

AGREEMENT
between
COUNTY OF ROCK ISLAND/
ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT
and
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES

COUNCIL 31 – LOCAL 2025A

DECEMBER 1, 2024

TO

NOVEMBER 30, 2027

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AGREEMENT

- A. This Agreement, made and entered into by and between the County of Rock Island, acting by and through the County Board of Rock Island County, hereinafter referred to as the County, and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31, and its affiliated Local Union 2025, hereinafter called the Union, on behalf of employees of the County of Rock Island, recognized and referred to in Article I, Recognition of this Agreement.
- B. Whenever in this Agreement he or related pronouns may appear, they have been used for literary purposes and are meant to include all human-kind, specifically both female and male sexes.

ARTICLE I – RECOGNITION

SECTION 1.

The County Board of Rock Island County and applicable Elected Officials recognizes the Union as the sole and exclusive bargaining representation of all regular full-time employees and regular part-time employees working a minimum of twenty hours per week, providing employees referred to above have successfully completed the required probationary period; excluding the following:

- A. Elected Officials
- B. Health Department
- C. Department Heads
- D. Chief Deputies of Elected Officials
- E. Professional Judicial Appointment Personnel
- F. Attorneys of the State's Attorney's Office
- G. Highway Department
- H. Attorneys of the Public Defender's Office
- I. Deputies in the Sheriff's Office
- J. Sheriff's Secretary
- K. Human Resources Specialist in the Human Resources Office
- L. Executive Assistant and Special Project Coordinator in the County Administration Office
- M. All other supervisory personnel not hereinabove listed

For the purposes of this Agreement the term regular part-time employees shall be defined as those employees working a minimum of twenty hours per week who have completed their probationary period. All

fringe benefits in this contract shall be prorated in accordance with the number of scheduled hours worked by the regular part-time employee.

SECTION 2.

The Union recognizes the Board and applicable Elected Officials as the duly elected representative of the people of the County of Rock Island or Rock Island County Forest Preserve District, and as such, realize on statutory subject matters, the legal responsibility or final decision making cannot be delegated.

The County and/or Forest Preserve District (hereby unless specifically noted separately as the Forest Preserve District shall be included in all references to the County) maintains all rights reserved to it pursuant to state law. The County retains the exclusive right to manage operations, determine policies, budgets and operations, the manner of exercise of statutory functions and the direction of working forces including, but not limited to, the right to hire, promote, demote, transfer, evaluate, allocate and assign employees; to discipline, suspend and discharge employees for just cause; to relieve employees from duty because of legitimate reasons; to determine the size and composition of the work force; to determine the departments, divisions and sections of work to be performed therein; to determine the number of shifts per work week; to establish work schedules and assignments; to introduce new methods of operation; to eliminate, relocate, or transfer work and maintain efficiency; and, to make and enforce reasonable rules of conduct and reasonable regulations; provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this agreement.

ARTICLE II – PAYROLL DEDUCTION & UNION SECURITY

SECTION 1. – DUES CHECK-OFF

The County and Union agree to adhere to the provisions of (5ILCS 315/) the “Illinois Public Labor Relations Act,” and all matters pertaining to the rights of public employees as established by law. The County shall make payroll deductions of labor organization dues, initiation fees, assessments, and other payments for a labor organization that is the exclusive representative. Such deductions shall be made in accordance with the terms of an employee’s written authorization, and shall be paid to the exclusive representative. Written authorization may be evidenced by electronic communications, and such writing or communication may be evidenced by the electronic signature of the employee as provided under Section 5-120 of the Uniform Electronic Transactions Act.

SECTION 2.

The amount to be deducted shall be certified to the County by the Union, and aggregate deductions of all employees shall be remitted together with an itemized statement to the American Federation of State, County and Municipal Employees Council 31, by the fifteenth (15th) of the succeeding month, after such deductions are made.

SECTION 3.

The County and/or agents shall not be liable to the Union by reason of the requirements of this Article for the remittance of payment of any sum other than that constituting actual deductions made from employee's wages earned.

SECTION 4.

The Union shall indemnify and hold harmless the County against any and all liability and expenses, including reasonable attorney's fees that may arise by reason of the compliance with the terms of the Agreements.

SECTION 5. – PEOPLE CHECK OFF

- A. During the life of this Agreement, any employee who is a member of the Union may authorize the County or its designated representative to deduct political contributions from compensation earned by submitting and signing an "Authorization for Voluntary Payroll Deduction National People Committee" card. The union will furnish to the County, for each employee for whom a deduction is to be made, an authorization card signed by the employee. The County will make such authorized deductions from checks on the same basis as Union Dues deductions and will forward the deductions to the International Union with the dues deductions.
- B. The Union will indemnify and hold harmless the County from any and all liability or claims arising from administrative error resulting from the deductions provided for in this Agreement.

ARTICLE III – SENIORITY

SECTION 1 – PURPOSE AND SCOPE

- A. The purpose of this Article is to provide maximum employment security to employees included in the Certified Bargaining Unit consistent with the efficient performance of required work assignment.

- B. The seniority standing of any employee shall apply only in layoffs due to lack of work and recalls after such layoffs, except as otherwise specifically provided in this Agreement.
- C. The County and applicable Elected Officials and the Certified Union recognize that the best interest of the employees and the County are assured and that continuity of employment shall be governed by seniority, ability and experience.
- D. County seniority shall for the purposes stated in this Agreement, be defined as the length of service of an employee with Rock Island County. County seniority will be used to determine eligibility for benefits, such as vacation, sick days, etc, based on years of service. Departmental seniority shall, for the purposes stated in this agreement, be defined as the length of service of an employee within a department of Rock Island County.

SECTION 2 – DEFINITIONS

- A. The term “seniority” wherever used in this Agreement shall mean the relative ranking of employees in the Bargaining Unit in terms of continuous employment in their department.
- B. The terms “qualifications” and “qualified” wherever used in this Article as descriptive of an employee, shall mean, with normal supervision, the factors necessary for the satisfactory performance of work required to be performed or for work assignments for which an employee is being considered.
- C. In the event an employee is transferred from one department to another, he enters the new department as the employee with the least departmental seniority; however, the transferred employee does not lose his County seniority.
- D. County seniority shall, for the purposes stated in this agreement, be defined as the length of service of an employee with Rock Island County. County seniority will be used in determining eligibility for benefits, such as vacation, sick days, etc, based on years of service. Departmental seniority shall, for the purposes stated in this agreement, be defined as the length of service of an employee within a department of Rock Island County.

SECTION 3 – PROBATIONARY PERIOD

The first three (3) months of active employment during the employee's last period of employment is a probationary period during which period there shall be no responsibility on the part of the County for the continued employment of above referred to the new employee, and the termination of such probation employee shall not be subject to challenge or shall not be proper subject matter of a grievance.

Programmer/Analysts and Senior Program Analysts must serve a six (6) month probationary period, provided that they shall be entitled to health insurance benefits the first of the month following 30 days of employment. Correctional officers and Telecommunicators shall serve a twelve (12) month probationary period, provided that they shall be entitled to health insurance benefits the first of the month following 30 days of employment. All Zoo Keepers shall serve a six (6) month probationary period, provided that they shall be entitled to health insurance benefits the first of the month following 30 days of employment. When the probationary period is satisfactorily completed, seniority will backdate to the original hired date.

After a new employee has acquired seniority, the name of the employee and their seniority date shall be placed on the department seniority list in the department in which they are employed at the time of completion of the probationary period. Any employee who has been considered as a temporary, seasonal, and/or part-time employee and is then hired as a full-time or regular part-time employee in the same department which he worked shall be required to serve a two (2) month probationary period, provided the employee has been employed at least three (3) consecutive months immediately prior to being hired full time. The Union will be provided with an updated seniority list every six (6) months.

Upon promotion to Correctional Officer Sergeant, Correctional Officer Lieutenant, or TeleCommunicator Sergeant, the promotee shall serve a twelve (12) month probationary period. The promotee shall receive a job evaluation at three (3) months into the probationary period. At the sole discretion of the Sheriff, the promotee may be demoted to his prior rank at any time during the probationary period.

SECTION 4 – SENIORITY UNITS

Department seniority units shall be established within thirty (30) days after the effective date of this Contract by mutual written agreement between the County and the Union.

SECTION 5 – DEVIATIONS FROM SENIORITY

- A. At each layoff or recall following layoff, the County or its designated representative may designate certain individual employees whose services are required under special circumstances as exempt from the provisions of this Article. Such employees may be retained or recalled regardless of their established seniority. The fact that an employee has been so designated shall not affect their regular seniority standing and they shall resume the same as soon as the recognized special exemption ceases to exist.
- B. The provisions of this Article shall not apply:
 1. To layoffs of ten (10) working days or less.

2. To recalls following layoffs for a period of five (5) working days.
- C. The Employer may lay off employees due to a lack of funds or need. Prior to any layoff, the Employer shall meet with the Union to discuss the layoff as soon as practicable. Nothing in this section is intended to limit or hinder management's exclusive rights.

SECTION 6

In the event of reduction in Section 12 in the workforce, except as deviations may occur as provided in Section 5, the procedure shall be as follows:

- A. Probationary employees in the affected department shall be removed from active employment and their services terminated.
- B. If further reduction is required, employees with seniority shall be laid off from the affected department in the reverse order of their seniority, provided that in all cases the employees remaining in the department are qualified to perform the work required.

SECTION 7 – RECALL

Employees shall be recalled to their respective departments except when deviations may occur as provided in Section 5, on the basis of their departmental seniority in the reverse order of their layoff, provided in all cases employees entitled to be recalled are qualified to perform the work required. No new employees shall be hired in a department as long as there are qualified employees eligible for recall in the department.

SECTION 8

A list showing the names of employees who have been laid off or who have been recalled will be sent to the Union. If any deviations have been made from seniority, an explanation will be made upon request. It is understood there shall be no redress to the Grievance Procedure by an employee in connection with layoff or recall unless a formal grievance is presented within seven (7) working days from the date of layoff or recall.

SECTION 9 – TRANSFER FROM SENIORITY UNIT

An employee who has been promoted or transferred to any position not included in the current bargaining unit may have his department seniority accumulated and reestablished only pursuant to a prior side agreement executed between the parties. Prior to any substantial permanent change in an employee's job duties, the County shall meet with the employee within 72 hours of the effective date of the job change. The County,

upon request, shall within a reasonable amount of time, provide the Union with a written description of the job duty changes.

SECTION 10

Any employee who has acquired seniority shall lose their seniority and employment will be broken for only the following reasons:

- A. If he quits, either by
 - a. Notifying the Department Head.
 - b. Remaining away from work three (3) consecutive working days or more without a reason satisfactory to the Department Head.
- B. If he is discharged for just cause.
- C. If, after layoff out of the department or authorized leave of absence, he fails to report to work within five (5) working days after being notified in writing to his last known address to do so, unless prevented by a reason satisfactory to the Department Head. Employees laid off or on an authorized leave of absence and desiring to retain seniority rights must keep their address known to the Department Head.
- D. If he is laid off by the County for a period of time equal to his length of service prior to layoff or a period of twenty-four (24) months, whichever is lesser.

