

AGREEMENT

BETWEEN

THE DEPARTMENTS OF CENTRAL MANAGEMENT SERVICES, TRANSPORTATION,  
HUMAN SERVICES, AND EMPLOYMENT SECURITY

AND

TEAMSTER LOCAL 700, AFFILIATED WITH THE INTERNATIONAL  
BROTHERHOOD OF TEAMSTERS  
(COOK COUNTY)

This agreement effective July 1, 2019 through June 30, 2023

TABLE OF CONTENTS

ARTICLE	TITLE	PAGE
1	AGREEMENT	2
1	PURPOSE	2
2	RECOGNITION	2-3
3	MANAGEMENT RIGHTS	3
4	NON-DISCRIMINATION	4
5	CHECK-OFF	4-5
6	GRIEVANCES	5-10
7	TERMINATION AND DISCIPLINARY ACTION	10-11
8	HOURS OF WORK AND OVERTIME	11-14
9	MISCELLANEOUS PROVISIONS	14-17
10	WAGES	17-18
11	SENIORITY	19
12	BENEFITS	20-38
13	INSURANCE AND PENSION	38-40
14	DRUG TESTING	40-41
15	NO STRIKE - NO LOCKOUT	41
16	PARTIAL INVALIDITY OF AGREEMENT	42
17	SUBCONTRACTING	42
18	WAIVER	43
19	TERM OF AGREEMENT	43
	ADDENDUM C - HUMAN SERVICES	44
	MOU - LUNCH HOUR	45
	MOU- PATIENT MOVEMENT	46
	MOU - TRANSFERS	47-49
	SIDELETTER - ETP MOU ON TRANSFERS	50
	SIDELETTER - IN-HIRE RATE	51-52
	SIDELETTER - SHIFT PREFERENCE - DHS	53
	MOU - AUTOMATED VEHICLE LOCATION DEVICES	54
	SIDELETTER - CHICAGO READ	55
	SIDELETTER - UNION LEAVE	56
	SIDELETTER - DHS COOK COUNTY - BACKHOE	57
	SIDELETTER - DOT COMP TIME	58
	MOU LIGHT DUTY	59-60
	SIDELETTER - CROSS BARGAINING UNIT BID	61
	<i>Shakman</i> MOU	62-64
	SIDELETTER - UNION MEMBERSHIP	65
	SIDE LETTER - TEAMSTERS LOCAL UNION NO. 727	66
	BENEFIT FUNDS	

AGREEMENT

This Agreement made and entered into this 1st day of July, 2019, by and between the Department of Central Management Services and the Departments of Transportation, Human Services, and Employment Security (hereinafter called the "Employer") and the State and Teamsters Local 700, (hereinafter called the "Union") and their successors and assigns on behalf of employees in the collective bargaining unit set forth in Section 2.0 hereof.

ARTICLE 1  
Purpose

1.1 It is the intent and purpose of the parties hereto set forth the agreement between them for the term thereof concerning rates of pay, wages, hours of employment and other working conditions to be observed by them and the employees covered hereby.

ARTICLE 2  
Recognition

2.1 The Employer recognizes the Union as the sole and exclusive representative for the purposes of collective bargaining for the following position classifications and no other as a single bargaining unit:

Department of Transportation, Division of Highways

Highway Maintenance Lead Worker (1)  
Highway Maintenance Lead Lead Worker  
Heavy Construction Equipment Operator  
Highway Maintenance Laborer  
Highway Maintainer (1)  
Laborer Maintenance  
Maintenance Worker  
Sign Hanger  
Sign Hanger Foreman

Department of Human Services

Grounds Lead Worker (1)  
Maintenance Equipment Operator  
Maintenance Worker

Department of Employment Security

Maintenance Equipment Operator

Department of Central Management Services

Building Service Worker  
Elevator Operator  
Maintenance Worker  
Maintenance Equipment Operator

located in Cook County, Illinois

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(1) The revision of titles reflect a concern under the Civil Rights Act of 1964. The title changes do not affect any other employment aspect.

2.2 The Employer agrees to contact the Union, in writing, to determine whether the Union desires to meet and discuss deletions or changes in job titles covered by this Agreement. Should the Union desire to confer with the Employer concerning such change(s), it shall notify the Employer within fifteen (15) calendar days. The Employer agrees to meet and discuss such proposed changes with the Union and to post the change ten (10) calendar days prior to implementation. The Employer shall determine an appropriate rate of pay based upon those rates in effect for similar titles until a new rate (if necessary) is negotiated. If the Union does not agree that the rate of pay established by the Employer is appropriate, it may, within fifteen days of notification to it, request a meeting for the purpose of negotiating concerning the new rate. The rate negotiated (if necessary) shall be applied retroactive to the date of the establishment of the class.

2.3 The Employer agrees to respect the historical and traditional jurisdiction of the Union and shall not direct or require its employees not in the bargaining unit to perform work normally assigned to employees in the bargaining unit except during designated relief breaks, emergencies or for the purpose of instructing employees or checking the safety or performance of equipment. This is not to interfere with bona fide contracts with bona fide unions or outside contractors.

### ARTICLE 3 Management Rights

3.1 Subject to the provisions of this Agreement, Executive Order #6 and Rules and Regulations of the Department of Central Management Services the management of the operations of the Employer, the determination of 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, transfer, allocate, assign and direct employees; to discipline, suspend and discharge for just cause; to relieve employees from duty because of lack of work or other legitimate reasons; 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 quality; to determine the number of hours of work and shifts per workweek, if any; to establish and change work schedules and assignments, the right to introduce new methods of operations, to eliminate, relocate, transfer or subcontract work and to maintain efficiency in the department is vested exclusively in the Employer.

ARTICLE 4  
Non-Discrimination

4.1 Neither the Employer nor the Union shall discriminate against any employee on account of race, color, religion, national origin, sex, age, mental or physical disability.

4.2 The Employer shall not discriminate, interfere, restrain or coerce employees because of their participation in protected activities on behalf of the Union nor because of the exercise of their rights under this Agreement and P.A. 83-1012.

The Employer does not object to Union membership by its employees, and believes that certain benefits may inure from such membership. For the purpose of this section, an employee shall be considered to be a member of the Union if the employee tenders a validly executed written membership form to the Employer required as a condition of membership.

4.3 The Union and the Employer recognize that an Affirmative Action Program has been established and that this program must be effectively administered. It is the intent of the Union and the Employer to comply with any governmental laws, orders and adjudications.

ARTICLE 5  
Check-off

5.1 The Employer upon receipt of a validly executed written authorization card from an employee or union, shall deduct the amount of Union dues and initiation fees, set forth in such card and any authorized increase therein, and shall remit such deductions semi-monthly to the Secretary-Treasurer of the Union at the address designated by the Union in accordance with the laws of the State of Illinois and the procedures of the Comptroller. The Union shall advise the Employer of any increase in dues in writing at least thirty (30) days prior to its effective date.

The Employer agrees to deduct from the pay of those employees who individually request it, D.R.I.V.E. contributions which shall then be remitted to the Union. The Union shall reimburse the Employer on an annual basis for the Employer's actual cost of the expenses incurred in administering this deduction. The Union agrees not to distribute D.R.I.V.E. literature during work hours.

Such authorized deductions may only be revoked in accordance with the terms under which an employee voluntarily authorized said deduction. Written authorization may be evidenced by the electronic signature of the employee as defined in 5 ILCS 175/5-120.

5.2 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.

5.3 All employees covered by this Agreement who have signed Union dues checkoff cards 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 and the collective bargaining agreement.

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.

The Employer will work with the Office of the Illinois Comptroller in an effort to include the designation of "non mbr" on the wage stub of employees who have not authorized dues deductions.

## ARTICLE 6 Grievances

### 6.1 Definition of Grievance

A grievance is hereby defined as any dispute or difference between the Employer and the Union or an employee with respect to the meaning, interpretation, or application of any of the provisions of this Agreement.

Group grievances are defined as, and limited to, those grievances which cover more than one (1) employee, and which involve like circumstances and facts. Individual grievances which meet the definition of group grievances as contained herein shall be consolidated at the first step of the grievance procedure. A group grievance shall be so designated as a group grievance at each step of the grievance procedure and shall set forth thereon the names and classifications of the employees covered by the group grievance. Relief is restricted to those employees identified in the group grievance. Only one (1) of the grievant's may represent, attend and serve as a spokesperson for the entire group if the grievant's testimony is pertinent to the union's presentation/argument or the grievant's testimony cannot be stipulated to by the parties.

6.2 If the grievant has filed an appeal with the Civil Service Commission, EEOC, Workers Compensation Commission, Illinois Department of Human Rights and/or other systems over a subject matter identical to that employee's grievance, the parties agree that the Grievance Procedure and the awards and settlements

thereunder will not be applicable. A probationary employee, an employee during an original six month probationary period, has no right to use the grievance procedure in the event of discharge or demotion.

### 6.3 Settlement Procedure

Grievances arising after the effective date of the signing of this Agreement shall be raised, discussed, and taken up in accordance with the following procedure:

#### Step 1: Immediate Supervisor

The employee or the Union, within five (5) working days of the incident giving rise to the grievance, shall orally raise the grievance with the employee's immediate supervisor outside the bargaining unit. The supervisor shall have three (3) working days in which to respond to the grievance.

#### Step 2: Intermediate Supervisor, District Engineer, or Facility Head

If the grievance is not resolved in Step 1 or an answer is not given within the time specified, the grievance shall be reduced to writing on a standard grievance form provided by the Employer for such purpose. A written grievance shall contain a clear and concise statement of the facts of the complaint, the section(s) of the Agreement allegedly violated, the date the alleged incident or violation took place, and the relief requested, dated and signed by the employee or by the steward or Union representative. Such written grievance shall be presented (or mailed by certified mail, return receipt requested) to the Intermediate Supervisor, District Engineer, or Facility Head or his/her designee within five (5) working days of the Supervisor's Step 1 response or the day such reply was due, whichever occurs first. The designated management official will have five (5) working days in which to respond to the grievance. Except that a meeting may be held to review the grievance at this step and shall be at a time when the Union is available to attend. The designated management official shall have five (5) working days from the date of the meeting to respond to the grievance in the event a meeting is held.

#### Step 3: Agency Head

If the grievance is not satisfactorily resolved in Step 2 or an answer is not given in the time specified, the employee or the steward or Union representative may, within five (5) working days of the Step 2 answer or after such answer was due, whichever occurs first, request in writing either by mail or fax, a review by the Agency Head or his designee. Within fifteen (15) working days of, the mutually scheduled hearing date or if no hearing is

held, the Agency Head or his designee shall render a written decision on the grievance.

#### Step 4: Union-Employer Grievance Committee/Arbitration Hearing

##### A) Union-Employer Grievance Committee Meeting

If the grievance is not adjusted in Step 3, or no answer is given within the time specified, the Union may request by written notice to the Department of Central Management Services, Division of Labor Relations, within ten (10) working days after Step 3 answer, or after such answer was due, whichever occurs first, a union-employer grievance meeting.

