

Agreement

Between the Community College District No. 535
County of Cook, State of Illinois

and the

Oakton Community College
Classified Staff Association
A chapter of the
Cook County College Teachers Union Local 1600
American Federation of Teachers

2021-2025

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This agreement is entered into by and between the Board of Trustees of Community College District No. 535 and the Oakton Community College Classified Staff Association (OCCCSA), a chapter of the Cook County College Teachers Union, Local 1600, of the American Federation of Teachers.

ARTICLE I – DEFINITIONS

SECTION 1.1 - AGREEMENT

The term "Agreement" shall mean this current collective bargaining Agreement between the Board and the Association.

SECTION 1.2 - BOARD OF TRUSTEES

The term "Board of Trustees" shall mean the seven (7) persons elected to govern Community College District No. 535, County of Cook, and State of Illinois.

SECTION 1.3 - BOARD

The term "Board" shall mean the Board of Trustees and its managerial and supervisory employees.

SECTION 1.4 - ADMINISTRATION

The term "Administration" shall mean the managerial and supervisory employees appointed by the Board of Trustees.

SECTION 1.5 - ASSOCIATION

The term "Association" shall mean the Oakton Community College Classified Staff Association, a chapter of the Cook County College Teachers Union, Local 1600, of the American Federation of Teachers.

SECTION 1.6 - FULL-TIME EMPLOYEES

A. Full-Time/Full-Year Employees.

Full-time/full-year employees are those employees who regularly work forty (40) hours per week, twelve (12) months per fiscal year, in Board-authorized positions.

B. Full-Time/Short-Year Employees.

Full-time/short-year employees are those employees who regularly work forty (40) hours per week (and, where applicable, its equivalent during the summer) and at least thirty-six (36) weeks per fiscal year, but not regularly more than forty-three (43) weeks per fiscal year in Board-authorized positions.

SECTION 1.7 - PART-TIME EMPLOYEES

Part-time employees are those employees who regularly work less than forty (40) hours per week, but at least twenty-five (25) hours per week, twelve (12) months per fiscal year in Board-authorized positions. This includes regularly authorized Alliance employees who work at least 1,300 hours.

SECTION 1.8 - 20-HOUR EMPLOYEES

Twenty-hour employees are those employees who regularly work twenty (20) hours per week, twelve (12) months per fiscal year, in Board-authorized positions. This includes regularly authorized Alliance employees who work 1,000 hours per year.

SECTION 1.9 - OTHER CONTINUING EMPLOYEES

Other continuing employees are those employees who regularly work less than twenty (20) hours per week. Continuing employees are not eligible for benefits, except those specifically listed in the contract.

SECTION 1.10 – PROFESSIONAL/TECHNICAL

A. Classification.

The professional/technical designation is for exempt employees. When a new classification or vacancy exists, the Chief Human Resources Officer and the Association shall meet to decide if the classification shall be exempt.

B. Work Week.

Except as the needs of the College otherwise require, the regular work week for professional/technical employees is five (5) consecutive days.

C. Summer Work Week.

See Section 4.2.

D. Work Day.

The regular work day shall be eight and three-quarters (8 ¾) hours, including a three-quarter (¾) hour unpaid lunch period, except as provided in Section 4.2.

Off-site seminar/workshop/conference attendance in excess of four (4) hours shall be considered a full work day.

E. Flexible Scheduling.

Employees will be considered for flexible work scheduling on a case-by-case basis, where flexible work schedules can accomplish both work and personal goals, provide sufficient coverage for department operations, meet the College’s operational need, and do not diminish the College’s level of service. If there is a need for flexible work scheduling, as a result of short-term major project work, the employee and their supervisor may develop and agree upon an alternate work schedule for the week(s).

An alternative eight (8) hour work day, without any lunch period, may be approved on a case-by-case basis if an employee submits a request and receives pre-approval from their supervisor. Pre-approval of an employee’s request for an alternative eight (8) hour work day will be granted only at the supervisor’s discretion and must maintain sufficient office coverage and be consistent with departmental and operational needs.

SECTION 1.11 – COLLEGE-TERM EMPLOYEES

See Appendix C – Supplemental Agreement

ARTICLE II – RECOGNITION

SECTION 2.1 - ASSOCIATION RECOGNIZED

The Board recognizes the Association as the sole and exclusive bargaining agent for the purpose of establishing wages, hours and conditions of employment, as prescribed by the Illinois Educational Labor Relations Act, for employees in the classifications listed in Appendix A.

SECTION 2.2 - NEW CLASSIFICATIONS

The Board shall promptly notify the Association of its decision to add new classifications or change existing classifications. If the new classification is a successor title to a classification covered by this Agreement, with no substantial change in duties, the new classification shall become a part of this Agreement. If the proposed new classification contains a significant part of the work now done by any of the classifications in this bargaining unit or whose functions or community of interest are similar to those in this bargaining unit, the Board will notify the Association. The Administration and Association will meet within fifteen (15) working days of notification to review the classification. Upon installation of the new classification, the position shall be filled in accordance with Section 6.3 of the Agreement. The Chief Human Resources Officer will notify the Association prior to the Board meeting and provide a copy of the new or revised job descriptions and their classifications.

SECTION 2.3 – ELIMINATION OF A JOB TITLE

The Administration shall notify and discuss with the Association the effects of the elimination or merger of any job title under this Agreement.

SECTION 2.4 - SUBCONTRACTING

If the Board determines that subcontracting is necessary and that it would result in a layoff of employees, the Board shall notify the Association in writing. If the Association requests, the Board shall enter into negotiations with the Association over the effects of the layoff(s).

SECTION 2.5 - ASSOCIATION EXCLUSIVITY

The Board shall not negotiate with any other employee organization or with any individual employee covered by this Agreement over matters negotiable under the Illinois Educational Labor Relations Act.

ARTICLE III - ASSOCIATION RIGHTS

SECTION 3.1 - DUES CHECK-OFF

A. Deductions.

The Administration will deduct from the pay of each Association member, from whom it receives voluntary authorization to do so, the required amount of monthly Association dues. Said deductions, when calculated on a percentage basis, shall apply to the member's base pay. Said deductions shall be implemented within thirty (30) calendar days of the receipt of the authorization.

B. Procedure.

The Association may change the method or amount of said deductions upon written notice to the College by the Treasurer of the Cook County College Teachers Union, provided such change does not occur more than once 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, and a list of Association members who had authorized such deductions shall be forwarded to the Cook County College Teachers Union no later than ten (10) days after such deductions were made.

C. Indemnity.

The Association agrees to indemnify and hold the Board harmless against any and all claims, suits, or judgments against the Board as a result of any action taken or not taken under this section.

D. Revocation.

The Association shall notify the Administration of any bargaining unit member's revocation of dues authorization. The Administration shall honor any revocation of dues authorization within thirty (30) calendar days of its receipt, and any termination of employment shall likewise be treated as a revocation of such authorization.

E. Reinstatement.

Whenever employees take a leave of absence and are dropped from dues deduction, they will be automatically reinstated on dues deduction upon their return to the job.

SECTION 3.2 - ASSOCIATION MEETINGS

The Association shall have the right to schedule a meeting once each month, usually on the day following the Board meeting, during the first, second and third shift. All bargaining unit employees shall be free to attend such meetings without loss of pay or time. Such meetings shall not exceed one (1) hour.

SECTION 3.3 - RELEASED TIME FOR ASSOCIATION OFFICERS AND LATE-SECOND/THIRD SHIFT STEWARD

The President of the Association shall be provided eight (8) hours a week to transact the business of the Association, of which four (4) hours will be for on-campus activities. Each of the other officers of the Association shall be provided two (2) hours per week to conduct official business of the Association. Late-Second/Third Shift Steward shall be provided up to two (2) work days of released time per year for Association training, and up to one (1) travel day of released time associated with such training.

SECTION 3.4 - PUBLIC RECORDS

The Board shall make available to the Association, upon its request, any existing public records which are relevant to negotiations or to the enforcement of this Agreement, provided that the Board shall not be obligated hereunder to provide any such records more than once.

SECTION 3.5 - BOARD OF TRUSTEES' AGENDA

The Association shall be supplied a copy of the agenda and the date of any regular or special meeting of the Board of Trustees the morning of the day of the meeting, with sufficient information thereon to know the subjects of discussion at the Board meeting. The President of the College shall make available to the President of the Association or designee, at the beginning of the Board meeting, additional non-confidential Board of Trustees' reports, including recommendations of the President of the College and the minutes of the last meeting.

SECTION 3.6 - ASSOCIATION ADDRESSING THE BOARD OF TRUSTEES

The President of the Association or designees shall be accorded the privilege of speaking at Board of Trustees' meetings for a period of time allocated by the Chairman of the Board of Trustees in the same manner as time is allocated to other employee organizations. The Association President shall submit their request prior to the time the agenda is prepared and shall identify the subject(s) on which they wish to speak. Collective bargaining shall not be discussed, nor shall grievances be discussed.

SECTION 3.7 - BOARD OF TRUSTEES' POLICIES

One (1) copy of the Board of Trustees' official policies, regulations, and by-laws and all subsequent additions, deletions, and amendments shall be provided to the Association President for use by the Association.

SECTION 3.8 - ASSOCIATION ACCESS

The Association shall have the right of access at reasonable times to areas in which employees work, the right to use bulletin boards, mailboxes, interoffice mail, email and other means of communication, for necessary activities of the Association (but not any affiliated organization) subject to reasonable regulation. The Association shall have the right to use other facilities and equipment of the College subject to the specific approval of the President of the College or designee.

SECTION 3.9 - ASSOCIATION OFFICE

As long as space and equipment are available, the Association shall receive an office for use for its legitimate business.

SECTION 3.10 - CLASSIFIED STAFF SEAT ON COLLEGE COMMITTEES

The Administration shall solicit the recommendation of the Association president in the appointment of classified staff to College committees that deal with issues affecting employees covered by this Agreement. Upon initial appointment, participation on committees shall be for a two- or three-year term or until the work of the committee is completed, whichever comes first. If a committee remains in effect for longer than two or three years, the Association President shall make a recommendation for replacement(s) or re- appointment(s) for a second term.

If the Association president's recommendation for replacement of an incumbent for a second term is not accepted, and the incumbent committee member serves a second term, the second term will be final and the appointee will not be considered for any subsequent consecutive appointment to the same committee.

The Chief Human Resources Officer shall be informed of any College-wide committees being created, and will be responsible for contacting the OCCCSA President, regarding classified staff member participation.

SECTION 3.11 – UNION EMPLOYMENT

In the event that a full-time classified employee shall become a full-time employee of the Union, the employee shall notify the Oakton College President and shall be granted a leave of absence not to exceed two years without pay for the purpose of accepting this position. Any Union officer who accepts such a leave of absence shall be entitled to all benefits or rights accorded to a classified employee on unpaid leave of absence.

The Board agrees to make available up to 16 hours per week to any classified employee who is elected a part-time officer (vice-president, secretary, treasurer, legislative chair, grievance chair) of Local 1600 to serve a two- year term of office.

Both President and part-time Executive Positions described in the above paragraphs may be eligible for additional periods of up to two years, with management approval.

ARTICLE IV - HOURS OF WORK

SECTION 4.1 - WORK WEEK

Except as the needs of the College otherwise require, the normal work week for employees is five (5) consecutive days. The work week shall not be changed on a week-to-week basis to avoid the payment of overtime.

SECTION 4.2 - SUMMER WORK WEEK

A. The College will adopt a four- (4) day summer work week (i.e., Monday through Thursday). For 2021 to 2025, the schedule is as follows:

2021*	Sunday, May 23 – Saturday, August 7, 2021 (11 Weeks)
2022**	Sunday, May 22 – Saturday, August 6, 2022 (11 Weeks)
2023	Sunday, May 21 – Saturday, August 5, 2023 (11 Weeks)
2024	Sunday, May 19 – Saturday, August 3, 2024 (11 Weeks)
2025*	Sunday, May 18 – Saturday, August 2, 2025 (11 Weeks)

*The College will be closed on Monday in observance of July 4 holiday (*per Section 17.2*)

**The College will be closed on Monday in observance of Juneteenth (June 19) holiday (*per Section 17.2*)

The normal workday will be nine and one quarter (9 ¼) hours including one (1) unpaid three-quarter (¾) hour lunch period. Facilities personnel, who are not office staff, shall have a normal work day of nine (9) hours, including a one-half (½) hour unpaid lunch period and one (1) paid fifteen (15) minute break. Time and one-half (1 ½) rates will be paid for work in excess of thirty-four (34) hours per week during the summer work schedule.

- B. Full-time/full-year employees shall be paid their regular work week salary during the summer work week.
- C. Full-time/short-year employees shall be paid their regular standard work week salary during the summer work week provided that they work the full week; otherwise they shall be paid for the hours actually worked.
- D. All other employees shall be paid for the hours actually worked.

SECTION 4.3 - WORK DAY

A. Work Day

The regular work day shall be eight and three quarters (8 ¾) hours, including a three-quarters (¾) hour unpaid lunch period, except as provided in Section 4.2, above. Facilities personnel, who are not office staff, shall have a normal work day of eight and one-half (8 ½) hours, including a one-half (½) hour unpaid lunch period and one (1) paid fifteen (15) minute break.

Off-site seminar/workshop/conference attendance in excess of four (4) hours shall be considered a full work day.

B. Flexible Scheduling

Employees will be considered for flexible work scheduling on a case-by-case basis, where flexible work schedules can accomplish both work and personal goals, provide sufficient coverage for department operations, meet the College's operational need, and do not diminish the College's level of service. If

there is a need for flexible work scheduling, as a result of short-term major project work, the employee and their supervisor may develop and agree upon an alternate work schedule for the week(s).

Flexible scheduling shall not be used to avoid the payment of overtime. (See Section 4.4 – Overtime.)

An alternative eight (8) hour work day, without any lunch period, may be approved on a case-by-case basis if an employee submits a request and receives pre-approval from their supervisor. Pre-approval of an employee's request for an alternative eight (8) hour work day will be granted only at the supervisor's discretion and must maintain sufficient office coverage and be consistent with departmental and operational needs.

