

**AGREEMENT**

**BETWEEN**

**AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,  
COUNCIL 31, LOCAL 3835, AFL-CIO**

**AND THE**

**COOK COUNTY ASSESSOR'S OFFICE  
AND  
COUNTY OF COOK**

**December 17, 2012 through November 30, 2017**

**Effective upon Approval by the Cook County Board of Commissioners**

## TABLE OF CONTENTS

	<u>Page</u>
PREAMBLE .....	1
ARTICLE 1 - RECOGNITION .....	1
Section 1.1: Representative Unit.....	1
Section 1.2: Bargaining Unit Work .....	1
Section 1.3: Union Membership .....	2
Section 1.4: Dues Checkoff and Other Voluntary Union Deductions .....	2
Section 1.5: Fair Share Obligation.....	2
Section 1.6: Religious Exemption from Fair Share Obligation .....	3
Section 1.7: Indemnification.....	3
Section 1.8: Labor-Management Committee .....	3
Section 1.9: Meeting Rooms.....	4
Section 1.10: Union Stewards.....	4
Section 1.11: AFSCME Representatives .....	5
Section 1.12: Exchange of Information .....	5
Section 1.13: Bulletin Boards .....	5
ARTICLE 2 - EQUAL EMPLOYMENT OPPORTUNITY .....	5
Section 2.1: Prohibition of Discrimination .....	5
Section 2.2: Accommodations Under Americans with Disabilities Act.....	5
ARTICLE 3 - EMPLOYER AUTHORITY .....	6
Section 3.1: Management Rights .....	6
Section 3.2: Employer Obligation.....	7
Section 3.3: Subcontracting .....	7
Section 3.4: Internal Policies and Procedures.....	7
ARTICLE 4 - SENIORITY .....	7
Section 4.1: Probationary Period .....	7
Section 4.2: Definitions of Seniority and Continuous Service .....	7
Section 4.3: Adjustment of Anniversary Date .....	8
Section 4.4: Termination of Seniority and Continuous Service .....	8
Section 4.5: Seniority List.....	9
Section 4.6: Return to Represented Unit.....	9

**TABLE OF CONTENTS**  
(continued)

	<u>Page</u>
ARTICLE 5 - HOURS OF WORK AND OVERTIME .....	9
Section 5.1: Purpose of Article .....	9
Section 5.2: Regular Work Period .....	10
Section 5.3: Meal Periods and Breaks .....	10
Section 5.4: Changes in Work Schedules .....	10
Section 5.5: Overtime Compensation .....	10
Section 5.6: Compensatory Time Off .....	11
ARTICLE 6 - FILLING VACANCIES .....	11
Section 6.1: Definition of Recognized Vacancy .....	11
Section 6.2: Temporary Assignment to Recognized Vacancy .....	11
Section 6.3: Job Postings .....	12
Section 6.4: Selection Process .....	12
Section 6.5: Return to Prior Position .....	13
Section 6.6: Exclusions from Procedure for Filling Vacancies .....	13
ARTICLE 7 - EDUCATION AND TRAINING .....	13
Section 7.1: Cross-Training .....	13
Section 7.2: Educational Benefits .....	14
Section 7.3: Training .....	14
ARTICLE 8 - DISCIPLINARY ACTION POLICY AND PROCEDURE .....	14
Section 8.1: Authority To Discipline .....	14
Section 8.2: Timing and Manner of Discipline .....	14
Section 8.3: Disciplinary Penalties .....	14
Section 8.4: Suspension Pending Investigation .....	15
Section 8.5: Right to Union Representation .....	15
Section 8.6: Retention and Use of Prior Disciplinary Records .....	15
Section 8.7: Training .....	16
ARTICLE 9 - LAYOFF AND RECALL .....	16
Section 9.1: Definition of Layoff .....	16
Section 9.2: Implementation of Layoff .....	16
Section 9.3: Recalls from Layoffs .....	17

**TABLE OF CONTENTS**  
**(continued)**

	<u>Page</u>
ARTICLE 10 - BENEFIT DAYS AND VACATION .....	18
Section 10.1: Holidays .....	18
Section 10.2: Floating Holiday .....	19
Section 10.3: Personal Days .....	19
Section 10.4: Vacation .....	19
ARTICLE 11 - LEAVES OF ABSENCE.....	21
Section 11.1: General Provisions.....	21
Section 11.2: Regular Leave .....	22
Section 11.3: Family and Medical Leave Act Leave.....	23
Section 11.4: Sick Leave.....	23
Section 11.5: Maternity and Paternity Leave.....	24
Section 11.6: Family Responsibility Leave .....	24
Section 11.7: Educational Leave.....	25
Section 11.8: Union Leave.....	25
Section 11.9: Military Leave.....	25
Section 11.10: Veterans' Conventions.....	25
Section 11.11: Jury Duty.....	26
Section 11.12: Bereavement Leave.....	26
Section 11.13: Other Leaves of Absence.....	26
ARTICLE 12 - HEALTH AND SAFETY.....	26
ARTICLE 13 - GENERAL PROVISIONS.....	27
Section 13.1: Direct Deposit.....	27
Section 13.2: Personnel Records.....	27
Section 13.3: Substitution of Elective Time for Unapproved Absences .....	27
Section 13.4: Printing of the Cotract.....	27
ARTICLE 14 - HEALTH AND WELFARE BENEFITS .....	27
ARTICLE 15 - RATES OF PAY.....	28
Section 15.1: General Wage Increases.....	28
Section 15.2: Bilingual Pay.....	28
Section 15.3: Travel Reimbursement.....	28