Representatives from the Union and CMS shall meet every other month to hear the grievance(s) which has been appealed to Step 4(a) at a time and place of mutual convenience. Less frequent meetings may occur by mutual agreement of the parties. Either party may be granted no more than one (1) hold per grievance and any deviation from same shall be on a case by case basis, following mutual consultation and agreement. If the grievance is not presented at the next 4a meeting, it shall be considered withdrawn.

Within five (5) working days of the 4a meeting, either party may decide that the deadlocked grievance(s) raises a substantial issue which should be submitted to an independent arbitrator in accordance with the procedure set forth in Step 4(b) below.

##### B) Arbitration

If, in accordance with the above procedure, the grievance(s) is appealed to arbitration, representatives of the Employer and the Union shall meet to select an arbitrator, from a list of mutually agreed to arbitrators. If the parties are unable to agree on an arbitrator within ten (10) working days after the meeting in Step 4(a), the parties shall request the Federal Mediation and Conciliation Service or the American Arbitration Association to submit a list of seven (7) arbitrators. The parties shall alternately strike the names of three arbitrators, taking turns as to the first strike. The person whose name remains shall be the arbitrator, provided that either party, before striking any names, shall have the right to reject one (1) panel of arbitrators. The arbitrator shall be notified of his/her selection by a joint letter from the Employer and the Union, requesting that he/she set a time and place for the hearing, subject to the availability of the Employer and Union representatives and shall be notified of the issue where mutually agreed by the parties.

### 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. The arbitrator shall make a preliminary determination on the question of arbitrability. 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 and the cost of the hearing room 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.

Nothing in this Article shall preclude the parties from agreeing to appointment of a permanent arbitrator(s) during the term of the Agreement or to use the expedited arbitration procedures of the American Arbitration Association.

If either party desires a verbatim record of the proceedings, 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.

The parties agree that matters relating to job audit and allocation are not subject to the above procedure and shall remain within the exclusive jurisdiction of the Civil Service Commission.

### 6.4 Representation

In discussions or meetings with the Employer in the grievance procedure, except at Step 4a, the employee, or the designated employee as defined for group grievances, shall be entitled to be present and may be accompanied or represented by the exclusive bargaining agent or their representative. Except that if mutually agreed to by both parties, the grievant may be allowed to be present at the 4A grievance meeting on discharge cases only.

## 6.5 Time Limits

a) Grievances not appealed within the designated time limits will be treated as a withdrawn grievance.

b) Grievances may be withdrawn at any step of the Grievance Procedure without prejudice.

c) The time limits at any step or for any hearing may be extended by mutual agreement of the parties involved at that particular step.

d) Grievances concerning suspension of 30 days or less of an employee may be initiated at Step 2 of the Grievance Procedure.

e) Grievances concerning suspension of more than 30 days and/or discharge of an employee shall be initiated at Step 3 of the Grievance Procedure.

## 6.6 Stewards

The Employer recognizes the right of the Union to designate one steward and one alternate at each permanent facility. The steward and alternate at each facility shall be identified, in writing, by the Union to local management and the Agency Labor Relations Office. Changes in stewards or alternates will also be made known immediately in the same fashion.

## 6.7 Time Off

Stewards or alternates shall be permitted reasonable time at the beginning and end of the workday to investigate established grievances on the Employer's property without loss of pay. Employees and stewards, if requested by the employee, shall be allowed reasonable time during regular working hours to present and process employee grievances; however, whenever possible this shall be done at the beginning and end of the workday or, in any event, when it will not interfere with operations of the Employer. Stewards shall be permitted reasonable time at the beginning and end of the workday to present and process grievances initiated by the Union. Any reasonable time so allowed by this Agreement or required by the Employer shall be considered regular work time if such falls within the employee's regular working hours. The Employer shall not be obligated for any compensation to employees or stewards for any time spent in the handling of employee or union grievances which falls outside the employee's or steward's regular work schedule. For the 2nd and 3rd steps of the grievance procedure when the Business Agent is in attendance, the Union Steward will waive his right to attend such meetings, unless the Steward is testifying as a witness to the incident giving rise to the grievance.

In the event the presence of a union steward who is on the road is required at a grievance meeting, during regular working hours and within the same county as the steward is located, he shall be permitted to travel to such meeting on paid time.

No employee or union steward shall leave his/her work to investigate, file, or process grievances, without first notifying and receiving approval from his/her supervisor or designee as well as the supervisor of any unit to be visited.

#### 6.8 Access to Premises by Teamster Officials

Authorized Business Agents or Officers or Stewards of the Union shall have a reasonable access to permanent facilities of the Employer for the purpose of investigating grievances, attending grievance hearings, and for other reasons related to the administration of this Agreement. Such authorized personnel of the Union shall notify the appropriate supervisor upon arrival. Such visitation shall not interfere with the operations of the Employer.

#### 6.9 Advance Filing

A matter may be raised at any level of the Grievance Procedure upon mutual consent of the parties.

6.10 The Employer will provide the Union with back wage claim forms, which shall be completed by the employee and submitted to Central Management Services. The purpose of these forms is to allow employees to file for wages, resulting in grievance settlements, which were earned in lapsed fiscal years.

### ARTICLE 7 Termination and Disciplinary Action

7.1 The Employer shall not discharge or suspend any employee except for just cause. The Employer, agrees with the tenets of corrective and progressive discipline. Disciplinary action or measures shall include only the following: oral reprimand, written reprimand, suspension, and discharge.

The requirement to utilize corrective written reprimands shall not be held to apply to an offense which indicate some significant shortcoming which renders the employee's continuance in his position in some way detrimental to the Employer or his specific employing agency. The parties recognize that counseling and corrective action plans are not considered disciplinary action and may not be grieved.

7.2 For discipline other than oral and written reprimands, prior to notifying the employee of the contemplated measure of discipline to be imposed, the Employer shall meet with the

employee and the Union and inform him/her of the reason 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 provided orally at the time of the pre-disciplinary meeting, a written rebuttal shall be provided within five (5) work days by the employee or the union. Reasonable extensions of time for written rebuttal purposes will be allowed when warranted and if requested but shall not exceed five (5) work days. The Union shall be given reasonable advance notice of such meetings.

7.3 Both the employee and the Union shall be notified of disciplinary action; such notification shall be in writing and reflect the specific nature of the offense and directions to the employee for future behavior.

7.4 Any written reprimand or discipline for tardiness and absenteeism shall not be considered when imposing disciplinary action and shall be purged from all records when more than 15 months have elapsed since the employee was last warned or disciplined for such an offense. The 15 month period shall be equally extended by any leave of absence or suspension.

Any written reprimand for any other infraction shall not be considered when imposing disciplinary action and shall be purged from all records when more than 15 months have elapsed since the employee was last warned for such an offense. Such removal shall be upon the request of the employee and/or Union.

7.5 The Employer retains the right to reassign employees to a yard within a reasonable geographical location within the bargaining unit, who are under investigation, for the duration of the investigation.

## ARTICLE 8

### Hours of Work and Overtime

8.1 This section is intended only to provide a basis for calculating overtime and is not to be construed as a guarantee or limitation on the number of hours of work per day or work per week scheduled or required by an operating agency with the approval of the Director of Central Management Services. Except as may be provided in Work Rules, which apply to the Department of Transportation only the normal workday and normal workweek shall be established for each agency under Rule 303.300 of the Rules of the Department of Central Management Services as currently set forth and as may from time to time be amended; the normal day shall consist of eight (8) hours and the normal workweek for highway maintenance employees shall consist of forty

(40) hours of five (5) consecutive days per week, Monday - Friday between the hours of 6:30 a.m. and 3:00 p.m. Different working hours and days may be scheduled for individual employees or groups of employees but shall normally be scheduled for a period of one week after such change. Whenever there is a change in weekly schedules reasonable notice shall be given to employees, if practicable, and such schedule change shall apply for at least the next subsequent workweek. A workweek shall begin at 12:01 A.M. on Monday and end at 12:00 P.M. on the following Sunday.

Employees required to work a shift different than their normal day shift will be paid a \$0.50 per hour July 1, 1996 shift premium provided that 1/2 or more of their work shift falls before 6:30 a.m. or after 3:00 p.m. This shift premium does not include those employees normally working shifts other than a normal day shift or employees hired into positions where the regular shift hours are not considered day shift hours, or snow and ice season.

When in the judgment of the Employer efficiency and economy can best be served by doing so and a majority agreement exists among the affected employees, the Employer may institute a workweek of four (4) consecutive ten (10) hour days on selected operations. The Union will be notified of such change. Overtime shall in these instances be paid after 10 hours in any one day or after 40 hours in any one workweek. Fringe benefits shall be earned, accumulated and used by all employees regardless of being on a four (4) or five (5) day work schedule in such a manner that benefits given and utilized shall be equitable irrespective of the work schedule. Accumulated time that is used shall be liquidated on the basis of actual hours used regardless if the employee is on an eight (8) or ten (10) hour workday. Weeks in which a holiday falls shall revert to eight (8) hour work days.

8.2 Except as may be provided in the Department of Transportation Work Rules only, and Addendum C attached hereto which applies to the Department of Human Services only, employees shall be entitled to a thirty (30) minute unpaid lunch period. Employees shall be at their designated work places, ready for work at their scheduled starting time and shall remain at their work places until their scheduled quitting times, except for designated or authorized relief breaks, including lunch and rest periods during shift hours.

8.3 Employees shall work reasonable amounts of overtime when overtime is necessary. Overtime assignments shall be distributed as equally as possible among qualified personnel. Overtime records shall be posted and maintained.

#### 8.4 Overtime Compensation

(a) One and one-half (1 1/2) of an employee's straight time hourly rate shall be paid for all hours worked in excess of eight hours on any one workday and for all hours worked before or after normal work hours.

Dock time shall not be considered as hours worked for purposes of computing overtime.

(b) Time and one-half (1 1/2) an employee's regular rate of pay shall be paid for all hours worked by such employee on his/her regularly scheduled first day off.

(c) Two (2) times the employee's regular rate of pay shall be paid for all hours worked by such employee on his/her regularly scheduled second day off.

(d) Holiday time shall be considered as time worked for the purposes of computing eligibility for overtime pay when the holiday falls on the employee's regularly scheduled workday.

(e) Two times the employee's regular rate of pay, in addition to holiday pay, shall be paid for all hours worked by an employee on an official State holiday or other days designated as holiday.

8.5 The overtime payments provided for in this Article shall not be duplicated for the same hours worked and to the extent that hours are compensated for at overtime rates under one provision, they shall not be counted as hours worked in determining overtime under the same or any other provision. Nothing herein shall be construed to require or permit the pyramiding of overtime or premium rates, if any.

8.6 Payment of overtime as defined in Section 8.1 above, shall be made by payroll warrant and not by use of compensatory time.

