

**AGREEMENT**  
**Between**  
**Board of Trustees**  
**of Community College District No. 508**  
**County of Cook and State of Illinois**  
**“Employer”**

**and**

**Local 1600**  
**Cook County College Teachers Union**  
**AFT, AFL-CIO**  
**(Full-Time and Part-Time Professional Employees)**  
**“Union”**

**July 16, 2022 through July 15, 2026**

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This Agreement is entered into by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, hereinafter referred to as the "Board", and the Cook County College Teachers Union, Local 1600, AFT, AFL-CIO, hereinafter referred to as the "Union", as the exclusive collective bargaining agent for the professional employees in the bargaining unit as defined in Article I, Section A.

## **ARTICLE I UNION RECOGNITION AND DEFINITIONS**

### **A. Recognition**

The Board of Trustees of Community College District No. 508 recognizes the Cook County College Teachers Union as the exclusive bargaining representative for all full-time and part-time professional employees, except Presidents, Deans, Vice Presidents, Assistant Deans, Associate Deans and other employees excluded under the Illinois Educational Labor Relations Act, or decisions of the Illinois Educational Labor Relations Board (hereinafter referred to as the IELRA and IELRB, respectively) regarding salaries, fringe benefits, and working conditions. The terms "professional employee" or "employee" as used in this Agreement mean a full-time person in the bargaining unit employed by the Board. Regardless of newly created or changed job titles, or changes in job duties or responsibilities, no positions in the bargaining unit shall be eliminated where there is no substantial change in job duties or responsibilities.

### **B. Classifications**

1. The Board shall promptly notify the Union in writing of its decision to add new classifications or modify or change any existing classifications. If the new classification is a successor title to a classification covered by this Agreement, with no substantial change in duties, the new classification shall become a part of this Agreement. If the proposed new classification contains a significant part of the work now done by any of the classification in Appendix A.1, the Board will notify the Union within thirty (30) days in advance of filling the position. At the Union's request, the parties will meet within seven (7) working days of such notice to review the classification, and, if unable to reach agreement as to its inclusion or exclusion from the unit, shall submit the question to final and binding arbitration. With regard to such arbitration, there shall be no transcript or filing of written briefs except by mutual agreement of the parties; the arbitrator shall be required to provide oral award on the day of the hearing, and a written award within fifteen (15) calendars days thereafter.
2. All employees will have a right to appeal their salary and lane placement when their job duties are changed either by having added job duties and responsibilities or by performing entirely new duties unrelated to their original job duties or within 60 days after the employee is placed in a new classification.

A joint Union Board Committee shall adjudicate all such appeals within sixty (60) days of the appeal. The committee shall be composed of one person appointed by the Union President and one person appointed by the Chancellor.-Any salary increase awarded to the employee shall be retroactive to the date the appeal was filed. No employee shall be allowed to file an appeal more than once in any twelve-month period.

3. At the time the parties entered into a supplement to their professional employee collective bargaining agreement to govern terms and conditions of employment for part-time professional employees, the part-time professional employees were not formally classified or graded. The parties agree that they should be classified and graded. The Board represents that it has issued job analysis questionnaires to all part-time employees in the unit and their supervisors. The Board agrees that it will complete this process and develop a part-time professional employee classification system with job titles and job descriptions by January 1, 2005. Before implementing this classification system, the Board shall submit the system to the Union together with supporting documentation for comment. Part-time classifications will be included as Appendix A.3 to this Agreement.

#### **C. Definitions**

1. The term "Colleges" refers collectively to all educational facilities or academic locations of the Board, and the administrative offices thereof.
2. The term "College" refers to any single educational facility or academic location of the Colleges. Academic locations or educational facilities which are geographically separate from, but are under the administrative control of, a College shall be considered a part of the Colleges.
3. The term "Union Representative" as used in this Agreement means any elected or appointed representative of the Union.
4. The term "Union Chapter Chairperson" refers to the elected head of a Union Chapter or the designee from that chapter.
5. The term "Union Chapter" refers to the organization of Union members at a College.
6. An "Academic Year" shall consist of the Fall and immediately following Spring semester.
7. A "Calendar Year" shall consist of January 1 to December 31.
8. Whenever the singular is used in this Agreement, it shall include the plural.
9. The term "employee" shall mean a full-time professional employee except where the language of the Article or Section of this Agreement expressly includes part-time

professional employees. The language in this Agreement and other benefits which apply to part-time professional employees are included in Appendix I, the Supplemental Agreement.

10. The term "full-time employees" refers to those employees expected to work 37.5 hours per week.
11. The term "part-time employees" refers to those employees scheduled to work less than 37.5 hours per week.
12. The phrase "compensatory time" shall refer to time earned in lieu of compensation at the overtime rate.
13. The term "Fiscal Year" shall have the same meaning as used in 110 ILCS 805/7-5 as may be amended from time to time, which currently provides that "the fiscal year shall commence on the first day of July and end on the last day of June of each succeeding year.

## ARTICLE II UNION-BOARD RELATIONS

### A. Union Membership and Non-Discrimination

Membership in the Union or any other employee organization or association not affiliated with the Colleges shall not be a condition of employment for any employee. The Board will not discriminate in hiring, tenure or continuity of employment or in promotional opportunities or otherwise because of any employee's membership or lawful organizational activities in the Union or in any other employee organization or his refusal to join any such organization or to participate in any such activities.

### B. Union-Administration Meetings

The Board and the Union encourage and favor periodic meetings between the Presidents of the respective Colleges and Union Chapter officers and similar meetings of the Chancellor and the executive officers of the Union to discuss mutual problems not concerned with specific grievances but with the overall relationships between the parties to this Agreement. At least one of these meetings shall be held each semester between the College President and his staff at each College and Union Chapter officers for the purpose of promoting better understanding of the Agreement. Similarly, at least one meeting shall be held each semester between the Chancellor and the executive officers of the Union to promote better understanding of the Agreement. Such meetings shall be arranged as required by applicable circumstances at the mutual convenience of the Board and Union representatives concerned.

The Chancellor or his designee shall meet with no more than five representatives of the Union within twenty-four (24) hours at the request of either party to discuss matters

relating to this Agreement. The President of each College and the Chapter Executive Committee shall meet within twenty-four (24) hours at the request of either party during the academic year to consult on questions relating to this Agreement.

The Chancellor and the Union President shall meet on a regular basis once each month to discuss matters that are subject to collective bargaining and that will further the educational goals of the Colleges.

**C. Chapter Chairperson**

The Union shall designate a Union Chapter Chairperson and an alternate at each College and notify the College President in writing of such selection or replacement. The Chapter Chair and designees represent members of all bargaining units of the Chapter.

**D. Board Authority**

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

**E. Contract Printing and Distribution**

The Board shall post a searchable electronic copy of the signed executed collective bargaining agreement between the parties on the CCC website. City Colleges of Chicago shall give the union a notification, by e-mail, that the collective bargaining agreement has been posted on its website within three (3) days of the posting. Each employee has the authority to print one copy of the agreement using CCC reprographic resources.

**F. Information to the Union**

The Board shall make available to the Union any and all information, statistics, and records which are relevant to negotiations, or necessary for the processing of a grievance, or the enforcement of the terms of this Agreement. Such material shall be provided to the Union within a reasonable time, ordinarily not more than ten (10) days, following a written request by the Union President or his designee. The Academic and Student Policy Manual and the Employee Manual, as they exist at the time of signing this Agreement, and all amendments to them during the life of this Agreement, shall be furnished to the Union at the time of distribution. This shall not be construed as a waiver of the Union's right to negotiate any policy change that addresses a mandatory subject of bargaining. If there are any conflicts between the Academic and Student Policy Manual, the Employee Manual, or any other policy and this Agreement, the provisions of this Agreement shall supersede.

**G. Labor-Management Committee**

A Labor-Management Committee shall be established and shall meet on a monthly basis to discuss, examine, consider and resolve issues brought forward by either side. The committee shall be limited to no more than seven (7) representatives of the Union and seven (7) representatives of the administration. There shall be no set or required number of

participants from either side, and the participants may change from meeting to meeting depending on the topics to be addressed. The meetings shall be held at a mutually agreed upon time and location.

The Union and City Colleges shall submit, communicate and/or exchange proposed agenda items at least one week prior to each meeting and shall circulate an agenda at least two days prior to each meeting.

### **ARTICLE III UNION ACTIVITIES**

#### **A. Limits on Union Activities**

Except as specifically provided in this Agreement, no employee shall engage in Union activities during the time he is assigned to teaching or other assigned College duties.

#### **B. Chapter Meetings**

On twenty-four (24) hour notice to the College President, the Union Chapter Chairperson shall have the right to schedule Union Chapter meetings during normal operating hours in the building or buildings of the College, provided no meetings of the employees have been scheduled by the College President or the Chancellor for the same time, and provided that no employees shall be released from scheduled employment for such meetings. After a Union chapter meeting has been scheduled, no new meetings involving employees shall be scheduled or held at the same time, and the College President shall so inform the employee.

#### **C. Right to Representation**

Disciplinary action shall be for just cause and shall be administered in a timely and progressive manner. The types of discipline agreed to by the parties are as follows:

1. Oral Warning
2. Written Warning
3. Suspension
4. Discharge

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

For discipline other than oral and written warnings, the Board shall notify the Union Chapter Chair of the need for and schedule a pre-disciplinary meeting. Within forty-eight (48) hours of this notice, the parties shall mutually agree upon a date for the pre-disciplinary meeting to occur during the fourteen (14)-days period following the notice. The meeting shall not be rescheduled at the Union's or Employer's request more than one (1) time, but the rescheduled meeting must occur within the same fourteen (14)-days time period. In the event the parties



cannot mutually agree on a date for the pre-disciplinary meeting, the Employer shall unilaterally schedule the meeting to occur within the following seven (7) days. At this meeting the Board shall inform the employee of the reason(s) for the contemplated discipline. The employee and the Union Chapter Chair shall have the right to rebut or clarify the reasons for such discipline. Any such meeting shall be held during the employee's working hours and no employee shall suffer any loss of pay for attendance at such meetings. Notification shall be in writing and electronic format.

A copy of any disciplinary action (except oral warning) shall be served upon the employee and the Union. For cases involving suspension or discharge, the employee has the right to demand a hearing before the Chancellor or his designee. Employees who exercise their rights under this section shall not be entitled to a separate disciplinary hearing under the City Colleges Board Rules.

If an employee is called to a conference with an administrator, for other purposes and during the course of the meeting, in the opinion of the employee, it develops into a disciplinary meeting and if the employee informs the administrator of that opinion and requests adjournment, the conference shall immediately be adjourned.

Adoption of this section shall not diminish any rights the Board or the Union have established as a result of prior arbitrations, court cases, or past practice with regard to College policies or procedures.

**D. Released Time**

Union representatives (not to exceed two) shall be provided with released time from work at 2:00 p.m. on Fridays to attend Union Executive Board or Union House of Representatives meetings when such meetings are called.

**E. Bulletin Boards**

A bulletin board, approximately 4' x 4' in size, or visual display monitor shall be made available at a convenient location at each college. It shall be labeled Local 1600 Professional Employees Bulletin Board or Local 1600 Professional Employee Announcements.

**F. American Federation of Teachers (AFT) and Illinois Federation of Teachers (IFT) Conventions**

The Board shall grant leaves of absence without loss of pay to no more than 12 bargaining unit members elected as official delegates or alternates and who attend the AFT and/or IFT conventions. Such leaves shall be for the period of the AFT and/or IFT convention but in no event shall exceed one week.

**G. Leaves of Absence for Union Officers**

In the event that the President of the Union, is an employee of the Board, and shall become a full-time employee of the Union, he or she shall notify the Chancellor and shall be granted a leave of absence not to exceed three years without pay, for the purpose of accepting the position. The leave may be renewed for additional periods of up to three years upon application of the President of the Union to the Chancellor. When a leave of absence is granted, the absence shall not be construed as a break in service for any purpose, including accrual of seniority.

**H. College Chapter and Local Wide Union Officers**

College Chapter Union Officers: The Board agrees to make available each calendar year, six (6) clock hours of release time from their regular assigned duties without loss of pay per week, per campus to be distributed by the Union to its designees for the purpose of handling grievances and enhancing communication through Board/Union liaison.

Local-Wide Union Officers: The Board agrees to make available twelve (12) clock hours of release time from their regular assigned duties without loss of pay per week, for any Professional Employee elected to the Local Office. The Union shall inform the Chancellor of the names of those employees designated no later than sixty (60) days preceding the semester during which released time is to be made available.

**I. Mailboxes**

The Union Chapter Chairperson or the Chairperson's designee shall have the right to place official Union material in the mailboxes or on the desks of the members.

**J. Space**

If space is available at the campus, the Union chapter officers will be provided with an office to conduct official Union business.

**K. New Hires**

During the first 30 days of a newly hired employees' employment, the College will provide 30 minutes for a Union representative to discuss contract administration and related matters with the employee. This will normally occur during the new employee's orientation.

**ARTICLE IV  
ACADEMIC FREEDOM AND DEMOCRACY  
IN PUBLIC COLLEGE EDUCATION**

**A. Democracy in Public Education**

The Board and the Union recognize and agree that while democratic principles should obtain in every American school system, an urban college in a city as diverse in population

as is Chicago must be exemplary in its expression and practice of the democratic ideal. Integrated education, faculties, and facilities are more than an aspiration.

**B. Non-Discrimination**

The Board and the Union shall not discriminate against any employee or applicant for employment by the Board or for membership in the Union on the basis of race, religion, ethnicity, creed, color, national origin, sex, pregnancy, marital status, age, disability, citizenship status, sexual orientation, gender identity, genetic information, or membership or participation in, or association with the lawful activities of any organization.

**C. Academic Freedom**

The employees, who may have teaching duties, are entitled to freedom in the classroom in discussing their subjects. They shall have the right to introduce into their teaching matters material related to their subjects or the education of their students in that subject.

**ARTICLE V  
DUES CHECK OFF, FAIR SHARE FEE AND COPE DEDUCTION**

**A. Dues Checkoff**

The Board will deduct from the pay of each member of the bargaining unit from whom it receives written authorization to do so, the required amount of monthly Union dues. The dues payment and a listing of the bargaining unit members, both paying dues and not, shall be forwarded to the Treasurer of the Union no later than seven (7) days after deductions were made. Such listing shall include the amount deducted for each person listed with those not paying dues marked as zero deducted. The payroll deduction authorization form shall be as shown in Appendix B.

The Union shall indemnify and hold harmless the Board, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purpose of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

**B. Committee on Political Education Deductions**

The Board of Trustees of Community College District No. 508, County of Cook and State of Illinois agrees to honor the payroll contribution deduction authorization form in Appendix C - Committee on Political Education - for all full-time employees represented by the Cook County College Teachers Union, Local 1600, AFT, AFL-CIO.

**ARTICLE VI  
INSURANCE AND FRINGE BENEFITS, EARLY RETIREMENT  
AND ENHANCEMENT**

**A. Group Health Insurance**

1. An improved program of group health insurance shall be provided for employees and their dependents. The specific provisions of the program, including employee contribution rates, are shown in Appendix D, Group Insurance Provisions.
2. The Board shall make available to employees members within a reasonable time an IRS Salary Reduction Program for insurance premiums, eligible non-reimbursed medical expenses, and dependent care expenses. The maximum non-reimbursement medical expenses shall be the maximum amounts allowed by the Internal Revenue Code or Service.

Any administrative costs of the dependent care part of this program shall be paid for by each professional employee electing to participate in this portion of the program.

3. The Board shall continue the existing prescription drug plan. Any changes in this plan shall be subject to negotiation and agreement with the Union.
4. Part-time employees shall have access to the program as specified in Appendix I (Part-Time Professional Employees Supplemental Agreement) and Article II.A.

**B. Term Life Insurance**

Term life insurance shall be provided and paid for by the Board for all employees. The amount of coverage of such term insurance for each employee shall be two times basic annual salary rounded to the nearest one thousand dollars to the maximum of one hundred thousand dollars (\$100,000). There shall be a maximum life insurance benefit for retirees of one hundred thousand dollars (\$100,000).

**C. Dental and Vision Insurance**

A program of group dental and vision insurance shall be provided for all employees and their dependents. The specific provisions of the program, including employee contribution rates, are shown in Appendix D, Group Insurance Provisions.

**D. Wellness Program**

The Union agrees that its eligible employees and their covered spouses will participate in and be subject to the terms of the CCC Wellness Program at the first open enrollment period after the commencement of this agreement.

**E. Group Auto Insurance**

The Board shall provide a group auto insurance plan for employees. The Board shall pay \$200 per employee effective at the beginning of the Fall Semester 1984, towards the cost of such coverage provided by the Board's group policy. The Board shall permit enrollment in such a plan through payroll deduction. The insurance carrier chosen shall be agreed upon by the Union and the Board.

**F. Credit Union**

Employees who are determined by the College and University Credit Union to be eligible to participate in said credit union shall be allowed to do so through payroll deduction.

**G. Annuities**

A tax-sheltered annuity program shall be made available for purchase by employees.

**H. Home Owners and Renters Policy**

The Board shall provide a group low cost home owners and renters policy. The Board shall pay \$100 per employee towards the cost of such coverage provided by the Board's group policy. The Board shall permit enrollment through payroll deduction. The Insurance carrier chosen shall be agreed upon by the Union and the Board.

**I. Tuition Waiver**

The Board shall waive the cost of tuition for courses taken by employees, or their dependents in the City Colleges of Chicago.

**J. Early Retirement Program**

The Program shall be open to all employees who have been employed by the City Colleges of Chicago for ten (10) years on a full-time basis, as set forth in Appendix D.

1. Applications for participation in the Program shall be submitted in writing to the appropriate College President or designee no later than March 15 if the retirement is effective at the end of the Spring Semester or Summer term of that year, and no later than October 15 if the retirement is effective at the end of the Fall Semester of that year. Where an early retirement request may have been submitted after the deadline date, the Chancellor shall nevertheless have the authority to grant said early retirement.
2. With the exception of term life insurance, the Board shall provide the early retiree with the same individual insurance coverage available to employees under this Agreement for a period of ten years after retirement or until the early retiree reaches Medicare eligibility, whichever occurs first, provided that health insurance coverage(s) shall be reduced to the extent that Medicare or comparable benefits are otherwise available to the early retiree.

The cost of this benefit to the early retiree shall be as specified in Appendix D of this agreement.

For all retirees and their dependents who are Medicare eligible, claims will be processed according to the terms of the elected health plan. The plan pays secondary to Medicare. All retirees and their dependents who are Medicare eligible shall enroll in Medicare, as soon as they are eligible. The Board shall also provide the early retiree with the same term life insurance available to employees under this Agreement, except that there shall be a cap of \$100,000. The Board shall make the same premium payments therefore, for a period of six years after retirement.

3. After the benefits described above expire, the early retiree shall also have the right to purchase individual and dependent health insurance coverage through the City Colleges health insurance program at the then prevailing cost of dependent coverage for employees, and shall pay the entire premium thereof. Premium payments for dependent coverage shall be paid by the early retiree on a timely basis, in advance, to the City Colleges.
4. At the time of retirement, or upon total disability or death, an employee or the employee's estate shall receive payments equal to 80% (eighty percent) of the unused portion of accumulated sick leave days computed at the employee's final base rate of pay. The early retiree shall receive these payments in five equal installments. The first installment shall be within 60 days of the retirement date, death or total disablement. The second, third, fourth, and fifth installments shall be on the first, second, third, and fourth anniversaries of the retirement date, death or total disablement. Employees may, at their option, use any portion of their accumulated sick leave days to purchase service credits pursuant to Section 15-113.4 of Article 15 of the Illinois Pension Code. If the employee chooses to withhold a number of days for this purpose, they will not be counted towards the payment referred to in the first sentence of this paragraph. Employees are warned that it is usually not to their benefit to exercise this option except when purchasing a few days of service credit from sick leave days accrued in order to purchase an extra quarter of service.
5. There will be no cash payout for sick leave days after July 1, 2014. In addition, sick leave days cannot be used for any type of retirement enhancement, as described in the previous paragraph, if the costs of any such retirement enhancement are shifted to or become the responsibility of the Board.
6. In the event of the death of the early retiree, the City Colleges will continue payments to the employee's estate for the balance of the four years.
7. In the event of the death of the early retiree, the City Colleges will continue insurance coverage for the early retiree's spouse and/or dependents for three (3) months following the month in which the death occurred. Thereafter the spouse and/or dependents shall be eligible for continued dependent coverage on the same basis as a current employee except that the spouse or dependents shall pay the entire premium.