**TABLE OF CONTENTS**  
**(continued)**

	<u>Page</u>
ARTICLE 16 - GRIEVANCE AND ARBITRATION PROCEDURE.....	28
Section 16.1: Grievance Defined.....	28
Section 16.2: Right to Union Representation .....	28
Section 16.3: Grievance Procedure.....	28
Section 16.4: Advanced Step Filing.....	29
Section 16.5: Arbitration.....	30
Section 16.6: Time Limits.....	31
ARTICLE 17 - CONTINUITY OF OPERATION.....	31
Section 17.1: Strike Prohibition.....	31
Section 17.2: Union Responsibility .....	31
Section 17.3: Discharge of Violators.....	32
Section 17.4: Lock Out Prohibition .....	32
Section 17.5: Reservation of Rights.....	32
ARTICLE 18 - LEGALITY CLAUSES.....	32
Section 18.1: Complete Agreement .....	32
Section 18.2: Savings and Severability.....	32
Section 18.3: Amendments to Agreement.....	33
ARTICLE 19 - DURATION AND TERMINATION .....	34
APPENDIX A - BARGAINING UNIT POSITIONS .....	36
APPENDIX B - SIDE LETTER - USING TIME NOT POSTED .....	44
APPENDIX C - COOK COUNTY BENEFIT OVERVIEW .....	45
APPENDIX D - SIDE LETTERS - UNIVERSAL AGREEMENTS .....	48
APPENDIX D - SCHEDULE I PAY PLAN .....	51

## PREAMBLE

This collective bargaining agreement (hereinafter referred to as "this Agreement") is entered into between the Cook County Assessor's Office ("Assessor's Office") and the County of Cook ("Cook County") as the joint employer of the employees covered by this Agreement (hereinafter collectively referred to as "the Employer") and the American Federation of State, County and Municipal Employees, Council 31 ("AFSCME"), for and on behalf of AFSCME Local 3835, AFL-CIO (hereinafter referred to as "the Union").

## ARTICLE I RECOGNITION

### Section 1.1: Representative Unit

Pursuant to the corrected certification of representative issued by the Illinois Local Labor Relations Board and dated March 3, 2008 *nunc pro tunc* February 7, 2008, the Employer recognizes the Union as the sole and exclusive collective bargaining representative for all permanent full-time and part-time employees in the Assessor's Office who are employed in the positions set forth in Appendix A, excluding any positions identified as excluded from the bargaining unit in such corrected certification and all supervisors, managerial employees, confidential employees and non-public employees as defined in the Illinois Public Labor Relations Act.

During the term of this Agreement, if the Employer creates a new position or reclassifies an existing position that is appropriate for inclusion in the bargaining unit, then such position shall be included in the bargaining unit. The Employer shall establish the qualifications and responsibilities for the new or reclassified position and shall provide the Union with timely notice of the new or reclassified position. The Employer shall meet with the Union upon request to negotiate the salary grade for such position prior to its implementation. If the parties are unable to agree on a salary grade, the Employer may establish and implement the salary grade for such position, and the Union may challenge the reasonableness of the salary grade through the grievance and arbitration procedure. If the dispute is submitted to arbitration, the arbitrator's authority shall be limited to the issue of whether the salary grade established by the Employer is reasonable based on the salary grades for comparable positions in the Assessor's Office.

### Section 1.2: Bargaining Unit Work

The Employer shall assign bargaining unit work to unit employees only, except where the Employer finds that the use of a unit employee is not otherwise practical. The Employer may use non-unit employees to perform unit work in emergencies; to train or instruct employees; to perform layout, demonstration, experimental or testing duties; to perform troubleshooting or where special knowledge is required; when unit employees are not available due to vacations or other absences or tardiness or because they are or will be occupied with other assignments; or to complete rush assignments. When non-unit employees perform unit work in completing their own work, such work will not be considered an inappropriate assignment of unit work.

### **Section 1.3: Union Membership**

During the orientation of new employees who are covered by this Agreement, the Employer shall provide the Union with an opportunity to present the benefits of Union membership to such employees and distribute copies of this Agreement to them. The terms and conditions for Union membership shall be governed by the Union's constitution and by-laws. The Employer recognizes an employee's legal right to choose whether or not to become a member of the Union and shall not discriminate against any employee based on his/her decision to exercise or refrain from exercising this right.

### **Section 1.4: Dues Checkoff and Other Voluntary Union Deductions**

A. Upon receipt of an individual written authorization from an employee on a mutually agreeable form, the Employer agrees to deduct from the compensation of such employee the following financial obligations:

1. Initiation fees, membership dues and assessments;
2. Contributions to the Union-sponsored dental plan; and
3. Contributions to AFSCME's Public Employees Organized To Promote Legislative Equality ("PEOPLE") program.

B. The Union is solely responsible for establishing the amount of each deduction listed in subsection (A). The Union shall advise the Employer in writing of any increase or decrease in the amount of a deduction at least forty-five (45) calendar days prior to the effective date of the increase or decrease. The Employer shall implement the increase or decrease during the first full payroll period on or after such effective date.

C. The deductions authorized by this Section shall be remitted to the Union by the Employer accompanied by a list of the employees from whom deductions were made and the amount deducted from each employee. If an incorrect amount is deducted by the Employer, the Union shall refund the incorrect amount directly to the affected employee.

D. An employee may terminate any of the deductions listed in subsection (A) by submitting a written revocation of his/her authorization for such deductions to both the Employer and the Union.

### **Section 1.5: Fair Share Obligation**

A. During the term of this Agreement, the Employer agrees to enter into a fair share agreement with the Union in accordance with Section 6 of the Illinois Public Labor Relations Act, provided that the Union satisfactorily demonstrates to the Employer that more than fifty percent (50%) of the employees in the bargaining unit are dues paying members of the Union.

B. If the condition set forth in subsection (A) is satisfied, an employee who elects not to become a member of the Union within thirty (30) calendar days of the date on which the condition is satisfied or within thirty (30) calendar days of his/her date of hire, whichever is later,

will be required to pay to the Union through involuntary payroll deductions his/her proportionate share of the Union's costs of the collective bargaining process, contract administration and pursuing matters affecting wages, hours and other terms and conditions of employment (hereinafter referred to as "the fair share fee").

C. The Union is solely responsible for establishing the fair share fee. The Union shall certify to the Employer that the fair share fee constitutes the non-members' proportionate share of the Union's costs of the collective bargaining process, contract administration and pursuing matters affecting wages, hours and other terms and conditions of employment and that the fair share fee does not exceed the dues uniformly required of members of the Union. The Union shall advise the Employer in writing of any increase or decrease in the fair share fee deduction accompanied by the certification required by this subsection at least forty-five (45) calendar days prior to the effective date of the increase or decrease. The Employer shall implement the increase or decrease during the first full payroll period on or after such effective date.

