

AGREEMENT

Between

**BOARD OF TRUSTEES,
MCHENRY COUNTY COLLEGE,
COMMUNITY COLLEGE DISTRICT NO. 528**

&

**MCHENRY COUNTY COLLEGE STAFF COUNCIL
LOCAL 1642, IFT/AFT, AFL/CIO**

July 1, 2021 through June 30, 2024

Preamble

The College and the Union agree that all employees should work in an environment that fosters mutual respect and professionalism. All employees are responsible for contributing to such an environment and are expected to treat others with courtesy and respect. The parties agree that inappropriate behavior in the workplace does not promote the College's mission, employee well-being, or productivity. Inappropriate workplace behavior will not be tolerated.

If an employee believes they have been subjected to inappropriate workplace behavior, they should report the behavior in accordance with the College's Employee Harassment Procedures.

This Preamble is not subject to the grievance procedure in Article V – Grievance Procedure.

Table of Contents

Article I - Union Board Relations.....1

- 1.1 Recognition & Scope 1
- 1.2 New and Modified Positions 1
- 1.3 Integrity of the Unit 1
- 1.4 Voluntary Dues Check off..... 2
- 1.5 Union Meetings..... 2
- 1.6 Distribution of Union Material..... 2
- 1.7 Release Time for the Union 2
- 1.8 Release Time for Grievance and Contract Administration 3
- 1.9 Reporting..... 3
- 1.10 Records..... 3
- 1.11 College Council 3
- 1.12 Participation at Board Meetings 4
- 1.13 Board Policies..... 4
- 1.14 No Strike..... 4
- 1.15 Non-Discrimination 4
- 1.16 Notice of New Employees..... 4

Article II – Terms & Conditions of Employment5

- 2.1 Workday..... 5
- 2.2 Workweek 5
- 2.3 Breaks..... 5
- 2.4 Lunch 5
- 2.5 Summer Work Schedule 5
- 2.6 Overtime Break and Lunch..... 6
- 2.7 Overtime 6
- 2.8 Assignment Outside Position 6
- 2.9 Additional Assignments 7
- 2.10 Seniority 7
- 2.11 Seniority Lists 7
- 2.12 Layoff or Reduction to Part-Time..... 7
- 2.13 Recall from Layoff 9
- 2.14 Vacancies 9

2.15	Performance Evaluation.....	9
2.16	Personnel File.....	10
2.17	Probationary Period.....	10
2.18	Discipline.....	10
2.19	Emergency/Scheduled Closing.....	11
2.20	Management Called Meetings.....	11
2.21	Job Review.....	11
2.22	Health and Safety.....	13
2.23	Automation and Reorganization.....	13
2.24	Job Descriptions.....	13
2.25	Uniformed Employees.....	13
2.26	Grant Funded Employees.....	14
2.27	Duration of Temporary Replacements.....	14
Article III - Leaves, Vacation, Holidays.....		15
3.1	Sick Leave.....	15
3.2	Sick Leave Pool.....	15
3.3	Personal Leave.....	17
3.4	Discretionary Unpaid Leave for Personal Health or Family Hardship.....	18
3.5	Bereavement Leave.....	18
3.6	Jury Duty.....	18
3.7	Military Leave.....	19
3.8	Family and Medical Leave Act.....	19
3.9	Vacation.....	19
3.10	Holidays.....	21
3.11	Professional Meetings.....	22
3.12	Sponsored Leave.....	22
3.13	General Leave of Absence.....	23
3.14	Time Construction.....	23
3.15	Fitness for Duty.....	23
Article IV - Wages.....		24
4.1	Reclassification Compensation.....	24
4.2	Shift Differential.....	24

4.3	Call-Back Pay	24
4.4	Overtime Pay.....	24
4.5	Vision, Dental, Medical and Hospitalization Insurance	24
4.6	Life and Accidental Death & Dismemberment Insurance.....	26
4.7	Tuition Waiver.....	26
4.8	Tuition Reimbursement	26
4.9	Flexible Schedule for Courses Taken During the Workday	27
4.10	Pay Periods/Direct Deposit	27
4.11	Tax-Sheltered SURS Payments	27
4.12	Salary.....	27
4.13	Salary Adjustment.....	27
4.14	Retirement Benefits	28
Article V - Grievance Procedure		30
5.1	Objective	30
5.2	Definition of Grievance	30
5.3	Definition of Days.....	30
5.4	Time Limits for Filing.....	30
5.5	Pre-Grievance Consultation	30
5.6	Grievance Steps.....	30
5.7	Arbitration.....	32
5.8	Miscellaneous Provisions	33
Article VI – Miscellaneous		34
6.1	Severability.....	34
6.2	Distribution of the Agreement.....	34
6.3	Matters not Covered by this Agreement	34
6.4	Duration	34
6.5	Board Rights.....	34
Appendix A		35
Appendix B		36
Appendix C		40

Agreement

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

Article I - Union Board Relations

1.1 Recognition & Scope

The McHenry County College District 528 Board of Trustees (“Board”) recognizes the McHenry County College Staff Council, Local 1642, IFT/AFT/AFL-CIO (“Union”) as the sole and exclusive bargaining agent for wages, hours, and terms and conditions of employment for exempt and non-exempt staff, and whose positions are listed in Appendix B at the time of ratification of this contract, with tri-annual updates published on the employee portal.

EXCLUDED from the bargaining unit: Employees holding positions classified as Administrative, Confidential, Campus Police/Safety, Temporary/Contract, Student, Contingent (non-bargaining unit), and all other persons excluded by the terms of the Act.

1.2 New and Modified Positions

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

A new position is defined as an additional position where a majority of the job duties as set forth in the job description for such position are not currently being performed by a bargaining unit employee. The College’s Office of Human Resources shall notify the Union President about the newly created position in accordance with the procedures set forth in Section 2.14 of this Agreement.

Upon Board approval of a modified position, whose job duties are substantially similar to those performed by a current bargaining unit employee, the position shall be offered to the current employee if such employee possesses the necessary skills and qualifications for the modified position. An employee’s qualification shall be determined in accordance with the procedures set forth in Section 2.12 of this Agreement. Any employee who has been placed at Step 2 (Second Conference/Written Reprimand) or Step 3 (Suspension) in the College’s Progressive Disciplinary Procedures for Non-exempt and Exempt Employees within the past twelve (12) months is deemed not qualified for a modified position.

1.3 Integrity of the Unit

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

1.4 Voluntary Dues Check off

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

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

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

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

1.5 Union Meetings

- A. In accordance with applicable Board policy, the Union shall have the right (1) to use College services, provided the Union agrees to pay the standard rates for the services and supplies used, and (2) to the same access as other College organizations have to use College facilities for meetings. Use of such services and facilities shall be coordinated, scheduled and prioritized at such times and places that do not interfere with the operations of the College. The Union shall promptly reimburse the College for any expenses in connection with the preparation for or cleaning up subsequent to such meeting.
- B. The Union will be provided with an opportunity to hold a one (1) hour general membership meeting once during the Fall and once during the Spring semester on the Friday afternoon of finals week. The College will not unreasonably prevent a member from attending.

1.6 Distribution of Union Material

The Board shall provide an appropriate bulletin board accessible to employees for use by the Union for the posting of its materials. The Union may distribute a reasonable amount of material through the regular College distribution system, provided it does not interfere with the operation of the College, and provided further that the Union shall pay any fees or charges required by the United States Postal Service or other agency mandated by law to do so. The Union Officers shall have the right to use College office equipment and Duplication Center services including College email system to distribute union materials provided it does not interfere with the operation of the College and provided further that the Union shall reimburse the Board for the reasonable cost of supplies for any extraordinary expenses incurred.

1.7 Release Time for the Union

The Board shall grant release time to the Union in the total amount of one hundred seventy six (176) hours per year, but not more than forty (40) hours per month without loss of pay or compensatory time. Such release time shall be available for use by Staff Council Officers and

Building Representatives. Such release time may be used as full days or fractions of days provided released time shall not be taken in increments of less than one-half (1/2) hour. The Union shall give advanced notice of twenty (24) hours to the employee's immediate supervisor or, if he/she is not available, to the Chief Human Resources Officer. In addition, the Union President shall be released from employment duties for one (1) hour per week to conduct Union Business. Any unused released time shall not be accumulated or carried over from week-to-week.

1.8 Release Time for Grievance and Contract Administration

The grievant and not more than two (2) Staff Council Officer(s) shall be given paid time off to participate in Step 1, 2, or 3 meetings as provided in Section 5.6, if the meetings are conducted during the employees' working time.

Paid time off is also accorded Officers when requested at any meeting by the College. The Officer shall notify his or her supervisor, or his or her supervisor's designee, prior to leaving the department.

1.9 Reporting

The Secretary of the Staff Council Union will provide a monthly report in a format provided by the College to the Chief Human Resources Officer that includes all hours used for release time.

1.10 Records

Upon written request by a Union Officer, within seven (7) working days, the Board shall deliver to the Union public records which are necessary to permit the Union to fulfill its responsibility as bargaining agent. The Union shall reimburse the Board for the reasonable cost of copying such materials.

A time extension may be requested of the Union President by the Board.

1.11 College Council

During the term of this contract, the College shall undertake the formation of the College Council. The College Council will represent shared responsibility between the staff and the college community. Through this council, the Staff shall have the right and responsibility to participate in shared planning in the areas of Strategic Planning, Policy and Procedure development, Issue Management, Campus Communication, and any other topics related to college-wide issues. Staff will have a voice in identifying, reviewing and addressing college needs and priorities, and will provide information and make recommendations to ensure the unity of purpose and efficiency of operations supporting student success.

The Union President or Union Executive Board may recommend to the President of the College, Staff unit representatives to serve on the College Council. It will be at the discretion of the College President, in collaboration with the Union President, to make the final selection of the Staff representative and to determine the number of appointees to the College Council.

