Mike Turner
- Trudy Williams
- Retiree President**
- Larry Brown
- Trustees**
- Carlene Erno
- Tom Minick
- Miguel Vazquez



Supplemental Agreements to the RC-10, 14, 28, 62, & 63 Contracts
Between
The Illinois Department of Employment Security
And
The American Federation of State, County and Municipal Employees
(July 1, 2012 - June 30, 2015)

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1. Posting of Vacancies

The method of posting for the Agency shall be to post all vacancies on the Agency intranet site. All employees will be provided an e-mail account or shall have access to the intranet. Employees will be allowed to check the intranet for job postings during business hours and also be able to check e-mail and the intranet during breaks and lunch at current work station or other location to be provided away from client areas.

2. Seniority Roster

The Agency shall provide to the designated local Union Representative, upon request, the most recently generated seniority list of bargaining unit employees by job titles and cost center. Such requests must be directed to the Labor/ Management Relations Sub-division, and shall not exceed one (1) per quarter except under those circumstances where there is a need for additional lists as provided for by the Master Agreement.

3. Intermittent Seniority Roster

The Agency shall provide to the designated local Union Representative, upon request, the most recently generated seniority list of bargaining unit employees by job titles and cost center. Such requests must be directed to the Labor/Management Relations Sub-division, and shall not exceed one (1) per month unless under those circumstances where need for additional lists are provided for by the Master Agreement. The agency agrees to asterisk (*) those intermittents who worked during the pay period.

4. Intermittents

Within the first five (5) working days of October of each year, non-scheduled intermittents shall have the option of exercising their seniority rights to return to the immediate work location where they were last permanently assigned, provided work for intermittents is being scheduled.

5. Permanent Bidding Procedures

Permanent Bidding is a system by which employees in the bargaining units may bid for future vacant positions in the same or higher classifications, voluntary reductions, or in a parallel pay grade at work locations in which they desire to work. Once these bids are on file, at the time of filling of a vacancy, it will not be necessary to bid on vacant positions because the bid will have been submitted and a list of bidders can be sent immediately to the selecting manager.

PERMANENT BID TITLES

Office Series Options:

1-General

2-Typing

Language Options:

P- Polish Speaking

SS- Spanish Speaking

3-Dictation

CH- Chinese
Manual Communication

RC010

Hearings Referee
Hearings Referee Intermittent

RC014

Account Technician I, II
Check Issuance Machine Operator
Data Processing Assistant (opt 1, 2) **
Data Processing Operator (opt 1, 2) **
Executive Secretary I (opt 2, 3) **
Intermittent Clerk
Microfilm Operator II, III
Office Assistance (opt 1, 2, 3) **
Office Associate (opt 1, 2, 3) **
Office Clerk
Office Coordinator (opt 1, 2, 3) **
Procurement Representative

RC028

Administrative Assistant I, II
Data Process Admin Spec
Data Process Specialist
Data Process Technician
Office Administrator IV, V (opt 1)
Office Specialist (opt 1, 2) **
Statistical Research Technician

RC062

Accountant*
Accountant Advanced*
Accountant Supervisor
ES Field Office Supervisor
ES Program Representative*
ES Program Rep (opt SS/P)*
ES Program Rep Intermittent*
ES Program Rep Intermit (opt SS/P)*
ES Service Representative *
ES Service Rep (opt SS/Polish) *
ES Specialist I, II, III
ES Specialist II Intermittent
ES Tax Auditor I, II
Executive I, II
Mgmt Operations Analyst II
Public Service Administrator, (Opt 2)
Stat Research Specialist I, II, III
UI Adjudicator I, II, III
UI Revenue Analyst I, II*
UI Revenue Specialist
UI Special Agent
UI Special Agent (opt SS)
Veteran's Employment Rep I (opt 2), II*

RC063

Information Services Spec I, II
Information System Analyst I, II
Public Service Administrator, (Opt 1, 3)

IN ADDITION TO FILING A BID, A CURRENT PROMOTIONAL GRADE MUST BE ON FILE WITH CMS IN ORDER TO BE CONSIDERED FOR A POSITION.

*Written exam is required for promotional grade

*Performance exam is required for option 2 and 3 in the office Series

GENERAL RULES APPLICABLE TO PERMANENT BIDDING

A. Employees in the bargaining unit will have an opportunity to submit their permanent bids at anytime. Bids received between the 1st and the 15th of the month will be effective the 1st of the following month. The lists for selection will consist of all bids that are effective at the time HRM runs the list.

