

Please check appropriate box(es):

- Receivable to University
- Payable by University
- New Contract
- Amendment to Contract No. _____

Please refer to this number (which will be assigned by BOT Office) for any future transactions regarding this contract, i.e., amendments, inquiries, etc.

Contract number HR-00000096-02

**CONTRACT
INTERNAL APPROVAL FORM
UNIVERSITY OF ILLINOIS AT CHICAGO**

Unit/Department: UIC Human Resources, Labor & Employee Relations

Contact Person: Keino Robinson

Phone: 312-996-1232

Address: 715 S. Wood St., Chicago, IL 60612

Mail Code: **862**

Brief Description of Services: **Service Employees International Union (SEIU), CTW, CLC Local No. 73 – Successor Collective Bargaining Agreement - TECHNICALS**

Effective Date: December 17, 2019

Termination Date: December 16, 2023

APPROVALS: Date of Board of Trustees Approval, if Required: _____

APPROVALS

<u>Keino R. Robinson</u>	11-10-2020
Associate Director, Labor and Employee Relations and Chief Negotiator	Date
<u>Thomas H. Riley, Jr. KRR</u>	11-16-2020
Executive Director of Labor and Special Counsel	Date
<u>Jami Painter</u>	11-16-2020
Office of University Counsel	Date
<u>Jami Painter</u>	11/17/2020
Associate Vice President for Human Resources and Chief Human Resources Officer	Date
<u>Avijit Ghosh</u>	11/17/2020
Vice President, Chief Financial Officer and Comptroller	Date

Contracts Processing Office (107 Coble Hall) Date Received: _____ By: _____

Your Comments:

Please provide at least 4 original copies of the agreement for signatures and forward all originals to Bonita Higgerson in University Human Resources.

The University Contract Records Office will retain one fully executed original copy of the contract on behalf of the Board of Trustees Office. Thank you.

AGREEMENT

by and between

**THE BOARD OF TRUSTEES OF THE
UNIVERSITY OF ILLINOIS**

and

**SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 73, CTW, CLC**

(UIC Technical Employees Unit)

Effective December 17, 2019 through December 16, 2023

TABLE OF CONTENTS

ARTICLE I	AUTHORIZATION AND PURPOSE	1
ARTICLE II	LIMITATIONS	2
ARTICLE III	NEGOTIATIONS AND EXCLUSIVE REPRESENTATION	2
ARTICLE IV	WAGES	7
ARTICLE V	BENEFITS	16
ARTICLE VI	EMPLOYER RIGHTS	18
ARTICLE VII	VACATION	19
ARTICLE VIII	HOLIDAYS	22
ARTICLE IX	EDUCATIONAL AND PROFESSIONAL OPPORTUNITIES	23
ARTICLE X	WORK SCHEDULE AND HOURS OF WORK	23
ARTICLE XI	WORKING CONDITIONS	26
ARTICLE XII	SENIORITY	27
ARTICLE XIII	JOB AND SHIFT BIDDING	27
ARTICLE XIV	LAYOFFS AND TRANSFERS	28
ARTICLE XV	HEALTH AND SAFETY	29
ARTICLE XVI	DISCPLINE	30
ARTICLE XVII	GRIEVANCE PROCEDURE	32
ARTICLE XVIII	CIVIL SERVICE	37
ARTICLE XIX	PERSONNEL FILES	38
ARTICLE XX	DUES DEDUCTION	39
ARTICLE XXI	NO STRIKE OR LOCKOUT	40
ARTICLE XXII	SAVINGS CLAUSE	40
ARTICLE XXIII	TERM OF CONTRACT	41

AGREEMENT

by and between

**THE BOARD OF TRUSTEES OF THE
UNIVERSITY OF ILLINOIS**

and

**LOCAL NO. 73
SERVICE EMPLOYEES INTERNATIONAL UNION, CTW, CLC**

Effective: December 17, 2019 through December 16, 2023 (inclusive).

This Agreement made and entered into by and between The Board of Trustees of the University of Illinois, a public corporation (herein referred to as "Employer" or "University"), and Local No. 73, Service Employees International Union, CTW, CLC (hereinafter referred to as "Union"), on behalf of certain nonacademic employees of the Employer as identified in Article 3 herein.

ARTICLE 1 AUTHORIZATION AND PURPOSE

1.1 Authorization

This Agreement is authorized under the *State Universities Civil Service Act* (110 ILCS § 70/36d) and the *Illinois Educational Labor Relations Act* (115 ILCS § 5/1 et seq.).

1.2 Purpose

It is the intent and purpose of this Agreement to promote sound and mutually beneficial relationships between the Employer and the Union. These relationships should provide opportunity to develop and implement standards of practice resulting in improved patient care and improved quality of services. Such relationships include the recognition that employees covered herein have responsibilities in their practice, both to the Employer and to the patients, to base actions and decisions on sound professional judgment and adherence to the codes and standards of their professions.

1.3 Application of Agreement

Employer's supervisors and Union's representatives are assigned a special responsibility for the faithful application of this Agreement. The Employer and the Union will each train these representatives in terms and conditions of this Agreement and, particularly, in the use of the procedures provided herein and in Policy and Rules for resolving employment questions. The Employer and the Union are committed to the uninterrupted effective performance of the teaching, research and public service functions of the University.

ARTICLE 2 **LIMITATIONS**

This Agreement is subject to: (1) applicable federal and state laws and regulations issued thereunder as they may be amended from time-to-time; (2) rules and regulations of State Universities Civil Service System as they may be amended from time-to-time; (3) rules and regulations of State Universities Retirement System as they may be amended from time-to-time; (4) the statutes and rules promulgated by The Board of Trustees of the University of Illinois as they exist on the effective date of this Agreement; (5) provisions of Policy and Rules as they exist on the effective date of this Agreement or as amended; each of which is incorporated herein by reference. A copy of any amendment under (2), (3), (4) and (5) as stated above shall be sent to the Union office provided and as soon as the University receives notice thereof. The University recognizes the Union's rights to bargain regarding any amendments to Policy and Rules which are mandatory subjects of bargaining.

In the event of conflict among any of the foregoing and any provision of this Agreement, the former shall prevail, except where a deviation from the same is set out in express terms herein.

Previous agreements and commitments by and between the parties contradictory to the provisions herein are agreed to be null and void as of the effective date of this Agreement. Any amendments hereto must be in written form and signed by authorized official(s) of each party. The Employer agrees that during the period of this Agreement it shall not unilaterally change any currently applied policies and practices relating to hours, wages, and conditions of employment not addressed in this Agreement which affect the members of the bargaining unit without prior notification to and negotiations with the Union.

ARTICLE 3 **NEGOTIATIONS AND EXCLUSIVE REPRESENTATION**

3.1 Classes Represented

The Employer recognizes the Union as the exclusive representative for a single negotiation unit consisting of employees in the job classifications listed in Appendix A that are defined or established by the State Universities Civil Service System and employed by the Employer at the University of Illinois-Chicago and all clinics under the jurisdiction of the Chicago campus.

This exclusive representation is for purposes of determining appropriate ranges of compensation or rates of compensation and other conditions of employment to be recommended to the State Universities Civil Service System.

3.2 New Classes and Recognition

The Employer agrees that if any new civil service designations should be established for the same work presently being performed by those classes identified in Appendix A of this

Agreement, said new classes will be treated as part of the single negotiation unit recognized by this Agreement.

3.3 No Discrimination

There will be no discrimination by either the Union or the Employer with respect to any applicant or candidate for employment or employee because of race, creed, color, national origin, religion, sex, age, disability, marital status, veteran status, ancestry, political affiliation, union affiliation, unfavorable discharge from the military, or status as disabled veteran or veteran of the Vietnam war or subsequent military conflicts.

3.4 Sexual Harassment

Neither the Employer nor the Union will tolerate sexual harassment of employees. The Employer will take action to provide remedies and discipline appropriately when such harassment is discovered. Prohibited conduct includes unwanted sexual gestures, physical contact or statements which a reasonable person would find offensive, humiliating or an interference with their required tasks or career opportunities at the University.

3.5 Union Rights

The Employer recognizes the interests of the Union and the obligation of the Employer to bargain collectively with the Union with regard to policy matters directly affecting wages, hours and terms and conditions of employment and the Employer will notify the Union of proposed changes in such matters and bargain collectively regarding such matters.

3.6 Protected Activity

Each employee may make their own personal decision with respect to the Union or other employee organization membership without intimidation or coercion. Neither the Employer nor the Union will discriminate against any employee because of their choice with respect to Union membership or because the employee is acting or not acting as a representative of the Union, its members or employees pursuant to the provisions of this Agreement.

3.7 New Hire Orientation

a) Hospital & Health Science System

Union Representatives or Union members who are employed at the University of Illinois will be permitted to make a membership presentation on one (1) day immediately prior to or after core orientation, as determined by the Employer. The Union shall notify the Medical Center of the names of the employees who are designated as their representatives. If these employee representatives are scheduled for work during the Union membership presentation, the employees will be released from duty, without loss of pay. The Union's designated representatives shall be provided advance notice of the dates and time scheduled for the Union presentation and shall be notified of any changes in the schedule by the Hospital & Health

Science System.

b) Campus

The Union shall be permitted up to one hour during normally scheduled working hours to conduct its orientation program for employees who are new to the bargaining unit. Such attendance by employees shall be on a voluntary basis and without loss of pay. The meetings will take place at a mutually agreed upon time. The Employer will arrange to have rooms available for these meetings pursuant to the University policy and will notify the Union of the locations of the meetings. Should the Union request to change the time of the meeting, the Union shall provide advance notice to the Employer.

3.8 Union Leaves

- a) Departmental operations permitting, time off without pay will be allowed to authorize Union representatives for the purpose of attending to Union business. Under normal circumstances, employee(s) will provide a minimum of seven calendar days advance notice. The affected employee(s) will be allowed to use any accumulated vacation or compensatory time in lieu of taking such time off without pay.
- b) Permission to attend trainings will be equitably rotated among employees, except that elected delegates to the Union's convention will be given preference for such leaves.

3.9 Bulletin Boards

The Union may use bulletin boards designated by the Employer to communicate with bargaining unit members as permitted by law. The Employer will endeavor to provide reasonable bulletin board access to all stewards. If a member does not have reasonable access to a bulletin board, that member may receive notifications via inter-office mail. Representatives of the Union will be allowed to post on bulletin boards provided no inflammatory or non-union materials is posted. There shall be no distribution or posting by employees or union representatives of advertising or political material. Standard notices such as meetings, officer or other routine announcements will not need to be approved in advance. One (1) actual copy of the notice must be filed with and approved by the Employer's Labor Relations Office before posting if the notice contains material other than that cited above.