#### 8.7 Call-Back Pay

If an employee is called back to work outside his regularly scheduled shift or on a day other than a normal workday and reports to his respective operations area, but conditions are such that he is not needed, three hours at straight time the employee's regular hourly rate will be paid to such employee as call-in pay. Such employee shall be required to sign in and sign out.

If an employee is called back and reports to his respective operations area and works, such employee will be paid a minimum of three hours at the applicable overtime rate from the time they arrive at their workplace. Straight time will be paid for the portion of the hours not worked. This provision shall not be

construed so as to provide for additional compensation if the employee is recalled back for duty within the original three (3) hour period.

To qualify for call back compensation, the time worked cannot be contiguous to the beginning or end of an employee's scheduled work shift. Employees called back can be required to work for the entire three (3) hours.

ARTICLE 9  
Miscellaneous Provisions

9.1 The Employer agrees to contact the Union, in writing, to determine whether the Union desires to meet and discuss proposed work rule change(s). Should the Union desire to confer with the Employer concerning such proposed work rules change(s), it shall notify the Agency Labor Relations Office at 2300 South Dirksen Parkway, Room 124 Springfield, Illinois 62764 within fifteen (15) calendar days. The Agency Labor Relations Office agrees to meet and discuss such proposed changes with the Union. The Employer shall post the work rule change(s) ten (10) calendar days prior to implementation.

9.2 a) It shall be the responsibility of the employer to see that equipment is in safe operating condition. The Employer shall not require employees to operate unsafe equipment.

b) The parties agree that a Joint Labor/Management Safety and Health Committee shall be established at the District level consisting of three members each of labor and management to be appointed respectively by the Union and the Employer. The committees shall meet for the purposes of identifying unsafe or unhealthy working conditions which may exist considering the nature and requirements of the respective work locations and job functions to be performed by bargaining unit members.

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 amount of time.

9.3 The Employer shall advise new employees hired in the positions covered by this Agreement that the Union is the recognized collective bargaining representative for employees in the position classifications listed in Article II of this Agreement. The Employer shall also provide the Union with names and addresses of all newly hired permanent full and part-time employees on a monthly basis. Such information shall contain in addition to name and address, the employee's classification, rate of pay, and work location.

In addition, the Employer shall notify the Union via electronic mail of all new persons hired into bargaining unit positions as soon as practicable, which shall normally be within two (2) work days, but no later than 10 work days after the employee's start date.

The Employer shall allow a representative of the Union to meet with new employees in the bargaining unit. The Union orientation shall be for up to one (1) hour, and shall take place during the employee's regular working hours with no loss of pay to the employees involved. Nothing herein shall prevent the parties from agreeing to more time. Where group orientation exists and is within the parameters set herein, such orientation shall continue. If the employee is unavailable during the above orientation, such orientation will occur as soon as practicable after the employee becomes available.

The Employer shall inform the union of all such hiring as stated above and the union shall inform the employer of the Union representative who will carry out the Union orientation.

The Employer shall not discourage employees from becoming union members or authorizing dues deductions and shall not otherwise interfere with the relationship between employees and their exclusive representative. The Employer shall refer all inquiries about union membership to the Union, except that the Employer may communicate with employees regarding payroll processes and procedures.

9.4 The Union may place informational material only on agency or department bulletin boards designated for union use, provided:

- 1) the Union is clearly identified in the material;
- 2) the contents of the material related to activities of the Union and are not partisan, political (including solicitation of funds or for a political candidate or political party), or defamatory in nature;
- 3) the Union assumes all costs incidental to preparation or distribution of the material;
- 4) the Union advises agency management in advance and does not interrupt agency operations.

The above does not allow for Union campaigning for election of officers. Union Campaigning for election of officers is prohibited on state premises and/or state time.

9.5 The following shall apply only to Department of Transportation negotiated rate employees and to Department of

Mental Health employees classified as Maintenance Workers and Maintenance Equipment Operators.

Steel-toe safety shoes shall be worn by all negotiated rate employees as a condition of employment and no employees will be permitted to work without such safety shoes.

Steel-toe safety shoes or composite for employees shall be a 6" or higher work shoe of sturdy construction and shall meet the requirements and specifications for Class 75 footwear. Casual style footwear, such as canvas, slip-ons and loafers are not acceptable footwear even though constructed with steel-toes.

The Employer shall provide a clothing allowance of \$200.00 per year for the following titles: Lead Workers, Lead Lead Workers, Heavy Construction Equipment Operator, Highway Maintainers, and Maintenance Workers, Sign Hangers, Sign Hanger Foreman, and Maintenance Equipment Operators. Effective July 1, 2020 such allowance will increase to \$250.00. Effective July 1, 2021 such allowance will increase to \$275.00. Effective July 1, 2022 such allowance will increase to \$300.00.

Such allowance shall be applied only to certified employees who are on the active payroll effective July 1. Employees on authorized leave of absence on July 1 shall be paid this allowance on a prorated basis upon return from leave.

All air hammer operators shall also wear metatarsal arch protection. Separate metatarsal guards shall be provided by the Department.

9.6 Employees shall be allowed the use of State vehicles in order to test for a Commercial Drivers License and may take such test during work hours without loss of pay.

9.7 If any employee is required to possess a Commercial Drivers License, the Employer shall reimburse the employee for renewal costs.

9.8 Employees are prohibited from wearing political partisan clothing such as hats, shirts, pins or buttons or other similar politically affiliated items while at work or while conducting other official state business.

9.9 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, desks 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.

9.10 All State of Illinois owned or leased property shall be smoke free, including State vehicles.

9.11 Employees shall comply with all the provisions set forth in the State Officials and Employees Ethics Act (5 ILCS 430).

## ARTICLE 10

### Wages

10.1 The Employer shall modify the Negotiated Rates and Schedule A (Department of Transportation) and Schedule B (Human Services, Employment Security, and Central Management Services), as indicated below:

All bargaining unit employees on active payroll on the date of effectuation shall receive a one (1) time stipend of \$2,500 prorated by 25% for each year the employee was employed from July 1, 2015 through June 30, 2019. The stipend shall be paid as soon as practicable.

Effective January 1, 2020, the pay rates for all bargaining unit classifications shall be increased by 1.50%.

Effective July 1, 2020, the pay rates for all bargaining unit classifications shall be increased by 2.10%.

Effective July 1, 2021, the pay rates for all bargaining unit classifications shall be increased by 3.95%.

Effective July 1, 2022, the pay rates for all bargaining unit classifications shall be increased by 3.95%.

10.2 Unless otherwise provided herein, the position classification and allocation for such position shall be made, remain in effect, changed or adjusted or reallocated, in accordance with the applicable Rules of the Department of Central Management Services as currently set forth and as they may be from time to time hereafter amended.

10.2.1 Pursuant to Public Act 97-0348 amended 9.03 of the State Comptroller Act (15 ILCS 405), all paychecks will be delivered via direct deposit. In addition, paycheck stubs will be delivered electronically where available.

#### 10.3.1. Temporary Assignment

The Employer may at its discretion temporarily assign an employee to perform the duties of another individual in a different position classification. To be eligible for temporary assignment pay, the employee must:

- a) be assigned to assume duties and responsibilities of a different position classification by the Employer;
- b) perform the duties and responsibilities, or be held accountable for them, which distinguish the position classification;
- c) perform duties and responsibilities not generally provided for in his/her regular position classification;
- d) be qualified in accordance with the classification specification for the higher level position.

#### 10.3.2 Payment

An employee temporarily assigned to the duties of a position classification in an equal or lower pay grade than his/her permanent position classification shall be paid his/her 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.

For the purpose of calculation, any temporary assignment of less than or equal to four (4) hours shall be considered four (4) hours and any temporary assignment of more than four (4) hours but less than eight (8) hours shall be considered eight (8) hours. The use of any accrued time (i.e. vacation, sick, personal business, holidays) shall be at the employee's normal rate of pay.

A Temporary Assignment made pursuant to this section shall not exceed 180 work days unless emergency operating conditions exist, as determined by the Employer.

10.4 Effective July 1, 2000, Group Leaders, Lead and Lead Lead Workers and the Grounds Supervisor/Supervisor Tractor Trailer at Howe Developmental Center will receive 30 minutes of straight time for call-outs made from home when directed by the Employer.

10.5 Effective July 1, 1997, employees assigned as Group Leaders will be paid as Lead Workers for each individual assignment.

10.6 Emergency Patrol Unit Only: Highway Maintainers, Highway Maintenance Lead Workers and Highway Maintenance Lead Lead Workers will receive an additional \$.50 per hour for actual time spent operating the 50-ton and 60-ton wreckers.

10.7 Any employee who is reinstated into the Highway Maintainer position title shall be compensated at the current "New Hire" rate.

ARTICLE 11  
Seniority

11.1 Seniority for the purpose of layoff and recall shall consist of the length of continuous service of an employee within their job classification within their agency. Application of these seniority rights on layoff shall be made in accordance with the procedure of the Department of Central Management Services and take into consideration the ability and qualifications of an employee to perform the required work. Where ability and qualifications (including physical fitness) to perform the required work are among the employees concerned, relatively equal seniority alone shall govern.

11.2 A certified employee who is subject to layoff shall have the right to select in seniority order permanent, funded vacancies which are equal or lower in classifications for which they are qualified and eligible at other agencies covered by this agreement.

11.3 Seniority for all other purposes under the terms of this Agreement shall consist of an employee's continuous length of service in any job classification currently or previously covered by this bargaining unit.

11.4 Any employee may at any time request to voluntarily downgrade to the next lower position in bargaining unit. The employer will grant such requests where, in the opinion of the employer, the operations of the department will not be unduly burdened.

11.5 Once each fiscal year the Employer shall provide the Union with a seniority list when such are prepared for use of and distribution to its employing agencies.

11.6 Insofar as possible, the Employer will give at least a ten day notice to the employee(s) and the Union prior to the effective date of any layoff(s). If such notice is not to be given, the Employer shall notify the Union and provide an opportunity within 24 hours of notification to meet and discuss the circumstances of the layoff.

11.7 When staffing is increased or permanent vacancies occur within a position classification or a position classification lower in series for titles in this bargaining unit, certified employees shall be recalled in accordance with seniority. Recall rights will remain in effect for three (3) years. A recalled employee must be qualified and available to accept the position. The recall list shall be maintained by Central Management Services.

ARTICLE 12  
Benefits

12.1 Sick Leave

All employees, excepting those in emergency, intermittent, per diem or temporary status, unless such status is the result of accepting a non-permanent working assignment in another class, shall accumulate sick leave at the rate of one day for each month's service. Sick leave may be used for illness, disability or injury of the employee, appointments with doctor, dentist or other professional medical practitioner and also may be used for not more than 30 days in one calendar year in the event of serious illness, disability, injury or death of a member of the employee's immediate family (including grandchildren). The operating agency or the Department may require evidence to substantiate that such leave days were used for the purpose herein set forth for periods of absence of ten consecutive workdays or less. For periods of absence for more than ten consecutive workdays the employee shall provide verification for such absence in accordance with the provisions of Rule 303.145. When necessary to utilize sick leave, an employee shall notify their lead-lead worker, lead worker or team section engineer/technician, or his/her designee, prior to the beginning of the work shift. When necessary to utilize sick leave during the work shift, an employee shall notify their lead-lead worker, lead worker or team section engineer/technician, or his/her designee (prior to the beginning of or during the work shift.)