SECTION 4.4 - OVERTIME

A. Qualification.

Overtime shall be compensated as prescribed by law except hours worked shall include holidays observed, as stated in Section 17.1 A and B, and vacation days.

B. Overtime on Holidays.

Employees required to work on a holiday shall be compensated for all hours worked at the appropriate rate of pay in accordance with 4.4 A, in addition to holiday pay. There shall be no pyramiding of overtime.

C. Compensatory Time.

Compensatory time may be provided in lieu of salary and paid at the rate of one and one-half (1 ½) hours for each hour of overtime worked and may be accumulated to a maximum of two hundred and forty (240) hours. Such compensatory time off shall be taken by the employee within ninety (90) days of the overtime worked. Any compensatory time off which is not taken within ninety (90) days shall be compensated as a cash payment on the regular payday for the pay period which immediately follows the ninety (90) day period.

D. Winter Break.

Employees who work during the winter break, as defined in Section 17.1 C, shall be compensated for all hours worked at the appropriate rate in addition to receiving pay for the day off (double time). If an employee works on a holiday listed in Section 17.1 A, the employee shall receive overtime pay in addition to holiday pay.

SECTION 4.5 - ROTATION OF OVERTIME

A reasonable effort shall be made to equitably rotate overtime opportunities among employees who normally perform the work within the department.

SECTION 4.6 - VOLUNTARY OVERTIME

Where feasible, overtime shall be voluntary.

SECTION 4.7 - CALL-BACK PAY

Employees called back to work thirty (30) minutes or more after the completion of their regular shift on any day after completing the work shift shall receive a minimum of four (4) hours pay at time and one-half (1 ½) their regular straight-time hourly rate, if eligible for overtime. If not eligible for overtime, straight time will be paid. (See Section 4.4 – Overtime.)

SECTION 4.8 - STAND-BY PAY

Employees placed on stand-by shall receive \$2.50 per hour effective July 1, 2004, unless called in to work. The employee then will receive call-back pay in accordance with Section 4.7, above.

SECTION 4.9 - SHIFT DIFFERENTIAL

Employees regularly assigned to work for a period of four (4) consecutive hours or more after 3:30 p.m. and before 11 p.m. shall be paid a premium of seven percent (7%) of their regular salary for the full shift for that day. Employees regularly assigned to work for a period of four (4) consecutive hours or more after 11 p.m. but before 6 a.m. shall be paid a premium of ten percent (10%) of their regular salary for the full shift for that day. No employee shall be assigned to work a split shift without prior labor and management approval. There shall be no pyramiding of premium pay.

SECTION 4.10 - EMERGENCY CLOSING

When the Administration determines that it is necessary to close a facility because of an emergency situation, to include inclement weather, the following shall apply:

A. Procedure.

If a majority of bargaining unit employees are not required to report to work on a particular shift, the employees who have already reported for work will be paid for the closed building day as well as for the time actually worked. Employees who are unable to report for work on this designated shift shall be paid only for the closed building day. If a majority of the employees have reported for work when the building is declared closed, the day shall be considered a regular workday with early dismissal; employees who do not report to work on the designated shift shall be charged with a personal day or a vacation day at their option unless they have previously called in sick prior to the building closing. Employees on subsequent shifts will report to work unless called by their supervisor and told not to report. Closed building day hours shall be paid at straight time and not count in overtime calculation.

B. Employees Who Work.

Non-exempt employees who are required to remain at, or report to, work during a closed building period shall receive closed building pay for their regularly scheduled work hours for that day. In addition, all hours actually worked shall be paid at straight time until overtime provisions apply. (See Section 4.4 – Overtime.)

C. Campus Exclusivity.

An emergency situation at one facility shall not necessarily affect employees at any other facility.

D. Part-Time, 20-Hour and Other Continuing Employees.

Part-time, 20-hour, and other continuing employees will be treated like full-time employees, as described in 4.10 A. If applicable, they will be paid for up to the number of hours normally worked on that day (including any time actually worked).

E. Emergency Closing Designation.

The emergency closing designation will not extend beyond four (4) consecutive work days. If the closed condition extends beyond four (4) days, the employees will not be paid but can use vacation, floating holidays, or personal days.

ARTICLE V - SENIORITY

SECTION 5.1 - DEFINITION

A. Full-Time Employees.

Seniority is the length of continuous service. Upon employment, each employee is to receive a seniority date which is the first day of actual work. If two (2) or more employees have the same seniority date, the dates of the employees' applications control seniority. The employee with the earlier application is senior.

B. Part-Time, 20-Hour and Other Continuing Employees.

Seniority is the length of continuous service.

Part-time (25-hour) employees shall earn seniority at an accrual rate of 62.5%.

20-hour and other continuing employees shall earn seniority at an accrual rate of 50%.

C. College Term Employees

See Appendix C – Supplemental Agreement

D. Identical Seniority.

If the seniority of two (2) or more employees shall be identical, preference shall be determined by lot.

SECTION 5.2 - APPLICATION OF SENIORITY

In the application of seniority under this Agreement, the ability of the employee means the ability to perform the required work.

SECTION 5.3 - SENIORITY DURING LEAVE

Seniority shall continue to accumulate during an approved paid leave of absence or an unpaid leave of absence of less than ninety (90) consecutive days.

SECTION 5.4 - SENIORITY LISTS

The Administration shall prepare and post a seniority list at each campus within sixty (60) calendar days following the execution of this Agreement and annually thereafter. Such seniority list shall be determinative as to all persons employed on the date of posting unless the employee objects in writing within fifteen (15) calendar days. Any such objection, if not promptly resolved, shall be submitted to Expedited Arbitration.

SECTION 5.5 - PROBATIONARY PERIOD

A. New Employees.

All new employees shall be considered probationary employees until they complete a probationary period of sixty-five (65) working days, counting only those days actually worked. Days worked during the summer work week shall be credited as one (1) day toward completion of the probationary period. During the employee's probationary period, the employee shall be represented by the Association except in discharge cases. At the discretion of the area administrator, the probationary period may be extended once for up to thirty (30) working days.

B. Current Employees.

A probationary period of not more than twenty (20) working days shall be served by a current employee who accepts an assignment to another bargaining unit position covered under this Agreement. At the discretion of the area administrator, the probationary period may be extended once for an additional twenty (20) days. If the employee fails to satisfactorily complete the probationary period in the new position because of inability to perform the required work, the Board shall place the employee in their

previous position, if unfilled, or an alternative available position for which they are qualified. The employee will receive a written evaluation upon completion of the probationary period as provided in Section 8.1 B.

SECTION 5.6 - LAYOFF

If the Board in its sole discretion shall determine that layoffs are necessary, whether by reason of reduction in force, discontinuance of program, or otherwise, employees shall be dismissed by classification provided:

- A. Temporary and probationary employees in such classification or lower shall first be terminated if performing any work which the non-probationary employee might reasonably perform.
- B. Within the affected classification, the least senior employee(s) shall be dismissed first, provided that the remaining employees are qualified to perform the work to be done.

SECTION 5.7 - RECALL

A. Eligibility.

Employees who are laid off shall be put on a recall list for a period of one (1) year. If there is a recall, employees who are still on the recall list shall be recalled in the inverse order of the lay-off. If an employee is recalled to a position in a lower classification, the employee shall have the right to return to the previous position when a vacancy occurs. If an employee is recalled to a lower classification, the employee shall have the right to refuse recall without jeopardizing the employee's right to remain on the recall list. The Administration shall not hire new employees in bargaining unit positions as long as there are fully qualified employees who have not refused the positions on the recall list.

B. Procedure.

Notice of recall shall be mailed to the employee's last known address and the Association president shall be notified. If the employee fails to accept such offer of return to employment and to return to employment within fourteen (14) calendar days of mailing of the notice of recall or within seven (7) calendar days of the employee's actual receipt of such notice of recall, whichever shall first occur, the employee shall be deemed to have rejected such offer and to have waived their recall rights. Such employee shall no longer be eligible for any other vacant or new position that becomes available within the recall period or thereafter.

C. Seniority.

Recalled employees shall retain their accrued rights, paid leave benefits and accumulated seniority, but the period between dismissal and return to work by recall shall not be counted toward seniority or the accumulation of any additional paid leave or other benefits.

ARTICLE VI - FILLING OF VACANCIES

SECTION 6.1 – POSTING

A. Internal Posting.

If the Board determines that it is necessary to create a new position in the bargaining unit or to fill a position formerly held by an employee, the Administration shall furnish a notice of posting via email to the Association. Such positions shall be posted internally for five (5) working days before appearing in advertisements in appropriate web postings and other media. Any job vacancy posted after 2 p.m. shall be counted as if it had been posted on the following day.

The five-day internal posting is an exclusive posting period. Any applications received from non-employees during the five-day period will not be considered. Internal applicants will be asked upon application whether or not their current supervisor may be contacted.

B. Custodial Posting.

For custodial positions only, at least once each calendar year the Administration shall post a general custodial vacancy notice. Current employees may bid on any vacant custodial positions that may arise until the next posting. All qualified applicants shall be placed in a hiring pool. When vacancies occur during the calendar year, the Administration shall be required to post a vacancy notice but shall select applicants from the hiring pool.

C. Display of Postings.

The College shall supply, at each campus, a locking posting board which shall be accessible to all employees for the purpose of displaying current postings of vacancies. The Administration shall furnish copies of postings via email to the Association.

SECTION 6.2 - BIDDING RIGHTS

Employees covered under this Agreement shall have the right to bid on any vacancy in the bargaining unit. Employees bidding on posted positions shall be notified when the position has been filled. Internal applicants will be flagged with an icon denoting “internal candidate.” Applicant logs will be ordered by receipt date first to last. If the applicant pool is being reviewed by Human Resources, internal applicants who meet the position requirements will remain on the list.

SECTION 6.3 - FILLING OF VACANCIES

Positions shall be filled as follows:

- A. Employees may use their seniority to fill a vacant position in their classification on another shift.
- B. Qualified employees subject to layoff.
- C. Qualified employees recalled from layoff.
- D. The best qualified to perform the required work. Only factors related to the job requirements will be considered. Unsuccessful candidates will not be required to train the candidate selected.
- E. Bona Fide Learning Capacity.

No job will be filled in a bona fide learning capacity until the job has been posted, advertised, and all applications for qualified candidates have been accepted and reviewed. A current bargaining unit employee may be employed by the College in a bona fide learning capacity at their current salary with the approval of both the Chief Human Resources Officer and the Association President. In such instances, this learning status will be for individuals who will meet the required qualifications listed at the time of the job posting (e.g., education requirements or experience requirements) within six (6) months from the date of appointment. The employee and supervisor will provide the rationale for participating in a bona fide learning capacity status, necessary to complete/meet the position’s requirements. The bona fide learning capacity may be extended once for an additional period of up to six (6) months with the mutual agreement of the Administration and the Association.

If the employee fails to obtain the necessary qualifications or meet the requirements of a position while serving in a bona fide learning capacity, or does not satisfactorily perform the duties of the position, the Board shall place the employee in their previous position, if unfilled. If their previous position is filled, the Board shall place the employee in an alternative available position for which they are qualified.

SECTION 6.4 - NEW EMPLOYEES

The Administration shall provide the Association within ten (10) working days from the date of hire the employee's name, salary, grade, step, job title, worksite location, date of hire, and employee contact information of any new employee covered under this Agreement.

ARTICLE VII - DISCIPLINE

SECTION 7.1 - DEFINITION

The Board acknowledges that discipline should be timely and, where applicable, progressive in nature. Work rules adopted by the Board shall seek to embody this principle.

SECTION 7.2 - PRE-DISCIPLINARY MEETING

For discipline other than oral or written warnings, the Administration shall notify the Association and schedule a pre-disciplinary meeting with the employee and the Association. At this meeting the Administration shall inform the employee of the reason(s) for the contemplated discipline. The employee and the Association shall have the right to rebut or to clarify the reasons for such discipline.

SECTION 7.3 - REMOVAL OF DISCIPLINE

Any written warning shall be removed from the personnel file after one (1) year if the employee has received no other discipline.

SECTION 7.4 - JUST CAUSE

The suspension without pay or dismissal of non-probationary employees shall be for just cause.

SECTION 7.5 - REPRESENTATION

Any employee subject to oral or written warning may request that an Association representative be present during the disciplinary conference, if such is held. If such request is made, any disciplinary conference shall be suspended up to twenty-four (24) hours until an Association representative is present.

ARTICLE VIII - EMPLOYEE EVALUATIONS AND PERSONNEL FILES

SECTION 8.1 – EVALUATIONS

A. Informal Evaluations.

From time to time the Administration is encouraged to hold informal evaluation conferences between the employee and the supervisor to discuss work performance, job satisfaction, work-related problems and the work environment. If work performance problems are identified, the supervisor shall seek to offer constructive suggestions and otherwise seek to aid the employee in resolving any problems. If the conference involves a written evaluation, the employee shall be given a copy of the evaluation.

B. Written Evaluations.

The Administration shall periodically prepare written evaluations of employees, a maximum of once per year, unless subject to a performance improvement plan as described below.

