

**COLLECTIVE BARGAINING AGREEMENT  
BETWEEN  
THE POLICEMAN'S BENEVOLENT  
LABOR  
COMMITTEE AND THE COUNTY OF  
KANE (KANECOMM)**

**AGREEMENT DATES  
12/01/2010 THROUGH 11/30/2013**

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PREAMBLE

This Agreement is entered into by the County of Kane, hereinafter referred to as the "Employer", and the Policeman's Benevolent Labor Committee (PBLC) hereinafter referred to as the "PBLC" or the "Union".

The purpose of this Agreement is to provide an orderly collective bargaining relationship between the Employer and the Union representing the employees in the bargaining unit and to make clear the basic terms upon which such relationship depends. It is the intent of both the Employer and the Union to work together to provide and maintain satisfactory terms and conditions of employment and to prevent as well as to adjust misunderstandings and grievances relating to some of employees working conditions.

To the extent provisions of the Collective Bargaining Agreement are in conflict with provisions of the Kane County Code, Collective Bargaining Agreement shall apply.

In consideration of mutual promises, covenants and Agreement contained herein, the parties hereto, by their duly authorized representative and/or agents, do mutually covenant and agree as follows:

**ARTICLE 1**  
**RECOGNITION**

**Section 1. Bargaining Unit Descriptions**

The Employer hereby recognizes the PBLC as the sole and exclusive collective bargaining representative for the purpose of collective bargaining on matters relating to wages, hours, working conditions and other terms and conditions of employment of the following unit.

Telecommunicator Unit - All full time and regular part-time employees of the County of Kane in the title of Telecommunicator.

Excluded: Director of Communications, Deputy Director of Communications; and all other confidential, managerial and supervisory employees as defined in the Illinois Public Labor Relations Act.

While the Employer recognizes all job classifications under the agreement, the Employer will be under no obligation to fill vacant positions when qualified personnel are unavailable or operational needs do not warrant the position be filled. Only one person will fill exempt status positions unless otherwise stated in this Agreement.

Where the Employer finds it necessary to create new job classifications, the work of which falls within the scope of the bargaining unit, the Employer shall inform the Union in writing and the parties may meet to determine the appropriate classification or jointly petition the State Labor board to seek the necessary unit clarification with thirty (30) days.

**Section 2. Categories of Employment**

A. Regular Full-Time - An employee in an established position working 35 or more hours per week. Employees in this classification are entitled to the benefits described in the Kane County Employee handbook and this Collective Bargaining Agreement. Unless otherwise noted, benefits begin to accrue on the first day of regular employment.

B. Regular Part-Time - An employee in an established position who is scheduled to work less than 35 hours per week. Employees in this classification who qualify for and participate in the Illinois Municipal Retirement Fund (IMRF) are entitled to the benefits described in the Kane County Employee Handbook and this Collective Bargaining Agreement. Unless otherwise noted, benefits begin to accrue on the first day of regular employment.

C. Seasonal or Intermittent Full-Time or Part-Time - An employee hired to work temporarily for a short period of time or only intermittently throughout the year. Employees in this classification are not eligible for any benefits described in the Kane County Employee Handbook nor are they covered by this Collective Bargaining Agreement.

Kane County is required to enroll all employees into IMRF if their job normally requires 600 or more hours in a twelve-month period. Both parties recognize that this

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Agreement supersedes any other guidelines pertaining to employee status, benefits, wages, etc.

**Section 3. New Classifications**

If a new position classification is created by the Employer, the Employer shall set the proper pay grade for this classification.

The Employer shall determine the proposed salary grade in relation to:

- A. The job content and responsibilities attached hereto in comparison with the job content and responsibilities of other position classifications in the Employer's work force;
- B. Like positions with similar job content and responsibilities within the Kane County Government System if available otherwise to the Kane County Labor Market generally;
- C. Significant differences in working conditions to comparable position classifications.

If the Union does not agree with the determination of the proposed salary grade the Employer establishes under this paragraph, then the Union shall within ten (10) days request a meeting with the Employer to discuss the Employer's action. The Employer shall thereafter meet with the Union and render a decision within twenty (20) calendar days. If the Union still disagrees with the decision of the Employer, they may submit the matter to Step IV of the Grievance Procedure within ten (10) days from the receipt of the Employer's decision.

**Section 4. Non-Bargaining Unit Personnel**

Non-Bargaining Unit Personnel may continue to perform bargaining unit work which is incidental to their jobs. However, they may perform bargaining unit work in emergency situations and where such work is necessary to train a bargaining unit employee. Such work by said personnel shall not cause a reduction in overtime opportunities for, any layoffs of bargaining unit employees.

**Section 5. Short-Term Employees**

The Employer may continue to utilize the services of student interns to assist with bargaining unit work in accordance with past practice and the Illinois Labor Relations Act.

**Section 6. Abolition, Merger or Change of Job Classification**

If the Employer determines to abolish, merge or change existing classifications the Employer shall negotiate with the Union over the impact of such. Such negotiations shall include good faith impact bargaining as required under the Illinois Public Labor Relations Act. The Parties agree that a change in job title in the bargaining unit shall not remove the

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job position from the bargaining unit as long as the type of work performed by the position remains essentially the same.

**Section 7. Job Audit/Reclassification**

PBLC or, any employee who believes that he/she is performing work outside his/her job description shall be granted a job audit on the work being performed. A written request for a job audit or reclassification will be submitted through the Union and a written decision returned by management within 60 days. If the job audit creates a reclassification for that employee, the affected employee(s) shall receive any retroactive increase in pay that was created by the reclassification.

**ARTICLE 2**  
**PROBATIONARY EMPLOYEES**

Employees in the Telecommunicator Unit shall be "probationary employees" for twelve (12) months. No matter concerning the discipline, layoff, transfer or termination of a probationary employee shall be subject to the grievance and arbitration procedures except as otherwise provided in this Agreement. A probationary employee shall have no seniority except as otherwise provided in this Agreement, until he/she has completed his/her probationary period. Upon completion of his/her probationary period, he/she will acquire seniority from his/her date of hire.

**ARTICLE 3**  
**SAVINGS CLAUSE**

If any provision of this Agreement or any application thereof should be rendered or declared unlawful, invalid or unenforceable by virtue of any judicial action, the remaining provisions of this Agreement shall remain in full force and effect. In such event, upon the request of either party, the parties shall meet promptly and negotiate with respect to substitute provisions for those provisions rendered or declared unlawful, invalid or unenforceable.

**ARTICLE 4**  
**UNION SECURITY**

**Section 1. Deduction**

The Employer agrees to deduct from the pay of those employees who individually request it any or all of the following:

- A. Union membership dues, assessments, or fees
- B. Union sponsored credit union contribution or other union sponsored programs
- C. Any other mutually agreeable contributions

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Requests for any of the above shall be made on a form agreed to by the parties and shall be made within the provisions of applicable state statutes.

Upon receipt of an appropriate written authorization from an employee, such authorized deductions shall be made in accordance with law and shall be remitted each pay day to Policeman's Benevolent & Protective Association Labor Committee, 435 West Washington Street, Springfield, IL 62702, along with a list of bargaining unit employees' and union members' names and employee identification number. The Union shall advise the Employer of the deduction rate and any increase in dues or other approved deductions in writing at least fifteen (15) days prior to its effective date.

**Section 2. Fair Share Deductions**

Employees covered by this Agreement who are not members of the Union paying dues by voluntary payroll deduction shall be required to pay in lieu of dues, their proportionate fair share of the costs of the collective bargaining process, contract administration and the pursuance of matters affecting wages, hours and conditions of employment in accordance with the Illinois Public Labor Relations Act. The fair share payment as certified by the Union shall be deducted by the Employer from the earnings of the non-member employees and shall be remitted each pay day to the Union at the address designated in writing to the Employer by the Union. The Union shall advise the Employer of any increase in fair share fees in writing at least fifteen (15) days prior to its effective date. The amount constituting each non-member employee's share shall not exceed dues uniformly required to Union members.

**Section 3. Religious Exemption**

Should any employee be unable to pay their contribution to the Union based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member, such amount equal to their fair share, shall be paid to a non-religious charitable organization mutually agreed upon by the employee affected and the Union. If the Union and the employee are unable to agree on the matter, such payments shall be made to a charitable organization from an approved list of charitable organizations. The employee will on a monthly basis furnish a written receipt to the Union that such payment has been made.

**Section 4. Notice and Appeal**

The Union agrees to provide notices and appeal procedures to employees in accordance with applicable law.

**Section 5. Indemnification**

The Union shall indemnify, defend, and hold the Employer harmless against any claim, demand, suit or liability arising from any action taken by the Employer in complying with this Article.



**ARTICLE 5**  
**INDEMNIFICATION**

The Employer shall defend and indemnify the employees according to terms of the applicable statutes of the State of Illinois.

**ARTICLE 6**  
**NON-DISCRIMINATION**

**Section 1. Prohibition Against Discrimination**

Both the Employer and the Union agree not to illegally discriminate against any employee on the basis of race, sex, creed, religion, color, marital or parental status, age, national origin, political affiliation, disability, or veteran status – provided, however, that all personnel must at all times support and defend the Constitution and laws of the United States, State of Illinois and laws promulgated therefrom.

**Section 2. Union Membership or Activity**

Neither the Employer nor the Union shall interfere with the right of employees covered by this Agreement to become or not become members of the Union, and there shall be no discrimination against any such employees because of lawful Union membership or non-membership activity or status.

**Section 3. Equal Employment/Affirmative Action**

The parties recognize the Employer's obligation to comply with federal and state Equal Employment and sex discrimination laws applicable to the County.

**ARTICLE 7**  
**NO STRIKE OR LOCKOUT**

**Section 1. No Strike Commitment**

Neither the Union nor any bargaining unit employee will call, initiate, authorize, participate in, sanction, encourage, or ratify any work stoppage, slow down, or the concerted interference with the full, faithful and proper performance of the duties of employment with the Employer during the term of this Agreement. No bargaining unit employee shall refuse to cross any picket line, by whomever established such line.

**Section 2. Performance of Duty**

It is recognized that employees covered by this Agreement may be required in the line of duty to perform duties growing out of or connected with labor disputes, which may arise within the County. The Union agrees that no disciplinary action or other action will be taken by the Union against any employee or employees covered by this Agreement by reason of any such action or conduct in the line of duty.

**Section 3. Resumption of Operations**

In the event of action prohibited by Section 1 above, the Union immediately shall disavow such action and request the employees to return to work, and shall use its best efforts to achieve a prompt resumption of normal operations. The Union, including its officials and agents, shall not be liable for any damages, direct or indirect, upon complying with the requirements of this Section.

**Section 4. No Lockout**

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

**ARTICLE 8**  
**SENIORITY**

**Section 1. Definition**

For the purpose of this agreement the following definitions shall apply:

A. County-wide Seniority means an employee's uninterrupted employment with the County since their last date of hire.

B. Department Seniority means the length of uninterrupted employment an employee has in the Department.

(Part-time employees shall receive seniority on a prorated basis)

**Section 2. Loss of Seniority**

An employee shall lose his/her applicable seniority in accordance with Section 1 and no longer be an employee if:

A. He/she resigns or quits by giving an official letter of resignation.

B. He/she is discharged for just cause unless reversed through the Grievance or Arbitration Procedure, whichever is applicable.

C. He/she retires.

D. He/she does not return to work from layoff or authorized leave of absence within ten (10) calendar days after being notified by certified mail to return.

E. He/she has been on layoff for a period of time equal to his/her seniority at the time of his/her layoff or two (2) years, whichever is greater.

F. Accepts "gainful employment" that is inconsistent with the purpose of the authorized leave while on an approved leave of absence from the County.

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**Section 3. Seniority List**

The Employer and Union have agreed upon the initial seniority list setting forth the present seniority dates for all employees covered by this Agreement and shall become effective on or after the date of execution of this Agreement. Such lists shall resolve all questions of seniority affecting employees covered under this Agreement or employed at the time the Agreement becomes effective. Disputes as to seniority listing shall be resolved through the grievance procedure. The Employer shall provide an "up to date" list to the Union or any individual employee upon request.