Sick leave may be initially taken in increments of not less than one-hour at a time and in one-half hour increments thereafter.

A full-time employee shall be awarded 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 12.6.

12.2 Accumulation of Sick Leave

An employee shall be allowed to carry over from year to year of continuous service unused sick leave allowed under this Subpart and shall retain any unused sick leave or emergency absence leave accumulated prior to December 19, 1961.

12.3 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 for unused sick leave pursuant to Public Act 90-65.

- b) The method of computing the hourly or daily salary rate for sick leave qualifying for lump sum payment upon termination of employment shall be in accordance with Rule 310.520a.
- c) If an employee has a negative sick leave balance pursuant to Rule 303.110 when employment is terminated, no payment shall be made to the employee and the unrecouped balance due is canceled.
- d) An employee who is reemployed, reinstated or recalled from indeterminate layoff and who received lump sum payment in lieu of unused sick days will have such days restored provided the employee repays upon return to active employment the gross amount paid by the State for the number of days to be so restored to the employee's sick leave account.

#### 12.4 Reinstatement of Sick Leave

On or after the effective date of this Subpart, 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 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. An employee with previous State service for which sick leave was granted under provisions other than Jurisdiction C of the Personnel Code shall have such amount reinstated to the extent such sick leave is provided under Rule 303.90.

#### 12.5 Advancement of Sick Leave

An employee with more than two years continuous service, whose personnel records warrant it, may be advanced sick leave with pay for not more than 10 working days with the written approval of the operating agency and the Director. Such advances will be charged against sick leave accumulated later in subsequent service.

#### 12.6 Leave for Personal Business

- a) All employees, excepting those in emergency, per diem or temporary status shall be permitted 3 personal days off each calendar year with pay. Such personal days may be

used for such occurrences as observance of religious holidays, Christmas shopping, absence due to severe weather conditions, or for other similar personal reasons, but shall not be used to extend a holiday or annual leave except as permitted in advance by the operating agency through prior written approval. Employees entitled to receive such leave who enter service during the year shall be given credit for such leave at the rate of 1/2 day for each 2 months service for the calendar year in which hired. Such personal leave may not be used in increments of less than 1/2 day at a time, except when requesting 2 hour increments at the beginning or ending of the work day. Except for those emergency situations which preclude the making of prior arrangements, such days off shall be scheduled sufficiently in advance to be consistent with operating needs of the Employer.

- b) 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 except as provided in Section 8c(2) of the Personnel Code.

#### 12.7 On-The-Job Injury -- Industrial Disease

- a) An employee who suffers an on-the-job injury or who contracts a service-connected disease, shall be allowed full pay during the first 5 working days of absence 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 (5 work days) 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. 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. Thereafter the employee shall be permitted to utilize accumulated sick leave or other benefits unless the employee has applied for and been granted temporary total disability benefits in lieu of salary or wages pursuant to provisions of the Workers' Compensation Act

(Ill. Rev. Stat. 1981, ch. 48, pars. 138.1 et seq.) or through the State's self-insurance program. In addition, commencing July 1, 1979, an employee going on service connected disability leave, in addition to retaining and accruing continuous service, shall accrue vacation and sick leave credits during such leave, as though working, the same to be credited to the employee upon the employee's return to work. Return to work is defined as the employees first day back to active payroll status with an authorized licensed physician's release.

- b) In the event such service-connected injury or illness becomes the subject of payment of benefits provided in the Workers' Compensation Act by the Workers' Compensation Commission, the courts, the State self-insurance program or other appropriate authority, the employee shall restore to the State the dollar equivalent which duplicates payment received as sick leave or other accumulated benefit time, and the employee's benefit accounts shall be credited with leave time equivalents.

#### 12.8 Leaves of Absence Without Pay

- a) Unless otherwise provided in this Subpart and with the prior approval of the Director, an agency may grant leaves of absence without pay to employees for periods not to exceed 6 months and such leaves may be extended for good cause by the operating agency for additional 6 month periods with the Director's approval.
- b) Any employee, except an employee in a position or program financed in whole or in part by loans or grants made by the United States or any Federal agency, who is elected to State office, shall, upon request, be granted a leave of absence for the duration of the elected terms.
- c) No emergency or temporary employee shall be granted leave of absence.

#### 12.9 Union Leave

- a) An employee who is a member of a union representing State employees and who has been selected as delegate, or alternate delegate to attend union conventions shall be allowed a leave of absence without pay, subject to the approval of the head of the agency in which employed, to attend said convention.

- b) Subject to the Employer's operating needs a maximum three (3) employees may be allowed a leave without pay for up to one (1) year for a Union leave. No more than one (1) employee from the same work location may be on such leave at the same time. The Employee shall be returned to the same position classification for any leave of one (1) year or less. For leaves that extend beyond that period the employee shall return to the same position classification seniority permitting.

#### 12.10 Disability Leave

- a) An employee who is unable to perform a substantial portion of his/her regularly assigned duties due to temporary physical or mental disability shall upon request be granted a leave for the duration of such disability.
- b) In granting such leave or use of sick leave as provided in Rule 303.90, the agency shall apply the following standards:
  - (1) A substantial portion of regularly assigned duties shall be those duties or responsibilities normally performed by the employee which constitute a significant portion of the employee's time or which constitute the differentiating factors which identify that particular position from other positions, provided the balance of duties can be reassigned by the agency;
  - (2) A request for disability leave shall be in writing except when the Agency is advised by other appropriate means of the employee's disability in which event the employee's signature is not required;
  - (3) Except for service-connected disability as provided in Rule 303.135, the employee shall have exhausted available sick leave provided under Rule 303.90 prior to being granted a disability leave; an employee may use other accrued paid time for this purpose but is not required to do so;
  - (4) During a disability leave, the disabled employee shall provide written verification by a person licensed under the "Medical Practices Act" (Ill. Rev. Stat. 1981, ch. 111, pars. 4401 et seq.) or under similar laws of Illinois or of other states or countries or by an individual authorized by a recognized religious denomination to treat by prayer or spiritual means; such verification shall

show the diagnosis, prognosis and expected duration of the disability; such verification shall be made no less often than every 30 days during a period of disability, unless the nature of the disability precludes the need for such frequency of verification;

- (5) As soon as an employee becomes aware of an impending period of disability, he/she shall notify the appropriate supervisor of such disability and provide a written statement by the attending physician of the approximate date the employee will be unable to perform his/her regularly assigned duties;
- (6) If the Agency has reason to believe that the employee is able or unable to perform a substantial portion of his/her regularly assigned duties, it may seek and rely upon the decision of an impartial physician chosen by agreement of the parties or in the absence of such agreement upon the decision of an impartial physician who is not a State employee and who is selected by the Director.
- (7) 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 employee and the Department of Central Management Services.
- (8) Until such time as the Employer negotiates with the union its position on whether Department of Transportation employees are held to or exempt from the federal medical guidelines, the Employer will not apply such standards. This does not preclude the Employer from conducting fitness for duty exams based on current job descriptions nor does it preclude the Employer from continuing its practice of prohibiting employees from working if the medications they are taking would prohibit an employee from functioning in their position. This provision does not apply to pre-employment.

- c) Failure of an employee to provide verification of continued disability upon reasonable request shall on due notice cause termination of such leave.
- d) An employee's disability leave shall terminate when said employee is no longer temporarily disabled from performing his/her regularly assigned duties.
  - (1) An employee is no longer temporarily disabled when he/she is able to perform his/her regularly assigned duties upon advice of the appropriate authority or, in the absence of such authority, the attending physician.
  - (2) An employee is no longer temporarily disabled when he/she is found to be permanently disabled and unable to perform a substantial or significant portion of his/her regularly assigned duties by the appropriate authority, or in the absence of such authority, by the attending physician.
  - (3) In determining whether to approve a requested discharge of an employee for failure to return from a disability leave or for physical inability to perform the duties of a position, the Director may seek and rely upon the advice of the State Employees Retirement System or other appropriate authority, including an impartial physician selected in accordance with Rule 303.145(b)(6).
- e) Return from Disability Leave
  - (1) An employee who returns from a disability leave of six months or less shall be returned by the Agency to the same or similar position in the same class in which the employee was incumbent at the time the leave commenced.
  - (2) An employee who returns from a disability leave exceeding six months and there is no vacant position available in the same class held by the employee at the commencement of such leave may be laid off in accordance with the Rules on Voluntary Reduction and Layoff, unless such leave resulted from service-connected disability, in which case the employee shall be returned to employment as in (1) above.
- f) An employee who is on disability leave while in temporary or emergency status, except if such status results from a leave of absence to accept such position, shall be eligible for such leave for the balance of such

appointment and shall earn or accrue no other benefit arising from this Subpart.

#### 12.11 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 will normally, 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. The Agency Head will consider whether the need for the family responsibility leave is substantial, whether the action is consistent with the treatment of other similar situations and whether the action is equitable in view of the particular circumstances prompting the request.
- b) Any request for such leave shall be in writing by the employee not less than 15 calendar days in advance of the leave unless such notice is precluded by emergency conditions, stating the purpose of the leave, and the expected duration of absence.
- c) Such leave shall be granted only to a permanent full-time employee, except that an intermittent employee shall be non-scheduled for the duration of the required leave. An employee in temporary, emergency, provisional, or trainee status shall not be granted such 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 (P.A. 83-877, eff. 9/26/83).
- 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;

- (2) such natural relation of the employee, even though not living in the same household, a parent, sibling or child; or
  - (3) adoptive, custodial and 'in-law' individuals when residing in the employee's household 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;
  - (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) The agency shall require 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" (Ill. Rev. Stat. 1981, ch. 111, pars. 4401 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, such

verification to 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) an independent verification substantiating that the need for such leave exists.
- h) Such leave shall not be renewed, however a new leave shall be granted at any time for any reason consistent with Rule 303.148(f) 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 request by the employing agency to provide such verification or substantiation is cause on due notice for termination of the leave.
  - k) Such leave shall not be used for 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 (80 Ill. Adm. Code 302: Subpart J).
  - m) Nothing in this section shall preclude the reallocation or 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.

#### 12.12 Employee Rights After Leave

When an employee returns from a leave of absence of six months or less, the agency shall return the employee to the same or similar position in the same class in which the employee was incumbent prior to commencement of such leave. Except for those leaves granted under Rules 303.155 and 303.160, when an employee returns from a leave or leaves exceeding six months and there is no vacant position available to him/her in the same class in which the employee was incumbent to such leave or leaves commencing, the employee may be laid off in accordance with the rules on voluntary reduction and layoffs.