3.10 Access to Premises

The Employer shall permit Union representatives to visit the Employer's premises at all reasonable times to ascertain whether or not this Agreement is being observed and to assist in adjusting grievances so long as the access does not impede normal operations, does not become disruptive to patient care, the visit is not conducted within any patient care setting and is reasonable. Such Union representatives shall advise the Employer's Labor Relations Office and the applicable unit(s) of the names of the Union representatives who will visit, and where they plan to visit, no less than 2.5 hours before entering units for visits intended to be non-disruptive.

The Union representative must check in with management before entering the Department. Access will not be unreasonably delayed or denied.

Any Union representative who desires to visit that part of the Employer's premises known as the UI-Health, including other satellite medical facilities, must obtain the required identification badge prior to entering such facility.

3.11 Meeting Rooms

The Employer agrees to make meeting rooms available for Union members to meet during reasonable periods to discuss matters relating to collective bargaining negotiations, contract provisions, grievances and other union-related matters, provided reasonable notice is given and rooms are available. Meeting room requests must be made at least 24 hours in advance. The Employer will not unreasonably deny requests.

If rooms are not readily available, the Union may request to reserve University facilities for union meetings on the same basis as other UIC faculty/staff organizations (some of which may require a fee).

3.12 Notification of Recognition

The Employer will notify all new personnel hired to work in the classes covered by the Agreement that the Union is the authorized negotiating representative for those classes of the Employer's employees listed in Appendix A. Employees will have access to this Agreement and to Policy and Rules on the Employer's web site. The Union will provide employees with a copy of this Agreement.

3.13 Information

The Employer will supply the Union with the following information:

- a) On a monthly basis, the Employer will provide the Union access in a convertible electronic form with the following personnel transactions involving bargaining unit employees: new hires, promotions, reclassifications, layoffs, recall from layoffs, reassessments, leaves of more than thirty (30) days, return from leaves and terminations.
- b) Each month, the Employer will provide the Union access to a convertible electronic list of bargaining unit members showing: name, address, job title, FTE percentage, assigned department, campus address, date of hire, email address and anniversary date.

3.14 Bargaining Unit Negotiation Team

The Employer agrees to schedule up to fifteen (15) bargaining team members in pay status for eight hours of the first fifteen (15) sessions of negotiations for a successor agreement. After fifteen (15) sessions, bargaining unit negotiation team members will be paid according to Rule 15.05 of Policy and Rules. The fifteen (15) sessions may be extended by mutual agreement.

(Deviation from Policy and Rules)

3.15 Sub-Contracting

The Employer acknowledges and recognizes the ongoing interest of the Union in any decision by the Employer to contract out any work being performed on the date of the signing hereof by full-time status Civil Service appointed employees who are also incumbents in any class represented by the Union under this Agreement. The Employer hereby agrees to meet with, consult with, and negotiate with the Union any such proposed contracting out not fewer than thirty (30) days prior to signing any such contract for services. Specifically, the Employer agrees to negotiate with the Union the following:

- a) The Employer's reasons for considering contracting out the work.
- b) In the event the Employer seeks to contract out in order to save costs, whether the Union can assist in reducing costs and expenses incurred by the Employer in using incumbent members of the bargaining unit.
- c) In the event the Employer seeks to contract out in order to improve the quality of performance of the work, whether the Union can assist the Employer in improving the quality of performance of the incumbent members of the bargaining unit.
- d) In the event the Employer's reason for contracting work out is founded upon a high incidence of complaints relating to the work and/or high incidence of discipline imposed on members of the bargaining unit doing work proposed to be contracted out, the fact that this is so and a reasonable description of the complaints made and/or the discipline imposed.
- e) The Union's interest in seeing that the wages and other terms and conditions of employment to be paid or granted by the outside contracting organization to its employees are competitive with those being paid the affected incumbents in the class by the Employer. The Employer further agrees to weigh and consider carefully, fully and reasonably all statements made by the Union pursuant to negotiations in making its final decision as to whether to contract out work as described herein.

3.16 Other Authorized Deductions

The parties mutually agree that deductions from an employee's paycheck shall be made upon showing of a properly signed authorization card allowing such deductions. The Employer agrees to deduct the actual dollar amount authorized by the employee, and to separately itemize deductions on monthly remittal forms provided to the Union, provided that the new payroll system is capable of handling such deductions.

The Union shall indemnify, defend and hold the Employer harmless against any claim, demand, suit, cost, expense or any other form of liability, including attorney fees and costs arising therefrom, or incurred as a result of any act taken or not taken by the Employer, its members, officers, agents, employees, or representatives in complying with or carrying out the provisions of this Article.

ARTICLE 4

WAGES

4.1 Method of Establishment of Wages

Wages specified herein have been established in negotiations by and between the Parties who shall determine and recommend to the State Universities Civil Service System, levels of compensation which take into account the rate of compensation generally paid for similar work in the locality in which the work is to be performed. No employee shall have their wages, differentials or premium pay lowered as a result of this Agreement, unless otherwise provided for in this Agreement.

The parties agree to the wage scales specified in Appendix C.

4.2 Wage Increases and Schedules

a) In Year 1 of this Agreement, all employees covered by this Agreement shall receive the Campus Wage Program (2%) implemented by the University of Illinois-Chicago, to be effective upon the first day of the pay period after the execution of this Agreement.

Retroactive wages for hours worked shall be made back to December 17, 2019. Only those who are employed on the date the contract is fully executed will be eligible for retroactive pay.

b) In Year 2 of this Agreement, all employees covered by this Agreement shall receive 1% or the Campus Wage Program (whichever is greater) implemented by the University of Illinois-Chicago, to be effective the first day of the pay period after the end of Year 1.

c) In Year 3 of this Agreement, all employees covered by this Agreement shall receive 1.5% or the Campus Wage Program (whichever is greater) implemented by the University of Illinois-Chicago, to be effective the first day of the pay period after the end of Year 2.

d) In Year 4 of this Agreement, all employees covered by this Agreement shall receive 1.5% or the Campus Wage Program (whichever is greater) implemented by the University of Illinois-Chicago, to be effective the first day of the pay period after the end of Year 3.

e) After the Year 1 Campus Wage Program increase has been implemented, any bargaining unit member who is below the regular wage rate of \$15/hour in Chicago will be placed on the applicable wage scale at no less than \$15/hour.

f) Changes that affect an employee's wage rate will be made effective the first day of the pay period after the change occurs. The new rate of pay will be effective on the same date.

g) In the event of a reallocation or reclassification of a position to a class having the same salary scale as the previous class, the anniversary date (for salary longevity purposes) shall not change. The anniversary date shall continue to be the anniversary date held by the employee in the class from which the position is reallocated or reclassified.

4.3 Market Adjustments

The Employer may increase compensation as a market adjustment where local market rates exceed existing rates by 3% or more. Prior to implementing such an adjustment, the Employer shall notify the Union. Upon request by the Union, the Employer shall provide relevant information that is not prohibited from disclosure, including market survey information within a reasonable timeframe and will discuss the market adjustments with the Union. For Technical bargaining unit job classifications, an annual market analysis and, if necessary, adjustment will be completed by the Employer. The Union may request a market analysis for specific titles it believes to be behind the market.

4.4 (Wages) Basic Straight Time

Basic straight time hourly wages are hereby defined as those payable for work performed during the five (5) normally scheduled work days in a work week, but for not more than eight (8) hours work during any one of the aforesaid five (5) days, except as otherwise agreed by the parties.

4.5 Wage Scales

Wages of Technical Unit employees are governed by the following conditions:

- a) Except for “topped-out” payments added to the base made under this Agreement, in terms of dollar amounts, only the amount of hourly wages specified in the steps of the applicable wage scales may be paid. Any wage not specified and listed in the Agreement and wage scales may not be paid, except for interns, as provided by State Civil Service Rules.
- b) Each employee who has not attained the Top Periodic Step of their wage scale shall advance in pay to the next higher step in the wage scale on their anniversary date in class. The effective date for an anniversary date increase shall be the first day of the pay period during which the anniversary date occurs.
- c) Changes that affect an employee’s wage rate will be made effective the first day of the pay period after the change occurs. The new rate of pay will be effective on the same date.
- d) In the event of a reallocation or reclassification of a position to a class having the same salary scale as the previous class, the anniversary date (for salary longevity purposes) shall not change. The anniversary date shall continue to be the anniversary date held by the employee in the class from which the position is reallocated or reclassified.
- e) The “intern” rate for any classification covered by the Agreement shall be 95% of the entry rate for the classification.

4.6 New Hires and Mid-Term Salary Adjustments

a) New Hires

New hires will be offered a starting wage based on the individual's documented training, experience and credentials related to the job for which they are hired. The Employer will consider current wage rates for employees at the same level in its determination of an appropriate wage rate. Upon request, the Employer will make available to the Union such documentation. Should the Union disagree with the Employer's determination, the parties agree that such objections shall be considered during subsequent meetings to discuss market adjustments. The Employer may unilaterally increase the compensation of a bargaining unit member for the purposes of retention, the making of a counter-offer and, as provided above in paragraph 4.3, in order to meet market requirements.

b) Mid-Term Adjustment

During the term of this Agreement, the Employer may unilaterally increase the compensation of a bargaining unit member for the same reasons as provided for Open Range Civil Service employees; provided, however, that the resulting wage rate must fall within the applicable range on Appendix C, and the Employer must notify the Union prior to implementing such an increase. Upon request by the Union, the Employer will discuss its reason(s) for having implemented such an increase with the Union. This unilateral increase should not create an inequity.

An inequity is defined as an unjustifiable pay variance created when one employee is compensated more than another employee with equal or comparable experience, longevity and/or education.

4.7 Merit Increases

Merit Increases may be awarded by the Employer when money is available for the purpose. Merit Increases shall be awarded to eligible employees who meet or exceed the following criteria as determined by the Employer.

1. Superior knowledge of the requirements of their position
2. Superior quality of work
3. Demonstrated initiative

Employees must have completed their probationary period to be eligible for a merit increase. Upon request, the Union shall be notified of increases awarded under this subsection.

4.8 Effect of Promotion on Wage Scale

a) Upon promotion, an employee shall be advanced to the lowest step in the new salary scale which provides the equivalent of at least a full step increase or three percent (3%) in the former scale. The increase for an employee whose salary before promotion is at the maximum of a scale shall be the percentage difference between the last two periodic steps in the lower scale adjusted to the closest step in the new scale above that amount. In any event, the employee must

be paid at least the minimum in the new scale. Under no circumstances, however, shall the employee's salary be placed above the maximum for the class to which promoted.

b) In the event of a promotion, the anniversary date (for salary longevity purposes) shall be the effective date of the promotion to the new class. In the event of a reallocation or reclassification of a position which results in a promotion as referred to in (a) above, the anniversary date (for salary longevity purposes) shall be the effective date of the reallocation or reclassification to the new class. In the event of a Change-in-Title only, the anniversary date shall remain unchanged.

