

**AGREEMENT**

**between**

**ROCK ISLAND CIRCUIT CLERK**

**and**

**AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES**

**COUNCIL 31 – LOCAL 2025C**

**DECEMBER 1, 2024**

**TO**

**NOVEMBER 30, 2027**

## TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
I	RECOGNITION	3
II	PAYROLL DEDUCTION & UNION SECURITY	4
III	SENIORITY	6
IV	NON-DISCRIMINATION	12
V	GENERAL PROVISIONS	13
VI	DISCIPLINARY ACTION	16
VII	BULLETIN BOARD	17
VIII	LEAVES OF ABSENCE	17
IX	UNION REPRESENTATION	22
X	STRIKE AND LOCKOUTS	25
XI	GRIEVANCE PROCEDURE	26
XII	HOURS OF WORK	29
XIII	VACATION	32
XIV	INSURANCE	34
XV	WAGES	34
XVI	JOB CLASSIFICATIONS	35
XVII	WAIVER	36
XVIII	EFFECT OF AGREEMENT	36
XIX	TERMINATION	36
	SIGNATURE PAGE	37
EXHIBIT A	WAGE SCALES	38
EXHIBIT B	EDUCATIONAL POLICY	41

## **AGREEMENT**

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

### **ARTICLE I – RECOGNITION**

#### **SECTION 1.**

The Employer recognizes the Union as the sole and exclusive bargaining representation of all regular full-time employees and regular part-time employees working a minimum of twenty hours per week, providing employees referred to above have successfully completed the required probationary period excluding the following: the Circuit Clerk, Chief Deputy, Systems Manager, Systems Specialist, Executive Assistant, and all other supervisory, management, and confidential employees not hereinabove listed.

For the purposes of this Agreement the term regular part-time employees shall be defined as those employees working a minimum of twenty hours per week who have completed their probationary period. All fringe benefits in this contract shall be prorated in accordance with the number of scheduled hours worked by the regular part-time employee.

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

#### **SECTION 2.**

The Union recognizes the Employer as the duly elected representative of the people of the County of Rock Island, and as such, realize on statutory subject matters, the legal responsibility or final decision making cannot be delegated.

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

## **ARTICLE II – PAYROLL DEDUCTION & UNION SECURITY**

### **SECTION 1. – DUES CHECK-OFF**

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

### **SECTION 2.**

The amount to be deducted shall be certified to the Employer by the Union, and aggregate deductions of all employees shall be remitted together with an itemized statement to the American Federation of State, County

and Municipal Employees Council 31, by the fifteenth (15<sup>th</sup>) of the succeeding month, after such deductions are made.

### **SECTION 3.**

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

### **SECTION 4.**

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

### **SECTION 5. – PEOPLE CHECK OFF**

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

## ARTICLE III – SENIORITY

### **SECTION 1 – PURPOSE AND SCOPE**

- A. The purpose of this Article is to provide maximum employment security to employees included in the Certified Bargaining Unit consistent with the efficient performance of required work assignment.
- B. The seniority standing of any employee shall apply only in layoffs due to lack of work and recalls after such layoffs, except as otherwise specifically provided in this Agreement.
- C. The Employer and the Certified Union recognize that the best interest of the employees and the Employer are assured and that continuity of employment shall be governed by seniority, ability and experience.
- D. County seniority shall for the purposes stated in this Agreement, be defined as the length of service of an employee with Rock Island County. County seniority will be used to determine eligibility for benefits, such as vacation, sick days, etc, based on years of service. Departmental seniority shall, for the purposes stated in this agreement, be defined as the length of service of an employee with the Employer.

### **SECTION 2 – DEFINITIONS**

- A. The term “seniority” wherever used in this Agreement shall mean the relative ranking of employees in the Bargaining Unit in terms of continuous employment with the Employer
- B. The terms “qualifications” and “qualified” wherever used in this Article as descriptive of an employee, shall mean, with normal supervision, the factors necessary for the satisfactory performance of work required to be performed or for work assignments for which an employee is being considered.
- C. In the event an employee is transferred from one department to another, he enters the new department as the employee with the least departmental seniority; however, the transferred employee does not lose his County seniority.

### **SECTION 3 – PROBATIONARY PERIOD**

The first six (6) months of active employment during the employee's last period of employment is a probationary period during which period there shall be no responsibility on the part of the Employer for the continued employment of above referred to the new employee, and the termination of such probation employee shall not be subject to challenge or shall not be proper subject matter of a grievance.

When the probationary period is satisfactorily completed, seniority will backdate to the original hired date.