**Section 4. Seniority While on Leave**

Employees will not continue to accrue seniority credit for all time spent on authorized unpaid leave of absence beyond three months except for authorized leave due to circumstances beyond the control of the employee such as medical leave, military leave, etc.

**Section 5. Seniority tie-breaking for the basis of hiring and promotion**

Seniority shall be determined based upon the following:

- A. Department seniority
- B. County seniority

Where employees have the same classification seniority date and seniority cannot be resolved by the above formula, any such tie shall be broken at the time of hire or promotion by drawing lots.

**ARTICLE 9  
LAYOFF AND RECALL**

**Section 1. Procedure for Layoff**

A. When employees are removed from a classification for the purpose of reducing the work force of that classification, the employee with the least seniority in the affected classification and bargaining unit shall be removed first. For the purpose of this Article persons of different rank shall be considered to be in separate classifications.

B. A removed employee shall be transferred, conditioned upon being qualified to perform the work available in the following order of priority:

1. To a vacancy, if any, in another classification in the same grade within the same bargaining unit.
2. To replace an employee with less seniority, if any, in another classification in the same pay grade within the same bargaining unit.

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3. To a vacancy, if any, in a classification assigned to the next lower pay grade with the same bargaining unit.

4. To replace an employee with less seniority, if any in a classification assigned to the next lower pay grade within the same bargaining unit.

C. A removed employee not transferred as provided in B above shall have the procedure set forth in B3 above applied to classifications assigned to each succeeding next lower pay grade until he/she is transferred or laid off.

D. The procedure set forth in B and C above shall be applied for an employee who is replaced as a result of the application of the above procedure until he/she is transferred or laid off.

E. In applying the procedures set forth in B, C, and D above, a removed or replaced full-time employee shall be transferred to another full-time position. A removed or replaced part-time employee shall be transferred to either a full-time or part-time position.

F. In applying the above procedures, full-time probationary employees shall be removed from the affected classification or replaced, as the case may be, prior to removing or replacing full-time, non-probationary employees, and part-time probationary employees shall be removed or replaced prior to removing or replacing part-time, non-probationary employees.

G. Temporary employees shall be laid off prior to the layoff of any full-time or part-time employees.

**Section 2. Procedure for Recall**

An employee with seniority who has been laid off or transferred as a result of a layoff shall be recalled to work, conditioned upon ability to perform the work available, in accordance with the reverse application of the procedure for layoff. Recall rights shall continue for two (2) years after an employee has been laid off. No new employees at all shall be hired until all employees on layoff desiring to return to work shall have been given the opportunity to return to work.

In the event of recall, eligible employees shall receive notice of recall either by actual notice or by certified mail, return receipt requested. It is the responsibility of all employees eligible for recall to notify the Employer of their current address. Upon receipt of the notice of recall, employees shall have five (5) working days to notify the Employer of their acceptance of the recall. The employee shall have five (5) working days thereafter to report to duty.

**Section 3. Notice**

The Employer shall notify the Union thirty (30) days prior to the intended effective date of a planned layoff. The Employer and the Union will discuss alternatives to the layoff if put forth by the Union.

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Any employee to be laid off will be notified thirty (30) calendar days prior to the effective date.

**ARTICLE 10**  
**GRIEVANCE PROCEDURE**

**Section 1. Grievance**

Grievance is defined as a dispute or disagreement as to the interpretation and application of any provision in this Agreement. Grievances may be processed by the Union on behalf of an employee or on behalf of a group of employees or itself setting forth name(s) or group(s) of the employee(s). Either party may have the grievant or one grievant representing group grievant present at any step of the grievance procedure. The resolution of a grievance filed on behalf of a group of employees shall be made applicable to the appropriate employees within that group. An Employee may present a grievance and have it heard through Step 3 of the grievance procedure without the intervention of the Union; provided that the Union is notified by the employee and afforded the opportunity to be present at such conference and that any settlement made shall not be inconsistent with the terms of this Agreement. Nothing shall be construed to limit the Union's right to exercise its discretion to refuse to process grievances of employees, which it believes to be not meritorious. Nothing in this Article is designed to alter a superior employee's duties in the chain of command.

Business days shall include the weekdays of Monday through Friday, excluding holidays or other days the Kane County Government Offices are closed.

**Section 2. Grievance Steps**

It is the intent and purpose of all parties to use their individual and collective best efforts to settle and resolve their differences on a prompt and informal basis. Where such informal efforts are unsuccessful in resolving an issue, which is believed to be a violation of this Agreement the following procedure, shall be followed.

**Step 1. Deputy Director**

The Employee and/or the Union shall raise the grievance in writing on the approved form to the Deputy Director who is outside the bargaining unit. The grievance shall clearly define the situation in question and specify the violation of the Agreement. All grievances must be presented not later than ten (10) business days from the date the grievant became aware of the occurrence giving rise to the complaint. The immediate supervisor shall render a written response to the grievance within ten (10) business days after the grievance is presented. If the grievance is not resolved at Step 1, the signed Step 1 grievance and Deputy Director response will be presented to Step 2. The parties recognize that variations from the immediate supervisor, where mutually agreeable, may exist. The Union is entitled to be present at any grievance meeting and any grievance settlement should not conflict with this Contract.

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**Step 2. Director**

Grievances submitted to the Director at Step 2 shall be presented in writing by the Union to the Director within ten (10) business days from the receipt of the answer or the date such answer was due, whichever is earliest. Grievances presented at Step 2 shall include a response to the Deputy Director's decision. Within ten (10) business days after the grievance is presented to Step 2, the Director shall render a written answer to the grievant and provide a copy of such answer to the Union.

**Step 3. County Board Chairman**

If the grievance is still unresolved, it shall be presented by the Union to the County Board Chairman in writing within ten (10) business days after receipt of the Step 2 response or after the Step 2 response is due, whichever is earliest. The grievance shall include copies of all preceding responses.

Within ten (10) business days after receipt of the written grievance the parties may meet or hold other discussions in an attempt to solve the grievance unless the parties mutually agree otherwise. The County Board Chairman shall give his/her written response within ten (10) business days following the meeting.

If no meeting is held, the County Board Chairman shall respond in writing to the grievance within ten (10) business days of receipt of the grievance.

**Step 4. Arbitration**

If the grievance is still unsettled, and the Union wishes to proceed to arbitration, the grievance must be presented to arbitration within fifteen (15) business days after the receipt of the Step 3 response or the date the response was due, whichever is earlier. The Union shall notify the Sheriff in writing of the intent to go to arbitration.

Upon request of either party, the parties may meet within ten (10) business days after receipt of the Step 3 response or the date the response was due for the purpose of conducting a pre-arbitration conference to attempt to resolve the grievance prior to requesting arbitration.

If arbitration is requested, representatives of the Employer and the Union shall meet to select an arbitrator. If the parties are unable to agree on an arbitrator within the ten (10) business days, the parties shall request the Federal Mediation and Conciliation Service ("FMCS") to submit a list of seven (7) arbitrators. The parties shall alternately strike the names of three (3) arbitrators, taking turns as to the first strike. The person whose name remains shall be the arbitrator, provided that either party, before striking any names, shall have the right to reject one (1) panel of arbitrators. The arbitrator shall be notified of his/her selection by a joint letter from the Employer and the Union, requesting that he/she set a time and place for the hearing, subject to the availability of the Employer and Union representatives and shall be notified of the issue where mutually agreed by the parties. The Employer and the Union shall evenly split the costs of each FMCS panel.

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**Section 3. Arbitration Procedures**

Both the parties agree to attempt to arrive at a joint stipulation of the facts and issues as outlined to be submitted to the arbitrator. The Employer or Union shall have the right to request the arbitrator to require the presence of witnesses and/or documents. Each party shall bear the expense of its own witnesses who are not employees of the Employer.

The arbitrator shall decide questions of arbitrability. The arbitrator shall make a preliminary determination on the question of arbitrability. Once a determination is made that determination cannot be reasonably made, the arbitrator shall then proceed to determine the merits of the dispute. The arbitrator shall neither amend, modify, nullify, ignore, add nor subtract from the provisions of the Agreement.

The parties shall share the expenses and fees of the arbitrator and the cost of the hearing room equally. Nothing in this Article shall preclude the parties from agreeing to use expedited arbitration procedures. The decision and award of the arbitrator shall be final and binding on the Employer, the Union, and the employee or employees involved. The Employer shall be responsible for providing a Court Reporter for arbitration proceedings. The parties shall bear the cost of a verbatim record equally.

**Section 4. Time Limits**

Grievances may be withdrawn at any step of the Grievance Procedure. Such withdrawal shall not constitute a decision on the merits of the Grievance. Grievances not raised or appealed within the designated time limits will be barred. The time limits at any step or for any hearing may be extended by mutual agreement of the parties involved at that particular step.

Failure to respond within the time limits by the designated person shall automatically advance the grievance to the next step. If after receipt of a written response from the Employer, a grievance is not processed by the aggrieved employee/grievant within the specified time limits provided, the grievance shall be considered void.

**Section 5. Time Off, Meeting Space and Telephone Use**

A. Time Off - The grievant(s) and/or Union grievance representative will be permitted reasonable time without loss of pay during their working hours to investigate and process grievances. A grievant who is called back on a different shift or on his/her day off as a result of the Employer scheduling a grievance meeting shall have such time spent in the meeting considered as time worked. Witnesses whose testimony is pertinent to the Union's presentation or argument will be permitted reasonable time without loss of pay to attend grievance meetings and/or respond to the Union's investigation. No employee or Union representative shall leave his/her work to investigate, file or process grievances without first notifying and receiving permission from his/her supervisor or designee as well as the supervisor of any unit to be visited, and such permission shall not be denied unreasonably. Employees attending grievance meeting shall normally be those having direct involvement in the grievance.

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B. Meeting Space and Telephone Use - Upon request, the employee and Union representative shall be allowed the use of an available appropriate room while investigating or processing a grievance; and, upon prior general approval, shall be permitted the reasonable use of telephone facilities for the purpose of investigating or processing grievances. Such use shall not include any long distance or toll calls at the expense of the Employer.

**Section 6. Advanced Grievance Step Filing**

Certain issues which by nature are not capable of being settled at a preliminary step of the grievance procedure or which would become moot due to the length of time necessary to exhaust the grievance steps, may by mutual agreement be filed at the appropriate advance step where the action giving rise to the grievance was initiated. Mutual agreement shall take place between the appropriate Union representative and the appropriate Employer representative at the step where it is desired to initiate the grievance.

**Section 7. Pertinent Witnesses and Information**

Either Party may request the timely production of specific documents, books, papers or witnesses reasonably available from the other party and substantially pertinent to the grievance under consideration. Such request shall not be unreasonably denied, and shall be in conformance with applicable laws, and rules issued pursuant thereto, governing the dissemination of such materials. This paragraph is not applicable to Step 1 of the grievance procedure. Requests made pursuant to this section by the Union may only be initiated by the Union President or his designee.

Any documents books, papers, or witnesses in constructive possession of a Party not disclosed pursuant for production, as of the date of request, shall be excluded from use as evidence in any subsequent hearing. Both parties have a duty to supplement discovery promptly as it becomes known. Generally see Supreme Court Rule 214.

**ARTICLE 11**  
**DISCIPLINE AND DISCHARGE**

In addition to the rights guaranteed by the laws of the State of Illinois and the United States of America, the parties agree that bargaining unit employees shall have the following rights in discipline cases.

**Section 1. Discipline and Discharge**

Discipline shall be for just cause and shall be progressive and corrective. Employee discipline shall include the following:

1. Corrective action/recognition notice
2. Written Reprimand
3. Suspension (notice to be given in writing)
4. Demotion (notice to be given in writing)
5. Discharge (notice to be given in writing)



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Employees shall be notified of any disciplinary or corrective action that will affect them. Employees shall sign a receipt acknowledging the action, but such signature does not indicate that the employee is in agreement with the action. First line supervisors shall be responsible for the documentation of any corrective action/recognition notice taken on behalf of the employee. This action will be documented on the approved Personal Performance Review form, signed by the employee and a copy will be placed in the employees file until the completion of the annual employee evaluation. Upon completion of the evaluation, accumulated slips will be removed and a new accumulation will begin. If the Employer has reason to reprimand an employee, it shall be done in a discrete manner that will not embarrass the employee before other employees or the public.