SECTION 11 – JOB POSTING

When the County knows that a vacancy will occur in a job classification in the near future, the County may post the vacancy as soon as possible before the vacancy occurs. When it becomes necessary to fill a vacancy in a job classification in a department, such vacancies will be subject to job bidding for any employee in a lower or higher classification in that department after the recall or restoration of all employees with recall or restoration rights to the department in which the vacancy occurs. Employees in lower classifications will be given consideration to fill vacancies based on seniority and qualifications. If no qualified employee bids on a position, then the County may fill the position in the following order:

- 1. Most senior employee within the department who bids on a lower grade position.
- 2. If no qualified employee bids on the position, then the County may fill the position by transfer or hire.

3. In the event of a promotion or transfer, the employee would be moved to the corresponding step that matches the employee's years of service in the bargaining unit.

Job postings will be placed on a bulletin board at the County Office Building, Courthouse, Jail, Forest Preserve District, and Animal Care and Control.

The following procedure will apply to vacancies in a job classification in a department:

- A. Any vacancy which in the best judgment of the County is of a temporary nature, that is, of less than 60 days duration, shall not be listed as a vacancy and it shall not be posted.
- B. The posting shall specify the job classification and department in which the vacancy exists and the qualifications necessary for an employee to be eligible to make application for such vacancy.
- C. Any employee, with seniority, who can qualify or believes himself to be qualified, may apply for the posted vacancy by submitting a completed "Application for Vacancy" to the designated representative.
- D. When the vacancy has been posted for seven (7) working days, the designated representative shall accept no more applications for the vacancy. From the applications filed, the designated representative shall determine those who are qualified, and from this group, if there is more than one (1), shall fill the vacancy on the basis of department seniority, ability and experience. The position will be awarded within ten (10) working days following the last day of posting. If there are no qualified bidders from within the department, consideration shall be given to other County employees who apply.
- E. No employee may apply for a transfer under the provisions of this Section who has been granted a change during the preceding six (6) months by this procedure.
- F. If the County decides to fill a vacancy created by a job bid, it shall post the vacancy for three (3) working days and award the job in seven (7) working days.
- G. The term "vacancy", when used in this Article, shall include any new classifications created within the bargaining unit.
- H. The Employer shall provide on-the-job instruction, if needed, to an employee who bids and is awarded the position.
- I. The Employer will have the right to temporarily transfer employees from one classification to another to fill vacancies of a temporary nature as that term is defined in this section. Employees temporarily assigned to a higher classification for more than fifteen (15) working days shall be paid in the same manner as if they had been promoted to that classification. No employee shall suffer a reduction in his rate of pay due to a temporary transfer. Correctional officers, any time they are assigned as acting shift

commanders, shall receive sergeant's pay at the nearest step in the sergeant classification which is above their current rate of pay.

If an employee bids for and is awarded a Zoo Keeper II position, he will serve a six (6) month working probationary period for purposes of determining whether or not the individual has the necessary communication skills to speak in front of audiences. In the event that an employee, during his working probationary period is disqualified from the position of Zoo Keeper II, then he will be reinstated to his previous position. New employees who are hired in the position of Zoo Keeper II will serve an initial three (3) month probationary period and a three (3) month working probationary period.

SECTION 12 - REDUCTION IN WORK FORCE

- A. No supervisory personnel shall permanently replace the work of an employee covered under this agreement who is laid off as a result of a reduction in the number of employees in any one department.
- B. It is further agreed and understood supervisory personnel may perform work normally performed by bargaining unit employees in the following temporary situations:
 1. When necessary to replace an employee during designated relief breaks.
 2. When necessary to replace an absent employee.
 3. When necessary to replace an employee on vacation.
 4. When necessary to replace an employee absent due to injury, bona fide illness, or some other specific reason permitted under this Agreement.
 5. In emergencies such as an unforeseen situation or circumstance or combination of unforeseen situations or circumstances which calls for or requires immediate job performance.
 6. When necessary in the instructing or training of employees.

SECTION 13 – CONTRACTING OUT WORK

The County agrees that upon consideration by a committee of the County Board or Elected Official to contract out any or all work now being performed by bargaining unit employees, which would cause a reduction of employees within a department, it shall so notify the Union and shall bargain over its decision before it contracts out such work.

ARTICLE IV - NON-DISCRIMINATION

The County and applicable Elected Officials and the Union shall not discriminate against any person directly or indirectly because of race, sex, color, creed, age, national origin, sexual orientation, or because of membership or non-membership or activities in the Union. In addition, there will be no discrimination on the basis of age, as provided in the Age Discrimination In Employment Act of 1967, as amended, handicap or Vietnam Era Veterans status.

In the event that an employee requests a reasonable accommodation under The Americans With Disabilities Act, which request is or may be in conflict with the terms of this Agreement, it is agreed that:

- (a) The County and the Union will meet immediately to resolve the issue of accommodation.
- (b) If a resolution is not reached within thirty (30) days, the matter shall be submitted to an expedited arbitration process.
- (c) After resolution by either (a) or (b) above, neither party shall initiate a legal proceeding regarding the legality of the resolution.

In order to expedite the arbitration process, the parties agree to waive the filing of written briefs and require the arbitrator to render his decision and award within seven (7) days after the date of the arbitration.

ARTICLE V - GENERAL PROVISIONS

SECTION 1

It is understood and agreed that employees covered by this Agreement have the right to join and/or assist the Union or engage in concerted activities insofar as any such activity is not prohibited by any law of the State or by the terms of this Agreement. Conversely, it is understood and agreed that any employees covered by this Agreement may refuse to join and/or participate in the activities of the Union, including the payment of any dues, fees or assessments or service fees of any type, except as provided for in Section 9, Article II. The Union agrees further that it will not solicit Union membership or carry on other Union activities on County time, or carry on any such activities in such a manner as to interfere with the operation of the County.

The Union will be allowed to meet with new employees for up to sixty (60) minutes at a mutually agreeable time, within the first two weeks of employment, without loss of pay.

SECTION 2

The Union's certified Staff Representative(s) shall have access at reasonable times to work areas of those employees as described in Article I Recognition, regarding matters relative to the administration of this Agreement provided: Notification of desired visits shall be submitted to the Department Head or his designated representative, indicating reason of visitation.

SECTION 3 - OUTSIDE EMPLOYMENT

Outside employment is generally incompatible to full-time service. It is agreed and understood no employee shall engage in any outside employment which will impair the performance of their duties or be detrimental to the County or Elected Officials.

SECTION 4 - CHECK OFF LIST

The County agrees to furnish to the Treasurer of the Union, a monthly check-off list for all departments covered under this Bargaining Agreement, stating the following information:

1. Name of employee, date hired, salary, department, labor grade, job title, hourly rate, full address, and department.
2. Name of employee, date terminated, department.
3. Name of employee, change of salary, department.

SECTION 5 - PERSONNEL FILES

Employees shall be entitled to review their personnel file in accordance with the Illinois Access to Personnel Records Act (820 ILCS 40). The County and Elected Officials shall keep no more than one personnel file for each employee.

SECTION 6 - INDEMNIFICATION

Employees' immunity shall be provided pursuant to the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 et al).

SECTION 7 - RULES OF CONDUCT

Any changes in the rules of conduct or departmental regulations shall be posted 72 hours before they become effective and the Union shall be furnished with a copy. The 72 hour notice may be waived in the event of conditions beyond the control of the officeholder or Department Head.

SECTION 8 WORKERS' COMPENSATION-SHERIFF

Employees of the Sheriff's Office who are receiving workers' compensation will be credited for holidays which fall during their leave, not to exceed three (3) holidays per anniversary year, provided the employee works at least 1040 hours during his anniversary year.

SECTION 9 - EDUCATIONAL REIMBURSEMENT

Employees represented by AFSCME 2025A shall have access to the educational reimbursement policy provided for in the Rock Island County Procedures Manual. The Union and Employer hereby adopt that portion of the manual as part of this collective bargaining agreement. Current training budget funding, rules and procedures shall control. Further, the Rock Island County Board shall control funding of this program during the period of this collective bargaining agreement. When funding is available, employees who meet all qualifications and conditions required by the Procedures Manual shall have access on a first-come, first-served basis (see Exhibit D).

ARTICLE VI - DISCIPLINARY ACTION

SECTION 1

The County shall not exercise its right to reprimand, suspend, discharge, or otherwise discipline any employee with seniority except for just cause. Discipline imposed shall be commensurate with the offense. In any event, the actual date upon which discipline commences may not exceed forty-five (45) working days after the completion of investigation and pre-disciplinary meeting. The parties recognize that counseling and corrective action plans are not considered disciplinary actions. The parties also recognize that the forty-five (45) working days begin the day of the pre-disciplinary meeting.

SECTION 2 - ORAL OR WRITTEN REPRIMAND

After an oral or written reprimand has been on file for one (1) year without any intervening disciplinary action, it will be removed from the employee's employment record. If an employer has reason to reprimand an employee, it shall be done in private, if possible.

SECTION 3 - INVESTIGATIVE MEETINGS

An employee shall be entitled to the presence of a Union representative at any investigative meeting which the employee has reasonable grounds to believe will result in disciplinary action against the employee.

SECTION 4 - REVIEW

For discipline other than oral reprimands, the employer shall meet with the employee involved and inform him of the reason for such disciplinary action.

The Union shall have the right to take up any suspension or discharge as a grievance, provided the grievance is signed by the aggrieved employee and is filed within seven (7) working days from the effective date of the disciplinary action. It is also agreed and understood that disciplinary action procedures shall be filed initially in Step 2 of the Grievance Procedure.

ARTICLE VII - BULLETIN BOARD

SECTION 1

The County will assign bulletin board space for the exclusive use of the Union in the following locations: County Building, Courthouse, Jail, Forest Preserve District, and Animal Care and Control. The County will allow the Union to share a bulletin board in Adult Probation, Regional Office of Education and Forest Preserve sites.

SECTION 2

The County will assign and provide glass enclosed bulletin board cases with keys, along with bulletin board space for the exclusive use of the Union in the following locations: County Building, Courthouse, Jail, and Animal Care and Control. The County will allow the Union to share a bulletin board in the Adult Probation, and Regional Office of Education. The Forest Preserve District will assign bulletin board space for the exclusive use of the Union in all sites in which there are employees of the Forest Preserve District. The County will retain

keys to each bulletin board. The Union agrees that it will limit the use of the assigned bulletin boards to the following Union notices and will supply the County copies of such notices for posting:

- A. Recreation and social affairs of the Union.
- B. Union regular or special meetings.
- C. Union appointments.
- D. Scheduled Union elections and results of such election. No Provisions of this Article shall be construed to permit the posting of any political or advertising matter on the assigned bulletin board.
- E. Contract information.
- F. Labor related information.

ARTICLE VIII - LEAVES OF ABSENCE

In special cases, the present practice of the County of allowing full-time employees with seniority to absent themselves for brief periods, for reasons set out below, will be continued when arrangements are made in advance. In such special cases, the employee shall retain seniority and shall be returned to his previous position within his department providing the seniority of the employee permits such return and provided the employee returns to active employment at the expiration of such period.