While the intent is to create a positive and effective College Council and foster a climate of trust and respect, it is important to operate with the understanding agreement in decision making may not always be reached, the process of utilizing College Council may not be required at all

times, and ultimate responsibility for College decisions resides with the President and Board of Trustees.

1.12 Participation at Board Meetings

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

1.13 Board Policies

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

1.14 No Strike

During the term of this agreement, neither the Union nor its officers or agents, nor any of the employees covered by this agreement, will authorize, institute, engage, sponsor, or participate in any strike against McHenry County College including sympathy strike, picketing, concerted refusal to work, concerted refusal to follow reasonable work instructions, or any other concerted interruption of the operations of the College. Any or all employees who violate this provision during their scheduled working hours may be subject to the College's progressive disciplinary process. The Board agrees that for the duration of this agreement it will not engage in a lockout of employees.

1.15 Non-Discrimination

Neither the Board nor the Union shall discriminate against any employee as per Board Policy. The Union agrees that the Board may take any action necessary to comply with the Americans with Disabilities Act. Except for alleged discrimination for Union activities, or ADEA claims, the employee or Union who chooses to seek relief from such alleged discrimination through the Grievance Procedure shall, by doing so, agree not to pursue such allegation through any other legal forum(s).

1.16 Notice of New Employees

The Board, through the Office of Human Resources, shall notify the Union President or designee of the hiring, termination or change in employment status of bargaining unit employees within ten (10) working days.

Article II – Terms & Conditions of Employment

2.1 Workday

The regular full-time employee workday shall be eight (8) hours, as the job position requires, except as provided in Section 2.5 regarding summer hours. By agreement between the employee and supervisor, a flexible workday may be scheduled on an as needed basis.

2.2 Workweek

The regularly scheduled full-time workweek shall be forty (40) hours for five (5) consecutive days, beginning on Sunday and ending on Saturday, except as provided in Section 2.5 (Summer Work Schedule).

By agreement between the employee and immediate supervisor, a flexible workweek may be scheduled on an as needed basis. This may also apply during the week of Spring Break or other weeks of non-instruction.

Any assignment to evening/night or weekend work shall be in order of reverse seniority among those employees in the affected office/department. Seniority is defined in Section 2.10.

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

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

2.3 Breaks

Each full-time employee shall have two (2) paid, uninterrupted fifteen (15) minute breaks per workday. Part-time employees shall have one (1) paid, uninterrupted fifteen (15) minute break for each four (4) hour period of work.

2.4 Lunch

Full-Time Employees

Each full-time employee shall have one (1) uninterrupted, unpaid one-half (1/2) hour lunch period, which shall not be considered part of the regular workday. This lunch period shall be taken after not more than five (5) hours of work.

Part-Time Employees

Each part-time employee who works less than a seven and one-half (7 ½) hour day may choose to take a one (1) uninterrupted, unpaid one-half (1/2) hour lunch period, which shall not be considered part of the regular workday. If the part-time employee chooses to take this lunch period, it shall be taken after not more than five (5) hours of work.

2.5 Summer Work Schedule

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

In the event of a four (4) day summer work schedule, the following shall apply. Vacation/leave days for full time exempt employees working a ten (10) hour work day will be counted against accumulated totals as ten (10) hours. Such employees may be called in to work on the fifth (5th) work day in any such week if they cannot complete specified duties at any other time.

Vacation/leave days taken during such summer schedule by full time non-exempt employees shall be counted as ten (10) hours against accumulated totals. Such employees shall not be required to work more than four (4) days during any such week, unless business circumstances arise.

Vacation/leave days for part-time non-exempt employees working their total regularly scheduled weekly hours in four (4) days rather than five (5) will be calculated based upon the actual number of hours missed. Such employees shall not be required to work more than four (4) days during any such week, unless business circumstances arise.

Flexible hours may be arranged between the employee and his/her supervisor. Scheduling of summer hours shall be approved by the employee's supervisor. The official work schedule shall be filed in the office of Human Resources.

2.6 Overtime Break and Lunch

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

2.7 Overtime

Overtime shall be performed only with the prior approval of the employee's supervisor. Overtime shall be offered on a rotating basis among the unit employees of a particular office/department on a seniority basis among those on the same shift who are fully qualified to perform the available work. Except as unusual circumstances shall require, overtime shall not be mandatory if fully qualified employees volunteer for such work. This Section shall not be applicable to employees who are exempt under the Fair Labor Standards Act.

2.8 Assignment Outside Position

An employee in the bargaining unit assigned to temporarily perform the essential duties of another bargaining unit position, in addition to their own duties, shall receive a five percent (5%) adjustment of their current hourly or weekly pay for essential duties performed in a higher position, or up to a three percent (3%) adjustment of their current hourly or weekly rate for essential duties performed in an equal or lower position, after eleven (11) working days for that portion of work performed in such temporary assignment. The employee given this assignment shall be compensated with the adjustment beginning on the twelfth (12th) working day. The adjustment to the current hourly or weekly pay rate does not apply when an employee is simply working additional hours in their current position.

Part-time employees working a full-time schedule will be entitled to accrue vacation and sick leave at the full-time employee level for each month during which they begin such work on or before the fifteenth (15th) of the month. This additional leave time will be credited to their account in accordance with Sections 3.1-Sick Leave and 3.9 Vacation.

2.9 Additional Assignments

Part-time employees and non-exempt full-time employees may not hold multiple assignments across the College. Employees who work full-time in an exempt position may be assigned a part-time assignment in addition to their full-time position.

All assignments must be made in consultation with the supervisor.

Additional assignments will not conflict with the employee’s primary duties, work hours, or responsibilities. If such a conflict becomes apparent, the College may discontinue the part-time assignment.

Any work related to the part-time assignment will not be conducted during the work hours of the employee’s primary position.

2.10 Seniority

Seniority is defined as the length of continuous service at the College performing work in the bargaining unit. Periods of leaves of absence, whether paid or unpaid, shall not constitute a break in continuous service. Periods of layoff or unpaid leaves of absence in excess of one hundred eighty (180) calendar days shall not be considered in computing seniority. For part-time employees, length of continuous service shall be computed by the percentage equal to the total number of hours employed divided by 2080 for each fiscal year.

Seniority shall be applied as provided herein.

2.11 Seniority Lists

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

- March 1 Draft seniority list for positions effective through the previous December 31st, provided by Human Resources to Staff Council President or designee.
- April 1 Staff Council President or designee requests for changes, on behalf of the employees due to Human Resources.
- May 1 Final seniority list provided by HR to Staff Council President or designee.

This provision shall be applied consistent with Section 2.12.

2.12 Layoff or Reduction to Part-Time

- A. In the event a layoff, the elimination of a position or department, the outsourcing of a department, or reduction from full-time to part-time becomes necessary, the College shall negotiate with the Union as required by law. The employee(s) so affected and the Union shall:
 1. be given notice in-person or via certified mail at least thirty (30) calendar days prior to the effective date of such layoff or reduction to part-time
 2. be subject to layoff with the least senior employee(s) in the specific position affected first.

Probationary employees shall have no seniority rights with respect to layoff or reduction to part-time and shall be laid-off or reduced to part-time before any regular such employee

within the affected department(s) are laid off or reduced to part-time. Temporary workers currently filling positions that will be eliminated will not be allowed to continue in the position over a staff council member.

- B. An employee whose position is eliminated by the College, excluding probationary employees, may be eligible to receive a severance package, as offered by the College, and approved by the Board of Trustees.
- C. An employee whose position is eliminated by the College may apply for any and all open positions for which they qualify. Affected employees must apply for open position(s) within five (5) working days of their notification date. They will receive full consideration as would be accorded internal candidates. Seniority will be a consideration for reviewing candidates for any open positions. Further, affected employees who apply for open positions with the College will be notified whether or not they will be hired prior to the expiration of a severance package offer, if applicable. If an employee accepts an offer of reemployment, the offer of a severance package will be rescinded.
- D. If an employee does not qualify for any open positions or if there are no open positions, the affected employee may apply for any and all positions held by probationary employees for which they qualify. Affected employees must apply for positions held by probationary employees within five (5) working days of their notification date. Seniority will be a consideration for reviewing candidates for any positions held by probationary employees. Further, affected employees who apply for positions held by probationary employees will be notified whether or not they will be hired prior to the expiration of a severance package offer, if applicable. If an employee accepts an offer of reemployment, the offer of a severance package will be rescinded.
- E. Employee qualifications/eligibility shall be determined by the College as follows:
 - 1. An employee is deemed qualified in any position in which he/she has had experience at the College and the employee meets the position's current job qualifications and skills.
 - 2. An employee may submit a claim of qualification for an available position and such claim shall not be arbitrarily denied, but the College may in its sole discretion and without precedential effect, test the employee in such manner as it deems feasible, provided testing shall be at the College's expense.
 - 3. Any employee who has been placed at Step 2 (Second Conference/Written Reprimand) or Step 3 (Suspension) in the College's Progressive Disciplinary Procedures for Non-Exempt and Exempt Employees within the past twelve (12) months are deemed not qualified for a reassigned position.
- F. Affected employees who are reemployed in a position will be placed in the new salary range at the percentage equivalent to their former salary range placement, per pay grades listed in Appendix A. Employees currently at or above the salary range maximum will be placed at ninety-five percent (95%) of the new salary range. Employees who are reemployed in a position in a salary grade the same as their current position will retain their current salary.

Affected employees will be eligible for the same fiscal year increases as other employees if they assume their new position by July 1.

2.13 Recall from Layoff

Unit employees on layoff or employees whose position has been eliminated shall be placed on a recall list by seniority (if eligible as defined in section 2.11) for a period of twelve (12) months from the first day the employee is off the College payroll. Such list shall be delivered to the Union President and kept updated.

