

## **PREAMBLE**

In order to establish harmonious employment relations through a mutual process, to provide fair and equitable treatment to all employees, to promote the quality and continuance of public service, to achieve full recognition for the value of employees and the vital and necessary work they perform, to specify wages, hours, benefits, and working conditions, and to provide for the prompt and equitable resolution of disputes, the parties agree as follows:

## **AGREEMENT**

THIS AGREEMENT has been made and entered into by and between the DEPARTMENT OF CENTRAL MANAGEMENT SERVICES, and all Departments, Boards and Commissions subject to the Personnel Code, and whose vouchers are subject to approval by the Department of Central Management Services, of the State of Illinois (hereinafter referred to as the "Employer") and the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES COUNCIL 31, AFL-CIO (hereinafter referred to as the "Union") on behalf of its affiliated locals and the employees in the collective bargaining units described below and in Article I.

The Union has been duly certified by the Office of Collective Bargaining, State of Illinois, pursuant to Section 9, subsection (7) of the Personnel Code, and the Rules and Regulations which have been adopted by the Director of Central Management Services and the Civil Service Commission to implement that Section; and the Union is the historical representative pursuant to the Illinois Public Labor Relations Act, for the purposes of collective bargaining for the employees in: RC-6, a unit composed of correctional employees; RC-9, a unit composed of institutional employees; RC-10, a unit composed of Technical Advisors and Hearing Referees; RC-14, a unit composed of all clerical positions, and any paraprofessional positions involving administrative, data treating, technical, or applied science work; RC-28, a unit composed of positions involving direct services to clients and the public; RC-42, a unit

composed of maintenance employees; RC-62, a Statewide Technical Unit; RC-63, a Statewide Professional Unit.

These units exclude temporary, emergency, and provisional employees and those position titles and/or individual positions excluded by order of the Illinois State Labor Relations Board or by agreement of the parties under the standards for exclusion of the Rules and Regulations of that office referring to supervisory, confidential and managerial employees, which order or agreement shall be reduced to writing and may from time to time be amended.

#### **DEFINITION OF TERMS**

The following terms shall be interpreted as indicated below when used in this Agreement:

- a) "Agency Head" refers to the head of a department, agency, board or commission.
- b) "Employer" refers to the Director of the Department of Central Management Services, the Agency Head, the Facility Head, or the Intermediate Administrator or their representatives collectively or singly, as the context may require.
- c) Unless otherwise agreed "Intermediate Administrator" shall be defined as the individual with regional, divisional or facility-wide authority who is subordinate to the Agency Head and superior to first-level supervisors outside the bargaining unit, including, but not limited to, Local Office Administrators in Human Services, Public Aid, Regional Managers in Employment Security, Superintendents at institutional facilities, District Engineers in Transportation, Regional Land Managers in Natural Resources, Division of Land Management.
- d) "Work Location" under RC-10, RC-14, RC-28, RC-62 and, RC-63 shall be defined as all of the premises of an Agency in a County, except that

each of the following shall be considered a work location, unless otherwise agreed to by the parties in supplemental negotiations.

- 1) A building or related group of buildings with more than twenty-five (25) employees in the bargaining unit;
- 2) A building or group of buildings which constitute a facility in the Departments of Human Services, Corrections, Children and Family Services, or Veterans' Affairs;
- 3) Branch offices of a central regional office in counties adjacent to such regional offices, and the regional office, which offices shall be grouped as a work location.

Provided that, for purposes of health and safety committees, where more than one Agency has offices within a building or related group of buildings, all such offices shall be considered together as a work location. The "Work Location" under RC-6 and RC-9 shall be defined as d) 2) above, unless otherwise agreed to by the parties in agency supplemental negotiations.

- e) For RC-6, RC-9, RC-10, RC-14, RC-28, RC-42, RC-62 and RC-63, "Employee" refers only to a bargaining unit employee in a classification covered by this contract whether in a certified or probationary status, except that a probationary employee, an employee during an original six (6) month probationary period, has no right to use the grievance procedure in the event of discharge or demotion. The six (6) month probationary period may be extended up to six (6) additional months by mutual agreement of the parties.
- f) "Facility Head" refers to the Head of a particular facility or institution of the Department of Corrections, Human Services, Children and Family Services, Veterans' Affairs, and Juvenile Justice, whichever is applicable.

- g) "Working Supervisor" refers to an employee's bargaining unit supervisor identified in the Working Supervisor MOU in a classification covered by this agreement as indicated in Schedule A. Those working supervisors may perform managerial/supervisory responsibilities as historically performed within their job classification in a position identified in the Working Supervisor MOU prior to becoming bargaining unit members. The status as a Working Supervisor shall not be interpreted in a manner that would change the status of a public employee represented under the Illinois Public Labor Relations Act.

## **ARTICLE I**

### **Recognition**

#### **Section 1. Recognition**

The Employer recognizes the Union as the sole and exclusive bargaining representative in all matters establishing and pertaining to wages and salaries, hours, working conditions and other conditions of employment for employees in the units described in "Agreement" and composed of classifications attached in Schedule A, and such other classifications as may be added in accordance with the provisions of this Agreement. The parties recognize that there are eight (8) bargaining units contained herein; each separately certified, and that the fact that they are all contained within this Agreement shall not imply that any provision or policy affecting or benefiting one unit applies to any other, unless otherwise so provided.

#### **Section 2. Abolition or Merger of Job Classification**

The Employer may, establish new classifications, or abolish, or merge, or change existing classifications.

The Union shall be notified of the Employer's interest to establish new classifications, or abolish, or merge, or change existing classifications and discuss with it such intention at least twenty-one (21) days prior to making its recommendation to the Civil Service Commission.

If the Employer subsequently determines to establish new classifications, or abolish, or merge, or change existing classifications, it shall negotiate with the Union over the impact of such.

Such negotiations shall include good faith impact bargaining as required under the State Labor Relations Act.

In the event the parties are unable to reach agreement, the Union may appeal through the contractual grievance procedure (Art. V) including Arbitration. The issue before the Arbitrator shall be whether or not the employee's rights have been violated as provided in the Agreement, and if so what the remedy should be.

Nothing in this Section shall diminish any rights provided for in other Sections of this Agreement.

### **Section 3. Integrity of the Bargaining Unit**

- A. The Employer recognizes the integrity of the bargaining unit and will not take any action having the effect of eroding bargaining unit work. Subject to the provisions of this Agreement, the Employer will continue to endeavor to assign bargaining unit work to bargaining unit employees. The hiring of temporary or emergency employees to supplement bargaining unit employees' work on a temporary basis or provisional employees appointed under Personnel Rule 302.150 or the use of an individual on a light duty assignment which has been agreed to by the Union shall not be considered erosion of the bargaining unit.
- B. Emergency, temporary and provisional appointments shall be made in accordance with Section 8(b)(8); 8(b)(9); and 8(b)(10) of the

Personnel Code. The Union shall be notified in writing within 10 business days of the appointment by the Agency and on a monthly basis by the Department of Central Management Services of the name, agency, title and position allocation number of all emergency, temporary and provisional appointments made to bargaining unit positions.

- C. In the event that a back-to-back emergency, temporary, or provisional appointment, or a combination of appointments, is operationally necessary, upon timely request the Union will be provided with the rationale for such back-to-back appointment. The provision of rationale to the Union will be made in a timely fashion.
- D. Unless Agency operational needs so require, no emergency, temporary, provisional or contractual employee shall be assigned to work a schedule of hours or days off if there is an employee in the same position classification and work location who desires such a schedule of hours and days off.

#### **Section 4. Union Exclusivity**

The Employer shall not meet, discuss, confer, subsidize or negotiate with any other employee organization or its representatives on matters pertaining to hours, wages, and working conditions. Nor shall the Employer negotiate with employees over their hours, wages and working conditions, except as provided herein.

#### **Section 5. Employer Neutrality**

It is the policy of the Employer to support its employees' legal right to freely choose to be represented by a union. The Employer will not oppose efforts by any of its employees to be represented by a union; provided however, nothing herein shall limit the Employer's rights before the Illinois Labor Relations

Board to determine the appropriateness of an employee's placement in a bargaining unit.

## **ARTICLE II**

### **Management Rights**

#### **Section 1. Rights Residing in Management**

Except as amended, changed or modified by this Agreement, the Employer retains the exclusive right to manage its operations, determine its policies, budget and operations, the manner of exercise of its statutory functions and the direction of its working forces, including, but not limited to: The right to hire, promote, demote, transfer, evaluate, allocate and assign employees; to discipline, suspend and discharge for just cause; to relieve employees from duty because of lack of work or other legitimate reasons; to determine the size and composition of the work force, to make and enforce reasonable rules of conduct and regulations; to determine the departments, divisions and sections and work to be performed therein; to determine the number of hours of work and shifts per workweek; to establish and change work schedules and assignments; to introduce new methods of operation; to eliminate, contract, and relocate or transfer work and maintain efficiency.

#### **Section 2. Statutory Obligations**

Nothing in this Agreement shall be construed to modify, eliminate or detract from the statutory responsibilities and obligations of the Employer except that the exercise of its rights in the furtherance of such statutory obligations shall not be in conflict with the provisions of this Agreement.

## **ARTICLE III**

### **Non-Discrimination**

#### **Section 1. Prohibition Against Discrimination**

Both the Employer and the Union agree not to discriminate against any employee on the basis of race, sex, sexual orientation, creed, religion, color, marital or parental status, age, national origin, political affiliation and/or beliefs, nor shall the parties discriminate against any employee with a disability, or for other non-merit factors.

## **Section 2. Union Activity**

The Employer and the Union agree that no employee shall be discriminated against, intimidated, restrained or coerced in the exercise of any rights granted by the Illinois Public Labor Relations Act, Illinois Revised Statutes, 5 ILCS 315/1 et seq. (P.A. 83-1012) or by this Agreement, or on account of membership or non-membership in, or lawful activities on behalf of the Union.

## **Section 3. Membership Solicitation**

Neither the Union nor its members shall solicit membership during an employee's work time.

## **Section 4. Equal Employment/Affirmative Action/ADA/FMLA**

The parties recognize the Employer's obligation to comply with federal and state Equal Employment Affirmative Action Laws, the Americans with Disabilities Act and the Family and Medical Leave Act (including intermittent leave as required).

# **ARTICLE IV**

## **Checkoff/Fair Share**

### **Section 1. Deductions**

The Employer agrees to deduct from the pay of those employees who individually request it any or all of the following:



- a) Union membership dues, assessments, or fees;
- b) Union sponsored credit union contributions;
- c) P.E.O.P.L.E. contributions.

Request for any of the above shall be made on a form agreed to by the parties and shall be made within the provisions of the State Salary and Annuity Withholding Act and/or other applicable State statutes and/or procedures established by the Comptroller.

An employee who has previously authorized payroll deductions pursuant to this Section shall continue to have such deductions made and shall not be required to reauthorize such deductions unless the employee has specifically authorized revocation of deductions pursuant to Section 2 of this Article or has to re-sign other payroll deduction authorizations.

Upon receipt of an appropriate written authorization from an employee, such authorized deductions shall be made in accordance with law and the procedures of the Comptroller and shall be remitted semi-monthly to the Union in accordance with the current procedures, and at the address designated in writing to the Comptroller by the Union. The Local, State or International Union shall advise the Employer of any increase in dues or other approved deductions in writing at least fifteen (15) days prior to its effective date.

No later than July 1, 2005, when an employee has authorized payroll deductions for Union membership, the wage stub will state "Union dues" and the amount of deduction. If the employee has not authorized payroll deductions for Union membership, the wage stub will state "non mbr fees" and the amount of deduction.

Any time an authorized deduction would otherwise be discontinued without the employee's specific authorization, the Employer shall notify the employee and shall provide the employee with the necessary cards and/or forms needed to continue said deduction.

## **Section 2. Revocation**

All employees covered by this Agreement who have signed Union dues checkoff cards for AFSCME prior to the

effective date of this Agreement or who signed such cards after such date shall only be allowed to cancel such dues deduction within the prescribed procedures of the Comptroller.

### **Section 3. Fair Share**

Pursuant to Section 3(g) of the Illinois Public Labor Relations Act effective July 1, 1984, the parties agree that the Union certified proportionate share, which shall not exceed the amount of dues uniformly required of members, shall be deducted from the earnings of the non-member employees as their share of the cost of the collective bargaining process, contract administration and the pursuance of matters affecting wages, hours and conditions of employment subject to terms and provisions of the parties' fair share agreement. The amount so deducted shall be remitted semi-monthly to the Union.

### **Section 4. Indemnification**

The Union shall indemnify, defend and hold the Employer harmless against any claim, demand, suit or liability arising from any action taken by the Employer in complying with this Article.

### **Section 5. Availability of Cards**

If the facility or work location supplies revocation cards, it shall also make available Union deduction cards. Such cards shall be supplied by the Union and shall be made available only upon request of the employee.

## **ARTICLE V**

### **Grievance Procedure**

**Statement of Principle.** The parties agree that in order for the grievance procedure to function efficiently and effectively, all grievances must be resolved at the lowest possible level of the Grievance Procedure.

Therefore, the parties agree that all persons responsible for resolving grievances at all levels of the procedure shall be vested with sufficient authority to undertake meaningful discussions and to settle the grievance, if appropriate.

In order to reduce the number of grievances advanced to Step 4 of the Grievance Procedure, upon review, if an Agency or a local Union is found to have a large percentage of its grievances being advanced to the fourth level, a committee made up of representatives of the Union and CMS shall meet and endeavor to determine if all necessary means of resolving the grievances have been exhausted at the lower levels of the grievance procedure. If it is found that all necessary means to resolve a grievance(s) have not been exhausted, the committee will return the grievance(s) to the appropriate lower step for resolution.

#### **Section 1. Grievance**

- a) A grievance is defined as any difference, complaint or dispute between the Employer and the Union or any employee regarding the application, meaning or interpretation of this Agreement or arising out of other circumstances or conditions of employment.
- b) A written grievance shall contain a statement of the grievant's complaint, the Section(s) of the Agreement allegedly violated, if applicable, the date of the alleged violation and the relief sought. The form shall be signed and dated by the grievant. Improper grievance form, date or section citation shall not be grounds for denial of the grievance.
- c) Grievances may be processed by the Union on behalf of an employee or on behalf of a group of employees or itself setting forth name(s) or group(s) of the employee(s). Either party may have the grievant or one grievant representing group grievants present at any step of the grievance procedure, and the employee is entitled to Union representation at each and every step of the grievance

procedure. The resolution of a grievance filed on behalf of a group of employees shall be made applicable to the appropriate employees within that group. Where available, videoconferencing and teleconferencing may be used to conduct grievance meetings and/or Arbitration Hearings by mutual agreement of the parties.

- d) Nothing shall diminish the rights of an employee under P.A. 83-1012 or the rights of the Union under this Agreement.

## **Section 2. Grievance Steps**

### **Step 1: Immediate Supervisor**

The employee and/or the Union shall orally raise the grievance with the employee's supervisor who is outside the bargaining unit. The employee shall inform the supervisor that this discussion constitutes the first step of the grievance procedure. All grievances must be presented not later than fifteen (15) working days from the date the grievant became aware of the occurrence giving rise to the complaint. The immediate supervisor shall render an oral response to the grievance within ten (10) working days after the grievance is presented. If the oral grievance is not resolved at Step 1, the immediate supervisor shall sign the written statement of grievance prepared for submission at Step 2 acknowledging discussion of the grievance. In those circumstances where securing the signature of the first level supervisor who is physically not available to sign would have adversely affected a timely submittal to the second level, the grievance will be submitted to the second level without such signature. A copy of the grievance shall subsequently be provided to the first level supervisor for such signature. The parties recognize that variations from the immediate supervisor, where mutually agreeable, may exist. Where there is no Employer representative outside a bargaining unit covered under this Agreement at Step 1, the grievance shall be filed at Step 2 and

the time limits for filing and responding contained in Step 1 shall apply.

Notwithstanding the above, the employee and the Union may discuss the problem with the bargaining unit working supervisor, vested with the authority by the Employer in lieu of filing a grievance. An employee and the Union shall be allowed fifteen (15) working days from becoming aware of the problem, to raise it with the working supervisor who shall have five (5) working days to respond. If an employee or the Union wishes to file a grievance at step 2 after the discussion with the working supervisor, they may do so no later than fifteen (15) working days after the working supervisor's response is due.

### **Step 2: Intermediate Administrator**

In the event the grievance is not resolved in Step 1, it shall be presented in writing by the Union to the Intermediate Administrator or his/her designee within five (5) working days from the receipt of the answer or the date such answer was due, whichever is earliest. Within ten (10) working days after the grievance is presented to Step 2, the Intermediate Administrator shall meet, discuss and attempt to resolve the grievance with the Union. If the parties are unable to resolve the grievance, the Intermediate Administrator shall render a written answer to the grievance within five (5) working days after such discussion is held and provide a copy of such answer to the Union. The written grievance shall be on an agreed upon form which shall be provided by the Union. The written grievance shall contain a statement of the grievant's complaint, the Section(s) of the Agreement allegedly violated, if applicable, the date of the alleged violation and the relief sought. The form shall be signed and dated by the grievant. Improper grievance form, date or section citation shall not be grounds for denial of the grievance.

### **Step 3: Agency Head**

If the grievance is still unresolved, it shall be presented by the Union to the Agency Head or his/her designee in writing within fifteen (15) working days after receipt of the Step 2 response or after the Step 2 response is due, whichever is earliest, or within fifteen (15) working days after the Step 1 response, or after the Step 1 response is due, if Step 2 is not applicable. It is agreed that appeals postmarked within the fifteen (15) working days time limit are timely. A copy of said grievance shall also be sent by the local Union to the Union's Step 3 representative. A grievance will not appear on the third level agenda unless a signed and dated grievance has been presented to the Agency Head or designee.

For the Department of Children and Family Services the Union shall be represented by a committee in each agency, made up of Union staff and four (4) bargaining unit members. For the Department of Human Services, the Union shall be represented by a committee made up of Union staff and seven (7) bargaining unit members. For the Department of Corrections/Juvenile Justice, the Union shall be represented by a committee made up of Union staff and five (5) bargaining unit members. For all other Departments, they will be divided into two Multi-Agency Committees for which the Union shall be represented by Union staff and a total of five (5) bargaining unit members on each committee representing all other Agencies on their respective committee. The agencies will initially be divided into the following committees: Committee I shall consist of DVA, ISP, HFS, DNR, DCEO, CMS, IEMA, AGE, AGR, DOI, ICC, ICDD, LETSB, OSFM, and SRS. Committee II shall consist of IGB, Lottery, IRB, DES, DPH, DHR, FPR, DOT, Arts Council, CJIA, GAC, EPA, CDB, DMA, PTAB, PRB. The placement of other agencies, including other agencies not already assigned to a committee shall be by mutual agreement of the parties. Each agency shall be represented by the agency head or his/her designee.

Agency level grievance meetings shall be convened monthly at a time and place of mutual agreement. The duration of the meeting shall be dictated by the number of grievances pending, but shall be no

more than five (5) days per month. After a grievance has been discussed at a Step 3 meeting either party may place the grievance on hold status. There shall only be one hold per grievance and any deviation from same shall be on a case by case basis, following mutual consultation and agreement. If the grievance has been resolved or denied, the parties shall sign the resolution within ten (10) working days.

Attendance at such meetings shall be without loss of pay subject to reasonable attendance requirements. The bargaining unit members of the Committee shall be paid for one-half day travel, if they are traveling from the Chicago area to the Springfield area or equivalent of same. The Committee members will be in paid status the remainder of the work day while and if in preparation for the scheduled grievance meeting. Management reserves the right to verify the use of time for travel and preparation as is stated above.

**Step 4:**

- a) If the matter is not resolved at Step 3, the Union, by written notice to the Employer within fifteen (15) working days of the grievance being signed-off by the parties at Step 3, may appeal the grievance(s) to a pre-arbitration staff meeting. It is agreed that appeals postmarked within the fifteen (15) working days time limit are timely.

Pre-Arbitration Staff Meeting - CMS staff and Union staff shall meet on a monthly basis in an attempt to resolve the grievance(s) which are capable of resolution. The duration of the meeting shall be dictated by the number of grievances pending, but shall be no more than five (5) days per month. Such staff shall have the full authority to resolve those cases moved to the pre-arbitration level. If the grievance has been resolved or moved to arbitration by the Union, the parties shall sign the resolution within ten (10) working days.

**b) Arbitration**

Expedited

1. The parties agree to use an expedited arbitration system for all non-priority grievances, except as otherwise provided herein. The arbitrator shall be assigned from a designated panel. The arbitrator shall be a member of the Expedited Panel agreed upon by the parties. After the parties have signed the Step 4 resolution moving the grievance to Expedited arbitration, the parties shall arrange a place and date to conduct the hearing within a period of not more than sixty (60) days. Nothing herein precludes multiple cases being heard on the same day before the same arbitrator.
2. If either party concludes that the issues involved are of such complexity or significance as to warrant referral to the Regular Arbitration Panel, that party shall notify the other party of same at least five (5) working days prior to the scheduled time for the expedited arbitration. If there is a cancellation fee, that party shall bear the cost.
3. The hearing shall be conducted in accordance with the following:
  - a) the hearing shall be informal;
  - b) no briefs shall be filed or transcripts made;
  - c) there shall be no formal rules of evidence;
  - d) the hearing shall normally be completed within one day;
  - e) if the parties mutually agree at the hearing that the issues involved are of such complexity or significance as to warrant reference to the Regular Arbitration Panel, the case shall be referred to that panel and the parties shall split the arbitrator's cost; and
  - f) the arbitrator may issue a bench decision at the hearing but in any event shall render a decision within two (2) working days after conclusion of the hearing. Such decision shall be based on the evidence before the arbitrator and shall



- include a brief written explanation of the basis for such conclusion. An arbitrator who issues a bench decision shall furnish a written copy of the award to the parties within two (2) working days of the close of the hearing;
- g) the parties agree to attempt to arrive at a joint stipulation of facts and issues prior to arbitration;
  - h) the parties shall attempt to limit the number of witnesses and the overall time for the presentation of the grievance so that additional grievances may be presented on the same day. Discussion for the purpose of limiting the length of the arbitration shall take place prior to the date of the arbitration.
4. A decision by a member of the Expedited Panel shall be final and binding, except it shall not be regarded as precedent or be cited in any future proceeding.

**Regular Arbitration**

- 1. Only priority grievances as defined in the MOU on Special Grievances, contract interpretation cases or those other disputes as may be mutually determined by the parties shall be scheduled for Regular Arbitration.
- 2. Arbitrators shall be selected from a permanent regular panel agreed upon by the parties. Each such arbitrator shall commit in advance to a minimum of two dates a month for the calendar year. If the parties are unable to agree on an arbitrator, the parties shall meet to discuss an alternative measure to select an arbitrator.
- 3. The parties shall make every effort to have the dispute heard at an arbitration hearing to be held within sixty (60) days following the Step 4A signoff.
- 4. The arbitrator in any given case must render an award therein within thirty (30) days of the close of the record in the case.

**c) Arbitration Procedures**

Both parties agree to attempt to arrive at a joint stipulation of the facts and

issues as outlined to be submitted to the arbitrator.

The Employer or Union shall have the right to request the arbitrator to require the presence of witnesses and/or documents. Each party shall bear the expense of its own witnesses who are not employees of the Employer.

Questions of arbitrability shall be decided by the arbitrator. If a question of arbitrability is raised, the arbitrator must first make a determination of the arbitrability of the dispute unless the issue is of such a nature that a determination cannot be made at the hearing. Once a determination is made that the matter is arbitrable or if such preliminary determination cannot be reasonably made, the arbitrator shall then proceed to determine the merits of the dispute. The arbitrator shall neither amend, modify, nullify, ignore, add or subtract from the provisions of this Agreement.

The expenses and fees of the arbitrator shall be paid by the losing party. In cases of split decisions the arbitrator shall determine what portion each party shall be billed for expenses and fees. If either party seeks to vacate an arbitrator's award, such party shall be responsible for all costs including reasonable attorney fees of both parties in seeking and defending against such action, unless the party attempting to vacate the award prevails, in which case each party shall bear its own costs. The cost of the hearing rooms, if any, shall be shared equally. Nothing in this Article shall preclude the parties from agreeing to the appointment of a permanent arbitrator(s) during the term of this Agreement or to use the expedited arbitration procedures of the American Arbitration Association.

The decision and award of the arbitrator shall be final and binding on the Employer, the Union, and the employee or employees involved.

If either party desires a verbatim record of the proceeding (Regular Arbitration only), it may cause such a record to be made, providing it pays for the record and makes a copy available without charge to the arbitrator. If the other party desires a copy it shall pay for the cost of its copy. If the parties agree to utilize a court reporter, the cost shall be shared.

### **Section 3. Time Limits**

- a) Grievances may be withdrawn at any step of the Grievance Procedure without prejudice. Grievances not appealed within the designated time limits will be treated as withdrawn grievances.
- b) The time limits at any step or for any hearing may be extended by mutual agreement of the parties involved at that particular step.
- c) The Employer's failure to respond within the time limits shall not find in favor of the grievant, but shall automatically advance the grievance to the next steps.
- d) If the grievant has filed an appeal with the Civil Service Commission or the Executive Ethics Commission over an identical issue and penalty to that employee's grievance, the parties agree that the Grievance Procedure will not be applicable and the grievance shall be treated as withdrawn, unless the employee withdraws his/her appeal prior to a hearing being held and the grievance was timely filed and processed by the Union through the contractual grievance procedure.
- e) It is understood by the parties that the time limits for filing a grievance on a timely basis for disciplinary action shall begin on the date the employee receives the CMS-2.

### **Section 4. Special Grievances/Memorandum of Understanding**

Grievances concerning discharge, suspensions pending judicial verdict, demotions, geographical

transfers, reclassifications, layoffs, schedule changes pursuant to Article XII, Section 19, and the salary grade placement for new classifications pursuant to Article XXVI, Section 8 shall be processed in accordance with the Memorandum of Understanding.

#### **Section 5. Number of Representatives and Jurisdictions**

The number of Union stewards and the facilities they represent shall be agreed upon locally. The Union shall designate the Union stewards and representatives and shall supply a list of names in writing to the Department of Central Management Services and agency and local level administrators on a quarterly basis. Existing local agreements, except by mutual agreement, shall not be changed.

#### **Section 6. Time Off, Meeting Space and Equipment Use**

- a) Time Off: The grievant(s) and/or Union grievance representative(s) will be permitted reasonable time without loss of pay during their working hours to investigate and process grievances. A grievant who is called back on a different shift or on his/her day off as a result of the Employer scheduling a grievance meeting shall have such time spent in the meeting considered as time worked. Witnesses whose testimony is pertinent to the Union's presentation or argument will be permitted reasonable time without loss of pay to attend grievance meetings and/or respond to the Union's investigation. No employee or Union representative shall leave his/her work to investigate, file or process grievances without first notifying and making mutual arrangement with his/her supervisor or designee as well as the supervisor of any unit to be visited, and such arrangements shall not be denied unreasonably. Employees attending grievance meetings shall normally be those having direct involvement in the grievance. The Employer reserves the right to require reasonable documentation of time spent in processing grievances including time spent using the

telephone for these purposes. The Employer agrees that such documentation of time shall not be construed to allow supervisors to question the content or merits of the grievance(s).

- b) Meeting Space and Equipment Use: Upon request, the employee and Union representative shall be allowed the use of an available appropriate room while investigating or processing a grievance; and, upon prior general approval, shall be permitted the reasonable use of telephone facilities for the purpose of investigating or processing grievances. When feasible, and where equipment is currently available, Union stewards and/or officers may utilize electronic mail and/or facsimile equipment for the purpose of investigating or processing grievances. Such transmission will be primarily to expedite communication regarding such matters, will be reasonable with respect to time and volume, and will be consistent with this Article. Such use shall not include any long distance or toll calls at the expense of the Employer.
- c) The Employer shall not be responsible for any travel or subsistence expenses incurred by employee or Union representatives in the processing of grievances.
- d) Interpreters and Interpreting Equipment: The Employer will provide qualified interpreters and interpreting equipment as necessary for a reasonable accommodation.

## **Section 7. Advanced Grievance Step Filing**

Certain issues which by nature are not capable of being settled at a preliminary step of the grievance procedure or which would become moot due to the length of time necessary to exhaust the grievance steps, such as those pertaining to Article XXIII, Section 3, may by mutual agreement be filed at the appropriate advance step where the action giving rise to the grievance was initiated.

Mutual agreement shall take place between the appropriate Union representative and the appropriate

Employer representative at the step where it is desired to initiate the grievance.

### **Section 8. Pertinent Witnesses and Information**

Except as otherwise provided in Steps 4(b) and 4(c), either party may request the production of specific documents, books, papers or witnesses reasonably available and substantially pertinent to the grievance under consideration. Such request shall not be unreasonably denied, and if granted shall be in conformance with applicable laws, and rules issued pursuant thereto, governing the dissemination of such materials.

Requests to interview the other party's witnesses shall be made through the appropriate representatives. Each party shall have the right to have its representatives present during all such interviews.

Once the Union has requested the information from the Agency and the request is unreasonably denied, the Union may petition the Director of Central Management Services who shall subpoena the substantially pertinent material and/or witnesses in conformance with the provisions of this Section and his/her statutory powers within ten (10) working days of receiving such request. The operating Agency shall have ten (10) working days to respond to the subpoena. Any delay shall not penalize the grievant.

## **ARTICLE VI**

### **Union Rights**

#### **Section 1. Union Activity During Working Hours**

Employees shall, after giving appropriate notice to their supervisor (including the location and approximate duration of the meeting), be allowed reasonable time off with pay during working hours to attend grievance hearings, labor/management meetings, negotiations of their own agency and/or facility supplemental agreements, meetings covering modifications

of supplemental agreements, committee meetings and activities if such committees have been established by this Contract, or meetings called or agreed to by the Employer, if such employees are entitled or required to attend such meetings by virtue of being Union representatives, stewards, witnesses, or grievants, and if such attendance does not substantially interfere with the Employer's operations. Any employee exercising rights under this Section shall be limited to his/her operating agency unless the employee is requesting to attend such meetings or hearings at a worksite that does not have a steward or representative available or the employee is an officer or representative of a conglomerate local representing more than one state agency. For conglomerate locals which cover multiple work locations, only one (1) officer or representative shall be permitted to leave a given worksite and only one (1) officer or representative shall be permitted to visit a given work site of another agency at one (1) time for purposes of this section. Where current practice exists, local union representatives shall be authorized to bring union owned electronic devices, i.e., laptop computers, etc., on state premises for the purposes of performing union business. Abuse of this Section may result in termination of this practice. Extensions of this practice shall be subject to agency/facility supplemental negotiations taking into account legitimate security needs of the agency/facility.

After giving appropriate notice to their supervisor outside the bargaining unit, employees shall be allowed time off without loss of pay to attend certified stewards training, if such attendance does not substantially interfere with the Employer's operations. Such training shall not exceed two (2) work days for each steward for the term of this Agreement. The employee shall provide proof of attendance.

## **Section 2. Access to State Premises by Union Representatives**

- a) The Employer agrees that local representatives and officers and AFSCME staff representatives shall have reasonable access to the premises of the Employer, giving notice upon arrival to the

appropriate Employer representative. Such visitations shall be for the reason of the administration of this Agreement. By mutual arrangement with the Employer in emergency situations, Union staff representatives or local Union representatives may call a meeting during work hours to prevent, resolve or clarify a problem.

- b) Upon request, the Union shall be allowed the use of electronic mail on a semi-annual basis to solicit personal e-mail addresses of all AFSCME represented employees (excluding Department of Military Affairs). The parties shall meet to discuss the method and content of the solicitation.

### **Section 3. Time Off for Union Activities**

Local Union representatives shall be allowed time off without pay for legitimate Union business such as Union meetings, State or area wide Union committee meetings, Union training sessions, State-wide contract negotiations, State or International conventions, provided such representative shall give reasonable notice to his/her supervisor of such absence and shall be allowed such time off if it does not substantially interfere with the operating needs of the Employer. The employee may utilize any accumulated time (holiday, personal, vacation days) in lieu of taking such without pay.

Such time off shall not be detrimental in any way to the employee's record.

Employees absent from work pursuant to this Section shall continue to accrue seniority, continuous service and creditable service during such absences.

### **Section 4. Union Bulletin Boards**

The Employer shall continue to provide bulletin boards and/or space at each work location. The number, size and location of each shall be mutually agreed to by the parties in local level negotiations. The boards



shall be for the sole and exclusive use of the Union. The items posted shall not be political (including solicitation of funds or volunteers for a political candidate or political party), partisan or defamatory in nature. Nor shall such literature be posted in an employee's work space.

#### **Section 5. Information Provided to Union**

At least once each month, the Employer shall notify the Union in writing of the following personnel transactions involving bargaining unit employees within each agency and on a work location basis: New hires, promotions, bid numbers where such are used, demotions, reallocations, superior performance increases, checkoff revocations, layoffs, reemployments, transfers, leaves, returns from leave, suspensions, discharges, terminations and Social Security numbers.

In addition, the Employer shall furnish the Union every ninety (90) days the current seniority rosters and reemployment lists, applicable under the seniority provisions of this Agreement.

In all transactions listed above, employees' Social Security numbers shall be provided. The Union shall upon request receive such information on computer tapes, where available, from the Department of Central Management Services.

Each agency will provide the Union with information concerning temporary assignments when such information becomes available and in a form mutually agreed upon between the Agency and the Union. The frequency and other details of the provision of such information will be determined by the parties in Supplementary negotiations.

The Employer will notify the Union when a bargaining unit position (vacant or otherwise) is abolished and upon request discuss with the Union such abolishment.

#### **Section 6. Distribution of Union Literature**

During employee's non-working hours, he/she shall be permitted to distribute Union literature to other non-working employees in non-work areas and in work areas during non-work hours giving notice upon arrival to the appropriate supervisor of the building or work location as applicable. He/she shall be allowed access to general public entrances, public hallways, cafeterias, etc., for such purposes. Such Union literature shall not solicit funds for a political candidate or political party.

However, the parties recognize that at some worksites, a staggered schedule for breaks and meal periods or starting and quitting times creates the condition in which some employees are always working while others are not. Where distribution would consequently be disruptive of working employees, it shall normally be carried out while the largest number of employees are on rest or meal periods or other non-working time.

#### **Section 7. Union Meetings on State Premises**

The Employer agrees to make available State conference and meeting rooms for Union meetings upon prior notification by the designated Union representative, unless to do so would seriously interfere with the operating needs of the Employer, or cause additional cost or undue inconvenience to the Employer.

#### **Section 8. Rate of Pay**

Any time off with pay provided for under this Article shall be at the employee's regular rate of pay as though the employee were working.

#### **Section 9. Stewards and Union Representatives**

Those employees acting as stewards and/or Union representatives shall not receive preferential treatment with regards to shift or job assignments. The Employer agrees, however, that such employees shall be reassigned

because of operational needs only and not because of legitimate Union activity.

#### **Section 10. Union Orientation**

The current practices with respect to Union orientation of new employees in those agencies where the Union conducts said orientation shall continue.

The Union shall be permitted to conduct an orientation program of new employees, and current employees who transferred to a different agency. In those agencies that do not have a regularly scheduled orientation of new employees, the mechanics of Union orientation shall be determined pursuant to the Memorandum of Understanding entitled "Supplemental Agreements".

Such attendance by employees shall be on a voluntary basis and without loss of pay for the employees involved.

### **ARTICLE VII**

#### **Labor/Management Committee Meetings**

For the purpose of maintaining communications between labor and management in order to cooperatively discuss and solve problems of mutual concern:

- a) The head of each work location or his/her designee shall meet monthly with the appropriate Union committee representing this bargaining unit or, if the parties agree, combined meetings with other AFSCME bargaining units. Less frequent meetings may occur by mutual agreement of the parties;
- b) The agency head and/or his/her designees shall meet with the Union at least once every six (6) months;
- c) The Department of Central Management Services shall meet with the Union at least once every six (6) months.

The above meetings shall be scheduled at a time, place and date mutually agreed upon. More frequent work location meetings may be held when necessary at the request of either party. Such meetings shall be conducted combining all bargaining units unless mutually agreed otherwise.

Each party shall normally prepare and submit an agenda to the other two (2) weeks prior to the scheduled meeting. Notwithstanding the forgoing, nothing shall preclude either party from adding agenda items prior to the meeting. Minutes shall be taken and forwarded to the parties. These meetings may be attended by a reasonable number of AFSCME staff representatives and Local Union representatives from facilities or work locations as designated by the Union, except past practice in regards to the number of employees for the RC-6 and RC-9 bargaining units shall prevail.

**(RC-42 only)**

Monthly labor management meetings may be attended by no more than three (3) bargaining unit employees and by a reasonable number of AFSCME staff representatives and local Union representatives from facilities or work locations as designated by the Union. The six (6) month agency labor management meetings may be attended by no more than six (6) bargaining unit employees, except that the Department of Natural Resources is allowed eight (8) bargaining unit employees. The state-wide six (6) month labor management meeting with the Department of Central Management Services shall be attended by no more than fifteen (15) bargaining unit employees.

**ARTICLE VIII**

**Work Rules**

**Section 1. Rules of Personal Conduct**

The Employer has the right to establish reasonable rules of personal conduct and will notify the employees and the Union within ten (10) working days in advance of any new or modified rules of personal conduct.

## **Section 2. Procedural Work Rules**

Prior to establishing or changing procedural work rules or regulations, such as off-duty uniform usages, absent or tardy call-ins, doctors' statements for absences, parking violations and other similar matters, the Employer shall meet with the Union in a timely manner for the purpose of consultation and negotiations. Such procedural work rules and/or regulations shall either be posted or otherwise made available to affected employees.

## **Section 3. State Officials and Employees Ethics Act**

Employees shall comply with the provisions set forth in the State Officials and Employees Ethics Act (5 ILCS 430), provided that nothing in this Section shall be deemed to diminish the rights, privileges, or remedies of a State employee under any other federal or State law, rule, or regulation or under any collective bargaining agreement or employment contract.

## **ARTICLE IX**

### **Discipline**

#### **Section 1. Definition**

- A. The Employer agrees with the tenets of progressive and corrective discipline. Disciplinary action or measures shall include only the following:
- a) Oral reprimand;
  - b) Written reprimand;
  - c) Suspension (notice to be given in writing);  
and
  - d) Discharge (notice to be given in writing).

Disciplinary action may be imposed upon an employee only for just cause. An employee shall not be demoted for disciplinary reasons. Discipline shall be imposed as soon as possible after the Employer is aware of the event or action giving rise to the discipline and

has a reasonable period of time to investigate the matter.

In any event, the actual date upon which discipline commences may not exceed forty-five (45) days after the completion of the pre-disciplinary meeting.

The parties recognize that counselling and corrective action plans are not considered disciplinary actions.

B. All agencies, boards, and commissions with employees covered under the Master Contract shall be bound by the Affirmative Attendance Memorandum of Understanding.

An employee shall, whenever possible, provide advance notice of absence from work. Absence of an employee for five (5) consecutive work days without reporting to the Employer or the person designated by the Employer to receive such notification may be cause for discharge. The above provision shall not apply so long as the employee then notifies as soon as it is physically possible.

## **Section 2. Manner of Discipline**

If the Employer has reason to discipline an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

## **Section 3. Suspension Pending Discharge**

The Employer may suspend an employee for up to thirty (30) calendar days pending the decision whether or not charges for discharge shall be filed against the employee and such actions shall not be subject to Article V, Grievance Procedure. If suspension pending discharge is replaced by another disciplinary action, written notice will be issued and such action may be subject to the grievance procedure.

## **Section 4. Pre-Disciplinary Meeting**

For discipline other than oral reprimands, the Employer shall hold a pre-disciplinary meeting. Pre-disciplinary meetings and employee review hearings shall be held during the employee's worktime. If arrangements for such cannot reasonably be made, the hearing shall be scheduled immediately preceding or immediately following the employee's shift on the employee's workday. An employee whose hearing begins after the end of his/her shift shall be paid from the end of his/her shift through the end of his/her hearing at the appropriate rate. An employee whose hearing begins before the start of his/her shift shall be paid from the time the hearing is scheduled through the start of the employee's shift at the appropriate rate. Should the hearing be postponed or rescheduled at the request of the employee and/or the Union at a time other than before, during, or after the employee's shift, provisions for payment shall not apply. An employee's Working Supervisor may be allowed to conduct pre-disciplinary meetings under supervision of a non-bargaining unit supervisor. The role of Working Supervisors who are union representatives shall be to provide relevant information or to attend pre-disciplinary meetings to assist in the process. The limitation of said duties shall not be detrimental in any way to the Working Supervisor's record.

Prior to notifying the employee of the contemplated measure of discipline to be imposed, the Employer shall notify the Union of the meeting and reasonably in advance of such meeting shall provide the Union with the alleged infraction and shall make every reasonable effort to provide all documentation being used by the Employer to substantiate the alleged infraction. The Employer then shall meet with the employee involved and inform him/her of the reasons for such contemplated disciplinary action including any names of witnesses and copies of pertinent documents. Employees shall be informed of their rights to Union representation and shall be entitled to such, if so requested by the employee, and the employee and Union representative shall be given the opportunity to rebut or clarify the reasons for such discipline. If a rebuttal is not presented at the time of the pre-disciplinary meeting, a rebuttal shall be provided within five (5) work days by the employee or the Union, provided that the documentation has been supplied

reasonably in advance of the meeting as set forth in this section.

Reasonable extensions of time for rebuttal purposes will be allowed when warranted and if requested. If the employee does not request Union representation, a Union representative shall nevertheless be entitled to be present as a non-active participant at any and all such meetings. Except for discipline pursuant to an agreed upon time abuse policy, the current procedure for pre-suspension/pre-separation hearings in Cook County Public Aid shall continue, unless amended by the parties in supplemental negotiations.

#### **Section 5. Oral Reprimands**

In cases of oral reprimands, the supervisor must inform the employee that he/she is receiving an oral reprimand and of their right to Union representation, which shall be provided if so requested. The employee shall also be given reasons for such discipline, including any names of witnesses and copies of pertinent documents. Notations of oral reprimands placed in the employee's personnel file shall be provided to the employee and the Union.

#### **Section 6. Notification and Measure of Disciplinary Action**

- a) In the event disciplinary action is taken against an employee, other than the issuance of an oral reprimand, the Employer shall promptly furnish the employee and the Union in writing with a clear and concise statement of the reasons therefore. The measure of discipline and the statement of reasons may be modified, especially in cases involving suspension pending discharge, after the investigation of the total facts and circumstances. But once the measure of discipline is determined and imposed, the Employer shall not increase it for the particular act of misconduct which arose from the same facts and circumstances. The



Employer shall notify an employee of his/her suspension prior to its effective date. If the Employer is unable to contact the employee, the Employer shall notify the Union prior to the effective date of the suspension.

- b) An employee shall be informed that he/she is entitled to the presence of a Union representative at non-criminal investigatory interviews conducted by an agency's Inspector General or internal affairs unit, the Executive Inspector General or the Illinois State Police Division of Internal Investigations. If such an interview is to be conducted away from the employee's worksite, the employee shall be so notified prior to leaving his/her worksite. In the case of all other non-criminal investigatory interviews, the person conducting the interview shall inform an employee that he/she is entitled to the presence of a Union representative not later than the commencement of the interview, provided that the subject matter of the interview could cause a reasonable person to believe that the employee could be disciplined as a result of the interview.

An employee shall be entitled to the presence of a Union representative at an investigatory interview if he/she requests one and if the employee has reasonable grounds to believe that the interview may be used to support disciplinary action against him/her. Such Union representative may be present during an investigatory interview for the purpose of protecting an employee's rights under the Collective Bargaining Agreement; however, such Union representative shall not act in such a manner so as to obstruct the investigation. It is understood by the parties that an employee's statement, either oral or written, made in investigatory interviews when representation is requested by the employee and denied shall not be used against him/her in any subsequent disciplinary action. All time spent by an employee, including travel time, who is required by the Employer to

attend an investigatory interview away from the employee's regular workplace shall be paid by the Employer at the appropriate rate. All related travel costs shall be paid pursuant to the Travel Control Board rules. An employee who signs an investigatory interview statement shall be given a copy of the signed statement upon completion of the investigation, if requested, and in advance of any disciplinary meeting. An employee who is required to attend a subsequent interview(s) shall have the opportunity, if available, to review his/her prior signed written statement(s) at the beginning of such interview(s), upon request. If the signed written statement(s) is unavailable when requested by the employee, the employee shall not be adversely impacted by the Employer's failure to provide said statement(s). Following such an investigation the employee and the Union shall be notified in writing that the investigation is complete. If an investigation of alleged employee misconduct does not lead to discipline the employee shall receive written notification that the investigation is closed without charges being filed, and the allegations of misconduct will not become part of the employee's permanent file nor be used to adversely affect the employee's contractual rights.

- c) Nothing in this Section shall prevent the Employer from relieving employees from duty in accordance with its practice. The employee shall not lose any wages because of such release.

## **Section 7. Removal of Discipline**

Any written reprimand or discipline imposed for tardiness or absenteeism shall be removed from an employee's record if, from the date of the last reprimand or discipline, two (2) years pass without the employee receiving an additional reprimand or discipline for such offense. The two (2) year period shall be extended by any leave of absence or disciplinary

suspension. Any reprimand for other causes shall be removed from the employee's record based on the above criteria. Such removal shall be at the request of the employee but in any case shall not be used against the employee.

### **Section 8. Polygraph**

No employee shall be required to take a polygraph examination as a condition of retaining employment with the Employer nor shall be subject to discipline for the refusal to take such. An AFSCME representative may accompany a bargaining unit employee to a polygraph examination. The representative may review the polygraph questions but may not be present during the administration of the polygraph examination.

## **ARTICLE X**

### **Vacations**

#### **Section 1. Amounts**

Employees, except emergency, temporary and those paid pursuant to Part II, Section 3 of the Pay Plan, shall earn vacation time. No employee on leave of absence may earn vacation except when the leave was for the purpose of accepting a temporary working assignment in another class.

Eligible employees shall earn vacation time in accordance with the following schedule:

- a) From the date of hire until the completion of five (5) years of continuous service: ten (10) work days per year.
- b) From the completion of five (5) years of continuous service until the completion of nine (9) years of continuous service: fifteen (15) work days per year.
- c) From the completion of nine (9) years of continuous service until the completion of

fourteen (14) years of continuous service:  
seventeen (17) work days per year.

- d) From the completion of fourteen (14) years of continuous service until the completion of nineteen (19) years of continuous service: twenty (20) work days per year.
- e) From the completion of nineteen (19) years of continuous service until the completion of twenty-five (25) years of continuous service: twenty-two (22) work days per year.
- f) From completion of twenty-five (25) years of continuous service: twenty-five (25) work days per year.

Probationary employees earn vacation and may use such during their original six (6) months probationary period at the discretion of the Employer. Employees must be in paid status at least one-half (1/2) of the work days of the month to be credited for their earned vacation for that month.

## **Section 2. Vacation Time**

Vacation time may be taken in increments of not less than one-half (1/2) day at a time, and any time after it is earned. Supervisors may however, grant employee requests to use vacation time in smaller increments of fifteen (15) minutes after a minimum use of one-half (1/2) hour. Vacation time shall not be accumulated for more than twenty-four (24) months after the end of the calendar year in which it is earned.

Vacation time earned shall be computed in workdays.

After an employee's earned vacation time has been so computed, if there remains a fractional balance of one-half (5/10) of a workday or less, the employee shall be deemed to have earned vacation time of one-half (5/10) of a workday, in lieu of the fractional balance; if there remains a fractional balance of more than one-half (5/10) of a workday, the employee shall be deemed

to have earned a full workday of vacation time in lieu of a fractional balance.

Such rounding off of fractional balances shall only be done upon an employee's request for vacation days in increments of five (5) or more. However, no employee shall accumulate more than one (1) day per calendar year by rounding off under this Section.

### **Section 3. Interrupted Service**

Computation of vacation time of State employees who have interrupted continuous State service shall be determined as though all previous State service which qualified for earning of vacation benefits is continuous with present service. The rule provided in this paragraph applies to vacation time earned on or after October 1, 1972.

### **Section 4. Part-time and Intermittent Employees**

Part-time employees shall earn vacation in accordance with the schedule set forth in Section 1 of this Article on a pro-rated basis determined by a fraction the numerator of which shall be the hours worked by the employee and the denominator of which shall be the normal working hours in the year required by the position. Intermittent employees shall earn vacation in accordance with the current practice.

### **Section 5. Vacation Schedules**

Subject to Section 6 and the Employer's operating needs, vacations shall be scheduled as requested by the employee in writing. The Employer shall respond to vacation requests within five (5) work days. Where current practice provides for a quicker response, such practice shall continue. Once scheduled vacation is approved it will only be canceled if the Employer's operating needs require that employee's services. The necessity of an overtime assignment shall not be a consideration in the cancellation of approved vacation. In any event, upon request, vacation time must be scheduled so that it may be taken no later than twenty-

four (24) months after the expiration of the calendar year in which such vacation time was earned. If an employee does not request and take accrued vacation within such twenty-four (24) month period, vacation earned during such calendar year shall be lost. Except that the period of time an employee is on an approved leave of absence pursuant to Article XXIII, Leaves of Absence, shall not count toward the twenty-four (24) month period.

## **Section 6. Vacation Schedules by Seniority**

By January 31 of each calendar year, employees may submit in writing to the Employer their preferences for different time periods for vacation, provided an employee may not submit more than three (3) preferences. Such request may include vacation through the end of February of the following calendar year. In establishing vacation schedules, the Employer shall consider both the employee's preference and the operating needs of the agency. Where the Employer is unable to grant and schedule vacation preferences for all employees within a position classification within a facility but is able to grant some of such (one or more) employees such vacation preferences, employees within the position classification shall be granted such preferred vacation period on the basis of seniority. An employee who has been granted his/her first preference shall not be granted another preference request if such would require denial of the first preference of a less senior employee. An employee's preference shall be defined as a specific block of time uninterrupted by work days.

Employees who file their preference by January 31, shall be notified of the vacation schedules by March 1 of that calendar year. Employees requesting vacation time who have moved at their prerogative to a different work unit, and whose preference conflicts with another employee in that work unit, or those employees who have not filed their preference by January 31 or were not granted such request, shall be scheduled on the basis of the employee's preference and the operating needs of the Employer.

## **Section 7. Payment in Lieu of Vacation**

- a) If because of operating needs the Employer cannot grant an employee's request for vacation time within the twenty-four (24) month period after the expiration of the calendar year such time was earned, such vacation time shall be liquidated in cash at straight time provided the employee has made at least three (3) requests, each for different time periods, for such time within the calendar year preceding liquidation, or it may be accumulated indefinitely subject to the provisions of this Article.
- b) No salary payment shall be made in lieu of vacation earned but not taken except as in (a) above and on termination of employment for eligible employees with at least six (6) months of continuous service in which case the effective date of termination shall not be extended by the number of days represented by said salary payment.
- c) An employee who is indeterminately laid off pursuant to Article XX, Section 2, may receive lump sum payment in lieu of unused vacation under this Section at the request of the employee and with determination by the agency that funds are so available, otherwise the employee shall be paid from the regular payroll on a day-for-day basis until such accrued vacation is liquidated.

Such liquidation of vacation benefits does not extend the effective date of layoff and no additional benefits shall be earned or granted during such period of liquidation of vacation benefits.

In the event an agency specifies in the layoff plan approved in accordance with Personnel Rule 302.520 that the employee is to be recalled under Article XX, Section 5, Recall, on a certain date, the payment of salary in lieu of vacation may be withheld, with the payment becoming due on the date the employee is scheduled to return if in fact the employee is not recalled on that date.

In the event an employee is returned to active employment in trainee, provisional, probationary, certified or exempt status during such period of liquidation of vacation benefits, payment shall cease and the unpaid balance credited to the employee's vacation account. If the return is to any other status, the liquidation shall be completed, unless the employee requests otherwise.

#### **Section 8. Payment on Death of Employee**

Upon the death of the State employee, the person or persons specified in Section 14a of "an Act in relation to State Finance," approved June 10, 1919, as amended, shall be entitled to receive from the appropriation for personal services theretofore available for payment of the employee's compensation such sum for any accrued vacation period to which the employee was entitled at the time of death. Such shall be computed by multiplying the employee's daily rate by the number of days accrued vacation due.

#### **Section 9. Disposition of Work During Vacation**

Insofar as practicable during an employee's vacation, the Employer shall assign non-individual work to other employees. Upon return from vacation, an employee shall be allowed reasonable time to review work done during his/her absence.

#### **Section 10. Vacation Pay/Academic Year Educators (RC-63)**

Beginning with the academic school year 2000, permanent, full-time academic year Educators shall earn vacation in accordance with the following schedule:

- a) From the completion of one (1) year of service until the completion of ten (10) years of service: three (3) work days per year of employment.



- b) From completion of ten (10) years of service until the completion of fourteen (14) years of service: five (5) work days per year of employment.
- c) From completion of fourteen (14) years of service until the completion of nineteen (19) years of service: eight (8) work days per year of employment.
- d) From completion of nineteen (19) years of service until the completion of twenty-five (25) years of service: eleven (11) work days per year of employment.
- e) From completion of twenty-five (25) years of service: fourteen (14) work days per year of employment.

Payment for such vacation shall be paid in cash during the fiscal year in which it was earned unless the Superintendent at his/her discretion grants employee requests for vacation time usage during the academic year.

## **ARTICLE XI**

### **Holidays**

#### **Section 1. Amounts**

All employees shall have time off, with full salary payment on the following holidays or the day designated as such by the State:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day

Friday Following Thanksgiving Day  
Christmas Day  
General Election Day

(on which members of the House of Representatives are elected) and any additional days proclaimed as holidays or non-working days by the Governor of the State of Illinois or by the President of the United States.

## **Section 2. Equivalent Time Off**

When a holiday falls on an employee's scheduled day off, or an employee works on a holiday, equivalent time off shall be granted within the following twelve (12) month period. It shall be granted on the day requested by the employee unless to do so would interfere with the Employer's operations, in which event the employee's next requested day off shall be given or cash paid in lieu thereof, or accumulated indefinitely.

Holiday time off may be taken in increments of one-half (1/2) day, except where current practice so provides it may be taken in increments of less than one-half (1/2) day in accordance with that practice. Notwithstanding the above, supervisors may grant employee requests to use holiday time in smaller increments of fifteen (15) minutes after a minimum use of one-half (1/2) hour.

## **Section 3. Cash Payment**

In lieu of equivalent time off as provided for in Section 2 above, an employee who works either the actual holiday or the observed holiday may choose to receive double time cash payment, except an employee who works on only Labor Day, Thanksgiving Day or Christmas Day may choose to receive double time and one-half cash payment in lieu of time off. When an employee works (excluding roll-call) on a day on which a holiday falls, either the actual holiday or the observed holiday, he/she shall receive equivalent time off or cash payment in the amounts specified above for any time in excess of his/her regular hours of work.

#### **Section 4. Advance Notice**

Employees scheduled to work a holiday shall be given as much advance notice as practicable. (RC 62 and RC 63 only) Such holiday scheduling shall be from among employees who perform the actual duties and responsibilities of the necessary work and shall be on a seniority rotation basis subject to the operating needs of the agency.

#### **Section 5. Holiday During Vacation**

When a holiday falls on an employee's regularly scheduled work day during the employee's vacation period, the employee will be charged with that holiday and retain the vacation day.

#### **Section 6. Eligibility**

To be eligible for holiday pay, the employee shall work the employee's last scheduled work day before the holiday and first scheduled work day after the holiday, unless absence on either or both of these work days is for good cause and approved by the Employer.

Intermittent employees to be eligible for holiday pay shall work their regularly scheduled day before the holiday and their regularly scheduled day after the holiday within a period of ten (10) working days which shall include the holiday.

It is understood by the parties that permanent part-time employees shall be eligible for holiday payment in accordance with Article XI, Section 6, on a pro-rated basis. Such pro-ration shall be according to the number of paid holidays regular full-time employees receive. Part-time employees whose schedules are specifically weekends and holidays are excluded from this provision.

#### **Section 7. Accumulated Holiday Scheduling**

Where the Employer is unable to grant the request from all employees within a position classification for

a particular day off in the utilization of an accumulated holiday under this Article, but is able to grant some (one or more) of such employees such day off, an employee(s) within the position classification shall be granted the requested day off on the basis of seniority provided such senior employee(s) has made such request at least two (2) weeks prior to the requested accumulated holiday off. If no prior request was made within the above time limits, such day off shall be granted in accordance with Section 2 of this Article.

The Employer will, where possible, inform an employee of whether it can grant the request for a particular day off within five (5) days of such request.

#### **Section 8. Holiday Observance**

When a holiday falls on a Sunday, the following Monday shall be observed as the holiday. When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.

#### **Section 9. Payment Upon Separation**

Upon separation for any reason, the employee shall be paid for all accrued holidays.

#### **Section 10. Holiday Pay/Academic Year Educators (RC-63)**

Beginning with the academic school year 1984, permanent, full-time academic year Educators will receive double time cash payment for work performed on six (6) of the holidays designated in Section 1 of this Article which occur during the academic year. Such holidays shall be set forth in the school calendar at the discretion of the Superintendent or his/her designee.

Beginning with the academic school year 2009-2010, permanent, full-time academic year Educators will receive double time cash payment for work performed on ten (10) of the holidays designated in Section 1 of this Article which occur during the academic year. Such

holidays shall be set forth in the school calendar at the discretion of the Superintendent or his/her designee, but shall include Labor Day, Thanksgiving, and Christmas Day.

**Section 11. Holiday Work (RC-42 and Site Technicians I and II)**

Where some but not all employees are scheduled to work a holiday, the scheduling shall be offered on a seniority rotation basis.

**ARTICLE XII**

**Hours of Work and Overtime**

**Section 1. General Provisions RC-6**

- a) "Consecutive Days and Hours" The regular hours of work each day shall be consecutive and the work week shall consist of five (5) consecutive days beginning with the time the employee starts work on the first day of his/her work week.
- b) "Overtime Payment" Full-time employees shall be paid at the rate of one and one-half times the employee's straight time hourly rate for all time worked outside of their normal work hours and/or work days up to sixteen (16) hours in a twenty-four (24) hour period. For hours worked in excess of sixteen (16) in a twenty-four (24) hour period, employees shall be paid double time.
- c) "Compensatory Payment" Hours worked in excess of the below specified hours but less than forty (40) shall not be compensated, provided that for such time so worked, compensatory overtime shall be accrued at the rate equal to the time so worked and compensatory time off shall be granted by the Employer within the fiscal year earned at a time convenient to the employee consistent with the operating needs

of the Employer, and if not so granted or taken, it shall be liquidated in cash before the end of the fiscal year in which earned.

Correctional Officers.....38 3/4 hours

Employees in other position classifications except Youth Counselors, Youth Supervisors and Dietary employees in Juvenile Facilities.....37 1/2 hours

d) "Work Day and Work Week"

(i) Correctional Officers - 38 3/4 hours consisting of five (5) consecutive days of 8 1/4 consecutive hours, including an unpaid lunch period of thirty (30) minutes per day and a roll-call period of fifteen (15) minutes per day which shall be paid for in accordance with Section 20 of this Article.

(ii) Employees in other position classifications except Youth Counselors, Youth Supervisors and Dietary employees in Juvenile facilities consisting of five (5) consecutive days of eight (8) consecutive hours, including a thirty (30) minute unpaid lunch period per day.

(iii) Youth Supervisors, Youth Counselors and Dietary employees position classifications in Juvenile facilities - forty (40) hours, consisting of five (5) consecutive days of eight (8) hours, including a thirty (30) minute paid lunch period per day.

e) "Lunch Period" Employees who receive an unpaid lunch period and are required to work at their work assignments during such period and who are not relieved, shall have such time counted as hours worked for the purposes of Sections 1(b) and 1(c) above and shall be compensated at the appropriate compensatory straight or overtime rate, whichever may be applicable.

- f) "Days Off" For employees working within position classifications and at facilities which require continuous coverage, scheduled work days and scheduled days off shall be consecutive, but may fall on any day of the work week.
- g) "Tardiness and Absenteeism" The agency's current practices and policies regarding tardiness and absenteeism shall continue.

## **Section 2. General Provisions RC-9**

- a) "Consecutive Days and Hours" The regular hours of work each day shall be consecutive and the work week shall consist of five (5) consecutive days of work within regular reoccurring period of 168 hours consisting of seven (7) consecutive 24-hour periods. Exceptions to the above may exist in local supplementary agreements.
- b) "Work Day and Work Week" The normal work day shall be eight (8) hours per day and the normal work week shall be forty (40) hours per week. The present practice with regards to employees working a straight eight (8) hours with a paid half hour lunch period, or working a straight eight (8) hours with an unpaid half hour lunch period, or working a straight eight and one-half hours with a half hour unpaid lunch period, shall continue for the full term of this Agreement and it shall be considered as a forty-hour work week.
- c) "Overtime Payment" Full-time employees shall be paid at the rate of one and one-half times the employee's straight time hourly rate for all time worked outside of their normal work hours and/or work days up to sixteen (16) hours in a twenty-four (24) hour period. For hours worked in excess of sixteen (16) in a twenty-four (24) hour period, employees shall be paid double time.

Employees who receive an unpaid lunch period and are not required to work at their work assignments during such period shall not have such time treated as hours worked for the purpose of computing overtime.

- d) "Lunch Period" Employees who receive an unpaid lunch period and are required to work at their work assignments and who are not relieved shall have such time treated as hours worked for the purpose of computing overtime and shall be paid at the appropriate overtime rate.
- e) "Tardiness and Absenteeism" The agency's current practices and policies regarding tardiness and absenteeism shall continue.

### **Section 3. General Provisions RC-14**

- a) "The Work Day and the Work Week" The normal work day shall consist of seven and one-half consecutive hours and the normal work week shall consist of five (5) consecutive work days followed by two (2) consecutive days off. Exceptions to the above are subject to local level negotiations. Schedules normally requiring more than seven and one-half hours of work each day shall be negotiated where serious operational problems so dictate. If no agreement is reached, the issue shall be submitted to arbitration. Past practice may continue if required for such work schedules pending agreement or an arbitrator's decision.
- b) "Meal Period" Work schedules shall provide for the work day to be broken at approximately mid-point by an uninterrupted, unpaid meal period of not less than thirty (30) minutes and no more than one (1) hour. However, this shall not preclude work schedules which provide for a paid meal period. Such regularly scheduled paid meal periods shall be treated as hours worked and shall be paid at the appropriate straight or overtime rate, whichever is applicable.



When employees who normally receive an unpaid meal period are required to work during that period and receive no equivalent time off during the same shift at a reasonable alternative time, they shall have such time treated as hours worked and shall be paid at the appropriate straight or overtime rate, whichever is applicable. Present practices regarding eating while on duty during meal periods shall remain in effect.

- c) "Late Arrival and Unauthorized Absence" There shall be no general policy of docking for late arrival. Employees who are repeatedly late may be docked until the problem has been corrected over a reasonable period. However, this shall not limit the Employer's right to dock for unauthorized absence and/or resort to the disciplinary procedure of this Agreement for excessive late arrival and/or unauthorized absence. The threshold between late arrival and unauthorized absence is one hour after the starting time.
- d) "Overtime Payment" Full-time employees shall be paid at the rate of one and one-half times the employee's straight time hourly rate for all time worked outside of their normal work hours and/or work days up to sixteen (16) hours in a twenty-four (24) hour period. For hours worked in excess of sixteen (16) in a twenty-four (24) hour period, employees shall be paid double time.
- e) "Overtime Procedure" Overtime shall be distributed as equally as possible among the employees who normally perform the work in the position classification in which the overtime is needed and within a work unit as mutually agreed to between the parties. It shall be distributed on a rotating basis among such employees in accordance with seniority, the most senior employee having the least number of overtime hours, regardless of whether the employee is full-time or part-time, being given first opportunity. If all employees

available to work the overtime hours decline the opportunity, the Employer shall assign the overtime in reverse seniority order; the least senior employee who has not been previously directed by the Employer to work overtime shall be directed to work the hours until all employees have been required to work at which time the process shall repeat itself.

For the purpose of equalizing the distribution of overtime, an employee who is offered but declines an overtime assignment shall be deemed to have worked the hours assigned.

New and temporarily assigned employees shall be credited with the average overtime hours worked by all employees in the unit as of the date of hire or temporary assignment.

**Section 4. General Provisions RC-28 (except Site Technicians I and II)**

- a) "The Work Day and the Work Week" The work week is defined as a regularly reoccurring period of 168 hours consisting of seven (7) consecutive 24-hour periods. The normal work day shall consist of seven and one-half (7 1/2) consecutive hours and the normal work week shall consist of five (5) consecutive days followed by two (2) consecutive days off except for rotating schedules. Schedules normally requiring more than seven and one-half (7 1/2) hours of work each day shall be negotiated where serious operational problems so dictate. If no agreement is reached, the issue shall be submitted to arbitration. Past practice may continue for such work schedules pending agreement or an arbitrator's decision. Those facilities maintaining rotating schedules shall not be obligated to pay for overtime for those regular work schedules that provide for six (6) or more consecutive days of work, unless employees on such schedules exceed forty (40) hours in the work week.

- b) "Regular Work Schedule" All employees (except intermittent and per diem employees) shall be scheduled to work on a regular work schedule and each work shift shall have a regular starting and quitting time.
- c) "Meal Period" Work schedules shall provide for the work day to be broken at approximately mid-point by an uninterrupted, unpaid meal period of not less than thirty (30) minutes and no more than one (1) hour. However, this shall not preclude work schedules which provide for a paid meal period. Those employees who receive an unpaid meal period and are required to work at their work assignments and are not relieved for such meal periods shall have such time treated as hours worked for the purpose of computing overtime and shall be paid at the appropriate straight time or overtime rate, whichever may be applicable.
- d) "Overtime Payment" Full-time employees shall be paid at the rate of one and one-half times the employee's straight time hourly rate for all time worked outside of their normal work hours and/or work days up to sixteen (16) hours in a twenty-four (24) hour period. For hours worked in excess of sixteen (16) in a twenty-four (24) hour period, employees shall be paid double time. Compensation shall be in cash at the appropriate rate unless mutually agreed otherwise.
- e) "Overtime Procedure" Overtime shall be distributed as equally as possible among the employees who normally perform the work in the position classification in which the overtime is needed and within a work unit as mutually agreed to locally between the parties. It shall be distributed on a rotating basis among such employees in accordance with seniority, the most senior employee having the least number of overtime hours, regardless of whether the employee is full-time or part-time, being given first opportunity. If all employees available to work the overtime hours

decline the opportunity, the Employer shall assign the overtime in reverse seniority order; the least senior employee who has not previously been directed by the Employer to work overtime shall be assigned to work the hours until all employees have been required to work at which time the process shall repeat itself.

For the purpose of equalizing the distribution of overtime, an employee who is offered but declines an overtime assignment shall be deemed to have worked the hours assigned.

New and temporarily assigned employees shall be credited with the average overtime hours worked by all employees in the unit as of the date of hire or temporary assignment.

- f) "Late Arrival and Unauthorized Absence" There shall be no general policy of docking for late arrival. Employees who are repeatedly late may be docked until the problem has been corrected over a reasonable period. However, this shall not limit the Employer's right to dock for unauthorized absence and/or resort to the disciplinary procedure of this Agreement for excessive late arrival and/or unauthorized absence. The threshold between late arrival and unauthorized absence is one hour after the starting time.

## **Section 5. General Provisions RC-42 and Site Technicians I and II**

- a) "The Work Day and the Work Week" The work week is defined as a regularly reoccurring period of 168 hours consisting of seven (7) consecutive 24-hour periods. The normal work day shall consist of seven and one-half (7 1/2) consecutive hours and the normal work week shall consist of five (5) consecutive days followed by two (2) consecutive days off except for rotating schedules. Schedules normally requiring more than seven and one-half (7 1/2) hours of work each day shall be

negotiated where serious operational problems so dictate. If no agreement is reached, the issue shall be submitted to arbitration. Past practice may continue for such work schedules pending agreement or an arbitrator's decision. Those work sites maintaining rotating schedules shall not be obligated to pay for overtime for those regular work schedules that provide for six (6) or more consecutive days of work, unless employees on such schedules exceed 37 1/2 hours in the work week.

- b) "Regular Work Schedule" All employees (except intermittent and per diem employees) shall be scheduled to work on a regular work schedule and each work shift shall have a regular starting and quitting time. However, where agency practice provides for seasonal work schedule changes, those changes may be implemented with a minimum five (5) work day notice to the Union and the employees. Such seasonal work schedule changes shall not be subject to negotiation with the Union. Subject to the operating needs of the agency, the Employer will attempt to utilize as many seasonal employees as possible on Saturdays and Sundays to allow regular employees to be scheduled off.
- c) "Meal Period" Work schedules shall provide for the work day to be broken at approximately mid-point by an uninterrupted, unpaid meal period of not less than thirty (30) minutes and no more than one (1) hour. However, this shall not preclude work schedules which provide for a paid meal period. Those employees who receive an unpaid meal period and are required to work at their work assignments and are not relieved for such meal periods shall have such time treated as hours worked for the purpose of computing overtime and shall be paid at the appropriate straight time or overtime rate, whichever may be applicable.
- d) "Overtime Payment" Full-time employees shall be paid at the rate of one and one-half times

the employee's straight time hourly rate for all time worked outside of their normal work hours and/or work days up to sixteen (16) hours in a twenty-four (24) hour period. For hours worked in excess of sixteen (16) in a twenty-four (24) hour period, employees shall be paid double time. Compensation shall be in cash at the appropriate rate unless mutually agreed otherwise.

- e) "Overtime Procedure" Overtime shall be distributed as equally as possible among the employees who normally perform the work in the position classification in which the overtime is needed and within a work unit as mutually agreed to locally between the parties. It shall be distributed on a rotating basis among such employees in accordance with seniority, the most senior employee having the least number of overtime hours, regardless of whether the employee is full-time or part-time, being given first opportunity. If all employees available to work the overtime hours decline the opportunity, the Employer shall assign the overtime in reverse seniority order; the least senior employee who has not previously been directed by the Employer to work overtime shall be assigned to work the hours until all employees have been required to work at which time the process shall repeat itself.

For the purpose of equalizing the distribution of overtime, an employee who is offered but declines an overtime assignment shall be deemed to have worked the hours assigned.

- f) "Late Arrival and Unauthorized Absence" There shall be no general policy of docking for late arrival. Employees who are repeatedly late may be docked until the problem has been corrected over a reasonable period. However, this shall not limit the Employer's right to dock for unauthorized absence and/or resort to the disciplinary procedure of this Agreement for excessive late arrival and/or unauthorized absence. The threshold between late arrival

and unauthorized absence is one hour after the starting time.

## **Section 6. General Provisions RC-10, RC-62 and RC-63**

- a) "The Work Week" The work week is defined as a regularly reoccurring period of 168 hours consisting of seven (7) consecutive 24-hour periods. An RC-62 and RC-63 employee's normal work week shall consist of not more than forty (40) hours. Past practice at work locations requiring less than forty (40) hours in a normal work week may continue. The normal work week shall consist of five (5) consecutive days of work followed by two (2) consecutive days off except for rotating schedules consisting of six (6) or more consecutive days of work. Such rotating schedules may be maintained without the payment of overtime unless the employee works in excess of his/her normal work week within the measuring period used.

### **RC-10 only**

*An RC-10 employee's normal work week shall consist of not more than thirty-seven and one-half (37 1/2) hours. Past practice at work locations requiring less than thirty-seven and one-half (37 1/2) hours in a normal work week may continue. The normal work week shall consist of five (5) consecutive days of work followed by two (2) consecutive days off.*

- b) "Regular Work Schedule" Where current practice so provides, employees (except intermittent and per diem) shall be scheduled to work on a regular work schedule and each work shift shall have a regular starting and quitting time.
- c) "Meal Period" Where current practice so provides or otherwise practicable, work schedules shall provide for the work day to be broken at approximately mid-point by an uninterrupted, unpaid meal period of not less

than thirty (30) minutes and no more than one (1) hour. However, this shall not preclude work schedules which provide for a paid meal period. Those employees who receive an unpaid meal period, and are required to work at their work assignments and are not relieved for such meal periods shall have such time treated as hours worked for the purpose of computing overtime and shall be paid at the appropriate rate.

d) "Overtime Payment"

(i) Employees who are authorized and do work in excess of their normal work week in any one scheduled period as defined in subsection (a), shall receive overtime credit for such hours. Procedures for the authorization of overtime shall be established by each agency within fifteen (15) calendar days from the effective date of this Agreement. Overtime in less than fifteen (15) minutes increments shall not be accrued.