After a new employee has acquired seniority, the name of the employee and their seniority date shall be placed on the department seniority list in the department in which they are employed at the time of completion of the probationary period. Any employee who has been considered as a temporary, seasonal, and/or part-time employee and is then hired as a full-time or regular part-time employee in the same department which he worked shall be required to serve a two (2) month probationary period, provided the employee has been employed at least four (4) consecutive months immediately prior to being hired full time. The Union will be provided with an updated seniority list every six (6) months.

### **SECTION 4 – SENIORITY UNITS**

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

### **SECTION 5 – DEVIATIONS FROM SENIORITY**

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

1. To layoffs of ten (10) working days or less.
2. To recalls following layoffs for a period of five (5) working days.

C. The Employer may lay off employees due to a lack of funds or need. Prior to any layoff, the Employer shall meet with the Union to discuss the layoff as soon as practicable. Nothing in this section is intended to limit or hinder management's exclusive rights.

## **SECTION 6**

In the event of reduction in Section 4 in the workforce, except as deviations may occur as provided in Section 5, the procedure shall be as follows:

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

## **SECTION 7 – RECALL**

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

## **SECTION 8**

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

## **SECTION 9 – TRANSFER FROM SENIORITY UNIT**

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

## **SECTION 10**

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

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

## **SECTION 11 – JOB POSTING**

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

1. Most senior employee within the department who bids on a lower grade position.
2. If no qualified employee bids on the position, then the Employer may fill the position by transfer or hire.
3. In the event of a promotion or transfer, the employee would be moved to the corresponding step that matches the employee's years of service in the bargaining unit.

Job postings will be placed on a bulletin board at the Employer's Office.

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

- A. Any vacancy which in the best judgment of the Employer is of a temporary nature, that is, of less than 60 days duration, shall not be listed as a vacancy and it shall not be posted.
- B. The posting shall specify the job classification and department in which the vacancy exists and the qualifications necessary for an employee to be eligible to make application for such vacancy.
- C. Any employee, with seniority, who can qualify or believes himself to be qualified, may apply for the posted vacancy by submitting a completed "Application for Vacancy" to the designated representative.
- D. When the vacancy has been posted for seven (7) working days, the designated representative shall accept no more applications for the vacancy. From the applications filed, the designated representative shall

determine those who are qualified, and from this group, if there is more than one (1), shall fill the vacancy on the basis of department seniority, ability and experience. The position will be awarded within ten (10) working days following the last day of posting. If there are no qualified bidders from within the department, consideration shall be given to other County employees who apply.

- E. No employee may apply for a transfer under the provisions of this Section who has been granted a change during the preceding six (6) months by this procedure.
- F. If the Employer decides to fill a vacancy created by a job bid, it shall post the vacancy for three (3) working days and award the job in seven (7) working days.
- G. The term "vacancy", when used in this Article, shall include any new classifications created within the bargaining unit.
- H. The Employer shall assign on-the-job instruction, if needed, to an employee who bids and is awarded the position.

The Employer will have the right to temporarily transfer employees from one classification to another to fill vacancies of a temporary nature as that term is defined in this section. Employees temporarily assigned to a higher classification for more than fifteen (15) working days shall be paid in the same manner as if they had been promoted to that classification. No employee shall suffer a reduction in his rate of pay due to a temporary transfer.

## **SECTION 12 - REDUCTION IN WORK FORCE**

- A. No supervisory personnel shall permanently replace the work of an employee covered under this agreement who is laid off as a result of a reduction in the number of employees in any one department.
- B. It is further agreed and understood supervisory personnel may perform work normally performed by bargaining unit employees in the following temporary situations:
  - 1. When necessary to replace an employee during designated relief breaks.
  - 2. When necessary to replace an absent employee.
  - 3. When necessary to replace an employee on vacation.

4. When necessary to replace an employee absent due to injury, bona fide illness, or some other specific reason permitted under this Agreement.
5. In emergencies such as an unforeseen situation or circumstance or combination of unforeseen situations or circumstances which calls for or requires immediate job performance.
6. When necessary in the instructing or training of employees.

## **SECTION 13 – CONTRACTING OUT WORK**

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

## **ARTICLE IV - NON-DISCRIMINATION**

The Employer and the Union shall not discriminate against any person directly or indirectly because of race, sex, color, creed, age, national origin, sexual orientation, or because of membership or non-membership or activities in the Union. In addition, there will be no discrimination on the basis of age, as provided in the Age Discrimination In Employment Act of 1967, as amended, handicap or Vietnam Era Veterans status. Claims of discrimination shall be resolved through the appropriate state and/or federal agencies and courts and shall not be processed through the grievance process.

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

- (a) The Employer and the Union will meet immediately to resolve the issue of accommodation.
- (b) If a resolution is not reached within thirty (30) days, the matter shall be submitted to an expedited arbitration process.

- (c) After resolution by either (a) or (b) above, neither party shall initiate a legal proceeding regarding the legality of the resolution.