EXAMPLE:

BIDS FILED

EFFECTIVE DATE

November 1-15	December 1
December 1-15	January 1
January 1-15	February 1

February 1-15

March 1

Bids Received or postmarked after the fifteenth (15th) of the month will be included with bids filed the first (1st) through the fifteenth (15th) on the following month.

<u>EXAMPLE:</u>	<u>BIDS FILED</u>	<u>EFFECTIVE DATE</u>
	November 16-30	January 1
	December 16-31	February 1
	January 16-31	March 1
	February 16-28	April 1

B. BIDS: Job Assignment, Promotional, Voluntary Reduction, Parallel Grade Movement, Transfer and Conversion.

NOTE: In order to be considered for a vacancy bidders must have completed their promotional probationary period.

Once a permanent bid has been submitted that bid shall not be removed except as provided below.

JOB ASSIGNMENTS BIDS: A Job Assignment bid is a request to remain in the same title at a different work unit but in the same work location and/or different shifts or days off. Job Assignment bids will be removed from the job listing once an employee receives a job assignment change, as will bids for that pay grade and lower pay grades. Bids for higher pay grade titles will remain on file. Article XIX of the contract allows employees to exercise their right only once every (12) months.

PROMOTIONAL BIDS: Bids will be valid from the date of submission. When the employee has been promoted, the bids will be removed from the permanent bid file for that pay grade and lower pay grades. Bids for higher pay grade titles will remain on file.

VOLUNTARY REDUCTION BIDS: When the employee has accepted a voluntary reduction, the bids will be removed from the permanent bid file in that title, for that pay grade and lower pay grades. Bids for higher pay grade titles will remain on file.

NOTE: Bidders must have completed their promotional probationary period.

PARALLEL PAY GRADE BIDS: A Parallel pay grade is a request to remain in the same pay grade but in a different title. When the employee has accepted a parallel pay move, the bids will be removed from the

permanent bid file in that title, for that pay grade and lower pay grades. Bids for higher pay grade titles will remain on file.

TRANSFER BIDS:

A Transfer Bid differs from a Job Assignment because a transfer bid indicates the bidder wishes to work in a different work location (another region or central office, etc.). Like Job Assignment, the employee is bidding to stay in the same title but move to a different work location. When the employee has accepted a transfer, the bids will be removed from the permanent bid file in that title, for that pay grade and lower pay grades. Bids for higher pay grade titles will remain on file. An employee is allowed to transfer every 24 months.

CONVERSION BIDS:

A Conversion Bid is a request to be converted from Intermittent to Full Time. When the employee accepts a conversion, the bids will be removed from the permanent bid list for that title. Bids for higher pay grade titles will remain on file.

Whenever an employee accepts a position under this procedure, he/she shall be clearly notified of the removal of bids for other titles as set forth above for each category.

- C. Information on the bid form will include the position and the location of the position applied for, the bidder's name, home address, social security number, current job title, present work location and address, cost center number, and telephone number. Bid form B-2 (revised 11-89) covers all methods of Permanent Bidding.
- D. The Agency and the Union agree that when successor titles to those currently covered by the Permanent Bidding System are established, these titles will be included in the titles covered by the permanent bid system. Bids on file for the abolished titles will be removed. A listing of the new titles will be sent to all employees and the employees will have the opportunity to submit bids for the new titles. The open bidding period for new titles will be extended for one (1) month from the date the listing is sent to employees, and the submission of selection lists under 5(I) shall be delayed accordingly. Thereafter, the general rules for submitting bids will apply.
- E. HRM will acknowledge the receipt of the bids and the dates of their effectiveness to the bidder's home address.
- F. An employee can refuse to take a position by waiving it, but will be removed from the Permanent Bid list if they waive the position three times. The Department will accept timely e-mail waivers from an

employee for a Permanent Bid title within two (2) days from when the Department contacted the employee. The e-mail waiver shall be followed by a signed waiver (which can be scanned and e-mailed, faxed or delivered as a hard copy) within two (2) days following the e-mail waiver.

- G. Newly hired six-month probationary employees are neither eligible for promotion nor eligible to submit bids prior to certification. New hire bidders with less than one year of service in the Agency shall not be awarded the position unless there are no eligible bidders with more than one year of service.
- H. Permanent bidding for these titles will not prevent an employee from bidding on other posted vacant positions.
- I. Selection lists will be submitted to the designated hiring Manager and the Union Designee. The list will include all qualified bidders. Information concerning the applicant will include their present title, work location, seniority date and grade.