(ii) Payment for such overtime credit shall be in cash or compensatory time at the discretion of the Employer. If such compensatory time request is granted, it shall be taken within the fiscal year it was earned at a time convenient to the employee and consistent with the operating needs of the Employer. However, accrued compensatory time not scheduled or taken by the end of the fiscal year shall be liquidated and paid in cash at the rate it was earned. Notwithstanding the above, employees who schedule compensatory time off by June 1st of the fiscal year shall be allowed to use such time through August 1st of the following fiscal year. Employees who earn compensatory time after June 1<sup>st</sup> shall be allowed to use such compensatory time through August 15<sup>th</sup> of the subsequent fiscal year.



- (iii) Full-time employees shall be paid at the rate of one and one-half times the employee's straight time hourly rate for all time worked outside of their normal work hours and/or work days up to sixteen (16) hours in a twenty-four (24) hour period. For hours worked in excess of sixteen (16) in a twenty-four (24) hour period, employees shall be paid double time.

**RC-10 only**

*(1) Employees who are authorized and do work in excess of their normal work week in any one scheduled period as defined herein, shall receive credit for such hours as enumerated in this Section.*

- (2) (i) Hours after from thirty-seven and one-half (37.5) to forty (40) in the work week:*

*The employee and his/her immediate supervisor shall make every reasonable effort to avoid having the employee's weekly hours exceed thirty-seven and one-half (37 1/2) hours in the work week by adjusting hours within the work week at the discretion of the immediate supervisor, provided however, the employee's choice of taking the time off shall be considered by the immediate supervisor and shall not be unreasonably denied. In the event the employee's schedule cannot be altered to avoid working hours in excess of thirty-seven and one-half (37 1/2) but not more than forty (40) in the work week, payment for overtime hours worked between thirty-seven and one-half (37 1/2) but not more than forty (40) shall be in compensatory time. Compensatory time off shall be scheduled by the Employer with due*

consideration given to the requests of the employee and the operating needs of the Agency. However, accrued compensatory time not scheduled or taken by the end of the fiscal year shall be liquidated and paid in cash at the rate it was earned. Notwithstanding the above, employees who schedule compensatory time off by June 1st of the fiscal year shall be allowed to use such time through August 1st of the following fiscal year.

- (ii) Hours worked in excess of forty (40) in the work week:

The payment of overtime hours worked in excess of forty (40) hours in the work week shall be in cash or compensatory time at the Employer's discretion. Compensatory time off shall be scheduled with due consideration given to the requests of the employee. However, accrued compensatory time not scheduled or taken by the end of the fiscal year shall be liquidated and paid in cash at the rate it was earned. Employees who earn compensatory time after June 1<sup>st</sup> shall be allowed to use such compensatory time through August 15<sup>th</sup> of the subsequent fiscal year.

Overtime in excess of forty (40) hours in the work week shall be earned at the employee's straight time rate. Overtime as authorized by the Employer in excess of thirty-seven and one-half (37 1/2) hours in the work week and assigned on Saturday or Sunday shall be earned at the rate of one and one-half (1 1/2) times the employee's straight time hourly rate.

- e) "Overtime Procedure" Where practicable, overtime shall be distributed as equally as possible among employees who normally perform the work in the position classification in which the overtime is needed and within a work unit, regardless of whether the employee is full-time or part-time, as mutually agreed locally by the parties. If current practice provides for a method for the equal distribution of overtime, it shall be maintained unless the parties agree otherwise.

**(RC-10 only)**

*Where practicable, and when the work is not so individualized so as to preclude same, overtime shall be distributed as equally as possible among employees who normally perform the work in the position classification in which the overtime is needed and within a work unit, regardless of whether the employee is full-time or part-time.*

- f) "Late Arrival and Unauthorized Absence" There shall be no general policy of docking for late arrival. Employees who are repeatedly late may be docked until the problem has been corrected over a reasonable period. However, this shall not limit the Employer's right to dock for unauthorized absence and/or resort to the disciplinary procedure of this Agreement for excessive late arrival and/or unauthorized absence. The threshold between late arrival and unauthorized absence is one hour after the starting time.
- g) "Consecutive Work Hours" **(RC-10 only)** *The regular hours of work each day shall be consecutive except that they may be interrupted by a meal period.*

**Section 7. Hours of Work and Overtime - Aircraft Pilots Only (RC-62)**

- a) The Work Week

The normal work week shall be Sunday through Saturday and shall average five (5) days of work within a regular reoccurring period of 168 hours consisting of seven (7) consecutive 24-hour periods. For purposes of calculation a normal work week shall consist of forty-eight (48) hours and no less than thirty seven and one-half (37 1/2) hours.

b) Meal Period

Where current practice so provides and work hours so dictate the work day shall be broken approximately midpoint by an uninterrupted, paid meal period of not less than thirty (30) minutes and not more than one (1) hour. However, this shall not preclude work schedules which provide for an unpaid meal period. Those employees who receive an unpaid meal period and are required to work at their work assignments and are not subsequently relieved for such meal periods shall have such time treated as hours worked for the computing of overtime and shall be paid at the appropriate overtime rate.

c) Overtime Payment

- (i) Employees who are authorized and who are accountable to the Employer with the exception of stand-by (as enumerated in Section 22) in excess of one hundred sixty (160) hours during a twenty-eight (28) day cycle shall receive overtime credit of one and one-half (1-1/2) times the employee's straight time hourly rate for such hours. Procedures for the authorization of overtime shall be established by the agency within thirty (30) days from the effective date of this Agreement. Overtime in less than one-half (1/2) hour increments shall not be accrued.
- (ii) Payment for such overtime credit shall be in cash or compensatory time at the discretion of the Employer. If such compensatory time request is granted, it

shall be taken within the fiscal year it was earned at a time convenient to the employee and consistent with the operating needs of the Employer. However, accrued compensatory time not scheduled or taken by the end of the fiscal year shall be liquidated and paid in cash at the rate it was earned. Notwithstanding the above, employees who schedule compensatory time off by June 1st of the fiscal year shall be allowed to use such time through August 1st of the following fiscal year.

- d) Overtime Procedure. Where practicable, overtime shall be distributed as equally as possible among employees who normally perform the work in the position classification in which the overtime is needed and within a work unit, regardless of whether the employee is full-time or part-time, as mutually agreed locally by the parties. If current practice provides for a method for the equal distribution of overtime, it shall be maintained unless the parties agree otherwise.
- e) Late Arrival and Unauthorized Absence. There shall be no general policy of docking for late arrival. Employees who are repeatedly late may be disciplined until the problem has been corrected over a reasonable period. However, this shall not limit the Employer's right to dock for unauthorized absence and/or resort to the disciplinary procedure of this Agreement for excessive late arrival and/or unauthorized absence. The threshold between late arrival and unauthorized absence is one hour after the starting time.
- f) This Section shall not be construed as a guarantee or limitation on the number of hours per day or work week.

#### **Section 8. No Guarantee or Limitation**

This Article shall not be construed as a guarantee or limitation on the number of hours per day or work

week. The regular hours of work each day shall be consecutive except that they may be interrupted by a meal period.

**Section 9. Overtime Payments (All Units except RC-10)**

Full-time employees shall be paid at the rate of one and one-half times the employee's straight time hourly rate for all time worked outside of their normal work hours and/or work days up to sixteen (16) hours in a day. For hours worked in excess of sixteen (16) in a day, employees shall be paid double time. However, a full-time employee will not be eligible for pay at the applicable overtime rate for all time worked outside of the employee's normal work hours and/or work days, pursuant to this Article, only under the following circumstances:

- a. If a full-time employee is charged with a UA (unexcused absence) or XA (unexcused-unreported absence), on a normal workday and the employee works on his/her day off during that same work week -- the employee will receive overtime at the straight time hourly rate for time worked on his/her day off until the employee has worked in excess of thirty-seven and one-half hours in RC-14, RC-28, RC-42; and in excess of the employee's normal work week for RC-6, RC-9 and RC-62/63.
- b. If a full-time employee takes a day off without pay, except RC-09 residential schools furlough days during the academic year, for which he/she is not eligible for a Leave under Article VI, Section 3 or Article XXIII of the Master Contract, for a normal workday and the employee works on his/her day off during that same work week -- the employee will receive overtime at the straight time hourly rate for time worked on his/her day off until the employee has worked in excess of thirty-seven and one-half hours in RC-14, RC-28, RC-42; and in excess of the employee's normal work week for RC-6, RC-9 and RC-62/63.
- c. If a full-time employee was suspended without pay on a normal workday and the employee works on his/her day off during that same work week -- the

employee will receive overtime at the straight time hourly rate for time worked on his/her day off until the employee has worked in excess of thirty-seven and one-half hours in RC-14, RC-28, RC-42; and in excess of the employee's normal work week for RC-6, RC-9 and RC-62/63.

d. Suspension time will not be imposed in such a manner so as to avoid the payment of overtime pursuant to this Article.

e. Overtime rotation procedures shall not be affected by these procedures. The normal overtime rotation will not be changed or altered among eligible employees in order to assign overtime hours to employees who would not be eligible for overtime pursuant to Paragraph 2 of this Section.

#### **Section 10. Inconvenience Pay for Work Beyond Five Days on Day Off Rotation Schedules**

In the event of a day off rotation schedule only, an employee who works more than five (5) days in any given seven (7) day period even though it overlaps work weeks, shall be paid inconvenience premium pay of 50 cents per hour above the regular rate of pay on each of those days worked over five (5) days within said seven-day period. Inconvenience premium pay will increase to \$1.00 per hour effective July 1, 2001, and to \$1.50 per hour effective July 1, 2002. There shall be no double payment or calculation of the same days within a given seven-day period. Provided, however, if an employee works more than the normally scheduled hours or days as provided in this Agreement, said employee shall be paid at the overtime rate of time and one-half for said work (e.g., in any work week that an employee works on a day or hours he/she would normally be off under the days off rotation schedule, said employee shall be paid overtime at time and one-half for said time worked, provided he/she worked the normally scheduled hours or days or was off on a day which counts as the time worked as set forth in Section 13).

Where such has not previously been specified, the parties shall meet within thirty (30) days at each of the facilities to incorporate into the supplemental

agreement the specific days in each rotation scheduled for which the inconvenience premium pay shall be paid. In those locations where a 6-2 schedule exists, the 6th day shall be the day in which the premium is paid, whenever said 6th day occurs.

### **Section 11. Rest Periods**

There shall be two (2) rest periods of fifteen (15) minutes each during each regular shift; one during the first half of the shift and one during the second half of the shift, except that in RC-6 such rest periods shall only be provided where it is the current practice. Where a single thirty (30) minute break has been the past practice and continues to be mutually agreeable, it shall be scheduled per the past practice.

Employees working a four (4) day work week approved under Personnel Rule 303.300 shall receive two (2) rest periods of twenty (20) minutes each during each regular shift; one during the first half of the shift and one during the second half of the shift.

Employees shall have the right to leave the work site during such period, except for RC-6 bargaining unit employees, and except that RC-9 employees shall not leave the facility ground.

*(RC-10) The current practices regarding rest periods shall continue.*

The Employer will allow nursing mothers a private room and flexibility with respect to scheduling lunch and break periods for the purpose of breast feeding or pumping breast milk, whenever possible.

If evidence demonstrates that circumstances prevented an employee from receiving a rest period or resulted in a rest period being interrupted, and the Employer does not authorize an alternative time, the employee shall be entitled to compensatory time.

### **Section 12. Flexible Hours**



It is the policy of the State to implement to the fullest extent practicable the flex-time positions authorized by P.A. 79-558. An Agency's flex-time positions shall be divided as equitably as possible. Where more employees request flex-time than positions available, the employee who demonstrates the greatest personal need shall have preference. Should these employees display the same or similar personal need(s), the flex-time schedule shall be granted based upon seniority. The scheduling of flex-time shall be by mutual arrangement between the employee, and his/her supervisor.

### **Section 13. Four Day Work Week**

In lieu of the normal work week as defined in Section 1, 2, 3, 4, 5 and 6 of this Article, an employee may request a work week composed of four (4) consecutive days of relatively equal length, followed by three (3) consecutive days off, or reasonable variations thereof. If the agency determines its own needs may appropriately be met by such requested schedule, it may request approval of any such schedule under Personnel Rule 303.300. Nothing herein precludes the parties from negotiating four (4) day work week schedules in Agency or Local Supplementary Agreements.

The negotiation of nine (9) day work schedules shall be appropriate for agency and/or local supplementary negotiations in those instances where supplemental agreements contain such provisions. In other instances the parties may by mutual agreement negotiate nine (9) day work schedules in agency and/or local supplementary agreements.

### **Section 14. Intermittent Schedules**

Intermittent classifications shall be utilized only for job assignments that are characterized by periodic, irregular or seasonal scheduling.

### **Section 15. Compensatory Time (RC-6, 9, 14, 28 and 42)**

Overtime shall be paid in cash unless an employee requests compensatory time off, at the rate it was

earned either straight time or at the applicable overtime rate. Such request shall be considered and granted or denied at the discretion of the Employer. The employee shall make his/her choice known to the Employer not later than the end of the work week in which the overtime was earned.

If such compensatory time request is granted, it shall be taken within the fiscal year it was earned at a time convenient to the employee and consistent with the operating needs of the Employer.

Accrued compensatory time not used by the end of the fiscal year in which it was earned shall be liquidated and paid in cash at the rate it was earned. Notwithstanding the above, employees who schedule compensatory time off by June 1st of the fiscal year shall be allowed to use such time through August 1st of the following fiscal year. Employees who earn compensatory time after June 1<sup>st</sup> shall be allowed to use such compensatory time through August 15<sup>th</sup> of the subsequent fiscal year.

*(RC-10) Compensatory time off shall be at the rate it was earned either straight or time and one-half whichever is applicable.*

#### **Section 16. Time Off**

Time off for any holidays or accumulated holidays shall be counted as time worked for overtime computation.

#### **Section 17. Overtime Scheduling (RC-6 and 9)**

Employees shall work overtime when overtime is required. In RC-6 and 9, overtime assignments shall be made in accordance with the following procedure:

- a) "Overtime Assignment" Overtime shall be assigned by seniority in the position classifications regularly assigned to the performance of the work and by designated units, i.e., ward, program, work location,

facility, etc., mutually agreed to at the facility level.

- b) "Equalization" The initial distribution of voluntary overtime will be based on seniority. After the initial distribution, it shall be distributed and equalized on a rotating basis to those employees having the least amount of overtime, regardless of whether the employee is full-time or part-time. After the initial distribution seniority prevails only in cases of ties.

An employee by written notice to the Employer may waive his/her right to be offered overtime assignments and shall not be included in the overtime rotation. Such waiver, however, shall not exclude the employee from any possible mandatory overtime schedule. Once on waiver, an employee may not change his/her status except after a three (3) month period.

Overtime work offered but refused shall be recorded and given equal consideration as overtime actually worked in regards to eligibility for future overtime assignments.

- c) "Overtime Notification"

- (i) If the Employer has reasonable advance notice of an employee's absence which causes a full shift overtime assignment, or if overtime is for a full shift for other reasons, such overtime assignments shall be equalized and offered among all employees in the appropriate position classification within the agreed unit.

If, after a reasonable attempt, an employee cannot be contacted for overtime, the next eligible employee shall be contacted. However, the employee by-passed shall not be credited with any hours worked.

(ii) However, if reasonable advance notice was not forthcoming and/or overtime is for a period less than a full shift, such overtime assignment shall be equalized and offered to those employees already at work on that shift whose work schedule shall be extended by such assignment.

d) "Employees Entering Overtime Unit" When the name of an employee becomes eligible for overtime in a unit, he/she shall be credited with the average of the total hours of the group as of the effective date he/she enters a unit.

e) "Temporary Assignment Overtime" In the event an employee is temporarily assigned to a different classification for a period exceeding five (5) consecutive work days he/she shall be credited with the average number of hours of the employees in that classification in the unit on the effective date of change, for the purpose of overtime distribution.

Upon his/her return to his/her regular position classification, he/she shall be credited with his/her past number of hours plus the credited hours from his/her temporary assignment.

f) (1) "Voluntary Overtime Beyond Rotation Unit" If all employees in an equalizing group are offered overtime and refuse, then prior to forcing an employee to work such assignment, the Employer may assign such overtime to an employee, or employees not in the equalizing group who volunteered for such assignment.

The Employer is not required to solicit, offer, or use employees who volunteered for overtime prior to assigning overtime on a mandatory basis, or be bound by Section 17(b) above, with regards to the Section listed below.

If more than one (1) employee volunteers, overtime shall be distributed in the following priority:

- (i) Employees in the same classification that the work is to be performed but in a different equalization area.
- (ii) Employees in the same classification series.
- (iii) Employees in the same bargaining unit.
- (iv) Employees in a different AFSCME bargaining unit.
- (v) Employees in none of the above.

(2) "Voluntary Overtime Beyond Rotation Unit" -- Department of Human Services, Division of Disability and Behavioral Health Services Only. If all employees in an equalizing group are offered overtime and refuse, then prior to forcing an employee to work such assignment, the Employer shall assign such overtime to an employee, or employees not in the equalizing group who volunteered for such assignment. At the facility level, the Union and the Employer may, by mutual agreement, opt not to initiate a voluntary overtime system beyond the rotation unit system, in which case paragraph (1), above, will apply.

Procedures for voluntary assignment beyond the rotation unit shall be a subject for facility supplementary negotiations in the Department of Human Services, Division of Disability and Behavioral Health Services only.

- g) "Mandatory Overtime" The parties agree that mandatory overtime should be the exception and not the norm of the State operations and employees shall not be disciplined for refusing a mandation to work overtime hours unless such mandation occurs in unforeseen or unusual circumstances beyond the control of the Employer, including unexpected absences

discovered at the commencement of a shift as provided in the Mandatory Overtime MOU. If all employees refuse a voluntary overtime assignment, mandatory overtime shall be assigned in reverse seniority order, on an assignment, not on number of hours, basis. The least senior employee shall not be assigned the overtime each time all refuse. The first total refusal of overtime will be assigned to the least senior employee, the second refusal to the next least senior employee and so on through the list, up through the fifteenth least senior employee, or fifty (50) percent of those in the equalizing group, whichever is less, at which time the Employer would revert back to the least senior employee again.

The above restrictions shall not be applicable, however, and mandatory overtime may be assigned on a rotating basis up the seniority list in an equalizing group if following such restrictions would cause an employee to be forced to work overtime more than once in a 30-day period.

- h) "Emergencies" Employees shall not be required to work more than two (2) consecutive shifts except in very extreme emergencies and then only after a proper period of paid time for sleep and rest, nor shall employees be required to work seven (7) consecutive days (excluding RC-9 employees on rotating schedules whose regular schedule provides for working seven (7) consecutive days) except in an emergency.

This Section may be supplemented by the parties in the Supplementary Negotiations, and shall not be considered a bar to facility agreements to count voluntary overtime against the mandatory rotation.

#### **Section 18. Overtime Information Provided to the Union**

The Union, on a quarterly basis or more frequently if current practice provides, or if the parties mutually

agree, shall be given a list of the overtime hours worked, the employees offered overtime, the employees directed to work overtime, the employees who worked overtime and the number of hours each employee so worked. The procedure described herein shall apply except in extraordinary situations which preclude its use.

### **Section 19. Supplementary Agreements**

The parties shall reduce to writing what current scheduling practices prevail with respect to the length of the normal work week, starting and quitting times, days off, shifts or the rotation thereof. Thereafter, where changes in schedules affecting bargaining unit employees are warranted by programmatic or operational need, the Employer shall notify the Union and, upon timely request, negotiate with it concerning such changes. Such negotiations shall be for ninety (90) days, at which time either party may move the matter to arbitration pursuant to the Memorandum of Understanding entitled "Special Grievances". Nothing herein shall prohibit the parties from mutually agreeing to advance to arbitration prior to the completion of ninety (90) days.

Disputes over such changes being made for programmatic or operational needs shall be subject to Article V (Expedited Procedure). Except in RC-10, if emergency situations so dictate, temporary work schedule changes may be implemented by the Employer pending final resolution of the dispute. Changes for reasons other than programmatic or operational needs may be made only by mutual agreement.

### **Section 20. Roll-Call Pay**

Correctional Officers and other employees required both to stand roll-call and remain at the facility beyond eight (8) hours per day for such roll-call shall be paid for all such time over and above their regular salary at their straight time rate. Effective July 1, 2010, Correctional Officers and other employees required both to stand roll-call and remain at the facility beyond eight (8) hours per day for such roll-call shall

be paid for all such time over and above their regular salary at the applicable overtime rate. An employee required to stand roll-call shall declare that he/she receive all roll-call compensation as compensatory time or cash. Such declaration will remain in effect unless changed by the employee prior to July 1<sup>st</sup> of each subsequent fiscal year.

### **Section 21. Call-Back Pay**

Any employee called back to work outside of his/her regularly scheduled shift or on his/her scheduled days off shall be paid a minimum of two (2) hours pay at the applicable rate. Work schedules will not be changed because of call-back time in order to avoid overtime or straight time pay. If the employee has been called back to take care of an emergency, the Employer shall not require the employee to work for the entire two (2) hour period by assigning the employee extra non-essential work.

### **Section 22. Stand-By Pay**

An employee is entitled to stand-by pay if he/she is required by the Employer to be on stand-by; that is, to keep the Employer informed of his/her whereabouts on off-duty time and to be available for possible recall for work, either on a day the employee was not scheduled to work or for a period of time after completing the employee's work day. The mere use or possession of mobile communication device does not entitle an employee to stand-by pay. An employee entitled to stand-by pay under this Section shall receive four (4) hours pay at the applicable rate for each day or portion thereof of stand-by whether required to work or not. An employee who is required by the Employer to be on standby for New Year's Day, Memorial Day, July 4th, Labor Day, Christmas or Thanksgiving Day is entitled to six (6) hours pay. Provided, however, such employee shall not receive stand-by pay if he/she was not available upon call by the Employer during such stand-by time or did not keep the Employer informed of his/her whereabouts.

Current CMS practices (only the Department of CMS employees) providing for a volunteer response program,



whereby employees are not required to be on stand-by, but who perform work via telephone during their normal off hours shall continue to be paid a minimum of one hour's pay.

*(RC-10 only) In the event the Employer initiates or seeks to initiate a Stand-by procedure (which shall be defined as a requirement to keep the Employer informed of his/her whereabouts on off-duty time and to be available for possible recall for work, either on a day the employee was not scheduled to work or for a period of time after completing the employee's work day), the parties shall negotiate the impact of such decision.*

### **Section 23. Daylight Savings Time**

Employees working during the shift when Daylight Savings Time changes to Standard Time will receive the appropriate rate of premium pay for the extra hour worked. However, when Standard Time changes to Daylight Savings Time, employees will be allowed to use accumulated benefit time, excluding sick leave, to cover the one (1) hour reduction in work time.

### **Section 24. Travel for Required Training**

Overtime will be paid to all employees required to travel for training, orientation, or professional development when travel is in excess of their normal commute and outside their normal work hours. Where current practice exists, employees who are paid overtime for travel during their normal commute time outside normal work time, the practice shall continue.

## **ARTICLE XIII**

### **Insurance, Pension, Employee Assistance and Indemnification**

#### **Section 1. Health Insurance**

During the term of this Agreement, the Employer shall continue in effect, and the employees shall enjoy the benefits, rights and obligations of the Group Insurance Health and Life Plan applicable to all Illinois State employees pursuant to the provisions of the State Employees Group Insurance Act of 1971 as amended by P.A. 90-65 and as amended or superseded. Employee Health Care Benefits shall be as set forth in Appendix A of this Agreement.

## **Section 2. Managed Care Plans**

In accordance with the provisions of Federal law and the regulations thereunder, if applicable, the Employer shall make available the option of membership in qualified managed care plans to employees and their eligible dependents who reside in the service area of qualified managed care plans. Each year the Employer will send a notice to the mailing address of record of all employees informing them of the benefit choice period which shall extend for at least 30 days from the date of the notice. The letter shall inform employees of the website(s) on which information regarding the alternative plans is available and that any individual who wants a hard copy of the information shall be provided such copy upon request.

## **Section 3. Pensions**

During the term of this Agreement, the Employer shall continue in effect, and the employees shall enjoy the benefits, rights and obligations of the retirement program provided in the Illinois Pension Code, Illinois Compiled Statutes, Chapter 40 and as amended or superseded.

Effective January 1, 1992, the Employer shall make the employee contribution to the appropriate Retirement System for all employees in an amount equal to the coordinated rate (4% for covered employees; 5.5% for covered employees in the alternative formula), as an offset to a salary increase.

The employee contributions shall be treated for all purposes in the same manner and to the same extent

as employee contributions made prior to January 1, 1992, consistent with Article 14 of the Illinois Pension Code.

Effective with retirements on or after January 1, 1998, all bargaining unit members covered by the State Employees Retirement System (SERS) will receive the following pension benefits:

1. For coordinated SERS employees on the standard formula, a flat formula of 1.67% of Final Average Salary (FAS) per year of service.
2. For non-coordinated SERS employees on the standard formula, a flat formula of 2.2% of Final Average Salary (FAS) per year of service. Effective July 1, 2000, for those employees enrolled in the SERS, with past service under the TRS as State Educators, the State will pay the cost of upgrading their past TRS service to the 2.2% TRS formula.
3. For employees eligible to receive a pension under the SERS Alternative Formula, a pension based on the higher of the Final Average Salary (FAS), or the rate of pay on the final day of employment.

Effective with retirements on or after January 1, 2001, all bargaining unit members covered by the SERS or TRS will receive the following pension benefits:

1. Employees on the SERS or TRS standard formula can retire based upon their actual years of service, without penalty for retiring under age 60, when their age and years of service add up to 85 (in increments of not less than one month). Employees eligible to retire under this "Rule of 85" will be entitled to the same annual adjustment provisions as those employees currently eligible to retire below age 60 with 35 or more years of service.
2. For coordinated SERS employees on the alternative formula, a flat formula of 2.5% per year of service, based on the higher of the Final Average Salary, or the rate of pay on the

final day of employment, up to a maximum of 80% of FAS.

3. For non-coordinated SERS employees on the alternative formula, a flat formula of 3.0% per year of service, based on the higher of the Final Average Salary (FAS), or the rate of pay on the final day of employment, up to a maximum of 80% of FAS.
4. Coordinated and non-coordinated SERS employees on the alternative formula will make the following additional contributions to the pension system: 1% of compensation effective January 1, 2002; 2% of compensation effective January 1, 2003; and 3% of compensation effective January 1, 2004.
5. SERS Educators and other employees who work an academic year and are paid only during the academic year, and not paid on a 12-month basis, shall be credited for such past and/or future service with a full year of SERS service for each academic year.

Effective January 1, 2005, employees shall make half the employee contribution to the appropriate Retirement System in an amount equal to the coordinated rate (2% for covered employees; 2.75% for covered employees in the alternative formula).

Effective January 1, 2006, employees shall make the employee contribution to the appropriate Retirement System in an amount equal to the coordinated rate (4% for covered employees; 5.5% for covered employees in the alternative formula).

Laid off employees, employees on leave for Union office pursuant to Article XXIII, Section 10, or employees who take time off for Union activities pursuant to Article VI, Section 3, shall be allowed to purchase pension credit for the period of such layoff, Union leave or time off for Union business pursuant to the guidelines set forth in the side letter on pension credits.

#### **Section 4. Retiree Health Insurance**

Retiree health care benefits shall be as set forth in Appendix B of this Agreement.

#### **Section 5. Employee Assistance Program**

The Union shall administer an Employee Assistance Program (EAP) for all AFSCME represented employees. Management shall refer bargaining unit employees to the PSP program administered by AFSCME. Employees may contact the PSP program at (800) 647-8776.

#### **Section 6. Indemnification**

A. The parties agree that bargaining unit employees have the right to request representation and indemnification through the Illinois Attorney General's office in the event they are defendants in civil liability suits (including civil contempt) arising out of actions taken or not taken in the course of their employment as State employees. The Attorney General's office shall make the decision to represent and indemnify such employees in accordance with existing statutory provisions and authorization contained therein.

B. In the event that a Department of Children and Family Services (DCFS) employee is subject to a Rule to Show Cause why he/she should not be held in criminal or civil contempt, DCFS shall provide and pay for representation in the following circumstances:

1. The Attorney General has declined to appear and defend the action after receiving a timely request to do so; and
2. DCFS, in its sole discretion, determines that the employee acted properly, and within the scope of his/her employment.

DCFS shall employ an attorney of its choice to appear and defend the employee, and shall pay the employee's court costs and attorney's fees; DCFS shall not pay any

finances or other penalties that are assessed against the employee.

The employee shall be required to cooperate with the Department during the course of any litigation of any claim arising under this provision, and the representation provided shall be conditioned upon such cooperation.

If DCFS does not provide representation to an employee subject to a Rule to Show Cause why he/she should not be held in civil contempt and a court or jury subsequently finds that the act or omission of the State employee was within the scope of employment and was not intentional, willful or wanton misconduct, or the case is dismissed the employee's court costs, litigation expenses and attorneys' fees shall be reimbursed pursuant to Section 2(b) of the State Employee Indemnification Act, to the extent allowable thereunder, unless an employee's suspension or discharge for the same act which gave rise to the contempt proceedings is subsequently sustained.

If DCFS does not provide representation to an employee subject to a Rule to Show Cause why he/she should not be held in criminal contempt and a court or jury subsequently finds the employee not guilty and finds that the act or omission of the State employee was within the scope of employment and was not intentional, willful or wanton misconduct, or the case is dismissed DCFS shall reimburse the employee's court costs, litigation expenses and attorneys' fees to the extent approved by DCFS as reasonable, and to the extent such costs are not otherwise reimbursable pursuant to the State Employee Indemnification Act, unless an employee's suspension or discharge for the same act which gave rise to the contempt proceedings is subsequently sustained.

## **ARTICLE XIV**

### **Temporary Assignment**

#### **Section 1. Temporary Assignment**

The Employer may, within the provisions of this Article, temporarily assign an employee to perform the

duties of another position classification. The Employer will attempt to assign temporary assignment to the employees in the next lower classification in the series in which the temporary assignment occurs and to equitably distribute such assignments on a rotating basis giving due consideration to seniority and the operating needs of the agencies. Rotation systems mutually agreed to in local level agency supplemental negotiations shall continue. The time limits contained herein shall apply when an employee performs the duties and/or is held accountable for responsibilities not considered a normal part of his/her regular position classification whether or not those duties are those which distinguish a higher level position classification; however, to be eligible for temporary assignment pay the employee must be directed to perform duties or the duty which distinguish the higher level position classification and/or be held accountable for the responsibility of a higher level position classification.

The mere absence of an employee does not automatically entitle another employee to temporary assignment pay unless the employee otherwise qualifies for such pay under the criteria established in this Article.

For Public Service Administrators temporarily assigned to non-bargaining unit positions (excluding RC-6 and RC-9) the time frames set forth in Section 3 shall not apply, but in no event shall exceed nine (9) months, unless mutually agreed otherwise.

## **Section 2. Payment**

An employee temporarily assigned to a position classification in an equal or lower pay grade than his/her permanent position classification shall be paid his/her proper permanent position classification rate. If the employee is temporarily assigned to a position classification having a higher pay grade than his/her permanent position classification, the employee shall be paid as if he/she had received a promotion into such higher pay grade under Article XXXII, Section 2 of this Agreement, subject to Section 4 below. Employees shall not receive temporary assignment pay for paid days off

except if the employee is given such assignment for thirty (30) continuous or more days and such days off fall within such period of time and the employee works 75% of the time of the temporary assignment.

Employees who are bi-lingual or have the ability to use Braille and whose job descriptions do not require that they do so shall be paid temporary assignment pay pursuant to this Article and at the rate provided in Article XXXII, Section 10 of this Agreement when required by the Employer to perform duties requiring such abilities.

### **Section 3. Time Limits**

The time limits for temporarily filling a position classification will be as listed in this Section and in terms of work days or calendar months. The time limit herein may be extended by mutual agreement of the parties.

- a) While the Employer posts and fills a job vacancy for a period of sixty (60) days from the date of posting.
- b) While an absent regular incumbent is utilizing sick leave, or accumulated time (vacation, holidays, personal days).
- c) Up to thirty (30) work days in a six (6) calendar month period while a regular incumbent is on disciplinary suspension or layoff.
- d) While a regular incumbent is attending required-training classes.
- e) Up to six (6) months while a regular incumbent is on any illness or injury, Union or jury leave of absence. Extension of said time limit shall not be unreasonably denied.
- f) Up to sixty (60) work days in a twelve (12) month period for other leaves, or where there is temporary change in work load, or other reasonable work related circumstances.



Extension of said time limit shall not be unreasonably denied.

#### **Section 4. Payments Due**

For temporary assignment except those to relieve an employee for a rest period(s) or a meal period, the Employer shall pay the employee the higher rate as set forth in Section 2 above for the full time of such assignment(s). For the purpose of calculation, any temporary assignment of less than one-half day shall be considered one-half day and any temporary assignment of more than one-half but less than a full day shall be considered a full day.

The Employer shall not split duties or rotate or reassign other employees to any specific temporary assignment in order to circumvent the payment provisions of this Agreement.

#### **Section 5. Detailing**

The Employer reserves the right to detail bargaining unit employees subject to the following understandings:

- a) Detailing is a temporary transfer of an employee to a work assignment within his/her position classification geographically removed from the employee's normal work site.
- b) Employees shall not be detailed for more than six (6) work weeks in four (4) calendar months, unless otherwise agreed; provided that such limitation shall not apply where there are abrupt and short term increases in unemployment or welfare caseloads, employees in training, disaster, or other extraordinary circumstances beyond the Employer's control. A position shall not be filled by detailing for more than fifteen (15) work weeks. The Union will agree to reasonable extensions where operational needs so dictate. Management reserves the right to make temporary assignments to detailed employees.

- c) Details shall be offered to qualified employees in the order of seniority. If there are no volunteers, detailing shall be rotated among qualified employees in inverse seniority order. **(RC-10 only)** *Subject to the demonstrable operating needs of the Agency, details shall be offered to qualified employees in the order of seniority. If there are no volunteers, detailing shall be rotated among qualified employees in inverse seniority order.*
  
- d) The Employer will attempt to avoid detailing when an assignment will cause an undue hardship on an employee.

#### **Section 6. Return to Permanent Assignment**

When an employee returns from a temporary assignment, he/she shall be allowed reasonable time to catch up, check and integrate the work of his/her regular assignment.

#### **Section 7. Criteria for Promotion**

It is not the Employer's intention to use temporary assignment to favor or specially qualify certain employees for future promotional opportunity (except in RC-10). However, time in temporary assignment, if included on CMS-100B, shall be given appropriate consideration by the Department of Central Management Services.

If the employee who has been temporarily assigned is selected for the posted vacancy, the employee shall have his/her creditable service date adjusted to reflect the first date on which he/she was temporarily assigned without interruption. Such uninterrupted time in a temporary assignment shall be credited in determining semi-automatic promotions, if such employee has successfully performed the duty or duties which distinguish the position to which the employee has been temporarily assigned.

## **Section 8. Indefinite Assignments**

Temporary job assignment changes within the employee's same position classification shall not be of indefinite duration.

## **ARTICLE XV**

### **Upward Mobility Program**

#### **Section 1. Goals and Priorities**

The State of Illinois and AFSCME are committed to improving career advancement opportunities for employees in classifications listed in Schedule A. It is the goal of the State to provide employees with training and promotional opportunities through the Upward Mobility Program.

In the interest of enhancing the ability of employees to qualify for positions targeted in the Upward Mobility Program, the State and AFSCME will: (a) initiate and/or identify training programs to allow career paths; (b) contract for or provide course offerings that satisfy the requirements necessary for career movement; (c) offer prior learning assessment services to assure proper credit to employees for the skills and knowledge they have attained; and (d) publicize, counsel and otherwise encourage employees to pursue career opportunities within the program. Further, the parties agree to seek college credit or continuing education units for courses offered through the Upward Mobility Program.

In order to assist the State in achieving the goals set forth above, an Advisory Committee comprised of an equal number of representatives from the Union and the Employer shall oversee the Program. The Committee's mission shall be to develop recommendations regarding which position classifications are appropriate for training programs contemplated in paragraph 2, to identify the publicity and counseling efforts necessary for implementation, and to identify the providers of services in (a), (b), (c) and (d) above. Targeted position classifications may be within any existing

AFSCME bargaining unit or may be classifications which represent a bridge to career advancement outside any AFSCME bargaining unit for AFSCME bargaining unit employees.

## **Section 2. Financing**

For FY 2014, the allocation shall be 5 million. For FY 2015, the allocation shall be 5 million.

The Upward Mobility Program funds shall be disbursed for the purpose of establishing and implementing training initiatives as outlined in Section 1. It is understood by both the State and Union that the Upward Mobility Program is designed to supplement existing agency training and development programs.

## **Section 3. Courses of Instruction**

A. Employees who have completed a counseling program and filed an individual career development plan for a targeted classification shall be entitled to pre-paid tuition (subject to Paragraph B, below) for any approved courses provided at the local educational institutions.

B. Courses and training programs offered under the auspices of the Upward Mobility Program shall be available at no charge to employees participating in the program subject to the availability of funds and the policy guidelines established by the Committee.

C. Certified employees who apply to the Upward Mobility Program and are not accepted due to availability of funds shall be placed on a waiting list. Upon application, the employees on the waiting list shall be permitted to take a test for an Upward Mobility Program targeted title pursuant to guidelines established by the Advisory Committee. Employees successfully completing the test shall be granted certificates and placed on the appropriate eligibility list. Employees not passing the test shall remain on the waiting list for entrance into the program.

## **Section 4. Certificates**

Once a certificate of completion is issued for skills associated with targeted positions under this program, employees shall be placed on a central list from which selection shall take place. Subject to Article XVIII, Section 2 and Article XIX, Section 5 work location priorities, the most senior employee appearing on the list from the agency in which the vacancy occurs shall be selected for the position. If no employee from the agency appears on the list, the most senior employee from all other agencies shall be selected for the position. The Director of Central Management Services, with the advice and consent of the Advisory Committee, shall designate the classifications for which a certificate and/or a credential shall be issued. The Advisory Committee shall review the requirements (credit-hours, proficiency tests, and electives) for such certificates. The certification programs must meet necessary educational standards for accreditation.

#### **Section 5. Availability of Training**

Subject to guidelines adopted by the Director of Central Management Services, with the advice and consultation of the Advisory Committee, participation in training programs will be available on a first come first served basis. Policies granting time off for courses shall be similarly established, to supplement existing agency policies.

The Advisory Committee will seek to increase accessibility by obtaining providers in various areas of the State.

#### **Section 6. Impact on Bargaining Units**

It is expressly understood that for the purposes of this program, including the selection of employees for certificated positions, the limits and distinctions between AFSCME bargaining units are hereby waived.

#### **Section 7. Job Opportunity Information**

In order to maximize employee awareness of all job opportunities, the Department of Central Management

Services shall maintain a computerized central listing of all available job openings referenced in Section 1 of this Article in agencies subject to the Personnel Code and shall seek to ensure ready access to such information for all employees.

### **Section 8. Filling of Vacancies**

- 1) All permanent vacancies of titles included in the Upward Mobility Program subject to the AFSCME Collective Bargaining Agreement shall be posted pursuant to the contractual procedures as delineated in Article XIX, Sections 1 and 2. Such postings shall indicate that the title is an UMP target title.
- 2) Employees interested in a position within their own agency must bid in accordance with agency work location designations as delineated in Article XIX, Section 5 and specific agency Supplemental Agreements.
- 3) Employees will be placed on eligibility lists for their targeted title in designated counties as follows:
  - a) Employees shall be allowed to select in writing up to three counties of preference for each job title in which they earn a certificate or credential.
  - b) An employee who has earned a certificate and/or credential will automatically be placed on the Upward Mobility Program eligibility list for that job title at the time he or she indicates the initial county preferences pursuant to Section 3(a) of this Section.
  - c) Employees may change county preferences during the life of this Agreement by contacting the Department of Central Management Services, Division of Examining and Counseling in writing to indicate which county(s) they desire to have added or deleted.

d) An employee may, on his or her own initiative, contact an agency to indicate, in writing, a preference beyond the three counties. This written request must be made for a specific position during the posting period and the individual will be treated as though they were on the eligibility list for that position.

4) Vacancies for promotion to certificate titles will be filled in accordance with Article XV, Section 4. Such selection shall be in the following order of priority:

a) Agency bidders within the work location or facility, whichever is applicable. Employees with a certificate shall be considered and selected on the same basis as other qualified and eligible bidders (pursuant to Article XIX) in the next lower position classification within the position classification series from the bargaining unit in which the vacancy occurs.

b) Agency bidders within the same county as the work location or facility with a certificate unless the supplemental agreement provides otherwise.

c) Agency employees on the Upward Mobility Program eligibility list with a certificate not eligible to bid under Sections 4a and 4b.

d) Employees with a certificate from other agencies on the Upward Mobility Program eligibility list pursuant to Section 3.

e) If no employees are on an Upward Mobility Program eligibility list, such vacancies shall be filled in accordance with Article XIX.

Selection among eligible employees shall be in accordance with Article XVIII, Section 2. Seniority for targeted positions in bargaining units covered by this agreement shall be determined based upon the definition of seniority for the bargaining unit of the

targeted title for agency employees. Seniority for employees of other agencies shall be their continuous service date. Selection among candidates for positions outside a bargaining unit covered by this agreement shall be in accordance with Article XVIII, Section 2(b).

- 5) Filling of vacancies for non-bargaining unit titles shall be filled from the Upward Mobility Program eligibility list first from the agency and then from other agencies in accordance with seniority as applied in Article XVIII, Section 2(b).
- 6) Filling of vacancies of credential titles will be filled in accordance with Article XV, Section 4. Such selection shall be in the following order of priority:

a) Credentialed employees bidding on a position, or who are on an appropriate Upward Mobility Program eligibility list within their current bargaining unit, or who are bidding on a position to which they have contractual rights shall be considered and selected on the same basis as other qualified and eligible bidders who are not credentialed employees.

b) Credentialed employees bidding, or who are on an appropriate Upward Mobility Program eligibility list for a position to which they otherwise have no contractual rights, shall be selected before the Employer selects any other applicant who has no contractual rights.

Selection among eligible employees shall be in accordance with Article XVIII, Section 2. Seniority for targeted positions in bargaining units covered by this agreement shall be determined based upon the definition of seniority for the bargaining unit of the targeted title. Selection among candidates for positions outside a bargaining unit covered by this agreement shall be in accordance with Article XVIII, Section 2(b).



For the purpose of this Section only, trainee positions which are credential titles shall be considered as part of the same bargaining unit and classification series as the target position for which the trainee title was established.

- 7) The employing agency will be responsible for handling waivers of offers of vacancies by eligible employees. A written waiver is required unless the employee refuses to submit such a waiver. In such cases, evidence that the offer was made and refused, i.e., a certified letter, shall suffice.

An employee may waive his/her right to be considered for positions in an agency(ies); on a shift; in a particular work location(s) or to a particular position.

#### **Section 9. Upward Mobility Program Policies**

Policies of the Upward Mobility Program may be developed, implemented, changed and/or terminated by mutual agreement of the parties subject to Article XXXIV of this Agreement. All policies shall be consistent with this Article XV. UMP Policy Guidelines shall be posted on the UMP Link of the CMS Website.

#### **Section 10. Work Commitment**

All employees who target a credential title after July 1, 1994, and receive tuition toward a credential title must fulfill a work commitment of two (2) years in State service from the completion of the most recent course taken as part of a degree program. Any such employees who voluntarily leave State employment prior to fulfilling this commitment, will be responsible at the time of State separation to reimburse the State for tuition and fees paid toward the credential title.

For employees who targeted a credential title prior to July 1, 1994, and are currently working toward that title, the Upward Mobility Program may, upon appeal within each fiscal year and contingent upon available

funding, pay full-time tuition and approved fees if the employees agree in writing to work two (2) years for the State of Illinois following the completion of their degrees or the most recent course taken as part of their degree programs. Any such employees who voluntarily leave State employment prior to fulfilling this commitment, will be responsible at the time of State separation for repaying the program any amounts paid above normal program benefits.

The amount of reimbursement will be prorated on a monthly basis relative to the extent the work commitment is fulfilled. An annual interest rate of 7% will be charged to the amount owed to the State of Illinois beginning 30 days after notification of repayment. The State of Illinois can withhold funds, including, but not limited to, retirement distribution and tax refunds, if payment is not made and will refer seriously past due accounts to a private collection agency.

The Upward Mobility Advisory Committee will determine if payback is required for employees who separate for such reasons as health, layoff, discharge and resignation no reinstatement rights.

## **Section 11. Retraining**

Employees on layoff status can continue or begin participation in the Upward Mobility Program including being granted an appropriate certificate or credential; being placed on appropriate Upward Mobility Program eligibility list(s); and filling the relevant vacancy if they would otherwise be considered qualified and eligible.

Any eligible employee who does not respond to or accept a written notice to be recalled to the same or equal position classification he/she was laid off from, in a county he/she designated, shall not be allowed to continue participation in the Upward Mobility Program beyond the courses enrolled in at the time the recall notice is issued.

## **ARTICLE XVI**

### **Demotions**

#### **Section 1. Definition and Procedure**

Demotion is assignment of an employee to a vacant position in a position classification having a lower maximum permissible salary or rate than the class from which the demotion was made. It shall be implemented only for inability to perform the work of the classification.

An operating agency may initiate demotion of an employee by filing a written statement of reasons for demotion with the Director of Central Management Services in the form and manner prescribed. Such written statement shall be signed by the head of the operating agency, and shall contain sufficient facts to show just cause for the demotion. No demotion shall become effective without the prior approval of the Director who shall take into consideration the employee's education, experience, length of service, and past performance.

Vacancies filled by master bargaining unit and/or CU-500 employees as a result of demotion shall not be considered permanent vacancies for the purpose of Article XIX or subject to the posting requirements of Article XIX, Section 2 from the time the employee receives official notice of his/her demotion until the effective date of same.

#### **Section 2. Notification**

If the statement of reasons for demotion of an employee is approved by the Director, a copy of the approved statement of reasons for demotion shall be served on the employee by the Director in person or by certified mail, return receipt requested, at the employee's last address appearing in the personnel file and the Union shall also be notified. The effective date shall be no earlier than two (2) weeks after the employee is notified.

### **Section 3. Employee Obligations**

Upon the effective date, the employee shall report for duty to the position to which demoted and such report shall be without prejudice to grieve.

### **Section 4. Salary and Other Benefits of Employee**

On the effective date of the demotion, the salary of such employee shall be adjusted to that step of the new classification pay schedule nearest to but less than his/her current rate of pay.

### **Section 5. Status of Demoted Employees**

A demoted certified employee shall be certified in the position classification to which demoted, and shall not be required to serve a new probationary period; a demoted probationary employee shall serve a new probationary period in the position classification to which he/she is demoted.

## **ARTICLE XVII**

### **Records and Forms**

#### **Section 1. Attendance Records**

The Employer shall maintain accurate, daily attendance records.

An employee shall have the right to review his/her time and pay records on file with the Employer.

#### **Section 2. Records**

All public records of the Employer shall be available for inspection upon written request by the Union.

#### **Section 3. Undated Forms**

No supervisor or other person in a position of authority shall demand or request that an employee sign an undated resignation or any blank form. No employee shall be required to sign such a form. Any such demand shall entitle the employee to immediate appeal to the Director.

#### **Section 4. Incomplete Forms**

Any information placed on a form or any modification or alteration of existing information made on a form subsequent to it having been signed by an employee shall be null and void insofar as it may affect the employee, the employee's position or condition of employment. Any employee required to sign any form prepared pursuant to this Agreement shall be given a copy of it at the time the employee's signature is affixed.

### **ARTICLE XVIII**

#### **Seniority**

##### **Section 1. Definition**

Seniority for RC-6 and 9 shall, for the purposes stated in this Agreement, consist of the length of continuous service of an employee with their department in an AFSCME bargaining unit(s), except when a previously excluded position enters a bargaining unit pursuant to labor board procedures, seniority for an employee in that position shall consist of the employee's total length of service with their department. An employee who takes a position outside the bargaining unit and subsequently returns to the bargaining unit during the probationary period shall have his/her previous seniority date restored.

Seniority for RC-10, 14, 28, 42, 62 and 63 shall, for the purposes stated in this Agreement, consist of an employee's length of continuous service in an AFSCME bargaining unit(s), except when a previously excluded position enters a bargaining unit pursuant to labor board procedures, seniority for an employee in that

position shall consist of the employee's total length of service, with all Agencies, Boards, or Commissions under the jurisdiction of the Governor since his/her most recent date of hire with the Employer, as defined herein. An employee who takes a position outside the bargaining unit and subsequently returns to the bargaining unit during the probationary period shall have his/her previous seniority date restored.

For layoff purposes only, if it becomes necessary to break the tie of two or more employees within an agency in RC-10, 14, 28, 42, 62, or 63 such tie-breaking shall be by lottery. Specific procedures shall be negotiated in the Agency Supplementary Agreements. Procedures in RC-6 and 9, and other established practices, shall remain as set forth in the applicable Supplementary Agreements or as established by practice.

## **Section 2. Application**

- a) For employees in the RC-6, 9 and 10 bargaining units, in all applications for seniority under this Agreement the ability of the employee shall mean the qualifications and ability (including physical fitness) of an employee to perform the required work. Where ability and qualifications to perform the required work are, among the employees concerned, relatively equal, seniority as defined in Section 1 above shall govern.
- b) For employees in the RC-14, 28 (except for Site Technicians I and II), 62, and 63 bargaining units in cases of promotion, layoffs, transfers, shift and job assignments, seniority shall prevail unless a less senior employee has demonstrably superior skill and ability to perform the work required in the position classification. Non-merit factors unrelated to work performance shall not be considered.
- c) For employees in the RC-42 bargaining unit and Site Technicians I and II, in cases of promotions, layoffs, transfers, and shift assignments, seniority shall prevail unless a

less senior employee has demonstrably superior skill and ability to perform the work required in the position classification. Non-merit factors unrelated to work performance shall not be considered.

The Employer reserves the right to establish bona fide requirements of specialized skills, training, experience and other necessary qualifications that have been set forth in the official position description (CMS-104) or listed as official options in the job specifications at the time of posting or layoff proposal.

Such requirements on the CMS-104 shall relate to permanent job functions of such a nature that could not be learned during the normal orientation period associated with the filling of a vacant position in that position classification.

The Employer agrees to notify the Union at the time of changing current specialized requirements or establishing specialized requirements, for informational purposes only.

The parties agree that positions in all RC-63 classifications and in certain classifications in RC-62 may be subject to the provisions of this Section. RC-62 classifications which the parties contemplate may include positions subject to these provisions are identified by a footnote in Schedule A.

The Employer shall notify the Union of any additional classification(s) it believes may include positions which should be subject to this Section and will negotiate over the necessity for such additional classification(s). Should the parties fail to agree, and the Employer implements the specialized requirements, the Union may grieve the dispute directly to Step 4.

### **Section 3. Termination**

Seniority shall be terminated when an employee:

- a) Voluntarily resigns, provided that he/she is not re-employed within four (4) calendar days;
- b) Is discharged provided that should the Employer be later found to have acted inappropriately and the employee is returned to his/her position, his/her seniority shall be reinstated;
- c) Fails to report to work after layoff within five (5) days after he/she has been notified to report to work, unless the employee provides good cause for not so reporting. Such notification shall be sent to the employee's last address as recorded in the employee's official personnel file; and
- d) Is laid off for a period of four (4) years.

#### **Section 4. Re-Employment**

Employees re-employed after termination of employment for any of the reasons in Section 3 shall be considered new probationary employees; except that this Section shall not affect such re-employed employee's right to prior State service credit for vacation entitlement, as provided in Article X, Section 3, or retirement rights, or sick leave rights as provided in Personnel Rule 303.105.

#### **Section 5. Seniority of CETA Participants**

Seniority and continuous service of CETA participants is effective back to the original date of hire. The parties recognize that the federal Comprehensive Employment and Training Act and regulations regarding maintenance-of-effort have the full force of law to the effect that in case of a layoff resulting from the termination of a CETA project or slots, CETA participants must be laid off prior to regular employees. Accordingly, seniority of CETA participants accrues for all purposes from the date of hire, except for the purpose of the layoff procedure. Upon transition into unsubsidized employment, full seniority is extended for that purpose as well.



## **Section 6. Certain Seniority Dates**

Seniority dates for RC-14, 28, 62 and 63 employees who had, on July 22, 1977, a continuous service date for vacation purposes reflecting time prior to an interruption in service pursuant to Personnel Rule 303.250 and Article X, Section 1 of the 1977-79 contracts, shall be retained.

## **Section 7. Seniority of AFSCME Represented Employees Converted to State Employment**

Employees converted to positions under the jurisdiction of this Agreement from an AFSCME represented bargaining unit not under the jurisdiction of this Agreement, shall be credited with seniority as if the employees had been state employees during their period of continuous employment prior to being converted.

# **ARTICLE XIX**

## **Filling of Vacancies**

### **Section 1. Definition of a Permanent Vacancy**

For the purposes of this Article a permanent vacancy is created:

- a) When the Employer determines to increase the work force and to fill the new position(s).
- b) When any of the following personnel transactions take place and the Employer determines to replace the previous incumbent: terminations, transfers, promotions, demotions, and related transactions.
- c) Vacancies filled by master bargaining unit and/or CU-500 employees as a result of demotion or voluntary reduction in lieu of layoff, pursuant to a layoff plan, shall not be considered permanent vacancies for the purpose of this Article or subject to the

posting requirements of Section 2 of this Article from the time the agency notifies the Union of layoff pursuant to Article XX, Layoff, or the employee receives official notice of his/her demotion until the effective date of same.

A CU-500 employee who is subject to layoff shall only be offered a vacancy if there are no master bargaining unit employees subject to layoff who exercise their right to such position pursuant to Article XX.

The Union shall receive prior notification of employees who take a transfer or voluntary reduction to avoid layoff.

No vacancy shall be filled in this manner if there are employees on layoff or subject to layoff who have contractual rights to such position.

- d) Vacant positions shall not be considered permanent vacancies for posting purposes in the Agency in which a layoff plan has been established from the time of establishment until the time the layoff plan has been implemented.

A non-AFSCME bargaining unit employee who is demoted or takes a voluntary reduction in lieu of layoff pursuant to the layoff plan, shall only be offered a vacant position if there are no master bargaining unit employees who choose to exercise their contractual rights to such position after a five (5) work day posting period.

## **Section 2. Posting**

- A. RC-6, 9, 14, and 28 (except Site Technicians I and II)

Permanent vacancies shall be posted for bid on the Employer's and other appropriate bulletin boards for a period of ten (10) working days. Once a vacancy is

posted and employees have submitted bids for the position, the vacancy will not be posted again for a period of ninety (90) days unless all of the original bidders decline the position. If the employee does not possess the appropriate grade, he/she shall apply for the grade during the posting period. Posting in RC-6 and 9 shall be at the facility, and for RC-14 and 28 at all work locations of the agency in the county where the vacancy occurs for a period of ten (10) working days, except that in Cook County in agencies other than the Department of Employment Security, posting shall be by agency region or area, where applicable. The posting procedure may be modified if mutually agreed by the parties on an agency basis.

The Employer will also maintain all job openings in classifications which are listed in Schedule A, in the central list provided for under Article XV, Section 7.

Any bargaining unit employee may bid on a position; however, they must be deemed qualified and eligible in order to be considered for selection. An employee on leave of absence is not considered eligible unless, upon acceptance of the position, the employee is able to commence performing the duties within ten (10) working days of being offered the position. The bid notice shall state the position classification, the shift, days off (or rotating days off where such exist), the work location and assignment, and the rate of pay for such job. It is understood that the shift, work location or job assignment may be subject to change as a result of the exercise of shift or job assignment preference. The exercise of a shift or job assignment preference does not necessitate reposting unless provided by current agency practice.

Permanent vacancies shall be filled by the application of the provisions of this Article and Article XVIII in the following order of priority:

- a) Job Assignment and shift preference (Job Assignment not applicable in RC-6)
- b) Recall or transfer on layoff

- c) Intra- and Inter-Agency Transfer on Recall - An employee on a recall list shall have the right to transfer to a permanent vacancy in any bargaining unit in the same position classification or other position classification for which he/she is qualified in the employing agency and other agencies. The employee is responsible for applying for and/or identifying available vacancies by the close of the posting period for the position(s). Any successful bidder shall be removed from the recall list unless the position results in a loss of pay. It is understood by the parties that promotion is not an option under this provision.
- d) Promotion and voluntary reduction
- e) Transfer (except for RC-6 and 9 unless agency supplemental agreement permits)

B. RC-10, 62 and 63

Permanent vacancies shall be posted for bid on the Employer's and other appropriate bulletin boards for a period of ten (10) working days. Posting shall be at all work locations of the agency in the county where the vacancy occurs for a period of ten (10) working days, except that in Cook County in agencies other than the Department of Employment Security, posting shall be by agency, region or area, where applicable. Once a vacancy is posted and employees have submitted bids for the position, the vacancy will not be posted again for a period of 90 days unless all of the original bidders decline the position. If the employee does not possess the appropriate grade, he/she shall apply for the grade during the posting period. The posting procedure may be modified if mutually agreed by the parties on an agency basis.

The Employer will also maintain all job openings in classifications which are listed in Schedule A, in the central list provided for under Article XV, Section 7.

Any bargaining unit employee may bid on a position; however, they must be deemed qualified and

eligible in order to be considered for selection. An employee on leave of absence is not considered eligible unless, upon acceptance of the position, the employee is able to commence performing the duties within ten (10) working days of being offered the position. The Employer reserves the right to post by option and to require bona fide specialized skills, training, experience or other necessary qualifications as set forth in the officially approved CMS-104 or in the job specification. The bid notice shall state the position classification, any specialized skills, training, experience or necessary qualifications, the shift, days off (or rotating days off where such exist), the work location and assignment and the rate of pay for such job. It is understood that the shift, work location or job assignment may be subject to change as a result of the exercise of shift or job assignment preference. The exercise of a shift or job assignment preference does not necessitate reposting unless provided by current agency practice.

Such requirements on the CMS-104 shall relate to permanent job functions of a nature that could not be learned during the normal orientation period associated with the filling of a vacant position in that position classification.

The parties agree that positions in all RC-10 and RC-63 classifications and in certain classifications in RC-62 may be subject to the provisions of this Section. RC-62 classifications which the parties contemplate may include positions subject to these provisions are identified by a footnote in Schedule A.

The Employer shall notify the Union of any additional classification(s) it believes may include positions which should be subject to this Section, and will negotiate over the necessity for such additional classification(s). Should the parties fail to agree, and the Employer implements the specialized requirements, the Union may grieve the dispute directly to Step 4.

Permanent vacancies shall be filled by the application of the provisions of this Article and Article XVIII in the following order of priority:

- a) Job assignment and shift preference
- b) Recall or transfer on layoff
- c) Intra- and Inter-Agency Transfer on Recall -  
An employee on a recall list shall have the right to transfer to a permanent vacancy in any bargaining unit in the same position classification or other position classification for which he/she is qualified in the employing agency and other agencies. The employee is responsible for applying for and/or identifying available vacancies by the close of the posting period for the position(s). Any successful bidder shall be removed from the recall list unless the position results in a loss of pay. It is understood by the parties that promotion is not an option under this provision.
- d) Promotion, voluntary reduction and employees in parallel pay grades
- e) Transfer

C. RC-42 and Site Technicians I and II

Intermittent titles are excluded from the posting process. Permanent vacancies shall be posted for bid on the Employer's and other appropriate bulletin boards for a period of ten (10) working days. Once a vacancy is posted and employees have submitted bids for the position, the vacancy will not be posted again for a period of 90 days unless all of the original bidders decline the position. If the employee does not possess the appropriate grade, he/she shall apply for the grade during the posting period. Posting shall be at all work locations of the agency in the county where the vacancy occurs. In the Department of Natural Resources it shall be by region for the title of those Site Technician II's assigned to the Regional Hot Shot Crews. Any bargaining unit employee may bid on a position; however, they must be deemed qualified and eligible in order to be considered for selection. An employee on leave of absence is not considered eligible unless, upon acceptance of the position, the employee is able to commence performing the duties within ten (10) working

days of being offered the position. The bid notice shall state the position classification, the shift, days off (or rotating days off where such exist), the work location and the rate of pay for such job.

The Employer will also maintain all job openings in classifications which are listed in Schedule A, in the central list provided for under Article XV, Section 7.

Permanent vacancies shall be filled by the application of the provisions of this Article and Article XVIII in the following order of priority:

- a) Shift preference at the work site (Prior to posting an employee may file a shift request form with the work site supervisor for the purpose of changing shifts in the event of a vacancy. Such request shall be granted pursuant to Article XVIII, and seniority permitting and the resulting vacancy shall be posted for bidding. Employees may not exercise their rights under this provision more than once every six months.)
- b) Recall or transfer on layoff
- c) Intra- and Inter-Agency Transfer on Recall - An employee on a recall list shall have the right to transfer to a permanent vacancy in any bargaining unit in the same position classification or other position classification for which he/she is qualified in the employing agency and other agencies. The employee is responsible for applying for and/or identifying available vacancies by the close of the posting period for the position(s). Any successful bidder shall be removed from the recall list unless the position results in a loss of pay. It is understood by the parties that promotion is not an option under this provision.
- d) Promotion and voluntary reduction,
- e) Transfer

D. All Units - Trainee Positions

The Employer shall first post the vacancy for the targeted title. If there are no qualified bidders, the Employer may place a trainee who has satisfactorily completed the training requirements in the targeted position covered by a bargaining unit and such placement shall occur without further posting. Concurrent with the posting of a trainee position for informational purposes, the Employer will post the targeted position in accordance with Article XIX, Section 2. If there are no qualified bidders, the Employer may place a trainee who has satisfactorily completed the training requirements into the targeted position and such placement shall occur without further posting, if the targeted position has the same assignment, days off, and shift as originally posted. If not, the position shall be posted for job assignment purposes only.

E. Job Assignment/Recall

When vacancies are posted for job assignment and a recall list exists, such positions shall be posted for a period of five (5) working days.

F. Acceptance of Position

Any bidder who has been selected for a vacancy must make known his/her acceptance within two (2) working days of receiving notice of his/her selection and shall be placed in the position as soon as practicable. Failure to accept the position within said time limit shall constitute a waiver of the position.

G. Pre-Selection Background Checks and Drug Testing

The parties recognize that certain positions and/or agencies require pre-selection background checks, pre-employment fitness exams and/or drug test. Consistent with current practice employees who bid on such position and fail to pass a background check, pre-employment fitness exam, and/or drug test shall be disqualified for selection. An Agency shall notify the Union prior to any change in classifications/positions becoming subject to such requirement for bargaining unit employees.

**Section 3. Job Assignment**



A. RC-9 Only

- 1) When a job assignment vacancy is posted and more than one employee within the position classification requests such assignment, consideration shall be given to the employee with the most seniority in the same position classification as posted. If the successful bidder is in a higher semi-automatic in-series title than the semi-automatic in-series position posted, he/she shall retain the higher title.
- 2) When a new job assignment is created and more than one employee within the position classification requests such assignment, the most senior employee shall be given first consideration therefore.
- 3) When permanent changes in job assignments are made by the Employer at a facility, employees within the position classification affected by the change may exercise their seniority as defined in Article XVIII, Section 2, to remain at their current assignment.
- 4) In cases where a job assignment vacancy is filled by job assignment preference the vacancy created as a result of such selection thereafter shall be filled from the original bid list without further posting. If a senior employee turns down the original job assignment bid, his/her name will remain on the original bid list for selection to subsequent vacancies created by the filling of the original job assignment bid.
- 5) If the posted vacancy will not result in any employee changing job classification and is just a job assignment posting, the following shall apply:
  - a) Once the posted job assignment vacancy is filled from those employees in the same job classification who requested such, there shall be no further posting to fill the vacated assignment unless the filling of such would

therefor result in an employee changing job classifications;

b) Notwithstanding the seniority provisions, the vacated assignment shall be filled by management from available employees in the same job classification except a request for such assignment by the highest seniority employee in the same classification making such request shall be honored by the management.

6) If the posted vacancy will eventually result in any employee changing job classifications (promotions, etc.), the following shall apply:

a) If the posted vacancy is filled by a request from an employee in the same job classification from another work assignment, there shall be no additional posting to fill the vacated assignment, unless otherwise agreed on an Agency basis.

b) Such vacated assignment shall be filled pursuant to Section 5 below from those employees not in the posted classification who bid on the original vacancy.

7) This Section does not apply to any other bargaining unit except as past practice may provide otherwise.

B. RC-10, 14, 28, 62, and 63

1) When a permanent vacancy is posted and more than one (1) employee within the position classification and work location where the vacancy occurs bids the assignment, the most senior employee who bids the assignment shall be assigned the job. Those employees bidding for a position in a lower classification who are in a semi-automatic series, shall retain his/her current position classification unless additional training is required. If additional training is required, the employee shall serve a training period not to exceed four(4) months. Upon successful completion of the training, and a satisfactory performance

evaluation, the employee shall return to his/her former title and pay. In cases where a job assignment vacancy is filled by job assignment preference the vacancy created as a result of such selection thereafter shall be filled from the original bid list without further posting. If a senior employee turns down the original job assignment bid, his/her name will remain on the original bid list for selection to subsequent vacancies created by the filling of the original job assignment bid.

**(RC-10 Only)** *Job assignment vacancies shall be defined within an Agency (such as but not limited to, Regulatory or Enforcement within the Air, Land, Water, or Public Water in EPA; and Benefits, Administrative, and Board of Review in IDES).*

- 2) When permanent changes in job assignments are made by the Employer, employees within the classification affected may exercise their seniority to retain their current assignment. These transactions do not necessitate the posting procedures of Section 2 above.
- 3) Where the introduction of substantially different technology or equipment to the work place would result in the significant alteration of duties for current employees, the assignments so created shall be posted and filled by seniority as under subsection (1) above.

C. Any employee who successfully exercises rights under Section 3, "Job Assignment", shall be prohibited from again exercising those rights for a period of twelve (12) months (*RC-10 for a period of twenty-four (24) months*) unless the employee is subsequently displaced from the assignment for which he or she bid.

D. This Section shall not apply to employees who bid while on original and promotional probationary periods.

E. Employees shall be allowed to bid for posted vacancies that carry different days off subject to the

procedures set forth in this Section. Such bids shall be considered with other job assignment bids.

F. A successful job assignment bidder shall be returned to his/her former position (seniority permitting) anytime during the first four (4) months of the job assignment due to the inability to perform duties and responsibilities of the new position. In addition, an employee may voluntarily return to his/her former position (seniority permitting), during the first four (4) months in the job assignment if such is to a permanent vacancy.

G. When a position is vacated by an employee being returned due to the inability to perform the duties and responsibilities of the new position or who chooses to return to his/her previous position within the four (4) month time frame, the position that was vacated, if filled, shall be filled from the original bid list within ninety (90) days without further posting.

#### **Section 4. Shift Preference**

A. RC-14, 28, 62 and 63

- 1) When permanent changes in shift assignments are made, employees shall be entitled to exercise seniority to retain their shift assignments. A permanent change in an employee's shift assignment shall be made effective on the first day of the employee's new work week.
- 2) Within a period of one (1) calendar month each year, which shall be determined at agency/facility supplemental negotiations, employees within a work location shall have an opportunity to exercise seniority for shift assignments within each work location. An employee shall be eligible to exercise seniority pursuant to this section for any starting or quitting time that is different from the employee's current work schedule provided such schedule is set forth in the appropriate supplemental agreement.

B. RC-6 and 9

- 1) Absent any emergency operating needs of the Employer, a permanent change in an employee's normal shift assignment shall commence the first day of the employee's work week.
- 2) When permanent changes in shift assignments are made, employees within a position classification at a facility shall be entitled to exercise seniority as defined in this Article to retain their current shift assignment.
- 3) During each contract year, no more than 20% of the employees within a bargaining unit position classification at a facility shall be permitted to exercise seniority as defined in Article XVIII to displace in the shift of his/her choice the least senior employee within such position classification and shift so long as such choice is exercised within the employee's normal area of assignment (by ward, program or physical area, as the case may be). No employee shall be permitted to exercise his/her choice hereunder more than once during each contract year. An employee shall be eligible to exercise seniority pursuant to this section for any starting or quitting time that is different from the employee's current work schedule provided such schedule is set forth in the appropriate supplemental agreement.

This subsection may be modified by the parties at local supplemental negotiations to allow local flexibility with shift preference and related bumping.

- 4) Seniority as used herein shall be defined in Section 2 of Article XVIII but the term "ability" and "qualifications" shall also include the employee's demonstrated compatibility with residents as determined by the Employer.
- 5) "Shift Bumping" request procedure:

a) Requests shall be made in writing to the immediate supervisor at least fifteen (15) days in advance of the time the employee requests such shift change to take place.

b) The employee being displaced by such request shall be given the notice of such displacement and the shift assigned as soon as possible, but no later than ten (10) working days prior to such change.

c) The change or exchange of shifts shall take place starting with the first day of the bumped employee's work week. Such change may cause the displacing employee's requested date of change to be delayed but no later than seven (7) days after the effective date of change requested.

d) A displaced employee may exercise his/her seniority to displace a junior employee on a shift of his/her preference and such employee may give fifteen (15) days notice under subsection (a) above any time after he/she receives notice of the original displacement. Such employee's shift change shall not be deemed or counted as the one choice allowed an employee during each contract year nor be charged against the 20% limit for all employees, if such request is made within forty-five (45) days of being notified under (b) above.

e) Management shall notify the Union of all shift displacements prior to the actual displacement taking place.

#### C. RC-42 Shift Bumping

When permanent changes in shift assignments are made, employees shall be entitled to exercise seniority to retain their shift assignments or to displace the least senior employee on a shift of his/her choice, seniority permitting, within such position classification so long as such choice is exercised within the employee's normal area of assignment. A permanent change in an employee's shift assignment shall

be made effective on the first day of the employee's new work week. An employee shall be eligible to exercise seniority pursuant to this section for any starting or quitting time that is different from the employee's current work schedule provided such schedule is set forth in the appropriate supplemental agreement.

On February 15 each year, employees within a work location shall have an opportunity to exercise seniority for shift assignments within each work location.

**Section 5. Promotion, Voluntary Reduction and Parallel Pay Grade Movement**

A. RC-6, 9, 10, 14, 28, 62, and 63

Subject to filling permanent vacancies under Section 3 of this Article, such vacancies shall be filled in accordance with the following:

- 1) The Employer, if requested, shall supply the employee with Form CMS-100B. Employees shall be allowed a reasonable period of time to complete the form without loss of pay during normal work hours. The employee must return the form to the Examining Division, Department of Central Management Services, within the prescribed posting time limits.
- 2) Management will request whatever promotional lists are necessary to show the grades for all bidders from the work location. No selection will be made until the grades of all bidders have been received by management from the Department of Central Management Services. If the employee does not possess the appropriate grade, he/she shall apply for the grade during the posting period. Failure to submit a CMS-100B within the posting period shall result in the bidder being deemed ineligible.
- 3) For RC-10, 14, 28, 62 and 63 only. Employees bidding for vacancies under this Section from position classifications having parallel pay grades shall be required to qualify under the same standards used for promotional bidders.

4) Order of Selection. Selection for promotion and/or voluntary reduction shall be in the following order of priority from among employees certified in their current position classification, for each respective bargaining unit listed in Schedule A.

a) RC-6 and 9

(i) The employee with the most seniority in the next lower rated position classification within the position classification series in which the vacancy occurs.

(ii) The employee with the most seniority in a higher position classification in the position classification series.

(iii) The employee with the most seniority in a lower position classification (in the same classification series) other than the next lowest in the position series.

(iv) The employee with the most seniority in an equal to, lower, or higher position classification not in the same position classification series.

b) RC-10, 14, 28, 62 and 63

(i) Employees in the next lower classification within the classification series, and employees bidding for voluntary reduction, (*RC-10 only and full-time employees in the same classifications bidding on an intermittent position*) who have completed their promotional probationary period.