D. Upon receipt of the Union's certification of the fair share fee, the Employer will cooperate with the Union to identify the names, addresses and work locations of the employees from whom the fair share fee will be deducted.

E. The deductions authorized by this Section shall be remitted to the Union by the Employer accompanied by a list of the employees from whom fair share fee deductions were made, unless the Employer is required to submit the deductions to a third party for escrow purposes as a result of a non-member's challenge to the fair share fee calculation. If an incorrect amount is deducted by the Employer, the Union shall refund the incorrect amount directly to the affected employee.

#### **Section 1.6: Religious Exemption from Fair Share Obligation**

Employees who are members of a church or religious body with *bona fide* religious tenets or teachings that prohibit the payment of a fair share contribution to a union shall be required to pay an amount equal to the fair share fee referenced in Section 1.5 to a non-religious charitable organization mutually agreed upon by the Union and the affected employees as set forth in Section 6(g) of the Illinois Public Labor Relations Act. Employees who are exempt from the fair share obligation will furnish written receipts to the Union on a quarterly basis that affirm such payments have been tendered.

#### **Section 1.7: Indemnification**

The Union shall indemnify and hold harmless the Employer and its officers, employees and agents from and against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of any action taken by the Employer for the purpose of complying with this Agreement or in reliance on any list, notice, certification, affidavit or assignment furnished by the Union under this Agreement.

#### **Section 1.8: Labor-Management Committee**

For the purpose of conferring on matters of mutual interest that are not appropriately addressed through the grievance and arbitration procedure, the Union and the Employer agree to

establish a labor-management committee that will meet upon the request of either party at mutually agreeable times and locations. Such matters of mutual interest include, but are not limited to, health and safety, training and education, the effectiveness and efficiency of the grievance and arbitration procedure, audits of positions and regradings. The Union and the Employer shall each designate no more than five (5) representatives to serve on the labor-management committee. The employee representatives designated by the Union shall be permitted to attend such meetings without loss of compensation. Prior to each meeting, the parties will cooperatively establish an agenda that includes the topics of discussion proposed by both parties.

#### **Section 1.9: Meeting Rooms**

Upon reasonable notice, the Employer will grant the Union access to available conference or break rooms for Union meetings to be held during non-work time, unless the granting of such access interferes with the Employer's conduct of business. The Union's use of such facilities is subject to the Employer's rules and regulations regarding the use of its conference and break rooms.

#### **Section 1.10: Union Stewards**

A. The Union shall designate a reasonable number of Union stewards from among the employees in the bargaining unit whose duties will include the processing of grievances, assisting employees in the exercise of their rights under this Agreement and other duties as determined by the Union.

B. The Union shall notify the Assessor's Office in writing of the names of such Union stewards as soon as they are designated with prompt written notice of any changes in such designees thereafter.

C. A Union steward shall request permission from his/her immediate supervisor to be relieved from his/her work assignments for a mutually agreeable reasonable period to handle and process grievances at the appropriate steps of the grievance and arbitration procedure, and such permission will be granted as long as the Union steward's absence from his/her work assignments does not interfere with the Employer's operations. The policy and procedure established by this subsection shall similarly apply to employees who desire to meet with Union stewards during the work day.

D. Union stewards shall not be permanently reassigned or transferred based on their activities on behalf of the Union. Any permanent reassignment or transfer of a Union steward will be discussed with the Union prior to its implementation.

E. After giving appropriate notice to their supervisor outside the bargaining unit, employees shall be allowed two days with pay to attend certified stewards training, if such attendance does not substantially interfere with the Employer's operations. Such training shall not exceed two (2) work days for each steward who has not previously attended training. The Union shall provide proof of attendance.

### **Section 1.11: AFSCME Representatives**

The Union's representatives who intend to visit the Assessor's Office will provide sufficient notice by email or telephone to the Employer's Chief Legal Counsel or his/her designee of not less than twenty-four (24) hours, except in cases of emergency or in regard to meetings with representatives of the Assessor's Office at which the Union representative(s) will be in attendance. The Union's representatives shall be permitted to conduct Union business within the Assessor's Office, provided that the conduct of such business does not interfere with the Employer's operations or the employees' performance of work assignments. AFSCME representatives are expected to comply with any and all rules and regulations governing visitors to the Assessor's Office.

### **Section 1.12: Exchange of Information**

The Employer shall furnish the Union a list showing the name, phone number, home address, classification, work location, salary and salary grade, and last hiring date with the Employer of any employee in a bargaining unit title. The Employer shall provide the Union with the information electronically no more than two (2) times annually.

On a quarterly basis, the Employer will provide the Union with information electronically regarding the following: new hires; checkoff revocations; beginnings of leaves of absence or returns from such leaves; promotions; demotions; layoffs and recalls; reinstatements; suspensions; retirements; resignations; terminations; and any other mutually agreed upon information.

The Employer shall post on-line on the Employer's intranet a list of bargaining unit employees showing classification, hiring date and work location every six (6) months. Within thirty (30) calendar days after the date of posting, an employee must notify the Employer of any error in his/her last hiring date as it appears on the list or it will be considered correct and binding on the employee and the Union for the period of time.

The Employer shall have the same right to request and receive relevant information from the Union.

### **Section 1.13: Bulletin Boards**

The Employer shall provide the Union with bulletin boards in non-public locations for the purpose of posting official notices and materials. Any notices or materials posted on such bulletin boards shall be signed by a Union steward or AFSCME representative and shall not be controversial, promotional, politically partisan, defamatory or obscene.

## **ARTICLE 2**

### **EQUAL EMPLOYMENT OPPORTUNITY**

#### **Section 2.1: Prohibition of Discrimination**

No employee shall be discriminated against on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military

discharge status, political affiliation and beliefs or participation or non-participation in Union activities.

