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Agreement

**McHenry County College Staff Council,
Local 1642, IFT/AFT/AFL-CIO
&
Board of Trustees of McHenry County College**

Article I - Union Board Members

1.1 Recognition & Scope

The McHenry County College District 528 Board of Trustees (“Board”) recognizes the McHenry County College Staff Council, Local 1642, IFT/AFT/AFL-CIO (“Union”) as the sole and exclusive bargaining agent for wages, hours, and terms and conditions of employment for classified employees, Assistants to Directors, Coordinators, Administrative Assistants, and other exempt (professional) employees whose positions are contained in Appendix B. Nothing contained herein shall mean that exempt (professional) unit positions shall be limited to those contained in Appendix B on the effective date of this Agreement.

Employees who are hired to work in positions in Range 1 for less than ten (10) hours a week are excluded from the bargaining unit.

1.2 New and Modified Positions

The Board shall notify the Union within ten (10) working days of Board or administrative approval to establish a new unit position. If the parties do not agree that the duties of the new position warrant its inclusion in the unit, they shall review such proposed position and attempt to reach agreement. Absent mutual agreement, either party may file a unit clarification petition with the IELRB. The Board shall set the rate of pay for such new position consistent with the rate of pay for positions with substantially similar duties and experience.

A new position is defined as an additional position a majority of whose job duties as set forth in the job description for such position are not currently being performed by a bargaining unit employee. The College’s Office of Human Resources shall post the newly created position in accordance with the procedures set forth in Section 2.13 of this Agreement. Upon Board approval of a modified position, a majority of whose job duties are substantially similar to those performed by a current bargaining unit employee, the position shall be offered to the current employee if such employee is qualified for the position.

1.3 Integrity of the Unit

Neither the Board nor administration shall meet, discuss, confer, or bargain with any other employee organization, its agents, or any individual over wages, hours and terms and conditions of employment, except as provided herein.

1.4 Voluntary Dues Checkoff

Upon receipt of a voluntary authorization in writing by an employee, the Board shall deduct from the employee's wages the amount of Union dues each pay period. The treasurer of the Union or designee shall designate the amount of such deductions to the Board in writing.

The Union may change the method or amount of such deductions upon written notice to the Board provided such shall not be changed more than one (1) time each fiscal year. The dues and a list of employees from whose pay the dues have been deducted along with the amount deducted from each shall be forwarded to the Union not later than fourteen (14) days after such deductions were made.

Unless the authorization shall otherwise provide by its terms, such authorization shall be cancelable by the signer, such to be effective no later than fifteen (15) calendar days following such cancellation.

The Union shall hold the Board harmless from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that arise out of or by reason of action taken by the Board for the purposes of complying with this section or in reliance on any list, notice, certification, affidavit, or assignment furnished under such section.

1.5 Voluntary COPE Checkoff

Upon receipt of a voluntary authorization in writing by an employee, the Board shall deduct from the employee's wage the amount authorized by the employee for the Union Committee on Political Education. Such deduction shall be made on the last paycheck in October and forwarded to the Treasurer of the Union not more than fourteen (14) days after such deductions were made along with a list of employees from whose pay such deductions were made and the amount deducted for each.

Union dues and COPE deductions shall be forwarded in separate checks.

The Union shall hold the Board harmless under the same terms as in Section 1.4.

1.6 Union Meetings

The Union shall have the right to meet on College premises at such times and places that do not interfere with the operations of the College. The Union shall schedule such meetings with the appropriate person in advance of such meetings and shall promptly reimburse the College for any expenses in connection with the preparation for or cleaning up subsequent to such meeting.

1.7 Use of Equipment and Supplies

The Union shall have the right to use College equipment, except the central computer, and supplies provided such use does not interfere with the operation of the College, that such equipment is used by a person qualified to do so, and that such use shall be under reasonable circumstances without interference with required College use. The Union shall reimburse the Board for the reasonable cost of use of supplies if requested by the Board.

1.8 Distribution of Union Material

The Board shall provide an appropriate bulletin board accessible to employees for use by the Union for the posting of its materials. The Union may distribute a reasonable amount of material through the regular College distribution system, provided it does not interfere with the operation of the College, and provided further that the Union shall pay any fees or charges required by the United States Postal Service or other agency mandated by law to do so.

1.9 Release Time For The Union

The Board shall grant release time to the Union in the total amount of 22 days, but not more than five (5) days per month without loss of pay or compensatory time. Such release time may be used as full days or fractions of days provided released time shall not be taken in increments of less than one-half hour. The Union shall give advanced notice of 24 hours to the employee's immediate non-unit supervisor or, if he/she is not available, to the Vice President of Administrative Services. The Union shall certify that such time is to be used to conduct Union business.

1.10 Records

Upon request, the Board shall deliver to the Union public records which are necessary to permit the Union to fulfill its responsibility as bargaining agent. The Union shall reimburse the Board for the reasonable cost of copying such materials.

1.11 Board Agenda

The Board shall deliver to the Union a copy of the agenda, if any, and Board meeting packet (except for confidential material) of any regular or special meeting of the Board, including committee meetings. Such shall be given to the Union President or designee or left in his/her mailbox or sent electronically following distribution of such material to the members of the Board of Trustees and as far in advance of such meeting as is feasible under the circumstances. A copy of the minutes of such meeting shall likewise be delivered to the Union promptly following their approval by the Board.

1.12 Participation At Board Meetings

The President of the Union or designee shall be accorded the privilege of addressing Board meetings for a reasonable period of time allocated by the Board upon request prior to the Board meeting. Collective bargaining, grievances, or other subjects which are appropriately discussed by the Board in Executive Session, shall not be discussed by the Union during their presentation.

1.13 Board Policies

The Board shall deliver one (1) copy of its official policies, rules, regulations, and handbooks, and all subsequent additions, deletions, and amendments to the Union President or designee at such time they become available.

1.14 No Strike

The Union agrees not to strike for the duration of this Agreement.

1.15 Non-Discrimination

Neither the Board nor the Union shall discriminate against any employee on the basis of sex, race, color, creed, national origin, marital status, age, disability, religion, or Union activity. The Union agrees that the Board may take any action necessary to comply with the Americans with Disabilities Act. Except for alleged discrimination for Union activities, or ADEA claims, the employee or Union who chooses to seek relief from such alleged discrimination through the Grievance Procedure shall, by doing so, agree not to pursue such allegation through any other legal forum(s).

1.16 College Committees

The Union President or designee may recommend to the President of the College unit representatives to serve on committees that deal with college-wide issues. For example: Safety, Facilities, Wellness. It will be at the discretion of the President to determine the number of appointees to each committee. A majority of the unit representatives to a committee shall be persons recommended by the Union President or designee (unless an insufficient number of such persons have been recommended).

1.17 Notice of New Employees

The Board shall notify the Union within ten (10) working days of the starting date of new bargaining unit employees.

1.18 Fair Share/Maintenance of Membership

All employees hired after June 30, 1997 and all employees covered by this Agreement other than those who were not members of the Union, so long as they remain non-members of the Union, shall pay to the Union their fair share of the cost of the services rendered by the Union that are chargeable to non-members under state and federal law.

The Union shall certify to the President the amount of the annual fair share fee, not to exceed the dues uniformly required of members of the Union, and shall supply the President and the non-members a copy of the basis of the calculation of the fee. Fair share fees for part-time employees shall be prorated in the same manner as part-time employee member dues. The Union shall further certify to the President that "Notice of Fair Share" has been posted in accordance with the IELRB rules and regulations. No payroll deduction of fair share fees shall be made until at least fourteen (14) days after such certification. Such fair share payments shall be deducted by the Board on a pro-rata basis from the earnings of the non-members on the same time schedule as Union dues and be paid to the Union. The amount certified by the Union shall not include any fees for contributions related to the election or support of any candidate for political office. Nothing in this Section shall preclude the non-member from making voluntary political contributions in conjunction with his or her fair share payment.

This fair share agreement shall safeguard the right of non-association of employees based upon bona fide religious tenets or teaching of a church or religious body of which such employees are members. Such employees may be required to pay an amount equal to their fair share under this Agreement to a non-religious charitable organization mutually agreed upon by the employee(s) affected and the Union, or if no mutual agreement is reached, from an approved list of charitable organizations established by the Illinois Educational Labor Relations Board.

Non-members who object to the amount of the fair share fee have the right to file unfair labor practice charges against the Union pursuant to Paragraph 1714(b) (1) of the Illinois Educational Labor Relations Act. Additionally, non-members who object to the amount of the fair share fee have the right to file such objection pursuant to the Internal Fair Share Implementation Program procedures established by the Union, except that the filing of such objection pursuant to the internal procedure may not be sufficient to preserve any rights the non-members may have under the IELRA.

The Union shall indemnify and hold harmless the Board of Trustees, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability, including, but not limited to, damages, attorneys' fees, and costs that shall arise out of or by reason of action taken by the Board for the purpose of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit or assignment furnished under any of such provisions.

Article II - Terms & Conditions of Employment

2.1 Workday

The regular full-time employee workday shall be seven and one-half (7 1/2) hours, eight (8) hours or ten (10) hours, except as provided in Section 2.5. By agreement between the employee and supervisor, a flexible workday may be scheduled. The workday may be extended or condensed upon joint agreement between employee and supervisor. When a full-time position becomes vacant, the Board may revise it to either a seven and one-half (7 1/2), eight (8) or ten (10) hour workday.

Vacation/Leave days for employees working a ten (10) hour work day will be counted as follows against accumulated totals: non exempt (classified) - 1.25 days and exempt (professional) - 1.0 day.

2.2 Workweek

The regular full-time employee workweek shall be thirty-seven and one-half (37 1/2) hours, or forty (40) hours for four (4) or five (5) consecutive days, except as provided in Section 2.5. By agreement between the employee and supervisor, a flexible workweek may be scheduled. When a full-time job becomes vacant, the Board may revise it to either a thirty-seven and one-half (37 1/2) hour or a forty (40) hour per week job.