(ii) Employees in the next succeeding lower classification within the classification series.

(iii) All other qualified and eligible bidders (including parallel pay grade bidders).



Work location priorities for the above are as follows:

- (i) Employees at the work location where the vacancy occurs;
  - (ii) Other work locations of the agency within the county unless mutually agreed otherwise on an agency basis.
  - (iii) In the Department of Natural Resources it shall be within region for those Site Technician II's assigned to the Regional Hot Shot Crews.
- 5) Selection from the B grade list shall take place only after there are no A bidders, or after the A's on the competitive promotional register are exhausted. The register shall be considered exhausted when there are not more than two A's on it who have not indicated that they waive rights with respect to the position in question. Selection from those employees not receiving an A or B shall take place only after the A and B eligible registers are exhausted and/or there are no A or B bidders. Employees on the A or B list who have been contacted by the Employer shall be considered to have waived if they have not responded within five (5) days to a request for waiver.
- 6) For the purposes of this Section, the employee selected to fill such permanent vacancy shall be selected from eligible and qualified bidders on the basis of seniority as defined in Article XVIII. However, a bidder with less than one (1) year service in the Agency in which the vacancy arises shall not be awarded the position unless there are no eligible and qualified bidders with more than one (1) year's service with the Agency. Employees shall not be asked or required to resign from their current position in order to be selected for any other position in any other AFSCME bargaining unit regardless of agency.
- 7) A certified employee selected through voluntary reduction shall be certified in that

position classification without serving a probationary period. A probationary employee who voluntarily reduces shall serve a new probationary period.

- 8) A promoted employee or an employee selected from a parallel pay grade shall be returned to his/her former position classification (seniority permitting) any time during the certification period, which shall consist of four (4) months which may be by mutual agreement extended to six (6) months of continuous service except for employees promoted under a Trainee Agreement who shall serve the probationary period defined in the applicable Trainee Agreement, after such promotion or selection due to the inability to perform duties and responsibilities of the newly promoted position classification. In addition, an employee may voluntarily return to such position classification at his/her former step and creditable service date, seniority permitting, during the certification period, which shall consist of four (4) months which may be by mutual agreement extended to six (6) months, if such return is to a permanent vacancy. Such movement supersedes all priorities listed in Section 2 of this Article. An employee who promotes or is selected from a parallel pay grade into a position classification in which he/she was previously certified shall be considered certified without serving a new certification period provided that the duties and responsibilities of the classification remain essentially unchanged. Employees promoting to a position not covered under this Agreement shall not be allowed to return to his/her previous position during the promotional probationary period, unless the Union signs a waiver allowing for the return.
- 9) If there are no qualified bidders (or transfer applicants under RC-10,14, 28, 62 and 63) the Employer may at its prerogative fill the vacancy from voluntary non-bidders or by hiring new employees provided there are no

employees in a higher position classification on the appropriate recall lists.

- 10) Nothing contained in this Article shall prevent the Employer from temporarily filling a posted vacancy.

**B. RC-42 Only**

- 1) The Employer, if requested, shall supply the employee with Form CMS-100B. Employees shall be allowed a reasonable period of time to complete the form without loss of pay during normal work hours. The employee must return the form to the Examining Division, Department of Central Management Services within the prescribed posting time limits.
- 2) Management will request whatever promotional lists are necessary to show the grades for all bidders from the work location. No selection will be made until the grades of all bidders have been received by management from the Department of Central Management Services. If the employee does not possess the appropriate grade, he/she shall apply for the grade during the posting period. Failure to submit a CMS-100B within the posting period shall result in the bidder being deemed ineligible.
- 3) Order of Selection. Selection for promotion shall be in the following order of priority from among employees certified in the position classification series listed in Schedule A.
  - a) Employees in the next lower classification within the classification series, and employees bidding for voluntary reduction.
  - b) Employees in the next succeeding lower classification within the classification series.
  - c) All other qualified and eligible bidders.

Work location priorities for the above are as follows:

- (i) Employees at the work site,
  - (ii) Other work locations of the agency within the county.
- 4) Selection from the B grade list shall take place only after there are no A bidders, or after the A's on the competitive promotional register are exhausted. The register shall be considered exhausted when there are not more than two A's on it who have not indicated that they waive rights with respect to the position in question. Selection from those employees not receiving an A or B shall take place only after the A and B eligible bidders are exhausted and/or there are no A or B bidders. Employees on the A or B list who have been contacted by the Employer shall be considered to have waived if they have not responded within five days to a request for waiver.
  - 5) For the purposes of this Section, the employee selected to fill such permanent vacancy shall be selected from eligible and qualified bidders on the basis of seniority as defined in Article XVIII. Employees shall not be asked or required to resign from their current position in order to be selected for any other position in any other AFSCME bargaining unit regardless of agency.
  - 6) A certified employee selected for voluntary reduction shall be certified in that position classification without serving a probationary period. A probationary employee who voluntarily reduces shall be certified by serving the balance of the probationary period.
  - 7) A promoted employee shall be returned to his/her former position classification (seniority permitting) any time during the certification period, which shall consist of four (4) months which may be by mutual agreement extended to six (6) months, after such promotion due to the inability to perform duties and responsibilities of the newly

promoted position classification. In addition, an employee may voluntarily return to such position classification at his/her former step and creditable service date, seniority permitting and excluding those selecting non-AFSCME represented positions, unless the Union signs a waiver allowing for the return, the certification period which shall consist of four (4) months which may be by mutual agreement extended to six (6) months after such promotion, if such return is to a permanent vacancy. Such movement supersedes all priorities listed in Section 2 of this Article. An employee who promotes or is selected from a parallel pay grade into a position classification in which he/she was previously certified shall be considered certified without serving a new certification period provided that the duties and responsibilities of the classification remain essentially unchanged. Employees promoting to a position not covered under this Agreement shall not be allowed to return to his/her previous position during the promotional probationary period, unless the Union signs a waiver allowing for the return.

- 8) If there are no qualified bidders or transfer applicants the Employer may at its prerogative fill the vacancy from voluntary non-bidders or by hiring new employees provided there are no employees in a higher position classification on the appropriate recall list.
  - 9) Nothing contained in this Article shall prevent the Employer from temporarily filling a posted vacancy.
- C) The order of selection is subject to the provisions of Article XV, Upward Mobility Program.
- D. When a position is vacated by an employee choosing to voluntarily return to his/her previous classification within the four (4) month time frame, the position that was vacated, if filled, shall be filled from the original bid list within ninety (90) days without further posting.

## **Section 6. Days Off**

### **A. RC-6 Only**

Employees within the same general work assignment (cellhouse duty, tower duty, cottage duty, etc.), same position classification and same shift may exercise their seniority as defined in Article XVIII, Section 2 to retain their current scheduled days off.

Scheduled days off shall be assigned by seniority from among employees within the same general work assignment, same position classification and same shift, the most senior employee choosing first. No employee shall be permitted to exercise his/her choice hereunder more than once during each contract year.

Requests shall be made in writing to the immediate supervisor at least fifteen (15) days in advance of the time the employee requests a days off change.

The employee being displaced by such request shall be given the notice of such displacement and the days off change as soon as possible, but not later than ten (10) working days prior to such change.

The change of days off shall take place starting with the first day of the bumped employee's work week. Such change may cause the displacing employee's requested date of change to be delayed but no later than seven (7) days after the effective date of change requested.

A displaced employee may exercise his/her seniority to displace a junior employee for days off and such employee may give fifteen (15) days notice under subsection (a) above any time after he/she receives notice of the original displacement. Such employee's day off change shall not be deemed or counted as the employee's one choice allowed during the contract year.

### **B. RC-42, 28, 62, 63 and Site Technicians I and II**

When the Employer makes permanent work schedule changes affecting employees days off, employees within the same general work assignment, same position classification, and same shift may exercise their

seniority to retain their current scheduled days off or for RC-42 and Site Technicians I and II only, to displace the least senior employee on a shift different days off schedule of his/her choice, seniority permitting, within such position classification so long as such choice is exercised within the employee's normal area of assignment. Within 90 days of the effective date of this Agreement, and March 15 in the subsequent year thereafter, employees may exercise their seniority for scheduled days off from among employees within the same general work assignment, same position classification and same shift, the more senior employee choosing first.

## **Section 7. Transfers**

### **A. RC-6, 9, 10, 14, 28, 62 and 63**

An employee, except employees desiring to transfer who have not completed their original six (6) month probationary period, and for those Technical Advisor positions appointed by a Commissioner of the Illinois Workers' Compensation Commission, desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which he/she is qualified, in a different work location shall file a request for transfer form, which shall be effective for two (2) years, with the appropriate personnel officer. A request for transfer form will be removed if the employee waives a job offer and would need to be resubmitted for future vacancies. In addition, an employee seeking a transfer to a clerical position must be previously certified in the identified option or have passed the testing option within ten (10) working days of the Employer giving his/her notice of transfer consideration, unless the test is not reasonably available to the employee within such time frame. Employees may not transfer under this Section more than once every twenty-four (24) months. An employee transferring from one unit/work area of an Agency to another unit/work area shall be transferred in a timely manner. Those employees requesting and receiving a transfer for a position in a lower classification within their semi-automatic series shall

retain his/her current position classification, unless additional training is required.

(Except RC-6) A transferred employee shall be returned to his/her former position (seniority permitting) any time during the first four (4) months of continuous service, after such transfer due to the inability to perform duties and responsibilities of the newly transferred position. In addition, an employee may voluntarily return to such position at his/her former work location, seniority permitting, during the first four (4) months of continuous service after the transfer if such return is to a permanent vacancy. Such movement supersedes all priorities listed in Section 2 of this Article.

(Except for RC-6 and 9) When a vacancy is not filled by the exercise of, or the failure to exercise, the rights in Sections 3, 4 and 5 above and in Article XX (Layoff), Sections 3 and 4, it shall be filled on the basis of seniority as defined in Article XVIII from among employees who have completed a request for transfer form, in the following order:

- a) Applicants to transfer to a different work location of the same Agency in the same county;
- b) Applicants to transfer to a different work location of the same Agency in a different county;
- c) Applicants to transfer to a different Agency.

#### **B. RC-42 Only**

An employee desiring to transfer to the same position classification in a different work site shall file a request for transfer form which shall be effective for one year with the appropriate Personnel Officer. Employees may not transfer under this Section more than once every twelve (12) months. When a vacancy is not filled pursuant to Section 4, it shall be filled on the basis of seniority as defined in Article XVIII from among employees who have completed a request for transfer form, in the following order:

- (i) Applicants to transfer to a different work site of the same agency in the same county;



- (ii) Applicants to transfer to a different work site of the same agency in a different county;
- (iii) Applicants to transfer to a different Agency.

A transferred employee shall be returned to his/her former position (seniority permitting) any time during the first four (4) months of continuous service, after such transfer due to the inability to perform duties and responsibilities of the newly transferred position. In addition, an employee may voluntarily return to such position at his/her former work location, seniority permitting, during the first four (4) months of continuous service after the transfer if such return is to a permanent vacancy. Such movement supersedes all priorities listed in Section 2 of this Article.

When a vacancy is filled under this Section, management is not required to post the resulting vacancy. However, if it does not post the job, it shall thereupon honor any transfer requests then on file with the Agency to the extent possible, and they may fill the resulting vacancy pursuant to Section 5B(8).

C) When a position is vacated by an employee choosing to voluntarily return to his/her previous position within the four (4) month time frame, the position that was vacated, if filled, shall be filled from the original bid list within ninety (90) days without further posting.

## **Section 8. Promotion and Conversion of Intermittents**

Where a vacancy arises in a work location in a classification for which there exists a parallel intermittent classification, intermittents who bid shall be grouped with bidders from the next lower-rated classification. Intermittent Program Representatives and Intermittent Service Representatives, shall be considered equal in status for filling vacancies for full time Program Representative and Service Representative Positions. In the event that an intermittent is awarded the position, he/she shall be considered converted in status. In the event that two (2) IDES Intermittent Program Representatives at the work location have been utilized for 1500 hours or more

for three consecutive federal fiscal years, a full time Program Representative position shall be posted and filled at that work location. Intermittent laborers who are not certified shall be allowed to bid and will be interviewed for positions prior to hiring from the outside for full-time vacancies.

### **Section 9. Semi-Automatic In-Series Advancement**

For the purposes of this Article, jobs currently being filled through semi-automatic "in-series advancement" shall not be considered as permanent vacancies. Upon eligibility, employees shall be promoted and semi-automatically advanced once they have received a satisfactory annual evaluation and a promotional "A" or "B" grade from the Department of Central Management Services. The effective date of such promotion shall be no later than the date the employee completed the required time period for such advancement, provided the annual evaluation is at least satisfactory and the employee has received a promotional "A" or "B" grade. Failure to issue a grade within fifteen (15) days after the employee timely submits all required documentation shall not affect the effective date of the semi-automatic promotion.

With respect to the Mental Health Generalist series, it is understood that the Department of Mental Health and Developmental Disabilities will continue its past practice of not promoting the selected bidder until the successful completion of training, and its practice regarding promotion of Technicians I to Technicians II under the Memorandum of Understanding.

Semi-automatic titles include, but are not limited to the following:

- Agricultural Land and Water Resources
  - Specialist I to II, II to III
- Bank Examiner I to II, II to III
- Chemist I to II
- Child Protection Associate Specialist to Child Protection Specialist
- Child Protection Specialist to Child Protection Advanced Specialist

Child Welfare Associate Specialist to Child Welfare Specialist  
Child Welfare Specialist to Child Welfare Advanced Specialist  
Correctional Counselor I to II  
Corrections Food Service Supervisor I to II  
Corrections Leisure Activities Specialist I to II  
Corrections Parole Agent to Corrections Senior Parole Agent  
Corrections Supply Supervisor I to II  
Criminal Intelligence Analyst I to II  
Day Care Licensing Representative I to II  
Environmental Health Specialist I to II  
Environmental Protection Engineer I to II, II to III  
Environmental Protection Geologist I to II, II to III  
Environmental Protection Specialist I to II, II to III  
Financial Institutions Examiner I to II, II to III  
Forensic Scientist I to II, II to III  
Gaming Special Agent Trainee to Gaming Special Agent  
Gaming Special Agent to Gaming Senior Special Agent  
Geographic Information Specialist I to II  
Information Service Specialist I to II  
Human Services Grant Coordinator I to II  
Licensed Practical Nurse I to II  
Manpower Planner I to II  
Office Aide to Office Clerk  
Rehabilitation Counselor Trainee to Rehabilitation Counselor to Rehabilitation Counselor Senior  
Rehabilitation Case Coordinator I to II  
Revenue Auditor I to Revenue Auditor II  
Revenue Auditor II to Revenue Auditor III  
Revenue Collection Officer Trainee to Revenue Collection Officer I, I to II, II to III  
Revenue Special Agent Trainee to Revenue Special Agent  
Revenue Special Agent to Revenue Senior Special Agent  
Revenue Tax Specialist I to II  
Site Technician I to Site Technician II  
Social Service Program Planner I to II, II to III  
Technical Advisor I to II (with law license)  
Terrorism Research Specialist I to II

Weatherization Specialist I to II

**Section 10. Agency Bidders Preference**

**RC-42 and Site Technicians I and II**

An employee with one year or more service with the agency shall be granted preference in the application of seniority in this Article over employees having less than one year service in the agency.

**ARTICLE XX**

**Layoff**

**Section 1. Application**

Layoff shall be in accordance with the procedures set forth in this Article with the exception that they shall not apply to:

- a) Emergency shutdown of five (5) days or less where all employees are to be recalled. Time in non-work status as a result of emergency shut down pursuant to 80 Ill. Admin. Code § 303.310 shall be with pay. The parties agree to establish a committee that will be charged with discussing which employee's duties are critical to the continuity of essential state services. Such committee shall meet no later than November 1, 2013 unless mutually agreed otherwise.
- b) The nonscheduling of intermittent employees.
- c) School year employees at institutions and schools during recesses in the academic year and/or summer, if all employees in the affected classes are to be laid off and recalled.
- d) Temporary layoff of five (5) days or less shall be in accordance with Personnel Rule 302.510 and seniority as defined in Article

XVIII. Employees affected by temporary layoff shall not suffer any reduction in fringe benefits for the term of the temporary layoff and employees shall be laid off in accordance with Section 2(a), (c), (d), (e) and shall receive notice in accordance with Section 3(1).

Temporary layoff provisions contained herein shall not be used for implementing a statewide furlough program which would affect all State agencies without the Employer first notifying and negotiating with the Union over such intent.

## **Section 2. General Procedures**

- a) Layoff shall be by official organizational unit as recorded by official position description coding methods. The bargaining units are regarded as distinct and separate units for purposes of layoff unless specific provisions of this master contract and/or this Article allow for specific exceptions such as bumping between related classifications in different bargaining units. The organization units for RC-6 and 9 shall be defined as the facility.
- b) It is understood by the parties that Personnel Rule 302.523 dealing with voluntary layoff shall apply to all classifications and titles listed in Schedule A of the Master Collective Bargaining Agreement.
- c) Layoff shall be by position classification.
- d) Employees within the appropriate layoff unit as defined in (a) above shall be laid off in inverse order of seniority as defined in Article XVIII.
- e) No certified or probationary employee within a position classification within an appropriate organizational unit and work location shall be laid off until any temporary, provisional or

emergency employee, and the Personal Service and Vendor Contract worker who performs substantially similar duties to the position classification of the employee who otherwise would be laid off are terminated noncertified. No certified or probationary employee within a position classification within an appropriate organizational unit shall be laid off until an employee in a trainee position classification within the classification series or an employee in a trainee position classification who has a targeted title to a position within the classification series within either the appropriate organizational unit or worksite is first terminated noncertified. No certified employee within a position classification within an appropriate organizational unit shall be laid off until all original appointment, probationary employees within the same position classification within the appropriate organizational unit are first laid off. Notwithstanding the above, if there is no employee subject to layoff who is qualified and wishes to perform the work of a Personal Service and Vendor Contract worker who performs substantially similar duties to the position classification, such Personal Service and Vendor Contract worker need not be terminated.

- f) (RC-10, 62, 63 only) In the application of the layoff and recall procedure, the Employer reserves the right to establish bona fide requirements of specialized skills, training, experience and other necessary qualifications that have been set forth in the official position description (CMS-104) or listed as official options in the job specification at the time of the layoff proposal. The Employer agrees to notify the Union of specialized requirements of positions involved in the application of the layoff procedure at the time of submitting the agency's layoff proposal to the Director of Central Management Services for informational purposes only.

Such requirements on the CMS-104 shall relate to permanent job functions of such a nature that could not be learned during the normal orientation period associated with the filling of a vacant position in that position classification.

The parties agree that positions in all RC-10 and RC-63 classifications and in certain classifications in RC-62 may be subject to the provisions of this Section. RC-62 classifications which the parties contemplate may include positions subject to these provisions are identified by a footnote in Schedule A.

The Employer shall notify the Union of any additional classification(s) it believes may include positions which should be subject to this Section, and will negotiate over the necessity for such additional classification(s). Should the parties fail to agree, and the Employer implements the specialized requirements, the Union may grieve the dispute directly to Step 4.

- g) (RC-9 only) For Licensed Practical Nurse and Mental Health Technician positions which require the use of sign language, the Employer may require sign language as a bona fide option as listed in the job description.

### **Section 3. Bumping and Transfer in Lieu of Layoff**

- a) An employee who is subject to layoff is defined as that employee who is scheduled to be laid off by the employing Agency or removed from their position, even though they still may be on the Agency's payroll.
- b) No less than five (5) calendar days prior to the layoff meeting, the Employer will provide a written packet of information informing an employee(s) subject to layoff and employee(s) potentially affected by layoff of his/her highest level rights under each step (c)

through (j). Such packet shall include: the agency seniority roster (including shift, days off, work location, work site and specialized skills) of employee(s) subject to layoff and employee(s) potentially affected by layoff; the agency vacancy list (including shift, days off, work location, work site and specialized skills), if applicable; potential bumping options, if applicable; and such information as is needed in order for the employee(s) to exercise his/her rights under this Article.

Starting with the highest bargaining unit and pay grade, employee(s) may choose to exercise or waive his/her available bump option in (c) through (i), if applicable. The employee(s) must make his/her selection known to the Employer at the time of his/her bump meeting and such selection shall be final. An employee may still opt to be laid off at any time prior to the implementation of the bump, however the Employer shall not be required to modify the layoff plan.

Agency vacancies shall be offered, if applicable and seniority permitting, upon completion of the bumping process, (c) through (i). An employee(s) who chooses to waive his/her available bump option, or if no bump option was available, may choose to exercise his/her right to a Transfer or Voluntary Reduction in Lieu of Layoff (j), if applicable and seniority permitting. The employee must make his/her selection known to the Employer at the time he/she is offered a vacancy and such selection shall be final. An employee may still opt to be laid off at any time prior to being placed into the vacancy, however the Employer shall not be required to modify the layoff plan.

- c) Bumping Priority - First Step - Work location for bumping purposes is defined as the identified agency's facility, local office area or building or as defined by supplemental agreement approved by DCMS and AFSCME in which the organizational unit of layoff is located



except as provided for in RC-6 and RC-9 in Section 2(a) of this Article. An employee subject to layoff shall bump the least senior employee in the same position classification and work location, except in position classifications with options, the employee shall bump the least senior employee in an option which the employee who is bumping is qualified to perform. In the event that more than one employee in the same position classification and work location are subject to layoff, an equal number of least senior employees at the work location (a number equal to the number of employees electing to bump) shall be identified and in seniority order, the employees subject to layoff shall be allowed their choice in bumping the identified least senior employees. Since the work location is facility wide, RC-6 and RC-9 employees are not subject to this lateral bumping provision. Management reserves the right to resolve staffing deficiencies resulting from an RC-9 layoff per Article XIX, Section 3(A)3 or 3(A)1 as agreed by the parties. In the event that an employee waives or refuses to accept an available bump under this provision the employee shall be laid-off.

- d) Bumping Priority - Second Step - If the employee is unable to bump at the immediate work location as defined in (c) above, the employee shall bump the least senior employee in the same position classification, except in position classifications with options, the employee shall bump the least senior employee in an option which the employee who is bumping is qualified to perform, and agency in the county where the position is located unless otherwise agreed by the parties in supplemental agreements approved by DCMS and AFSCME. In the event that more than one employee in the same position classification and work location are unable to bump under (c) above, an equal number of least senior employees in the county (a number equal to the number electing to bump) shall be identified and in seniority order, the employees subject

to layoff shall be allowed their choice in bumping the identified least senior employees. RC-6 and RC-9 employees are not subject to this lateral bumping provision. In the event that an employee waives or refuses to accept an available bump under this provision, the employee shall be laid off.

- e) Bumping Priority - Third Step - Lower level in same position classification series, except in position classifications with options, the employee shall bump the least senior employee in an option which the employee who is bumping is qualified to perform, by work location (similar to (c) above) but includes RC-6 and RC-9 employees.
- f) Bumping Priority - Fourth Step - Lower level in same position classification series, except in position classifications with options, the employee shall bump the least senior employee in an option which the employee who is bumping is qualified to perform, by county (similar to (d) above) but excludes RC-6 and RC-9 employees.
- g) Bumping Priority - Fifth Step - Employees covered by the Collective Bargaining Agreement shall be allowed to bump into a previously certified position classification or the successor title to a previously certified classification, except in position classifications with options, the employee shall bump the least senior employee in an option which the employee who is bumping is qualified to perform, in any AFSCME bargaining unit, or lower level position classification in the same classification series except in position classifications with options, the employee shall bump the least senior employee in an option which the employee who is bumping is qualified to perform, in another AFSCME bargaining unit by work location (similar to (c) above) but includes RC-6 and RC-9 employees.

- h) Bumping Priority - Sixth Step -Employees covered by this Collective Bargaining Agreement shall be allowed to bump into a previously certified position classification, or successor title to a previously certified position classification, except in position classifications with options, the employee shall bump the least senior employee in an option which the employee who is bumping is qualified to perform, in any AFSCME bargaining unit or lower level position classification in the same classification series, except in position classifications with options, the employee shall bump the least senior employee in an option which the employee who is bumping is qualified to perform, in another AFSCME bargaining unit by county (similar to (d) above) but excludes RC-6 and RC-9 employees.
- i) Notwithstanding the above, an employee subject to layoff shall be permitted to exercise bumping options at his/her worksite and/or work location, seniority permitting, before bumping to another worksite or work location.
- j) Transfer or Voluntary Reduction in Lieu of Layoff - An employee subject to layoff as defined above shall be offered a transfer or voluntary reduction within the agency's available bargaining unit vacancies in lieu of layoff, and provided the employee is qualified for such vacancy. Offers of transfers or voluntary reduction shall be by seniority. The employing agency's vacancies as defined under Article XIX shall be offered on a statewide basis regardless of the work location or bargaining unit of the vacancy.
- k) Inter-agency Transfer on Layoff - An employee(s) unable to exercise his/her bumping and seniority rights under the above Sections, or for whom the exercise of such rights would result in a two (2) or more paygrade reduction, or would require the employee(s) to travel in excess of thirty-five (35) miles (or twenty (20) miles within Cook County) from his/her current work location, shall have the

right to transfer to a permanent vacancy in any AFSCME bargaining unit in the same position classification or other position classification for which he/she is qualified in another agency.

- l) The Union and employees shall be provided thirty (30) days advance notice of the layoff by the agency whenever possible and in emergency layoff situations the Union shall be provided as much advance notice as possible. Such notice to the Union shall contain the details of layoff with respect to numbers, position classification, and work location.
- m) Employees reduced in pay grade by virtue of bumping or voluntary reduction to avoid layoff shall retain recall rights to his/her former position classification.
- n) It is understood by the parties that promotion in lieu of layoff is not an employee option as stated under this Article.
- o) An employee in a position classification in a semi-automatic series who exercises a bumping right under this Section to the lower level title in the semi-automatic series shall retain his/her current classification.
- p) All bumping rights and rights to vacancies shall extend to previously certified classifications for which he/she is qualified, including classifications which are successor titles and those in the same series but lower than the previously held title, regardless of bargaining unit.
- q) All bumping rights under this Section shall not be exercised between agencies.

#### **Section 4. Recall**

- a) (1) RC-6 and 9. When staffing is increased or permanent vacancies occur within a position classification or in a position

classification lower in the series for titles that are listed under Article XIX, Section 9, employees laid off from such position classification, at the facility shall be recalled in accordance with seniority as defined in Article XVIII, Section 1; provided, however, when two or more facilities are within the same county, the recall list will be constituted by county and, thus, laid off employees from such facilities shall be recalled at any facility within said county in accordance with seniority as defined in Article XVIII, Section 1.

- (2) RC-10, 14, 28, 42, 62 and 63. When staffing is increased or permanent vacancies occur within the position classification or in a position classification lower in the series for titles that are listed under Article XIX, Section 9, affected employees in the employing unit shall be recalled in accordance with seniority as defined in Article XVIII, Section 1, provided, however, when two or more employing units are within the same county, the recall list will be constituted by county. For RC-10, 62 and 63, employees must be qualified to meet the specialized skill(s) of a position in order to be recalled to the position.
- (3) All employees subject to layoff or on layoff may select up to two (2) counties in addition to the county from which they have been laid off on whose recall list they wish their name to appear, and shall be so listed. Such county preference must be made known to the Employer anytime prior to the effective date of the layoff. However if a facility or office is closed, such employees will be allowed to select up to three (3) counties in addition to the county from which they were laid off.

Effective July 1, 2013, all employees subject to layoff or on layoff may select

up to three (3) counties on whose recall list they wish their name to appear, and shall be so listed. Such county preference must be made known to the Employer anytime prior to the effective date of the layoff or prior to July 1, 2013, whichever comes later. However, if a facility or office is closed, such employees will be allowed to select up to four (4) counties.

If an employee elects a lateral move, or is recalled to another county other than his/her county of layoff, he/she shall retain recall rights to his/her county of layoff. If an employee takes reduction in lieu of layoff, he/she shall retain recall rights for their previous classification to his/her county of layoff and two additional counties.

Effective July 1, 2013, if an employee elects a lateral move, or is recalled to another county other than his/her primary county of layoff, he/she shall retain recall rights to his/her primary county of layoff. If an employee takes reduction in lieu of layoff, he/she shall retain recall rights for their previous classification to his/her primary county of layoff and two additional counties.

(4) A full-time employee subject to layoff or on layoff who exercises his/her right to bump into or take a vacancy in a part-time position shall remain on the appropriate recall lists for full-time positions.

(5) Recall shall be in the following order of priority:

i) Seniority among employees laid off from the same county as the position which is being filled; and,

ii) Seniority among employees who have elected to be listed on the recall list pursuant to this Section 4(a)(3).

- b) Permanent vacancies not filled by recall or bid shall be offered to employees on higher level position classification recall lists provided such employees have not previously declined similar vacancies. Management is under no obligation to offer such permanent vacancies to employees on higher level position classification recall lists if the qualifications for such positions are extremely restrictive and if it is determined that such employee would, therefore, not qualify for the permanent vacancy. To the extent practicable, new employees will not be hired for permanent vacancies when there is a recall list for a higher rated position classification within the same employing unit. Employees who have previously elected voluntary reductions or have been bumped down shall not be offered such vacancies if they remain employed by the Employer and the vacancy is equal to or lower rated than their present position.
- c) An employee laid off shall retain and accumulate seniority and continuous service during such layoff not to exceed four (4) years. Nothing herein shall prohibit the parties from extending such period upon mutual agreement.
- d) A laid off employee who fails to respond within ten (10) work days of the recall, or upon acceptance fails to be available for work within five (5) calendar days, shall forfeit all recall rights, unless the employee provides good cause for not so reporting. Notice of recall shall be sent by regular mail to the last known address of the employee being recalled.
- e) The employee's right to recall shall exist for a period of four (4) years from the date of layoff. Nothing herein shall prohibit the parties from extending such period upon mutual agreement.

- f) There shall be no appointments under Personnel Rules 302.90 and 302.580 (except as provided in this Agreement) to any position classification where there are employees with recall rights under this Agreement except where there is a demoted employee or an employee being reduced as a result of a layoff.
- g) Employees who after layoff or voluntary reduction in lieu of layoff are returned to the former position classification from which they were laid off or voluntarily reduced shall be placed at a pay step based on creditable service as if uninterrupted.
- h) If an employee is recalled and is unavailable to accept the position due to documented medical reasons, the agency may bypass the employee and the employee shall remain on the recall list.
- i) If a probationary employee is recalled, he/she shall serve the remainder of his/her probationary period or no less than two (2) months, whichever is greater.

## **Section 5. Non-Scheduling of Intermittents**

### **A) Department of Employment Security**

The non-scheduling of intermittent employees shall be done on the basis of inverse seniority, applied among the employees at the immediate work location.

Utilization of intermittents is determined by seniority. Intermittents who are scheduled less than four (4) days a week in their parent Cost Center will be offered opportunity for listing in Regional Pools. They will continue attachment to their original Cost Center of assignment.

Available work will be offered to intermittents in these pools in order of seniority. Those accepting such work will be detailed to the new Cost Center.



Notice of non-scheduling shall be in writing, on a mutually agreed upon form, and shall be given to the employee and the Union before the mid-point of the previous work day.

At the conclusion of a detail assignment from the Pool, the intermittent may return to the original Cost Center, seniority permitting.

Any intermittent employee in non-work status for a period of two (2) calendar years shall be subject to termination.

Intermittents who have worked at least 1200 hours over the prior 18 months, and have been non-scheduled for more than half the normal work schedule over the most recent 180 calendar days, or intermittents who have been informed by the Department that they are unlikely to be scheduled for at least 180 days, shall upon request be designated as subject to layoff for the purpose of exercising their rights under Article XIX, Section 2B.c) Intra- and Inter-Agency Transfer on Recall and under Appendix A, Section 11 Laid Off and Furloughed Employees. Such rights under Article XIX, Section 2B.c) Intra- and Inter-Agency Transfer on Recall shall extend for a period of two (2) years from the last date scheduled. Conversion of Intermittent Employment Security Program Representatives and Intermittent Employment Security Service Representatives shall be conducted under Article XIX, Section 8 prior to these rights being afforded.

**B) RC-42 Only**

The non-scheduling of intermittent employees shall be done on the basis of inverse seniority, applied among the employees at the immediate work location.

Utilization of intermittents is determined by seniority.

When the employee reports for work on his/her regularly scheduled work day and is sent home from the work site by the Employer, the employee shall be guaranteed two (2) hours straight time pay if he/she has not worked at least two hours that day.

Any intermittent employee in non-work status for a period of two calendar years, shall be subject to termination.

**C) RC-10 only**

The non-scheduling of intermittent employees shall be done on the basis of inverse seniority, applied among the employees at the immediate work location, unless mutually agreed otherwise.

Notice of non-scheduling shall be in writing, on a mutually agreed upon form, and shall be given to the employee and the Union before the mid-point of the previous work day, unless mutually agreed otherwise.

Any intermittent employee in non-work status for a period of two (2) calendar years shall be subject to termination.

**Section 6. Workers' Compensation Commission Technical Advisors**

- a) An employee who is subject to layoff is defined as that employee who is scheduled to be laid off by the employing Agency or removed from his/her position, even though he/she still may be on the Agency's payroll. Workers' Compensation Commission Technical Advisors who were appointed by a Commissioner and working for the Illinois Workers' Compensation Commission shall be considered employees subject to layoff when they are not reappointed by a newly appointed Commissioner of the Workers' Compensation Commission, or when their original appointment was made by a different Commissioner, and they may not replace other Technical Advisors working for the Workers' Compensation Commission who were appointed by a Commissioner nor are they subject to recall to Technical Advisor positions appointed by Commissioners of the Illinois Workers' Compensation Commission.
- b) Technical Advisors working for the Workers' Compensation Commission not reappointed by a

new Workers' Compensation Commission Commissioner shall not be subject to recall to an Workers' Compensation Commission Technical Advisor position appointed by a Commissioner of the Workers' Compensation Commission. Workers' Compensation Commission Technical Advisors shall be subject to recall rights pursuant to Section 4 of this Article to any other bargaining unit position other than a Technical Advisor position appointed by a Commissioner of the Illinois Workers' Compensation Commission.

- c) A newly appointed Workers' Compensation Commission Commissioner shall have a period of up to six (6) months to evaluate a Technical Advisor appointed by a previously appointed Workers' Compensation Commissioner without the Technical Advisor gaining job status rights as an appointee of the newly appointed Workers' Compensation Commissioner. Retention beyond the six (6) months will be indicative of reappointment.
- d) Workers' Compensation Commission Commissioners shall not be required to appoint Technical Advisors from a recall list to positions within the jurisdiction of the Workers' Compensation Commission Commissioner to appoint outside the parameters of the Personnel Code. Any other Technical Advisor position of the Workers' Compensation Commission covered under the jurisdiction of this bargaining unit shall be filled pursuant to the Agreement.

## **ARTICLE XXI**

### **Continuous Service**

#### **Section 1. Definition**

Continuous service is the uninterrupted period of service from the date of original appointment to State service, except as provided in Personnel Rule 302.250.

Employees who have accrued continuous service under a different merit system or who have accrued continuous service in State service not covered by any merit system and who move without a break in State service to a position covered by this Agreement shall be given such credit for said service.

## **Section 2. Interruptions in Continuous Service**

Continuous service shall be interrupted by:

- a) Resignation; provided, however, that such continuous service will not be interrupted by resignation when an employee is employed in another position in the State service within four (4) calendar days of such resignation;
- b) Discharge; for just cause;
- c) Termination; because an employee has been laid off for a period of three (3) years.

## **Section 3. Deductions from Continuous Service**

Except as provided in Personnel Rule 302.240, the following shall be deducted from, but not interrupt continuous service:

- a) Time away from work for any leaves of absence without pay totaling more than thirty (30) days in any twelve (12) month period, except time away from work for a leave of absence to accept a temporary, provisional, emergency or exempt assignment in another class, or in other leaves of absence where employees are allowed to accumulate seniority under the provisions of this Agreement, shall not be deducted from continuous service.
- b) Time away from work because of disciplinary suspensions for just cause totaling more than thirty (30) days in any twelve (12) month period shall be deducted from seniority and/or continuous service, whichever is applicable.

## **ARTICLE XXII**

### **Geographical Transfer**

In the event a geographical transfer under Personnel Rule 302.430 (the transfer of an employee from one geographical location in the State to another for the performance of duties other than temporary assignments or detailing for the convenience of the Employer) is required, seniority as defined in Article XVIII shall govern, the highest given first preference. If no employee wishes to accept such transfer, the least senior employee in the affected position classification shall be required to take such transfer. If an employee refuses the geographical transfer, the employee will be afforded the right to move into an equal or lower level vacant position only within his/her Agency pursuant to Article XX, Section 3(b). In the event that the employee takes the geographical transfer, refuses the geographic transfer, or moves to vacancy as outlined above, such employee shall have recall rights as set forth in Article XX, Section 4, Recall, however, such recall rights shall be limited to the agency at which the employee was employed at the time he/she was made the subject of a geographic transfer. An employee shall be reimbursed for all reasonable transportation and moving expenses incurred in moving to a new location because of an involuntary permanent geographical transfer.

It is understood that the term geographical transfer includes both transfers across county lines, and, within Cook County, transfers of a significant distance.

Appeals of geographical transfer must be filed pursuant to the Memorandum of Understanding.

## **ARTICLE XXIII**

### **Leaves of Absence**

#### **Section 1. General Leave**

The Employer may grant leaves of absence without pay to employees for periods not to exceed six (6) months. Such leaves may be extended for good cause by the Employer for additional six (6) month periods. Any request for such leave shall be made in writing by the employee reasonably in advance of the leave unless precluded by emergency conditions, stating the purpose of the leave, the expected duration of absence, and any additional relevant information.

## **Section 2. Leave for Elected Office**

Any employee who is elected to a State office shall, upon request, be granted a leave of absence for the duration of the elected term.

## **Section 3. Educational Leave**

- a) A leave of absence for a period not to exceed one (1) year may be granted to an employee in order that the employee may attend a recognized college, university, trade or technical school, high or primary school, provided that the course of instruction is related to the employee's employment opportunities with the State and is of potential benefit to his/her State service. Before receiving the leave, or an extension thereof, the employee shall submit to the Employer satisfactory evidence that the college, university or other school has accepted him/her as a student and, on the expiration of each semester or other school term, shall submit proof of attendance during such term. Such leaves may be extended for good cause for additional periods not to exceed one (1) year each. Such leaves or extensions thereof shall not be unreasonably denied.
- b) If because of changes in certification, accreditation or licensure employees are required by the Employer to take courses on a part-time basis so as to retain their present position classification such employees shall

be granted reasonable time for such without loss of pay. Those employees required to take courses on a full-time basis will be granted a leave of absence without pay. Where employees retain classification status despite increased standards by exercise of Article XXVI, Section 4, such employees shall be eligible for the leaves or time off as provided above if so required by the Employer to attend such courses.

#### **Section 4. Veterans' Leave**

Leaves of absence shall be granted to employees who leave their positions and enter military service for five (5) years or less (exclusive of any additional service imposed pursuant to law). An employee shall be restored to the same or a similar position on making an application to the Employer within ninety (90) days after separation from active duty or from hospitalization continuing after discharge for not more than one (1) year. The employee must provide evidence of satisfactory completion of training and military service when making application and be qualified to perform the duties of the position. Any permanent employee drafted into military service shall be allowed up to three (3) days leave with pay to take a physical examination required by such draft. Upon request, the employee must provide the Employer with certification by a responsible authority that the period of the leave was actually used for such purpose.

#### **Section 5. Military Reserve Training and Emergency Call-up**

- a) Any full-time employee who is a member of a reserve component of the Armed Services, the Illinois National Guard or the Illinois Naval Militia, shall be allowed annual leave with pay in accordance with the provisions of 5 ILCS 325 et seq. to fulfill the military reserve obligation. Such leaves will be granted without loss of seniority or other accrued benefits.

- b) In the case of an emergency call-up (or order to State active duty) by the Governor, the leave shall be granted for the duration of said emergency with pay and without loss of seniority or other accrued benefits. Military earnings for the emergency call-up paid under the Illinois Military Code must be submitted and assigned to the employing agency, and the employing agency shall return it to the payroll fund from which the employee's payroll check was drawn. If military pay exceeds the employee's earnings for the period, the employing agency shall return the difference to the employee.
- c) To be eligible for military reserve leave or emergency call-up pay, the employee must provide the employing agency with a certificate from the commanding officer of his/her unit that the leave taken was for either such purpose.
- d) Any full-time employee who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia shall be granted leave from State employment for any period actively spent in such military service including basic training and special or advanced training, whether or not within the State, and whether or not voluntary.
- e) During such basic training and up to sixty (60) days of special or advance training, if such employee's compensation for military activities is less than his/her compensation as a State employee, he/she shall receive his/her regular compensation as a State employee minus the amount of his/her base pay for military activities. During such training, the employee's seniority and other benefits shall continue to accrue.

**Section 6. Peace or Job Corps Leave**



Any employee who volunteers and is accepted for service in the overseas or domestic Peace or Job Corps shall be given a leave of absence from employment for the duration of the initial period of service and restored to the same or similar position, provided that the employee returns to employment within ninety (90) days of the termination of the employee's service or release from hospitalization from a service-connected disability.

#### **Section 7. Adoption Leave**

Employees shall be granted leaves of absence without pay for a period not to exceed one (1) year for the adoption of a child. Such leave may be extended pursuant to Section 9 of this Article.

#### **Section 8. Child Care Leave**

Employees shall be granted leaves of absence without pay for a period not to exceed six (6) months for the purposes of child care in situations where the employee's care of the child is required to avoid unusual disturbances in the child's life. Such leave may be renewed pursuant to Section 1 above. Any request for such leave shall be made in writing by the employee reasonably in advance of the leave unless precluded by emergency conditions, stating the purpose of the leave, the expected duration of absence, and any additional relevant information.

#### **Section 9. Family Responsibility Leave**

- a) An employee who wishes to be absent from work in order to meet or fulfill responsibilities, as defined in subsection (f) below, arising from the employee's role in his or her family or as head of the household may, upon request and in the absence of another more appropriate form of leave, be granted a Family Responsibility Leave for a period not to exceed one year. Such request shall not be unreasonably denied. Employees shall not be

required to use any accumulated benefit time prior to taking Family Responsibility Leave.

- b) Any request for such leave shall be in writing by the employee reasonably in advance of the leave unless precluded by emergency conditions, stating the purpose of the leave, the expected duration of absence, and any additional information required by agency operations.
- c) Such leave shall be granted to any permanent full-time, or part-time employee pursuant to the Family Medical Leave Act, except that an intermittent employee shall be non-scheduled for the duration of the required leave.
- d) "Family Responsibility" for purposes of this Section is defined as the duty or obligation perceived by the employee to provide care, full-time supervision, custody or non-professional treatment for a member of the employee's immediate family or household under circumstances temporarily inconsistent with uninterrupted employment in State service.

Subject to the time limits of this Section and to the standards of Section 9(f) below, an employee, upon request, shall be permitted to work a part-time schedule unless to do so would interfere with the operating needs of the Agency. For purposes of the Memorandum of Agreement entitled Part-Time Employees, the employee shall be considered a full-time employee.

- e) "Family" has the customary and usual definition for this term for purposes of this Section, that is:
  - 1) group of two or more individuals living under one roof, having one head of the household and usually, but not always, having a common ancestry, and including the employee's spouse, and/or civil union partner;

2) such natural relation of the employee, even though not living in the same household, as parent, sibling or child; or

3) adoptive, custodial and "in-law" individuals when residing in the employee's household or any relative or person living in the employee's household for whom the employee has custodial responsibility or where such person is financially and emotionally dependent on the employee and where the presence of the employee is needed but excluding persons not otherwise related of the same or opposite sex sharing the same living quarters but not meeting any other criteria for "family".

f) Standards for granting a Family Responsibility Leave are:

1) to provide nursing and/or custodial care for the employee's newborn infant, whether natural born or adopted for a period not to exceed one (1) year;

2) to care for a temporarily disabled, incapacitated or bedridden resident of the employee's household or member of the employee's family;

3) to furnish special guidance, care or supervision of a resident of the employee's household or a member of the employee's family in extraordinary need thereof;

4) to respond to the temporary dislocation of the family due to a natural disaster, crime, insurrection, war or other disruptive event;

5) to settle the estate of a deceased member of the employee's family or to act as conservator if so appointed and providing the exercise of such functions precludes the employee from working; or,

6) to perform family responsibilities consistent with the intention of this Section but not otherwise specified.

g) If an agency requires substantiation or verification of the need by the employee for such leave, the substantiation or verification shall be consistent with and appropriate to the reason cited in requesting the leave, such as:

1) a written statement by a physician or medical practitioner licensed under the "Medical Practices Act" (225 ILCS 60 et seq.) or under similar laws of Illinois or of another state or country or by an individual authorized by a recognized religious denomination to treat by prayer or spiritual means, or by a person who holds a current national certification as a nurse practitioner. Such verification shall show the diagnosis, prognosis and expected duration of the disability requiring the employee's presence.

2) written report by a social worker, psychologist, or other appropriate practitioner concerning the need for close supervision or care of a child or other family member;

3) written direction by an appropriate officer of the courts, a probation officer or similar official directing close supervision of a member of the employee's household or family; or

4) any reasonable independent verification substantiating that the need for such leave exists.

h) Such leave may not be renewed, however a new leave may be granted at any time for any appropriate reason other than that for which the original leave was granted.

i) If an agency has reason to believe that the condition giving rise to the given need for such leave no longer exists during the course of the leave, it should require further

substantiation or verification and, if appropriate, direct the employee to return to work on a date certain.

- j) Failure of an employee, upon reasonable request by the employing agency, to provide such verification or substantiation timely may be cause, on due notice, for termination of the leave.
- k) Such leave shall not be used for the purpose of securing alternative employment. An employee during such leave may not be gainfully employed full time, otherwise the leave shall terminate.
- l) Upon expiration of a Family Responsibility Leave, or prior to such expiration by mutual agreement between the employee and the employing agency, the agency shall return the employee to the same or similar position classification that the employee held immediately prior to the commencement of the leave. If there is no such position available, the employee will be subject to layoff in accordance with the Section on Voluntary Reduction and Layoff.
- m) Nothing in this Section shall preclude the abolition of the position classification of the employee during such leave nor shall the employee be exempt from the Section on Voluntary Reduction and Layoff by virtue of such leave.
- n) The Employer shall pay its portion of the employee's health and dental insurance (individual or family) for up to six(6) months while an employee is on Family Responsibility Leave and also would qualify for a leave pursuant to the criteria set forth in the Family and Medical Leave Act of 1993.

#### **Section 10. Leave for Union Office**

The Employer shall grant requests for leaves of absence for not more than thirty (30) bargaining unit employees at any one time for the purpose of service as AFSCME representatives or officers with the International, State, or Local organization of the Union for up to a maximum of two (2) years each, provided the requests for such leave shall normally be made a minimum of five (5) working days prior to the effective date of the leave and the granting of such leave will not substantially interfere with the Employer's operations. Such leaves shall be in increments of no less than one (1) month. The number and length of such leaves may be increased or decreased by mutual agreement of the parties. Leaves currently in effect shall be extended for the duration of the Agreement if so requested.

#### **Section 11. Leave to Take Exempt Position**

The Director of Central Management Services may approve leaves of absence for certified employees who accept appointment in a State position which is exempt from Jurisdiction "B" of the Personnel Code. Such leaves of absence may be for a period of one (1) year or less and may be extended for additional one (1) year periods.

#### **Section 12. Attendance in Court**

Any employee called for jury duty or subpoenaed by a legislative, judicial, or administrative tribunal, shall be allowed time away from work with pay, except in matters of non-work related personal litigation, for such purposes. Upon receiving the sum paid for jury service or witness fees, the employee shall submit the warrant, or its equivalent, to the agency to be returned to the fund in the State Treasury from which the original payroll warrant was drawn. Provided, however, an employee may elect to fulfill such call or subpoena on accrued time off and personal leave and retain the full amount received for such service. An employee called for reasons contained herein shall have such days considered as days worked for the purpose of scheduling and shall be given commensurate days off from work on his/her next scheduled work day(s) for any days which he/she would otherwise not have worked. Employees

selected to serve on a jury shall, upon request receive temporary work schedule change to the day shift for the duration of his/her jury duty period.

An employee subpoenaed by a legislative, judicial, or administrative tribunal for non-work related personal litigation shall be granted benefit time if such time is available or authorized dock time at the employee's choice.

### **Section 13. Leave to Attend Professional Meetings**

Employees shall be granted reasonable amounts of leave with pay to attend professional meetings when related to state employment and approved in advance by the Employer.

### **Section 14. Leave for Personal Business**

- A. All employees shall be permitted three (3) personal days off each calendar year with pay. Employees entitled to receive such leave who enter service during the year shall be given credit for such leave at the rate of one-half (1/2) day for each two (2) months' service for the calendar year in which hired. Such personal leave may not be used in increments of less than one-half (1/2) hour at a time. Supervisors may however, grant employee requests to use personal leave in increments of fifteen (15) minutes after a minimum use of one-half (1/2) hour. Except for those emergency situations which preclude the making of prior arrangements, such days (or hours) off shall be scheduled sufficiently in advance to be consistent with operating needs of the Employer. Personal leave shall not accumulate from calendar year to calendar year; nor shall any employee be entitled to payment for unused personal leave upon separation from the service, unless such separation is due to retirement, disability or death, in which event the employee, or the employee's estate, as the case may be, shall be paid a lump sum for the number of days for leave for personal business which the employee had accumulated but not used as of the day his/her services were terminated, in an

amount equal to one-half (1/2) of his/her pay per working day times the number of such leave days so accumulated and not used.

- B. When requested within current procedural guidelines, with reasonable advance notice, personal business days shall be granted, unless an emergency of an extreme nature would cause cancellation of such day off. When an employee is claiming an emergency situation in regards to use of a personal business day, the Employer has the right to inquire as to the nature of the emergency, although normally such inquiry would occur when reasonable grounds exist to suggest abuse, or if an operational emergency of an extreme nature exists.

The necessity of overtime assignment shall not be a consideration in the granting of requested personal time under this Section 14.

- C. If an employee claims the use of an emergency personal business day on holidays listed in this Agreement, or on the day before or day after said holiday, the Employer has the right, upon request, to require documentation of the emergency when reasonable grounds exist to suggest abuse.

#### **Section 15. Sick Leave**

- A. All employees shall accumulate paid sick leave at the rate of one (1) day for each month's service. Sick leave may be used for illness, disability, or injury of the employee, appointments with a doctor, dentist or other professional medical practitioner (including a person who holds a current national certification as a nurse practitioner), and in the event of illness, disability, injury, appointments with a doctor, dentist or other professional medical practitioner (including a person who holds a current national certification as a nurse practitioner), or death of a member of an employee's immediate family or household. For purposes of definition, the "immediate family or household" shall be husband, wife, civil union partner, mother, father, mother-in-law, father-in-law, brother, sister, children, grandchildren or



any relative or person living in the employee's household for whom the employee has custodial responsibility or where such person is financially and emotionally dependent on the employee and where the presence of the employee is needed. Sick leave may also be used in the event of death of grandrelations and parent-and child-in-laws and brother and sister-in-laws. Such days may be used in increments of no less than one (1) hour at a time for RC-10, 14, 28, 42, 62 and 63 bargaining unit employees. For RC-6 and 9 bargaining unit employees, except for pre-scheduled office visits or examinations which may be charged against sick leave in one (1) hour increments, sick leave shall be used in one-half (1/2) day increments. For all bargaining units, supervisors may however, grant employee requests to use sick leave in increments of fifteen (15) minutes after a minimum use of one-half (1/2) hour. The Employer will not discipline an employee for legitimate use of sick days if taken within procedural guidelines. The Employer may request evidence, which may be in the form of a written medical certification of use of sick leave if reasonable grounds exist to suspect abuse. If the Employer demands an additional form of proof, different than that which was furnished by the employee, and involves cost to the employee, the Employer shall pay the cost of such professional services when such verifies that the employee was not abusing sick leave. When the employee is directed to obtain such evidence during his/her hours of scheduled work, the employee shall be allowed time off without loss of pay or other benefits. Abuse of sick time is the utilization of sick days for reasons other than those stated in the Collective Bargaining Agreement. Visits of four (4) days per year to a Veterans' hospital or clinic for examination needed because of military service connected disability shall be in pay status without charge to sick leave.

- B. Guidelines on Proof Status. At the time an employee is placed on proof status, the Employer will submit to the employee, in writing, the reasons for placing the employee on proof status. The amount of usage of sick time alone shall not be the basis for placing

an employee on proof status. Proper medical certification must contain the following elements:

- a. Signature, address, and phone number of the medical practitioner (or authorized designee).
- b. The pertinent date(s) in question of the illness or injury.
- c. An indication that the employee was unable to work on the date(s) in question for reasons of personal or family illness.
- d. The original medical statement must be submitted; if the employee needs a copy management will provide.

Notwithstanding the above, the Employer may accept an electronically generated statement with an electronic signature or a facsimile with cover page, as long as the necessary information is provided as set forth in (a), (b), (c) and (d).

An employee, not on proof status, who utilizes sick leave may, at the employee's discretion provide medical certification for any such absence and have such certification included in his/her supervisor's file. Absences for which medical certification has been provided shall not be a consideration in the determination of whether or not to place an employee on proof status.

- C. An employee who is in pay status for a minimum of 979 hours to a maximum of 1957.5 hours in a calendar year, shall be awarded the equivalent pro-rated value of one additional personal day on January 1st of each calendar year, if no sick time was used in the preceding twelve (12) month period, beginning on January 1st and ending on December 31st. Such additional personal day shall be liquidated in accordance with Section 14 of this Article. Overtime hours paid do not count towards the minimum and maximum hours above.

#### **Section 16. Payment in Lieu of Sick Leave**

- a) Upon termination of employment for any reason, upon movement from a position subject to the Personnel Code to another State position not subject to the Code, or upon indeterminate layoff, an employee or the employee's estate

is entitled to be paid at half rate for unused sick leave which has accrued on or after January 1, 1984, and prior to January 1, 1998, provided the employee is not employed in another position in State service within four (4) calendar days of such termination.

- b) For purposes of this Section sick leave is deemed to be used by an employee in the same order it is granted, that is, the earliest accrued sick leave is liquidated first.

Effective January 1, 1998, sick leave used by an employee shall be charged against his or her accumulated sick leave in the following order: first, sick leave accumulated before January 1, 1984; then sick leave accumulated on or after January 1, 1998; and finally sick leave accumulated on or after January 1, 1984 but before January 1, 1998.

- c) In order to determine the amount of sick leave to be paid upon termination of employment, the operating agency will: (i) compute the amount of sick leave granted to the employee on and after January 1, 1984 and prior to January 1, 1998; (ii) compute the employee's leave balance at time of termination; and (iii) cause lump sum payment to be paid for one half of the amount of (i) or (ii), whichever is the lesser amount.
- d) In the event an employee has a negative sick leave balance when employment is terminated, no payment shall be made to the employee and the unrecouped balance due is canceled.
- e) An employee who is reemployed, reinstated or recalled from indeterminate layoff and who received lump sum payment in lieu of unused sick days may have such days restored by returning the gross amount paid by the State for the number of days to be so restored to the employee's sick leave account.
- f) An employee shall be allowed to carry over from year to year of continuous service any

unused sick leave allowed under this Section and shall retain any unused sick leave or emergency absence leave accumulated prior to December 19, 1961.

- g) Accumulated sick leave available at the time an employee's continuous State service is interrupted for which no salary payment is made shall upon verification be reinstated to the employee's account upon return to full time or regularly scheduled part-time employment except in temporary or emergency status. This reinstatement is applicable provided such interruption of service occurred not more than five (5) years prior to the date the employee reenters State service and provided such sick leave has not been credited by the appropriate retirement system towards retirement benefits.
- h) An employee taking leave to provide nursing and/or custodial care for the employee's newborn infant, whether natural born or adopted, shall not be required to use any amount of accumulated sick leave he/she does not request.
- i) The guidelines for enrollment and usage of Sick Leave Banks are enumerated in the Memorandum of Understanding entitled "Sick Leave Bank".

#### **Section 17. Carry-Over**

Employees shall be allowed to carry over from year to year of continuous service any unused sick leave allowed under this provision and shall retain any unused sick leave accumulated prior to the effective date of this Agreement.

#### **Section 18. Advances**

Any employee with more than two (2) years continuous service, whose personnel records warrant it may be advanced sick leave with pay for not more than

ten (10) working days with the written approval of the Employer. Such advances will be charged against sick leave accumulated later in subsequent service.

### **Section 19. Service-Connected Injury and Illness**

An employee who suffers an on-the-job injury or who contracts a service-connected disease, shall be allowed full pay during the first calendar week without utilization of any accumulated sick leave or other benefits, provided the need for the absence is supported by medical documentation. This allowance with full pay for up to one calendar week shall be made in advance of the determination as to whether the injury or illness is service connected. If, within 30 days of the date of the allowance of full pay under this section, the employee has failed to complete the required paperwork and submit documentation to reach a decision regarding the service connected nature of the injury or illness, the time granted may be rescinded and the days will be charged against the employee's accumulated benefit time. Thereafter, the employee shall be permitted to utilize accumulated sick leave. In the event such service-connected injury or illness becomes the subject of an award by the Workers' Compensation Commission, the employee shall restore to the State the dollar equivalent which duplicates payment received as sick leave days, and the employee's sick leave account shall be credited with the number of sick leave days used. An employee who suffers an on-the-job injury or who contracts a service-connected disease shall not be required to utilize any accumulated sick days prior to being granted an illness or injury leave under Section 21, below.

Employees whose compensable service-connected injury or illness requires appointments with a doctor, dentist, or other professional medical practitioner shall with supervisor approval be allowed to go to such appointments without loss of pay and without utilization of sick leave.

### **Section 20. Alternative Employment Program**

The Employer will implement an alternative employment program for any employee who is able to perform alternative employment after a work related or

non-work related disability which precludes that employee from performing his or her currently assigned duties pursuant to P.A. 84-876 as it pertains to Section 8c (6) of the Personnel Code.

**Section 21. Illness or Injury Leave (Non-service Connected)**

Employees who have utilized all their accumulated sick leave days (except as provided in Section 19 above) and are unable to report to or back to work because of the start of or continuance of their sickness or injury, including pregnancy related disability, shall receive a non-service disability leave. During said leave the disabled employee shall provide written verification by a person licensed under the Illinois Medical Practice Act or under similar laws of Illinois (including a person who holds a current national certification as a nurse practitioner). Such verification shall show the diagnosis, prognosis and expected duration of the disability; such verification shall be made no less often than every thirty (30) days during a period of disability unless the nature of the illness precludes the need for such frequency. Prior to requesting said leave, the employee shall inform the Employer in writing the nature of the disability and approximate length of time needed for leave. The written statement shall be provided by the attending physician. If the Employer has reason to believe the employee is able or unable to perform his/her regularly assigned duties and the employee's physician certifies he/she as being able or unable to report back to work the Employer may rely upon the decision of an impartial physician as to the employee's ability to return to work. Such examination shall be paid for by the Employer. The Employer will not arbitrarily deny such leave request.

**Section 22. Treatment of Seniority**

- a) A certified employee shall retain and continue to accumulate seniority and continuous service while on leaves provided for under this Article except those leaves under Section 21 accumulation shall not exceed three (3) years and Sections 1 and 2 where there shall be no

accumulation of seniority and continuous service. A probationary employee serving an initial probation shall not accumulate seniority during such leave beyond the amount of time they have been employed with the State provided that such accumulation shall not reduce the probationary period.

- b) Seniority and continuous service for intermittents on leave of absence shall accrue by the ratio of hours paid to full time for the three (3) months prior to leave or the three (3) months prior to being involuntarily non-scheduled as a result of the 1500 hours limit if such limit was reached in the Cost Center during the three (3) months prior to the leave.

### **Section 23. Employee Rights After Leave**

When an employee returns from any leave of absence permitted by this Agreement, the Employer shall return the employee to the same or similar position in the same position classification in which the employee was incumbent prior to the commencement of such leave, seniority permitting. If the employee does not have the seniority, the layoff provisions of this Agreement shall apply.

### **Section 24. Failure to Return from Leave**

Failure to return from a leave of absence within five (5) days after the expiration date thereof may be cause for discharge, unless it is impossible for the employee to so return and evidence of such impossibility is presented to the Employer within five (5) days after the expiration of the leave of absence or as soon as physically possible.

### **Section 25. Resolution of Leave Disputes**

If a dispute is present regarding an employee's ability to perform his/her assigned duties, including light duty in agencies with such policies, the parties shall seek and rely on the decision of an impartial

physician who is not a State employee. Any physician used in accordance with this Section must be mutually agreed to by the parties.

In the case of a dispute involving service connected injury or illness, no action shall be taken which is inconsistent with relevant law and/or regulations of the Illinois Workers' Compensation Commission. Such determination shall pertain solely to an employee's right to be placed on or continued on illness or injury leave, including service connected illness or injury leave. For service connected illness or injury leave the right to select the impartial physician shall be between the Union and the Department of Central Management Services.

#### **Section 26. Maternity/Paternity Leave**

All employees who provide proof of their pregnancy or that of their female partner at least 30 days prior to the expected due date will be eligible for 4 weeks (20 work days) of paid maternity/paternity leave for each pregnancy resulting in birth or multiple births. Should both parents be employees they shall be allowed to split the 4 weeks (20 work days). No employee will be allowed to take less than a full work week (5 consecutive days). Regardless of the number of pregnancies in a year, no employee shall receive more than 6 weeks (30 work days) of paid leave under this Section per year. The State shall require proof of the birth. In addition, non-married male employees may be required to provide proof of paternity such as a birth certificate or other appropriate documentation confirming paternity. Leaves under this Section shall also be granted in cases of a full term still born child.

All bargaining unit members are eligible for four (4) weeks (20 days) of paid leave with a new adoption, with the leave to commence when physical custody of the child has been granted to the member, provided that the member can show that the formal adoption process is underway. In the event the child was in foster care immediately preceding the adoption process the leave will commence once a court order has been issued for permanent placement and the foster parent has been so



notified of their right to adopt as long as the foster child has not resided in the home for more than three (3) years. The agency personnel office must be notified, and the member must submit proof that the adoption has been initiated. Should both parents be employees they shall be allowed to split the 4 weeks (20 work days). No employee will be allowed to take less than a full work week (5 consecutive work days). Regardless of the number of adoptions in a year, no individual shall receive more than 6 weeks (30 work days) of paid leave under this Section per year.

Maternity/Paternity leave is for the purpose of bonding with the new member of the household. Employees are not eligible for the above referenced leave in the event the adoption is for a step-child or relative with whom the employee has previously established residency for a period of one (1) year or more.

#### **Section 27. Family Medical Leave Act**

Employees who qualify for intermittent leave pursuant to the Family Medical Leave Act shall be granted such intermittent leave.

### **ARTICLE XXIV**

#### **Personnel Files**

#### **Section 1. Number, Type and Content**

Only one (1) personnel file shall be maintained at a facility for each employee and the Agency shall have the right to maintain a personnel file at their central office. The Department of Central Management Services shall keep and maintain an official personnel file for employees, which shall contain no information not in the facility (work location) file. No other files, records or notations shall be kept by the Employer or any of its representatives except as may be prepared or used by the Employer or its counsel in the course of preparation for any pending case, such as an DHR or Civil Service matter or grievance. (RC-6-9-10-14-28-42-62 & 63)

A regional office personnel file may also be maintained by an agency. Such file, however, shall contain no information not in the work location file. (RC-10, RC-14, RC-28, RC-42, RC-62 & RC-63)

## **Section 2. Supervisor's Files**

An employee's supervisor may maintain a file pertaining to an employee which shall contain job related information only. It shall be the supervisor's responsibility to inform the employee of any detrimental material in the file that may affect the employee's performance evaluation. An employee may grieve over the factuality or propriety of any material in such file. Such files shall be confidential. Both parties agree that an employee's failure to challenge any material in such file does not justify the conclusion that the employee is in agreement with any such material. The file shall not follow the employee upon leaving the jurisdiction of the supervisor. However, nothing precludes the supervisor from conducting a performance evaluation (CMS-201) at the time an employee leaves his/her jurisdiction. Any detrimental material shall be removed from the file after twelve (12) months from the date of placement of such. Such files shall not contain a copy of any disciplinary action against an employee.

## **Section 3. Employee Review**

Employees and/or their authorized Union representatives if authorized by the employee shall have the right, upon request, to review the contents of their personnel files and supervisor's files. Such review may be made during working hours, with no loss of pay for time spent, and the employee may be accompanied by a Union representative if he/she so wishes. Reasonable requests to copy documents in the files shall be honored.

## **Section 4. Employee Notification**

A copy of any disciplinary action or material related to employee performance which is placed in the personnel file shall be served upon the employee (the

employee so noting receipt), or sent by certified mail (return receipt requested) to his/her last address appearing on the records of the Employer. It is the obligation of each employee to provide the Employer with his/her current address.

#### **Section 5. Non-Job Related Information**

Detrimental information concerning non-merit factors not related to the performance of job duties shall not be placed in an employee's personnel file, nor be placed in a supervisor's file so maintained for the employee.

#### **Section 6. Telephone Numbers**

Upon request of the Employer, an employee shall provide the Employer with his/her current phone number. The Employer shall not release an employee's phone number and/or address to non-work related sources without the employee's permission.

#### **Section 7. Privacy**

The Employer shall take the necessary steps to protect the integrity of employee information. Access to such information shall be limited to those individuals or entities for whom the information is essential. The Employer shall be able to identify persons or entities that have had access to the information. The parties recognize the Employer's obligation to comply with Federal and State laws which help ensure the confidentiality of employees' personal information including, but not limited to the Personnel Records Review Act (820 ILCS 40/0.01) and the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), (Pub. L. No. 104-191).

## ARTICLE XXV

### Working Conditions, Safety and Health

#### Section 1. Safety and Health

The parties agree that joint labor/management safety and health committees for each work location shall promptly and regularly meet for the purposes of identifying and correcting unsafe or unhealthy working conditions which may exist considering the nature and requirements of the respective work locations, including:

- (i) Inadequate or insufficient lighting for the performance of bargaining unit work;
- (ii) Inadequate, insufficient or improperly marked first aid chests;
- (iii) Excessive noise levels;
- (iv) Inadequately supplied, unclean or unsanitary restrooms;
- (v) Inadequate personal security for employees;
- (vi) Indoor Air Quality;
- (vii) Working conditions that are not ergonomically correct;
- (viii) Unsafe vehicles.
- (ix) Workplace violence.

Where, following such meetings, agreement is reached as to the existence of the unsafe or unhealthy working condition, the Employer shall attempt to correct it within a reasonable time, utilizing existing budget funds. If no budget funds are then available, the Employer shall make provisions for such corrections in its next budget. Notwithstanding the above, a health and safety problem which is a violation of an OSHA standard, as either determined by OSHA or mutually agreed to by the parties, shall be remedied in

accordance with the law. Subject to the operating needs of the Employer and with reasonable advance notice, the Union shall have the right to have the premises inspected by an inspector of the Union's choosing, at no expense to the Employer.

In the event a grievance over Section 1 and 2 of this Article proceeds to Step 4b of the grievance procedure, the arbitrator shall determine:

- (i) Whether the claimed unsafe or unhealthy working condition exists;
- (ii) If so, whether the Employer's proposed remedy thereof is reasonable and in accordance with Section 2 of this Article under the relevant circumstances.

If the arbitrator determines that the claimed unsafe or unhealthy working condition exists and the Employer's proposed remedy is unreasonable, he/she shall order it corrected and the Employer shall make every effort to correct it using the best means available to do it. Provided, however, that where funds for the remedy have not been budgeted, the Employer shall make every effort to secure the necessary funds to correct the condition. Notwithstanding the above, a health and safety problem which is a violation of an OSHA standard, as either determined by OSHA or mutually agreed to by the parties, shall be remedied in accordance with the law.

Where a clear and present danger exists, the Union may grieve at any time at Step 4a.

## **Section 2. State Health and Safety Program**

The Employer shall provide a safe work environment consistent with the standards set by the Illinois Department of Labor.

The Employer and the Union shall act cooperatively to develop workplace violence programs designed to eliminate violence in the workplace.

The Employer shall designate a Safety Officer for each agency with 500 or more employees.

### **Section 3. Working Conditions**

The Employer shall endeavor to provide:

- (i) Adequate lounge and/or eating areas, separated from patients, clients, and employees' normal areas of work, as agreed in local supplements.
- (ii) Prompt repair and service to mechanical equipment used by employees in the course of their normal work duties.
- (iii) All State owned or leased vehicles which fall under the Department of Central Management Services' Vehicle Rules shall undergo regular service and/or repair in order to maintain the vehicles in roadworthy, safe operating conditions.

Agencies shall have vehicles inspected by DCMS at least once per year and shall maintain vehicles in accordance with the schedules provided by DCMS or other schedules acceptable to DCMS that provide for proper care and maintenance of special use vehicles.

- (iv) All work sites and vehicles shall be smoke-free. Where applicable, the parties shall negotiate smoking policies compliant with the Smoke Free Illinois Act (Public Act 95-0017), through supplemental negotiations at the facility or agency level pursuant to the Memorandum of Understanding entitled Supplementary Agreements. In addition, at any time during the term of this agreement, either party may propose smoking policies at a work site, or changes to such policies in compliance with the Act. The parties shall negotiate for ninety (90) days, at which time either party may move the issue to arbitration pursuant to the Memorandum of Understanding entitled Special Grievances. The Arbitrator

shall consider the reasonableness of each party's position.

#### **Section 4. Meals**

- a) Employees shall be provided with free meals in accordance with the present practices and policies.
- b) DOC/DJJ:
  - (i) The present practice with regards to providing meals for employees in work release facilities shall continue. All employees working in other Department of Corrections and Juvenile Justice facilities shall be entitled to at least one (1) free meal, provided by the Employer during the course of their normal shift hours.
  - (ii) Employees working in Juvenile facilities may be provided with more than one (1) free meal dependent upon the present practices and policies.
- c) Other meals shall be provided in accordance with the present travel regulations of the Department of Central Management Services.

#### **Section 5. Damage to Personal Property**

In accordance with the current agency practices and the amounts provided for thereunder, employees shall be reimbursed for the cost of any personal property destroyed or damaged in the line of duty. The Employer will also endeavor to provide a secure place for storing wearing apparel.

Upon request, agency labor/management meetings may review the establishment or revision of conditions for reimbursing employee claims deriving from damages to or destruction of personal property articles by the direct action of residents or clients against the person of the employee, including time limits for reporting and rates of reimbursement.

## **Section 6. Privacy**

Subject to security requirements the Employer shall respect the privacy of an employee's personal belongings. Consistent with applicable laws, the Employer retains the right to control or inspect property that it owns or maintains, including, but not limited to, items such as desks, lockers, desk and cabinet drawers, vehicles, and computers. In the event the Employer is inspecting property controlled by the Union, it shall do so in the presence of a Union representative.

## **Section 7. Hazardous Traveling Conditions**

Where extreme weather conditions, in the Department of Central Management Services' judgment, require early dismissal, all employees within the same geographical area shall be treated equally subject to the operating needs of the agency.

## **Section 8. Communicable Disease**

In case of a suspected outbreak of a communicable disease, the Employer shall offer tests for such within the appropriate affected area, at no cost to the employees, where it gives such tests to the residents.

In cases of suspected exposure to TB, MRSA or Hepatitis B, the Employer shall offer free testing, shots and time off (as may be medically required) to DCFS, DHS, DNR, DPH, DVA and IDOC/DJJ employees in the affected area.

## **Section 9. Equipment and Clothing**

Protective equipment and wearing apparel, as required by the Employer, shall be provided and cleaned by the Employer, and shall be made by workers represented by a bona fide labor organization if such bids are no more than 10% higher than a non-union supplier's bid or unless no bidders whose employees are represented by a bona fide labor organization respond to the public bid notice.



All Revenue Special Agents will be provided a bullet proof vest and a weapon by the Employer, at no cost to the employee.

Effective July 1, 2009, all Department of Veterans' Affairs bargaining unit employees required to wear scrubs and special shoes at their own expense shall receive a uniform allowance of \$500 per year.