Portions of this agreement notwithstanding, an employee who elects to participate in the Program prescribed by House Bill 289 of 1981 as legally enacted shall be eligible to participate in the Program provided herein.

8. The Board and the Union agree to establish regular annual meetings to be held in June of each year remaining in the collective bargaining agreement to identify issues and exchange information related to retirements, costs, legislation, and other pertinent material.

#### **K. Salary Enhancement**

1. A professional employee who is at least 55 years of age, and who has been employed by the Board as a professional employee for ten (10) years as of August 31 of the year of retirement, shall have the option to elect to have the employee's scheduled academic year salary enhanced by 30 percent of his accumulated sick leave. This enhancement shall be for a maximum of two (2) calendar years and will be deducted from any incentives offered under Article VI.J.4. However, sick leave days cannot be used for any type of retirement enhancement, if the costs of such retirement enhancement are shifted to or become the responsibility of the Board.
2. Insurance benefits under this opportunity shall remain in accordance with Article VI.J.3 of this Agreement.
3. To receive this enhancement, the professional employee must submit an irrevocable retirement contract in accordance with paragraph five of this section. The contract to receive this enhancement shall be a separate form agreed upon by the Union and the Board of Trustees. Once a retirement request is accepted by the Board of Trustees, it may not be canceled or changed.
4. After the tender of the retirement contract and the acceptance of the irrevocable retirement date, the professional employee's salary will be increased by thirty percent (30%) of the value of the 80% illness leave day bank for one or two years.
5. Employees who give notice of retirement by October 15 of 2022 through 2025 may retire prior to the beginning of the Spring semester of that academic year and they shall receive one enhancement in the calendar year of the notice of retirement. Otherwise, employees must give notice by May 1 of 2023 through 2026, in order to retire at the end of the Spring semester in two years and they shall receive one enhancement in the school year following the notice of retirement and a second in the subsequent school year.
6. The salary to be enhanced will consist of the 30% of the balance from illness leave days accrued, calculated under the provisions of Article VI.J.4.
7. If a professional employee participates in the one-year or two-year enhancement above, the balance of the incentive under Article V.J., if any, shall be paid out over the remaining years of participation in the Early Retirement Program. Any illness leave days accrued after the date of the irrevocable agreement will be paid after the actual

retirement date. Under no conditions shall the enhancement paid exceed the incentive under Article VI.J. In any event, there will be no cash payout for sick leave days after July 1, 2014.

8. The procedures for implementation of this section shall be agreed on by the Union and the Board.

**L. Other Conditions of Employment**

1. Employee Personnel Records

All employee personnel records shall be maintained under the following circumstances.

- a. A copy of all personnel records relating to any employee covered by this Agreement excluding payroll and grievance records shall be kept in an official personnel file, which shall be located in the office of the College President.
- b. All personnel records shall be in writing. No material derogatory to an employee's conduct, service, character, or personality shall be placed in the personnel file of any employee unless that employee has had an opportunity to read such material. The employee shall acknowledge that the employee has read such material by signing the actual copy to be filed, but it shall be understood that such signature merely signifies that the employee has read the material in question. Such signature indicates neither agreement nor disagreement with its content.
- c. The employee shall have the right to answer in writing any material filed in his personnel file, and the answer shall be attached to the file copy.
- d. Upon request by an employee, the employee shall be given access to the employee's file without delay no more than seven (7) working days after the request is made, with an extension of an additional seven (7) days if the College can show that the request cannot be reasonably complied with. At their written request, each employee shall be furnished, without cost, a copy of any material in the employee's file. No items may be removed from an employee's file, except for brief inspection or copying.

2. Employee Facilities

The Board shall make every effort to provide adequate office space and equipment together with facilities for student conferences. Dining facilities, parking areas and adequate secretarial services shall be provided for in the design and budget of new Colleges, except where the provision of such parking facilities requires a structure above or below ground.

The City Colleges of Chicago as a public institution has the obligation to conform to safety requirements as determined by appropriate administrative and statutory law, in



accordance with the overall provision in Article XIII.

3. Telework

Employees shall be eligible to participate in telework pursuant to the Board's telework policy, which is attached to this Agreement as Appendix J. The telework policy and any decisions made by the Employer related to the telework policy are subject to the grievance procedure; however, neither the telework policy nor any decisions made by the Employer related to the telework policy shall be subject to the arbitration procedures of this Agreement and any such grievances shall not be arbitrable.

**ARTICLE VII  
LEAVES**

**A. Sick Leave**

1. Annual Sick Leave

- a. At the beginning of each fiscal year (July 1), a bank of twelve (12) days of sick leave shall be granted to each employee for the fiscal year. Employees beginning full-time employment subsequent to the beginning of the fiscal year shall be granted a bank of sick leave prorated on the above basis for the remainder of the fiscal year. Employees may accumulate up to, but no more than 200 sick leave days for use, except for those employees who currently have accumulated more than 200 sick leave days. Employees who currently have accumulated more than 200 sick leave days may retain those days for use, but are not eligible for additional sick day accrual until the sick leave bank falls below 200 days and at that point, the employee may only accrue a maximum of 200 sick days in their sick leave bank.
- b. Sick leave may be used during any period in which the employee is on employed status.
- c. Deductions from an employee's bank of accumulated sick leave shall be made only for absences on days during which an employee is actually absent from assigned duties, except for an absence for an entire week in which case the deduction shall be for an entire week.
- d. Sick leave may be used, at the option of the employee, for absences resulting from pregnancy, childbirth and/or related convalescence. The beginning and end of such absences, if any, shall be determined as in the case of any other sick leave.

2. Accumulation of Sick Leave

Each employee shall accumulate up to, but no more than 200 sick leave days with pay. Employees who have exhausted their accumulated sick leave may be advanced up to twenty (20) days of additional sick leave, provided that employees who leave the employment of the Board while owing for sick leave advanced in the past shall repay the Board for such sick leave. If this obligation is not repaid, the amount of the obligation may be deducted from any funds due the employee.

3. Lump-Sum Payment for Unused Sick Leave

- a. At the time of retirement at age 55 or over, or upon total disability or death, an employee or his estate shall receive a lump-sum payment of the unused portion of his accumulated sick leave computed at his final base rate of pay. See Article VI.J.4. There will be no cash payout for sick leave days after July 1, 2014.
- b. An employee retiring at or after the end of the summer term of any calendar year shall be paid said lump-sum payment in the calendar year subsequent to his retirement. There will be no cash payout for sick leave days after July 1, 2014.

4. Leaves for Personal Business

During the period of July 1, 2022 through June 30, 2023, each employee shall be granted five days for personal leave which five days when used will be charged to the sick leave bank of the individual. Effective July 1, 2023 and July 1 of each year thereafter, employees shall not be permitted to use sick leave for personal leave, and instead, each employee shall be granted four (4) days annually for personal leave. These four personal days must be used during the fiscal year in which they are awarded, cannot be carried over to another fiscal year, and will not be paid out upon separation.

5. Special leaves of Absences with Pay

- a. The Chancellor may approve short leaves of absence with pay not to exceed five days to permit an employee to attend the funeral, memorial service, or for bereavement of a deceased parent, spouse, civil partner, child, brother, sister, grandparent, grandchildren, or in-laws.
- b. The Chancellor may approve short leaves of absence with pay not to exceed five days to permit an employee to attend the funeral, memorial service, or for bereavement of a close friend or relative (other than those specified in subparagraph a above). Such absences shall be charged against sick leave.
- c. **Jury Duty or Court Attendance:** Employees who are summoned to court to perform jury duty or who are subpoenaed to attend court or board hearings to testify in matters in which they have no personal or pecuniary interest shall be required to remit to the Board any sums of money they receive in compensation

for such duty or attendance.

6. Parental Leave

CCC agrees to grant parental leave pursuant to Board policy and the Family and Medical Leave Act (FMLA).

7. Parental Leave

- a. Eligibility. Bargaining unit members eligible for FMLA shall also be eligible for paid parental leave. A bargaining unit member is FMLA leave eligible if the bargaining unit member has been employed by the Board for at least twelve (12) months and has worked a minimum of 1,250 hours during the 12-month period prior to the leave. Eligible bargaining unit members will receive the following paid Parental leaves:
- (i) Up to eight (8) weeks paid parental leave to a birth person to recover from a nonsurgical delivery;
  - (ii) Up to eight (8) weeks paid parental leave to a birth person to recover from a C-section delivery;
  - (iii) Up to four (4) weeks paid parental leave for the birth of a child or children to a spouse or domestic partner of the birth person; or
  - (iv) Up to four (4) weeks paid parental leave for the adoption of a child or children by the bargaining unit member or the spouse or domestic partner of the employee.

For any additional nonmedical parental leave, a bargaining unit member may elect to combine other earned paid time off, including vacation, personal days, sick days, and floating holidays with parental leave to achieve the maximum amount of paid time off from work while taking FMLA leave.

FMLA leave time runs concurrently with any paid leave benefits, including parental leave. The concurrent use of paid parental leave and FMLA leave will decrease, in whole or in part, the amount of FMLA leave available to an eligible bargaining unit member.

8. Requesting paid parental leave. Eligible bargaining unit members must submit a completed Leave Request Form, requesting FMLA leave, to City Colleges of Chicago's Benefits Department at least thirty (30) days prior to the date of the leave. To the extent the 30 day notice is not possible, the bargaining unit member must submit a Leave Request Form to the Benefits Department as soon as possible.

- a. Bargaining unit members requesting paid parental leave must also submit FMLA

Medical Certification indicating the expected delivery date. The bargaining unit member must submit another FMLA Medical Certification in order to qualify for eight weeks of paid leave if the delivery required a C-section. If an unforeseen medical condition requires a bargaining unit member to stop working prior to the originally anticipated start date of the leave, the bargaining unit member must provide as much advanced notice as reasonably possible to the Benefits Department by submitting medical verification of the need to start the leave early.

- b. Bargaining unit members requesting paid parental leave must also submit proof of marriage, civil union or domestic partnership (as recognized by City ordinance or State statute) at least thirty (30) days in advance of the leave and FMLA Medical Certification confirming the pregnancy of their spouse or domestic partner or a birth certificate within sixty (60) days of taking the leave. To the extent the 30 day notice is not possible, the bargaining unit member must submit a Leave Request Form to the Benefits Department as soon as possible.
- c. Bargaining unit members requesting paid adoption leave must also submit either certification from an adoption agency confirming that the bargaining unit member, or the bargaining unit members spouse or domestic partner (along with proof of the spousal or domestic partnership relationship), has been matched by the agency with a child or children; or a birth certificate within sixty (60) days of taking the leave confirming that the bargaining unit member or the bargaining unit members spouse or domestic partner (along with proof of the spousal or domestic partnership relationship), is the adoptive parent.

## **B. Vacation Leave**

1. Employees shall be granted paid vacation leave as follows:
  - a. Each new employee will earn 5/6 days per month from the employee's original date of hire through the following June 30.
  - b. Two weeks for employees with at least one year but less than seven years longevity.
  - c. Three weeks for those with seven to fifteen years' longevity as employees.
  - d. Four weeks for those with fifteen years and over longevity as employees.

Effective July 1, 2023, employees shall be granted paid vacation leave as follows:

- a. Each new employee will earn 5/6 days per month from the employee's original date of hire through the following June 30
- b. Two weeks for employees with at least one year but less than five years longevity.

- c. Three weeks for those with five to ten years longevity as employees.
  - d. Four weeks for those with ten years and over longevity as employees.
2. Vacations shall be taken at a time agreed upon by the employees and the Supervisor or the Supervisor's designee, but in the event of a conflict with vacation times desired by other employees, vacation times will be accorded on the basis of seniority.
  3. Vacations must be taken between July 1 and June 30 of the next year. Exceptions will not be made except for good cause and with the written approval of the Chancellor.
  4. In case a holiday is observed on any work day during a regularly scheduled vacation, such a holiday shall not be counted as a vacation day.
  5. In the event an employee has earned a vacation as provided herein but has not taken it by reason of separation from service, the employee, or in the event of death the employee's surviving spouse or estate, shall be entitled to receive the employee's prevailing salary in a lump sum for such unused vacation period.
  6. Employees who currently receive four weeks of vacation shall continue to receive four weeks of vacation.

**C. Holidays**

1. All employees shall observe as paid holidays: Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, workdays between Christmas day and New Year's Eve; New Year's Eve, New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day and Independence Day.

Effective 2023:

- All employees shall observe as paid holidays: Labor Day; Indigenous Peoples/Columbus Day; Veterans Day; Thanksgiving; the day after Thanksgiving; Saturday after Thanksgiving if regularly scheduled to work; Christmas Eve; Christmas Day; workdays between Christmas day and New Year's Eve; New Year's Eve; New Year's Day; Martin Luther King, Jr.'s Birthday; President's Day; Memorial Day; Juneteenth; and Independence Day.
2. Employees except employees who work in child centers shall observe the week preceding Easter as a paid vacation week. The child centers at each college may be open the week preceding Easter. Employees who work the week preceding Easter shall receive an additional week of vacation. Child care employees who do not work Easter week shall observe the week as a paid vacation week.
  3. When the holidays listed above fall on Saturday or Sunday, they shall be observed, respectively, on the preceding Friday or the following Monday.

4. Whenever there is a difference between the date of the above holidays and the date established for the State holidays, the latter shall govern.
5. In case a holiday is observed on any work day during a regularly scheduled vacation, such a holiday shall not be counted as a vacation day.

**D. Middle College**

Employees assigned to the Middle Colleges Program shall be scheduled on the same academic calendar as set for Chicago Public Schools. These Employees shall not be required to utilize any paid time off during days in which City Colleges is open, but CPS are closed.

**ARTICLE VIII  
SALARY**

**A. Salary Increases**

The following increases are in effect for members of this bargaining unit:

- July 16, 2022 7%
- July 16, 2023 5%
- July 16, 2024 4%
- July 16, 2025 4%

**B. Grade Adjustments**

1. As of the date of the ratification of this Agreement by the Union and approval of this Agreement by the Board, the following salary grade minimums are applicable for the term of this Agreement:

Pay Grade	Effective July 16, 2022
4	\$37,687
5	\$42,958
6	\$48,971
7	\$55,829
8	\$63,644
9	\$74,204
10	\$83,439
11	\$112,341
12	\$124,258

2. All new hires' initial placement shall be at the minimum starting salary for the salary pay grade within the position, however, when a candidate has demonstrated excellence in a similar position the new hire can negotiate placement above the minimum salary but not

to exceed 10% above the minimum salary.

**C. Milestone Increases**

1. Each employee who has been employed continuously by the Board for at least 6 years but fewer than 14 years shall receive an increase to base compensation of \$3,000.00.
2. Each employee who has been employed continuously by the Board for at least 14 years but fewer than 20 years, shall receive an increase to base compensation of \$5,000.00.
3. Each employee who has been employed continuously by the Board for at least 20 years, shall receive an increase to base compensation of \$7,000.00.
4. Employees who have satisfied the highest of the above service milestones prior to ratification shall receive the salary adjustments for that milestone retroactive to July 16, 2018. All payments thereafter shall be effective on the anniversary date of that employee.

**D. Salary Grades**

1. Salary minimums shall be increased 3% per year-with the exception of pay grades 11 and 12. Pay grades 11 and 12 shall be increased 3% every other year of the contract.
2. Pay Grade 3 will be eliminated July 16th, 2022; positions that were in Pay Grade 3 will be moved to Pay Grade 4. All positions moved to Grade 4 from Grade 3 will receive the greater of their current salary or the minimum salary for Grade 4.
3. The salary ranges are included in (Appendix E)

**E. Master's Degree Incentive**

Effective July 1, 2022 and each succeeding year of the contract, an employee who has a Master's Degree or higher shall receive an educational incentive add-on of \$775 per year. Employees hired after July 1, 1993 shall receive the educational incentive add-on at the end of the probationary period, on a pro-rata basis for the first year. Thereafter, they shall receive the educational incentive effective July 1 of each year. Effective July 1, 2022, employees who hold Masters Degrees will have their base salaries increased by \$775. Any employee who completes a Master's Degree during the contract year will have their salary increased by \$775 in the period immediately following completion of the degree. Employees who complete their Master's Degree after July 1, 1993 shall receive compensation on July 1 of each year. To receive the incentive, the employee must submit an official college transcript to the Human Resources Department.

**F. Promotion**

Employees who are promoted to a job title in a higher pay grade shall receive a ten percent increase or the minimum in the new pay grade, whichever is greater.

**G. Temporary Assignment**

An employee appointed by his supervisor to perform the essential duties of a higher rated position on a temporary basis for more than five consecutive work days shall receive a seven percent salary increase commencing on the sixth work day. The employee shall continue to receive the increase for as long as the employee performs the job on a temporary basis. To receive the 7% salary increase, the employee must fill a position which is in a higher pay grade than the position of the employee. Where an employee contends that the employee has been performing the essential duties of a higher rated position for the requisite period and the employer has nonetheless denied the increase, the employee may request that the Human Resources Department conduct an audit to determine the merits of the claim. If it is determined that the employee has been performing the essential duties of the higher rated position, the employee will receive the 7% salary increase for the period of entitlement.

**H. Overtime**

FLSA non-exempt employees shall receive compensatory time off at the rate of one and one-half hours for each hour worked in excess of forty hours per week. Use of compensatory time off shall be by mutual agreement between the professional employee and his immediate supervisor and shall be taken within 90 days of the time worked. Any compensatory time off not taken within 90 days shall be compensated by full payment by check on the next pay day following the 90 day period.

Effective upon ratification by the Union and approval by the Board:

FLSA non-exempt employees shall receive compensatory time off at the rate of one and one-half hours for each hour worked in excess of 37.5 hours per week. Use of compensatory time off shall be by mutual agreement between the professional employee and his immediate supervisor and shall be taken within 60 days of the time worked. Any compensatory time off not taken within 60 days shall be compensated by full payment by check on the next pay day following the 60 day period.

**ARTICLE IX  
WORKING CONDITIONS**

**A. Probationary Period**

All employees hired shall serve a probationary period of six (6) months. Evaluation of a new employee's work performance shall be made on the proper form by the immediate supervisor after sixty (60) days, 120 days, and six (6) months. The evaluation must be reviewed with the employees. Upon satisfactory completion of the primary probationary period, the individual shall become a permanent employee. Employment shall continue until termination by resignation, retirement, dismissal, or reduction in force.



**B. Work Week**

1. Full-time employees, given their professional status, are expected to work 37.5 hours per week. These employees shall generally work for five (5) consecutive workdays. Such hours include breaks as required by law but not meal periods. In the event a full work week is affected, the employer shall provide the employee at least 2 weeks written notice of a schedule change.

2. Child Development Laboratory School

When staffing levels permit, each full-time exempt Teacher shall be given 30 minutes of continuous, duty-free, non-student facing preparation time twice per week.

**C. Payroll**

Payroll checks, at the option of the employee, may be mailed to the employee's home, bank, or other designated address.