4.9 Equal Pay

Equal pay is required pursuant to University policy and several federal and state statutes, e.g., the *Fair Labor Standards Act*, the *Civil Rights Act* and the *Illinois Fair Employment Practices Act*, the requirements of which vary. Differences in pay shall not be based upon race, color, religion, sex, national origin or age. Employees within a campus or other specified unit who are doing substantially equal work, which requires substantially equal skill, effort and responsibility, and are performed under similar working conditions shall receive equal pay, except when a wage difference is based upon some other factor, such as experience, longevity, or merit progression within ranges. These exceptions should not create inequities as defined in 4.6.

4.10 Temporary Assignments

- a) Temporary Downgrading. If it is necessary to assign a status employee on a temporary basis to a temporary or permanent position which is classified at a lower level, the employee's salary, at the time immediately prior to such assignment, will be maintained.
- b) Temporary Upgrading. If a status employee is assigned on a temporary employment basis to a temporary or permanent position of higher rate or range, the employee shall receive an increase of four percent (4%) to their basic straight time hourly rate, or the minimum of the higher classification, whichever is greater, for all hours worked in the higher classification.
- c) Such temporary upgrading and downgrading assignments must not be for more than thirty (30) consecutive workdays duration.

4.11 Voluntary Demotion

- a) Upon the voluntary demotion of an employee to a position in the class having a lower salary scale than the class from which the demotion was made, the employee's base salary will be reduced to the highest step rate of the lower salary scale which provides the base salary nearest in the amount, but not more than the base salary before demotion.
- b) In the event of a voluntary demotion as referred to above, the anniversary date (for salary longevity purposes) shall be the date of demotion.

c) However, in the event of a voluntary demotion during the probationary period of a promotion to a new class, that employee will have their salary reduced to the step in the salary scale for the lower class which represents the salary the employee would have attained had they not been promoted. In such event the anniversary date held by the employee in the class from which they were originally promoted shall remain in effect.

4.12 Involuntary Demotion

a) Upon the involuntary demotion of an employee to a position in a class having a lower salary scale than the class from which the demotion was made, the employee's base salary will be reduced to the highest step rate of the lower salary scale which provides the base salary nearest in the amount, but not more than the base salary before demotion. The employee's new anniversary date shall be the date of demotion.

b) In the event of an involuntary demotion during the probationary period of a promotion to a new class, that employee will have their salary reduced to the step in the salary scale for the lower class which represents the salary the employee would have attained had they not been promoted. In such event the new anniversary date shall become the anniversary date held by the employee in the class from which they were originally promoted.

c) A former status employee who is rehired to a status position in the same classification within six (6) months of separation from University employment shall be rehired according to Civil Service Rule 250.60j(5) and will be placed at the same salary step held prior to separation. The date of rehire will be the employee's anniversary date.

4.13 Wages (Overtime)

a) Except as provided elsewhere in this Agreement or as otherwise agreed by the parties, employees covered by this Agreement who are normally scheduled for eight (8) hour shifts shall be compensated at one and one-half (1½) times the regular hourly rate (as defined by federal law) for time worked in excess of eight (8) hours per day, or forty (40) hours per week; employees working a thirty-seven and one-half (37½) hour week, shall also be compensated at one and one-half (1½) times the regular hourly rate for time worked in excess of seven and one half (7½) hours per day or thirty-seven and one-half (37½) hours per week; and employees whose normal schedules include ten (10) hour or twelve (12) hour shifts shall be compensated at one and one-half (1½) times the regular hourly rate (as defined by federal law) for time worked in excess of their ten (10) or twelve (12) hours per day. (Deviation from Policy and Rules)

b) Overtime wages shall be paid by check or by compensatory time off at one and one-half (1½) times hours of overtime worked. Overtime wages shall be paid unless the employee has notified their supervisor, on a form provided by the Employer, of their designation to receive compensatory time. Such designation may only be changed once every six months, except by mutual agreement. (Deviation from Policy and Rules)

c) Accumulated compensatory time may be utilized in accordance with rules governing the use of vacation. An employee may not accumulate more compensatory time than twice the

number of hours in their weekly work schedule. In cases where an employee works overtime, the employee may elect (by mutual agreement) to be paid in part at the overtime rate and receive the remainder in compensatory time.

- d) Overtime may only be performed pursuant to supervisory approval, except where patient care needs require an employee to work beyond their normal scheduled hours and it is not feasible for an employee to request and obtain supervisory approval. Computation of compensatory time hours will be governed by Policy and Rules, Policy #7, Rule 7.08.

4.14 Wages (Holidays)

In the event an employee, full-time or part-time, works their regular shift on a designated calendar holiday, the employee shall be paid time and one-half ($1\frac{1}{2}$) their basic straight time hourly rate of pay for each hour worked. Additionally, employees who work on a designated calendar holiday will receive holiday pay at their basic straight time hourly rate based on the percent status appointment unless the employee specifically requests an alternate day off with pay to be scheduled in the pay period of the holiday (but after the holiday) or the next pay period. Consistent with operating requirements, the Employer will endeavor to honor said request. If the request cannot be honored, the employee will receive the holiday pay in the paycheck for which the worked holiday is paid. (Deviation from Policy and Rules)

4.15 Wages (On-Call)

- a) A University of Illinois Medical Center at Chicago employee on-call, away from University of Illinois Medical Center at Chicago premises, but available by telephone or long range pager, shall be paid as set forth in Appendix B. Time paid under this clause shall not be used to compute hours worked in any workday or workweek. On-call pay shall be paid for all hours that were assigned as on-call regardless of the amount of hours paid as call-back pay, but shall not be used to compute overtime pay for call-back.
- b) If any employee on call is required by the Employer to remain on the premises after completion of their regularly scheduled shift, such employee shall receive a minimum of two (2) hours of pay at overtime rate plus on-call pay or be paid for actual time worked, whichever is greater. Employees on-call and confined on premises shall be considered as working and be paid either their basic straight-time wage rate or their overtime premium (one and one-half [$1\frac{1}{2}$] times their regular hourly rate), whichever is applicable. An employee on-call may elect to remain on the premises after completion of a call-back at the applicable on-call rate of pay if there is no evidence that there will be another call-back, when weather conditions are poor, or between the hours of 2:00 a.m. and 7:00 a.m. In such cases the Employer will provide a secure place to sleep on the premises.
- c) Employees on call who are called in to work on weekends or on shifts that pay differentials shall receive such premium rates for all hours worked on that shift.

4.16 Wages (Call Back)

Call-back is defined as an official assignment of work while on-call after the employee has departed the Employer's premises. Employees covered by this Agreement who are called back and who report back upon Employer's premises at the time specified in the call-back shall have a minimum guarantee for four (4) hours pay, or be paid for actual time worked, whichever is greater, at overtime or premium rates, specified elsewhere herein applicable to the days and hours the call-back is obeyed or work is performed. Call-back pay shall be paid from the time that the employee is first notified to report back to work.

4.17 Wages (Shift Differentials)

- a) Evening Shift - An evening shift differential will be paid to employees covered herein who work a shift in which at least one-half (1/2) of their hours of work in a work day fall between 3:00 p.m. and 11:30 p.m. as set forth in Appendix B.
- b) Night Shift - A night shift differential will be paid to employees covered herein who work a shift in which at least one-half (1/2) of their hours of work in a work day fall between 11:00 p.m. and 7:30 a.m. as set forth in Appendix B.
- c) Pay for shift differential as described above shall be paid at the rate of time and one-half (1½) for employees in overtime status.

4.18 Wages (Weekend Differential)

- a) Employees, in addition to their basic straight time hourly rate, will be compensated for all weekend hours worked at the rate set forth in Appendix B. This is to be construed as weekend differential. Pay for weekend differential shall be paid at the rate of time and one-half (1½) to employees in overtime status. (Deviation from Policy and Rules)
- b) For purposes of paying differential, the weekend begins at 11:00 p.m. Friday and ends at 6:59 a.m. Monday.

4.19 Wages (Charge Differential)

An employee who is assigned charge responsibility by a supervisor for an entire shift when a supervisor is not present for that entire shift shall receive a \$2.00 per hour charge differential.

4.20 Wages (Preceptor) (UI-Hospital and Clinics)

Employees assigned patient care and preceptor responsibilities for new hires or transfers within UI-Hospital and Clinics will be paid a differential of one dollar (\$1.00) per hour. Training will be determined by the Employer. Employees may request to attend preceptor training and shall be provided with the opportunity to attend such training. The Employer retains the right to determine who will serve as a preceptor selected from unit volunteers. This differential does not apply to employees whose job description includes on-boarding and training.

4.21 Wages (Bilingual Certification) (UI-Hospital and Clinics)

Employees at UI-Hospital and Clinics whose position requires the use of a second language as determined by the Department, who obtain bilingual certification will be compensated with a one-time bonus of \$750. The Employer will determine a certification process by June 30, 2021. Employees must have passed their probationary period to be eligible.

4.22 Wages (Disaster)

If the University, or if the University is subject to a declaration made by the state, federal or municipal government agency with the power to do so, declares a “disaster” related to infectious disease or pandemic based on guidance from CDPH, CDC, IDPH or FEMA, the University and Union agree to meet and discuss wage differentials if a disaster is declared.

4.23 Reporting Pay

Employees who report to work for their regular scheduled shift with no work being offered or available, and have not been notified not to report for work by an authorized representative of the Employer, will be assigned other related work by the Employer, if the Employer determines other related work is available. If the Employer determines there is no other related work available, the employee will receive two (2) hours pay at their basic straight time hourly rate. The aforementioned does not apply in cases of catastrophic situations.

4.24 Night Shift Work During Change to Daylight Savings Time

The night shift occurring on the date that daylight savings time goes into effect (Spring) will be considered as an 8½ hour shift including 1/2 hour unpaid meal time, where applicable.