1. The written evaluation shall be prepared by the employee's area administrator in consultation with the employee's supervisor. The evaluation shall be discussed with the employee, and the employee shall be given a copy of the evaluation. The employee shall acknowledge receipt of the evaluation. The employee may submit a written response to such evaluations and such response shall be included in the employee's personnel file. The response should be submitted within forty-five (45) working days of receipt of the evaluation
2. If the employee disagrees with the evaluation, the employee may appeal. Requests for the appeal of an annual evaluation must be received by the Department of Human Resources no later than twenty (20) working days after the signed and dated copy of the evaluation is received. The request for appeal must be submitted in the following manner:
 - a. The appeal must be in writing;
 - b. The written appeal is submitted directly to the immediate supervisor and administrator with a copy given to Human Resources;
 - c. The written appeal will outline the basis of the appeal and include any additional information which is appropriate;
 - d. A committee will be formed to hear the appeal. The Chief Human Resources Officer, or designee, chairs the committee. A Vice President (who is not in a supervisory position to the employee appealing) and a classified staff representative selected by the OCCCSA President will also serve on the committee;
 - e. Appeals will be upheld or revised within twenty (20) working days after the request for appeal is received by the Department of Human Resources;
 - f. If the results of the appeal uphold a determination of "Inadequate Performance" from the original evaluation, another evaluation will be prepared in accordance with Section 8.1B.3;
 - g. Action taken by the committee is final.
3. If the evaluation is "Inadequate Performance," the reasons therefore shall be made known to the employee and the Association shall be notified by the supervisor within five (5) working days of the "Inadequate Performance" evaluation, with a copy to the Chief Human Resources Officer. A performance improvement plan will be developed and implemented for any employee receiving an evaluation of "Inadequate Performance." A performance improvement plan shall include interim assessments by the employee's supervisor at thirty (30) working day intervals for a ninety (90) working day period and a summative evaluation and rating upon completion. The employee and the Association shall be given a written copy of all assessments before the assessments are discussed with the employee. If the employee's summative performance evaluation rating is Inadequate Performance, the employee may be dismissed, subject to the provisions of Section 7.4 (Just Cause).

C. Modification of Evaluation Process.

The evaluation process (e.g., frequency, timeliness, and procedural steps) shall not be changed without mutual agreement between the Administration and Association.

SECTION 8.2 - PERSONNEL FILES

A. Maintenance of Files.

The Administration shall keep one (1) official personnel file in the Human Resources Office for each employee. No other official file shall be kept on employees except a file containing employee medical and worker's compensation information.

B. Placing Materials in the Permanent File.

1. No material may become a part of an employee's record until the employee has received a copy of the material and had the opportunity to acknowledge receipt of it.
2. Adverse materials may be placed in the file by the appropriate supervisor whose name shall be noted on the material.
3. Adverse material placed in an employee's file may be responded to, in writing, within ten (10) working days of the material being placed in the file and will be attached to the adverse material.

C. Viewing the File.

1. Employees shall have the right to inspect their personnel file by appointment at any reasonable time.
2. The employee may be accompanied by an Association representative.
3. An Association representative shall have the right, with the written consent of the employee, to inspect the employee's personnel file.
4. A Human Resources or designee employee may be present during such review.
5. Nothing shall be permanently removed from the personnel file except by mutual consent.
6. Employees shall be able to copy materials from their personnel file.

ARTICLE IX - CLASSIFICATION REVIEW

SECTION 9.1 – REVIEW AND APPEAL PROCESS

A. Review.

Employees may request review of their job classification and/or salary grade placement, after being employed in their job classification for a period of one year. A rationale, i.e., a completed questionnaire, shall accompany such request and be submitted to the Chief Human Resources Officer through the appropriate Vice President. If there are minimal changes in the job classification, an employee may ask for a review once every 24 months. If there are substantial changes in the job classification, the employee may appeal in 12 months. The Chief Human Resources Officer shall determine if there are substantial changes in the job classification. If the employee disagrees with the Chief Human Resources Officer whether or not there are substantial changes, the employee may appeal to the Appeals Committee as outlined in Section 9.1B.

Time Frame	Day	Action
Anytime		File with appropriate Supervisor/Administrator.
10 Working Days	10	Supervisor/Administrator forwards to the appropriate Vice President.
10 Working Days	20	Vice President reviews and forwards to Human Resources. Within three (3) working days of receipt of the reclassification request, Human Resources will notify the employee and the Association that the review has been received.
25 Working Days	45	Human Resources reviews, makes recommendations, and notifies employee and Association.
10 Working Days	55	Association reviews and files appeal.

15 Working Days	70	Review committee examines cases, makes recommendations, and submits decisions to the President of the College.
15 Working Days	85	President reviews appeals and acts on the recommendations, and notifies employee and Association.
Pay Period Following Approval		Salary adjustment effective.

B. Appeal.

If the employee requesting a reclassification or salary grade change is not satisfied with the recommendations of the Chief Human Resources Officer, the employee may submit a rationale to the Association Executive Board. The Executive Board shall consider the request. If the Executive Board supports the appeal, it shall be submitted to a review committee consisting of the Chief Human Resources Officer, a Human Resources Specialist, and the Association President or designee. The decision of the committee, including the reasons therefore, shall be forwarded to the President of the College, who shall act on the committee's determination. The President's decision shall be in their sole discretion and non-precedential. If the President disagrees with the committee, the President shall submit written reasons to said committee.

SECTION 9.2 - CHANGES IN DUTIES AND RESPONSIBILITIES

Whenever a job description is updated, the incumbent and the OCCCSA will be provided a copy of the updated description and be permitted to comment on or question it during the next five (5) working days.

SECTION 9.3 - OTHER DUTIES

Job descriptions will include the following language: "other job-related duties as assigned" rather than "other duties as assigned."

ARTICLE X - EMPLOYEE HEALTH AND SAFETY

SECTION 10.1 - NON-DISCRIMINATION

Employees and the Association may exercise all of their legal rights to secure a safe and healthful workplace without reprisals of any kind.

SECTION 10.2 - COMPLIANCE WITH LAWS

The Board agrees to comply with applicable federal, state, and local laws that concern the safety and health of employees.

SECTION 10.3 - ACCESS TO INFORMATION AND RECORDS

To the extent required by law, the Administration shall supply to the Association the generic names and composition of all hazardous materials which are used in the workplace. This list shall be updated as chemicals are introduced.

SECTION 10.4 - RIGHT TO REFUSE UNSAFE OR UNHEALTHY WORK

No employee shall be required to work where such would be patently unsafe. Any employee, who asserts a right to not work because such work is patently unsafe, may be temporarily reassigned. If not reassigned, the

employee shall receive no salary unless it is thereafter determined that it would be patently unsafe to continue work. Disputes hereunder shall be resolved through Expedited Arbitration.

SECTION 10.5 - PROTECTIVE EQUIPMENT

The Administration agrees to provide employees with necessary personal protective equipment, including, but not limited to: safety glasses, work shoes, hard hats, respiration devices, and hearing protection devices. Starting January 1, 2009, Facilities employees working in the Grounds, Maintenance, HVAC and Housekeeping Departments will be required to wear appropriate safety shoes during working hours. In the fall of each year, employees will be able to select from a number of different style shoes appropriate for the department they work in. The College will allocate up to \$125 to each above mentioned Facilities employee, on an annual basis, for the purchase of safety shoes. New employees will be allocated up to \$125 for the purchase of safety shoes, upon hire.

SECTION 10.6 - ERGONOMICS

The College will supply wrist rests to those who request them. The College will utilize the services of the ergonomic evaluation provided through its workers' compensation carrier. Ergonomic evaluation of workstations will be made upon request of an employee who provides supporting medical documentation.

SECTION 10.7 – DRUG TESTING FOR EMPLOYEES REQUIRED TO HAVE A CDL

Any employee in a position requiring a Commercial Driver's License (CDL) is required to submit to post-offer, reasonable suspicion, random and post-accident alcohol and controlled substance tests at the College's expense. Discipline for violating the Drug Free Workplace Policy or testing positive under the Drug Testing provision shall be governed by the College's disciplinary and termination policies.

ARTICLE XI - OFFICE AUTOMATION AND REORGANIZATION

SECTION 11.1 - CONSULTATION

Employees and the Association shall be kept informed of any Board programs of reorganization and/or automation.

SECTION 11.2 - TRAINING

When changes in operations due to technological innovations occur, the Administration shall give first consideration to the utilization of affected employees. The current practices of offering training to affected employees shall remain in effect during the term of the Agreement.

ARTICLE XII - WORK RULES, UNIFORMS AND TOOLS

SECTION 12.1 - WORK RULES

Whenever the Administration issues or amends work rules, seven (7) days advance notice shall be given to all affected employees and to the Association President or designee.

SECTION 12.2 - UNIFORMS

The Administration agrees to provide employees with the necessary work apparel, including but not limited to uniform shirts, pants and jackets. Starting January 1, 2009, Facilities employees working in the Grounds, Maintenance, HVAC and Housekeeping Departments will be required to wear safety shoes (see Protective Equipment 10.5) and a uniform shirt during working hours, reflecting a professional appearance. In the fall of each year, employees will be able to select from a number of different style uniform shirts as well as other optional work clothing items. Uniform shirts will be embroidered with the employee’s first name and department. The amount allocated to each employee, on an annual basis for the purchase of work apparel, will be as follows:

New employees*	Existing employees
\$225	\$150

** Upon successful completion of their probationary period*

SECTION 12.3 - TOOLS AND MATERIALS

The Administration shall continue its current practice of providing all tools and materials which, in its discretion, are deemed necessary.

ARTICLE XIII - GRIEVANCE PROCEDURE

SECTION 13.1 - DEFINITION

A grievance shall be a complaint by an employee or the Association that there has been a violation, misinterpretation, or misapplication of the Agreement.

It is the declared objective of the Union and the Board to encourage the prompt and informal resolution of complaints as they arise and the satisfactory adjustment of complaints without resorting to formal grievances.

SECTION 13.2 - GRIEVANCE STEPS

Step 1. The employee and/or up to two (2) Association representatives shall discuss the grievance with the immediate supervisor at the first step meeting. The immediate supervisor shall respond within five (5) working days. If the grievance does not involve the immediate supervisor, the grievance may be filed at Step 2.

Step 2. If the grievance is not settled in Step 1, the grievant and/or the Association may file a written grievance to the next higher supervisor within five (5) working days of the Step 1 grievance answer. The supervisor shall discuss the grievance with up to two (2) Association representatives and/or the grievant within five (5) working days. If no settlement is reached, the supervisor shall give a written answer to the Association within five (5) working days of said meeting.

Step 3. If the grievance is not settled at Step 2, the Association and/or the grievant may appeal the grievance in writing to the Vice President for Administrative Affairs within five (5) working days of the Step 2 answer. If the VP for Administrative Affairs is the administrator for the department and/or grievant involved, upon request of the Association and/or grievant the Chief Human Resources Officer will assign the grievance to a different Vice President. The Vice President shall discuss the grievance within five (5) working days with up to three (3) representatives of the Association and the grievant at a time mutually agreeable to the parties. If no settlement is reached, the Vice President shall give a written answer within five (5) working days of the meeting.

Step 4. If the grievance is not settled at Step 3, the Association may refer the grievance to arbitration within twenty (20) working days of the Step 3 answer. The parties shall jointly request the American Arbitration Association to submit a panel or panels of arbitrators from which an arbitrator will be selected pursuant to the practices of the American Arbitration Association.

SECTION 13.3 - AUTHORITY OF ARBITRATOR

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issues submitted in writing and shall have no authority to make any decision or recommendation on any other issue not submitted. The arbitrator shall not make any decisions contrary to law. The arbitrator shall submit a decision thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later. The arbitrator's decision shall be based solely upon interpretation of the meaning or application of the Agreement. The decision of the arbitrator shall be final and binding.

SECTION 13.4 - EXPENSE OF ARBITRATION

The fees of the arbitrator shall be divided equally between the Board and the Association. All other expenses shall be borne by the party incurring them.

SECTION 13.5 - TIME LIMITS FOR FILING

A grievance shall be submitted in writing at Step 2 within fifteen (15) working days after the grievant or the Association becomes aware of the complaint giving rise to the grievance. Time limits may be extended by mutual agreement only. Failure to communicate a decision to the grievant or the Association within the time limits shall automatically move the grievance to the next step.

SECTION 13.6 - TIME OFF

Grievants, witnesses, and Association representatives shall be allowed time off with pay to attend grievance meetings called by the Board and/or the arbitration hearing. Witnesses are allowed time off only for such time as their presence is required.

SECTION 13.7 - DISCHARGE GRIEVANCES

Grievances involving the termination of an employee shall go directly to Step 3 of the grievance procedure. The Board and the Association agree to a panel of five arbitrators to be selected within thirty (30) days of the signing of this agreement. When the Association appeals a discharge case to arbitration, each member of the panel will be requested to submit the following information:

1. Earliest date for hearing the case.
2. Whether they will agree in writing to issue a decision within thirty (30) days of the submission of post-hearing briefs by the parties.

The arbitrator with the earliest possible date who agrees to issue a decision within thirty (30) days of submission of post-hearing briefs will be selected.

The parties will have thirty (30) days after the arbitration hearing or fifteen (15) days after receipt of the hearing transcript, whichever date is later, to submit briefs to the arbitrator. Briefs which are not timely filed under these guidelines shall not be considered by the arbitrator.

If an arbitrator does not issue a decision within thirty (30) days as agreed, the arbitrator shall be stricken from the panel.

If the panel of arbitrators is reduced to less than five members, the Board and the Association shall meet and agree to an additional arbitrator.

SECTION 13.8 - HARASSMENT

Bargaining unit members who assert that they have been threatened or harassed by any other employee of the College shall promptly report the details of such threat and/or harassment to a member of the Association Executive Board and the Chief Human Resources Officer.

The Chief Human Resources Officer shall initiate an investigation within ten (10) working days of receipt of a formal complaint and shall issue a report on the accusation within sixty (60) working days. The report shall include the findings of the Chief Human Resources Officer and an appropriate remedy.

If dissatisfied with the results, the employee may appeal in writing within fifteen (15) working days to the President, who will render a decision on the appeal within twenty (20) working days. The President’s decision shall be final.

This section shall not be subject to Article XIII (grievance procedure) of this Agreement and shall not be applicable where an alternative procedure is available (e.g., sexual harassment allegations).