SECTION 1 - JURY SERVICE

An employee who is called for jury service (which includes grand jury service) or who is required by law to appear for examination by a jury commission prior to such jury service or is subpoenaed and reports for witness service in a proceeding in a court of record, will be excused from work. Such an employee will be reimbursed the difference between his normal rate of pay for necessary time lost because of such service and the amount of compensation received for such service.

If required to serve jury duty during pre-approved vacation leave, the vacation days used during jury duty will be restored to the employee's record.

SECTION 2 - SICK LEAVE

- A. Any employee contracting or incurring any non-service connected sickness or disability, which renders such employee unable to perform the duties of his employment, shall receive sick leave with pay. An employee with accrued sick leave may use up to seven (7) days of sick leave per contract year to care for employee's immediate family. Pregnancy shall be treated as any other illness or non-occupational disability when it renders an employee unable to perform her

assigned duties. Employees shall be granted a leave of absence upon request for a period not to exceed six (6) months for the care of a newborn child, or the adoption of a child.

Sick leave may also be used for appointments with a doctor, dentist, or other professional medical practitioner. Such leave cannot be taken during the first three (3) months of employment, and except as set out above must be used for personal illness only. The Department Head shall be notified at the beginning of the shift on the first work day of illness and each day of absence thereafter at the beginning of the shift unless the illness or injury is for a specified period of time which upon request of the Department Head is substantiated by a doctor's affidavit. The Employer may request a medical doctor's affidavit confirming the absence from work due to illness if there is a suspicion of abuse. The Employer may require an employee to be examined by a doctor selected by the Employer, at its cost, to substantiate the need for the employee to remain on sick leave.

The Employer shall be provided a medical doctor's affidavit confirming the employee's absence from work due to personal or family illness if the absence is three (3) or more continuous days, confirming that the employee and/or family member was seen by a medical doctor.

B. Sick leave covered by Workman's Compensation Act will not be counted against sick leave. Sick leave will not be paid for such a period. On a work-related injury that necessitates an absence from work, the County will pay for the first three (3) days of absence from the employee's sick leave plan providing:

1. The employee has accrued sick leave credit.
2. The employee provides a statement from his physician that the employee is unable to work during this period of time.

The sick leave payment will not be paid in addition to workman's compensation pay and will be paid if the employee returns to work prior to the fourteen (14) day period required by the workman's compensation rule.

C. Sick leave for non-service connected and service connected sickness or disability shall be granted for a period not to exceed six (6) months, which period may be extended at the discretion of the County for an additional six (6) months leave of absence.

- D. Sick leave accumulates at the rate of one (1) day per month. Sick leave may not be added to vacation time, nor will cash or bonus time off be given in lieu of sick time. The employee may go on Illinois Municipal Retirement Fund after thirty (30) days after any one (1) illness.
- E. Assignment and approval of requests for light duty are at the discretion of the Employer upon receipt of a physician's release for light duty. Light duty assignments shall be of a temporary nature. Any employee abusing the sick leave privilege will be required to provide a doctor's excuse for each absence. An employee who is required to be on proof status, and provide a doctor's excuse, shall be reviewed by the Department Head every sixty (60) days [ninety (90) days in the case of the Sheriff's Office] to determine if such requirement is still needed.
- F. If it is determined that an employee has a worker's compensation injury or illness, arising out of and in the course of employment resulting in the loss of more than three (3) work days, the employee will be compensated consistent with the Illinois Worker's Compensation Act.

SECTION 3 - BEREAVEMENT PAY

When death occurs in the immediate family of an employee, such an employee, upon request, will be excused for any three (3) normally scheduled days of work immediately following the death, or preceding or following the funeral or memorial service. If the bereavement days are to be non-consecutive (e.g. to attend a subsequent memorial service), prior approval needs to be received from the employee's supervisor. Documentation of the death may be requested. An employee's immediate family shall include only the following: spouse, children, parents, brother, sister, grandparents, grandchildren, immediate in-laws, step-parents, step-grandparents, step-brothers, step-sisters, step-children, and legal guardian. For this section only: An employee may take bereavement time one time per year (rolling 12-months from use) for a significant other who resides with the employee and is in a non-marital relationship. After making written application thereof, which will show date of death, relationship to deceased and the fact the employee attended the funeral or memorial service, the employee shall receive pay on the basis of straight time established rate for any scheduled days of work for which the employee is excused. Employees shall be entitled to an additional day of bereavement time off if the funeral or memorial service is more than 500 miles from the Rock Island County Courthouse. Employees shall be allowed to use one (1) day of any accrued leave time, excluding sick leave, to attend any relative's funeral or memorial service. Employees shall be allowed to use a second day of accrued leave, excluding sick leave, to attend any relative's funeral or memorial service if the funeral or memorial service is held more than 300 miles from the Rock Island County Courthouse.

SECTION 4 - UNION BUSINESS

The County shall grant a leave of absence to any employee elected to any union office requiring such a leave of absence, but such leave shall not be for more than a total of ninety (90) days each contract year. No more than two (2) employees will be granted a leave in a contract year and no more than one (1) shall be absent on such leave at one (1) time.

SECTION 5 - MILITARY SERVICE

Any employee who is a member of a reserve force of the United States or of this State and who is ordered by the appropriate authorities to attend a training period or perform other duties under the supervision of the United States or this State shall be granted a leave of absence during the period of such activity. Any employee who enters into active service in the armed forces of the United States while in the service of the employer shall be granted a leave of absence for the period of military service. An employee's seniority shall continue to accumulate during said leave.

SECTION 6 - EMERGENCY LEAVE

A leave of absence may be granted to an employee with seniority when an unforeseen situation occurs and such leave is approved by the Department Head.

SECTION 7 - PERSONAL DAYS

Employees will be permitted time off without loss of pay for two (2) days for personal reasons. If an employee has not used the personal days during the year, they will be added to the following year's vacation. If the personal days are added to the vacation and the employee terminates his employment prior to his vacation eligibility date, he will be paid for the personal day or days upon termination. County employees, after one (1) year of employment, shall earn personal days as of their anniversary date of employment.

SECTION 8 - FAMILY AND MEDICAL LEAVE ACT OF 1993

Pursuant to the Family Medical Leave Act, a qualifying employee may take up to twelve (12) weeks of unpaid leave in a twelve (12) month period of employment. In cases of Family Medical Leave for a certified serious health condition, as defined by the FMLA and interpreted by the Courts, the employee shall be required to use accrued sick leave concurrently with Family and Medical Leave. The employee, at his option, may also use any other accrued leave concurrently during periods of Family and Medical Leave. All matters not addressed specifically by this section shall be governed by the provisions of the Family and Medical Leave Act.

ARTICLE IX - UNION REPRESENTATION

SECTION 1

In the administration of this Agreement, the Union shall be represented as provided below, it being understood that all certified Union representatives shall be full-time employees of the County and have successfully completed the required probationary period.

SECTION 2

The Union shall, within ten (10) days from the signing of this Agreement, for proper dissemination, provide the County Administrator, or his designee, or the County Chairman, or his designee, and the Forest Preserve Director or his designee, a list of its representatives by name and the jurisdictional area they serve, and also the names of members of the Union Central Committee. Changes in this list shall be furnished to the County Administrator, or his designee, or the County Chairman, or his designee, and the Forest Preserve Director or his designee, promptly in writing, as they occur. The County shall not be obligated to recognize any Union representative of whom they have not been so informed.

SECTION 3 - DEPARTMENTAL STEWARDS

- A. The Union shall be represented in Step I of the Grievance Procedure by one (1) certified steward, unless the steward has not handled a certain situation such as a pre-disciplinary meeting, internal investigation, or there is a conflict of interest as determined by the Union President. In such a case, an experienced steward may be assigned to assist. However, no more than two (2) union officials shall participate in the course of action described above. The Union may designate an alternate steward to act when the designated steward is absent or there is a conflict of interest as determined by the Union President. The Union shall be entitled to stewards in each building or at any of the following sites: Sheriff's Office, County Building, Courthouse, Niabi Zoo, Illiniwek, Juvenile Center, Animal Shelter, Adult Probation, Indian Bluff, Loud Thunder, and the Regional Office of Education, not to exceed twelve (12). The jurisdiction of departmental stewards shall be limited to the processing of grievances in the area in which they serve as stewards. In the event that a bona fide conflict of interest exists with the steward and alternate steward, the President or Chief Steward shall have the ability to represent any member in any building or geographic location. A "bona fide conflict of interest" will be decided on a case by case basis by the President of the local union.

- B. A steward shall be permitted to be away from his work after notifying his immediate supervisor in order to perform his duties as a Union Representative only in the processing of grievances in accordance with Step I of the Grievance Procedure in Article X.
- C. If it is necessary for a steward to enter a department in his jurisdiction other than his own for reasons set out in Paragraph B, above, he shall receive through his Departmental Head, or someone designated by the Department Head to act for him in his absence from the department, written permission to leave his department and said request shall not be unreasonably denied. In the event that the steward and an alternate are denied, the time shall be stayed automatically. The Union Central Committee or Steward from outside the department in question shall have access at reasonable times to work areas of those employees as described in Article I Recognition, regarding matters relative to the administration of this Agreement provided: Notification of desired visits shall be submitted in writing to the Department Head/office holder or his/her designated representative. In the event that no representative is available, the time shall be stayed until a representative responds to the request. The request shall indicate the reason of visitation and shall require the Department Head's/office holder's or his/her designee's approval before access is granted. Access shall not be unreasonably denied.
- D. Each certified steward shall be allowed a maximum of three (3) hours per week, chargeable to the County, beginning with the effective date of this Agreement. Stewards shall also be allowed, as part of their three (3) hours per week, to meet with Council 31 Staff Representatives to prepare for arbitration. Compensation for such allowed time, if used, shall be on the basis of the employee's straight-time hourly rate of pay.

SECTION 4 - UNION CENTRAL COMMITTEE

The Union Central Committee shall represent the Union in all regular and special meetings with the County Committee, as provided below:

- A. The Union Central Committee shall consist of the President, Vice-President, Chief Steward, Staff Representative, and the Steward who filed the grievance or their designee, certified in accordance with Section 2 above, and a majority shall constitute a quorum. Each member of the Union Central Committee shall be entitled to actual time spent in special or regular meetings scheduled during working hours chargeable to the County for which members of this committee shall be limited twelve (12) hours per month. Central Committee members shall also be allowed, as part of their twelve (12) hours per

month, to meet with Council 31 staff representatives to prepare for arbitrations. Compensation for such allowed time shall be on the basis of employee's straight-time hourly rate.

- B. Members of the Union Central Committee shall report to their Department Heads at the time of leaving their work assignment and upon their return.
- C. The President and two (2) delegates shall be allowed time off, without pay, to attend the state or international conventions. Not more than three (3) employees at a time shall be allowed to be absent to attend these meetings, nor shall these employees be from the same department. Notice of a request for leave for this purpose should be given thirty (30) days prior to the date of the leave or as soon as possible. Time off for the purpose of attending these meetings shall not exceed more than five (5) work days per contract year.

SECTION 5 - JOINT MEETINGS

The County representatives, and the Union Central Committee, recognizing the value and importance of conducting a full discussion in clearing up misunderstandings, and in order to preserve harmonious relations in the administration of this Agreement, agree to meet, upon request of either party, with the understanding that: Each party will submit to the other, at least five (5) days prior to the requested meeting, a tentative agenda covering subject matter they wish to discuss. Additional items may be placed on the agenda by mutual consent prior to or at the scheduled meeting.