Full-time employees hired prior to January 1, 2002 shall not be reassigned to a regular work week which includes Saturday or Sunday unless no other fully qualified employee is then or thereafter available through initial employment or reassignment and the work on the weekend cannot reasonably be performed during the Monday-Friday workweek. This date shall be moved forward one year for each year of the current and future contracts. Weekend work shall begin not earlier than the 7 a.m. Saturday shift.

Full-time employees hired on or after January 1, 2002 who were not employed to work regularly on Saturday or Sunday may be reassigned to regular weekend work.

Any assignment to weekend work shall be in order of reverse seniority among those employees in the affected office/department.

The Board shall reasonably accommodate to domestic hardship or the tenets of a recognized religion of the employee's faith.

Exempt (professional) employees shall from time to time work in excess of or less than the regular work week or on a weekend in order to complete necessary duties.

2.3 Breaks

Each full-time employee shall have two (2) paid, uninterrupted fifteen (15) minute breaks per workday. Part-time employees shall have one (1) paid, uninterrupted fifteen (15) minute break within each four (4) hour period of work, except when such employee works a seven and one-half (7 1/2) hour day, he/she shall have the same break time as a full-time employee.

2.4 Lunch

Each full-time employee shall have one (1) uninterrupted one-half (1/2) hour lunch period, which shall not be considered part of the regular workday. Part-time employees shall have one (1) uninterrupted one-half (1/2) hour lunch period after not more than four (4) hours of work, which shall not be considered part of the regular workday.

2.5 Summer Work Schedule

If the Board shall determine that the regular workweek shall be reduced during the summer to four (4) days, the employees shall work their regular weekly number of hours during such four (4) day weeks subject to such revisions contained herein.

One (1) paid, uninterrupted one-half (1/2) hour lunch period and two (2) paid, uninterrupted fifteen (15) minute breaks shall be included in the regular workday. Part-time employees who are scheduled to work more than four (4) hours per day shall have one (1) paid, uninterrupted one-half (1/2) hour lunch period after four (4) hours work and one (1) paid, uninterrupted fifteen (15) minute break within such period of work, except when such employee works a seven and one-half (7 1/2) hour day, he/she shall have the same break time as a full-time employee.

In the event of a four (4) day summer work schedule, or a five (5) day summer work schedule where the employee is working four-ten hour days, the following shall apply. Vacation/leave days for exempt (professional) employees working a ten (10) hour work day will be counted against accumulated totals as 1.25 days, effective January 1, 2007. Such employees may be called in to work on the fifth work day in any such week if they cannot complete specified duties at any other time. Vacation/paid leave days taken during such summer schedule by non-exempt (classified) employees shall be counted as 1.25 days against accumulated totals. Such employees shall not be required to work more than four (4) days during any such week.

Flexible hours may be arranged between the employee and his/her immediate non-unit supervisor.

Upon the employee's request and subject to his/her immediate non-unit supervisor's approval, the employee may work an 80% workload option.

2.6 Overtime Break and Lunch

Any employee on overtime shall have one (1) paid, uninterrupted fifteen (15) minute break within each four (4) hours of overtime and one (1) unpaid, uninterrupted one-half (1/2) hour lunch after not more than five (5) hours of overtime.

2.7 Overtime

Any non-exempt (classified) employee who shall be required to work overtime shall be given a choice between overtime pay (time and one-half) and compensatory time (time and one-half). Overtime shall be performed only with the prior approval of the employee's non-unit supervisor. Overtime shall be offered on a rotating basis among the unit employees of a particular office/department on a seniority basis among those on the same shift who are fully qualified to perform the available work. Except as unusual circumstances shall require, overtime shall not be mandatory if fully qualified employees volunteer for such work. This Section shall not be applicable to employees who are exempt (professional) under the Fair Labor Standards Act.

2.8 Assignment Outside Position

An employee assigned to work temporarily in a higher paid position shall be paid at the minimum of the higher range or receive a 5% adjustment (whichever is higher) for that portion of work performed in such position after six (6) days of such temporary assignment. Such employee assigned for more than six (6) such days shall be compensated at the higher rate from the first day of such temporary assignment. An employee assigned to work temporarily in a lower paid position shall suffer no reduction in pay except incident to a reduction in staff.

A part time employee assigned to work temporarily on a full time basis for more than six months shall receive full time benefits (excluding health and life insurance) from the first day of such temporary assignment. When the part time employee returns to part time status, the benefits will revert to part time benefits.

2.9 Seniority

Seniority is defined as the length of continuous service at the College. Periods of leaves of absence, whether paid or unpaid, shall not constitute a break in continuous service. Periods of layoff or unpaid leaves of absence in

excess of one hundred eighty (180) calendar days shall not be considered in computing seniority. For part-time employees, length of continuous service shall be computed by the percentage equal to the total number of hours employed divided by 2080 for each fiscal year.

Seniority shall be applied as provided herein.

2.10 Seniority Lists

The development of the seniority list, separating full and part-time employees shall follow this schedule:

March 1 Draft seniority list provided by Human Resources to Staff Council

April 1 Draft seniority list posted by Staff Council

June 1 Employee requests for changes due to Human Resources

August 1 Human Resources responds to requests for changes to the employee and Staff Council

This provision shall be applied consistent with Section 2.11 (C).

2.11 Layoff Or Reduction To Part-Time

A. In the event a layoff, the elimination of a position, the outsourcing of a department or reduction to part-time becomes necessary, the employee(s) so affected and the Union shall be given notice by certified mail or personal, receipted service at least thirty (30) days prior to the effective date of such layoff or reduction to part-time.

B. The order of layoff, reduction to part-time, or the elimination of a position shall be as follows:

1. Regular part-time employees by seniority, provided the more senior employee is fully qualified for the work of the less senior employee;
2. Regular full-time employees by seniority, provided the more senior employee is fully qualified for the work of the less senior employee.
3. The employee shall have seniority within the following seniority categories: custodial, secretarial, clerical, special.

Short-term employees, employees hired temporarily to do the work of an employee who is absent from work, and probationary employees shall have

no seniority rights with respect to layoff or reduction to part-time and shall be so laid-off or reduced to part-time before any regular such employee within the respective part or full-time categories are laid off or reduced to part-time.

C. Employee qualifications shall be determined as follows:

1. An employee is deemed qualified in the work he/she is currently performing;
2. In any other work in which he/she has had experience at the College and such work has not substantially changed since performed by the employee and there was adequate time to evaluate performance; and,
3. In the seniority list posted by the Board, employees shall be deemed fully qualified only for those positions for which they are named on such seniority list, provided that within sixty (60) calendar days of the posting of such seniority list the employee may submit in writing to the President or designee other positions for which he/she deems himself/herself fully qualified. Such claims shall include all information pertinent thereto, and may be updated from time to time.
4. Any submitted claim of qualification shall not be arbitrarily denied, but the Board may in its sole discretion and without precedential effect test such employee in such manner as it deems feasible, provided such testing shall be at Board expense.
5. Any denial of such qualifications shall be grievable, provided the burden of proof shall rest with the employee and the arbitration of any such claim(s) shall be limited to once per year and all such grievances to be arbitrated shall be consolidated into one (1) proceeding.

D. Compensation for employees affected by layoffs, reduction to part-time, or elimination of position.

1. Employees who are bumped to a position in a lower salary range will be offered a 5% salary reduction for the first lower range and 2% additional salary reduction for each additional lower range.
2. Employees who are bumped into a position in a higher salary range will be offered the minimum of the new range or 5% for the first higher range and 2% additional for each additional higher range (whichever is higher).

3. Employees who are bumped into a position in either lower or higher salary ranges will be eligible for the same fiscal year increases as other employees if they assume their new position as of July 1.

2.12 Recall From Layoff

Unit employees on layoff shall be placed on a recall list by seniority for a period of fifteen (15) months from the first day of actual layoff. Such list shall be delivered to the Union President and kept updated.

The laid-off employee shall have the responsibility to inform the Board of any change in address or telephone number. The Board shall recall such employees, most senior first, by certified mail or by personal, receipted service for work the laid-off employee is qualified to fill. If the laid-off employee does not choose to return to work in a classification lower than that he/she had prior to the layoff or to part-time work if he/she had full-time work prior to the layoff, such employee shall remain on the recall list. If the laid-off employee returns to work in a lower classification or to part-time work and his/her previous or comparable position prior to layoff becomes vacant within fifteen (15) months, such employee shall have a right to return to such position.

Subject to the limits provided herein, an employee's failure to respond to all or refusal to accept a comparable position to that held prior to layoff within ten (10) work days of receipt of such notice of recall shall extinguish all recall rights, except where demonstrable circumstances prevent the employee from doing so.

2.13 Vacancies

Vacancies in existing or newly created positions and their job descriptions and rate of pay shall be posted for ten (10) working days. Provided there is no unit employee qualified to fill such vacancy on the recall list, internal applicants who have successfully completed the probationary period in Section 2.16 and satisfy the minimum qualification requirements shall be interviewed. When advertised externally, such positions shall be posted internally at the same time.

2.14 Performance Appraisal

The Board shall undertake a program of employee performance appraisal for each full-time employee within the bargaining unit. Such evaluation shall be prepared by a non-bargaining unit supervisor. Such supervisor shall, to the extent feasible, have knowledge of the employee's performance.

A. PROBATIONARY EMPLOYEES - The Board shall cause the undertaking of two (2) written evaluations for employees who are serving in their original probation period.

The evaluations shall consider the performance of the duties assigned to the employee utilizing the following factors:

1. Knowledge/Experience;
2. Training on the Job;
3. Responsibility;
4. Judgment and Initiative;
5. Accountability;
6. Communication Skills;
7. Supervision Given;
8. Working Environment/Physical and Emotional Demands;
9. Attendance/Punctuality;
10. Quality of Work;
11. Quantity of Work.