ARTICLE XIV - EDUCATIONAL BENEFITS AND TRAINING

SECTION 14.1 - EDUCATIONAL BENEFITS

A. Tuition Waiver.

1. Employees covered by this Agreement, their children, and their spouse/domestic partner may enroll in credit courses offered by the College at no tuition charge (tuition is waived) and have associated fee(s) waived according to the following schedule:

<u>Academic Year</u>	<u>Full-time Employee</u>	<u>Part-time (25-hour) Employee</u>	<u>20-hour Employee</u>
Number of Credits	No limit*	24	18
Fees apply only to employee	\$250	\$160	\$130

**Upon approval of the immediate supervisor, an employee may attend one (1) college credit class per semester during work time.*

Part-time (25-hour) or 20-hour employees, their children, and their spouse/domestic partner who take more than 24/18 credit hours respectively during an academic year will be charged at the in-district tuition rate.

B. Educational Reimbursement.

1. The Board will create an Educational Reimbursement Fund as shown below. The fund will be used for tuition reimbursement for full-time, part-time (25-hour), 20-hour, and other continuing employees (19-hour or less) after one year of employment, in accredited (by the Higher Learning Commission or equivalent), credit-bearing programs of study at a college or university.

For FY 2021 (7/1/2020 – 6/30/2021) the amount will be \$42,000

For FY 2022 (7/1/2021 – 6/30/2022) the amount will be \$42,000

For FY 2023 (7/1/2022 – 6/30/2023) the amount will be \$42,000

For FY 2024 (7/1/2023 – 6/30/2024) the amount will be \$42,000

For FY 2025 (7/1/2024 – 6/30/2025) the amount will be \$42,000

For FY 2026 (7/1/2025 – 6/30/2026) the amount will be \$42,000

2. Approved courses must be in one or more of the following categories:
 - Courses which contribute to personal or professional development
 - Courses which provide job-related information
 - Courses which develop job-related skills
 - Courses in an accredited degree program
3. All courses must be taken for credit. Eligible employees must receive a grade of “C” or better to receive reimbursement. Continuing education units (CEUs) and courses taken on an audit basis are not eligible for tuition reimbursement.
4. If an employee receives a scholarship, monetary gift, or grant for educational expenses, the employee must provide proof of the amount, and the Educational Reimbursement Fund may reimburse the difference owed, per the stipulations in items 9 and 13 below.
5. To receive money from the fund, the employee must submit a Staff Tuition Reimbursement form to Human Resources 4 weeks prior to the start date of the course, and must provide:
 - A copy of the student schedule with start/end dates, and
 - A copy of the detailed tuition bill.
6. Employees who meet these deadlines shall be reimbursed for courses up to \$450 per credit hour for classes taken on a semester schedule and \$300 per credit hour for courses taken on a quarter/trimester schedule. Costs for student activity fees and other miscellaneous expenses related to taking courses are not reimbursable.
7. No later than 30 days after the completion of the course, employees who have submitted all materials according to above deadlines shall submit to Human Resources:
 - Proof of grade or official transcript/or certificate of completion (H.R. will retain these documents); and
 - Original paid tuition receipt.
8. To receive reimbursement, the course must be completed within six months of the course ending date.
9. An eligible employee may be reimbursed for not more than five semester hours (seven and a half quarter hours) per term, and not more than ten semester hours (15 quarter hours) per fiscal year (July 1 through June 30).
10. Employees must maintain their status as College employees throughout the approved term and at the time the grade is submitted to Human Resources to receive tuition reimbursement.
11. Employees may also request money from this fund for work-related educational seminars, workshops and travel.
12. No employee shall receive more than \$750 per year from the fund for seminars, workshops and travel.
13. No employee may be reimbursed more than \$4,500 from this fund per fiscal year, except as provided under item 15 below.
14. A list of employees who have been reimbursed and the status of the Educational Reimbursement Fund shall be given to the Association President prior to June 1 of each year.

15. Should there be excess funds available after the June 1 list is received, the Educational Reimbursement Committee, which considers requests and approves funding, may reimburse employees who have received funding for that year.

C. Advanced Degree Adjustment

Employees who obtain, with prior approval of the appropriate administrator and the concurrence of the Chief Human Resources Officer, a doctorate or master's degree in a field related to their position shall advance one (1) step on the salary schedule up to the maximum of the salary range. The one (1) step advance on the salary schedule will be effective the beginning of the next pay period following the submission of official College transcript of the advanced degree to the Human Resources office for verification and inclusion in the employee's personnel file.

D. Educational Advancement Stipend and Professional Development

1. Educational Advancement Stipend

After one year of service, any employee who receives an Oakton certificate or degree, or who completes a bachelor's degree, will receive, upon providing an unofficial Oakton College transcript (official transcript for bachelor's) to the Chief Human Resources Officer, a stipend as follows:

Certificate: \$150 (maximum 3 per person)

Associate degree: \$400 (maximum one per person)

Bachelor's degree: \$800 (maximum one per person)

Maximum Educational Advancement Stipend Amounts*

FY 2021: \$9,000

FY 2022: \$9,000

FY 2023: \$9,000

FY 2024: \$9,000

FY 2025: \$9,000

FY 2026: \$9,000

**An employee who submits a transcript after funds have been exhausted for that year, will be placed on a list for next year's funds.*

2. Professional Development

Full-time staff who have completed at least one (1) year of employment shall be eligible for reimbursement for the expense of books, software, or other professional development materials that support their employment, or on non-required memberships in professional organizations incurred during that fiscal year. All Professional Development reimbursement requests are to be emailed to the Educational Reimbursement Committee by May 1st of each fiscal year. After all Educational Advancement Stipends have been paid for that fiscal year, the Educational Reimbursement Committee shall divide the remaining funds equally amongst the submitted requests. No employee may be reimbursed more than they paid nor more than a maximum of \$1,000.

E. Required Training.

Training or study courses required of an employee, recommended by an appropriate administrator, and approved by the Chief Human Resources Officer shall be fully funded by the College.

SECTION 14.2 - TRAINING

The Board and the Association recognize the need for training and development of employees to provide more efficient and effective services and to give employees the opportunity to develop their skills and potential. In recognition of this principle, the Board shall endeavor to provide employees with reasonable orientation with respect to current procedures, forms, methods, techniques, materials, equipment, and periodic changes thereof, including, where applicable, procedural manuals normally used in employees' work assignments.

ARTICLE XV - LEAVES OF ABSENCE

SECTION 15.1 - BEREAVEMENT LEAVE

A. Family Members.

In the event of a death in the employee's immediate family (spouse or domestic partner, child, stepchild or parent), the employee shall be entitled to up to five (5) work days to be taken within seven (7) calendar days without loss of salary. An employee shall be entitled to up to three (3) work days to be taken within five (5) business days, without loss of salary in the event of the death of the parents of their spouse or domestic partner, siblings, grandparents, step-parents, or a relative living in the employee's household. If more days are needed, an employee may use any accumulated personal leave days which the employee is entitled to receive. If still more days are needed, the immediate supervisor and the Chief Human Resources Officer may allow an employee to use accumulated sick leave or vacation leave.

B. Other Relatives.

Personal leave days may be taken to attend the funeral of relatives not specifically listed above. In the event that an employee has previously used their personal leave days, or if additional days are needed, the immediate supervisor and the Chief Human Resources Officer may allow an employee to use accumulated sick leave or vacation leave.

C. Interruption.

An employee, at their option, may interrupt or terminate a vacation leave in order to take bereavement leave.

SECTION 15.2 - LEAVE FOR JURY DUTY

All employees subpoenaed as witnesses in a criminal proceeding or as jurors in a civil or criminal proceeding will notify the immediate supervisor as soon as possible after being subpoenaed. Subpoenaed employees required to serve as jurors or to appear as witnesses during a working day shall be paid their normal salary during this period. Monies paid by the court shall be retained by the employee to cover expenses. While on leave, the employee shall keep the appropriate supervisor informed as to the possible length of absence.

SECTION 15.3 - MILITARY LEAVE

Employment and re-employment of employees who leave their jobs voluntarily or involuntarily to serve in the military, including the military reserves and the National Guard, will be in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) (38 U.S.C. § 4301-4334).

SECTION 15.4 - PARENTAL LEAVE

A. Eligibility.

A full-time/full-year employee who has completed two (2) years of service to the College may request a parental leave without pay for a period not to exceed one (1) year to rear a dependent child under five (5) years of age. The leave request shall not be denied. If the staff member meets the eligibility requirements of an FMLA leave, the FMLA leave shall precede the Parental Leave.

B. Benefit Coverage.

The employee may continue benefit coverage by applying to Human Resources thirty (30) calendar days prior to the requested leave and by paying for the first month of elected coverage and continuing to pay for the coverage at the beginning of each month.

An alternative option of a flexible plan for the repayment of insurance benefit costs shall be available for any employee who has completed at least five (5) years of service on or before the commencement date of their parental leave, as follows:

Repayment shall begin when the employee returns to work after the leave and must be paid within one (1) year of return to work. A promissory note or other payment collection vehicle must be signed.

C. Salary Movement.

While such a leave shall not constitute a break in service, it shall not apply to vertical movement on the salary schedule.

D. Reinstatement.

A full-time/full-year employee returning from such leave within eighteen (18) weeks of the beginning of the leave shall return to the position they occupied prior to the leave. An employee returning from a leave of more than eighteen (18) weeks may be reinstated in their former position or a comparable position available at a salary level commensurate with the salary grade and step occupied at the beginning of such leave of absence. The employee must submit, to the appropriate supervisor and Human Resources, notification of return thirty (30) days prior to returning from such a leave.

SECTION 15.5 - ELECTION LEAVE

Leaves of absence without pay for Election Day activity shall be granted upon approval of the area administrator and the Chief Human Resources Officer.

SECTION 15.6 - SICK LEAVE

A. Sick Leave Definition.

Sick leave is granted for personal illness, quarantine at home, or serious illness of a spouse, domestic partner, child, stepchild, or parent residing with the employee.

B. Sick Leave Rate of Accrual for Full-Time/Full-Year Employees.

1. Full-time/full-year employees shall accrue sick leave at the rate of ten (10) hours (1.25 days) per month up to a maximum of 2,560 hours (320 days).
2. Full-time/short-year employees shall accrue sick leave on a pro-rata basis according to the above schedule.

C. Sick Leave for Less Than Full-Time Employees.

All other employees shall accrue sick leave on a monthly basis according to the following schedule:

1. Employees who are scheduled to work at least 1,500 hours in a calendar year shall be credited at the rate of 60 hours of accrued sick leave per year.

2. Employees who are scheduled to work at least 1,250 hours but less than 1,500 hours in a calendar year shall be credited at the rate of 50 hours of accrued sick leave per year.
3. Employees who are scheduled to work at least 1,000 hours but less than 1,250 hours in a calendar year shall be credited at the rate of 40 hours of accrued sick leave per year.
4. Any other continuing employee who worked at least 500 hours but less than 1,000 in a calendar year shall be credited with 12 hours of accrued sick leave per year.

D. Use.

1. Sick leave shall be taken at a minimum of an initial one (1) hour block, and in fifteen (15) minute increments thereafter.
2. A full day of sick leave used during the summer work week will be charged at eight (8) hours.
3. Sick leave cannot be taken during probationary period.

SECTION 15.7 - PERSONAL LEAVE

Effective January 1, 2021 through December 31, 2021 subject to approval by their supervisor, each employee shall be permitted, without loss of salary, three (3) days each year for personal days, in accordance with the rate of accrual specified in Section 15.6 B and 15.6 C, above.

Personal days will be charged against sick leave and may be used as an extension of a holiday or vacation day. Personal leave shall be taken at a minimum of an initial one (1) hour block, and in fifteen (15) minute increments thereafter, and may not be taken during an employee's probationary period.

- Full-time employees may use up to 24 hours of personal time per fiscal year.
- Part-time (25-hour) employees may use up to 15 hours of personal time per fiscal year.
- 20-hour employees may use up to 12 hours of personal time per fiscal year.

Effective January 1, 2022, subject to approval by their supervisor, each employee shall be permitted, without loss of salary, two (2) days each year for personal days. Personal days will not be charged against sick leave and may be used as an extension of a holiday or vacation day. Personal leave shall be taken at a minimum of an initial one (1) hour block, and in fifteen (15) minute increments thereafter, and may not be taken during an employee's probationary period. Personal leave during peak periods as defined by departments may be granted at the discretion of the supervisor.

- Full-time employees may use up to 16 hours of Personal time per fiscal year.
- Part-time (25 hour) employees may use up to 10 hours of Personal time per fiscal year.
- 20-hour employees may use up to 8 hours of Personal time per fiscal year.

Accrued unused personal leave shall be transferred to the employee's sick leave accumulation amount at the end of each contract year and will not be reported to SURS for additional retirement service credit purposes when the employee separates from employment with the College.

SECTION 15.8 – LONG-TERM LEAVE

A. Eligibility.

Other unpaid leaves may be granted by the President of the College upon advice of the employee's area administrator and the Chief Human Resources Officer under the following conditions:

1. The leave is for good and sufficient reason.
2. The employee has two (2) years of service.

3. The requested period is for one (1) year or less.
4. The employee requests such leave at least ninety (90) calendar days in advance of the intended leave, provided less advance notice may be given by the employee if ninety (90) days is not possible or such notice is waived by the Chief Human Resources Officer in their sole discretion because of extraordinary circumstances. In no event shall the granting of leave with less than ninety (90) day notice be a precedent for whatsoever reason or constitute a precedent or past practice for such employee or any other person now or hereafter employed by the College.
5. The employee re-affirms, in writing, their intent to return to work at least three (3) months prior to the return date.
6. The granting of long-term leaves shall be at the sole discretion of the President and shall be non-precedential.
7. All requests shall be submitted in writing through the employee's area administrator to the Chief Human Resources Officer.

B. Reinstatement.

Upon returning from long-term leave, the employee shall be reinstated in their former position, if available, or in a comparable position available at a salary level commensurate with the grade and step occupied at the beginning of such leave. If no comparable position is available, the provisions of Sections 5.7 and 6.3 shall apply.

C. Dismissal.

Failure of an employee to return to work at the end of a long-term leave shall constitute just cause for dismissal.