**Section 2. Limitation**

The Employer's agreement to use progressive and corrective disciplinary action does not prohibit the Employer in any case from imposing discipline which is commensurate with the severity of the offense. The Employer shall notify both the employee and Union of disciplinary action. Such notification shall be in writing and shall reflect the specific nature of the offense.

**Section 3. Pre-Disciplinary Meeting**

For discipline other than corrective actions and written reprimands, prior to imposing the contemplated discipline on the employee, the Employer shall meet with the employee involved and inform the employee of the contemplated discipline and the reason thereof. The employee shall be informed of his contract rights to Union representation and shall be entitled to such, if so requested by the employee. The employee and the Union representative shall be given the opportunity to rebut or clarify the reasons for such discipline and further provided that a Union representative shall be available within twenty-four (24) hours of notification. If the employee does not request Union representation, a Union representative shall nevertheless be entitled to be present as a non-active participant at any and all such meetings, provided that said Union representative must be available when the meetings take place within 24 hours after notice.

**Section 4. Investigative Interviews**

Where the Employer desires to conduct an investigative interview of an employee where the results of the interview might result in discipline, the Employer agrees to first inform the employee that the employee has a right to Union representation at such interview. If the employee desires such Union representation, no interview shall take place without the presence of a Union representative. The role of the Union representative is limited to assisting the employee, clarifying the facts and suggesting other employees who may have knowledge of the facts. If the employee does not request Union representation, Union representative shall nevertheless be entitled to be present as a non-active participant at any and all such meetings provided that a Union representative is available within 24 hours notice from Employer to the Union.

**Section 5. Removal of Discipline**

Records of discipline other than suspensions shall be removed from the employee's personnel file if two (2) years pass from the date of the offense without the employee receiving discipline for an offense of a similar nature or unless the employee is subject of ongoing progressive discipline

Records of discipline concerning suspensions shall be removed from the employee's personnel file if five (5) years pass from the date of the offense without the employee receiving discipline for an offense of a similar nature or unless the employee is the subject of ongoing progressive discipline.

**Section 6. Limitation of the Grievance Procedure**

Corrective actions or written reprimands shall be subject to the grievance procedure through step three thereof but shall not be subject to arbitration.

**Section 7. Suspension Day Defined**

A suspension day is a twenty-four hour period during which an employee was scheduled to work a regular tour of duty but has been ordered not to report for duty. If the suspension is administrative in nature the employee will be paid for the time as if he or she had worked. Disciplinary suspension shall be without pay, however, an employee may choose to deduct the appropriate amount of time equal to the suspension in lieu of serving the suspension.

**Section 8. Limitation of the Suspension Period**

During any suspension period, defined as the period between the first and final actual suspension days (inclusive), an employee may not work for paid overtime, providing the duration of the suspension period is not more than four times the number of actual suspension days. The suspension period shall start not less than 15 days from the date of the pre-disciplinary hearing.

**ARTICLE 12**  
**PERSONNEL FILES**

**Section 1. Personnel Files**

The Employer shall keep a central personnel file for each employee within the bargaining unit. The Employer is free to keep working files, but material not maintained in the central personnel file may not provide the basis for disciplinary or other action against an employee.

**Section 2. Inspection**

Upon request of an employee, the Employer shall reasonably permit an employee to inspect his personnel file subject to the following:

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A. Such an inspection shall occur within two business days following receipt of the request. The Employer may be present during such inspection;

B. Such inspection shall only occur during daytime office staff working hours Monday through Friday upon written request;

C. The employee shall not be permitted to remove any part of the personnel file from the premises but may obtain copies of any information contained therein;

D. Upon written authorization by the requesting employee, that employee may have a representative of the Union present during such inspection, and;

E. Pre-employment information, such as reference reports, credit checks or information provided the Employer with specific request that it remain confidential, shall not be subject to inspection or copying.

F. An employee may not place any type of document into the personnel files maintained by the Employer without permission, except pursuant to the Illinois Employee Personnel Record Review Act.

**Section 3. Notification**

Employees shall be given notice by the Employer when any materials are placed in their personnel file except those of a routine, clerical nature.

**Section 4. Limitation on Use of File Material**

It is agreed that any material not available for inspection, such as provided in Section 1 and 2 above, shall not be used in any manner or any forum adverse to the Employee's interest.

**Section 5. Personnel Record Correction**

If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the employee and the Employer. The employee may submit a written statement explaining the employee's position, which shall be attached to the personnel record.

**Section 6. Confidentiality of Records**

The Employer agrees to keep the Employee's Personnel Record confidential and will not release any information from this record without: (1) the Employee's written approval; (2) a Court Order requiring the release of the information; or (3) as required by law as necessary to respond to a government agency or Court Order.

**ARTICLE 13**  
**EMPLOYEE DEVELOPMENT & TRAINING**

**Section 1. Orientation**

The Employer and PBLC recognize the need for the training and development of employees in order that services are efficiently and effectively provided and employees are afforded the opportunity to develop their skills and potential. In recognition of such principle, the Employer shall endeavor to provide employees with reasonable orientation with respect to current procedures, forms, methods, techniques, materials, and equipment normally used in such employees' work assignments and periodic changes therein, including, where available and relevant to such work, procedural manuals.

**Section 2. Time Off**

If, because of changes in certification, accreditation or licensure, employees are required by the Employer to take courses so as to retain their present position classification, such employees shall be granted reasonable time for such without loss of pay.

**ARTICLE 14**  
**LABOR-MANAGEMENT COMMITTEE**

**Section 1. Labor Management Conferences**

The Union and the Employer mutually agree that in the interest of efficient management and harmonious employee relations, it is desirable that meetings be held between Union representatives and responsible administrative representatives of the Employer. Such meetings may be requested at least seven (7) days in advance by either party by placing in writing a request to the other for a labor-management conference and expressly providing the agenda for such meeting. Such meetings and locations shall be limited to:

- A. Discussion of the implementation and general administration of this Agreement.
- B. A sharing of general information of interest to the parties.
- C. Notifying the Union of changes in non-bargaining conditions of employment contemplated by the Employer which may affect employees.

The Employer and the Union agree to cooperate with each other in matters of the administration of this Agreement, and to the degree that standards of public service can be maintained for the citizens of the State of Illinois.

**Section 2. Integrity of Grievance Procedure**

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure.

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**Section 3. Union Representative Attendance**

When absence from work is required to attend labor-management conferences, employees shall, before leaving their work station, give reasonable notice to and receive approval from, their supervisor in order to remain in pay status. The first supervisor outside the bargaining unit shall approve the absence except in emergency situations. On duty employees attending such conferences shall be limited to one per bargaining unit during time issues affecting the unit(s) are discussed and one representative for the local.

**Section 4. List of Union Stewards**

The Union shall provide a current list of stewards to the Employer upon the signing of this contract and shall provide an updated list whenever there is a change.

**ARTICLE 15  
HOLIDAYS**

**Section 1.**

Starting December 1 of each year, Telecommunicator Unit employees shall receive 13 Holiday credits. These credits must be used in the fiscal year in which they are earned and may not be carried over. Employees will use these holidays in accordance with Article 26, Section 9 of this Agreement.

**Section 2.**

Permanent full-time employees shall receive a full day's pay.

**Section 3.**

Permanent part-time employees shall receive pay proportional to the average number of hours normally worked (i.e., normally work four (4) hours a day, shall receive four (4) hours pay).

**Section 4.**

Employees required to work on Christmas Eve, Christmas, Easter, July 4th, Thanksgiving, New Year's Day shall be paid at double time (2x) their regular rate.

**Section 5. Termination of Employment**

Continuous operations employees and other employees who are granted holiday credits are entitled to one paid holiday per calendar month (which are accrued on a monthly basis), plus one additional holiday. If an employee terminates employment and he or she has already taken more holidays than entitled to on a monthly accrual basis, plus one additional day, the employee's pay will be docked accordingly. Untaken holidays already accrued on a monthly basis, plus one additional day, may be used to increase the number of paid days off prior to the actual date of termination. Untaken holidays will not be paid for as additional

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compensation in the employee's final paycheck if the days can be scheduled as paid time off instead.

**ARTICLE 16**  
**VACATIONS**

**Section 1. Accrual**

All employees shall earn paid vacation in accordance with the schedule below. Part time employees shall receive vacation time proportionate to the average hours worked. Employees shall accumulate vacation based on countywide seniority. Accrual and use of vacation time is based on the fiscal year, December 1 through November 30.

1. From hire date through the end of the fiscal year, vacation time is earned at a rate of .833 days per month ( $.833 \times 12 = 10$ ) to determine the number of vacation days accrued for the following fiscal year. Any fraction of accrued vacation days will be converted to the nearest whole day using standard mathematical rounding (.49 or lower to be rounded down and .50 and higher to be rounded up). At the start of the second fiscal year following an employee's start date to five years of service, the employee will receive a total of ten (10) vacation days during that fiscal year. Vacation time is earned at a rate of .833 days per month ( $.833 \times 12 = 10$ ) to determine the number of vacation days accrued for the following fiscal year.
2. At the completion of four (4) years of service, vacation time is earned at a rate of 1.25 days per month ( $1.25 \times 12 = 15$ ). During the fiscal year in which the employee completes five (5) years of service, the employee will receive five (5) additional vacation days upon the anniversary of his/her hire date. At the start of the fiscal year immediately following the completion of five (5) years of service, the employee will receive a total of fifteen (15) vacation days for use in that fiscal year.
3. At the completion of nine (9) years of service, vacation time is earned at a rate of 1.66 days per month ( $1.66 \times 12 = 20$ ). During the fiscal year in which the employee completes ten (10) years of service, the employee will receive five (5) additional vacation days upon the anniversary of his/her hire date. At the start of the fiscal year immediately following the completion of ten (10) years of service, the employee will receive a total of twenty (20) vacation days for use in that fiscal year.
4. At the completion of twenty-four (24) years of service, vacation time is earned at a rate of 2.08 days per month ( $2.08 \times 12 = 25$ ). During the fiscal year in which the employee completes twenty-five (25) years of service, the employee will receive five (5) additional vacation days upon the anniversary of his/her hire date. At the start of the fiscal year immediately following the completion of the twenty-five (25) years of service, the employee will receive a total of twenty-five (25) vacation days for use in that fiscal year.

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**Section 2. Use of Vacation Time**

Vacation time may be taken in increments of not less than one-half (1/2) day at any time after it is earned. Vacation period shall run from December 1st to November 30th. Employees who by length of continuous service are entitled to more than ten (10) days of vacation may request the following:

After accrual of fifteen (15) days, a maximum of five (5) days may be turned back to be paid at straight time in lieu of time off. After accrual of twenty (20) days, a maximum of ten (10) days may be turned back to be paid at straight time in lieu of time off. Accrued time in excess of twenty (20) days may not be turned back for pay.

Employees who are selling back vacation time must indicate in writing their intention to do so by July 1 of that calendar year. Employees wishing to retract such request for pay may do so subject to vacation schedule availability.

**Section 3. Vacation Schedules**

Subject to Section 4 and Employer operating needs, vacations shall be scheduled as requested by the employee.

**Section 4. Vacation Periods Scheduled by Seniority**

A vacation period will be considered in increments of one or more full weeks(s) beginning at 0001 Sunday and ending at 2359 Saturday.

If and only if staffing levels on a shift are such that there are insufficient weeks in the Employer's fiscal year (December 1st - November 30th) to schedule all weeks of vacation due employees assigned to that shift will more than one employee be allowed to schedule vacation the same week as another employee.