4.25 Wages (Itemized Pay Check Deductions)

The Employer recognizes that employees are entitled to a complete and accurate explanation of the calculation of their paychecks. Therefore, the Employer will furnish, if possible, in addition to the standard itemized deduction indicated on the paycheck, to employees the following information:

- Percent of time
- Hourly rate
- Regular hours worked and regular earnings
- Overtime hours worked and overtime earnings
- Holiday, vacation or sick time used
- Shift differential earnings
- On-call earnings
- Weekend differential
- Payroll adjustments and payroll changes
- Gross earnings
- Accumulated compensatory time

4.26 Float Differential

Except in the instances of internal or external disaster, the Employer agrees to the payment of a differential for floating (or pulling) \$1.00 per hour and shall be payable when a Medical Center employee who is regularly assigned to a Medical Center location is required to float outside of the Medical Center for more than half of the employee's shift, or when a Medical Center employee who is regularly assigned to a non-Medical Center location is required to float to the Medical Center for more than half of the employee's shift.

4.27 Certification/Advanced Training

- a) Premium Pay for Certification/Advanced Training. The Employer agrees to pay a one-time certification bonus of \$500 for a bargaining unit employee who obtains certification or advanced training that is not required by the class specification. Each Department will develop a list of certifications or advanced training programs that qualify for the bonus. In the sole discretion of the Employer, this bonus may exceed \$500.
- b) Certification for Dialysis Techs:
 1. Per requirement of new Medicare/Medicaid regulations, all Dialysis Techs will be required to have obtained certification within time frames required by the regulations.
 2. The Employer will provide training for the first attempt to obtain the certification. Training will be either in-house or external, or a combination, at the Employer's discretion.
 3. The Employer will pay for the first test.
 4. Training for the first test, and the time for the first test, will be on paid time.

4.28 Overpayment Procedure

In the event of a payroll error resulting in an employee receiving an overpayment in a paycheck, the Employer will correct this by:

- a) Meeting with the employee and the union representative, and providing the employee with a written explanation for the error;
- b) Offering the employee the option of having the error corrected by deducting the entire amount from the next paycheck or deducting the amount in increments as mutually agreed between the Employer and employee, up to a maximum of twelve (12) months; and
- c) Obtaining the employee's signature indicating agreement with the above.

4.29 Underpayments

- a) The Employer shall designate and identify to bargaining unit employees the name of the person within the Unit or Department who is responsible for handling payroll issues.
- b) Such person shall be responsible for correcting any paycheck problems brought to their attention by an employee whose paycheck is not accurate.
- c) Paycheck corrections shall be sent to payroll by the responsible department representative at the earliest opportunity, but in no case later than the end of the following business day after being alerted by the employee about the paycheck shortage. The employee shall be informed when such notification is made.
- d) Payroll shall resolve paycheck errors in accordance with its standard procedures.

4.30 Parking

During the term of this Agreement, the Employer reserves the right to change the fees charged to bargaining unit employees. If the percentage (%) increase exceeds 2.5% in any contract year during the life of this Agreement, the Union reserves the right to bargain the additional increase.

ARTICLE 5 BENEFITS

5.1 Policy

Employee benefits (e.g., Leaves of Absence, Retirement Disability, Sick Leave, Holidays, Vacation and Personal Leave, Retirement, and Inter-institutional Reciprocity) will be as set forth in Policy and Rules and are based upon service accrual as defined therein. Benefits under the control of the Employer will not be diminished during the life of this Agreement, or any extension thereof and improvements in such benefits will be made applicable to employees covered by this Agreement on the same date that such improvements are made applicable to other employees of the Employer.

Upon request, a copy of the benefits sections or Records Management (Personnel Files) sections of Policy and Rules and a copy of State Universities Civil Service System Statute and Rules will be made available to an employee covered by this Agreement at the Chicago Campus Human Resources Office, 715 S. Wood St., M/C 897 and the Rockford Office at 1601 Parkview Avenue. An employee shall be permitted to inspect and/or copy any portion of all of Policy and Rules and/or State Universities Civil Service Statute and Rules at the Chicago Campus Human Resources and/or Rockford Human Resources Office.

5.2 Medical, Hospital and Life Insurance Plans

The University of Illinois makes available group medical, life insurance and other optional insurance programs to all permanent and continuous employees: a) with appointments of 50% time or more; and b) who are eligible to participate in State Universities Retirement System.

5.3 Disability Income Benefits

Disability income benefits are available to employees under (1) the *Illinois Worker's Compensation and Occupational Diseases Act*, (2) the University of Illinois Sick Leave Plan, and (3) the State Universities Retirement System. Medical and hospital expense benefits are available under: (1) the Illinois Worker's Compensation and Occupational Diseases Acts; and (2) the state-paid or University-sponsored Group Health and Life Insurance Plans. The cost of the benefits under University-sponsored Insurance Plans and State Universities Retirement System are borne in part by the Employer and in part by the employee.

5.4 Retirement

Retirement benefits are extended pursuant to the State Universities Retirement System Statute. Information materials about the System should be consulted and are available from the System - 1901 Fox Drive, Champaign, IL 61820 (Telephone 1-800-275-7877).

5.5 Governance of Sick Leave

In order to receive payment of basic straight time wages during sick leave, the following conditions of eligibility must be satisfied:

- a) The employee must have sick leave accrued.
- b) In the event of absence due to sick leave usage as set forth in Policy and Rules, the employee shall in accordance with departmental requirements notify or cause to be notified the designated supervisor before the employee is scheduled to start work except when excused from this requirement by the designated supervisor.
- c) The Employer reserves the right to require evidence of sickness acceptable to it before allowing sickness benefits when it has sufficient reason to suspect abuse of leave or for verification of the employee's ability to return to work. The Employer must make the employee aware of this requirement in advance and of the time factors involved in submitting proof of illness.
- d) Call-in times shall be two (2) hours before the beginning of each shift; however, employees who are working a shift in which the majority of hours worked are between 9:00 p.m. and 7:00 a.m. shall call in three (3) hours before the beginning of each shift.
- e) Exceptions will be made for situations where an employee has provided a satisfactory reason as determined by the manager why they were unable to notify the clinical unit within times specified.

f) All employees eligible to participate in the State Universities Retirement System are eligible for compensation of sick leave which has been earned but not used in accordance with the law and all applicable provisions of Policy and Rules.

ARTICLE 6 EMPLOYER RIGHTS

6.1 The Union recognizes the right of the Employer to manage its operations, such as standards of services, its overall budget, the organizational structure, hiring, directing the work force, disciplining and discharging for just cause, and introducing new or improved methods or facilities. The Union further recognizes the Employer's right to plan, direct, and control the policies and conditions of employment of its employees insofar as such policies are not inconsistent with the express provisions of this Agreement. The Employer recognizes generally the interest of the Union in any changes which materially affect the working conditions of those represented by the Union and will keep the Union informed as to such changes.

Except as specifically abridged by this Agreement, all powers, rights and authority of the Employer are reserved by the University, and powers, rights and authority not expressly contracted away by a specific provision of this Agreement, are retained solely by the University.

Such rights and powers include, but are not limited to, the exclusive right and power: to determine the mission of the University, the organizational structure, and the methods and means necessary to fulfill that mission, including the transfer, alteration, curtailment or discontinuance of any services; to adopt and amend budgets and make budgetary allocations or reallocations affecting the University as a whole or any of its departments or units; to determine the qualifications for and the number of employees to be hired or employed and to transfer or relieve employees from duty due to lack of work or funds or operational changes; to determine, assign, reassign and schedule the type and kind of services and the work to be performed by employees or by others, including the job content and the location of such services or work; to establish, modify, combine or eliminate job classifications or positions; to determine the number, location, or relocation of facilities, buildings and rooms, and ancillary facilities such as parking lots, including the policies governing the use of such buildings, rooms or facilities; to discipline, suspend, or discharge employees as set forth in this Agreement; to supervise, train, and evaluate employees; to determine materials and equipment to be utilized by employees and the methods and means by which work shall be performed and services provided; to establish quality and performance standards for employees; to adopt and enforce policies, rules and regulations, including rules and regulations governing work, training, uniforms, and conduct of employees, and to comply with state and federal law; to utilize personnel, methods, and means in the most appropriate and efficient manner, as determined by the Employer; to layoff or to remove or change employee duties due to change of direction of the workplace or due to lack of work or funds; and to perform all other functions inherent in the administration, management, and control of the Employer.

The failure of the Employer to exercise any management right or to exercise it in a particular manner shall not be deemed a waiver of the right of the Employer to exercise such

management right so long as doing so does not conflict with an express provision of this Agreement.

It is agreed that the reserved management rights as set forth herein shall not be subject to the grievance and arbitration provision of this Agreement nor shall they be subject to impairment by any arbitration award under this Agreement, provided these rights are not exercised in an arbitrary and capricious manner.

6.2 The Employer has the right to place and use cameras and other electronic monitoring equipment on the Employer's premises, as deemed appropriate in the Employer's discretion, other than in areas such as restrooms, changing rooms, and locker rooms.

ARTICLE 7 VACATION

7.1 Vacation Availability

Consistent with the Employer's operating requirements, accrued vacation may be scheduled and granted at any time during the calendar year.

7.2 Vacation Accrual

Employees shall earn vacation and personal leave in accordance with the following schedule:

Schedule A

37.5 Hour Work Week					
Years of Service Completed		Rate Earned Per Hour of Pay	Approximate Leave Days	Approximate Hours Earned Per Pay Period	Maximum # of Leave Hours That May Be Accrued
At Least	Not More Than	Status Service (Exclusive of Overtime)	Earned in One Year		
0	3	0.0462	12	3.47	180
3	6	0.0577	15	4.33	225
6	9	0.0692	18	5.19	270
9	14	0.0808	21	6.06	315
14		0.0962	25	7.22	375

40 Hour Work Week					
Years of Service					
At Least	Completed Not More Than	Rate Earned Per Hour of Pay Status Service (Exclusive of Overtime)	Approximate Leave Days Earned in One Year	Approximate Hours Earned Per Pay Period	Maximum # of Leave Hours That May Be Accrued
0	3	0.0462	12	3.70	192
3	6	0.0577	15	4.62	240
6	9	0.0692	18	5.54	288
9	14	0.0808	21	6.46	336
14		0.0962	25	7.70	400

7.3 Vacation Requests for More than Two (2) Days

- a) Individual units may devise their own vacation request plans provided they are consistent with the terms of this Agreement. The plans will be in writing and sent to the Union.
- b) An employee's request for vacation shall be made in writing to their supervisor. An employee may submit a vacation request anytime but not less than two (2) weeks prior to the start of the requested vacation for vacations exceeding two (2) weeks. Individual units may exercise their discretion to allow email messages to serve as the "writing" referred to in this paragraph.
- c) A supervisor shall consider a vacation request made by an employee for vacation time to be taken within one year of the request.
- d) A supervisor will respond in writing to an employee's request for vacation as soon as possible but within ten calendar days from the date the request was made and received by the supervisor. The supervisor will sign and date the employee's request on the day it is received and will provide a copy of this signed and dated request to the employee. Individual units may exercise their discretion to allow email messages to serve as the "writing" referred to in this paragraph.
- e) Vacation requests for extended periods of time shall be considered based on the requirements of the operation, including the availability of extra help technical employees.
- f) Requests shall not be unreasonably denied. Should any vacation request be denied, the answer shall include the reasons for denial, and the employee will have an opportunity to confer with the supervisor regarding available alternative dates.
- g) Except in an emergency, no vacation time previously approved shall be canceled.
- h) All attempts to report to work should be made, but should an employee not be able to report to work due to inclement weather, the supervisor has the discretion to approve use of

earned vacation time, if requested. An employee may also opt to take an unpaid day in lieu of using benefit time.