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

## **ARTICLE V - GENERAL PROVISIONS**

### **SECTION 1**

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

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

### **SECTION 2**

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

### **SECTION 3 - OUTSIDE EMPLOYMENT**

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

### **SECTION 4 - CHECK OFF LIST**

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

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

### **SECTION 5 - PERSONNEL FILES**

Employees shall be entitled to review their personnel file in accordance with the Personnel Record Review Act (820 ILCS 40). The Employer shall keep no more than one personnel file for each employee.

### **SECTION 6- RULES OF CONDUCT**

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

### **SECTION 7 - EDUCATIONAL REIMBURSEMENT**

Employees represented by AFSCME 2025C shall have access to the educational reimbursement policy provided for in the Rock Island County Procedures Manual. The Union and Employer hereby adopt that portion

of the manual as part of this collective bargaining agreement. Current training budget funding, rules and procedures shall control. Further, the Rock Island County Board shall control funding of this program during the period of this collective bargaining agreement. When funding is available, employees who meet all qualifications and conditions required by the Procedures Manual shall have access on a first-come, first-served basis (see Exhibit B).

## **SECTION 8 – HAZARDOUS & EXTREME WEATHER POLICY – COUNTY WIDE**

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

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

In the event of an emergency situation, determination of closure shall be made by the appropriate department head or elected official with concurrence of the County Board Chairman and/or Sheriff or Rock Island County. All facilities may not be closed during an emergency situation; depending on the severity. An emergency situation is defined as no electricity, no water, or other catastrophic incident.

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

## **ARTICLE VI - DISCIPLINARY ACTION**

### **SECTION 1**

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

### **SECTION 2 - ORAL OR WRITTEN REPRIMAND**

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

### **SECTION 3 - INVESTIGATIVE MEETINGS**

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

### **SECTION 4 - REVIEW**

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

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

## **ARTICLE VII - BULLETIN BOARD**

### **SECTION 1**

The Employer will assign bulletin board space for the exclusive use of the Union.

### **SECTION 2**

The Employer will assign and provide glass enclosed bulletin board cases with keys, along with bulletin board space for the exclusive use of the Union. The Employer will retain keys to each bulletin board. The Union agrees that it will limit the use of the assigned bulletin boards to the following Union notices and will supply the Employer copies of such notices for posting:

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

## **ARTICLE VIII - LEAVES OF ABSENCE**

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

## **SECTION 1 - JURY SERVICE**

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

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

## **SECTION 2 - SICK LEAVE**

A. Any employee contracting or incurring any non-service connected sickness or disability, which renders such employee unable to perform the duties of his employment, shall receive sick leave with pay. An employee with accrued sick leave may use up to seven (7) days of sick leave per contract year to care for employee's immediate family. Pregnancy shall be treated as any other illness or non-occupational disability when it renders an employee unable to perform her assigned duties. Employees shall be granted a leave of absence upon request for a period not to exceed six (6) months for the care of a newborn child, or the adoption of a child.

Sick leave may also be used for appointments with a doctor, dentist, or other professional medical practitioner. Such leave cannot be taken during the first three (3) months of employment, and except as set out above must be used for personal illness only. Sick leave must be taken in increments of fifteen (15) minutes. The Employer shall be notified as far as possible in advance of the starting time for their scheduled workday but no later than 30 minutes prior to the start of their shift on the first work day of illness and each day of absence thereafter at the beginning of the shift unless the illness or injury is for a specified period of time which upon request of the

Employer is substantiated by a doctor's affidavit. The Employer may request a medical doctor's affidavit confirming the absence from work due to illness if there is a suspicion of abuse. The Employer may require an employee to be examined by a doctor selected by the Employer, at its cost, to substantiate the need for the employee to remain on sick leave.

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

- B. Sick leave covered by Workman's Compensation Act will not be counted against sick leave. Sick leave will not be paid for such a period. On a work-related injury that necessitates an absence from work, the Employer will pay for the first three (3) days of absence from the employee's sick leave plan providing:
  - 1. The employee has accrued sick leave credit.
  - 2. The employee provides a statement from his physician that the employee is unable to work during this period of time.

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

- C. Sick leave for non-service connected and service connected sickness or disability shall be granted for a period not to exceed six (6) months, which period may be extended at the discretion of the Employer for an additional six (6) months leave of absence.
- D. Sick leave accumulates at the rate of one (1) day per month. Sick leave may not be added to vacation time, nor will cash or bonus time off be given in lieu of sick time.