After completion of the shift bid process, the supervisor for each shift who is outside the bargaining unit will tally the total number of weeks of vacation due the employees on a shift. Employees intending to turn in unused vacation time for pay (accrued time in excess of two weeks) must submit their intent to do so by October 1st, and these weeks will be taken off the shift tally. An employee may later decide to take the time off instead, but this time will be granted based on operational needs.

Based on the above statement, the following vacation bid process will be adhered to:

Beginning at the end of the shift bid process, and continuing for fourteen (14) calendar days, employees may bid for vacation periods (one or more weeks) based on department seniority. This will be done by filling in slots on a posted list of weeks in the following fiscal year (December 1st - November 30th). When an employee is denied a vacation request during this period, he or she may submit a request for a different vacation period. At the completion of the vacation bid process, the employee assigned to scheduling will review the posted list and finalize the seniority bid vacation lists. Conflicts in scheduling will be resolved in favor of the employee having the greatest department seniority.

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Vacation periods requested other than as described above shall be granted on a first-come first-served basis. Requests will be considered on the basis of calendar date of submission to and confirmed by a supervisor, not by time of day. Employees will be notified in writing as to the number of available vacation slots and the number of uncommitted vacation weeks still held by the employee. It will be up to the employee to submit a request for any of the remaining available weeks or face the loss of vacation time when no open weeks remain in the fiscal year.

If an employee decides to remove his or her name from a scheduled vacation week or weeks, another employee may bid for the open slot and be granted the time based on classification seniority.

Once a vacation is approved and scheduled, the employee will be allowed to take that vacation even if transferred and a scheduling conflict develops.

**Section 5. Separation Pay**

Employees, after the completion of their probationary period, shall be compensated for all unused vacation time already accrued at the time they separate.

**Section 6. Vacation Pay**

All vacation leave will be paid at the regular rate based on the length of the employee's normal workday.

**ARTICLE 17**  
**SICK LEAVE**

**Section 1. Accrual and Use**

All employees shall accumulate paid sick leave at the rate of one (1) day for each month's service. Part-time employees shall accumulate paid sick leave on a prorated basis. Sick Leave may be used for illness, disability, or injury of the employee, appointments with Doctor, Dentist or other professional medical practitioner, and in the event of illness, disability, or injury of a member of an employee's immediate family or household on days employee is scheduled to work. For purposes of definition, the "immediate family or household" shall be husband, wife, children, mother, father, brother, sister, and grandparents, in-laws, father and mother, or any relative or person living in the employee's household for whom the employee has custodial responsibility or relative or person living in the employees household for whom the employee is financially and emotionally dependent on the employee and where the presence of the employee is needed.

Such time may be used in increments of no less than one hour at a time for any of the above reasons. Any such use is subject to twenty-four (24) hours' prior notification to the employee's immediate supervisor, if at all possible.



**Section 2. Accumulation**

Employees may have unlimited accumulation of sick days subject to the provisions and limitations contained in Section 3 of this Article.

**Section 3. Unused Sick Leave**

A. Employees who retire with twenty (20) or more years of service shall be entitled to cash for up to twenty (20) days of unused sick time on a one for one basis. Any additional unused sick time may be credited on a one for one basis to IMRF for service credit up to a maximum of 240 days. An employee who retires with twenty (20) or more years of service shall have the option of applying some or all of his or her unused sick time to IMRF for service credit in lieu of cash.

B. Employees who have completed their probationary period and who voluntarily or involuntarily terminate employment with the Employer shall be entitled to cash for unused sick days on a three for one basis up to a maximum of twenty days. Any additional unused sick time shall not be compensable. The amount of payment for all unused sick leave is to be calculated at the employee's rate of pay in effect on the payday immediately preceding the employee's separation. Once an employee has accumulated fifteen (15) sick days, additional sick days may be converted into paid days off on a two to one basis with a maximum of twenty (20) days converted to ten (10) days in any calendar year.

**Section 4. Sick Days Abuse Sanctions**

The Employer shall not discipline an employee for legitimate use of sick days. For the purposes of the provisions contained in this Article, "abuse" of sick days or sick leave is the utilization of such for reasons other than those stated in Section 1 of this Article. Upon sufficient evidence of the abuse of such sick leave, the employee shall not be paid for such leave. In addition, abuse of sick leave may subject the employee to disciplinary action pursuant to the terms of this Agreement. All employees agree to cooperate fully with the Office in verifying illness, and shall provide reasonable proof of illness upon request if the Employer has reasonable grounds to suspect abuse.

**Section 5. Procedures**

No employee will be permitted to take pay for sick days if they have not yet been earned. Sick days shall be paid at full pay at the current rate of compensation. Sick days may be utilized by employees when they are sufficiently ill so that good judgment would determine it best not to report to work or in the event of injury not arising out of or in the course of their employment and for routine medical and dental appointments. All foreseeable leave for such purposes shall require a reasonable specific prior notification.

In the event that an employee has no accrued sick time and said employee calls in sick, earned/benefit time shall be deducted from that employee to cover said sick day(s) in the following order: Comp time, Holiday time and then Vacation Time. Use of this provision shall be documented as a sick day covered by earned/benefit time. Use of this provision will

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not subject any employee to disciplinary actions under Section 4, unless a violation of Section 4 is established.

The Employer may direct an employee who appears ill to leave work to protect the health of other employees. Compliance with such an order will not be charged to sick leave for the first day. An employee may grieve suspected abuse of this paragraph. An employee shall be paid sick leave equivalent to the normally scheduled straight time day.

The Employer shall maintain a record of sick leave accrual, sick leave taken, and the balance of sick leave allowance available for the individual employees.

**Section 6. Conversion of Sick Days**

After the accumulation of fifteen (15) sick days, additional sick days which are accumulated may be converted into paid days off on a two to-one basis up to a maximum of twenty (20) sick days converted into ten (10) paid days off in any one (1) year.

**ARTICLE 18**  
**MISCELLANEOUS PROVISIONS**

**Section 1. Use of Masculine Pronoun**

The use of the masculine pronoun in this or any other document is understood to be for clerical convenience only, and it is further understood that the masculine pronoun includes the feminine pronoun as well.

**Section 2. Definition**

Whenever the term Employer is used in this Agreement, it shall mean the Employer or his/her authorized designee.

**Section 3. Notification of Leave Balance**

Employees shall be given a statement of leave balances (sick leave, vacation days, holidays, and accumulated compensatory time) on request, but no more than twice annually.

**Section 4. Evaluations**

The Union and the Employer encourage periodic evaluation conferences between the employee and his/her supervisor. The written evaluation done once a year by the supervisor shall be discussed with the employee and the employee shall be given a copy immediately after completion. The employee shall sign the evaluation, as recognition of having read it but such signature shall not constitute agreement with the evaluation.

Appeals will be made utilizing the employee's chain of command up through the Director. The purpose of the Employee Performance Evaluations shall be to assist individual employees in professional growth. Evaluations shall not be used as a basis for disciplinary

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action. Employees shall be allowed to attach a letter to their evaluation in accordance with the Personnel Record Review Act.

**Section 5. Copies of the Agreement**

Each employee covered by this Agreement shall be provided a copy of the Agreement by the Employer in the form of printed or electronic/data media.

**Section 6. Meeting Place**

All meetings or hearings or other proceedings over which the parties have control shall be held at the Government Center in Kane County, Illinois, unless there is a reasonable basis to hold such meetings, hearings or other proceedings elsewhere.

**Section 7. Job Descriptions**

At least annually each employee will be provided with a copy of his/her current job description which shall include principle duties and responsibilities. When requirements are revised and the duties and responsibilities remain essentially unchanged, incumbents in these positions who qualified under previous requirements for the class shall be considered qualified.

**ARTICLE 19**  
**LEAVES OF ABSENCE**

**Section 1. Policy**

Leaves of absence may be granted to maintain continuity of service and to protect the employer-employee relationship in instances where circumstances require an employee's absence. Leaves of absence are required when the employee's absence, other than vacation, will extend beyond a two-week period. Leaves are granted based on each individual case and at the discretion of the Employer. Leaves of absence are without pay unless the employee is entitled to sick pay, vacation pay or compensatory time. A leave of absence will not be granted for the purpose of trying another job. Failure to return at the end of an approved leave may result in termination.

**Section 2. Eligibility**

Employees may be eligible for a leave of absence if they have worked for at least 12 months and for at least 1,250 hours during the year preceding the start of the leave of absence.

Subject to the policy statement above, employees may be eligible for up to 90 calendar days of leave a year which is based on a rolling 12 month period measured backward from the first date leave is used. In other words, each time an employee takes a leave, the remaining leave for which the employee may be eligible would be any balance of the 90 calendar days which has not been used during the immediately preceding 12 months.

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Employees must give a 30 calendar day advance notice of the need to take a leave when it is foreseeable. Foreseeable leaves include but are not limited to maternity leave, placement leave, military leave, educational leave, personal leave or planned medical treatment leave. Where it is not possible under the circumstances to provide advance notice, notice must be given as soon as possible.

**Section 3. Types of Leaves of Absence**

**(A) Family and Medical Leave:**

**ELIGIBILITY** - Employees may be eligible for a leave of absence if they have worked for at least 12 months and for at least 1,250 hours during the year preceding the start of the leave of absence.

**EXPIRATION OF ENTITLEMENT** - Subject to the policy statement above, an employee taking leave due to the birth or placement of a child; the personal illness of the employee, a family illness or a qualifying exigency, may be eligible for up to 12 work weeks of leave a year that is based on a rolling 12-month period measured backward from the first date leave is used. In other words, each time an employee takes a leave, the remaining leave for which the employee may be eligible would be any balance of the 12 work weeks that has not been used during the immediate preceding 12 months. (For example: If an employee has taken 8 weeks of leave during the past 12 months, an additional 4 weeks of leave could be taken. If an employee used 4 weeks beginning February 1, 2008, 4 weeks beginning June 1, 2008 and 4 weeks beginning December 1, 2008, the employee would not be entitled to any additional leave until February 1, 2009. However, on February 1, 2009, the employee would be entitled to 4 weeks of leave; on June 1 the employee would be entitled to 4 additional weeks, etc.).

Eligible employees may be granted a family or medical leave of absence under the provisions of the Family and Medical Leave Act ("FMLA") for one or more of the following reasons.

1. Birth Leave: For birth of a child of an employee and to provide care for the child following birth.
2. Placement Leave: For placement of the child with an employee for adoption or foster care.
3. Personal Illness: For a serious health condition when an employee is unable to perform their job.
4. Family Illness: For an employee to care for their son, daughter, spouse, or parent who has a serious health condition.
5. Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is a covered military member on active

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duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

6. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member. Eligible employees shall be entitled to a total of 26 work weeks of leave during a single 12-month period to care for the service member, or as otherwise provided by law.

**COMBINED LEAVE TOTAL** - During the single 12-month period described in the preceding section, an eligible employee and spouse who both work for the Employer shall be entitled to a combined total of 26 work weeks of leave for the birth or placement of a child, or the personal illness of the employee, for a family illness or to care for the covered service member.

**LEAVE TAKEN INTERMITTENTLY OR ON A REDUCED SCHEDULE** - Leave for the birth or placement of a child may not be taken by an employee intermittently or on a reduced leave schedule unless the employee and the Director agree. Leave in order to care for a spouse, son, daughter or parent with a serious health condition or because of an employee's serious health condition or to care for a covered service member may be taken intermittently or on a reduced leave schedule when medically necessary.

**FORESEEABLE LEAVE**

- for the birth or placement of a child -- When the necessity for leave is foreseeable based on an expected birth or placement, the employee shall provide the Director with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave, except that if the date of the birth or placement requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

- in order to care for a spouse, son, daughter or parent with a serious health condition or because of an employee's serious health condition or to care for a covered service member -- When the necessity for leave is foreseeable based on planned medical treatment, the employee: (a) shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the department, subject to the approval of the health care provider of the employee, son, daughter, spouse or parent, as appropriate and (b) shall provide the department head with not less than 30 days' notice, before the date the leave is to begin, of the employee's intent to take leave, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide notice as is practicable.

- in any case in which the necessity for leave due to active duty of the family member is foreseeable, the employee shall provide such notice to the department head as is reasonable and practicable.