- i) Where vacation requests conflict, efforts shall first be made to resolve such conflicts by mutual agreement of the employees. If this fails to resolve the problem, preference shall be given to the bargaining unit member making the earlier request. Conflicting requests made on the same day shall be granted based on a rotating system, starting with the employee with more seniority.
- j) An employee who has complied with departmental notice requirements will not be required to find their own coverage for scheduled time off unless schedules have been finalized for the relevant time period. Schedules will be posted no earlier than 60 days and no later than 2 weeks in advance.
- k) Management will not require an employee to break up vacation requests.

7.4 Approval of Use of Accumulated Leave for Personal Reasons

It is the intent of the vacation and personal leave policy that small increments be available for personal and family reasons. Within the total amount accumulated, Employer operations permitting, leave not to exceed two (2) days at one time will be granted by a supervisor for any reason upon advance request of the employee. In determining whether to give such approval, the supervisor will take into account staffing requirements needed to insure necessary continuity of operations. When such leave is necessary to handle urgent personal or emergency situations that are beyond the control of the employee and that arise too suddenly to permit advance approval, the employee may be granted post-approval by the supervisor, who may require clarification of such situations.

7.5 Vacation Payout

The Employee shall have the option of taking one payout of accumulated vacation hours per calendar year under the following conditions:

1. The employee makes the request in writing by November 15 to the supervisor;
2. The Employee has greater than six (6) months' vacation accrued (prorated for percent appointment);
3. The payout is limited to a maximum of one (1) week's hours and a minimum of 25% of one (1) week's hours;
4. The payout of permanent differentials shall not be included in the payout;
5. The hours paid out shall not be counted toward hours worked for the purposes of overtime or seniority accrual; and

6. The payout shall be made by a separate check within forty-five (45) days of the request.

ARTICLE 8 **HOLIDAYS**

8.1 Paid Holidays

- a) The following paid holidays as set forth in Policy and Rules and as designated for employees in this bargaining unit by the Chancellor at the University of Illinois-Chicago Campus will be observed:

<u>Holiday</u>
Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day

- b) In addition to the calendar holidays set forth above, employees are also eligible for four (4) floating/designated holidays during each fiscal year. These holidays will be administered and selected as set forth in an Executive Notice issued by the Chancellor of the University of Illinois-Chicago.

- c) For purpose of definition, the holiday will begin at 11:00 p.m. on the evening preceding the holiday and end at 10:59 p.m. on the day of the observance of the holiday. (Deviation from Policy and Rules)

- d) The Employer will notify the Union in writing of the specific date of observance of the above-designated holidays for the fiscal years covered under this Agreement.

8.2 Coverage

- a) Individual units may devise their own holiday coverage plans provided they are consistent with the terms of this Agreement. The plans will be in writing and sent to the Union.

- b) Volunteers shall first be solicited to provide holiday coverage. If there are insufficient numbers of volunteers to work on a holiday, the Employer shall attempt to utilize extra help when available. If additional staffing is still required, status employees shall be chosen to work the holiday on a rotating basis, starting with the least senior qualified employee in the Department or work area.

8.3 Use of Floating Holidays

Employees shall not be unreasonably denied the use of floating holidays. Employees will be informed of the approval or denial of their floating holiday requests within a reasonable period of time. If the employee's request is denied, the supervisor will confer with the employee to arrange an alternative date.

ARTICLE 9 EDUCATIONAL AND PROFESSIONAL OPPORTUNITIES

Subject to supervisory approval, employees will be paid for time spent in professional or educational meetings or seminars based on the following schedule:

<u>Length of Continuous Employment as a Technical Employee With the University of Illinois</u>	<u>Paid Conference Time</u>
6 months - 12 months	1 day
13 months - 24 months	2 days
25 months or more	3 days

A Department may provide additional paid conference time if, in the manager's discretion, the additional time would benefit the Employer and the employee. Employees will not be paid wages for time spent in courses that are not job related. Employees must submit the request for attendance at a meeting or seminar on an approved form one (1) month prior to the program. Within five (5) days after receipt by the immediate supervisor, the employee shall be given a response to the request for paid time for the meeting or seminar. The supervisor may authorize payment for time spent attending classes if, in their opinion, the employee's participation will result in improvement in Employer services.

ARTICLE 10 WORK SCHEDULE AND HOURS OF WORK

10.1 Shift, Work Day and Work Week

- a) Unless otherwise agreed by the Union and the Employer, the shift shall consist of eight (8) consecutive hours of work, broken by an unpaid lunch period or seven and one-half (7½) consecutive hours of work broken by an unpaid lunch period. The workday is a fixed and regularly recurring period of twenty-four (24) consecutive hours and begins at 12:01 a.m. each calendar day.
- b) The work week is a fixed and regularly recurring period of one hundred sixty-eight (168) hours, seven (7) twenty-four (24) hour periods and begins at 12:01 a.m. Sunday. The full-time work schedule in the work week shall normally consist of one (1) eight (8) hour shift during each

of the five days (unless otherwise agreed by the parties) and normally shall not exceed forty (40) hours of work.

c) The Employer may offer alternative work schedules (i.e., schedules providing for other than seven and one-half (7½) or eight (8) hour daily shifts, but maintaining the regular thirty-seven and one half (37½) or forty (40) hour work week).

10.2 Schedule

a) The Employer retains the right to schedule employees as necessary to meet operational needs; however, prior to any schedule change, the Employer agrees to solicit volunteers first. Since the Employer's operations may require variations in staffing levels, scheduled hours or shifts, the shift's starting and ending times will conform to those requirements. Schedules will ordinarily be posted two (2) weeks in advance. Such posting shall not preclude schedule changes due to operational needs.

b) No change shall occur in an employee's regular work schedule to obviate overtime pay, premium pay, or holiday pay. However, it is understood that work forces may be reduced during holidays.

c) Where the current practice exists, employees shall be able to maintain, subject to Section (a) above, special shift starting times that have been established in the Department or work area. An employee's request to create an additional special shift shall only be granted when operational needs permit and when the supervisor agrees.

d) In units that do not self-schedule, the Employer will attempt to adhere to the principle of maintaining a work schedule that provides full-time employees with two (2) consecutive days off. This principle cannot be followed when the employee's schedule is changed based on the employee's request or when operating needs do not permit such a schedule. Employees may work with the supervisor to create alternative work schedules. Alternative work schedules are not guaranteed and cannot create overtime.

e) The parties adhere to the principle of maintaining work schedules for Nursing Technician personnel which will provide the individual employee with five (5) consecutive workdays and two (2) consecutive days free from work during each employee's work week. Such principle will, when permitted by the needs of the Employer, be followed in the establishment of work schedules when and wherever such establishment is under the exclusive control of the Employer. Such principle cannot be followed when and wherever a worker's schedule, including their work days and hours of work, is changed for the employee's convenience, e.g., rotation of shift (or hours and days of work) made for purpose of providing opportunity for an employee to enjoy the calendar day Sunday free from work or other changes for the employee's convenience.

f) Except in cases of Nursing Technicians voluntarily working weekends (Saturdays and Sundays), the Employer, through rotating shifts or other scheduling devices tending to preclude any Nursing Technician having to work more than two (2) out of three (3) consecutive weekends (Saturday and Sunday), will adhere to the practice of formulating monthly work schedules in

which no Nursing Technician will be required to work more than two out of three consecutive weekends, unless the Employer's needs require it or the Nursing Technician was specifically hired to work weekend shifts. In the event a Nursing Technician is requested to work and does so work during a third consecutive weekend despite the Employer's best effort to schedule a free weekend, the Nursing Technician will be compensated for all third weekend hours worked, at the rate of one and one-half (1½) times the regular hourly rate of the Nursing Technician working the third consecutive weekend (this is to be considered a third consecutive weekend worked differential). (Deviation from Policy and Rules) For the purposes of definition, the weekend begins at 7:01 a.m., Saturday, and ends at 7:00 a.m., Monday. This applies only to employees in permanent and continuous full-time positions.

10.3 Rest and Meal Periods

- a) Where rest periods are not already established, supervisors may authorize rest periods appropriate to the needs of the operations and employees involved. Where rest periods are already established, the practice will continue based on operational needs and employees involved. The schedule of rest periods shall be the responsibility of the supervisor. Subject to operational necessity and whenever practicable, the supervisor will give two (2) rest periods not to exceed fifteen (15) minutes each for each full-time shift. Rest periods shall not make the basis for a late starting or early quitting time or additional compensation. Where current practice exists and when department schedules allow, employees may combine their break period(s) with their lunch break. Part-time employees may receive rest periods on a pro-rata basis.
- b) Each employee expected to work seven and one-half (7½) or eight (8) continuous hours shall be permitted a thirty (30) minute unpaid meal period that begins no later than five (5) hours after the start of the work period.
- c) When employees who normally receive an unpaid meal period are required to work during that period and receive no equivalent time off during the same shift at a reasonable alternative time, they shall have such time treated as hours worked and be compensated accordingly. Overtime may be performed over the normally-unpaid meal period only pursuant to advance supervisory approval, except where patient care needs so require and it is not feasible for an employee to request and obtain supervisory approval.

10.4 Overtime

- a) Whenever possible, employees will be provided two (2) hours advance notice of overtime. Unless operating needs do not permit, qualified volunteers will first be solicited to provide coverage for open shifts. The opportunity to work overtime shall be offered based on seniority on a rotational basis among qualified and available bargaining unit employees. Each Department shall maintain records, and shall make such records available, upon request, to the Union steward.
- b) The Employer shall attempt to utilize available resources prior to requiring employees to work beyond their scheduled hours. In the event that overtime becomes necessary, the Employer shall first attempt to fill any time slots with volunteers. If those efforts do not provide sufficient

coverage, attempts to utilize extra help employees shall then be made. If all efforts to provide sufficient coverage fails, the Employer will then mandatorily assign such overtime work by reverse seniority on a rotational basis within the home unit first.