A copy of each evaluation shall be given to the employee subsequent to a discussion concerning it between the supervisor and the employee. The employee shall sign a copy of each evaluation which shall be kept by the supervisor to indicate receipt by the employee.

B. NON-PROBATIONARY EMPLOYEES - Such program shall result in the written evaluation of each employee at least once annually after the conclusion of the original probation period.

The evaluations shall consider the performance of the duties assigned to the employee utilizing those factors contained in Section A.

2.15 Personnel File

The Office of Human Resources shall maintain one (1) official personnel file for each employee. This file shall include all written materials concerning discipline but not contain a supervisor's notes and records relating to grievances and arbitrations.

Materials to be placed in a personnel file by the appropriate supervisor shall bear that supervisor's name and shall be dated upon the date of placement. Copies of materials so placed in a personnel file shall be appropriate when delivered to the affected employee and concurrently receipted.

Employees shall have the right, upon written request, to review the contents of their own personnel file and may, when they deem it appropriate, submit statements concerning any material contained in such file, provided such

shall be submitted within twenty (20) working days of the receipt by the employee of the original material. Any statements so submitted by an employee shall be made part of the file for so long as the material giving rise to the employee's response remains in the file. A copy of the response shall be served upon the appropriate supervisor or other person who originally placed the material in the file which gave rise to the occurrence.

2.16 Probationary Period

PROBATIONARY PERIOD – New employees shall be on probationary status for ninety (90) work days or four and one-half (4 1/2) months, whichever is less. Such probationary period may be extended for a ninety (90) work day period. For purposes of determining the length of a regular part-time employee's probationary period or any extension thereof, the employee's regularly scheduled hours shall be considered a full workday.

A notice of extension of the probationary period shall be given to the employee in writing not less than ten (10) calendar days prior to the end of the initial probationary period. Such notice shall state that the extension is either for unsatisfactory or inadequate work performance or because the type of work performed is of such a nature that adequate evaluation cannot be completed during the original probationary period or the employee was not available for adequate evaluation.

During the probationary period, sick and personal leaves and vacation shall accrue, but shall not be available to the employee until the conclusion of the initial probationary period; except that sick leave shall be available for use after the first ninety (90) work days of employment in the case of an extended probationary period. Such benefits shall be extinguished if the employee is terminated or resigns prior to the expiration of such initial probationary period. Insurance coverage and holidays shall be available immediately upon commencement of employment or as soon as the insurance carrier shall allow. Employees on probationary status are not eligible to apply for vacancies in bargaining unit positions as posted under Section 2.13.

2.17 Discipline

Employees shall not be suspended or dismissed without reasonable cause, provided such shall not be applicable to any action with respect to a probationary employee or to reduction in staff of any employee. Employees shall not be suspended or dismissed without being provided written documentation.

The Board shall adopt a progressive discipline standard and denote which infractions are subject to which penalties. Except as specifically noted (e.g.,

assault, theft, inebriation on the job, sexual harassment, etc.), warnings shall be given and an opportunity rendered to remediate any deficiency noted.

Suspension with pay shall not be treated as evaluation of the employee's work performance.

An arbitrator shall have the authority to order the restoration of employment of a dismissed employee if accompanied by a finding of a violation of such employee's substantive rights. The Board shall have the burden of proof to establish the existence of reasonable cause. The Union shall have the burden of proof to establish any lack of reasonable opportunity by the employee to mitigate any back pay awarded by securing other employment and/or unemployment compensation. The arbitrator shall reduce any back pay awarded by any compensation which was received or which might reasonably have been available to the employee.

2.18 Emergency/Scheduled Closing

When the College is closed due to an emergency, the Board shall pay all employees for the period of time they were normally scheduled to work. Any employee required to work on such day(s), who cannot get to work, shall suffer no loss of pay or benefits. Any such employee who does work shall receive equal compensatory time off. This section also applies to any off-campus facilities, such as the Corporate Center and/or the University Center, that are closed due to an emergency.

When the college administration closes the College on the Saturday following Thanksgiving, Christmas or Spring Break, part-time employees who are regularly scheduled to work on Saturdays shall suffer no loss of pay or benefits.

2.19 Management Called Meetings

Mandatory meetings called by management for unit employees shall take place during the regular workday.

2.20 Job Review

Appeal Process

An employee may request review of his/her job classification and/or salary grade placement. Reclassification requests for a position may be submitted only after an employee has been in the position for one year. A rationale, i.e., a completed position questionnaire, shall accompany such request and be submitted to the Assistant Vice President of Human Resources. Both the Human Resource Office and the Staff Council shall approve any proposed change to the position questionnaire. Such request shall be submitted not

more than once annually by any individual employee and shall be processed according to the following schedule:

April 1 or October 1 April 21 or October 21	File with Office of Human Resources Classification Committee (Assistant Vice President of Human Resources and two of the College's Vice Presidents) review and make a recommendation with full reasons therefor.
May 12 or November 12 June 2 or December 2	Union reviews and files appeal Review Committee examines and submits decision to the President
June 30 or December 30	President reviews and makes decision

The employee may present his/her case before the Classification Committee and may request a Union representative to be present, or he/she may wish the Union representative or non-unit immediate supervisor to present it on his/her behalf.

The Union shall have access to the point system and the point values attributed to each position.

If the employee who requests a reclassification or salary grade change is not satisfied with the recommendation of the Classification Committee, the employee may submit his/her rationale to the Union Job Review Committee, which shall consider the request. If the Union Job Review Committee supports the appeal, it shall be submitted to a Review Committee, which shall consist of three (3) appointees of the President (Administrative appointees other than the members of the Classification Committee, excluding the employee's non-unit supervisor) and three (3) appointees of the Union. The Assistant Vice President of Human Resources shall serve as a non-voting resource person in this process and attend these meetings. The decision of the committee and its reasons therefore shall be forwarded to the President or designee, who shall act on the committee's determination. The President's decision shall be in his sole discretion and non-precedential. If the President disagrees with the committee, he/she shall submit his/her reasons in writing to the committee. Nothing contained herein shall prevent the President from appointing different cabinet-level administrators from time to time, excluding the Assistant Vice President of Human Resources.

Any employee whose position is reclassified to a higher salary range shall receive a salary adjustment of the minimum of the new range or a 5% salary increase, whichever is the greater.

If a position is reclassified more than one salary range higher, the employee in the position shall receive an additional 2% increase per range or the minimum of the higher range, whichever is the greater.

2.21 Health and Safety

A. APPLICABILITY

No employee shall be required to work under conditions which are unsafe or hazardous. However, unless the work is a clear and present danger to the employee's safety, the employee shall perform the work as required or directed and may grieve the requirement to perform unsafe work.

B. ACCESS TO INFORMATION AND RECORDS

The Board agrees that the Union may have access to current data compliance reports filed by the Board under applicable law.

C. PROTECTIVE EQUIPMENT

Upon the express understanding that employees are required to wear protective equipment provided by the Board, the Board agrees to provide employees, where appropriate, with necessary protective equipment, including, but not limited to, safety glasses, work shoes, and hard hats.

D. The Union shall be given a copy of all incident reports pertaining to accidents filed by or on behalf of unit employees with the approval of such employees.

E. Health and safety training and testing that is required as a condition of continued employment at MCC will be paid for by the College.

2.22 Automation and Reorganization

TRAINING

When changes in operations due to technological innovations or other process improvements occur, the Board shall give first consideration to the utilization of affected employees in the changed operations.

If the affected employees do not possess the requisite skills or knowledge to perform the required work in the new operation, the Board shall provide the necessary training to such employees during work hours at the Board's expense. However, such training and acquisition of skills must be attainable within twenty (20) work days, or within the period specified by the supplier of the equipment or machinery as the time period within which the skills should be attainable. When the supplier's time period for the acquisition of such training or skills is more than twenty (20) work days, then the supplier's time period shall prevail.

If an employee does not sufficiently complete the training or acquire the skills in the time periods herein specified, then, in that event, the Board shall fill the positions in the newly implemented operations as otherwise provided in this Agreement.

2.23 Job Descriptions

The official job description for each unit position shall be maintained in the Office of Human Resources. A copy will be issued to the individual employed in the position upon request. A copy of each original job description and any subsequent revisions shall be forwarded to the Staff Council President electronically.

Article III - Leaves, Vacation, Holidays

3.1 Sick Leave

Full-time Employees

All full-time employees shall be credited with twelve (12) sick leave days per year, which shall accumulate at the rate of one (1) sick leave day per month to be used for the employee's or family member's illness, injury, accident or disability. Unused sick leave shall accumulate without limit. Family member is defined as spouse, children, parent, parent-in-law, grandparent, grandchild, or a legal guardian who has raised the employee.

Part-time Classified Employees

Part-time employees shall be granted sick leave at the following rate:

Employed at least ten (10) and less than twenty (20) hours per week: one-fourth (1/4) day per month regularly scheduled to work, unlimited accumulation;

Employed at least twenty (20) and less than thirty (30) hours per week: one-half (1/2) day per month regularly scheduled to work, unlimited accumulation;

Employed at least thirty (30) and less than thirty-seven and one-half (37 1/2) hours per week: three-fourths (3/4) days per month regularly scheduled to work, unlimited accumulation.

Part Time Professional Employees

Part time Professional Employees shall be granted sick leave at the following rate:

Employed ten (10) to nineteen (19) hours per week: one-half day per month regularly scheduled to work, unlimited accumulation;

Employed at least twenty (20) hours per week: three-fourths (3/4) days per month regularly scheduled to work, unlimited accumulation.

All Employees

All employees are required to notify their non-unit supervisor or designee when absent from work due to illness.

A physician's certification of illness is required after an absence of seven consecutive work days due to illness.