### **Section 2.2: Accommodations Under Americans with Disabilities Act**

A. Whenever an employee or the Union on behalf of an employee requests an accommodation under the federal Americans with Disabilities Act ("ADA") or an accommodation for an employee is otherwise contemplated by the Employer, the Employer, the Union and the affected employee shall meet to discuss the matter.

B. Any reasonable accommodation adopted by the Employer pursuant to its obligations under the ADA shall conform to the requirements of this Agreement whenever practical. Any reasonable accommodation that may conflict with the terms of this Agreement shall be discussed with the Union prior to its implementation. The parties shall cooperate in resolving potential conflicts between the Employer's obligations under the ADA, any rights of the Union and the rights of the affected employee. Neither the Employer nor the Union shall unreasonably withhold its consent to the reasonable accommodation of an employee.

C. No provision in this Section requires the Employer to take any action that would violate the ADA or any other applicable statute or ordinance nor prevents the Employer from taking all actions necessary to comply with the applicable law.

## **ARTICLE 3 EMPLOYER AUTHORITY**

### **Section 3.1: Management Rights**

The Employer retains the exclusive right, authority and responsibility to manage its operations, develop its policies, determine the scope of its operations, adopt a budget and decide the manner in which it exercises its constitutional and statutory functions and otherwise fulfills its legal responsibilities. Except as may be restrained or limited by a specific and express provision of this Agreement, the Employer shall not be required to bargain collectively over matters of inherent managerial policy, including, but not limited to, the following areas of discretion: the functions of the Employer; the standards of services offered by the Employer; the Employer's overall budget; the Employer's organizational structure, including the creation, modification or elimination of departments, divisions, offices, sections and positions and the allocation or reallocation of the work to be performed therein; the decision to eliminate, subcontract, relocate or transfer work; the implementation of new technologies and methods of operation; the retention of consultants, specialists and other skilled professionals on a contract or project basis; the size and composition of the work force; the selection, examination and classification of new employees; the educational or training programs provided to employees; the direction and scheduling of employees; the assignment of work to employees whether on a straight-time or overtime basis; production and quality standards; the development and implementation of rules, regulations, policies and procedures governing employee conduct, job performance and other conditions of employment; and the evaluation, transfer, promotion, demotion, layoff, recall, discipline and discharge of employees. The Employer shall, however, be required to bargain

collectively regarding matters of inherent managerial policy that directly impact the wages, hours and other terms and conditions of employment of employees in the bargaining unit.

### **Section 3.2: Employer Obligation**

No provision in this Agreement shall be construed to modify, eliminate or detract from the constitutional and statutory responsibilities and obligations of the Employer.

### **Section 3.3: Subcontracting**

The general policy of the Employer is to utilize its employees to perform work they are qualified to perform. The Employer may, however, subcontract where circumstances warrant, for example for reasons of efficiency and economy. Unless exigent circumstances result in a shorter notice period, the Employer will advise the Union at least five (5) months in advance when such changes are contemplated and will discuss such contemplated changes with the Union pursuant to the Illinois Public Labor Relations Act. The Employer will work with the Union in making every reasonable effort to place adversely affected employees into other bargaining unit positions.

### **Section 3.4: Internal Policies and Procedures**

This Agreement shall be construed consistently with any internal policies and procedures of the Assessor's Office regarding the subjects addressed herein. If this Agreement is silent on any such subject, then the internal policies and procedures shall govern. If this Agreement conflicts with any such subject, then the provisions of this Agreement shall govern.

## **ARTICLE 4 SENIORITY**

### **Section 4.1: Probationary Period**

A new employee or a former employee who is re-hired after a break in continuous service shall serve a six- (6-) month probationary period. A probationary employee who is absent during the probationary period shall have his/her probationary period extended by the number of days he/she was absent from work. A probationary employee shall work under the provisions of this Agreement without any seniority, but may be disciplined or discharged at any time without recourse to the grievance and arbitration procedure. If a probationary employee's employment continues beyond the probationary period, his/her seniority shall be calculated based on his/her date of hire as a probationary employee with the Employer.

### **Section 4.2: Definitions of Seniority and Continuous Service**

A. An employee's seniority is defined as the length of his/her continuous full-time employment with the Assessor's Office in a bargaining unit position as measured from the anniversary date of his/her most recent date of hire as a full-time employee with the Assessor's Office to the present date. An employee's seniority shall be utilized in scheduling, filling vacancies, layoffs and recalls and for other preferential or competitive purposes as provided by this Agreement.

B. An employee's continuous service is defined as the length of his/her continuous full-time employment with Cook County across all positions as measured from the anniversary date of his/her most recent date of hire as a full-time employee with Cook County to the present date. An employee's continuous service shall be utilized in calculating his/her vacation allowance, determining his/her eligibility for certain leaves of absence and verifying his/her entitlement to other fringe benefits that are based on overall length of continuous service.

C. If two (2) employees have the same anniversary date, the employee with the lower Cook County employee number shall be considered to be the more senior employee.

#### **Section 4.3: Adjustment of Anniversary Date**

The following periods of absence shall be deducted in computing an employee's seniority and continuous service and shall result in the adjustment of an employee's anniversary date forwards by the number of days necessary to account for the period of absence:

A. Unpaid leaves of absence in excess of thirty (30) calendar days, unless otherwise required by law;

B. Suspensions; and

C. Absence from employment as a result of a layoff (1) for more than thirty (30) calendar days and no more than twelve (12) months for an employee with fewer than twelve (12) months of seniority or (2) for more than thirty (30) calendar days and no more than twenty-four (24) months for an employee with twelve (12) or more months of seniority.

#### **Section 4.4: Termination of Seniority and Continuous Service**

An employee shall lose his/her seniority and suffer a break in continuous service in the following circumstances:

A. Resignation;

B. Retirement;

C. Discharge for just cause;

D. Absence for three (3) consecutive work days without notification to the Employer, unless the employee has an explanation for his/her failure to report the absence that is acceptable to the Employer;

E. Failure to return to work following a vacation or leave of absence, unless the employee has an explanation for his/her failure to return that is acceptable to the Employer;

F. Absence from employment as a result of a layoff (1) for more than twelve (12) months for an employee with fewer than twelve (12) months of seniority or (2) for

more than twenty-four (24) months for an employee with twelve (12) or more months of seniority;

- G. Failure to contact the Employer within ten (10) business days after the date on which a notice of recall was sent by the Employer to the most recent address on record provided by the employee; and
- H. Engaging in gainful employment while on a leave of absence, unless the employee obtained advance approval for such employment from the Employer in writing.