10.5 Transfers and Reassignments

- a) All transfers and reassignments shall be made in accordance with Statutes and Rules of the State Universities Civil Service System and Policy and Rules.
- b) Employees who are transferred to a new work area or who are assigned to float in a new work area shall receive appropriate training and/or orientation in the new work area, as determined by the Employer.

ARTICLE 11 WORKING CONDITIONS

11.1 Identification Badges

Employees covered in this Agreement shall be required, while working or otherwise being upon the Employer's premises, to wear in the manner prescribed by the Employer, appropriate identification badges provided initially by the Employer at no cost to the employees.

11.2 Uniform Requirements

- a) As a condition of employment, employees covered by the Agreement shall wear uniforms and other special apparel, devices and/or apparatuses for protective or safety reasons or any other reason whenever the Employer so requires and in the manner it prescribes.
- b) The Employer agrees to furnish, replace, repair, launder and clean clothing provided employees in jobs requiring special apparel for safety and protection where the Employer currently does so.

11.3 Professional Standards and Performance

- a) The parties agree that a major concern of employees covered herein is to quality patient care and service. The parties agree to develop a Labor Management Committee for Technical employees to discuss problems of mutual concern. However, such meetings shall be exclusive of the Grievance Procedure provided in Article 17 and formal grievances shall not be considered at such meetings. Employees shall be paid for any scheduled work time missed while participating in such Committee. As determined by the Employer in its sole discretion, employees may be consulted by the Employer on an as-needed basis and may be asked by the Employer to participate in work teams.

11.4 Reimbursement for Parking

When an employee is required on any particular shift to report to one location and then to travel using the employee's own vehicle to another location during that shift, the Employer will reimburse the employee for the mileage traveled and the reasonable incurred costs of parking at that location, in accordance with University policy as amended from time-to-time. This paragraph shall not apply to employees who receive a vehicle allowance and/or mileage reimbursement under any other policy.

ARTICLE 12 SENIORITY

12.1 Service and seniority is governed by rules and regulations of the State Universities Civil Service System and by the provisions in Policy and Rules unless otherwise expressed herein.

12.2 After completion of the probationary period, the status employee's seniority shall date from the beginning of the probationary period. Seniority is accumulated on the basis of hours in pay status, exclusive of overtime. Seniority once earned in a classification is retained during any period of continuous employment. Seniority may be accumulated in certain types of non-pay status under specified conditions as provided for in Section 250.120(f), (g), and (j) of the State Universities Civil Service System Statute and Rules.

12.3 The Employer will, upon request of the Union, provide copies of rosters to the Union by class and lesser units, if any, showing each employee's seniority and relative position in such rosters. Such requests shall be limited to two (2) in any contract year. When it becomes necessary to effect a layoff, a seniority list will be developed in accordance with State Universities Civil Service System Statute and Rules. Copies of this list will be forwarded to the employing Department and the Union. The employing Department will post a copy of the seniority list in a conspicuous place within the Department.

ARTICLE 13 JOB AND SHIFT BIDDING

13.1 Job Posting

The Employer will post vacant positions on the UIC Job Board as needed. The Employer follows State Universities Civil Service System Rules and Regulations for filling vacancies.

13.2 Vacant Positions

Employees covered by this Agreement who have completed their probationary period may bid on an open and approved position in the same classification. The Employer retains the right to fill any position with the most qualified applicant, whether internal or external. If all applicants are relatively equally qualified as defined by the Employer, preference shall first be given to

employees within the department/operating unit where the vacancy occurs; preference would then be given to other technical employees from outside the department/operating unit.

If two or more employees in the same classification within the Department have relatively equal qualifications to perform the job as defined by the Employer, the job will be given to the employee with the most classification seniority, subject to the provisions set forth above.

Employees may request to be tested for vacancies by directly applying to the job postings open on the UIC Job Board for which they meet the minimum qualifications. For classifications that are not currently vacant, the employee may submit a written request to be tested by contacting UIC Human Resources Recruitment. Availability of testing will be determined by UIC Human Resources and in accordance with the State Universities Civil Service System.

The Employer will endeavor in good faith to fill vacancies in order to safely and appropriately staff for all duties.

13.3 Vacant Shifts

Employees covered by this Agreement who have completed their probationary period may bid on an open shift. Employees will be notified of open shifts (e.g., via email or UIC Job Posting). The employee with the greatest seniority will have preference for the open shift only if the employee is qualified to perform the work as determined by the Employer. An employee who has received during the previous six (6) months a disciplinary action that is related to and could impact their performance on a different shift would not be eligible to bid on an alternative shift. If an employee applies for and is not awarded the open shift, the employee will be informed of the reason they were not selected within two (2) weeks of the filling of the position.

The Employer will attempt to utilize current status employees prior to utilizing non-status employees in filling shift vacancies.

ARTICLE 14 LAYOFFS AND TRANSFERS

14.1 Notice

The Director of the State Universities Civil Service System shall be notified promptly of all employees on layoff status, together with date of beginning of layoff, and of return to employment from layoff status, when such layoff exceeds thirty (30) consecutive workdays. A status employee shall receive a written notice, at least thirty (30) calendar days in advance of the effective date of layoff, when such layoff exceeds thirty (30) consecutive work days; however, the effective date of layoff may be extended up to fifteen (15) days without the requirement of further notice.

14.2 Layoff Procedure

- a) Except in regard to the exceptions set forth below, the Employer shall utilize the State Universities Civil Service System Statute and Rules 250.110(c) and 250.120(f) and (h), and State Universities Civil Service System Procedure 4.7 (as revised on 8/13/02) when a reduction in the work force becomes necessary.
- b) A student employee shall not displace a certified Civil Service employee. Should a reduction in the work force become necessary in a clinical area that utilizes Extra Help Technical employees, the parties agree to meet prior to the layoff to discuss the need for continued employment of Extra Help Technical staff.
- c) Should the Employer determine that a position is to be eliminated within a department, the position to be eliminated shall be the one occupied by the least senior employee in the affected classification.
- d) In the event that an employing unit is required to layoff an employee, that employee will be placed in a vacant requisitioned position in the same classification, if the employee is qualified to perform the duties of the new position.

(Portions of this Article constitute deviations from Policy and Rules)

ARTICLE 15 HEALTH AND SAFETY

15.1 General

The Employer will provide a safe and healthy work environment for all employees including education and equipment as needed and required by applicable regulatory agencies. The Employer will pay the cost of all safety items that it requires its employees to use while on the job and will inform employees of appropriate health and safety rules and regulations. Should an employee inquire as to any potentially hazardous condition on the job, the Employer shall advise the employee of the hazards and as required provide the employee with all necessary equipment needed to perform the job. Employees may consult with the appropriate University service regarding health concerns in the workplace.

The Union supports the use of safety equipment on the job. This section is not intended to nullify any other safety equipment program now in existence.

15.2 Video Display Terminals

The Employer shall endeavor to provide ergonomically correct equipment. Operating units that use video display terminals will use them in such a manner as to provide a safe and healthy working environment. Accordingly, no employees will be required to view an operating VDT screen for more than two (2) consecutive uninterrupted hours. Pregnant employees and

employees who are nursing and who regularly operate VDT's may upon request be permitted to adjust or otherwise change assignments if such change or adjustments can be reasonably made based on operational needs. The employee may, upon request, be granted appropriate leave based upon the Employer's leave policies.

15.3 Immunization

In accordance with rules and regulations of the appropriate regulatory agencies, employees will be immunized when regularly assigned to work in an area where an occupationally related disease could be contracted.

15.4 Health and Safety Committee

It is agreed that a joint Union-Management Health and Safety Committee will be established with not more than three (3) representatives from management and not more than three (3) representatives from the Union. The Committee may consist of additional members by mutual agreement. The Committee will hold meetings when either party deems it necessary to consider and review health and safety conditions but no more often than semi-annually except for emergency or by mutual agreement to meet more frequently. Upon written request, the Committee will be furnished relevant reports which concern the health and safety of bargaining unit personnel, subject to privacy regulations. The Medical Center will provide the Union minutes of meetings of the Health and Safety Committee.

If the Committee determines that an unsafe or unhealthy working condition is in existence, the Employer will endeavor to correct such condition within a reasonable period of time.

A pregnant employee and her supervisor are each expected to give due consideration to safe working conditions and practices during the period of maternity. Each is responsible for obtaining a medical opinion on a timely basis regarding the compatibility of the employee's work and maternity.

The Employer will educate employees as to the potential health hazards associated with the handling of hazardous drugs and will orient employees in the proper techniques and procedures which minimize such hazards. Protective material and equipment will be provided as a last resort, when necessary. Employees who choose not to handle cytotoxic or other hazardous drugs because they are pregnant, breast feeding or trying to conceive, will be advised of their options, including temporary reassignment and transfer.

ARTICLE 16 DISCIPLINE

16.1 Discipline Procedure

a) The Employer agrees to the principle of positive progressive discipline. Should a written complaint be lodged against an employee, the employee may have the opportunity, with a

representative if desired, to respond to the complaint during an informal meeting with their supervisor. The absence of such a meeting will not preclude the Employer from proceeding with discipline. The decision to pursue disciplinary action will be made within 30 days from when the Employer first knew, or should have known, of the incident and shall be administered as soon as practicable.

b) When the Employer is considering a disciplinary suspension, the Employer will act to schedule a pre-disciplinary meeting with the employee within thirty (30) days (unless there is an extension of time) of the date the Employer is made aware of the action giving rise to the discipline. The Employer will inform the employee of their right to Union representation before any such meeting and will give the employee at least seventy-two (72) hours prior notice of the time and place such meeting will be held. At the pre-disciplinary meeting, the Employer will review the facts and circumstances which give rise to the potential discipline. The Employer will endeavor to schedule pre-disciplinary meetings that accommodate attendance by Union representatives and may permit representation via telephone or other teleconferencing methods, which will not be unreasonably denied. Union representatives will not unreasonably withhold agreements for extensions, will endeavor to make themselves available for such meetings and will make every effort not to cancel scheduled meetings.

c) If the Employer determines that discipline is necessary following the pre-disciplinary meeting, discipline shall be noticed within 30 days unless otherwise agreed upon by the parties. The imposition of discipline shall be imposed as soon as practicable. The rolling calendar for discipline shall commence on the date that notice is given.

The Employer will only discipline for just cause. In the administration of discipline, all parties shall show mutual respect for each other. The Employer will not reassign or transfer employees for disciplinary reasons.

16.2 Reprimand, Suspension, Demotion and Discharge

Whenever an employee covered by this Agreement is given a written warning or reprimand, or is suspended, demoted, or discharged, or served with notice of intent to discharge or demote, a copy of the notice of such action will be given to the Union, unless otherwise requested not to do so by the employee.