When it becomes necessary to establish an employee's ability to perform job duties, the administration may request a physician's certification (at college expense) to return to work.

3.2 Sick Leave Pool

Employees may elect to put one day (for full-time employees) or one unit (amount equal to their monthly benefit for part-time employees) into the Sick Leave Pool each year. Participants may draw from the pool in the event an employee's illness requires absence from work in excess of accumulated sick leave.

Conditions of Sick Leave Pool

- A. Initial participation is open to any employee with an accumulation of a minimum of eight days or units of sick leave time.
- B. Notification of participation in the pool must be received by the Sick Leave Pool Committee and forwarded to the Office of Human Resources by July 1st of each year.
- C. Employees who do not have the minimum accumulated sick days will be notified when they have accumulated the required days. They will have two weeks to join the pool for that fiscal year. If the employee does not choose to join at that time, he/she will not be eligible until the following July 1st.
- D. To withdraw days from the pool, an employee must have contributed during the fiscal year that the withdrawal is requested, unless fully funded.
- E. The days placed in the pool may not be withdrawn, except in accordance with the purpose of the pool and will accumulate if not used. All days contributed are not refundable.
- F. Should the days in the pool be depleted during the year, an additional request for days may be made. Response to this request will be voluntary. If no additional days are contributed, the pool will not be used until it is built up again at the beginning of the next fiscal year.
- G. The following schedule will determine the number of days a member may draw from the pool:

If an employee has been a member of the pool for 1-5 years, 20 days or units may be withdrawn per year.

If an employee has been a member of the pool for 6-11 years, 25 days or units may be withdrawn per year.

If an employee has been a member of the pool for 12-15 years, 30 days or units may be withdrawn per year.

After the employee has contributed 15 days to the pool, the employee will be fully vested.

- H. Extended illness is defined as an employee's illness that causes an employee to be absent from work more than 5 days.
- I. Sick leave pool may be used only after accumulated sick days are exhausted.
- J. The Union will administer the pool.
- K. Physician's certification of extended illness will be required before days are withdrawn from the pool.
- L. Employees who receive benefits from the State Universities Retirement System (SURS) or who are absent due to a work related injury compensable under the Illinois Workers Compensation Act, may not avail themselves of any benefits of the Sick Leave Pool.
- M. Employees shall be eligible for a College-Wide Sick Pool no later than July 1, 1996.

3.3 Personal Leave

Full-Time Employees (exempt - professional and non-exempt - classified)

Each full-time employee shall be granted two (2) personal leave days without loss of pay or benefits per year.

Part-time Classified Employees

Part-time employees who work 30 hours a week or more shall be granted two (3/4) days personal leave without loss of pay or benefits per year.

Part-time Exempt Employees

Part-time exempt (professional) employees who work less than 30 hours a week shall be granted one day personal leave without loss of pay or benefits per year. Part-time exempt (professional) employees who work 30 hours a week or more shall be granted two (3/4) days personal leave without loss of pay or benefits per year.

Such days shall be credited to each employee on July 1 of each year. New employees hired before January 1 of a fiscal year shall have two (2) such

days for the fiscal year, and new employees hired after January 1 shall have one (1) such day for the fiscal year. Personal days may be taken for any personal reason at the discretion of the employee with at least three days notification to the immediate supervisor (except in the case of an emergency). Unused personal days shall convert to sick leave at the end of each fiscal year.

3.4 Maternity/Paternity Leave

Employees shall use sick leave while disabled, which in turn may be followed by paid vacation leave and unpaid maternity/paternity leave. Such leaves in the aggregate shall not exceed six (6) months and shall be approved in accordance with the Family and Medical Leave Act of 1993. Upon conclusion of such maternity/paternity leave, the employee shall be reinstated to his/her former or equivalent position without loss or reduction of pay or benefits.

The employee shall notify their non-unit supervisor of the beginning date of such leave, as soon as possible and the ending date at least thirty (30) days prior to the stated date of return, if less than six (6) months.

3.5 Bereavement Leave

Each full-time and part-time employee shall be granted five (5) days per death without loss of pay or benefits for death in the immediate family provided, however, that leave days taken must be five consecutive regularly scheduled employee workdays. The term "immediate family" shall mean the employees' spouse, domestic partner, child, daughter/son-in-law, parent, parent-in-law, brother, sister, grandparent, grandchild, or a legal guardian who has raised the employee. In addition, each employee may take one bereavement leave for a person not on the above list during their employment at MCC.

3.6 Jury Duty

An employee called for jury duty, or subpoenaed as a witness on behalf of the College or in a criminal matter, shall be granted special leave with pay to fulfill such duty. Payment received by the employee from the courts for such duties, shall be reimbursed by the employee to the College. Travel expenses are retained by the employee. Employees are expected to report to work those days that they are not required to report to the court room. If an employee is required to report to the Court House for jury duty on a College holiday, the employee will be entitled to take the holiday on a different date.

3.7 Military Leave

A. A full-time employee of the College shall be granted a leave of absence if the employee is drafted or enlists during the period the Selective Service

draft is in effect in the United States. The leave shall apply only to the initial draft or enlistment and not to any additional voluntary stay in the Armed Forces. As required by law, upon release from active duty the staff member shall be reemployed by the College.

- B. Any full-time employee who is a member of a reserve component of the Armed Forces, the Illinois National Guard or Illinois Naval Militia, shall be allowed annual leave to fulfill the military reserve obligation. Such leaves shall be granted without loss of seniority or other accrued benefits.

3.8 Leave For Personal Health Or Family Hardship

An unpaid leave of absence not to exceed one (1) year may be granted to an employee who has completed three (3) years of service for restoration of health or the alleviation of a hardship associated with the immediate family.

However, written application for such leave of absence shall be submitted to the appropriate supervisor. Such written application must state sufficient reasons which would indicate good cause for the granting of such leave. The written approval of the supervisor shall be required, which shall not be unreasonably or arbitrarily withheld. Once the approval of the supervisor has been obtained, such request and approval shall be appropriately transmitted to the Board for its approval. No such leave shall be granted absent Board approval and any such leaves shall be approved in accordance with the Family and Medical Leave Act of 1993.

The Family Medical Leave Act entitles employees who have worked for at least 12 months and 1,250 hours within those 12 months up to 12 weeks of unpaid job protected leave in a 12 month period for specified family or medical reasons. Health benefits are maintained during any period of this unpaid leave under the same conditions as if the employee continued to work and the employee must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on return from leave. FMLA leave may be taken for one of the following reasons:

- Birth and care of a child.
- Placement of a child for adoption or foster care.
- Care for a spouse, child (who is under 18 years of age or incapable of self-care due to a disability), or parent (not parent-in-law) with a serious health condition.
- An employee's own serious health condition which renders the employee unable to perform his or her job.

If the need for leave is foreseeable, the employee must provide the college with at least 30 calendar days advance notice prior to the expected start of

the leave. If 30 days is not possible, the employee must provide the college with as much advance notice as possible.

The Human Resources Office administers the FMLA. For further information or to apply contact the Human Resources Office.

3.9 Vacation

Full-time, non-exempt (classified) employees

Full-time, non-exempt (classified) employees shall be entitled to vacation at the rate of twelve (12) vacation days per year through the third year of employment, accrued at the rate of one (1) day per month and up to a total accumulation of twenty (20) days. Beginning the fourth year of employment through the tenth year of employment, such employees shall receive eighteen (18) vacation days per year, accrued at the rate of 1.5 days per month and up to a total accumulation of twenty-four (24) days. Beginning the eleventh year of employment, such employees shall receive twenty-one (21) vacation days per year, accrued at the rate of 1.75 days per month and up to a total accumulation of thirty (30) days. Beginning the 20th year of employment, such employee shall receive twenty-four (24) vacation days per year accrued at the rate of two (2) days per month and up to a total accumulation of 30 days.

Full-time, exempt (professional) employees

Full-time exempt (professional) employees shall be entitled to twenty-one (21) vacation days per year, accrued at the rate of 1.75 days per month and up to a total accumulation of thirty (30) days. Beginning the 20th year of employment, such employee shall receive twenty-four (24) vacation days per year accrued at the rate of two (2) days per month and up to a total accumulation of 30 days.

Part-time, non-exempt (classified) employees

Part-time employees shall accrue vacation as follows:

Employed at least ten (10) and less than twenty (20) hours per week:
one-quarter (1/4) day per month regularly scheduled to work. Eighteen (18) one-quarter (1/4) days may accumulate;

Employed at least twenty (20) and less than thirty (30) hours per week:
one-half (1/2) day per month regularly scheduled to work. Eighteen (18) one-half (1/2) days may accumulate.

Employed at least thirty (30) and less than thirty seven and one-half (37 1/2) hours per week: three-quarter (3/4) day per month regularly scheduled to work. Eighteen (18) three-quarter (3/4) days may accumulate.

Part-time, exempt (professional) employees

Part-time exempt (professional) employees shall accrue vacation as follows:

Employed ten (10) to nineteen (19) hours a week: one half (1/2) day per month. Twenty (20) one half (1/2) days may accumulate.

Employed twenty (20) hours per week: three quarter (3/4) day per month. Twenty (20) three quarter (3/4) days may accumulate.

Accumulated vacation days for employees shall be compensated for by the College upon termination at the employee's rate of pay at the time of termination.

Employees who begin work on or before the 15th of the month shall receive vacation leave credit for a full month. Employees who begin work after the 15th of the month shall receive vacation leave credit effective the first day of the following month.

Additional vacation without pay may be requested from the employee's immediate non-unit supervisor, after all accrued vacation time has been used. Approval shall depend on the needs of the area. Vacation days shall also not be advanced except in case of an emergency or unavoidable circumstance.

The beginning date of employment shall be used to calculate years of employment. When part-time employees move to full-time employment, the beginning date of such employment shall be used to calculate years of employment. Upon termination of employment, unused vacation days shall be paid at the employee's current rate.