SECTION 6

No provisions of this Agreement shall be construed so as to require payment by the County for any time spent by a Union representative(s) in any negotiations for the amendment, extension of, renewal of or additions to an existing collective bargaining agreement, nor for the negotiations for any agreements. Nothing herein shall preclude the parties from agreeing to such payment.

ARTICLE X - GRIEVANCE PROCEDURE

SECTION 1

A grievance is defined as a dispute between an employee or the Union and the County concerning the interpretation, application or alleged violation of a provision of this Agreement.

PROCEDURE

An attempt shall be made to resolve any grievance in an informal discussion between the grievant and his immediate Department Head or designated representative. If requested by the allegedly aggrieved employee, the appropriate departmental steward may participate in this informal discussion. It is understood that all grievances, other than suspension or discharge cases, must be presented within seven (7) working days of the occurrence of the event giving rise to the grievance. In order for claims for back pay to be retroactive to a date prior to the filing of the grievance, such claims must be filed within seven (7) working days of the date that the employee first had sufficient information available to determine a claim existed for back pay.

SECTION 2

STEP 1

Between the aggrieved employee with his stewards and the employee's Elected Official and/or Department Head.

- A. If the grievance is not resolved informally in accordance with the above procedure, the grievance shall be reduced in writing and signed by the aggrieved employee and the Departmental Steward and filed with the Department Head within seven (7) working days after the above informal discussion on the alleged complaint has been concluded. Any grievance reduced to writing shall specify Section(s) and/or Article(s) allegedly violated, and shall indicate on the backside of the form, a statement of the alleged actions violating the contract, date of the event giving rise to the grievance and shall also state the specific relief sought. The Department Head shall, within seven (7) working days from the date the written grievance was presented, arrange a meeting at a mutually satisfactory time with the aggrieved employee and the departmental steward. The Department Head shall formally answer the grievance within seven (7) working days from date of meeting. However, if the grievance is not formally answered within specified time limit, the Union shall be privileged to advance grievance to Step 2 without an answer.
- B. Any grievance which is not carried to Step 2, seven (7) working days after the Department Head's and/or Elected Official's written answer was due in Step 1, shall be deemed settled and shall not be eligible for further processing.
- C. All grievances, arbitration notices, requests to cancel or postpone hearings must be filed as appropriate with the Forest Preserve District Director, or with the Executive Assistant to the County Administrator

in order to facilitate timely scheduling. As appropriate, the Forest Preserve District Director or the Executive Assistant shall notify the Union Central Committee of all meetings.

STEP 2

Between a committee representing the County, consisting of the Department Head or Elected Official in charge of the area in which the grievance originated, as appropriate the Forest Preserve District Director or the County Administrator and/or his/her designated representative(s), the Union Central Committee and the Staff Representative and/or their designated representative.

- A. If the grievance is not settled in Step 1, the grievance may be appealed in writing to the Grievance Committee which shall consist of the Elected Official in charge of the area in which the grievance originated, as appropriate the Forest Preserve District Director or the County Administrator, and in case of any non Forest Preserve Grievance two (2) County Board Members appointed by the Chairman of the County Board. The Union shall be represented by the Union Central Committee and/or their designated representatives. As appropriate the Forest Preserve District Director or the County Administrator or his designated representative shall arrange a meeting to discuss the grievance within seven (7) working days from the date of appeal and shall formally answer the grievance within seven (7) working days after the meeting at which discussion of the grievance was concluded between the parties. Such written answer and all notices for all meetings shall be presented to the Union Central Committee. If the grievance is denied or is not formally answered within the above time limit, the Union shall be privileged to advance the grievance to Step 3 without an answer.
- B. Grievances of a general character, disciplinary action grievances, and grievances involving matters which are outside the jurisdiction of the Department Head and/or Elected Official may enter the grievance procedure at Step 2.
- C. Any grievance which is not carried to Step 3, within fifteen (15) working days from the date the County Grievance Committee's written answer was due in Step 2, shall be deemed settled and shall not be eligible for further processing. Before the end of the Step 2 meeting, the Union may add to the written grievance any additional articles or sections they believe have been violated.

STEP 3. - ARBITRATION

Grievances involving interpretations and application of the provisions of this Agreement which have been processed through the Grievance Procedure, and only such grievances, may be submitted to arbitration as provided below:

Should the Union desire to submit a grievance to Step 3, it shall give written notice as appropriate to the Forest Preserve District Director or the County Administrator within fifteen (15) working days from the date of the appropriate County or Forest Preserve District Committee's answer was due in Step 2.

In specific cases, by mutual agreement, prior to selecting an arbitrator the parties may request the service of the Federal Mediation and Conciliation Service for a mediator to attempt to mediate the grievance.

Within ten (10) working days of a grievance being submitted to arbitration, the parties shall request from the Federal Mediation and Conciliation Service a panel of five (5) arbitrators. Within fourteen (14) working days after the panel has been received by both parties, the parties shall select an arbitrator. Both the County Committee and the Union shall have the right to strike out two (2) names from the panel. The party requesting arbitration shall strike the first name, the other party shall then strike one (1) name, the process will be repeated and the remaining person shall be the arbitrator, provided, however, either party may reject the first panel in its entirety. The jurisdiction of the arbitrator shall be limited to the interpretation and application of the provisions of these Articles and the obligations of the parties under these Articles. The arbitrator shall have no power or authority to add, ignore, modify or enlarge upon any provision(s) of this Agreement. No decision of the arbitrator shall pertain to matters not at issue in a given case. All decisions of the arbitrator shall be presented in writing and shall be binding upon both parties. Expenses for the arbitrator's services and the expenses which are common to both parties to the arbitration shall be borne equally by the County Board and the Union. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses.

SECTION 3

It is agreed and understood time limits established in any step of grievance procedure may be extended by mutual agreement between the parties. A written request for extension shall not be denied without a bona fide reason.

ARTICLE XI - HOURS OF WORK

SECTION 1

The established work week of the County begins at 12:00 midnight Sunday and extends to 12:00 midnight of the following Sunday.

SECTION 2

The regular work week shall consist of five (5) prescheduled eight (8) hour days for full-time employees and five (5) prescheduled four (4) hour days for part-time employees except as otherwise provided in Section 5 of this Article.

Payroll processing for hours worked by the employee shall be conducted by the employer every two (2) weeks. Hours worked shall be reported and compensated on a “one-week behind” basis.

SECTION 3 - WORK DAY

Eight (8) consecutive hours of work within the twenty-four (24) hour period beginning at a scheduled time shall constitute the regular work day, except as provided in Section 5.

SECTION 4 - WORK SCHEDULE

Work schedules showing the employee's shift, work days and hours shall be posted at convenient places and times. Except for emergency situations, work schedules will not be changed unless the needs of the County so necessitate it. The County shall make a good faith effort to give employees seventy-two (72) hours notice before changing their shift, days off or work schedule.

The Sheriff or his designee shall have the right to determine scheduled days off for Sergeant and Lieutenant Correctional Officers. It will be mandatory that at least one (1) Sergeant or Lieutenant Correctional Officer from the shift is scheduled to work at all times.

Maintenance employees in the Sheriff's Office shall be allowed to exercise seniority by classification for shift assignment with the following exceptions:

Employer shall have the right to temporarily assign employees to a different shift for the following purposes:

1. To accommodate employee medical conditions based upon a physician's affidavit. Such accommodation shall not exceed four hundred and eighty (480) work hours.
2. To accommodate employer's need for specialized maintenance abilities. Such temporary assignment shall not exceed four hundred and eighty (480) work hours.

SECTION 5 - CONTINUOUS OPERATIONS AND PART TIME EMPLOYEES

Employees engaged in continuous operations are defined as being any employee or group of employees engaged in an operation for which there is regularly scheduled employment for twenty four (24) hours a day, seven (7) days a week, and by employee, or group of employees engaged in an operation for which there is regularly scheduled employment seven (7) days a week. The work week for employees engaged in continuous operations in no case shall require employees to work more than six (6) consecutive days. Part-time employees' work schedules shall be in accordance with existing customs and practices. After completion of training, employees will be allowed to bid the next time that shifts are posted for bid. If no vacancy exists on the shift where an employee is to be assigned for training, then the following procedure will be followed. First, the employer will offer a change of shift to employees, in order of seniority, who signed the last Shift Preference Sheet for the shift on which a vacancy currently exists. Second, if no one has bid or accepts a change to the shift where a vacancy exists, then the employer shall transfer the least senior employee from the shift where the employee is to be assigned for training. The County shall make a good faith effort to give employees seventy-two (72) hours before changing their shift, days off or work schedule.

Continuous operations employees in the Sheriff's Office shall have an opportunity to exercise seniority for determination of shift assignments, subject to the rights of the employer to temporally assign new Correctional Officers to shift for training purposes for one (1) year and current and new Telecommunicators for one (1) year (MOU 8-16-23)

Employees in the Sheriff's Office shall be subject to testing under the Sheriff's Office Drug Testing Policy. The classifications of employees subject to testing will be as set forth in the Drug Testing Policy (see Exhibit E).

Telecommunicators who are scheduled to work set Sundays will be granted a maximum of four (4) Sundays that they can request off and utilize their own accrued vacation, holiday, or comp time. These four (4) Sundays do not include Sundays that are accounted for in the employee approved 40 hour blocks of vacation or personal days. These four (4) Sundays are in no way addition to vacation, holiday, or comp time that is already

received under the collective bargaining agreement. The employer will fill these vacancies through posted overtime. Sundays that fall on actual holidays will not be granted unless the overtime can be filed on a volunteer basis. Only one (1) Telecommunicator per shift will be granted the Sunday off. The timeframe for use is a period of 12 months starting with the October 2023 shift change, and annually thereafter resetting each October. (MOU 8-16-23)

All Forest Preserve District Employees who work at Niabi Zoo shall have an opportunity to exercise seniority for determination of days off, once annually.

SECTION 6 - REST PERIODS

The present policy of the County of allowing a minimum period of fifteen (15) minutes each working shift for a rest period will be continued without any change in the County's present pay practices with respect to such periods.

SECTION 7 - MEAL PERIODS

All full-time employees, except employees on a continuous shift, shall be granted an unpaid lunch break. The unpaid lunch period shall be either half hour or one hour, which will be determined by the Department Head or Elected Official. Whenever possible, the lunch period shall be regularly scheduled at the middle of each shift. Telecommunicators shall receive a paid lunch period according to past practice when assigned to a continuous shift operation. Employees shall not work through lunch to leave early, receive OT or Comp time.

SECTION 8 - OVERTIME

An employee shall be paid time-and-one-half (1 ½) for all hours on a paid status in excess of forty (40) hours in an established work week. Employees in the Sheriff's Office shall be paid time-and-one-half (1 ½) for all hours actually worked in excess of eight (8) hours in a day. Overtime shall not be pyramided or paid on both a weekly and daily basis for the same hours worked, and any hours paid for at an overtime rate shall not be used again for the purpose of determining any other overtime hours or pay.