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All aspects of FMLA leaves of absence shall be governed by the provisions of the FMLA and the regulations promulgated thereunder, all as may be amended from time to time. The Employer will exercise his discretion in connection with FMLA leaves of absence in accordance with the FMLA and the applicable regulations.

(B) **Military Leave:** Eligible employees will be granted military leaves with or without pay in accordance with all applicable state and federal laws. For all Military Leaves, employees should provide their supervisor with a copy of their written orders, as practicable, including any subsequent changes, within the time limits prescribed by law. If an employee is applying for differential pay, the employee should provide payroll with the amount of their base pay prior to the leave. If an employee desires to use benefit time during the leave, the employee should also notify payroll prior to the leave. Upon completion of military service, a copy of the employee's Leave and Earnings Statement verifying the duration of the employee's military service and base pay must be provided to payroll by the employee.

(C) **Family Military Leave:** Eligible employees will be granted thirty (30) days of unpaid military leave during the time Federal and State deployment orders are in effect. Employees are required to give at least a fourteen (14) day notice of the intended date upon which the family military leave will commence if leave will consist of five (5) or more consecutive work days. The leave may not be taken if the employee has not exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave. The employee must consult with their supervisor to schedule the leave so as not to unduly disrupt the operations of the employee.

For all Family Military Leaves, employees should provide their supervisor with a copy of the written orders.

(D) **Victim's Economic Security and Safety Act (VESSA) Leave:** Eligible employees will be granted leaves to address domestic and sexual violence in compliance with VESSA. Neither this section nor VESSA creates additional rights for an employee to take leave that exceeds the unpaid leave time under, or is in addition to unpaid leave time permitted by, the FMLA. All aspects of the leave shall be governed by the provisions of VESSA.

(E) **Personal Leave:** May be granted or denied at the discretion of the Employer based on the facts of each individual case. The reason for this type of leave must be of a nature involving a serious family problem, or some similar circumstance. Personal leaves are governed in the same manner as any other type of leave. The guidelines listed under other Sections of this policy must be adhered to in all cases.

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(F) **Educational Leave**: May be granted at the discretion of the Employer without pay to eligible employees who wish to continue their education provided the course of study is beneficial to the Employer.

(G) **Workers' Compensation Leave**: All employees experiencing an occupational disability due to an accident or illness arising out of and in the course of their employment may be placed on a Workers' Compensation Leave. Participating employees should apply for IMRF Disability Benefits if eligible (See Workers' Compensation).

(H) **School Visitation Leave**: Eligible employees that have been employed at least six (6) consecutive months may take up to a maximum of eight (8) unpaid hours during any school year to attend school conferences or classroom activities related to the employee's children if the conference or classroom activities cannot be scheduled during non-work hours. An employee may not take more than four (4) hours of school visitation leave in one day, and the leave may not be taken if the employee has not exhausted all accrued vacation leave, personal leave or any other type of leave, except for sick or disability leave. The employee must provide their supervisor with at least seven (7) days' advance notice. In emergency situations, no more than 24 hours' notice is required. The employee must consult with their supervisor to schedule the leave so as not to unduly disrupt the operations of the employer.

(I) **Other Leaves Required by Law**: Eligible employees will be granted leaves of absence required by state or federal law in accordance with the provisions of the applicable law.

**Section 4. Controls and Rules During a Leave**

A. The Employer may require that an employee requesting any type of leave designate that accrued sick days, accrued vacation and, if applicable, personal days and compensatory time be used during the 90 calendar day leave of absence.

B. **Duration of Leave**: The cumulative time off for any type of leave may not be longer than six months, unless otherwise required by law.

C. **Extended Leave of Absence**: Any leave over 90 calendar days in duration is considered an extended leave of absence. Employees in this extended period must contact the Employer at least 30 calendar days prior to their expected return to work. Every effort will be made to place the employee returning from an extended leave to the same or substantially similar position.

D. **Health Care Coverage During a Leave of Absence**: Group hospitalization coverage will continue for up to 6 months. The employee portion of the payment for this coverage must be received in the Payroll Department no later than the 15th of each month during the leave of absence. A limited continuation option is available to eligible employees after this period under COBRA, a limited extension of health insurance coverage.

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E. Vacation: Sick Pay Benefits and Holiday Pay: Sick pay credit and vacation time will not continue to accrue after the last day paid on any authorized leave of absence. Employees will be paid for holidays which fall during the period they are receiving pay from the County. The use of any leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

**Section 5. Procedure**

A. A "Request for Leave of Absence" form should be completed by the employee defining the reason for the leave, its duration, and the amount of vacation, compensatory time, and sick pay to be used during the leave (if any).

B. This request should be submitted through the chain of command to the Director, who will approve or deny the request.

C. A medical certification and/or fitness for duty report is required upon commencing and returning from a family and medical leave or workers' compensation leave. Employees must provide medical certification within 15 calendar days of the request. Medical re-certification may be required at the County's expense.

**Section 6. IMRF Leave of Absence Authorization and Disability Benefits**

A. Employees who have a medical certification of a disability which may extend for 30 calendar days or more could be eligible for disability benefits under the Illinois Municipal Retirement Fund (see IMRF Disability Benefits). To be eligible, an employee must have 12 months or more of service credit with IMRF. Pregnancy is included as a disability under IMRF if the employee is eligible and claims should be submitted in the same manner as other disability claims. Human Resources should be contacted for the forms for application.

B. Employees participating under IMRF and on a leave of absence without pay from Kane County or disability pay under IMRF (i.e. family illness, placement leave) will not be protected for death or disability benefits during the unpaid period. A Benefit Protection Leave of Absence Authorization should be filed with IMRF before the leave commences. Death and disability benefits are reinstated immediately upon returning to work. Employees may establish service credits for retirement (not to exceed 12 months) for this leave by paying the employee contributions which would have been paid if actually working plus interest. The County Board must approve the acceptance of employer paid IMRF obligations. Forms are available in Human Resources. Leaves of absence may be granted to maintain continuity of service and to protect the employer-employee relationship in instances where unusual circumstances require an employee's absence. Leaves are granted on the assumption that the employee will be available to return to regular employment when the conditions necessitating the leave permit.



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**Section 7. Worker's Compensation**

The Worker's Compensation law provides protection for employees experiencing occupational disabilities through accidents or by exposure to disease arising out of and in the course of employment.

A. When an employee suffers an on-the-job injury or exposure, whether or not medical attention is required, a "Report of Injury" form must be completed by the employee and forwarded to the Director who will submit the document to the Insurance Coordinator.

B. All expenses involved with the treatment of the exposure or injury are covered by the Illinois Worker's Compensation Act. If the employee is off work for more than fourteen days because of a job related injury or exposure, then the employee will be compensated for the waiting period. In addition to any partial payment of wages pursuant to the Illinois Workers' Compensation Act (hereinafter referred to as "The Act"), employees with more than one year of service with the County will also receive a minimal amount of disability through IMRF.

The County, in addition to compliance with the Act, shall pay an additional one third of the average weekly wage to employees for the first thirty days that the employee is totally disabled. This is a voluntary payment by the County and by accepting such payments, employees shall recognize and will assist the County in enforcing its subrogation rights.

Nothing in this policy shall be construed as limiting or contravening the Public Employee Disability Act, 5 ILCS 345/1.

**Section 8. Jury Duty**

Court leave shall be granted to employees who are called to jury duty or are required to be absent from work because of subpoena from any legislative, judicial, or administrative tribunal. Time away from work with pay shall be granted for such purposes. All compensation received for court or jury shall be remitted by the employees to the County Auditor, to be returned to the County Treasurer from which the original payroll warrant was drawn. The County feels that by volunteering to appear as a witness, an employee may create the impression that the County favors one litigant to the detriment of the other. Therefore, to avoid any suspicion of favoritism, County employees are instructed not to appear as a witness unless properly subpoenaed.

**Section 9. Funeral Pay**

In the event of a death in an employee's immediate family, the employee will be allowed up to three days leave with pay for the time actually lost. Immediate family members are defined as including the employee's children (including step and adopted), father, mother, step-parents, current spouse, civil union partners as defined by Illinois law, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, and grandchildren.

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These days will not be deducted from sick pay. Employees must notify their immediate supervisor of the death, relationship to the deceased and expected time of absence. Any additional time off beyond three days will be granted at the sole discretion of the Employer and will be deducted from the employee's unused vacation time or may be taken as holiday time to which the employee is otherwise entitled.

**ARTICLE 20**  
**UNION RIGHTS**

**Section 1. Union Activity During Working Hours**

Employees shall be allowed necessary and reasonable time off with pay during working hours to attend committee meetings, negotiations and other necessary and reasonable activities so long as they have been established by this Agreement, and/or other meetings called or agreed to by the Employer if such employees are entitled or required to attend such meetings by virtue of being participants.

**Section 2. Access to Premises by Union Representatives**

The Employer agrees that local representatives and officers and PBLC staff representatives shall have reasonable access to the premises of the Employer, giving notice upon arrival to the appropriate Employer representative. Such visitations shall be for the reason of the administration of this Agreement. By mutual agreement with the Employer in emergency situations, Union staff representatives or Local Union representatives may call a meeting during work hours to prevent, resolve or clarify a problem.

**Section 3. Time Off for Union Activities**

Two Local Union representatives shall be allowed two days off per year or one Union representative four days per year with pay for legitimate Union business such as Union meetings, State or area wide Union committee meetings, State or International conventions. One Local Union Officer from each unit shall be allowed to attend Local Executive Board and Monthly meetings provided such representative shall give reasonable notice to his/her supervisor of such absence and shall be allowed such time off. Any additional Local Union Officers or Executive Board members will be permitted to attend Local Executive Board and Monthly meetings based on operational needs. Time off granted to Local Union Officers to attend Local Executive Board and Monthly meetings shall not exceed two (2) hours unless approved by the Employer.

Such time off shall not be detrimental in any way to the employee's record. Additional time off without pay shall be granted under the conditions as stated in the preceding paragraph.

**Section 4. Union Bulletin Boards**

The Employer shall provide bulletin boards and/or space at each work location.

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**Section 5. Information Provided to Union**

The Employer shall notify the Union in writing of the following personnel transactions involving bargaining unit employees as they occur: new hires, promotions, layoffs, re-employment, transfers, leaves, returns from leave, suspension, discharge and termination.

At the request of the Union, the Employer shall furnish the Union a current seniority roster and re-employment lists, applicable under the seniority provisions of this Agreement.

**Section 6. Union Orientation**

By mutual arrangement regarding time, place and duration with the Employer, the Union shall be allowed to orient new employees for the purpose of informing employees of their rights and obligations under this Collective Bargaining Agreement, and without loss of pay for employees involved.

The Employer shall inform the Union of all such hiring and the Union shall inform the Employer of the Union representative who will carry out the Union orientation.

**Section 7. Distribution of Union Literature**

During employee's non-working hours, he/she shall be permitted to distribute Union literature by interdepartmental mail and other means so as long as such disruption does not impair the operation.

**Section 8. Union Meetings on Premises**

The Employer agrees to make available conference and meeting rooms for Union meetings upon prior notification by the designated Union representative, unless to do so would interfere with the operating needs of the Employer, or cause additional cost or undue inconvenience to the Employer. The Employer will provide the Union space for a computer outlet, desk and filing cabinet on the premises.

**Section 9. Rate of Pay**

Any time off with pay provided for under this Article shall be at the employee's regular rate of pay as though the employee were working, not to exceed the employee's regular working scheduled hours.

ARTICLE 21  
**WAGES**

**Section 1. Wage Schedule – See Appendix C.**

Employees shall be compensated in accordance with the wage schedule attached to this Agreement and marked Appendix C. The attached wage schedule shall be considered a part of this Agreement.