#### 12.13 Failure to Return

Failure to return from leave within 5 days after the expiration date may be cause for discharge.

#### 12.14 Leave to Take Exempt Position

With prior approval by the Director, an agency may approve leaves of absence for certified employees who accept appointment in a position which is exempt from Jurisdiction B of the Personnel Code. Such leaves of absence may be for a period of one year or less and may be extended for additional one year periods. At the expiration thereof, an employee shall be restored to the same or similar position upon making application of the employing agency with continuous service including the period of such leave, except that employees who are on leave of absence status from positions subject to Term Appointment of January 1, 1980 shall be subject to the provisions of Term Appointment and whose rights shall be terminated under the provisions of this part if not reappointed pursuant to 80 Ill. Adm. Code 302.841. In approving such leaves the Director shall verify the agency approval and employee's agreement.

#### 12.15 Military and Peace Corps Leave

Leave of absence shall be allowed employees who enter military service or the Peace or Job Corps as provided in 80 Ill. Adm. Code 302.220 and 302.250 and as may be required by law.

## 12.16 Military Reserve Training and Emergency Call-Up

- a) Any full-time employee who is a member of a reserve component of the Armed Services of the United States, including the reserve components of the Armed Services of any State, or who is a member of the National Guard of any State shall be allowed military leave with pay in accordance with the provisions of the Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61/) 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 benefit. Military earnings for the emergency call-up paid under "An Act to establish a Military and Naval code for the State of Illinois and to establish in the Executive Branch of the State Government a principal department which shall be known as the Military and Naval Department, State of Illinois and to repeal an Act therein named (Ill. Rev. Stat. 1981, ch. 129, pars. 220.01 et seq.)" 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 who is a member of the National Guard of any State 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 in accordance with the provisions of the Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61/).

## 12.17 Leave for Military Physical Examinations

Any permanent employee drafted into military service shall be allowed up to three days leave with pay to take a physical

examination required by such draft. Upon request, the employee must provide the employing agency with certification by a responsible authority that the period of leave was actually used for such purpose.

#### 12.18 Attendance in Court

- a) Any permanent employee called for jury duty or subpoenaed by any legislative, judicial or administrative tribunal, shall be allowed time away from work with pay for such purposes, except in matters of personal non-work related litigation. Upon receiving the sum paid for jury service or witness fee, 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.
- b) Emergency or temporary employees shall be allowed time off without pay for such purpose and shall be allowed to retain the reimbursement received therefore.
- c) An employee must notify his or her supervisor as far as possible in advance of any absence for such purpose. The supervisor may require the employee to show the summons, subpoena, or written evidence requiring the appearance.

#### 12.19 Authorized Holidays

All employees shall have time off, with full salary payment, on the day designated as a holiday for the following:

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 State holidays or non-working days by the Governor of the State of Illinois or by the President of the United States.

#### 12.20 Holiday Observance

Whenever an authorized holiday falls on Saturday, the preceding Friday shall be observed as the holiday and whenever an authorized holiday falls on Sunday, the following Monday shall be so observed.

#### 12.21 Payment for Holidays

Where employees are scheduled and required to work on a holiday, equivalent time off will be granted within the following twelve month period at a time convenient to the employee and consistent with the agency's operating needs in those instances when the employee has not been compensated under the provisions in Article 8.4(d).

#### 12.22 Holiday During Vacation

When a holiday falls on an employee's regularly scheduled workday during the employee's vacation period, the employee will not be charged with a vacation day.

#### 12.23 Eligibility for Holiday Pay

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

#### 12.24 Vacation Eligibility

- a) Employees, except emergency, temporary and those paid pursuant to 80 Ill. Adm. Code 310.230, 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.
- b) Eligible employees shall earn vacation time in accordance with the following schedule:
  - (1) From the date of hire until the completion of five (5) of continuous service: 10 workdays per year of employment.
  - (2) From the completion of five (5) years of continuous service until the completion of nine (9) of

continuous service: 15 workdays per year of employment.

- (3) From the completion of 9 years of continuous service until the completion of 14 years of continuous service: 17 workdays per year of employment.
- (4) From the completion of 14 years of continuous service until the completion of 19 years of continuous service: 20 workdays per year of employment.
- (5) From the completion of 19 years of continuous service until the completion of 25 years of continuous service: 22 workdays per year of employment.
- (6) From the completion of 25 years of continuous service: 25 workdays per year of employment.

- c) Vacation time may be taken in increments of not less than 1/2 day at a time, at any time after it is earned. Vacation time shall not be accumulated for more than 24 months after the end of the calendar year in which it is earned. Supervisors may, however, grant employee requests to use vacation in smaller increments of no less than two hours at a time at the beginning or ending of the work day. All such requests can not be unreasonably denied by the supervisor.
- d) 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 1/2 of a workday or less, the employee shall be deemed to have earned vacation time of 1/2 of a workday in lieu of the fractional balance; if there remains a fractional balance of more than 1/2 of a workday, the employee shall be deemed to have earned a full workday of vacation time in lieu of a fractional balance.
- e) 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.

#### 12.25 Prorated Vacation for Part-Time Employees

Part-time employees shall earn vacation in accordance with the schedule set forth in Rule 303.250 on a prorated basis determined

by a fraction the numerator of which shall be the hours worked by the employee and the denominator of which shall be normal working hours in the year required by the position.

#### 12.26 Vacation Schedule and Loss of Earned Vacation

In establishing vacation schedules, the agency shall consider both the employee's preference and the operating needs of the agency. In any event, upon request, vacation time must be scheduled so that it may be taken not later than 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 24 month period, vacation earned during such calendar year shall be lost.

By January 31 of each calendar year, employees may submit in writing to the Employer their preferences for vacation, provided an employee may not submit more than three (3) preferences. Such request may include vacation through March 31 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, which for these purposes shall be considered five or more consecutive work days.

Employees who file their preference by January 31, shall be notified of the vacation schedules by April 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.

#### 12.27 Payment in Lieu of Vacation

- a) Upon termination of employment by means of resignation, retirement, indeterminate layoff, or discharge, provided the employee is not employed in another position in state service within 4 calendar days of such termination, or upon movement from a position subject to the Personnel Code to a position not subject to the Personnel Code, an

employee is entitled to be paid for any vacation earned but not taken or forfeited pursuant to Rule 303.270, provided the employee has at least 6 months of continuous service since the latest date of appointment. No other payment in lieu of vacation shall be made except as provided by Rule 303.295.

- b) The payment provided in subsection (a) above shall not be deemed to extend the effective date of termination by the number of days represented by said payment.
- c) The payment provided in subsection (a) above shall be computed by multiplying the number of days (hours) of accumulated vacation by the employee's daily (hourly) rate as determined in accordance with 80 Ill. Adm. Code 310.520(a).
- d) Effective January 1, 2016, employees newly-hired into the bargaining unit shall be entitled to a vacation payout of no more than 45 days.

#### 12.28 Vacation Benefits on Death of Employee

- a) Upon the death of a State employee, the person or persons specified in Section 14a of "An Act in relation to State Finance" (Ill. Rev. Stat. 1981, ch. 127, par. 150a), 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.
- b) Such sum shall be computed by multiplying the employee's daily rate by the number of days of accrued vacation due.

#### 12.29 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 10 weeks (50 work days) of paid maternity/paternity leave for each pregnancy resulting in birth or multiple births. Should both parents be employees they shall each be eligible for 10 weeks of paid maternity/paternity leave which may be taken consecutively or concurrently. 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 10 weeks (50 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.

All bargaining unit members are eligible for ten (10) weeks (50 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 each be eligible for 10 weeks of paid maternity/paternity leave which may be taken consecutively or concurrently. 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 10 weeks (50 work days) of said 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.

12.30 Pursuant to established guidelines employees shall have the option of joining and utilizing the Sick Leave Banks established in their respective agencies.

12.31 Effect of Department of Central Management Services Personnel Rules The Department of Central Management Services Personnel Rules govern the substantive content of this Article, and any amendments to said Rules are immediately incorporated as additions and/or amendments to this Article.

#### 12.32 Bereavement Leave

Upon request, employees shall be granted paid leave of up to two (2) scheduled work days to attend the funeral or similar service, for related travel, and bereavement time, upon the death of a member of the employee's immediate family. Leave shall be limited one instance per calendar year. Documentation of the reason for the funeral/bereavement leave, attendance at the funeral or similar service, and relationship to the deceased may be required.

Immediate family is defined pursuant to this Section as: father, mother, sister, brother, spouse, children, grandparent and grandchildren including relationships established by marriage.

For purposes of application of Bereavement Leave, relationships existing due to marriage will terminate upon death or divorce of the relative through whom the marriage relationship exists. Current marital status will be defined in accordance with State law.

ARTICLE 13  
Insurance and Pension

13.1 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 (Public Act 77-476) as amended by Public Act 90-65 and as amended or superseded and insurance plans from time to time negotiated thereunder, except as modified during the term hereof by agreement of the parties.

However, Employees covered by this Agreement may opt out of such coverage for group health insurance and may opt into the Teamsters Local Union No. 727 Health and Welfare Fund and the Teamsters Local Union No. 727 Legal and Educational Assistance Fund (hereinafter collectively referred to as "Teamsters Local Union No. 727 Benefit Funds"). Members of the bargaining unit not currently enrolled in the Teamster Local Union No. 727 Benefit Funds must opt into coverage by the Teamsters Local Union No. 727 Benefit Funds within 30 days from commencement of employment or during the annual open enrollment period for the State's Group Insurance Plan. Employees opting into the Teamsters Local Union No. 727 Benefit Funds must participate in both the Health and Welfare Fund and the Legal and Educational Assistance Fund.

The Employer agrees to make contributions in an amount as set forth in the MOA. This contribution shall be made monthly on behalf of each regular full-time employee covered by this Agreement. Such rate shall continue unless otherwise adjusted by the Boards of Trustees pursuant to the provisions below. Employees who opt into the Teamsters Local Union No. 727 Benefit Funds shall be responsible for the cost of administration fees as set forth in the parties' MOA.

**Commencement of Contributions**

Contributions to the Teamsters Local Union No. 727 Benefit Funds for all new employees shall commence with the month in which their employment begins. However, if the Employer has made a contribution to the State's Plan for that month, contributions for new employees shall commence the month after opt-in.

### **Contributions for Subsequent Years**

The Trustees of the Teamsters Local Union No. 727 Benefit Funds may increase the Employer's contribution rates by an amount not to exceed the amounts set forth in the MOA, in order to maintain the current level of benefits.

As of June 30, 2023, new hires shall be eligible to participate solely in the State Insurance, unless such is negotiated otherwise by the parties in a successor contract.

### **Participation Agreement**

The Employer agrees to execute and abide by all provisions of the Participation Agreement with the Teamsters Local Union No. 727 Benefit Funds.