When an employee reaches the maximum allowable accumulated vacation days, the excess days shall convert to sick leave days. The employee shall not receive compensation upon termination as otherwise provided in Section 3.9 for any excess unused vacation days converted to sick days. Vacation days shall accrue but shall not be used during any period of probation.

Unused vacation may be carried over into the following employment year(s); provided no employee may take vacation in excess of the maximum accumulated for any one (1) employment year.

Whenever a holiday falls within the time an employee is on vacation, such employee may either accrue the day or add it to the period of current vacation.

Children's Learning Center teachers may apply for vacation leave not to exceed two days (2) days per fiscal year when the CLC is open provided these two (2) days are not consecutive working days.

In addition, Children's Learning Center teachers may apply for vacation up to four consecutive working days during the months of June and July. This can be approved no more than once per calendar year.

Children's Learning Center teachers shall receive paid vacation on weekdays during the regular preschool year when children are not in scheduled attendance.

A. SCHEDULING AND USE OF EMPLOYEE VACATION.

The employee shall schedule the use of his/her vacation with his/her immediate supervisor. The employee may submit as many alternate schedules as he/she may desire. The supervisor may withhold approval of such employee's proposed vacation schedule(s) pursuant to the standard described herein; but, if approval is withheld of such scheduled days once, such supervisor shall state the reasons therefor in writing.

The employee's vacation schedule(s) need not be in consecutive days and need not be submitted concurrently unless the employee desires them to be considered concurrently. If the supervisor withholds approval (which withholding shall occur not more than three (3) working days after receipt of the employee's schedule), the employee may appeal in the following manner:

1. One (1) Union designee and one (1) administration designee (neither of which shall be the supervisor or employee involved) shall consider the appeal and attempt to resolve the matter within two (2) working days from receipt of the appeal. Any such resolution shall be binding upon the supervisor and employee.
2. If the appeal is not settled by the foregoing, the employee may proceed to expedited arbitration, which shall result in a final and binding decision on the parties rendered not more than ten (10) working days from the date of appeal to such arbitration.

B. APPOINTMENT OF ARBITRATOR

The arbitrator shall be appointed by agreement between the parties promptly following the execution of this document. Failing such agreement the parties shall use the American Arbitration Association for the appointment of an arbitrator through its rules. The arbitrator shall serve for a period of one (1) year at which time the parties shall either reappoint him/her or select a new arbitrator.

C. STANDARD

In rendering his/her decision to approve or deny the employee's scheduled use of vacation, the arbitrator shall consider whether such employee's presence is reasonably necessary to prevent significant impairment of the operations of the office in which such employee works during such employee's vacation period and whether other unit or non-unit employees could reasonably perform the work of the employee during his/her vacation period without significant impairment of their own work.

D. ADDITIONAL ITEMS

1. All hearings shall take place in the Boardroom of McHenry County College or a reasonable alternate site at the College.
2. Witnesses shall be released to testify at such hearing with no loss of salary or benefits. Such release shall be for the necessary period of such testimony. The affected employee and one (1) employee Union representative shall be released to attend the entire arbitration proceeding.
3. The parties jointly waive the use of briefs at the conclusion of such arbitration proceeding.
4. The parties and the arbitrator agree that the arbitrator's decision shall be rendered either orally or if reduced to writing shall require not more than two (2) typed pages exclusive of the cover sheet.
5. In the event the arbitrator is not available to complete the proceedings within the required time included herein, the parties shall meet immediately to select an alternate arbitrator from a list which has been pre-selected by the parties, utilizing each name in turn, names to be listed by lot.

In the event the arbitrator cannot render a decision prior to the scheduled start of the employee's vacation, he/she shall be authorized to render a decision as soon as possible; and, if such decision is to approve such vacation schedule, he/she shall make such award as he/she deems appropriate.

3.10 Holidays

The following days shall be paid holidays for employees:

New Year's Eve Day
New Year's Day

Memorial Day
Independence Day
Labor Day
*Columbus Day
The Wednesday Before Thanksgiving
Thanksgiving Day
The Friday After Thanksgiving
Christmas Eve Day
Christmas Day
Three Working Days between Christmas Day and
New Year's Eve Day

*When the College is open on Columbus Day all offices will be open. Each employee eligible for a paid holiday on Columbus Day will be granted one day as the Columbus Day Floating Holiday. This may be used on or after the actual date of the observed Columbus Day and before June 30 of the following calendar year. If not used, the day will not carry over to the next year.

Full time employees regularly scheduled to work Tuesday through Saturday shall observe the holiday on Tuesday if one of the aforementioned holidays falls on Monday.

Should the College remain open for the three working days between Christmas Day and New Year's Eve Day, full-time employees will be entitled to three floating holidays, and part-time employees will be entitled to three floating holidays for the following spring semester as set forth in 1.a.

The same standard shall be used for scheduling and use of floating holidays as is used for scheduling and use of vacation.

1. Part-time employees employed at least 20 hours a week:
 - a. 12 hours pay for the three holidays falling between Christmas Day and New Year's Day for employees working 20-29 hours a week; 18 hours pay for employees working 30 hours a week or more.
 - b. Holiday pay equal to the amount of hours the employee would have been scheduled to work if the day was not a paid holiday as listed in Section 3.10 above.
2. Paid holidays are granted to probationary employees who work at least 20 hours a week.
3. Any holiday leave other than those listed above may be granted by the President.

4. Religious holidays may be taken as a part of personal leave.
5. If one of the aforementioned holidays falls on Saturday, the preceding Friday is observed. If the holiday falls on Sunday, the following Monday is observed. If a holiday occurs during an employee's vacation leave, that day is not deducted from vacation leave.
6. Employees who terminate their employment at MCC (other than through retirement) must be at work the day before and the day after a holiday in order to be paid for the holiday.

3.11 Professional Meetings

Employees may be granted leave with or without pay to attend special programs, workshops, or conferences with prior approval of their non-unit supervisor.

3.12 Sponsored Leave

After four (4) years of full-time employment, an employee may request a sponsored leave or sponsored occupational leave for up to and including one-half (1/2) year at two-thirds (2/3) salary or up to and including one (1) year at one-third (1/3) salary. After six (6) years of full-time employment, such sponsored leave for up to and including one-half (1/2) year shall be at full salary and up to and including one (1) year at one-half (1/2) salary. Such leave requests shall not be unreasonably denied. The beginning date of employment shall be used as a basis for calculating years of service.

Application for sponsored leave must be made by January 1 of a given year to become effective July 1, or by July 1 of a given year to become effective January 1 of the following year.

Sponsored leaves of absence are to be approved by the Board upon recommendation by the President. Priority will be given to persons requesting leave for purposes directly relating to their positions or responsibilities at the College.

An employee who completes a sponsored leave must agree to return to the College for one (1) year for each one-half (1/2) year of sponsored leave or repay the grant. The foregoing shall be guaranteed by the execution of a promissory note in acceptable legal form.

When an employee is on a sponsored leave, the employee will continue to receive life insurance, medical and hospitalization insurance, dental insurance, and sick leave will continue to accrue.

3.13 General Leave Of Absence

Upon written application of an employee to the Office of Human Resources, the Board may grant leave of absence without pay upon such terms and conditions as it may set to an employee who has been employed on a full-time basis for two years for up to one (1) year for purposes agreed upon between the employee and Office of Human Resources other than those provided elsewhere in this Agreement. Application for such leave must be submitted sixty (60) days before the beginning date of proposed leave.

3.14 Time Construction

Leave and vacation with pay shall be used in one-fourth (1/4) day increments.

Part-time employees can choose to take sick leave in one-fourth (1/4) day increments not to exceed the number of actual work hours scheduled for such day.

Article IV – Wages

4.1 Reclassification Compensation

Any employee whose position is reclassified to a higher salary range shall receive a salary adjustment of the minimum of the new range or a 5% salary increase, whichever is the greater.

If a position is reclassified more than one salary range higher, the employee in the position shall receive an additional 2% increase per range or the minimum of the higher range, whichever is the greater.

4.2 Shift Differential

An employee who works one-half (1/2) or more of their regularly scheduled hours after 11 p.m. shall receive a shift differential rate of \$.80 per hour for all hours worked on the shift.

4.3 Call-Back Pay

An employee called back to work on any day after having gone home shall receive a minimum of two (2) hours pay at his regular straight-time hourly rate.

4.4 Overtime Pay

The Board and the Union agree that authorized overtime employment shall be compensated for as follows:

- A. For all hours worked in excess of forty (40) hours in a workweek, time and one-half (1 1/2) of the employee's straight-time hourly rate; and
- B. Double time shall be paid for hours worked on Sundays and holidays if such days are not regularly scheduled work days within that employee's work week.
 1. In determining compensation herein, the parties expressly agree that it is their intent that an employee work or be credited with sick time or personal day time (not vacation time) to equal a total of forty (40) hours of work or allocated time prior to the payment of overtime pursuant to the provisions of this section. No overtime shall be paid until the forty (40) hour plateau shall have been reached in a given week. The employee shall have the choice between overtime pay and compensatory time off at the rate of 1.5 hours or fraction off for each hour or fraction of overtime work.

2. This Section shall apply only as required by law.

4.5 Dental, Medical and Hospitalization Insurance

A. The Board agrees to provide and pay pursuant to the terms of this Section for health/major medical/dental/eye care insurance at benefit levels not less than those contained in the State of Illinois Quality Health Care Plan, High Option provided, however, that this maintenance of benefits provision shall not apply to any changes in PPO-approved hospitals under the Health Care Plan. A committee including equal representation from the College Administration appointed by the College President and the Staff Council appointed by the Staff Council President may recommend changes in insurance coverage provided there is no projected overall increase in plan cost. Should there be recommendations in the insurance coverage that would decrease the projected cost, the savings would be passed along to the employees on a pro-rata basis based upon the employee’s share of the premiums paid.