- E. Employees may return to light duty if approved by the employee's doctor and Employer. The Employer shall have the right to determine the type of light duty that employees are assigned to perform. Any employee abusing the sick leave privilege will be required to provide a doctor's excuse for each absence. An employee who is required to be on proof status, and provide a doctor's excuse, shall be reviewed by the Employer every sixty (60) days to determine if such requirement is still needed.
- F. If it is determined that an employee has a worker's compensation injury or illness, arising out of and in the course of employment resulting in the loss of more than three (3) work days, the employee will be compensated consistent with the Illinois Worker's Compensation Act.

### **SECTION 3 - BEREAVEMENT PAY**

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

Employees shall be allowed to use a second day of accrued leave, excluding sick leave, to attend any relative's funeral or memorial service if the funeral or memorial service is held more than 300 miles from the Rock Island County Courthouse.

#### **SECTION 4 - UNION BUSINESS**

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

#### **SECTION 5 - MILITARY SERVICE**

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

#### **SECTION 6 - EMERGENCY LEAVE**

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

#### **SECTION 7 - PERSONAL DAYS**

Employees will be permitted time off without loss of pay for two (2) days for personal reasons. Personal leave must be taken in increments of fifteen (15) minutes. If an employee has not used the personal days during the year, they will be added to the following year's vacation. If the personal days are added to the vacation and the

employee terminates the employee's employment prior to the employee's vacation eligibility date, the employee will be paid for the personal day or days upon termination. Employees, after one (1) year of employment, shall earn personal days as of their anniversary date of employment.

## **SECTION 8 - FAMILY AND MEDICAL LEAVE ACT OF 1993**

Pursuant to the Family Medical Leave Act, a qualifying employee may take up to twelve (12) weeks of unpaid leave in a twelve (12) month period of employment. In cases of Family Medical Leave for a certified serious health condition, as defined by the FMLA and interpreted by the Courts, the employee shall be required to use accrued sick leave concurrently with Family and Medical Leave. The employee shall also be required to use any other accrued leave concurrently during periods of Family and Medical Leave. An employee may retain up to five (5) days of accrued leave (any combination of vacation or personal leave) to be used by the employee as needed following an approved FMLA leave. All matters not addressed specifically by this section shall be governed by the provisions of the Family and Medical Leave Act.

## **ARTICLE IX - UNION REPRESENTATION**

### **SECTION 1**

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

### **SECTION 2**

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

### **SECTION 3 - DEPARTMENTAL STEWARDS**

- A.** The Union shall be represented in Step I of the Grievance Procedure by one (1) certified steward, unless the steward has not handled a certain situation such as a pre-disciplinary meeting, internal investigation, or there is a conflict of interest as determined by the Union President. In such a case, an experienced steward may be assigned to assist. However, no more than two (2) union officials shall participate in the course of action described above. The Union may designate an alternate steward to act when the designated steward is absent or there is a conflict of interest as determined by the Union President. The jurisdiction of departmental stewards shall be limited to the processing of grievances in the area in which they serve as stewards. In the event that a bona fide conflict of interest exists with the steward and alternate steward, the President or Chief Steward shall have the ability to represent any member in any building or geographic location. A "bona fide conflict of interest" will be decided on a case-by-case basis by the President of the local union.
- B.** A steward shall be permitted to be away from the steward's work after notifying the steward's immediate supervisor in order to perform the steward's duties as a Union Representative only in the processing of grievances in accordance with Step I of the Grievance Procedure in Article X.
- C.** If it is necessary for a steward to enter a department in the steward's jurisdiction other than the steward's own for reasons set out in Paragraph B, above, the steward shall receive through the steward's Departmental Head, or someone designated by the Department Head to act for the steward in steward's absence from the department, written permission to leave the steward's department and said request shall not be unreasonably denied. In the event that the steward and an alternate are denied, the time shall be stayed automatically. The Union Central Committee or Steward from outside the department in question shall have access at reasonable times to work areas of those employees as described in Article I Recognition, regarding matters relative to the administration of this Agreement provided: Notification of desired visits shall be submitted in writing to the Department Head/office holder or his/her designated

representative. In the event that no representative is available, the time shall be stayed until a representative responds to the request. The request shall indicate the reason of visitation and shall require the Department Head's/office holder's or his/her designee's approval before access is granted. Access shall not be unreasonably denied.

- D. Each certified steward shall be allowed a maximum of three (3) hours per week, chargeable to the Employer, beginning with the effective date of this Agreement. Stewards shall also be allowed, as part of their three (3) hours per week, to meet with Council 31 Staff Representatives to prepare for arbitration. Compensation for such allowed time, if used, shall be on the basis of the employee's straight-time hourly rate of pay.