The following procedure is utilized for the purposes of assigning overtime availability for Shift Command and Correctional Officers in the Sheriff's Office:

1. For overtime availability with a minimum of a 24 hour notice, Shift Command shall immediately post the available overtime assignments at Post 1. Shift Commanders and correctional Officers shall be awarded such overtime strictly by departmental seniority.
2. For overtime availability with less than a 24 hour notice, or if not enough Shift Commanders or correctional Officers sign-up for the posted overtime, Shift Command shall offer the remaining overtime assignments to all Shift Commanders and Correctional Officers working the shift immediately preceding the shift with overtime available, and award the overtime based on departmental seniority.

3. If all overtime assignments have still not been filled, Shift Command shall offer the available overtime to Shift Commanders and Correctional Officers, by departmental seniority, on the Voluntary Overtime Call Roster. The Voluntary Overtime Call Roster shall be kept at Post 1 and all Shift Commanders and Correctional Officers shall have the opportunity to add or delete his/her name from the list every six (6) months at shift change.

4. If a Shift Commander or Correctional Officer on the Voluntary Overtime Call Roster rejects the offered overtime assignment, Shift Command shall not be required to call that same officer for additional overtime assignments that may come available on that same shift. The only exception to this is if a Shift Commander or Correctional Officer that rejects an overtime assignment calls back to the Sheriff's Office and asks to be called again for overtime availability.

5. If overtime assignments still need to be filled, Correctional Officers shall be mandated on a rotating basis, beginning with the least senior officer on each shift and ending with the most senior officer on each shift. Shift Command shall keep and accessible, updated overtime mandate log, for each shift at Post 1. Correctional Officers shall not be allowed to record a voluntary overtime assignment as an overtime mandate

All compensatory time earned in excess of eighty (80) hours shall be paid out the first payroll in November of each year with employees having the option to be bought out to zero.

SECTION 9 - SATURDAY/HOLIDAY COURT

Employees of the States Attorney's office who volunteer to work at the Correctional Center on Saturdays and/or holidays will be guaranteed a minimum of four (4) hours at time-and-one-half (1 1/2) their regular rate of pay. Volunteers will be assigned based on seniority. Employees must arrive at the Correctional center by 8:00 a.m. and may leave after the day's court files are completed.

SECTION 10- CALL BACK PAY

Any employees called back to work outside of their shift shall be compensated (pay or compensatory time) at the applicable rate for a minimum of two (2) hours. This provision shall not include time which is consecutive with their regular work shift. Employees of the Sheriff maintenance staff covered by this agreement subject to "on-call status" outside of their normal working hours shall receive \$100 dollars per week as "on-call pay".

SECTION 11 - TRAINING OFFICERS

Certified Field Training Officers, or those with approval of the Jail Administrator, shall receive two (2) hours of compensatory time for every day that they actively train a new correctional officer.

SECTION 12 - HOLIDAYS/SUPER HOLIDAYS

The following days shall be recognized and observed as paid holidays:

- New Years Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve
- Christmas Day
- The day on which members of the House of Representatives are elected

A. County office/departments with continuous operations: Sheriff, Animal Control and Forest Preserve will recognize New Year's Day, Independence Day, Juneteenth, Veteran's Day, Christmas Eve and Christmas Day on the actual day of the Holiday. All other holidays listed in section 12 will be recognized on the date approved annually by the County Board.

B. Eligible employees shall receive one (1) day's pay for each of the holidays listed above on which they perform no work except Correctional Officers and Tele-Communicators shall bank one (1) day for each holiday not worked. However, an employee who works a recognized holiday will be offered

compensatory time off or equivalent pay at the employee's choice, and such time off from work will be agreed to by the employee and his supervisor.

Correctional Officers and Tele-Communicators with more than 30 banked holidays upon signing this Agreement shall retain the banked holidays but shall not bank additional holidays until their accumulation is less than thirty (30) days.

At the employee's discretion, four (4) times per annually during the Employer's fiscal year, employees shall have the option to be paid out salary of their banked holiday time. Employees shall submit their requests to the Employer for payment by February 1, May 1, August 1, and November 1 and shall be paid out the banked holiday time requested separately from the employee's normal paycheck but in the same manner (direct deposit or paper check).

C. Employees shall not receive pay for the holidays listed above under the following conditions:

1. If they are unscheduled part-time and/or temporary employees.
2. Employees laid off for lack of work or suspended or terminated for cause.
3. Holidays occurring during an employee's leave of absence, except for vacations.
4. If there is a conflict concerning traditional holidays, the County Board will make the determination as to when the holiday will be observed.

D. All bargaining unit employees who work Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day shall be paid two and one-half (2 1/2) times their regular hourly rate of pay for all hours worked on such days in lieu of holiday pay or time off. In lieu of two and one-half (2.5) times regular pay, employees may opt to receive time and one-half (1.5) times regular pay, and convert the remaining pay into banked hours, not to exceed 30 banked holidays.

E. Full-time employee's in the Rock Island County Clerk's Office who are assigned to work on a mandated Election Day shall be paid for the holiday and accumulate overtime at the rate of time and one-half for their hourly rate for all hours worked in addition to the holiday.

F. Employees hired after December 1, 2024 shall receive paid compensation only for all holidays.

ARTICLE XII -VACATION

All full time permanent employees shall earn vacation time according to their length of employment with the County. Vacation time is earned every full pay period based on the following schedule. Vacation time earned can be taken once an employee has completed 90 days of service.

A pay period is defined as a regularly scheduled eighty (80) hours within a two (2) week period of time.

For purposes of accruing vacation pay, no deduction of time will be made for unpaid absences totaling one (1) hour or less per pay period, disciplinary suspensions, or paid excused absences where employees receive a paycheck.

Year of Employment	Approximate Hours Earned per Year	Hours Earned per Pay Period
Less than 4 years of service	80 hours	3.077
Start of year 4 through end of year 8	120 hours	4.615
Start of year 9 through end of year 18	160 hours	6.154
19 th year and beyond	200	7.692

The maximum allowable vacation balance shall be 240 hours. All accrued vacation will be added to the employee's available vacation. Upon transition to available hours, there will be a one-time pay down of hours. Vacation hours in excess of 200 hours will be paid out. If vacation hours are at 240 at the time of employees anniversary, unused personal days will be paid out. All employees will be paid for all unused vacation at the time of separation of service.

Vacation requests shall be submitted each year on April 1st through April 15th for the time of the following June 1st through May 31st of each year. Approved seniority bid vacations shall be approved no later than April 30th. No requests for vacation will be approved prior to these dates. Any requests submitted after these dates will be on a "first come" basis for each shift/division. All requests must be submitted in writing to his/her supervisor for approval. Vacations can only be approved for earned vacation. Vacation requests for the Sheriff's Office shall remain as current practice.

Vacations shall be granted at the time requested by the eligible employee providing the type of work performed by the employee will permit approving requests. If the nature of the type of work involved makes it necessary to limit the number of employees on vacation at the same time, the employee(s) with the greatest departmental seniority shall be given his choice of vacation in the event of any conflict over vacation periods

If an employee with one (1) or more years of continuous service is laid off, he shall receive his vacation money that he is entitled to at the time of layoff or, with the agreement of his Department Head, he may postpone receiving his vacation money until the time that his vacation was scheduled.

ARTICLE XIII - STRIKES AND LOCKOUTS

SECTION 1 - LOCKOUTS

No lockout of employees shall be instituted by the County during the terms of this Agreement.

SECTION 2 - STRIKES

No strikes of any kind or any interruption of work shall be caused or sanctioned by the Union or any member thereof during the term of this Agreement.

ARTICLE XIV - WAIVER

The parties acknowledge that during negotiations, which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at are set forth in this Agreement. Therefore, the County and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargaining collectively with respect to any subject or matter referred to or covered by this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated and signed this Agreement. The County agrees, upon request, to bargain with the Union over any mandatory subject of bargaining which is not specifically reserved to management or covered by this agreement; provided, that if an impasse occurs after good faith bargaining, the County shall have the right to implement its final offer.

ARTICLE XV - INSURANCE

All eligible employees are encouraged to participate in the County group hospitalization insurance program offered at a group rate through the County. The Union shall be represented on the County insurance study committee by a representative designated by the Local Union President. Upon request from the Union, the County agrees to meet and bargain over any changes in benefits or employee contributions which are made

during the term of this agreement provided that both parties shall retain their legal rights in the event an impasse occurs concerning a change.

Bargaining unit employees will pay no more than any other County employees for insurance during the term of this agreement.

The Union agrees to participate in the County's health insurance committee, which committee will be charged with the administration of the Rock Island County Health Plan and is empowered by all bargaining units and the Rock Island County Board to make collective decisions regarding benefits, coverage levels and premiums.

ARTICLE XVI - UNIFORMS

Correctional Officers, Tele-communicators, Animal Control Officer and Sheriff's Maintenance employees shall be furnished with uniforms and equipment necessary for their job assignment upon initial hire (not including footwear). Correctional Officers, Tele-Communicators, Animal Control Officers and Sheriff's Maintenance employees shall receive a yearly clothing allowance of \$650.00. The clothing allowance shall be paid to the employees on the Friday after the third (3rd) Tuesday in December of each year.

Employees hired after September 1st annually are not eligible for the uniform allowance until the following December.

Custodial staff located at the Rock Island County Office building and Oestrom Hall shall at all times wear the following as a standard uniform: Rock Island County logo shirt and long pants (either jeans or slacks free from holes and rips). County Maintenance will maintain a yearly clothing allotment of \$400.00 that shall be used at the employee's discretion for the procurement of logo shirts and pants. Allotments will be paid to the employee when receipts are turned into the County Administration Office.

Employees of the District shall at all times wear the following as a minimum standard uniform:

Forest Preserve logo shirt, long pants or shorts (either jeans, shorts or slacks free of holes or rips); and work footwear. A minimum of five (5) shirts will be provided to all Forest Preserve District Employees at the time of hire or transfer, and worn-out shirts will be replaced on an annual basis. A minimum of five (5) pairs of pants and five (5) shorts will be provided to District Employees that work at Niabi Zoo. Pants will also be given at the time of hire or transfer, and worn-out pants/shorts will be replaced on an annual basis. The current standard and quality of clothing shall be provided.

The Forest Preserve District will maintain a yearly clothing allotment of \$650.00 that shall be used at the employee's discretion for the procurement of uniform shirts, pants, shorts, work footwear, and outwear (coats, raincoats, parkas).

ARTICLE XVII - EFFECT OF AGREEMENT

- A. The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties.
- B. If any article, section, paragraph, clause or sentence of this Agreement should be declared invalid or unconstitutional, such decision(s) shall not void the remaining articles, sections, paragraphs, clauses or sentences, and they remain in full force and effect for the duration of this Agreement.

ARTICLE XVIII TERMINATION

This Agreement shall be effective December 1, 2024, and shall remain in full force and effect until the 30th day of November, 2027. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least sixty (60) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than sixty (60) days prior to the anniversary date. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in this article.