B. Full-time employees will contribute the following dollar amounts for medical, dental, and vision insurance coverage:

	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Plan 1					
Employee	\$ 563.75	\$ 697.64	\$ 844.92	\$1,003.77	\$1,171.67
Employee + 1	1,119.25	1,385.08	1,677.48	2,174.02	2,326.20
Family	1,497.18	1,852.76	2,243.90	2,665.75	3,111.65
Plan 2					
Employee	\$ 519.56	\$ 642.94	\$ 778.69	\$ 925.09	\$1,079.83
Employee + 1	1,031.54	1,276.53	1,546.02	1,836.67	2,143.90
Family	1,397.85	1,707.56	2,068.05	2,456.84	2,867.80

The FY 2007 contributions by employees shall be retroactive to October 1, 2006.

C. Part-time employees who work at least twenty (20) hours per week may participate in the plan by paying the premium.

D. The College will continue the flexible spending accounts (FSA) for full-time employees in compliance with applicable IRS regulations.

4.6 Life and Accidental Death & Dismemberment Insurance

The Board shall pay for a life insurance policy at benefit levels of \$50,000 for full-time exempt (professional) employees and \$35,000 for full-time non-exempt (classified) employees.

4.7 Tuition Waiver

The Board shall waive tuition and fees for any full-time employee who takes any credit course at MCC. Such employee's spouse and dependents who take credit courses at MCC shall have tuition reimbursed promptly upon successful completion of the course.

Part-time employees shall receive such benefit as follows:

Employed at least twenty (20) hours per week: waiver of tuition and fees for a maximum of six (6) credit hours per semester taken at MCC with prior approval of the Office of Human Resources. The credit hours may be taken by the employee and/or by his/her spouse and dependant children. The employee will receive a tuition waiver and the employee's spouse and dependant children will receive tuition reimbursement in accordance with section 4.8.

Tuition waiver is not available for Dante or any other proficiency tests.

For both full-time and part-time employees, the maximum number of times and/or credit hours a particular course can be taken by an employee during the course of their employment with MCC and have the tuition waived is limited to the maximum number of times and/or credit hours that the particular course can be repeated in accordance with the College catalog in place at that time. This also applies to the repeat fee. This paragraph becomes effective January 1, 2007.

4.8 Tuition Reimbursement

Full-time Employees

Tuition, fees, and book costs shall be reimbursed at 100% to a maximum of \$2000.00 per fiscal year for the entire length of this contract per full-time employee for supervisor approved credit course work taken at an institution other than MCC, with prompt payment upon successful completion ("C" or better) of such course(s).

One hundred percent tuition reimbursement is available to full-time employee's dependents (spouse and dependent children) for course work taken at MCC. All course work must be successfully completed to qualify for reimbursement. Dependent child is defined as a child who qualifies as a dependent under the College health insurance program on the date the class begins.

Reimbursement for book costs and charges for CLEP tests (not fees) for course work taken at MCC may also be included in the above mentioned

amount. All course work must be successfully completed. Reimbursement is not available for any required software for any course.

Part-time Exempt (professional) Employees

Reimbursement for tuition, fees and book costs is available to part-time exempt (professional) employees, to a maximum of \$750 for FY 2002 and FY 2003, and \$850 for each remaining year of this contract per fiscal year, for supervisor approved course work taken at an institution other than MCC with prompt payment upon successful completion of such course(s).

One hundred percent tuition reimbursement is available to part-time exempt (professional) employee's dependents (spouse and dependent children) for course work taken at MCC for up to 6 credit hours per semester. All course work must be successfully completed to qualify for reimbursement.

Reimbursement for book costs and charges for CLEP tests (not fees) for course work taken at MCC may also be included in the above mentioned amount. All course work must be successfully completed.

To receive reimbursement, the employee must hand deliver a copy of the course completion report to the Office of Human Resources within three (3) months of completion of the course. A date-stamped copy of the course completion report will be given to the employee. If such course(s) is not to advance the employee's current work, the employee shall certify that it is to advance his/her professional or future career interests and be of benefit to the College. The application to take such course work for reimbursement of tuition, fees, and book costs shall not be arbitrarily denied.

4.9 Flexible Schedule For Courses Taken During The Workday

When directed by the College, the employee may take classes during working hours without loss of pay or benefits.

4.10 Pay Periods/Direct Deposit

Employees will be paid through direct deposit every other week. Employees who do not have a savings or checking account and give written notification of such to the Vice President of Administrative Services/Treasurer will be excluded from direct deposit.

4.11 Tax-Sheltered SURS Payments

Employee contributions to the State Universities Retirement System (excluding percentage contributions for retirees insurance) shall be tax

deferred and not reported as income in the tax year in which they are paid subject to applicable law and IRS rules and regulations.

4.12 Salary

A. Increases to each employee's salary shall be as follows:

FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
5.5%	5.5%	5.5%	5.5%	5.5%

The FY 2007 increases shall be retroactive to July 1, 2006.

B. The entry level minimum salaries are attached as Appendix A.

4.13 Salary Adjustment

A salary adjustment of \$1,200 will be given to a full-time staff (professional or classified) member upon completion of fifteen (15) college credit hours or equivalent at an accredited college or university based on the following guidelines:

Full-time Hourly Employees:

- A. Up to three (3) fifteen credit hour adjustments will be allowed. The second salary adjustment shall not take effect until three years have passed since the first adjustment. The third salary adjustment shall not take effect until three years have passed since the second adjustment.
- B. Employees can take all fifteen credit hours (or equivalent) through McHenry County College for the first salary adjustment.
- C. Employees may bank up to 12 credit hours (or equivalent) after completing and receiving two (2) fifteen credit hour adjustments. If and when the employee moves to the Professional level these hours will carry over and will be used toward the next adjustment as described in "A" under Professional employees.

Full-time Professional Employees:

- A. Professional employees are eligible for four (4) fifteen credit hour adjustments. The third salary adjustment shall not take effect until three years have passed since the second salary adjustment. The fourth salary adjustment shall not take effect until three years have passed since the third adjustment.
- B. Employees can take all fifteen credit hours (or equivalent) through McHenry County College for the first salary adjustment.

- C. Employees with an associate degree or higher can apply only six credit hours (or equivalent) through McHenry County College toward the second salary adjustment and none toward the third salary adjustment.
-

Guidelines :

Classes taken for a salary adjustment must be part of an Educational Action Plan developed by the employee and approved by the employee's non-unit supervisor. If the Educational Action Plan is not approved by the non-unit supervisor, the employee may appeal to the next level supervisor. Reasons for denial of the Employee Action Plan by the supervisor or the next level supervisor must be in writing to the employee. Individual classes must be approved as part of the Educational Action Plan and submitted to the Human Resource Office by the starting date of the class. To receive credit toward salary adjustment, the grade report must be submitted to the Human Resource Office within three months of completion of the course.

Clarifications:

- **4.5 C.E.U.s equate to three (3) credit hours**
- **40 clock hours equate to three credit hours.**
- **CLEP, Dante or any other proficiency tests will not count toward the salary adjustment.**
- **The definition of an Associate Degree includes Associate of Applied Science.**
- **MCC clock hours and MCC C.E.U s count toward the accumulation of MCC credit only.**
- **If a class is a credit class, it will only be counted for the credit assigned and will not be counted for clock hours.**
- **Successfully completed is defined as a grade of C or above.**
- **Repeat classes cannot be counted toward salary adjustment.**

4.14 Staff Council President

The Staff Council President shall receive a stipend of \$1,200 annually, payable biweekly through payroll. In consideration for this stipend, the Staff Council President shall work collaboratively and cooperatively with the leadership of the College to discuss and resolve issues, and to serve the best interests of the College as a whole. Service as Staff Council President shall not interfere with that employee's regular position, duties, and responsibilities.

4.15 Retirement Benefits

A. The following benefits will be available to retirees who have served the College as a full-time employee for five (5) or more years:

- Tuition waiver for credit and non-credit classes offered by MCC (excluding all trips).
- Invitations to College functions and will be kept on the College mailing list.
- Access to MCC computer labs with Log-in ID and e-mail address.
- Employee rate at the MCC Fitness Center.

B. The following benefits will be available to full-time employees who are over 55 years of age, but less than 60 years of age at retirement, who have been employed by the College as a full-time employee for ten (10) or more years and less than 35 years:

- The employee may retain their MCC medical, dental, and vision insurance plan by paying 100% of the entire monthly premium for; a. up to ten (10) years, b. when the retiree becomes eligible to obtain insurance through the State of Illinois College Insurance Plan, or c. when the retiree becomes Medicare eligible, whichever comes first. This applies to the employee, employee plus one dependant, or family coverage, as appropriate.

For parts A and B of this contract section, a retiree is defined as a full-time employee who has retired through the State Universities Retirement System or MCC's retirement program (if applicable).

C. Board Policy 3.1.5, Retirement Incentive Program as modified by the Board of Trustees on March 23, 2006 is incorporated into this agreement with the full understanding retirement notice under this policy must be provided by June 30, 2008, and retirement must occur by June 30, 2009. Subsequently, this policy will be eliminated.

Part C of the contract section shall be revisited upon completion of the work of the Joint Task Force that includes members of the Board of Trustees, Faculty Association, Staff Council, and Administration. It is anticipated the work of the Joint Task Force will be completed by May 31, 2007.

Article V - Grievance Procedure

5.1 - Objective

It is the declared objective of the Union and the Board to encourage the prompt resolution of the grievances and complaints of staff members covered by this Agreement as they arise and to provide recourse to orderly procedures for the satisfactory adjustment of grievances and complaints.

5.2 - Definition of Grievance

A grievance shall mean a complaint by an employee, a group of employees, or the Union that there has been a violation or misinterpretation of the terms of this Agreement.