16.3 Letters of Notification

Letters of Notification shall be used by a Department to inform an employee of an investigation of charges which may result in discipline. If the employee is not disciplined, the Letter of Notification will not be placed in the employee's personnel file. The Department will investigate matters specified in the above-mentioned letters as expeditiously as possible.

16.4 Letters of Warning

Letters of Warning issued to Employees covered herein will not be used against the employee in any future decision more than six (6) months after the date of issuance. However, Letters of

Warning may be used to establish a disciplinary pattern in all discharge proceedings as governed by Rule 250.110(d) of the State Universities Civil Service System Statute and Rules. Before issuing a Letter of Warning, the supervisor shall discuss the violation with the employee and, whenever possible, offer reasonable methods of correcting the violation.

16.5 Disciplinary Suspensions

Disciplinary suspensions issued to employees covered herein that are one (1) or more years old will not be used for the purpose of pyramiding penalties for like offenses. However, disciplinary suspensions may be used to establish a disciplinary pattern in all discharge proceedings as governed by Rule 250.110(d) of the State Universities Civil Service System Statute and Rules.

ARTICLE 17 GRIEVANCE PROCEDURE

17.1 General Provisions

- a) Definition - A grievance shall be defined as any complaint by an employee or by the Union, arising in the course of employment by the Employer or concerning the administration or interpretation of this Agreement. It is the intent of the parties to extend to each employee a right to a fair hearing on any grievance.
- b) Duties - Each supervisor and each employee has an obligation to make every effort to resolve employment relations' problems as they arise. In any case where this effort fails, an appeal may be taken to a higher authority, pursuant to procedures set forth herein, except, as discussed below, involuntary separation during the probation period may not be appealed to arbitration.
- c) Representation - Each employee shall have the right to Union representation at grievance meetings and hearings. In the event an employee wishes to pursue a grievance without Union intervention, the Union shall be notified and given the opportunity to be present at all hearings and adjustments of such grievance. Employees shall have the right to Union representation at any meeting called for the purpose of administering discipline. Employees shall be informed of this right prior to such meetings.
- d) Discipline and Discharge - No employee shall be disciplined or discharged except for just cause.
- e) Legislative Authority - Nothing in this Agreement shall be construed to eliminate or reduce in any way the rights accorded employees under the State Universities Civil Service System Statute and Rules or *the Illinois Educational Labor Relations Act*. Employees who wish to grieve a demotion or discharge shall follow the provisions detailed below.

- f) Related Services - Employees are encouraged to make use of the University's Office of Access and Equity and Employee Assistance Program to resolve personal and other matters falling within these realms.
- g) Time spent investigating or presenting a grievance by an employee or their representative (if the representative is an employee of the Employer) shall be compensated fully at the basic straight time wage or salary rate, but only for time spent during a regularly scheduled workday and shift, and only when permission has been given by their supervisor. Paid time will not be allowed for time spent outside the regular shift. In no event shall an employee leave their assigned duties without the knowledge and permission from the supervisor. Permission shall normally be given, subject to emergency situations which the Employer alone defines.
- h) Scheduling of Meetings - Employees who work a shift that begins after 6:00 p.m. and ends prior to 7:30 a.m. may have said shift adjusted if operations permit to accommodate a grievance hearing to be held during the normal day shift. Notwithstanding the above, the Employer may schedule grievance meetings/hearings during an employee's regularly scheduled shift if required by operational needs.
- i) A copy of all grievances and responses to said grievances at the Campus Chancellor and the University of Illinois System – Level Designated Grievance Hearing Officer levels issued to employees covered herein will be forwarded to the Union.
- j) For purposes of the grievance procedure, workdays shall mean Monday-Friday, excluding any University holidays.

k) Time Off to Handle Grievances – The Union's representatives and stewards shall be allowed to handle matters regarding enforcement of the Agreement during their working hours. A Union steward with permission of proper authorities may leave their assigned work to investigate a grievance or to present matters according to this Agreement or Policy and Rules without loss of pay. The representative or steward will provide an estimate as to how long they expect to be away from the work area and will strive to keep their supervisor updated if circumstances change. Permission shall not be unreasonably denied. The Union and its members will not solicit membership nor will it carry on Union activities that impede normal operations with employees in working areas or patient care areas during employees' work time.

17.2 Procedure

Informal Step - An employee who has a dispute over the interpretation or application of this Agreement will discuss the dispute with their supervisor and/or Union representative in an effort to settle the same. This procedure, if followed in good faith by both parties, should lead to a fair and prompt solution to most of the Employer/Employee problems. However, if a dispute is not satisfactorily resolved, an employee may file a grievance under the procedure outlined below. If the grievance involves disciplinary action which has been discussed at the employee's pre-disciplinary meeting, no informal step is required.

Step One

- a) To be considered formally, a grievance must be in written form, must cite the section(s) of the Agreement alleged to have been violated, must be signed by the grievant(s) or a Union Representative (Steward, Business Representative), and must be filed with the appropriate supervisor. The written grievance need not follow any particular format, but it should include a report on the efforts to settle informally and such facts that may be of aid in arriving at a prompt and definitive resolution to the matter and the redress sought by the employee. It must be submitted within thirty (30) calendar days after the occurrence leading to the grievance.
- b) The designated supervisor will review the informal decision given earlier. The supervisor may change, modify, or affirm this decision, and must provide the grievant with a written response. If the supervisor's decision effects an agreement with the grievant, this will dispose of the grievance. If the supervisor affirms the original decision or changes the decision in a manner not acceptable to the grievant, the supervisor will add a statement to that effect to the written grievance and shall note the date they received the written grievance and forward it to the responsible Administrator or designee within five (5) workdays after its receipt.
- c) The responsible Administrator or designee may meet with the grievant and/or their representative regarding the grievance, but in any event shall consider and answer the grievance in writing not later than ten (10) workdays following the date upon which it was formally presented to the appropriate designated supervisor. If the responsible Administrator or designee fails to answer within these ten (10) workdays, or if the responsible Administrator's or designee's answer does not resolve the grievance in a manner acceptable to the grievant, the grievant may appeal to Step Two of the procedure.

Step Two

- a) Notwithstanding the provisions of Step One above, grievances concerning discharge or demotion shall be filed directly at Step Two within ten (10) calendar days of the Employer's serving of "Written Charges for Discharge" or "Notice of Demotion" pursuant to Rules and Regulations of the State Universities Civil Service System, Chapter VI, section 250.111(e) or (f). In addition, the Union may file a grievance (as defined in this Section 17.1) at Step Two if the grievance is common to employees employed in at least two (2) administrative units covered under this Agreement as of the date of the grievance.
- b) An appeal to Step Two of the grievance procedure must be filed within ten (10) calendar days after the Step One response is received or due, whichever occurs first. Any decision by the responsible Administrator at Step One that is not appealed within ten (10) calendar days after it is received or due shall be considered binding upon the grievant and the Employer.
- c) The appeal to Step Two shall be filed with the Chancellor. Upon receipt of an appeal, the Chancellor or designee shall offer a fair hearing to the grievant(s), shall conduct any investigation they feel is needed, and shall issue a written decision on the grievance within fifteen (15) calendar days after receipt of an appeal.

- d) If the Chancellor or designee fails to do so, or the decision is unacceptable to the grievant, the grievant may appeal the grievance to Step Three of the procedure.
- e) Any hearing conducted by the Chancellor or designee shall follow informal procedures with maximum emphasis given to ensure that each person who is able to contribute materially to the resolution of the grievance has full opportunity to be heard. Those present should include, at a minimum, the supervisor in the line of supervision over the grievant who has the most thorough knowledge of the circumstances surrounding the grievance, the grievant and the grievant's representative. A member of the staff of the Human Resources Office should be available as a resource person.
- Step Three
- a) An appeal to Step Three of the grievance procedure must be filed in writing with the University of Illinois System-Level Designated Grievance Hearing Officer within ten (10) calendar days after the Step Two response is received or due, whichever occurs first. If the decision is not appealed within ten (10) calendar days after it is received or due, the decision shall be considered binding upon the grievant and the Employer. If the grievant elects to appeal to the University of Illinois System-Level Designated Grievance Hearing Officer, the Chancellor or designee shall make available to the University of Illinois System-Level Designated Grievance Hearing Officer the existing record of the case including, a copy of the written grievance, the resolution sought by the grievant and the Chancellor's decision.
- b) Upon receipt of an appeal, the University of Illinois System-Level Designated Grievance Hearing Officer will make a complete and thorough review of the written record of the grievance, request any additional information or conduct any further investigation they feel necessary. The University of Illinois System-Level Designated Grievance Hearing Officer shall then determine if the written information provides adequate documentation of the grievance and issue a written decision or shall offer a fair hearing to the grievant(s) for the purpose of obtaining additional information and issue a written decision thereafter. A written decision shall be issued fifteen (15) calendar days after the receipt of the appeal at Step Three if no hearing is conducted, or within fifteen (15) calendar days from the close of the hearing if a hearing is conducted.
- c) The University of Illinois System-Level Designated Grievance Hearing Officer will evaluate the grievance in its entirety from the first level of appeal and will not be restricted to only those issues whereby agreement was not reached at Step One or Two of the procedure.
- d) Any hearing conducted by the University of Illinois System-Level Designated Grievance Hearing Officer will follow informal procedures, with maximum emphasis given to ensure that each person who is able to contribute materially to the resolution of the grievance has full opportunity to be heard. Those present should include the supervisor(s) in the line of supervision over the grievant who has the most thorough knowledge of the circumstances surrounding the grievance, the grievant and the grievant's representative. A member of the Human Resources Office should be available as a resource person.
- e) If the decision of University of Illinois System-Level Designated Grievance Hearing Officer does not resolve the grievance, the grievance may be moved to arbitration.

f) Any time limit established herein may be extended for good cause by mutual agreement of the parties.