SECTION 15.9 - PERMANENT DISABILITY

Upon exhaustion of all accumulated paid leave, if the employee is still unable to return to regular duties as a consequence of illness or disability, the employee shall be granted leave without pay, provided that at any time after the employee has been absent from work because of a particular illness or disability for at least 120 days, whether continuous or intermittent, the Administration may declare such employee to be permanently disabled. If, at some future date, the employee is able to return to work, the provisions of Section 6.3 C shall apply.

SECTION 15.10 - CONVENTION LEAVE

The Administration shall grant four (4) days paid leave in each even numbered year for members elected to attend the convention of the American Federation of Teachers.

SECTION 15.11 - FAMILY AND MEDICAL LEAVE

The Administration agrees to adhere to the Family and Medical Leave Act of 1993 (FMLA) and its regulations and the state law and its regulations for all employees in the bargaining unit.

A. Leave Year/Schedule.

A Leave Year shall be a 12-month period, measured forward from the first date an employee uses FMLA leave.

B. Benefits.

During the period of family or medical leave, the employer will maintain the employee's coverage under its group health plan at the level and under the conditions coverage would have been provided if the employee had remained in employment continuously for the duration of such leave.

ARTICLE XVI – VACATION

SECTION 16.1 - RATE OF ACCRUAL

A. Qualification.

Full-time/full-year employees receive a paid vacation based upon the number of years of continuous service. No vacation leave may be taken during the first six (6) months of employment. Full-time/short- year employees shall accrue vacation on a pro-rata basis.

Non-exempt Employees.

Non-exempt employees shall earn vacation as follows:

Years of Service	Number of Vacation Hours
1-5	80 hours (10 days)
6	104 hours (13 days)
7	112 hours (14 days)
8	120 hours (15 days)
9	128 hours (16 days)
10-14	136 hours (17 days)
15-19	144 hours (18 days)
20+	152 hours (19 days)

B. Exempt Employees.

Exempt employees shall earn vacation as follows:

Years of Service	Number of Vacation Hours
1-5	120 hours (15 days)
6	144 hours (18 days)
7+	160 hours (20 days)

SECTION 16.2 - USE OF VACATION

- A. Vacation leave shall be taken at a minimum of a one (1) hour block and in fifteen (15) minute increments thereafter.
- B. When a holiday falls while an employee is on vacation, the day shall be counted as a holiday, not as a vacation leave day.
- C. All employees shall be entitled, at their option, to take at least one (1) vacation leave period of seven (7) continuous calendar days, if earned, during any given year, scheduled in accordance with Section 16.3, below.
- D. Vacation used during the summer shall be charged at eight (8) hours per work day.

SECTION 16.3 - VACATION SCHEDULING

A. Procedure.

The area administrator shall grant vacation requests, which shall be scheduled according to the needs of the College. Employees who apply for vacation leave prior to April 1 of each year shall be allowed to exercise their seniority in scheduling vacation leave for the following twelve-month period. After April 1, vacation leave shall be scheduled on a first-come, first-served basis. The supervisor shall schedule vacation leaves as far as possible in advance.

B. Entitlement Protection.

An employee's request for vacation leave, received at least thirty (30) days prior to the leave date, cannot be denied if such denial would result in the employee losing any vacation entitlement in accordance with Section 16.4, below, and if a previous request for vacation leave has been denied during the six (6) month period preceding December 1 of each year.

SECTION 16.4 - UNUSED VACATION

From January 1, 2021 to December 31, 2022, on January 1 of each year, any vacation leave hours the employee has accumulated in excess of eighty-eight hours (88 hours) more than the employee is eligible to earn in one (1) calendar year will be converted into sick leave hours.

Effective January 1, 2023, on January 1 of each year, any vacation leave hours the employee has accumulated in excess of seventy-two hours (72 hours) more than the employee is eligible to earn in one (1) calendar year will be converted into sick leave hours.

SECTION 16.5 - VACATION ACCRUAL FOR LESS THAN FULL-TIME EMPLOYEES

Part-time, 20-hour and other continuing employees shall accrue vacation time on a bi-weekly basis according to the following schedule. Years of service are continuous and include continuous years of service in any full-time, part-time, 20-hour and other continuing employee staff position.

Years of service are calculated using hire date.

Vacation Accruals

Hours Scheduled to Work per Calendar Year	Years of Service
	1 - 6
1,500	7+
1,250-1,499	60 hours
1,000-1,249	90 hours
500-999	50 hours
	40 hours
	75 hours
	60 hours
	18 hours

SECTION 16.6 - FINAL COMPENSATION

Upon separation from employment with the College, an employee shall be paid for vacation leave accrued but not used at the regular salary rate of the employee at the time of separation. (Also see Appendix D.)

ARTICLE XVII – HOLIDAYS

SECTION 17.1 - HOLIDAYS OBSERVED

A. Regular Holidays.

The following shall be the regular paid holidays for full-time, part-time and 20-hour employees: Labor Day, Veterans Day, Thanksgiving Day, the Friday following Thanksgiving Day, the day of Christmas Eve Day, Christmas Day, New Year’s Eve Day, New Year's Day, the birthday of Dr. Martin Luther King, Jr., Presidents Day, Memorial Day, Juneteenth (June 19), and Independence Day. Full-time/short-year employees shall be entitled to receive holiday pay for Independence Day provided they work the week during which the holiday falls.

B. Floating Holiday.

1. Employees shall receive one (1) floating holiday per fiscal year, to be taken subject to approval of the employee's supervisor.
2. Employees shall receive (1) additional floating holiday in 2021 due to winter break, to be taken subject to the approval of the employee's supervisor.
3. Employees shall receive (1) additional floating holiday in 2022 due to winter break, to be taken subject to the approval of the employee's supervisor.
4. Employees shall receive (1) additional floating holiday in 2023 due to winter break, to be taken subject to the approval of the employee's supervisor.

C. Winter Break.

The College will close during the week between Christmas Day and New Year's Day. The winter break will consist of the following days:

2021 College Closed Friday, December 24, 2021 – Sunday, January 2, 2022
2022 College Closed Saturday December 24, 2022, through Monday January 2, 2023
2023 College Closed Saturday December 23, 2023 – Monday, January 1, 2024
2024 College Closed Tuesday, December 24, 2024 – Wednesday, January 1, 2025
2025 College closed Wednesday, December 24, 2025 – Saturday January 3, 2026

SECTION 17.2 - HOLIDAYS ON WEEKENDS

When a holiday falls on a Saturday, the College shall observe the holiday on the preceding Friday. When a holiday falls on a Sunday, the College shall observe the holiday on the following Monday. When a holiday occurs on a Friday, Saturday, or Sunday during the summer session, the College shall observe the holiday on the following Monday.

SECTION 17.3 - HOLIDAYS FOR PART-TIME EMPLOYEES

- A. Employees who work at least 1,500 hours in a calendar year shall receive six (6) hours holiday pay for each holiday.
- B. Employees who work at least 1,250 hours but less than 1,500 hours in a calendar year shall receive five (5) hours holiday pay for each holiday.
- C. Employees who work at least 1,000 hours but less than 1,250 hours in a calendar year shall receive four (4) hours holiday pay for each holiday.

SECTION 17.4 - HOLIDAY DURING UNPAID LEAVE

Holiday pay shall not be applicable while an employee is on unpaid leave.

ARTICLE XVIII – INSURANCE

SECTION 18.1 - HEALTH INSURANCE

A. Benefits – Full-Time Employees.

1. The Board shall continue the Hospitalization, Dental Plan for full-time/full-year employees and their dependents as comparable as possible to that provided faculty. Full-time/short-year employees shall have the same benefits as full-time/full-year employees while they work full time

and for those months they are in regular pay status for at least ten (10) working days. New employees entitled to benefits shall receive the same effective upon date of hire.

2. A supplemental option for vision insurance will be available through the College. The cost for the supplemental option will be the same percentages as Section 18.1C (Funding).

B. Benefits – Part-time Employees.

1. Part-time employees as defined in Section 1.7 shall be eligible to purchase individual HMO health insurance upon date of hire. The Board shall pay for 50% of the cost of the part-time employee's individual health insurance.
2. Full-time employees who move into part-time positions and who have worked at the College shall receive health care benefits as defined in Section 18.1 B. 1.
3. See Appendix E.

C. Funding

For employees on the payroll prior to and after the signing of this contract, funding for the benefits described in Section 18.1.A.1 will be as follows:

Effective January 1, 2021 through December 31, 2021, the College will pay eighty-five percent (85%) of the full-time employee's selected single or family health insurance coverage. The College will pay eighty-five percent (85%) of the full-time employee's selected single or family dental insurance. The CSA has the option of using the Insurance Reserve Fund.

Effective January 1, 2022, the College will pay eighty-two and a half percent (82.5%) of the full-time employee's selected single or family health insurance coverage. The College will pay eighty-two and a half percent (82.5%) of the full-time employee's selected single or family dental insurance. The CSA has the option of using the Insurance Reserve Fund.

Effective January 1, 2023 through December 31, 2023, the College will pay eighty-one and one-quarter percent (81.25%) of the full-time employee's selected single or family health insurance coverage. The College will pay eighty-one and one-quarter percent (81.25%) of the full-time employee's selected single or family dental insurance. The CSA has the option of using the Insurance Reserve Fund.

Effective January 1, 2024 the College will pay eighty percent (80%) of the full-time employee's selected single or family health insurance coverage. The College will pay eighty (80%) of the full-time employee's selected single or family dental insurance. The CSA has the option of using the Insurance Reserve Fund.

D. Insurance Review Committee.

During the term of this Agreement there shall be a committee of nine individuals, comprised of an equal number of representatives from full-time faculty, classified staff and the administration, to (1) approve health insurance carriers; (2) set coverages; and (3) modify insurance plans to ensure optimum coverage from available resources. The President of the Association shall appoint the classified staff members to the committee, the President of the OCCFA shall appoint the faculty members to the committee, and the President of the College shall appoint the administrators to the committee. The consensus of at least seven members of the committee shall be required to approve any action. The committee shall recommend for ratification any alteration in the insurance program provided herein to the Boards of their respective groups, which shall not be unreasonably withheld.

E. Staff Insurance Reserve Fund.

1. There shall be a Staff Benefits Subcommittee, comprised of the President of the OCCCSA or a designee, two of the staff representative members of the Insurance Review Committee, and three administrators, who shall determine the use of the Staff Insurance Reserve Fund. The consensus of at least four members of the Subcommittee shall be required to approve any action.
2. Any monies remaining in the Staff Insurance Reserve Fund at the end of each year shall carry forward to the following year and will be used at the discretion of the Staff Benefits Subcommittee.
3. Each July and January, the Association shall be provided a balance sheet, reflecting current status of funds.

F. IRS Section 125.

The Board shall make available to employees an IRS Section 125 salary reduction program for insurance premiums and eligible non-reimbursed medical and dependent care expenses.

G. Employees who are approved by SURS for disability leave will have their individual health benefits continue as if the employee had worked for the period of the disability or for one year, whichever is less. The employee on disability leave shall pay the same rate for individual coverage as current employees pay and the Board shall pay \$100 per month toward the cost of family coverage for the same period.

SECTION 18.2 - LIFE INSURANCE

A. Term life insurance and accidental death and disability insurance will be provided to full-time employees at no cost in amounts equal to two (2) times their annual base salary, including shift differential, rounded to the next highest \$1,000. Adjustments in the amounts of insurance will be made the first of the month following the payment of any salary adjustment.

B. A \$10,000 term life insurance and accidental death and dismemberment insurance will be provided to part-time employees at no cost.

SECTION 18.3 - WORKER'S COMPENSATION

All employees are covered under the Illinois Worker's Compensation Act. All occurrences of disability or injury shall be reported to the employee's supervisor and the College nurse immediately. Failure to notify could mean forfeiture of benefits.

SECTION 18.4 - INSURANCE DURING UNPAID LEAVE

An employee who is on parental leave or on an approved leave of absence or who has exhausted sick leave and is not in pay status shall be allowed to participate in group insurance policies provided that the employee pays the full cost of such participation within thirty-one (31) days of billing.

SECTION 18.5 - RECALL LIST EMPLOYEES (See 5.7 A – Recall Eligibility)

Employees on recall shall be allowed to participate in group insurance policies provided that the employee pays the full cost.

ARTICLE XIX - SALARY

SECTION 19.1 - SALARY SCHEDULE

All bargaining unit employees employed as of the date of ratification and approval of the Agreement shall receive a one-time, off-schedule stipend of \$400.

All employees shall be paid according to the salary schedules in Appendix B of this Agreement. These schedules, increases and step movement shall take effect as follows:

January 1, 2021: 2.0% increase to base, no step increases. (retroactive to January 1, 2021)
January 1, 2022: 2.99% increase to base, no step increases. (retroactive to January 1, 2022)
January 1, 2023: 2.99% increase to base, through one (1) step increase.
January 1, 2024: 2.99% increase to base, through one (1) step increase.
January 1, 2025: 3.25% increase to base, no step increases.

Employees who have obtained Step X shall receive annual increases, effective January 1 of each year for the term of the Agreement, as follows:

Grades 1 through 11: The greater of:

- (a) \$1049 higher than Step X from the prior calendar year, or
- (b) \$1049 higher than the top Step in the current calendar year.

Grades 12 through 16: The greater of:

- (a) \$599 higher than Step X from the prior calendar year, or
- (b) \$599 higher than the top Step in the current calendar year.

SECTION 19.2 - CALCULATION OF HOURLY RATE

For the purposes of determining the hourly rate of pay, and in accordance with past practices, the following formula shall be used: annual rate of pay as determined by grade and step placement divided by 2,015 (2,080 for Facilities employees).

SECTION 19.3 - PAY DAYS

Employees shall be paid every other Friday. If a pay day shall occur on a Friday when the College is scheduled to be closed, the pay day shall be on the preceding Thursday.

SECTION 19.4 - LEAVE INFORMATION

The Administration shall provide written information on accumulated vacation leave and sick leave to each employee.