The Office of Human Resources makes every attempt to pay all its employees consistent with the payroll schedule. To eliminate the risk of lost or stolen checks, ensure funds are available on payday and as a convenience to all employees, net pay will be directly deposited to employees' bank or credit union accounts. All employees are expected to open an account with a financial institution that will allow direct deposit.

**D. Professional Development Fund**

1. The Union and Board agree that each year the sum of \$315,000 shall be made available at the District level for professional development expenses. Employees may be allocated professionals development monies not to exceed \$3,000 reimbursement per employee per fiscal year for qualified expenses. These expenses shall include bachelor-level, or graduate-tuition, certifications, course fees, courses books, course supplies, and membership in professional organizations, excluding memberships in any local, regional or national union related professional organizations. Such requests shall not be unreasonably denied.
2. A Professional development committee composed of three representatives of the Union Chapter appointed by the chapter chair and three representatives of the college appointed by the college president shall receive and recommend to the college president all requests for professional development and meetings, expenses and activities. It shall all make recommendations to the College President for college-wide professional development activities.

**E. Teaching Assignments**

Employees may apply to teach courses as part time lecturers in the City Colleges.

1. Classes taught during the employee's regular work hours will not be eligible for additional monetary compensation.
2. Teaching assignments performed while occupying an employee's position are temporary for the assigned course(s) only, and provide no rights to future teaching assignments, seniority, or tenure.
3. Remuneration for teaching will be at the applicable part time faculty rate. It is expected that the teaching and preparation will be done in addition to the scheduled hours for regular duties and not interfere with the performance of those duties.
4. Employees shall not have access to arbitration (step 3 of the grievance procedure, Article XI. B. 3.) to challenge the granting or denial of teaching assignments under this section.

**F. Academic Year and Calendar**

The calendars for the 2022 -23, 2023-24, 2024-25, 2025-26, years are shown in Appendix H.

**G. Leaves of Absence to Attend Professional Meeting or to Receive University Degrees**

1. The Chancellor may approve short leaves of absence with pay not to exceed ten (10) days to permit employees to attend professional meetings, receive a higher degree from a college or university, or for other purposes contributing to the professional growth and development of the employee; provided that employees shall not be granted leave under this section for any local, regional or national union related meetings.
2. When an employee is granted approval by the Chancellor for a leave of absence as specified in G.1 above, except for the purpose of receiving a higher degree, the employee shall be reimbursed for all expenses up to a maximum of \$3,000. However, when an employee has been requested to attend a meeting as an official representative of the College, the employee shall be reimbursed for all travel accommodations, hotel, food, transit and conference fees and all other reasonable expenses in accordance with the City Colleges of Chicago travel policy.
3. The Board shall provide the sum of \$180,000 at the District level annually for use by members of the bargaining unit for travel to an attendance at professional meetings and conference approved in accordance with section G.1
4. A professional development committee composed of three representatives of the Union Chapter appointed by the chapter chair and three representatives of the College appointed by the college president shall receive and recommend to the College President all requests for professional development and meetings expenses and activities. It shall also make recommendations to the College President for college-wide professional development activities.

**H. Return from Administrative Role**

A non-probationary member of the bargaining unit who is promoted to an administrative role shall have the right of return to their original role in the bargaining unit except in such cases where the employee is involuntarily terminated from an administrative position. This promotion to an administrative role will not constitute a break in service. Upon returning to the employee's original role in the bargaining unit, employee shall receive the employee's last salary in such bargaining unit role and corresponding raises for such role in accordance with the applicable collective bargaining agreement(s). If their original role is no longer available, then they shall have the right to employment in an equivalent professional position at one of the colleges.

## **ARTICLE X VACANCIES**

### **A. Vacancies**

Vacancies in positions listed in Appendix A will be publicized as they occur. Furthermore, the Administration will post a notice which shall include the title of the proposed position, job description, the program areas, minimum salary, and the number of potential job openings in a conspicuous place. A duplicate copy of position vacancies will be given to the Union representative electronically.

### **B. Application for Vacancies**

Full-time employees shall, upon application, be considered on a seniority basis within the category of professional employees and have priority over any outside applicant for any available professional employee position for which he/she is qualified or for any other City Colleges position for which he/she holds appropriate qualifications.

### **C. Seniority**

1. Seniority is the length of continuous service in the Chicago City Colleges. Upon employment, each employee shall receive a seniority date, which shall be the first day of actual work. If two or more employees have the same seniority date, the date of the employees' applications controls seniority. The employee with the earlier application is senior.
2. Layoff: If it becomes necessary to layoff employees, employees within the effected classification shall be laid off in inverse order of seniority. The provisions of Appendix G also apply.
3. Layoff of grant supported employees: If and when it becomes necessary to layoff employees supported by a grant which is not renewed or has been reduced, these employees will be notified by the Human Resources Dept. and Employees Relations Department. The employees shall be notified 30 days prior to layoff, or when the grant is reduced or non-renewed, whichever is later. The provisions of Appendix G also apply.

**D. Seniority List**

On April 1 and November 1 of each year, the Board shall provide a seniority list to the Union. The list shall contain the name, job title, classification, pay grade, education level, salary, work location, FLSA status and seniority date of each employee.

**ARTICLE XI  
GRIEVANCE PROCEDURE**

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

**A. Definition**

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

**B. General Procedures**

1. College Level (Step 1):

- a. An employee may present a grievance or a grievance may be presented on the employee's behalf, not later than ten (10) business days following knowledge of the act, event or the commencement of the condition which is the basis of the complaint.
  - (i) Where the grievance concerns a matter which is within the authority of the Supervisor of the department to which the employee is assigned, it shall be first presented to and considered and answered by said Supervisor. If a grievance concerns a matter which is not within the authority of the Supervisor of the department or if the answer of the Supervisor of the department, which must be made within three (3) business days after a grievance has been presented to such Supervisor, does not settle the grievance, the grievance shall be presented to and considered and answered by the President of the College.
  - (ii) If the grievance is presented in writing either to the Supervisor of the department or the President of the College, it shall be answered in writing.
- b. While oral presentation and settlement of grievances are encouraged under this Step of the grievance procedure, no grievance may be appealed to the central level under Step 2 hereof, unless it has been presented in writing to the College President and opportunity afforded for the College President to answer the same in writing under the schedule herein set forth.
- c. If a written grievance is presented by the Union on behalf of the employee, it shall be signed both by the grievant and the Union Chapter Chairperson. The Union may indicate on such grievance if it approves or disapproves thereof. If the matter presented to the College President was first taken up with a department Supervisor, a written grievance should also state why the disposition of the grievance proposed by the department Supervisor is unsatisfactory. The grievant shall be personally present at the conference on the grievance with the Department Supervisor or the College President.
- d. Whenever a written grievance is presented to the President of the College, the College President shall furnish a copy thereof to the Union Chapter Chairperson or his designee at the College and shall advise him of the time and place scheduled for the conference thereon. If the Union Chapter Chairperson or his designee at the College makes a request therefor, the College President shall accord him or any other Union designee an opportunity to be present when the grievance is heard and to state the views of the Union thereon.
- e. When a written grievance has been presented to him, the President of the College shall communicate his written decision to all parties concerned as promptly as possible but not later than seven (7) business days after receiving the written grievance.

2. Central Level (Step 2)

- a. If the grievance is not satisfactorily resolved through Step 1, the Union or the grievant may appeal to the Chancellor of the Colleges within ten (10) business days after delivery of the decision of the President of the College. At the time of the filing of a grievance at Step 2, the Union may stipulate that the grievance is to be held in abeyance (pending) for a period not to exceed 30 days until the Union notifies the Chancellor or his designee that the grievance has been reactivated. All applicable time limits shall cease to run during the period a grievance is held in abeyance.
- b. The appeal shall be in writing and duly signed and shall state specifically the act or condition and the grounds on which the grievance is based and why the disposition of the grievance offered by the President of the College in Step 1 is unsatisfactory.
- c. The Chancellor or his designee shall promptly meet and confer on the appeal. The Chancellor or his designee shall communicate his decision in writing to the aggrieved employee and to any Union representative who participated in Step 2. Such decision shall be made not later than ten (10) business days after the written appeal has been duly made to the Chancellor.

3. Arbitration (Step 3).

- a. A grievance which was not resolved at the level of the Chancellor under the grievance procedure may be submitted by the Union to an arbitrator for decision if it involves the application or interpretation of this Agreement.
- b. Within forty (40) business days of the Chancellor's decision, the Union only may appeal the decision of the Chancellor to the American Arbitration Association for arbitration under its rules. Where the provisions of the Uniform Arbitration Act of Illinois and such amendments thereto as may be enacted shall conflict with the rules of the American Arbitration Association, then the former shall apply.
- c. The proceeding may be initiated by filing a notice of arbitration with the Chancellor and the Chicago office of the American Arbitration Association. The arbitrator shall hold a hearing within twenty (20) days of his receiving notice of arbitration. Five days notice will be given to all parties of the time and place of the hearing.
- d. Arbitration cases under this Agreement shall be conducted without a court reporter. If either party desires a court reporter and intends to make use of the transcript of the proceedings for purposes of presenting the party's case before the arbitrator, that party shall furnish without cost a copy of the transcript to the other party and the arbitrator. Arbitration cases under this Agreement shall be

conducted without post-hearing briefs. If oral summation or argument is necessary, it shall be made within twenty (20) days of the completion of evidence.

- e. The arbitrator shall issue a decision not later than twenty (20) days from the date of the closing of the hearings, or if oral hearings have been waived, or supplemented, then from the date of transmitting the final proofs and statements to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the issues submitted.
- f. The arbitrator's fees and expenses will be shared equally by the parties.
- g. The decision of the arbitrator will be accepted in good faith as final by both parties to the grievance and both will abide by it.
- h. The arbitrator shall limit the decision strictly to the application and interpretation of the provisions of this Agreement, and shall be without power or authority to make any decision;
  - (i) Contrary to, or inconsistent with, or modifying or varying in any way, the terms of this Agreement; or
  - (ii) Limiting or interfering in any way with the powers, duties, and responsibilities of the Board under applicable law.
- i. The Board and the Union agree that neither party will appeal an arbitration award to the courts unless the arbitrator is believed by either party to have acted illegally. The Board and Union also agree not to appeal any arbitration case to the courts until the arbitrator has heard the case and rendered an award, even if either the Board or the Union believes the arbitrator has acted illegally. The Board and the Union agree that all arbitration awards shall fully and immediately be followed. If an arbitration award is questioned, it will nevertheless be complied with, subject to future adjudication.

### **C. Time Limits**

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
2. The time limits specified in the grievance procedure may be extended in any specific instance by mutual written agreement.
3. Wherever written grievances, answers or appeals are required to be served upon the

College President by the grievance procedure, the Chancellor, or the Union, service by certified mail to the College President at the College office, to the Chancellor at the office address, and to the Union at its headquarters shall meet all service requirements hereof, except that personal service, duly received, shall also be adequate service.

**D. Union Grievances**

The Union has the right to initiate or appeal a grievance involving alleged violation of this Agreement. Such grievance shall be initiated with the appropriate College President or, where appropriate, with the Chancellor. When such grievance is filed by the Union, earlier steps of the grievance procedure shall be unnecessary, but in all other respects the grievance procedures above described shall apply to Union-filed grievances, except that written answers made by the College President or Chancellor need be served only upon the Union.

**E. Administrative Grievances**

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

**F. General Provisions as to Grievance and Arbitration**

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



**ARTICLE XII  
SCOPE OF AGREEMENT**

This Agreement covers all matters relating to salaries, fringe benefits, and working conditions of full-time employees in the bargaining unit for the period of the Agreement. The Appendices hereof are integral parts of this Agreement, and by this reference are incorporated herein. There shall be no unilateral reopening of this Agreement by either party during the life thereof. The Board agrees that during the period of this Agreement it will take no action changing salary, fringe benefits and working conditions without prior consultation and negotiation with the Union.

If unforeseen additional educational funds or revenues become available to the Board after passage of the final budget during the period of this Agreement, such additional funds or revenues shall be distributed or allocated only after negotiation with the Union. The Board will notify the Union in writing of the availability of such additional funds or revenues at least one month prior to any Board action to adopt a supplemental budget to allocate these funds. Negotiations on these funds shall begin within one week of written notification to the Union. In such reopened negotiations, such unforeseen additional funds may be allocated for the following items: employee salary increases and fringe benefits.

**ARTICLE XIII  
CONFORMITY TO LAW – SAVINGS CLAUSE**

If any provisions of this Agreement is or shall at any time be contrary to or unauthorized by law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law.

In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.

If there is any conflict between the provisions of this Agreement and any affirmative action obligations imposed on the Board by a federal or state statute, the affirmative action obligations of such federal or state statute shall prevail.

**ARTICLE XIV  
NO STRIKE PLEDGE**

The Union and the Board subscribe to the principle that any and all differences shall be resolved by peaceful and appropriate means without interruption of the Colleges program. The Union therefore agrees that it will not instigate, engage in, support, encourage, or condone any strike, work stoppage, or other concerted refusal to perform work by the employees covered by this Agreement. Differences between the parties concerning the meaning, interpretation or application of this Agreement shall be resolved by utilization of the Grievance Procedure set forth in Article XI hereof or by other lawful and peaceful means available under the law of Illinois.

**ARTICLE XV  
PROCEDURES FOR FUTURE NEGOTIATIONS**

**A. Commencement of Negotiations**

Negotiations between the Board and Union representatives for a subsequent Agreement will commence no later than February 1, 2026, upon request of either party.

In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating representatives of the other party.

**B. Released Time for Union Negotiators**

The Board, recognizing the Union's vital contribution to the welfare and successful functioning of the Colleges, agrees to release the members of the Union Negotiating Committee, not to exceed seven (7) (one representative from each college) from fifty percent (50%) of all their regular assigned duties, without loss of pay during all periods in which negotiations for a new Agreement are actively proceeding. Special consultants to the Union Negotiating Committee, not to exceed three (3), shall be released from all assigned duties without loss of pay on the day they attend negotiating meetings with the Board representation.

**ARTICLE XVI  
DURATION OF AGREEMENT**

This Agreement shall be effective as of July 16, 2022 and shall continue in full force and effect through July 15, 2026. Thereafter, it shall continue in full force and effect unless either party gives the other party at least thirty (30) days written notice.

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

By: DocuSigned by:  
*Walter E Massey*  
82A1860AE9DF469...  
Chairperson      Walter E. Massey

Cook County College Teachers Union  
Local 1600, American Federation of  
Teachers, AFL-CIO

By: DocuSigned by:  
*Tony Johnston*  
4E01A00693C84D1... 5/26/2023  
President

By: DocuSigned by:  
*Rafaela R. Dele*  
CF099C20F40E460...  
Vice President CCC Division

By: DocuSigned by:  
*LaVern Williams*  
FF1066291763406...  
Union Negotiator: Richard J. Daley College

By: DocuSigned by:  
*Charlene Hammond-Bussell*  
A3595B2576A4326...  
Union Negotiator: Olive-Harvey College

By: DocuSigned by:  
*Kisha Patterson*  
960D74930D5C4C9...  
Union Negotiator: Kennedy-King College

By: DocuSigned by:  
*Kayla L. Sturt*  
2F26E957C4DF453...  
Union Negotiator: Harry S. Truman College

By: DocuSigned by:  
*Cristina Carrillo*  
392807D87FAF464...  
Union Negotiator: Harold Washington College

By: DocuSigned by:  
*George Baird*  
0C81E00B90B5431...  
Union Negotiator: Wilbur Wright College

By: DocuSigned by:  
*Rhonda*  
CA032CE2F2B6AAS...  
Union Negotiator: Malcolm X College

**APPENDIX A.1  
PROFESSIONAL EMPLOYEE  
CLASSIFICATIONS**

**Alphabetical List**

<b>JOB CODE</b>	<b>GRADE</b>	<b>Professional Titles 7-1-2000 (Active titles show agreed JESAP grades) TITLE</b>
		Academic Coordinator
F263	7	Academic Support Specialist
R352	8	Account Analyst
		Account Analyst, Jr.
T407	8	Accountant
R668	7	Accounting Coordinator
RI64		Activity Director Management Sys Devel
		Administrator Coordinator
R542	8	Advisement Coor, Single Parent
		Articulation Specialist
T381	4	Assessment Coordinator
R438	4	Assistant Building Coordinator
		Assistant Coordinator of Information
		Center Assistant Dir CITL
		Assistant Director
R448	9	Assistant Director Business and Operational Services - Union
R040		Assistant Director-AHS Program
T356	8	Assistant Director-Benjamin Mays Learning Center
R573	8	Assistant Director-Child Development Center
		Assistant Director-of Dev Operations
		Assistant Director-of Student Services
R574	9	Assistant Director-Physician's Assistants Program
R653	8	Assistant Director-Skill Center
P324		Assistant Director-Student Financial Aid
R925	6	Assistant Director, Student Development Project
R463	8	Assistant Director, Student Services
R809	7	Assistant Director-Transfer Center
R111		Assistant Manager-Trainer
		Assistant Plato Coor
F080		Assistant PLATO Site Coordinator
		Assistant to the Dean
R045		Associate Director-Nat Training Center
T421		Athletic Facilities Coordinator

H031		Audio Visual Lab Technician
		Bilingual Asst Ctr Dir
F288		Bilingual Broadcast Specialist
T358	6	Bilingual Coordinator
T208		Building Coordinator
R215		Building Fairness Coordinator

**Professional Titles 7-1-2000**  
**(Active titles show agreed JESAP grades)**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
R628	7	Business Analyst
R163		Business Liaison
R233	8	Career Advisor Director of Research and Education
R212		Career Beginnings Project Coordinator
R113		Career Education Coor
R635		Career Information Specialist
T331		Channel 20 Program Outreach Specialist
R597		Child Development Associate Infant/Toddler
R509	3	Specialist Child Development- Coordinator
F031	4	Child Development Resource Worker
R178	9	Child Development Worker I
		Child Development Worker II
		Clinical Coordinator
		Clinical Coordinator/Radiological
		Clinical Coordinator-Physician's Assts. Programs
R591	8	Clinical Director
R360	5	Coach Mentor-Project Choice
R974	8	College Activities Officer
F020	8	College Advisor
R876	9	College Graphic Artist
R636	7	College Program Information Specialist
H030		College Veterans Office
R917	9	College Web Site Manager
R454		Community Relations Specialist
R544		Computer Software Specialist
R752	7	Computer Support Specialist
T335	7	Coordinator I
P325	8	Coordinator II
R816	8	Coordinator Academic/Occupational Programs
T338	7	Coordinator-Adult Cont Educ
F066		Coordinator-Adult Re-entry Project
T327	9	Coordinator-Audio Visual Tutorial
T338		Coordinator-Audit Cont. Educ

R955	9	Coordinator-Audit Bio Informatics
R342	8	Coordinator-Business Technology
F046		Coordinator-Career Development
		Coordinator-Cooperative Education
F045		Coordinator-Curriculum Development
T324	8	Coordinator-Data Processing
		Coordinator-Devel Project
		Coordinator-Developmental Project
R351	6	Coordinator-Disadvantaged Students
R789	7	Coordinator-Distance Learning
T340	8	Coordinator-Education Lab

**Professional Titles 7-1-2000**  
**(Active titles show agreed JESAP grades)**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
R432	8	Coordinator-End User Services Coordinator-Evening Programs & Svcs
R844	6	Coordinator-Facilities
T343	7	Coordinator-Food Serv San Project
R826	8	Coordinator-Info Technology
R256		Coordinator-Information Services
R362		Coordinator-Institutional Research Evaluation
R515		Coordinator-Intensive ESL Program
T384	7	Coordinator-Laboratories
P333		Coordinator-Learning Resource Act
R798	7	Coordinator-Marketing
R667	8	Coordinator-Materials Management
T359	8	Coordinator-Nurse Assistance Program
T509	7	Coordinator-Nursing Lab
		Coordinator-Office of Program Planning and Development
T526	8	Coordinator-Operational Services
R638	3	Coordinator-Operations & Fac
R301	8	Coordinator-Placement Services
T372		Coordinator-Publicity and Recruitment
R828	7	Coordinator-Radiology Services
		Coordinator-Small Business Development Center
R076		Coordinator-Special Project/Human Resource Inst
R115		Coordinator-Special Projects
T325		Coordinator-Student Financial Aid
		Program Coordinator-Study Unlimited
F057	7	Coordinator-Testing Center