17.3 Variations

- a) An employee who has a grievance based on discrimination may first discuss the complaint informally with their supervisor, Department Head, the Campus Access and Equity Officer or other official designated by the Chancellor, in an effort to settle the matter. If such is not possible, the employee may file a formal grievance.
- b) The Campus Office of Access and Equity will hold the name of any employee in confidence upon request, unless that employee files a formal written grievance or otherwise publicizes the grievance. The complainant may at any time withdraw from the informal proceedings and file a written formal grievance. Should a formal grievance be filed, the Campus Office of Access and Equity may be called upon to assist throughout the proceedings and to provide input.
- c) Involuntary separation from: 1) a non-status position; or 2) during the probationary period is subject to the grievance procedure except that such separation may not be appealed to arbitration. In considering any appeal of involuntary separation in such a case, the review of the University of Illinois System-Level Designated Grievance Hearing Officer will be limited to the question of whether the dismissal violates the non-discrimination provisions of this Agreement, or is otherwise inconsistent with the Employer's equal employment obligations and policies.
- d) If any part of the decision of the University of Illinois System-Level Designated Grievance Hearing Officer is an action or omission of action under the State Universities Civil Service System Statute or Rules, such part may be reviewable by the System Director or by the State Universities Civil Service System Merit Board under Civil Service System rules. Questions which are reviewable by the System Director are not subject to arbitration. Determinations of whether questions are reviewable shall be made by the System Director, not by an arbitrator. If review of a part of a decision of the University of Illinois System-Level Designated Grievance Hearing Officer is requested pursuant to State Universities Civil Service System rules, the time within which arbitration of other questions in the decision of the University of Illinois System-Level Designated Grievance Hearing Officer is extended to thirty (30) calendar days after said review is completed and received.

17.4 Arbitration

- a) If the grievance has not been resolved at Step Three of the procedure, the Union may appeal the grievance to arbitration by filing with the University of Illinois System-Level Designated Grievance Hearing Officer a request for arbitration, provided the request for arbitration is submitted within thirty (30) calendar days after the decision at Step Three is received or due, and provided arbitration is not precluded under this Agreement. Within thirty (30) calendar days of filing a request for arbitration, the Union must contact the Employer to begin establishing a reasonable timeline to conduct the arbitration. The parties may mutually agree to extend this time. If no contact for proposed dates has been initiated within the allotted

time, any legal request for appeal (including, the request for arbitration) is waived and the decision of the University of Illinois System-Level Designated Grievance Hearing Officer shall be considered binding upon the Union, grievant and the Employer.

- b) Costs of the arbitration, including the fee of the chairperson, shall be equally divided between the Union and the Employer, except that each party will be responsible for any expenses: (1) incurred in the preparation and presentation of its own case; and (2) for the salary and expenses of its own arbitrator. Costs incurred for the services of a court reporter and the production of a transcript shall be equally divided by the Union and the Employer; however, refusal by either party to share these costs shall prohibit that party from obtaining any record (transcription) of the arbitration hearing.
- c) An arbitrator will be selected by filing a request with the Director of Arbitration Services of the Federal Mediation and Conciliation Service to send a list of seven (7) arbitrators. Either party may reject the first panel of arbitrators. Within ten (10) workdays of receipt of the list of arbitrators, the University of Illinois System-Level Designated Grievance Hearing Officer or designee and the Union representative shall select an arbitrator by alternatively striking names from the list, with the University of Illinois System-Level Designated Grievance Hearing Officer or designee striking the first name. The last remaining name shall be the arbitrator.
- d) If, for any reason, the person thus selected is unavailable, the procedure shall be repeated with a new list of arbitrators. The arbitrator shall interpret this Agreement only and shall have no authority to add to, delete from or modify the terms of this Agreement. The decision of the arbitrator shall be final and binding upon the employee, the Employer and the Union.
- e) During the term of this Agreement, the parties may mutually agree to implement expedited arbitration.

(This Article is a deviation from Policy and Rules)

ARTICLE 18 CIVIL SERVICE

18.1 Position Classification Review

An employee may request an audit of the appropriateness of their position classification. Such requests will be handled by the Campus and/or Human Resources Office and the results of the audit will be issued by such office. Reasonable work time shall be provided for the employee to consult with their supervisor and for the employee to prepare an updated job description. Upon request, additional review may be made by the Associate Vice Chancellor for Human Resources or designee. Such audit or review should be completed within thirty (30) calendar days of the date the audit request is received in the Campus Human Resources Office, or within thirty (30) days of the request for review, with the results furnished to the affected employee(s). An employee may request further review by the Campus Human Resources Office, to be completed within thirty (30) calendar days of receipt, with the results furnished to the affected employee(s).

The time limits specified above may be extended for good cause by the Employer. If the audit substantiates that an employee has been performing duties of a higher rated classification, the employee shall be paid the higher rate (if the duties of the employee are not reduced) effective the beginning of the pay period after the employee receives the results of the audit. This will happen if the employee has passed the appropriate examination required for the higher-rated classification. If the employee has not passed the appropriate examination, the effective date of any salary increase and reclassification shall be the beginning of the pay period following notice of passing the appropriate examination. The employee may seek further classification review only by the State Universities Civil Service System in accordance with Civil Service System rules and procedures.

18.2 Civil Service

The Union shall designate two (2) representatives to meet at least quarterly with Campus Human Resources representatives for the purpose of providing input and recommendation to the University with respect to matters regarding the Civil Service System. The Employer and the Union are committed to working to ensure the proper application of Civil Service Statutes. This meeting shall take place at the same time as the SEIU Local 73 Clerical & Administrative employees unit meeting for that purpose.

ARTICLE 19 PERSONNEL FILES

19.1 Official Personnel File

The Campus Human Resources Office maintains the official personnel file for covered employees. When any document related to disciplinary action is placed in an employee's official personnel file, the Employer shall furnish the employee a copy of such document.

19.2 Employee Review of Official Personnel File

Employees will be permitted to review their official personnel file pursuant to provisions of the *Personnel Record Review Act* (820 ILCS § 40/1 et seq.) and Policy and Rules (Policy Number 18). If authorized by an employee in writing, the Union may also review the official personnel file pursuant to relevant provisions for this Policy. Such review may be made during working hours, with no loss of pay for the time spent, and the employee may be accompanied by a Union representative. Reasonable requests to copy documents in the files shall be honored. Employees (and the Union) will also be permitted to review their departmental personnel file(s) in accordance with the procedures set forth in Policy and Rules (Policy Number 18).

19.3 Employee Notification

A copy of any material related to employee performance which is placed in the official personnel file shall be submitted to the employee. Employees may dispute information in the file and, if

unable to reach an agreement with the Employer on correcting or removing that information, may submit a statement to be attached to the disputed material as long as it is part of the file.

19.4 Necessary to Employment Information

Information about employees in the official personnel file or file maintained by the employing department should include only that which is necessary and relevant to employment.

ARTICLE 20 DUES DEDUCTION AND FAIR SHARE

20.1 Dues Deduction

The Union will provide to the Employer verification that dues deductions have been authorized by the employee.

Upon receipt from the Union of a written authorization from an employee, the Employer shall deduct the amount of Union dues and initiation fee, if any, or other authorized deduction set forth in such card and any authorized increase therein, and shall remit such deductions bi-monthly (twice each month) to the Union at the address designated by the Union in accordance with the laws of the State of Illinois.

The parties acknowledge and agree that the term “written authorization” as provided in this Agreement includes authorizations created and maintained by use of electronic records and electronic signatures consistent with state and federal law.

The Union shall advise the Employer of any increase in dues, in writing, at least thirty (30) days prior to its effective date.

20.2 Indemnification

The Union shall indemnify, defend and hold the Employer harmless against any claim, demand, suit, cost, expense, or any other form of liability, including attorneys' fees and costs, arising from or incurred as a result of any act taken or not taken by the Employer, its members, officers, agents, employees or representatives in complying with or carrying out the provisions of this Article; in reliance on any notice, letter, or authorization forwarded to the Employer by the Union pursuant to this Article; and including any charge that the Employer failed to discharge any duty owed to its employees arising out of this Article; provided however, the Union shall not be obligated to indemnify the Employer to the extent that any damages occur as a result of the Employer's negligence. The Employer shall immediately inform the Union of any appeals or legal action regarding this Article.

20.3 Procedure

The Employer shall take such steps as may be required to accomplish any wage withholding authorized or required by this Article and shall do such things as are necessary to cause said withholding to be remitted to the collective bargaining agent within thirty (30) calendar days after date of withholding, provided that nothing contained in this Article shall require the Employer to make any withholding unless and until the Union has notified the Employer of the address to which the amount so withheld should be sent and has certified the amount of dues/assessments to be withheld, both within sufficient time to permit the Employer to carry out its obligations to so withhold. The amount withheld shall not change until the Union notifies the Employer that different dues/assessments amounts should be collected.

ARTICLE 21 NO STRIKE OR LOCKOUT

21.1 No Strike

During the term of this Agreement there shall be no strikes (including sympathy strikes), work stoppages or slow-downs, or any other form of concerted job action. No officer or representative of the Union shall authorize, institute, instigate, aid or condone any such activities by bargaining unit members.

21.2 Employer/Employee Rights

The Employer has the right to discipline up to and including discharge, for just cause, its employees for violating the provisions of this Article.

21.3 No Lockout

No lockout of employees shall be instituted by the Employer or its representatives during the term of this Agreement.

ARTICLE 22 SAVINGS CLAUSE

Should any provision of this Agreement be ruled illegal or invalid by statute or by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect for its duration.

ARTICLE 23 **TERM OF CONTRACT**

23.1 Period Covered

With the exception of wage increases, which become effective as set forth in Section 4.2, this Agreement shall become effective at the start of the first shift beginning after the Agreement is fully executed and shall remain in full force and effect through the completion of the last shift beginning prior to 11:59 p.m. on December 16, 2023. This Agreement shall automatically be renewed thereafter from year to year unless either party notifies the other in writing at least ninety (90) days prior to its expiration date of a desire to modify or terminate it, in which event negotiations will be undertaken no later than thirty (30) days thereafter without undue delay.

23.2 Status During Negotiations

Once the notice called for in Section 23.1 above has been given, this Agreement shall remain in full force and effect indefinitely throughout the negotiations until a new Agreement has been entered into; provided, however, that either party may after the expiration date of the Agreement terminate the same by giving at least ten (10) days written notice of its intention to so terminate.

[Signatures on following page]

IN WITNESS WHEREOF, the Parties hereto have hereunto affixed their hands on this
19th day of November, 2020.

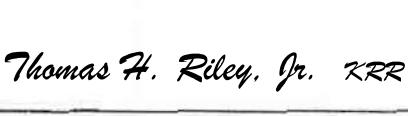
SERVICE EMPLOYEES
INTERNATIONAL UNION,
LOCAL 73, CTW, CLC


President


Lead Negotiator

THE BOARD OF TRUSTEES OF
THE UNIVERSITY OF ILLINOIS

BY: Avijit Ghosh
Comptroller


Thomas H. Riley, Jr. KRR
Executive Director of Labor and Special Counsel

Jami Painter
Associate Vice President for Human Resources
and Chief Human Resources Officer


K. RR
Associate Director, Labor and Employee
Relations and Chief Negotiator

APPROVED AS TO LEGAL FORM:


University Counsel

11/16/2020
(Date)