The following options shall be available:

- A. Should an employee's originally-held position become available within twelve (12) months from the first day the employee is off the College payroll, the employee shall have the right to return to that position. The College will contact the employee using the address and telephone number on file in HR. The laid-off employee shall have the responsibility to inform the College of any change in address or telephone number.
- B. If another position an employee is qualified for becomes available, within twelve (12) months from the first day the employee is off the College payroll, the employee may apply for and receive consideration as an internal candidate. It is the employee's responsibility to contact HR to let them know that they have submitted an application. If the laid-off employee returns to work in a different position and his/her last held position becomes vacant within the original twelve (12) month recall period, such employee shall have a right to return to the previously held position.

If an employee is offered a position at any time during this process and does not accept, they will be removed from the recall list.

2.14 Vacancies

The Union President will be notified of vacancies in existing or newly created positions, their job descriptions and pay range. Provided there is no unit employee qualified to fill such vacancy on the recall list, the vacancy will be distributed by the Union and posted on the College's employment portal. Qualified internal candidates must apply via the College's applicant tracking system within the initial five (5) working days to be given full consideration prior to external candidates. Internal candidates are qualified if they have successfully completed the probationary period in Section 2.17, are not on disciplinary action per Section 1.2, and satisfy the minimum qualification requirements. Qualified internal applicants will be interviewed and given full consideration prior to external candidates. If not selected for the position, the internal candidate may request a meeting with Human Resources to gain perspective on the hiring decision.

2.15 Performance Evaluation

New employees serving their probationary period shall receive feedback on their performance on or about the thirtieth (30th) and sixtieth (60th) calendar day. Employees who are no longer in their probationary period will receive performance feedback from their immediate supervisor on an annual basis. Such supervisor shall have knowledge of the employee's performance. The evaluations shall consider the performance of the duties assigned to the employee utilizing the official job description on file in the Office of Human Resources.

The College and the Staff Council will mutually agree upon the performance evaluation process and format. This process will include mutual goal setting, periodic check-ins, and annual written evaluation. Check-ins are intended to be coaching in nature, as well as an opportunity to review and adjust goals as department or College needs evolve.

Performance Improvement Plans (PIP) may be used to provide employees with clear and reasonable expectations and time limits with measurable outcomes with which the employee must comply to avoid progressive disciplinary action. PIP's may be used as an outcome of the annual performance evaluation process or at any time that the employee's performance is evaluated as needing improvement.

2.16 Personnel File

The Office of Human Resources shall maintain one (1) official personnel file for each employee. This file shall include all written materials concerning discipline but not contain a supervisor's notes and records relating to grievances and arbitrations. Materials to be placed in a personnel file by the appropriate supervisor shall bear that supervisor's name and shall be dated upon the date of placement. Copies of materials so placed in a personnel file shall be appropriate when delivered to the affected employee and concurrently received.

Employees shall have the right, upon written request, to review the contents of their own personnel file and may, when they deem it appropriate, submit statements concerning any material contained in such file, provided such shall be submitted within twenty (20) working days of the receipt by the employee of the original material. Any statements so submitted by an employee shall be made part of the file for so long as the material giving rise to the employee's response remains in the file. A copy of the response shall be served upon the appropriate supervisor or other person who originally placed the material in the file which gave rise to the occurrence. A representative(s) of the Staff Council may be requested, by the employee, to accompany the staff member to such review.

2.17 Probationary Period

New employees shall be on probationary status for ninety (90) calendar days of active employment (active employment excludes breaks in service for military leave, sick, maternity, etc.). The probationary status may be extended by up to sixty (60) calendar days with mutual agreement between the College and Staff Council. For purposes of determining the length of a regular part-time employee's probationary period, the employee's regularly scheduled hours shall be considered a full workday.

During the probationary period, personal leaves and vacation shall accrue, but shall not be available to the employee until the conclusion of the probationary period. Accrued sick leave shall be available for use during the probationary period. Such benefits shall be extinguished if the employee is terminated or resigns prior to the expiration of the probationary period.

Employees on probationary status are not eligible to apply for vacancies in bargaining unit positions as posted under Section 2.14.

2.18 Discipline

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

The Board shall adopt a progressive discipline standard and denote which infractions are subject to which penalties. Except as specifically noted (e.g., assault, theft, inebriation on the job, sexual harassment, etc.), warnings shall be given and an opportunity rendered to remediate any deficiency noted.

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

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

2.19 Emergency/Scheduled Closing

When the College is closed due to an emergency, the Board shall pay all employees for the period of time they were normally scheduled to work. If an employee is on pre-approved leave when a closure occurs, emergency closing pay shall not apply. Any such employee who does work shall receive equal compensatory time off. This section also applies to any off-campus facilities that are closed due to an emergency.

2.20 Management Called Meetings

Mandatory meetings called by management for unit employees shall take place during the employee's regularly scheduled workday.

2.21 Job Review

Reclassification requests for a position may be submitted by the employee and the immediate supervisor only after an employee has been in the position for one (1) year and the job responsibilities have significantly changed. In the event that the supervisor does not support the reclassification request, the employee may appeal to the next-level supervisor. A rationale, (i.e., a completed position questionnaire and updated job description) shall accompany such request and be submitted to the Chief Human Resources Officer. Both the Office of Human Resources and the Staff Council shall mutually approve any proposed change to the position questionnaire. A request for reclassification request shall be submitted for any individual employee's position and shall be processed according to the following schedule:

March 1	File with Office of Human Resources.
20 Business Days Later	College Job Review Committee reviews and makes a recommendation.
15 Business Days Later	If the employee is dissatisfied with the decision of the College Job Review Committee, the Union Job Review Committee may file an appeal on the employee's behalf.

10 Business Days Later	Job Appeal Committee reviews the documentation that was previously submitted to the College Job Review Committee and provides their decision to the College President.
15 Business Days Later	College President reviews and submits decision to Union President.
May 1	If reclassification is approved, adjusted compensation, job description and/or position title becomes effective.

The College Job Review Committee will consist of the Chief Academic Officer (CAO), the Chief Financial Officer (CFO) and the Chief Human Resources Officer (CHRO).

The College Job Review Committee will interview both the supervisor and employee in a joint meeting. Both must be prepared to present their rationale for reclassification. The employee may request one (1) Union representative to be present.

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

If the employee who participates in a reclassification is dissatisfied with the recommendation of the College Job Review Committee, the employee may submit his/her rationale to the Union Job Review Committee, which shall consider the request. If the Union Job Review Committee supports the appeal, it shall be submitted to the Job Appeal Committee, which shall consist of three (3) appointees of the College President (Administrative appointees other than the members of the College Job Review Committee and excluding the employee's supervisor), and three (3) appointees of the Union President (staff council members and excluding departmental co-workers of any position submitted for appeal). The employee, whose job review is being appealed, may choose to be present during the Job Appeal meeting. The Chief Human Resources Officer shall serve as a non-voting resource in this process and attend these meetings. The decision of the Job Appeal Committee and its reasons therefore shall be forwarded by the Chief Human Resources Officer to the College President or designee, who shall act on the committee's determination. The College President's decision shall be in his/her sole discretion and non-precedential. If the College President disagrees with the recommendation of the Job Appeal Committee, he/she shall submit his/her reasons in writing to the committee. Nothing contained herein shall prevent the College President from appointing different cabinet-level administrators from time to time, to the College Job Review Committee, excluding the Chief Human Resources Officer.

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

Annual salary or hourly compensation as indicated in Section 4.12 Salary, shall be calculated on the new reclassification compensation.

2.22 Health and Safety

A. Applicability

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

B. Access to information and records

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

C. Protective Equipment

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

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

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

2.23 Automation and Reorganization

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

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

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

2.24 Job Descriptions

The official job description for each unit position shall be maintained in the Office of Human Resources. All official changes to job descriptions as a result of reclassification or evaluations shall be implemented by the Office of Human Resources. Any subsequent revisions will be reviewed by the employee, the supervisor and the Office of Human Resources. A copy will be issued to the individual employee in the position and the employee's supervisor. A copy of each official job description and any subsequent revision shall be forwarded to the Staff Council President electronically.

2.25 Uniformed Employees

The College will provide and replace, as necessary, uniform clothing for all regular full-time and part-time employees who work as custodians, maintenance personnel, groundskeepers or food

service workers. It may be deemed appropriate by the College, in conjunction with the Union, that additional positions wear uniforms. Employees shall clean and maintain their uniforms properly at all times, and shall be responsible for their replacement if damaged or destroyed through the employee's own negligence. Upon leaving a position for which uniforms are provided, the employee shall return all uniform clothing in good condition, less normal depreciation in the course of employment.

2.26 Grant Funded Employees

The Board and the Union recognize that as a condition of employment, employees who are being paid out of the restricted funds are hired only for the duration of the grant for which they work. Therefore, it is agreed that these employees shall enjoy all the rights and benefits of this Agreement except Section 2.10 – Seniority, during the duration of the grant for which they currently work.

Any salary increase above and beyond the conditions of the grant will only apply to the percentage of salary funded by the College through unrestricted funds.

2.27 Duration of Temporary Replacements

Temporary replacements for full-time or part-time bargaining unit positions(s) will not exceed six (6) months. However, if at the sixtieth (60th) day prior to the end of this term the position will not be filled with a permanent employee, the CHRO in conjunction with the supervisor, shall discuss reasons for extending the temporary positions(s) with the Union President.

Article III - Leaves, Vacation, Holidays

3.1 Sick Leave

Full-time Employees

All full-time employees shall be credited with ninety-six (96) sick leave hours per year, which shall accumulate at the rate of eight (8) sick leave hours per month to be used for the employee's or family member's illness, injury, accident or disability. Unused sick leave shall accumulate without limit. Family member is defined as spouse, children, parent, parent-in-law, grandparent, grandchild, or a legal guardian who has raised the employee.

Part-time Employees

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

Employed at least ten (10) and less than twenty (20) hours per week: shall be credited with two (2) hours per month regularly scheduled to work, unlimited accumulation;

Employed at least twenty (20) and less than thirty (30) hours per week: shall be credited with four (4) hours per month regularly scheduled to work, unlimited accumulation;

Employed at least thirty (30) and less than thirty-seven and one-half (37 1/2) hours per week: shall be credited with six (6) hours per month regularly scheduled to work, unlimited accumulation.