In addition to remedies that may otherwise be available, the Union may initiate a grievance under Article 6 of this Collective Bargaining Agreement, and the employees or their representatives shall have the right to payment in accordance with the terms of the State Prompt Payment Act (30 ILCS 540; 74 Ill. Adm. Code 900) should the employer fail to abide by its obligations under this Agreement.

### **Life Insurance**

During the term of this Agreement, the Department shall continue in effect for all eligible employees and their eligible dependents, the benefits, rights and obligations of the Group Life insurance under such terms and at such rates as are made available by the Director of Central Management Services pursuant to the State Employees Group Insurance Act except as modified during the term hereof by agreement of the parties.

### **Continuation Of Benefits**

All benefits, rights, and obligations referenced in this Article shall remain in effect until implementation of a successor Collective Bargaining Agreement.

13.2 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 Revised Statutes, Chapter 108 1/2 and as amended or superseded.

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).

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, 2001, all bargaining unit members covered by State Employees Retirement System (SERS) will receive the following change to pension benefits:

Employees on the SERS 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.

ARTICLE 14  
Drug Testing

14.1 The Employer shall have the right to conduct a drug test on an employee if there is reasonable suspicion that the employee is under the influence of or using controlled substances.

14.2 If, as a result of the investigation and/or pre-disciplinary hearing, just cause is present, discipline shall be imposed as follows:

ALCOHOL

OFFENSE

DISCIPLINE

First Offense

30-day suspension pending discharge EXCEPT in those instances where an employee tests positive while being randomly tested at the beginning of his/her shift. In those cases, the employee shall receive a 30-day suspension, mandatory enrollment in the employee assistance program and periodic random tests for one year from the effective date of the suspension.

DRUGS

A positive drug test will result in a 30-day suspension pending

discharge.

Refusal to test will result in a 30-day suspension pending discharge.

14.3 The Department fully supports the Employee Assistance Program and encourages employees who are using unauthorized controlled substances to seek the confidential services of the Employee Assistance Program at their work place. The Employee Assistance Program plays an important role by providing employees an opportunity to eliminate illegal substance use. Referrals 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.

14.4 The parties recognize the Employer's obligation to comply with the United States Department of Transportation regulations regarding the drug and alcohol testing provisions for those employees who are required to possess a Commercial Driver's License during the course of their employment. Such obligation for random drug/alcohol testing shall be extended to all Department of Transportation employees covered by this agreement.

ARTICLE 15  
No Strike - No Lockout

15.1 During the term of this Agreement, neither the Union nor its agents or any employee, for any reason, will authorize, institute, aid, condone, or engage in a slow down, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the Employer. During the term of this Agreement, neither the Employer nor its agents for any reason shall authorize, institute, aid or promote any lockout of employees covered by this Agreement.

15.2 The Union agrees to notify all local officers and representatives of their obligation and responsibility for maintaining compliance with this Article, including their responsibility to remain at work during any interruption which may be caused or initiated by others, and to encourage employees violating Section 15.1 to return to work.

15.3 The Employer may discharge or discipline any employee who violates Section 15.1 and any employee who fails to carry out his responsibilities under Section 15.2 and the Union will not resort to the Grievance Procedure on such employee's behalf.

15.4 Nothing contained herein shall preclude the Employer from obtaining judicial restraint and damages in the event of a violation of this Article.

ARTICLE 16  
Partial Invalidity of Agreement

16.1 In the event that any of the provisions of this Agreement shall be or become legally invalid or unenforceable, such invalidity or unenforceability shall not affect the remainder of the provisions hereof.

ARTICLE 17  
Subcontracting

17.1 It is the general policy of the Employer to continue to utilize its employees to perform work they are qualified to perform. However, the right to introduce new methods of operations, to eliminate, relocate, transfer or subcontract work and to maintain efficiency in the department is vested exclusively in the Employer provided the exercise of such rights by management does not conflict with the provisions of this Agreement.

17.2 However, except where an emergency situation exists, before the Employer changes its policy involving the overall subcontracting of work in a general area, where such policy change amounts to a significant deviation from past practice which will result in the layoff of bargaining unit employees, the Employer will notify the Union sixty (60) days before subcontracting and offer the Union an opportunity to discuss its intention to subcontract work.

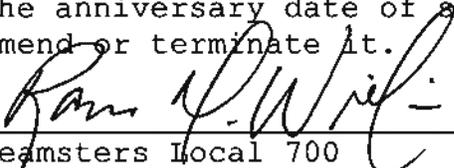
17.3 Whenever the Employer decides to contract out work, the Employer may offer the Union the opportunity to designate up to four (4) employees to form a labor-management team with a comparable number of managers and/or supervisors. Except where prohibited by the Procurement Code, the labor-management team can review the technical requirements of the solicitation and request for services, prepare a bid or proposal, and, before the designated bidding deadline, submit the labor-management team's bid or proposal to be considered by the service evaluation team, according to the Procurement Code. If the labor-management team's bid or proposal meets all technical requirements of the solicitation and is less costly than all other bidders, then the Employer agrees it will not contract the services and the provisions of the labor-management team's bid or proposal will be implemented. The four (4) employees designated to team up with managers and/or supervisors to draft the labor-management team's bid or proposal will qualify for administrative leave when preparing that bid or proposal.

ARTICLE 18  
Waiver

18.1 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the area of collective bargaining as defined in P.A. 83-1012 and the Rules and Regulations of the Director of Central Management Services for Public Employee Collective Bargaining issued pursuant thereto, 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. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered by this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE 19  
Term of Agreement

19.1 This Agreement shall be effective as of July 1, 2019 and shall remain in full force and effect from said date until midnight, June 30, 2023 and it shall be automatically renewed from year to year thereafter, unless either party notifies the other in writing at least sixty (60) days prior to June 30, 2023, the anniversary date of such yearly extension, of a desire to amend or terminate it.

  
\_\_\_\_\_  
Teamsters Local 700

  
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For Department of Central Management  
Services, State of Illinois

  
\_\_\_\_\_  
Teamsters Local 700

Date: 04-01-2020

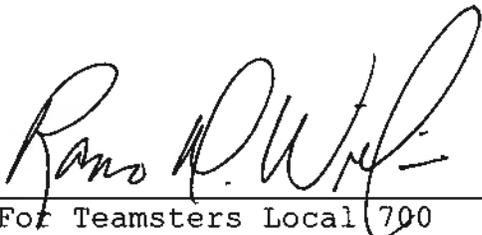
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ADDENDUM C

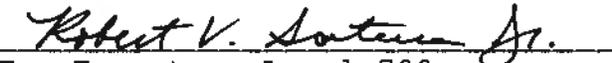
DEPARTMENT OF HUMAN SERVICES

This Addendum C applies to Grounds Supervisors, Maintenance Equipment Operators and Maintenance Workers employed by the Department of Human Services at facilities in Cook County and is incorporated by reference into the Agreement between the State of Illinois and Local 700 dated July 1, 1982.

1. Grounds Supervisors, Maintenance Equipment Operators and Maintenance Workers employed by the Department of Human Services at facilities in Cook County shall be considered on standby status and subject to call during a thirty (30) minute paid daily lunch whether employees are actually required to work during such period. An employee who works during the paid lunch period shall receive no additional compensation for working during such period.
  
3. Employees shall be provided a paid 15 minute morning break and a paid 15 minute afternoon break.

  
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 For Teamsters Local 700

  
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 For Department of Central  
 Management Services  
 State of Illinois 

  
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 For Teamsters Local 700

Date: 04-01-2020

Date: 4-29-2020

Renewed: July 1, 2015  
 July 1, 2019

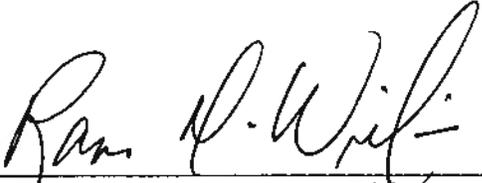
Memorandum of Understanding between the State of  
Illinois Department of Central Management Services,  
Department of Transportation and the  
Teamsters Local 700

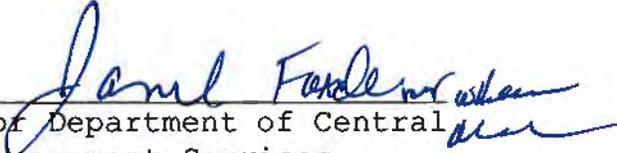
Discipline for Abuse of the Lunch Hour

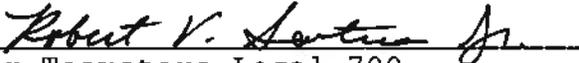
- 1st Oral - Confirmed in writing
- 2nd Written
- 3rd 1 day suspension
- 4th 3 day suspension
- 5th Up to 30 days
- 6th Subject to discharge
- 9 months - flex time\*

In cases of tardiness of five (5) minutes or less, the employee shall not be subject to the above procedure unless habitual.

\* Instances of tardiness shall be recorded on a nine (9) month rotating basis. As an example, an instance of tardiness in January, 1989, could be used up through the next nine months for purposes of this language. The nine (9) month period shall be equally extended by any leave of absence or suspension. After nine months have elapsed that instance of tardiness would no longer apply and the most current nine month record would be considered.

  
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For Teamsters Local 700

  
\_\_\_\_\_  
For Department of Central  
Management Services  
State of Illinois

  
\_\_\_\_\_  
For Teamsters Local 700

04-01-2020  
Date

4-29-2020  
Date

Revised: July 1, 2015  
Renewed: July 1, 2019

MEMORANDUM OF UNDERSTANDING  
DEPARTMENT OF HUMAN SERVICES

Teamsters Local 700

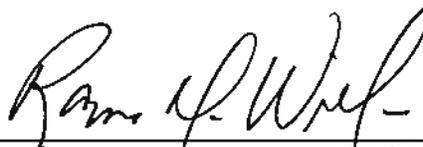
1. Trips made for the purpose of replenishing the facilities supplies shall be made by a Maintenance Equipment Operator immediate availability notwithstanding.
2. Where current practice so provides, trips made relevant to a project currently being worked on for the purpose of picking up a needed item may be made by the tradesman performing the job.
3. Additionally, movement of materials relevant to a project currently being worked on grounds for the trades may be made by the trades involved.

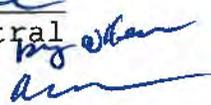
Movement of Patients

Any movement of recipients off grounds by State owned vehicles shall be by a Maintenance Equipment Operator or a qualified Maintenance Worker based upon the availability of the Maintenance Equipment Operator or qualified Maintenance Worker except when such movement is for a therapeutic purpose in accordance with the recipient's habilitation/treatment plan.

Furniture Movement

Where the current practice exists to have Maintenance Equipment Operators moving or assisting in the Movement of furniture such duties shall not exceed 10% of any Maintenance Equipment Operator's time.