5.3 - Definition of Days

Days shall mean that period of time when the College Office of Human Resources is normally open.

5.4 - Time Limits For Filing

No grievance shall be entertained or processed unless it is submitted within twenty (20) days after the grievant had knowledge of or should have had knowledge of the alleged violation giving rise to the grievance. Time limits may be extended only by mutual written agreement. Failure to communicate a decision within the specified time limits shall automatically move the grievance to the next step. Failure by the grievant or Union to take action in the grievance structure by the specified time limits shall constitute a waiver by the grievant or the Union of any further rights to grieve the subject matter. Such failure shall act as a bar to any further action thereon with regard to the subject matter of that grievance as it is related to that grievant in that grievance only.

5.5 - Pre-Grievance Consultation

The Board and the Union agree that a number of potential grievances may be avoided if the affected employee and the appropriate supervisor are able to discuss and resolve problems by these means. There may be occasions, however, when the employee believes that, although the defined problem might be resolved by such discussions, when the employee would prefer that such consultations and discussions be held, on an informal basis, by a Union representative and a representative of the College.

In such cases, the employee may contact either the Union President or the Grievance Chair to set forth the problem area. Thereupon the Union representative shall contact either the employee's immediate supervisor or the administrator in charge of the implementation and enforcement of this Agreement as designated by the President of the College.

If the potential grievance is not resolved by this procedure, then in that event, the filing of a grievance in Step 1 shall commence. Such consultation is optional.

5.6 - Grievance Steps

All grievances shall be processed as follows:

STEP 1 - An employee covered by this Agreement or the Union shall submit the grievance in writing to the immediate non-unit supervisor. The non-unit supervisor shall arrange for a meeting with the grievant and Union designated representative within ten (10) days of receipt of the written grievance to fully discuss the subject matter thereof. The non-unit supervisor shall provide a written answer to the employee within ten (10) days after such meeting.

STEP 2 - If the grievance is not settled in Step 1 and the grievant or the Union wishes to appeal, the grievance may be referred by the grievant, in writing, to the next level supervisor (or to any other person designated by the Board) within ten (10) days after the answer in Step 1. Such grievance shall be signed by both the individual grievant or the Union representative, normally the Grievance Chair.

The next level supervisor, or an appointed designee, shall discuss the grievance within ten (10) days with the grievant, the Union and the College, at a time mutually agreeable to the parties.

If a settlement is reached pursuant to the provisions of this Step, the next level supervisor shall issue a written agreement signed by the grievant, the next level supervisor and the Union representative.

If no settlement is reached, the next level supervisor or the duly appointed designee shall give a written answer to the grievant and the Union within ten (10) days following their meeting.

STEP 3 - If the grievance is not settled in Step 2 and the grievant or the Union desires to appeal, it shall be referred in writing by the grievant or the Union to the President of the College, or a selected designee, within ten (10) days after the department head's answer in Step 2. The President, or the duly appointed designee, shall, within ten (10) days, discuss the grievance with the grievant and the Union representative at a time mutually agreeable to the parties.

If a settlement is reached pursuant to the provisions of this Step, the President, or the duly appointed designee, shall issue a written agreement signed by the grievant, the President or designee and the Union representative.

If no settlement is reached, the President, or the duly appointed designee, shall give a written answer to the grievant and the Union within ten (10) days following their meeting.

STEP 4 - If the Union is not satisfied with such response, it shall, if it desires, proceed to binding arbitration by notifying the President or designee not later than thirty (30) days from the receipt of the Board's written response. No individual or organization other than the Union shall have the right to proceed to binding arbitration. If the demand for arbitration is not filed within the prescribed time limits or if there has been no mutual agreement to extend such time limits, the grievance shall be deemed withdrawn.

Any time limits herein may be extended by mutual agreement of the parties.

The parties shall appoint a panel of arbitrators mutually approved by the legal representatives of each party. The names of such arbitrators shall be listed numerically by lot and shall be in the possession of each party.

Each arbitrator in turn shall be contacted by the parties until one is available to participate in the grievance arbitration case pursuant to the conditions set forth herein.

Before the same arbitrator shall be used in cases in the same district in any twelve-month calendar period, the parties shall first proceed through the entire rotation of arbitrators. If none is available and if either party objects to the use of the same arbitrator during such twelve-month period, the parties shall attempt to agree on an alternate arbitrator. If such agreement is not concluded within one week from the date of either party's original objection, the American Arbitration Association rules shall be used.

Such panel of arbitrators shall continue for at least two years. At the request of either party any name(s) shall be deleted from such panel after two years and replaced by any mutually approved arbitrator(s) or added to the end of the list if it is expanded. No pending case shall be delayed as the result of the deletion for any reason of an arbitrator from the list.

Once the arbitrator has been selected, every effort shall be made to schedule the hearing within thirty (30) calendar days of the date of appeal to arbitration. If the hearing cannot be scheduled within sixty (60) calendar days of such appeal, the next available arbitrator shall be selected unless the parties otherwise mutually agree.

Briefs if required shall be due within thirty (30) calendar days of the completion of the hearing. Briefs shall be submitted in duplicate directly to the arbitrator, who upon receipt shall submit one copy to each party.

The arbitrator's decision shall be due within thirty (30) calendar days of his/her receipt of both briefs.

Failure of either or both parties to comply with any of the rules incorporated herein shall result in enabling either or both parties to implement American Arbitration Association procedures to (a) select an arbitrator for any pending grievance arbitration case and (b) resolve any dispute over failure to comply with these rules.

These rules shall become effective upon agreement of the arbitrators included herein to serve on such panel. Until such agreement is reached, the American Arbitration Association shall be used.

5.7 - Arbitration

- A. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her by the Board and the Union, and his/her decision must be based solely upon his/her interpretation of the meaning or application of the express, relevant language of this Agreement.
- B. The arbitrator is empowered to include in his/her award such remedies as shall be within his lawful authority.
- C. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the parties.
- D. If either party requests a transcript of the proceedings, that party shall bear the full cost for that transcript. If both parties order a transcript, or the arbitrator requests a transcript, the cost thereof shall be divided equally between the parties.

5.8 - Miscellaneous Provisions

- A. Nothing contained in this Article shall prevent the parties from settling an alleged grievance to their mutual satisfaction prior to the issuance of the arbitrator's decision.

- B. Conferences, meetings, and hearings held pursuant to the grievance procedure shall be set by mutual agreement.
- C. Attendance at meetings and hearings held under this grievance procedure shall be limited to those persons specified in the procedure, witnesses, resource people required by either party and legal counsel for the parties. These meetings shall be scheduled at a time and place mutually agreeable to the College and the Union. No employee entitled to be present shall suffer loss of pay because of participation in this grievance procedure.

Article VI - Miscellaneous

6.1 Severability

Any article, section, provision, sentence or clause of this Agreement held to be illegal will not be deemed valid, except to the extent permitted by law. However, the remainder of this Agreement shall remain in full force and effect for the entire term of the Agreement.

In the event any article, section, provision, sentence or clause of this Agreement is determined to be invalid by a Court of competent jurisdiction, and, thereafter, no appeal is taken by either party within the appropriate period, the parties shall renegotiate the article, section, provision, sentence or clause of the Agreement so deemed to be invalid.

6.2 Printing of the Agreement

Within thirty (30) days following ratification and execution of this Agreement by both parties, the Board will provide sufficient copies of this Agreement at its expense, to the President of the Union for distribution to the employees covered by this Agreement. At the time a new unit employee is employed, the Board will provide such employee with a copy of this Agreement.

6.3 Matters Not Covered By This Agreement

In the event that during the term of this Agreement either the Board or the Union desires a change in any wages, hours, terms or conditions of employment not covered by this Agreement, the party desiring the change shall notify the other party in writing of the specific change requested.

A committee consisting of an equal number of Board and Union appointees shall meet to consider the requested change and any alternatives that may exist and make recommendations, if any, to the Board and Union. Upon approval by the Board of Trustees and the Union Executive Board the recommendations shall be implemented.

Where either party fails to approve the committee recommendations or where the committee decides to make no recommendation, the party which initiated these procedures may either withdraw its requested change or seek resolution through mediation by notifying the other party in writing of such intent. The party which initiated these procedures shall bear the cost of the mediator's services. A permanent mediator will be selected by the parties or the American Arbitration Association.

Mediation shall continue for a period not to exceed thirty (30) calendar days or three (3) mediation sessions, whichever shall first occur, unless the parties jointly agree to extend such time limit.

If such mediation fails to resolve the matter, the Impartial Chairperson shall recommend a settlement in writing. The parties shall consider the settlement in good faith but neither shall be required to bargain any such change notwithstanding any obligation under law to do so in the absence of this provision.

6.4 Duration

This Agreement shall be effective July 1, 2006 except where specified otherwise in this Agreement, and shall remain in full force and effect through June 30, 2011.

Appendix A

In FY 2007, the maximum for each salary range shall be 185% of the new minimum of that range. In subsequent years, the minimum of the ranges shall adjust annually by the lower of the change in the Consumer Price Index-Urban (CPI-U) for the year ended the previous December 31 or one-half of the increase for the full-time employees of the Staff Council. The maximum of the range for each year shall be 185% of the new minimum for each year of this contract.

The maximums of the salary ranges shall not impact Staff Council employees who were in their positions October 26, 2006, but shall effect all employees who assume their position after that date.