#### **Section 4.5: Seniority List**

A. Within sixty (60) calendar days of the effective date of this Agreement, the Employer shall submit either electronically or in print a seniority list to the Union that contains the following information regarding each bargaining unit member: name; address; position; work location; probationary status; Cook County employee number; and anniversary dates for seniority and continuous service purposes. The Employer shall simultaneously post a seniority list either electronically or in print for review by bargaining unit members that contains the following information regarding each bargaining unit member: name and anniversary dates for seniority and continuous service purposes. Within thirty (30) calendar days of the submission of the seniority list to the Union and the posting of such list for review by bargaining unit members, the Union or any bargaining unit member shall notify the Employer of any errors in the seniority list. Absent any notification from the Union or any bargaining unit member, the seniority list shall be considered accurate and binding on the Union and the bargaining unit members.

B. After the initial seniority list is established, the Employer shall submit either electronically or in print a seniority list to the Union and post such list either electronically or in print for review by bargaining unit members in January and July of each calendar year, and the seniority list shall be verified by the Union and the bargaining unit members in accordance with the procedure outlined in this Section.

#### **Section 4.6: Return to Represented Unit**

An employee who is transferred or promoted to a position outside of the bargaining unit and who later returns to a position in the bargaining unit shall upon his/her return be credited with the seniority that he/she had accrued prior to the transfer or promotion, regardless of whether the employee has returned to his/her previous position.

### **ARTICLE 5 HOURS OF WORK AND OVERTIME**

#### **Section 5.1: Purpose of Article**

The purpose of this Article is to define the regular work period in order to facilitate the establishment of work schedules and the calculation of overtime compensation or compensatory time off. This Article is not intended to create nor shall it be interpreted or construed as creating a minimum guarantee or limitation of the number of hours to be worked per day, per work week or during any defined period or any obligation to compensate employees in lieu of such hours.

### **Section 5.2: Regular Work Period**

The regular work period for an employee shall be five (5) consecutive eight- (8-) hour work days scheduled on Monday through Friday for a total of forty (40) hours of work per work week. The regular work day for an employee shall begin at his/her scheduled starting time and shall end eight (8) consecutive hours thereafter.

### **Section 5.3: Meal Periods and Breaks**

An employee is entitled to one (1) fifteen- (15-) minute break in the morning, a one- (1-) hour meal period midday and one (1) fifteen- (15-) minute break in the afternoon without loss of compensation. The meal period and breaks shall be scheduled by the Employer on a departmental basis in accordance with operational needs.

### **Section 5.4: Changes in Work Schedules**

A. The Employer may grant an employee's request for a modified or flexible work schedule on a case-by-case basis depending on the bases for the request, the needs of the department and other factors pertinent to the establishment of a modified or flexible work schedule.

B. The Employer may modify work schedules to accommodate temporary or seasonal operational needs and shall provide the affected employees and the Union with as much notice as is possible prior to implementing the modified work schedule.

C. If the Employer intends to implement a permanent shift change for one (1) or more employees or decides to establish a new shift, the Employer shall provide the affected employees and the Union with at least thirty (30) calendar days' notice prior to implementing the modified work schedule. The Employer shall initially offer the modified work schedule to affected employees based on seniority. If the modified work schedule is not fully staffed through this process, then the Employer shall assign affected employees to the modified work schedule in inverse order of seniority.

### **Section 5.5: Overtime Compensation**

A. An employee shall be paid his/her regular hourly rate multiplied by one and one half (1.5) (i.e., time-and-one-half) for any approved hours actually worked over forty (40) in a work week, unless such employee is not eligible for overtime compensation under federal or state law.

B. Before any work is offered or assigned to employees on an overtime basis, the Employer may assign such work to employees who are qualified and available to work on a straight-time basis. In the event the work is to be offered or assigned on an overtime basis, the Employer shall distribute such overtime opportunities as equally as practical among the employees who generally perform the type of work required. An employee is required to work overtime when assigned, unless he/she is excused by the Employer for demonstrable good cause.

C. The Employer shall maintain records of overtime distribution that will be available to the Union upon request.

D. For the sole purpose of this Section, in determining whether an employee has worked forty (40) hours in a work week, an employee who is absent with approval during the work week and who remains in paid status during the period of approved absence shall be considered as working during such period of absence.

E. No duplicating or pyramiding of overtime or other premium compensation is permitted; weekly overtime compensation or other premium compensation shall not be paid for the same hours worked.

F. The exclusive remedy for any mis-assignment of overtime shall be the assignment of future overtime in such a manner that corrects the inequity.

#### **Section 5.6: Compensatory Time Off**

A. In lieu of overtime compensation, the Employer may grant to an employee who is eligible for overtime compensation under federal or state law compensatory time off at a rate of one and one half (1.5) hours for any approved overtime hours actually worked in excess of forty (40) in a work week in accordance with federal and state law.

B. An employee may accumulate up to 240 hours of compensatory time off (i.e., the equivalent of 160 approved overtime hours worked); any approved overtime hours worked in excess of this limit will be compensated for in accordance with Section 5.5.

C. Any employee who requests to use compensatory time off shall be permitted by the Employer to use such time within a reasonable period after the employee's request, provided that the use of such time does not unduly disrupt the operations of the Employer. Employees may also be required to use compensatory time off as permitted by law.

D. An employee shall be paid for any unused compensatory time off in accordance with federal and state law upon his/her separation from employment.