  
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For Teamsters Local 700

  
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For Department of Central Management Services  
State of Illinois 

  
\_\_\_\_\_  
For Teamsters Local 700

04-01-2020  
Date

4-29-2020  
Date

Renewed: July 1, 2015  
July 1, 2019

MEMORANDUM OF UNDERSTANDING  
TRANSFERS, VOLUNTARY REDUCTIONS, AND PROMOTIONS  
ILLINOIS DEPARTMENT OF TRANSPORTATION ONLY

At the end of each snow and ice season, the Employer shall assess its needs for the filling of permanent Highway Maintainer, Heavy Construction Equipment Operator, Lead and Lead/Lead Worker vacancies within District 1. When determined by the Employer to fill such permanent vacancy(ies) at the end of snow and ice season, the Employer shall post for ten (10) work days district-wide such vacancies. A certified employee who is qualified and eligible may place an official bid on such posting, indicating an interest in a transfer or voluntary reduction within Teamster Local 700 or Teamster Local 330 District 1 bargaining units only. The posting notice shall state where the employee is to submit their bid. The filing of such request shall be limited to a primary and secondary request for a location within District 1.

1. Transfers are defined as same title to same title, and requires the same skills as outlined in the posted job description.
2. Voluntary reductions are defined as the next lower classification within the classification series; classification series is defined as:

Lead/Lead Worker  
Lead Worker  
Heavy Construction Equipment Operator  
Highway Maintainer

and requires the same skills as outlined in the posted job description.

3. Positions that require specialized skills for Transfers or Voluntary reduction are such positions located at ETP, Bridge, and Sign Shop.
  - a. Highway Maintainers may apply for such transfers.
  - b. For those requesting ETP, Highway Maintainers may apply pursuant to the Memorandum of Understanding on transfers for ETP.

Selection shall be offered in the following order for those positions located within the jurisdiction of Local 700:

1. Employee(s) who bid and are within the bargaining jurisdiction Local 700, the Employer shall offer the position to the most senior employee if qualified and available for all applicable work assignments including emergency call-outs within the 45 minute time frame.

2. Employee(s) who bid and are within the jurisdiction of Local 330, the Employer shall offer the position to the most senior employee if qualified and available for all applicable work assignments including emergency call-outs within the 45-minute time frame.
3. For the purpose of this MOU if an employee accepts the position and is crossing bargaining unit jurisdictions, the employee's seniority shall apply in accordance with the terms contained in Article 11.1 Seniority. No employee transferred prior to ratification of this Agreement will suffer any loss in his/her current bargaining unit seniority.
4. Upon approval from the Bureau of Personnel Management, the Employer reserves the right to delay transfers if the transfer would impair the Employer's ability to maintain operational efficiency.

A certified employee who is assigned and accepts a voluntary reduction in grade shall be certified in the lower class without serving a probationary period. The employee salary shall be reduced to the appropriate in-hire rate, example employee is a 85% lead worker, they would return to a 85% highway maintainer rate etc.

Employees may not transfer under this MOU more than once every twenty-four (24) months.

The vacancy(ies) created by the transferred employee(s) and other vacancies throughout the remainder of the year shall be filled by any other means available at the employers discretion.

Employees in the title of Highway Maintainer may request to transfer to another filled identical position, where such employee is willing to transfer to their position. Each employee must be able to meet the appropriate qualifications and response times. Such transfer requests shall be made in writing and signed by both employees and approved by the employer.

The Employer shall post any position determined to be filled by promotion within District 1 for ten (10) working days. However, nothing in this section precludes the Employer from filling vacant positions by any other means.

The parties further agree that promotions shall be to the next highest level title within a classification series that represents an increase in salary except in instances where the next lower level within a position classification series is vacant. In addition, promotional progression shall be from Highway Maintainer and/or Heavy Construction Equipment Operator to Lead Worker to Lead Lead Worker

Employees shall not be eligible to bid or be appointed, or otherwise be assigned to any position where he/she would be in a direct line supervisory or subordinate position with a relative. Relatives include spouse, parent, child, sibling, grandparent, grandchild, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, daughter-in-law, brother-in-law, or sister-in-law.

Interviews resulting from the application of this MOU shall be on the employee's own time and any travel time shall be at the employee's own expense outside of District 1. In addition to time and travel outside of District 1, employees shall be entitled to use benefit time (excluding sick time) of their choice for the interview process.

  
Teamsters Local 700

  
For Department of Central  
Management Services State

  
For Teamsters Local 700

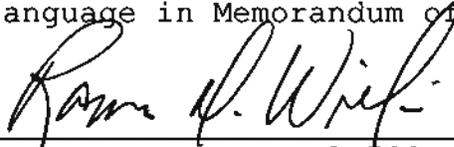
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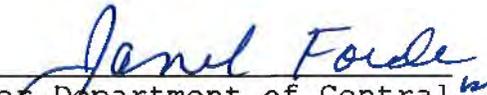
Date: 4-29-2020

Revised: July 1, 2015  
July 1, 2019

Addendum to  
Memorandum of Understanding Transfers and Promotions  
Illinois Department of Transportation Only  
And  
Teamsters Local 700  
Cook County

The Parties agree that due to the special qualifications required to perform incident management activities within the work unit at Emergency Traffic Patrol (ETP), Highway Maintainers (HMs) requesting transfers to permanent vacancies into ETP will be required to undergo an established training program. An employee shall be temporarily assigned for four (4) months of continuous service for such training. Within the thirty (30) days of an employee's training period, the Employer shall conduct an evaluation to determine the employee's progress. If an employee has not improved on his/her deficiencies he/she shall be returned within the first sixty (60) day period or, at any time during the four (4) month training period, if the employee is unable to complete the training and/or perform duties and responsibilities of the position, the employee shall be returned to his permanent assignment. In addition, an employee may voluntarily return to such position at his/her former permanent assignment during his four (4) month temporary assignment. If at the conclusion of the four (4) month training period it is determined the employee is capable of performing the functions of the ETP HM, the employee will be permanently transferred to a permanent vacant position. Such movement during the four (4) months supersedes the transfer language in Memorandum of Understanding Transfers and Promotions.

  
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For Teamsters Local 700

  
\_\_\_\_\_  
For Department of Central  
Management Service State  
of Illinois 

  
\_\_\_\_\_  
For Teamsters Local 700

04-01-2020  
Date

4-29-2020  
Date

Renewed: July 1, 2015  
July 1, 2019

SIDELETTER  
IN-HIRE RATES

The parties agree the in-hire rate as was amended to 75% for the 2008 - 2012 Collective Bargaining Agreement shall continue in effect. The parties also agree that all classifications shall continue the 75% in-hire rate as agreed to in the 2012 - 2015 agreement. Employees in the in-hire will receive a 5% increase each year for five (5) years on their anniversary date in order to obtain the full rate.

Effective July 1, 2019 the in-hire rate is unfrozen. Each employee on active payroll upon ratification of the contract, whose in-hire rate was frozen during the 2015-2019 agreement shall be placed on his/her correct in-hire rate, on July 1, 2019. Such placement shall not change the employees creditable service (anniversary) date.

Example: An employee who was hired on and whose creditable service (anniversary) date is April 1, 2017 at 75% shall be placed on the 85% rate on July 1, 2019. The employee's next in-hire movement (to 90%) will be due on April 1, 2020, pursuant to their creditable service (anniversary) date.

Employees within this bargaining unit who are promoted and are in the in-hire progression will promote to the next higher step of the in-hire rate of the higher classification. In addition, temporary assignments to higher-level classifications shall also be calculated at the in-hire rates. All full-scale employees within this collective bargaining unit will be promoted to the full-scale rate as if they were promoted to the next higher classification within the series.

Any certified employee of this bargaining unit who is offered and accepts a position within this bargaining unit that is a promotion, notwithstanding classification series and without a break in service, shall be placed on the next higher step of the in-hire rate of the new classification.

Employees covered under this bargaining agreement who transfer to any position within the bargaining unit without a break in service shall maintain their continuous service date for in-hire rate progression.

A certified employee who is assigned and accepts a voluntary reduction in grade shall be certified in the lower class without serving a probationary period. The employee shall be reduced to the appropriate in-hire rate, i.e. 85% lead worker voluntarily reduces to an 85% Highway Maintainer.

Raymond A. Whif-  
For Teamsters Local 700

Jamel Forde  
For Department of Central  
Management Service State  
of Illinois

Robert V. Santora Jr.  
For Teamsters Local 700

01-01-2020  
Date

4-29-2020  
Date

Executed: July 1, 2015  
Revised: July 1, 2019

SIDELETTER

SHIFT PREFERENCE AND ASSIGNMENT OF DUTIES  
(DHS Only)

When filing permanent vacancies, shift preference and assignment of duties shall be determined by seniority within a bargaining unit classification at the employing facility, subject to the Employer's operating needs.

*Ron P. Wilf*  
For Teamsters Local 700

*Janet Forder*  
For Department of Central  
Management Services  
State of Illinois  
*with me  
all*

*Robert V. Santora Jr.*  
For Teamsters Local 700

04-01-2020  
Date

4-29-2020  
Date

Renewed: July 1, 2015  
July 1, 2019

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE ILLINOIS DEPARTMENT OF TRANSPORTATION  
AND  
TEAMSTERS LOCAL 700  
(COOK COUNTY)

USE OF AUTOMATED VEHICLE LOCATION DEVICES

The Employer will acquire and evaluate the use of automated vehicle location devices for use with its vehicles. The Union will be notified when the equipment is brought into use and if expansion of use occurs.

Information collected by the automated vehicle location devices will not alone constitute a basis for disciplinary action; however, the information obtained by automated vehicle location devices may be used to initiate investigations into violations of departmental rules, policies, and union agreements.

*Randy D. Wilf*  
For Teamsters Local 700

*Paul Ford*  
For Department of Central  
Management Services  
State of Illinois

*Robert V. Santora Jr.*  
For Teamsters Local 700

04-01-2020  
Date

4-29-2020  
Date

Renewed: July 1, 2015  
July 1, 2019

SIDELETTER  
DHS CHICAGO READ MENTAL HEALTH CENTER

Article 10.4, call-outs from home, will be applicable to Chicago Read Mental Health Center.

*Ram H. Wilf*  
For Teamsters Local 700

*Robert V. Santora Jr.*  
For Teamsters Local 700

*Janet Forde*  
For Department of Central  
Management Services  
State of Illinois

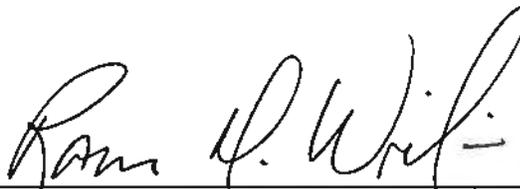
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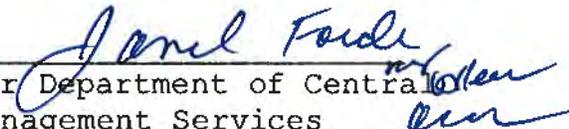
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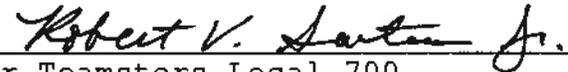
Renewed: July 1, 2015  
July 1, 2019

SIDELETTER  
BETWEEN  
THE ILLINOIS DEPARTMENT OF TRANSPORTATION  
AND  
STATE AND MUNICIPAL TEAMSTERS, CHAUFFEURS AND  
HELPERS UNION, LOCAL 700, INTERNATIONAL BROTHERHOOD  
OF TEAMSTERS  
(COOK COUNTY)

Certified employees on leave of absence as acknowledged in Article 12.9 shall continue to accumulate continuous service and seniority while on such leave.