#### **SECTION 4 - UNION CENTRAL COMMITTEE**

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

- A. The Union Central Committee shall consist of the President, Vice-President, Chief Steward, Staff Representative, and the Steward who filed the grievance or their designee, certified in accordance with Section 2 above, and a majority shall constitute a quorum. Each member of the Union Central Committee shall be entitled to actual time spent in special or regular meetings scheduled during working hours chargeable to the County for which members of this committee shall be limited twelve (12) hours per month. Central Committee members shall also be allowed, as part of their twelve (12) hours per month, to meet with Council 31 staff representatives to prepare for arbitrations. Compensation for such allowed time shall be on the basis of employee's straight-time hourly rate.
- B. Members of the Union Central Committee shall report to their Department Heads at the time of leaving their work assignment and upon their return.

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

## **SECTION 5 - JOINT MEETINGS**

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

## **SECTION 6**

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

## **ARTICLE X - STRIKES AND LOCKOUTS**

### **SECTION 1 - LOCKOUTS**

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

## **SECTION 2 - STRIKES**

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

## **ARTICLE XI - GRIEVANCE PROCEDURE**

### **SECTION 1**

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

#### **PROCEDURE**

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

### **SECTION 2**

**STEP 1.** Between the aggrieved employee with his stewards and the Employer's designee.

A. If the grievance is not resolved informally in accordance with the above procedure, the grievance shall be reduced in writing and signed by the aggrieved employee and the Departmental Steward and filed with the Employer's designee within seven (7) working days after the above informal discussion on the alleged complaint has been concluded. Any grievance reduced to writing shall specify Section(s) and/or Article(s) allegedly violated, and shall indicate on the backside of the form, a statement of the alleged actions

violating the contract, date of the event giving rise to the grievance and shall also state the specific relief sought. The Employer's designee shall, within seven (7) working days from the date the written grievance was presented, arrange a meeting at a mutually satisfactory time with the aggrieved employee and the departmental steward. The Employer's designee shall formally answer the grievance within seven (7) working days from the date of meeting. However, if the grievance is not formally answered within specified time limit, the Union shall be privileged to advance grievance to Step 2 without an answer.

- B. Any grievance which is not carried to Step 2, seven (7) working days after the Employer's designee written answer was due in Step 1, shall be deemed settled and shall not be eligible for further processing.
- C. All grievances, arbitration notices, requests to cancel or postpone hearings must be filed as appropriate with the Employer's designee.

## **STEP 2.**

A. If the grievance is not settled in Step 1, the grievance may be appealed in writing to the Employer. The Union shall be represented by the Union Central Committee and/or their designated representatives. As appropriate the Employer designated representative shall arrange a meeting to discuss the grievance within seven (7) working days from the date of appeal and shall formally answer the grievance within seven (7) working days after the meeting at which discussion of the grievance was concluded between the parties. Such written answer and all notices for all meetings shall be presented to the Union Central Committee. If the grievance is denied or is not formally answered within the above time limit, the Union shall be privileged to advance the grievance to Step 3 without an answer.

B. Any grievance which is not carried to Step 3, within fifteen (15) working days from the date the Employer's written answer was due in Step 2, shall be deemed settled and shall not be eligible for further processing.

### **STEP 3. - ARBITRATION**

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

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

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

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

## **SECTION 3**

It is agreed and understood time limits established in any step of grievance procedure may be extended by mutual agreement between the parties.

## **ARTICLE XII - HOURS OF WORK**

### **SECTION 1**

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

### **SECTION 2**

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

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

### **SECTION 3 - WORK DAY**

Eight (8) consecutive hours of work within the twenty-four (24) hour period beginning at a scheduled time shall constitute the regular work day.

### **SECTION 4 - WORK SCHEDULE**

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

## **SECTION 5 - REST PERIODS**

Full-time employees shall receive two (2) fifteen (15) minute rest periods, during which the employees are to remain within walking distance of the Rock Island County Circuit Clerk's assigned work location.

## **SECTION 6 - MEAL PERIODS**

All full-time employees shall be granted an unpaid lunch break. The unpaid lunch period shall be a half hour. Whenever possible, the lunch period shall be regularly scheduled at the middle of each shift.

## **SECTION 7 - OVERTIME**

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

## **SECTION 8 - SATURDAY/HOLIDAY COURT**

Employees who volunteer to work at the Correctional Center on Saturdays and/or holidays will be guaranteed a minimum of four (4) hours at time-and-one-half (1 ½) their regular rate of pay. Volunteers will be assigned based on seniority. Employees must arrive at the Correctional center by 8:00 a.m. or at a time set by the Chief Judge and may leave after the day's court files are completed.

## **SECTION 9 - CALL BACK PAY**

Any employees called back to work outside of their shift shall be compensated (pay or compensatory time) at the applicable rate for a minimum of two (2) hours.

## **SECTION 10 - HOLIDAYS/SUPER HOLIDAYS**

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

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

A. Eligible employees shall receive one (1) day's pay for each of the holidays listed above on which they perform no work. However, an employee who works a recognized holiday will be offered compensatory time off or equivalent pay at the employee's choice, and such time off from work will be agreed to by the employee and his supervisor.