**Section 10. Computer Equipment/ Video Display Terminals /Cathode Ray Equipment**

The Employer and the Union will attempt to keep current with monitoring studies and reports on the effects, if any, of computer equipment and their affects on the health and safety of the operators. The parties also agree to summarize any relevant findings and disseminate them to user agencies and health and safety committees.

When an Agency purchases new office equipment utilized by personnel operating computer equipment, it shall contain glare screens if necessary, chairs with adjustable heights and back rests, foot rests and adjustable tables for holding keyboards.

Pregnant employees and employees who are nursing and who regularly operate Video Display Terminals may, upon request, be permitted to adjust or otherwise change assignment, if such adjustment or change can reasonably be made and is consistent with the state's operating needs.

If such adjustment or change cannot be made, the employee shall, upon request, be granted illness or appropriate leave, for the duration of the pregnancy and/or nursing, pursuant to the appropriate Leave of Absence provision.

**Section 11. Aircraft Pilots only (RC-62)**

The Employer shall reduce to writing a "Flight Operations Manual" with a copy to each Pilot and the Union. The Union will be allowed reasonable opportunities to meet and have input in the creation of

the manual or any subsequent change prior to its adoption and implementation.

**Section 12. Hearing Tests for Telecommunicators/Call Takers**

Effective July 1, 1997, the State will provide a hearing test on site, once per year, for all Telecommunicators and Call Takers, at no cost to the employee.

**ARTICLE XXVI**

**Job Classifications**

**Section 1. Position Requirements**

In all Position Classification Specifications covered by this Agreement where the word "desirable" does not precede the word "requirements" such shall be added so as to read "desirable requirements," so as to provide for equivalencies, except where statutory standards, accreditation standards, or bona fide standards as defined by the parties in a Memorandum of Understanding, do not allow such.

**Section 2. Assignment Within Classification Specifications**

The phrase "performs other duties as required or assigned" under "Illustrative Examples of Work" in the Position Classification Specifications covered by this Agreement shall be changed to read as follows: "performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above."

**Section 3. Job Descriptions**

The Employer agrees, upon request, to provide for a review of an employee's job description and

specification by the employee and/or the Union at the local level.

After such review, the Employer further agrees, upon request, to provide the employee and the Union with a copy of the employee's job description (CMS-104).

When changes are made in an employee's job description, a copy of the revised job description shall be provided to the employee.

#### **Section 4. Changes in the Position Requirements**

When requirements for a class are revised and the duties and responsibilities of positions comprising the class remain essentially unchanged, incumbents in these positions who qualified under the previous requirements for the class shall be considered qualified.

Any proposed changes in job specifications shall be provided to the Union at least twenty-one (21) days prior to their submission to the Civil Service Commission.

#### **Section 5. Position Classification**

The Employer may, subject to the provisions of Article XIV, Temporary Assignment, temporarily assign an employee to perform the duties of another position classification. When the time limits set forth in Article XIV expire, the Employer may terminate the duties or establish a new position at the appropriate classification.

In cases when the new position is established at an equal rated or higher classification than that of the temporarily assigned employee, the position is declared vacant, and it shall be posted subject to the provisions of Article XIX, Filling of Vacancies. If the employee who has been temporarily assigned is not selected for the posted vacancy, the employee shall have the right to be placed in a vacant position equal to his/her current classification, if the employee meets the minimum training and experience requirements of the position including bona fide skills, if any, required for the

position pursuant to this Agreement. If no such vacancy exists within the employee's official organizational unit, the employee shall displace the least senior employee in his/her classification within such unit and the least senior employee shall be subject to the provisions of Article XX, Layoff. If the temporarily assigned employee is the least senior within the employee's classification, the employee shall be subject to the provisions of Article XX, Layoff.

If the employee who has been temporarily assigned is selected for the posted vacancy, the employee shall have his/her creditable service date adjusted to reflect the first date on which he/she was temporarily assigned without interruption.

In cases when the new position is established at a classification lower than that of the temporarily assigned employee, the least senior employee in the same classification as the temporarily assigned employee within the official organizational unit shall be assigned to the lower level position, and the temporarily assigned employee shall be transferred to the least senior employee's former position, if there are not sufficient vacancies in the employee's original classification.

In all cases when the employee is moving to an equal or lower level position, such actions shall not be subject to the provisions of Article XIX, Filling of Vacancies. Should the employee elect not to accept any of these options or none of the options exist, the employee shall be laid off, subject to the provisions of Article XX, Layoff. When an employee is placed in a lower level position, the employee's rate of pay in the original position shall be frozen for 12 months from the effective date of the placement in the lower level position.

The above conditions do not apply to the implementation of classification studies.

## **Section 6. New Classifications and Reclassification**

Where classification studies are conducted to evaluate whether a new position classification/series

should be established, and such is established, the incumbents in an existing position classification whose duties are encompassed within the new or another existing position classification specification or training provided therefore, shall be reclassified accordingly. Thereafter, permanent vacancies in the new position classification shall be posted as permanent vacancies. Additionally, classification study procedures may be used to retitle or reclassify an entire position classification/series wherein the job duties and responsibilities of such position classification/series have changed and increased over time.

#### **Section 7. Reallocation and Investigation Procedures**

The reallocation and investigation procedures shall not be used by the Employer to fill permanent vacancies occurring in position classifications within the bargaining unit.

#### **Section 8. New Classifications**

The Employer shall promptly notify the Union of its decision to propose to the Civil Service Commission any and all new classifications at least twenty-one (21) days prior to making its recommendation to the Commission. If the parties agree that the proposed new classification is a successor title to a classification covered by this Agreement, with no substantial change in duties, the Union and the Employer shall file a stipulated unit clarification petition with the Illinois State Labor Relations Board to ensure that the new classification becomes a part of this Agreement.

If the proposed new classification contains a significant part of the work now done by any of the classifications in these bargaining units, or whose functions or community of interests are similar to those bargaining units, the Union will notify the Employer within thirty (30) days of its receipt of the Employer's notice, and the parties will then meet within fifteen (15) days of such notice to review the position classification. If the Union and the Employer are able to reach agreement on the inclusion of the position

classification in a unit, they shall submit a stipulated unit clarification petition to the Illinois State Labor Relations Board.

Once the inclusion of the proposed position classification has been found appropriate by the Illinois State Labor Relations Board, the parties shall negotiate as to the proper pay grade for the classification and its appropriate series and series placement. If no agreement is reached after a period of negotiations which shall not exceed 90 days from the date of the Illinois State Labor Relations Board decision, the Union may, appeal the position classification as containing substantially the same duties as an existing position classification, the pay grade and/or the appropriate series to arbitration pursuant to the Memorandum of Understanding entitled "Special Grievances". The arbitrator shall determine the reasonableness of the proposed salary grade in relationship to:

- a) The job content and responsibilities attached thereto in comparison with the job content and responsibilities of other position classifications in the classification series and in the bargaining unit;
- b) Like positions with similar job content and responsibilities within the labor market generally;
- c) Significant differences in working conditions to comparable position classifications;
- d) The equitable relationship between classifications in and out of the bargaining unit.

The pay grade originally assigned by the Employer shall remain in effect pending the arbitrator's decision.

If the decision of the arbitrator is to increase the pay grade of the position classification, such rate change shall be applied retroactive to the date of its installation.

Upon installation of the new position classification, the filling of such position classification shall be in accordance with the posting and bidding procedures of this Agreement.

## **ARTICLE XXVII**

### **Evaluations**

#### **Section 1. Informal Conferences**

The Union and the Employer encourage periodic informal evaluation conferences between the employee and his/her supervisor to discuss work performance, job satisfaction, work-related problems and the work environment. If work performance problems are identified, the supervisor shall offer constructive suggestions and shall attempt to aid the employee in resolving the problem.

#### **Section 2. Written Evaluations**

It is the intent of the Employer to conduct ongoing evaluations as provided in Section 1 above. However, the Employer shall prepare two (2) written evaluations on employees who are serving an original probation or a probation as a result of promotion - one evaluation at the midpoint of the probationary period and one two (2) weeks prior to the end point of such probation. In addition, the Employer may prepare periodic evaluations of employees.

Except where present practice provides otherwise, written evaluations shall be prepared by the Employee's supervisor who is outside the bargaining unit and/or an employee in the same or higher position classification which has historically performed such evaluation who either has first-hand knowledge of the employee's work or has discussed and received recommendations from someone who does. The evaluation shall be limited to the employee's performance of the duties assigned and factors related thereto. The evaluation shall be discussed with the employee, and the employee shall be given a copy immediately after completion and shall sign

the evaluation as recognition of having read it. Such signature shall not constitute agreement with the evaluation. Upon an employee's request, the notation of discipline shall be corrected or amended in the performance evaluation, based upon any applicable grievance resolution. If a notation of discipline is included in a performance evaluation, which may be a copy of the actual discipline, it shall only be included on a separate sheet of paper and shall be removed consistent with the terms set forth in Article IX, Section 7.

The performance evaluation may be adjusted by upper levels of supervision with the understanding that such changes shall be discussed with the employee and the employee shall be given the opportunity to not concur and/or comment on the appropriate section of the evaluation form regarding the changes and shall be given a copy of the revised evaluation.

## **ARTICLE XXVIII**

### **Employee Development and Training**

#### **Section 1. Policy**

The Employer and the Union recognize the need for the training and development of employees in order that services are efficiently and effectively provided and employees are afforded the opportunity to develop their skills and potential. In recognition of such principle the Employer shall provide within a reasonable time frame employees with appropriate training with respect to current procedures, forms, methods, techniques, materials and equipment normally used in such employees' work assignments and periodic changes therein, including where available and relevant to such work, procedural manuals. The Employer hereby subscribes to the principles of career ladders and promotions within its organization.

Agency practices of allowing employees who hold a job required professional certificate to attend continuing education courses or seminars, without loss of pay, to maintain such certificates shall continue.



## **Section 2. Courses of Instruction**

Employees will be entitled to reimbursement subject to the availability of these funds for tuition expenses for academic courses, seminars, workshops and conferences that are determined by the Employer to be job related. All such reimbursements are subject to verification by the employee and subsequent approval from the Employer. Employees whose job requires a license or certification which requires them to attend classes or take courses shall have the cost of such classes and coursework covered by the available Upward Mobility funds consistent with guidelines established by the Upward Mobility Advisory Committee.

Current agency practice with respect to the tuition reimbursement policies and taking of paid time off for courses of instruction shall remain in full force and effect.

The employing agency agrees to pay up to \$300 for ARDC and Bar Association fees for Technical Advisors and Hearing Referees. All bargaining unit attorneys and educators shall as necessary attend required continuing education and/or certification classes or courses of instruction without loss of pay.

## **Section 3. Trainee Programs**

The Employer agrees that its trainee programs shall be implemented and administered in accordance with Personnel Rules 302.170 and 302.180. Employees shall receive first consideration for entry into trainee programs prior to new hires. However, nothing in this Section precludes the Employer from filling trainee positions with new hires.

## **Section 4. Opportunities for the Disabled**

Wherever possible, the Employer will allow disabled employees to use alternative techniques, aids and appliances, in order that such employees may fully use their skills as necessary for their duties. The provision of such aids and appliances or reimbursement

therefore shall be subject to local level supplemental negotiations.

### **Section 5. Training Information**

The Employer reserves the right to establish a file for training purposes. The employee shall be given notice of such file and shall have the right to review the contents, subject to reasonable advance notice.

### **Section 6. Grades**

In all cases where changes are made to a position classification that invalidate an employee's grade, the Employer shall notify all affected employees of their need to submit new promotional applications in order to obtain a new grade. If changes are made to the testing requirements that would invalidate an employee's grade upon expiration of the grade, the Employer shall notify all affected employees and the Union of the need to submit new applications in order to obtain a new grade and the reason(s) why the grade would be invalidated. Promotional grades shall be valid for a period of six (6) years from the date of issuance, excluding classifications with recency requirements. An employee who promotes and then subsequently returns to his/her previously certified position during the promotional probationary period shall have all previously held grades restored upon written request.

## **ARTICLE XXIX**

### **Sub-Contracting**

#### **Section 1. Policy**

A. RC-6, 9, 10, 14, 28, 42, 62 and 63.

It is the policy of the Employer to make every reasonable effort to utilize its employees to perform work they are qualified to do, and to that end, the Employer will avoid, insofar as is practicable, the subcontracting of work performed by employees in the

bargaining unit. However, the Employer reserves the right to contract out any work it deems necessary or desirable because of greater efficiency, economy, or other related factors. The Employer may not use individual personal service contracts deemed illegal by the Civil Service Commission.

## **Section 2. Application**

The Employer agrees that upon formal consideration to subcontract any work performed by bargaining unit employees, it shall:

- a) Provide reasonable advance notice, which shall not be less than forty-five (45) days, except in emergency situations, prior to the issuance of a request for services, in writing, to the Union. Such notices shall not be required for renewal of sub-contracts, if the Union has been notified of a previous contract for such work, unless there is a substantial modification to the scope of work or cost in the renewal of the sub-contract.
- b) Meet with the Union prior to making a decision to contract for the purpose of discussing the reasons for its proposal. During this discussion, the Union will be provided all reasonably available and substantially pertinent information in conformance with all applicable laws and be granted reasonable requested opportunities to meet with the Agency for the purpose of reviewing the Employer's contemplated action and proposing alternatives to the contemplated sub-contract. In the event the Union does not seek to schedule a meeting or does not respond within thirty (30) days, the Employer's obligations under this paragraph shall be considered met.
- c) The Employer shall provide a cost comparison of the expenses the Employer projects it will incur over the term of the contract if the Employer continued to perform such services using bargaining unit employees compared to the expenses the Employer projects if a third party performed such services. Such comparison shall include cost projections for

3 years, or the length of the contract, whichever is less.

- d) If the Employer decides to enter into the sub-contract, it will inform the Union of its decision. Such notification is not necessary for renewal of contracts, if the Union has been notified of a previous contract for such work, unless there is a substantial modification to the scope of work or cost in the renewal of the subcontract.
  
- e) When contemplated sub-contracting of bargaining unit work would subject an employee to layoff, the Employer shall provide the opportunity to the affected employees to fill existing equal rated permanent vacancies at the work location, other work locations of the agency, or other agencies, in that order. If the above placement in the employee's agency cannot be accomplished without training, the Agency will provide an opportunity for in-service training to employees who possess the qualifications and ability for the vacancies except for that which they might lack and might be provided by in-service training. Such training shall be consistent with the agency's budget, program goals, statutory directives and related factors. The parties agree to meet prior to the sub-contracting for the purpose of attempting to reach agreement over any necessary changes in the Filling of Vacancies procedure of the Agreement in an effort to help facilitate this provision.

### **Section 3. Successors**

Prior to the sub-contracting of work, the Employer will make a reasonable effort with the contractor to insure that employees subject to layoff because of sub-contracting secure employment with the contractor. The Employer, the Union, and the proposed sub-contractor shall meet to discuss the employment of employees subject to layoff.

## ARTICLE XXX

### Injury in Line of Duty

#### **Section 1. Department of Corrections, Department of Juvenile Justice, Veterans' Affairs, and Human Services, Office of Mental Health and Developmental Disabilities, and Residential Schools within the Office of Rehabilitation Services**

Whenever any employee of the Department of Corrections, Department of Juvenile Justice, Veterans' Affairs, or the Department of Human Services, Office of Mental Health and Developmental Disabilities, and Residential Schools within the Office of Rehabilitation Services, employed on a full-time or part-time basis suffers any injury in the line of duty as a direct or indirect result of resident or student violence which causes him/her to be unable to perform his/her duties, such employee shall continue to be paid on the same basis as he/she was paid before the injury, with no deduction from sick leave credits, compensatory time or overtime accumulated, vacation, or service credit with a public employees pension fund during the time he/she is unable to perform his/her duties due to the result of the injury but no longer than one (1) year in relation to the same injury and all applicable benefits shall continue during such period as if he/she were at work. Any salary compensation due from Workmen's Compensation or any salary due from any type of insurance which may be carried by the Employer shall revert to the Employer during the time for which continuing compensation is paid. This Section shall be extended to any other bargaining unit employee upon enactment of legislation to that effect.

After the one year period stated above or if the employee was not injured in the line of duty, the provisions of Section 20 of the Leave of Absence Article shall apply.

#### **Section 2. Department of Children and Family Services**

This Article shall also apply to any employee of the Department of Children and Family Services, employed on a full-time or part-time basis, who suffers an injury

as a direct or indirect result of violence perpetrated by a client, or any individual who is a member of the family or household that is under investigation or receiving follow-up services, when such employee is in the course of conducting the investigation or providing the services when such injury causes the employee to be unable to perform his/her duties.

### **Section 3. Insurance Payments**

An employee who suffers an injury or illness pursuant to this Article who would otherwise later qualify for Employer insurance payments under Article XXIII, Section 9 n) shall have such payments made on his/her behalf.

## **ARTICLE XXXI**

### **Miscellaneous Provisions**

#### **Section 1. Union/Agency Agreements on Workloads**

The parties agree that the Employer has the right to establish reasonable workload standards and productivity levels. In agencies where such standards of productivity measurements exist, they shall be reduced to writing, with copies to the employees and the Union. Changes in workload standards or productivity measurements, or the creation of such, shall be discussed with the Union prior to implementation. Failure to meet workload standards and productivity levels which have been established in accordance with this Section may subject the employee to Employer action as provided in Article IX. Nothing in this section shall preclude a supervisor from prioritizing work or addressing work performance deficiencies.

#### **Section 2. Wage Assignments and Garnishments**

The Employer shall not impose disciplinary action against an employee for any wage assignments or garnishments. Where the Employer seeks to recoup overpayment to employees, it shall be at no greater rate than allowed under the Garnishment Laws and subject to the Rules and Regulations of the Office of the Comptroller.

#### **Section 3. Affirmative Action**

The Union has the right to appoint a representative on all Affirmative Action Committees.

**Section 4. Notification of Leave Balances**

On a date prior to July 1 of each year, all employees shall be given a statement of all leave balances (sick leave, vacation, personal days, accumulated and compensatory time). Where current practice provides for more frequent notification of such balances, it shall prevail.

**Section 5. Printing of the Agreement**

The Employer shall have this contract printed by a Union Printer if such bids are no more than 10% higher than a non-union supplier's bid or unless no bidders whose employees are represented by a union respond to the bid notice, in booklet form with agreed upon Memoranda of Understanding and covered employees shall be provided a copy of such. The Union shall receive extra copies as they may require and shall pay for the cost of their copies.

**Section 6. Travel (RC-42 and Site Technicians I and II)**

Employees will not be required to furnish their own vehicles for job functions necessitating specialized vehicles, and normally will not be required to furnish their own vehicles for other job functions for which the Employer currently provides vehicles. Travel Control Board rules shall govern the use of personal vehicles and per diems.

**Section 7. Educators' Fringe Benefits (RC-63)**

The parties agree that past practices and policies of the Employer relating to sick leave, and leave for personal business, as negotiated for Educators working an academic (school year) schedule, shall continue.

**Section 8. Commercial Drivers License**

The Employer will reimburse employees required to possess a Commercial Drivers License for the cost of such license.

## **Section 9. Public Service Quality Involvement Committees**

Employee involvement committees which seek to improve the quality of service provided to the public and/or the quality of work life for employees may be established in any State agency by mutual agreement of the parties. Each party shall determine its own representatives to serve on such committee. Union designated bargaining unit employees shall participate in such committees without loss of pay. No such committees may take action on matters pertaining to wages, hours or conditions of employment.

## **Section 10. Reasonable Accommodations Under the Americans with Disabilities Act**

In the event a permanently disabled bargaining unit employee seeks a reasonable accommodation under the Americans with Disabilities Act, the Union has the right to discuss with the Employer issues regarding such proposed reasonable accommodations and the impact on specific provisions of the collective bargaining agreement. However, such discussions shall not impede the Employer from fulfilling its obligations under the Act. Only those reasonable accommodations which conflict with the collective bargaining agreement shall require the written consent of the Union.

## **Section 11. Supplementary Agreements**

All supplemental agreements or memorandums of understanding, or other agreements shall be considered tentative agreements until approved by Central Management Services and the Union.

No supplementary agreement or Memorandum of Understanding or Agreement may be entered into that conflicts with the Master Contract without the approval of CMS and the Union.

## **Section 12. Disposition of Work During Absences**

The parties may by mutual agreement negotiate in agency supplementals the disposition of work in an employee's absence. In any event, an employee's authorized absence shall not be detrimental in any way to the employee's record, nor will the employee be disciplined or counseled for work unable to be completed based on the employee's authorized absence.



### **Section 13. Docking**

The amount of salary deducted from an employee whose daily salary is docked shall be pursuant to 80 Il. Admin. Code 310.70 (c).

### **Section 14. Fitness for Duty**

In accordance with current practices, when the Employer has reason to suspect that an employee is not fit for duty and has requested a fitness for duty evaluation which determines the employee is unfit for duty and the employee's physician certifies the employee is fit for duty, the Employer may rely upon the decision of the impartial physician as to the employee's fitness for duty. Such examination shall be paid for by the Employer.

### **Section 15. Payroll Errors**

When errors are made which result in a significant reduction in an employee's pay, the Employer, when possible, will submit the required documentation to the Comptroller's Office within forty-eight (48) hours after the error is documented to and verified by payroll.

### **Section 16. Calculation of BackPay**

When an employee is off work without pay for any period, and becomes eligible for backpay, and there is a requirement that the backpay be offset by income received, the following shall apply:

a) Where the employee received unemployment compensation for any period for which the employee becomes eligible for backpay, the Employer shall make a backpay check payable jointly to the employee and the Illinois Department of Employment Security for such time period which the employee received benefits pursuant to the Unemployment Insurance Act. A separate check shall be issued to the employee for the time period when there is not unemployment compensation, but backpay is awarded.

b) Only interim earnings based upon the same number of hours as would have been available at the employee's State job, based upon the employee's regular schedule, may be offset against gross backpay.

c) The burden of proof, to submit to the Employer the exact dollar amount and hours of outside wages earned during the dates of the backpay claim, lies with the employee. If the specific information is not submitted, the Employer shall deduct all outside wages earned during the period of the backpay claim.

## **ARTICLE XXXII**

### **Wages and Other Pay Provisions**

#### **Section 1. Wage Schedule**

The negotiated pay rates for position classifications covered by this Agreement are set forth in Schedule A and shall become the rates of pay applicable to such position classifications.

#### **Section 2. Promotions/Voluntary Reductions**

When an employee is promoted, he/she shall be paid at the lowest step rate in the new position classification which represents at least a full step increase in his/her former classification. Longevity pay, as provided in Article XXXII, Section 6(c), shall be included in an employee's rate of pay when determining whether a step represents a full step increase. If a promoted employee's creditable service date is within 90 days of the effective date of the promotion, the Employer shall also include the projected service increase in the computation of the promotional salary increase.

The salary of an employee who voluntarily requests a reduction during a probationary period following a promotion will be reduced to the same salary step in the lower salary range from which the employee was promoted and the employee's previous creditable service date will be restored.

An employee who takes a position in a trainee classification which represents a reduction shall have his/her salary red-circled at the rate of the former classification.

### **Section 3. Shift Differential**

Employees shall be paid a shift differential of 80 cents per hour in addition to their base salary rate for all hours worked if their normal work schedule for that day provides that they are scheduled to work and they work half or more of such work hours before 7 a.m. or after 3 p.m. Such payment shall be for all paid time.

Incumbents who currently receive a percentage shift differential providing more than the cents per hour indicated above based on the base rate of pay prior to the effective date hereof shall have such percentage converted to the cents per hour equivalent rounded to the nearest cent and shall continue to receive such higher cents per hour rate.

This Section shall not apply to employees who because of "flex-time" scheduling made at their request are scheduled and work hours which would otherwise qualify them for premium pay hereunder.

### **Section 4. Steps**

Employees shall receive a step increase to the next step upon satisfactory completion of twelve months creditable service.

Intermittent employees shall receive a step increase to the next step, upon satisfactory completion of the applicable number of hours in the standard work year of creditable service.

Educators who submit the appropriate documentation to the Employer which validates that the employee has attained the necessary requirements for a change in lanes shall be placed in the new lane in the next pay period during which the employee works.

Effective upon the date of signature of the Agreement, Step 1a, 1b, and 1c shall be implemented for

all employees hired on or after the date of signature of the Agreement with a 3% step differential.

### **Section 5. Severance Pay**

#### **RC-6, 9, 10, 14, 28, 42, 62 and 63**

Where a facility closes permanently or a separately appropriated and funded program is permanently terminated, employees affected thereby with two (2) or more years seniority and on the agency's payroll at the time of such closure or termination, or who were previously laid off as a direct result of such closure or termination, not offered another bargaining unit position as defined below within sixty (60) days of such closure or termination and within fifty (50) miles of the employee's work location, shall be offered severance pay in the amount of one (1) month's compensation at their monthly rate of pay in effect at the time of such closure or termination. Provided, however, that an employee who elects to remain on the layoff list for a period in excess of six (6) months, or who obtains another bargaining unit position, or who refuses an appropriate position offered by the Employer within his/her position classification series (or if his/her classification is the only one in its series, within a comparable classification) shall forfeit any severance pay which is due under this Section. If an employee accepts severance pay he/she shall be considered terminated under Article XVIII, Section 3.

### **Section 6. General Increases**

- a) Effective July 1, 2013, the pay rates for all bargaining unit classifications and steps shall be increased by 2.00%, which rates are set out in Schedule A.
- b) Effective July 1, 2014, the pay rates for all bargaining unit classifications and steps shall be increased by 2.00%, which rates are set out in Schedule A.
- c) Effective January 1, 2002, the Step 8 rate shall be increased by \$25.00 per month for those

employees who attain ten (10) years of continuous service and have three (3) or more years of creditable service on Step 7 in the same or higher pay grade on or before January 1, 2002. For those employees who attain fifteen (15) years of continuous service and have three (3) or more years of creditable service on Step 7 in the same or higher pay grade on or before January 1, 2002, the Step 8 rate shall be increased by \$50.00 per month.

For employees not eligible for longevity pay on or before January 1, 2002, the Step 8 rate shall be increased by \$25.00 per month for those employees who attain ten (10) years of continuous service and have three (3) or more years of creditable service on Step 8 in the same or higher pay grade. For those employees who attain fifteen (15) years of continuous service and have three (3) or more years of creditable service on Step 8 in the same or higher pay grade, the Step 8 rate shall be increased by \$50.00 per month.

Effective July 1, 2010, the Step 8 rate shall be increased by \$50.00 per month for those employees who attain ten (10) years of continuous service and have three (3) or more years of creditable service on Step 8 in the same or higher pay grade on or before July 1, 2010. For those employees who attain fifteen (15) years of continuous service and have three (3) or more years of creditable service on Step 8 in the same or higher pay grade on or before July 1, 2010, the Step 8 rate shall be increased by \$75.00 per month.

Effective July 1, 2013, the Step 8 rate shall be increased by \$25.00 per month to \$75.00 a month for those employees who attain ten (10) years of continuous service and have three (3) or more years of creditable service on Step 8 in the same or higher pay grade on or before July 1, 2013. For those employees who attain fifteen (15) years of continuous service and have three (3) or more years of creditable service on Step 8 in the same or higher pay grade on or before

July 1, 2013, the Step 8 rate shall be increased by \$25.00 per month to \$100.00 a month.

- d) Employees whose salaries are above the maximum Step rate will continue to receive all applicable general increases and any other adjustments (except [c], above) as provided for in this Agreement. For these employees, the increase provided for in (c) above shall be limited to the amount that would increase the employee's salary to the amount that is equal to that of an employee on the maximum Step rate with the same number of years of continuous and creditable service.
- e) Notwithstanding anything above, employees receiving longevity pay shall continue to receive such pay as long as they remain in the same or successor classification as a result of a reclassification or reevaluation.

#### **Section 7. Step 8**

- a) Effective January 1, 2002, a Step 8 shall be established for each pay grade at a pay rate 1% higher than the Step 7 rate in each pay grade.
- b) Effective January 1, 2003, the Step 8 rate for each pay grade shall be increased to a pay rate 2% higher than the Step 7 rate in each pay grade.
- c) Effective January 1, 2004, the Step 8 rate shall be increased to a pay rate 3% higher than the Step 7 rate in each pay grade.
- d) Effective July 1, 2007, the Step 8 rate shall be increased to a pay rate 4% higher than the Step 7 rate in each pay grade.
- e) Effective January 1, 2002, employees with twelve (12) months or more of creditable service on Step 7 on or before that date shall be placed on Step 8.
- f) Employees who are eligible for longevity pay pursuant to Section 6 (c) of this Article on or

before January 1, 2002, shall continue to receive longevity pay after being placed on Step 8 while they remain in the same or lower pay grade.

g) Employees not eligible for longevity pay pursuant to Section 6 (c) of this Article on or before the date they are placed on Step 8 shall begin to receive longevity pay after three (3) years or more of creditable service on Step 8.

### **Section 8. Classifications/Upgrades**

In the event the parties negotiate salary upgrades, placement shall be handled as follows:

Incumbent employees shall be placed on the step nearest to but greater than their current step upon the effective date as set forth above.

If such adjustment results in less than a full-step increase, the incumbent employees shall have no change in their creditable service date.

If such adjustment results in more than a full-step increase, the incumbent employee shall have a new creditable service date of July 1 in the year in which the upgrades are effective.

All upgrades under this section are reflected in the salary ranges set forth in Schedule A.

### **Section 9. Special Rates**

Pending a final determination of the rates of pay for a new classification where some jobs go from the merit compensation system into the bargaining unit, on the effective date an employee's salary shall be placed at the salary step closest to but no less than the current salary. If the salary exceeds Step 8, it shall be red-circled at its current rate and shall receive contractual adjustments during the interim pending final determination of rates.

Where an individual position is returned to the bargaining unit into an existing classification, the employee's salary shall be treated as provided above.

All standard transactions (promotions, reallocation, etc.) from merit classes to unit classes are handled under the applicable Pay Plan and contract provisions.

#### **Section 10. Bi-lingual Pay**

Effective July 1, 2000, positions whose job descriptions require the use of sign language, or which require the employee to be bi-lingual, or which require the employee to use Braille, shall receive \$100.00 per month or 5.0% of their monthly base salary whichever is greater in addition to the rates of pay set forth in this Agreement.

#### **Section 11. Court Reporters**

Court Reporters and Industrial Commission Reporters shall receive the same schedule of charges for transcripts of evidence and proceedings as the Court Reporters whose charges are adopted by the Illinois Supreme Court.

#### **Section 12. Department of Human Services and Department of Veterans' Affairs**

Licensed Practical Nurses who are directed to perform additional lead worker and/or program duties in the absence of a Registered Nurse shall receive 5.0% temporary assignment pay effective July 1, 1994 and an additional 5.0% July 1, 1995 for those hours so assigned.

#### **Section 13. Maximum Security**

All employees with seven or more years of continuous service with the Department of Corrections and Juvenile Justice who are currently employed at Department of Corrections or Juvenile Justice maximum



security institutions shall be placed on the maximum security schedule as long as they remain employees at a maximum security facility.

**Section 14. Academic Year Educators**

Beginning with the 2013-2014 school year, steps and pay rates for Academic Year Educators at the Illinois School for the Visually Impaired and Illinois Center for Rehabilitation and Education Roosevelt shall be increased in accordance with Schedule A.

**Section 15. Direct Deposit**

Effective July 1, 2004, all paychecks for new hires will be delivered via direct deposit.

**ARTICLE XXXIII**

**No Strike or Lockout**

**Section 1. No Strike**

During the term of this Agreement there shall be no strikes, work stoppages or slow downs. No officer or representative of the Union shall authorize, institute, instigate, aid or condone any such activities.

**Section 2. Employer/Employee Rights**

The Employer has the right to discipline, up to and including discharge, its employees for violating the provisions of this Article.

**Section 3. No Lockout**

No lockout of employees shall be instituted by the Employer or their representatives during the term of this Agreement.

## **ARTICLE XXXIV**

### **Authority of the Contract**

#### **Section 1. Partial Invalidity**

Should any part of this Agreement or any provisions contained herein be Judicially determined to be contrary to law, such invalidation of such part or provision shall not invalidate the remaining portions hereof and they shall remain in full force and effect. The parties shall attempt to renegotiate the invalidated part or provisions. The parties recognize that the provisions of this contract cannot supersede law.

#### **Section 2. Effect of Department of Central Management Services Rules and Pay Plan**

Unless specifically covered by this Agreement, the Rules of the Department of Central Management Services and its Pay Plan shall control. However, the parties agree that the provisions of this Agreement shall supersede any provisions of the Rules and Pay Plan of the Director of Central Management Services relating to any subjects of collective bargaining contained herein when the provisions of such Rules or Pay Plan differ with this Agreement. In the event the Director of Central Management Services proposes to change an existing Rule or Pay Plan provision of the Department of Central Management Services, and such Rule or Pay Plan provision does not cover a matter contained in this Agreement, the Union shall be notified of such proposed change and shall have a right to discuss and negotiate over the impact on wages, hours, and conditions of employment, if any, of the change prior to its effective date.

#### **Section 3. Increase or Decrease of Benefits**

In the event the Director of Central Management Services unilaterally grants an increase in fringe benefits to every and all non-AFSCME bargaining unit employees subject to the Personnel Code, such increase shall be made applicable to the employees covered by this Agreement. Reduction in benefits, however, shall not be made applicable, and the provisions of this Agreement shall apply.

In the event the Employer voluntarily agrees to give any other bargaining unit under the jurisdiction of the Governor whose members are covered by the Illinois Pension Code or the State's Group Health and Life Plan a general wage increase greater than the increases provided for in this Agreement or gives more favorable treatment for insurance premiums and/or health care plan design, excluding unions opting out of the State's Group Health and Life Plan, in a contract that is negotiated after the effective date of this Agreement and expires on or before June 30, 2015, then such increases and/or favorable insurance treatment shall be afforded to the employees covered by this agreement.

Any employee who is not paid the negotiated wage rate as scheduled in this Agreement shall not be charged any increased cost for health insurance premiums, co-payments, or deductibles provided for in the Agreement during the period he/she is not being paid the negotiated rate established in the wage and salary schedule.

#### **Section 4. Waiver**

The parties acknowledge that during the negotiation which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the area of collective bargaining as defined in P.A. 83-1012 and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

However, the Employer agrees that during the period of this Agreement, it shall not unilaterally change any bona fide past practices and policies with respect to salaries, hours, conditions of employment, and fringe benefits enjoyed by members of the bargaining units without prior consultation and negotiations with the Union. Where past practice conflicts with the express terms of the contract, the contract shall prevail. In order to qualify as a bona fide past practice, such practice must be (1) unequivocal, (2) clearly enunciated and acted upon, and (3) readily ascertainable over a reasonable period of time as a fixed and established practice accepted by both parties.

## **ARTICLE XXXV**

### **Termination**

This Agreement shall be effective July 1, 2012, and shall continue in full force and effect until midnight June 30, 2015, and thereafter from year to year, unless not more than 180 days, but not less than 60 days prior to June 30, 2015, or any subsequent June 30, either party gives written notice to the other of its intention to amend or terminate this Agreement.

## **Appendix A. Effective July 1, 2013 through June 30, 2015**

**All benefits in this Appendix are effective July 1, 2013, unless otherwise noted.  
Prior Appendix A benefit levels apply to all services received through June 30, 2013.**

### **Section 1. SUMMARY OF BENEFITS**

The State shall maintain a program of benefits that shall include health, dental, vision, and life coverage. The health plan shall include medical, prescription and behavioral health coverage. Any and all services covered by the Plan must be medically necessary as determined by the Plan.

Eligible dependents of members shall have available benefits. All dependents enrolled in the Plan must be enrolled in the same health and dental plan as the member.

### **Section 2. CONTRIBUTION AMOUNTS**

- 1) The salary thresholds will be adjusted annually prior to the benefit choice period to reflect the lower of the increase in the Consumer Price Index from the most recent monthly wage report available or the cost of living adjustments effective on July 1 to wages included in this Agreement. The employee's salary on April 1 shall govern for the next fiscal year. The mid-point for each salary band on May 1 shall govern for the next fiscal year.
- 2) The member shall pay the appropriate dependent premium for the plan that is selected.

### **Employee Contributions for the Quality Care Health Plan (QCHP)**

- 1) Employees enrolled in the QCHP with salaries of \$30,200 or less per year shall pay \$93.00 per month for health plan coverage. Employees with salaries of \$30,201 but not more than \$45,600 per year shall pay \$111.00 per month for coverage. Employees with salaries of \$45,601 but not more than \$60,700 shall pay \$127.00 per month for coverage. Employees with salaries of \$60,701 but not more than \$75,900 shall pay \$144.00 per month for coverage. Employees with salaries of \$75,901 but not more than \$100,000 shall pay \$162.00 per month for coverage. Employees with salaries of \$100,001 or more shall pay \$211.00 per month for coverage.  
Effective July 1, 2014, the amount of the contribution shall be adjusted to reflect any changes to the midpoint salary in each of the established brackets.
- 2) Member contributions for dependent coverage shall be \$249.00 per month for one non-Medicare dependent, \$287.00 per month for two or more non-Medicare dependents, \$142.00 per month for one Medicare primary dependents and \$203.00 per month for two or more Medicare primary dependents.
- 3) Employees on leave of absence may be responsible for additional costs as enumerated in the State of Illinois Employee Benefits Handbook.

### **Employee Contributions for the Managed Care Health Plans (MCHP)**

- 1) Employees enrolled in the MCHP with salaries of \$30,200 or less per year shall pay \$68.00 per month for health plan coverage. Employees with salaries of \$30,201 but not more than \$45,600 per year shall pay \$86.00 per month for coverage. Employees with salaries of \$45,601 but not more than \$60,700 shall pay \$103.00 per month for coverage. Employees with salaries of \$60,701 but not more than \$75,900 shall pay \$119.00 per month for coverage. Employees with salaries of \$75,901 but not more than \$100,000 shall pay \$137.00 per month for coverage. Employees with salaries of \$100,001 or more shall pay \$186.00 per month for coverage.

Effective July 1, 2014, the amount of the contribution shall be adjusted to reflect any changes to the midpoint salary in each of the established brackets.

- 2) Member contributions for dependent coverage shall be the weighted average of \$113.00 per month for one non-Medicare dependent, \$159.00 per month for two or more non-Medicare dependents, the weighted average of \$89.91 per month for one Medicare primary dependents and \$126.00 per month for two or more Medicare primary dependents.
- 3) Employees on leave of absence may be responsible for additional costs as enumerated in the State of Illinois Employee Benefits Handbook.

### **Dental Contributions for the Quality Care Dental Plan (QCDP)**

- 1) Employees who elect to participate in the QCDP shall be required to pay \$11.00 per month for such coverage.
- 2) Employees who have one dependent enrolled in a health plan offered pursuant to the State Employees Group Insurance Act of 1971 may cover that dependent in the QCDP, for a contribution of \$6.00 per month. This amount shall be in addition to the amount required for the employee.
- 3) Employees who have two or more dependents enrolled in a health plan offered pursuant to the State Employees Group Insurance Act of 1971 may cover those dependents under the QCDP for a contribution of 8.50 per month. This amount shall be in addition to the amount required for the employee.
- 4) Employees on leave of absence may be responsible for additional costs as enumerated in the State of Illinois Employee Benefits Handbook.

## **Section 3. HEALTH PLAN COVERAGE**

### **THE QUALITY CARE HEALTH PLAN (QCHP)**

- 1) The State shall continue to offer enrollment in the QCHP for members who wish to choose any physician or hospital for services.

- 2) With the exception of certain preventive benefits outlined in this appendix or exempted from copayments pursuant to state or federal law, all eligible services shall be subject to deductibles, co-payments, coinsurance amounts, out-of-pocket maximums, and plan provisions.
- 3) Members who choose to receive services from a provider within the QCHP Provider Network shall receive an enhanced benefit.
- 4) Eligible services not received from a provider within the QCHP Network shall be subject to Maximum Reimbursable Charge (MRC) review and adjustment in addition to deductibles, co-payments, coinsurance amounts and out-of-pocket maximums.

#### **A. Plan Year Deductibles**

- 1) Member Plan Year Deductible
  - a. The deductible shall be \$350.00 per fiscal year for employees with annual salaries of \$59,300 or less; \$450.00 per fiscal year for employees with salaries from \$59,301 to \$74,300; and \$500.00 per fiscal year for employees with salaries of \$74,301 or more.
  - b. The employee's salary on April 1 shall govern for the next fiscal year.
  - c. Effective July 1, 2014, these amounts shall increase by \$25.00, for total plan year deductibles of \$375.00, \$475.00 and \$525.00, respectively.
- 2) Dependent Plan Year Deductible
  - a. The deductible for dependents shall be \$350.00
  - b. Effective July 1, 2014, this amount shall increase by \$25.00 for a total plan year deductible of \$375.00.
- 3) Family Plan Year Deductible

The deductible for a family unit shall be limited to two and one-half times the deductible for the member.
- 4) Additional Deductibles
  - a. Emergency Room Deductible
    - i. The deductible shall be \$425.00 for each hospital emergency room visit.
    - ii. Effective July 1, 2014, this amount shall increase by \$25.00 for a total emergency room deductible of \$450.00.
  - b. QCHP Network Inpatient Hospital Admission Deductible
    - i. The deductible shall be \$75.00 for each admission to a hospital within the QCHP Network.
    - ii. Effective July 1, 2014, this amount shall increase by \$25.00 for a total deductible of \$100.00.
  - c. Non-QCHP Provider Inpatient Hospital Admission Deductible
    - i. The deductible shall be \$400.00 per admission to a non-QCHP hospital.
    - ii. Effective July 1, 2014, this amount shall increase by \$100.00 for a total deductible of \$500.00.
  - d. Transplant Deductible
    - i. The deductible shall be \$100.00 for a transplant.

#### **B. Plan Coinsurance**

- 1) QCHP Network Services
  - a. The Plan shall pay eligible charges, including but not limited to, physician visits, inpatient hospital services, emergency room services, outpatient surgery or procedures, intensive outpatient and partial hospitalization for behavioral health services and laboratory/imaging services provided by a QCHP Network provider at 90% of the negotiated rate.
    - i. Effective July 1, 2014, the payment percentage shall reduce to 85% of the negotiated rate.
  - b. The benefit shall be subject to the applicable deductibles;
  - c. The applicable deductibles and coinsurance amounts shall be applied, dollar-for-dollar, toward the annual QCHP Network out-of-pocket maximum.
  - d. Behavioral health services must be referred by the Behavioral Health Administrator or Personal Support Program and treatment must be provided by licensed providers including psychiatrists, psychologists, Licensed Clinical Social Workers (LCSWs), Licensed Marriage and Family Therapists (LMFTs), Registered Nurse Clinical Nurse Specialists (RNCNSs) and Licensed Clinical Professional Counselors (LCPCs).
  - e. Behavioral health inpatient services must be authorized by the Behavioral Health Administrator.
- 2) Non- QCHP Network Services
  - a. The Plan shall pay eligible charges, including but not limited to, physician visits, inpatient hospital services, emergency room services, outpatient surgery or procedures, intensive outpatient and partial hospitalization for behavioral health services and laboratory/imaging services provided at a Non-QCHP Network facility or by a Non-QCHP Network provider at 60% of the MRC amount.
  - b. The benefit shall be subject to the applicable deductibles.
  - c. The applicable deductibles and coinsurance amounts shall be applied, dollar-for-dollar, toward the annual Non-QCHP Network out-of-pocket maximum.
  - d. Behavioral health services must be referred by the Behavioral Health Administrator or Personal Support Program and treatment must be provided by licensed providers including psychiatrists, psychologists, Licensed Clinical Social Workers (LCSWs), Licensed Marriage and Family Therapists (LMFTs), Registered Nurse Clinical Nurse Specialists (RNCNSs) and Licensed Clinical Professional Counselors (LCPCs).
  - e. Behavioral health inpatient services must be authorized by the Behavioral Health Administrator.

### **C. Out-of-Pocket Maximums**

- 1) Applicable deductibles and coinsurance shall apply, respectively, toward the QCHP Network out-of-pocket maximum or the Non-QCHP Network out-of-pocket maximum. The Plan shall pay 100% of eligible charges for the remainder of the plan year after the out-of-pocket maximum has been met.
- 2) The Individual In-Network QCHP out-of-pocket maximum shall be \$1,500.00.
- 3) The family QCHP Network out-of-pocket maximum shall be two and one-half times the QCHP Network individual out-of-pocket maximum.



- 4) The Non-QCHP Network out-of-pocket maximum shall be \$6,000.00.
- 5) The family Non-QCHP Network out-of-pocket maximum shall be two times the Non-QCHP Network individual out-of-pocket maximum.

#### **D. Medical Out-of-Pocket Maximum Exclusions**

The following items do not accumulate toward the medical out-of-pocket maximums:

1. Prescription drug deductibles, co-payments, or coinsurance;
2. Reduction of benefit amounts imposed for failure to notify the Plan's Utilization Management Program administrator;
3. Any charges greater than the MRC amount and any ineligible charges;
4. The portion of the Medicare Part A deductible the member is responsible to pay.

#### **E. Notification and Authorization**

- 1) Notification shall be provided to the Utilization Management Administrator by the member prior to receiving any of the following services, including but not limited to:
  - a. Non-emergency hospital, partial hospitalization program, inpatient hospice, skilled care facility admissions and related continued stays;
  - b. All surgical procedures, except those that are performed in a physician's office;
  - c. High-tech imaging services (including but not limited to MRI, PET, and CAT scans);
  - d. Outpatient surgery, in locations other than a physician's office;
  - e. Emergency hospital admission (notification must be provided within 48 hours of an admission);
  - f. Transplant services;
  - g. Hospice Care;
  - h. Skilled Nursing.
- 2) Failure to provide notification to the Utilization Management Administrator shall result in a reduction in reimbursement of the medically necessary charges by \$800.00. Benefits are limited to those covered services that are determined by the Administrator to be medically necessary.

#### **F. Medical Case Management (MCM) Program and Disease Management (DM) Program**

- 1) MCM and DM are two Programs designed to assist members or dependents during times of serious or prolonged medical conditions that require complex medical care.
- 2) A case manager may be assigned to the member's or dependent's medical case to ensure appropriate care under the Plan.
- 3) Cases shall be identified and referred to the MCM and/or DM Program by the Utilization Management Administrator and/or Medical Claims Administrator.
- 4) The Utilization Management Administrator shall evaluate the member's or dependent's medical case including treatment setting, level of care and intensity of service. The member or dependent shall be contacted directly by the MCM or

DM Program professional who shall describe the program and make recommendations for settings and/or providers of care. The member will have the option of following or not following the recommendation.

## **G. Covered Services**

### **1) Preventive Benefits**

- a. QCHP shall cover the following preventive physical examinations and immunizations:
  - i. Preventive physical examinations for children in accordance with the recommendations of the U. S. Preventive Services Task Force (USPSTF);
  - ii. Required school physical examinations;
  - iii. Child and adult immunizations in accordance with the recommendations of the Center for Disease Control (CDC) and the Advisory Committee on Immunization Practices (ACIP) guidelines;
  - iv. Adult routine physical examinations in accordance with the recommendations by the USPSTF up to a limit of \$250.00 per exam. Exams will be covered once every three years for adults under age 50 and annually for adults age 50 and over;
  - v. Annual pap smears, including associated office visit charges for women over age 18 or younger if medically appropriate; and
  - vi. Preventive services required pursuant to state or federal law.
- b. For all of the routine physical exams discussed in this section, charges associated with these exams, including but not limited to, physician office charges, laboratory, immunization, imaging, and screening tests, will be covered at the applicable benefit level. The annual QCHP deductible shall not apply to any charges associated with these routine physical examinations. All preventive services received at non-QCHP Network providers are subject to MRC charge review and adjustment.

### **2) Prescription Drugs**

- a. Prescription Plan Year Deductible
  - i. The prescription deductible shall be \$100.00 per member or dependent;
  - ii. This deductible shall apply to all prescriptions covered by the Plan and shall be separate and distinct from all other QCHP deductibles;
  - iii. Effective July 1, 2014, the prescription drug deductible per member or dependent shall increase by \$25.00, resulting in a total prescription deductible per member or dependent of \$125.00.
- b. Co-payments
  - i. Co-payments for a 30-day supply of medication shall be as follows:
    - a. \$10.00 for generic;
    - b. \$30.00 for formulary brand;
    - c. \$60.00 for non-formulary brand.
  - ii. Co-payments for a 60-day supply of medication shall be two times the amount of the applicable 30-day co-payment.
  - iii. If a member or dependent elects a brand name drug where a generic is available, the member or dependent is responsible for the brand co-

- payment plus the difference in cost between the generic and brand name drug.
- c. Maintenance Medication Program
    - i. Maintenance medications are medications taken for chronic conditions as determined by the Plan.
    - ii. 90-day fills of maintenance medications at mail order, or at a PBM-contracted network retail pharmacy willing to participate in the maintenance medication program on the terms and conditions of the network agreement with the Plan's PBM, shall be available with co-payments equal to two and one-half times the amount of the applicable co-payments for a 30-day supply of medication.
    - iii. After two 30-day fills of maintenance medication obtained at a retail pharmacy, the co-payment of subsequent 30-days fills shall be two times the applicable co-payment for the initial 30-day fill.
  - d. Preferred Drug Step Therapy (PDST) program
    - i. The PDST is a program to be provided by the State's Pharmacy Benefit Manager (PBM) to encourage the use of certain generic and preferred brand drugs that are therapeutically-equivalent to more expensive brand-name drugs.
    - ii. In certain instances, members will be required to try the lower cost generic or preferred brand of pharmaceutical before the Plan would consider coverage of the more expensive brand.
  - e. Brand name drugs for which the generic equivalents have not proven to be effective clinical substitutions based on generally accepted clinical literature and/or medical research shall be treated as generics.
- 3) Physical and Speech Therapy
- a. Inpatient or outpatient therapy shall be covered as described in the State of Illinois Employee Benefits Handbook;
  - b. Services shall be provided by a licensed or certified therapist or physician.
- 4) Chiropractic
- Shall be limited to 30 visits per plan year.
- 5) Transplants
- a. Evaluation shall be covered at a QCHP Network facility. The transplant shall be approved or denied as a result of this evaluation on the basis of whether it is viable and non-experimental;
  - b. All services must be performed at a QCHP Network facility;
- 6) Hospice Care
- Shall be covered as described in the State of Illinois Employee Benefits Handbook.
- 7) Skilled Nursing
- a. Must be authorized by the Utilization Management Administrator. Medicare primary members and dependents are required to notify the Utilization Management Administrator for hospital stays and admission to skilled care facilities;

- b. Care may be rendered at home or in a licensed skilled care facility. The Plan shall pay the lesser of either home health care treatment or care in a licensed skilled care facility within the same geographic region.
- 8) Infertility  
Diagnosis and treatment of infertility shall be covered as described in the State of Illinois Employee Benefits Handbook.
- 9) Hospital Bill Audit Benefit  
If a member or dependent discovers an error or overcharge on a hospital bill and obtains a corrected bill from the hospital, the member shall be paid 50% of the resulting savings.
- 10) Second Surgical Opinions  
The plan will pay 100% of the charges for a second surgical opinion, if required by the Utilization Management Administrator. If the second opinion does not confirm the need for surgery, the plan will pay for a third opinion.

#### **MANAGED CARE HEALTH PLANS (MCHP)**

- 1) The State shall continue to offer enrollment in MCHP;
- 2) All eligible services including, but not limited to the following, shall be subject to deductibles, co-payments, coinsurance amounts and out-of-pocket maximums.

#### **A. Co-payments**

- 1) Primary Care Physician Office Visit
  - a. The co-payment shall be \$18.00 per Primary Care Physician (PCP) office visit.
  - b. Effective July 1, 2014, this amount shall increase by \$2.00 for a total PCP office visit co-payment of \$20.00.
- 2) Specialist Office Visit
  - a. The co-payment shall be \$25.00 per specialist office visit.
  - b. Effective July 1, 2014, this amount shall increase by \$5.00 for a total specialist office visit co-payment of \$30.00.
- 3) Home Health Care Visit
  - a. The co-payment shall be \$25.00 per home health care visit.
  - b. Effective July 1, 2014, this amount shall increase by \$5.00 for a total home health care visit co-payment of \$30.00.
- 4) Inpatient Admission
  - a. The co-payment shall be \$325.00 per admission to a hospital, hospice, or extended care facility.
  - b. Effective July 1, 2014, this amount shall increase by \$25.00 for a total co-payment of \$350.00 per admission to a hospital, hospice or extended care facility.
- 5) Outpatient Surgery
  - a. The co-payment shall be \$225.00 per outpatient surgery.
  - b. Effective July 1, 2014, this amount shall increase by \$25.00 for a total co-payment of \$250.00 per outpatient surgery.
- 6) Emergency Room

- a. The co-payment shall be \$225.00, or 50%, whichever is less, per emergency room use.
- b. Effective July 1, 2014, this amount shall increase by \$25.00, for a total co-payment of \$250.00 per emergency room.

**B. Coinsurance**

- 1) The following services shall be covered at 100% after the applicable co-payment:
  - a. Inpatient admission to a hospital, hospice, or skilled care facility;
  - b. Outpatient surgery;
  - c. Emergency room services;
  - d. Primary Care Physician office visits;
  - e. Specialist office visits;
  - f. Home health care visits;
  - g. Professional charges;
  - h. Psychiatric care;
  - i. Prosthetic devices;
  - j. Diagnostic lab and imaging services.
- 2) The following covered services shall be covered at 80%.
  - a. Durable Medical Equipment.

**C. Prescription Drugs**

- 1) Prescription Plan Year Deductible
  - a. The prescription deductible shall be \$75.00 per member or dependent;
  - b. Effective July 1, 2014, the prescription drug deductible per member or dependent shall increase by \$25.00, resulting in a total prescription deductible per member or dependent of \$100.00.
  - c. This deductible applies to all prescriptions covered by the Plan and shall be separate and distinct from all other MCHP deductibles.
- 2) Co-payments
  - a. Co-payments for a 30-day supply of medication shall be as follows:
    - i. \$8.00 for generic;
    - ii. \$26.00 for formulary brand;
    - iii. \$50.00 for non-formulary brand.
  - b. If a member or dependent elects a brand name drug where a generic is available, the member or dependent is responsible for the brand co-payment plus the difference in cost between the generic and brand name drugs.
- 3) 90-day Supply of Medication  
The Plan shall make available a 90-day supply of medication, through certain managed care health plans that are operated on an insured basis. These health plans shall be specified each year during the Benefit Choice Period. Co-payments for the 90-day supply of medication shall be determined by the managed care health plans.
- 4) Brand name drugs for which the generic equivalents have not proven to be effective clinical substitutions based on generally accepted clinical literature and/or medical research shall be treated as generics.

#### **Section 4. DENTAL PLAN COVERAGE**

The State may offer a managed care dental plan during the term of this Agreement.

##### **Quality Care Dental Plan (QCDP)**

- 1) The State shall continue to offer enrollment in the QCDP.
- 2) Members who choose to receive services from a provider within the QCDP Provider Network shall receive an enhanced benefit.

##### **A. Deductibles**

- 1) The deductible shall be \$150.00 per member or dependent per plan year on all covered services except preventive and diagnostic services.
- 2) Effective July 1, 2014, this amount shall increase by \$25.00, resulting in a total plan year dental deductible per member or dependent of \$175.00.

##### **B. Annual and Lifetime Maximums**

- 1) The annual maximum benefit for services provided by an in-network provider shall be \$2,500.00 per member or dependent.
- 2) The annual maximum benefit for services provided by an out-of-network provider shall be \$2,000.00 per member or dependent.
- 3) The lifetime maximum benefit for orthodontia services provided by an in-network provider shall be \$2,000.00 per child.
- 4) The lifetime maximum benefit for orthodontia services provided by an out-of-network provider shall be \$1,500.00 per child.

##### **C. Covered Services**

- 1) The QCDP shall cover certain preventive, diagnostic, and restorative services as follows:
  - a. Diagnostic and Preventive Services:
    - Initial oral exam;
    - Periodic oral exam;
    - X-rays;
    - Prophylaxis/Fluorides;
    - Sealants.
  - b. Restorative Services:
    - Amalgam fillings, 1 to 4 surfaces;
    - Composite fillings, 1 to 4 surfaces;
    - Crowns;
    - Post and core buildups and crown lengthening;
    - Inlays/Onlays;
  - c. Oral Surgery:
    - Simple extractions (non-surgical) ;
    - Additional single extractions;
    - Surgical extractions;
    - Oral Biopsy;
    - Alveoplasty;
    - Frenectomy;

General anesthesia, including intravenous sedation (where medically necessary);

Conscious sedation (where medically necessary).

- d. Endodontal Services:
    - Root canal - anterior, bicuspid, molar;
    - Pulp capping;
    - Pulpotomy.
  - e. Periodontal Services:
    - Gingivectomy or gingivoplasty;
    - Root planing;
    - Mucogingival surgery;
    - Osseous surgery.
  - f. Fixed and Removable Prosthetics:
    - Full dentures;
    - Partial dentures;
    - Bridges;
    - Implants.
  - g. Orthodontic Services:
    - Comprehensive treatment;
    - Minor Treatment.
- 2) Orthodontic treatment is limited to persons age 18 and under.
  - 3) Orthodontic treatment of deciduous teeth is not covered.

#### **D. Benefit Levels**

- 1) The benefit levels for the QCDP shall be determined from a statewide fee schedule equivalent to reasonable and customary charges statewide for all covered services.
- 2) The schedule of maximum benefits shall be reviewed every two years and adjusted based on the most current statewide reasonable and customary data available at that time.
- 3) The benefit for replacement of crowns, bridges and dentures shall be limited to once every five years.

### **Section 5. VISION PLAN COVERAGE**

A vision benefit shall be made available to all members and dependents enrolled in a health plan offered pursuant to the State Employees Group Insurance Act of 1971.

#### **A. Covered Services**

Vision services shall be made available as follows:

- 1) Well-care eye examination and, effective July 1, 2014, replacement of lenses, once every plan year;
- 2) Materials benefit once every two plan years. Effective July 1, 2014, frames benefit once every two plan years.

## **B. Benefits at Network Providers**

For services provided by a network provider, the member and/or dependent co-payment shall not exceed the following:

- 1) \$20.00 for the eye exam;
- 2) \$20.00 for lenses;
- 3) \$20.00 for Standard Frames (Standard frames are defined as frames with a \$70.00 average wholesale cost);
- 4) Effective July 1, 2014, the amount of each co-payment for services shall increase by \$5.00 to a co-payment of \$25.00;
- 5) In lieu of standard frames with lenses, there shall be a \$120.00 allowance for the cost of contact lenses.

## **C. Benefits at Non-Network Providers**

For services provided by a non-network provider, reimbursement shall not exceed the following:

- 1) \$30.00 for the eye exam;
- 2) \$50.00 for single vision lenses;
- 3) \$80.00 for bifocals and trifocals;
- 4) \$70.00 for frames;
- 5) In lieu of standard frames with lenses, \$120.00 reimbursement for contact lenses.

## **Section 6. DISPUTE RESOLUTION**

The Parties to this Agreement shall negotiate over the terms of an appeals process that is in conformance with the Affordable Care Act.

## **Section 7. JOINT LABOR/MANAGEMENT ADVISORY COMMITTEE ON HEALTHCARE BENEFITS**

The Joint Labor/Management Advisory Committee on health care benefits shall provide for the development and introduction of value-based benefit design changes for all health plans, with the goal of improving the health of the covered population.

The State agrees to provide a funded position(s) and to budget appropriately to carry out the initiatives of the Committee.

The Committee will be composed of an even number of members, half selected by the State and half selected by AFSCME.

The Committee shall:

- a. Research and make recommendations and decisions within its authority related to the achievement of significant and measurable savings in the cost of employee health care during the terms of this Agreement;
- b. Develop incentives for employees to participate in offered programs including, but not limited to, waivers of co-payments, reductions in co-



insurance and reward programs for participating in various preventive screenings and testing;

- c. Approve changes that will promote better health resulting in lower cost trends and significant cost containment or savings for either the self-insured or the managed care plans;
- d. The State will provide the Committee with data on the healthcare costs on a quarterly basis beginning in May 2013 for the previous quarters' costs for fiscal year 2013 and for each subsequent quarter within 60 days of the close of the previous quarter;
- e. The Committee shall be charged with seeking to identify an additional \$30 million in savings across the State Employees Group Insurance Program for FY15.
- f. The Committee shall submit its recommended modifications, if any, to the plan no later than January 31, 2014 in order to provide for review and implementation for the following fiscal year.

### **Section 8. WELLNESS**

- 1) Flu vaccines for members shall be covered under this program.
- 2) Reimbursement for participation in a smoking cessation program shall be 100% of the cost with an annual maximum of \$200.
- 3) Effective July 1, 2014, reimbursement for participation in a weight loss program shall be 100% of the costs with an annual maximum of \$200.00. This benefit is payable only once every three (3) years.
- 4) The employer will implement value-based benefit design innovations in all health plans effective no later than July 1, 2014, which may include but not be limited to the following disease management programs: a) a prescription co-pay waiver program for individuals with chronic diseases, including diabetes, asthma, hypertension and cardio/vascular disease; b) coverage for prescription smoking cessation medications and behavioral modification counseling for individuals who agree to make an effort to quit tobacco, and c) "reward" programs for health behaviors including, but not limited to, discounts for health club memberships.
- 5) The Joint Labor/Management Advisory Committee on health care benefits may modify this Section with the goal of improving the health of the covered population.

### **Section 9. TERM LIFE INSURANCE**

The State shall provide basic term life insurance equal to 100% of the employee's salary, at premiums to be paid by the State, unless the employee is on a leave of absence as enumerated in the State of Illinois Benefits Handbook. Employees may purchase, subject to medical underwriting requirements of the Life Insurance Administrator, up to eight (8) times their annual salary for optional (member paid) term life insurance and \$10,000.00 in term life insurance for spouses and children.

### **Section 10. COMMUNICABLE DISEASES**

Department of Children and Family Services (DCFS) employees shall have access to TB (tuberculosis) testing and hepatitis B vaccine at no cost to the employee.

The method for administration of this benefit shall be determined jointly by the Department of Central Management Services (DCMS) and DCFS.

#### **Section 11. LAID OFF AND FURLOUGHED EMPLOYEES**

- 1) Certified employees on layoff status shall retain health, dental, and vision insurance coverage for a period of one month per year of service, with a minimum of six months and a maximum of twenty-four months following the effective date of the layoff with the Employer paying the full premium, single or family plan as appropriate. Employees who convert to intermittent or part-time status as a result of a layoff shall have their first year of health, dental, vision, and life insurance coverage treated as if they continued to work as a full time employee.
- 2) Employees in furlough status at the Illinois School for the Deaf and Illinois School for the Visually Impaired shall retain health, dental, and vision coverage during scheduled summer breaks with the Employer paying the full premium, single or family plan as appropriate.

#### **Section 12. COMMUTER SAVINGS BENEFIT PROGRAM**

The employer shall provide a pre-tax payroll deduction program for transportation expenses in accordance with and to the extent permitted by the Transportation Equity Act for the 21st Century (TEA-21).

#### **Section 13. PAID LEAVE FOR ORGAN TRANSPLANT DONOR**

The employer shall grant up to six (6) weeks of leave with pay for living donors of organs including, but not limited to, kidneys, bone marrow, or any other organ that may be transplanted.

#### **Section 14. HEARING BENEFITS**

The Employer shall provide benefits for hearing exams and hearing aids, up to a maximum of \$150.00 for audiologist fee(s) and up to a maximum of \$600.00 for hearing aid(s), limited to once every three years.

#### **Section 15. SAME SEX DOMESTIC PARTNERS**

A domestic partner of the same sex, enrolled prior to June 11, 2011, shall be considered eligible for coverage under the health, dental and vision plans. The State shall require reasonable proof of the domestic partnership. For purposes of this Section, a domestic partner is defined as an unrelated person of the same sex who has resided in the employee's household and has had a financial and emotional interdependence with the employee, consistent with that of a married couple for a period of not less than one (1) year, and continues to maintain such arrangement consistent with that of a married couple. The benefit shall be administered in accordance with all applicable state and federal laws. The parties recognize and agree that persons who have entered into a civil union in accordance with the Illinois Religious Freedom and Civil Union Act, 750 ILCS 75/1 et seq. (PA 096-1513) and the children of those who have entered into such a civil union shall be entitled to coverage under the health, dental and vision plans as well as to other benefits conferred by the Act. In the event the Illinois Religious Freedom and Civil

Union Act, 750 ILCS 75/1 et seq. (PA 096-1513) is repealed or otherwise rendered invalid, the civil union partner and children who were eligible to receive and who were receiving health, dental and/or vision benefits at the effective date of the repeal or invalidity shall continue to receive such benefits and coverages, and the limiting enrollment date of June 1, 2011, shall be null and void and the provisions of this section of Appendix A shall be made applicable to all same sex domestic partners who meet the definition of domestic partner contained herein.

APPENDIX C –MEMORANDA OF UNDERSTANDING

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Bargaining Unit Exclusion Procedure .....

Bierg MOU.....

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Commercial Driver’s License Drug & Alcohol Testing.....

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Layoff – Temporary, Provisional, Emergency Employees (Article XX, Sec.2 (e)) .....

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Transfer Policy for RC-6 Employees.....

Transfer Policy for RC-9 Employees.....

Union Activities MOU.....

Welfare and Welfare to Work Program – All Units.....

## **AFFIRMATIVE ATTENDANCE POLICY**

1. The Employer recognizes that personal problems may affect employee attendance and encourages utilization of the Personal Support Program.
2. Unauthorized absences shall be those absences for which time is not approved. The threshold between late arrival and unauthorized absence is one hour after the starting time. Although tardiness is not considered an unauthorized absence under this agreement, employees are expected to report to work on time each day as scheduled. Any negotiated tardiness policies shall remain in full force and effect during the life of the Master Agreement unless otherwise negotiated by the parties.

Where current practices exist, any unauthorized absence which is less than a ½ day will be treated under Article IX of the Master Contract as misuse of time inclusive of all other time related infractions (including late arrival, extended breaks and lunch hours, leaving work without authorization, etc.) as one progressive and corrective disciplinary track. However, such absences shall not be subject to #8 of this agreement.

3. Authorized dock time shall be granted when sick time has been exhausted if proper medical certification is provided within three (3) work days. It is the employee's responsibility to provide medical certification to their supervisor. Documents that do not contain the necessary elements will not be accepted and the employee will be so notified. The absences shall be considered unauthorized if acceptable certification is not subsequently provided within five (5) work days.

Proper medical certification must contain the following elements:

- a) Signature, address, and phone number of the medical practitioner (or the authorized designee);
- b) The pertinent dates in question of the illness or injury;
- c) An Indication that the employee was unable to work on the date(s) in question for the reasons of personal or family illness;
- d) The original medical statement; if the employee needs a copy management will provide.

Notwithstanding the above, the Employer may accept an electronically generated statement with an electronic signature or a facsimile with cover page, as long as the necessary information is provided as set forth in 3(a), (b), (c) and (d).

Vacation, holiday, compensatory and personal business time shall be requested in advance, except in emergency situations and as set forth in Paragraph #5. If no personal business, vacation, holiday or compensatory time is available, authorized dock time shall be approved for emergency situations, subject to verification of the emergency situation.

4. Authorized dock time under these circumstances is limited to five (5) days within a twelve (12) month period, unless approval for more time is granted by the authorizing

supervisor. Employees who have used all allowable authorized dock time shall be informed of their right to apply for an appropriate leave of absence. Employees who have been on proof status within the previous three (3) months shall have no right to authorized dock time.

5. All employees' requests for benefit time usage must be supported by a request for time off form submitted by the employee. In accordance with agency practice, requests for available benefit time other than unscheduled sick leave, emergency personal business and inclement weather situations, shall be made reasonably in advance, in writing, using the proper form. Consideration of such requests shall be in accordance with the Master Agreement.

Where current practices exist, same day call-in requests for vacation, compensatory, and holiday time shall be made only when it is not possible to request such time in advance and in writing using the appropriate form. When an employee is claiming that it is not possible to request the vacation, compensatory or holiday time reasonably in advance in writing, the Employer has the right to inquire as to why it was not possible, although such inquiry may only be made when reasonable grounds exist to suggest abuse. Same day call-in requests for vacation, compensatory or holiday time shall not be denied unless a bona fide operating need exists to do so. Under no circumstances will such request be denied solely because a request is called-in on the day requested. The form must be provided to the supervisor no later than two (2) of the employee's workdays after the employee's return from the absence.

Supervisors must ensure that the form is readily available to the employee. Failure of the employee to provide this form may result in the absence being considered unauthorized, and the employee may be docked and disciplinary referral may be initiated. If the employee subsequently submits the form within two (2) of the employee's workdays after notification of being docked, the determination of an unauthorized absence shall be corrected.

6. Supervisors must process all completed forms generated from call-ins within five (5) calendar days of submission, either approving or disapproving the request.
7. As long as the employee meets the applicable Leave of Absence requirements, the Employer will approve leave for the time frame documented, including request for short-term leaves.

It is the employee's responsibility to provide proper medical certification to their supervisor. Documents that do not contain the necessary elements will not be accepted and the employee will be so notified. The absences shall be considered unauthorized if acceptable certification is not subsequently provided within five (5) workdays. Proper medical certification must contain the following elements:

- a. Signature, address, and phone number of the medical practitioner (or authorized designee)

- b. The pertinent date(s) in question of the illness or injury.
- c. An indication that the employee was unable to work on the date(s) in question for reasons of personal or family illness.
- d. The original medical statement must be submitted; if the employee needs a copy management will provide.

Notwithstanding the above, the Employer may accept an electronically generated statement with an electronic signature or a facsimile with cover page, as long as the necessary information is provided as set forth in 7(a), (b), (c) and (d).

- 8. Unauthorized absences shall be subject to the following corrective and progressive disciplinary action:

A.

Occurrence	Unauthorized absence with call-in
1 <sup>st</sup>	Counseling
2 <sup>nd</sup>	Oral reprimand
3 <sup>rd</sup>	Written reprimand
4 <sup>th</sup>	2 <sup>nd</sup> Written reprimand
5 <sup>th</sup>	1 day suspension
6 <sup>th</sup>	3 day suspension
7 <sup>th</sup>	5 day suspension
8 <sup>th</sup>	7 day suspension
9 <sup>th</sup>	10 day suspension
10 <sup>th</sup>	15 day suspension
11 <sup>th</sup>	20 day suspension
12 <sup>th</sup>	Discharge

- B. Each day of unauthorized absence shall be considered a separate offense for the purposes of progressive discipline.
- C. Each day of unauthorized absence without a call-in shall be considered as two offenses, and appropriate progressive discipline shall be administrated pursuant to Paragraph 8.A. above.

Under this Affirmative Attendance Agreement, except for the last offense before discharge, no employee will serve any suspension time. Employees will be given the usual notice of a suspension but will be expected to report to work and lose no wages. An employee will only serve five (5) days of actual suspension time for the last offense prior to discharge.

- D. The parties agree that this section does not alter the provision in Article IX of the Master Agreement regarding discharge for five (5) consecutive days of unauthorized absence with no call-in (XA).



9. Discipline will be considered timely and progressive based on a rolling 24-month period. If the last disciplinary action is more than 24 months old, the progression will start over.
10. Employees not covered by an Affirmative Attendance Agreement prior to the effective date of this agreement shall be considered to have committed no offense. Employees, who have discipline under a prior Affirmative Attendance Policy, shall be placed on the closest step of the discipline track for the same offense that does not represent an increase in the level of discipline.
11. The Employer recognizes that personal problems may affect the attendance of employees. Upon request by the local Union president or designee, employees will be afforded a joint Union/Management consultation at the last suspension prior to discharge. The purpose of such consultations will be to provide guidance and counseling to the employee as to the need for their services, the consequences of continued unauthorized absences, the ability of services for problems, specifically including PSP, which may be identified and the ability to request a leave of absence.

After training materials have been distributed to those Agencies previously not covered under an Affirmative Attendance Policy, the Employer will start the Affirmative Attendance Policy. Additionally, Agencies and the Union shall establish joint training program presentations in those Agencies previously not covered under an Affirmative Attendance Policy at the request of either party. In the event a training program is presented, the Employer will initiate the Affirmative Attendance Policy within one month upon completion of the presentation.