FOR THE UNION AF FOR THE UNION AFSCME 2025A:

FOR THE EMPLOYER ROCK ISLAND COUNTY:

Richard Brunk, Chairman

Jim Grafton, County Administrator

April L. Palmer, Auditor

Karen Kinney, County Clerk

Kelly Fisher, Recorder

Darren Hart, Sheriff

Nick Camlin, Treasurer

Luis Moreno, Finance Chairperson

Dave Adams, Negotiating Committee

Bryan Vyncke, Negotiating Committee

Larry Burns, Negotiating Committee

Brian Gustafson, Coroner

Tammy Muerhoff, Regional Supt. Schools

Dora Villarreal, State's Attorney

Kai Swanson, Forest Preserve District Commission

EXHIBIT A

JOB CLASSIFICATIONS

The County and all applicable Elected Officials agree to designate a job classification for each of their employees covered under this bargaining agreement, from the list below. This is not to be interpreted as meaning they shall perform work only that classification but will be a basis for wages and job bidding, subject to individual Department Head's approval or office holder's approval.

The Employer shall notify Union prior to establishment of any new job classification/ description or prior to any changes in an existing agreed to job description/classification. The employer will then bargain with the union prior to establishment of a new job classification or change in an existing agreed to job description. The negotiations shall occur prior to the employer's final request for funding from the Human Resources Committee.

JOB TITLE	PAY GRADE
Accounting Clerk	16
Administrative Assistant I	21
Administrative Assistant III	23
Administrative Coordinator	20
Administrative Secretary	21
Animal Control Officer	20
Assessment Coordinator	22
Assistant Cashier	17
Assistant Chief Deputy Auditor	16
Assistant Park Ranger	23
Assistant Superintendent	23
Building Inspector	27
Building Inspector II	28
Clerical Specialist I	16
Clerical Specialist II	16
Computer Operator	16
Correctional Officer	24
Correctional Officer Sergeant	26
Correctional Officer Lieutenant	28
Criminal Process Coordinator	24
Data Entry Operator	16
Deputy Clerk I	16
Deputy Clerk II	16
Deputy Clerk III	21
Deputy Tax Collector	22
Domestic Animal Caretaker I	16

Domestic Animal Caretaker II	17
Executive Secretary	20
Field Office Manager - Illiniwek	18
General Service Worker I	16
General Service Worker II	17
General Service Worker III	20
GIS Database Administrator/Webmaster	28
GIS Technician/Specialist	24
Graphic Designer	19
Greens keeper	20
Head Cashier	20
Inmate Services Officer	26
Internal Auditor	24
Lead Registered Nurse	28
Legal Assistant I	17
Legal Assistant II	19
Licensed Practical Nurse (LPN)	22
Mail Courier	16
Maintenance Mechanic	21
Maintenance Mechanic II	26
Mechanic - FP	21
Medicolegal Administrative Secretary	20
Niabi Zoo Office Manager	23
Paralegal – Misdemeanor	24
Paralegal – Criminal	26
Paralegal – Felony	26
Printer	19
Programmer/Analyst	25
Real Estate Specialist I	17
Real Estate Specialist II	19
Registered Nurse (RN)	27
Senior Accounting Clerk	19
Senior Computer Operator	23
Senior Data Entry Operator	17
Senior GIS Analyst	26
Senior Programmer/Analyst	28
Shelter Coordinator	17
Switchboard Operator	16
System Liaison	24
Tele-Communicator	26
Tele-Communicator Sergeant	28
Tradesworker I	18
Tradesworker II	21
Veterinarian Technician	21
Victims Assistant	21

Warrants/Extradition Specialist	18
Zoning/Building Department Coordinator	20
Zoning Investigator	28
Zoo Maintenance Specialist	21
Zoo Mechanic Fabricator	21
Zoo Keeper I	18
Zoo Keeper II	20

The bargaining unit may be expanded by mutual agreement of the parties.

The Sheriff of Rock Island County shall have the right to select, appoint, and remove employees from the Maintenance Mechanic classification in the Sheriff's Office subject to the provisions of Article III, Section II and Article X. The County shall have the right to establish tests and qualifications for employees to be eligible to be a General Service Worker and Maintenance Mechanic.

The Sheriff shall have the right to demote Sergeant/Correctional Officers and Lieutenant/Correctional Officers for just cause.

Tele-Communicators shall be initially hired at the start rate for Labor Grade 22 and after completing their probationary period will be paid the rate for Labor Grade 26. The Sheriff shall have the right to train two (2) non-probationary Correctional Officers per shift who volunteer to serve as back-up/fill-ins for Tele-Communicators. Correctional Officers shall receive non-probationary Tele-Communicator training, including Leads training and will be paid a premium over and above their current rate of \$1.76 per hour, rounded to the nearest hour. The Sheriff shall not be required to use non-probationary correctional officers as back-ups or fill-ins for Tele-Communicators nor shall the availability of trained non-probationary Correctional Officers be used by Tele-Communicators as a basis for requesting time off unless consented to by the Sheriff.

If a new Correctional Officer has a State Correctional Certificate, then he shall start at the one (1) year salary step rather than the new hire step.

EXHIBIT B -

STEPS ARE BASED ON YEARS OF SERVICE

Employees will move up a step on the salary schedule on their anniversary date on which a step is allowed per the wage schedule. All employees covered by this agreement shall be matched at their current

pay scale commensurate with their years of service. In the event of a promotion or transfer, the employee would be moved to the corresponding step that matches the employee's years of service in the bargaining unit.

WAGE PLACEMENT

The Employer may, at its discretion, place new employees upon their date of hire above the starting rate of pay based on the new employee's prior work experience. If the Employer hires a new employee above the starting rate of pay, the new employee's rate of pay shall not exceed four (4) years of service. The Employee shall not advance to the next step until their years of service match their step. Employees in the advanced step placement shall be exempt from the provision that all employee steps are based on their years of service until such time that their years of service match their initial step placement at hire. The employer shall notify the Union electronically of all new hires placed in an advanced step.

SHIFT DIFFERENTIAL

Employees working the second or third shift shall receive a seventy-five cent (75¢) per hour shift differential. Forest Preserve District Employees who work a consecutive 8-hour shift between 2pm-2am shall receive the shift differential.

FOREST PRESERVE DISTRICT FISCAL YEAR

Forest Preserve District wage increases effective July 1 to June 30 to correspond with the Forest Preserve District fiscal year.

VACCINATION COSTS – FOREST PRESERVE DISTRICT

Any costs associated with vaccinations required as a condition of employment for an employee to conduct their job duties as a District employee shall be borne by the District. Vaccination costs, as a required condition of employment incurred prior to the start of employment shall be reimbursed to the employee after ninety (90) working days of the start of their employment.

County Employees Wage Schedule – December 1st, 2024

GW1 Year 1 - 3% - FY25	Start	1 year	2 year	4 year	6 year	8 year	10 year	12 year	15 year	20 Year	25 Year
Grade 16	\$18.04	\$18.83	\$19.94	\$20.92	\$21.79	\$22.79	\$23.67	\$24.00	\$24.17	\$24.86	\$25.21
Grade 17	\$18.84	\$19.57	\$20.80	\$21.78	\$22.80	\$23.77	\$24.76	\$25.11	\$25.24	\$25.97	\$26.33
Grade 18	\$19.75	\$20.57	\$21.77	\$22.81	\$23.89	\$24.91	\$25.93	\$26.25	\$26.47	\$27.23	\$27.61
Grade 19	\$20.60	\$21.52	\$22.78	\$23.81	\$24.92	\$26.02	\$27.13	\$27.47	\$27.68	\$28.48	\$28.87
Grade 20	\$21.59	\$22.43	\$23.81	\$24.98	\$26.10	\$27.25	\$28.40	\$28.82	\$28.97	\$29.81	\$30.23
Grade 21	\$22.53	\$23.49	\$24.97	\$26.12	\$27.31	\$28.51	\$29.71	\$30.17	\$30.27	\$31.15	\$31.59
Grade 22	\$23.60	\$24.57	\$26.09	\$27.31	\$28.51	\$29.83	\$31.10	\$31.58	\$31.72	\$32.64	\$33.10
Grade 23	\$24.70	\$25.69	\$27.31	\$28.65	\$29.96	\$31.32	\$32.60	\$33.08	\$33.23	\$34.20	\$34.68
Grade 24	\$25.78	\$26.77	\$28.56	\$29.95	\$31.34	\$32.72	\$34.13	\$34.63	\$34.71	\$35.72	\$36.23
Grade 25	\$27.09	\$28.07	\$29.92	\$31.37	\$32.80	\$34.30	\$35.72	\$36.28	\$36.40	\$37.46	\$38.00
Grade 26	\$28.35	\$29.43	\$31.37	\$32.89	\$34.41	\$35.93	\$37.43	\$38.02	\$38.15	\$39.26	\$39.82
Grade 27	\$29.65	\$30.80	\$32.85	\$34.52	\$36.07	\$37.72	\$39.26	\$39.87	\$39.97	\$41.14	\$41.73
Grade 28	\$31.05	\$32.25	\$34.47	\$36.15	\$37.80	\$39.54	\$41.14	\$41.77	\$41.88	\$43.11	\$43.71

Further, the parties agree that the one-time backpay lump sum from December 1st, 2024 shall be paid on a separate check/deposit from the regular pay schedule. Hourly rates shown for Year 1 include a one-time across the board \$1.00 (one dollar) per hour increase.

County Employees Wage Schedule – December 1st, 2025

GW1 Year 2 - 3.25% - FY26	Start	1 year	2 year	4 year	6 year	8 year	10 year	12 year	15 year	20 Year	25 Year
Grade 16	\$18.62	\$19.44	\$20.59	\$21.60	\$22.50	\$23.53	\$24.44	\$24.78	\$24.96	\$25.67	\$26.03
Grade 17	\$19.45	\$20.21	\$21.47	\$22.49	\$23.55	\$24.55	\$25.57	\$25.93	\$26.06	\$26.81	\$27.18
Grade 18	\$20.39	\$21.24	\$22.48	\$23.56	\$24.66	\$25.71	\$26.77	\$27.11	\$27.33	\$28.12	\$28.51
Grade 19	\$21.27	\$22.22	\$23.52	\$24.59	\$25.73	\$26.86	\$28.01	\$28.36	\$28.58	\$29.41	\$29.81
Grade 20	\$22.29	\$23.16	\$24.59	\$25.79	\$26.95	\$28.14	\$29.32	\$29.76	\$29.92	\$30.78	\$31.21
Grade 21	\$23.26	\$24.26	\$25.78	\$26.97	\$28.19	\$29.44	\$30.67	\$31.15	\$31.26	\$32.16	\$32.62
Grade 22	\$24.36	\$25.36	\$26.94	\$28.19	\$29.44	\$30.80	\$32.11	\$32.61	\$32.76	\$33.70	\$34.18
Grade 23	\$25.50	\$26.52	\$28.19	\$29.59	\$30.94	\$32.34	\$33.66	\$34.16	\$34.31	\$35.31	\$35.81
Grade 24	\$26.62	\$27.64	\$29.49	\$30.93	\$32.36	\$33.79	\$35.24	\$35.75	\$35.84	\$36.88	\$37.40
Grade 25	\$27.97	\$28.98	\$30.89	\$32.39	\$33.86	\$35.41	\$36.88	\$37.46	\$37.58	\$38.68	\$39.23
Grade 26	\$29.27	\$30.38	\$32.39	\$33.96	\$35.53	\$37.09	\$38.65	\$39.25	\$39.39	\$40.54	\$41.11
Grade 27	\$30.62	\$31.80	\$33.91	\$35.64	\$37.24	\$38.94	\$40.54	\$41.17	\$41.27	\$42.48	\$43.08
Grade 28	\$32.06	\$33.30	\$35.59	\$37.33	\$39.03	\$40.83	\$42.48	\$43.12	\$43.24	\$44.51	\$45.13