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In lieu of across the board pay increases, effective 12/1/10, employees will receive a one-time lump sum payment, less applicable deductions and pro-rated based on the number of days the employee worked and received pay during the fiscal year, as described below:

- Employees with 8 or more years of service -- \$2,200
- Employees with less than 8 years of service -- \$1,800

The wage scale attached to Appendix C will be modified as follows:

- Effective 12/1/11 -- 2% across the board increase
- Effective 12/1/12 -- 2% across the board increase

**Section 2. Pay Period**

Employees will be paid on a bi-weekly schedule of twenty-six (26) times annually. Each payroll period shall consist of fourteen (14) calendar days, so that the bi-weekly rate of pay of each employee shall be 1/26th of the employee's annual salary. In a year which 27 pay periods shall occur, the bi-weekly rate of pay for each employee shall be 1/27th of the annual salary. When a payday falls on a holiday, the paycheck is distributed the preceding workday.

**Section 3. Overtime**

The overtime rate shall be calculated at 1 1/2 times the basic hourly rate, which is determined by dividing the base annual salary by a 2080-hour work year. Additional non-discretionary pay (e.g. specialty pay) will be added to the basic hourly rate in accordance with applicable state and federal law.

**Section 4. Specialty/Additional duty Pay provisions**

Employees may only receive one Specialty/Additional Duty Pay provision listed below. The highest Specialty/Additional Duty Pay provision will be provided for those employees who qualify for more than one listed below:

A. Interpreter - Any employee who is fluent in Spanish, sign language, Polish, Laotian, or others as mutually agreed, will be eligible to receive additional compensation of \$50 per month.

B. Team Leader - Telecommunicators and civilian staff who are assigned and certified as Team Leaders shall receive \$200 per month for every month of the year that they are acting in that capacity. The amount will be added to the base salary per month.

C. Training Operator - Telecommunicators who are assigned and state certified as training officers shall receive \$150 per month to be added to the base salary. All training officers/operators shall be allowed to attend a certified training program, provided such programs are available locally and funding is available.

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D. Training Coordinator - Employees assigned and/or designated as training coordinator shall receive an additional \$175 per month to be added to the base salary.

**Section 5. Training and Meetings**

A. Mandatory Training or Meetings. Employees attending authorized mandatory training outside of the regular shift approved by the Employer shall be paid time and one-half their regular hourly rate of pay for all time spent in attendance with a two-hour minimum.

B. Voluntary Training. For voluntary training outside an employee's regular tour of duty, approved by the Employer, the employee shall be compensated at the employee's regular rate of pay provided the hours worked shall count towards the minimum hours in the regular pay period.

**Section 6. Travel Time**

If the Employer approves training for an employee, the Employer shall reimburse the employee in accordance with the Kane County Financial Policy as adopted by the Kane County Board.

**Section 7. Holdover or Called In (Mandatory)**

When an employee is held over to work additional hours in conjunction with regularly scheduled hours by the Employer, he/she will be compensated at a rate of time and one-half (1-1/2) pay for actual hours worked. Employees held over will have their hours count towards the minimum hours in the Regular Pay Period.

Telecommunicators shall receive double time for any hours worked in excess of twelve consecutive hours.

**Section 8. Hireback**

When an employee is hired on a voluntary basis, to fill a vacancy to maintain staffing requirements as determined by the Employer for an extra shift or portion thereof, he/she will be compensated at the rate of time and one-half (1-1/2) pay.

**Section 9. No Pyramiding.**

Compensation shall not be paid more than once for the same hours under any provision of this Agreement.

**Section 10. Premium Holiday Pay**

A. Premium Holiday Time is defined as the number of hours actually worked in the twenty-four period beginning at 0000 hours of the officially designated Holiday and ending at 2359 hours.

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B. Premium Holiday Pay for employees required to be on duty during Premium Holiday Time will be paid as follows: in accordance with Article 15, Section 4 of this Agreement.

**Section 11. Court Activity**

A. Stand-By Court Pay - Standby court pay will be granted to employees who are not scheduled to work those hours and received a subpoena to appear in court which was later canceled. The employee shall receive two (2) hours pay at time and one-half (1 1/2) times his/her regular rate of pay. Employees who receive at least three hours advance notification of the cancellation shall not be entitled to receive stand-by court pay. Each employee scheduled for a court time shall be required to contact the State's Attorney's Office on the assigned date to determine if notice of cancellation was given. Failure to follow the established procedures will result in the employee not being eligible to receive such standby court pay.

B. Court Time Pay - Employees required outside of their normal work hours to appear in Court as a result of their employment during regular or overtime work hours in any civil or criminal matter, including all subpoenas, shall be paid at the rate of time and one-half (1 1/2) their regular hourly rate of pay at a minimum of three (3) hours, unless the employee is scheduled to be on duty during any part of the time he or she is in court, in which case he or she will be paid for actual hours worked over the regularly scheduled tour of duty at a rate of time and one-half their regular rate of pay.

Employees required outside of their normal work hours to appear in court cases scheduled outside the Sixteenth Judicial Circuit as a result of their employment in any civil or criminal matter, including all subpoenas, shall be paid at the rate of time and one-half (1 1/2) their regular hourly rate of pay at a minimum of three (3) hours which shall include a reasonable amount of travel time.

**Section 12. Compensatory Time**

Employees may elect to receive compensatory time off at the rate of time and one half in lieu of premium pay. Up to 100 hours of compensatory time may be banked with an additional 40 hours permitted on an annual basis. Once the 140 hours is reached overtime worked must be compensated by overtime pay.

Once the employee's compensatory time bank has been drawn down by the use of compensatory time off, the employee may again elect to receive overtime in the form of compensatory time rather than pay, up to the 140 hours. At the end of the fiscal year, however, all compensatory time in excess of 100 hours remaining in each employee's compensatory time bank shall be bought out by the Employer.

Compensatory payout shall be at the end of each fiscal year. The Employer shall provide the annual compensatory time payout in a separate check.

**ARTICLE 22**  
**OUT OF TITLE WORK**

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The Employer may temporarily assign an employee to perform the duties of another employee.

Employees who are assigned to perform a significant number of duties of another employee for more than five (5) consecutive working days (counted individually and cumulatively) from the start to the end of the entire period shall be paid the greater of the following:

- (A) The pay of the employee whose duties the assigned employee is performing, or
- (B) The current pay of the assigned employee, after said five-day period.

**ARTICLE 23**  
**INSURANCE**

**Section 1. Medical, Vision and Dental Coverage**

A. The Employer shall provide comprehensive insurance programs for hospitalization, medical, vision and dental coverage for each covered employee who chooses to participate and their eligible dependents similar to the coverage which is currently in effect. Plan design changes are incorporated herein and are attached as Appendix D.

B. Premium costs are shared by the employee and the County through payroll deduction and a pre-tax deduction Section 125 Plan is available at the time of enrollment. The program, based on the employee's selection of plan, shall be shared by the County and bargaining unit employees at the overall rate of eight-five percent (85%) borne by the County and fifteen percent (15%) borne by the employees.

The above provision notwithstanding, except based on the employees' selection of a different plan during the open enrollment period, there shall be no increase in the amount of the employees' current contribution for hospitalization and medical insurance prior to January 1, 2013.

C. The County reserves the right to self-insure, change carriers and engage in cost containment measures during the term of this Agreement so long as the benefits and coverages sought are substantially similar to those being currently offered.

1. The parties agree to continue the implementation of a Wellness Plan component for employees and spouses covered by the County's health insurance plans. Participation in the Wellness Plan shall be defined as participating in an annual health evaluation which shall continue to be limited to completing an assessment, providing a blood sample, and receiving a health evaluation report. No other additional action on the part of any employee or spouse shall be required. The County agrees that participation (or non-participation) in the Wellness Plan shall not be used in any way to initiate or support an employment action of any kind. The parties further agree that accommodations shall be made to facilitate participation of retired employees that reside outside of Kane

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County. Participation in the Wellness Plan shall not require or constitute any waiver of an individual's right to privacy under HIPAA, or other applicable laws. Employees and/or their spouses that choose not to participate shall continue to pay an additional \$50.00 per employee and/or spouse toward health insurance premiums.

D. The parties further recognize that while each plan offered by the County may provide for different percentage levels of contributions, the overall contribution rate shall be as set forth in paragraph B above. However, the Employer agrees that each plan year the parties will negotiate possible changes in the contribution percentages for each plan. Provided however, the parties recognize the overall contribution rate set forth in paragraph B above must be maintained. The parties further understand that any changes in percentages of contributions in these plans must be consistent with sound insurance practices as it relates to the cost relationship of the plans to each other. In the event no agreement is reached, increases in employee contributions shall be equally apportioned across all plans.

**Section 2. Future Plans**

Should the County adopt plans or policies which affect Employee's insurance benefits (including what is commonly referred to as flexible benefit program), employees of the Employer shall have the option to participate in the same plans or programs in the same manner as other County Employees.

In addition, in the event the County agrees to a lower overall contribution for employees who participate in County plan(s), the lower overall contribution rate shall apply to employees covered by this Agreement.

**Section 3. Life Insurance**

The County will provide information concerning any available additional life insurance through IMRF and at the request of the employee shall make such necessary deductions from the employee's paycheck.

**Section 4. Health Care Continuation Coverage for Retirees, Medicare Eligible Retirees and Disabled Employees**

A. Retirees.

The County shall pay 10% of the cost of continued medical insurance benefits under the same terms and coverage for the non-Medicare eligible retired employee as the employee received for the 12 months preceding retirement.

Employees retiring under regular IMRF must be at least 55 years of age with at least eight (8) years of service.

In order to be eligible for the 10% premium reduction, an employee must have been employed by the County for 15 or more consecutive years.



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Retired employees who wish to take advantage of this medical insurance must pay 90% of the premium for either single or dependent coverage. The premium is due on the 1<sup>st</sup> of each month and must be submitted to Human Resources in order for coverage to be maintained.

B. Medicare Eligible Retirees, Disabled Employees and Surviving Spouses.

Kane County offers a reduced benefit PPO health care plan to Medicare eligible retirees, disabled employees and surviving spouses. The PPO plan includes a separate deductible of \$500.00 for outpatient drugs to be paid at 80% (coinsurance does not go towards the outpatient prescription maximum). The full amount of the premium that must be paid is established by the County Board each year.

**ARTICLE 24**  
**VACANCIES**

**Section 1. Determination of Vacancies**

The Employer shall solely determine when a vacancy or duty assignment exists and whether or not to fill the vacancy or duty assignment.

**Section 2. Notification of Vacancy**

When a vacancy exists in an existing job classification or as a result of a new job classification, notice of such vacancy shall be posted announcing the vacancy and application process for inspection by members. The posting will be for at least 10 days. Employees may also submit requests for any vacant job open to their respective Bargaining Unit at any time.

**ARTICLE 25**  
**SAFETY AND HEALTH**

**Section 1. General Duty**

The Employer and Union shall cooperate so that the Employer can continue its efforts to provide for a safe working environment, including tools and equipment, for its employees as is legally required by federal and state laws.

The parties agree that grievances alleging violation of Section 1 of this Article may be filed at Step III of the Grievance Procedure of this Agreement and will be subject to the Grievance Arbitration procedure.

**Section 2. Drug and Alcohol Testing**

See Appendix A reference Drug and Alcohol Testing procedures.

**ARTICLE 26**  
**HOURS OF WORK**

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**Section 1. Hours/Overtime**

A. The purpose of this Article is to define the Hours of Work, the means of scheduling Time Off, and provide a basis for the computation of straight time, overtime, and other premium wages consistent with the Fair Labor Standards Act. Nothing in this Article shall be construed as a guarantee of hours of work. This Article is not intended to establish a claim to compensation in any form for hours not physically worked except as specifically provided for in this Agreement.

B. Work Week/Period. The work week is one-hundred and sixty-eight (168) hour period beginning at 0001 hours on Sunday and ending at 2359 hours the following Saturday. The regular hours for the work period shall consist of forty (40) hours beginning at 0001 hours on a designated Sunday and ending seven days later at 2359 hours on Saturday. Time worked shall be defined according to the Fair Labor Standards Act.