12. This agreement supersedes any other agreement(s) on this issue.

Executed: September 5, 2008

Renewed: July 1, 2012

### **Alternate Work Schedules/Telecommuting**

Upon request of the Union, an agency shall meet to determine which position classifications may be eligible to participate in alternative work schedules (nine-day or four-day work schedules/job sharing) and/or telecommuting. If the agency determines its own needs may appropriately be met by allowing an employee(s) the opportunity to have an alternative work schedule or to telecommute, the Employer shall grant the request(s). Such determination shall not be arbitrary or capricious.

Where more employees request the opportunity to have an alternative work schedule or to telecommute than positions available, the employee who demonstrates the greatest personal need shall have preference. Should these employees display the same or similar personal need(s), it shall be granted to the most senior employee.

Executed: September 5, 2008

Revised: July 1, 2012

## **Memorandum of Understanding AFSCME Benefits Trust**

The Employer shall make payable to the AFSCME Benefits Trust an amount equal to \$35.00 per employee each fiscal year for purposed of administering an EAP program for employees the Union represents.

Such payments to the AFSCME Benefits Trust shall be made based upon the number of employees represented by AFSCME on the payroll as of May 30 of the prior fiscal year and shall be released pursuant to the terms of the vendor contract signed by AFSCME Benefits Trust and the Department of Central Management Services.

The AFSCME Benefits Trust shall certify that state funds are not being used to subsidize benefits for employees of any other employer.

### **Side Letter Bargaining Unit Exclusion Procedure**

The Process enumerated herein exists to allow the Employer and the Union to come to an agreement on changes in the excluded or included status of existing permanent positions, either filled or vacant, within titles covered by the bargaining unit. The parties intend to use this process to avoid litigation before the Illinois Labor Relations Board (ILRB) regarding changes in status of certain positions and regarding status of vacant positions the State is contemplating filling.

1. If the employer intends to exclude a vacant position from the Bargaining Unit, or the Union intends to include a previously excluded position in the Bargaining Unit, the moving party will notify the other party via fax or phone of its intent. The Employer/Union will provide information to the other party, such as the reason for the inclusion/exclusion, the affected Agency involved, the position number, the incumbent (if applicable), the job description, or any other documentation deemed relevant by the parties. The Employer/Union will respond, in writing, as to its position regarding the information within ten (10) working days.
2. If the parties reach an agreement regarding the inclusion or exclusion of a position, a joint unit clarification petition on that position will be filed with the ILRB. The parties shall operate as if the petition has been granted pending certification of the petition.
3. If the parties do not reach agreement and the issue is scheduled for hearing, the parties' representatives shall have further discussions to attempt to reach an agreement. If no agreement can be reached, the hearing will proceed as scheduled.
4. For "split titles" that exist as of the date of this Side Letter, the parties agree to file joint petitions within 90 days of the date of this Side Letter to amend the ILRB certifications so that all positions within said titles are included within the AFSCME

bargaining units, with the exception of those positions specifically identified as excluded.

5. The Parties agree that those individual positions currently excluded from AFSCME bargaining units by existing labor board certifications shall continue to be excluded in the petitions referenced in paragraph four above. Both Parties reserve the right to seek labor board determination to resolve any remaining dispute over positions that are inappropriate for inclusion or exclusion.

Executed: September 22, 2004

Renewed: July 1, 2012

**Memorandum of Understanding  
Between  
AFSCME Council 31  
And  
Central Management Services**

The parties agree that they shall not cite or refer to as precedent State of Illinois Department of Central Management Services, Corrections, and Juvenile Justices, and AFSCME Council 31 (class action facility closure) AFSCME Nos. 2012-07-38775, 2012-07-38876, CMS Arb. No 12-120 (Bierig October 27, 2012).

**BUMPING OF A TRAINEE EMPLOYEE**

The parties agree that during the implementation of Article XX, Section 3 (c) through (h) (bumping), an employee in a trainee position classification within the classification series or an employee in a trainee position classification who has a targeted title to a position within a classification series of an employee subject to layoff shall be included in the bumping process.

Executed: September 5, 2008

Renewed: July 1, 2012

**CALL-BACK PAY**

It is understood by the parties that any employee called back to work outside his/her regularly scheduled shift shall be paid a minimum of 2 hours pay each and every time he or she is required to go out, that is to leave the employee's residence and return to the worksite or area of assignment.

Executed: July 1, 1986

Renewed: July 1, 2012

## **CLOSURE OF A FACILITY**

It is understood by the parties that within sixty (60) days of the Employer's announcement of the closure or conversion of a facility (facility as defined in Definition of Terms d)2)), the parties agree to negotiate over such matters that may impact upon employees covered by this agreement on questions of wages, hours and other conditions of employment.

Executed: July 1, 1986

Renewed: July 1, 2012

## **COMMERCIAL DRIVER'S LICENSE**

Employees may only be required to possess a commercial driver's license if it is required by the classification specification, or if it is a bona fide requirement in the job description. Employees whose position requires possession of a commercial driver's license or who the Employer requires to operate a vehicle requiring a commercial driver's license pursuant to the Commercial Motor Vehicle Safety Act shall be provided reasonable time off without loss of pay to participate in training the employee might need to prepare for passage of the commercial driver's test and to take the test itself. The Employer shall allow the use of an available truck or bus for the driving portion of the initial or renewal of a CDL license at the nearest testing facility to the employee's work site, with supervisory approval. Such use shall be only for an initial or renewal test and not as a result of a failed test.

The Employer shall also make available its vehicles to employees who shall be granted reasonable amounts of time without loss of pay to practice for the driving portion of the commercial driver's test.

Employees shall be permitted to continue employment in their position even if they have not passed the commercial driver's test as long as the law allows them to continue operating their assigned vehicle(s).

Employees who are not permitted by law to operate their assigned vehicle because of their failure to pass the commercial driver's exam shall be considered as subject to layoff for the purposes of exercising transfer or voluntary reduction rights pursuant to Article XX, Section 3j or 3k of the Master Agreement, but shall not be entitled to rights pursuant to Article XX, Section 3a through 3i.

Employees who are unable to exercise rights under Article XX, Section 3j or 3 k of the Master Agreement shall be terminated and entitled to recall, only if they possess the necessary driver's license, or to a position in which previously certified, for a period not to exceed two years.

It shall be the employees' obligation to inform the Employer that they have received the license.

Executed: July 1, 1991

Revised: September 5, 2008

Renewed: July 1, 2012

## CDL DRUG AND ALCOHOL TESTING

The parties agree in order to protect the safety of employees and the public, the workplace should be free from the risk posed by employees impaired by the abuse of alcohol and controlled substances. While the parties recognize that abuse of alcohol and controlled substances is a treatable illness, employees found to be impaired while on duty shall be subject to discipline.

Employees who, because of the requirements of their position, are required to possess a Commercial Driver's License (CDL), shall be subject to drug and alcohol testing according to the following:

Employees Bidding on Positions Requiring a CDL: An employee covered by the Master Contract who bids on position requiring a CDL shall be subject to the same drug testing procedures as employees currently in a position requiring a CDL. If such an employee tests positive, the employee shall be discharged.

Post-accident: Where the accident involved the loss of human life or the employee received a citation for a moving traffic violation arising from the accident.

Random: Annual testing of safety-sensitive employees for alcohol and controlled substances pursuant to the guidelines utilized by the Federal Department of Transportation.

Reasonable Suspicion: As provided in this Agreement.

Testing Procedures: All testing procedures shall meet no less than the minimum standards established under the U.S. Department of Transportation regulations.

Employee Notification: Employees subject to this Memorandum shall receive a copy of the Memorandum.

Reasonable Suspicion: Reasonable suspicion exists if specific objective facts and circumstances warrant rational inferences that a person may be under the influence of alcohol or a banned substance. Reasonable suspicion may be based upon among other matters:

- a. Observable phenomena such as direct observation of use or the physical symptoms of using or being under the influence of controlled substances such as, but not limited to: slurred speech, direct involvement in a serious accident, or disorientation.
- b. A pattern of abnormal conduct or erratic behavior.
- c. Information provided either by reliable and credible sources or which is independently corroborated.

Positive Test Results: All drug and alcohol test results will be reviewed and interpreted by a Medical Review Officer (MRO). If the laboratory reports a positive result to the MRO, the MRO will contact the employee and will interview the employee to determine if there is an alternative medical explanation for the drugs found in the employee's urine specimen. If the employee provides appropriate documentation and the MRO determines that it is legitimate medical use of the prohibited drug, the drug test result is reported as negative to the Employer. The employee will be required to sign a release of information in the event that a physician must be contacted for clarification or verification.

Nothing precludes an employee from seeking reimbursement costs for a test pursued by the employee which proves the employee was not positive as indicated in the original test.

Confidentiality of Records: Records concerning testing of employees will be maintained confidentially.

Refusal to Test: Refusal to submit to a test, attempts to tamper or adulterate the test, or positive results which cannot be justified will be considered a positive finding.

Discipline: If just cause is established as a result of the predisciplinary meeting, discipline for violations shall be discharge.

Employee Assistance Programs: The Employer and the Union fully support the employee assistance programs and encourage employees to seek the confidential services of AFSCME's PSP program. These programs play an important role by providing employees an opportunity to eliminate illegal drug use. Referral can be made to appropriate treatment and rehabilitative facilities who follow-up with individuals during their rehabilitation period to track their progress and encourage successful completion of the program.

Executed: May 21, 1996

Renewed: July 1, 2012

## **DATA PROCESSING SERIES**

The parties agree that the Master Agreement, Schedule A, Parts III (RC-14) #13 and IV (RC-28) #13 shall read as follows:

Data Processing Operator Trainee	(RC-14)
Data Processing Operator	(RC-14)
* Data Processing Assistant	(RC-14)
* Data Processing Technician Trainee	(RC-28)
Data Processing Technician	(RC-28)
Data Processing Specialist	(RC-28)
Data Processing Administrative Specialist	(RC-28)

It is agreed that vacancies in the Data Processing Technician will be posted for 10 days in accordance with Article XIX, Filling of Vacancies procedures, prior to the hiring of Data Processing Technician Trainees, and that Data Processing Assistants will be considered as having first priority. However, if there are no eligible bidders, nothing in this Memorandum precludes the Employer from filling trainee positions with new hires.

(\*Note: These classes are in the same pay grade. In the event that Data Processing Assistants or Data Processing Operators are selected as Trainees, it is understood that all such transactions shall be processed in accordance with current procedures and contractual provisions.)

Executed: October 9, 1991

Renewed: July 1, 2012

### **DAY CARE**

It is understood by the parties that, subject to all applicable laws, rules and regulations, there shall be an opportunity for eligible employees to obtain at least a portion of their dependent day care costs on a favorable tax basis effective October 1, 1986.

Executed: July 1, 1986

Renewed: July 1, 2012

### **DAY CARE FEASIBILITY**

Upon request, the Employer agrees to conduct daycare feasibility studies in those agencies at each worksite with 50 or more employees.

Effective: July 1, 1994

Renewed: July 1, 2012

### **DISASTER SERVICE VOLUNTEER LEAVE**

Pursuant to Public Act 87-638, an employee who is a certified disaster service volunteer of the American Red Cross may be granted leave from his/her work without loss of pay for not more than 20 working days in any 12 month period. Such leave shall be for the purpose of participating in specialized disaster relief services for the American Red Cross in the State of Illinois. The leave shall be at the request of the American Red Cross and subject to approval of the employee's agency director.

Executed: November 12, 1991

Renewed: July 1, 2012

**MEMORANDUM OF UNDERSTANDING**  
**Disaster Volunteer Leave – Terrorist Attack**

In order to provide needed volunteer assistance in response to the terrorist attack that occurred on September 11, 2001, any employee, exempt those in temporary, emergency or per diem status, may be granted leave with pay for up to 20 working days in any 12 month period if such leave is requested by the American Red Cross or the Illinois Emergency Management Agency and approved by the employee's agency.

Executed: September 24, 2001

Renewed: July 1, 2012

**Memorandum of Understanding**  
**Between**  
**AFSCME Council 31**  
**And**  
**Central Management Services**

In the administration of Article IX, § 1 (A) and Article V of the Master Agreement, the parties may resolve disciplinary grievances by executing an agreement that is without prejudice or precedence in the disposition of other cases and may not be utilized in any subsequent proceedings except for the enforcement of its terms.

An agreement without prejudice or precedence does not, however, bar the Employer from using its disposition when formulating future discipline concerning the same employee addressed in the agreement.

For Arbitration hearings only, evidence of the discipline arising from the agreement shall be limited to: (1) the settlement agreement; (2) the grievance (if any); and (3) the charge, provided however, that pursuant to Article IX, § 6 (a) of the Master Agreement, the charge must be a clear and concise written statement of the reasons for the discipline.

The decision as to whether a grievance should be resolved with or without precedent and prejudice should be made on a case-by-case basis.

**EXCEPTIONS TO THE 7 1/2 HOUR DAY**

With regard to Section 3 of the Hours of Work Article, all employees currently working an eight hour day will be placed on a 7 1/2 hour day, except the following positions which remain on the eight hour day:

Switchboard Operators I and II at Department of Human Services facilities Chicago-Read, Shapiro, Ludeman, Kiley, Jacksonville, Alton, Murray, Choate, and Department of Human Services'



Jacksonville Visually Impaired and Deaf Schools and Veterans'  
Affairs.

Executed: July 22, 1977

Renewed: July 1, 2012

## **FAIR SHARE - ALL UNITS**

### **Supplemental Agreement Between the State of Illinois and the American Federation of State, County and Municipal Employees, AFL-CIO**

Pursuant to Section 3(g) of the Illinois Public Labor Relations Act effective July 1, 1984, the parties agree that if AFSCME has or attains majority Union membership of those employees covered by the Master Agreement, or receives a majority decision by referendum as set forth below, subsequent to July 1, 1984, the following shall be applicable: Employees covered by this agreement who are not members of the union or do not make application for membership, within fifteen (15) days of employment, shall be required to pay, in lieu of dues, their proportionate share of the cost of the collective bargaining process, contract administration and the pursuance of matters affecting wages, hours and conditions of employment, but not to exceed the amount of dues uniformly required of members. The proportionate share payment, as certified by the Union pursuant to Section 6(e) of the Illinois Public Labor Relations Act, shall be deducted by the Comptroller from the earnings of the non-member employees and shall be remitted semi-monthly to the Union. Majority status shall be verified by the Comptroller's Office or mutually agreeable means through the calculation of employees making dues deductions as of July 1, 1984, or any time thereafter. If such certification by the Comptroller's Office shows a majority status of bargaining unit employees being Union members, the proportionate share provision shall be implemented during the pay period following such certification.

Should any employee be unable to pay their contribution to the Union based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member, such amount equal to their fair share shall be paid to a non-religious charitable organization mutually agreed upon by the employee affected and the Union. If the Union and employee are unable to agree on the matter, such payment shall be made to a charitable organization from an approved list of charitable organizations established by the Illinois State Labor Relations Board. The employee shall, on a monthly basis, furnish a written receipt to the Union that such payment has been made.

If majority of employees covered by the Master Agreement are not Union members, the exclusive bargaining agent may request a referendum of bargaining unit employees to determine whether or not the proportionate share provision shall apply to non-Union members. The referendum will be conducted within sixty (60) days of the Union's request by the American Arbitration Association. Such election shall be conducted by secret mail ballot and any cost associated with the process shall be assumed by the exclusive bargaining agent. If it is determined by the normal and standardized ballot and election procedures established by AAA that a majority of valid votes cast favor the proportionate share provision, such provision shall be implemented in the pay period following the certification of election results. Such

proportionate share provision shall remain in effect for the duration of the Agreement. If the majority of valid votes cast do not favor the proportionate share provision, such provision shall not be implemented and the exclusive bargaining agent is precluded from requesting another election within one year of the certification of election results. The question on the ballot shall be "Shall the employees in this bargaining unit who are not members of the exclusive bargaining agent, AFSCME, pay a proportionate share of the cost of the collective bargaining process, contract administration, and pursuing matters affecting wages, hours and conditions of employment?"

For purposes of determining majority membership, or eligibility to vote in an election, the count or voter list will be based on those employees on the payroll in the most recent pay period.

The parties shall request the Comptroller to provide to the Union a monthly computer tape for all bargaining units listing each employee and the amount deducted for dues or fair share fees.

#### Union Orientation (Bargaining Units Without Fair Share Only)

a) By mutual arrangement regarding time and place with the Employer, the Union shall be allowed to orient, educate and update each employee for up to one (1) hour during the term of the contract for the purpose of informing employees of their rights and obligations under this collective bargaining agreement, and without loss of pay for the employees involved. Such attendance by employees shall be on a voluntary basis. New hires shall be included in such orientation during the first week of their orientation or training.

b) The Employer shall inform the Union of all such hirings and the Union shall inform the Employer of the Union representative who will carry out the Union orientation.

Executed: December 12, 1984

Renewed: July 1, 2012

### **FLEXIBLE HOURS ARTICLE XII, SECTION 12**

In interpreting the Flexible Hours provision the parties recognize as precedent Arbitrator Witney's ruling in 14-151-84 that "The employee's right to flextime must be balanced against the work requirements of the Employer. Full consideration of the establishment, adjustment or discontinuation of flextime must be given to both elements of the equation. Such determinations must be made on a case-by-case basis in the light of the evidence which bears upon the issue. Should the evidence demonstrate that flextime interferes with the work requirements of the Employer, an employee is not entitled to flexible hours despite whatever compelling reasons an employee offers to obtain the benefit. On the other hand, where the designation of a flextime position does not conflict with the work requirements or operating needs of the Employer, the employee is entitled to a flexible hours schedule." (Pursuant to P.A. 79-558)

Executed: July 1, 1986

Renewed: July 1, 2012

## **GOVERNOR'S VOLUNTEER INITIATIVE**

Programs under the Governor's Volunteer Initiative will be viewed as supplemental to, not a replacement for, bargaining unit work. Specifically, programs will not be directed to displacing currently employed staff, reducing hours, reducing the level of funding for personal services that would otherwise be made available for non-volunteer work or reduction in the customary level of services provided by employees.

Such programs may be maintained in which volunteers are doing bargaining unit work except when:

- a. a bargaining unit position normally performing such tasks is vacant within the appropriate organizational unit and there are sufficient unreserved funds in personal services available, or the Agency has legally determined that other funds are available that can be utilized to pay employee(s) in a vacant position.
- b. a bargaining unit employee qualified to perform such tasks is on layoff within the organizational unit and there are sufficient unreserved personal services funds available or the Agency has legally determined that other funds are available that can be utilized within such unit to pay employee(s).

If funds are not available and volunteers are utilized, in the following fiscal year the Agency shall make every effort to secure funds to fill the vacant position(s) and/or recall the laid off employees if it wishes to continue the utilization of said volunteers. The Agency will keep the Union informed of the efforts being made to secure funds to fill the vacant position(s) and/or recall the laid off employees.

Notice of each volunteer program under the Initiative will be made to AFSCME Council 31, identifying the work locations and summarizing the type of tasks to be performed.

Executed: April 29, 1993

Renewed: July 1, 2012

## **GRACE PERIODS, LATE ARRIVALS, EARLY DEPARTURE**

1. All past practices in the Department of Health Care and Family Services concerning all grace periods regarding tardiness and all past practices regarding the three times tardy per month and excused early departure leave shall cease effective December 31, 1984.
2. The Employer will establish policies and/or criteria relating to above matters that will be consistent with similar programs of other State agencies.

3. The new policies will be applied in a uniform, objective, non-arbitrary and non-capricious way.
4. The Employer agrees that violations of the new policies will solicit supervisory responses which give due consideration to mitigating circumstances, if they exist and other related factors.
5. Employees whose attendance stayed within the parameters of the previous guidelines will start with a clean slate with regard to the above-referenced matters.

Executed: December 12, 1984

Revised: July 1, 2012

### **GROUND RULES FOR MULTI-AGENCIES AFSCME STEP 3 GRIEVANCE COMMITTEE**

1. To orderly facilitate the disposition of grievances on each monthly Step 3 agenda, the parties agree to conduct the Step 3 committee meetings in a manner that is supportive of the Statement of Principle in Article V of the Master Collective Bargaining Agreement.
2. The monthly meetings shall be scheduled pursuant to Article V, Section 2, Step 3. Each session shall begin at 9:00 a.m. and end at 5:00 p.m. at a mutually agreed location.
3. The parties agree there shall be one spokesperson for the Employer and one spokesperson for the Union. However, either party may call upon a member of their respective teams on an as needed basis.
4. The Agency shall send to Central Management Services all third level grievances received from the Union each month. Central Management Services will prepare the master agenda which shall then be sent to the Union ten (10) working days prior to the scheduled meeting. The Union shall return such draft with additions and modifications five (5) working days prior to the meeting. A grievance will not appear on the third level agenda unless a signed and dated grievance has been presented to the Agency Head or designee. The Employer reserves the right to raise the issue of timeliness pursuant to Article V.
5. Grievance resolutions shall be signed by the parties at the meeting using an agreed upon form, unless the parties mutually agree otherwise.
6. Travel and attendance at the meeting shall be pursuant to Article V, Section 2, Step 3. The Employer reserves the right to require sign-in sheets to verify attendance.

Executed: July 1, 2000

Renewed: July 1, 2012

## **ILLINOIS SELF-INSURED MOTOR VEHICLE LIABILITY PLAN**

It is understood by the parties that, pursuant to the Illinois Self-Insured Motor Vehicle Liability Plan, employees (insureds) are covered for motor vehicle liability insurance when acting for and on behalf of the Employer while within the course of employee's employment. It is understood that private automobile insurance carried by a State employee is considered primary, and must be exhausted before the State's liability plan is engaged. If other insurance is in force, coverage under the State's plan shall be excess over the other insurance. It is understood that the Illinois Self-Insured Motor Vehicle Liability Plan makes no provision for physical damage to vehicles owned by employees (insureds).

Executed: July 1, 2000

Renewed: July 1, 2012

### **Memorandum of Understanding Between AFSCME Council 31 And Central Management Services**

The parties agree that, per Article IX, § 1 of the Master Agreement, "[d]iscipline shall be imposed as soon as possible after the Employer is aware of the event or action giving rise to the discipline and has a reasonable period of time to investigate the matter. . . ."

The parties further agree that the three part test set forth in AFSCME Council 31 and State of Ill., Dep't of Mental Health (Cleo Newman Discipline), AFSCME No. 94-09-12935, CMS Arb. No. 2321 (Nielsen 1995), is appropriate for applying Article 9, § 1.

1. whether the lapse in time, on its face indicates that the State did not impose discipline "as soon as possible;"
2. whether the delay may be reasonably explained; and
3. whether the delay, if reasonably explained, either so impeded the grievant's ability to mount a defense, or otherwise prejudiced the Grievant that the State should be barred from imposing discipline.

Id. at 31.

### **INTERMITTENT CONVERSION DEPARTMENT OF EMPLOYMENT SECURITY ONLY ARTICLE 20, SECTION 5**

Employees shall be permitted to convert to an Intermittent title in lieu of layoff, provided the employee has been previously certified in the classification series of the Intermittent title.

Those employees who choose to convert to intermittent status to avoid layoff shall retain recall rights to their former position classification.

(RC-62 Only)

An intermittent employee with a minimum of 13,650 hours of continuous service who is non-scheduled for two (2) consecutive pay periods shall be permanently assigned, upon request, to any other cost center in his/her region where work is available and a less senior intermittent is scheduled. Such transaction will not require posting. This option may only be exercised once in a federal fiscal year (October 1 through September 30). Such employee shall, however, be entitled to return to the cost center assignment held immediately prior to exercising this option at any time during the federal fiscal year.

Renewed: July 1, 1997

Renewed: July 1, 2012

#### **INTERNET ACCESS TO THE CMS JOB POSTING SYSTEM**

The Employer will provide the Union with a link to the CMS Job Posting System on the Union's website ([www.afscme31.org](http://www.afscme31.org)).

Executed: July 1, 2004

Renewed: July 1, 2012

#### **Side Letter Labor Pool**

The parties agree to establish a committee to discuss the feasibility of a labor pool of bargaining unit employees. Such committee shall meet no later than November 1, 2013 with the goal of determining whether it is feasible to establish a pool by July 1, 2014.

Executed: July 1, 2012

#### **LAYOFF PLAN**

No layoff plan shall be established which results in the positioning of a non-bargaining unit employee for a vacant position which otherwise would subsequently have been available to a bargaining unit employee on layoff, or targeted for layoff pursuant to Article 20, Sections 3 and 4.

Executed: July 1, 1994

Renewed: July 1, 2012

**LAYOFF**  
**TEMPORARY, PROVISIONAL, EMERGENCY EMPLOYEE-**  
**ARTICLE XX, SECTION 2 (e)**

The parties agree that the intent of Article XX, Section 2 (e), Layoff - General Procedures, is that temporary, provisional, and emergency employees, inside or outside the organizational unit but in the work location, in the same position classification as an employee subject to layoff or in a position classification performing substantially similar duties as set forth in the laid off employee's position description, shall be terminated non-certified only if a certified or probationary employee subject to layoff elects to and is qualified to perform the duties of a temporary, provisional or emergency employee. The certified or probationary employee shall perform the duties for the remainder of the temporary, provisional or emergency appointment. Upon completion of that time frame, such employee may be considered laid off and shall have recall rights as set forth in Article XX, Section 4, Recall.

This procedure, if applicable, shall take place upon completion of the process set forth in Article XX, Section 3, Bumping and Transfer in Lieu of Layoff and shall not be applicable to employee(s) who have exercised his/her rights under Article XX, Section 3, Bumping and Transfer in Lieu of Layoff (i.e. employees who bump or select a vacancy).

In the event there are additional temporary, emergency or provisional appointments remaining within the agency beyond that provided herein, the parties shall meet to discuss additional opportunities for placement in the remaining appointment(s) performing same or similar duties for the employee(s) subject to layoff which shall be implemented upon mutual agreement.

Executed: July 1, 2004

Revised: September 5, 2008

Revised: July 1, 2012

**LIGHT DUTY**

Agencies (The Departments of Corrections, Juvenile Justice, Human Services, Natural Resources, Veterans Affairs and the Illinois State Police) who have light duty policies in effect July 1, 2008 shall have such policies and practices continue, and such policies and practices shall not be affected by the policies set forth herein. Agencies without existing light duty policies, or policies which do not extend to all its employees, or to non-service connected illness or injury shall be governed by the policy set forth below.

An employee who has suffered a service connected injury or illness, or who is unable to perform his/her regular duties for a period of more than sixty (60) calendar days, shall be assigned to light duty provided the Employer determines that a suitable light duty assignment is available. Such determination shall not be arbitrary or capricious. However, by mutual agreement an agency and the Union may agree to a shorter time frame for eligibility subject to the approval of the Department of Central Management Services. Light duty assignments shall be subject to the following provisions:

1. Employees shall be assigned to light duty provided that the treating physician indicates in writing that the employee is capable of returning to work and performing light duty and will likely be able to return to full duties within 120 days of the employee's evaluation.
2. Employees on light duty on the effective date of this agreement may continue performing light duties consistent with this policy if their doctor indicates in writing that they will likely be able to return to full duties within 120 days.
3. If at the end of a 120 day period; an employee, in the opinion of the treating physician, is not capable of performing full duties, he/she shall continue on light duty with the approval of the treating physician for a period of thirty (30) days.
4. Up to two (2) additional thirty (30) day extensions shall be granted if necessary, but in no instance shall an employee be permitted to remain on light duty more than two hundred ten (210) days, except for that period of time which preceded the date of this agreement.
5. A task force composed of up to three (3) union and three (3) management representatives is hereby established in each agency to develop a list of tasks that employees on light duty may be required to perform except that in agencies with 24 hour facilities, such task force shall be on a facility basis at the request of either party. At the request of either party, a statewide task force comprised of up to three (3) union and three (3) management representatives shall also be established.
6. Prior to assignment on light duty, the union, management, and the employee shall meet to discuss the employee's assignment. Such assignments shall be made within the limitations set by the treating physician.
7. If management desires to change an employee's light duty tasks, it shall again meet with the employee and the union representative to repeat the process herein as set forth in #6.
8. In the case of a dispute between management and the union, the Union and the affected employee retain the right to grieve the assignment.
9. Any change in work schedule (shift or days off) will only be done by agreement with the Union and the Employer.
10. The employee shall receive his/her base rate of pay and benefits consistent with his/her classification.
11. Current practices regarding an employee on light duty being counted or not counted as part of a staffing minimum shall continue.
12. Employees on light duty shall not be in an overtime rotation unit, shall not be mandated to work overtime, and shall not be permitted to volunteer for overtime assignments, unless mutually agreed otherwise at the agency level.



13. The Union may initiate an expedited grievance at the Agency level over any violation of this policy.
14. In no case shall an employee be placed in an area that will pose health or safety risks to the employee or other staff.
15. If an employee is assigned a task beyond the limitations set by the treating physician, the employee shall have the right to refuse such task.
16. Light duty assignments shall be temporary in a nature and shall not be considered permanent vacancies as set forth in Article XIX.
17. In the event that there are less light duty assignments available than employees who are eligible, first priority shall be given to employees with service connected illness or injury. However, no employee shall be removed from light duty in order to give priority to an employee with a service connected illness or injury.
18. Employees do not waive any rights to Worker's Compensation benefits by participating in the program.  
Executed: September 5, 2008  
Renewed: July 1, 2012

**Mandatory Overtime Memorandum of Understanding  
DOC, DJJ, DHS and DVA Facilities**

The parties agree that mandatory overtime should be the exception and not the norm of State operations and that employees shall not be disciplined for refusing a mandation to work overtime hours unless such mandation occurs in unforeseen or unusual circumstances beyond the control of the Employer, including unexpected absences discovered at the commencement of a shift. The elimination of mandatory overtime as a norm in state facility operations shall not compromise security in youth centers and prisons, or resident/veteran to staff ratios in DHS or DVA facilities.

Accordingly, no mandatory posts in DOC or DJJ shall be eliminated (including conversions from mandatory to "mandatory as needed") nor shall any staff ratios (other than a reduction based upon resident/veteran's acuity needs) in DHS or DVA facilities be reduced prior to notification and, upon request by the Union, a meeting between the parties concerning the reasons for the proposed changes.

Pursuant to paragraph one above, this MOU shall not otherwise alter overtime procedures, nor shall there be a diminution of the number of employees permitted to take days off on any shift at any facility.

In the event there is a material expansion of beds operated by a Department, the parties shall meet to discuss its impact on this Agreement and determine whether additional staff is needed.

The Employer shall provide to the Union the following most recent available information for each facility in DOC, DHS, DJJ, and DVA, on the 15<sup>th</sup> of each month:

1. number of inmates/juveniles
2. number of residents
3. number of frontline staff
4. number of overtime hours worked, including number of overtime hours worked by each individual working overtime
5. number of mandatory overtime hours worked

Revised: July 1, 2012

### **NEW, MERGED, OR CHANGED CLASSIFICATION- SALARY GRADE**

If after good faith impact bargaining, the parties are unable to reach agreement on the proper pay grade for a new, merged, or changed classification, the reasonableness of the proposed salary grade shall be arbitrated pursuant to Article XXVI, Section 8.

Executed: July 1, 2000

Renewed: July 1, 2012

### **NEW POSITIONS WITHIN A SPLIT CLASSIFICATION**

On those instances where a new position is created and it is within a classification title that is part of a split classification, i.e., some employees are determined to be included and others excluded, the following procedure will be implemented:

- The Employer shall promptly notify the Union when it intends to create a new position within a split classification.
- The parties will meet as soon as possible after the position has been established to determine if the position should be included or excluded from the bargaining unit and to jointly stipulate that agreement to the State Labor Relations Board.
- If included, the new position shall be posted pursuant to Article XIX of the Master Agreement.
- If the Employer and the Union are not able to agree on the inclusion of a new position within a split classification, the Union may file a representation petition pursuant to the Illinois Public Labor Relations Act.
- In the event the parties were unable to agree on the inclusion of a new position within a split classification and if the State

Labor Relations Board subsequently determines that the position should be included in the bargaining unit, such position shall be subject to the provisions of the Contract at the time it is determined, by the State Labor Relations Board to be included in the bargaining unit.

Renewed: July 1, 2012

## **NON-CODE EMPLOYEES**

Positions exempt or partially exempt from the Personnel Code due to the scientific, technical or engineering nature of the duties or as set forth in the Illinois Horse Racing Act of 1975 (230 ILCS 5 et. seq.), as determined by statute, that are included in a classification covered by the Master Collective Bargaining Agreement shall be subject to the provisions of the Master Agreement.

It is understood that for the purpose of Filling of Vacancies and Layoff non-code employees shall have no contractual rights to code positions and code employees shall have no contractual rights to non-code positions. Therefore, the Filling of Vacancies and Layoff language shall be applied to non-code employees separate and apart from code employees within the affected agency.

However for Layoff purposes only, a non-code employee shall be allowed to bump into a previously certified code position or a code position in a lower title in a previous certified series. A non-code employee shall be offered a vacant code position for which he/she is qualified and eligible to avoid layoff in his/her employing agency pursuant to Article XX, Section 3 (j) or any other agency pursuant to Article XX, Section 3 (k). Such employee must meet the minimum qualifications for the vacancy as determined by the Department of Central Management Services. For the period a non-code employee is in laid off status and on a recall list, a non-code employee shall request to the Department of Central Management Services that he/she have rights to bid on code positions pursuant to the Intra-Agency Transfer on Recall as set forth in Article XIX provided the employee receives an "A or B" open competitive grade for the classification for which the vacancy exists as determined by the Department of Central Management Services. Such requests shall not be unreasonably denied. The non-code employee shall serve the appropriate probationary period or established trainee program period pursuant to the appropriate trainee agreement.

It is understood that all references made in the Master Agreement regarding the Personnel Rules and the Pay Plan are inapplicable to exempt scientific, technical and engineering employees, and the Agreement shall be read as if the references were to the employing agency's rules and or regulations.

Each agency may negotiate a separate Supplemental Agreement to address other issues specific to non-code employees covered by the Master Agreement.

Executed: July 1, 2004

Revised: July 1, 2012

**Memorandum of Understanding  
Between  
AFSCME Council 31 & Illinois Dept. of Revenue**

**Out of State Revenue Auditors and Revenue Auditor Supervisors**

This agreement supersedes any prior MOU on Out of State - Revenue Auditor Trainee RC-062-15, Revenue Auditor I RC-062-21, Revenue Auditor II RC-062-24, Revenue Auditor III RC-062-26, Revenue Computer Audit Specialist RC-062-27, and Revenue Audit Supervisor RC-062-29 (collectively hereinafter "Out Of State Auditors") rate of pay.

1. Effective July 1, 2010 Out Of State Auditors shall be allotted the higher rate of pay if:
  - a. They live in California; or
  - b. Fifty percent (50%) or more of their work is within a two-hundred (200) mile radius of the Paramus N.J. Illinois Department of Revenue office; or
  - c. Fifty percent (50%) or more of their work is within the District of Columbia.

Management reserves its right to assign work and determine the percentage of work of Out Of State Auditors for purposes of applying this agreement. Work assigned by union supervisors which may have the effect of bringing any Out Of State Auditors under this memorandum of understanding must be with management's clear and unequivocal agreement to include such employee in the higher rate of pay. Absent such a clear and unequivocal approval from management such assignments shall not be considered in determining eligibility for the higher rate of pay. Any disputes about the application of this MOU applying to a specific employee may be reviewed with management on a case by case basis.

These provisions shall not apply to employees hired after April 1, 2013.

Revised: July 1, 2012

**OUT OF STATE REVENUE AUDITORS AND REVENUE AUDITOR SUPERVISORS**

Effective July 1, 2009, the higher rate allotted to those employees living in California or New Jersey shall be allotted to those employees living or working in California or New Jersey.

These provisions shall not apply to employees hired after April 1, 2013.

Executed: September 5, 2008

Revised: July 1, 2012

**OUTSIDE LABOR DISPUTES**

If there is a threatened or actual labor dispute at a non-State facility, upon request of the Union, the Union and the Employer shall meet within twenty-four (24) hours of the request for the purpose of attempting to resolve issues relating to the labor dispute. Communication to State employees that may be affected by said labor dispute shall be coordinated by the Department of

Central Management Services and shall be discussed with the Union prior to communicating with the employees.

Executed: September 5, 2008

Renewed: July 1, 2012

## **PART-TIME EMPLOYEES**

A. Except as set forth below there shall be separate lines of bumping for full-time and part-time employees.

Full-time employees may bump part-time employees, seniority permitting, pursuant to Article XX of the Master Contract. Part-time may not bump full-time employees to avoid layoff. Full-time employees may not bump part-time employees and part-time employees may not bump full-time employees to change shifts, or for any other purpose that bumping is permitted under the master or supplemental agreements.

It is understood that the practice of grouping employees by classification for purposes of layoff (irrespective of part-time or full-time status) shall continue.

A full-time employee recalled to a part-time position may, at the employee's option, accept or refuse such assignment and remain on the recall list for a full-time position.

A part-time employee recalled to a full-time position may, at the employee option, accept or refuse such assignment and remain on the recall list for a part-time position.

For the purpose of filling of vacancies, the parties agree that in cases when the posted vacancy is for a full-time position, the priorities listed in Article XIX Section 2 shall be applied first to any full-time bidder and then to any part-time bidder.

A part-time employee who is selected for a full-time position shall have his/her seniority pro-rated at the time he/she becomes a full-time employee based on the percentage of hours the employee was scheduled to work at the time of selection. However, a part-time employee who is selected for a full-time position and returns to a part-time position, shall have his/her seniority date revert to the date held prior to becoming a full-time employee.

A part-time employee who is laid off shall have his/her seniority pro-rated at the time of lay off based on the percentage of hours the employee was scheduled to work at the time of the lay off.

B. Notwithstanding any other provision of the Master Agreement, part-time employees shall be paid at the rate of one and one-half times the employee's straight time hourly rate for all time worked in excess of the normal work day or work week for like full-time employees.

Such payment shall be cash or compensatory time in accordance with the provisions of the Master Agreement.

Executed: July 1, 1994

Renewed: July 1, 2012

***Part-time Site Technicians I and II, Natural Resources Technician I and II and Clerical Employees at the Department of Natural Resources  
Side Letter***

Site Technician I and II positions where the employees work more than 50% shall be converted to full-time positions.

Effective July 1, 2009, Natural Resources Technician I and II positions where the employees work more than 50% shall be converted to full-time positions.

All clerical staff (RC-14) employed by the Department of Natural Resources where the employees work more than 50% shall be converted to full-time positions, unless the employee chooses otherwise.

Executed: July 1, 2004

Revised: July 1, 2012

**PAST PRACTICE, INCREASE OR DECREASE IN FRINGE BENEFITS  
ALL UNITS  
REGARDING ARTICLE XXXIV, SECTION 3**

The parties hereby agree that no change in past practice with regard to an increase or decrease in fringe benefits enjoyed by employees shall take place without the mutual agreement of the Department of Central Management Services and the Union, except as provided for in Article XXXIV, Section 3.

Executed: December 12, 1984

Renewed: July 1, 2012

**PENSION CREDITS**

An individual who represents or is employed as an officer or employee of a statewide labor organization that represents members of the State Employees Retirement System may participate in the State Employees Retirement System and shall be deemed an employee, provided that (1) the individual has previously earned creditable service under Article 14 of the Pension Code, (2) the individual files with the State Employees Retirement System an irrevocable election to become a participant, and (3) the individual does not receive credit for that employment under any other section of the Pension Code. Such employee is responsible for paying to the State Employees Retirement System both (i) employee contributions based on the actual compensation received for service with the labor organization and (ii) employer contributions based on the percentage of payroll certified by the Board; all or any part of these contributions may be paid on the employee's behalf or picked up for tax purposes (if authorized under federal law) by the

labor organization. A person who is an employee as described in this side letter may establish service credit for similar employment prior to becoming an employee as described herein by paying to the State Employees Retirement System for that employment the contributions specified in this side letter, plus interest at the effective rate from the date of service to the date of payment. However, credit shall not be granted pursuant to this side letter for any such prior employment for which the applicant received credit under any other provision of the Pension Code, or during which the applicant was on a leave of absence.

By paying the required contributions, plus an amount determined by the Board to be equal to the Employer's normal cost of the benefit plus interest, an employee who was laid off but returned to State employment under circumstances in which the employee is considered to have been in continuous service for purposes of determining seniority may establish creditable service for the period of the layoff, provided that (1) the applicant does not receive credit for that period under any other provision of the Pension Code, (2) at the time of the layoff, the applicant had attained certified status under the rules of the Department of Central Management Services, and (3) the total amount of creditable service established by the applicant under this paragraph does not exceed three (3) years. For service established as provided herein, the required employee contribution shall be based on the rate of compensation earned by the employee on the date of returning to employment after the layoff and the contribution rate then in effect, and the required interest shall be calculated from the date of returning to employment after the layoff to the date of payment.

Executed: July 1, 2004

Renewed: July 1, 2012

### **PERSONAL PROPERTY LOSS**

The Employer shall promptly pay a properly verified claim of personal property loss under Article XXV, Section 5, and in the event no line item exists to satisfy such claim, the Employer shall budget and legislatively seek an appropriation. Further, to the extent practicable, the Employer shall expedite processing and approval of all valid, current pending or future claims before the Illinois Court of Claims.

Executed: December 12, 1984

Renewed: July 1, 2012

### **PERSONAL SERVICE CONTRACTS**

1. The Employer shall not employ, or cause to be employed through a firm or agency as a subterfuge to this agreement, individuals through the use of personal service contracts when the services performed under such contracts are within the scope of bargaining unit work. The Employer maintains the right to subcontract (which shall include subcontracts with employment services vendors) pursuant to Article XXIX of the Master Collective Bargaining Agreement.

2. Notwithstanding the above, the Employer may contract for personal services for a position with an individual or an agency (1) for a non-renewable period not to exceed 60 days to meet the emergency situations consistent with the conditions of section 8b.8 of the Personnel Code, or (2) for a period not to exceed 6 months out of any 12 month period which is determined to be temporary or seasonal consistent with the conditions of section 8b.9 of the Personnel Code, or (3) for a period not to exceed 6 months out of any 12 month period where there is no appropriate eligible list available consistent with the conditions of section 8b.10 of the Personnel Code.
3. The Union shall be provided with notice within ten (10) business days of entering into of all such contracts and on a monthly basis. Such notice shall include, at a minimum, the following information: the name of the individual; position classification he/she shall be occupying; the rate of pay; the dates of the contract; the employing department; a description of the work to be performed; and the location of the work.
4. Any contract entered into by the Employer on or after June 30, 1993 inconsistent with this Agreement shall be terminated within 45 days.
5. Notwithstanding paragraph 2 above, if the Employer desires to extend the time period for any contract, it shall notify the Union in writing, at least 14 calendar days before its termination of its desire and the reasons therefore. In addition to the original term, with the Union's concurrence, such contracts may be renewed for a period not to exceed 90 days to meet emergency situations consistent with section 8b.8 of the Personnel Code, for a period not to exceed 6 months out of any 12 month period which is determined to be temporary or seasonal consistent with section 8b.9 of the Personnel Code and for a period not to exceed 6 months out of any 12 month period when there is no appropriate eligible list available consistent with section 8b.10 of the Personnel Code.
6. The Employer may not utilize consecutive contracts for the same position except as provided above.
7. Nothing in this Memorandum prohibits the Employer from entering into personal service contracts for specialized professional or technical services which otherwise could not reasonably be provided by employees.
8. Nothing in this Memorandum of Agreement prohibits the Employer from entering into personal services contracts for time limited projects for up to 12 months, renewable for an additional 12 months, to meet certain agency mandates for which specific funds are dedicated.
9. The Union shall receive notice of any time limited projects set forth in paragraph 8 and their duration. Additionally, the Union shall be notified of any personal service contracts entered into as a result of paragraphs 7 and 8 above prior to their execution.

Executed: June 4, 1993

Revised: July 1, 2012



## **PERSONAL SERVICE AND VENDOR CONTRACTS**

In order to establish an understanding between the parties with respect to continued implementation of the Personal Service Contract Memorandum of Understanding (PSC MOU) and provide a framework for the resolution of current and future issues and disputes between the parties regarding the PSC MOU in light of the decision of Arbitrator Terry Bethel on certain aspects of the PSC MOU, the parties have entered into this Side Letter. In so doing, the Union recognizes the Employer's continued right to utilize Personal Service Contracts pursuant to and in accordance with the Personal Service Contracts Memorandum of Understanding and the Employer's continued right to subcontract under Article XXIX of the Master Collective Bargaining Agreement. Similarly, the Employer recognizes the Union's continued interest in preserving and protecting the scope and work of its bargaining units. In recognition of the parties' interests set forth above, the parties agree as follows:

1. The Employer shall, no later than December 31, 2004, prepare and present to the Union, a strategic plan and schedule for all agencies under the Governor's Office to address the use of personal service contracts (or vendor contracts that would be prohibited if performed by employees under personal service contracts) that are, arguably, pursuant to the Bethel award, in violation of the PSC MOU and/or the Master Collective Bargaining Agreement.
2. Where the parties agree that there is a violation to be remedied, or otherwise mutually agree in the absence of acknowledgement of a violation, that a mutually acceptable resolution is desirable, the parties shall work together achieve a remedy, resolution and/or settlement, including but not limited to phasing in remedial measures over time, establishing new positions and/or other approaches. The Employer agrees to make reasonable efforts to terminate such personal service and vendor contracts that are in violation of the PSC MOU or the Master Agreement as soon as feasible, but no later than December 31, 2005. Should the Employer determine that the work previously performed by said contractual employees should continue to be performed, the Employer shall either assign the work to bargaining unit employees, or if the Employer determines that the additional headcount is necessary, increase the bargaining unit headcount.
3. Nothing herein shall prevent the Union from asserting its rights to enforce the PSC MOU and Master Agreement, including the right to seek appropriate remedies.

Executed: July 1, 2004

Renewed: July 1, 2012

## **POSITION CLASSIFICATION - PROMOTIONS**

1. When an employee bids for a promotional opportunity, is selected, assigned and is performing the duties of the higher rated position classification, he/she shall be paid at the higher rate of pay, whether or not training is required.

2. Mental Health Technicians I satisfactorily completing one (1) year as such and qualified to perform the work of the Mental Health Technician II position shall be promoted thereto and shall receive training currently required therefor at any time, but as promptly as possible after training becomes available.
3. LPN I's satisfactorily completing one (1) year as such and qualified to perform the work of the LPN II position shall be promoted thereto, except those employees hired and working as LPN I's prior to or about August 1, 1976 shall be required to work only six (6) months to be eligible for promotion.
4. Direct and immediate supervision and assignment of Support Workers normally shall be the duty and responsibility of Support Service Worker Supervisor position classifications, except for completing Department of Central Management Services Form 201-R, which shall be the duty of a non-bargaining unit employee.
5. The function and responsibility of charge are duties normally exclusive to the Mental Health Technician IV position classification, where such classification is utilized.
6. The function and responsibility of relief charge (i.e., performing charge duties on the scheduled days off of the regular charge) are duties normally exclusive to the Mental Health Technician III and IV position classifications, where such classification is utilized.
7. Counting and distribution of medications to patients shall be the duty of those position classifications not proscribed by law or legal interpretation from doing so.

Executed: January 4, 1977

Renewed: July 1, 2012

**Memorandum of Understanding  
Between  
AFSCME Council 31  
And  
Central Management Services**

The parties agree that they shall not cite, or refer to, as precedents: (1) State of Ill., Dep'ts of Cent. Mgmt. Serv. & Human Serv. and AFSCME Council 31 (Caroline Jones Discipline), AFSCME No. 10-10-36424, CMS Arb. No. 6103 (Zipp 2011); and (2) Ill. Dep't of Human Serv. and AFSCME Council 31 (Renee Thornton Discipline), AFSCME No. 11-03-37039, CMS Arb. No. 6159 (Stanton 2011).

## **RC-42 JOB BIDDING**

Employees in the Departments of Historic Preservation and Natural Resources in the RC-42 bargaining unit will be considered along with other employees who bid pursuant to Article XIX, Section 5 for the following RC-28 class series:

1. Natural Resources Technician I  
Natural Resources Technician II
2. Site Technician I  
Site Technician II  
Ranger  
Senior Ranger

Executed: October 9, 1991

Renewed: July 1, 2012

## **RED-CIRCLING, PAY ON PROMOTIONS**

Employees whose salaries are frozen and/or red-circled, who subsequently are placed into another position classification or pay grade, shall be placed at the pay level in their new classification as if they had moved from the original classification and pay grade directly to the most recent classification and pay grade, but in any event shall be placed at a rate no less than their original frozen and/or red-circled rate.

In the event an employee accepts a voluntary reduction to a trainee classification with an in-hire rate, the employee shall receive the higher amount of either the in-hire rate or the red-circled rate.

Upon completion of a trainee period, a red-circled employee (who voluntarily reduced to a trainee position) who promotes to a targeted title shall be placed on a step that results in a minimum one dollar increase based on the difference between the two steps, which the red-circled rate is between, added to the red-circled rate.

Executed: July 1, 1989

Revised: September 5, 2008

Renewed: July 1, 2012

## **Side Letter Department of Revenue**

The Department of Revenue shall be placed in Committee II of the Multi Agencies for one year. After that year, the parties shall meet to discuss the Department of Revenue's continued involvement in the Multi Agency Committee. If the parties mutually agree, a separate Revenue Committee may be established. Prior to the first meeting of the Multi Agency committee, the Department of Revenue and AFSCME Council 31 shall meet to discuss the confidentiality matters to ensure compliance with State and Federal Tax Laws and Regulations.

**MEMORANDUM OF UNDERSTANDING**  
**REVENUE TAX SPECIALIST SERIES**

The parties agree to modify the above referenced Memorandum of Understanding dated April 8, 1996 by the following:

11. Upward Mobility Program:

- A. Those Revenue employees who were certificated in one of the former titles (Tax Examiner Trainee, Tax Analyst I or Tax Analyst II) with direct tax experience shall be placed on the Upward Mobility Program eligibility list for the Revenue Tax Specialist Trainee title.
- B. Employees without direct tax experience who were certificated in one of the former titles (Tax Examiner Trainee, Tax Analyst I or Tax Analyst II) shall be allowed one opportunity to take the examination for the Revenue Tax Specialist Trainee title in order to qualify for placement on the Upward Mobility list for that title.
- C. To qualify for the Revenue Tax Specialist Trainee title, under the Upward Mobility Program, an employee must meet one of the following:
  - 1) Credential – A related bachelor’s degree (Accounting, Finance, Economics, Statistics, or Business Administration).
  - 2) Certificate – An unrelated bachelor’s degree and passing the test for the classification.
  - 3) Certificate – Six (6) years of tax-related experience and passing the test for the classification.

An employee may qualify under (3), above with a combination of years of related college and years of tax-related experience. One year of college equals one and one-half years of experience. In addition, a RC-14 or a RC-28 employee of the Illinois Department of Revenue with at least eight (8) years of Illinois Department of Revenue experience will automatically be deemed eligible to take the Revenue Tax Specialist Trainee test to qualify for the Trainee position.

The test is targeted to be ready on May 1, 1996, the same date as the new series.

- D. For selection purposes under the Upward Mobility Program, employees who qualify under (C), above, shall be selected in the following order with employees on one list irrespective of how they qualified:
  - 1) Department of Revenue employees who bid, in seniority order.
  - 2) Employees from other agencies in seniority order.

Executed: July 1, 2004

Renewed: July 1, 2012

**ARTICLE XX, SECTION 3(k) PROCESS  
MEMORANDUM OF UNDERSTANDING**

1. Effective July 1, 2010, State agencies providing notice to employees pursuant to Article XX, Section 3(b) of their rights under Article XX, Section 3(c)-(j), shall also provide notice of an employee's right to recall or transfer on layoff provided in Article XIX, Section 2, A(b), Section 2, B(b) and Section 2, C(b) and Article XX, Section 3(k) to impacted employees. Prior to July 1, 2010, the Union may raise the issue of notice in impact bargaining.
2. As soon as practicable after an agency notifies CMS it has completed its employee layoff meetings and CMS has had an opportunity to review and approve the agency's layoff plan and to verify that there are employees eligible for an Inter-agency Transfer on Layoff pursuant to Article XX, Section 3(k), but in no event later than 30 days prior to the effective date of the layoff, except in emergency situations as referenced in Article XX, Section 3(1), CMS shall instruct all agencies to submit a list of available, funded vacancies that the agencies intend to fill. The parties agree that if it is more than 30 days prior to the effective date of the layoff, it may not be practicable for CMS to instruct all agencies to submit a list of available, funded vacancies until all agencies processing a layoff have completed their layoff meetings and have had their layoffs reviewed and approved by CMS.
3. The parties recognize that there may be reasons beyond the control of the Employer, or other legitimate reasons, which cause the effective date of the layoff to be postponed. Should such circumstances arise, nothing herein shall prohibit the Employer from rescinding its instructions to all agencies as referenced in paragraph #2 above if those instructions are no longer practicable for operational need, provided however that once the Employer has established a new effective date, it shall comply with the provisions of paragraph #2, unless modified by the mutual agreement of the parties. It is further recognized that when the effective date has been postponed for reasons beyond the control of the Employer, the Employer may comply with paragraph #2 by instructing agencies as soon as practicable to submit a list of available funded vacancies that the agencies intend to fill.
4. Nothing in this agreement prohibits the parties from meeting and discussing ways to minimize the number of vacancies affected by paragraph #2, such as identifying a more limited pool of vacancies to be subject to paragraph.

**SELECTION IN PLACE OF RECALL LIST**

Where a selection has been made for a vacancy by means other than recall, and the formal written employment commitment and/or the transaction has been processed, such selection shall be implemented if a recall list is newly established for the classification within 30 calendar days following the selection, and did not exist at the time of the employment commitment.

Executed: December 12, 1984

Renewed: July 1, 2012

## **SICK LEAVE BANK**

- 1) The definition of immediate family shall be husband, wife, children, mother, father, or any person living in the employee's household for whom the employee has custodial responsibility or where such person is financially and emotionally dependent on the employee and where the presence of the employee is needed.
- 2) The definition of catastrophic or severe illness or injury shall be as follows: Sick Leave Banks are intended to cover temporarily disabled or incapacitated employees or members of the immediate family as defined herein and who are temporarily disabled or incapacitated due to, but not limited to, cancer, heart disease or stroke or with a serious illness or injury which would result in an employee missing more than 25 work days. Employees who have returned to work and have been treated for an illness or injury that meets the above definition shall also be allowed access to the Sick Leave Bank. Documentation of such illness or injury shall be consistent with applicable rules and/or contractual provisions.
- 3) Employees may use 25 work days from the Sick Leave Bank per twelve (12) month period.
- 4) A participating employee must be a full-time employee with a minimum of 6 months service and who has exhausted all available benefit time.
- 5) Employees must have a minimum of 5 days of accumulated sick time on the books to enroll in the Sick Leave Bank and must have donated at least 1 day of sick leave to become a member, however, an employee may donate additional days as desired at the time of enrollment or any time thereafter.
- 6) Employees may voluntarily enroll at any time pursuant to #4 and #5 above but must wait 60 calendar days thereafter before utilizing the sick leave bank.
- 7) Each agency shall establish a single bank for all agency employees. A review committee shall be established at Central Management Services to determine employee eligibility pursuant to the guidelines established herein. For claims from employees under a Collective Bargaining Agreement the committee shall consist of 1 agency representative, 1 union representative and 1 CMS representative. For claims from non-bargaining unit employees the committee shall consist of 1 agency representative and 2 CMS representatives. Any decision made herein shall be final and binding.
- 8) The Union shall be provided a copy of the forms used for determination for all claims within ten work days of the date that the determination is made.
- 9) Employee injuries and illnesses being compensated under the Workers' Compensation Act or Workers' Occupational Diseases Act shall not be eligible for Sick Leave Bank use.
- 10) Participating employees who transfer from one Agency to another shall thereby transfer their participation in the Sick Leave Bank.

- 11) Any employee shall not be eligible to withdraw the sick leave time he or she has contributed to the pool.
- 12) Abuse of the use of the sick leave bank should be investigated by the Agency and the Department and upon a finding of wrongdoing on the part of a participating employee, that employee shall repay all sick leave days drawn from the Sick Leave Bank and shall be subject to other disciplinary action. Information regarding the alleged misuse of the Sick Leave Bank shall be provided to the Union members of the Committee prior to the initiation of any action against the employee.
- 13) Upon termination, retirement, or death, neither a participating employee nor the participating employee's estate shall be entitled to payment for unused sick leave acquired from the Sick Leave Bank.
- 14) An agency which has less than twenty-five (25) days in its Sick Leave Bank shall post notice at all worksites and publicize the method of donating to the Sick Leave Bank by other appropriate means.
- 15) Either party may request a review of this policy and any changes shall be subject to negotiations and mutual agreement of the parties.

Executed: May 7, 1992

Revised: September 5, 2008

Renewed: July 1, 2012

### **SKILLS TESTS**

For the term of the Agreement, the Employer agrees where skill tests beyond the CMS-100B, such as clerical skill tests, are required to qualify for promotions, certified employees may take these tests during working hours with pay within the provisions of the 1977-9 contracts, not to exceed one work day per contract year in increments of not less than one-half (1/2) day at a time, or additional time if provided in Agency practices in effect as of July 1, 1977. The employee shall provide reasonable notice, and such leave shall not unreasonably be denied.

Executed: November 10, 1980

Renewed: July 1, 2012

### **SMOKING POLICIES**

This Agreement establishes a framework for the negotiation of smoking policies in Supplemental Agreements between the parties pursuant to Article XXV, Section 3 of the Master Agreement.

1. By prior agreement, the parties recognize the value to employees of smoking cessation programs and the treatment reimbursement through health insurance. The Agency shall give due consideration to providing the cost for cessation programs for employees who are participating. However, no Supplemental Agreement or policies shall contain provisions to compel smokers to quit. Such programs shall be by voluntary participation.

2. The parties are committed to identifying and working to eliminate unhealthy working conditions which may exist given due consideration to the nature and requirements of the respective work locations. This commitment includes minimizing the harmful effects that smoking produces.

3. The designation of smoking areas, if any, will be resolved at the work site level within a given Agency respecting the preference of both non-smokers and smokers, through discussions between the Employer and the Union. The following guidelines will be applied:

In accordance with the Illinois Smoke Free Act, the parties agree, that effective January 1, 2008:

(a) Smoking is prohibited in all State of Illinois facilities, buildings, or other structures and vehicles in accordance with the Illinois Smoke Free Act.

(b) In the event that provisions contained in the Supplemental Agreements conflict the Illinois Smoke Free Act, such provisions shall not enforceable.

(c) Supplemental Agreements shall be reopened, upon request, for the limited purpose of negotiating over the impact of the Act on any existing provisions of the Supplemental Agreement.

4. In those situations where inadequate ventilation in designated smoking areas cause smoke pollution detrimental to the health of employees, the Employer shall explore ventilation solutions and implement such where feasible and within agency budgetary limitations.

5. Once a Smoking Policy Agreement has been established, it must be approved by CMS and AFSCME Council 31 to insure compliance with this policy and the Master Agreement.

Revised: September 5, 2008

Renewed: July 1, 2012

## **SOCIAL SERVICE CAREER TRAINEE, OPTION 2**

In an effort to address the Department of Human Services' difficulties in the recruitment and hiring of Social Service Career Trainees, bilingual option, the Department of Central Management Services and AFSCME Council 31 agree to the following exceptions to the above referenced title as an addendum to the Memorandum of Understanding entitled Trainee Titles:

Should a Social Service Career Trainee (bilingual option) be posted and there are no qualified bidders, the Department of Human Services reserves the right to select an individual by the following means:

1. The individual will be selected from the Social Services Career Trainee list with the appropriate bilingual option.



2. The individual prior to being selected will be informed that this trainee position will require the employee to return to school for the purposes of receiving his/her master's degree.
3. The targeted title for the Social Service Career Trainee will be Rehabilitation Counselor.
4. Once the Social Service Career Trainee is selected, no further posting will be required of DHS to move the Social Service Career Trainee to a Rehabilitation Counselor position.
5. The Department of Human Services agrees to pay for the individual course work to obtain the master's degree, subject to the availability of funds.
6. Appropriate time off will be given to the trainee consistent with time off procedures currently in practice by DHS.
7. The trainee must complete all course work within a time period not to exceed 48 months.
8. DHS reserves the right to terminate a trainee appointment at any time, with no right to appeal. Reasons for termination may include, but not be limited to the following:
  - a) Trainee drops out of the master's degree program;
  - b) Failure to maintain the minimum grade point average required by the graduate school;
  - c) Employee job performance as a Social Service Career Trainee, including but not limited to, time abuse, unprofessional conduct and failure to perform job duties;
  - d) The employee has not obtained a master's degree within the 48 month time limit.
9. The individual selected agrees to remain with DHS for a period of two (2) years after the completion of the master's degree program. Should the individual resign during this period, he/she will be responsible for reimbursement for the course work paid by DHS.

This agreement does not preclude the trainee from taking course work to achieve the referenced master's degree through either the Upward Mobility Program or the Department of Human Services Tuition Reimbursement Program.

Renewed: July 1, 2012

## **SPECIAL GRIEVANCES**

In accordance with the provisions of Article V, Section 4, the parties agree to the following procedures for the processing of grievances pertaining to matters of:

- 1) Discharge, Suspensions Pending Judicial Verdict, Demotion, Geographical Transfer, Salary Grade and Layoff.

Appeals of discharges, demotions, geographical transfers, salary grade and layoffs shall be filed as a written grievance at a special Step 3 meeting with the agency head or designee within fifteen (15) working days of becoming aware of such action. Except for grievances involving affirmative attendance and suspensions pending judicial verdict, which shall be heard by the Step 3 grievance committee, such Step 3 level meetings shall be held at the work location with the agency head or designee, except that past practice with respect to those agencies which hold such meetings at a different location shall continue. However, the parties may by mutual agreement conduct such meetings at an alternate sight or in an alternate manner on a case-by-case basis. The agency head or his/her designee shall respond in writing within ten (10) working days following such meeting, or within ten (10) working days from receipt of the grievance if no meeting is held. Such grievances shall be heard on a priority basis relative to other pending Step 3 grievances.

If the Step 3 decision is rejected, the appeal to Step 4 must be within ten (10) working days of the Step 3 decision or from when such decision was due. Such appeal shall be heard at the next pre-arbitration staff meeting after the grievance is received by the CMS Office of Employee and Labor Relations. Discharges and suspensions pending judicial verdict shall be served upon the employees with a copy to the Union.

- 2) Position Reclassifications

Within fifteen (15) working days after receiving notice of a position reclassification, the Union may file a grievance in accordance with the collective bargaining agreement at Step 4.

The parties agree during the term of this agreement that position reclassifications shall not be subject to arbitration. Pursuant to Personnel Rule 301.30 (c), the matter may be appealed to the Civil Service Commission within fifteen (15) days after receipt of the Employer's decision following the pre-arbitration meeting.

- 3) New Classifications

Disputes regarding the salary placement of new classifications pursuant to Article XXVI, Section 8, New Classifications, may be moved to arbitration by the Union after ninety (90) days from the date the Illinois State Labor Relations Board certifies the Union as the certified bargaining representative of the classification.

The parties agree to make every effort to schedule the dispute for an arbitration hearing within sixty (60) days of when it is advanced to arbitration. The parties agree that the arbitrator selected to hear the dispute will provide a written decision to the parties within two (2) weeks following conclusion of the arbitration hearing. Such decision need not contain the arbitrator's complete rationale, but may merely uphold or deny the grievance with the accompanying remedy, if applicable. A complete decision will be furnished to the parties within thirty (30) days of the close of the record. Briefs may be filed at the request of either party.

4) Schedule Changes

Schedule change disputes pursuant to Article XII, Section 19, Supplementary Agreements, may be moved to arbitration by either party after ninety (90) days from the first date of negotiations. Nothing herein shall prohibit the parties from mutually agreeing to advance to arbitration prior to the completion of ninety (90) days. The parties agree to make every effort to schedule the dispute for an arbitration hearing within sixty (60) days of when it is advanced to arbitration. The parties agree that the arbitrator selected to hear the dispute will provide a written decision to the parties within two (2) weeks following conclusion of the arbitration hearing. Such decision need not contain the arbitrator's complete rationale, but may merely uphold or deny the grievance with the accompanying remedy, if applicable. A complete decision will be furnished to the parties within thirty (30) days of the close of the record. Briefs may be filed at the request of either party.

5) Upward Mobility

The parties agree that grievances filed pertaining to Article XV, Section 8 shall be filed directly to the 3<sup>rd</sup> level with the agency that posted the vacancy.

6) Special Grievances Procedure

1. The parties agree that the procedures and ground rules contained in Section 4(c) shall be utilized in the resolution of grievances covered by this Memorandum of Understanding, except that the arbitrator shall provide a written decision to the parties within two (2) weeks following conclusion of the arbitration hearing. Such decision need not contain the arbitrator's complete rationale, but may merely uphold or deny the grievance with the accompanying remedy if applicable. A complete decision will be furnished to the parties within 30 days of the close of the hearing.
2. Arbitration hearings will be scheduled within thirty (30) days of the grievance being moved to arbitration by the Union pursuant to Step 4(b) following Step 4(a) of the grievance procedure. The parties shall make every effort to have the dispute heard at an arbitration hearing to be held within sixty (60) days following the Step 4(a) signoff.

3. The parties agree that briefs shall not be filed unless absolutely essential and then only with mutual consent of the parties. If briefs are filed, they shall be submitted within five (5) days following the arbitration hearing. The arbitrator shall then have two (2) weeks from the date the briefs are filed to render his/her decision.
4. If there are no pending discharge or suspension grievances, the parties agree to submit other disciplinary grievances or other mutually agreeable contract interpretation grievances to the arbitrator in order to utilize the scheduled days reserved for the parties by the panel of arbitration.

7) Individual Employee Grievance Filing

Pursuant to Section 6(b) of the Illinois Public Labor Relations Act effective July 1, 1984, the parties agree that an individual employee may file and settle a grievance at the appropriate initial step of the grievance procedure without the intervention of the Union.

The appropriate initial step of the grievance procedure will generally be Step 1, but in those situations wherein a grievance is appropriately initially presented at an advance step in the procedure, such as those matters contained in the Memorandum of Understanding referred to in Article V, Section 4, and under Article V, Section 7, the advanced step will be considered the appropriate initial step of the grievance procedure.

The Union will be notified of any conference between the employee and supervisor during which the grievance will be discussed. The Union will be afforded the opportunity to be present during any such conference. However, the employee may resolve the grievance without the Union's intervention.

No settlement or resolution entered into by the employee and supervisor without the Union's intervention will be inconsistent with the existing Collective Bargaining Agreement.

Executed: December 4, 1984

Revised: July 1, 2012

**SIDE LETTER**

The parties agree that below listed classifications shall be subject to specialized skills in accordance with Article XVIII, Section 2 and Article XIX, Section 2, and will be so designated in Schedule A.

Accountant Supervisor  
Human Resources Specialist  
Technical Specialist (CDB)  
Chief Steward (Racing Board)  
Steward (Racing Board)

Alternate Steward (Racing Board)  
Executed: July 1, 2012

## **SUPPLEMENTAL AGREEMENTS ARBITRATION PROCEDURE**

Pursuant to the Memorandum of Understanding entitled "Supplementary Agreements" the parties agree that any arbitration shall be scheduled and heard within 20 working days subject to Article V, Section 1, Step 4b(1). The arbitrator shall then render a decision within 10 days following the close of the hearing.

Executed: September 5, 1997

Renewed: July 1, 2012

## **SUPPLEMENTARY AGREEMENTS**

All supplementary agreements are hereby renewed for the duration of the Master Contract. Any agency or local supplementary agreement can be re-opened for negotiations once during the first twelve months of the Master Contract by either party to the supplement. The supplemental is considered open after serving a thirty (30) day written notice upon the other party with copies of said notification sent to Central Management Services and AFSCME Council 31. Except as provided below, all supplementary agreements shall remain in full force and effect during negotiations and until such time as a successor supplement is completed and approved by Central Management Services and AFSCME Council 31. There may be two (2) levels of supplementary negotiations, the agency and the facility. Time and place of such negotiations shall be by mutual arrangement of the parties, but both parties agree to facilitate such meetings in order to meet the time requirements in this Agreement. The number of employees on the Union committee for Facility negotiations shall be in accordance with past practice; the number for Agency negotiations shall be four (4) from each bargaining unit.

Subject to the provisions of the Agreement, topics of local and/or agency supplemental negotiations shall be as follows:

Facility negotiations besides including those items in Article XII, Section 19 and other matters stated such as bulletin boards, number of stewards, rest areas, etc., shall include:

1. Definition of work area for special purposes, such as overtime equalization, shift preference, days off, etc. The parties will endeavor to structure the overtime distribution units in a way to allow the distribution of overtime to take place in an equitable and efficient manner.
2. Union orientation mechanics.
3. Four-day workweek with approval of Agency.
4. Transaction report format.
5. Overtime equalization.

Agency negotiations shall include:

- (a) Definition of work location for all personnel transactions as covered by the contract.
- (b) Provision of aids and appliances for employees with disabilities and reimbursement.
- (c) Seniority roster and transactions report.
- (d) Flex time.
- (e) Four-day workweek.
- (f) Special joint committees.
- (g) Educational leave with regards to numbers and policy.
- (h) Job assignment rights upon return from leave of absence.
- (i) Smoking policies.
- (j) Travel policies.
- (k) Electronic Union bulletin boards
- (l) Notice for job descriptions of abolished positions
- (m) Shift assignment after returning from leave (RC-9 Only)
- (n) Cellular Phones (DCFS Only)
- (o) Grooming Standards.
- (p) Reasonable suspicion testing procedures.

Matters contained in existing supplementary agreements may also be subject for supplementary negotiations.

Agency negotiations shall include other matters as stated in the contract, such as areas for promotional bidding.

The parties may mutually agree to add or delete subjects for supplementary negotiations as the need arises.

Any supplemental that remains unsettled ninety (90) days from the first meeting shall be subject to negotiations between AFSCME Council 31 and Central Management Services. Nothing herein shall prohibit the parties from mutually agreeing to advance to arbitration prior to the completion of ninety (90) days. Upon a request to negotiate, the parties shall meet within fifteen (15) days to commence negotiations. In the event that negotiations remain unsettled thirty (30)

days from the first meeting between CMS and AFSCME Council 31, either party may move the dispute to arbitration.

If, after good faith negotiations, impasse is reached, the Employer may implement reasonable changes if emergency situations so dictate. The outstanding issues shall be subject to arbitration pursuant to the Memorandum of Understanding on Special Grievances. In making a decision on each outstanding issue, the arbitrator shall take into consideration factors which are normally and traditionally taken into account through voluntary collective bargaining. The finding by an arbitrator that emergency conditions did not exist, does not preclude a finding for the Employer's position on the outstanding issues in arbitration.

Once a settlement has been reached, either by mutual agreement or via arbitration, two completed copies must be signed by both parties and must be submitted to the Department of Central Management Services and to AFSCME Council 31 within thirty (30) days of agreement.

No Supplementary agreements shall become effective any earlier than the effective date of the contract and until such agreements have been approved by the Department of Central Management Services and AFSCME Council 31.

Executed: July 1, 1986,

Revised: July 1, 2012

**SUPPLEMENTAL AGREEMENT**  
**between**  
**DEPARTMENT OF CENTRAL MANAGEMENT SERVICES**  
**and**  
**AFSCME**  
**for**  
**CORRECTIONAL OFFICER TRAINEES**  
**and**  
**YOUTH SUPERVISOR TRAINEES**

Pursuant to the decision of the Illinois State Labor Relations Board in Case No. S-UC-36, the employer agrees to recognize the classification of Correctional Officer Trainee and Youth Supervisor Trainee for inclusion in the RC-6-OCB bargaining unit and under the provisions of the RC-6 collective bargaining agreement except as amended in this supplemental agreement.

The parties agree that employees hired as Correctional Officer/Youth Supervisor Trainee shall remain in such status for twelve (12) weeks of continuous service. During this period these employees shall have no right to:

1. Utilize the grievance procedure in the event of discipline, discharge or demotion, except those employees who hold certified status during their most recent period of continuous service.
2. Be appointed as a union steward or representative, original appointment only.
3. Article XII, Section 1 with the exception of payment at the rate of one and one-half time the employee's straight time hourly rates for hours worked in excess of forty (40) hours in any workweek while at the assigned institution.