Part-Time Grandfathered Employees (as listed in Appendix C)

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

Employed at least twenty (20) hours per week: shall be credited with six (6) hours per month regularly scheduled to work, unlimited accumulation.

All Employees

All employees are required to notify their supervisor or designee for an unplanned absence due to illness with as much advanced notice as possible prior to the scheduled start time, except in the case of an emergency.

A physician's certification of illness is required after an absence of five (5) consecutive work days due to illness.

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

3.2 Sick Leave Pool

Full-time employees may elect to contribute eight (8) sick leave hours into the Sick Leave Pool each year. Part-time employees may elect to contribute the number of hours equivalent to their monthly accrual according to 3.1 Sick Leave. Participants may draw from the pool in the event an employee's illness requires absence from work in excess of accumulated sick leave.

Conditions of Sick Leave Pool

- A. Initial participation is open to any full-time employee with an accumulation of a minimum of sixty four (64) hours of sick leave time. Participation is open to any part-time employee with the following accumulations of sick leave time:

Part-time Employees:

- Employed 10 - 19 hours with a minimum of 8 hours accumulated
- Employed 20 - 29 hours with a minimum of 16 hours accumulated
- Employed 30 - 37 hours with a minimum of 24 hours accumulated

Part-time Grandfathered Employees (as listed in Appendix C):

- Employed at least twenty (20) hours with a minimum of twenty four (24) hours accumulated

- B. Notification of participation in the pool must be received by the Sick Leave Pool Committee and forwarded to the Office of Human Resources by July 1st of each year.
- C. Employees who do not have the minimum accumulated sick hours will be notified when they have accumulated the required hours. They will have two (2) weeks to join the pool for that fiscal year. If the employee does not choose to join at that time, he/she will not be eligible until the following July 1st.
- D. To withdraw hours from the pool, an employee must have contributed during the fiscal year that the withdrawal is requested, unless fully vested.
- E. The hours placed in the pool may not be withdrawn, except in accordance with the purpose of the pool and will accumulate if not used. All hours contributed are not refundable.
- F. Should the hours in the pool be depleted during the year, request for additional hours may be made by the Union. Response to this request will be voluntary. If no additional hours are contributed, the pool will not be used until it is built up again at the beginning of the next fiscal year.
- G. The following schedule will determine the number of hours a member may draw from the pool:

PART-TIME EMPLOYEES				
Years of Participation	Non-Exempt Employees			Grandfathered Employees (as listed in Appendix C)
	Regularly Scheduled Weekly Hours			Regularly Scheduled Weekly Hours
	10-19	20-29	30-37	20 or more
1-5	40	80	120	120
6-11	50	100	150	150
12 or more	60	120	180	180

FULL-TIME EMPLOYEES	
Years of Participation	Hours That May Be Withdrawn
1-5	160
6-11	200
12 or more	240

After a full-time employee has contributed one hundred twenty (120) hours to the pool, the employee will be fully vested, meaning the employee is no longer required to contribute days to the pool. Part-time employees are fully vested at the following levels:

Part-time Employees:

Employed 10 – 19 hours: 30 hours contributed

Employed 20 – 29 hours: 60 hours contributed

Employed 30 – 37 hours: 90 hours contributed

Part-time Grandfathered Employees (as listed in Appendix C)

Employed at least twenty (20) hours: ninety (90) hours contributed

- H. Extended illness is defined as an employee's illness that causes an employee to be absent from work more than five (5) work days.
- I. Sick Leave Pool may be used only after accumulated sick leave hours are exhausted. The number of hours withdrawn from the pool for employee use shall equal the number of hours the employee is absent from their position.
- J. The Union will administer the pool.
- K. Physician's certification of extended illness must be provided to the Office of Human Resources before hours are withdrawn from the pool.
- L. Employees who receive benefits from the State Universities Retirement System (SURS) disability or who are absent due to a work related injury compensable under the Illinois Workers Compensation Act, may not avail themselves of any benefits of the Sick Leave Pool.
- M. All accumulated vacation leave hours, save for the equivalent of the number of hours regularly worked in five (5) work days, must be used before using the Sick Leave Pool for a second time within ninety (90) days after a return to work.
- N. When the continuous use of the Sick Leave Pool crosses over two (2) fiscal years, the employee shall be eligible to withdraw from the Sick Leave Pool the total number of hours they have available on the first day of their leave. The employee must then use all accumulated vacation leave hours, save for the equivalent of the number of hours regularly worked in five (5) days, before being eligible to withdraw from the Sick Leave Pool the remaining hours they are eligible for in the second fiscal year. In no case shall an employee be eligible for more than their total allocation in any one (1) fiscal year.

Example: Employee A works twenty (20) hours per week and is eligible to withdraw up to one hundred (100) hours from the Sick Leave Pool each fiscal year. Employee A begins withdrawing from the Sick Leave Pool on June 15, and uses forty (40) hours prior to June 30 (the end of fiscal year one). In fiscal year two, Employee A then uses the remaining sixty (60) hours that they were eligible for on the first day of their leave. Employee A must then use all accumulated vacation leave hours, save for the equivalent of the number of hours regularly worked in five (5) work days (20 hours). Employee A is then eligible to withdraw the remaining 40 hours they are eligible for in fiscal year two.

3.3 Personal Leave

Full-Time Employees

Each full-time employee shall be granted sixteen (16) personal leave hours without loss of pay or benefits per year.

Part-time 9/12 Month Employees

Part-time employees who are scheduled to work 10-19 hours a week shall be granted four (4) hours personal leave without loss of pay or benefits per year.

Part-time employees who are scheduled to work 20-29 hours a week shall be granted eight (8) hours personal leave without loss of pay or benefits per year.

Such days shall be credited to each employee on July 1 of each year. New employees hired before January 1 of a fiscal year shall have one hundred percent (100%) of the above allotment for the fiscal year, and new employees hired after January 1 shall have fifty percent (50%) of the above allotment for the fiscal year. Personal days may be taken for any personal reason at the discretion of the employee with at least three (3) working days notification to their immediate supervisor, or in an unplanned situation, as soon as practical. Unused personal leave hours shall convert to sick leave at the end of each fiscal year.

3.4 Discretionary Unpaid Leave for Personal Health or Family Hardship

An unpaid leave of absence may be granted for good cause, to an employee who has completed one (1) year of service to the College related to the restoration of health or the alleviation of a hardship associated with the immediate family. Such leave shall not exceed one (1) year, and shall only be granted after the employee has exhausted all applicable FMLA leave, sick leave and vacation time. Written application for such leave should be submitted to the Office of Human Resources who will transmit the request to the Board of Trustees for consideration. The written application must state specific reasons for the requested leave, and if the request is for the employee's personal health reasons, the College may require a physician's statement indicating the nature and expected duration of the medical disability. Action of the Board in granting any such leave shall be within its sole discretion and shall be non-precedential. Except as otherwise provided by law, and with consent of the carrier, an employee on such leave may maintain health insurance benefits by making timely payments of all premiums for such coverage to the College.

3.5 Bereavement Leave

Each full-time and part-time employee shall be granted five (5) days per death without loss of pay or benefits for death in the immediate family. Such leave shall be taken within a reasonable time in relation to the death. The term "immediate family" shall mean the employees' spouse, domestic partner, child, daughter/son-in-law, parent, parent-in-law, brother, sister, grandparent, grandchild, or a legal guardian who has raised the employee. In addition, each employee may take one (1) bereavement leave for a person not on the above list during their employment at MCC.

3.6 Jury Duty

An employee called for jury duty, shall be granted special leave with pay to fulfill such duty. Employees are expected to report to work those days that they are not required to report for jury duty. If an employee is required to report to the Court House for jury duty on a College holiday, the employee will be entitled to take the holiday on a different date.

An employee subpoenaed to testify as a witness on behalf of the College or in a criminal court matter, shall be granted special leave with pay to fulfill such duty.

3.7 Military Leave

- A. A full-time employee of the College shall be granted a leave of absence for any period actively spent in military service, including:
1. Basic training;
 2. Special advanced training;
 3. Annual training; and
 4. Any other training or duty required by the United States Armed Services.

During a leave of absence, the employee's seniority and other benefits shall continue to accrue. During leaves for basic training, leaves of up to sixty (60) days for special or advanced training, or any other training or duty required by the United States Armed Forces, the employee shall receive the same regular compensation as the employee was receiving on the day prior to leave, minus the amount of his or her base pay for military service.

- B. Any employee of the College who is a member of any reserve component of the United States Armed Services or the National Guard and who is mobilized to active military duty as a result of an order of the President of the United States shall be granted a leave of absence for the duration of active duty. During a leave of absence, the employee's seniority and other benefits shall continue to accrue and the employee shall receive the same regular compensation as the employee was receiving on the day prior to leave, minus the amount of his or her base pay for military service.

3.8 Family and Medical Leave Act

The College will comply with the Family and Medical Leave Act of 1993 (FMLA) and all applicable regulations. FMLA is administered through the Office of Human Resources.

During an unpaid Family Medical leave, an employee is responsible for their portion of the biweekly premium amount for healthcare and life insurance. Once the employee exhausts Family Medical Leave and sick, vacation, personal banked days, and if applicable, sick leave pool days, they are responsible for one hundred percent (100%) of their healthcare and life insurance premiums.

If FMLA is for birth and care or placement for adoption or foster care of a child, use of intermittent leave is subject to the College's approval. FMLA may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. Intermittent leave is subject to the approval of the Chief Human Resources Officer.

Information about FMLA can be found on myMCC on the Resources>Benefits page or by contacting the Office of Human Resources.