C. Overtime. Overtime is defined as all authorized work in excess of forty (40) hours per work period. Overtime work shall be rounded to the nearest quarter (1/4) hour. Time spent on sick leave, vacations or authorized leave shall not be considered hours worked in computing overtime, however, holidays and compensatory time off shall be considered hours worked in computing overtime. Overtime shall be paid at the rate of time and one-half an employee's base rate of pay.

D. Compensatory Time. Employees may choose to accumulate compensatory time at the applicable rate. All reasonable efforts will be made to accommodate an employee's request to utilize accumulated compensatory time off.

**Section 2. General Provisions for All Employees**

A. "The Work Day and the Work Week". The normal workday shall consist of eight (8) consecutive hours with one-half hour paid meal period plus two paid (2) fifteen (15) minute rest periods. The normal workweek shall consist of five (5) consecutive work days followed by two (2) consecutive days off. One rest period shall be taken during the first half of the shift and one during the second half of the shift.

B. "Meal Periods". Work schedules shall provide for the work day to be broken at approximately mid-point by an uninterrupted, one-half hour paid meal period for employees who are regularly scheduled to work forty hours per week. Subject to operational needs, employees shall have the right to leave the work site during such periods.

**Section 3. Scheduling Practices**

Appendix B sets forth the scheduling practices that prevail with respect to the length of the normal workweek, starting and quitting times, days off and shifts. Hereinafter where changes in schedules affecting bargaining unit employees are sought by the Employer, except in an emergency, the Employer shall notify and shall discuss such changes with the Union within forty-five (45) calendar days prior to the effective date of the changes. In addition, the Employer shall notify the affected employees twenty-eight (28) calendar days prior to the change.

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**Section 4. Shift Assignment**

The Employer shall maintain the sole right to assign employees to each shift based on operational needs. Employees assigned to continuous operations shall be placed on permanent shifts with days off rotating every twenty-eight days according to the scheduling systems included in Appendix B. Based on their department seniority, employees will bid for shift assignment and initial days off. The bid period will begin the first week in September with the posting of the schedule matrix. Each employee must submit his/her bid preference no later than September 15th. The Director will manage the bidding process. Final shift assignments will be posted by September 17th and shall take effect the first shift change in December.

If a scheduling slot becomes available, other employees may bid for the vacant slot and be granted the slot based on department seniority. The Employer reserves the right to leave a slot vacant based on operational needs.

Employees appointed as Team Leaders shall submit his/her bid preference for a respective shift to the Director no later than September 15th. Team Leaders will be given preference in choosing days off at the beginning of each twenty-eight (28) day work period. Team Leaders shall bid based on their length of continuous time as Team Leaders.

Telecommunicators shall not be assigned a shift prior to completing their training. The Employer reserves the right to assign days off to said employees if deemed necessary.

**Section 5. Shift Movement or Duty Assignment**

The Employer shall maintain the right to move employees from one shift to another based upon job performance and necessity. Unless necessity dictates otherwise, the Employer shall give fifteen (15) calendar days prior notice of a change in shift or duty assignment. Necessity as used in this paragraph means employee shortages because of injury, sickness, suspensions, or any situation, which is detrimental to the operation. It is further provided that this paragraph shall not be used for discriminatory or punitive reasons.

**Section 6. Shift Switching**

The switching of occasional days off, or shifts, may be permitted by the Employer provided that the switch does not cause any anticipated Overtime pay. In addition, the Employer may require the employees involved to execute a written form indicating the responsibilities for each employee.

**Section 7. Overtime Procedure**

Overtime shall be distributed as equally as possible among the employees who normally perform the work in the position classification in which the overtime is needed and within the work shift. Overtime shall be distributed on a rotating basis among such employees on the work schedule who are already not scheduled to work at that time and who are assigned to that shift. If enough personnel cannot be secured to fill the overtime on the needed shift, then employees assigned to other shifts within the division may be offered the

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available overtime and thereafter the overtime may be offered to other employees of the Telecommunicator Unit.

Overtime shall be distributed as equally as possible among employees who normally perform the work in the position classification in which the overtime is needed. Overtime created due to a sick call, or other short term emergency conditions (less than 24 hours notice) may be distributed to any available on duty employee working in that position classification, based on seniority. If enough personnel cannot be secured to fill the overtime on the shift, then employees assigned to other shifts within the division may be offered the available overtime and thereafter the overtime may be offered to other employees of the Telecommunicator Unit.

For the purpose of equalizing the distribution of overtime, once an employee has been offered the overtime, his or her name shall be placed at the end of the overtime rotation list. Overtime will be deemed offered by phone call or text message to the telephone number provided by the employee to the Employer.

No employee on continuous operations shall leave their post until relieved up to a maximum time of four (4) hours. If all employees in a given shift decline the opportunity to work the offered overtime, the Employer may mandate that employees work the overtime from least senior employee to most senior employee. After all employees in said shift have been required to work overtime, the process shall repeat itself.

The Union shall be furnished overtime records on request, but not more than on a quarterly basis, except in the event of a bona fide dispute regarding the provisions of this Article, showing the number of overtime hours worked by each employee.

**Section 8. Alternative Schedules**

Alternative schedules and flex-time may be utilized if agreed to by the Employer and the employee(s) involved. Decisions of the Employer regarding employee requests for alternative schedules or flex-time shall not be subject to the grievance procedure.

**Section 9. Scheduling of Holidays, Single Vacation Days, Compensatory Time and Two for One Sick Days**

Requests for time off shall be submitted between the 1st and the 15th of the previous month and will be granted on the basis of department seniority. Employees will be allowed to designate one holiday request as a priority holiday and this day will be granted as long as there are available slots and no other persons with higher department seniority have requested that day off as a priority holiday. Any ties in day priority holiday requests will be decided based on department seniority. All time off requests other than priority holiday requests will be treated equally. Any requests for time off after the 15th of the previous month will be based on calendar date of submission. Time off submitted less than forty-eight (48) hours prior to the beginning of the shift may be subject to operational needs.

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No more than two (2) employees will be granted time off on the same day, on the same shift, which may include a vacation week. Nothing in the above formula shall limit the Director's ability to grant additional time off based on staffing levels.

**Section 10. Time Limit on Approval/Denial of Time Off**

The approval/denial of any time off shall be done normally within twenty-four (24) hours of the request. In the event the scheduling supervisor is not readily available, the approval/denial will be made within seventy-two (72) hours. For requests submitted between the 1st and the 15th of the previous month, the employer shall approve them prior to the 17<sup>th</sup> of the same month.

**ARTICLE 27**  
**SUBCONTRACTING**

**Section 1. General Policy**

It is the general policy of the employer to continue to utilize employees to perform work for which they are qualified to perform. The Employer reserves the right to contract out any work that it deems necessary in the interest of economy, improved work product or emergency.

**Section 2. Notice and Discussion**

Absent an emergency situation, prior to the Employer changing its policy involving the overall subcontracting of work in a bargaining unit area, when such change amounts to a significant deviation from past practice resulting in loss of work of bargaining unit employees, the Employer shall notify the Union and offer the Union an opportunity to discuss and participate in considerations over the desirability of such subcontracting of work, including means by which to minimize the impact of such on employees.

Prior to subcontracting of bargaining unit work, the Employer, the Union, and the proposed sub-contractor shall meet to discuss the employment of employees subject to layoff. The Employer will request that the sub-contractor hire laid off employees.

**ARTICLE 28**  
**MANAGEMENT RIGHTS**

Except as specifically limited by the express provisions of this Agreement, the Employer retains traditional rights to manage all affairs of the County, as well as those rights set forth in the Illinois Public Labor Relations Act. Such management rights shall include but are not limited to the following:

- a) To plan, direct, control and determine all operations and services of the Kane County Emergency Communications ("KaneComm");
- b) To supervise and direct employees;
- c) To establish the qualifications for employment and to decide which applicants will be employed;

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- d) To establish reasonable work rules and work schedules and to assign work as the Employer deems necessary. Such work rules and schedules shall be posted in a place and manner as mutually agreeable to the Employer and the Union;
- e) To hire, promote, demote, transfer, schedule and assign employees to positions and to create, combine, modify and eliminate positions;
- f) To suspend, discharge and take such other disciplinary action against employees for just cause (probationary employees with cause);
- g) To establish reasonable work and productivity standards and, from time to time, amend such standards;
- h) To lay off employees;
- i) To maintain efficiency of KaneComm operations and services;
- j) To determine methods, means, organization and number of personnel by which such operations and services shall be provided;
- k) To take whatever action is necessary to comply with all applicable state and federal laws;
- l) To change or eliminate methods, equipment and facilities for the improvement of operations;
- m) To determine the kinds and amounts of services to be performed as it pertains to operations and the number and kind of Classifications to perform such services;
- n) To contract out for goods and/or services;
- o) To take whatever action is necessary to carry out the functions of the County in emergency situations.

**ARTICLE 29**

**COMPLETE AGREEMENT AND MAINTENANCE OF STANDARDS**

**Section 1. Complete Agreement**

The parties acknowledge that during the negotiations which preceded 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. The understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Except as otherwise provided in this Agreement, The Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to:

- a) any subject matter or matter specifically referred to or covered in this Agreement; and
- b) subjects or matters that arose as a result of the parties proposals during bargaining but which were not agreed to.

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**Section 2. Maintenance of Standards**

A. However, except as otherwise provided in this Agreement, the Employer agrees that during the period of this Agreement, it shall not unilaterally change any bona fide past practices and policies with respect to salaries, hours, conditions of employment, and fringe benefits enjoyed by members of the bargaining unit without prior consultation and negotiations with the Union. Where past practice conflicts with the express terms of the Contract, the Contract shall prevail.

B. The Employer agrees that if during the term of this Agreement, it enters into any new agreement with any union or employee group considered to be a county department providing for increased fringe benefits greater than those provided herein (fringe benefits are defined as health and life insurance, vacation, sick leave, and tuition reimbursement) the Employer shall notify the Union and upon request, negotiate with the Union concerning the application of the fringe benefit to the bargaining units. However, it is the intent of the Employer not to provide such increased fringe benefit to other union or County Departments without making the same provisions available to the bargaining units.

**ARTICLE 30**  
**TERMINATION**

This Agreement shall be effective December 1, 2010 and shall continue in full force and effect until midnight November 30, 2013 and thereafter from year to year, unless not more than one hundred eighty (180) days, but not less than sixty (60) days prior to November 30, 2013 or any subsequent November 30 either party gives written notice to the other of its intention to amend or terminate this Agreement.

**APPENDIX**  
**DRUG AND ALCOHOL TESTING**

**Section 1. Statement of Policy**

It is the policy of the Employer that the public has a reasonable right to expect the employees of the County to be free from the effects of drugs and alcohol and have the physical stamina and emotional stability to perform their assigned duties. The Employer has the right to expect its employees to report for work fit and able for duty. The purposes of this policy shall be achieved in such manner as not to violate any rights of the employees established in this Agreement. Unlawful use of drugs as well as being under the influence of alcohol or the unauthorized consumption of alcohol while on duty shall be cause for discipline, up to and including discharge.

**Section 2. Prohibitions**

Unless assigned to an investigative unit which requires the conduct set forth below, employees shall be prohibited from:

- a) being under the influence of alcohol or illegal drugs during the course of their workday;
- b) consuming or possessing alcohol, except as may be necessary in the performance of their duty, at any time during the workday, or anywhere on the Employer's premises or work sites, buildings or properties or any vehicle owned by the Employer or any vehicle not owned by the Employer but used in service to the Employer;
- c) the unlawful manufacture, possession, use, sale, purchase, dispensation, or delivery of any illegal drug at any time and at any place except as may be necessary in the performance of duty;
- d) failing to report to their supervisor any known adverse side effects of medication or prescription drugs which they are taking;
- e) intentionally tampering with, substituting for, or causing another person to tamper with, substitute for a urine and/or blood specimen.

**Section 3. Drug and Alcohol Testing Permitted**

Testing is permitted where the Employer has reasonable suspicion to believe.

- a) that an employee is under the influence of alcohol or illegal drugs during the course of the workday;
- b) has abused prescribed drugs; or



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- c) has used illegal drugs.
- d) employee appears to be unable to perform his/her job safely.