1. If a holiday falls on a Saturday, the preceding Friday will be observed. If a holiday falls on a Sunday, the following Monday will be observed.

If one or more holidays falls within a scheduled vacation, the employee shall be allowed additional days off which shall be agreed to by the employee and his supervisor.

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

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

C. All bargaining unit employees who work Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day shall be paid two and one-half (2 1/2) times their regular hourly rate of pay for all hours worked on such days in lieu of holiday pay or time off.

### **ARTICLE XIII -VACATION**

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

- A. Employees with less than (4) years of continuous service - 3.077 hours accrued for each full pay period worked - maximum of eighty (80) hours of vacation pay
- B. Employees with four (4) years of continuous service 4.6154 hours accrued for each full pay period worked - maximum of one hundred twenty (120) hours of vacation pay
- C. Employees with nine (9) years of continuous service - 6.154 hours accrued for each full pay period worked - maximum of one hundred sixty (160) hours of vacation pay.
- D. Employees with nineteen (19) years continuous service — 7.6923 hours accrued for each full pay period worked — maximum of two hundred (200) hours of vacation pay.

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

The maximum allowable vacation balance shall be 240 hours. All accrued vacation will be added to the employee's available vacation. Upon reaching the maximum available hours of 240, the employee will no longer earn vacation time until the amount available drops below 240 hours.

Upon transition to available hours, there will be a one-time paydown of hours on a separate distribution from the employee's regular pay. At that time, vacation hours in excess of 200 hours will be paid out. If vacation hours are at 240, unused personal days will be paid out at the anniversary date of the employee.

Vacation leave must be taken in increments of fifteen (15) minutes.

Vacation requests shall be submitted each year by October 1<sup>st</sup>, October 15<sup>th</sup>, and October 30<sup>th</sup>, for the time of the following January 1<sup>st</sup> through December 31<sup>st</sup> of each year. Approved seniority bid vacations shall be approved in three increments: those requests submitted by October 1<sup>st</sup>, followed by those requests submitted by October 15<sup>th</sup>, and finally those requests submitted by October 30<sup>th</sup>. Any requests submitted after these dates will be on a "first come" basis. All requests must be submitted in writing to his/her supervisor for approval. Vacations can only be approved for earned vacation.

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

New employees who start in the middle of a pay period shall be credited with 3.077 hours of vacation pay for that pay period if they work all regular scheduled hours.

All employees will be paid for all accrued but unused vacation at the time of separation of service.

Maximum consecutive use of vacation leave shall be eighty (80) hours. A maximum of fifteen (15) days may be used at the employee's discretion, subject to pre-approval and taking into consideration the needs of each specific office.

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

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

#### **ARTICLE XIV - INSURANCE**

All eligible employees are encouraged to participate in the County group hospitalization insurance program offered at a group rate through the County. The Union shall be represented on the County insurance study committee by a representative designated by the Local Union President. Upon request from the Union, the Employer agrees to meet and bargain over any changes in benefits or employee contributions which are made during the term of this agreement provided that both parties shall retain their legal rights in the event an impasse occurs concerning a change.

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

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

#### **ARTICLE XV - WAGES**

##### **SECTION 1. WAGE RATES**

The wage rates for employees covered by this Agreement appear in Appendix "A" which is incorporated in and made part of this Agreement.

##### **SECTION 2. STEPS BASED ON YEARS OF SERVICE**

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

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

If an employee is serving a probationary period at the time that a general wage increase is due under this Agreement, the probationary employee shall receive the general wage increase upon completing the employee's probationary period.

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

## ARTICLE XVI JOB CLASSIFICATIONS

The Employer agrees to designate a job classification for each of their employees covered under this bargaining agreement, from the list below. This is not to be interpreted as meaning they shall perform work only that classification but will be a basis for wages and job bidding, subject to Employer's approval.

The Employer shall notify Union prior to establishment of any new job classification/ description or prior to any changes in an existing agreed to job description/classification. The employer will then bargain with the union prior to establishment of a new job classification or change in an existing agreed to job description.

The negotiations shall occur prior to the employer's final request for funding from the Human Resources Committee.

## **ARTICLE XVII - WAIVER**

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

## **ARTICLE XVIII - EFFECT OF AGREEMENT**

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

## **ARTICLE IX TERMINATION**

This Agreement shall be effective December 1, 2024, and shall remain in full force and effect until the 30th day of November, 2027. It shall be automatically renewed from year to year thereafter unless either party

shall notify the other in writing at least sixty (60) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than sixty (60) days prior to the anniversary date. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in this article.