3.9 Vacation

Employees shall be entitled to accrue vacation hours as follows:

FULL-TIME EMPLOYEES						
Years of Service	Non-Exempt			Exempt And Grandfathered (as listed in Appendix C)		
	MONTHLY ACCRUAL	ANNUAL ACCRUAL	ACCUMULATED CAP	MONTHLY ACCRUAL	ANNUAL ACCRUAL	ACCUMULATED CAP
0-3	8	96	160	14	168	240
4-10	12	144	192	14	168	240
11-19	14	168	240	14	168	240
20+	16	192	240	16	192	240

PART-TIME EMPLOYEES						
Scheduled Weekly Hours	Non-Exempt			Grandfathered (as listed in Appendix C)		
	MONTHLY ACCRUAL	ANNUAL ACCRUAL	ACCUMULATED CAP	MONTHLY ACCRUAL	ANNUAL ACCRUAL	ACCUMULATED CAP
10-19	2	24	36			
20-29	4	48	72	6	72	120
30-37	6	72	108	N/A	N/A	N/A

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

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

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

When an employee reaches the maximum allowable accumulated vacation leave hours, the excess hours shall convert to sick leave hours. The employee shall not receive compensation upon termination as otherwise provided in Section 3.9 for any excess unused vacation leave hours converted to sick hours.

Unused vacation leave hours may be carried over into the following fiscal year(s) up to the accumulated cap; provided no employee may take vacation leave in excess of the maximum annual accrual amount for any one (1) fiscal year.

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

Children's Learning Center teachers may apply for vacation leave not to exceed five (5) work days per semester, with two (2) weeks prior approval and the availability of qualified replacement staff.

REQUESTING AND SCHEDULING USE OF ACCRUED EMPLOYEE VACATION TIME.

The employee shall request the use of accumulated vacation time with their direct supervisor, at least fifteen (15) working days in advance of the first vacation date when the request is for five (5) days or more (four (4) days on summer schedule), when possible. The employee may submit as many alternate schedules as desired. The supervisor may withhold approval of such employee's proposed vacation schedule(s) pursuant to the standard described herein; but, if approval is withheld of such scheduled time once, such supervisor shall state the reasons therefore in writing.

The employee's vacation schedule(s) need not be in consecutive days and need not be submitted concurrently unless the employee desires them to be considered concurrently. If the supervisor withholds approval (which withholding shall occur not more than five (5) working days after receipt of the employee's vacation leave request), the employee may appeal in the following manner:

One (1) Union designee and one (1) administration designee (neither of which shall be the supervisor or employee involved) shall consider the appeal from the employee, solicit input from the supervisor, and attempt to resolve the matter within two (2) working days from receipt of the appeal. Any such resolution shall be binding upon the supervisor and employee.

3.10 Holidays

The following days shall be paid holidays for employees:

- New Year's Eve Day
- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- *Columbus Day
- The Wednesday before Thanksgiving
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Three Working Days between Christmas Day and New Year's Eve Day

*When the College is open on Columbus Day all offices will be open. Each employee eligible for a paid holiday on Columbus Day will be granted one (1) day as the Columbus Day Floating Holiday. This may be used on or after the actual date of the observed Columbus Day and before June 30 of the following calendar year. If not used, the day will not carry over to the next year.

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

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

1. Part-time employees employed at least twenty (20) hours a week shall receive holiday pay equal to the amount of hours the employee would have been scheduled to work if the day was not a paid holiday as listed in Section 3.10 above, according to the official work schedule on file in Human Resources.
2. Paid holidays are granted to probationary employees who work at least twenty (20) hours a week.
3. Any holiday leave other than those listed above may be granted by the Board.
4. Religious holidays may be taken as a part of personal leave.
5. If one of the aforementioned holidays falls on Saturday, the preceding Friday is observed. If the holiday falls on Sunday, the following Monday is observed. If recognized paid holidays fall consecutively on a Friday and Saturday, Monday will be observed as the Saturday holiday. If paid holidays fall on a Sunday and Monday, Friday will be observed for the Sunday holiday.
6. Employees who terminate their employment at MCC must be at work the day before and the day after a holiday in order to be paid for the holiday.

3.11 Professional Meetings

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

3.12 Sponsored Leave

After four (4) years of full-time employment, an employee may request a sponsored leave for the purpose of obtaining a baccalaureate or higher degree for up to and including one-half (1/2) year at one-half (1/2) salary or up to and including one (1) year at one-third (1/3) salary. Such leave requests for this grant shall not be unreasonably denied. The beginning date of full-time employment shall be used as a basis for calculating years of service.

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

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

An employee who completes a sponsored leave must agree:

- to return to the College for one (1) year for each one-half (1/2) year of sponsored leave
- must successfully complete the degree or
- show successful advancement toward obtaining the degree

Failure will result in full repayment of the grant. The foregoing shall be guaranteed by the execution of a promissory note in acceptable legal form.

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

3.13 General Leave of Absence

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

3.14 Time Construction

Accrued leave time shall be used in thirty (30) minutes increments.

3.15 Fitness for Duty

If there is any question concerning an employee's fitness for duty, the College may require, at its expense that the employee submit to an examination by a medical provider at the College's current occupational health clinic. When the College requests a fitness for duty exam, the employee will immediately be placed on Administrative Paid Leave, with no loss of pay or benefits pending the results of the fitness for duty medical exam. The results of any such examination shall be made available to the College and the employee.

An employee deemed fit for duty may immediately return to work. An employee deemed unfit for duty may elect to use sick leave if available or may be placed on a leave of absence consistent with either section 3.4 or 3.8 of this agreement, or other applicable leave. An employee deemed unfit for duty may choose to seek a second opinion from a medical provider of their choice, to submit to the College for consideration.

Article IV - Wages

4.1 **Reclassification Compensation**

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

Effective July 1st, annual salary or hourly compensation shall be calculated on the new classification as indicated in section 4.12.

4.2 **Shift Differential**

An employee who works one-half (1/2) or more of their regularly scheduled hours after 11 p.m. shall receive a shift differential rate of eighty cents (\$0.80) per hour for all hours worked on the shift.

4.3 **Call-Back Pay**

If a non-exempt employee is contacted during non-scheduled time to resolve a work related issue, and the employee resolves the issue remotely, he/she will be paid in increments of fifteen (15) minutes for the total time spent on the matter at the appropriate hourly rate.

A non-exempt employee called back to work during non-scheduled time shall receive a minimum of two hours pay at the appropriate hourly rate.

4.4 **Overtime Pay**

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

- A. For all hours worked in excess of forty (40) hours in a workweek, time and one-half (1 1/2) of the employee's straight-time hourly rate; and
- B. Double time shall be paid for hours worked on Sundays and holidays if such days are not regularly scheduled work days within that employee's work week.
- C. Non-exempt employees may be required to work overtime or requested to utilize flexible scheduling to allow for deviations from their regular schedules. Periodic flexible scheduling may not span more than one (1) workweek and may not exceed a total of forty (40) hours worked per workweek.
 1. In determining compensation herein, the parties expressly agree that overtime shall be compensated for the number of hours actually worked in excess of forty (40) hours within a workweek.
 2. This Section shall apply only as required by law.

4.5 **Vision, Dental, Medical and Hospitalization Insurance**

- A. The Board agrees to offer health/major medical, dental, and vision insurance.
- B. All full-time employees, who are assigned a full-time workday and workweek under sections 2.1 and 2.2 may choose to participate in any combination of the offered insurance plans by contributing the following percentages for medical, dental, and vision insurance coverage:

	CY2022- CY2024
Health Insurance Plan 1 (PPO Network)*	
Employee	17.00%
Employee +	19.00%
Health Insurance Plan 2 (PPO)	
Employee	15.00%
Employee +	17.00%
Health Insurance Plan 3 (HMO)	
Employee	15.00%
Employee +	17.00%
Vision 24 month Plan	
Employee	25.00%
Employee +	25.00%
Vision 12 month Plan	
Employee Employee +	100% Additional Premium
Dental Plan	
Employee	25.00%
Employee +	25.00%

*This plan is only available to full-time employees who are assigned a full-time workday and workweek under sections 2.1 and 2.2 as of March 26, 2015.

- C. Full-time employees who earn \$29,000 or less gross annualized wage and elect to have employee plus coverage will pay the same premium percentage as single coverage.
- D. Through the duration of this agreement, part-time employees who work at least twenty (20) hours per week may participate in the plan(s) by paying the full premium(s), so long as they are currently enrolled in a plan and maintain continuous participation as of the ratification date of this agreement.
- E. The College will continue the flexible spending accounts (FSA) for full-time employees in compliance with applicable IRS regulations.
- F. Insurance coverage shall be available immediately upon commencement of employment or as soon as the insurance carrier shall allow.
- G. Future increases become effective with the first pay period of January of each year.

4.6 Life and Accidental Death & Dismemberment Insurance

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

4.7 Tuition Waiver

The Board shall waive tuition and fees for any full-time employee who takes any MCC credit courses. Such employee's spouse and dependent children under the age of twenty six (26) who take MCC credit courses shall also have tuition and fees waived.

Dependent children who reach the age of twenty six (26) while enrolled will receive the tuition waiver and fees for that semester.

Part-time employees shall receive such benefit as follows:

Employed at least twenty (20) hours per week: waiver of tuition and fees for a maximum of nine (9) MCC credit hours per semester taken with prior approval of the Office of Human Resources. The credit hours may be taken by the employee and/or by his/her spouse and dependent children under the age of twenty (26). The employee, spouse, and eligible dependents will receive a tuition and fees waiver.

Tuition and fees waiver is not available for credit for prior learning (e.g. Dante, CLEP or any proficiency tests).

4.8 Tuition Reimbursement

Tuition, fees, and book costs shall be reimbursed at 100% to a maximum of \$4,000 per fiscal year for the duration of this contract for full-time employees, and a maximum of \$2,000 per fiscal year for duration of this contract for part-time employees, for supervisor approved course work taken at a regionally accredited institution or other institutions as approved by the College, with prompt payment upon successful completion ("C" or better, if applicable) of such course(s).