The Employer shall have the right to require the employee to submit to alcohol or drug testing as set forth in this Agreement. The Employer may also require an employee to randomly submit to alcohol or drug testing where the employee is assigned to a departmental drug enforcement group for a period of at least thirty (30) days and where such employee's duties are primarily related to drug enforcement. The Employer may require any employee accepting an assignment requiring a commercial driver's license to submit to alcohol or drug testing as may be permitted by law. At least two supervisory personnel must state their reasonable suspicions concerning an affected employee prior to any direction to submit the employee to the testing authorized herein. The foregoing shall not limit the right of the Employer to conduct any tests it may deem appropriate for persons seeking employment with the County, transfer or upon promotion to another position within the County.

**Section 4. Order to Submit to Reasonable Suspicion Testing.**

At the time an employee is directed to submit to testing as authorized by this Agreement, the Employer shall provide the employee with oral notice briefly outlining the reasonable suspicion leading to the request. Within seventy-two (72) hours of the time an employee is ordered to submit to testing authorized by this Agreement, the Employer shall provide the employee and the Union with a written notice setting forth the facts and inferences which form the basis of the order to test. Refusal to submit to such test may subject the employee to discipline, but the employee's taking of the test shall not be construed as a waiver of any objection or rights that he may possess.

**Section 5. Tests to be Conducted**

In conducting the testing authorized by this Agreement, the Employer shall:

- (a) use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act that has or is capable of being accredited by the National Institute of Drug Abuse (NIDA) and Department of Transportations (DOT)
- (b) select a laboratory or facility that conforms to all NIDA standards and DOT;
- (c) establish a chain of custody procedure for both the sample collection and testing that will ensure the integrity of the identity of each sample and test result;
- (d) collect a sufficient sample of the bodily fluid or material from an employee to allow for initial screening, a confirmatory test and a sufficient amount to be set aside reserved for later testing, if requested by the employee;
- (e) collect samples in such a manner as to preserve the individual employee's right to privacy, ensure a high degree of security for the sample and its freedom from adulteration;

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- (f) confirm any sample that tests positive in the initial screening for drugs by re-testing the second portion of the same sample by gas chromatography mass spectrometry (GCMS) or an equivalent or better scientifically accurate and accepted method that provides quantitative data about the detected rug or drug metabolites;
- (g) provide the tested employee with the opportunity to have an additional sample tested by a clinical laboratory or hospital facility of the employee's own choosing, at the employee's own expense; provided the employee notifies the Employer within seventy-two (72) hours of receiving the results of the tests;
- (h) require that a laboratory or hospital facility report to the Employer that a blood or urine sample is positive only if both the initial screening and the confirmation tests are positive for a particular drug. The parties agree that should any information concerning such testing or the results thereof be obtained by the Employer inconsistent with the understandings expressed herein (e.g., billings for testing that reveal the nature or number of the tests administered), the Employer will not use such information in any manner or forum adverse to the employee's interest;
- (i) require that with regard to drug testing, for the purpose of determining whether the employee is under the influence of drugs on a 5 panel drug test with test results higher than the following:

Amphetamines	1000ng/ml
Cocaine Metabolites	300ng/ml
Marijuana Metabolites	50ng/ml
Opiates	2000ng/ml
Phencyclidine	25ng/ml

Those testing higher will be removed from safety sensitive positions.

- (j) require that with regard to alcohol testing, for the purpose of determining whether the employee is under the influence of alcohol, test results showing an alcohol concentration of **.04** or more based upon the grams of alcohol per 100 milliliters of blood be considered positive (Note: the foregoing standard shall not preclude the Employer from attempt to show that test results between **.02 and .04** demonstrate that the employee was under the influence, but the Employer shall bear the burden of proof in such cases); those testing **.04** or higher, will be removed from safety sensitive positions.
- (k) provide the employee tested with a copy of all information and reports received by the Employer in connection with the testing and the results;
- (l) ensure that no employee is the subject of any adverse employment action except emergency temporary assignment or relief of duty during the pendency of any testing procedure. Any such emergency reassignment or relief from duty shall be immediately discontinued in the event of a negative test result.

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**Section 6. Right to Contest.**

The Union or the employee, with or without the Union, shall have the right to file a grievance concerning any testing permitted by this Agreement, contesting the basis for the notice to submit to the tests, the right to test, the administration of the tests, significance and accuracy of the tests, the results or any other alleged violation of this Agreement. Such grievances shall be commenced at Step 2 of the Grievance Procedure. It is agreed that the parties in no way intend or have in any manner restricted, diminished or otherwise impaired any legal rights that employees may have with regard to such testing. Employees retain such rights as may exist and may pursue the same in their own discretion, with or without the assistance of the Union.

**Section 7. Voluntary Requests for Assistance and Discipline.**

The Employer shall take no adverse employment action against any employee who voluntarily seeks treatment, counseling or other support for an alcohol or drug related problem, other than the Employer may require reassignment of the employee with pay if he is then unfit for duty in his current assignment. All such requests for assistance and/or referral to treatment shall remain confidential and any information received by the Employer concerning counseling, referral, and/or treatment shall not be used in any manner adverse to the employee's interest, except as described in this Agreement.

The foregoing is contingent upon:

- (a) the employee agreeing to the appropriate treatment as determined by the physician(s) involved; and
- (b) the employee discontinues his use of illegal drugs or abuse of alcohol; and
- (c) the employee completes the course of treatment prescribed, including an "after-care" group for a period up to twenty-four (24) months; submits proof of completion; and
- (d) the employee agrees to submit to random testing during hours of work during the period of "after-care."

Employees who do not agree to or who do not act in accordance with the foregoing, or test positive a second or subsequent time for the presence of illegal drugs or alcohol during hours of work shall be subject to discipline, up to and including discharge.

The foregoing shall not be construed as an obligation on the part of the Employer to retain an employee on active status throughout the period of rehabilitation if it is appropriately determined that the employee's current use of alcohol or drugs prevents such individual from performing his duties or whose continuance on active status would constitute a direct threat to the property or safety of others. Such employees shall use accumulated paid leave or take unpaid leave of absence, pending treatment.

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**APPENDIX A  
DRUG TESTING LOCATIONS**

Provena Mercy Occupational Center  
1320 N. Highland Ave  
Aurora, IL 60506  
Monday thru Friday  
Hours: 0730 Hrs. to 1800 Hrs.  
630-859-8159

Provena St. Joseph Occupational Center  
87 N. Airlite St. Suite 130  
Elgin, IL 60123  
M,W,F, 0700 Hrs. to 1700 Hrs.  
T & Th, 0700 Hrs. to 1800 Hrs.  
847-931-5555

**Testing Locations After Hours**

Provena Mercy Medical Center (Emergency Room)  
1325 N. Highland Ave  
Aurora, IL 60506  
Monday Thru Friday  
1800 Hrs. to 0730 Hrs.  
Saturday & Sunday  
24 Hours  
630-801-2800

Provena Med-Care  
2250 West Algonquin Rd.  
Lake in the Hills, IL 60156  
24 Hours 7 Days a Week  
847-854-5511

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APPENDIX B  
HOURS OF WORK  
TELCOM

0700-1500

	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>
<b>Team Leader</b>	Given Preference in Choosing Days Off						
Telecommunicator #1	O	O	X	X	X	X	X
Telecommunicator #2	X	X	O	O	X	X	X
Telecommunicator #3	X	X	X	X	O	O	X
Telecommunicator #4	O	X	X	X	X	X	O
Telecommunicator #5	X	O	O	X	X	X	X
Telecommunicator #6	X	X	X	O	O	X	X

1500-2300

	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>
<b>Team Leader</b>	Given Preference in Choosing Days Off						
Telecommunicator #7	O	O	X	X	X	X	X
Telecommunicator #8	X	X	O	O	X	X	X
Telecommunicator #9	X	X	X	X	O	O	X
Telecommunicator #10	O	X	X	X	X	X	O
Telecommunicator #11	X	O	O	X	X	X	X
Telecommunicator #12	X	X	X	O	O	X	X

2300-0700

	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>
<b>Team Leader</b>	Given Preference in Choosing Days Off						
Telecommunicator #13	O	O	X	X	X	X	X
Telecommunicator #14	X	X	O	O	X	X	X
Telecommunicator #15	X	X	X	X	O	O	X
Telecommunicator #16	O	X	X	X	X	X	O
Telecommunicator #17	X	O	O	X	X	X	X

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APPENDIX C

**Telecommunications Pay Scale**

Employees shall receive wage compensation according to the following pay rates.

**Effective December 1, 2010**

Employees who have completed their 8th year of service shall receive a stipend of \$2,200 (less applicable deductions).

Employees who have more than one year of service and have not completed their 8th year shall receive a stipend of \$1,800 (less applicable deductions).

Employees who have not completed their first year of service or employment with this office is shortened for any reason, the stipend will be pro-rated using the above numbers as a basis (less applicable deductions).

**Effective December 1, 2011**

Training	Step 1	Step 2	Step 3	Step 4
34,137	37,920	40,208	42,656	45,276
Step 5	Step 6	Step 7	Step 8	
47,087	48,971	50,930	52,967	

Out of Step: 59,581

**Effective December 1, 2012**

Training	Step 1	Step 2	Step 3	Step 4
34,820	38,678	41,013	43,510	46,181
Step 5	Step 6	Step 7	Step 8	
48,029	49,951	51,948	54,026	

Out of Step: 60,773

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APPENDIX D

Plan Options		2011	2012	2013
PPO	Deductible: In Network (Ee/Fam)	\$300/\$900	\$500/\$1,500	\$600/\$1,800
	Out of Network (Ee/Fam)	\$600/\$1,800	\$900/\$2,700	\$1,200/\$3,600
	Out of Pocket: In Network (Ee/Fam)	\$750/\$2,250	\$1,000/\$3,000	\$1,500/\$4,500
	Out of Network (Ee/Fam)	\$2,250/\$6,750	\$2,000/\$6,000	\$3,000/\$9,000
	Co Pays: Physician Office Visits:			
	Primary Care	\$20	\$20	\$25
	Specialist	\$20	\$40	\$45
	Emergency Services	\$100	\$250	\$250
	Rx:			
	Generic	\$15	\$10	\$10
Formulary Brand	\$25	\$40	\$40	
Non-Formulary Brand	\$40	\$60	\$60	
HMO	Co Pays: Physician Office Visits:			
	Primary Care	\$20	\$25	\$25
	Specialist	\$30	\$35	\$45
	Emergency Services	\$100	\$250	\$250
	Inpatient Co-pay	\$250	\$250	\$250
	Rx			
	Generic	\$10	\$10	\$10
Formulary Brand	\$15	\$20	\$25	
Non-Formulary Brand	\$30	\$35	\$40	

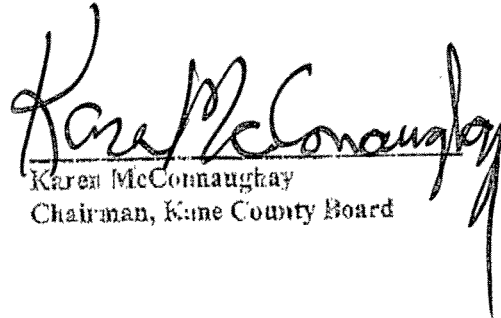
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SIGNATURE PAGE


IN WITNESS THEREOF, the parties hereto have set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 2012.


FOR THE EMPLOYER:

\_\_\_\_\_  
Jennifer Baustian  
Director of Communications  
Kane County Emergency Communications

  
\_\_\_\_\_  
Karen McConaughay  
Chairman, Kane County Board

FOR THE UNION:

  
\_\_\_\_\_  
Daniel Dykstra, Staff Attorney  
Policeman's Benevolent Labor  
Committee (P.B.L.C.)  
Benevolent & Protective Association

  
\_\_\_\_\_  
Nereida Diaz, Local President  
Policeman's Benevolent Labor  
Committee (P.B.L.C.), Kane County

4831-2438-5297, v. 3

4831-2438-5297, v. 2