4. Utilize the grievance procedure for claims of temporary assignment pay as outlined in Article XIV of the collective bargaining agreement.
5. Exercise the bidding and bumping provisions outlined in Article XIX.
6. Exercise the rights enumerated in Article XX of the collective bargaining agreement in case of layoff, except trainee employees shall have rights as set forth in Article XX, Section 4, however, such rights shall be limited to the employing agency at the time he/she was terminated non-certified. Such reappointment list shall be maintained by the agency. Upon reappointment, such trainee may be subject to additional training which shall not exceed the maximum program length set forth in this Memorandum of Understanding.
7. Liquidate accumulated vacation or request leaves of absence as outlined in Article XXIII with exception of Section 15, Sick Leave.

The parties further agree that employees in the title of Correctional Officer/Youth Supervisor Trainee shall commence their six (6) month probationary period upon assignment to an institution following successful completion of their academy training. Employees will remain in training status for twelve (12) weeks of continuous service and will be certified four and a half months from the effective date of their appointment to Correctional Officer/Youth Supervisor II. Any wage increase due will commence after the expiration of such period.

Employees selected for the Correctional Officer/Youth Supervisor Trainee position under the direct hire program from another bargaining unit covered under the Master Agreement between the State of Illinois and AFSCME shall have the rights of return to his/her former position classification as enumerated in Article XIX, Section 5A(7). Employees will continue to receive first consideration for entry into trainee programs pursuant to Article XXVIII, Section 3.

Renewed: July 1, 2012

### **TAX EXEMPT BENEFITS**

The purpose of this Memorandum of Understanding is to provide eligible employees a means of obtaining benefits coverage on a favorable tax basis.

Effective October 15, 1985 the Employer will establish a plan for eligible employees that will qualify as tax exempt certain of their premiums for employee and dependent health, life, and dental (if available) insurance.

Statutory Authority: P.A. 84-167, effective August 16, 1985 and Section 125 of the Internal Revenue Code (26 U.S.C. 125)

Renewed: July 1, 2012

### **TEMPORARY ASSIGNMENT TO THE GENERALIST SERIES RC-9, RC-62 AND RC-63**

An employee, who is temporarily assigned to and subsequently selected for a position within the Generalist Series and who does not possess the training certificate to meet the qualification



requirements for the higher position is to be given training, where training in that classification is provided pursuant to facility practice, and pay under the temporary pay provisions of Article XIV, providing the affected employee continues to perform the duties and responsibilities of the higher position while undergoing formal training to obtain the certificate. If, after obtaining the certificate, the employee is still unable to qualify for the higher position, due to lack of experience, the employee is to be assigned duties appropriate for the position classification to which currently assigned and paid accordingly.

Executed: December 12, 1984

Renewed: July 1, 2012

### **TRAINEE TITLES**

The Employer recognizes AFSCME Council 31 as the exclusive bargaining representative for the employees in the attached list of classifications and who are targeted for or to be promoted to bargaining unit positions. Employees in these titles shall be subject to the provisions of the master collective bargaining agreement except as amended in this supplemental.

During this period these employees shall have no right to:

1. Utilize the grievance procedure in the event of discipline, discharge or demotion, except those employees who held certified status during their most recent period of continuous service.
2. Be appointed as a union steward or representative, original appointment only.
3. Liquidate accumulated vacation or request leaves of absence as outlined in Article XXIII with exception of Section 15, Sick Leave, except that Trainees may utilize vacation pursuant to Article X, Section 1, upon the completion of 6 months service.
4. Exercise the bidding and bumping provisions outlined in Article XIX, with the understanding that Article XIX, Section 2, D, is in full force and effect for the filling of vacancies upon the completion of the Trainee period.
5. Vacant Trainee positions (attached) will not be posted or subject to the bidding procedures outlined in Article XIX. The Employer agrees to post an informational notice to employees concerning the filling of future Trainee vacancies.
6. Exercise the rights enumerated in Article XX of the collective bargaining agreement in case of layoff, except trainee employees shall have rights as set forth in Article XX, Section 4, however, such rights shall be limited to the employing agency at the time he/she was terminated non-certified. Such reappointment list shall be maintained by the agency. Upon reappointment, such trainee may be subject to additional training which shall not exceed the maximum program length set forth in this Memorandum of Understanding.
7. Based on the understanding that Trainees will not be misassigned, utilize the grievance procedure for claims of temporary assignment pay as outlined in Article XIV of the collective bargaining agreement.

The parties agree that employees hired in the attached list of classifications shall remain in such status for a period not to exceed the designated maximum program listed. Upon satisfactory

completion of the designated training period or less, the employees will be promoted and serve a four (4) month probationary period in the targeted bargaining unit position.

Under any provision of the contract, employees shall not transfer to another position and/or work location unless such transfer is compatible with the training program. Trainees will be subject to working work schedules as the trainee program and past practice require.

The Employer may change the shifts and days off of the *Telecommunicator Trainee* and *Clerical Trainee* with 24 hours of notice in order to fulfill training needs.

The current practice regarding the *Life Sciences Career Trainee* special skills options will not be modified or affected by this Memorandum of Understanding.

Executed: March 6, 2002

Revised: September 5, 2008

Revised: July 1, 2012

(\*) See Title Specific Memorandum of Understanding

Number	Class Title	Max. Prog. Length	Barg. Unit
1	Accounting and Fiscal Administration Career Trainee	12 Mos.	RC-062
2	Actuarial Examiner Trainee	12 Mos.	RC-062
3	Administrative Services Worker Trainee	12 Mos.	RC-014
4	Behavioral Analyst Associate	12 Mos.	RC-062
5	Capital Program Analyst Trainee	36 Mos.	RC-062
6	Carnival and Amusement Safety Inspector Trainee	12 Mos.	RC-062
7	Child Support Specialist Trainee	12 Mos.	RC-062
8	Children and Family Service Intern, Option 1	24 Mos.	RC-062
9	Children and Family Service Intern, Option 2	24 Mos.	RC-062
10	Clerical Trainee	12 Mos.	RC-014
11	Clinical Laboratory Technologist Trainee	12 Mos.	RC-062
12	Clinical Psychology Associate	48 Mos.	RC-063
13	Computer Information Consultant Trainee	12 Mos.	RC-062
14	Computer Systems Software Specialist Trainee	12 Mos.	RC-062
15	Correctional Officer Trainee ( *)	12 Weeks	RC-006
16	Criminal Justice Specialist Trainee	12 Mos.	RC-062
17	Data Processing Operator Trainee	12 Mos.	RC-014
18	Data Processing Technician Trainee	12 Mos.	RC-028
19	Disability Claims Adjudicator Trainee	18 Mos.	RC-062
20	Energy and Natural Resources Specialist Trainee	12 Mos.	RC-062
21	Financial Institutions Examiner Trainee	12 Mos.	RC-062
22	Forensic Scientist Trainee	*36 Mos.	RC-062
23	Geographic Information Trainee	12 Mos.	RC-063
24	Graduate Pharmacist	12 Mos.	RC-063
25	Health and Safety Officer Trainee	12 Mos.	RC-062
26	Hearing and Speech Associate	24 Mos.	RC-063
27	Human Services Grants Coordinator Trainee	12 Mos.	RC-062

28	Industrial Services Consultant Trainee	12 Mos.	RC-062
29	Industrial Services Hygienist Trainee	12 Mos.	RC-062
30	Information Services Intern	24 Mos.	RC-063
31	Insurance Analyst Trainee	12 Mos.	RC-014
32	Insurance Company Financial Examiner Trainee	12 Mos.	RC-062
33	Juvenile Justice Specialist Intern	12 Mos.	RC-006
34	Life Sciences Career Trainee	12 Mos.	RC-062
35	Manpower Planner Trainee	12 Mos.	RC-062
36	Mental Health Specialist Trainee	12 Mos.	RC-062
37	Mental Health Technician Trainee 1	12 Mos.	RC-009
38	Methods and Procedures Career Associate Trainee	12 Mos.	RC-062
39	Network Control Center Technician Trainee	12 Mos.	RC-062
40	Program Integrity Auditor Trainee	12 Mos.	RC-062
41	Project Manager Trainee	36 Mos.	RC-062
42	Psychologist Associate	12 Mos.	RC-063
43	Public Aid Investigator Trainee	12 Mos.	RC-062
44	Public Health Program Specialist Trainee	12 Mos.	RC-062
45	Public Safety Inspector Trainee	12 Mos.	RC-062
46	Rehabilitation Counselor Trainee	12 Mos.	RC-062
47	Rehabilitation/Mobility Instructor Trainee	12 Mos.	RC-063
48	Residential Care Worker Trainee	12 Mos.	RC-009
49	Revenue Auditor Trainee	12 Mos.	RC-062
50	Revenue Collection Officer Trainee	12 Mos.	RC-062
51	Revenue Special Agent Trainee	12 Mos.	RC-062
52	Revenue Tax Specialist Trainee	12 Mos.	RC-062
53	Security Therapy Aide Trainee	12 Mos.	RC-009
54	Social Service Aide Trainee	36 Mos.	RC-006
55	Social Services Career Trainee – <b>Option 1</b>	12 Mos.	RC-062
56	Social Services Career Trainee ( <i>* Option 2</i> )	48 Mos.	RC-062
57	Technical Specialist Trainee	36 Mos.	RC-062
58	Telecommunicator Trainee	12 Mos.	RC-014
59	Terrorism Research Specialist Trainee	12 Mos.	RC-062
60	Weatherization Specialist Trainee	12 Mos.	RC-062

\*Forensic Scientist Trainees hired after the effective date of this agreement shall be informed of the discipline for which they are being hired and the length of the initial training period which is stipulated in the MOU dated April 19, 2011 between the Illinois State Police and AFSCME Council 31. Such employees shall remain in trainee status for a period not to exceed the designated initial training period, unless mutually agreed to extend such trainee period.

### **TRANSFER POLICY FOR RC-6 EMPLOYEES**

An RC-6 employee who has at least eighteen (18) months seniority and desires to transfer to the same or lower position classification in the same classification series, an equal or lower position in a classification in which an employee was previously certified, or a position

lower in the series in which an employee was previously certified, and for which he/she is qualified at a different work location (including employees desiring to transfer from the Correctional Officer series to the Youth Supervisor series, and vice versa) shall file a request for transfer form with the Agency Personnel Office. The Agency Personnel Office shall send copies of the transfer request form to the personnel liaison(s) responsible for handling personnel transactions for both the employee's current institution and the institution the employee indicates he/she wishes to transfer to. Such request for transfer will be effective twenty-four (24) months from the date received in the Agency Personnel Office.

The following parameters are agreed to between AFSCME Council 31, the Department of Corrections, and the Department of Central Management Services:

1. During each contract year, no more than 5% of the RC-6 employees in an institution may exercise this right.
2. When an employee transfers from an institution, no other employee in the same position classification will be allowed to transfer from that institution, unless operational needs permit, until the transferred employee's position is filled.

However, an employee's effective date of transfer shall be the date he/she otherwise would have been transferred and the position for which the employee was selected shall be held vacant until the employee is able to physically transfer.

3. An institution will not be required to fill more than 33 1/3% of the approved vacancies per contract year via employees transferring from one work location to another pursuant to this Agreement.

When vacancies are approved to be filled and a transfer agreement is on file, the first and second vacancies shall be filled by the institution's normal process consistent with Article XIX, Section 2. Prior to filling an approved vacancy through other means available, the third vacancy shall be filled by an eligible transferee consistent with Article XIX, Section 2. Such remaining vacancies shall be filled on a similar alternating basis until all remaining transfer requests of eligible employees have been honored. If vacancies remain, they shall be filled through the normal filling of vacancy process.

The placing of a Trainee who has satisfactorily completed the training requirements for a targeted position pursuant to Article XIX, Section 2-D does not increase an institution's headcount and will not count as either the filling of vacancy category or the transfer category.

4. An employee who has been suspended for more than thirty (30) days within the twenty-four (24) months immediately preceding the effective date of transfer shall not be permitted to transfer. An employee who has been suspended for more than five (5) days within the twelve months immediately preceding the effective date of transfer shall not be permitted to transfer. An employee who has been suspended for five (5) days or less within the twelve months immediately preceding the effective date of transfer shall not

be permitted to transfer unless six (6) months or more have elapsed between the date the last suspension was imposed and the effective date of transfer. Employees, who have been made whole as a result of a grievance resolution and who had been denied a transfer based on the subject of the grievance, shall be placed on the transfer list or be granted a transfer as if no discipline had occurred.

5. An employee who is on "furnish-proof" status shall not be eligible for transfer under this Agreement.
6. All transferred employees will be provided the regular orientation and/or regular refresher course in the new institutions.
7. An employee who exercises his/her right to transfer will not be eligible to transfer again for twenty-four (24) months from the effective date of the transfer, except that employees transferring between work locations within the same work county shall not be permitted to transfer for a period of thirty (30) months from the effective date of transfer.
8. Except during the initial staffing of a new institution, an employee transferring under the provisions of this Agreement, or transferring by other means, shall not be able to exercise his/her seniority for promotional purposes, a days off schedule and/or shift preference for a period of twelve (12) months from the effective date of the transfer.
9. The name of an employee who declines an offer to transfer under the terms of the Agreement shall be removed from the transfer request list. Such employees may resubmit a transfer request after six (6) months have elapsed from the date the transfer offer was declined.
10. The initial staffing of a new institution shall be done in accordance with the procedures outlined in #3 above except that 25% of the approved vacancies are required to be filled in this manner.

This Agreement shall be effective July 1, 2004 and shall remain in effect until June 30, 2008, unless either party gives notice of its desires to reopen negotiations on this Agreement 30 days prior to July 1, 2008. This Agreement shall remain in full force and effect during the period of such negotiations.

Renewed: July 1, 1997

Revised: September 5, 2008

Renewed: July 1, 2012

### **TRANSFER POLICY FOR RC-9 EMPLOYEES**

RC-9 employees, except employees desiring transfer who have not completed their original six (6) month probationary period, desiring to transfer to the same or lower position classification in the employee's classification series in a different facility shall file a request for transfer form

which shall be effective for one year with the Personnel Officer at the facility to which the employee desires to transfer.

The following parameters are agreed to by AFSCME Council 31 and the Department of Human Services:

1. During each contract year, no more than 5% of RC-9 employees in a facility may exercise this right.
2. A facility will be required to fill no more than 50% of the vacancies per position classification in this manner pursuant to Article 19, Section 2, Filling of Vacancies.

When vacancies are to be filled and a transfer request is on file, the first vacancy is filled by the facility's normal process. The second vacancy is filled by an eligible transferee. Such remaining vacancies shall be filled on an alternating basis until all remaining transfer requests of eligible employees have been honored. If vacancies remain, they shall be filled through the normal filling of vacancy process.

3. Any employee who has been suspended within the preceding six (6) months of the transfer opportunity shall not be eligible for transfer under this agreement.
4. All transferred employees must successfully complete the regular orientation and/or regular refresher training program in the new facility if such training or orientation is made available to the employee. Any employee who fails to successfully complete such orientation and/or training within three months of transfer must return to his/her original facility in the employee's current classification. Such return shall be considered by the parties as a voluntary action. Employees thus impacted shall not be eligible for other transfer opportunities for 18 months from the date of the first transfer.
5. An employee who exercises his/her right to transfer will not be eligible to transfer again for 18 months from the effective date of the transfer.
6. Employees transferring under the provisions of this Memorandum of Understanding shall not be able to exercise their seniority for promotional purposes for a period of one year.
7. Transfer under the language shall apply to Article XIX, Section 2A(e), Filling of Vacancies.
8. The name of an employee who declines an offer to transfer under the terms of the agreement shall be removed from the transfer request list.

Executed: July 1, 1989,

Revised: September 5, 2008

Renewed: July 1, 2012

### **Memorandum of Understanding**

The parties agree to establish a committee that will be charged with exploring the possibility of employees who take time off for union negotiations for which they are not entitled to employer

compensation, to do so without loss of pay as long as they or their local union reimburse the employer for the costs of time spent in such activities. The committee will meet within ninety (90) days of the execution of this Agreement, with the goal of determining the feasibility of reimbursement. If reimbursement is feasible the parties will meet to negotiate the decision on implementation.

Executed: July 1, 2012

## **WELFARE AND WELFARE TO WORK PROGRAM - ALL UNITS**

This agreement is made and entered into by and between the Illinois Department of Central Management Services, and all Departments, Boards and Commissions subject to the Illinois Personnel Code, ("Employer") and the American Federation of State, County and Municipal Employees - AFL-CIO ("Union"), on behalf of its affiliated locals and the employees in the collective bargaining units.

1. Welfare recipients and Welfare To Work participants will not displace or replace regular employees. For example, if there are ten Office Aides and five Welfare recipients and Welfare To Work participants, and two Office Aides retire, the Employer will not replace the two regular vacant positions with two additional Welfare recipients and Welfare To Work participants raising their number to seven. This policy, however, does not require the Employer to fill vacancies which they desire to keep vacant.
2. Bargaining unit work that constitutes the normal duties and responsibilities of regular employees on current payroll and will not be removed and reassigned to Welfare recipients and Welfare to Work participants. Welfare and Welfare to Work participants will be assigned work in a manner that will not jeopardize the job classification of the current employees.
3. Welfare and Welfare to Work assignments will in no way interfere with the contractual procedures for filling vacancies. The contractual procedures will be used for filling bargaining unit vacancies.
4. The Union will be notified when a State agency determines to use Welfare recipients and Welfare to Work participants.

The Union agrees not to appeal or grieve the Employer's initiation or continuation of programs consistent with this agreement and relevant laws.

Executed: December 12, 1984

Renewed: July 1, 2012

## Appendix B

### Section 1. SUMMARY OF BENEFITS

The State shall maintain a program of group health benefits in which eligible annuitants of SERS and TRS may participate. For purposes of this section, annuitant includes retired employee, annuitant and survivor.

Specific benefits, including those benefits outside of the basic program of group health benefits, as well as relevant plan design elements, are as outlined in Appendix A

Nothing contained in this Appendix or in this Agreement prohibits the Director of CMS from establishing or accessing a Medicare Advantage program of health benefits specifically designed for Medicare-eligible annuitants. Such program of health benefits may differ from that outlined in Appendix A as long as the benefits and design, including participant responsibility for out-of-pocket costs and provider networks are at least comparable to those benefits provided through the State's supplementary Medicare program. For a Medicare eligible annuitant with covered dependents, the dependents must be covered by Medicare in order for the annuitant to participate in Medicare Advantage. The Joint Labor Management Committee shall work to ensure a smooth transition to a Medicare Advantage Program that conforms to the collective bargaining agreement, including this Appendix . The State will, to the extent practicable, permit separate plan enrollment for members and dependents for Medicare primary annuitants.

### Section 2. CONTRIBUTION AMOUNTS

#### A. Creditable State Service

- 1) For annuitants who began receiving an annuity on or after January 1, 1998, the State shall contribute an amount towards the cost of the annuitant's coverage under the basic program of group health benefits equal to 5% of that cost for each full year of creditable service upon which the annuitant's retirement annuity is based, up to a maximum of 100% for an annuitant with 20 or more years of combined creditable service.
- 2) The remainder of the cost of coverage under the basic program of group health benefits is the responsibility of the annuitant.

#### B. Percentage of Annuity

- 1) Annuitants, regardless of the date upon which their annuity began, shall contribute a percentage of their annual annuity from all five state retirement systems towards the cost of their basic program of group health benefits.



2) Medicare-eligible annuitants

- a. Beginning July 1, 2013, annuitants who are eligible for Medicare will contribute 1% of their annual annuity towards the cost of their healthcare.
- b. Effective July 1, 2014, this amount will increase by 1%, for a total contribution of 2% of their annual annuity towards healthcare.
- c. This amount will be in addition to any amount owed by the annuitant under Section A(2) above.

3) Non-Medicare eligible annuitants

- a. Beginning July 1, 2013, annuitants who are not eligible for Medicare will contribute 2% of their annual annuity towards the costs of their healthcare.
- b. Effective July 1, 2014, this amount will increase by 2%, for a total contribution of 4% of their annual annuity towards healthcare.
- c. This amount shall be in addition to any amounts owed by the annuitant under Section A(2) above.

4) Annuity amounts will be adjusted monthly based upon information received from the applicable reporting retirement system.

5) Annuitants that are above age 65 but ineligible for Medicare due to the State's failure to pay into Medicare on their behalf or who left employment on or before July 1, 2012 and were unable to accumulate the required number of paid quarters will have the annuity percentages applied as if they were Medicare-eligible.

C. Dependent Contributions

1) Annuitant contributions for dependent coverage in the Quality Care Health Plan (QCHP) shall be \$249.00 per month for one non-Medicare dependent, \$287.00 per month for two or more non-Medicare dependents. Member contributions for dependent coverage in the Quality Care Health Plan (QCHP) or comparable Medicare Advantage plan shall be no more than \$142.00 per month for one Medicare primary dependent and no more than \$203 per month for two or more Medicare primary dependents.

2) Annuitant contributions for dependent coverage in the Managed Care Health Plan (MCHP) shall be the weighted average of \$113.00 per month for one non-Medicare dependent, \$159.00 per month for two or more non-Medicare dependents. Member contributions for dependent coverage in the Managed Care Health Plan (MCHP) or comparable Medicare Advantage plan shall be no more than \$89.91 per month for one Medicare primary dependent and no more than \$126.00 per month for two or more Medicare primary dependents

D. Plan Coinsurance. QCHP Services. The coinsurance percentage applies regardless of Medicare status or whether the Plan is providing primary, secondary or tertiary insurance coverage.

### Section 3: CERTIFICATION OF PREMIUM

- A. No later than May 1<sup>st</sup> of each calendar year, the Director of Central Management Services shall certify in writing to the Executive Secretary of the State Employees Retirement System the amounts of the Medicare supplement healthcare premiums and the amount of the healthcare premiums for all other retirees who are not eligible for Medicare.
- B. A separate calculation of the premiums based on the actual cost of each healthcare plan shall be so certified.
- C. The Director of Central Management Services shall provide to the Executive Secretary of the State Employees Retirement System such information, statistics, and other data as he/she may require to review the premium amounts certified by the Director of Central Management Services.

### Section 4. NON-MEDICARE OPT OUT

Non-Medicare Retirees who provide proof of other comprehensive medical coverage will be allowed to opt out of the health, dental and vision coverage provided by the State of Illinois Insurance Program and receive a financial incentive payment of \$150 per month

Effective July 1, 2013, Non-Medicare Retirees with twenty (20) years of creditable service who provide proof of other comprehensive medical coverage will be allowed to Opt Out of the health, dental and vision coverage provided by the State of Illinois Insurance Program and receive a financial incentive payment of \$500 per month. In addition, the Employer may establish a prorated incentive for retirees with fewer than twenty (20) years of creditable service.

To qualify for this Financial Incentive Program, a retiree must be non-Medicare-eligible and able to provide proof of enrollment in another health benefit plan, either comprehensive major medical or comprehensive managed care, from a source other than the Illinois Department of Central Management Services (DCMS). Other health programs under DCMS include the Local Government Health Plan, Teachers' Retirement Insurance Program and the College Insurance Program. If a retiree chooses to opt out and receive the financial incentive, the retiree cannot enroll as a dependent of a state employed or retired spouse under the State of Illinois Group Insurance Program.

Incentive payments will cease:

- A. The 1<sup>st</sup> day of the month in which the annuitant turns age 65 and becomes eligible for Medicare

B. The 1<sup>st</sup> day of the month an annuitant becomes enrolled in Medicare for any reason (age or disability)

C. The 1<sup>st</sup> day of the month following an annuitant reactivating coverage in the state's health plan

Retirees who elect to opt out of the state health, dental and vision coverage and receive a financial incentive may re-enroll within 60 days of becoming Medicare primary, either due to age or disability. Retirees may also re-enroll during a Benefits Choice Period or within 60 days of experiencing a Qualifying Change in Status, such as divorce, marriage or loss of other coverage.

**RATES OF PAY - RC-006  
EFFECTIVE JULY 1, 2012**

PAY GRADE	STEPS							
	1	2	3	4	5	6	7	8
RC-006-01 Alternative Formula (Security)	2963	3043	3120	3193	3279	3350	3488	3630
Maximum Security	3039	3115	3195	3261	3350	3421	3563	3705
RC-006-02 Alternative Formula (Security)	3040	3116	3192	3272	3355	3433	3577	3719
Maximum Security	3112	3191	3260	3345	3429	3504	3647	3794
RC-006-03 Alternative Formula (Security)	3116	3193	3285	3367	3448	3537	3678	3824
Maximum Security	3191	3261	3357	3439	3520	3610	3753	3904
RC-006-04 Alternative Formula (Security)	3193	3287	3371	3470	3560	3652	3812	3966
Maximum Security	3261	3361	3443	3540	3630	3726	3887	4042
RC-006-05 Alternative Formula (Security)	3399	3503	3616	3725	3845	3959	4144	4311
Maximum Security	3472	3577	3691	3802	3919	4033	4225	4393
RC-006-06 Alternative Formula (Security)	3588	3725	3847	3972	4103	4234	4461	4638
Maximum Security	3663	3802	3920	4048	4182	4317	4540	4722
RC-006-07 Alternative Formula (Security)	3612	3725	3858	3971	4115	4234	4452	4631
Maximum Security	3687	3802	3931	4046	4192	4317	4531	4712
RC-006-08 Alternative Formula (Security)	3874	4017	4157	4319	4467	4610	4865	5059
Maximum Security	3947	4091	4235	4400	4546	4694	4948	5144
RC-006-09 Alternative Formula (Security)	3879	4022	4168	4333	4484	4648	4901	5099
Maximum Security	3955	4098	4250	4412	4568	4731	4983	5182
RC-006-10 Alternative Formula (Security)	4032	4183	4357	4524	4694	4867	5142	5350
Maximum Security	4114	4263	4438	4603	4777	4951	5223	5434
RC-006-11 Alternative Formula (Security)	4219	4393	4563	4756	4937	5126	5422	5639
Maximum Security	4297	4472	4640	4839	5017	5214	5503	5724
RC-006-12 Alternative Formula (Security)	4395	4579	4779	4976	5171	5364	5675	5901
Maximum Security	4474	4662	4863	5056	5257	5445	5757	5986
RC-006-13 Alternative Formula (Security)	4596	4805	5021	5232	5446	5669	5996	6233
Maximum Security	4679	4889	5106	5319	5531	5750	6077	6322
RC-006-14 Alternative Formula (Security)	4670	4888	5109	5320	5537	5757	6096	6337
Maximum Security	4753	4971	5192	5404	5620	5836	6178	6425
RC-006-15 Alternative Formula (Security)	4823	5048	5275	5495	5727	5956	6297	6548
Maximum Security	4904	5131	5362	5579	5815	6038	6381	6638

**RATES OF PAY - RC-006  
EFFECTIVE MAY 20, 2013**

PAY GRADE	STEPS										
	1c	1b	1a	1	2	3	4	5	6	7	8
RC-006-01 Alternative Formula (Security)	2696	2785	2874	2963	3043	3120	3193	3279	3350	3488	3630
Maximum Security	2765	2857	2948	3039	3115	3195	3261	3350	3421	3563	3705
RC-006-02 Alternative Formula (Security)	2766	2858	2949	3040	3116	3192	3272	3355	3433	3577	3719
Maximum Security	2832	2925	3019	3112	3191	3260	3345	3429	3504	3647	3794
RC-006-03 Alternative Formula (Security)	2836	2929	3023	3116	3193	3285	3367	3448	3537	3678	3824
Maximum Security	2904	3000	3095	3191	3261	3357	3439	3520	3610	3753	3904
RC-006-04 Alternative Formula (Security)	2906	3001	3097	3193	3287	3371	3470	3560	3652	3812	3966
Maximum Security	2968	3065	3163	3261	3361	3443	3540	3630	3726	3887	4042
RC-006-05 Alternative Formula (Security)	3093	3195	3297	3399	3503	3616	3725	3845	3959	4144	4311
Maximum Security	3160	3264	3368	3472	3577	3691	3802	3919	4033	4225	4393
RC-006-06 Alternative Formula (Security)	3265	3373	3480	3588	3725	3847	3972	4103	4234	4461	4638
Maximum Security	3333	3443	3553	3663	3802	3920	4048	4182	4317	4540	4722
RC-006-07 Alternative Formula (Security)	3287	3395	3504	3612	3725	3858	3971	4115	4234	4452	4631
Maximum Security	3355	3466	3576	3687	3802	3931	4046	4192	4317	4531	4712
RC-006-08 Alternative Formula (Security)	3525	3642	3758	3874	4017	4157	4319	4467	4610	4865	5059
Maximum Security	3592	3710	3829	3947	4091	4235	4400	4546	4694	4948	5144
RC-006-09 Alternative Formula (Security)	3530	3646	3763	3879	4022	4168	4333	4484	4648	4901	5099
Maximum Security	3599	3718	3836	3955	4098	4250	4412	4568	4731	4983	5182
RC-006-10 Alternative Formula (Security)	3669	3790	3911	4032	4183	4357	4524	4694	4867	5142	5350
Maximum Security	3744	3867	3991	4114	4263	4438	4603	4777	4951	5223	5434
RC-006-11 Alternative Formula (Security)	3839	3966	4092	4219	4393	4563	4756	4937	5126	5422	5639
Maximum Security	3910	4039	4168	4297	4472	4640	4839	5017	5214	5503	5724
RC-006-12 Alternative Formula (Security)	3999	4131	4263	4395	4579	4779	4976	5171	5364	5675	5901
Maximum Security	4071	4206	4340	4474	4662	4863	5056	5257	5445	5757	5986
RC-006-13 Alternative Formula (Security)	4182	4320	4458	4596	4805	5021	5232	5446	5669	5996	6233
Maximum Security	4258	4398	4539	4679	4889	5106	5319	5531	5750	6077	6322
RC-006-14 Alternative Formula (Security)	4250	4390	4530	4670	4888	5109	5320	5537	5757	6096	6337
Maximum Security	4325	4468	4610	4753	4971	5192	5404	5620	5836	6178	6425
RC-006-15 Alternative Formula (Security)	4389	4534	4678	4823	5048	5275	5495	5727	5956	6297	6548
Maximum Security	4463	4610	4757	4904	5131	5362	5579	5815	6038	6381	6638

**RATES OF PAY - RC-006  
EFFECTIVE JULY 1, 2013**

PAY GRADE	STEPS										
	1c	1b	1a	1	2	3	4	5	6	7	8
RC-006-01 Alternative Formula (Security)	2750	2841	2931	3022	3104	3182	3257	3345	3417	3558	3703
Maximum Security	2820	2914	3007	3100	3177	3259	3326	3417	3489	3634	3779
RC-006-02 Alternative Formula (Security)	2821	2915	3008	3101	3178	3256	3337	3422	3502	3649	3793
Maximum Security	2889	2984	3079	3174	3255	3325	3412	3498	3574	3720	3870
RC-006-03 Alternative Formula (Security)	2893	2988	3083	3178	3257	3351	3434	3517	3608	3752	3900
Maximum Security	2962	3060	3157	3255	3326	3424	3508	3590	3682	3828	3982
RC-006-04 Alternative Formula (Security)	2964	3061	3159	3257	3353	3438	3539	3631	3725	3888	4045
Maximum Security	3027	3126	3226	3326	3428	3512	3611	3703	3801	3965	4123
RC-006-05 Alternative Formula (Security)	3155	3259	3363	3467	3573	3688	3800	3922	4038	4227	4397
Maximum Security	3223	3329	3435	3541	3649	3765	3878	3997	4114	4310	4481
RC-006-06 Alternative Formula (Security)	3330	3440	3550	3660	3800	3924	4051	4185	4319	4550	4731
Maximum Security	3400	3512	3624	3736	3878	3998	4129	4266	4403	4631	4816
RC-006-07 Alternative Formula (Security)	3353	3463	3574	3684	3800	3935	4050	4197	4319	4541	4724
Maximum Security	3422	3535	3648	3761	3878	4010	4127	4276	4403	4622	4806
RC-006-08 Alternative Formula (Security)	3596	3715	3833	3951	4097	4240	4405	4556	4702	4962	5160
Maximum Security	3664	3784	3906	4026	4173	4320	4488	4637	4788	5047	5247
RC-006-09 Alternative Formula (Security)	3601	3719	3838	3957	4102	4251	4420	4574	4741	4999	5201
Maximum Security	3671	3792	3913	4034	4180	4335	4500	4659	4826	5083	5286
RC-006-10 Alternative Formula (Security)	3742	3866	3989	4113	4267	4444	4614	4788	4964	5245	5457
Maximum Security	3819	3944	4071	4196	4348	4527	4695	4873	5050	5327	5543
RC-006-11 Alternative Formula (Security)	3916	4045	4174	4303	4481	4654	4851	5036	5229	5530	5752
Maximum Security	3988	4120	4251	4383	4561	4733	4936	5117	5318	5613	5838
RC-006-12 Alternative Formula (Security)	4079	4214	4348	4483	4671	4875	5076	5274	5471	5789	6019
Maximum Security	4152	4290	4427	4563	4755	4960	5157	5362	5554	5872	6106
RC-006-13 Alternative Formula (Security)	4266	4406	4547	4688	4901	5121	5337	5555	5782	6116	6358
Maximum Security	4343	4486	4630	4773	4987	5208	5425	5642	5865	6199	6448
RC-006-14 Alternative Formula (Security)	4335	4478	4621	4763	4986	5211	5426	5648	5872	6218	6464
Maximum Security	4412	4557	4702	4848	5070	5296	5512	5732	5953	6302	6554
RC-006-15 Alternative Formula (Security)	4477	4625	4772	4919	5149	5381	5605	5842	6075	6423	6679
Maximum Security	4552	4702	4852	5002	5234	5469	5691	5931	6159	6509	6771

**RATES OF PAY - RC-006**  
**EFFECTIVE JULY 1, 2014**

PAY GRADE	STEPS										
	1c	1b	1a	1	2	3	4	5	6	7	8
RC-006-01 Alternative Formula (Security)	2805	2898	2990	3082	3166	3246	3322	3412	3485	3629	3777
Maximum Security	2876	2972	3067	3162	3241	3324	3393	3485	3559	3707	3855
RC-006-02 Alternative Formula (Security)	2877	2973	3068	3163	3242	3321	3404	3490	3572	3722	3869
Maximum Security	2947	3044	3141	3237	3320	3392	3480	3568	3645	3794	3947
RC-006-03 Alternative Formula (Security)	2951	3048	3145	3242	3322	3418	3503	3587	3680	3827	3978
Maximum Security	3021	3121	3220	3320	3393	3492	3578	3662	3756	3905	4062
RC-006-04 Alternative Formula (Security)	3023	3122	3222	3322	3420	3507	3610	3704	3800	3966	4126
Maximum Security	3088	3189	3291	3393	3497	3582	3683	3777	3877	4044	4205
RC-006-05 Alternative Formula (Security)	3218	3324	3430	3536	3644	3762	3876	4000	4119	4312	4485
Maximum Security	3287	3396	3504	3612	3722	3840	3956	4077	4196	4396	4571
RC-006-06 Alternative Formula (Security)	3397	3509	3621	3733	3876	4002	4132	4269	4405	4641	4826
Maximum Security	3468	3582	3696	3811	3956	4078	4212	4351	4491	4724	4912
RC-006-07 Alternative Formula (Security)	3420	3532	3645	3758	3876	4014	4131	4281	4405	4632	4818
Maximum Security	3490	3606	3721	3836	3956	4090	4210	4362	4491	4714	4902
RC-006-08 Alternative Formula (Security)	3668	3789	3910	4030	4179	4325	4493	4647	4796	5061	5263
Maximum Security	3737	3860	3984	4107	4256	4406	4578	4730	4884	5148	5352
RC-006-09 Alternative Formula (Security)	3673	3793	3915	4036	4184	4336	4508	4665	4836	5099	5305
Maximum Security	3744	3868	3991	4115	4264	4422	4590	4752	4923	5185	5392
RC-006-10 Alternative Formula (Security)	3817	3943	4069	4195	4352	4533	4706	4884	5063	5350	5566
Maximum Security	3895	4023	4152	4280	4435	4618	4789	4970	5151	5434	5654
RC-006-11 Alternative Formula (Security)	3994	4126	4257	4389	4571	4747	4948	5137	5334	5641	5867
Maximum Security	4068	4202	4336	4471	4652	4828	5035	5219	5424	5725	5955
RC-006-12 Alternative Formula (Security)	4161	4298	4435	4573	4764	4973	5178	5379	5580	5905	6139
Maximum Security	4235	4376	4516	4654	4850	5059	5260	5469	5665	5989	6228
RC-006-13 Alternative Formula (Security)	4351	4494	4638	4782	4999	5223	5444	5666	5898	6238	6485
Maximum Security	4430	4576	4723	4868	5087	5312	5534	5755	5982	6323	6577
RC-006-14 Alternative Formula (Security)	4422	4568	4713	4858	5086	5315	5535	5761	5989	6342	6593
Maximum Security	4500	4648	4796	4945	5171	5402	5622	5847	6072	6428	6685
RC-006-15 Alternative Formula (Security)	4567	4718	4867	5017	5252	5489	5717	5959	6197	6551	6813
Maximum Security	4643	4796	4949	5102	5339	5578	5805	6050	6282	6639	6906

**RATES OF PAY - RC-009  
EFFECTIVE JULY 1, 2012**

PAY GRADE	STEPS							
	1	2	3	4	5	6	7	8
RC-009-01 Regular Formula	2721	2783	2857	2924	2995	3066	3193	3320
Alternative Formula (Security)	2828	2891	2967	3042	3113	3185	3320	3455
RC-009-02 Regular Formula	2783	2857	2934	2999	3082	3152	3285	3419
Alternative Formula (Security)	2891	2967	3046	3117	3205	3276	3416	3553
RC-009-03 Regular Formula	2804	2891	2984	3076	3174	3276	3408	3546
Alternative Formula (Security)	2912	3004	3102	3199	3303	3405	3545	3687
RC-009-04 Regular Formula	2852	2924	2998	3076	3157	3229	3366	3500
Alternative Formula (Security)	2963	3042	3116	3199	3281	3359	3501	3641
RC-009-05 Regular Formula	2872	2961	3056	3152	3253	3357	3490	3632
Alternative Formula (Security)	2988	3078	3178	3276	3384	3489	3631	3777
RC-009-06 Regular Formula	2939	3014	3095	3181	3262	3354	3495	3634
Alternative Formula (Security)	3050	3132	3219	3309	3395	3485	3634	3780
RC-009-07 Regular Formula	2999	3091	3168	3261	3351	3438	3585	3728
Alternative Formula (Security)	3117	3212	3297	3394	3483	3578	3736	3885
RC-009-08 Regular Formula	3014	3100	3191	3280	3368	3464	3621	3765
Alternative Formula (Security)	3132	3222	3318	3409	3504	3602	3770	3921
RC-009-09 Regular Formula	3026	3120	3221	3321	3430	3542	3696	3843
Alternative Formula (Security)	3147	3246	3349	3457	3568	3689	3848	4002
RC-009-10 Regular Formula	3091	3181	3271	3367	3460	3560	3725	3875
Alternative Formula (Security)	3212	3309	3400	3503	3597	3706	3879	4035
RC-009-11 Regular Formula	3100	3198	3291	3395	3487	3586	3756	3907
Alternative Formula (Security)	3222	3327	3422	3533	3627	3737	3912	4070
RC-009-12 Regular Formula	3116	3216	3318	3424	3533	3651	3811	3964
Alternative Formula (Security)	3242	3343	3452	3563	3678	3806	3970	4129
RC-009-13 Regular Formula	3198	3297	3402	3507	3620	3726	3903	4059
Alternative Formula (Security)	3327	3429	3540	3649	3768	3880	4066	4230
RC-009-14 Regular Formula	3206	3306	3417	3522	3640	3765	3932	4088
Alternative Formula (Security)	3332	3439	3553	3666	3792	3921	4098	4263
RC-009-15 Regular Formula	3276	3377	3489	3600	3721	3829	4016	4175
Alternative Formula (Security)	3405	3512	3630	3749	3877	3987	4186	4354
RC-009-16 Regular Formula	3300	3421	3522	3638	3753	3869	4067	4231
Alternative Formula (Security)	3433	3558	3666	3791	3909	4032	4246	4416
RC-009-17 Regular Formula	3303	3408	3522	3637	3762	3888	4083	4246
Alternative Formula (Security)	3436	3545	3666	3790	3919	4053	4263	4433
RC-009-18 Regular Formula	3333	3440	3560	3677	3802	3930	4117	4279
Alternative Formula (Security)	3470	3581	3706	3829	3962	4096	4296	4467
RC-009-19 Regular Formula	3380	3507	3621	3739	3862	3981	4192	4359
Alternative Formula (Security)	3515	3649	3770	3896	4023	4150	4374	4550
RC-009-20 Regular Formula	3408	3533	3649	3776	3899	4026	4269	4441
Alternative Formula (Security)	3545	3678	3803	3932	4064	4199	4460	4637
RC-009-21 Regular Formula	3505	3625	3739	3867	3997	4135	4361	4536
Alternative Formula (Security)	3647	3776	3896	4028	4168	4317	4552	4735
RC-009-22 Regular Formula	3560	3691	3811	3954	4083	4234	4461	4638
Alternative Formula (Security)	3706	3843	3970	4123	4263	4417	4658	4845
RC-009-23 Regular Formula	3644	3779	3910	4060	4198	4336	4574	4756
Alternative Formula (Security)	3796	3937	4077	4234	4384	4526	4781	4969
RC-009-24 Regular Formula	3651	3786	3922	4072	4219	4369	4603	4791
Alternative Formula (Security)	3806	3944	4090	4249	4403	4568	4816	5010
RC-009-25 Regular Formula	3967	4126	4287	4472	4639	4823	5104	5307
Alternative Formula (Security)	4136	4308	4477	4673	4851	5041	5335	5548



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RC-009-26	Regular Formula	4127	4311	4489	4680	4866	5050	5347	5557
	Alternative Formula (Security)	4310	4497	4690	4890	5088	5275	5588	5812
RC-009-27	Regular Formula	4327	4514	4708	4903	5098	5287	5591	5814
	Alternative Formula (Security)	4522	4715	4923	5124	5324	5526	5838	6071

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**RATES OF PAY - RC-009**  
**EFFECTIVE MAY 20, 2013**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-009-01	Regular Formula	2476	2558	2639	2721	2783	2857	2924	2995	3066	3193	3320
	Alternative Formula (Security)	2573	2658	2743	2828	2891	2967	3042	3113	3185	3320	3455
RC-009-02	Regular Formula	2533	2616	2700	2783	2857	2934	2999	3082	3152	3285	3419
	Alternative Formula (Security)	2631	2718	2804	2891	2967	3046	3117	3205	3276	3416	3553
RC-009-03	Regular Formula	2552	2636	2720	2804	2891	2984	3076	3174	3276	3408	3546
	Alternative Formula (Security)	2650	2737	2825	2912	3004	3102	3199	3303	3405	3545	3687
RC-009-04	Regular Formula	2595	2681	2766	2852	2924	2998	3076	3157	3229	3366	3500
	Alternative Formula (Security)	2696	2785	2874	2963	3042	3116	3199	3281	3359	3501	3641
RC-009-05	Regular Formula	2614	2700	2786	2872	2961	3056	3152	3253	3357	3490	3632
	Alternative Formula (Security)	2719	2809	2898	2988	3078	3178	3276	3384	3489	3631	3777
RC-009-06	Regular Formula	2674	2763	2851	2939	3014	3095	3181	3262	3354	3495	3634
	Alternative Formula (Security)	2776	2867	2959	3050	3132	3219	3309	3395	3485	3634	3780
RC-009-07	Regular Formula	2729	2819	2909	2999	3091	3168	3261	3351	3438	3585	3728
	Alternative Formula (Security)	2836	2930	3023	3117	3212	3297	3394	3483	3578	3736	3885
RC-009-08	Regular Formula	2743	2833	2924	3014	3100	3191	3280	3368	3464	3621	3765
	Alternative Formula (Security)	2850	2944	3038	3132	3222	3318	3409	3504	3602	3770	3921
RC-009-09	Regular Formula	2754	2844	2935	3026	3120	3221	3321	3430	3542	3696	3843
	Alternative Formula (Security)	2864	2958	3053	3147	3246	3349	3457	3568	3689	3848	4002
RC-009-10	Regular Formula	2813	2906	2998	3091	3181	3271	3367	3460	3560	3725	3875
	Alternative Formula (Security)	2923	3019	3116	3212	3309	3400	3503	3597	3706	3879	4035
RC-009-11	Regular Formula	2821	2914	3007	3100	3198	3291	3395	3487	3586	3756	3907
	Alternative Formula (Security)	2932	3029	3125	3222	3327	3422	3533	3627	3737	3912	4070
RC-009-12	Regular Formula	2836	2929	3023	3116	3216	3318	3424	3533	3651	3811	3964
	Alternative Formula (Security)	2950	3047	3145	3242	3343	3452	3563	3678	3806	3970	4129
RC-009-13	Regular Formula	2910	3006	3102	3198	3297	3402	3507	3620	3726	3903	4059
	Alternative Formula (Security)	3028	3127	3227	3327	3429	3540	3649	3768	3880	4066	4230
RC-009-14	Regular Formula	2917	3014	3110	3206	3306	3417	3522	3640	3765	3932	4088
	Alternative Formula (Security)	3032	3132	3232	3332	3439	3553	3666	3792	3921	4098	4263
RC-009-15	Regular Formula	2981	3079	3178	3276	3377	3489	3600	3721	3829	4016	4175
	Alternative Formula (Security)	3099	3201	3303	3405	3512	3630	3749	3877	3987	4186	4354
RC-009-16	Regular Formula	3003	3102	3201	3300	3421	3522	3638	3753	3869	4067	4231
	Alternative Formula (Security)	3124	3227	3330	3433	3558	3666	3791	3909	4032	4246	4416
RC-009-17	Regular Formula	3006	3105	3204	3303	3408	3522	3637	3762	3888	4083	4246
	Alternative Formula (Security)	3127	3230	3333	3436	3545	3666	3790	3919	4053	4263	4433
RC-009-18	Regular Formula	3033	3133	3233	3333	3440	3560	3677	3802	3930	4117	4279
	Alternative Formula (Security)	3158	3262	3366	3470	3581	3706	3829	3962	4096	4296	4467
RC-009-19	Regular Formula	3076	3177	3279	3380	3507	3621	3739	3862	3981	4192	4359
	Alternative Formula (Security)	3199	3304	3410	3515	3649	3770	3896	4023	4150	4374	4550
RC-009-20	Regular Formula	3101	3204	3306	3408	3533	3649	3776	3899	4026	4269	4441
	Alternative Formula (Security)	3226	3332	3439	3545	3678	3803	3932	4064	4199	4460	4637
RC-009-21	Regular Formula	3190	3295	3400	3505	3625	3739	3867	3997	4135	4361	4536
	Alternative Formula (Security)	3319	3428	3538	3647	3776	3896	4028	4168	4317	4552	4735
RC-009-22	Regular Formula	3240	3346	3453	3560	3691	3811	3954	4083	4234	4461	4638
	Alternative Formula (Security)	3372	3484	3595	3706	3843	3970	4123	4263	4417	4658	4845
RC-009-23	Regular Formula	3316	3425	3535	3644	3779	3910	4060	4198	4336	4574	4756
	Alternative Formula (Security)	3454	3568	3682	3796	3937	4077	4234	4384	4526	4781	4969
RC-009-24	Regular Formula	3322	3432	3541	3651	3786	3922	4072	4219	4369	4603	4791
	Alternative Formula (Security)	3463	3578	3692	3806	3944	4090	4249	4403	4568	4816	5010
RC-009-25	Regular Formula	3610	3729	3848	3967	4126	4287	4472	4639	4823	5104	5307
	Alternative Formula (Security)	3764	3888	4012	4136	4308	4477	4673	4851	5041	5335	5548

RC-009-26	Regular Formula	3756	3879	4003	4127	4311	4489	4680	4866	5050	5347	5557
	Alternative Formula (Security)	3922	4051	4181	4310	4497	4690	4890	5088	5275	5588	5812
RC-009-27	Regular Formula	3938	4067	4197	4327	4514	4708	4903	5098	5287	5591	5814
	Alternative Formula (Security)	4115	4251	4386	4522	4715	4923	5124	5324	5526	5838	6071

**RATES OF PAY - RC-009**  
**EFFECTIVE JULY 1, 2013**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-009-01	Regular Formula	2526	2609	2692	2775	2839	2914	2982	3055	3127	3257	3386
	Alternative Formula (Security)	2624	2711	2798	2885	2949	3026	3103	3175	3249	3386	3524
RC-009-02	Regular Formula	2584	2668	2754	2839	2914	2993	3059	3144	3215	3351	3487
	Alternative Formula (Security)	2684	2772	2860	2949	3026	3107	3179	3269	3342	3484	3624
RC-009-03	Regular Formula	2603	2689	2774	2860	2949	3044	3138	3237	3342	3476	3617
	Alternative Formula (Security)	2703	2792	2882	2970	3064	3164	3263	3369	3473	3616	3761
RC-009-04	Regular Formula	2647	2735	2821	2909	2982	3058	3138	3220	3294	3433	3570
	Alternative Formula (Security)	2750	2841	2931	3022	3103	3178	3263	3347	3426	3571	3714
RC-009-05	Regular Formula	2666	2754	2842	2929	3020	3117	3215	3318	3424	3560	3705
	Alternative Formula (Security)	2773	2865	2956	3048	3140	3242	3342	3452	3559	3704	3853
RC-009-06	Regular Formula	2727	2818	2908	2998	3074	3157	3245	3327	3421	3565	3707
	Alternative Formula (Security)	2832	2924	3018	3111	3195	3283	3375	3463	3555	3707	3856
RC-009-07	Regular Formula	2784	2875	2967	3059	3153	3231	3326	3418	3507	3657	3803
	Alternative Formula (Security)	2893	2989	3083	3179	3276	3363	3462	3553	3650	3811	3963
RC-009-08	Regular Formula	2798	2890	2982	3074	3162	3255	3346	3435	3533	3693	3840
	Alternative Formula (Security)	2907	3003	3099	3195	3286	3384	3477	3574	3674	3845	3999
RC-009-09	Regular Formula	2809	2901	2994	3087	3182	3285	3387	3499	3613	3770	3920
	Alternative Formula (Security)	2921	3017	3114	3210	3311	3416	3526	3639	3763	3925	4082
RC-009-10	Regular Formula	2869	2964	3058	3153	3245	3336	3434	3529	3631	3800	3953
	Alternative Formula (Security)	2981	3079	3178	3276	3375	3468	3573	3669	3780	3957	4116
RC-009-11	Regular Formula	2877	2972	3067	3162	3262	3357	3463	3557	3658	3831	3985
	Alternative Formula (Security)	2991	3090	3188	3286	3394	3490	3604	3700	3812	3990	4151
RC-009-12	Regular Formula	2893	2988	3083	3178	3280	3384	3492	3604	3724	3887	4043
	Alternative Formula (Security)	3009	3108	3208	3307	3410	3521	3634	3752	3882	4049	4212
RC-009-13	Regular Formula	2968	3066	3164	3262	3363	3470	3577	3692	3801	3981	4140
	Alternative Formula (Security)	3089	3190	3292	3394	3498	3611	3722	3843	3958	4147	4315
RC-009-14	Regular Formula	2975	3074	3172	3270	3372	3485	3592	3713	3840	4011	4170
	Alternative Formula (Security)	3093	3195	3297	3399	3508	3624	3739	3868	3999	4180	4348
RC-009-15	Regular Formula	3041	3141	3242	3342	3445	3559	3672	3795	3906	4096	4259
	Alternative Formula (Security)	3161	3265	3369	3473	3582	3703	3824	3955	4067	4270	4441
RC-009-16	Regular Formula	3063	3164	3265	3366	3489	3592	3711	3828	3946	4148	4316
	Alternative Formula (Security)	3186	3292	3397	3502	3629	3739	3867	3987	4113	4331	4504
RC-009-17	Regular Formula	3066	3167	3268	3369	3476	3592	3710	3837	3966	4165	4331
	Alternative Formula (Security)	3190	3295	3400	3505	3616	3739	3866	3997	4134	4348	4522
RC-009-18	Regular Formula	3094	3196	3298	3400	3509	3631	3751	3878	4009	4199	4365
	Alternative Formula (Security)	3221	3327	3433	3539	3653	3780	3906	4041	4178	4382	4556
RC-009-19	Regular Formula	3138	3241	3345	3448	3577	3693	3814	3939	4061	4276	4446
	Alternative Formula (Security)	3263	3370	3478	3585	3722	3845	3974	4103	4233	4461	4641
RC-009-20	Regular Formula	3163	3268	3372	3476	3604	3722	3852	3977	4107	4354	4530
	Alternative Formula (Security)	3291	3399	3508	3616	3752	3879	4011	4145	4283	4549	4730
RC-009-21	Regular Formula	3254	3361	3468	3575	3698	3814	3944	4077	4218	4448	4627
	Alternative Formula (Security)	3385	3497	3609	3720	3852	3974	4109	4251	4403	4643	4830
RC-009-22	Regular Formula	3305	3413	3522	3631	3765	3887	4033	4165	4319	4550	4731
	Alternative Formula (Security)	3439	3554	3667	3780	3920	4049	4205	4348	4505	4751	4942
RC-009-23	Regular Formula	3382	3494	3606	3717	3855	3988	4141	4282	4423	4665	4851
	Alternative Formula (Security)	3523	3639	3756	3872	4016	4159	4319	4472	4617	4877	5068
RC-009-24	Regular Formula	3388	3501	3612	3724	3862	4000	4153	4303	4456	4695	4887
	Alternative Formula (Security)	3532	3650	3766	3882	4023	4172	4334	4491	4659	4912	5110
RC-009-25	Regular Formula	3682	3804	3925	4046	4209	4373	4561	4732	4919	5206	5413
	Alternative Formula (Security)	3839	3966	4092	4219	4394	4567	4766	4948	5142	5442	5659

RC-009-26	Regular Formula	3831	3957	4083	4210	4397	4579	4774	4963	5151	5454	5668
	Alternative Formula (Security)	4000	4132	4265	4396	4587	4784	4988	5190	5381	5700	5928
RC-009-27	Regular Formula	4017	4148	4281	4414	4604	4802	5001	5200	5393	5703	5930
	Alternative Formula (Security)	4197	4336	4474	4612	4809	5021	5226	5430	5637	5955	6192

**RATES OF PAY - RC-009**  
**EFFECTIVE JULY 1, 2014**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-009-01	Regular Formula	2577	2661	2746	2831	2896	2972	3042	3116	3190	3322	3454
	Alternative Formula (Security)	2676	2765	2854	2943	3008	3087	3165	3239	3314	3454	3594
RC-009-02	Regular Formula	2636	2721	2809	2896	2972	3053	3120	3207	3279	3418	3557
	Alternative Formula (Security)	2738	2827	2917	3008	3087	3169	3243	3334	3409	3554	3696
RC-009-03	Regular Formula	2655	2743	2829	2917	3008	3105	3201	3302	3409	3546	3689
	Alternative Formula (Security)	2757	2848	2940	3029	3125	3227	3328	3436	3542	3688	3836
RC-009-04	Regular Formula	2700	2790	2877	2967	3042	3119	3201	3284	3360	3502	3641
	Alternative Formula (Security)	2805	2898	2990	3082	3165	3242	3328	3414	3495	3642	3788
RC-009-05	Regular Formula	2719	2809	2899	2988	3080	3179	3279	3384	3492	3631	3779
	Alternative Formula (Security)	2828	2922	3015	3109	3203	3307	3409	3521	3630	3778	3930
RC-009-06	Regular Formula	2782	2874	2966	3058	3135	3220	3310	3394	3489	3636	3781
	Alternative Formula (Security)	2889	2982	3078	3173	3259	3349	3443	3532	3626	3781	3933
RC-009-07	Regular Formula	2840	2933	3026	3120	3216	3296	3393	3486	3577	3730	3879
	Alternative Formula (Security)	2951	3049	3145	3243	3342	3430	3531	3624	3723	3887	4042
RC-009-08	Regular Formula	2854	2948	3042	3135	3225	3320	3413	3504	3604	3767	3917
	Alternative Formula (Security)	2965	3063	3161	3259	3352	3452	3547	3645	3747	3922	4079
RC-009-09	Regular Formula	2865	2959	3054	3149	3246	3351	3455	3569	3685	3845	3998
	Alternative Formula (Security)	2979	3077	3176	3274	3377	3484	3597	3712	3838	4004	4164
RC-009-10	Regular Formula	2926	3023	3119	3216	3310	3403	3503	3600	3704	3876	4032
	Alternative Formula (Security)	3041	3141	3242	3342	3443	3537	3644	3742	3856	4036	4198
RC-009-11	Regular Formula	2935	3031	3128	3225	3327	3424	3532	3628	3731	3908	4065
	Alternative Formula (Security)	3051	3152	3252	3352	3462	3560	3676	3774	3888	4070	4234
RC-009-12	Regular Formula	2951	3048	3145	3242	3346	3452	3562	3676	3798	3965	4124
	Alternative Formula (Security)	3069	3170	3272	3373	3478	3591	3707	3827	3960	4130	4296
RC-009-13	Regular Formula	3027	3127	3227	3327	3430	3539	3649	3766	3877	4061	4223
	Alternative Formula (Security)	3151	3254	3358	3462	3568	3683	3796	3920	4037	4230	4401
RC-009-14	Regular Formula	3035	3135	3235	3335	3439	3555	3664	3787	3917	4091	4253
	Alternative Formula (Security)	3155	3259	3363	3467	3578	3696	3814	3945	4079	4264	4435
RC-009-15	Regular Formula	3102	3204	3307	3409	3514	3630	3745	3871	3984	4178	4344
	Alternative Formula (Security)	3224	3330	3436	3542	3654	3777	3900	4034	4148	4355	4530
RC-009-16	Regular Formula	3124	3227	3330	3433	3559	3664	3785	3905	4025	4231	4402
	Alternative Formula (Security)	3250	3358	3465	3572	3702	3814	3944	4067	4195	4418	4594
RC-009-17	Regular Formula	3127	3230	3333	3436	3546	3664	3784	3914	4045	4248	4418
	Alternative Formula (Security)	3254	3361	3468	3575	3688	3814	3943	4077	4217	4435	4612
RC-009-18	Regular Formula	3156	3260	3364	3468	3579	3704	3826	3956	4089	4283	4452
	Alternative Formula (Security)	3285	3394	3502	3610	3726	3856	3984	4122	4262	4470	4647
RC-009-19	Regular Formula	3201	3306	3412	3517	3649	3767	3890	4018	4142	4362	4535
	Alternative Formula (Security)	3328	3437	3548	3657	3796	3922	4053	4185	4318	4550	4734
RC-009-20	Regular Formula	3226	3333	3439	3546	3676	3796	3929	4057	4189	4441	4621
	Alternative Formula (Security)	3357	3467	3578	3688	3827	3957	4091	4228	4369	4640	4825
RC-009-21	Regular Formula	3319	3428	3537	3647	3772	3890	4023	4159	4302	4537	4720
	Alternative Formula (Security)	3453	3567	3681	3794	3929	4053	4191	4336	4491	4736	4927
RC-009-22	Regular Formula	3371	3481	3592	3704	3840	3965	4114	4248	4405	4641	4826
	Alternative Formula (Security)	3508	3625	3740	3856	3998	4130	4289	4435	4595	4846	5041
RC-009-23	Regular Formula	3450	3564	3678	3791	3932	4068	4224	4368	4511	4758	4948
	Alternative Formula (Security)	3593	3712	3831	3949	4096	4242	4405	4561	4709	4975	5169
RC-009-24	Regular Formula	3456	3571	3684	3798	3939	4080	4236	4389	4545	4789	4985
	Alternative Formula (Security)	3603	3723	3841	3960	4103	4255	4421	4581	4752	5010	5212
RC-009-25	Regular Formula	3756	3880	4004	4127	4293	4460	4652	4827	5017	5310	5521
	Alternative Formula (Security)	3916	4045	4174	4303	4482	4658	4861	5047	5245	5551	5772

RC-009-26	Regular Formula	3908	4036	4165	4294	4485	4671	4869	5062	5254	5563	5781
	Alternative Formula (Security)	4080	4215	4350	4484	4679	4880	5088	5294	5489	5814	6047
RC-009-27	Regular Formula	4097	4231	4367	4502	4696	4898	5101	5304	5501	5817	6049
	Alternative Formula (Security)	4281	4423	4563	4704	4905	5121	5331	5539	5750	6074	6316

**RATES OF PAY - RC-010  
EFFECTIVE JULY 1, 2012**

PAY GRADE		STEPS							
		1	2	3	4	5	6	7	8
RC-010-18	Regular Formula	4623	4845	5070	5302	5517	5739	6080	6325
	Alternative Formula (Security)	4828	5067	5301	5542	5768	5998	6358	6611
RC-010-20	Regular Formula	5146	5407	5657	5927	6185	6441	6832	7105
	Alternative Formula (Security)	5378	5649	5916	6197	6463	6731	7143	7428
RC-010-23h	Regular Formula	37.51	39.50	41.52	43.49	45.48	47.46	50.46	52.48
RC-010-23	Regular Formula	6095	6418	6747	7067	7391	7712	8200	8528
	Alternative Formula (Security)	6373	6709	7052	7383	7727	8062	8566	8908
RC-010-24	Regular Formula	6487	6831	7191	7533	7883	8237	8755	9104
	Alternative Formula (Security)	6780	7142	7513	7875	8234	8608	9149	9516
RC-010-26	Regular Formula	7377	7782	8196	8609	9011	9416	10023	10423
	Alternative Formula (Security)	7734	8153	8584	9018	9440	9861	10500	10920

**RATES OF PAY - RC-010  
EFFECTIVE MAY 20, 2013**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-010-18	Regular Formula	4207	4346	4484	4623	4845	5070	5302	5517	5739	6080	6325
	Alternative Formula (Security)	4393	4538	4683	4828	5067	5301	5542	5768	5998	6358	6611
RC-010-20	Regular Formula	4683	4837	4992	5146	5407	5657	5927	6185	6441	6832	7105
	Alternative Formula (Security)	4894	5055	5217	5378	5649	5916	6197	6463	6731	7143	7428
RC-010-23h	Regular Formula	34.13	35.26	36.38	37.51	39.50	41.52	43.49	45.48	47.46	50.46	52.48
RC-010-23	Regular Formula	5546	5729	5912	6095	6418	6747	7067	7391	7712	8200	8528
	Alternative Formula (Security)	5799	5991	6182	6373	6709	7052	7383	7727	8062	8566	8908
RC-010-24	Regular Formula	5903	6098	6292	6487	6831	7191	7533	7883	8237	8755	9104
	Alternative Formula (Security)	6170	6373	6577	6780	7142	7513	7875	8234	8608	9149	9516
RC-010-26	Regular Formula	6713	6934	7156	7377	7782	8196	8609	9011	9416	10023	10423
	Alternative Formula (Security)	7038	7270	7502	7734	8153	8584	9018	9440	9861	10500	10920



**RATES OF PAY - RC-010  
EFFECTIVE JULY 1, 2013**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-010-18	Regular Formula	4291	4433	4574	4715	4942	5171	5408	5627	5854	6202	6452
	Alternative Formula (Security)	4481	4629	4777	4925	5168	5407	5653	5883	6118	6485	6743
RC-010-20	Regular Formula	4777	4934	5092	5249	5515	5770	6046	6309	6570	6969	7247
	Alternative Formula (Security)	4992	5156	5321	5486	5762	6034	6321	6592	6866	7286	7577
RC-010-23h	Regular Formula	34.81	35.96	37.11	38.26	40.28	42.35	44.36	46.39	48.41	51.47	53.53
RC-010-23	Regular Formula	5657	5844	6030	6217	6546	6882	7208	7539	7866	8364	8699
	Alternative Formula (Security)	5915	6111	6306	6500	6843	7193	7531	7882	8223	8737	9086
RC-010-24	Regular Formula	6021	6220	6418	6617	6968	7335	7684	8041	8402	8930	9286
	Alternative Formula (Security)	6293	6500	6709	6916	7285	7663	8033	8399	8780	9332	9706
RC-010-26	Regular Formula	6847	7073	7299	7525	7938	8360	8781	9191	9604	10223	10631
	Alternative Formula (Security)	7179	7415	7652	7889	8316	8756	9198	9629	10058	10710	11138

**RATES OF PAY - RC-010  
EFFECTIVE JULY 1, 2014**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-010-18	Regular Formula	4377	4522	4665	4809	5041	5274	5516	5740	5971	6326	6581
	Alternative Formula (Security)	4571	4722	4873	5024	5271	5515	5766	6001	6240	6615	6878
RC-010-20	Regular Formula	4873	5033	5194	5354	5625	5885	6167	6435	6701	7108	7392
	Alternative Formula (Security)	5092	5259	5427	5596	5877	6155	6447	6724	7003	7432	7729
RC-010-23h	Regular Formula	35.51	36.68	37.85	39.02	41.09	43.20	45.24	47.32	49.37	52.50	54.60
RC-010-23	Regular Formula	5770	5961	6151	6341	6677	7020	7352	7690	8023	8531	8873
	Alternative Formula (Security)	6033	6233	6432	6630	6980	7337	7682	8040	8387	8912	9268
RC-010-24	Regular Formula	6141	6344	6546	6749	7107	7482	7838	8202	8570	9109	9472
	Alternative Formula (Security)	6419	6630	6843	7054	7431	7816	8194	8567	8956	9519	9900
RC-010-26	Regular Formula	6984	7214	7445	7676	8097	8527	8957	9375	9796	10427	10844
	Alternative Formula (Security)	7323	7563	7805	8047	8482	8931	9382	9822	10259	10924	11361

**RATES OF PAY - RC-014  
EFFECTIVE JULY 1, 2012**

PAY GRADE		STEPS							
		1	2	3	4	5	6	7	8
RC-014-02h	Regular Formula	16.38	16.74	17.13	17.58	17.96	18.39	19.08	19.83
	Alternative Formula (Security)	17.00	17.40	17.79	18.25	18.70	19.13	19.83	20.63
	Maximum Security	17.47	17.83	18.22	18.71	19.14	19.56	20.28	21.08
RC-014-02	Regular Formula	2662	2721	2783	2856	2919	2989	3100	3222
	Alternative Formula (Security)	2762	2828	2891	2966	3039	3108	3222	3352
	Maximum Security	2839	2898	2961	3041	3111	3178	3295	3426
RC-014-03	Regular Formula	2721	2783	2857	2924	2995	3066	3193	3320
	Alternative Formula (Security)	2828	2891	2967	3042	3113	3185	3320	3455
	Maximum Security	2898	2961	3042	3114	3183	3257	3392	3526
RC-014-03rb	Regular Formula	126	128	132	135	138	142	147	153
RC-014-03.5	Regular Formula	2783	2852	2924	2997	3066	3144	3276	3406
	Alternative Formula (Security)	2891	2963	3042	3115	3185	3266	3405	3542
	Maximum Security	2961	3039	3114	3188	3257	3338	3479	3619
RC-014-04	Regular Formula	2783	2857	2934	2999	3082	3152	3285	3419
	Alternative Formula (Security)	2891	2967	3046	3117	3205	3276	3416	3553
	Maximum Security	2961	3042	3118	3192	3278	3348	3487	3628
RC-014-04.5	Regular Formula	2852	2924	2998	3076	3157	3229	3366	3500
	Alternative Formula (Security)	2963	3042	3116	3199	3281	3359	3501	3641
	Maximum Security	3039	3114	3191	3268	3352	3432	3576	3718
RC-014-05	Regular Formula	2857	2939	3012	3091	3166	3245	3378	3513
	Alternative Formula (Security)	2967	3050	3131	3212	3291	3374	3513	3652
	Maximum Security	3042	3120	3205	3286	3366	3446	3585	3728
RC-014-05.5	Regular Formula	2924	2999	3088	3165	3245	3329	3466	3602
	Alternative Formula (Security)	3042	3117	3210	3290	3374	3466	3603	3747
	Maximum Security	3114	3192	3283	3365	3446	3536	3677	3823
RC-014-06	Regular Formula	2939	3014	3095	3181	3262	3354	3495	3634
	Alternative Formula (Security)	3050	3132	3219	3309	3395	3485	3634	3780
	Maximum Security	3120	3206	3288	3383	3469	3560	3710	3860
RC-014-07	Regular Formula	3014	3100	3191	3280	3368	3464	3621	3765
	Alternative Formula (Security)	3132	3222	3318	3409	3504	3602	3770	3921
	Maximum Security	3206	3295	3388	3482	3578	3673	3845	3997
RC-014-07rb	Regular Formula	139	143	147	151	155	160	167	174
RC-014-08	Regular Formula	3100	3198	3291	3395	3487	3586	3756	3907
	Alternative Formula (Security)	3222	3327	3422	3533	3627	3737	3912	4070
	Maximum Security	3295	3396	3495	3607	3705	3811	3987	4146
RC-014-09	Regular Formula	3198	3297	3402	3507	3620	3726	3903	4059
	Alternative Formula (Security)	3327	3429	3540	3649	3768	3880	4066	4230
	Maximum Security	3396	3500	3613	3724	3844	3956	4143	4310
RC-014-10	Regular Formula	3300	3421	3522	3638	3753	3869	4067	4231
	Alternative Formula (Security)	3433	3558	3666	3791	3909	4032	4246	4416
	Maximum Security	3504	3629	3740	3864	3983	4114	4325	4497
RC-014-10rb	Regular Formula	152	158	163	168	173	179	188	195
RC-014-10.5	Regular Formula	3398	3507	3627	3738	3868	3981	4185	4353
	Alternative Formula (Security)	3537	3649	3777	3895	4030	4150	4365	4541
	Maximum Security	3610	3724	3854	3968	4113	4232	4449	4629
RC-014-11	Regular Formula	3422	3538	3652	3785	3909	4031	4244	4414
	Alternative Formula (Security)	3560	3687	3807	3943	4075	4203	4431	4607
	Maximum Security	3630	3758	3879	4019	4151	4283	4510	4689

RC-014-12	Regular Formula	3560	3691	3811	3954	4083	4234	4461	4638	
	Alternative Formula (Security)	3706	3843	3970	4123	4263	4417	4658	4845	
	Maximum Security	3778	3916	4044	4201	4344	4499	4741	4932	
RC-014-12.5	Regular Formula	3644	3779	3910	4060	4198	4336	4574	4756	
	Alternative Formula (Security)	3796	3937	4077	4234	4384	4526	4781	4969	
	Maximum Security	3869	4014	4153	4317	4466	4607	4864	5057	
RC-014-13	Regular Formula	3694	3829	3975	4124	4274	4435	4681	4867	
	Alternative Formula (Security)	3847	3987	4144	4307	4465	4629	4892	5088	
	Maximum Security	3920	4065	4225	4389	4543	4712	4976	5175	
RC-014-14	Regular Formula	3852	3997	4153	4336	4493	4664	4937	5134	
	Alternative Formula (Security)	4016	4168	4339	4526	4696	4876	5159	5364	
	Maximum Security	4090	4250	4416	4607	4779	4959	5241	5448	
RC-014-15	Regular Formula	4005	4182	4354	4524	4708	4884	5178	5383	
	Alternative Formula (Security)	4179	4362	4543	4727	4923	5104	5408	5626	
	Maximum Security	4256	4443	4624	4810	5006	5186	5493	5712	
RC-014-16	Regular Formula	4192	4379	4574	4762	4962	5160	5465	5683	
	Alternative Formula (Security)	4374	4574	4781	4980	5185	5392	5713	5944	
	Maximum Security	4458	4655	4864	5065	5268	5477	5793	6024	
RC-014-17	Regular Formula	4392	4594	4805	5010	5213	5424	5747	5976	
	Alternative Formula (Security)	4582	4802	5024	5232	5445	5669	6005	6248	
	Maximum Security	4665	4887	5108	5319	5529	5750	6093	6335	
RC-014-18	Regular Formula	4623	4845	5070	5302	5517	5739	6080	6325	
	Alternative Formula (Security)	4828	5067	5301	5542	5768	5998	6358	6611	
	Maximum Security	4908	5147	5383	5625	5852	6084	6437	6696	
RC-014-19	Regular Formula	4871	5119	5361	5608	5847	6090	6461	6719	
	Alternative Formula (Security)	5091	5352	5599	5866	6110	6367	6750	7021	
	Maximum Security	5177	5436	5685	5949	6195	6450	6833	7106	
RC-014-20	Regular Formula	5146	5407	5657	5927	6185	6441	6832	7105	
	Alternative Formula (Security)	5378	5649	5916	6197	6463	6731	7143	7428	
	Maximum Security	5464	5733	5998	6278	6545	6815	7223	7512	
RC-014-TR	Regular Formula	TR								