In order to qualify for reimbursement, the course work must be directly related to the employee's current job at the College, or must be related to the advancement of the employee's professional or future career interests and be of benefit to the College. If the course is not directly related to the employee's current job at the College, the employee shall indicate in his/her tuition reimbursement application how it will advance his/her professional or future career interests and be of benefit to the College. The application to take such course work for reimbursement of tuition, fees, and book costs shall not be arbitrarily denied.

To be eligible for reimbursement for approved course work taken at an institution other than MCC, the employee must be employed by MCC on the date of completion of the course.

To receive reimbursement, the employee must hand deliver a copy of the course completion report to the Office of Human Resources within sixty (60) calendar days from the completion of the course. A date-stamped copy of the course completion report will be given to the employee.

4.9 Flexible Schedule for Courses Taken During the Workday

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

4.10 Pay Periods/Direct Deposit

Employees will be paid through direct deposit every other week.

4.11 Tax-Sheltered SURS Payments

Employee contributions to the State Universities Retirement System (excluding percentage contributions for retirees insurance) shall be tax deferred and not reported as income in the tax year in which they are paid subject to applicable law and IRS rules and regulations.

4.12 Salary

A. The percent used to calculate annual salary increases shall be as follows:

<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
2.9%	2.9%	2.9%

In addition to the FY2022 annual salary increase, a one-time bonus equal to 1% of the Staff member’s annual wage will be paid on the second payroll of July 2022. This bonus is not SURS eligible compensation and applicable payroll taxes shall be deducted. This bonus will be paid to staff whose employment began prior to April 1, 2021. Any Staff member currently on the College’s Progressive Disciplinary for Non-Exempt and Exempt Employees is deemed not qualified for the 1% one-time bonus.

B. Any employee whose current salary exceeds the maximum salary of the position range as listed in Appendix A, shall receive a bonus equal to the annual increase percentage until such time that their salary drops below the maximum salary of the position as listed in Appendix A.

C. Any employee whose salary after application of the annual salary increase exceeds the maximum salary of the position range in any given fiscal year as listed in Appendix A, shall receive the full annual increase for the first year. If the employee’s salary remains above the maximum salary of the position for subsequent years, a bonus will be awarded as reference above.

D. An employee must be employed at the College in their currently held position before April 1 of a given year to be eligible for an annual increase.

4.13 Salary Adjustment

A salary adjustment of \$1,350 will be awarded to a full-time staff (exempt or non-exempt), upon the successful completion of the following steps and guidelines. The salary adjustment will be made, up to the maximum salary of the position range as listed in Appendix A. Once a staff member reaches the maximum salary, future adjustments would be paid as a bonus. Only one (1) salary adjustment may be received each fiscal year.

The full-time staff member must have:

- Completed their probationary period;
- Received pre-approval from their supervisor for the college credit hours or equivalent through the completion of an Educational Action Plan (EAP) and a Salary Adjustment application prior to the start of the course/activity;

- Submitted the pre-approval EAP and Salary Adjustment application to the Office of Human Resources before the start of the course/activity;
- Received final authorization and approval from the Office of Human Resources and
- Submitted official completion documentation to the Office of Human Resources within sixty (60) days of the completion of the college coursework or equivalent.

Salary adjustments are earned by:

- Successfully competing (grade of C or above) fifteen (15) college credit hours at a regionally accredited college/university. Repeat courses will not count towards salary adjustment;
- Successfully completing (certificate of completion) twenty two and a half (22.5) Continuing Education Units (CEUs) [one and a half (1.5) CEUs=one (1) college credit hour equivalent] or
- Successfully completing a combination of nine (9) college credit hours and nine (9) CEU

Additional Guidelines:

- A. Up to four (4) salary adjustments will be allowed. The second salary adjustment shall not take effect until one (1) year has passed since the first salary adjustment. The third salary adjustment shall not take effect until one (1) year has passed since the second salary adjustment. The fourth salary adjustment shall not take effective until one (1) year has passed since the third salary adjustment.
- B. Employees can take all fifteen (15) credit hours (or equivalent) through McHenry County College for the first salary adjustment. The credit coursework must be related to the current job at the College or for professional growth at the College as defined within the Educational Action Plan.
- C. If a class taken at MCC fulfills prerequisite requirements toward a higher degree higher than the staff member holds, and is included in the employee's pre-approved Educational Action Plan, those credit hours can also apply toward the second, third and fourth salary adjustments.
- D. The second, third, and fourth salary adjustment may only be earned towards a degree higher than the staff member holds or earned towards CEUs to attain additional job related certifications, as defined within the Educational Action Plan.
- E. Approval for coursework/activities related to salary adjustment is not an approval for release-time for the employee to attend the activity during normal work hours. The employee is responsible for securing pre-approval from their immediate supervisor to do this, either through a flexible work schedule or the use of paid vacation or personal leave time.

When the above conditions have been met, a salary adjustment will become effective with the next possible pay-period. Retro pay will not be made.

4.14 Retirement Benefits

An MCC College retiree is defined as an employee who has served the College as an employee for five (5) or more years and is eligible to retire through the State Universities Retirement System (SURS).

Irrevocable, written notification of intent to retire shall be provided simultaneously to the employee's immediate supervisor and the Office of Human Resources. This notification must be received at least six (6) weeks prior to the proposed last date of employment.

The following benefits will be available to retirees who have served the College as a full-time employee:

- Tuition waiver for credit classes offered by MCC.
- Invitations to College functions and will be kept on the College mailing list.
- Employee rate at the MCC Fitness Center.

Additional benefits as defined in Board Policy 3.6 Emeritus/Legacy Program may be awarded to qualified full-time employees.

The following benefits will be available to retirees who have served the College as a part-time employee:

- 50% tuition waiver for credit classes offered by MCC.
- Invitations to College functions and will be kept on the College mailing list.
- 50% of the published rate at the MCC Fitness Center.

Article V - Grievance Procedure

5.1 Objective

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

5.2 Definition of Grievance

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

5.3 Definition of Days

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

5.4 Time Limits for Filing

No grievance shall be entertained or processed unless it is submitted within fifteen (15) working days after the grievant had knowledge of or should have had knowledge of the alleged violation giving rise to the grievance. Time limits may be extended only by mutual written agreement. Failure to communicate a decision within the specified time limits shall automatically move the grievance to the next step. Failure by the grievant or Union to take action in the grievance structure by the specified time limits shall constitute a waiver by the grievant or the Union of any further rights to grieve the subject matter. Such failure shall act as a bar to any further action thereon with regard to the subject matter of that grievance as it is related to that grievant in that grievance only.

5.5 Pre-Grievance Consultation

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

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

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

5.6 Grievance Steps

All grievances shall be processed as follows:

STEP 1 - An employee covered by this Agreement or the Union shall submit the grievance in writing to the-immediate supervisor within fifteen (15) working days. The supervisor shall

arrange for a meeting with the grievant and Union designated representative within ten (10) working days of receipt of the written grievance to fully discuss the subject matter thereof. The supervisor shall provide a written answer to the employee within ten (10) working days after such meeting.

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

The next level supervisor, or an appointed designee, shall discuss the grievance within ten (10) working days with the grievant, the Union and the College, at a time mutually agreeable to the parties. If a settlement is reached pursuant to the provisions of this Step, the next level supervisor shall issue a written agreement signed by the grievant, the next level supervisor and the Union representative.

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

STEP 3 - If the grievance is not settled in Step 2 and the grievant or the Union desires to appeal, it shall be referred in writing by the grievant or the Union to the President of the College, or a selected designee, within ten (10) working days after the department head's answer in Step 2. The President, or the duly appointed designee, shall, within fifteen (15) working days, discuss the grievance with the grievant and the Union representative at a time mutually agreeable to the parties.

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

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

STEP 4 - If the Union is not satisfied with such response, it shall, if it desires, proceed to binding arbitration by notifying the President or designee not later than twenty (20) working days from the receipt of the Board's written response. No individual or organization other than the Union shall have the right to proceed to binding arbitration. If the demand for arbitration is not filed within the prescribed time limits or if there has been no mutual agreement to extend such time limits, the grievance shall be deemed withdrawn.

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

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

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

Before the same arbitrator shall be used in cases in the same district in any twelve (12)-month calendar period, the parties shall first proceed through the entire rotation of arbitrators. If none is available and if either party objects to the use of the same arbitrator during such twelve (12)-month period, the parties shall attempt to agree on an alternate arbitrator. If the parties cannot agree, the arbitrator shall be selected by the Federal Mediation and Conciliation Service (FMCS) in accordance with its rule. The fees and expenses of the arbitrator and the arbitration process (including court report fees) shall be shared equally by the parties.

Such panel of arbitrators shall continue for at least two (2) years. At the request of either party any name(s) shall be deleted from such panel after two (2) years and replaced by any mutually approved arbitrator(s) or added to the end of the list if it is expanded. No pending case shall be delayed as the result of the deletion for any reason of an arbitrator from the list.

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

Briefs if required shall be due within thirty (30) calendar days of the completion of the hearing. Briefs shall be submitted in duplicate directly to the arbitrator, who upon receipt shall submit one (1) copy to each party.

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

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

These rules shall become effective upon agreement of the arbitrators included herein to serve on such panel. Until such agreement is reached, the Federal Mediation Conciliation Service shall be used.

5.7 Arbitration

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

- D. If either party requests a transcript of the proceedings, that party shall bear the full cost for that transcript. If both parties order a transcript, or the arbitrator requests a transcript, the cost thereof shall be divided equally between the parties.

5.8 Miscellaneous Provisions

- A. Nothing contained in this Article shall prevent the parties from settling an alleged grievance to their mutual satisfaction prior to the issuance of the arbitrator's decision.
- B. Conferences, meetings, and hearings held pursuant to the grievance procedure shall be set by mutual agreement.
- C. Attendance at meetings and hearings held under this grievance procedure shall be limited to those persons specified in the procedure, witnesses, resource people required by either party and legal counsel for the parties. These meetings shall be scheduled at a time and place mutually agreeable to the College and the Union. No employee entitled to be present shall suffer loss of pay because of participation in this grievance procedure.