  
\_\_\_\_\_  
For Teamsters Local 700

  
\_\_\_\_\_  
For Department of Central  
Management Services  
State of Illinois

  
\_\_\_\_\_  
For Teamsters Local 700

04-01-2020  
Date

4-29-2020  
Date

Renewed: July 1, 2015  
July 1, 2019

SIDELETTER  
DHS COOK COUNTY ONLY

Employees who operate a backhoe will receive temporary assignment pay to a Heavy Construction Equipment Operator as defined in Articles 10.3.1 and 10.3.2 of this agreement.

James D. Whiff  
For Teamsters Local 700

Janet Forder  
For Department of Central  
Management Services  
State of Illinois

Robert V. Santora Jr.  
For Teamsters Local 700

04-01-2020  
Date

4-29-2020  
Date

Executed: July 1, 2008  
Renewed: July 1, 2015  
July 1, 2019

Sideletter  
Department of Transportation  
Compensatory Time

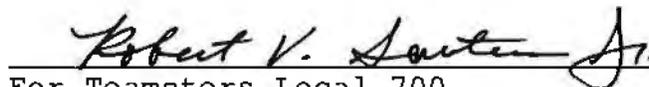
Compensatory Time for Cook County maintenance yards, excluding ETP due to 24-7 operation, will be allowed as follows:

Payment for overtime shall be paid in cash or compensatory time at the discretion of the Employer. Compensatory time shall not exceed sixty (60) hours in each fiscal year. Employees may request and use compensatory time subject to the operational needs of the Employer. Such time, however, may not be used during snow and ice season, with the exception of bereavement leave. At the sole discretion of the Employer, employees shall be allowed to use compensatory time in lieu of other benefit time for bereavement leave use for family members as defined in the CMS Personnel Rules. If employees have not liquidated their compensatory time, it shall be scheduled at the discretion of the Employer, subject to the operational needs.

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 1<sup>st</sup> of the fiscal year shall be allowed to use such time through August 1<sup>st</sup> of the following fiscal year.

  
\_\_\_\_\_  
For Teamsters Local 700

  
\_\_\_\_\_  
For Department of Central  
Management Services  
State of Illinois

  
\_\_\_\_\_  
For Teamsters Local 700

04-01-2020  
Date

4-29-2020  
Date

Revised: July 1, 2012  
Renewed: July 1, 2015  
Revised: July 1, 2019

## MEMORANDUM OF UNDERSTANDING

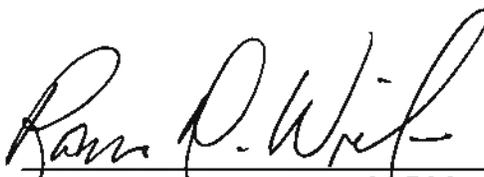
### LIGHT DUTY

Agencies 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. The employee shall receive his/her base rate of pay and benefits consistent with his/her classification.

6. Employees on light duty shall not be mandated to work overtime, and may be permitted to volunteer for overtime assignments, if in the opinion of the treating physician the employee is capable of working the overtime assignment(s) and is mutually agreed at the agency level. For Department of Transportation employees who have work rules regarding red hours, if an employee is capable of working the overtime assignment and turns the assignment down, they shall be red holed in accordance with the applicable work rules.
7. The Union may initiate a grievance at the 3<sup>rd</sup> level over any violation of this policy.
8. In no case shall an employee be placed in an area that will pose health or safety risks to the employee or other staff.
9. 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.
10. Light duty assignments shall be temporary in a nature and shall not be considered permanent vacancies.
11. 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.
12. Employees do not waive any rights to Worker's Compensation benefits by participating in the program.

  
 \_\_\_\_\_  
 For Teamsters Local 700

  
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 For Teamsters Local 700

04-01-2020  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 For Department of Central  
 Management Services  
 State of Illinois  

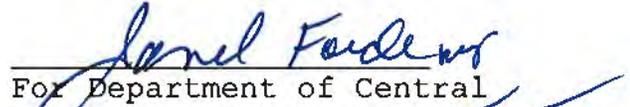

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 Date

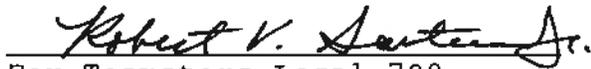
Renewed: July 1, 2015  
 July 1, 2019

Cross Bargaining Unit Sideletter

In the event the employer creates a joint team section that crosses bargaining units, specifically Local 330 and Local 700, where historically there has not been an existing overlap, the parties shall negotiate the impact upon employee work areas, overtime, and filling of vacancies, as to jurisdictional disputes.

  
\_\_\_\_\_  
For Teamsters Local 700

  
\_\_\_\_\_  
For Department of Central  
Management Services  
State of Illinois

  
\_\_\_\_\_  
For Teamsters Local 700

04-01-2020  
Date

4-29-2020  
Date

Renewed: July 1, 2019

**Shakman**  
**Memorandum of Understanding**

The State of Illinois is currently under monitoring of the federal court for compliance with the *Shakman* Consent Decrees. *Shakman v. Democratic Organization of Cook County, et al.*, Northern District of Illinois Case No. 69 C 2145.

On January 7, 2019, the *Shakman* court entered an order setting out both a reformed process for filling exempt positions and principles and commitments for filling all non-exempt positions. *Shakman*, Doc. No. 6154. Bargaining unit positions have job protections through the collective bargaining agreement, and are, therefore, covered by the court's principles and commitments for non-exempt positions.

The Court ordered the State to implement of the following relevant principles (excerpted from Doc. No. 6154):

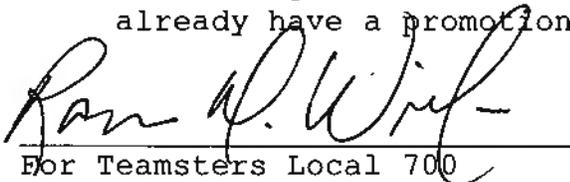
- J. Electronic Application Process. CMS shall establish and implement an electronic application process that requires applicants to apply online for specific listed vacancies. The electronic application process that CMS creates shall include an automated screening mechanism to narrow the pool of applicants for interviews. The screening mechanism shall evaluate candidates based on the Minimum Qualifications of the positions and may also incorporate pre-established preferred qualifications.
  
- K. Uniform Processes Throughout the State. The State of Illinois shall create and communicate to all Agencies a uniform documentation process for hiring and promotions to allow for adequate monitoring and review.

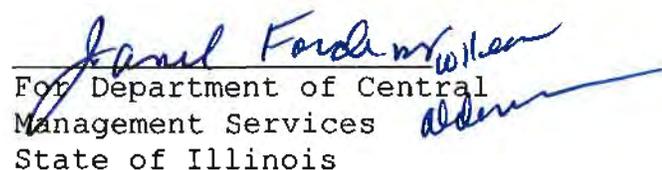
The implementation of the court order will result in a standardized, statewide online application process for all job-protected positions, including bargaining unit positions. The State is obligated to implement the Court's order. The parties share a commitment to a more efficient and timely process. To that end, the parties agree as follows:

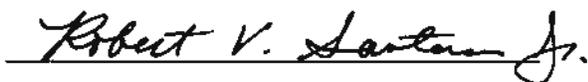
- Prior to implementation of a new system for bargaining unit positions, the Union shall review and provide input.
- All provisions of the collective bargaining agreement shall continue to apply, except as modified herein.
- CMS Bureau of Personnel will continue to assess and verify employee qualifications. The qualification review process will transition to a numerically ranked, automated assessment with a quality control analysis performed by the CMS Bureau of Personnel staff. For the purposes of

determining if employees are qualified for positions in which they are seeking to exercise their contractual rights to filling of vacancies outlined in the collective bargaining agreement, the following numerical rankings will be treated as the corresponding grade and considered of equal value within each letter group:

- o Numerical ranking of 90-100 would be treated as an A grade
  - o Numerical ranking of 80-89 would be treated as a B grade
  - o Numerical ranking of 70-79 would be treated as a C grade
- In consultation with the Union, the Employer will provide all employees with advance notice of implementation of the new system and shall develop training on the new application procedures and system. Upon request, employees shall receive training on the new system.
  - A procedure shall be established to ensure that employees who do not have access to computers or who lack computer skills shall be given appropriate access and/or training.
  - CMS will assess candidate qualifications in response to an express interest in a specific position being filled except that all agreements remain in effect regarding continuous posting and permanent bidding.
  - The State will no longer be exhausting promotional registers prior to selecting "B" bidders (80-89) after all "A" bidders (90-100) have been exhausted.
  - The appeal process currently in place shall remain in effect.
  - There shall be electronic receipts for applications and the opportunity for the employee to print out his/her profile.
  - For positions requiring tests administered by CMS Bureau of Personnel, employees will only be required to test once unless the job requirements change.
  - All promotional grades on the system as of August 31, 2019, or submitted to CMS Examining and Counseling for grading, as of August 31, 2019, shall continue to be valid within the currently established timeframes. After August 31, 2019, promotional applications will only be accepted in response to a posting. Upon implementation of the new system, an employee applying for a position in which they are exercising their contractual rights shall indicate if they already have a promotional grade for the position.

  
For Teamsters Local 700

  
For Department of Central  
Management Services  
State of Illinois



For Teamsters Local 700

04-01-2020  
Date

4-29-2020  
Date

Executed: July 1, 2019

SIDELETTER  
Union Membership

The parties recognize that there is a distinction between dues authorization and union membership and recognize that there is no impediment to an employee's right to resign union membership at any time.

Ray P. Wilf  
For Teamsters Local 700

James Ford  
For Department of Central  
Management Services  
State of Illinois

Robert V. Santen Jr.  
For Teamsters Local 700

04-01-2020  
Date

4-29-2020  
Date

Executed: July 1, 2019

SIDELETTER

Teamsters Local Union No. 727 Benefit Funds

Employees who opt into the Teamsters Local Union No. 727 Benefit Funds shall be responsible for the full amount of cost of administration owed for the Legal and Education Fund. The Employer shall deduct the contribution amount set forth in the MOA from participating employees' paychecks and transmit all deductions to the Board of Trustees monthly.

For Teamsters Local 700

Paul G. Whiff

Robert V. Sauter Jr.  
Date 04-01-2020

For State of Illinois, CMS

Janet Fude *my office Alder*  
4-29-2020  
Date

Executed: July 1, 2019