**RATES OF PAY - RC-014**  
**EFFECTIVE MAY 20, 2013**

		STEPS										
PAY GRADE		1c	1b	1a	1	2	3	4	5	6	7	8
RC-014-02h	Regular Formula	14.90	15.40	15.89	16.38	16.74	17.13	17.58	17.96	18.39	19.08	19.83
	Alternative Formula (Security)	15.46	15.98	16.49	17.00	17.40	17.79	18.25	18.70	19.13	19.83	20.63
	Maximum Security	15.90	16.42	16.95	17.47	17.83	18.22	18.71	19.14	19.56	20.28	21.08
RC-014-02	Regular Formula	2422	2502	2582	2662	2721	2783	2856	2919	2989	3100	3222
	Alternative Formula (Security)	2513	2596	2679	2762	2828	2891	2966	3039	3108	3222	3352
	Maximum Security	2583	2669	2754	2839	2898	2961	3041	3111	3178	3295	3426
RC-014-03	Regular Formula	2476	2558	2639	2721	2783	2857	2924	2995	3066	3193	3320
	Alternative Formula (Security)	2573	2658	2743	2828	2891	2967	3042	3113	3185	3320	3455
	Maximum Security	2637	2724	2811	2898	2961	3042	3114	3183	3257	3392	3526
RC-014-03rb	Regular Formula	114	118	122	126	128	132	135	138	142	147	153
RC-014-03.5	Regular Formula	2533	2616	2700	2783	2852	2924	2997	3066	3144	3276	3406
	Alternative Formula (Security)	2631	2718	2804	2891	2963	3042	3115	3185	3266	3405	3542
	Maximum Security	2695	2783	2872	2961	3039	3114	3188	3257	3338	3479	3619
RC-014-04	Regular Formula	2533	2616	2700	2783	2857	2934	2999	3082	3152	3285	3419
	Alternative Formula (Security)	2631	2718	2804	2891	2967	3046	3117	3205	3276	3416	3553
	Maximum Security	2695	2783	2872	2961	3042	3118	3192	3278	3348	3487	3628
RC-014-04.5	Regular Formula	2595	2681	2766	2852	2924	2998	3076	3157	3229	3366	3500
	Alternative Formula (Security)	2696	2785	2874	2963	3042	3116	3199	3281	3359	3501	3641
	Maximum Security	2765	2857	2948	3039	3114	3191	3268	3352	3432	3576	3718
RC-014-05	Regular Formula	2600	2686	2771	2857	2939	3012	3091	3166	3245	3378	3513
	Alternative Formula (Security)	2700	2789	2878	2967	3050	3131	3212	3291	3374	3513	3652
	Maximum Security	2768	2859	2951	3042	3120	3205	3286	3366	3446	3585	3728
RC-014-05.5	Regular Formula	2661	2749	2836	2924	2999	3088	3165	3245	3329	3466	3602
	Alternative Formula (Security)	2768	2859	2951	3042	3117	3210	3290	3374	3466	3603	3747
	Maximum Security	2834	2927	3021	3114	3192	3283	3365	3446	3536	3677	3823
RC-014-06	Regular Formula	2674	2763	2851	2939	3014	3095	3181	3262	3354	3495	3634
	Alternative Formula (Security)	2776	2867	2959	3050	3132	3219	3309	3395	3485	3634	3780
	Maximum Security	2839	2933	3026	3120	3206	3288	3383	3469	3560	3710	3860
RC-014-07	Regular Formula	2743	2833	2924	3014	3100	3191	3280	3368	3464	3621	3765
	Alternative Formula (Security)	2850	2944	3038	3132	3222	3318	3409	3504	3602	3770	3921
	Maximum Security	2917	3014	3110	3206	3295	3388	3482	3578	3673	3845	3997
RC-014-07rb	Regular Formula	127	131	135	139	143	147	151	155	160	167	174
RC-014-08	Regular Formula	2821	2914	3007	3100	3198	3291	3395	3487	3586	3756	3907
	Alternative Formula (Security)	2932	3029	3125	3222	3327	3422	3533	3627	3737	3912	4070
	Maximum Security	2998	3097	3196	3295	3396	3495	3607	3705	3811	3987	4146
RC-014-09	Regular Formula	2910	3006	3102	3198	3297	3402	3507	3620	3726	3903	4059
	Alternative Formula (Security)	3028	3127	3227	3327	3429	3540	3649	3768	3880	4066	4230
	Maximum Security	3090	3192	3294	3396	3500	3613	3724	3844	3956	4143	4310
RC-014-10	Regular Formula	3003	3102	3201	3300	3421	3522	3638	3753	3869	4067	4231
	Alternative Formula (Security)	3124	3227	3330	3433	3558	3666	3791	3909	4032	4246	4416
	Maximum Security	3189	3294	3399	3504	3629	3740	3864	3983	4114	4325	4497
RC-014-10rb	Regular Formula	139	143	148	152	158	163	168	173	179	188	195
RC-014-10.5	Regular Formula	3092	3194	3296	3398	3507	3627	3738	3868	3981	4185	4353
	Alternative Formula (Security)	3219	3325	3431	3537	3649	3777	3895	4030	4150	4365	4541
	Maximum Security	3285	3393	3502	3610	3724	3854	3968	4113	4232	4449	4629
RC-014-11	Regular Formula	3114	3217	3319	3422	3538	3652	3785	3909	4031	4244	4414
	Alternative Formula (Security)	3240	3346	3453	3560	3687	3807	3943	4075	4203	4431	4607
	Maximum Security	3303	3412	3521	3630	3758	3879	4019	4151	4283	4510	4689

RC-014-12	Regular Formula	3240	3346	3453	3560	3691	3811	3954	4083	4234	4461	4638
	Alternative Formula (Security)	3372	3484	3595	3706	3843	3970	4123	4263	4417	4658	4845
	Maximum Security	3438	3551	3665	3778	3916	4044	4201	4344	4499	4741	4932
RC-014-12.5	Regular Formula	3316	3425	3535	3644	3779	3910	4060	4198	4336	4574	4756
	Alternative Formula (Security)	3454	3568	3682	3796	3937	4077	4234	4384	4526	4781	4969
	Maximum Security	3521	3637	3753	3869	4014	4153	4317	4466	4607	4864	5057
RC-014-13	Regular Formula	3362	3472	3583	3694	3829	3975	4124	4274	4435	4681	4867
	Alternative Formula (Security)	3501	3616	3732	3847	3987	4144	4307	4465	4629	4892	5088
	Maximum Security	3567	3685	3802	3920	4065	4225	4389	4543	4712	4976	5175
RC-014-14	Regular Formula	3505	3621	3736	3852	3997	4153	4336	4493	4664	4937	5134
	Alternative Formula (Security)	3655	3775	3896	4016	4168	4339	4526	4696	4876	5159	5364
	Maximum Security	3722	3845	3967	4090	4250	4416	4607	4779	4959	5241	5448
RC-014-15	Regular Formula	3645	3765	3885	4005	4182	4354	4524	4708	4884	5178	5383
	Alternative Formula (Security)	3803	3928	4054	4179	4362	4543	4727	4923	5104	5408	5626
	Maximum Security	3873	4001	4128	4256	4443	4624	4810	5006	5186	5493	5712
RC-014-16	Regular Formula	3815	3940	4066	4192	4379	4574	4762	4962	5160	5465	5683
	Alternative Formula (Security)	3980	4112	4243	4374	4574	4781	4980	5185	5392	5713	5944
	Maximum Security	4057	4191	4324	4458	4655	4864	5065	5268	5477	5793	6024
RC-014-17	Regular Formula	3997	4128	4260	4392	4594	4805	5010	5213	5424	5747	5976
	Alternative Formula (Security)	4170	4307	4445	4582	4802	5024	5232	5445	5669	6005	6248
	Maximum Security	4245	4385	4525	4665	4887	5108	5319	5529	5750	6093	6335
RC-014-18	Regular Formula	4207	4346	4484	4623	4845	5070	5302	5517	5739	6080	6325
	Alternative Formula (Security)	4393	4538	4683	4828	5067	5301	5542	5768	5998	6358	6611
	Maximum Security	4466	4614	4761	4908	5147	5383	5625	5852	6084	6437	6696
RC-014-19	Regular Formula	4433	4579	4725	4871	5119	5361	5608	5847	6090	6461	6719
	Alternative Formula (Security)	4633	4786	4938	5091	5352	5599	5866	6110	6367	6750	7021
	Maximum Security	4711	4866	5022	5177	5436	5685	5949	6195	6450	6833	7106
RC-014-20	Regular Formula	4683	4837	4992	5146	5407	5657	5927	6185	6441	6832	7105
	Alternative Formula (Security)	4894	5055	5217	5378	5649	5916	6197	6463	6731	7143	7428
	Maximum Security	4972	5136	5300	5464	5733	5998	6278	6545	6815	7223	7512
RC-014-TR	Regular Formula	TR										

**RATES OF PAY - RC-014  
EFFECTIVE JULY 1, 2013**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-014-02h	Regular Formula	15.20	15.70	16.21	16.71	17.08	17.47	17.93	18.32	18.76	19.46	20.22
	Alternative Formula (Security)	15.77	16.30	16.82	17.34	17.75	18.15	18.62	19.08	19.51	20.22	21.04
	Maximum Security	16.22	16.75	17.29	17.82	18.19	18.58	19.09	19.53	19.95	20.68	21.51
RC-014-02	Regular Formula	2470	2552	2634	2715	2775	2839	2913	2977	3049	3162	3286
	Alternative Formula (Security)	2563	2648	2733	2817	2885	2949	3025	3100	3170	3286	3419
	Maximum Security	2635	2722	2809	2896	2956	3020	3102	3173	3242	3361	3495
RC-014-03	Regular Formula	2526	2609	2692	2775	2839	2914	2982	3055	3127	3257	3386
	Alternative Formula (Security)	2624	2711	2798	2885	2949	3026	3103	3175	3249	3386	3524
	Maximum Security	2690	2778	2867	2956	3020	3103	3176	3247	3322	3460	3597
RC-014-03rb	Regular Formula	117	120	124	128	131	134	138	141	144	150	156
RC-014-03.5	Regular Formula	2584	2668	2754	2839	2909	2982	3057	3127	3207	3342	3474
	Alternative Formula (Security)	2684	2772	2860	2949	3022	3103	3177	3249	3331	3473	3613
	Maximum Security	2749	2839	2929	3020	3100	3176	3252	3322	3405	3549	3691
RC-014-04	Regular Formula	2584	2668	2754	2839	2914	2993	3059	3144	3215	3351	3487
	Alternative Formula (Security)	2684	2772	2860	2949	3026	3107	3179	3269	3342	3484	3624
	Maximum Security	2749	2839	2929	3020	3103	3180	3256	3344	3415	3557	3701
RC-014-04.5	Regular Formula	2647	2735	2821	2909	2982	3058	3138	3220	3294	3433	3570
	Alternative Formula (Security)	2750	2841	2931	3022	3103	3178	3263	3347	3426	3571	3714
	Maximum Security	2820	2914	3007	3100	3176	3255	3333	3419	3501	3648	3792
RC-014-05	Regular Formula	2652	2740	2826	2914	2998	3072	3153	3229	3310	3446	3583
	Alternative Formula (Security)	2754	2845	2936	3026	3111	3194	3276	3357	3441	3583	3725
	Maximum Security	2823	2916	3010	3103	3182	3269	3352	3433	3515	3657	3803
RC-014-05.5	Regular Formula	2714	2804	2893	2982	3059	3150	3228	3310	3396	3535	3674
	Alternative Formula (Security)	2823	2916	3010	3103	3179	3274	3356	3441	3535	3675	3822
	Maximum Security	2891	2986	3081	3176	3256	3349	3432	3515	3607	3751	3899
RC-014-06	Regular Formula	2727	2818	2908	2998	3074	3157	3245	3327	3421	3565	3707
	Alternative Formula (Security)	2832	2924	3018	3111	3195	3283	3375	3463	3555	3707	3856
	Maximum Security	2896	2992	3087	3182	3270	3354	3451	3538	3631	3784	3937
RC-014-07	Regular Formula	2798	2890	2982	3074	3162	3255	3346	3435	3533	3693	3840
	Alternative Formula (Security)	2907	3003	3099	3195	3286	3384	3477	3574	3674	3845	3999
	Maximum Security	2975	3074	3172	3270	3361	3456	3552	3650	3746	3922	4077
RC-014-07rb	Regular Formula	129	133	138	142	146	150	154	159	163	170	177
RC-014-08	Regular Formula	2877	2972	3067	3162	3262	3357	3463	3557	3658	3831	3985
	Alternative Formula (Security)	2991	3090	3188	3286	3394	3490	3604	3700	3812	3990	4151
	Maximum Security	3058	3159	3260	3361	3464	3565	3679	3779	3887	4067	4229
RC-014-09	Regular Formula	2968	3066	3164	3262	3363	3470	3577	3692	3801	3981	4140
	Alternative Formula (Security)	3089	3190	3292	3394	3498	3611	3722	3843	3958	4147	4315
	Maximum Security	3152	3256	3360	3464	3570	3685	3798	3921	4035	4226	4396
RC-014-10	Regular Formula	3063	3164	3265	3366	3489	3592	3711	3828	3946	4148	4316
	Alternative Formula (Security)	3186	3292	3397	3502	3629	3739	3867	3987	4113	4331	4504
	Maximum Security	3253	3360	3467	3574	3702	3815	3941	4063	4196	4412	4587
RC-014-10rb	Regular Formula	141	146	151	155	161	166	171	177	182	191	199
RC-014-10.5	Regular Formula	3154	3258	3362	3466	3577	3700	3813	3945	4061	4269	4440
	Alternative Formula (Security)	3283	3392	3500	3608	3722	3853	3973	4111	4233	4452	4632
	Maximum Security	3351	3461	3572	3682	3798	3931	4047	4195	4317	4538	4722
RC-014-11	Regular Formula	3176	3281	3385	3490	3609	3725	3861	3987	4112	4329	4502
	Alternative Formula (Security)	3305	3413	3522	3631	3761	3883	4022	4157	4287	4520	4699
	Maximum Security	3369	3480	3591	3703	3833	3957	4099	4234	4369	4600	4783

RC-014-12	Regular Formula	3305	3413	3522	3631	3765	3887	4033	4165	4319	4550	4731
	Alternative Formula (Security)	3439	3554	3667	3780	3920	4049	4205	4348	4505	4751	4942
	Maximum Security	3507	3622	3738	3854	3994	4125	4285	4431	4589	4836	5031
RC-014-12.5	Regular Formula	3382	3494	3606	3717	3855	3988	4141	4282	4423	4665	4851
	Alternative Formula (Security)	3523	3639	3756	3872	4016	4159	4319	4472	4617	4877	5068
	Maximum Security	3591	3710	3828	3946	4094	4236	4403	4555	4699	4961	5158
RC-014-13	Regular Formula	3429	3541	3655	3768	3906	4055	4206	4359	4524	4775	4964
	Alternative Formula (Security)	3571	3688	3807	3924	4067	4227	4393	4554	4722	4990	5190
	Maximum Security	3638	3759	3878	3998	4146	4310	4477	4634	4806	5076	5279
RC-014-14	Regular Formula	3575	3693	3811	3929	4077	4236	4423	4583	4757	5036	5237
	Alternative Formula (Security)	3728	3851	3974	4096	4251	4426	4617	4790	4974	5262	5471
	Maximum Security	3796	3922	4046	4172	4335	4504	4699	4875	5058	5346	5557
RC-014-15	Regular Formula	3718	3840	3963	4085	4266	4441	4614	4802	4982	5282	5491
	Alternative Formula (Security)	3879	4007	4135	4263	4449	4634	4822	5021	5206	5516	5739
	Maximum Security	3950	4081	4211	4341	4532	4716	4906	5106	5290	5603	5826
RC-014-16	Regular Formula	3891	4019	4147	4276	4467	4665	4857	5061	5263	5574	5797
	Alternative Formula (Security)	4060	4194	4328	4461	4665	4877	5080	5289	5500	5827	6063
	Maximum Security	4138	4275	4410	4547	4748	4961	5166	5373	5587	5909	6144
RC-014-17	Regular Formula	4077	4211	4345	4480	4686	4901	5110	5317	5532	5862	6096
	Alternative Formula (Security)	4253	4393	4534	4674	4898	5124	5337	5554	5782	6125	6373
	Maximum Security	4330	4473	4616	4758	4985	5210	5425	5640	5865	6215	6462
RC-014-18	Regular Formula	4291	4433	4574	4715	4942	5171	5408	5627	5854	6202	6452
	Alternative Formula (Security)	4481	4629	4777	4925	5168	5407	5653	5883	6118	6485	6743
	Maximum Security	4555	4706	4856	5006	5250	5491	5738	5969	6206	6566	6830
RC-014-19	Regular Formula	4522	4671	4820	4968	5221	5468	5720	5964	6212	6590	6853
	Alternative Formula (Security)	4726	4882	5037	5193	5459	5711	5983	6232	6494	6885	7161
	Maximum Security	4805	4963	5122	5281	5545	5799	6068	6319	6579	6970	7248
RC-014-20	Regular Formula	4777	4934	5092	5249	5515	5770	6046	6309	6570	6969	7247
	Alternative Formula (Security)	4992	5156	5321	5486	5762	6034	6321	6592	6866	7286	7577
	Maximum Security	5071	5239	5406	5573	5848	6118	6404	6676	6951	7367	7662
RC-014-TR	Regular Formula	TR										

**RATES OF PAY - RC-014  
EFFECTIVE JULY 1, 2014**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-014-02h	Regular Formula	15.50	16.02	16.54	17.04	17.42	17.82	18.28	18.69	19.14	19.85	20.63
	Alternative Formula (Security)	16.09	16.62	17.16	17.68	18.11	18.51	18.99	19.46	19.90	20.63	21.46
	Maximum Security	16.54	17.08	17.63	18.18	18.55	18.95	19.47	19.91	20.35	21.10	21.94
RC-014-02	Regular Formula	2519	2603	2687	2769	2831	2896	2971	3037	3110	3225	3352
	Alternative Formula (Security)	2614	2701	2788	2873	2943	3008	3086	3162	3233	3352	3487
	Maximum Security	2688	2776	2865	2954	3015	3080	3164	3236	3307	3428	3565
RC-014-03	Regular Formula	2577	2661	2746	2831	2896	2972	3042	3116	3190	3322	3454
	Alternative Formula (Security)	2676	2765	2854	2943	3008	3087	3165	3239	3314	3454	3594
	Maximum Security	2744	2834	2924	3015	3080	3165	3240	3312	3388	3529	3669
RC-014-03rb	Regular Formula	119	123	127	131	134	137	140	144	147	153	159
RC-014-03.5	Regular Formula	2636	2721	2809	2896	2967	3042	3118	3190	3271	3409	3543
	Alternative Formula (Security)	2738	2827	2917	3008	3082	3165	3241	3314	3398	3542	3685
	Maximum Security	2804	2896	2988	3080	3162	3240	3317	3388	3473	3620	3765
RC-014-04	Regular Formula	2636	2721	2809	2896	2972	3053	3120	3207	3279	3418	3557
	Alternative Formula (Security)	2738	2827	2917	3008	3087	3169	3243	3334	3409	3554	3696
	Maximum Security	2804	2896	2988	3080	3165	3244	3321	3411	3483	3628	3775
RC-014-04.5	Regular Formula	2700	2790	2877	2967	3042	3119	3201	3284	3360	3502	3641
	Alternative Formula (Security)	2805	2898	2990	3082	3165	3242	3328	3414	3495	3642	3788
	Maximum Security	2876	2972	3067	3162	3240	3320	3400	3487	3571	3721	3868
RC-014-05	Regular Formula	2705	2795	2883	2972	3058	3133	3216	3294	3376	3515	3655
	Alternative Formula (Security)	2809	2902	2995	3087	3173	3258	3342	3424	3510	3655	3800
	Maximum Security	2879	2974	3070	3165	3246	3334	3419	3502	3585	3730	3879
RC-014-05.5	Regular Formula	2768	2860	2951	3042	3120	3213	3293	3376	3464	3606	3747
	Alternative Formula (Security)	2879	2974	3070	3165	3243	3339	3423	3510	3606	3749	3898
	Maximum Security	2949	3046	3143	3240	3321	3416	3501	3585	3679	3826	3977
RC-014-06	Regular Formula	2782	2874	2966	3058	3135	3220	3310	3394	3489	3636	3781
	Alternative Formula (Security)	2889	2982	3078	3173	3259	3349	3443	3532	3626	3781	3933
	Maximum Security	2954	3052	3149	3246	3335	3421	3520	3609	3704	3860	4016
RC-014-07	Regular Formula	2854	2948	3042	3135	3225	3320	3413	3504	3604	3767	3917
	Alternative Formula (Security)	2965	3063	3161	3259	3352	3452	3547	3645	3747	3922	4079
	Maximum Security	3035	3135	3235	3335	3428	3525	3623	3723	3821	4000	4159
RC-014-07rb	Regular Formula	132	136	140	145	149	153	158	162	166	174	181
RC-014-08	Regular Formula	2935	3031	3128	3225	3327	3424	3532	3628	3731	3908	4065
	Alternative Formula (Security)	3051	3152	3252	3352	3462	3560	3676	3774	3888	4070	4234
	Maximum Security	3119	3222	3325	3428	3533	3636	3753	3855	3965	4148	4314
RC-014-09	Regular Formula	3027	3127	3227	3327	3430	3539	3649	3766	3877	4061	4223
	Alternative Formula (Security)	3151	3254	3358	3462	3568	3683	3796	3920	4037	4230	4401
	Maximum Security	3215	3321	3427	3533	3641	3759	3874	3999	4116	4311	4484
RC-014-10	Regular Formula	3124	3227	3330	3433	3559	3664	3785	3905	4025	4231	4402
	Alternative Formula (Security)	3250	3358	3465	3572	3702	3814	3944	4067	4195	4418	4594
	Maximum Security	3318	3427	3536	3645	3776	3891	4020	4144	4280	4500	4679
RC-014-10rb	Regular Formula	144	149	154	158	164	169	175	180	186	195	203
RC-014-10.5	Regular Formula	3217	3323	3429	3535	3649	3774	3889	4024	4142	4354	4529
	Alternative Formula (Security)	3349	3460	3570	3680	3796	3930	4052	4193	4318	4541	4725
	Maximum Security	3418	3530	3643	3756	3874	4010	4128	4279	4403	4629	4816
RC-014-11	Regular Formula	3240	3347	3453	3560	3681	3800	3938	4067	4194	4416	4592
	Alternative Formula (Security)	3371	3481	3592	3704	3836	3961	4102	4240	4373	4610	4793
	Maximum Security	3436	3550	3663	3777	3910	4036	4181	4319	4456	4692	4879



RC-014-12	Regular Formula	3371	3481	3592	3704	3840	3965	4114	4248	4405	4641	4826
	Alternative Formula (Security)	3508	3625	3740	3856	3998	4130	4289	4435	4595	4846	5041
	Maximum Security	3577	3694	3813	3931	4074	4208	4371	4520	4681	4933	5132
RC-014-12.5	Regular Formula	3450	3564	3678	3791	3932	4068	4224	4368	4511	4758	4948
	Alternative Formula (Security)	3593	3712	3831	3949	4096	4242	4405	4561	4709	4975	5169
	Maximum Security	3663	3784	3905	4025	4176	4321	4491	4646	4793	5060	5261
RC-014-13	Regular Formula	3498	3612	3728	3843	3984	4136	4290	4446	4614	4871	5063
	Alternative Formula (Security)	3642	3762	3883	4002	4148	4312	4481	4645	4816	5090	5294
	Maximum Security	3711	3834	3956	4078	4229	4396	4567	4727	4902	5178	5385
RC-014-14	Regular Formula	3647	3767	3887	4008	4159	4321	4511	4675	4852	5137	5342
	Alternative Formula (Security)	3803	3928	4053	4178	4336	4515	4709	4886	5073	5367	5580
	Maximum Security	3872	4000	4127	4255	4422	4594	4793	4973	5159	5453	5668
RC-014-15	Regular Formula	3792	3917	4042	4167	4351	4530	4706	4898	5082	5388	5601
	Alternative Formula (Security)	3957	4087	4218	4348	4538	4727	4918	5121	5310	5626	5854
	Maximum Security	4029	4163	4295	4428	4623	4810	5004	5208	5396	5715	5943
RC-014-16	Regular Formula	3969	4099	4230	4362	4556	4758	4954	5162	5368	5685	5913
	Alternative Formula (Security)	4141	4278	4415	4550	4758	4975	5182	5395	5610	5944	6184
	Maximum Security	4221	4361	4498	4638	4843	5060	5269	5480	5699	6027	6267
RC-014-17	Regular Formula	4159	4295	4432	4570	4780	4999	5212	5423	5643	5979	6218
	Alternative Formula (Security)	4338	4481	4625	4767	4996	5226	5444	5665	5898	6248	6500
	Maximum Security	4417	4562	4708	4853	5085	5314	5534	5753	5982	6339	6591
RC-014-18	Regular Formula	4377	4522	4665	4809	5041	5274	5516	5740	5971	6326	6581
	Alternative Formula (Security)	4571	4722	4873	5024	5271	5515	5766	6001	6240	6615	6878
	Maximum Security	4646	4800	4953	5106	5355	5601	5853	6088	6330	6697	6967
RC-014-19	Regular Formula	4612	4764	4916	5067	5325	5577	5834	6083	6336	6722	6990
	Alternative Formula (Security)	4821	4980	5138	5297	5568	5825	6103	6357	6624	7023	7304
	Maximum Security	4901	5062	5224	5387	5656	5915	6189	6445	6711	7109	7393
RC-014-20	Regular Formula	4873	5033	5194	5354	5625	5885	6167	6435	6701	7108	7392
	Alternative Formula (Security)	5092	5259	5427	5596	5877	6155	6447	6724	7003	7432	7729
	Maximum Security	5172	5344	5514	5684	5965	6240	6532	6810	7090	7514	7815
RC-014-TR	Regular Formula	TR										

**RATES OF PAY - RC-028**  
**EFFECTIVE JULY 1, 2012**

PAY GRADE	STEPS							
	1	2	3	4	5	6	7	8
RC-028-03.5 Regular Formula	2783	2852	2924	2997	3066	3144	3276	3406
Alternative Formula (Security)	2891	2963	3042	3115	3185	3266	3405	3542
Maximum Security	2961	3039	3114	3188	3257	3338	3479	3619
RC-028-04 Regular Formula	2783	2857	2934	2999	3082	3152	3285	3419
Alternative Formula (Security)	2891	2967	3046	3117	3205	3276	3416	3553
Maximum Security	2961	3042	3118	3192	3278	3348	3487	3628
RC-028-06h Regular Formula	18.09	18.55	19.05	19.58	20.07	20.64	21.51	22.36
Alternative Formula (Security)	18.77	19.27	19.81	20.36	20.89	21.45	22.36	23.26
Maximum Security	19.20	19.73	20.23	20.82	21.35	21.91	22.83	23.75
RC-028-06 Regular Formula	2939	3014	3095	3181	3262	3354	3495	3634
Alternative Formula (Security)	3050	3132	3219	3309	3395	3485	3634	3780
Maximum Security	3120	3206	3288	3383	3469	3560	3710	3860
RC-028-07 Regular Formula	3014	3100	3191	3280	3368	3464	3621	3765
Alternative Formula (Security)	3132	3222	3318	3409	3504	3602	3770	3921
Maximum Security	3206	3295	3388	3482	3578	3673	3845	3997
RC-028-08 Regular Formula	3100	3198	3291	3395	3487	3586	3756	3907
Alternative Formula (Security)	3222	3327	3422	3533	3627	3737	3912	4070
Maximum Security	3295	3396	3495	3607	3705	3811	3987	4146
RC-028-09 Regular Formula	3198	3297	3402	3507	3620	3726	3903	4059
Alternative Formula (Security)	3327	3429	3540	3649	3768	3880	4066	4230
Maximum Security	3396	3500	3613	3724	3844	3956	4143	4310
RC-028-09.5 Regular Formula	3276	3377	3489	3600	3721	3829	4016	4175
Alternative Formula (Security)	3405	3512	3630	3749	3877	3987	4186	4354
Maximum Security	3479	3584	3707	3822	3953	4065	4267	4437
RC-028-10 Regular Formula	3300	3421	3522	3638	3753	3869	4067	4231
Alternative Formula (Security)	3433	3558	3666	3791	3909	4032	4246	4416
Maximum Security	3504	3629	3740	3864	3983	4114	4325	4497
RC-028-10.5 Regular Formula	3408	3533	3649	3776	3899	4026	4269	4441
Alternative Formula (Security)	3545	3678	3803	3932	4064	4199	4460	4637
Maximum Security	3619	3753	3876	4008	4141	4278	4538	4720
RC-028-11 Regular Formula	3422	3538	3652	3785	3909	4031	4244	4414
Alternative Formula (Security)	3560	3687	3807	3943	4075	4203	4431	4607
Maximum Security	3630	3758	3879	4019	4151	4283	4510	4689
RC-028-11.5 Regular Formula	3505	3625	3739	3867	3997	4135	4361	4536
Alternative Formula (Security)	3647	3776	3896	4028	4168	4317	4552	4735
Maximum Security	3718	3849	3971	4109	4250	4401	4640	4826
RC-028-12 Regular Formula	3560	3691	3811	3954	4083	4234	4461	4638
Alternative Formula (Security)	3706	3843	3970	4123	4263	4417	4658	4845
Maximum Security	3778	3916	4044	4201	4344	4499	4741	4932
RC-028-12.5 Regular Formula	3644	3779	3910	4060	4198	4336	4574	4756
Alternative Formula (Security)	3796	3937	4077	4234	4384	4526	4781	4969
Maximum Security	3869	4014	4153	4317	4466	4607	4864	5057
RC-028-13 Regular Formula	3694	3829	3975	4124	4274	4435	4681	4867
Alternative Formula (Security)	3847	3987	4144	4307	4465	4629	4892	5088
Maximum Security	3920	4065	4225	4389	4543	4712	4976	5175
RC-028-14 Regular Formula	3852	3997	4153	4336	4493	4664	4937	5134
Alternative Formula (Security)	4016	4168	4339	4526	4696	4876	5159	5364
Maximum Security	4090	4250	4416	4607	4779	4959	5241	5448

RC-028-15	Regular Formula	4005	4182	4354	4524	4708	4884	5178	5383
	Alternative Formula (Security)	4179	4362	4543	4727	4923	5104	5408	5626
	Maximum Security	4256	4443	4624	4810	5006	5186	5493	5712
RC-028-16	Regular Formula	4192	4379	4574	4762	4962	5160	5465	5683
	Alternative Formula (Security)	4374	4574	4781	4980	5185	5392	5713	5944
	Maximum Security	4458	4655	4864	5065	5268	5477	5793	6024
RC-028-17	Regular Formula	4392	4594	4805	5010	5213	5424	5747	5976
	Alternative Formula (Security)	4582	4802	5024	5232	5445	5669	6005	6248
	Maximum Security	4665	4887	5108	5319	5529	5750	6093	6335
RC-028-18	Regular Formula	4623	4845	5070	5302	5517	5739	6080	6325
	Alternative Formula (Security)	4828	5067	5301	5542	5768	5998	6358	6611
	Maximum Security	4908	5147	5383	5625	5852	6084	6437	6696
RC-028-19	Regular Formula	4871	5119	5361	5608	5847	6090	6461	6719
	Alternative Formula (Security)	5091	5352	5599	5866	6110	6367	6750	7021
	Maximum Security	5177	5436	5685	5949	6195	6450	6833	7106
RC-028-21	Regular Formula	5435	5715	5991	6270	6555	6829	7255	7544
	Alternative Formula (Security)	5680	5973	6260	6552	6852	7139	7582	7885
	Maximum Security	5764	6054	6341	6638	6935	7220	7666	7971

**RATES OF PAY - RC-028  
EFFECTIVE MAY 20, 2013**

PAY GRADE	STEPS											
	1c	1b	1a	1	2	3	4	5	6	7	8	
RC-028-03.5	Regular Formula	2533	2616	2700	2783	2852	2924	2997	3066	3144	3276	3406
	Alternative Formula (Security)	2631	2718	2804	2891	2963	3042	3115	3185	3266	3405	3542
	Maximum Security	2695	2783	2872	2961	3039	3114	3188	3257	3338	3479	3619
RC-028-04	Regular Formula	2533	2616	2700	2783	2857	2934	2999	3082	3152	3285	3419
	Alternative Formula (Security)	2631	2718	2804	2891	2967	3046	3117	3205	3276	3416	3553
	Maximum Security	2695	2783	2872	2961	3042	3118	3192	3278	3348	3487	3628
RC-028-06h	Regular Formula	16.46	17.00	17.54	18.09	18.55	19.05	19.58	20.07	20.64	21.51	22.36
	Alternative Formula (Security)	17.08	17.64	18.21	18.77	19.27	19.81	20.36	20.89	21.45	22.36	23.26
	Maximum Security	17.47	18.05	18.62	19.20	19.73	20.23	20.82	21.35	21.91	22.83	23.75
RC-028-06	Regular Formula	2674	2763	2851	2939	3014	3095	3181	3262	3354	3495	3634
	Alternative Formula (Security)	2776	2867	2959	3050	3132	3219	3309	3395	3485	3634	3780
	Maximum Security	2839	2933	3026	3120	3206	3288	3383	3469	3560	3710	3860
RC-028-07	Regular Formula	2743	2833	2924	3014	3100	3191	3280	3368	3464	3621	3765
	Alternative Formula (Security)	2850	2944	3038	3132	3222	3318	3409	3504	3602	3770	3921
	Maximum Security	2917	3014	3110	3206	3295	3388	3482	3578	3673	3845	3997
RC-028-08	Regular Formula	2821	2914	3007	3100	3198	3291	3395	3487	3586	3756	3907
	Alternative Formula (Security)	2932	3029	3125	3222	3327	3422	3533	3627	3737	3912	4070
	Maximum Security	2998	3097	3196	3295	3396	3495	3607	3705	3811	3987	4146
RC-028-09	Regular Formula	2910	3006	3102	3198	3297	3402	3507	3620	3726	3903	4059
	Alternative Formula (Security)	3028	3127	3227	3327	3429	3540	3649	3768	3880	4066	4230
	Maximum Security	3090	3192	3294	3396	3500	3613	3724	3844	3956	4143	4310
RC-028-09.5	Regular Formula	2981	3079	3178	3276	3377	3489	3600	3721	3829	4016	4175
	Alternative Formula (Security)	3099	3201	3303	3405	3512	3630	3749	3877	3987	4186	4354
	Maximum Security	3166	3270	3375	3479	3584	3707	3822	3953	4065	4267	4437
RC-028-10	Regular Formula	3003	3102	3201	3300	3421	3522	3638	3753	3869	4067	4231
	Alternative Formula (Security)	3124	3227	3330	3433	3558	3666	3791	3909	4032	4246	4416
	Maximum Security	3189	3294	3399	3504	3629	3740	3864	3983	4114	4325	4497
RC-028-10.5	Regular Formula	3101	3204	3306	3408	3533	3649	3776	3899	4026	4269	4441
	Alternative Formula (Security)	3226	3332	3439	3545	3678	3803	3932	4064	4199	4460	4637
	Maximum Security	3293	3402	3510	3619	3753	3876	4008	4141	4278	4538	4720
RC-028-11	Regular Formula	3114	3217	3319	3422	3538	3652	3785	3909	4031	4244	4414
	Alternative Formula (Security)	3240	3346	3453	3560	3687	3807	3943	4075	4203	4431	4607
	Maximum Security	3303	3412	3521	3630	3758	3879	4019	4151	4283	4510	4689
RC-028-11.5	Regular Formula	3190	3295	3400	3505	3625	3739	3867	3997	4135	4361	4536
	Alternative Formula (Security)	3319	3428	3538	3647	3776	3896	4028	4168	4317	4552	4735
	Maximum Security	3383	3495	3606	3718	3849	3971	4109	4250	4401	4640	4826
RC-028-12	Regular Formula	3240	3346	3453	3560	3691	3811	3954	4083	4234	4461	4638
	Alternative Formula (Security)	3372	3484	3595	3706	3843	3970	4123	4263	4417	4658	4845
	Maximum Security	3438	3551	3665	3778	3916	4044	4201	4344	4499	4741	4932
RC-028-12.5	Regular Formula	3316	3425	3535	3644	3779	3910	4060	4198	4336	4574	4756
	Alternative Formula (Security)	3454	3568	3682	3796	3937	4077	4234	4384	4526	4781	4969
	Maximum Security	3521	3637	3753	3869	4014	4153	4317	4466	4607	4864	5057
RC-028-13	Regular Formula	3362	3472	3583	3694	3829	3975	4124	4274	4435	4681	4867
	Alternative Formula (Security)	3501	3616	3732	3847	3987	4144	4307	4465	4629	4892	5088
	Maximum Security	3567	3685	3802	3920	4065	4225	4389	4543	4712	4976	5175
RC-028-14	Regular Formula	3505	3621	3736	3852	3997	4153	4336	4493	4664	4937	5134
	Alternative Formula (Security)	3655	3775	3896	4016	4168	4339	4526	4696	4876	5159	5364
	Maximum Security	3722	3845	3967	4090	4250	4416	4607	4779	4959	5241	5448

RC-028-15	Regular Formula	3645	3765	3885	4005	4182	4354	4524	4708	4884	5178	5383
	Alternative Formula (Security)	3803	3928	4054	4179	4362	4543	4727	4923	5104	5408	5626
	Maximum Security	3873	4001	4128	4256	4443	4624	4810	5006	5186	5493	5712
RC-028-16	Regular Formula	3815	3940	4066	4192	4379	4574	4762	4962	5160	5465	5683
	Alternative Formula (Security)	3980	4112	4243	4374	4574	4781	4980	5185	5392	5713	5944
	Maximum Security	4057	4191	4324	4458	4655	4864	5065	5268	5477	5793	6024
RC-028-17	Regular Formula	3997	4128	4260	4392	4594	4805	5010	5213	5424	5747	5976
	Alternative Formula (Security)	4170	4307	4445	4582	4802	5024	5232	5445	5669	6005	6248
	Maximum Security	4245	4385	4525	4665	4887	5108	5319	5529	5750	6093	6335
RC-028-18	Regular Formula	4207	4346	4484	4623	4845	5070	5302	5517	5739	6080	6325
	Alternative Formula (Security)	4393	4538	4683	4828	5067	5301	5542	5768	5998	6358	6611
	Maximum Security	4466	4614	4761	4908	5147	5383	5625	5852	6084	6437	6696
RC-028-19	Regular Formula	4433	4579	4725	4871	5119	5361	5608	5847	6090	6461	6719
	Alternative Formula (Security)	4633	4786	4938	5091	5352	5599	5866	6110	6367	6750	7021
	Maximum Security	4711	4866	5022	5177	5436	5685	5949	6195	6450	6833	7106
RC-028-21	Regular Formula	4946	5109	5272	5435	5715	5991	6270	6555	6829	7255	7544
	Alternative Formula (Security)	5169	5339	5510	5680	5973	6260	6552	6852	7139	7582	7885
	Maximum Security	5245	5418	5591	5764	6054	6341	6638	6935	7220	7666	7971

**RATES OF PAY - RC-028  
EFFECTIVE JULY 1, 2013**

		STEPS										
PAY GRADE		1c	1b	1a	1	2	3	4	5	6	7	8
RC-028-03.5	Regular Formula	2584	2668	2754	2839	2909	2982	3057	3127	3207	3342	3474
	Alternative Formula (Security)	2684	2772	2860	2949	3022	3103	3177	3249	3331	3473	3613
	Maximum Security	2749	2839	2929	3020	3100	3176	3252	3322	3405	3549	3691
RC-028-04	Regular Formula	2584	2668	2754	2839	2914	2993	3059	3144	3215	3351	3487
	Alternative Formula (Security)	2684	2772	2860	2949	3026	3107	3179	3269	3342	3484	3624
	Maximum Security	2749	2839	2929	3020	3103	3180	3256	3344	3415	3557	3701
RC-028-06h	Regular Formula	16.78	17.34	17.90	18.45	18.92	19.43	19.97	20.47	21.05	21.94	22.81
	Alternative Formula (Security)	17.43	17.99	18.57	19.14	19.66	20.20	20.77	21.31	21.88	22.81	23.73
	Maximum Security	17.82	18.41	19.00	19.58	20.12	20.64	21.24	21.77	22.34	23.29	24.23
RC-028-06	Regular Formula	2727	2818	2908	2998	3074	3157	3245	3327	3421	3565	3707
	Alternative Formula (Security)	2832	2924	3018	3111	3195	3283	3375	3463	3555	3707	3856
	Maximum Security	2896	2992	3087	3182	3270	3354	3451	3538	3631	3784	3937
RC-028-07	Regular Formula	2798	2890	2982	3074	3162	3255	3346	3435	3533	3693	3840
	Alternative Formula (Security)	2907	3003	3099	3195	3286	3384	3477	3574	3674	3845	3999
	Maximum Security	2975	3074	3172	3270	3361	3456	3552	3650	3746	3922	4077
RC-028-08	Regular Formula	2877	2972	3067	3162	3262	3357	3463	3557	3658	3831	3985
	Alternative Formula (Security)	2991	3090	3188	3286	3394	3490	3604	3700	3812	3990	4151
	Maximum Security	3058	3159	3260	3361	3464	3565	3679	3779	3887	4067	4229
RC-028-09	Regular Formula	2968	3066	3164	3262	3363	3470	3577	3692	3801	3981	4140
	Alternative Formula (Security)	3089	3190	3292	3394	3498	3611	3722	3843	3958	4147	4315
	Maximum Security	3152	3256	3360	3464	3570	3685	3798	3921	4035	4226	4396
RC-028-09.5	Regular Formula	3041	3141	3242	3342	3445	3559	3672	3795	3906	4096	4259
	Alternative Formula (Security)	3161	3265	3369	3473	3582	3703	3824	3955	4067	4270	4441
	Maximum Security	3229	3335	3443	3549	3656	3781	3898	4032	4146	4352	4526
RC-028-10	Regular Formula	3063	3164	3265	3366	3489	3592	3711	3828	3946	4148	4316
	Alternative Formula (Security)	3186	3292	3397	3502	3629	3739	3867	3987	4113	4331	4504
	Maximum Security	3253	3360	3467	3574	3702	3815	3941	4063	4196	4412	4587
RC-028-10.5	Regular Formula	3163	3268	3372	3476	3604	3722	3852	3977	4107	4354	4530
	Alternative Formula (Security)	3291	3399	3508	3616	3752	3879	4011	4145	4283	4549	4730
	Maximum Security	3359	3470	3580	3691	3828	3954	4088	4224	4364	4629	4814
RC-028-11	Regular Formula	3176	3281	3385	3490	3609	3725	3861	3987	4112	4329	4502
	Alternative Formula (Security)	3305	3413	3522	3631	3761	3883	4022	4157	4287	4520	4699
	Maximum Security	3369	3480	3591	3703	3833	3957	4099	4234	4369	4600	4783
RC-028-11.5	Regular Formula	3254	3361	3468	3575	3698	3814	3944	4077	4218	4448	4627
	Alternative Formula (Security)	3385	3497	3609	3720	3852	3974	4109	4251	4403	4643	4830
	Maximum Security	3451	3565	3678	3792	3926	4050	4191	4335	4489	4733	4923
RC-028-12	Regular Formula	3305	3413	3522	3631	3765	3887	4033	4165	4319	4550	4731
	Alternative Formula (Security)	3439	3554	3667	3780	3920	4049	4205	4348	4505	4751	4942
	Maximum Security	3507	3622	3738	3854	3994	4125	4285	4431	4589	4836	5031
RC-028-12.5	Regular Formula	3382	3494	3606	3717	3855	3988	4141	4282	4423	4665	4851
	Alternative Formula (Security)	3523	3639	3756	3872	4016	4159	4319	4472	4617	4877	5068
	Maximum Security	3591	3710	3828	3946	4094	4236	4403	4555	4699	4961	5158
RC-028-13	Regular Formula	3429	3541	3655	3768	3906	4055	4206	4359	4524	4775	4964
	Alternative Formula (Security)	3571	3688	3807	3924	4067	4227	4393	4554	4722	4990	5190
	Maximum Security	3638	3759	3878	3998	4146	4310	4477	4634	4806	5076	5279
RC-028-14	Regular Formula	3575	3693	3811	3929	4077	4236	4423	4583	4757	5036	5237
	Alternative Formula (Security)	3728	3851	3974	4096	4251	4426	4617	4790	4974	5262	5471
	Maximum Security	3796	3922	4046	4172	4335	4504	4699	4875	5058	5346	5557

RC-028-15	Regular Formula	3718	3840	3963	4085	4266	4441	4614	4802	4982	5282	5491
	Alternative Formula (Security)	3879	4007	4135	4263	4449	4634	4822	5021	5206	5516	5739
	Maximum Security	3950	4081	4211	4341	4532	4716	4906	5106	5290	5603	5826
RC-028-16	Regular Formula	3891	4019	4147	4276	4467	4665	4857	5061	5263	5574	5797
	Alternative Formula (Security)	4060	4194	4328	4461	4665	4877	5080	5289	5500	5827	6063
	Maximum Security	4138	4275	4410	4547	4748	4961	5166	5373	5587	5909	6144
RC-028-17	Regular Formula	4077	4211	4345	4480	4686	4901	5110	5317	5532	5862	6096
	Alternative Formula (Security)	4253	4393	4534	4674	4898	5124	5337	5554	5782	6125	6373
	Maximum Security	4330	4473	4616	4758	4985	5210	5425	5640	5865	6215	6462
RC-028-18	Regular Formula	4291	4433	4574	4715	4942	5171	5408	5627	5854	6202	6452
	Alternative Formula (Security)	4481	4629	4777	4925	5168	5407	5653	5883	6118	6485	6743
	Maximum Security	4555	4706	4856	5006	5250	5491	5738	5969	6206	6566	6830
RC-028-19	Regular Formula	4522	4671	4820	4968	5221	5468	5720	5964	6212	6590	6853
	Alternative Formula (Security)	4726	4882	5037	5193	5459	5711	5983	6232	6494	6885	7161
	Maximum Security	4805	4963	5122	5281	5545	5799	6068	6319	6579	6970	7248
RC-028-21	Regular Formula	5045	5211	5377	5544	5829	6111	6395	6686	6966	7400	7695
	Alternative Formula (Security)	5272	5446	5620	5794	6092	6385	6683	6989	7282	7734	8043
	Maximum Security	5350	5526	5703	5879	6175	6468	6771	7074	7364	7819	8130

**RATES OF PAY - RC-028**  
**EFFECTIVE JULY 1, 2014**

PAY GRADE	STEPS										
	1c	1b	1a	1	2	3	4	5	6	7	8
RC-028-03.5 Regular Formula	2636	2721	2809	2896	2967	3042	3118	3190	3271	3409	3543
Alternative Formula (Security)	2738	2827	2917	3008	3082	3165	3241	3314	3398	3542	3685
Maximum Security	2804	2896	2988	3080	3162	3240	3317	3388	3473	3620	3765
RC-028-04 Regular Formula	2636	2721	2809	2896	2972	3053	3120	3207	3279	3418	3557
Alternative Formula (Security)	2738	2827	2917	3008	3087	3169	3243	3334	3409	3554	3696
Maximum Security	2804	2896	2988	3080	3165	3244	3321	3411	3483	3628	3775
RC-028-06h Regular Formula	17.12	17.69	18.25	18.82	19.29	19.82	20.37	20.89	21.47	22.38	23.27
Alternative Formula (Security)	17.78	18.35	18.94	19.53	20.06	20.61	21.19	21.74	22.31	23.27	24.20
Maximum Security	18.18	18.78	19.38	19.98	20.52	21.05	21.66	22.21	22.79	23.75	24.71
RC-028-06 Regular Formula	2782	2874	2966	3058	3135	3220	3310	3394	3489	3636	3781
Alternative Formula (Security)	2889	2982	3078	3173	3259	3349	3443	3532	3626	3781	3933
Maximum Security	2954	3052	3149	3246	3335	3421	3520	3609	3704	3860	4016
RC-028-07 Regular Formula	2854	2948	3042	3135	3225	3320	3413	3504	3604	3767	3917
Alternative Formula (Security)	2965	3063	3161	3259	3352	3452	3547	3645	3747	3922	4079
Maximum Security	3035	3135	3235	3335	3428	3525	3623	3723	3821	4000	4159
RC-028-08 Regular Formula	2935	3031	3128	3225	3327	3424	3532	3628	3731	3908	4065
Alternative Formula (Security)	3051	3152	3252	3352	3462	3560	3676	3774	3888	4070	4234
Maximum Security	3119	3222	3325	3428	3533	3636	3753	3855	3965	4148	4314
RC-028-09 Regular Formula	3027	3127	3227	3327	3430	3539	3649	3766	3877	4061	4223
Alternative Formula (Security)	3151	3254	3358	3462	3568	3683	3796	3920	4037	4230	4401
Maximum Security	3215	3321	3427	3533	3641	3759	3874	3999	4116	4311	4484
RC-028-09.5 Regular Formula	3102	3204	3307	3409	3514	3630	3745	3871	3984	4178	4344
Alternative Formula (Security)	3224	3330	3436	3542	3654	3777	3900	4034	4148	4355	4530
Maximum Security	3294	3402	3512	3620	3729	3857	3976	4113	4229	4439	4617
RC-028-10 Regular Formula	3124	3227	3330	3433	3559	3664	3785	3905	4025	4231	4402
Alternative Formula (Security)	3250	3358	3465	3572	3702	3814	3944	4067	4195	4418	4594
Maximum Security	3318	3427	3536	3645	3776	3891	4020	4144	4280	4500	4679
RC-028-10.5 Regular Formula	3226	3333	3439	3546	3676	3796	3929	4057	4189	4441	4621
Alternative Formula (Security)	3357	3467	3578	3688	3827	3957	4091	4228	4369	4640	4825
Maximum Security	3426	3539	3652	3765	3905	4033	4170	4308	4451	4722	4910
RC-028-11 Regular Formula	3240	3347	3453	3560	3681	3800	3938	4067	4194	4416	4592
Alternative Formula (Security)	3371	3481	3592	3704	3836	3961	4102	4240	4373	4610	4793
Maximum Security	3436	3550	3663	3777	3910	4036	4181	4319	4456	4692	4879
RC-028-11.5 Regular Formula	3319	3428	3537	3647	3772	3890	4023	4159	4302	4537	4720
Alternative Formula (Security)	3453	3567	3681	3794	3929	4053	4191	4336	4491	4736	4927
Maximum Security	3520	3636	3752	3868	4005	4131	4275	4422	4579	4828	5021
RC-028-12 Regular Formula	3371	3481	3592	3704	3840	3965	4114	4248	4405	4641	4826
Alternative Formula (Security)	3508	3625	3740	3856	3998	4130	4289	4435	4595	4846	5041
Maximum Security	3577	3694	3813	3931	4074	4208	4371	4520	4681	4933	5132
RC-028-12.5 Regular Formula	3450	3564	3678	3791	3932	4068	4224	4368	4511	4758	4948
Alternative Formula (Security)	3593	3712	3831	3949	4096	4242	4405	4561	4709	4975	5169
Maximum Security	3663	3784	3905	4025	4176	4321	4491	4646	4793	5060	5261
RC-028-13 Regular Formula	3498	3612	3728	3843	3984	4136	4290	4446	4614	4871	5063
Alternative Formula (Security)	3642	3762	3883	4002	4148	4312	4481	4645	4816	5090	5294
Maximum Security	3711	3834	3956	4078	4229	4396	4567	4727	4902	5178	5385
RC-028-14 Regular Formula	3647	3767	3887	4008	4159	4321	4511	4675	4852	5137	5342
Alternative Formula (Security)	3803	3928	4053	4178	4336	4515	4709	4886	5073	5367	5580
Maximum Security	3872	4000	4127	4255	4422	4594	4793	4973	5159	5453	5668



RC-028-15	Regular Formula	3792	3917	4042	4167	4351	4530	4706	4898	5082	5388	5601
	Alternative Formula (Security)	3957	4087	4218	4348	4538	4727	4918	5121	5310	5626	5854
	Maximum Security	4029	4163	4295	4428	4623	4810	5004	5208	5396	5715	5943
RC-028-16	Regular Formula	3969	4099	4230	4362	4556	4758	4954	5162	5368	5685	5913
	Alternative Formula (Security)	4141	4278	4415	4550	4758	4975	5182	5395	5610	5944	6184
	Maximum Security	4221	4361	4498	4638	4843	5060	5269	5480	5699	6027	6267
RC-028-17	Regular Formula	4159	4295	4432	4570	4780	4999	5212	5423	5643	5979	6218
	Alternative Formula (Security)	4338	4481	4625	4767	4996	5226	5444	5665	5898	6248	6500
	Maximum Security	4417	4562	4708	4853	5085	5314	5534	5753	5982	6339	6591
RC-028-18	Regular Formula	4377	4522	4665	4809	5041	5274	5516	5740	5971	6326	6581
	Alternative Formula (Security)	4571	4722	4873	5024	5271	5515	5766	6001	6240	6615	6878
	Maximum Security	4646	4800	4953	5106	5355	5601	5853	6088	6330	6697	6967
RC-028-19	Regular Formula	4612	4764	4916	5067	5325	5577	5834	6083	6336	6722	6990
	Alternative Formula (Security)	4821	4980	5138	5297	5568	5825	6103	6357	6624	7023	7304
	Maximum Security	4901	5062	5224	5387	5656	5915	6189	6445	6711	7109	7393
RC-028-21	Regular Formula	5146	5315	5485	5655	5946	6233	6523	6820	7105	7548	7849
	Alternative Formula (Security)	5377	5555	5732	5910	6214	6513	6817	7129	7428	7889	8204
	Maximum Security	5457	5637	5817	5997	6299	6597	6906	7215	7511	7975	8293

**RATES OF PAY - RC-042  
EFFECTIVE JULY 1, 2012**

PAY GRADE		STEPS							
		1	2	3	4	5	6	7	8
RC-042-01h	Regular Formula	20.98	21.69	22.39	23.20	23.96	24.71	26.02	27.06
	Alternative Formula (Security)	21.82	22.60	23.34	24.17	24.98	25.77	27.16	28.24
	Maximum Security	22.25	23.04	23.78	24.64	25.45	26.26	27.65	28.74
RC-042-01	Regular Formula	3422	3538	3652	3785	3909	4031	4244	4414
	Alternative Formula (Security)	3560	3687	3807	3943	4075	4203	4431	4607
	Maximum Security	3630	3758	3879	4019	4151	4283	4510	4689
RC-042-02	Regular Formula	3560	3691	3811	3954	4083	4234	4461	4638
	Alternative Formula (Security)	3706	3843	3970	4123	4263	4417	4658	4845
	Maximum Security	3778	3916	4044	4201	4344	4499	4741	4932
RC-042-03	Regular Formula	3694	3829	3975	4124	4274	4435	4681	4867
	Alternative Formula (Security)	3847	3987	4144	4307	4465	4629	4892	5088
	Maximum Security	3920	4065	4225	4389	4543	4712	4976	5175
RC-042-04	Regular Formula	3694	3829	3975	4124	4274	4435	4681	4867
	Alternative Formula (Security)	3847	3987	4144	4307	4465	4629	4892	5088
	Maximum Security	3920	4065	4225	4389	4543	4712	4976	5175
RC-042-05	Regular Formula	4005	4182	4354	4524	4708	4884	5178	5383
	Alternative Formula (Security)	4179	4362	4543	4727	4923	5104	5408	5626
	Maximum Security	4256	4443	4624	4810	5006	5186	5493	5712
RC-042-06	Regular Formula	4005	4182	4354	4524	4708	4884	5178	5383
	Alternative Formula (Security)	4179	4362	4543	4727	4923	5104	5408	5626
	Maximum Security	4256	4443	4624	4810	5006	5186	5493	5712
RC-042-07	Regular Formula	4005	4182	4354	4524	4708	4884	5178	5383
	Alternative Formula (Security)	4179	4362	4543	4727	4923	5104	5408	5626
	Maximum Security	4256	4443	4624	4810	5006	5186	5493	5712

**RATES OF PAY - RC-042  
EFFECTIVE MAY 20, 2013**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-042-01h	Regular Formula	19.09	19.72	20.35	20.98	21.69	22.39	23.20	23.96	24.71	26.02	27.06
	Alternative Formula (Security)	19.86	20.51	21.17	21.82	22.60	23.34	24.17	24.98	25.77	27.16	28.24
	Maximum Security	20.25	20.92	21.58	22.25	23.04	23.78	24.64	25.45	26.26	27.65	28.74
RC-042-01	Regular Formula	3114	3217	3319	3422	3538	3652	3785	3909	4031	4244	4414
	Alternative Formula (Security)	3240	3346	3453	3560	3687	3807	3943	4075	4203	4431	4607
	Maximum Security	3303	3412	3521	3630	3758	3879	4019	4151	4283	4510	4689
RC-042-02	Regular Formula	3240	3346	3453	3560	3691	3811	3954	4083	4234	4461	4638
	Alternative Formula (Security)	3372	3484	3595	3706	3843	3970	4123	4263	4417	4658	4845
	Maximum Security	3438	3551	3665	3778	3916	4044	4201	4344	4499	4741	4932
RC-042-03	Regular Formula	3362	3472	3583	3694	3829	3975	4124	4274	4435	4681	4867
	Alternative Formula (Security)	3501	3616	3732	3847	3987	4144	4307	4465	4629	4892	5088
	Maximum Security	3567	3685	3802	3920	4065	4225	4389	4543	4712	4976	5175
RC-042-04	Regular Formula	3362	3472	3583	3694	3829	3975	4124	4274	4435	4681	4867
	Alternative Formula (Security)	3501	3616	3732	3847	3987	4144	4307	4465	4629	4892	5088
	Maximum Security	3567	3685	3802	3920	4065	4225	4389	4543	4712	4976	5175
RC-042-05	Regular Formula	3645	3765	3885	4005	4182	4354	4524	4708	4884	5178	5383
	Alternative Formula (Security)	3803	3928	4054	4179	4362	4543	4727	4923	5104	5408	5626
	Maximum Security	3873	4001	4128	4256	4443	4624	4810	5006	5186	5493	5712
RC-042-06	Regular Formula	3645	3765	3885	4005	4182	4354	4524	4708	4884	5178	5383
	Alternative Formula (Security)	3803	3928	4054	4179	4362	4543	4727	4923	5104	5408	5626
	Maximum Security	3873	4001	4128	4256	4443	4624	4810	5006	5186	5493	5712
RC-042-07	Regular Formula	3645	3765	3885	4005	4182	4354	4524	4708	4884	5178	5383
	Alternative Formula (Security)	3803	3928	4054	4179	4362	4543	4727	4923	5104	5408	5626
	Maximum Security	3873	4001	4128	4256	4443	4624	4810	5006	5186	5493	5712

**RATES OF PAY - RC-042  
EFFECTIVE JULY 1, 2013**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-042-01h	Regular Formula	19.47	20.11	20.75	21.39	22.12	22.84	23.67	24.44	25.21	26.54	27.60
	Alternative Formula (Security)	20.26	20.92	21.59	22.26	23.06	23.80	24.66	25.48	26.28	27.71	28.81
	Maximum Security	20.65	21.33	22.01	22.70	23.50	24.26	25.13	25.96	26.78	28.20	29.32
RC-042-01	Regular Formula	3176	3281	3385	3490	3609	3725	3861	3987	4112	4329	4502
	Alternative Formula (Security)	3305	3413	3522	3631	3761	3883	4022	4157	4287	4520	4699
	Maximum Security	3369	3480	3591	3703	3833	3957	4099	4234	4369	4600	4783
RC-042-02	Regular Formula	3305	3413	3522	3631	3765	3887	4033	4165	4319	4550	4731
	Alternative Formula (Security)	3439	3554	3667	3780	3920	4049	4205	4348	4505	4751	4942
	Maximum Security	3507	3622	3738	3854	3994	4125	4285	4431	4589	4836	5031
RC-042-03	Regular Formula	3429	3541	3655	3768	3906	4055	4206	4359	4524	4775	4964
	Alternative Formula (Security)	3571	3688	3807	3924	4067	4227	4393	4554	4722	4990	5190
	Maximum Security	3638	3759	3878	3998	4146	4310	4477	4634	4806	5076	5279
RC-042-04	Regular Formula	3429	3541	3655	3768	3906	4055	4206	4359	4524	4775	4964
	Alternative Formula (Security)	3571	3688	3807	3924	4067	4227	4393	4554	4722	4990	5190
	Maximum Security	3638	3759	3878	3998	4146	4310	4477	4634	4806	5076	5279
RC-042-05	Regular Formula	3718	3840	3963	4085	4266	4441	4614	4802	4982	5282	5491
	Alternative Formula (Security)	3879	4007	4135	4263	4449	4634	4822	5021	5206	5516	5739
	Maximum Security	3950	4081	4211	4341	4532	4716	4906	5106	5290	5603	5826
RC-042-06	Regular Formula	3718	3840	3963	4085	4266	4441	4614	4802	4982	5282	5491
	Alternative Formula (Security)	3879	4007	4135	4263	4449	4634	4822	5021	5206	5516	5739
	Maximum Security	3950	4081	4211	4341	4532	4716	4906	5106	5290	5603	5826
RC-042-07	Regular Formula	3718	3840	3963	4085	4266	4441	4614	4802	4982	5282	5491
	Alternative Formula (Security)	3879	4007	4135	4263	4449	4634	4822	5021	5206	5516	5739
	Maximum Security	3950	4081	4211	4341	4532	4716	4906	5106	5290	5603	5826

**RATES OF PAY - RC-042  
EFFECTIVE JULY 1, 2014**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-042-01h	Regular Formula	19.86	20.52	21.17	21.82	22.57	23.30	24.14	24.93	25.71	27.07	28.15
	Alternative Formula (Security)	19.86	20.52	21.17	21.82	22.57	23.30	24.14	24.93	25.71	27.07	28.15
	Maximum Security	19.86	20.52	21.17	21.82	22.57	23.30	24.14	24.93	25.71	27.07	28.15
RC-042-01	Regular Formula	3240	3347	3453	3560	3681	3800	3938	4067	4194	4416	4592
	Alternative Formula (Security)	3371	3481	3592	3704	3836	3961	4102	4240	4373	4610	4793
	Maximum Security	3436	3550	3663	3777	3910	4036	4181	4319	4456	4692	4879
RC-042-02	Regular Formula	3371	3481	3592	3704	3840	3965	4114	4248	4405	4641	4826
	Alternative Formula (Security)	3508	3625	3740	3856	3998	4130	4289	4435	4595	4846	5041
	Maximum Security	3577	3694	3813	3931	4074	4208	4371	4520	4681	4933	5132
RC-042-03	Regular Formula	3498	3612	3728	3843	3984	4136	4290	4446	4614	4871	5063
	Alternative Formula (Security)	3642	3762	3883	4002	4148	4312	4481	4645	4816	5090	5294
	Maximum Security	3711	3834	3956	4078	4229	4396	4567	4727	4902	5178	5385
RC-042-04	Regular Formula	3498	3612	3728	3843	3984	4136	4290	4446	4614	4871	5063
	Alternative Formula (Security)	3642	3762	3883	4002	4148	4312	4481	4645	4816	5090	5294
	Maximum Security	3711	3834	3956	4078	4229	4396	4567	4727	4902	5178	5385
RC-042-05	Regular Formula	3792	3917	4042	4167	4351	4530	4706	4898	5082	5388	5601
	Alternative Formula (Security)	3957	4087	4218	4348	4538	4727	4918	5121	5310	5626	5854
	Maximum Security	4029	4163	4295	4428	4623	4810	5004	5208	5396	5715	5943
RC-042-06	Regular Formula	3792	3917	4042	4167	4351	4530	4706	4898	5082	5388	5601
	Alternative Formula (Security)	3957	4087	4218	4348	4538	4727	4918	5121	5310	5626	5854
	Maximum Security	4029	4163	4295	4428	4623	4810	5004	5208	5396	5715	5943
RC-042-07	Regular Formula	3792	3917	4042	4167	4351	4530	4706	4898	5082	5388	5601
	Alternative Formula (Security)	3957	4087	4218	4348	4538	4727	4918	5121	5310	5626	5854
	Maximum Security	4029	4163	4295	4428	4623	4810	5004	5208	5396	5715	5943

**RATES OF PAY - RC-062  
EFFECTIVE JULY 1, 2012**

PAY GRADE		STEPS							
		1	2	3	4	5	6	7	8
RC-062-09	Regular Formula	3198	3297	3402	3507	3620	3726	3903	4059
	Alternative Formula (Security)	3327	3429	3540	3649	3768	3880	4066	4230
	Maximum Security	3396	3500	3613	3724	3844	3956	4143	4310
RC-062-10	Regular Formula	3300	3421	3522	3638	3753	3869	4067	4231
	Alternative Formula (Security)	3433	3558	3666	3791	3909	4032	4246	4416
	Maximum Security	3504	3629	3740	3864	3983	4114	4325	4497
RC-062-10rb	Regular Formula	152	158	163	168	173	179	188	195
RC-062-11	Regular Formula	3422	3538	3652	3785	3909	4031	4244	4414
	Alternative Formula (Security)	3560	3687	3807	3943	4075	4203	4431	4607
	Maximum Security	3630	3758	3879	4019	4151	4283	4510	4689
RC-062-11rb	Regular Formula	158	163	169	175	180	186	196	204
RC-062-12h	Regular Formula	21.91	22.71	23.45	24.33	25.13	26.06	27.45	28.54
	Alternative Formula (Security)	22.81	23.65	24.43	25.37	26.23	27.18	28.66	29.82
	Maximum Security	23.25	24.10	24.89	25.85	26.73	27.69	29.18	30.35
RC-062-12	Regular Formula	3560	3691	3811	3954	4083	4234	4461	4638
	Alternative Formula (Security)	3706	3843	3970	4123	4263	4417	4658	4845
	Maximum Security	3778	3916	4044	4201	4344	4499	4741	4932
RC-062-13	Regular Formula	3694	3829	3975	4124	4274	4435	4681	4867
	Alternative Formula (Security)	3847	3987	4144	4307	4465	4629	4892	5088
	Maximum Security	3920	4065	4225	4389	4543	4712	4976	5175
RC-062-14h	Regular Formula	23.70	24.60	25.56	26.68	27.65	28.70	30.38	31.59
	Alternative Formula (Security)	24.71	25.65	26.70	27.85	28.90	30.01	31.75	33.01
	Maximum Security	25.17	26.15	27.18	28.35	29.41	30.52	32.25	33.53
RC-062-14	Regular Formula	3852	3997	4153	4336	4493	4664	4937	5134
	Alternative Formula (Security)	4016	4168	4339	4526	4696	4876	5159	5364
	Maximum Security	4090	4250	4416	4607	4779	4959	5241	5448
RC-062-15	Regular Formula	4005	4182	4354	4524	4708	4884	5178	5383
	Alternative Formula (Security)	4179	4362	4543	4727	4923	5104	5408	5626
	Maximum Security	4256	4443	4624	4810	5006	5186	5493	5712
RC-062-16h	Regular Formula	25.80	26.95	28.15	29.30	30.54	31.75	33.63	34.97
	Alternative Formula (Security)	26.92	28.15	29.42	30.65	31.91	33.18	35.16	36.58
	Maximum Security	27.43	28.65	29.93	31.17	32.42	33.70	35.65	37.07
RC-062-16	Regular Formula	4192	4379	4574	4762	4962	5160	5465	5683
	Alternative Formula (Security)	4374	4574	4781	4980	5185	5392	5713	5944
	Maximum Security	4458	4655	4864	5065	5268	5477	5793	6024
RC-062-17	Regular Formula	4392	4594	4805	5010	5213	5424	5747	5976
	Alternative Formula (Security)	4582	4802	5024	5232	5445	5669	6005	6248
	Maximum Security	4665	4887	5108	5319	5529	5750	6093	6335
RC-062-18	Regular Formula	4623	4845	5070	5302	5517	5739	6080	6325
	Alternative Formula (Security)	4828	5067	5301	5542	5768	5998	6358	6611
	Maximum Security	4908	5147	5383	5625	5852	6084	6437	6696
RC-062-18rb	Regular Formula	213	224	234	245	255	265	281	292
RC-062-19	Regular Formula	4871	5119	5361	5608	5847	6090	6461	6719
	Alternative Formula (Security)	5091	5352	5599	5866	6110	6367	6750	7021
	Maximum Security	5177	5436	5685	5949	6195	6450	6833	7106
RC-062-19rb	Regular Formula	225	236	247	259	270	281	298	310
RC-062-20	Regular Formula	5146	5407	5657	5927	6185	6441	6832	7105
	Alternative Formula (Security)	5378	5649	5916	6197	6463	6731	7143	7428
	Maximum Security	5464	5733	5998	6278	6545	6815	7223	7512

RC-062-21	Regular Formula	5435	5715	5991	6270	6555	6829	7255	7544
	Alternative Formula (Security)	5680	5973	6260	6552	6852	7139	7582	7885
	Maximum Security	5764	6054	6341	6638	6935	7220	7666	7971
RC-062-22	Regular Formula	5746	6046	6339	6640	6947	7236	7687	7995
	Alternative Formula (Security)	6003	6318	6628	6938	7259	7565	8033	8352
	Maximum Security	6090	6397	6711	7021	7344	7651	8117	8442
RC-062-23	Regular Formula	6095	6418	6747	7067	7391	7712	8200	8528
	Alternative Formula (Security)	6373	6709	7052	7383	7727	8062	8566	8908
	Maximum Security	6455	6790	7135	7468	7809	8145	8651	8994
RC-062-23rb	Regular Formula	281	296	311	326	341	356	378	394
RC-062-24	Regular Formula	6487	6831	7191	7533	7883	8237	8755	9104
	Alternative Formula (Security)	6780	7142	7513	7875	8234	8608	9149	9516
	Maximum Security	6865	7222	7594	7956	8321	8693	9231	9600
RC-062-24rb	Regular Formula	299	315	332	348	364	380	404	420
RC-062-25	Regular Formula	6915	7291	7677	8060	8442	8827	9393	9769
	Alternative Formula (Security)	7223	7620	8018	8425	8826	9225	9816	10210
	Maximum Security	7308	7703	8103	8505	8906	9305	9899	10298
RC-062-26	Regular Formula	7377	7782	8196	8609	9011	9416	10023	10423
	Alternative Formula (Security)	7734	8153	8584	9018	9440	9861	10500	10920
	Maximum Security	7805	8230	8668	9105	9529	9957	10604	11027
RC-062-27	Regular Formula	7876	8306	8743	9185	9617	10049	10697	11126
	Alternative Formula (Security)	8232	8680	9137	9604	10053	10504	11182	11630
RC-062-28	Regular Formula	8264	8711	9174	9639	10091	10543	11225	11676
RC-062-29	Regular Formula	8672	9143	9627	10115	10589	11064	11780	12250