NOTE: The bidder seeking promotion must have a promotional grade on the day the selection list is generated by HRM. Otherwise, the bidder will not be included on the selection list.

- J. As stated in Article XVIII of the AFSCME contract, in cases of promotions, transfers, job assignments and conversion bids, seniority shall prevail unless a less senior employee has demonstrated superior skill and the ability to perform the work required in the position classification. The order of priority for the filling of the vacancies shall be as provided for in Article XIX, Section 2 of the AFSCME Contract.
- K. Employees may submit as many bids for the positions and locations as they desire. Bid forms are available on the HR Intranet at <http://intranet/foras/hr/b2/pdf>. Each bid must be on a separate form and may be submitted at any time. Bid applications will be returned if the information on the bid application is not sufficient enough to allow HRM to ascertain the position and the location of the position on which the employee is bidding. However, bids will not be returned solely because the employee does not have a grade.
- L. It is possible that an employee could be listed as most senior on two or more lists. This will require that the employee make a choice of location. Any bidder who has been contacted as being considered for a position must make known his or her acceptance within two (2) working days. It is recognized that the employee should respond promptly to expedite the process of filling the vacancy. Employees will have the responsibility of signing an acceptance of the position within that two working day period at the time of selection so that the selectee can start work in the new position with the minimum of delay.

NOTE: Candidates contacted should be aware that they are only being considered for the position. Final selection will be determined by HRM when all approvals have been received.

- M. Lists of vacancies and the employees selected to fill the vacancies will be posted on the intranet every pay period.
- N. The permanent bid guide will be distributed to all new IDES employees.
- O. Once each pay period HRM will prepare a list of vacant positions on the permanent bid list which management has requested to fill during the previous pay period. The listing will include the position title and cost center. These listings will be posted on the bid bulletin boards of local offices, the regional offices, and the Intranet. They will also be posted on the bid bulletin boards on each floor at the Central Office. These listings shall state that they are for informational purposes only, and that the positions listed will be filled through the Permanent Bid System.
- P. The Permanent Bidding process may be reviewed annually at the request of either party.

6. Disciplinary Actions

The notification to the Union provided in Article IX, Section 6 (a) of the Master Agreement, shall be furnished to the local union office.

7. Overtime

Rotation units for overtime shall be first by organizational unit, then section and then division/bureau. Exceptions to this rotation structure will be negotiated between the parties to the extent necessary.

Each Manager shall keep a time roster for overtime and shall have access to a seniority list of employees in each rotation unit.

The Agency shall provide to the designated local Union Representative, upon request, a copy of the most recent overtime roster by job title and organizational unit. Such request must be directed to the Labor/Management Relations Sub-division, and shall not exceed one (1) per quarter unless under those circumstances were need for additional rosters are provided for by the Master Agreement.

8. Overtime Authorization (RC-10, 14, 28, 62, & 63)

Rules governing overtime shall be consistent with the Master Contract. The FI-46 form shall be used to authorize overtime. Provision shall be made so that an employee can indicate his/her preference for either compensatory or cash compensation. The Agency Director or his/her designee shall determine when, how, and under what conditions each award of overtime is allowed and shall authorize the same.

9. EEO

The Agency will furnish the Union the URL for a copy of its quarterly EEO filing. Any EEO issues (including ADA issues) that the Union wishes to discuss may be done at Labor Management Meetings.

The parties shall discuss at standing committee meetings at the union's request ways and means to meet Affirmative Action Goals and to monitor the progress of the Affirmative Action Program. The parties shall make recommendations to management to insure that women and minority groups are fully represented in all Agency job categories.

10. Revocation Information

The Agency will furnish the Union with one copy of all Union Revocation Cards on a semi-monthly basis.

11. Job Specifications

Two (2) copies of all revised and all new job specifications will be given to the Union immediately upon receipt by the Agency.

12. Lounge and Eating Areas

The Agency and the Union Agree to meet once the plans for any new or modified lounge and eating areas have been drafted and are ready for review and discuss any Union concerns or issues about the plans.

13. Bulletin Boards

The Agency will provide bulletin boards measuring not less than 29" x 36" at each worksite, and in the lounge/eating areas at the Central Office for the sole and exclusive use of the Union. Additionally, they may be placed in conspicuous areas where employees normally walk. Placement of bulletin boards will be determined by discussion of the parties and up to 11 glass enclosed bulletin boards will be distributed in Central Office.