Non-Exempt (Classified) Entry Level Rates Within Each Range

	<u>7/1/2006</u>	<u>7/1/2007</u>	<u>7/1/2008</u>	<u>7/1/2009</u>	<u>7/1/2010</u>
Range 1					
Minimum	\$8.16	\$8.38	\$8.61	\$8.85	\$9.09
Maximum	\$15.10	\$15.50	\$15.93	\$16.37	\$16.82
Range 2					
Minimum	\$8.87	\$9.11	\$9.36	\$9.62	\$9.88
Maximum	\$16.41	\$16.85	\$17.32	\$17.80	\$18.28
Range 3					
Minimum	\$10.16	\$10.44	\$10.73	\$11.03	\$11.33
Maximum	\$18.80	\$19.31	\$19.85	\$20.41	\$20.96
Range 4					
Minimum	\$10.83	\$11.13	\$11.44	\$11.75	\$12.07
Maximum	\$20.04	\$20.59	\$21.16	\$21.74	\$22.33
Range 5					
Minimum	\$11.59	\$11.91	\$12.24	\$12.58	\$12.93
Maximum	\$21.44	\$22.03	\$22.64	\$23.27	\$23.92
Range 6					
Minimum	\$12.88	\$13.23	\$13.59	\$13.96	\$14.34
Maximum	\$23.83	\$24.48	\$25.14	\$25.83	\$26.53

Exempt (Professional) Entry Level Rates Within Each Range

	<u>7/1/2006</u>	<u>7/1/2007</u>	<u>7/1/2008</u>	<u>7/1/2009</u>	<u>7/1/2010</u>
Range 7					
Minimum	\$27,856	\$28,622	\$29,409	\$30,218	\$31,049
Maximum	\$51,534	\$52,951	\$54,407	\$55,903	\$57,441
Range 8					
Minimum	\$30,288	\$31,121	\$31,977	\$32,856	\$33,760
Maximum	\$56,033	\$57,574	\$59,157	\$60,784	\$62,456
Range 9					
Minimum	\$32,722	\$33,622	\$34,547	\$35,497	\$36,473
Maximum	\$60,536	\$62,201	\$63,912	\$65,669	\$67,475
Range 10					
Minimum	\$35,155	\$36,122	\$37,115	\$38,136	\$39,185
Maximum	\$65,037	\$66,826	\$68,663	\$70,552	\$72,492

Appendix B

MCC Staff Council Positions/Ranges

Range 1

Child Care Provider (PT)
Dishwasher/Warewashing & Sanitation (PT)
Placement & Assessment Clerk (PT)

Range 2

Career Services Support Clerk (PT)
Corporate Training & Business Development Center Clerk (PT)

Range 3

Cashier/Food Preparation/Service (PT)
Computer Lab Monitor (FT & PT)
Continuing Education Clerical Asst. (PT)
Custodian/First Shift
Custodian/First Shift (PT)
Custodian/Second Shift
Custodian/Second Shift (PT)
Custodian/Third Shift
Evening Food Production/Grill Cook (PT)
Evening Food Server (PT)
Evening Secretary/Faculty Office A – Business (PT)
Evening Secretary/Faculty Office C (PT)
Evening Secretary/Faculty Office E (PT)
Food Production/Server - General (PT)
Food Production/Service - Grill Cook (PT)
Secretary/Adult Education & English Adjunct Faculty Office A (PT)

Range 4

Art Studio Assistant (PT)
Business Services Clerk (PT)
Career Resource Assistant (PT)
Contract Training Assistant (PT)

Evening Cashier/Food Preparation/Service (PT)
Evening Secretary/Faculty Office B (PT)
Human Resources Clerk (PT)
Illinois Small Business Development Center Clerk (PT)
Mailroom Assistant
Receptionist/Office Assistant – Administrative Office (PT)
Receptionist/Office Assistant – MCC Foundation (PT)
Receptionist/Office of the Dean of Students (PT)
Receptionist/Student Development (PT)
Receptionist/Switchboard Attendant (PT)
Secretary/Receptionist Fitness Center (PT)

Range 5

Admissions Processor (PT)
Adult Education Data Entry Clerk
Bookstore Accounting Clerk (PT)
Bookstore Clerk
Conference Center Assistant (PT)
Financial Aid Assistant/Evenings & Weekends (PT)
Financial Aid Assistant/Work Study
Graduation & Special Projects Assistant Coordinator (PT)
Help Desk Operator (PT)
Lead Custodian, Second Shift
Mailroom Coordinator
Office Assistant/Office of Marketing & Public Relations (PT)
Receptionist/Switchboard Attendant (FT)
Secretary/Adult Education Program (PT)
Secretary/Faculty Office A - Business
Secretary/Faculty Office A - Humanities

Secretary/Faculty Office E
Secretary/Receptionist – Faculty Office C
Waste Reduction Assistant (PT)

Range 6

Accounting Assistant/General
Accounting Assistant/Payables
Assistant Coordinator of Custodial &
Security/Nights
Automotive Technician (PT)
Bookstore Buyer
Community & Professional Programs
Assistant/Traffic School (FT & PT)
Department of Continuing Education
Assistant
Employment Services Assistant (PT)
Enrollment Processor (FT & PT)
Foundation Proposal Writer (PT)
Groundskeeper
Human Resources Assistant/Insurance
(PT)
Human Resources Receptionist/Benefits
Assistant
Library Circulation Assistant for Public
Services (FT & PT)
Maintenance Technician
Office Assistant/Corporate Training &
Business Development Center
Professional Development Assistant
Secretary/Catering Facilitator Food
Services (PT)
Secretary/Department Chairs,
Mathematics & Sciences
Secretary/Director of Enrollment Services
Secretary/Sage Learning Center
Secretary/Special Needs Programs
Secretary/Student Development (PT)
Technical Assistant/Mathematics &
Sciences
Testing Center Assistant – Part-Time

Range 7

Academic Credentials Evaluator (PT)
Accounting Assistant/General Ledger

Accounting Assistant/Payroll

Administrative Assistant/Information Technology
Assistant Bursar
Athletic Recruiter
Athletics, Intramurals & Recreation
Programs Assistant
Building Maintenance Technician
Business Services Specialist
Career Services Assistant
Career Services Specialist (PT)
Conference Center Technician –
Weekends (PT)
Continuing Education Publication
Specialist
Cook
Coordinator of Admissions
Coordinator of Campus Facilities
Desktop Specialist
Desktop Specialist/Assistive Technology
Development Assistant
Duplication Center Specialist
Financial Aid & Scholarship Specialist
Financial Aid & Veterans Specialist
Fitness Center Technician (PT)
Grants & Customer Service Assistant
Health Promotion Specialist
Lead Duplication Center Specialist
Marketing & Public Relations Assistant
Multicultural Recruiter (PT)
Operations/Programmer Specialist
Preschool Teacher (PT)
Secretary/Academy for High
Performance
Secretary/Adult Education
Secretary/Dean of Corporate &
Continuing Education
Secretary/Dean of Library & Academic
Support Services/Acquisitions
Specialist
Secretary/Dean of Students
Secretary/Department Chairs, Business
& Technology
Secretary/Department Chairs, Human &
Public Services and Social Sciences

Secretary/Department Chairs,
Humanities
Secretary/Student Services
Testing Center Assistant – Full-Time
Textbook Buyer
Workforce Services Assistant

Range 8

Administrative Assistant/Exec. Dean of
Business & Technology
Administrative Assistant/Exec. Dean of
Human & Public Services and Social
Sciences
Administrative Assistant/Exec. Dean of
Humanities
Administrative Assistant/Exec. Dean of
Mathematics & Sciences
Business Analyst
Communications Technician (PT)
Coordinator of Adult Recruitment
Coordinator of Community & Professional
Programs
Coordinator of Custodial/Day & Evening
Coordinator of Degree Audit System
Coordinator of Distance Education
Coordinator of Grounds Maintenance
Coordinator of Illinois Small Business
Development Center
Coordinator of Multicultural Programs &
Student Leadership
Desktop Specialist/Information Security
Desktop Specialist/Service Desk
Fitness/Wellness Specialist
Lab Manager, Biological & Chemical
Sciences
Marketing Promotions Writer/Editor
Math Specialist
Public Relations Specialist
Publications Specialist
Research and Assessment Associate
Student Development Advisor (FT & PT)
Student Development Advisor – Special
Needs (PT)
Writing/English Specialist

Range 9

Academic & Graduation Credentials
Evaluation Coordinator
Accountant
Adult Education Coordinator of
Instruction
Articulation & Transfer Coordinator
Bursar
Communications Technician –
Conference Center
Communications Technician/Telecom
Specialist
Communications Technician/Video
Producer
Coordinator of Adult Education & Literacy
Supportive Services
Coordinator of Advising & Transfer
Center
Coordinator of Building Maintenance
Coordinator of CCED Seminars &
Training
Coordinator of Community & Continuing
Education
Coordinator of Conference Center
Coordinator of Contract Training
Coordinator of Employee Training &
Development/Trainer
Coordinator of Financial Aid & Veteran
Services
Coordinator of High School Recruitment
Coordinator of Kids and College
Coordinator of Lifelong Learning (PT)
Coordinator of Records
Coordinator of Registration
Coordinator of Special Needs (PT)
Coordinator of Student Life & Campus
Activities
Coordinator of Testing Center
Coordinator of Trips & Tours
Coordinator of University Center
Database Administrator
Development Coordinator
Distance Education Technologist
Graphics Specialist
Network Administrator
Network Technician

Programmer/Analyst
Project Analyst
Project Coordinator
Research & Planning Associate
Resource Development Specialist
Senior Desktop Specialist
Technical Services/Systems Coordinator
Web Content Developer

Range 10
Administrative Assistant/Learning &
Student Support Services
Art Gallery Curator
Coordinator of Media Development &
Technology Training
Object Oriented Programmer
Senior Network Technician
Senior Programmer/Analyst
Web Interface Developer

Appendix C

Memorandum of Agreement

This Agreement entered into this 26th day of October 2006, by and between:

**Board Of Trustees, McHenry County College
Community College District No. 528**

and

**McHenry County College Staff Council
Local 1642, IFT/AFT/AFL-CIO**

For the Board of Trustees
of McHenry County College
Community College District No. 528

For the McHenry County College
Staff Council IFT Local 1642

By: _____
Chairperson

By: _____
President

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