T395		Coordinator-Trainer, Travel and Tourism Coordinator-Travel Program
T348		Coordinator-Travel Program, Project Advisor Coordinator-Veteran Affairs
T521	4	Coordinator-Word Processing
T360		Cosmetology Laboratory Aide
F287		Counseling Manager
R234	7	Cur/Laborites
T328	8	Curr Test Spec
P219	10	Data Processing Lab Assistant
R566		Data Processing Lab Manager
P212	9	Director Student Activities
R522	10	Director Student Recruitment and Marketing
R812	8	Director Student Services
R056	8	Director Transitional Program
P334	8	Director-Adm & Recruitment
		Director-Alumni Affairs
		Director-American Indian Services
		Director-Bilingual Assistance Center

**Professional Titles 7-1-2000**  
**(Active titles show agreed JESAP grades)**  
**TITLE**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
R446		Director-Business & International Education
R644		Director-Cardio Pract Inst.
R485	9	Director-Career Dev and Placement
R116		Director-Career Planning and Placement
R914	10	Director-Community Coop Educ. Demo
R443	9	Director-Faculty Staff in Service Prog
R654	10	Director, Compliance
R386	9	Director-Faculty Staff Institute
R474	9	Director-Grants Assistance
R624	9	Director-Human Services
F081	9	Director-Inst Res
R434	10	Director-Instructional Research and Planning
		Director-Job Placement
		Director-Latino Center
		Director-Manufacturing Technology Institute
		Director-Microcomputer & PLATO
		Director-Physician Assistant Program

T370		Director-Placement
R170		Director-Project Operations
R904	9	Director-School-College Partnerships
R688	8	Director-Special Needs Center
R514	10	Director-Student Affairs
P311	10	Director-Student Support Services (TRIO)
R975	10	Director- Teaching & Learning Program
R523	9	Director-Transfer Center
R822	9	Director-Transitional Support
R586	10	Director-Truant Alternative Education Program
R802	8	Director-Upward Bound
R640		Director-Ventures in Science
R202		Educational Material Specialist
T425		Educational Specialist
		Employment Manager-Chicago Hospitality Institute
R091		Evaluation Adv-Testing and Assessment
T401	6	Facilities and Eqpt Coord/Phys Edu Facilities
T313		Field Auditing Service Officer
T502	8	Field Representative
R029		Field Technical Coordinator
T349	8	Fiscal Officer
		Food and Sanitation Coordinator
R102	8	Grant Financial Report Specialist
		Grant Financial Representative Specialist
R535	8	Grants Budget Analyst
R464		Human Potential Specialist
		Information and Reference Coordinator
R452		Instructional Manager

**Professional Titles 7-1-2000**  
**(Active titles show agreed JESAP grades)**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
P392	9	Instructional Designer-Distance Learning
P366	5	Instructional Technology Associate
F012		Intake Advisor
F097	8	Job Developer
R331		Job Developer/Coordinator
R740	7	Lab Coordinator
R322	7	Lab Manager
T373	8	Lab Manager-Microcomputer
		Lab Manager-Microlab
T329	8	Lab Manager-Tutorial/Reading Lab
T330	8	Lab Manager-Word Processing



H036		Lead Tutor
R952	9	Manager-Instructional Technology
R810	9	Manager-Manufacturing Labs
R482	8	Manager-Placement Services Manager-Program Credit Manager-Program Credit Alternative
R531	7	Manager-UAW/Ford Program
R790	9	Manufacturing Resource Specialist
T511	5	Master Child Development Worker I
R643	6	Master Child Development Worker II
R129	4	Material Support Specialist
R667	8	Materials Management Coordinator
T353	7	Materials Management Supervisor
R298	8	Media Specialist-Marketing Mentor Associate
R941	5	Multicultural Specialist-Fellowship
T509	7	Nursing Lab Coordinator Operational Technical Scheduler
R638	3	Operations and Facilities Coordinator
F133		Outreach Liaison
T318		Payroll Supervisor
R085		Placement Manager Training and Dev Placement Officer
R277		Placement Officer-W.S. Learning Center
F219	8	PLATO Coordinator/Programmer
R158	7	PLATO Operations Manager
F220	8	PLATO Site Coordinator
R608	4	Pre-Kindergarten Assistant Teacher
R595	6	Pre-Kindergarten Teacher Prog Teacher Asst Program Analyst Program Coord of Chicago Hospitality Program Coord/Career Guidance Program

**Professional Titles 7-1-2000**  
**(Active titles show agreed JESAP grades)**  
**TITLE**

JOB CODE	GRADE	TITLE
R014	6	Program Coordinator Program Coordinator/Business Institute Program Coordinator/Instructor
R043		Program Coordinator-Adult Education
P315		Program Coordinator-Health Services

T365		Program Coordinator-Lakeview Learning Center
R430		Program Manager
		Program Operator Manager
R346		Programmer
R465		Project Academic Support Services Coordinator
		Project Academic System Service Coord
		Project Accountant Supervisor
		Project Ad Spec
		Project Advance Career Education Specialist
R602	5	Project Advisement Coor
R602	5	Project Advisement Coordinator
F007		Project Advisor
R334		Project Advisor-Career Ed Specialist
T422		Project Advisor-Research Assistant
F267	8	Project Advisor-Special Students
F070		Project Area Coordinator
		Project Asst Coor/Internat'l Studies
R123		Project Asst Dir Child Devel Ctr
F259		Project Asst Director/DSG
F153		Project AV Specialist
T386		Project Bilingual Job Develop
		Project Bus Anal
R002	7	Project Business Analyst-SBDC
F155		Project Business Liaison Specialist
		Project Career Advancement
F018	8	Project Career Education Intern Coor
R018	8	Project Career Education Intern Coordinator-AHS Program
R087		Project Career Education Learning Guide – AHS
F282		Project Career Education Tutor
		Project Case Coordinator
F032		Project Child Development Resource Worker
R467		Project Child Development Worker I
F199		Project Coor/Bus & Internat'l Educ
F054	5	Project Coor/Data Processing
T369		Project Coor/DP Labs
F052		Project Coor/Job Develop
F241		Project Coord of Public Service Institute
		Project Coord of Spec Service Mastery
R157	7	Project Coord of Systems
		Project Coord/Ctr of Disabled Stats

<b>Professional Titles 7-1-2000</b> (Active titles show agreed JESAP grades)		
<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
T406	7	Project Coor-Dietetic Techn Prog
F044		Project Coordinator
F090		Project Coordinator Coop Education Program
F091	7	Project Coordinator early School Leavers Prog Project Coordinator Education Program
R157		Project Coordinator of Systems
R178		Project Coordinator, DSG Project Coordinator/CAP Project Coordinator/ESL/Program/JPTA
R006		Project Coordinator/Hearing Impaired
R221		Project Coordinator-CIFN
F281		Project Coordinator-Develop Spec
R543	7	Project Coordinator-ESLP
R416	8	Project Coordinator-SLIAG Prog Project Counselor/Job Develop
F159	8	Project Curriculum Specialist Project Develop Adu/Disadv St. Grant Project Developer/Prog Coor
T414	8	Project Development Specialist/Diet Tech
F258	8	Project Developmental Advisor, DSG
F100	8	Project Director/DSG
R584		Project Director-Single Parent Program
R639	8	Project Director-Talent Search Grant
R525	9	Project Director-Transfer Program Project Educ Counselor
F161	8	Project Educational Materials Specialist Project Educational Specialist
R050	8	Project English Teacher AHS Program
R484		Project ESL Advisor Project ESL Coordinator
T417	5	Project Facilities-Financial Aid Advisor
R118		Project Facility Coordinator
R035		Project Family Workers AHSP
R016		Project Field Representative
T517		Project Field Services Assistant
F145	8	Project Fiscal Officer
F173		Project Grant Accountant Superv Overseas
R054		Project Guidance Counselor AHSP
R032		Project Human Potential Spec AHSP

R028	7	Project Information and Referral Coordinator
R179		Project Intern
R049		Project Intern Coordinator-AHS Prog
F129	5	Project Job Coach
F130		Project Job Coach/Hotel Service
T375		Project Job Developer/Program Coordinator

<b>Professional Titles 7-1-2000</b> (Active titles show agreed JESAP grades)		
<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
F275	7	Project Laboratory Coordinator
R074	8	Project Learning Guide-AHS Program
R126	8	Project Learning Guide-Math AHS Program
R026	8	Project Learning Guide-Soc Stud/AHS
F162	6	Project Library Media Specialist
R278	8	Project Library Supervisor
R023	7	Project Manager
T332		Project Manager/Learning Resource Center
F136		Project Master Child Development Worker I
F135		Project Master Child Development Worker II
R036	8	Project Math Instructor-AHS Program
R037		Project Operation Specialist (OLC)
F085		Project PACE/Fund Skills Coordinator
F165	7	Project Placement Specialist
F078	8	Project PLATO Coordinator
R008	8	Project Read Spec AHS
F072	8	Project Reading Lab Coordinator
R564	8	Project Reading Specialist
R060	4	Project Research & Institute Assistant Project Research and Instructional Assistant
R024	8	Project Science Teacher AHS
R376		Project Service Coordinator-Refugees
F261		Project Sign Language Interpreter
F079		Project Site Coordinator
R681	6	Project Site Coordinator-Plato
R086	8	Project Small Bus Specialist
F170	8	Project Social Science Teacher-AHS Program
F013	7	Project Social Worker
		Project Special Needs Advisor Project Spec-Prog Project SS Teacher AHSP
F014	7	Project Student Service Advisor Project Supervisor
F245		Project Support Services Volunteer
RO10		Project Supported Work Specialist Project Supvr

Language Skills Ctr

F254	Project Tech and Commun Coord
T506	Project Technician
F060	Project Training Coordinator Project Training Special Aid
T519	Project Training Special Aid-Ele Mac Representative
R461	Project Tutor Aide
R027	Project Tutorial Svc Advisor
F036	Project Volunteer Coordinator

**Professional Titles 7-1-2000**  
(Active titles show agreed JESAP grades)

JOB CODE	GRADE	TITLE
R557	7	Project Volunteer Literacy Coord
F169		Project Writing Spec DSG
R503		Public Information Officer
R493		Recruitment & Placement Coordinator
R246		Recruitment Coordinator
R139	7	Reproduction Tech II
R517	7	Research Assistant Room Attendant SBDC Administrator Senior Program
T427	5	Security Aide
R779	7	Site Supervisor-Oppt Program SLIAG-Campus Coordinator Small Bus Dvlpt
R562		Small Business Development Coordinator
R820	3	Social Services Assistant Spec Serv Ed Asst
R455	7	Special Needs Advisor
R306		Special Needs Advisor/Project Recruitment Specialist
R836	9	Sr Network Support Analyst
F025		Staff Assistant
P372	6	Staff Assistant-Union
R307		Staff Writer

R132		Student Resources Manager
		Student Services Advisor
R064	8	Supervisor of Industrial Occupations
T419	9	System Analyst
R532	9	Systems and Networks Manager
R428		Technical Developer
R570	8	Technical Director and Station Manager
R281		Technical Programmatic Staff Coordinator
R792	8	Temp Coord-Info
		Technology Testing
		Administrator
R308	4	Testing Specialist
		Theater Marketing and Sales Director
T420	8	Theater-Facilities Coordinator
T520	4	Tool Room
		Attendant Training
		Aide
R552	4	Training Aide-Technical Center
R551	8	Training and Microcomputer Analyst
T363	9	Training Director-EMT Paramedic Program
		Training Specialist CDSS

**Professional Titles 7-1-2000**  
**(Active titles show agreed JESAP grades)**  
**TITLE**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
R494	4	Tutor
		Tutorial
		Lab
		TV Program Outreach-Specialist
H034		Veteran Affairs Coor
R604	8	Weekend College Transfer Advisor
T510	8	Word Processing Technician

**Titles by Grade**

**APPENDIX A.2  
PROFESSIONAL EMPLOYEE CLASSIFICATIONS**

<b>JOB CODE</b>	<b>GRADE</b>	<b>Professional Titles 7-1-2000 (Active titles show agreed JESAP grades) TITLE</b>
R509	3	Child Development Worker I
R638	3	Coordinator-Operations & Fac
R638	3	Operations and Facilities Coordinator
R820	3	Social Services Assistant
T381	4	Assessment Coordinator
R438	4	Assistant Building Coordinator
T521	4	Cosmetology Laboratory Aide
R129	4	Material Support Specialist
R608	4	Pre-Kindergarten Assistant Teacher
R060	4	Project Research & Institute Assistant
R308	4	Testing Specialist
T520	4	Tool Room Attendant
R552	4	Training Aide-Technical Center
R494	4	Tutor
R360	5	Coach Mentor-Project Choice
P366	5	Instructional Technology Associate
T511	5	Master Child Development Worker I
R941	5	Multicultural Specialist-Fellowship
R602	5	Project Advisement Coor
R602	5	Project Advisement Coordinator
F054	5	Project Coor/Data Processing
T417	5	Project Facilities-Financial Aid Advisor
F129	5	Project Job Coach
T427	5	Security Aide
R925	6	Assistant Director, Student Development Project
T358	6	Bilingual Coordinator
R351	6	Coordinator-Disadvantaged Students
R844	6	Coordinator-Facilities
T401	6	Facilities and Eqpt Coord/Phys Edu Facilities
R643	6	Master Child Development Worker II
R595	6	Pre-Kindergarten Teacher
R014	6	Program Coordinator
F162	6	Project Library Media Specialist
R681	6	Project Small Bus Specialist



P372	6	Staff Assistant- Union
F263	7	Academic Support Specialist
R668	7	Accounting Coordinator
R809	7	Assistant Director-Transfer Center
R628	7	Business Analyst
R636	7	College Program Information Specialist

**Professional Titles 7-1-2000**  
(Active titles show agreed JESAP grades)

JOB CODE	GRADE	TITLE
R752	7	Computer Support Specialist
T335	7	Coordinator I
T338	7	Coordinator-Adult Cont Educ
R789	7	Coordinator-Distance Learning
T343	7	Coordinator-Food Serv San Project
T384	7	Coordinator-Laboratories
R798	7	Coordinator-Marketing
T509	7	Coordinator-Nursing Lab
R828	7	Coordinator-Radiology Services
R234	7	Data Processing Lab Assistant
R740	7	Lab Coordinator
R322	7	Lab Manager
R531	7	Manager-UAW/Ford Program
T353	7	Materials Management Supervisor
T509	7	Nursing Lab Coordinator
R158	7	PLATO Operations Manager
R002	7	Project Business Analyst-SBDC
R157	7	Project Coord of Systems
T406	7	Project Coor-Dietetic Techn Prog
F091	7	Project Coordinator Early School Leavers Prog
R543	7	Project Coordinator-ESI.P
R028	7	Project Information and Referral Coordinator
F275	7	Project Laboratory Coordinator
R023	7	Project Manager
F165	7	Project Placement Specialist
F013	7	Project Special Needs Advisor
F014	7	Project Student Service Advisor
R557	7	Project Volunteer Literacy Coord
R139	7	Reproduction Tech II
R517	7	Research Assistant
R779	7	Site Supervisor-Oppt Program
R455	7	Special Needs Advisor

R352	8	Account Analyst
T407	8	Accountant
R542	8	Articulation Specialist
T356	8	Assistant Director-Benjamin Mays Learning Center
R573	8	Assistant Director-Child Development Center
R653	8	Assistant Director-Skill Center
R463	8	Assistant Director-Student Services
R233	8	Career Beginnings Project Coordinator
R591	8	Clinical Director
R974	8	College Activities Officer
P325	8	Coordinator II
R816	8	Coordinator-Academic/Occupational Programs
R342	8	Coordinator-Business Technology

**Professional Titles 7-1-2000**  
**(Active titles show agreed JESAP grades)**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
T324	8	Coordinator-Data Processing
T340	8	Coordinator-Education Lab
R432	8	Coordinator-End User Services
R826	8	Coordinator-Info Technology
R667	8	Coordinator-Materials Management
T359	8	Coordinator-Nurse Assistance Program
T526	8	Coordinator-Operational Services
R301	8	Coordinator-Placement Services
T328	8	Data Processing Lab Manager
R812	8	Director-Alumni Affairs
R056	8	Director-American Indian Services
P334	8	Director-Bilingual Assistance Center
R688	8	Director-Special Needs Center
R802	8	Director-Upward Bound
T502	8	Field Representative
T349	8	Fiscal Officer
R102	8	Grant Financial Report Specialist
R535	8	Grants Budget Analyst
F097	8	Job Developer
T373	8	Lab Manager-Microcomputer Lab
T329	8	Lab Manager-Tutorial/Reading Lab
T330	8	Lab Manager-Word Processing
R482	8	Manager-Placement Services
R667	8	Materials Management Coordinator
R298	8	Media Specialist-Marketing
F219	8	PLATO Coordinator/Programmer

F220	8	PLATO Site Coordinator
F267	8	Project Advisor-Special Students
F018	8	Project Career Education Intern Coor
R018	8	Project Career Education Intern Coordinator-AHS Program
R416	8	Project Coordinator-SLIAG Prog
F159	8	Project Curriculum Specialist
T414	8	Project Development Specialist/Diet Tech
F258	8	Project Developmental Advisor, DSG
F100	8	Project Director/DSG
R639	8	Project Director-Talent Search Grant
F161	8	Project Educational Materials Specialist
R050	8	Project English Teacher AHS Program
F145	8	Project Fiscal Officer
R074	8	Project Learning Guide-AHS Program
R126	8	Project Learning Guide-Math AHS Program
R026	8	Project Learning Guide-Soc Stud/AHS
R278	8	Project Library Supervisor
R036	8	Project Math Instructor-AHS Program
F078	8	Project PLATO Coordinator

**Professional Titles 7-1-2000**

(Active titles show agreed JESAP grades)  
**TITLE**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
R008	8	Project Read Spec AHS
F072	8	Project Reading Lab Coordinator
R564	8	Project Reading Specialist
R024	8	Project Science Teacher AHS
R086	8	Project Social Science Teacher-AHS Program
F170	8	Project Social Worker
R064	8	Supervisor of Industrial Occupations
R570	8	Technical Director and Station Manager
R792	8	Temp Coord-Info Technology
T420	8	Theater-Facilities Coordinator
R551	8	Training and Microcomputer Analyst
R604	8	Weekend College Transfer Advisor
T510	8	Word Processing Technician
R448	9	Assistant Director Business and Operational Services - Union
R574	9	Assistant Director-Physician's Assistants Program
R178	9	Clinical Coordinator
R876	9	College Graphic Artist
T327	9	Coordinator-Audio Visual Tutorial
P212	9	Director Student Services

R485	9	Director-Career Planning and Placement
R443	9	Director-Grants Assistance
R386	9	Director-Job Placement
R474	9	Director-Latino Center
R624	9	Director-Manufacturing Technology Institute
F081	9	Director-Microcomputer & PLATO
R904	9	Director-School-College Partnerships
R523	9	Director-Transfer Center
R822	9	Director-Transitional Support
P392	9	Instructional Designer-Distance Learning
R952	9	Manager-Instructional Technology
R810	9	Manager-Manufacturing Labs
R790	9	Manufacturing Resource Specialist
R525	9	Project Director-Transfer Program
R836	9	Sr Network Support Analyst
T419	9	System Analyst
R532	9	Systems and Networks Manager
T363	9	Training Director-EMT Paramedic Program
R522	10	Director- Admissions & Recruitment
R914	10	Director- Compliance
P219	10	Director Student Activities
R514	10	Director-Student Affairs
P311	10	Director-Student Support Services (TRIO)
R654	10	Director-Human Services
R434	10	Director-Physician Assistant Program
R975	10	Director-Teaching & Learning Program

**Professional Titles 7-1-2000**  
**(Active titles show agreed JESAP grades)**  
**TITLE**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
R586	10	Director-Truant Alternative Education Program
R458		Director-Planning & Development

The following historic titles existed prior to July 1, 1993, and are no longer in use.