**RATES OF PAY - RC-062**  
**EFFECTIVE MAY 20, 2013**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-062-09	Regular Formula	2910	3006	3102	3198	3297	3402	3507	3620	3726	3903	4059
	Alternative Formula (Security)	3028	3127	3227	3327	3429	3540	3649	3768	3880	4066	4230
	Maximum Security	3090	3192	3294	3396	3500	3613	3724	3844	3956	4143	4310
RC-062-10	Regular Formula	3003	3102	3201	3300	3421	3522	3638	3753	3869	4067	4231
	Alternative Formula (Security)	3124	3227	3330	3433	3558	3666	3791	3909	4032	4246	4416
	Maximum Security	3189	3294	3399	3504	3629	3740	3864	3983	4114	4325	4497
RC-062-10rb	Regular Formula	139	143	148	152	158	163	168	173	179	188	195
RC-062-11	Regular Formula	3114	3217	3319	3422	3538	3652	3785	3909	4031	4244	4414
	Alternative Formula (Security)	3240	3346	3453	3560	3687	3807	3943	4075	4203	4431	4607
	Maximum Security	3303	3412	3521	3630	3758	3879	4019	4151	4283	4510	4689
RC-062-11rb	Regular Formula	144	148	153	158	163	169	175	180	186	196	204
RC-062-12h	Regular Formula	19.94	20.59	21.25	21.91	22.71	23.45	24.33	25.13	26.06	27.45	28.54
	Alternative Formula (Security)	20.75	21.44	22.12	22.81	23.65	24.43	25.37	26.23	27.18	28.66	29.82
	Maximum Security	21.16	21.85	22.55	23.25	24.10	24.89	25.85	26.73	27.69	29.18	30.35
RC-062-12	Regular Formula	3240	3346	3453	3560	3691	3811	3954	4083	4234	4461	4638
	Alternative Formula (Security)	3372	3484	3595	3706	3843	3970	4123	4263	4417	4658	4845
	Maximum Security	3438	3551	3665	3778	3916	4044	4201	4344	4499	4741	4932
RC-062-13	Regular Formula	3362	3472	3583	3694	3829	3975	4124	4274	4435	4681	4867
	Alternative Formula (Security)	3501	3616	3732	3847	3987	4144	4307	4465	4629	4892	5088
	Maximum Security	3567	3685	3802	3920	4065	4225	4389	4543	4712	4976	5175
RC-062-14h	Regular Formula	21.57	22.28	22.99	23.70	24.60	25.56	26.68	27.65	28.70	30.38	31.59
	Alternative Formula (Security)	22.49	23.23	23.98	24.71	25.65	26.70	27.85	28.90	30.01	31.75	33.01
	Maximum Security	22.90	23.66	24.41	25.17	26.15	27.18	28.35	29.41	30.52	32.25	33.53
RC-062-14	Regular Formula	3505	3621	3736	3852	3997	4153	4336	4493	4664	4937	5134
	Alternative Formula (Security)	3655	3775	3896	4016	4168	4339	4526	4696	4876	5159	5364
	Maximum Security	3722	3845	3967	4090	4250	4416	4607	4779	4959	5241	5448
RC-062-15	Regular Formula	3645	3765	3885	4005	4182	4354	4524	4708	4884	5178	5383
	Alternative Formula (Security)	3803	3928	4054	4179	4362	4543	4727	4923	5104	5408	5626
	Maximum Security	3873	4001	4128	4256	4443	4624	4810	5006	5186	5493	5712
RC-062-16h	Regular Formula	23.48	24.25	25.02	25.80	26.95	28.15	29.30	30.54	31.75	33.63	34.97
	Alternative Formula (Security)	24.49	25.3	26.11	26.92	28.15	29.42	30.65	31.91	33.18	35.16	36.58
	Maximum Security	24.97	25.79	26.61	27.43	28.65	29.93	31.17	32.42	33.70	35.65	37.07
RC-062-16	Regular Formula	3815	3940	4066	4192	4379	4574	4762	4962	5160	5465	5683
	Alternative Formula (Security)	3980	4112	4243	4374	4574	4781	4980	5185	5392	5713	5944
	Maximum Security	4057	4191	4324	4458	4655	4864	5065	5268	5477	5793	6024
RC-062-17	Regular Formula	3997	4128	4260	4392	4594	4805	5010	5213	5424	5747	5976
	Alternative Formula (Security)	4170	4307	4445	4582	4802	5024	5232	5445	5669	6005	6248
	Maximum Security	4245	4385	4525	4665	4887	5108	5319	5529	5750	6093	6335
RC-062-18	Regular Formula	4207	4346	4484	4623	4845	5070	5302	5517	5739	6080	6325
	Alternative Formula (Security)	4393	4538	4683	4828	5067	5301	5542	5768	5998	6358	6611
	Maximum Security	4466	4614	4761	4908	5147	5383	5625	5852	6084	6437	6696
RC-062-18rb	Regular Formula	194	201	207	213	224	234	245	255	265	281	292
RC-062-19	Regular Formula	4433	4579	4725	4871	5119	5361	5608	5847	6090	6461	6719
	Alternative Formula (Security)	4633	4786	4938	5091	5352	5599	5866	6110	6367	6750	7021
	Maximum Security	4711	4866	5022	5177	5436	5685	5949	6195	6450	6833	7106
RC-062-19rb	Regular Formula	205	211	218	225	236	247	259	270	281	298	310
RC-062-20	Regular Formula	4683	4837	4992	5146	5407	5657	5927	6185	6441	6832	7105
	Alternative Formula (Security)	4894	5055	5217	5378	5649	5916	6197	6463	6731	7143	7428
	Maximum Security	4972	5136	5300	5464	5733	5998	6278	6545	6815	7223	7512



RC-062-21	Regular Formula	4946	5109	5272	5435	5715	5991	6270	6555	6829	7255	7544
	Alternative Formula (Security)	5169	5339	5510	5680	5973	6260	6552	6852	7139	7582	7885
	Maximum Security	5245	5418	5591	5764	6054	6341	6638	6935	7220	7666	7971
RC-062-22	Regular Formula	5229	5401	5574	5746	6046	6339	6640	6947	7236	7687	7995
	Alternative Formula (Security)	5463	5643	5823	6003	6318	6628	6938	7259	7565	8033	8352
	Maximum Security	5542	5725	5907	6090	6397	6711	7021	7344	7651	8117	8442
RC-062-23	Regular Formula	5546	5729	5912	6095	6418	6747	7067	7391	7712	8200	8528
	Alternative Formula (Security)	5799	5991	6182	6373	6709	7052	7383	7727	8062	8566	8908
	Maximum Security	5874	6068	6261	6455	6790	7135	7468	7809	8145	8651	8994
RC-062-23rb	Regular Formula	256	264	273	281	296	311	326	341	356	378	394
RC-062-24	Regular Formula	5903	6098	6292	6487	6831	7191	7533	7883	8237	8755	9104
	Alternative Formula (Security)	6170	6373	6577	6780	7142	7513	7875	8234	8608	9149	9516
	Maximum Security	6247	6453	6659	6865	7222	7594	7956	8321	8693	9231	9600
RC-062-24rb	Regular Formula	272	281	290	299	315	332	348	364	380	404	420
RC-062-25	Regular Formula	6293	6500	6708	6915	7291	7677	8060	8442	8827	9393	9769
	Alternative Formula (Security)	6573	6790	7006	7223	7620	8018	8425	8826	9225	9816	10210
	Maximum Security	6650	6870	7089	7308	7703	8103	8505	8906	9305	9899	10298
RC-062-26	Regular Formula	6713	6934	7156	7377	7782	8196	8609	9011	9416	10023	10423
	Alternative Formula (Security)	7038	7270	7502	7734	8153	8584	9018	9440	9861	10500	10920
	Maximum Security	7103	7337	7571	7805	8230	8668	9105	9529	9957	10604	11027
RC-062-27	Regular Formula	7167	7403	7640	7876	8306	8743	9185	9617	10049	10697	11126
	Alternative Formula (Security)	7491	7738	7985	8232	8680	9137	9604	10053	10504	11182	11630
RC-062-28	Regular Formula	7520	7768	8016	8264	8711	9174	9639	10091	10543	11225	11676
RC-062-29	Regular Formula	7892	8152	8412	8672	9143	9627	10115	10589	11064	11780	12250

**RATES OF PAY - RC-062**  
**EFFECTIVE JULY 1, 2013**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-062-09	Regular Formula	2968	3066	3164	3262	3363	3470	3577	3692	3801	3981	4140
	Alternative Formula (Security)	3089	3190	3292	3394	3498	3611	3722	3843	3958	4147	4315
	Maximum Security	3152	3256	3360	3464	3570	3685	3798	3921	4035	4226	4396
RC-062-10	Regular Formula	3063	3164	3265	3366	3489	3592	3711	3828	3946	4148	4316
	Alternative Formula (Security)	3186	3292	3397	3502	3629	3739	3867	3987	4113	4331	4504
	Maximum Security	3253	3360	3467	3574	3702	3815	3941	4063	4196	4412	4587
RC-062-10rb	Regular Formula	141	146	151	155	161	166	171	177	182	191	199
RC-062-11	Regular Formula	3176	3281	3385	3490	3609	3725	3861	3987	4112	4329	4502
	Alternative Formula (Security)	3305	3413	3522	3631	3761	3883	4022	4157	4287	4520	4699
	Maximum Security	3369	3480	3591	3703	3833	3957	4099	4234	4369	4600	4783
RC-062-11rb	Regular Formula	147	151	156	161	167	172	178	184	190	200	208
RC-062-12h	Regular Formula	20.34	21.00	21.67	22.34	23.17	23.92	24.82	25.63	26.58	28.00	29.11
	Alternative Formula (Security)	21.16	21.87	22.57	23.26	24.12	24.92	25.88	26.76	27.72	29.24	30.41
	Maximum Security	21.58	22.29	23.00	23.72	24.58	25.38	26.37	27.27	28.24	29.76	30.96
RC-062-12	Regular Formula	3305	3413	3522	3631	3765	3887	4033	4165	4319	4550	4731
	Alternative Formula (Security)	3439	3554	3667	3780	3920	4049	4205	4348	4505	4751	4942
	Maximum Security	3507	3622	3738	3854	3994	4125	4285	4431	4589	4836	5031
RC-062-13	Regular Formula	3429	3541	3655	3768	3906	4055	4206	4359	4524	4775	4964
	Alternative Formula (Security)	3571	3688	3807	3924	4067	4227	4393	4554	4722	4990	5190
	Maximum Security	3638	3759	3878	3998	4146	4310	4477	4634	4806	5076	5279
RC-062-14h	Regular Formula	22.00	22.73	23.45	24.18	25.09	26.07	27.22	28.20	29.27	30.99	32.23
	Alternative Formula (Security)	22.94	23.70	24.46	25.21	26.16	27.24	28.41	29.48	30.61	32.38	33.67
	Maximum Security	23.36	24.14	24.90	25.67	26.68	27.72	28.92	30.00	31.13	32.90	34.20
RC-062-14	Regular Formula	3575	3693	3811	3929	4077	4236	4423	4583	4757	5036	5237
	Alternative Formula (Security)	3728	3851	3974	4096	4251	4426	4617	4790	4974	5262	5471
	Maximum Security	3796	3922	4046	4172	4335	4504	4699	4875	5058	5346	5557
RC-062-15	Regular Formula	3718	3840	3963	4085	4266	4441	4614	4802	4982	5282	5491
	Alternative Formula (Security)	3879	4007	4135	4263	4449	4634	4822	5021	5206	5516	5739
	Maximum Security	3950	4081	4211	4341	4532	4716	4906	5106	5290	5603	5826
RC-062-16h	Regular Formula	23.94	24.73	25.52	26.31	27.49	28.71	29.89	31.14	32.39	34.3	35.67
	Alternative Formula (Security)	24.98	25.81	26.63	27.45	28.71	30.01	31.26	32.55	33.85	35.86	37.31
	Maximum Security	25.46	26.31	27.14	27.98	29.22	30.53	31.79	33.06	34.38	36.36	37.81
RC-062-16	Regular Formula	3891	4019	4147	4276	4467	4665	4857	5061	5263	5574	5797
	Alternative Formula (Security)	4060	4194	4328	4461	4665	4877	5080	5289	5500	5827	6063
	Maximum Security	4138	4275	4410	4547	4748	4961	5166	5373	5587	5909	6144
RC-062-17	Regular Formula	4077	4211	4345	4480	4686	4901	5110	5317	5532	5862	6096
	Alternative Formula (Security)	4253	4393	4534	4674	4898	5124	5337	5554	5782	6125	6373
	Maximum Security	4330	4473	4616	4758	4985	5210	5425	5640	5865	6215	6462
RC-062-18	Regular Formula	4291	4433	4574	4715	4942	5171	5408	5627	5854	6202	6452
	Alternative Formula (Security)	4481	4629	4777	4925	5168	5407	5653	5883	6118	6485	6743
	Maximum Security	4555	4706	4856	5006	5250	5491	5738	5969	6206	6566	6830
RC-062-18rb	Regular Formula	198	205	211	218	228	239	250	260	270	286	298
RC-062-19	Regular Formula	4522	4671	4820	4968	5221	5468	5720	5964	6212	6590	6853
	Alternative Formula (Security)	4726	4882	5037	5193	5459	5711	5983	6232	6494	6885	7161
	Maximum Security	4805	4963	5122	5281	5545	5799	6068	6319	6579	6970	7248
RC-062-19rb	Regular Formula	209	216	222	229	241	252	264	275	287	304	316
RC-062-20	Regular Formula	4777	4934	5092	5249	5515	5770	6046	6309	6570	6969	7247
	Alternative Formula (Security)	4992	5156	5321	5486	5762	6034	6321	6592	6866	7286	7577
	Maximum Security	5071	5239	5406	5573	5848	6118	6404	6676	6951	7367	7662

RC-062-21	Regular Formula	5045	5211	5377	5544	5829	6111	6395	6686	6966	7400	7695
	Alternative Formula (Security)	5272	5446	5620	5794	6092	6385	6683	6989	7282	7734	8043
	Maximum Security	5350	5526	5703	5879	6175	6468	6771	7074	7364	7819	8130
RC-062-22	Regular Formula	5334	5509	5685	5861	6167	6466	6773	7086	7381	7841	8155
	Alternative Formula (Security)	5572	5756	5939	6123	6444	6761	7077	7404	7716	8194	8519
	Maximum Security	5653	5840	6025	6212	6525	6845	7161	7491	7804	8279	8611
RC-062-23	Regular Formula	5657	5844	6030	6217	6546	6882	7208	7539	7866	8364	8699
	Alternative Formula (Security)	5915	6111	6306	6500	6843	7193	7531	7882	8223	8737	9086
	Maximum Security	5991	6189	6386	6584	6926	7278	7617	7965	8308	8824	9174
RC-062-23rb	Regular Formula	261	270	278	287	302	318	333	348	363	386	401
RC-062-24	Regular Formula	6021	6220	6418	6617	6968	7335	7684	8041	8402	8930	9286
	Alternative Formula (Security)	6293	6500	6709	6916	7285	7663	8033	8399	8780	9332	9706
	Maximum Security	6372	6582	6792	7002	7366	7746	8115	8487	8867	9416	9792
RC-062-24rb	Regular Formula	278	287	296	305	322	339	355	371	388	412	429
RC-062-25	Regular Formula	6419	6630	6842	7053	7437	7831	8221	8611	9004	9581	9964
	Alternative Formula (Security)	6704	6926	7146	7367	7772	8178	8594	9003	9410	10012	10414
	Maximum Security	6783	7007	7231	7454	7857	8265	8675	9084	9491	10097	10504
RC-062-26	Regular Formula	6847	7073	7299	7525	7938	8360	8781	9191	9604	10223	10631
	Alternative Formula (Security)	7179	7415	7652	7889	8316	8756	9198	9629	10058	10710	11138
	Maximum Security	7245	7484	7722	7961	8395	8841	9287	9720	10156	10816	11248
RC-062-27	Regular Formula	7310	7551	7793	8034	8472	8918	9369	9809	10250	10911	11349
	Alternative Formula (Security)	7641	7893	8145	8397	8854	9320	9796	10254	10714	11406	11863
RC-062-28	Regular Formula	7670	7923	8176	8429	8885	9357	9832	10293	10754	11450	11910
RC-062-29	Regular Formula	8050	8315	8580	8845	9326	9820	10317	10801	11285	12016	12495

**RATES OF PAY - RC-062  
EFFECTIVE JULY 1, 2014**

		STEPS										
PAY GRADE		1c	1b	1a	1	2	3	4	5	6	7	8
RC-062-09	Regular Formula	3027	3127	3227	3327	3430	3539	3649	3766	3877	4061	4223
	Alternative Formula (Security)	3151	3254	3358	3462	3568	3683	3796	3920	4037	4230	4401
	Maximum Security	3215	3321	3427	3533	3641	3759	3874	3999	4116	4311	4484
RC-062-10	Regular Formula	3124	3227	3330	3433	3559	3664	3785	3905	4025	4231	4402
	Alternative Formula (Security)	3250	3358	3465	3572	3702	3814	3944	4067	4195	4418	4594
	Maximum Security	3318	3427	3536	3645	3776	3891	4020	4144	4280	4500	4679
RC-062-10rb	Regular Formula	144	149	154	158	164	169	175	180	186	195	203
RC-062-11	Regular Formula	3240	3347	3453	3560	3681	3800	3938	4067	4194	4416	4592
	Alternative Formula (Security)	3371	3481	3592	3704	3836	3961	4102	4240	4373	4610	4793
	Maximum Security	3436	3550	3663	3777	3910	4036	4181	4319	4456	4692	4879
RC-062-11rb	Regular Formula	150	154	159	164	170	175	182	188	194	204	212
RC-062-12h	Regular Formula	20.74	21.42	22.10	22.79	23.63	24.40	25.32	26.14	27.11	28.56	29.70
	Alternative Formula (Security)	21.59	22.31	23.02	23.73	24.60	25.42	26.39	27.29	28.28	29.82	31.02
	Maximum Security	22.01	22.73	23.46	24.19	25.07	25.90	26.90	27.82	28.81	30.36	31.58
RC-062-12	Regular Formula	3371	3481	3592	3704	3840	3965	4114	4248	4405	4641	4826
	Alternative Formula (Security)	3508	3625	3740	3856	3998	4130	4289	4435	4595	4846	5041
	Maximum Security	3577	3694	3813	3931	4074	4208	4371	4520	4681	4933	5132
RC-062-13	Regular Formula	3498	3612	3728	3843	3984	4136	4290	4446	4614	4871	5063
	Alternative Formula (Security)	3642	3762	3883	4002	4148	4312	4481	4645	4816	5090	5294
	Maximum Security	3711	3834	3956	4078	4229	4396	4567	4727	4902	5178	5385
RC-062-14h	Regular Formula	22.44	23.18	23.92	24.66	25.59	26.59	27.76	28.77	29.86	31.61	32.87
	Alternative Formula (Security)	23.40	24.17	24.94	25.71	26.68	27.78	28.98	30.07	31.22	33.03	34.34
	Maximum Security	23.83	24.62	25.40	26.18	27.21	28.27	29.50	30.60	31.75	33.56	34.88
RC-062-14	Regular Formula	3647	3767	3887	4008	4159	4321	4511	4675	4852	5137	5342
	Alternative Formula (Security)	3803	3928	4053	4178	4336	4515	4709	4886	5073	5367	5580
	Maximum Security	3872	4000	4127	4255	4422	4594	4793	4973	5159	5453	5668
RC-062-15	Regular Formula	3792	3917	4042	4167	4351	4530	4706	4898	5082	5388	5601
	Alternative Formula (Security)	3957	4087	4218	4348	4538	4727	4918	5121	5310	5626	5854
	Maximum Security	4029	4163	4295	4428	4623	4810	5004	5208	5396	5715	5943
RC-062-16h	Regular Formula	24.42	25.22	26.03	26.84	28.04	29.28	30.49	31.77	33.03	34.98	36.39
	Alternative Formula (Security)	25.48	26.33	27.17	28	29.28	30.62	31.89	33.2	34.52	36.58	38.06
	Maximum Security	25.98	26.84	27.68	28.54	29.8	31.14	32.42	33.72	35.07	37.09	38.57
RC-062-16	Regular Formula	3969	4099	4230	4362	4556	4758	4954	5162	5368	5685	5913
	Alternative Formula (Security)	4141	4278	4415	4550	4758	4975	5182	5395	5610	5944	6184
	Maximum Security	4221	4361	4498	4638	4843	5060	5269	5480	5699	6027	6267
RC-062-17	Regular Formula	4159	4295	4432	4570	4780	4999	5212	5423	5643	5979	6218
	Alternative Formula (Security)	4338	4481	4625	4767	4996	5226	5444	5665	5898	6248	6500
	Maximum Security	4417	4562	4708	4853	5085	5314	5534	5753	5982	6339	6591
RC-062-18	Regular Formula	4377	4522	4665	4809	5041	5274	5516	5740	5971	6326	6581
	Alternative Formula (Security)	4571	4722	4873	5024	5271	5515	5766	6001	6240	6615	6878
	Maximum Security	4646	4800	4953	5106	5355	5601	5853	6088	6330	6697	6967
RC-062-18rb	Regular Formula	202	209	215	222	233	243	255	265	276	292	304
RC-062-19	Regular Formula	4612	4764	4916	5067	5325	5577	5834	6083	6336	6722	6990
	Alternative Formula (Security)	4821	4980	5138	5297	5568	5825	6103	6357	6624	7023	7304
	Maximum Security	4901	5062	5224	5387	5656	5915	6189	6445	6711	7109	7393
RC-062-19rb	Regular Formula	213	220	227	234	246	257	269	281	292	310	323
RC-062-20	Regular Formula	4873	5033	5194	5354	5625	5885	6167	6435	6701	7108	7392
	Alternative Formula (Security)	5092	5259	5427	5596	5877	6155	6447	6724	7003	7432	7729
	Maximum Security	5172	5344	5514	5684	5965	6240	6532	6810	7090	7514	7815

RC-062-21	Regular Formula	5146	5315	5485	5655	5946	6233	6523	6820	7105	7548	7849
	Alternative Formula (Security)	5377	5555	5732	5910	6214	6513	6817	7129	7428	7889	8204
	Maximum Security	5457	5637	5817	5997	6299	6597	6906	7215	7511	7975	8293
RC-062-22	Regular Formula	5441	5619	5799	5978	6290	6595	6908	7228	7529	7998	8318
	Alternative Formula (Security)	5683	5871	6058	6245	6573	6896	7219	7552	7870	8358	8689
	Maximum Security	5766	5957	6146	6336	6656	6982	7304	7641	7960	8445	8783
RC-062-23	Regular Formula	5770	5961	6151	6341	6677	7020	7352	7690	8023	8531	8873
	Alternative Formula (Security)	6033	6233	6432	6630	6980	7337	7682	8040	8387	8912	9268
	Maximum Security	6111	6313	6514	6716	7065	7424	7769	8124	8474	9000	9357
RC-062-23rb	Regular Formula	266	275	284	293	308	324	339	355	370	394	410
RC-062-24	Regular Formula	6141	6344	6546	6749	7107	7482	7838	8202	8570	9109	9472
	Alternative Formula (Security)	6419	6630	6843	7054	7431	7816	8194	8567	8956	9519	9900
	Maximum Security	6499	6714	6928	7142	7513	7901	8277	8657	9044	9604	9988
RC-062-24rb	Regular Formula	283	293	302	311	328	345	362	379	396	420	437
RC-062-25	Regular Formula	6547	6763	6979	7194	7586	7988	8385	8783	9184	9773	10163
	Alternative Formula (Security)	6838	7065	7289	7514	7927	8342	8766	9183	9598	10212	10622
	Maximum Security	6919	7147	7376	7603	8014	8430	8849	9266	9681	10299	10714
RC-062-26	Regular Formula	6984	7214	7445	7676	8097	8527	8957	9375	9796	10427	10844
	Alternative Formula (Security)	7323	7563	7805	8047	8482	8931	9382	9822	10259	10924	11361
	Maximum Security	7390	7634	7876	8120	8563	9018	9473	9914	10359	11032	11473
RC-062-27	Regular Formula	7456	7702	7949	8195	8641	9096	9556	10005	10455	11129	11576
	Alternative Formula (Security)	7794	8051	8308	8565	9031	9506	9992	10459	10928	11634	12100
RC-062-28	Regular Formula	7823	8081	8340	8598	9063	9544	10029	10499	10969	11679	12148
RC-062-29	Regular Formula	8211	8481	8752	9022	9513	10016	10523	11017	11511	12256	12745

**RATES OF PAY - RC-063  
EFFECTIVE JULY 1, 2012**

PAY GRADE		STEPS							
		1	2	3	4	5	6	7	8
RC-063-14	Regular Formula	3852	3997	4153	4336	4493	4664	4937	5134
	Alternative Formula (Security)	4016	4168	4339	4526	4696	4876	5159	5364
	Maximum Security	4090	4250	4416	4607	4779	4959	5241	5448
RC-063-15	Regular Formula	4005	4182	4354	4524	4708	4884	5178	5383
	Alternative Formula (Security)	4179	4362	4543	4727	4923	5104	5408	5626
	Maximum Security	4256	4443	4624	4810	5006	5186	5493	5712
RC-063-16	Regular Formula	4192	4379	4574	4762	4962	5160	5465	5683
	Alternative Formula (Security)	4374	4574	4781	4980	5185	5392	5713	5944
	Maximum Security	4458	4655	4864	5065	5268	5477	5793	6024
RC-063-17	Regular Formula	4392	4594	4805	5010	5213	5424	5747	5976
	Alternative Formula (Security)	4582	4802	5024	5232	5445	5669	6005	6248
	Maximum Security	4665	4887	5108	5319	5529	5750	6093	6335
RC-063-18	Regular Formula	4623	4845	5070	5302	5517	5739	6080	6325
	Alternative Formula (Security)	4828	5067	5301	5542	5768	5998	6358	6611
	Maximum Security	4908	5147	5383	5625	5852	6084	6437	6696
RC-063-19	Regular Formula	4871	5119	5361	5608	5847	6090	6461	6719
	Alternative Formula (Security)	5091	5352	5599	5866	6110	6367	6750	7021
	Maximum Security	5177	5436	5685	5949	6195	6450	6833	7106
RC-063-20	Regular Formula	5146	5407	5657	5927	6185	6441	6832	7105
	Alternative Formula (Security)	5378	5649	5916	6197	6463	6731	7143	7428
	Maximum Security	5464	5733	5998	6278	6545	6815	7223	7512
RC-063-21	Regular Formula	5435	5715	5991	6270	6555	6829	7255	7544
	Alternative Formula (Security)	5680	5973	6260	6552	6852	7139	7582	7885
	Maximum Security	5764	6054	6341	6638	6935	7220	7666	7971
RC-063-22	Regular Formula	5746	6046	6339	6640	6947	7236	7687	7995
	Alternative Formula (Security)	6003	6318	6628	6938	7259	7565	8033	8352
	Maximum Security	6090	6397	6711	7021	7344	7651	8117	8442
RC-063-22rb	Regular Formula	265	279	293	306	321	334	355	369
RC-063-23	Regular Formula	6095	6418	6747	7067	7391	7712	8200	8528
	Alternative Formula (Security)	6373	6709	7052	7383	7727	8062	8566	8908
	Maximum Security	6455	6790	7135	7468	7809	8145	8651	8994
RC-063-24	Regular Formula	6487	6831	7191	7533	7883	8237	8755	9104
	Alternative Formula (Security)	6780	7142	7513	7875	8234	8608	9149	9516
	Maximum Security	6865	7222	7594	7956	8321	8693	9231	9600
RC-063-25	Regular Formula	6915	7291	7677	8060	8442	8827	9393	9769
	Alternative Formula (Security)	7223	7620	8018	8425	8826	9225	9816	10210
	Maximum Security	7308	7703	8103	8505	8906	9305	9899	10298
RC-063-25rb	Regular Formula	319	337	354	372	390	407	434	451
RC-063-26	Regular Formula	7377	7782	8196	8609	9011	9416	10023	10423
	Alternative Formula (Security)	7734	8153	8584	9018	9440	9861	10500	10920
	Maximum Security	7805	8230	8668	9105	9529	9957	10604	11027
RC-063-27	Regular Formula	7876	8306	8743	9185	9617	10049	10697	11126
	Alternative Formula (Security)	8232	8680	9137	9604	10053	10504	11182	11630
RC-063-28	Regular Formula	8264	8711	9174	9639	10091	10543	11225	11676
RC-063-29	Regular Formula	8672	9143	9627	10115	10589	11064	11780	12250

RC-063-MD	Regular Formula	9983	10557	11135	11710	12292	12862
	Alternative Formula (Security)	10435	11033	11637	12239	12844	13442
	Maximum Security	10516	11116	11723	12324	12927	13528
RC-063-MD-A	Regular Formula	10557	11210	11864	12517	13168	13819
	Alternative Formula (Security)	11033	11718	12397	13085	13765	14446
	Maximum Security	11116	11798	12482	13167	13850	14529
RC-063-MD-B	Regular Formula	11515	12204	12900	13588	14284	14976
	Alternative Formula (Security)	12039	12756	13484	14205	14927	15651
	Maximum Security	12120	12842	13568	14287	15010	15735
RC-063-MD-C	Regular Formula	12862	13627	14401	15165	15933	16700
	Alternative Formula (Security)	13442	14245	15051	15849	16653	17453
	Maximum Security	13528	14328	15132	15934	16734	17539
RC-063-MD-D	Regular Formula	14401	15165	15933	16700	17466	18235
	Alternative Formula (Security)	15051	15849	16653	17453	18260	19060
	Maximum Security	15132	15934	16734	17539	18340	19141
RC-063-MD-E	Regular Formula	15264	16076	16891	17704	18521	19330
	Alternative Formula (Security)	15953	16802	17655	18503	19355	20203
	Maximum Security	16040	16883	17735	18585	19439	20288

**RATES OF PAY - RC-063  
EFFECTIVE MAY 20, 2013**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-063-14	Regular Formula	3505	3621	3736	3852	3997	4153	4336	4493	4664	4937	5134
	Alternative Formula (Security)	3655	3775	3896	4016	4168	4339	4526	4696	4876	5159	5364
	Maximum Security	3722	3845	3967	4090	4250	4416	4607	4779	4959	5241	5448
RC-063-15	Regular Formula	3645	3765	3885	4005	4182	4354	4524	4708	4884	5178	5383
	Alternative Formula (Security)	3803	3928	4054	4179	4362	4543	4727	4923	5104	5408	5626
	Maximum Security	3873	4001	4128	4256	4443	4624	4810	5006	5186	5493	5712
RC-063-16	Regular Formula	3815	3940	4066	4192	4379	4574	4762	4962	5160	5465	5683
	Alternative Formula (Security)	3980	4112	4243	4374	4574	4781	4980	5185	5392	5713	5944
	Maximum Security	4057	4191	4324	4458	4655	4864	5065	5268	5477	5793	6024
RC-063-17	Regular Formula	3997	4128	4260	4392	4594	4805	5010	5213	5424	5747	5976
	Alternative Formula (Security)	4170	4307	4445	4582	4802	5024	5232	5445	5669	6005	6248
	Maximum Security	4245	4385	4525	4665	4887	5108	5319	5529	5750	6093	6335
RC-063-18	Regular Formula	4207	4346	4484	4623	4845	5070	5302	5517	5739	6080	6325
	Alternative Formula (Security)	4393	4538	4683	4828	5067	5301	5542	5768	5998	6358	6611
	Maximum Security	4466	4614	4761	4908	5147	5383	5625	5852	6084	6437	6696
RC-063-19	Regular Formula	4433	4579	4725	4871	5119	5361	5608	5847	6090	6461	6719
	Alternative Formula (Security)	4633	4786	4938	5091	5352	5599	5866	6110	6367	6750	7021
	Maximum Security	4711	4866	5022	5177	5436	5685	5949	6195	6450	6833	7106
RC-063-20	Regular Formula	4683	4837	4992	5146	5407	5657	5927	6185	6441	6832	7105
	Alternative Formula (Security)	4894	5055	5217	5378	5649	5916	6197	6463	6731	7143	7428
	Maximum Security	4972	5136	5300	5464	5733	5998	6278	6545	6815	7223	7512
RC-063-21	Regular Formula	4946	5109	5272	5435	5715	5991	6270	6555	6829	7255	7544
	Alternative Formula (Security)	5169	5339	5510	5680	5973	6260	6552	6852	7139	7582	7885
	Maximum Security	5245	5418	5591	5764	6054	6341	6638	6935	7220	7666	7971
RC-063-22	Regular Formula	5229	5401	5574	5746	6046	6339	6640	6947	7236	7687	7995
	Alternative Formula (Security)	5463	5643	5823	6003	6318	6628	6938	7259	7565	8033	8352
	Maximum Security	5542	5725	5907	6090	6397	6711	7021	7344	7651	8117	8442
RC-063-22rb	Regular Formula	241	249	257	265	279	293	306	321	334	355	369
RC-063-23	Regular Formula	5546	5729	5912	6095	6418	6747	7067	7391	7712	8200	8528
	Alternative Formula (Security)	5799	5991	6182	6373	6709	7052	7383	7727	8062	8566	8908
	Maximum Security	5874	6068	6261	6455	6790	7135	7468	7809	8145	8651	8994
RC-063-24	Regular Formula	5903	6098	6292	6487	6831	7191	7533	7883	8237	8755	9104
	Alternative Formula (Security)	6170	6373	6577	6780	7142	7513	7875	8234	8608	9149	9516
	Maximum Security	6247	6453	6659	6865	7222	7594	7956	8321	8693	9231	9600
RC-063-25	Regular Formula	6293	6500	6708	6915	7291	7677	8060	8442	8827	9393	9769
	Alternative Formula (Security)	6573	6790	7006	7223	7620	8018	8425	8826	9225	9816	10210
	Maximum Security	6650	6870	7089	7308	7703	8103	8505	8906	9305	9899	10298
RC-063-25rb	Regular Formula	290	300	310	319	337	354	372	390	407	434	451
RC-063-26	Regular Formula	6713	6934	7156	7377	7782	8196	8609	9011	9416	10023	10423
	Alternative Formula (Security)	7038	7270	7502	7734	8153	8584	9018	9440	9861	10500	10920
	Maximum Security	7103	7337	7571	7805	8230	8668	9105	9529	9957	10604	11027
RC-063-27	Regular Formula	7167	7403	7640	7876	8306	8743	9185	9617	10049	10697	11126
	Alternative Formula (Security)	7491	7738	7985	8232	8680	9137	9604	10053	10504	11182	11630
RC-063-28	Regular Formula	7520	7768	8016	8264	8711	9174	9639	10091	10543	11225	11676
RC-063-29	Regular Formula	7892	8152	8412	8672	9143	9627	10115	10589	11064	11780	12250



RC-063-MD	Regular Formula	9085	9384	9684	9983	10557	11135	11710	12292	12862
	Alternative Formula (Security)	9496	9809	10122	10435	11033	11637	12239	12844	13442
	Maximum Security	9570	9885	10201	10516	11116	11723	12324	12927	13528
RC-063-MD-A	Regular Formula	9607	9924	10240	10557	11210	11864	12517	13168	13819
	Alternative Formula (Security)	10040	10371	10702	11033	11718	12397	13085	13765	14446
	Maximum Security	10116	10449	10783	11116	11798	12482	13167	13850	14529
RC-063-MD-B	Regular Formula	10479	10824	11170	11515	12204	12900	13588	14284	14976
	Alternative Formula (Security)	10955	11317	11678	12039	12756	13484	14205	14927	15651
	Maximum Security	11029	11393	11756	12120	12842	13568	14287	15010	15735
RC-063-MD-C	Regular Formula	11704	12090	12476	12862	13627	14401	15165	15933	16700
	Alternative Formula (Security)	12232	12635	13039	13442	14245	15051	15849	16653	17453
	Maximum Security	12310	12716	13122	13528	14328	15132	15934	16734	17539
RC-063-MD-D	Regular Formula	13105	13537	13969	14401	15165	15933	16700	17466	18235
	Alternative Formula (Security)	13696	14148	14599	15051	15849	16653	17453	18260	19060
	Maximum Security	13770	14224	14678	15132	15934	16734	17539	18340	19141
RC-063-MD-E	Regular Formula	13890	14348	14806	15264	16076	16891	17704	18521	19330
	Alternative Formula (Security)	14517	14996	15474	15953	16802	17655	18503	19355	20203
	Maximum Security	14596	15078	15559	16040	16883	17735	18585	19439	20288

**RATES OF PAY - RC-063**  
**EFFECTIVE JULY 1, 2013**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-063-14	Regular Formula	3575	3693	3811	3929	4077	4236	4423	4583	4757	5036	5237
	Alternative Formula (Security)	3728	3851	3974	4096	4251	4426	4617	4790	4974	5262	5471
	Maximum Security	3796	3922	4046	4172	4335	4504	4699	4875	5058	5346	5557
RC-063-15	Regular Formula	3718	3840	3963	4085	4266	4441	4614	4802	4982	5282	5491
	Alternative Formula (Security)	3879	4007	4135	4263	4449	4634	4822	5021	5206	5516	5739
	Maximum Security	3950	4081	4211	4341	4532	4716	4906	5106	5290	5603	5826
RC-063-16	Regular Formula	3891	4019	4147	4276	4467	4665	4857	5061	5263	5574	5797
	Alternative Formula (Security)	4060	4194	4328	4461	4665	4877	5080	5289	5500	5827	6063
	Maximum Security	4138	4275	4410	4547	4748	4961	5166	5373	5587	5909	6144
RC-063-17	Regular Formula	4077	4211	4345	4480	4686	4901	5110	5317	5532	5862	6096
	Alternative Formula (Security)	4253	4393	4534	4674	4898	5124	5337	5554	5782	6125	6373
	Maximum Security	4330	4473	4616	4758	4985	5210	5425	5640	5865	6215	6462
RC-063-18	Regular Formula	4291	4433	4574	4715	4942	5171	5408	5627	5854	6202	6452
	Alternative Formula (Security)	4481	4629	4777	4925	5168	5407	5653	5883	6118	6485	6743
	Maximum Security	4555	4706	4856	5006	5250	5491	5738	5969	6206	6566	6830
RC-063-19	Regular Formula	4522	4671	4820	4968	5221	5468	5720	5964	6212	6590	6853
	Alternative Formula (Security)	4726	4882	5037	5193	5459	5711	5983	6232	6494	6885	7161
	Maximum Security	4805	4963	5122	5281	5545	5799	6068	6319	6579	6970	7248
RC-063-20	Regular Formula	4777	4934	5092	5249	5515	5770	6046	6309	6570	6969	7247
	Alternative Formula (Security)	4992	5156	5321	5486	5762	6034	6321	6592	6866	7286	7577
	Maximum Security	5071	5239	5406	5573	5848	6118	6404	6676	6951	7367	7662
RC-063-21	Regular Formula	5045	5211	5377	5544	5829	6111	6395	6686	6966	7400	7695
	Alternative Formula (Security)	5272	5446	5620	5794	6092	6385	6683	6989	7282	7734	8043
	Maximum Security	5350	5526	5703	5879	6175	6468	6771	7074	7364	7819	8130
RC-063-22	Regular Formula	5334	5509	5685	5861	6167	6466	6773	7086	7381	7841	8155
	Alternative Formula (Security)	5572	5756	5939	6123	6444	6761	7077	7404	7716	8194	8519
	Maximum Security	5653	5840	6025	6212	6525	6845	7161	7491	7804	8279	8611
RC-063-22rb	Regular Formula	246	254	262	271	285	298	313	327	341	362	376
RC-063-23	Regular Formula	5657	5844	6030	6217	6546	6882	7208	7539	7866	8364	8699
	Alternative Formula (Security)	5915	6111	6306	6500	6843	7193	7531	7882	8223	8737	9086
	Maximum Security	5991	6189	6386	6584	6926	7278	7617	7965	8308	8824	9174
RC-063-24	Regular Formula	6021	6220	6418	6617	6968	7335	7684	8041	8402	8930	9286
	Alternative Formula (Security)	6293	6500	6709	6916	7285	7663	8033	8399	8780	9332	9706
	Maximum Security	6372	6582	6792	7002	7366	7746	8115	8487	8867	9416	9792
RC-063-25	Regular Formula	6419	6630	6842	7053	7437	7831	8221	8611	9004	9581	9964
	Alternative Formula (Security)	6704	6926	7146	7367	7772	8178	8594	9003	9410	10012	10414
	Maximum Security	6783	7007	7231	7454	7857	8265	8675	9084	9491	10097	10504
RC-063-25rb	Regular Formula	296	306	316	326	343	361	379	397	416	442	460
RC-063-26	Regular Formula	6847	7073	7299	7525	7938	8360	8781	9191	9604	10223	10631
	Alternative Formula (Security)	7179	7415	7652	7889	8316	8756	9198	9629	10058	10710	11138
	Maximum Security	7245	7484	7722	7961	8395	8841	9287	9720	10156	10816	11248
RC-063-27	Regular Formula	7310	7551	7793	8034	8472	8918	9369	9809	10250	10911	11349
	Alternative Formula (Security)	7641	7893	8145	8397	8854	9320	9796	10254	10714	11406	11863
RC-063-28	Regular Formula	7670	7923	8176	8429	8885	9357	9832	10293	10754	11450	11910
RC-063-29	Regular Formula	8050	8315	8580	8845	9326	9820	10317	10801	11285	12016	12495

RC-063-MD	Regular Formula	9267	9572	9878	10183	10768	11358	11944	12538	13119
	Alternative Formula (Security)	9686	10005	10324	10644	11254	11870	12484	13101	13711
	Maximum Security	9761	10083	10405	10726	11338	11957	12570	13186	13799
RC-063-MD-A	Regular Formula	9799	10122	10445	10768	11434	12101	12767	13431	14095
	Alternative Formula (Security)	10241	10578	10916	11254	11952	12645	13347	14040	14735
	Maximum Security	10318	10658	10999	11338	12034	12732	13430	14127	14820
RC-063-MD-B	Regular Formula	10689	11040	11393	11745	12448	13158	13860	14570	15276
	Alternative Formula (Security)	11174	11543	11912	12280	13011	13754	14489	15226	15964
	Maximum Security	11250	11621	11991	12362	13099	13839	14573	15310	16050
RC-063-MD-C	Regular Formula	11938	12332	12726	13119	13900	14689	15468	16252	17034
	Alternative Formula (Security)	12477	12888	13300	13711	14530	15352	16166	16986	17802
	Maximum Security	12556	12970	13384	13799	14615	15435	16253	17069	17890
RC-063-MD-D	Regular Formula	13367	13808	14248	14689	15468	16252	17034	17815	18600
	Alternative Formula (Security)	13970	14431	14891	15352	16166	16986	17802	18625	19441
	Maximum Security	14045	14508	14972	15435	16253	17069	17890	18707	19524
RC-063-MD-E	Regular Formula	14168	14635	15102	15569	16398	17229	18058	18891	19717
	Alternative Formula (Security)	14807	15296	15783	16272	17138	18008	18873	19742	20607
	Maximum Security	14888	15380	15870	16361	17221	18090	18957	19828	20694

**RATES OF PAY - RC-063  
EFFECTIVE JULY 1, 2014**

PAY GRADE		STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
RC-063-14	Regular Formula	3647	3767	3887	4008	4159	4321	4511	4675	4852	5137	5342
	Alternative Formula (Security)	3803	3928	4053	4178	4336	4515	4709	4886	5073	5367	5580
	Maximum Security	3872	4000	4127	4255	4422	4594	4793	4973	5159	5453	5668
RC-063-15	Regular Formula	3792	3917	4042	4167	4351	4530	4706	4898	5082	5388	5601
	Alternative Formula (Security)	3957	4087	4218	4348	4538	4727	4918	5121	5310	5626	5854
	Maximum Security	4029	4163	4295	4428	4623	4810	5004	5208	5396	5715	5943
RC-063-16	Regular Formula	3969	4099	4230	4362	4556	4758	4954	5162	5368	5685	5913
	Alternative Formula (Security)	4141	4278	4415	4550	4758	4975	5182	5395	5610	5944	6184
	Maximum Security	4221	4361	4498	4638	4843	5060	5269	5480	5699	6027	6267
RC-063-17	Regular Formula	4159	4295	4432	4570	4780	4999	5212	5423	5643	5979	6218
	Alternative Formula (Security)	4338	4481	4625	4767	4996	5226	5444	5665	5898	6248	6500
	Maximum Security	4417	4562	4708	4853	5085	5314	5534	5753	5982	6339	6591
RC-063-18	Regular Formula	4377	4522	4665	4809	5041	5274	5516	5740	5971	6326	6581
	Alternative Formula (Security)	4571	4722	4873	5024	5271	5515	5766	6001	6240	6615	6878
	Maximum Security	4646	4800	4953	5106	5355	5601	5853	6088	6330	6697	6967
RC-063-19	Regular Formula	4612	4764	4916	5067	5325	5577	5834	6083	6336	6722	6990
	Alternative Formula (Security)	4821	4980	5138	5297	5568	5825	6103	6357	6624	7023	7304
	Maximum Security	4901	5062	5224	5387	5656	5915	6189	6445	6711	7109	7393
RC-063-20	Regular Formula	4873	5033	5194	5354	5625	5885	6167	6435	6701	7108	7392
	Alternative Formula (Security)	5092	5259	5427	5596	5877	6155	6447	6724	7003	7432	7729
	Maximum Security	5172	5344	5514	5684	5965	6240	6532	6810	7090	7514	7815
RC-063-21	Regular Formula	5146	5315	5485	5655	5946	6233	6523	6820	7105	7548	7849
	Alternative Formula (Security)	5377	5555	5732	5910	6214	6513	6817	7129	7428	7889	8204
	Maximum Security	5457	5637	5817	5997	6299	6597	6906	7215	7511	7975	8293
RC-063-22	Regular Formula	5441	5619	5799	5978	6290	6595	6908	7228	7529	7998	8318
	Alternative Formula (Security)	5683	5871	6058	6245	6573	6896	7219	7552	7870	8358	8689
	Maximum Security	5766	5957	6146	6336	6656	6982	7304	7641	7960	8445	8783
RC-063-22rb	Regular Formula	251	259	268	276	290	304	319	334	347	369	384
RC-063-23	Regular Formula	5770	5961	6151	6341	6677	7020	7352	7690	8023	8531	8873
	Alternative Formula (Security)	6033	6233	6432	6630	6980	7337	7682	8040	8387	8912	9268
	Maximum Security	6111	6313	6514	6716	7065	7424	7769	8124	8474	9000	9357
RC-063-24	Regular Formula	6141	6344	6546	6749	7107	7482	7838	8202	8570	9109	9472
	Alternative Formula (Security)	6419	6630	6843	7054	7431	7816	8194	8567	8956	9519	9900
	Maximum Security	6499	6714	6928	7142	7513	7901	8277	8657	9044	9604	9988
RC-063-25	Regular Formula	6547	6763	6979	7194	7586	7988	8385	8783	9184	9773	10163
	Alternative Formula (Security)	6838	7065	7289	7514	7927	8342	8766	9183	9598	10212	10622
	Maximum Security	6919	7147	7376	7603	8014	8430	8849	9266	9681	10299	10714
RC-063-25rb	Regular Formula	302	312	322	332	350	369	387	405	424	451	469
RC-063-26	Regular Formula	6984	7214	7445	7676	8097	8527	8957	9375	9796	10427	10844
	Alternative Formula (Security)	7323	7563	7805	8047	8482	8931	9382	9822	10259	10924	11361
	Maximum Security	7390	7634	7876	8120	8563	9018	9473	9914	10359	11032	11473
RC-063-27	Regular Formula	7456	7702	7949	8195	8641	9096	9556	10005	10455	11129	11576
	Alternative Formula (Security)	7794	8051	8308	8565	9031	9506	9992	10459	10928	11634	12100
RC-063-28	Regular Formula	7823	8081	8340	8598	9063	9544	10029	10499	10969	11679	12148
RC-063-29	Regular Formula	8211	8481	8752	9022	9513	10016	10523	11017	11511	12256	12745

RC-063-MD	Regular Formula	9452	9763	10076	10387	10983	11585	12183	12789	13381
	Alternative Formula (Security)	9880	10205	10530	10857	11479	12107	12734	13363	13985
	Maximum Security	9956	10285	10613	10941	11565	12196	12821	13450	14075
RC-063-MD-A	Regular Formula	9995	10324	10654	10983	11663	12343	13022	13700	14377
	Alternative Formula (Security)	10446	10790	11134	11479	12191	12898	13614	14321	15030
	Maximum Security	10524	10871	11219	11565	12275	12987	13699	14410	15116
RC-063-MD-B	Regular Formula	10903	11261	11621	11980	12697	13421	14137	14861	15582
	Alternative Formula (Security)	11397	11774	12150	12526	13271	14029	14779	15531	16283
	Maximum Security	11475	11853	12231	12609	13361	14116	14864	15616	16371
RC-063-MD-C	Regular Formula	12177	12579	12981	13381	14178	14983	15777	16577	17375
	Alternative Formula (Security)	12727	13146	13566	13985	14821	15659	16489	17326	18158
	Maximum Security	12807	13229	13652	14075	14907	15744	16578	17410	18248
RC-063-MD-D	Regular Formula	13634	14084	14533	14983	15777	16577	17375	18171	18972
	Alternative Formula (Security)	14249	14720	15189	15659	16489	17326	18158	18998	19830
	Maximum Security	14326	14798	15271	15744	16578	17410	18248	19081	19914
RC-063-MD-E	Regular Formula	14451	14928	15404	15880	16726	17574	18419	19269	20111
	Alternative Formula (Security)	15103	15602	16099	16597	17481	18368	19250	20137	21019
	Maximum Security	15186	15688	16187	16688	17565	18452	19336	20225	21108

**RATES OF PAY - RC-063 EDUCATORS - 12 MOS.  
EFFECTIVE JULY 1, 2012**

LANE	EDUCATIONAL LEVEL	STEPS							
		1	2	3	4	5	6	7	8
01	BA								
	Regular Formula	4487	4698	4903	5128	5392	5643	6122	6367
	Alternative Formula (Security)	4553	4763	4976	5207	5473	5726	6212	6460
	Maximum Security	4633	4850	5056	5286	5554	5812	6294	6545
02	BA + 8 HOURS								
	Regular Formula	4606	4820	5036	5301	5573	5836	6329	6584
	Alternative Formula (Security)	4677	4890	5109	5376	5652	5922	6424	6679
	Maximum Security	4759	4975	5192	5461	5736	6005	6503	6763
03	BA + 16 HOURS								
	Regular Formula	4716	4942	5194	5469	5732	6023	6533	6793
	Alternative Formula (Security)	4785	5014	5269	5549	5817	6111	6628	6893
	Maximum Security	4867	5096	5353	5632	5900	6197	6711	6980
04	BA + 24 HOURS								
	Regular Formula	4824	5066	5351	5633	5923	6209	6747	7017
	Alternative Formula (Security)	4895	5141	5429	5716	6012	6300	6843	7120
	Maximum Security	4980	5222	5512	5796	6097	6383	6932	7208
05	MA								
	Regular Formula	4948	5210	5508	5801	6107	6391	6949	7228
	Alternative Formula (Security)	5019	5286	5587	5885	6195	6492	7052	7336
	Maximum Security	5104	5368	5669	5966	6277	6574	7135	7421
06	MA + 16 HOURS								
	Regular Formula	5037	5333	5626	5922	6228	6520	7090	7373
	Alternative Formula (Security)	5111	5408	5708	6007	6324	6615	7195	7481
	Maximum Security	5193	5493	5790	6096	6405	6702	7273	7565
07	MA + 32 HOURS								
	Regular Formula	5192	5483	5786	6087	6388	6686	7261	7551
	Alternative Formula (Security)	5268	5565	5870	6178	6487	6784	7364	7660
	Maximum Security	5352	5647	5955	6260	6572	6867	7450	7748

**RATES OF PAY - RC-063 EDUCATORS - 12 MOS.  
EFFECTIVE MAY 20, 2013**

LANE	EDUCATIONAL LEVEL	STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
01	BA											
	Regular Formula	4083	4218	4352	4487	4698	4903	5128	5392	5643	6122	6367
	Alternative Formula (Security)	4143	4280	4416	4553	4763	4976	5207	5473	5726	6212	6460
	Maximum Security	4216	4355	4494	4633	4850	5056	5286	5554	5812	6294	6545
02	BA + 8 HOURS											
	Regular Formula	4191	4330	4468	4606	4820	5036	5301	5573	5836	6329	6584
	Alternative Formula (Security)	4256	4396	4537	4677	4890	5109	5376	5652	5922	6424	6679
	Maximum Security	4331	4473	4616	4759	4975	5192	5461	5736	6005	6503	6763
03	BA + 16 HOURS											
	Regular Formula	4292	4433	4575	4716	4942	5194	5469	5732	6023	6533	6793
	Alternative Formula (Security)	4354	4498	4641	4785	5014	5269	5549	5817	6111	6628	6893
	Maximum Security	4429	4575	4721	4867	5096	5353	5632	5900	6197	6711	6980
04	BA + 24 HOURS											
	Regular Formula	4390	4535	4679	4824	5066	5351	5633	5923	6209	6747	7017
	Alternative Formula (Security)	4454	4601	4748	4895	5141	5429	5716	6012	6300	6843	7120
	Maximum Security	4532	4681	4831	4980	5222	5512	5796	6097	6383	6932	7208
05	MA											
	Regular Formula	4503	4651	4800	4948	5210	5508	5801	6107	6391	6949	7228
	Alternative Formula (Security)	4567	4718	4868	5019	5286	5587	5885	6195	6492	7052	7336
	Maximum Security	4645	4798	4951	5104	5368	5669	5966	6277	6574	7135	7421
06	MA + 16 HOURS											
	Regular Formula	4584	4735	4886	5037	5333	5626	5922	6228	6520	7090	7373
	Alternative Formula (Security)	4651	4804	4958	5111	5408	5708	6007	6324	6615	7195	7481
	Maximum Security	4726	4881	5037	5193	5493	5790	6096	6405	6702	7273	7565
07	MA + 32 HOURS											
	Regular Formula	4725	4880	5036	5192	5483	5786	6087	6388	6686	7261	7551
	Alternative Formula (Security)	4794	4952	5110	5268	5565	5870	6178	6487	6784	7364	7660
	Maximum Security	4870	5031	5191	5352	5647	5955	6260	6572	6867	7450	7748

**RATES OF PAY - RC-063 EDUCATORS - 12 MOS.  
EFFECTIVE JULY 1, 2013**

LANE	EDUCATIONAL LEVEL	STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
01	BA											
	Regular Formula	4165	4302	4439	4577	4792	5001	5231	5500	5756	6244	6494
	Alternative Formula (Security)	4226	4366	4504	4644	4858	5076	5311	5582	5841	6336	6589
	Maximum Security	4300	4442	4584	4726	4947	5157	5392	5665	5928	6420	6676
02	BA + 8 HOURS											
	Regular Formula	4275	4417	4557	4698	4916	5137	5407	5684	5953	6456	6716
	Alternative Formula (Security)	4341	4484	4628	4771	4988	5211	5484	5765	6040	6552	6813
	Maximum Security	4418	4562	4708	4854	5075	5296	5570	5851	6125	6633	6898
03	BA + 16 HOURS											
	Regular Formula	4378	4522	4667	4810	5041	5298	5578	5847	6143	6664	6929
	Alternative Formula (Security)	4441	4588	4734	4881	5114	5374	5660	5933	6233	6761	7031
	Maximum Security	4518	4667	4815	4964	5198	5460	5745	6018	6321	6845	7120
04	BA + 24 HOURS											
	Regular Formula	4478	4626	4773	4920	5167	5458	5746	6041	6333	6882	7157
	Alternative Formula (Security)	4543	4693	4843	4993	5244	5538	5830	6132	6426	6980	7262
	Maximum Security	4623	4775	4928	5080	5326	5622	5912	6219	6511	7071	7352
05	MA											
	Regular Formula	4593	4744	4896	5047	5314	5618	5917	6229	6519	7088	7373
	Alternative Formula (Security)	4658	4812	4965	5119	5392	5699	6003	6319	6622	7193	7483
	Maximum Security	4738	4894	5050	5206	5475	5782	6085	6403	6705	7278	7569
06	MA + 16 HOURS											
	Regular Formula	4676	4830	4984	5138	5440	5739	6040	6353	6650	7232	7520
	Alternative Formula (Security)	4744	4900	5057	5213	5516	5822	6127	6450	6747	7339	7631
	Maximum Security	4821	4979	5138	5297	5603	5906	6218	6533	6836	7418	7716
07	MA + 32 HOURS											
	Regular Formula	4820	4978	5137	5296	5593	5902	6209	6516	6820	7406	7702
	Alternative Formula (Security)	4890	5051	5212	5373	5676	5987	6302	6617	6920	7511	7813
	Maximum Security	4967	5132	5295	5459	5760	6074	6385	6703	7004	7599	7903



**RATES OF PAY - RC-063 EDUCATORS - 12 MOS.  
EFFECTIVE JULY 1, 2014**

LANE	EDUCATIONAL LEVEL	STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
01	BA											
	Regular Formula	4248	4388	4528	4669	4888	5101	5336	5610	5871	6369	6624
	Alternative Formula (Security)	4311	4453	4594	4737	4955	5178	5417	5694	5958	6463	6721
	Maximum Security	4386	4531	4676	4821	5046	5260	5500	5778	6047	6548	6810
02	BA + 8 HOURS											
	Regular Formula	4361	4505	4648	4792	5014	5240	5515	5798	6072	6585	6850
	Alternative Formula (Security)	4428	4574	4721	4866	5088	5315	5594	5880	6161	6683	6949
	Maximum Security	4506	4653	4802	4951	5177	5402	5681	5968	6248	6766	7036
03	BA + 16 HOURS											
	Regular Formula	4466	4612	4760	4906	5142	5404	5690	5964	6266	6797	7068
	Alternative Formula (Security)	4530	4680	4829	4979	5216	5481	5773	6052	6358	6896	7172
	Maximum Security	4608	4760	4911	5063	5302	5569	5860	6138	6447	6982	7262
04	BA + 24 HOURS											
	Regular Formula	4568	4719	4868	5018	5270	5567	5861	6162	6460	7020	7300
	Alternative Formula (Security)	4634	4787	4940	5093	5349	5649	5947	6255	6555	7120	7407
	Maximum Security	4715	4871	5027	5182	5433	5734	6030	6343	6641	7212	7499
05	MA											
	Regular Formula	4685	4839	4994	5148	5420	5730	6035	6354	6649	7230	7520
	Alternative Formula (Security)	4751	4908	5064	5221	5500	5813	6123	6445	6754	7337	7633
	Maximum Security	4833	4992	5151	5310	5585	5898	6207	6531	6839	7424	7720
06	MA + 16 HOURS											
	Regular Formula	4770	4927	5084	5241	5549	5854	6161	6480	6783	7377	7670
	Alternative Formula (Security)	4839	4998	5158	5317	5626	5938	6250	6579	6882	7486	7784
	Maximum Security	4917	5079	5241	5403	5715	6024	6342	6664	6973	7566	7870
07	MA + 32 HOURS											
	Regular Formula	4916	5078	5240	5402	5705	6020	6333	6646	6956	7554	7856
	Alternative Formula (Security)	4988	5152	5316	5480	5790	6107	6428	6749	7058	7661	7969
	Maximum Security	5066	5235	5401	5568	5875	6195	6513	6837	7144	7751	8061



**RATES OF PAY - RC-063 EDUCATORS - 9 MOS.  
EFFECTIVE JULY 1, 2012**

LANE	EDUCATIONAL LEVEL	STEPS							
		1	2	3	4	5	6	7	8
01	BA	3313	3495	3686	3868	4067	4256	4670	4855
02	BA + 8 HOURS	3417	3601	3798	3994	4201	4401	4822	5015
03	BA + 16 HOURS	3505	3711	3919	4124	4321	4538	4979	5178
04	BA + 24 HOURS	3603	3821	4035	4248	4470	4682	5139	5347
05	MA	3714	3931	4150	4374	4601	4820	5289	5502
06	MA + 16 HOURS	3802	4022	4243	4468	4698	4912	5391	5605
07	MA + 32 HOURS	3917	4137	4361	4588	4817	5038	5522	5744

**RATES OF PAY - RC-063 EDUCATORS - 9 MOS.  
EFFECTIVE MAY 20, 2013**

LANE	EDUCATIONAL LEVEL	STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
01	BA	3015	3114	3214	3313	3495	3686	3868	4067	4256	4670	4855
02	BA + 8 HOURS	3109	3212	3314	3417	3601	3798	3994	4201	4401	4822	5015
03	BA + 16 HOURS	3190	3295	3400	3505	3711	3919	4124	4321	4538	4979	5178
04	BA + 24 HOURS	3279	3387	3495	3603	3821	4035	4248	4470	4682	5139	5347
05	MA	3380	3491	3603	3714	3931	4150	4374	4601	4820	5289	5502
06	MA + 16 HOURS	3460	3574	3688	3802	4022	4243	4468	4698	4912	5391	5605
07	MA + 32 HOURS	3564	3682	3799	3917	4137	4361	4588	4817	5038	5522	5744

**RATES OF PAY - RC-063 EDUCATORS - 9 MOS.  
EFFECTIVE JULY 1, 2013**

LANE	EDUCATIONAL LEVEL	STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
01	BA	3075	3176	3278	3379	3565	3760	3945	4148	4341	4763	4952
02	BA + 8 HOURS	3171	3276	3380	3485	3673	3874	4074	4285	4489	4918	5115
03	BA + 16 HOURS	3254	3361	3468	3575	3785	3997	4206	4407	4629	5079	5282
04	BA + 24 HOURS	3345	3455	3565	3675	3897	4116	4333	4559	4776	5242	5454
05	MA	3448	3561	3675	3788	4010	4233	4461	4693	4916	5395	5612
06	MA + 16 HOURS	3529	3645	3762	3878	4102	4328	4557	4792	5010	5499	5717
07	MA + 32 HOURS	3635	3756	3875	3995	4220	4448	4680	4913	5139	5632	5859

**RATES OF PAY - RC-063 EDUCATORS - 9 MOS.  
EFFECTIVE JULY 1, 2014**

LANE	EDUCATIONAL LEVEL	STEPS										
		1c	1b	1a	1	2	3	4	5	6	7	8
01	BA	3137	3240	3344	3447	3636	3835	4024	4231	4428	4858	5051
02	BA + 8 HOURS	3234	3342	3448	3555	3746	3951	4155	4371	4579	5016	5217
03	BA + 16 HOURS	3319	3428	3537	3647	3861	4077	4290	4495	4722	5181	5388
04	BA + 24 HOURS	3412	3524	3636	3749	3975	4198	4420	4650	4872	5347	5563
05	MA	3517	3632	3749	3864	4090	4318	4550	4787	5014	5503	5724
06	MA + 16 HOURS	3600	3718	3837	3956	4184	4415	4648	4888	5110	5609	5831
07	MA + 32 HOURS	3708	3831	3953	4075	4304	4537	4774	5011	5242	5745	5976

**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 12 MOS.  
EFFECTIVE JULY 1, 2012**

LANE	EDUCATIONAL LEVEL	RATE (STEP 1)
01	BA	
	Regular Formula	4112
	Alternative Formula (Security)	4173
	Maximum Security	4247
02	BA + 8 HOURS	
	Regular Formula	4112
	Alternative Formula (Security)	4173
	Maximum Security	4247
03	BA + 16 HOURS	
	Regular Formula	4221
	Alternative Formula (Security)	4281
	Maximum Security	4357
04	BA + 24 HOURS	
	Regular Formula	4317
	Alternative Formula (Security)	4378
	Maximum Security	4455
05	MA	
	Regular Formula	4414
	Alternative Formula (Security)	4480
	Maximum Security	4557
06	MA + 16 HOURS	
	Regular Formula	4528
	Alternative Formula (Security)	4593
	Maximum Security	4675
07	MA + 32 HOURS	
	Regular Formula	4609
	Alternative Formula (Security)	4679
	Maximum Security	4755

**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 12 MOS.  
EFFECTIVE May 20, 2013**

\* Hired prior to May 20, 2013

LANE	EDUCATIONAL LEVEL	RATE (STEP 1)
01	BA	
	Regular Formula	4112
	Alternative Formula (Security)	4173
	Maximum Security	4247
02	BA + 8 HOURS	
	Regular Formula	4112
	Alternative Formula (Security)	4173
	Maximum Security	4247
03	BA + 16 HOURS	
	Regular Formula	4221
	Alternative Formula (Security)	4281
	Maximum Security	4357
04	BA + 24 HOURS	
	Regular Formula	4317
	Alternative Formula (Security)	4378
	Maximum Security	4455
05	MA	
	Regular Formula	4414
	Alternative Formula (Security)	4480
	Maximum Security	4557
06	MA + 16 HOURS	
	Regular Formula	4528
	Alternative Formula (Security)	4593
	Maximum Security	4675
07	MA + 32 HOURS	
	Regular Formula	4609
	Alternative Formula (Security)	4679
	Maximum Security	4755

**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 12 MOS.  
EFFECTIVE May 20, 2013**

\* Hired on or after May 20, 2013

LANE	EDUCATIONAL LEVEL	RATE (STEP 1c)
01	BA	
	Regular Formula	3742
	Alternative Formula (Security)	3797
	Maximum Security	3865
02	BA + 8 HOURS	
	Regular Formula	3742
	Alternative Formula (Security)	3797
	Maximum Security	3865
03	BA + 16 HOURS	
	Regular Formula	3841
	Alternative Formula (Security)	3896
	Maximum Security	3965
04	BA + 24 HOURS	
	Regular Formula	3928
	Alternative Formula (Security)	3984
	Maximum Security	4054
05	MA	
	Regular Formula	4017
	Alternative Formula (Security)	4077
	Maximum Security	4147
06	MA + 16 HOURS	
	Regular Formula	4120
	Alternative Formula (Security)	4180
	Maximum Security	4254
07	MA + 32 HOURS	
	Regular Formula	4194
	Alternative Formula (Security)	4258
	Maximum Security	4327

**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 12 MOS.  
EFFECTIVE JULY 1, 2013**

\* Hired prior to May 20, 2013

LANE	EDUCATIONAL LEVEL	RATE (STEP 1)
01	BA	
	Regular Formula	4194
	Alternative Formula (Security)	4256
	Maximum Security	4332
02	BA + 8 HOURS	
	Regular Formula	4194
	Alternative Formula (Security)	4256
	Maximum Security	4332
03	BA + 16 HOURS	
	Regular Formula	4305
	Alternative Formula (Security)	4367
	Maximum Security	4444
04	BA + 24 HOURS	
	Regular Formula	4403
	Alternative Formula (Security)	4466
	Maximum Security	4544
05	MA	
	Regular Formula	4502
	Alternative Formula (Security)	4570
	Maximum Security	4648
06	MA + 16 HOURS	
	Regular Formula	4619
	Alternative Formula (Security)	4685
	Maximum Security	4769
07	MA + 32 HOURS	
	Regular Formula	4701
	Alternative Formula (Security)	4773
	Maximum Security	4850



**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 12 MOS.  
EFFECTIVE JULY 1, 2013**

\* Hired on or after May 20, 2013

LANE	EDUCATIONAL LEVEL	RATE (STEP 1c)
01	BA	
	Regular Formula	3817
	Alternative Formula (Security)	3873
	Maximum Security	3942
02	BA + 8 HOURS	
	Regular Formula	3817
	Alternative Formula (Security)	3873
	Maximum Security	3942
03	BA + 16 HOURS	
	Regular Formula	3918
	Alternative Formula (Security)	3974
	Maximum Security	4044
04	BA + 24 HOURS	
	Regular Formula	4007
	Alternative Formula (Security)	4064
	Maximum Security	4135
05	MA	
	Regular Formula	4097
	Alternative Formula (Security)	4159
	Maximum Security	4230
06	MA + 16 HOURS	
	Regular Formula	4202
	Alternative Formula (Security)	4264
	Maximum Security	4339
07	MA + 32 HOURS	
	Regular Formula	4278
	Alternative Formula (Security)	4343
	Maximum Security	4414

**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 12 MOS.  
EFFECTIVE JULY 1, 2014**

\* Hired prior to May 20, 2013

LANE	EDUCATIONAL LEVEL	RATE (STEP 1)
01	BA	
	Regular Formula	4278
	Alternative Formula (Security)	4341
	Maximum Security	4419
02	BA + 8 HOURS	
	Regular Formula	4278
	Alternative Formula (Security)	4341
	Maximum Security	4419
03	BA + 16 HOURS	
	Regular Formula	4391
	Alternative Formula (Security)	4454
	Maximum Security	4533
04	BA + 24 HOURS	
	Regular Formula	4491
	Alternative Formula (Security)	4555
	Maximum Security	4635
05	MA	
	Regular Formula	4592
	Alternative Formula (Security)	4661
	Maximum Security	4741
06	MA + 16 HOURS	
	Regular Formula	4711
	Alternative Formula (Security)	4779
	Maximum Security	4864
07	MA + 32 HOURS	
	Regular Formula	4795
	Alternative Formula (Security)	4868
	Maximum Security	4947

**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 12 MOS.  
EFFECTIVE JULY 1, 2014**

\* Hired on or after May 20, 2013

LANE	EDUCATIONAL LEVEL	RATE (STEP 1c)
01	BA	
	Regular Formula	3893
	Alternative Formula (Security)	3950
	Maximum Security	4021
02	BA + 8 HOURS	
	Regular Formula	3893
	Alternative Formula (Security)	3950
	Maximum Security	4021
03	BA + 16 HOURS	
	Regular Formula	3996
	Alternative Formula (Security)	4053
	Maximum Security	4125
04	BA + 24 HOURS	
	Regular Formula	4087
	Alternative Formula (Security)	4145
	Maximum Security	4218
05	MA	
	Regular Formula	4179
	Alternative Formula (Security)	4242
	Maximum Security	4315
06	MA + 16 HOURS	
	Regular Formula	4286
	Alternative Formula (Security)	4349
	Maximum Security	4426
07	MA + 32 HOURS	
	Regular Formula	4364
	Alternative Formula (Security)	4430
	Maximum Security	4502

**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 9 MOS.  
EFFECTIVE JULY 1, 2012**

LANE	EDUCATIONAL LEVEL	RATE (STEP 1)
01	BA	3123
02	BA + 8 HOURS	3221
03	BA + 16 HOURS	3304
04	BA + 24 HOURS	3396
05	MA	3500
06	MA + 16 HOURS	3583
07	MA + 32 HOURS	3693

**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 9 MOS.  
EFFECTIVE May 20, 2013**

\* Hired prior to May 20, 2013

LANE	EDUCATIONAL LEVEL	RATE (STEP 1)
01	BA	3123
02	BA + 8 HOURS	3221
03	BA + 16 HOURS	3304
04	BA + 24 HOURS	3396
05	MA	3500
06	MA + 16 HOURS	3583
07	MA + 32 HOURS	3693

**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 9 MOS.  
EFFECTIVE May 20, 2013**

\* Hired on or after May 20, 2013

LANE	EDUCATIONAL LEVEL	RATE (STEP 1c)
01	BA	2842
02	BA + 8 HOURS	2931
03	BA + 16 HOURS	3007
04	BA + 24 HOURS	3090
05	MA	3185
06	MA + 16 HOURS	3261
07	MA + 32 HOURS	3361

**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 9 MOS.  
EFFECTIVE JULY 1, 2013**

\* Hired prior to May 20, 2013

LANE	EDUCATIONAL LEVEL	RATE (STEP 1)
01	BA	3185
02	BA + 8 HOURS	3285
03	BA + 16 HOURS	3370
04	BA + 24 HOURS	3464
05	MA	3570
06	MA + 16 HOURS	3655
07	MA + 32 HOURS	3767

**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 9 MOS.  
EFFECTIVE JULY 1, 2013**

\* Hired on or after May 20, 2013

LANE	EDUCATIONAL LEVEL	RATE (STEP 1c)
01	BA	2899
02	BA + 8 HOURS	2990
03	BA + 16 HOURS	3067
04	BA + 24 HOURS	3152
05	MA	3249
06	MA + 16 HOURS	3326
07	MA + 32 HOURS	3428

**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 9 MOS.  
EFFECTIVE JULY 1, 2014**

\* Hired prior to May 20, 2013

LANE	EDUCATIONAL LEVEL	RATE (STEP 1)
01	BA	3249
02	BA + 8 HOURS	3351
03	BA + 16 HOURS	3437
04	BA + 24 HOURS	3533
05	MA	3641
06	MA + 16 HOURS	3728
07	MA + 32 HOURS	3842

**RATES OF PAY - RC-063 EDUCATOR TRAINEE - 9 MOS.  
EFFECTIVE JULY 1, 2014**

\* Hired on or after May 20, 2013

LANE	EDUCATIONAL LEVEL	RATE (STEP 1c)
01	BA	2957
02	BA + 8 HOURS	3050
03	BA + 16 HOURS	3128
04	BA + 24 HOURS	3215
05	MA	3314
06	MA + 16 HOURS	3393
07	MA + 32 HOURS	3497