14. Training of Newly Hired Intermittent Employees

The Agency shall be allowed to schedule newly hired intermittent employees for formal and on-the-job training up to a maximum of sixty (60) hours. This training shall be provided in no less than two (2) day increments within a period not to exceed twenty-eight (28) days. This training period is only for the initial hiring period, and the Trainee intermittents shall not be used to substitute in any way for the regular intermittent workforce.

No intermittent employee's scheduling rights shall be abridged in this manner to train more than one (1) new intermittent employee in a six (6) month period.

15. Labor/Management Meetings

Local Labor/Management meetings will be held quarterly upon request by the union at the agreed to job sites. Quarterly Regional Labor/Management meetings shall be held with regional managers. Standing Committee meetings shall be held with the Agency Director or his/her designee at least once every thirteen (13) weeks and shall be scheduled at the beginning of each calendar year.

Less frequent meetings shall be held if both parties agree. Issues to be discussed will be statewide issues and other issues the parties mutually agree are appropriate. The parties shall endeavor to exchange agenda items at least ten (10) working days prior to the meeting. These meetings shall normally be of one (1) day duration unless it is mutually agreed that more time is required in order to adequately address agenda items.

Statewide Labor/Management shall be held in accordance with the Master Agreement.

The Union and Management shall mutually agree in each region as to the number of union Representatives at the meetings with Regional Managers.

The Union shall be represented by up to thirteen (13) Union members at the Standing Committee meetings with the Agency Director or his/her designee.

If new job sites are established or there is a change in existing job sites, the parties shall meet to mutually agree upon additional meetings or consolidation of existing meetings. The parties shall also reach mutual agreement on the number of union representatives at such meetings.

16. Union Stewards

The union shall promptly notify the Labor/Management Relations subdivision of names and jurisdictions of Stewards, and shall keep such list current.

17. Information Provided to Union

The Department of Central Management Services shall provide the information agreed to in Article VI, Section 5 to the Union each month, via new hires, promotions, reemployments, transfers, demotions, reallocations, superior performance increases, layoffs, leaves and returns from leaves, suspensions, discharges, resignations, and terminations. The list shall contain former title and new title, previous cost center and new cost center as applicable.

18. Union Orientation

The Union shall be permitted up to one (1) hour to conduct its orientation of new bargaining unit employees. The Agency shall notify the local union representative, as required by the master contract, of

names, titles and work site of newly hired employees. The Union will conduct the orientation in groups whenever practical.

19. Health and Safety Committee

Health and safety issues will be addressed at Labor Management meetings.

An evacuation plan for each work location shall be subject to discussion at the health and safety committee meeting.

The committee shall pay particular attention to the following problems: vermin, inadequate plumbing and lighting in the offices; adequate work space; protection for employees both inside the office and in the employee parking lots; well-lit parking lots.

20. Health and Safety Conditions

Consistent inside temperatures over 90 degrees and less than 55 degrees will be considered unhealthy working conditions. If the problem cannot be adjusted within a reasonable period of time, serious efforts will be made to send employees to alternate work sites within a reasonable distance. If no alternate work sites within a reasonable distance are offered, employees shall be offered the opportunity to use accumulated Vacation Leave, Personal Leave, Compensatory Time or take Leave Without Pay.

In such circumstances, if the presence of bargaining unit personnel is required to provide essential services, these duties, lacking volunteers, shall be assigned on the basis of inverse seniority and in subsequent instances, rotated among the office in the same basis.

The Agency will make a sincere, expeditious effort to secure the necessary funds to make needed improvements.

The Agency will endeavor to provide ergonomically correct VDT/CRT equipment, including where appropriate non-glare screens, and shall consider environmental issues surrounding VDT/CRT equipment.

21. Reasonable Accommodation for Employees with Disabilities

Pursuant to the provisions of the law, it is the responsibility of the disabled employee who may desire reasonable accommodations to make their disabilities known to the employer. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require that an individual's physical or mental disability must be known to the employer through voluntary disclosure.

The Agency agrees to provide reasonable accommodation as required by state and federal laws, rules and regulations as applicable.

The receipt or requests by the Agency regarding the need for accommodations shall be submitted to the Agency EEO Officer, following Agency policies and procedures, for review and approval or

recommendation of the Agency. Reasonable accommodations shall be made based upon the criteria specified by law, rule and regulation and shall not be unreasonably denied.

Such disabled employees shall be allowed reasonable time during working hours to become familiar with and develop reasonable competency with the new aids and appliances.

The EEO/AA Officer shall provide a copy of the Request for Reasonable Accommodation (EEO-5) to a designated AFSCME representative upon request. Any personal medical reports shall not be included.