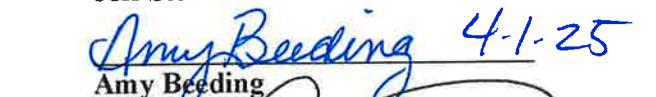
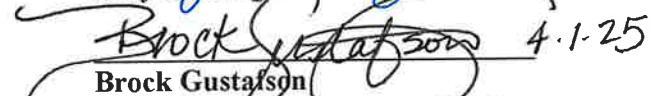
**FOR THE EMPLOYER :**

  
\_\_\_\_\_  
Tammy Weikert, Circuit Clerk

**FOR THE UNION:**

  
\_\_\_\_\_  
Joshua Schipp, Staff Representative

Jeff Stulir

  
\_\_\_\_\_  
Amy Beeding 4-1-25  
  
\_\_\_\_\_  
Brock Gustafson 4-1-25  
  
\_\_\_\_\_  
Shannon Kizer

## EXHIBIT A

### WAGE SCALES

<b>Current Wages</b>											
<b>Position</b>	<b>Start</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>	<b>12</b>	<b>15</b>	<b>20</b>	<b>25</b>
Court Specialist I	\$18.17	\$18.97	\$20.14	\$21.15	\$22.19	\$23.18	\$24.17	\$24.49	\$24.70	\$25.44	\$25.81
Court Specialist II	\$19.00	\$19.89	\$21.12	\$22.12	\$23.19	\$24.26	\$25.34	\$25.67	\$25.87	\$26.65	\$27.03
Court Specialist III	\$21.91	\$22.85	\$24.33	\$25.51	\$26.68	\$27.96	\$29.19	\$29.66	\$29.80	\$30.69	\$31.14
Lead Court Specialist	\$22.98	\$23.94	\$25.51	\$26.82	\$28.09	\$29.41	\$30.65	\$31.12	\$31.26	\$32.20	\$32.67
Lead Accounting Specialist	\$22.98	\$23.94	\$25.51	\$26.82	\$28.09	\$29.41	\$30.65	\$31.12	\$31.26	\$32.20	\$32.67

<b>Effective 12/1/2024: \$1.00</b>											
<b>Position</b>	<b>Start</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>	<b>12</b>	<b>15</b>	<b>20</b>	<b>25</b>
Court Specialist I	\$19.17	\$19.97	\$21.14	\$22.15	\$23.19	\$24.18	\$25.17	\$25.49	\$25.70	\$26.44	\$26.81
Court Specialist II	\$20.00	\$20.89	\$22.12	\$23.12	\$24.19	\$25.26	\$26.34	\$26.67	\$26.87	\$27.65	\$28.03
Court Specialist III	\$22.91	\$23.85	\$25.33	\$26.51	\$27.68	\$28.96	\$30.19	\$30.66	\$30.80	\$31.69	\$32.14
Lead Court Specialist	\$23.98	\$24.94	\$26.51	\$27.82	\$29.09	\$30.41	\$31.65	\$32.12	\$32.26	\$33.20	\$33.67
Lead Accounting Specialist	\$23.98	\$24.94	\$26.51	\$27.82	\$29.09	\$30.41	\$31.65	\$32.12	\$32.26	\$33.20	\$33.67

Effective 12/1/2024: 3.00%												
Position	Start	1	2	4	6	8	10	12	15	20	25	
Court Specialist I	\$ 19.75	\$ 20.57	\$ 21.77	\$ 22.81	\$ 23.89	\$ 24.91	\$ 25.93	\$ 26.25	\$ 26.47	\$ 27.23	\$ 27.61	
Court Specialist II	\$ 20.60	\$ 21.52	\$ 22.78	\$ 23.81	\$ 24.92	\$ 26.02	\$ 27.13	\$ 27.47	\$ 27.68	\$ 28.48	\$ 28.87	
Court Specialist III	\$ 23.60	\$ 24.57	\$ 26.09	\$ 27.31	\$ 28.51	\$ 29.83	\$ 31.10	\$ 31.58	\$ 31.72	\$ 32.64	\$ 33.10	
Lead Court Specialist	\$ 24.70	\$ 25.69	\$ 27.31	\$ 28.65	\$ 29.96	\$ 31.32	\$ 32.60	\$ 33.08	\$ 33.23	\$ 34.20	\$ 34.68	
Lead Accounting Specialist	\$ 24.70	\$ 25.69	\$ 27.31	\$ 28.65	\$ 29.96	\$ 31.32	\$ 32.60	\$ 33.08	\$ 33.23	\$ 34.20	\$ 34.68	