Academic Coordinator  
 Account Analyst, Jr.

R164	Activity Director Management Sys Devel Administrator Coordinator Advisement Coor, Single Parent Assistant Coordinator of Information Center Assistant Dir CITL Assistant Director
R040	Assistant Director-AHS Program Assistant Director-of Dev Operations Assistant Director-of Student Services
P324	Assistant Director-Student Financial Aid
R111	Assistant Manager-Trainer Assistant Plato Coor
F080	Assistant PLATO Site Coordinator Assistant to the Dean
R045	Associate Director-Nat Training Center
T421	Athletic Facilities Coordinator
H031	Audio Visual Lab Technician Bilingual Asst Ctr Dir
F288	Bilingual Broadcast Specialist
T208	Building Coordinator
R215	Building Fairness Coordinator
R163	Business Liaison Career Advisor Director of Research and Education
R212	Career Education Coor
R113	Career Information Specialist
R635	Channel 20 Program Outreach Specialist Child Development Associate Infant/Toddler Specialist
T331	Child Development-Coordinator
R597	Child Development Resource Worker Clinical Coordinator/Radiological Clinical Coordinator-Physician's Assts. Programs
H030	College Veterans Office
R454	Community Relations Specialist
R544	Computer Software Specialist
F066	Coordinator-Adult Re-entry Project
T338	Coordinator-Audit Cont. Educ

**Professional Titles 7-1-2000**  
(Active titles show agreed JESAP grades)

JOB CODE	GRADE	TITLE
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F046	Coordinator-Career Development
	Coordinator-Cooperative
	Education
F045	Coordinator-Curriculum
	Development Coordinator-Devel
	Project
	Coordinator-Developmental Project
	Coordinator-Evening Programs &
	Svcs
R256	Coordinator-Information Services
R362	Coordinator-Institutional Research Evaluation
R515	Coordinator-Intensive ESL Program
P333	Coordinator-Learning Resource Act
	Coordinator-Office of Program Planning and Development
T372	Coordinator-Publicity and Recruitment
	Coordinator-Small Business Development
	Center
R076	Coordinator-Special Project/Human Resource Inst
R115	Coordinator Special Projects
T325	Coordinator-Student Financial Aid
	Program Coordinator-Study Unlimited
T395	Coordinator-Trainer, Travel and
	Tourism Coordinator-Travel Program
	Coordinator-Travel Program, Project Advisor
	Coordinator-Veteran Affairs
T348	Coordinator-Word Processing
T360	Counseling Manager
	Cur/Laborites
F287	Curr Test Spec
R566	Director Student Recruitment and Marketing
	Director Transitional Program
R522	Director-Adm & Recruitment
R446	Director-Business & International Education
R644	Director-Cardio Pract Inst.
	Director-Career Dev and Placement
	Director-Community Coop Educ.
	Demo
R116	Director-Faculty Staff in Service
	Prog Director-Faculty Staff
	Institute Director-Inst Res
	Director-Instructional Research and Planning
T370	Director-Placement
R170	Director-Project Operations
R640	Director-Ventures in Science
R202	Educational Material Specialist

T425 Educational Specialist  
 R091 Employment Manager-Chicago Hospitality Institute  
 T313 Evaluation Adv-Testing and Assessment  
 Field Auditing Service Officer

**Professional Titles 7-1-2000  
 (Active titles show agreed JESAP grades)  
 TITLE**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
R029		Field Technical Coordinator Food and Sanitation Coordinator
R464		Grant Financial Representative Specialist Human Potential Specialist Information and Reference Coordinator
R452		Instructional Manager
F012		Intake Advisor
R331		Job Developer/Coordinator
H036		Lab Manager-Microlab Lead Tutor Manager-Program Credit Manager-Program Credit Alternative Mentor Associate Operational Technical Scheduler
F133		Outreach Liaison
T318		Payroll Supervisor
R085		Placement Manager Training and Dev Placement Officer
R277		Placement Officer-W.S. Learning Center Prog Teacher Asst Program Analyst Program Coord of Chicago Hospitality Program Coord/Career Guidance Program Coordinator/Business Institute Program Coordinator/Instructor
R043		Program Coordinator-Adult Education
P315		Program Coordinator-Health Services
T365		Program Coordinator-Lakeview Learning Center
R430		Program Manager Program Operator Manager
R346		Programmer

R465	Project Academic Support Services Coordinator Project Academic System Service Coord Project Accountant Supervisor Project Ad Spec
F007	Project Advance Career Education Specialist Project Advisor
R334	Project Advisor-Career Ed Specialist
T422	Project Advisor-Research Assistant
F070	Project Area Coordinator Project Asst Coor/Internat'l Studies
R123	Project Asst Dir Child Devel Ctr
F259	Project Asst Director/DSG
F153	Project AV Specialist

**Professional Titles 7-1-2000**  
**(Active titles show agreed JESAP grades)**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
T386		Project Bilingual Job Develop Project Bus Anal
F155		Project Business Liaison Specialist Project Career Advancement
R087		Project Career Education Learning Guide-AHS
F282		Project Career Education Tutor Project Case Coordinator
F032		Project Child Development Resource Worker
R467		Project Child Development Worker I
F199		Project Coor/Bus & Internat'l Educ
T369		Project Coor/DP Labs
F052		Project Coor/Job Develop
F241		Project Coord of Public Service Institute Project Coord of Spec Service Mastery Project Coord/Ctr for Disabled Stats
F044		Project Coordinator
F090		Project Coordinator Coop Education Program Project Coordinator Education Program
R157		Project Coordinator of Systems
F178		Project Coordinator, DSG Project Coordinator/CAP Project Coordinator/ESL/Program/JPTA
R006		Project Coordinator/Hearing Impaired
R221		Project Coordinator-CIFN



F281	Project Coordinator-Develop Spec Project Counselor/Job Develop Project Develop Adu/Disadv St Grant Project Developer/Prog Coor
R584	Project Director-Single Parent Program Project Educ Counselor Project Educational Specialist
R484	Project ESL Advisor Project ESL Coordinator
R118	Project Facility Coordinator
R035	Project Family Workers AHSP
R016	Project Field Representative
T517	Project Field Services Assistant
F173	Project Grant Accountant Superv Overseas
R054	Project Guidance Counselor AHSP
R032	Project Human Potential Spec AHSP
R179	Project Intern
R049	Project Intern Coordinator-AHS Prog
F130	Project Job Coach/Hotel Service
T375	Project Job Developer/Program Coordinator
T332	Project Manager/Learning Resource Center

**Professional Titles 7-1-2000**  
(Active titles show agreed JESAP grades)  
**TITLE**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
F136		Project Master Child Development Worker I
F135		Project Master Child Development Worker II
R037		Project Operation Specialist (OLC)
F085		Project PACE/Fund Skills Coordinator Project Research and Instructional Assistant
R376		Project Service Coordinator-Refugees
F261		Project Sign Language Interpreter Project Site Coordinator
F079		Project Site Coordinator- Plato Project Spec-Prog Project SS Teacher AHSP Project Supervisor
F245		Project Support Services/Volunteer
R010		Project Supported Work Specialist Project Supvr Language Skills Ctr
F254		Project Tech and Commun Coord

T506	Project Technician
F060	Project Training Coordinator Project Training Special Aid
T519	Project Training Special Aid-Ele Mac Representative
R461	Project Tutor Aide
R027	Project Tutorial Svc Advisor
F036	Project Volunteer Coordinator
F169	Project Writing Spec DSG
R503	Public Information Officer
R493	Recruitment & Placement Coordinator
R246	Recruitment Coordinator Room Attendant SBDC Administrator Senior Program SLIAG-Campus Coordinator Small Bus Dvlpt
R562	Small Business Development Coordinator Spec Serv Ed Asst
R306	Special Needs Advisor/Project Recruitment Specialist
F025	Staff Assistant
R307	Staff Writer
R132	Student Resources Manager Student Services Advisor
R428	Technical Developer

**Professional Titles 7-1-2000**  
**(Active titles show agreed JESAP grades)**  
**TITLE**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
R281		Technical Programmatic Staff Coordinator Testing Administrator Theater Marketing and Sales Director Training Aide Training Specialist CDSS Tutorial Lab TV Program Outreach-Specialist
H034		Veteran Affairs Coordinator

**APPENDIX A.3**  
**PART-TIME PROFESSIONAL EMPLOYEE CLASSIFICATIONS**  
 (Active titles show Board proposed JESAP Grades, which are subject to Union agreement)

**NOTE:** If no grade is shown but the title is contained in the IELRB Certification of the bargaining unit, then it will be considered inactive. Inactive titles will be activated if someone is hired with substantially the same job duties.

**Alphabetical List**

<b>JOB CODE</b>	<b>GRADE</b>	<b>Professional Titles 7-1-2000 (Active titles show agreed JESAP grades) TITLE</b>
		Academic Support Center Coordinator
		Academic Support Center Manager
		Admissions Advisor
H129	6	Admissions Advisor-PT
		Advisement Assistant
		Advisor
		Advisor - Transfer Center
		Assistant Teacher
		Assistant Teacher - Child Care
		Career Coach
H128	5	Career Coach-PT
		Case Manager / Transition Specialist
	8	Case Worker
	8	Case Worker - Part-Time
	8	Case Worker - Part-Time
	8	Case Worker - Part-Time
	8	Case Worker - Part-Time
	8	Case Worker - Part-Time
	8	Case Worker - Part-Time
	8	Case Worker - Part-Time
	8	Case Workers
		CDA Field Advisor
	10	CDA Field Advisor / Trainer - Part-Time
		Child Care Worker
	3	Child Care Worker - Part-Time
		Child Development Worker
H131	3	Child Development Worker-PT
	8	College Advisor - Part-Time
	8	College Advisor - Part-Time

	8	College Advisor - Part-Time
	8	College Advisor - Part-Time
	8	College Advisor - Part-Time
H132	9	College Website Manager-PT
	7	Computer Lab Assistant - Part-Time
	7	Computer Lab Assistant – Part-Time

**Professional Titles 7-1-2000**  
**(Active titles show agreed JESAP grades)**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
	7	Computer Lab Assistant – Part-Time
		Computer Lab Manager
	8	Computer Lab Manager - Part-Time
	7	Computer Lab Technician - Part-Time
	7	Computer Lab Technician - Part-Time
	7	Computer Lab Technician - Part-Time
	7	Computer Lab Technician – Part-Time
	7	Computer Lab Technician – Part-Time
	7	Computer Lab Technician – Part-Time
	7	Computer Lab Technician – Part-Time
		Computer Lead Lab Aide
		Computer Support
		Computer Support Specialist
H130	7	Computer Support Specialist-PT
		Computer Support Technician
		Computer Technician
		Coordinator
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time
	8	Coordinator - Part-Time
	7	Coordinator - Part-Time
	8	Coordinator - Part-Time
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time
H113	7	Coordinator I-PT
H121	8	Coordinator II-PT
		Coordinator - Special Needs

		Coordinator - Student Activities
		Education Specialist
		Employment Specialist
		English Lab Coordinator
		GED - Specialist
		Grant Writer
H136	9	Grant Writer-PT
		Hourly Foreign Language Teacher
		Hourly Testing Facilitator
	6	Instructor - Part-Time
	6	Instructor - Part-Time
		Instructor (PCI)
		Internet Support Specialist

**Professional Titles 7-1-2000  
(Active titles show agreed JESAP grades)  
TITLE**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
H125	9	Internet Support Specialist-PT
		Interpreter (Sign Language)
		Intramural Director
		Job Coach
		Job Developer
		Laboratory Assistant - Computer Lab
		Lead Lab Aide
H134	10	Learning Disability Specialist-PT
		Manager (Assistant), Small Business Development
		Mentor
	3	Note Taker – Part-Time
		NovaNet Coordinator
		Nursing Lab / Assessment Coordinator
II137	8	Nursing Lab Coordinator-PT
		Outreach Liaison
		PC Technician
	6	PCI Instructor – Part-Time
		Program Analyst ALSP
		Program Coordinator
		Program Coordinator - Continuing Ed
		Program Coordinator - Tutoring
		Program Director
H122	10	Program Director-PT
	6	Reprographic Tech - Part-Time
		Reprographics Technician II

H133	10	Sign Language Interpreter – Part-Time
		Social Services Aide - Child
	3	Social Services Assistant – Part-Time
		Special Needs Assistant
		Special Needs Coordinator
	8	Special Needs Coordinator-PT
		Student Mentor
		Teacher - Upward Bound
		Teacher Assistant
	4	Teacher Assistant – Part-Time
	4	Teacher Assistant – Part-Time
	4	Teacher Assistant – Part-Time
	4	Teacher Assistant – Part-Time
		Technical Support Staff
		Testing
		Testing Coordinator
4	Testing Specialist	
4	Testing Specialist – Part-Time	
4	Testing Specialist – Part-Time	
	Theatre Manager	

**Professional Titles 7-1-2000**  
**(Active titles show agreed JESAP grades)**  
**TITLE**

<b>JOB CODE</b>	<b>GRADE</b>	<b>TITLE</b>
H127	7	Transfer Center Advisor-PT
		Transition Specialist
H138	9	Transition Specialist-PT
		Tutor - Minimum BA or Similar Technical Certification
	4	Tutor - Part-Time

**APPENDIX A.4**  
**PART-TIME PROFESSIONAL EMPLOYEE CLASSIFICATIONS**  
 (Active titles show Board proposed JESAP Grades, which are subject to Union agreement)

**NOTE:** If no grade is shown but the title is contained in the IELRB Certification of the bargaining unit, then it will be considered inactive. Inactive titles will be activated if someone is hired with substantially the same job duties.

Titles by Grade

JOB CODE	GRADE	Professional Titles 7-1-2000	
		(Active titles show agreed JESAP grades) TITLE	
H131	3	Child Care Worker - Part-Time	
	3	Child development Worker-PT	
	3	Note Taker – Part-Time	
	3	Social Services Assistant – Part-Time	
	4	Teacher Assistant – Part-Time	
	4	Teacher Assistant – Part-Time	
	4	Teacher Assistant – Part-Time	
	4	Teacher Assistant – Part-Time	
	4	Testing Specialist	
	4	Testing Specialist – Part-Time	
	4	Testing Specialist - Part-Time	
	4	Tutor – Part-Time	
	H128	5	Career Coach
	H129	6	Admissions Advisor-PT
6		Instructor - Part-Time	
6		Instructor - Part-Time	
6		PCI Instructor – Part-Time	
6		Reprographic Tech - Part-Time	
7		Computer Lab Assistant – Part-Time	
7		Computer Lab Assistant – Part-Time	
7		Computer Lab Assistant – Part Time	
7		Computer Lab Technician – Part-Time	
7		Computer Lab Technician – Part-Time	
7		Computer Lab Technician – Part-Time	
H130	7	Computer Lab Technician – Part-Time	
	7	Computer Lab Technician – Part-Time	
	7	Computer Lab Technician – Part-Time	
	7	Computer Support Specialist-PT	

H113	7	Coordinator I-PT
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time

**Professional Titles 7-1-2000**  
**(Active titles show agreed JESAP grades)**

JOB CODE	GRADE	TITLE
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time
	7	Coordinator - Part-Time
H127	7	Transfer Center Advisor-PT
	8	Case Worker
	8	Case Worker - Part-Time
	8	Case Worker - Part-Time
	8	Case Worker - Part-Time
	8	Case Worker - Part-Time
	8	Case Worker - Part-Time
	8	Case Worker - Part-Time
	8	Case Worker - Part-Time
	8	Case Workers
	8	College Advisor - Part-Time
	8	College Advisor - Part-Time
	8	College Advisor - Part-Time
	8	College Advisor - Part-Time
	8	College Advisor - Part-Time
	8	Computer Lab Manager - Part-Time
H121	8	Coordinator II-PT
	8	Coordinator - Part-Time
	8	Coordinator - Part-Time
H122	8	Nursing Lab Coordinator-PT
H133	8	Special Needs Coordinator-PT
H132	9	College Website Manager-PT
H125	9	Internet Support Specialist-PT
H136	9	Grant Writer-PT
H138	9	Transition Specialist-PT
	10	CDA Field Advisor / Trainer - Part-Time
H134	10	Learning Disability Specialist-PT



H122	10	Program Director-PT
	10	Sign Language Interpreter – Part–Time

The following titles are no longer in use:

- Academic Support Center Coordinator
- Academic Support Center Manager
- Admissions Advisor
- Advisement Assistant
- Advisor
- Advisor – Transfer Center
- Assistant Teacher
- Assistant Teacher – Child Care

**Professional Titles 7-1-2000  
(Active titles show agreed JESAP grades)  
TITLE**

JOB CODE	GRADE	TITLE
		Career Coach
		Case Manager/Transition Specialist
		CDA Field Advisor
		Child Care Worker
		Child Development Worker
		Computer Lab Manager
		Computer Lead Lab Aide
		Computer Support
		Computer Support Specialist
		Computer Support Technician
		Computer Technician
		Coordinator
		Coordinator – Special Needs
		Coordinator – Student Activities
		Education Specialist
		Employment Specialist
		English Lab Coordinator
		GED-Specialist
		Grant Writer
		Hourly Foreign Language Teacher
		Hourly Testing Facilitator
		Instructor (PCI)
		Internet Support Specialist
		Interpreter (Sign Language)
		Intramural Director
		Job Coach

Job Developer  
 Laboratory Assistant-Computer Lab  
 Lead Lab Aide  
 Manager (Assistant), Small Business  
 Development  
 Mentor  
 NovaNet Coordinator  
 Nursing Lab/Assessment Coordinator  
 Outreach Liaison  
 PC Technician  
 Program Analyst ALSP  
 Program Coordinator  
 Program Coordinator-Continuing Ed  
 Program Coordinator-Tutoring  
 Program Director  
 Reprographics Technician II  
 Social Services Aide-Child  
 Special Needs Assistant  
 Special Needs Coordinator  
 Student Mentor

JOB CODE	GRADE	<b>Professional Titles 7-1-2000</b> <b>(Active titles show agreed JESAP grades)</b> <b>TITLE</b>
		Teacher-Upward Bound
		Teacher Assistant
		Technical Support Staff
		Testing
		Testing Coordinator
		Theater Manager
		Transition Specialist
		Tutor (minimum Bachelors degree or similar technical certification, technical training or technical experience)

**APPENDIX B  
PAYROLL DUES DEDUCTION AUTHORIZATION**



Illinois Federation of Teachers  
A Union of Professionals

**IELRB**

**ILLINOIS FEDERATION OF TEACHERS – AMERICAN FEDERATION OF  
TEACHERS/AFL CIO  
Cook County College Teachers Union – Local 1600**

**MEMBERSHIP DATABASE INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email (non-employer) \_\_\_\_\_ Last 4 of Soc. Sec. # XXX-XX- \_\_\_\_\_

College \_\_\_\_\_ Worksite (Circle One): Main Satellite Job \_\_\_\_\_

Title/Class: (Circle One): Faculty / Suburban Adjunct / Professional / Part-Time Professional /  
 CCC Security / Classified / Support / Pro-Tech / Mid-Management

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

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

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

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX C  
COMMITTEE ON POLITICAL EDUCATION (COPE);  
PAYROLL CONTRIBUTION DEDUCTION  
AUTHORIZATION**

I hereby authorize the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois to deduct from each of my paychecks in the academic year the sum of \$ \_\_\_\_\_ and to forward that amount to the Cook County College Teachers Union Committee on Political Education. This authorization is signed voluntarily on the understanding that the Cook County College Teachers Union Committee on Political Education is engaged in joint fund raising efforts with the AFT-IFT and will use the money contributed to that effort to make political contributions and expenditures in connection with federal, state and local elections. This voluntary authorization may be revoked at any time by notifying the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois and the Cook County College Teachers Union Committee on Political Education in writing of the desire to do so. Contributions for COPE to the Cook County College Teachers Union Committee on Political Education are not deductible as charitable contributions for Federal income tax purposes.