County Employees Wage Schedule – December 1st, 2026

GWI Year 3 - 3.25% - FY27	Start	1 year	2 year	4 year	6 year	8 year	10 year	12 year	15 year	20 Year	25 Year
Grade 16	\$19.23	\$20.07	\$21.26	\$22.30	\$23.23	\$24.29	\$25.23	\$25.59	\$25.77	\$26.50	\$26.88
Grade 17	\$20.08	\$20.86	\$22.17	\$23.22	\$24.31	\$25.34	\$26.40	\$26.77	\$26.90	\$27.68	\$28.07
Grade 18	\$21.05	\$21.93	\$23.21	\$24.32	\$25.46	\$26.55	\$27.64	\$27.99	\$28.22	\$29.03	\$29.44
Grade 19	\$21.96	\$22.94	\$24.29	\$25.39	\$26.56	\$27.74	\$28.92	\$29.28	\$29.50	\$30.36	\$30.78
Grade 20	\$23.01	\$20.92	\$25.39	\$26.63	\$27.82	\$29.05	\$30.27	\$30.72	\$30.89	\$31.78	\$32.23
Grade 21	\$24.01	\$25.05	\$26.62	\$27.85	\$29.11	\$30.39	\$31.67	\$32.16	\$32.27	\$33.20	\$33.68
Grade 22	\$25.16	\$26.19	\$27.81	\$29.11	\$30.39	\$31.80	\$33.15	\$33.67	\$33.82	\$34.80	\$35.29
Grade 23	\$26.33	\$27.39	\$29.11	\$30.55	\$31.94	\$33.39	\$34.75	\$35.27	\$35.42	\$36.45	\$36.97
Grade 24	\$27.48	\$28.54	\$30.45	\$31.93	\$33.41	\$34.88	\$36.39	\$36.92	\$37.00	\$38.08	\$38.62
Grade 25	\$28.88	\$29.92	\$31.90	\$33.45	\$34.96	\$36.56	\$38.08	\$38.67	\$38.80	\$39.94	\$40.51
Grade 26	\$30.22	\$31.37	\$33.45	\$35.06	\$36.69	\$38.30	\$39.90	\$40.53	\$40.67	\$41.86	\$42.45
Grade 27	\$31.61	\$32.83	\$35.02	\$36.80	\$38.45	\$40.21	\$41.86	\$42.51	\$42.61	\$43.86	\$44.48
Grade 28	\$33.11	\$34.38	\$36.75	\$38.54	\$40.30	\$42.15	\$43.86	\$44.52	\$44.65	\$45.95	\$46.60

Forest Preserve District Employees Wage Schedule – July 1st, 2025

GW Year 1 - 1.5%	Start	1 year	2 year	4 year	6 year	8 year	10 year	12 year	15 year	20 Year	25 Year
Grade 17	\$18.15	\$18.90	\$20.13	\$21.13	\$22.17	\$23.16	\$24.16	\$24.50	\$24.66	\$25.41	\$25.77
Grade 18	\$19.05	\$19.88	\$21.11	\$22.19	\$23.26	\$24.29	\$25.35	\$25.69	\$25.90	\$26.68	\$27.07
Grade 19	\$19.92	\$20.86	\$22.14	\$23.21	\$24.30	\$25.41	\$26.55	\$26.93	\$27.14	\$27.95	\$28.36
Grade 20	\$20.93	\$21.77	\$23.21	\$24.36	\$25.51	\$26.68	\$27.85	\$28.30	\$28.42	\$29.27	\$29.70
Grade 21	\$21.90	\$22.86	\$24.35	\$25.54	\$26.74	\$27.94	\$29.18	\$29.65	\$29.74	\$30.63	\$31.08
Grade 22	\$22.97	\$23.96	\$25.49	\$26.72	\$27.95	\$29.34	\$30.63	\$31.15	\$31.26	\$32.20	\$32.67
Grade 23	\$24.10	\$25.08	\$26.74	\$28.16	\$29.47	\$30.80	\$32.13	\$32.60	\$32.75	\$33.74	\$34.23

Forest Preserve District Employees Wage Schedule – July 1st, 2026

GW Year 2 - 1.5%	Start	1 year	2 year	4 year	6 year	8 year	10 year	12 year	15 year	20 Year	25 Year
Grade 17	\$18.42	\$19.18	\$20.43	\$21.45	\$22.50	\$23.51	\$24.52	\$24.87	\$25.03	\$25.79	\$26.16
Grade 18	\$19.34	\$20.18	\$21.43	\$22.52	\$23.61	\$24.65	\$25.73	\$26.08	\$26.29	\$27.08	\$27.48
Grade 19	\$20.22	\$21.17	\$22.47	\$23.56	\$24.66	\$25.79	\$26.95	\$27.33	\$27.55	\$28.37	\$28.79
Grade 20	\$21.24	\$22.10	\$23.56	\$24.73	\$25.89	\$27.08	\$28.27	\$28.72	\$28.85	\$29.71	\$30.15
Grade 21	\$22.23	\$23.20	\$24.72	\$25.92	\$27.14	\$28.36	\$29.62	\$30.09	\$30.19	\$31.09	\$31.55
Grade 22	\$23.31	\$24.32	\$25.87	\$27.12	\$28.37	\$29.78	\$31.09	\$31.62	\$31.73	\$32.68	\$33.16
Grade 23	\$24.46	\$25.46	\$27.14	\$28.58	\$29.91	\$31.26	\$32.61	\$33.09	\$33.24	\$34.25	\$34.74

Forest Preserve District Employees Wage Schedule – July 1st, 2027

GW Year 3 - 1.75%	Start	1 year	2 year	4 year	6 year	8 year	10 year	12 year	15 year	20 Year	25 Year
Grade 17	\$18.74	\$19.52	\$20.79	\$21.83	\$22.89	\$23.92	\$24.95	\$25.31	\$25.47	\$26.24	\$26.62
Grade 18	\$19.68	\$20.53	\$21.81	\$22.91	\$24.02	\$25.08	\$26.18	\$26.54	\$26.75	\$27.55	\$27.96
Grade 19	\$20.57	\$21.54	\$22.86	\$23.97	\$25.09	\$26.24	\$27.42	\$27.81	\$28.03	\$28.87	\$29.29
Grade 20	\$21.61	\$22.49	\$23.97	\$25.16	\$26.34	\$27.55	\$28.76	\$29.22	\$29.35	\$30.23	\$30.68
Grade 21	\$22.62	\$23.61	\$25.15	\$26.37	\$27.61	\$28.86	\$30.14	\$30.62	\$30.72	\$31.63	\$32.10
Grade 22	\$23.72	\$24.75	\$26.32	\$27.59	\$28.87	\$30.30	\$31.63	\$32.17	\$32.29	\$33.25	\$33.74
Grade 23	\$24.89	\$25.91	\$27.61	\$29.08	\$30.43	\$31.81	\$33.18	\$33.67	\$33.82	\$34.85	\$35.35

EXHIBIT D
EDUCATIONAL POLICY -

ROCK ISLAND COUNTY TUITION REIMBURSEMENT

Rock Island County wishes to upgrade skills of its non-unit employees. A budget will be prepared and adhered to on a first-come, first-served basis as long as budgeted funds are available, to be decided annually.

Rock Island County will specifically not reimburse employee expenses pertaining to a total Associate, Bachelor, or Masters level degree, but will reimburse for those courses within certain degrees which are related to the employee's position at Rock Island County, along with other criteria for successful completion depending on level of course(s) taken. Additionally, a pre-determined continued employment period will be required, as follows:

1. Course must be (County) job-related.
2. Course must be taken during non-working hours. No "homework" or studying will be done or otherwise allowed during the employee's scheduled working hours.
3. Course will be reimbursed only when employee submits a satisfactory grade to the County, in addition to proof of prior payment by employee to educational institution. However, required Tuition Reimbursement Request Form(s) must be completed and approved prior to start of the course.
4. Employee must receive a "C", "B", or "A"; or PASS (in a Pass/Fail type course).
5. Only tuition which includes mandatory fees will be reimbursed. Employee is responsible for any necessary course books, additional course specific fees, transportation, or any other related expenses.
6. No more than one (1) job-related class per semester will be reimbursed for any one (1) employee (again on a first-come, first-served basis as long as budgeted funds are available. Final decision will rest with the County Board Chair.).
7. "Semester" is defined as follows: July 1 through December 31; January 1 through June 30;

except any job-related course started in one "semester" which may overlap into the next "semester" may still be considered for reimbursement for the starting semester (and not counted again as ending, or in, the following semester).

8. Employee will be required and must agree at the time the request is made to remain with the County for a period of one (1) year following completion of the last course(s) taken (Associate Degree); OR for any employee already possessing an Associate Degree, two (2) years following completion of the last course(s) taken (Bachelors or higher degree).
9. Any employee already possessing a Bachelors, Masters or higher degree may take any job related course to use as "brush-up" with the same required grade, or equivalent, semester requirement, and for continued two (2) years employment (as required of the Bachelor level).
10. All classes must be requested and approved to be taken by the County for reimbursement prior to the start of the class. All pertinent information must be submitted and approved by the immediate supervisor and the County Board Chair in order that the current budget may be properly maintained. Proof of payment for the class by the educational institution will be required prior to reimbursement.
11. No reimbursement will be made by the County which does not meet the above criteria.
12. Any employee voluntarily leaving the County who has agreed to the above conditions prior to completion of the required employment period for the course taken, agrees to re-pay the County for the last course(s) taken requiring the continued employment period. It must be agreed by the employee that repayment will be made by deduction from the final paycheck of the employee. Provided the final paycheck is not enough for reimbursement to the County, the employee will be billed for the balance.
13. The County may at its discretion require an employee to take a certain job-related course or courses to remain in a current grade level. In that event, approval of the County Board Chair will be required. All other rules will apply.
14. Any employee not leaving employment voluntarily during the required employment period following completion and reimbursement of a course(s) will not be required to repay the County.
15. Form(s) will be provided and located in the County Board Office to apply for each class

requested or required.

16. Failure to adhere to the policies as described above may result in the non-reimbursement of previously approved course.

EXHIBIT E **DRUG TESTING POLICY**

March 18, 2003 - Rev. 12/17/2024

I. POLICY

- A. Authority 730 ILCS 5/3-2-2 and 5/3-7-4
- B. Policy Statement

The use of unauthorized drugs by an employee, regardless of the position held, adversely affects the accomplishment of the Sheriff's Office ability to safely confine and supervise committed persons, impairs the efficiency of the workforce, endangers the lives and security of employees and committed persons, undermines the public trust, and is therefore prohibited. In order to identify possible illegal drug usage and to curtail the introduction of illegal drugs into the Correctional Center, the Sheriff's has established a program to test for the use of illegal drugs should reasonable suspicion exist. At total cost to Rock Island County.