Article VI – Miscellaneous

6.1 Severability

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

6.2 Distribution of the Agreement

Within thirty (30) days following ratification and execution of this Agreement by both parties, the Board will provide three signed copies of this Agreement to the Union President and will also post a copy of the Agreement electronically.

6.3 Matters not Covered by this Agreement

The parties acknowledge that, during the 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 understandings and agreements arrived at by the parties after the exercise of the right and opportunity are set forth in this Agreement. Therefore, the Board and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter, referred to or covered in this Agreement, including the impact or effects of the Board's exercise of its rights as set forth herein on salaries, fringe benefits or terms and conditions of employment, 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 or signed this Agreement.

6.4 Duration

This Agreement shall be effective July 1, 2021 except where specified in this Agreement, and shall remain in full force and effect through June 30, 2024.

6.5 Board Rights

Except as otherwise expressly provided by the terms of this Agreement, the College reserves and retains full rights, authority, and discretion in the proper discharge of its duties and responsibilities, including but not limited to, the right to control, supervise, evaluate, discipline and manage the College and its personnel including members of the Staff Council bargaining unit; to determine and administer educational policy; to operate the College and direct the members of the Staff Council bargaining unit; and otherwise retain all rights, authority, and discretion which are exclusively invested in the College's Board of Trustees or the College's President under governing federal and state law, ordinance, rules, and regulations, as well as the policies of the Board of Trustees, and applicable common law. The parties agree that the College is not required to bargain over matters of inherent managerial authority, including, but not limited to, matters related to curriculum, budget, organizational structure and selection of employees.

Appendix A

Pay Grade Ranges

The minimum of the pay grade ranges shall be adjusted by 1.5% annually. The maximum shall be 185% of the minimum of each respective range.

Pay Grade	FY22 Pay Rates						FY23 Pay Rates						FY24 Pay Rates					
	Non-Exempt			Exempt			Non-Exempt			Exempt			Non-Exempt			Exempt		
	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
1	12.00	17.10	22.20	24,960.42	35,568.59	46,176.77	13.00	18.53	24.05	27,040.42	38,532.60	50,024.78	14.00	19.94	25.89	29,110.03	41,481.79	53,853.55
2	12.50	17.82	23.13	26,008.32	37,061.86	48,115.39	13.25	18.88	24.52	27,563.24	39,277.62	50,992.00	14.25	20.31	26.36	29,640.69	42,237.99	54,835.28
3	13.50	19.24	24.97	28,078.96	40,012.52	51,946.08	13.70	19.53	25.35	28,500.14	40,612.71	52,725.27	14.50	20.66	26.82	30,154.85	42,970.66	55,786.47
4	14.38	20.50	26.61	29,915.70	42,629.88	55,344.05	14.60	20.80	27.01	30,364.44	43,269.33	56,174.21	14.82	21.11	27.41	30,819.91	43,918.37	57,016.83
5	15.41	21.96	28.50	32,048.02	45,668.42	59,288.83	15.64	22.29	28.93	32,528.74	46,353.45	60,178.16	15.87	22.62	29.37	33,016.67	47,048.75	61,080.83
6	17.08	24.34	31.60	35,531.50	50,632.38	65,733.27	17.34	24.71	32.08	36,064.47	51,391.87	66,719.27	17.60	25.08	32.56	36,605.44	52,162.75	67,720.06
7	17.79	25.35	32.92	37,009.34	52,738.30	68,467.27	18.06	25.74	33.41	37,564.48	53,529.38	69,494.28	18.33	26.12	33.91	38,127.94	54,332.32	70,536.69
8	19.35	27.57	35.79	40,239.47	57,341.25	74,443.02	19.64	27.98	36.33	40,843.06	58,201.37	75,559.67	19.93	28.40	36.87	41,455.71	59,074.39	76,693.06
9	20.90	29.78	38.66	43,469.61	61,944.19	80,418.77	21.21	30.23	39.24	44,121.65	62,873.35	81,625.06	21.53	30.68	39.83	44,783.48	63,816.45	82,849.43
10	22.45	31.99	41.54	46,699.74	66,547.14	86,394.53	22.79	32.47	42.16	47,400.24	67,545.34	87,690.44	23.13	32.96	42.79	48,111.24	68,558.52	89,005.80
11	24.00	34.21	44.41	49,929.88	71,150.08	92,370.28	24.36	34.72	45.07	50,678.83	72,217.33	93,755.83	24.73	35.24	45.75	51,439.01	73,300.59	95,162.17
12	25.56	36.42	47.28	53,160.02	75,753.02	98,346.03	25.94	36.97	47.99	53,957.42	76,889.32	99,821.22	26.33	37.52	48.71	54,766.78	78,042.66	101,318.54
13	27.11	38.63	50.15	56,390.15	80,355.97	104,321.78	27.52	39.21	50.91	57,236.00	81,561.31	105,886.61	27.93	39.80	51.67	58,094.54	82,784.73	107,474.91
14	28.66	40.85	53.03	59,620.29	84,958.91	110,297.53	29.09	41.46	53.82	60,514.59	86,233.29	111,952.00	29.53	42.08	54.63	61,422.31	87,526.79	113,631.28
15	30.22	43.06	55.90	62,850.42	89,561.85	116,273.28	30.67	43.70	56.74	63,793.18	90,905.28	118,017.38	31.13	44.36	57.59	64,750.08	92,268.86	119,787.64
16	31.77	45.27	58.77	66,080.56	94,164.80	122,249.04	32.25	45.95	59.66	67,071.77	95,577.27	124,082.77	32.73	46.64	60.55	68,077.84	97,010.93	125,944.01

Rate adjusted to account for minimum wage mandates

Appendix B

MCC Staff Council Positions/Ranges

The listing below reflects the part-time and full-time Staff Council positions at the time of the ratification of this contract. Tri-annual updates of this listing will be published on the employee portal.

Updated 05.24.2021	Position ID	Pay Grade	Pay Type	Exempt or Non-Exempt
Position				
Dishwasher, Warewashing & Sanitation	H01001	1	P9	NE
Dishwasher, Warewashing & Sanitation	H01000	1	P9	NE
Dishwasher, Warewashing & Sanitation	H01002	1	P12	NE
Cashier/Food Preparation - Service	H03003	3	P9	NE
Cashier/Food Preparation - Service	H03004	3	P12	NE
Food Production/Server-General	H03005	3	P9	NE
Food Production/Server-General	H03006	3	P12	NE
Preschool Teacher Assistant	H03007	3	P9	NE
Adult Education Enrollment and Assessment Processor	H04004	4	P12	NE
Athletic Assistant for Events and Special Projects	H04009	4	P9	NE
Career Resource Assistant	H04010	4	P12	NE
Cashier Evenings, Food Preparation Service	H04011	4	P9	NE
Student Farm Assistant	H04012	4	P12	NE
Conference Assistant	H05000	5	P12	NE
Enrollment Outreach Assistant	H05008	5	P12	NE
Mailroom Assistant	H05002	5	P12	NE
Office Assistant II (Academic Advising)	C05027	5	F12	NE
Office Assistant II (Arts and Humanities)	H05006	5	P12	NE
Office Assistant II (Mathematics and Science)	H05005	5	P12	NE
Program Assistant - Pathways to Success	C05029	5	F12	NE
Scheduling Assistant	H05001	5	P12	NE
Academic Support Coach	H06019	6	P12	NE
Automotive Technician	H06020	6	P12	NE
Bookstore Buyer	C06104	6	F12	NE
Bookstore Website Specialist	H06008	6	P12	NE
College Transition Specialist	C06043	6	F12	NE
Court Mandated Program Assistant	D06002	6	F12	NE
Court Mandated Program Assistant	H06012	6	P12	NE
Culinary Management Program Assistant	H06015	6	P12	NE
Enrollment Processor	H06009	6	P12	NE
Enrollment Processor	C06112	6	F12	NE
Financial Aid Assistant	H06010	6	P12	NE
Food Production/Service-Grill Cook	C06106	6	F12	NE
Groundskeeper	C06116	6	F12	NE
Help Desk Specialist	C06119	6	F12	NE
Horticulture and Entrepreneurial Agriculture Assistant	H06021	6	P12	NE

Updated 05.24.2021	Position ID	Pay Grade	Pay Type	Exempt or Non-Exempt
Position				
Instructional Media Technician	C06105	6	F12	NE
Instructional Media Technician II	C06107	6	F12	NE
Laboratory Assistant - Biology	H06005	6	P12	NE
Library Circulation Assistant	H06022	6	P9	NE
Library Circulation Assistant	C06111	6	F12	NE
Mail/Shipping/Receiving Technician	C06100	6	F12	NE
Office Assistant III (Admissions & Recruitment)	C06117	6	F12	NE
Office Assistant III (Business Affairs)	C06114	6	F12	NE
Office Assistant III (HR)	C06113	6	F12	NE
Office Assistant III (Workforce Development)	H06017	6	P12	NE
Office Assistant III (SHAH Center/ISBDC)	C06115	6	F12	NE
Office Assistant III (Upward Bound)	H06018	6	P12	NE
Safety and Security Officer - Shah Center	C06102	6	F12	NE
Student Resource Assistant	C06042	6	F12	NE
Student Veterans Resource Center Assistant	H06014	6	P12	NE
Testing Center Assistant	H06023	6	P12	NE
Accounting Assistant	H07002	7	P12	NE
Account Payable Specialist	D07002	7	F12	NE
Administrative Assistant I (Access & Disability)	C07013	7	F12	NE
Administrative Assistant I (Academic Advising)	C07010	7	F12	NE
Administrative Assistant I (Adult Education)	C07011	7	F12	NE
Administrative Assistant I (Career Services)	C07012	7	F12	NE
Administrative Assistant I (Financial Aid)	C07014	7	F12	NE
Administrative Assistant I (Library)	C07009	7	F12	NE
Admissions Specialist	C07015	7	F12	NE
Adult Education Navigator	C07002	7	F12	NE
Adult Learner Transitions Specialist	H07001	7	P12	NE
Business Services Specialist	C07016	7	F12	NE
Duplication Center Specialist	D07026	7	F12	NE
Financial Aid & Scholarship Specialist	D07009	7	F12	NE
Financial Aid Loan Specialist	D07010	7	F12	NE
Fitness Specialist	D07032	7	F12	NE
Fast Track Program Specialist	C07018	7	F12	NE
Lead Groundskeeper	C07007	7	F12	NE
Maintenance Generalist II	H07000	7	P12	NE
Preschool Teacher	J07004	7	P9	NE
Shah Program Specialist	C07005	7	F12	NE
Student Access & Deaf Support Specialist	H07005	7	P12	NE
Testing Center Assistant	D07021	7	F12	NE
Academic Advisor	M08039	8	F12	E
Accounting Specialist, General Ledger	D08023	8	F12	NE
Administrative Assistant II (Adult Ed)	C08009	8	F12	NE
Administrative Assistant II (Allied Health)	C08004	8	F12	NE
Administrative Assistant II (Athletics)	C08014	8	F12	NE
Administrative Assistant II (Arts and Humanities)	C08008	8	F12	NE