\_\_\_\_\_

Name (please print)

Social Security No. \_\_\_\_\_

Signature \_\_\_\_\_

College \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## **APPENDIX D GROUP INSURANCE POLICY**

### **Policyholder**

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

### **Location of Contract**

180 North Wabash Suite 200, Chicago, IL 60601

### **Contributions**

Policyholder pays entire cost of employee's Life and Health Insurance, less employee contributions listed. Employee or retiree pays the following sums per year toward the cost of health insurance, and the Board pays the remainder of such cost.

### **Contributions - Active Employees**

#### **Group Health Insurance.**

Effective upon ratification, and through July 15, 2026, employee and retiree contributions to health insurance, dental insurance and vision insurance shall be 15% of the premiums except for those retirees who are required to pay the full premium as provided in this Appendix D.

There will be a cap of yearly increases of 10%. Should the increase in the annual premium of insurance be greater than 20% per calendar year, the Union agrees to a reopener on insurance to bargain over option to decrease cost, including but not limited to increasing the employee contribution and decreasing plan costs.

Full-time employees whose retirement, under the early retirement program, becomes effective prior to July 16, 2022, and their dependents shall be provided a program of group health insurance. Costs to early retirees of available plans and descriptions of the plans are set forth in Appendix D. Upon being retired under the early retirement plan for a period of ten (10) years, the retiree enrolled in the insurance program shall pay the full cost of the premium.

Full-time employees whose retirement, under the early retirement program, becomes effective after July 16, 2022, and such employees' dependents, shall be provided a program of group health insurance for a period of ten (10) years or until the retiree becomes eligible for Medicare, whichever occurs first. Costs to early retirees of available plans and descriptions of the plans are set forth in Appendix D. Upon being retired under the early retirement program for a period of ten (10) years or upon the retiree becoming Medicare eligible, the retiree enrolled in the insurance program shall pay the full cost of the premium.

Only the Board's Blue Advantage HMO Plan (non-grandfathered) and PPO Plan (non-

grandfathered) shall be coverage options.

**Eligible Employees**

All full-time active employees of the policyholder.

**Eligible Dependents**

Spouse; unmarried children under age 26 (or age 30 for military veterans); and physically or mentally handicapped children beyond age 25.

Eligible Retirees: See Article VI. J. and "Termination" below

**Waiting Period**

None.

**Insurance becomes effective on:**

Date of employment.

**Termination**

The privilege of remaining within the City Colleges medical group is extended to the surviving spouses of deceased retirees on the same basis as a regular employee except that the spouse shall pay the entire premium.

After an employee has completed the Early Retirement Program under Article VII.J., the Board shall permit such employee to continue his group medical insurance. The full cost of such continued coverage, as determined by the experience of the retirees, shall be borne by such retirees. For all retirees and their dependents who are Medicare eligible, claims will be processed according to the terms of the elected health plan. The plans pay secondary to Medicare. All retirees and their dependents who are Medicare eligible shall enroll in Medicare, as soon as they are eligible.

All disabled employees drawing SURS disability pension may receive insurance benefits on the same basis as do retirees.

**Administration by the Insurance Administrator**

1. Approval and payment of all claims.
2. Annual accounting of premiums, claims, reserves, etc.
3. Printing of all certificates, booklets and other communication materials.
4. Enrollment of all employees.
5. Issuance of all insurance certificates.

**LIFE AND HEALTH INSURANCE**

**I. Life-Insurance -- Employee only (Disability Waiver of Premium)**

Term life insurance shall be provided and paid for by the Board for all professional employees. The amount of coverage of such term insurance for each professional employee shall be two times basic annual salary rounded to the nearest one thousand dollars to the maximum of one hundred thousand dollars (\$100,000). There shall be a maximum life insurance benefit for retirees of one hundred thousand dollars (\$100,000).

**II. Basic Medical Plan (Employee and Dependents)**

**HMO (Health Maintenance Organization) Plan \***

<b>Annual Copay Limit</b>	<b>\$1,500/individual \$3,000/family</b>
<b>Preventive Care and Physician Services (Office Visit and Diagnostic Tests)</b>	
<b>Primary Care Physician</b>	<b>\$25 copay per visit</b>
<b>Specialist Physician</b>	<b>\$35 copay per visit</b>
<b>Hospital Services</b>	<b>\$300 copay</b>
<b>Emergency Room</b>	<b>\$200 copay per visit</b>
<b>Other Medical Services (e.g. physical therapy)</b>	<b>\$25 copay per visit</b>
<b>Prescription Drugs</b>	
<b>Retail (30 day supply)</b>	<b>\$20 copay</b>
<b>Generic</b>	<b>\$30 copay</b>
<b>Brand Formulary **</b>	<b>\$45 copay</b>
<b>Brand <u>Non</u>-Formulary</b>	<b>2 times retail copays</b>
**	
<b>Mail Order (90 day supply) ***</b>	

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

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

**PPO (Preferred Provider Organization) Plan \***

	<b>PPO (In-Network)</b>	<b>Non-PPO (Out-of-Network)</b>
<b>Annual Deductible</b>	<b>\$300/individual \$900/family (3 individual deductibles)</b>	<b>\$1,000/individual \$3,000/Family Deductible per Covered Person</b>

<b>Annual Out-of-Pocket Limit</b>	<b>\$2,500/individual (including deductible) \$4,000/family (including deductible)</b>	<b>\$3,000 (including deductible) \$9,000 (including deductible)</b>
<b>Lifetime Maximum</b>	<b>Unlimited</b>	<b>Unlimited</b>
<b>Physician Services <u>Benefit</u> (after deductible)</b>	<b>80%</b>	<b>70%</b>
<b>Hospital Services <u>Benefit</u> (after deductible)</b>	<b>80%</b>	<b>70%</b>
<b>Emergency Room</b>	<b>\$175 copay per visit</b>	<b>\$175 copay per visit</b>
<b>Prescription Drugs</b>		
<b>Retail (30 day supply)</b>	<b>\$10 copay</b>	<b>Reimbursed 75% of network rate less copay</b>
<b>Generic</b>	<b>\$20 copay</b>	<b>Reimbursed 75% of network rate less copay</b>
<b>Brand Formulary **</b>	<b>\$40 copay</b>	<b>Reimbursed 75% of network rate less copay</b>
<b>Brand <u>Non</u>-Formulary</b>	<b>2 times retail copays</b>	<b>Not Applicable</b>
**		
<b>Mail Order (90 day supply) ***</b>		

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

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

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

### III. Maintenance of Effort

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

### IV. Joint Insurance Committee

- I. A joint insurance committee shall be established comprised of two faculty members, two professional employees, and one college administrator. The faculty members and the professional employee shall be appointed by the President of Local 1600. The college administrator shall be appointed by the Chancellor. Each committee member shall serve a two-year term



beginning on July 1 of each odd-numbered year.

2. The committee shall meet at least four times each semester with their party providers to study and review all aspects of the insurance plans. The committee shall be consulted and make its recommendations regarding the selection of all companies related to providing health care, including the preparation of RFPs, reviewing bids from competing companies and selecting the provider to be the insurance administrator, Managed Care provider, or other third party administrator. The insurance committee shall investigate and make its recommendation regarding a managed prescription drug plan.
3. The committee shall provide its findings and recommendations to the Union President and the Chancellor. The committee shall make its recommendations based on a majority vote of its members. The committee shall not recommend changes in the insurance coverage which violate terms of the collective bargaining agreements.
4. The professional employee representative on the Joint Insurance Committee shall, upon 24 hours notice, be provided with release time from work to attend committee meetings when such meetings are called. Faculty member representatives shall suffer no loss in pay for attending committee meetings. Meetings shall be scheduled in such a manner as to minimize the loss of scheduled class or student advisement time.

#### **DENTAL AND VISION INSURANCE**

Effective upon ratification, and through July 15, 2026, a program of group dental and vision insurance shall be provided for professional employees and their dependents. Employee contributions to group dental and vision insurance shall be 15% of the premiums.

There is a cap of 10% on the annual increase in premiums which the employee must contribute. However, should the annual premium of the insurance increase greater than 20% per calendar year, the Union agrees to reopen on insurance to bargain over options to decrease costs, including but not limited to increasing the employee contributions and otherwise decreasing plan costs.

**I. Dental Coverage.**

**Dental Plan \***

<b>Annual Benefit Limit</b>	<b>\$1,500/individual</b>
<b>Annual Deductible</b>	<b>\$10/individual -0-/family (3 individual deductibles)</b>
<b>Preventive Services <u>Benefit</u> (exams, cleanings, and bitewing X-rays every 6 months)</b>	<b>100% **</b>
<b>Basic Services <u>Benefit</u> (amalgam and resin fillings)</b>	<b>80% **</b>
<b>Major Services <u>Benefit</u> (crowns, root canals, extractions, periodontal treatments, dentures)</b>	<b>80% **</b>
<b>Orthodontia Lifetime Benefit (dependent child only)</b>	<b>\$2,000 (50% payment up to \$2,000)</b>

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

**II. Vision Coverage.**

**Vision Plan \***

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

**APPENDIX E**  
**CITY COLLEGES OF CHICAGO JOB EVALUATION SALARY**  
**ADMINISTRATION PROGRAM LOCAL 1600 PROFESSIONAL EMPLOYEES**  
**2022-2026 (effective July 16, 2022)**

Minimum Salary for each pay grade

Pay Grade	Effective July 16, 2022	Effective July 16, 2023	Effective July 16, 2024	Effective July 16, 2025
4	\$37,687	\$38,817	\$39,982	\$41,181
5	\$42,958	\$ 44,247	\$45,574	\$46,942
6	\$48,971	\$ 50,440	\$51,954	\$53,512
7	\$55,829	\$ 57,504	\$59,229	\$61,006
8	\$63,644	\$ 65,553	\$67,520	\$69,545
9	\$74,204	\$ 76,430	\$78,723	\$81,085
10	\$83,439	\$ 85,942	\$88,521	\$91,176
11	\$112,341	\$112,341	\$115,711	\$115,711
12	\$124,258	\$124,258	\$127,986	\$127,986

**APPENDIX F**  
**AMENDMENT TO THE COLLECTIVE BARGAINING AGREEMENT**  
**DECEMBER 6, 1990**

The Board of Trustees and the Cook County College Teachers Union hereby agree as follows, as an amendment to the collective bargaining agreement currently in force between the parties:

1. The Board of Trustees will maintain a salary schedule, entitled the Job Evaluation and Salary Administration Program (Note: This plan was adopted in December 1989, and amended in June 1990.) The salary schedule will be reviewed from year to year pursuant to its terms, and adjusted accordingly.
2. Professional unit employees shall be placed upon the JESAP salary schedule, pursuant to the enclosed salary schedule.
3. Each professional employee will complete a job description questionnaire describing their actual duties, based upon the enclosed form. The questionnaire will be reviewed by the employee's supervisor for accuracy.
4. Adjustments to employee salaries for positions assigned to the salary schedule will be made based upon this questionnaire.
5. Employees who are paid over the maximum salary in their JESAP grade will be "red circled" and receive no further salary adjustment until the salary maximum in that grade is less than their salary.
6. Employees who change grades based upon the job description questionnaire, and whose salary is less than the minimum salary of the grade will receive an immediate salary adjustment to the grade salary minimum.
7. Employees who are paid from limited term grants with fixed budgets which contain money for salary adjustment will be "green circled" if there is no money available for the salary increases. The Board agrees to immediately seek increases from these funding sources to pay salary increases where warranted, and will pay the increases when the money becomes available.
8. The Board and the Union will each appoint three representatives to a position evaluation committee to study grade placements and forward recommendations for salary adjustment to the Office of the Chancellor.

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Chairman, Bd. of Trustees

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Union President

**APPENDIX G**  
**MEMORANDUM OF AGREEMENT**  
**LAYOFF OF PROFESSIONAL EMPLOYEES**  
**July 29, 1991**

Memorandum of Agreement between the Board of Community College District No. 508 and the Cook County College Teachers Union re the Layoff of Professional Employees.

1. Professional employees subject to layoff shall be given 21 calendar days from the date the CCC Board approves their layoff before layoff is effective.
2. Professional employees notified of impending layoff or on layoff status who apply for placement on the mailing list and who keep City Colleges informed of their current address shall receive notices of vacant or new positions for two years. The Union shall also be placed on the mailing list and shall receive notice of vacant or new positions for two years. Professional employees subject to layoff or laid off employees shall have the right to bid on all vacant or new full-time professional employee full-time training specialist positions, and shall have priority over all applicants for positions for which they are qualified unless another applicant has demonstrably superior skill and ability to perform the required work.
3. Vacant or new positions shall be filled by seniority from among the qualified bidders, with the most senior employee subject to layoff or the most senior laid-off employee receiving the first opportunity to fill the vacancy or new position unless another applicant has demonstrably superior skill and ability to perform the required work.
4. The parties agree that this language shall become a part of the Professional Employee Agreement that is currently in effect and agree to include this language without any changes in the professional employee contract that will take effect on July 1, 1993.
5. Professional employees notified of impending layoff or laid-off employees who fill vacant or new full-time professional employee or full-time training specialist positions shall be employed in their new positions at a salary no less than they were paid in their former positions or the maximum salary on the JESAP scale for their new positions, whichever is less, plus all increases and fringe benefits they would have been entitled to until final settlement is reached. If a laid-off employee assumes a position in a lower grade, the employee shall have the right to return to the previous position when a vacancy occurs (in accordance with the procedures established herein). If a laid-off employee is offered a position in a lower grade, the employee shall have the right to refuse that position without jeopardizing the employee's right to remain on the recall list.
6. Professional employees who are rehired within two years after layoff shall not suffer any break in seniority.
7. Effective August 2, 1991, City Colleges will pay each employee covered by the Smetak case a backpay amount equal to what their gross earnings would have been since layoff, plus the cost of fringe benefits which they were denied minus any amounts (in wages or benefits) the employee may have earned in the interim. The lump sum backpay check shall

be issued to each employee August 9. Thereafter, City Colleges will continue to pay each of the grievants at the backpay rates agreed upon until either he or she begins employment at a full-time position which he or she is qualified to perform or two weeks after he or she is offered such a position with a salary at least equal to his or her prior position, whichever occurs later. Employees shall not be paid for vacation or sick time earned during back pay period, but shall accrue and accumulate such leave during that period and shall be entitled to use it in the future (i.e., the backpay period shall be regarded as an approved exception under Article VII. (B)(3) of the Professional Employee Agreement).

8. This Agreement shall be a full settlement of all of the grievances involved in the Smetak case, and the Board and the Union agree that paragraph 2 of this Agreement shall be the proper interpretation of the priority rights of employees to apply for and fill vacancies pursuant to Article X (B) of the collective bargaining agreement between the Board and the Union for the duration of that agreement. This Agreement shall be null and void if not approved by the Board of Trustees and Local 1600 Executive Board.
9. The parties waive the posting provisions in the Professional Employee Agreement for the purposes of this Agreement.
10. Jurisdiction over the implementation of this Agreement will be the responsibility of the Joint Union-Board Negotiating Committee.
11. The joint Union-Board negotiating committee shall also meet to resolve the Project Choice grievance on terms similar to the above. Project Choice grievants who applied for and were rejected for positions for which they were qualified under the terms of this Agreement shall be afforded back pay to the date on which they would have assumed the positions applied for based on the rate of those positions, and shall continue to receive such pay until offered a similar position. No backpay shall be due to any grievant who did not apply for positions for which they were qualified. The Union shall pend the Project Choice grievance on the basis of this settlement.

For the Board

James Holzhauer  
Chief Negotiator

For the Union

Judge Watkins  
Chief Negotiator

**APPENDIX H  
ACADEMIC YEAR CALENDARS (22-23)**

**Academic Calendar**

Semester	Activity/Event	Date
Fall 2022	Semester begins (Faculty return)	August 15, 2022 (Monday)
Fall 2022	Faculty Development Week	August 15 - 19, 2022 (Monday – Friday)
Fall 2022	First day of classes for Fall 2022 Semester	August 29, 2022 (Monday)
Fall 2022	Saturday classes begin (Regular session)	September 3, 2022 (Saturday)
Fall 2022	Labor Day (Holiday)	September 5, 2022 (Monday)
Fall 2022	Midterm date (Regular session)	October 23, 2022 (Sunday)
Fall 2022	Last student-initiated withdrawal date (Regular session)	November 19, 2022 (Saturday)
Fall 2022	Thanksgiving (Holiday)	November 24 - 25, 2022 (Thursday & Friday)
Fall 2022	Semester Ends (Last day of classes)	December 17, 2022 (Saturday)
Semester	Activity/Event	Date
Spring 2023	Semester begins (Faculty return)	January 9, 2023 (Monday)
Spring 2023	Martin Luther King, Jr. Day (Holiday)	January 16, 2023 (Monday)
Spring 2023	First day of classes for Spring 2023 Semester	January 17, 2023 (Tuesday)
Spring 2023	Saturday classes begin (Regular session)	January 21, 2023 (Saturday)
Spring 2023	President's Day (Holiday)	February 20, 2023 (Monday)
Spring 2023	Midterm date (Regular session)	March 16, 2023 (Thursday)
Spring 2023	Spring Break	April 3 – April 9, 2023 (Monday – Sunday)
Spring 2023	Last student initiated withdrawal date (Regular session)	April 14, 2023 (Friday)
Spring 2023	Semester Ends (Last day of classes)	May 13, 2023 (Saturday)
Semester	Activity/Event	Date
Summer 2023	Term begins	June 5, 2023 (Monday)
Summer 2023	First day of classes for Summer 2023 Term	June 7, 2023 (Wednesday)
Summer 2023	Juneteenth (Holiday)	June 19, 2023 (Monday)
Summer 2023	Midterm date	July 3, 2023 (Monday)
Summer 2023	Independence Day (Holiday)	July 4, 2023 (Tuesday)
Summer 2023	Last student-initiated withdrawal date	July 16, 2023 (Sunday)
Summer 2023	Term Ends (Last day of classes)	July 29, 2023 (Saturday)