22. Compensatory Travel Time (RC-14, 28, 62, & 63)

Bargaining unit employees not in paid travel status given an authorized assignment with requires more than 40 miles to travel (30 miles in Cook County) from his/her regular work location shall have their regular schedule adjusted to reassure equivalent compensatory travel time for the mileage.

This adjustment shall be made in the following manner:

Compensatory travel time shall be given in the equivalent of one hour for each fifty (50) miles or the following units:

0 - 12.5 miles = $\frac{1}{4}$ hour (fifteen minutes)
12.6 - 25.0 miles = $\frac{1}{2}$ hour (thirty minutes)
25.1 - 37.5 miles = $\frac{3}{4}$ hour (forty five minutes)
37.5 - 50.0 miles = 1 (one) hour (sixty minutes)

Should the miles traveled to, or to and from, and authorized assignment, when added together, exceeds the 40 miles of travel (30 miles in Cook County) the employee shall be entitled to the appropriate compensatory travel time.

Should the miles traveled from the employee's regular work location in one direction or in both directions (going and coming) on a given authorized assignment fail to exceed 40 miles of travel (30 miles in Cook County) the employee shall not be eligible for compensatory travel time.

When field employees are given an authorized assignment at a location outside his/her regular geographical work area, travel-compensatory time shall be given in the manner computed above.

The additional miles to be used as the basis for travel-compensatory time must place the employee in a geographical location and distance further away from his/her established residence and regular work location.

Procedure

Travel-compensatory time shall be used as soon as practicable subject to the operating needs of the Agency. The employer is urged to give

reasonable consideration to the scheduling of travel-compensatory time as requested by the employee.

An employee shall file a request for travel-compensatory time with his/her immediate supervisor prior to using the time but within 24 hours or as soon thereafter as possible of the end of the travel time subject to compensation on a form mutually agreed upon by Management and the Union.

23. Notification of Temporary Assignment

The Agency shall notify the Union of all temporary assignments monthly. Such notification shall be to the official(s) designated by the Union and shall contain the name of the employee(s), and the work location(s), and the length of said assignment.

No temporary assignment or detail shall be extended beyond the contractual time limits without the agreement of both the Union and Management.

24. Job Assignment Rights on Return from Leave

It is agreed between the parties that the following provision shall be applicable to IDES employees covered by AFSCME collective bargaining contracts.

When an employee returns from a leave of absence of six (6) months or less, he/she shall be given the same permanent job assignment that he/she filled just prior to the leave, provided that the assignment still exists.

This memorandum of understanding is not intended to and does not supersede the contract provisions with regard to employee's seniority rights to their job classification upon return from leave of absence but is agreed to strictly for the purpose of defining job assignment rights upon return from leave.

25. Workload Standards

As of the date of this Agreement, no workload standards exist. Any workload standards shall be established in accordance with the Master Agreement.

Nothing herein waives the Agency's rights under Article XXXI of the Master Contract or the employees or the Union's right to grieve the reasonableness of workload standards.

26. Temporary Assignment Rotation Units

Temporary assignment units shall be the same units defined for purposes of overtime distribution.

27. Work Location

I. For the Purposes of filling of vacancies for all employees, the work locations shall be by the following Regions.

1. Chicago Region
2. Northern Region
3. Metro South Region
4. Northwest Region
5. Central Region
6. Southern Region

II. For bumping purposes in the event of layoff the following work locations shall apply.

- A. For all bargaining units and in all cases, first bumping priority shall be exercised at the physical worksite or building.
- B. For all bargaining units, second bumping priority shall be exercised within the units described below:
 1. Waukegan, Woodstock and Arlington Heights
 2. Elgin, North Aurora, Aurora Regional, Lombard, Lisle
 3. Pilsen, 47th, 71st, 119th, 33 S. State, Maywood, Lawrence, Diversey
 4. Ottawa, Chicago Heights, Bradley, Burbank, Harvey, Joliet
 5. Rockford, Rock Island, Sterling
 6. Bloomington, Peoria
 7. Central Region
 8. Belleville, East Alton, Effingham, Mount Vernon, Harrisburg, Marion

In the event of future office closures and upon request of either party, the parties shall renegotiate the composition of the above bump units.

28. Work Schedules

In compliance with Article XII of the Contract between the State of Illinois and AFSCME, the following work schedules are submitted:

The normal work week in IDES is Monday through Friday, the normal work day is 8:30 a.m. to 5:00 p.m.