### **ARTICLE 6 FILLING VACANCIES**

#### **Section 6.1: Definition of Recognized Vacancy**

For the purpose of this Article, a vacancy in a bargaining unit position will be recognized by the Employer when (a) the incumbent employee is transferred, is promoted, is demoted, is suspended for more than thirty (30) calendar days, is discharged, resigns, retires, dies or is on a leave of absence such that the Employer may fill the position prior to the employee's return; and (b) the Employer decides that the vacancy should be filled on a permanent basis.

#### **Section 6.2: Temporary Assignment to Recognized Vacancy**

The Employer may assign an employee to a recognized vacancy on an interim basis pending the outcome of the selection process established by this Article.

### **Section 6.3: Job Postings**

The Employer shall post a recognized vacancy for at least ten (10) business days. The posting may be published either electronically or in print and shall identify the position, the position's salary grade and the qualifications and criteria for successful job performance in the position as established by the Employer. The Employer may also advertise the recognized vacancy externally to solicit a representative pool of candidates.

### **Section 6.4: Selection Process**

A. The Employer shall select the most qualified candidate to fill a recognized vacancy based on the candidate's relevant and job-related qualifications, skills and abilities and performance evaluations and disciplinary record if applicable. If two (2) candidates' qualifications are relatively equal, then the Employer shall offer the position to an internal candidate before an external candidate or to the more senior of two (2) internal candidates.

B. The Employer shall ensure that the methods employed to evaluate each candidate during the selection process are as standardized and quantifiable as possible and documented as appropriate for both objective and subjective criteria.

C. The Employer will acknowledge receipt to an employee who applies to fill a recognized vacancy, and provide written notice to the employee should the employee not be the successful candidate. The Employer will provide the Union with the name of each candidate selected no later than two (2) business days after the candidate's selection is approved by Cook County, and upon request, will provide the list of bargaining unit applicants to the Union after the approval.

D. If the Union believes that the Employer violated Section 6.4(A), the following expedited dispute resolution procedure shall exclusively apply:

1. The Union shall file a written request for review of the Employer's decision with either the Chief Deputy Assessor or the Director of Human Resources for the Assessor's Office within three (3) business days of the date of the notification required by subsection (C).
2. The Chief Deputy Assessor, the Director of Human Resources or their designee will meet with the Union to discuss its concerns within three (3) business days of the filing of the written request for review.
3. If the dispute remains unresolved, the Union may file a written demand for arbitration with the Chief Legal Counsel for the Assessor's Office and shall file such demand within three (3) business days of the meeting required by paragraph (2).
4. Within three (3) business days of the filing of the written demand for arbitration, the parties shall mutually select an arbitrator who is able to resolve the dispute on an expedited basis.

5. The sole issue before the arbitrator shall be whether the Employer selected the most qualified candidate pursuant to the standard set forth in subsection (A). In deciding this issue, the arbitrator shall give considerable weight to the hiring requirements as set forth in the job description and job posting at issue.
6. The arbitrator shall issue an abbreviated written final opinion and order (including a remedy if any) within five (5) business days of the close of the hearing and shall issue a full written final opinion and order thereafter.
7. The arbitrator's award shall be binding on both the Employer and the Union, provided that the arbitrator does not exceed his/her authority as defined in paragraph (5).
8. The parties shall share equally the fees and expenses of the arbitrator and any other arbitration costs common to both parties. Each party shall be responsible for compensating its own attorneys and representatives.
9. The established time limits in this expedited dispute resolution procedure may only be extended by mutual written agreement.

#### **Section 6.5: Return to Prior Position**

An employee who is awarded a recognized vacancy within the bargaining unit through the procedure established by this Article shall be subject to a ninety- (90-) calendar day evaluation period. During this evaluation period, the Employer has the right to return the employee to his/her prior position or a comparable position.

#### **Section 6.6: Exclusions from Procedure for Filling Vacancies**

The procedure established by this Article does not apply to vacancies that will be filled through the following processes: recalls from layoff; demotions; appointments resulting from court, administrative or arbitral proceedings or settlements; or reassignments pursuant to the ADA.

### **ARTICLE 7 EDUCATION AND TRAINING**

#### **Section 7.1: Cross-Training**

An employee may submit a request for cross-training in a specific job function to his/her department head, and each department head shall maintain a record of such requests. When a department head decides to cross-train employees for a specific job function, he/she shall consider cross-training those employees who have requested such cross-training with due consideration given to the employees' seniority, but retains the right to select any employee for cross-training who is qualified for such cross-training and who best serves the Employer's operational needs.

### **Section 7.2: Educational Benefits**

The Employer agrees to allocate funds for educational purposes in each year of this Agreement to be made available to all AFSCME bargaining unit employees employed by Cook County. The amount allocated shall be an aggregate total of \$40,000.00 for all such bargaining unit employees. Employee requests for such funds shall be for reimbursement for the costs of courses offered through any certified educational institution, including community colleges, continuing adult education centers and other training or technical institutions. Such coursework shall be employment-related. An employee may request funds up to an amount no greater than \$550.00 in a fiscal year. Approval for reimbursement shall be offered on an equitable basis. The educational benefits provided by this Section are intended to supplement existing educational benefits.

### **Section 7.3: Training**

It shall be the policy of the Employer to provide job related training consistent with the need for employees to maintain and improve the skills and knowledge required in the job classification to which an employee is assigned. Upon request, the Employer will provide a reasonable allowance of time for an employee to attend any job related training opportunity consistent with its operational needs.

## **ARTICLE 8 DISCIPLINARY ACTION POLICY AND PROCEDURE**

### **Section 8.1: Authority To Discipline**

The Employer retains the exclusive right to establish, implement and modify reasonable rules and regulations governing employee conduct and performance and to discipline and discharge employees for just cause.

### **Section 8.2: Timing and Manner of Discipline**

The Employer shall discipline employees only for just cause and as soon as practical after learning of the conduct or event that prompted the discipline and after having the opportunity to conduct a thorough investigation regarding such conduct or event. The investigation may or may not include an investigatory interview with the employee at issue. Any and all meetings with employees that are conducted as part of an investigation or that involve the issuance of a disciplinary penalty shall be conducted in a private setting.