SECTION 19.5 - PROMOTIONAL PAY INCREASE

Employees promoted to a higher paying classification or reclassified in accordance with Article IX of this Agreement shall be paid at their current step in the new classification.

ARTICLE XX - RETIREMENT

SECTION 20.1 - TUITION WAIVERS

Retirees (who had been regularly employed 25 hours or more per week) may receive tuition waivers for up to six (6) credit hours of their choice during an academic year.

SECTION 20.2 - RETIREMENT PROVISIONS

Full-time employees with fifteen (15) years or more of service, or full-time employees and full-time/short-year employees who have worked the equivalent of fifteen (15) years or more of full-time service, and who are eligible to retire under SURS between January 1, 2021 and December 31, 2025, will receive a retirement payment based upon the following formula: (base pay at time of notice x .00375 x years of service at Oakton Community College) In addition, an eligible retiree may receive payment for retirement vacation days. Retirement vacation days are added to the total accumulated vacation hours on the employee's last day at work and paid out as part of the vacation day pay out. Retirement vacation days are calculated by the following formula: (total accumulated sick time divided by 8 divided by 10). The lump sum payment will be made within sixty (60) calendar days following the effective date of retirement. A break in service or unpaid leave of three (3) or more months will not be counted toward years of service except for FMLA leave or any leave under law. To receive the retirement provision, employees must notify the Department of Human Resources of their intention to retire at least three (3) months prior to retirement. The lump sum payment will be made within sixty (60) calendar days following the effective date of retirement. The College is not responsible for any tax consequences or SURS liability when making this lump sum payment.

ARTICLE XXI - MISCELLANEOUS

SECTION 21.1 - LABOR MANAGEMENT MEETINGS

The current policy of monthly meetings between the Association Executive Board and the Vice President for Administrative Affairs and Chief Human Resources Officer shall remain in effect during the term of the Agreement.

SECTION 21.2 - TEMPORARY ASSIGNMENT

When an employee is assigned to work temporarily for at least twenty (20) working days, sixteen (16) working days during the four- (4) day summer work weeks, in a higher paying classification, the employee shall be paid at their current step in the higher classification, retroactive to the commencement of such assignment.

SECTION 21.3 - WORK ASSIGNMENTS

A. Where feasible, the College shall provide five (5) calendar days notice before assigning an employee to another campus.

B. Mileage Reimbursement.

Employees will be reimbursed for one-way or round trip mileage expenses, whichever applies, if a work assignment requires them to travel between campuses on a given day.

SECTION 21.4 - RESIGNATIONS

All resignations from employment should be submitted in writing, signed by the employee, and submitted to the appropriate supervisor, with a copy to the Human Resources Department.

SECTION 21.5 – MANAGEMENT RIGHTS

Management rights are defined by the Illinois Educational Labor Relations Act (IELRA).

The Board of Trustees shall not be required to bargain over matters of inherent managerial policy, which shall include such areas of discretion or policy as defined through the IELRA. The Board, however, shall

be required to bargain collectively with regard to policy matters affecting wages, hours and terms and conditions of employment as well as the impact thereon upon request by the Association.

Subject to any specific limitations set forth in this agreement the College reserves the following management rights:

- A. supervising and directing the work force and determining classified employees' duties, responsibilities, and assignments;
- B. establishing qualifications for employment;
- C. promoting, assigning, or transferring classified employees;
- D. determining the methods, means and number of classified personnel necessary to carry out the College's mission; and
- E. establishing work and productivity standards for classified employees.

ARTICLE XXII - PRECEDENCE OF AGREEMENT

The parties agree that the Agreement shall supersede any provisions of Board rules or departmental or College work rules that differ with this Agreement.

ARTICLE XXIII - PRINTING OF THE AGREEMENT

SECTION 23.1 - RESPONSIBILITY

The Administration shall be responsible for the printing of the Agreement and shall provide the Association an opportunity to proofread the Agreement prior to printing. The Administration shall assume the cost of printing the Agreement.

SECTION 23.2 - DISTRIBUTION

The Administration shall post the complete Agreement on the Human Resources employee-only website. Both the Administration and the Association shall each receive fifty (50) copies of the Agreement. When hired, each new employee shall receive a copy of the Agreement from the College's Department of Human Resources.

SECTION 23.3 - UPDATING

Appendix A - Job Title by Grade Classification shall be updated annually by the first week in April. The updating will take place on the electronic copy of the Agreement and posted on the Human Resources website.

ARTICLE XXIV - NO STRIKE

During the term of this Agreement, the Association shall not engage in any strike.

ARTICLE XXV - TERMINATION

This Agreement shall be effective January 1, 2021, and shall remain in full force and effect until 11:59 p.m. on December 31, 2025. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least one hundred and twenty (120) days prior to the expiration

date that it desires to modify the Agreement. In the event that such notice is given, negotiations shall begin no later than seventy-five (75) days prior to the expiration date of the Agreement unless both parties shall agree otherwise in writing.

ARTICLE XXVI - EFFECTIVE DATE AND DURATION

This Agreement shall be effective January 1, 2021

This Agreement shall continue in effect until 11:59 p.m. on December 31, 2025.

**OAKTON COMMUNITY COLLEGE
Classified Staff Association**

**OAKTON COMMUNITY COLLEGE
Board of Trustees**

Dated: _____

Heather Jakob-Short
President

Paul Kotowski
Chair

John Donoghue
Vice President

Gail Bush
Secretary

Jennifer Crowley

Tamara Laws

Francisco Sosa

Cheryl Valloni

APPENDIX A

JOB TITLE BY GRADE CLASSIFICATION

Title	GRADE
Courier ALL	3
Assistant Teacher ECE RHC	6
Center Assistant	6
Telecommunications Operator	6
Copy Center Clerk	7
Custodian	7
Department Assistant	7
Library Assistant Circulation	7
Office Coordinator Assistant ALL	7
Security Guard	7
Athletics Department Assistant	8
Bookstore Assistant - RHC	8
Bookstore POS Supervisor	8
Bookstore Receiving Clerk	8
Computer Lab Assistant	8
Maintenance Assistant Mailroom RHC	8
Senior Department Assistant	8
Testing Center Monitor	8
Academic Scheduling Specialist	9
Accounting Assistant Cashier	9
Administrative Assistant	9
Administrative Assistant Health Services	9
Art Lab Support Assistant	9
Bookstore Supervisor - RHC	9
Bookstore Textbook Buyer	9
Call Center Agent	9
Campus Events Assistant	9
Career Services Assistant	9
Chemistry Lab Support Assistant	9
Credentials & Records Specialist	9
Credentials Analyst	9
Curriculum & Instruction Coordinator	9
Enrollment Specialist	9
Evanston High School Office Coordinator ALL	9
General Maintenance	9
Graphic Design Lab Assistant	9
Groundskeeper	9
Head Custodian	9
IT Customer Support Technician	9
Language Lab Assistant	9

Learning Center Office Coordinator	9
Maintenance Painter	9
Media Services Technician	9
Office Coordinator	9
Office Coordinator Learning Center	9
Payroll Assistant	9
Program Assistant CE&T	9
Program Support Assistant HIT PTA	9
Program Support Assistant Nursing	9
Program Support Specialist	9
Purchasing Assistant	9
Registration and Records Assistant	9
Sr. Library Circulation & Cataloging Assistant	9
Sr. Technical Services Assistant	9
Academic Operations Specialist	10
Accounting Assistant Accounts Receivable	10
Accounting Assistant Accounts Payable / Grants	10
Admission Operations Specialist	10
Advising & Enrollment Specialist-RHC	10
AHR Lab Assistant	10
Art Laboratory Assistant	10
Assistant Testing Coordinator	10
Assistant Literacy Program Manager	10
Athletic Operations Specialist	10
Biology Lab Support Assistant	10
CPD Assistant	10
Degree Completion Specialist	10
Digital Media Specialist	10
Division Office Manager	10
Electronics & Computer Networking Technician	10
Financial Aid Advisor	10
Fitness Center Supervisor	10
IT Help Desk Assistant	10
Language Lab Assistant Technology	10
Manufacturing & Automation Technician	10
Marketing Administrative Assistant	10
Office Coordinator Library	10
Photo/Graphic Design Lab Assistant	10
Program & Marketing Assistant, CETT	10
Program Assistant Business Services	10
Purchasing Assistant Special Purchases	10
Recruitment & Outreach Assistant	10
Research and Planning Assistant	10
System Administrator/Operator	10
Teacher, Early Childhood	10
Workforce Education Program Support Specialist	10
Associate Tech Director PAC	11
BNAT Assessment & Advising Specialist	11
Budget Office Assistant	11

Campus Events Coordinator	11
Career and Transfer Coach	11
Central Services Assistant	11
Coordinator of Student Academic Records	11
Coordinator Student Financial Assistance	11
Copy Center Manager	11
Development Specialist	11
Equity Coordinator Andale	11
Equity Coordinator Black Student Success	11
Facilities Coordinator	11
Financial Assistance and Literacy Coordinator	11
Graphic Designer	11
Housekeeping Supervisor	11
IT Help Desk Supervisor	11
Language Lab Coordinator	11
Microcomputer Technician	11
Naturalist	11
Nursing Skills and Resource Lab Specialist	11
Office Coordinator-Advising	11
Payroll Specialist	11
Production Coordinator for the PAC*	11
Physical Therapy Skilled Lab Assistant	11
Recruitment & Outreach Specialist	11
Science Lab Assistant, Biology	11
Science Lab Assistant ,Physics	11
Science Lab Assistant/RHC	11
Senior Scheduling Assistant	11
Skilled HVAC Mechanic	11
Skilled Maintenance/Certified Plumber	11
Skilled Maintenance	11
Skilled Mechanic	11
Sr Financial Aid Advisor/RHC	11
Technical Specialist Financial Aid	11
Web Content Specialist	11
Academic Advisor	12
Accounting & Payroll Coordinator, CE&T*	12
Admission Operations Coordinator	12
Athletic Support/Compliance Specialist	12
Cannabis Lab Assistant	12
Coordinator, Center for Promoting STEM (CPS)*	12
Coordinator, Library Access Services	12
Coordinator, Library Technical Services	12
Enrollment Services Coordinator and Skokie Supervisor	12
Fleet Equipment Mechanic	12
Health Career Advisor	12
Learning Specialist	12
Marketing Specialist	12
Microcomputer Lab Coordinator	12
Registered Nurse	12
Science Laboratory Specialist	12

Senior Media Services Technician	12
Senior Staff Accountant*	12
Senior Web Content Specialist	12
Student Employment Specialist	12
Student Life Coordinator	12
Testing Center Coordinator	12
Accessibility Specialist	13
Assistant Manager of Auxiliary	13
Assistive Technology Specialist	13
Bursar	13
College Transitions Program Manager	13
Coordinator, Advisement & Student Success*	13
Coordinator, Advising & Student Success Initiatives*	13
Coordinator, Career and Transfer Center*	13
Curriculum Compliance Manager*	13
Database and Advancement Services Manager	13
Desktop Systems Engineer	13
Early College Program Manager	13
Instructional Technology Specialist	13
Manager of Continuing Education	13
Manager of Enrollment Services*	13
Manager of Graphic Design & Production*	13
Manager of Online Learning Operations*	13
Manager of Wm A. Koehnline Gallery	13
Media Services Integration Technician	13
Media Services Specialist	13
Payroll Manager*	13
Purchasing Manager*	13
Recruitment and Outreach Manager*	13
Registrar Technology Coordinator	13
Senior Microcomputer Lab Coordinator	13
Senior Microcomputer Technician	13
Supervisor of Accounting Services*	13
Sustainability Specialist	13
Technical Director for the PAC	13
Wellness Coordinator*	13
Academic Affairs Project Implementation Coordinator**	14
Academic Programmer/Analyst	14
Adult Education Manager - ESL	14
Business Analyst - Finance	14
Data Warehouse Manager*	14
Health Services Manager*	14
HVAC Chief	14
Manager of Admissions Operations*	14
Manager of Access & Disability Resource Center*	14
Manager Career & Transfer Services*	14
Manager of CE & T Operations*	14
Manager Early Childhood Development Center	14
Manager of Research*	14

Manager of Student Financial Assistance*	14
Manager of Student Life & Campus Inclusion*	14
Manager of Volunteer & Literacy Programs*	14
Network Analyst	14
Senior Systems Administrator	14
Senior Business Analyst Software Developer	14
Senior Business Analyst Software Specialist	14
Senior Instructional Technical Specialist	14
Student Conduct Manager & Deputy IX*	14
Supervisor of Grounds	14
Supervisor of Building Maintenance	14
Voice Network Manager	14
Web Developer*	14
Web Dev Web Programmer*	14
Counselor*	15
Manager of Database Administration	15
Manager of Media Services*	15
Manager, Transitions and Persistence	15
Security Analyst System Administration*	15
Sr Manager Business & Community Programs*	15
Student Care Coordinator*	15
Webmaster*	15