Updated 05.24.2021	Position ID	Pay Grade	Pay Type	Exempt or Non-Exempt
Position				
Administrative Assistant II (College and Career Readiness)	C08005	8	F12	NE
Administrative Assistant II (Community Education)	C08007	8	F12	NE
Administrative Assistant II (CTE)	C08006	8	F12	NE
Administrative Assistant II (Facilities Management)	C08012	8	F12	NE
Administrative Assistant II (Mathematics and Science)	C08010	8	F12	NE
Administrative Assistant II (SHAH)	C08013	8	F12	NE
Administrative Assistant II (Social Sciences and Public Services)	C08003	8	F12	NE
Administrative Assistant II (Student Affairs)	C08011	8	F12	NE
Art Gallery Curator	M08045	8	F12	E
Assistant Bursar	D08026	8	F12	NE
Bookstore Textbook Specialist	D08007	8	F12	NE
Coordinator Laboratory, Chemistry	J08001	8	P12	NE
Coordinator of Payroll	D08011	8	F12	NE
Coordinator of Student Athlete Success/Head Baseball Coach	M08021	8	F12	E
Coordinator of Workforce Services	H08004	8	P12	NE
Development Specialist	C08017	8	F12	NE
New Student Enrollment Coach	M08043	8	F12	E
Enrollment Specialist	H08001	8	P12	NE
Grant Specialist	C08016	8	F12	NE
Scholarship and Outreach Specialist, FMCCF	M08044	8	F12	NE
Sous Chef, Food Production	C08000	8	F12	NE
Upward Bound Advisor	M08037	8	F12	E
Accountant	M09051	9	F12	E
Applications Technician	M09020	9	F12	E
Bursar	M09044	9	F12	E
Content Marketing Writer	M09031	9	F12	E
Coordinator Accommodations	M09040	9	F12	E
Coordinator of Adult Ed & Literacy Supportive Services	M09045	9	F12	E
Coordinator for Articulation and Transfer	M09037	9	F12	E
Coordinator of College and Career Readiness	M09009	9	F12	E
Coordinator of Court-Mandated Programs	M09036	9	F12	E
Coordinator of Credentials Evaluation	M09047	9	F12	E
Coordinator Curriculum, Compliance, and Academic Projects	C09004	9	F12	NE
Coordinator of Data, Instruction, and Program Compliance	M09035	9	F12	E
Coordinator of Enrollment Processing	C09003	9	F12	NE
Coordinator of Facilities	C09000	9	F12	NE
Coordinator of Fast Track	M09039	9	F12	E
Coordinator of Financial Aid	M09034	9	F12	E
Coordinator of Events and Outreach, Workforce Development	M09041	9	F12	E
Coordinator of Laboratory-Biology	C09005	9	F12	NE
Coordinator of Multicultural Affairs	M09028	9	F12	E
Coordinator of Orientation & Academic Advisor	M09026	9	F12	E
Coordinator of Personal Development Programs	D09029	9	P12	NE
Coordinator of Records & Curriculum Management	D09011	9	F12	NE
Coordinator of Talent Acquisition	M09023	9	F12	E

Updated 05.24.2021				
	Position ID	Pay Grade	Pay Type	Exempt or Non-Exempt
Position				
Coordinator of Tutoring	M09038	9	F12	E
Desktop Engineer	M09048	9	F12	E
Desktop Technician	D09023	9	F12	NE
Desktop Technician	C09001	9	F12	NE
Digital Media Specialist	M09032	9	F12	E
Financial Aid Technical Specialist	M09015	9	F12	E
Graphic Designer	M09030	9	F12	E
Learning and Retention Specialist	M09024	9	F12	E
Network Specialist	C09006	9	F12	NE
Network Technician II	M09049	9	F12	E
Research & Compliance Associate	M09050	9	F12	E
Student Success Coach	M09042	9	F12	E
Senior Data Analyst	M09016	9	F12	E
Telecom/Network Technician	D09020	9	F12	NE
Web Developer	M09029	9	F12	E
Administrative Assistant III (Information Technology)	C10002	10	F12	NE
Building Maintenance Specialist, Electrician	D10001	10	F12	NE
Building Maintenance Specialist, Plumber	D10002	10	F12	NE
Coordinator IT Help Desk	M10008	10	F12	E
Coordinator of Employee Benefits	M10010	10	F12	E
Coordinator of Career Services	M10014	10	F12	E
Coordinator of Career Training Programs	M10013	10	F12	E
Coordinator of Fitness Center	M10015	10	F12	E
Coordinator of Professional Development Technology	M10016	10	F12	E
Coordinator of Student Activities	M10007	10	F12	E
Coordinator of Web Strategy	M10011	10	F12	E
IT Network Project Coordinator	M10009	10	F12	E
Marketing Specialist	M10012	10	F12	E
Network Engineer	M10017	10	F12	E
Senior Programmer/Analyst	M10018	10	F12	E
Systems Engineer	M10005	10	F12	E
Building Maintenance Specialist, HVAC	D11000	11	F12	NE
Coordinator of Shah Center Operations	M11001	11	F12	E
Development Coordinator	M11005	11	F12	E
Network Information Security Analyst	M11002	11	F12	E
Coordinator of Testing Center	M12003	12	F12	E
IT Project Manager	M12005	12	F12	E
Information Security Manager	M12007	12	F12	E
Manager of Wellness and Leave Administration Programs	M12006	12	F12	E
Senior Database Engineer	M12004	12	F12	E
Senior Software Engineer	M12010	12	F12	E

Appendix C

MCC Staff Council Grandfathered Employees

The employees in their positions listed below will receive the benefits defined in Sections 2.10-Seniority, 3.1-Sick Leave, 3.2-Sick Leave Pool, and 3.9-Vacation for grandfathered employees so long as they remain in the stated position. Grandfathered employees who choose to apply for and are hired into a new or different position, forfeit their grandfathered status and receive the benefits of the new or different position.


Last Name	First Name	Position Held	Full/Part Status	# of Months	Regularly Scheduled Weekly Hours
Booe	Sean	Telecom/Network Technician	F	12	40
Champion	Tracy	Administrative Assistant II (College & Career Readiness)	F	12	40
Demetzsky	Renee	Administrative Assistant I (Advising)	F	12	40
Doherty	Amy	Preschool Teacher	P	9	20-29
Domin	Patricia	Administrative Assistant II (Athletics)	F	12	40
Erickson	Deborah	Accounts Payable Specialist	F	12	40
Fischer	Christine	Administrative Assistant II (Facilities Management)	F	12	40
Folliard	Irene	Desktop Technician	F	12	40
Frailey	Kathleen	Coordinator of Laboratory - Chemistry	P	12	20-29
Funk	Jennifer	Preschool Teacher	P	9	20-29
Glans	Christine	Administrative Assistant II (SS&PS)	F	12	40
Gorski	Virginia	Assistant Bursar	F	12	40
Gray	Carolynn	Financial Aid and Scholarship Specialist	F	12	40
Lewis	Nikki	Fitness Specialist	F	12	40
Marks	Aaron	Maintenance Generalist II	P	12	20-29
Matthei	Mary	Administrative Assistant I (Financial Aid)	F	12	40
McManaman	Amanda	Administrative Assistant I (Library)	F	12	40
Melone	Susan	Bookstore Textbook Specialist	F	12	40
Nordholz	Julie	Administrative Assistant II (SS&PS)	F	12	40
Parnum	Kiriaki	Coordinator of Payroll	F	12	40
Pecoraro	Beth	Administrative Assistant II (Student Affairs)	F	12	40
Scardino	Cynthia	Coordinator of Records and Curriculum Management	F	12	40
Schadd	Jessica	Administrative Assistant II (CTE)	F	12	40
Shafer	Russell	Building Maintenance Specialist, Electrician	F	12	40
Sullivan	Jonnie Jo	Administrative Assistant II (Information Technology)	F	12	40
Sullivan	Patrick	Building Maintenance Specialist, Plumber	F	12	40
Tech	Maria	Financial Aid Loan Specialist	F	12	40
Vaughn	Linda	Testing Center Assistant	F	12	40
Wallace	Donald	Desktop Technician	F	12	40
Zingrone	Susan	Coordinator of Enrollment Processing	F	12	40

Agreed and Attested to Upon Ratification by Both Parties

Date of Ratification by McHenry County College Staff Council
Local 1642, IFT/AFT/AFL-CIO
May 20, 2021


Date of Approval by the Board of Trustees of McHenry County College
Community College District No. 528
May 27, 2021

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

By: 
Mary Beth Siddons
Chairperson, Board of Trustees

5-27-2021
Date

**For the McHenry County College
Staff Council IFT Local 1642**

By: 
Tawnja Trimble
MCCSC President

6-1-2021
Date