### **Section 8.3: Disciplinary Penalties**

A. The Employer's decision to discipline an employee will be based on fair and objective principles and will employ a method of progressive discipline when progressive discipline is appropriate. An employee may be disciplined through the following types of disciplinary action, which are not exclusive:

Verbal Reprimand  
Written Reprimand

## Suspension Discharge

B. To determine the appropriate type and level of disciplinary penalty, the Employer will consider the following factors: the nature and severity of the conduct or event; the employee's qualifications, performance evaluations, disciplinary record, seniority and other job-related factors; the attitude and cooperation of the employee throughout the disciplinary process; whether progressive discipline is appropriate given the conduct or event; and any mitigating circumstances.

### **Section 8.4: Suspension Pending Investigation**

The Employer may temporarily suspend an employee pending the results of a disciplinary investigation when the employee is reasonably believed to be dangerous or violent or when the allegations at issue are serious or may create a disruptive work environment. Prior to suspending the employee, the Employer shall conduct an emergency pre-suspension meeting during which the employee will be presented with the allegations against him/her and provided with an opportunity to respond to the allegations and offer evidence in contradiction or mitigation of such allegations. If the employee is discharged as a result of the disciplinary investigation or resigns prior to the conclusion of the disciplinary investigation, the employee shall not be entitled to wages and benefits retroactive to the effective date of the suspension, unless the employee is reinstated and awarded such wages and benefits pursuant to the grievance and arbitration procedure.

### **Section 8.5: Right to Union Representation**

An employee who reasonably believes he/she may be disciplined as a result of an investigatory interview has a right to Union representation upon request during the investigatory interview and shall be advised of this right by the Employer prior to the commencement of such investigatory interview. An employee who requests Union representation will be provided a sufficient period to arrange for such representation.

### **Section 8.6: Retention and Use of Prior Disciplinary Records**

A. The Employer shall retain an employee's disciplinary record for the duration of his/her employment and as required by law thereafter.

B. Unless otherwise required by law, the Employer may consider an employee's prior disciplinary record in future disciplinary proceedings and when evaluating his/her qualifications for transfer or promotion subject to the following conditions:

1. A verbal reprimand shall be considered expunged from an employee's disciplinary record after twelve (12) months have passed following its issuance, provided that the employee has not been disciplined based on similar conduct or events within such twelve- (12-) month period;
2. A written reprimand shall be considered expunged from an employee's disciplinary record after eighteen (18) months have passed following its issuance, provided that the employee has not been disciplined based on similar conduct or events within such eighteen- (18-) month period; and

3. Suspensions may be considered in all future disciplinary proceedings and when evaluating an employee's qualifications for transfer or promotion with appropriate weight given to the passage of time between disciplinary actions, the relevance or similarity of the prior conduct or event and other appropriate factors relating to its evidentiary or probative value.

#### **Section 8.7: Training**

The Employer will train its department heads, managers and supervisors in the administration of this Article.

### **ARTICLE 9 LAYOFF AND RECALL**

#### **Section 9.1: Definition of Layoff**

A layoff is defined as the termination of an employee's employment with a right of recall for a period of twenty-four (24) months following the effective date of the layoff for an employee with fewer than seven (7) years of seniority or for a period of thirty-six (36) months following the effective date of the layoff for an employee with more than seven (7) years of seniority.

#### **Section 9.2: Implementation of Layoff**

A. If the layoff requires the elimination of positions within the bargaining unit, the Employer will notify the Union of the number and type of positions to be eliminated.

B. The Employer initially will terminate the employment of any probationary employees who are employed in the positions to be eliminated. The Employer will then lay off non-probationary employees in the positions to be eliminated in inverse order of seniority in such positions, unless the application of this provision would result in the layoff of a less senior employee who possesses a unique and essential skill or certification not possessed by a more senior employee.

C. The Union and the affected employees shall be provided with at least thirty (30) calendar days' notice prior to the effective date of the layoff or as much notice as is practicable under the circumstances.

D. At the time of the layoff, the Employer shall reassign employees who are scheduled for layoff to existing vacancies for which they are qualified after orientation and without specialized training based on seniority. If all employees who are scheduled for layoff are not reassigned through this process, the remaining employees shall have the right to replace a probationary employee if any or a non-probationary employee based on seniority within the bargaining unit in the next lower job title and salary grade if any within his/her operational unit for which he/she is qualified after orientation and without specialized training, unless the application of this provision would result in the layoff of a less senior employee who possesses a unique and essential skill or certification not possessed by a more senior employee. For the sole purpose of this subsection, the operational units within the Assessor's Office are as follows:

1. Assessment Operations and Administration;
2. Valuations;
3. Taxpayer Services; and
4. Legal, Assessment Automation and Information Technology, Communications and Community Relations, Research and any operational unit not included in subparagraphs (1) through (3).

The parties shall discuss the need for outplacement programs for employees who are not reassigned and laid off.

E. After a layoff of employees, the Employer may transfer or reassign remaining employees to other work locations, departments, divisions, offices or sections to rebalance the work force. The Employer shall initially offer transfers or reassignments to the remaining employees who are qualified for the positions after orientation and without specialized training based on seniority. If the work force is not fully rebalanced through this process, then the Employer shall transfer or reassign such employees in inverse order of seniority.

### **Section 9.3: Recalls from Layoffs**

A. An employee who has been laid off shall notify the Employer in writing of any change in his/her address within five (5) business days of such change.

B. An employee who has been laid off shall have a recall right for the period defined in Section 9.1 to vacancies in his/her position at the time of the layoff or vacancies in other positions for which he/she is qualified after orientation and without specialized training. If more than one (1) employee has a recall right to a vacancy, then the Employer shall recall the most senior employee.

C. The Employer will notify an employee of his/her obligation to return to work by sending a notice of recall by certified mail to the most recent address on record provided by the employee. The sending of such notice to the most recent address on record fully and completely satisfies the Employer's obligation to notify the employee of the recall. The Employer will simultaneously provide a copy of the notice of recall to the Union.