Semester	Activity/Event	Date
Fall 2023	Semester begins (Faculty return)	August 14, 2023 (Monday)
Fall 2023	Faculty Development Week	August 14 - 18, 2023 (Monday – Friday)
Fall 2023	Faculty Registration & Prep Period	August 21-23, 2023 (Monday-Wednesday)
Fall 2023	First day of classes for Fall 2023 Semester	August 24, 2023 (Thursday)
Fall 2023	Saturday classes begin (Regular session)	August 26, 2023 (Saturday)
Fall 2023	Labor Day (Holiday)	September 4, 2023 (Monday)
Fall 2023	Indigenous People's Day (Holiday)	October 9, 2023 (Monday)
Fall 2023	Midterm date (Regular session)	October 20, 2023 (Friday)
Fall 2023	Veterans Day (Observed Holiday)	November 10, 2023 (Friday)
Fall 2023	Last student-initiated withdrawal date (Regular session)	November 17, 2023 (Friday)
Fall 2023	Thanksgiving (Holiday)	November 23 - 25, 2023 (Thursday, Friday & Saturday)
Fall 2023	Semester Ends (Last day of classes)	December 16, 2023 (Saturday)
Semester	Activity/Event	Date
Spring 2024	Semester begins (Faculty return)	January 8, 2024 (Monday)
Spring 2024	Martin Luther King, Jr. Day (Holiday)	January 15, 2024 (Monday)
Spring 2024	First day of classes for Spring 2024 Semester	January 16, 2024 (Tuesday)
Spring 2024	Saturday classes begin (Regular session)	January 20, 2024 (Saturday)
Spring 2024	President's Day (Holiday)	February 19, 2024 (Monday)
Spring 2024	Midterm date (Regular session)	March 14, 2024 (Thursday)
Spring 2024	Spring Break	March 25 - March 31, 2024 (Monday – Sunday)
Spring 2024	Last student-initiated withdrawal date (Regular session)	April 12, 2024 (Friday)
Spring 2024	Semester Ends (Last day of classes)	May 11, 2024 (Saturday)
Semester	Activity/Event	Date
Summer 2024	Term begins	June 3, 2024 (Monday)
Summer 2024	First day of classes for Summer 2024 Term	June 5, 2024 (Wednesday)
Summer 2024	Juneteenth (Holiday)	June 19, 2024 (Wednesday)
Summer 2024	Midterm date (Regular session)	July 1, 2024 (Tuesday)
Summer 2024	Independence Day (Holiday)	July 4, 2024 (Thursday)
Summer 2024	Last student-initiated withdrawal date (Regular session)	July 14, 2024 (Sunday)
Summer 2024	Term Ends (Last day of classes)	July 27, 2024 (Saturday)



Semester	Activity/Event	Date
Fall 2024	Semester begins (Faculty return)	August 12, 2024 (Monday)
Fall 2024	Faculty Development Week	August 12 - 16, 2024 (Monday – Friday)
Fall 2024	Faculty Registration & Prep Period	August 19-21, 2024 (Monday-Wednesday)
Fall 2024	First day of classes for Fall 2024 Semester	August 22, 2024 (Thursday)
Fall 2024	Saturday classes begin (Regular session)	August 24, 2024 (Saturday)
Fall 2024	Labor Day (Holiday)	September 2, 2024 (Monday)
Fall 2024	Indigenous People's Day (Holiday)	October 14, 2024 (Monday)
Fall 2024	Midterm date (Regular session)	October 18, 2024 (Friday)
Fall 2024	Veterans Day (Holiday)	November 11, 2024 (Monday)
Fall 2024	Last student-initiated withdrawal date (Regular session)	November 15, 2024 (Friday)
Fall 2024	Thanksgiving (Holiday)	November 28 - 30, 2024 (Thursday, Friday & Saturday)
Fall 2024	Semester Ends (Last day of classes)	December 14, 2024 (Saturday)
Semester	Activity/Event	Date
Spring 2025	Semester begins (Faculty return)	January 6, 2025 (Monday)
Spring 2025	First day of classes for Spring 2025 Semester	January 13, 2025 (Monday)
Spring 2025	Saturday classes begin (Regular session)	January 18, 2025 (Saturday)
Spring 2025	Martin Luther King, Jr. Day (Holiday)	January 20, 2025 (Monday)
Spring 2025	President's Day (Holiday)	February 17, 2025 (Monday)
Spring 2025	Midterm date (Regular session)	March 12, 2025 (Wednesday)
Spring 2025	Last student initiated withdrawal date (Regular session)	April 10, 2025 (Thursday)
Spring 2025	Spring Break	April 14 – April 20, 2025 (Monday – Sunday)
Spring 2025	Semester Ends (Last day of classes)	May 10, 2025 (Saturday)
Semester	Activity/Event	Date
Summer 2025	Term begins	June 2, 2025 (Monday)
Summer 2025	First day of classes for Summer 2025 Term	June 4, 2025 (Wednesday)
Summer 2025	Juneteenth (Holiday)	June 19, 2025 (Thursday)
Summer 2025	Midterm date (Regular session)	June 30, 2025 (Monday)
Summer 2025	Independence Day (Holiday)	July 4, 2025 (Friday)
Summer 2025	Last student-initiated withdrawal date (Regular session)	July 13, 2025 (Sunday)
Summer 2025	Term Ends (Last day of classes)	July 26, 2025 (Saturday)

Semester	Activity/Event	Date
Fall 2025	Semester begins (Faculty return)	August 11, 2025 (Monday)
Fall 2025	Faculty Development Week	August 11 - 15, 2025 (Monday – Friday)
Fall 2025	Faculty Registration & Prep Period	August 18-20, 2025 (Monday-Wednesday)
Fall 2025	First day of classes for Fall 2025 Semester	August 21, 2025 (Thursday)
Fall 2025	Saturday classes begin (Regular session)	August 23, 2025 (Saturday)
Fall 2025	Labor Day (Holiday)	September 1, 2025 (Monday)
Fall 2025	Indigenous People's Day (Holiday)	October 13, 2025 (Monday)
Fall 2025	Midterm date (Regular session)	October 17, 2025 (Friday)
Fall 2025	Veterans Day (Holiday)	November 11, 2025 (Tuesday)
Fall 2025	Last student-initiated withdrawal date (Regular session)	November 14, 2025 (Friday)
Fall 2025	Thanksgiving (Holiday)	November 27 - 29, 2025 (Thursday, Friday & Saturday)
Fall 2025	Semester Ends (Last day of classes)	December 13, 2025 (Saturday)
Semester	Activity/Event	Date
Spring 2026	Semester begins (Faculty return)	January 5, 2026 (Monday)
Spring 2026	First day of classes for Spring 2026 Semester	January 12, 2026 (Monday)
Spring 2026	Saturday classes begin (Regular session)	January 17, 2026 (Saturday)
Spring 2026	Martin Luther King, Jr. Day (Holiday)	January 19, 2026 (Monday)
Spring 2026	President's Day (Holiday)	February 16, 2026 (Monday)
Spring 2026	Midterm date (Regular session)	March 11, 2026 (Wednesday)
Spring 2026	Spring Break	March 30 – April 5, 2026 (Monday – Sunday)
Spring 2026	Last student-initiated withdrawal date (Regular session)	April 9, 2026 (Thursday)
Spring 2026	Semester Ends (Last day of classes)	May 9, 2026 (Saturday)
Semester	Activity/Event	Date
Summer 2026	Term begins	June 1, 2026 (Monday)
Summer 2026	First day of classes for Summer 2026 Term	June 3, 2026 (Wednesday)
Summer 2026	Juneteenth (Holiday)	June 19, 2026 (Friday)
Summer 2026	Midterm date (Regular session)	June 29, 2026 (Monday)
Summer 2026	Independence Day (Observed Holiday)	July 3, 2026 (Friday)
Summer 2026	Last student-initiated withdrawal date (Regular session)	July 12, 2026 (Sunday)
Summer 2026	Term Ends (Last day of classes)	July 25, 2026 (Saturday)

## APPENDIX I

### **SUPPLEMENTAL AGREEMENT TO THE COLLECTIVE BARGAINING AGREEMENT BETWEEN COOK COUNTY COLLEGE TEACHERS UNION, LOCAL 1600, AFT-IFT, AFL-CIO AND THE BOARD OF TRUSTEES, ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 508 GOVERNING THE TERMS AND CONDITIONS OF THE PROFESSIONAL EMPLOYEES**

#### **I. PROVISIONS APPLICABLE TO PART-TIME PROFESSIONALS**

The parties agree that the following articles and sections of the 2022-2026 Agreement covering full-time professional employees shall apply to certain part-time professional employees as described in the IELRB election certification of March, 2003. Unless specifically included herein, articles and sections of the full-time Professional Employee Agreement shall not apply to part-time professional employees.

Article I.A. - Recognition

Article I.B. - Classifications

Article I.C. - Definitions

Article II.A. - Union Membership and Non-Discrimination

Article II.B. - Union Administration Meetings

Article II.C. -Chapter Chairperson

Article II.D. - Board Authority

Article II.E. - Contract Printing and Distribution

Article III.A. - Limits on Union Activities

Article III.B. - Chapter Meetings

Article III.C. - Discipline

Article III.D. - Released Time

Article III.E. - Bulletin Boards

Article IV.A. -Democracy in Public Education

Article IV.B. - Non-Discrimination

Article IV.C. -Academic Freedom

Article V.A. -Dues Checkoff

Article V.B. - Fair Share Fee

Article V.C. - Committee on Political Education Deductions

Article VI.A.2. - Provisions of IRS 125

Article VI.A.4. - HMO Program

Article VI.F. - Credit Union

Article VI.G. - Annuities

Article VI.L.1. - Employee Personnel Records

Article VI.L.2. - Employee Facilities

Article VIII.G. -Temporary Assignment

Article IX.C. - Payroll

Article IX.D. – Professional Development Fund

Article IX.G. – Leaves of Absence to Attend Professional Meetings or to Receive University Degrees

Article XI - Grievance Procedure

Article XII- Scope of Agreement

Article XIII - Conformity to Law

Article XIV - No Strike Pledge

Article XV.A. -Commencement of Negotiations

Appendix B - Payroll Dues Deduction Authorization

Appendix C - Committee on Political Education (COPE); Payroll Contribution Deduction Authorization

Appendix D [Subject to limitations in Addendum Article II.A.]

Appendix E - Job Evaluation Salary Administration Program

Article III.F. – American Federation of Teachers (AFT)

Teachers (AFT) and Illinois Federation of Teachers (IFT) Leave

Article VII.C. – Holidays (as modified below)

Article VII.E – Maternity and Parental Leave

Article IX.E – Teaching Assignments

Article IX.F – Academic Year and Calendar

Article XV.B – Release for Union Negotiators

Appendix A.3 – Part-Time Professional Employee  
Classifications

Appendix A.4 – Part-Time Professional Employee  
Classifications

## **FRINGE BENEFITS/LEAVES**

### **A. Health Insurance**

Part-time non-probationary employees who are regularly scheduled to work 15 hours or more per week during the academic calendar year shall be permitted to participate in the Board's Group HMO plan (employee only) offered to full-time professional employees at the part-time employees sole expense and at rates charged to the Board by the insurer.

Effective July 16, 2022, the Board shall pay One Hundred Fifty Dollars (\$150) per month for the benefit of a total of not to exceed one hundred and fifty (150) employees for the employee's personal care.

Effective July 16, 2024, the Board shall pay One Hundred Seventy Five Dollars (\$175) per month for the benefit of a total of not to exceed one hundred and fifty (150) employees for the employee's personal care.

In order to be eligible to receive such personal care payments, the employee must be (a) paying for coverage under a group health insurance plan offered by the Board and (b) regularly scheduled to work 15 hours or more per week during the academic calendar year.

### **B. Dental Vision**

Part-time non-probationary employees who are regularly scheduled to work 15 hours or more per week shall be permitted to buy into the Board's group Dental and Vision plans (employee only) at the employee's sole expense and at rates charged by the insurer.

### **C. Tuition Waiver**

After one year from date of hire, a part-time professional employee who is regularly scheduled to work 15 hours or more per week shall be eligible to receive a tuition waiver of one credit course per semester/term offered by the City Colleges of Chicago. Part-Time employees shall be eligible to enroll in an additional course up to a maximum of two (2) on the Friday before the first day of class, if space is

available.

**D. Paid Excuse Absence**

A part-time employee with one or more years of service who is regularly scheduled to work during the academic year shall be permitted paid absences per calendar year without loss of pay because of personal illness, illness of a dependent, funeral of a member of the immediate family, personal or a household emergency. The days shall be granted July 1<sup>st</sup> to be utilized between July 1-June 30 the following year. A paid absence shall be for all or any part of the number of hours the employee was scheduled to work that day. The paid absence days shall be awarded according to the following schedule:

- (i) Regularly scheduled for 15 or more hours per week: 3 paid absence days
- (ii) Regularly scheduled for 4 to 14 hours per week: 1 paid absence day

**E. Jury Duty**

A part-time employee summoned to jury duty shall be paid for hours of absence, minus any jury duty payment, if: (1) the employee was scheduled to work at the time of jury duty, (2) the employee gives a copy of the summons to his supervisor within 10 days of receipt, and (3) the employee provides proof of jury duty payment with the certificate of attendance.

**F. Probationary Period**

All part-time employees shall serve a probationary period of twelve (12) months.

**G. Part Time Professional Holiday Pay Schedule**

All Part-time professionals shall be entitled to pay for the following holidays, if normally scheduled to work on the day of the week that the holiday falls: Labor Day; Thanksgiving; the day after Thanksgiving; Christmas Eve; Christmas Day; workdays between Christmas day and New Year's Eve; New Year's Eve; New Year's Day; Martin Luther King, Jr.'s Birthday; President's Day; and Independence Day.

Effective 2023 and subsequent years:

All Part-time professionals shall be entitled to pay for the following holidays, if normally scheduled to work on the day of the week that the holiday falls: Labor Day; Indigenous Peoples/Columbus Day; Veterans Day; Thanksgiving; the day after Thanksgiving; Christmas Eve; Christmas Day;\_workdays between Christmas day and New Year's Eve; New Year's Eve; New Year's Day; Martin

Luther King, Jr.'s Birthday; President's Day; Memorial Day; Juneteenth; and Independence Day.

**H. New Hire Orientation**

During the first 30 days of a newly hired employees' employment, the College will provide 30 minutes for a Union representative to discuss contract administration and related matters with the employee. This will normally occur during the new employee's orientation.

**I. Bereavement Leave**

The Chancellor may approve short leaves of absence with pay not to exceed the number of days off work equivalent to that of the employee's regularly scheduled work week (provided that such leave shall not exceed five work days) for part-time non-probationary employees to permit an employee to attend the funeral, memorial service, or for bereavement of a deceased parent, spouse, civil partner, child, brother, sister, grandparent, grandchildren, or in-laws.

**II. WAGES**

- July 16, 2022 Wages rates increased by 7%
- July 16, 2023 Wages rates increased by 5%
- July 16, 2024 Wages rates increased by 4%
- July 16, 2025 Wages rates increased by 4%

**Effective as of July 16, 22:**

- (i) Part-time employees, who have obtained a high school diploma or GED, whose 7% annual wage increase as of July 16, 2022 does not bring their hourly rate to at least \$16.00 per hour shall have their hourly rate increased to \$16.00 per hour;
- (ii) Part-time employees, who have obtained an Associate Degree, whose 7% annual wage increase as of July 16, 2022 does not bring their hourly rate to at least \$18.00 per hour shall have their hourly rate increased to \$18.00 per hour;
- (iii) Part-time employees, who have obtained a Bachelor's degree, whose 7% annual wage increase as of July 16, 2022 does not bring their hourly rate to at least \$17.00 per hour shall have their hourly rate increased to \$19.50 per hour;
- (iv) Part-time employees, who have obtained a Master's or Higher degree, whose 7% annual wage increase as of July 16, 2022 does not bring their hourly rate to at least \$22.50 per hour shall have their hourly rate increased to \$22.50 per hour;

All Minimum salaries will increase 3% each year.

Education Level	July 16, 2022	July 16, 2023	July 16, 2024	July 16, 2025
GED or HS minimum wages	\$16.00	\$16.48	\$16.97	\$17.48
Associate Degree minimum wages	\$18.00	\$18.54	\$19.10	\$19.67
Bachelor's Degree minimum wages	\$19.50	\$20.09	\$20.69	\$21.31
Master's or Higher minimum wages	22.50	\$23.18	\$23.87	\$24.59

**Part-time Working Conditions**

1. Those part-time employees whose schedule changes each semester or term will be given a schedule ten (10) days prior to the start of the sixteen week semester and the summer term, which schedule shall be subject to change based on College need.
  
2. Employees shall be eligible to participate in telework pursuant to the Board's telework policy, which is attached to this Agreement as Appendix J. The telework policy and any decisions made by the Employer related to the telework policy are subject to the grievance procedure; however, neither the telework policy nor any decisions made by the Employer related to the telework policy shall be subject to the arbitration procedures of this Agreement and any such grievances shall not be arbitrable.



This Supplemental Agreement shall be part of the 2022-2026 Professional Employees Agreement.

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

Cook County College Teachers Union  
Local 1600  
AFT, AFL-CIO

By: DocuSigned by:  
*Walter E Massey*  
82A1880AE9DF469...  
Chairperson Walter E. Massey

By: DocuSigned by:  
*Tony Johnston* 6/14/2023  
4EB1AD0803C94D1...  
President

By: DocuSigned by:  
*Rochelle Robinson-Dukes*  
5AD522B0F98E433...  
Vice President CCC Division

By: DocuSigned by:  
*LaVonne Williams*  
FF1059F0F703485...  
Union Negotiator: Richard J. Daley College

By: DocuSigned by:  
*Charlene Haymond-Bussell*  
A3595B2579A4420...  
Union Negotiator: Olive-Harvey College

By: DocuSigned by:  
*Keisha Patterson*  
06DD7453005C419...  
Union Negotiator: Kennedy-King College

By: DocuSigned by:  
*Kathy L Steuts*  
2F90E957C4DF453...  
Union Negotiator: Harry S. Truman College

By: DocuSigned by:  
*Cristina Carrillo*  
3029D7C87FAP4C4...  
Union Negotiator: Harold Washington College

By: DocuSigned by:  
*George Baird*  
DC81E0B350B5433...  
Union Negotiator: Wilbur Wright College

By: DocuSigned by:  
*Robert J. ...*  
CAD32CE2F2DB4A9...  
Union Negotiator: Malcolm X College

**APPENDIX J**  
**TELEWORK POLICY**

**City Colleges of Chicago**  
**Telework Policy**  
**Effective October 31, 2021**

**I. Purpose**

The purpose of this Telework Policy (“this Policy”) is to allow certain eligible employees of the City Colleges of Chicago (“CCC”) to telework, from home or other approved work location, for all or part of their workweek. It is anticipated teleworking, in accordance with this Policy, will (i) allow CCC to continue certain remote innovations that are beneficial to student success; and (ii) improve productivity and job performance in addition to promoting administrative efficiencies while sustaining the recruitment and retention of a qualified and experienced workforce that will better enable CCC to deliver its student-centered initiatives.

**II. Telework Categories and Eligibility**

**A. Category 1: Remote Position**

CCC’s Human Resources Department may establish remote positions, based upon CCC’s needs. A remote position must be identified as such (i) when it is listed and/or advertised, and (ii) in correspondence offering employment for the position. Each employee who holds a remote position is a “Remote Employee.” A Remote Employee may not work out of a CCC facility or other CCC location, except that, as determined by the Remote Employee’s supervising manager, a Remote Employee, upon at least 24 hours’ notice, may be directed to report to a CCC facility or other location to attend meetings or events. The job duties of a Remote Employee will be completed at the Remote Employee’s home or other approved work location. A telework agreement (“Telework Agreement”), which is attached as Exhibit I to this Policy, is not required for a Remote Employee to telework in accordance with this Section II.A.

**B. Category 2: Course Modality**

If the modality of a course is “online live,” then the faculty member, note taker, embedded tutor and/or interpreter (each an “Online Live Employee”) assigned to such course or student taking such course may telework from home or other approved work location during the time period the course is live on a particular date; provided that, such telework is approved, in advance, by the Provost. A Telework Agreement is not required for Online Live Employees to telework in accordance with this Section II.B.

**C. Category 3: Non-Bargained For Exempt Employees**

Non-bargained for exempt employees (each an “NBF Employee”), who have been employed by CCC for at least six (6) months of continuous, regular employment, are eligible to telework in accordance with this Policy; provided that the Chief Talent Officer may approve an NBF Employee for telework, in accordance with this Policy, after the NBF

Employee has completed 30 days of continuous, regular employment with CCC. A Telework Agreement is required for NBF Employees to telework in accordance with this Section II.C.