Effective 12/1/2025: 3.25%												
Position	Start	1	2	4	6	8	10	12	15	20	25	
Court Specialist I	\$ 20.39	\$ 21.24	\$ 22.48	\$ 23.56	\$ 24.66	\$ 25.71	\$ 26.77	\$ 27.11	\$ 27.33	\$ 28.12	\$ 28.51	
Court Specialist II	\$ 21.27	\$ 22.22	\$ 23.52	\$ 24.59	\$ 25.73	\$ 26.86	\$ 28.01	\$ 28.36	\$ 28.58	\$ 29.41	\$ 29.81	
Court Specialist III	\$ 24.36	\$ 25.36	\$ 26.94	\$ 28.19	\$ 29.44	\$ 30.80	\$ 32.11	\$ 32.61	\$ 32.76	\$ 33.70	\$ 34.18	
Lead Court Specialist	\$ 25.50	\$ 26.52	\$ 28.19	\$ 29.59	\$ 30.94	\$ 32.34	\$ 33.66	\$ 34.16	\$ 34.31	\$ 35.31	\$ 35.81	
Lead Accounting Specialist	\$ 25.50	\$ 26.52	\$ 28.19	\$ 29.59	\$ 30.94	\$ 32.34	\$ 33.66	\$ 34.16	\$ 34.31	\$ 35.31	\$ 35.81	

Effective 12/1/2026: 3.25%												
Position	Start	1	2	4	6	8	10	12	15	20	25	
Court Specialist I	\$ 21.05	\$ 21.93	\$ 23.21	\$ 24.32	\$ 25.46	\$ 26.55	\$ 27.64	\$ 27.99	\$ 28.22	\$ 29.03	\$ 29.44	
Court Specialist II	\$ 21.96	\$ 22.94	\$ 24.29	\$ 25.39	\$ 26.56	\$ 27.74	\$ 28.92	\$ 29.28	\$ 29.50	\$ 30.36	\$ 30.78	
Court Specialist III	\$ 25.16	\$ 26.19	\$ 27.81	\$ 29.11	\$ 30.39	\$ 31.80	\$ 33.15	\$ 33.67	\$ 33.82	\$ 34.80	\$ 35.29	
Lead Court Specialist	\$ 26.33	\$ 27.39	\$ 29.11	\$ 30.55	\$ 31.94	\$ 33.39	\$ 34.75	\$ 35.27	\$ 35.42	\$ 36.45	\$ 36.97	
Lead Accounting Specialist	\$ 26.33	\$ 27.39	\$ 29.11	\$ 30.55	\$ 31.94	\$ 33.39	\$ 34.75	\$ 35.27	\$ 35.42	\$ 36.45	\$ 36.97	

**EXHIBIT B**  
**EDUCATIONAL POLICY**

**ROCK ISLAND COUNTY TUITION  
REIMBURSEMENT**

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

The Employer will specifically not reimburse employee expenses pertaining to a total Associate, Bachelor, or Masters level degree, but will reimburse for those courses within certain degrees which are related to the employee's position with the Employer, along with other criteria for successful completion depending on level of course(s) taken.

Additionally, a pre-determined continued employment period will be required, as follows:

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

7. "Semester" is defined as follows: July 1 through December 31; January 1 through June 30; except any job-related course started in one "semester" which may overlap into the next "semester" may still be considered for reimbursement for the starting semester (and not counted again as ending, or in, the following semester).
8. Employee will be required and must agree at the time the request is made to remain with the Employer for a period of one (1) year following completion of the last course(s) taken (Associate Degree); OR for any employee already possessing an Associate Degree, two (2) years following completion of the last course(s) taken (Bachelors or higher degree).
9. Any employee already possessing a Bachelors, Masters or higher degree may take any job related course to use as "brush-up" with the same required grade, or equivalent, semester requirement, and for continued two (2) years employment (as required of the Bachelor level).
10. All classes must be requested and approved to be taken by the Employer for reimbursement prior to the start of the class. All pertinent information must be submitted and approved by the Employer and the County Board Chair in order that the current budget may be properly maintained. Proof of payment for the class by the educational institution will be required prior to reimbursement.
11. No reimbursement will be made by the Employer which does not meet the above criteria.
12. Any employee voluntarily leaving the Employer who has agreed to the above conditions prior to completion of the required employment period for the course taken, agrees to re-pay the Employer for the last course(s) taken requiring the continued employment period. It must be agreed by the employee that repayment will be made by deduction from the final paycheck of the employee. Provided the final paycheck is not enough for reimbursement to the Employer, the employee will be billed for the balance.
13. The Employer may at its discretion require an employee to take a certain job-related course or courses to remain in a current grade level. In that event, approval of the County Board Chair will be required. All other rules will

apply.

14. Any employee not leaving employment voluntarily during the required employment period following completion and reimbursement of a course(s) will not be required to repay the County.
15. Form(s) will be provided and located in the County Board Office to apply for each class requested or required.
16. Failure to adhere to the policies as described above may result in the non-reimbursement of previously approved course.