In order to better serve the Agency's clients, Call Center hours will be expanded such that employees will be needed to work between 7:00 a.m. and 7:00 pm., requiring some current employees to change hours of work. The Agency will be evaluating on an ongoing basis the number of employees required in earlier or later shifts and follow the Master Contract provisions for filling the additional shifts, and for any other change to the work hours/shifts at the Call Centers.

The new hours of work will be posted and employees will be allowed to bid on those hours which shall be awarded based upon seniority. Any slots which remain unfilled through this process shall be filled as follows. The least senior employees at each work location in a number equal to the number of open slots shall be required to take the remaining slots, which shall be chosen by these employees in seniority order.

All employees receive a one-hour unpaid lunch period with the following exception. Employees on a twelve and one-half hour day receive pro-rated lunch period.

All employees receive two paid fifteen minute coffee breaks each work day, employees on extended (more than 7 ½ hour) shifts, received paid, pro-rated coffee breaks.

29. Special Joint Committee- Training

Training Committee

A joint Labor/Management Committee comprised of four representatives from each party shall meet to identify training needs of Agency employees.

This Committee shall make recommendations on both training that will aid employees with their current assignment and training that will enable employees to qualify for promotional advancement. It is the goal of this Committee both to have a workforce that is adequately trained and that has a real career opportunity within the Agency.

Information regarding training schedules shall be made available to the joint Labor/Management Training Committee in a timely fashion.

In instances where all employees required to have the training cannot be accommodated at a given training session, management shall make the selection on the basis of need with due consideration being given to seniority.

This information shall be disseminated through managers to all employees for whom the training is relevant.

The Committee shall also discuss and make recommendations to the Director regarding Educational Leave Policy and Procedures.

It is agreed that Educational Leave, when requested, shall be distributed equitably.

30. Temporary Flex Schedules

If management determines the need for temporary alternate flex schedules, such schedules not to exceed sixty (60) days will be offered in writing to qualified employees in order of seniority. Acceptance by employees shall be on a completely voluntary basis. A temporary alternate work week schedule is defined as the normal 37 ½ hour work week for work to be performed during the expanded period of 6:30 a.m. to 10:00 p.m., Monday through Saturday. The length of the temporary flex schedule shall be identified at the time that volunteers are being sought. If the temporary flex schedule must be extended due to operational needs, Management will reoffer the schedule to employees in seniority order. Management agrees to notify the Union of these schedules.

31. Four Day Work Week/Nine Day Workweek /Alternate Work Week/Telecommuting

Pursuant to the Memorandum of Understanding between The State of Illinois and AFSCME Council 31 entitled "Alternate Work Schedules/Telecommuting", the parties shall meet to determine whether alternative work schedules are practicable and, if so, how to effectuate them. If agreement cannot be reached representatives of the Agency and AFSCME Council 31 shall attempt to resolve the disagreement prior to the Union filing grievances over the issue.

32. Hardship Transfer

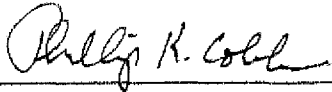
The provisions of Article XIX may be waived by mutual agreement for the purpose of accommodating hardship transfers, on a case by case basis. Both parties recognize that legitimate needs for hardship transfers do occur, and the parties shall endeavor to accommodate such transfer requests.

33. Alternate Work Sites

The Agency and the Union agree that an alternative work site pilot in two Auditor areas, one in Southern Illinois and one in Central Illinois. The parties shall meet and agree on terms including approval process, calendaring process in advance wherever possible, limits on maximum amount of time to spend at such sites without additional approval (understanding that the goal of the Agency is that Auditors spend 80% of the time in the field). The Agency and the Union agree to meet and implement the pilot within 30 days following the date of this Agreement. The pilot will be for 90 days and the parties agree to meet and negotiate in good faith a statewide

policy for implementation within 60 days following the end of the pilot. Auditors shall be allowed to work at alternate work sites in those instances when driving back to their regular work location would not be in the best interest of the Agency and the Employee. Such sites shall include other State of Illinois Offices, public libraries or other public facilities and businesses which are open to the public and agreed to between the parties.

For the Illinois Department
Of Employment Security

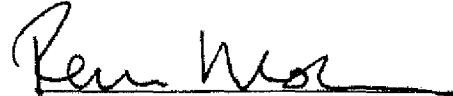


Illinois Department of
Employment Security

12/24/2014

Date

For AFSCME, Council 31



AFSCME Council #31

12/24/14

Date