*FLSA Exempt Positions

APPENDIX B

CALENDAR YEAR 2021 CSA SALARY TABLE														
2.00% INCREASE WITH NO CHANGE IN STEPS														
Step	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
1	27,755	29,835	32,135	34,568	37,185	40,016	43,067	46,326	49,847	53,645	57,718	64,671	71,807	79,679
2	28,866	31,028	33,421	35,951	38,672	41,616	44,790	48,180	51,842	55,791	60,027	67,258	74,679	82,867
3	30,021	32,270	34,758	37,389	40,219	43,281	46,582	50,106	53,915	58,023	62,428	69,949	77,667	86,182
4	31,223	33,571	36,151	38,891	41,837	45,021	48,451	52,121	56,083	60,352	64,935	72,760	80,782	89,645
5	32,426	34,874	37,543	40,392	43,454	46,761	50,318	54,135	58,252	62,682	67,444	75,571	83,898	93,110
6	33,630	36,174	38,934	41,892	45,070	48,500	52,188	56,150	60,418	65,014	69,952	78,383	87,012	96,574
7	34,833	37,478	40,331	43,391	46,687	50,240	54,057	58,164	62,585	67,341	72,458	81,194	90,127	100,039
8	36,037	38,778	41,724	44,893	48,302	51,980	55,926	60,179	64,750	69,671	74,968	84,007	93,242	103,507
9	37,240	40,075	43,122	46,393	49,918	53,715	57,798	62,189	66,918	72,002	77,477	86,815	96,361	106,966
10	38,450	41,372	44,512	47,894	51,536	55,453	59,670	64,200	69,080	74,335	79,986	89,622	99,480	110,430
11	39,649	42,673	45,907	49,392	53,154	57,190	61,542	66,214	71,245	76,660	82,494	92,432	102,597	113,895
12	40,854	43,969	47,300	50,899	54,770	58,931	63,412	68,227	73,412	78,992	85,006	95,239	105,713	117,358
13	42,060	45,268	48,697	52,394	56,390	60,668	65,283	70,238	75,578	81,323	87,512	98,050	108,828	120,826
14	43,261	46,566	50,091	53,896	58,002	62,405	67,157	72,250	77,741	83,652	90,022	100,856	111,945	124,285
15	44,469	47,865	51,489	55,398	59,618	64,145	69,024	74,263	79,906	85,981	92,526	103,667	115,061	127,751
16	45,673	49,163	52,880	56,898	61,235	65,879	70,899	76,277	82,074	88,312	95,039	106,473	118,178	131,213
17	46,875	50,465	54,274	58,395	62,849	67,620	72,770	78,289	84,239	90,646	97,546	109,285	121,296	134,679
18	48,082	51,759	55,668	59,897	64,469	69,356	74,641	80,302	86,402	92,975	100,054	112,094	124,409	138,145
19	49,286	53,057	57,065	61,400	66,081	71,096	76,511	82,317	88,567	95,305	102,564	114,901	127,528	141,603
20			58,458	62,903	67,697	72,831	78,384	84,326	90,734	97,635	105,069	117,709	130,647	145,070
21							80,256	86,339	92,900	99,966	107,580	120,516	133,761	148,533
22										102,294	110,089	123,326	136,879	151,997
X	50,335	54,106	59,507	63,952	68,746	73,880	81,305	87,388	93,949	102,893	110,688	123,925	137,478	152,596

CALENDAR YEAR 2022 CSA SALARY TABLE
2.99% INCREASE WITH NO CHANGE IN STEPS

Step	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
1	28,585	30,727	33,096	35,601	38,297	41,212	44,355	47,712	51,338	55,249	59,443	66,605	73,954	82,062
2	29,729	31,956	34,421	37,026	39,829	42,860	46,129	49,620	53,392	57,459	61,822	69,269	76,912	85,345
3	30,918	33,235	35,797	38,507	41,421	44,575	47,975	51,605	55,527	59,758	64,295	72,040	79,989	88,759
4	32,157	34,575	37,232	40,053	43,088	46,367	49,900	53,679	57,760	62,157	66,877	74,935	83,197	92,325
5	33,395	35,917	38,666	41,600	44,753	48,159	51,822	55,754	59,994	64,556	69,461	77,830	86,407	95,894
6	34,636	37,256	40,099	43,145	46,417	49,950	53,749	57,829	62,224	66,958	72,043	80,727	89,614	99,461
7	35,875	38,598	41,537	44,688	48,083	51,742	55,673	59,904	64,456	69,355	74,624	83,622	92,822	103,030
8	37,114	39,938	42,972	46,236	49,746	53,534	57,598	61,978	66,686	71,754	77,210	86,519	96,030	106,601
9	38,354	41,273	44,411	47,780	51,410	55,321	59,526	64,049	68,919	74,155	79,794	89,411	99,243	110,165
10	39,600	42,609	45,843	49,326	53,076	57,111	61,454	66,119	71,145	76,557	82,378	92,302	102,454	113,732
11	40,835	43,949	47,280	50,869	54,744	58,900	63,382	68,194	73,375	78,952	84,960	95,196	105,664	117,301
12	42,076	45,284	48,715	52,421	56,408	60,693	65,308	70,267	75,607	81,354	87,547	98,087	108,874	120,867
13	43,317	46,621	50,153	53,961	58,076	62,482	67,235	72,338	77,838	83,754	90,129	100,981	112,082	124,439
14	44,555	47,958	51,589	55,507	59,737	64,271	69,165	74,410	80,066	86,153	92,714	103,871	115,292	128,001
15	45,799	49,296	53,028	57,055	61,401	66,063	71,088	76,484	82,295	88,552	95,293	106,766	118,501	131,571
16	47,038	50,633	54,461	58,599	63,066	67,849	73,019	78,557	84,528	90,952	97,880	109,656	121,712	135,136
17	48,277	51,973	55,897	60,141	64,729	69,642	74,946	80,630	86,757	93,357	100,462	112,552	124,923	138,706
18	49,519	53,306	57,332	61,688	66,397	71,430	76,872	82,703	88,986	95,755	103,045	115,446	128,129	142,275
19	50,760	54,644	58,771	63,236	68,057	73,222	78,799	84,778	91,215	98,154	105,631	118,336	131,341	145,836
20			60,206	64,784	69,722	75,009	80,728	86,848	93,447	100,555	108,211	121,229	134,553	149,407
21							82,655	88,920	95,677	102,955	110,797	124,119	137,760	152,975
22										105,352	113,380	127,014	140,972	156,542
X	51,809	55,693	61,255	65,833	70,771	76,058	83,704	89,969	96,726	105,951	113,979	127,613	141,571	157,141

CALENDAR YEAR 2023 CSA SALARY TABLE
2.99% INCREASE THROUGH ONE STEP ADVANCEMENT

Step	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
1	28,307	30,429	32,775	35,256	37,925	40,812	43,924	47,248	50,839	54,712	58,866	65,958	73,236	81,265
2	29,440	31,646	34,086	36,666	39,442	42,444	45,681	49,138	52,873	56,901	61,221	68,596	76,165	84,515
3	30,618	32,912	35,450	38,133	41,019	44,142	47,509	51,104	54,988	59,177	63,670	71,340	79,212	87,896
4	31,843	34,228	36,867	39,658	42,660	45,908	49,410	53,148	57,187	61,544	66,217	74,194	82,381	91,413
5	33,118	35,609	38,345	41,251	44,377	47,753	51,392	55,284	59,487	64,015	68,876	77,176	85,685	95,086
6	34,394	36,990	39,822	42,844	46,091	49,599	53,372	57,421	61,788	66,486	71,538	80,157	88,990	98,761
7	35,672	38,370	41,298	44,435	47,805	51,444	55,356	59,558	64,085	68,960	74,197	83,140	92,293	102,435
8	36,947	39,753	42,779	46,024	49,521	53,289	57,338	61,695	66,384	71,429	76,855	86,122	95,597	106,110
9	38,224	41,132	44,257	47,618	51,234	55,135	59,320	63,831	68,680	73,900	79,518	89,106	98,902	109,789
10	39,500	42,507	45,739	49,208	52,947	56,975	61,306	65,964	70,980	76,372	82,180	92,084	102,210	113,459
11	40,784	43,883	47,213	50,801	54,663	58,819	63,292	68,096	73,272	78,846	84,841	95,062	105,517	117,133
12	42,056	45,263	48,693	52,390	56,380	60,661	65,277	70,233	75,569	81,313	87,500	98,042	108,824	120,808
13	43,334	46,638	50,171	53,988	58,094	62,507	67,261	72,368	77,868	83,786	90,165	101,020	112,129	124,481
14	44,612	48,015	51,652	55,574	59,812	64,350	69,245	74,501	80,165	86,258	92,823	104,001	115,433	128,160
15	45,887	49,392	53,131	57,167	61,523	66,192	71,233	76,635	82,460	88,729	95,486	106,977	118,739	131,828
16	47,168	50,770	54,614	58,761	63,236	68,038	73,214	78,770	84,756	91,199	98,142	109,959	122,045	135,505
17	48,445	52,147	56,089	60,351	64,951	69,877	75,202	80,906	87,056	93,672	100,807	112,935	125,351	139,177
18	49,720	53,527	57,568	61,939	66,664	71,724	77,187	83,041	89,352	96,148	103,466	115,918	128,658	142,853
19	51,000	54,900	59,046	63,533	68,382	73,565	79,171	85,175	91,646	98,618	106,127	118,897	131,960	146,529
20			60,528	65,127	70,091	75,411	81,155	87,313	93,942	101,089	108,789	121,875	135,268	150,197
21							83,141	89,445	96,241	103,561	111,446	124,853	138,576	153,874
22										106,033	114,110	127,831	141,879	157,549
X	52,858	56,742	62,304	66,882	71,820	77,107	84,753	91,018	97,775	106,632	114,709	128,430	142,478	158,148

CALENDAR YEAR 2024 CSA SALARY TABLE
2.99% INCREASE THROUGH ONE STEP ADVANCEMENT

Step	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
1	28,033	30,133	32,456	34,913	37,557	40,416	43,498	46,789	50,346	54,181	58,295	65,317	72,525	80,476
2	29,154	31,338	33,754	36,310	39,059	42,032	45,238	48,661	52,359	56,348	60,626	67,930	75,426	83,695
3	30,320	32,592	35,105	37,762	40,621	43,713	47,047	50,607	54,454	58,602	63,051	70,647	78,443	87,042
4	31,533	33,896	36,510	39,273	42,246	45,462	48,929	52,632	56,632	60,947	65,574	73,473	81,580	90,524
5	32,795	35,252	37,969	40,844	43,935	47,280	50,887	54,737	58,897	63,385	68,197	76,412	84,844	94,146
6	34,109	36,674	39,491	42,484	45,703	49,181	52,928	56,937	61,265	65,929	70,936	79,483	88,247	97,929
7	35,422	38,096	41,012	44,125	47,470	51,082	54,967	59,138	63,635	68,474	73,677	82,554	91,651	101,714
8	36,738	39,517	42,532	45,764	49,235	52,982	57,011	61,339	66,001	71,022	76,416	85,626	95,053	105,498
9	38,052	40,941	44,058	47,400	51,002	54,883	59,052	63,539	68,369	73,564	79,153	88,697	98,456	109,283
10	39,367	42,362	45,580	49,042	52,766	56,784	61,094	65,740	70,733	76,109	81,896	91,770	101,859	113,071
11	40,682	43,778	47,106	50,680	54,531	58,679	63,139	67,936	73,102	78,655	84,637	94,838	105,266	116,851
12	42,003	45,195	48,625	52,320	56,298	60,578	65,184	70,132	75,463	81,204	87,378	97,904	108,672	120,635
13	43,313	46,616	50,149	53,957	58,066	62,475	67,229	72,333	77,829	83,744	90,117	100,974	112,078	124,420
14	44,629	48,032	51,671	55,603	59,831	64,376	69,272	74,532	80,196	86,291	92,861	104,040	115,482	128,203
15	45,946	49,451	53,197	57,236	61,601	66,274	71,316	76,729	82,562	88,837	95,599	107,110	118,885	131,992
16	47,259	50,869	54,720	58,876	63,362	68,171	73,363	78,926	84,925	91,382	98,341	110,175	122,290	135,770
17	48,578	52,288	56,247	60,518	65,127	70,072	75,403	81,126	87,290	93,926	101,076	113,246	125,694	139,556
18	49,893	53,706	57,766	62,155	66,893	71,967	77,451	83,325	89,659	96,472	103,821	116,312	129,099	143,338
19	51,207	55,128	59,290	63,791	68,657	73,869	79,494	85,524	92,023	99,023	106,560	119,384	132,505	147,124
20			60,812	65,433	70,427	75,765	81,538	87,722	94,386	101,567	109,300	122,452	135,906	150,911
21							83,582	89,924	96,751	104,112	112,042	125,519	139,312	154,688
22										106,658	114,778	128,586	142,720	158,475
X	53,907	57,791	63,353	67,931	72,869	78,156	85,802	92,067	98,824	107,257	115,377	129,185	143,319	159,074

**CALENDAR YEAR 2025 CSA SALARY TABLE
3.25% INCREASE WITH NO CHANGE IN STEPS**

Step	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16
1	28,944	31,112	33,511	36,048	38,777	41,729	44,912	48,310	51,982	55,942	60,189	67,440	74,882	83,091
2	30,101	32,357	34,852	37,490	40,328	43,398	46,708	50,242	54,061	58,180	62,597	70,138	77,877	86,415
3	31,305	33,651	36,246	38,989	41,942	45,134	48,576	52,252	56,223	60,507	65,101	72,943	80,992	89,871
4	32,558	34,997	37,696	40,549	43,619	46,939	50,519	54,342	58,473	62,927	67,705	75,861	84,232	93,467
5	33,861	36,397	39,203	42,172	45,363	48,817	52,541	56,516	60,812	65,445	70,413	78,896	87,601	97,206
6	35,217	37,865	40,775	43,865	47,189	50,779	54,648	58,788	63,256	68,072	73,241	82,066	91,115	101,111
7	36,573	39,335	42,345	45,559	49,012	52,742	56,754	61,060	65,703	70,700	76,071	85,237	94,630	105,020
8	37,932	40,801	43,915	47,251	50,835	54,704	58,864	63,332	68,146	73,330	78,899	88,409	98,142	108,927
9	39,289	42,272	45,490	48,941	52,659	56,666	60,971	65,604	70,591	75,955	81,726	91,580	101,656	112,835
10	40,646	43,739	47,061	50,636	54,481	58,629	63,079	67,877	73,032	78,583	84,557	94,753	105,169	116,746
11	42,004	45,201	48,637	52,327	56,303	60,586	65,191	70,144	75,478	81,212	87,387	97,920	108,687	120,649
12	43,368	46,664	50,205	54,020	58,128	62,546	67,303	72,412	77,916	83,843	90,218	101,086	112,204	124,556
13	44,721	48,131	51,779	55,710	59,953	64,506	69,414	74,684	80,358	86,466	93,045	104,256	115,720	128,464
14	46,080	49,593	53,351	57,410	61,776	66,468	71,524	76,954	82,803	89,096	95,879	107,422	119,235	132,370
15	47,440	51,058	54,926	59,096	63,603	68,428	73,634	79,223	85,245	91,725	98,706	110,591	122,748	136,281
16	48,795	52,522	56,498	60,790	65,421	70,387	75,747	81,491	87,685	94,352	101,537	113,756	126,264	140,183
17	50,157	53,987	58,075	62,484	67,244	72,350	77,853	83,762	90,127	96,979	104,361	116,927	129,779	144,092
18	51,515	55,452	59,644	64,176	69,067	74,305	79,968	86,033	92,573	99,608	107,195	120,092	133,295	147,996
19	52,871	56,920	61,217	65,864	70,889	76,269	82,078	88,303	95,014	102,241	110,023	123,264	136,812	151,906
20			62,788	67,559	72,715	78,227	84,188	90,573	97,454	104,868	112,852	126,432	140,323	155,815
21							86,298	92,846	99,895	107,495	115,683	129,598	143,840	159,715
22										110,124	118,509	132,765	147,358	163,626
X	54,956	58,840	64,402	68,980	73,918	79,276	87,347	93,895	100,944	110,723	119,108	133,364	147,957	164,225

APPENDIX C

Supplemental Agreement

This Agreement supplements the current collective bargaining Agreement (Contract), between the Board of Trustees of Community College District No. 535 and the Oakton Community College Classified Staff Association (OCCCSA), a chapter of the Cook County College Teachers Union, Local 1600, the American Federation of Teachers, with respect to College Term Employees (subgroup of Contingent Employees).