II. PROCEDURE

- A. Purpose

The purpose of this directive is to establish a written procedure for:

1. Reasonable suspicion drug testing of all employees when there is reasonable suspicion that an employee is under the influence of or using unauthorized drugs.
2. Periodic follow-up drug testing of all employees who have had a positive test finding.

- B. Applicability

This directive is applicable to all AFSCME Local 2025 employees assigned to the Rock Island Correctional Center and non-bargaining unit employees within the Sheriff's Office.

- C. Internal Audits

An internal audit of this directive shall be conducted at least annually. The audit shall include an inspection and evaluation of laboratory testing services and procedures, if applicable.

- D. Designees

Individual specified in this directive may delegate state responsibilities to another person or person unless otherwise directed.

E. Definitions

Collector- medical personnel or an individual designated by the Jail Administrator or above who has been trained on the collection procedures.

Drug- those substances identified in 720 ILCS 550/3 and 570/100 at seq., including cannabis.

Employee- all AFSCME Local 2025 employees assigned to the Correctional Center and Non-bargaining unit employees of the Sheriff's Office.

Split specimen- urine collection procedure whereby a urine specimen is poured into two specimen bottles.

F. General Provisions

1. The jail administrator or his designee shall ensure that all employees are provided with a copy of this directive.

2. The laboratory selected to conduct the analysis must demonstrate technical expertise and proficiency in toxicology testing and be certified by the Substance Abuse and Mental Health Services Administration (SAMHSA).

3. Refusal to submit to a drug test, attempts to tamper with or adulterate the specimen, or positive test results that cannot be justified shall be considered a positive finding. Where positive results cannot be justified:

a. Employees shall be referred for disciplinary action

4. Drug tests shall normally be conducted during regularly scheduled work hours.

However, employees shall be in paid status if drug tests are conducted outside of their regularly scheduled hours of work. Employees shall not be called back to work for the purpose of taking a drug test. Except in cases of reasonable suspicion.

5. A Union representative shall be provided the opportunity to be present during testing of a bargaining unit employee.

6. Drug testing documents and test results shall be maintained in a confidential manner.

G. Drug Testing Procedure

All drug tests shall be performed by a Rock Island County approved SAMSHA certified laboratory which will screen the sample and conform all positive samples for drugs.

The above shall not preclude the use of authorized field tests for initial screening purposes.

1. Upon arrival of the individuals at the collection site, the collector instruct them to present photo identification. If an employee does not have proper identification, the collector shall contact the Jail Administrator to confirm identification.
2. The collector shall instruct the individual instruct the individual to remove any unnecessary outer garments such as coats or jackets that might be used to conceal items or substances that could be used to tamper with or adulterate the urine specimen. All personal belongings except a wallet shall remain with outer garments.
3. Urine Specimen Collection shall be as follows:
 - a. For employees being tested due to reasonable suspicion, specimen collection shall occur in a private setting free of any substance which may be used to contaminate the specimen and shall be directly observed by a collector of the same gender as the employee being tested. Direct observation shall be maintained until the sample is provided.
4. Individuals who are unable to provide a specimen when requested shall be given a reasonable time period, up to three hours, to provide the sample. To encourage urination, they may be given up to an eight ounce glass of water every thirty minutes, with the amount not to exceed 24 ounces. This information shall be recorded on the chain of custody documentation.
5. For reasonable suspicion and periodic follow-up for employees, the urine specimens shall be collected and stored in split specimen containers. At the time of collection, each urine specimen shall be divided into two bottles. One bottle shall be labeled as a primary specimen and the remaining specimen shall be labeled as a split specimen. Only the primary specimen shall be opened by the laboratory and used for the initial urine analysis. The split specimen shall remain sealed and stored at the laboratory.
6. The specimen shall be given to the collector who shall examine the sample to determine that it is the appropriate color, clarity, temperature, and volume.
 - a. If the samples meet the criteria, the samples shall be immediately label and sealed.
 - b. If the samples do not meet the above criteria, the individual shall be required to provide another specimen prior to leaving the specimen collection site. Such action shall be documented.
7. Following the giving of the specimen, the individual shall sign a chain-of-custody form certifying that the urine in the bottles came from his/her body at the time of

collection. Refusal to sign the statement shall be noted in the remarks section on the chain of custody documentation by the collector.

8. Employee drug test results shall be sent to the Medical Review Officer within 72 hours after the test.

- a. If the employee's drug test results are negative the Medical Review Officer shall notify the Jail Administrator.
- b. If the employee's test results are positive the laboratory shall report the results to the Medical Reviewer Officer. The Medical Reviewer Officer shall contact and interview the employee to determine if there is an alternative medical explanation for the drugs found in the employee's urine specimen and obtain a release of information when necessary.

1. Upon notification of a positive test result the employee shall have 72 hours to request that the Medical Review Officer send the split specimen to another County approved SAMSHA certified laboratory for analysis at the County's expense.

2. If the employee has not contacted the Medical Review Officer within 72 hours, the employee may present information documenting serious illness, injury, inability to contact, lack of actual notice of the positive test, or other circumstances which unavoidably prevented the contacting of the Medical Review Officer. If the Medical Review Officer concluded there is a legitimate explanation, he/she shall initiate the process for analysis of the split specimen.

3. If the employee provides appropriate documentation and the Medical Review Officer determines that the positive result is due to legitimate medical use of the drug, the drug test shall be reported as negative.

c. The Medical Review Officer shall notify the Jail Administrator of the positive test result.

9. The testing laboratory shall maintain control of all positive test samples for at least one year or, upon notification the County, indefinitely.

Reasonable Suspicion

Paragraph 11.1 applies to all employees.

1. Reasonable suspicion exists if specific objective facts and circumstances warrant rational inferences that the employee is using or is under the influence of drugs. Reasonable suspicion may be based upon, among other matters:

A. Observable phenomena such as direct observation of use or the physical symptoms of using or being under the influence of drugs such as, but not limited to, slurred speech, direct involvement in a serious accident, or disorientation.

- 1) pattern of abnormal conduct or erratic behavior.
- 2) Information provided either by reliable and credible sources of which is independently corroborate.

2. The Jail Administrator, based on a review of the facts may recommend that a drug test be conducted on an employee if there is reasonable suspicion that the employee is using or is under the influence of drugs.
3. If the Jail Administrator believes there is reasonable suspicion that an employee is using or under the influence of drugs, the Jail Administrator shall notify the employee that a urine or blood sample or both are required. The employee shall be escorted to the location at which the urine or blood sample will be secured. The employee and if applicable, the Union representative shall be provided with an explanation of the reasons for the test. The employees and their escorts shall be paid for the time spent in compliance with the testing procedures in accordance with applicable contract or timekeeping procedures or both.
4. Blood samples shall be drawn by qualified medical personnel. Procedures designated in II.G shall be followed, as applicable.
5. Refusal to provide a specimen, attempts to tamper with or adulterate the specimen, or positive results which cannot be justified shall result in the employee being placed on paid non-work status pending the results of the test or disciplinary hearing or both.
manner.

H. Testing in connection with being present at a crime scene/named in a criminal investigation

In the event that an employee is named in a criminal investigation involving drugs or is present at a location drugs as defined in II.E of this directive are found, the Jail Administrator shall determine that reasonable suspicion exists (II.G). A positive test finding shall result in immediate discharge of the employee. Positive test results are limited to use within this directive solely. This directive does not alter any potential criminal liability on the employee's part.

I. Periodic Follow-up Testing

Periodic follow-up testing for employees with positive test findings.

1. Following a positive test finding, the employee shall be subject to periodic follow-up tests 45 days after the date of the previous test finding. This does not preclude the County's right to administer a reasonable suspicion test during the 45 day period.
2. When a determination has been made that the employee needs assistance associated with drug use, periodic follow-up tests shall occur as recommended.
3. Periodic follow-up tests shall be announced and at least six tests shall be conducted in the first year after the employee returns to duty.

J. Disciplinary Procedures

Paragraph II.M shall apply to all AFSCME Local 2025 assigned to the Correctional Center and non-bargaining unit employees of the Sheriff's Office.

1. AFSCME Local 2025 Employees Assigned to the Correctional Center
 - A. If just cause is established as a result of the pre-disciplinary meeting for AFSCME Local 2025 employees assigned to the Correctional Center who have positive finding, discipline for violations shall be as follows:

OFFENSE	DISCPLINE
First Offense	21 days suspension w/out pay
Second Offense	Discharge

- B. The employee shall be subject to periodic follow-up testing for 5 years from the effective date of the suspension and mandatory enrollment in a rehabilitation program.
 - C. Employees shall progress to the next level of discipline if at any time within five years from an offense, the employee:
 - 1) Refuses to submit to a test or attempts to tamper with or in any way adulterate the specimen; or
 - 2) Tests positive an additional time.
 - D. Failure to enroll or satisfactorily participate in a rehabilitation program following the first or second offense shall result in discharge. Compliance shall be documented.
2. Non-bargaining unit Employees

Non-bargaining unit employees who have a positive finding shall be discharged after a pre-disciplinary meeting.

K. Employee Assistance

The County fully supports the Employee Assistance Program and encourages employees who are using unauthorized drugs to seek the confidential services of the EAP. The EAP

play an important role by providing employees an opportunity to eliminate illegal drug use. Referrals can be made to appropriate treatment and rehabilitative facilities who will follow-up with employees during their rehabilitation period to track their progress and encourage successful completion of the program.

EXHIBIT F

LABOR MANAGEMENT

Representatives of the Employer and of the Union may meet on a structured basis, unless waived by both parties, requests for such meetings shall be in writing and contain an agenda for the meeting. Meetings and locations shall be limited to:

- a. Discussion on the implementation and general administration of this agreement.
- b. A sharing of general information of interest to the parties.
- c. Discussion of pending grievances on a non-binding basis to attempt to adjust such grievances and to discuss procedures for avoiding future grievances.
- d. Items concerning safety issues.

It is understood that the above references meetings are consensual. Nothing herein shall obligate the parties to such matters nor shall it inhibit the parties from meeting on a less formal basis, should the circumstances allow.

EXHIBIT G

Inclement Weather Policy –

It shall be the policy of Rock Island County that any and all facility closings due to inclement weather shall be made by agreement of the Chairman of the County Board, the Sheriff of Rock Island County, and the Chief Judge of the 14th Judicial Circuit.

Determination of closure shall be based on, but not limited to: amount of snow received; condition of area roads, ability of staff to safely travel to and from County facilities; clearing of all County parking facilities; and potential danger from the weather conditions.

In the event of an emergency situation, determination of closure shall be made by the appropriate department head or elected official with concurrence of the County Board Chairman and/or Sheriff of

Rock Island County. All facilities may not be closed during an emergency situation; depending on the severity. An emergency situation is defined as no electricity, no water, or other catastrophic incident.

In the event the Employer closes the building due to a significant weather event and this closure causes the loss of hours for the employee, those Union members who are excused from work at the time of the closure shall be paid for the hours which they were otherwise scheduled to work in the closed building as if they had worked those hours, without needing to use any benefit time. Union members on a time-off status prior to the Employer announcing a facility closure will remain on that time-off status without change to that status, and the benefit bank they were scheduled to use shall still be depleted as normal. MOU 2/26/2024