**D. Category 4: Bargained For Exempt Employees**

Bargained for exempt employees, except for employees who are assigned to the alternative high schools/middle colleges located at each of Truman College and Olive Harvey College, who (i) hold the position of (a) one of the positions set forth on Exhibit 2 hereto (an "Exhibit 2 Position") (b) Librarian, (c) Part-time Librarian, (d) Coordinator – Tutor Support Services, or (e) Reading Clinician (each a "BF Exempt Employee"); (ii) are scheduled by their supervisor, and approved by the appropriate Dean or, for District Office employees, the appropriate Cabinet Member, to provide exclusively remote services or instruction (collectively, "Exclusive Remote Services") during a certain time period on a particular date; and (iii) have been employed by CCC for at least six (6) months of continuous, regular employment are eligible to telework, in accordance with this Policy, during the time period such Exclusive Remote Services are provided on a particular date. Notwithstanding the foregoing 6-month continuous work requirement, the Chief Talent Officer may approve a BF Exempt Employee for telework, in accordance with this Policy, after the BF Exempt Employee has completed 30 days of continuous, regular employment with CCC. BF Exempt Employees who hold an Exhibit 2 Position are limited to a maximum of two days of telework per week under this Policy. A Telework Agreement is required for BF Exempt Employees to telework in accordance with this Section II.D.

**E. Category 5: Bargained For Non-Exempt Employees**

Bargained for non-exempt employees, except for employees who are assigned to the alternative high schools/middle colleges located at each of Truman College and Olive Harvey College, who (i) hold the position of (a) one of the positions set forth on Exhibit 3 hereto (an "Exhibit 3 Position"), (b) Tutor – Part-time, or (c) Tutor – Skills – Part-time (each a "BF Non-exempt Employee"); (ii) are scheduled by their supervisor, and approved by the appropriate Dean or, for District Office employees, the appropriate Cabinet Member, to provide Exclusive Remote Services during a certain time period on a particular date; and (iii) have been employed by CCC for at least six (6) months of continuous, regular employment are eligible to telework, in accordance with this Policy, during the time period such Exclusive Remote Services are provided on a particular date. Notwithstanding the foregoing 6-month continuous work requirement, the Chief Talent Officer may approve a BF Non-exempt Employee for telework, in accordance with this Policy, after the BF Non-exempt Employee has completed 30 days of continuous, regular employment with CCC. BF Non-exempt Employees who hold an Exhibit 3 Position are limited to a maximum of two days of telework per week under this Policy. A Telework Agreement is required for BF Non-exempt Employees to telework in accordance with this Section II.E

**F. Eligibility**

Only (i) Remote Employees, (ii) Online Live Employees, (iii) NBF Employees, (iv) BF Exempt Employees, and (v) BF Non-exempt Employees (each referred to herein as “employee” or collectively as “employees”) are eligible to telework.

### **III. Determining Telework**

#### **A. Process**

An NBF Employee, a BF Exempt Employee or a BF Non-exempt Employee may request to telework by discussing the option with such employee’s supervising manager. If the supervising manager agrees teleworking is a viable option for the employee, a Telework Agreement must be completed and executed by the employee and such employee’s supervising manager. Thereafter, such Telework Agreement must be forwarded to the applicable cabinet member or president for review. If the cabinet member or president approves the Telework Agreement, the Telework Agreement must be forwarded to the District Human Resources Department for review. If the applicable cabinet member or president is the employee’s supervising manager, after such supervising manager executes the Telework Agreement, it must be forwarded to the District Human Resources Department for review. A Telework Agreement is effective after it is approved and executed by the applicable cabinet member and the Chief Talent Officer of the Human Resources Department.

#### **B. Considerations for Telework Approval**

When determining whether or not telework is appropriate, supervising managers must consider whether or not it is operationally feasible for the employee to perform their job duties away from a CCC facility. The following should be included when the supervising manager determines if teleworking is appropriate:

##### **(1) Employee suitability**

- Has employee demonstrated the ability to work independently?
- Has the employee demonstrated sufficient organization and time management skills?
- Is the employee self-motivated and results orientated?
- If the position is managerial, can the employee effectively supervise their subordinate employees remotely?

##### **(2) Job responsibilities**

- Can the work performed be monitored by output versus time spent doing the job?
- Is the job characterized by clearly defined tasks and deliverables?
- Is there sufficient work for the employee to perform away from the worksite?
- Does the work require minimal need for on-site files, records, special equipment, software, or other resources?
- Does the position require face-to-face contact with the public, colleagues or students?

- Can the work be performed remotely without unnecessary risk to the security of data, networks, or client confidentiality?

### **(3) Resources**

- Are there budgetary constraints?
- Will allowing remote work create scheduling issues?
- Will the remote work location be sufficient to perform duties (e.g. a safe, private, and quiet space that is conducive to the employee performing job duties)?
- Will remote work impact service quality or operations, or increase workload for other employees?
- What are the technical and equipment needs required to perform the work and can those technical and equipment needs be readily accessed from home?

## **IV. Terms and Conditions of Telework**

### **A. Conditions or Employment and Termination or Telework**

Telework permitted in accordance with this Policy is a voluntary work alternative that may be appropriate for some employees and some job positions. Teleworking is not an entitlement nor a district-wide benefit. Teleworking does not alter an employee's terms and conditions of employment. Notwithstanding anything in this Policy to the contrary, at any time, CCC may terminate any and all telework, including any applicable Telework Agreements, permitted in accordance with this Policy, in its sole discretion. Every effort will be made to provide ten (10) working days' notice of such change to accommodate commuting and other problems that may arise from such change. However, CCC reserves the right to terminate telework permitted in accordance with this Policy without notice, if circumstances require such action, as determined in CCC's sole discretion.

### **B. Equipment and Facilities**

CCC will provide employees with the equipment required to telework in accordance with this Policy. Except as provided in CCC's expense reimbursement policy or as required by law, CCC is not responsible for the costs of or related to Employees' personal equipment and utilized while teleworking in accordance with this Policy. CCC accepts no responsibility for damage or repairs to Employee-owned equipment. CCC reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by CCC is to be used for business purposes only. The employee must sign an inventory of all office property and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, or at the conclusion of the telework arrangement, all CCC property will be returned to CCC, unless other arrangements have been made.

Consistent with CCC's expectations of information security for employees working at the office, employees engaged in telework will be required to ensure the protection of confidential information, including any student information or records, from their home

office. Steps may include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment.

CCC assumes no responsibility for injuries occurring in the employee's remote workspace outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote workspace. The employee agrees to maintain safe conditions in the remote workspace and to practice no less than the same safety habits and rules as those applying on CCC's premises.

Workers' compensation benefits are the sole remedy for job-related injuries to employees that occur in the employee's remote workspace during working hours. All job-related accidents must be reported immediately for investigation. Employees who work remotely should do so from a workspace that reasonably does not endanger the employee or others.

### **C. Time Keeping**

Employees must comply with CCC's required time keeping through electronic means, if available. Employees must work their regularly scheduled hours while teleworking in accordance with this Policy.

Remote Employees, Online Live Employees and BF Non-exempt Employees who are non-exempt employees (collectively, "non-exempt employees") are responsible for keeping accurate records of their scheduled workday and actual hours worked. Nonexempt employees will be required to log into their computer at the beginning of each workday and log out at the end of each workday, as well as at the beginning and end of their lunch period. All overtime worked by non-exempt employees must be authorized in advance in accordance with CCC's policies. Non-exempt employees must accurately record their actual time worked. Falsifying or tampering with the recording of time may result in disciplinary action up to and including termination of employment.

### **D. Availability**

A pattern of unavailability, such as a lack of reliable internet access, may be grounds for revoking telework permitted under Sections II.B and II.C of this Policy and terminating employment related to telework permitted under Section II.A of this Policy. Employees must be available for and participate in meetings in accordance with the normal demands of their job positions. If needed for business purposes, upon at least 24 hours' notice, employees will be directed to report to a CCC facility or other location to attend meetings or to perform other job-related functions.

### **E. Employee Compliance**

Employees must comply with all CCC Board Policies and Procedures, and all CCC polices, manuals and handbooks (collectively, "Rules"). Violation of such Rules may

result in immediate termination of telework permitted in accordance with this Policy and

disciplinary action up to and including termination.

**F. Employee Leave**

Employees who have any illness or injury that restricts or renders the employee incapable of performing their job duties are not expected to and should not work from home while ill or injured. Employees are responsible for notifying the Human Resources Department if the employee has qualifying conditions for family medical leave or sick leave while teleworking. Accrual of leave benefits and requests for sick leave and vacation usage will apply in accordance with CCC's Rules. Employees are expected to work during their approved schedule unless sick time, vacation time or other leave has been approved.

**G. Telework Agreement**

Each Telework Agreement must include a term for a set period of time; provided that such term shall not exceed twelve (12) months. There is no limit to the number of Telework Agreements an NBF Employee, a BF Exempt Employee or a BF Non-exempt Employee may enter into; provided that the approvals set forth in this Policy are obtained.

**V. Informal Remote Work**

This Policy does not impact the ability of cabinet members to permit informal, short-term telework, for certain non-bargained for employees, to address various circumstances.

**VI. Emergencies and Other Unexpected Contingencies.** In the event of an emergency, including, pandemics, fire or other significant disruption to CCC facilities, upon receiving the Chancellor's written approval, supervising managers may work with their cabinet member or president, as applicable, and the District Human Resources Department to consider if telework ("Emergency Telework") is feasible for up to one month for the affected employees, including those employees who are not eligible for telework in accordance with Section II of this Policy. Emergency Telework is not mandatory and will be implemented, if at all, on a case-by-case basis. Any Emergency Telework that extends beyond one month, in the aggregate, requires the advance approval of CCC's Board of Trustees. Emergency Telework, in accordance with this Section VI., does not require the execution of a Telework Agreement.

**VII. Termination of Policy**

Notwithstanding anything herein to the contrary, this Policy may be terminated by the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois (the "Board") at any time and in its sole discretion. Upon such termination, telework permitted by this Policy, along with any Telework Agreements, shall immediately terminate.

EXHIBIT 1  
Telework Agreement

**CITY COLLEGES OF CHICAGO  
TELEWORK AGREEMENT**

City College of Chicago (“CCC”) has implemented a Telework Policy (the “Telework Policy”) that is effective as of October 31, 2021. The terms and conditions of the Telework Policy are hereby incorporated into and made part of this Telework Agreement (the “Telework Agreement”). In the event of a conflict between the Telework Agreement and the Telework Policy, the Telework Policy shall govern. The Telework Policy allows eligible employees to work from home or other approved work location under certain conditions which are described in the Telework Policy. The terms and conditions of employment, including all CCC policies and procedures, and all departmental policies and procedures, continue to apply in any telework arrangement permitted in accordance with the Telework Policy. CCC is under no obligation to approve any Telework Agreement. The decision whether to approve telework will be made in accordance with the Telework Policy and on a case-by-case basis.

Employee Name: \_\_\_\_\_

Work Location: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Supervising Manager: \_\_\_\_\_

The employee’s core hours on telework days will be consistent with their standard work hours/schedule.

For time reporting, the employee must utilize the CCCWorks Web Clock.

In the event the CCC, or a portion thereof, is closed or delays opening due to an emergency on the employee’s regular telework day, the employee is to continue working their telework schedule unless otherwise notified.

**Job Tasks**

The employee will maintain contact with their work unit/department and colleagues, including attending meetings on telework days via telephone and/or web conferencing solutions.

**Communication**

To maintain close communication and standards of professionalism while teleworking, the employee shall:

- Be available to supervisors and colleagues by telephone, video conference and email during work hours;
- Make all reasonable attempts to return calls and emails the same day they are received;



- Complete required communication with Supervising Manager;
- Attend meetings via telephone/teleconference; and
- Have office forward calls to telework location, if feasible.

**Compensation and Benefits**

The employee shall utilize CCCWorks Web clock in replacement of on-site clocks where applicable. If employee doesn't utilize CCCWorks for time reporting they will continue with their process as it currently is completed. The employee's compensation and benefits shall not be affected by teleworking. For employees eligible for overtime, the employee shall not work overtime without prior written approval from their Supervising Manager.

**Equipment and Expenses**

CCC shall determine the minimum equipment and software necessary for the employee to telework in a timely, efficient, and professional manner. In determining which equipment shall be provided by CCC, CCC shall consider appropriateness and availability. The employee is required to return any CCC equipment and property upon request after the telework period is completed.

CCC will maintain all equipment owned by CCC. The employee will not perform maintenance or repairs on CCC-owned equipment without prior written approval from CCC. The employee is responsible for service costs, maintenance, and repairs of employee-owned equipment.

Only CCC-owned software may be installed on CCC-owned equipment. The employee may not install or download any other software to CCC-owned equipment without CCC's written approval. All software that an employee uses for telework must be licensed by the software manufacturer.

The employee shall never purchase or rent equipment, services or supplies on the assumption CCC shall reimburse for the cost. CCC's prior written approval must be obtained prior to any expense being incurred.

**Equipment provided by CCC to the employee for telework**

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**Information Security**

The employee teleworking will follow all CCC Policies and City Colleges of Chicago Work rules. Additionally, the employee shall ensure the following:

- The protection of CCC data on disc, hardcopy, or on portable devices from theft, loss, or unauthorized access during transit and at the telework location;
- That approved firewalls and anti-virus software are on all remoted site computers and are kept with current definitions;

- That flash drives or other portable drives are not used;
- All work is saved on CCC data drives (network attached storage (e.g. S:/ or U:/), CCC OneDrive or CCC SharePoint); and
- The employee agrees to follow CCC policies concerning the handling of public records.

**Safety**

The employee confirms that their telework location is a suitable place to work and, to the best of their knowledge, the telework location is safe from conditions that could pose a hazard to health and safety or danger to equipment.

**Limitations**

Teleworkers must observe the following limitations when working from the telework location:

- Employees cannot operate a business or work for another employer during work hours/while clocked in;
- Employees cannot allow others to use CCC equipment or access the CCC network, applications or cloud services.

**Telework Schedule**

<b>Day</b>	<b>Location</b>	<b>Hours</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Miscellaneous Instructions**

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Termination and Amendments

THIS TELEWORK AGREEMENT IS NOT A GUARANTEE OF EMPLOYMENT OR A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, COMPENSATION, TERMS, CONDITIONS OR BENEFITS. EMPLOYMENT IS AT-WILL, WHICH MEANS THAT EITHER CCC OR EMPLOYEE MAY TERMINATE EMPLOYMENT FOR ANY REASON OR NO REASON WITH OR WITHOUT NOTICE OR CAUSE. THIS TELEWORK AGREEMENT CAN BE TERMINATED AT ANY TIME BY CCC OR EMPLOYEE. ANY CHANGES TO THIS AGREEMENT MUST BE IN WRITING AND APPROVED BY THE SUPERVISING MANAGER, THE CABINET MEMBER/PRESIDENT AND THE CHIEF TALENT OFFICER.

[signature page follows]

**ACKNOWLEDGED AND AGREED:**

EMPLOYEE: By signing, the employee states they have read, understand, and agree to the terms and conditions of this Telework Agreement and the Telework Policy:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
Supervising Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cabinet Member/President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Talent Officer

\_\_\_\_\_  
Date

**APPENDIX K**  
**SIDE LETTERS OF AGREEMENT**

**Side Letter Regarding Pretax Parking Benefit Plan**

The Board agrees to implement a pretax benefit plan for parking through which employees can make pretax contributions as allowed by the Internal Revenue Code no later than January 1, 2024.

**Side Letter Regarding Full-Time Tutor Pilot Program**

On a pilot basis, each College will hire at least two full-time tutors during the 2023 calendar year. Subsequent decisions to maintain or adjust such staffing levels will belong solely to the Board.

## EXHIBIT 2: Bargained For Exempt Positions (Professionals)

Academic Support Specialist	Manager, OnlineAcadTech REM
Account Analyst	Media Specialist
Adult Ed Lang Arts Reading Spc	Network Support Analyst
Adult Educ Math Specialist	Nursing Education Specialist
Bridge/Gateway Programs Assoc	Postsecondary Education Navig
Broadcast Engineer	Program Dir-10KSB Program
Building Coordinator	Proj Dir-Educational Oppor Ctr
Business Analyst	Proj Dir-Project S.A.F.E.
Career Services Advisor-C2C	Project Coordinator-Union
Clinical Coordinator	Reporting & Compliance Analyst
College Recruiter	SharePoint Administrator REM
Computer Lab Manager	Sr Coor-Early College Prog
Coor-Academic Credit Programs	Sr Network Support Analyst
Coor-Academic NonCred Programs	Systems & Network Manager
Coordinator-Early College Prog	Systems Management Analyst
Coord-Workforce Partnership	Teacher (Birth to 3)-Child Dev
Coor-Information Tech	Teacher-Child Development
Coor-Laboratories	Tech Appl Developer-FIN REM
Coor-Perkins Program	Tech Equity Specialist (GF)
Curriculum Specialist - CDC	Technology Integration Special
Cust Rel Mgmt Admin REM	Transfer Cohort Advisor (GF)
Dir, Teaching & Learning Prog	Transition Specialist
Dir, Workforce Ptnrshps (C2C)	Veterans Services Specialist
Dir-Access Center	
Dir-Career Plng & Placmnt, C2C	
Director of Compliance	
Dir-Human Services	
Dir-Student Activities	
Dir-Student Affairs	
Dir-Student Support Srvs-TRIO	
Dir-Tech Launchpad (Grant Fnd)	
Dir-Transfer Center	
Dist Dir-PeopleSoft Studt REM	
Dist Dir-Tech Cust Srvs REM	
Family Services Coordinator	
Field Advisor/Trainer	
Front-End Web Designer	
Funct Appl Analyst-SA REM	
IT Systems Administrator	
Lab Coordinator	
Lab Mgr-Microcomputer Lab	
Lead Qual Assurance Anlyst REM	
Manager Inst Tech Dist Lrn REM	
Manager, Information Tech	

## EXHIBIT 3 : Bargained For Non-Exempt Positions (Professionals)

Acad Supp Spec-PT (VTEC)	Reprographic Tech - Part-Time
Academic Support Specialist-PT	Security Aide
Admissions Specialist/Advisor	Senior Reprographics Tech
Admissions Specialist-PT	Sign Language Interpreter
AE Bridge Curriculum Spec-PT	Sign Language Interpreter-PT
Assistant Teacher-Child Dev-PT	Special Needs Transcriber-PT
Assistant Teacher-ChildDev	Sr Full Stack Developer-PT REM
Assistive Tech Specialist	Substitute Teacher-Child DevPT
Asst Teacher (Birth to 3)-CDC	Teacher Asst. - Part-Time
Automotive Lab Asst - PT	Tech Appl Developer-PT-SA REM
Case Worker	Tech Customer Service Rep
Case Worker - Part-Time	Tech Integration Spec-PT
Clinical Coordinator-PT	Technology Support Specialist
College Advisor	Testing Specialist
Comp Lab Assistant - Part-Time	Testing Specialist - Part Time
Comp Lab Manager - Part-Time	Tool Room Attendant
Comp Lab Technician - PT	Tool Room Attendant - PT
Coor-Acad Support Srvcs-PT	
Coor-Academic Support Services	
Coor-Academic/Career Programs	
Coor-Academic/Career Progs-PT	
Coordinator II- Part-Time	
Coor-Disability Support Servs	
Coor-Facilities	
Coor-Grant Budget	
Coor-Grant Program	
Coor-Health Careers	
Coor-Perkins Program-PT	
Coor-Student Activities	
Coor-Testing Center	
Coor-Wellness Center	
Family Services Associate PT	
Grant Writer-PT	
Info Tech Services Assoc	
Info Tech Services Assoc PT	
Instructor - Part-Time	
Lab Coordinator-PT	
Note Taker - Part-Time	
Nursing Ed Specialist-PT	
Nursing Lab Coordinator	
Nursing Lab Coordinator-PT	
Proj Laboratory Coordinator	
Reproduction Technician II	

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