Section 1. Definitions

1.1 Contingent Employees: Employment in which the employee is not a regular Oakton employee. Contingent employees are those who do not have an implicit or explicit contract for ongoing employment. Contingent employees work hourly, at will, in a position created with budgeted funds. Contingent positions are recommended by the area Vice President to the Chief Human Resources Officer and approved by the President.

*Types of contingent employees at Oakton: Casual, Temporary, and **College Term.***

A Temporary Position will become a College Term Position when the Temporary Position has been on the College payroll for a period of one year and the College determines there is a need for continuation of that position. On the one year anniversary date of the Temporary Position, that position will either end or become a College Term Position and will be renewed for a six month or a one year term of employment.

1.2 College Term Employees are defined as employees whose appointments specify their period of employment, are paid through the regular payroll system and enjoy certain benefits consistent with regular employment. College Term Employees are classified as:

- Full-time/Full Year – Employees who regularly work forty (40) hours per week, twelve (12) months per year.
- Full-time/Short Year – Employees who regularly work forty (40) hours per week (and, where applicable, its equivalent during the summer) and at least thirty-six (36) weeks per fiscal year, but not regularly more than forty-three (43) weeks per fiscal year.
- 25 hr* – Employees who regularly work less than forty (40) hours per week, but at least twenty-five (25) hours per week.
- 25 hr*/Short Year – Employees who regularly work twenty-five (25) hours per week (and, where applicable, its equivalent during the summer) and at least thirty-six (36) weeks per fiscal year, but not regularly more than forty-three (43) weeks per fiscal year.
- 20 hr – Employees who regularly work twenty (20) hours per week.
- 20 hr/Short Year - Employees who regularly work twenty (20) hours per week (and, where applicable, its equivalent during the summer) and at least thirty-six (36) weeks per fiscal year, but not regularly more than forty-three (43) weeks per fiscal year.

- 19 hrs or Less/Other Continuing – Employees who regularly work less than twenty (20) hours per week.

*25 hr employees are also referred to as Part-time Employees in the contract.

Section 2. Rights of College Term Employees

2.1 Entry into OCCCSA Bargaining Unit.

College Term Employees will be notified by Human Resources as to the date they are covered by this Supplemental Agreement and eligible to become members of the OCCCSA. A College Term Position is part of the OCCCSA and the following apply:

- A. The OCCCSA President will be notified when a College Term Employee is hired and of the position renewal.
- B. A College Term Position can be renewed for a six (6) month term and/or for one (1) year terms. A six month term can only be renewed one time for a maximum of two terms.
- C. The College Term Employee will be enrolled with SURS (State Universities Retirement System) and be subject to SURS deductions.
- D. If a former College Term Employee is re-employed in the same or similar position within ninety (90) calendar days of resignation or termination of employment, the returning College Term Employee shall not be subject to a probationary period and service shall be continuous.
- E. If a former College Term Employee is re-employed more than ninety (90) calendar days after resignation or termination of employment in the same or similar position, the returning College Term Employee shall be in an initial probationary status. There shall be no bridge of service.
- F. If a position that has already been determined as a College Term Position is vacated and filled in the same and/or a similar capacity within a ninety (90) day calendar period, that position moves into a College Term status and does not serve in a one (1) year Temporary Employee status. If a similar position is filled after a ninety (90) day calendar period it will serve in the Temporary Employee status for a period of one (1) year before moving into a College Term Position.

Section 3. Contract Provisions Applicable to College Term Employees

The parties agree that the following articles and sections of the current Agreement covering OCCCSA shall apply to certain class of Contingent Employees - **College Term Employees**. Unless specifically included herein, articles and sections of the OCCCSA Agreement shall not apply to other Oakton Contingent Employees.

Article III. Association Rights

Article IV.	Hours of work
Article V.	Seniority
Section 5.1	Definition
Article VII.	Discipline
Article VIII.	Employee Evaluations and Personnel Files
Article X.	Employee Health and Safety
Article XII.	Work Rules, Uniforms and Tools
Article XIII.	Grievance Procedure
Section 13.1	Definition
Section 13.2	Grievance Steps - Steps 1, 2, & 3
Section 13.5	Time limits for Filing
Section 13.6	Time Off
Section 13.8	Harassment
Article XIV.	Educational Benefits and Training
Section 14.1	Educational Benefits
Section 14.2	Training
Article XV.	Leaves of Absence
Section 15.1	Bereavement Leave
Section 15.2	Leave for Jury duty
Section 15.3	Military Leave
Section 15.5	Election Leave
Section 15.6	Sick Leave
Section 15.7	Personal Leave
Section 15.9	Permanent Disability
Section 15.11	Family and Medical Leave

Article XVI.	Vacation (also see section 4.3 below)
Article XVII.	Holidays Observed
Article XVIII.	Insurance
Section 18.1	Health Insurance
Section 18.2	Life Insurance
Section 18.3	Worker's Compensation
Article XIX.	Salary
Article XX.	Retirement
Section 20.3	Retirement Provisions
Article XXI.	Miscellaneous
Section 21.3	Work Assignments
Section 21.4	Resignations

Section 4. Exceptions to Contract Language Section 4.1 Seniority

Seniority date is determined by the date on which the College Term Employee became part of the OCCCSA and is only applicable/comparable to other College Term Positions.

Section 4.2 Probationary Period

Incumbents who are hired to fill existing College Term Position(s) that have already been established will serve a probationary period of sixty-five (65) working days. No personal, sick time or vacation time will be eligible during the probationary period.

Section 4.3 Vacation

Vacation will be earned as a one-time feed at the start of the College Term assignment. Human Resources will apply the feeds at the start of the College Term assignment and at renewal periods thereafter.

19 hrs or Less/Other Continuing College Term Employees will receive vacation according to the OCCCSA contract provisions (Section 16.5).

Section 4.4 Retirement

If a College Term Employee moves into a permanent classified staff position, the higher number of years of service the employee held in College Term and/or College Temporary status will count towards the years of service in Article XX Retirement Section 20.3 Retirement Provisions.

Section 4.5 Severance

Section 4.5.1 Assignment Ends Prematurely

If Administration determines that the job assignment is no longer needed and the position ends prematurely (before the renewal end date – Term Position ending date), the College Term Employee will be paid sixty percent (60%) of the remaining amount of what the College Term Employee should have been paid had the assignment concluded at the initial date agreed to, in addition to any unused vacation time.

Section 4.5.2 Term Position Ends

When the Term Position ends, the College Term Employee will have a payout that includes any unused vacation time, in addition to an equivalency of one (1) day for every two (2) months of service (hourly rate x hours per day for every year of service as a College Term Employee).

Section 4.5.3 Notice

College Term Employees and the OCCCSA President will be notified by Human Resources as to the date the position is covered by this Supplemental Agreement and when the employee is eligible to become a member of the OCCCSA.

Thirty (30) calendar days prior to the end of the current term of employment, the College Term Employee and the OCCCSA President will be notified in writing as to College's renewal decision. If the Term Position is renewed, the new position termination date will be disclosed. If the Term Position is not renewed, confirmation of the current termination date will be provided.

Section 4.6 Position Exceptions

It is agreed that Alliance Security Guards and Registered Relief Nurses will not be part of the OCCCSA and will remain as Temporary Contingent Employees.

19 hrs or Less/Other Continuing College Term Employees will receive vacation, sick, and holiday pay according to the OCCCSA contract provisions (See sections 15.6 C, 16.5 and 17.3).

Section 4.7 Unit Recognition

The establishment of College Term Position(s) will not replace existing bargaining unit positions.

This Agreement is effective in correlation with the dates of the current contract.

APPENDIX D



INTEROFFICE

Office of Human Resources

DATE: August 27, 2008

COPIES TO:

TO: Patty Lucas, President OCCCSA FROM: D. Arnie Oudenhoven

SUBJECT: Memorandum of Understanding – Lag Payroll

The Association understands and agrees with the College’s need to change its current practice of paying full- time staff employees on a current payroll basis to paying all staff employees on a one-week lag basis.

It is understood that the current frequency of payroll dates on alternate Fridays (26 paychecks per year) will remain unchanged. However, the payroll check being issued on Friday, January 11, 2008, will cover a one- time, one-week pay period of December 30, 2007, through January 5, 2008.

To ease the transition, and to avoid any hardship resulting from receiving only one week’s pay on January 11, 2008, full-time staff employees will be paid the equivalent of one week’s pay on January 11, 2008 for the period January 6 through January 12, 2008. This will be referred to as —**transition pay**.

Income tax, SURS, College Insurance, Union dues, and (if applicable) Medicare will be deducted on the **transition pay** as well as any optional deferred compensation (403B and 457B) and optional deductions (Health Insurance, Section 125-Flex Spending Account, credit union, optional life insurance, Joint Appeal, etc.).

No deductions will be taken when transition pay is paid back (either during employment or at separation). The transition pay payback is not eligible for deferred compensation (403B and 457B).

The **transition pay** can be paid back (entire balance — no installments) either:

- A) At separation (retirement, resignation or death) or;
- B) Any time during employment at the College
 - If paid back during employment, at separation you will receive full amount earned in pay period (up to and including the separation date).

Each employee will receive a document stating the exact dollar amount of the **transition pay**. The College payroll department will track each individual who receives the pay and the College will receipt the repayment of **transition pay** if paid back prior to separation. The Association will also receive a document reporting the amount of **transition pay** for each full-time Classified Staff employee.

APPENDIX E



Office of the Vice President for Business and Finance

INTEROFFICE MEMO

DATE: August 27, 2008

COPIES TO:

TO: Patty Lucas, President of OCCCSA

FROM: George L. Chirempes

SUBJECT: Additional Understandings for OCCCSA Contract 2008-2012

1. Current part-time employees (as defined in Section 1.7) who have health insurance coverage on July 1, 1995, may continue that coverage with the Insurance Fund, paying five-eighths (5/8) of the share paid for full-time employees and dependents.
2. Effective with the signing of the 1995 Agreement, no employee covered by that Agreement and by this Agreement shall regularly work 21, 22, 23 or 24 hours per week.

APPENDIX F



INTEROFFICE

Office of Human Resources

DATE: April 15, 2022

COPIES TO:

TO: Heather Jakob-Short, President of OCCCSA

FROM: Colette Hands, Chief Human Resources Officer

SUBJECT: Memorandum of Understanding – Remote/Hybrid/Condensed Schedule Work Program [NEW]

An MOU to develop a remote/hybrid/condensed schedule work program for implementation effective August 1, 2022. This MOU is effective for the term of the 2021 CSA Agreement and may be renewed or renegotiated. This MOU will be added as an appendix to the 2021 CSA Agreement. The program will include the following components:

1. The College will review and analyze the operational needs, responsibilities, and staffing of departments and positions to decide whether the specific department and position is eligible for remote, hybrid or condensed schedule work assignments. The decision and rationale will be communicated to the Association by July 1, 2022. Remote work assignments are defined as those performed 100% off campus. Hybrid work assignments are defined as those requiring performance of work both on and off campus. Condensed work schedule is defined as regularly scheduled hours worked and fixed over fewer than five days. (e.g.: employee works four – 10-hour days, Monday through Thursday). Section 1.10 B&D [Professional/Technical] and Section 4.1 [Work Week] do not apply to the condensed work schedule. Section 4.9 [Shift Differential] does not apply to the condensed work schedule for employees not currently eligible for shift differential.
2. The College will work with each position’s supervisor to review and evaluate the feasibility and appropriateness of any remote, hybrid or condensed work assignment based upon a number of factors, including the ability to effectively communicate and perform the essential duties of the position remotely, department staffing considerations, and the impact of the remote, hybrid or condensed schedule work assignment on department operations. Supervisors will work with their employees to determine their off-campus schedule.
3. If a position is eligible and approved by the College for a remote, hybrid or condensed work assignment, an employee may apply for and/or accept the remote, hybrid or condensed work assignment. If approved, the employee will be notified and must follow and comply with any remote, hybrid or condensed work guidelines and requirements as directed by the College.
4. The College reserves the right to review and reassess any departments or positions as frequently as necessary to determine their continued eligibility for remote, hybrid or condensed schedule work assignments. Any change to an employee’s remote, hybrid or condensed schedule work assignment eligibility will be communicated to the employee and the Association thirty (30) calendar days prior to the implementation date.

5. Where feasible, for employees on a remote, hybrid or condensed schedule, the employee will be given five (5) calendar days' notice if required to return to work on campus or work a regular work week.

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