D. An employee shall lose all recall rights if he/she (1) fails to contact the Employer within ten (10) business days after the date on which the notice of recall was sent by the Employer to the most recent address on record provided by the employee; (2) is unqualified; or (3) declines the offer of recall to the employee's former position, or a position at the same grade and salary as the employee's former position. An employee who declines an offer of recall due to documented temporary medical incapacity will retain his/her right of recall for the remainder of the period defined in Section 9.1. An employee who declines an offer of recall because the offer of recall is to a position lower in grade and salary compared to the employee's previously held position will retain his/her right of recall for the remainder of the period defined in Section 9.1, but will be placed at the bottom of the recall list when the offer of recall is declined.

**ARTICLE 10**  
**BENEFIT DAYS AND VACATION**

**Section 10.1: Holidays**

A. The Cook County Board of Commissioners has recognized the following paid holidays for all employees, except in emergencies and for necessary operations:

- |     |                                    |                             |
|-----|------------------------------------|-----------------------------|
| 1.  | New Year's Day                     | January 1                   |
| 2.  | Martin Luther King, Jr.'s Birthday | Third Monday in January     |
| 3.  | Lincoln's Birthday                 | February 12                 |
| 4.  | Washington's Birthday              | Third Monday in February    |
| 5.  | Casimir Pulaski Day                | First Monday in March       |
| 6.  | Memorial Day                       | Last Monday in May          |
| 7.  | Independence Day                   | July 4                      |
| 8.  | Labor Day                          | First Monday in September   |
| 9.  | Columbus Day                       | Second Monday in October    |
| 10. | Veteran's Day                      | November 11                 |
| 11. | Thanksgiving Day                   | Fourth Thursday in November |
| 12. | Christmas Day                      | December 25                 |

B. In addition to the twelve (12) holidays listed in subsection (A), any other day or part of a day shall be considered a holiday when recognized as a holiday by the Cook County Board of Commissioners.

C. If a holiday falls on a Saturday, the preceding Friday shall be recognized as the holiday. If a holiday falls on a Sunday, the following Monday shall be recognized as the holiday.

D. Except as provided in subsection (A), an employee shall not be required to work on a recognized holiday and shall be paid holiday pay in the amount of eight (8) hours at his/her straight-time hourly rate, provided that the employee if scheduled works his/her regular work day on both the work day preceding and the work day following the recognized holiday.

E. An employee who is required to work on a recognized holiday shall be paid the holiday pay described in subsection (D) if eligible for such pay and time-and-one-half for the hours worked on the holiday. If the employee is not eligible for holiday pay, then the employee shall only be paid his/her straight-time hourly rate for the hours worked on the holiday, unless such hours worked constitute overtime under this Agreement.

F. If a recognized holiday occurs during an employee's vacation, the employee shall not be charged a vacation day for the day of the recognized holiday.

G. Any employee who schedules and is approved for an absence from the Office either the day before or the day after a holiday and the employee decides to come to work on the scheduled day off then the employee will be sent home.

#### **Section 10.2: Floating Holiday**

A. Each employee shall be granted one (1) floating holiday on December 1 of each calendar year to be used by the employee between December 1 and November 30 of each year.

B. An employee may only schedule a floating holiday in the increment of one (1) eight-(8-) hour work day.

C. Except in emergencies and for necessary operations, an employee shall not be required to work on a scheduled floating holiday and shall be paid holiday pay in accordance with Section 10.1(D). An employee who is required to work on a scheduled floating holiday shall reschedule his/her floating holiday at a later date and shall receive his/her straight-time hourly rate for the hours worked, unless such hours worked constitute overtime under this Agreement.

D. The carryover of a floating holiday will be allowed to the extent consistent with Cook County ordinances and Assessor's Office policies.

#### **Section 10.3: Personal Days**

A. An employee accrues personal days by an amount of 1.2308 hours per payroll period up to a maximum of four (4) personal days each year.

B. An employee may schedule a personal day in increments of either one (1) eight-(8-) hour work day or two (2) four-(4-) hour work periods.

C. Except in emergencies and for necessary operations, an employee shall not be required to work on a scheduled personal day and shall be paid his/her straight-time hourly rate for the hours used as a personal day. An employee who is required to work on a scheduled personal day shall reschedule his/her personal day at a later date and shall receive his/her straight-time hourly rate for the hours worked, unless such hours worked constitute overtime under this Agreement.

D. The carryover of personal days will be allowed to the extent consistent with Cook County ordinances and Assessor's Office policies.

#### **Section 10.4: Vacation**

A. An employee's vacation allowance is determined based on his/her continuous service and accrues by a specific amount each payroll period up to a maximum accumulation as follows:

<u>Years of Continuous Service</u>	<u>Accrual Amount Per Payroll Period</u>	<u>Total Accrual Per Year</u>	<u>Maximum Accumulation</u>
1 to 6	.3847 Days	10 Work Days	20 Work Days
7 to 14	.5770 Days	15 Work Days	30 Work Days
15+	.7693 Days	20 Work Days	40 Work Days

A new employee or an employee hired after a break in continuous service begins to accrue vacation on his/her date of hire and may request to use such vacation as it accrues. An employee must be in paid status for a minimum of five (5) work days per payroll period to accrue vacation during such period.

B. For the sole purpose of this Section, an employee (1) who has rendered continuous service to the City of Chicago, the Chicago Park District, the Forest Preserve District, the Metropolitan Water Reclamation District of Greater Chicago and/or the Chicago Board of Education and/or (2) who received duty disability benefits while on a leave of absence from employment with the Employer shall have the right to have such period or periods of continuous service or absence credited and counted for the purpose of computing the employee's years of full-time continuous service with the Employer, unless an alternate policy is established by Cook County ordinance.

C. The Employer may establish reasonable controls on the number of employees who are permitted to schedule vacation during a particular period in each work location, department, division, office or section based on the Employer's operational needs, and such controls may include periods during which employees are not permitted to schedule any vacation (e.g., the period between the date on which tax bills are mailed and the due date for tax payments).

D. An employee must request and receive approval from the Assessor's Office prior to utilizing any vacation. If the employee's request is to use fewer than five (5) days of vacation, then he/she should submit a written request for such vacation to his/her immediate supervisor (and all other persons as designated by their immediate supervisor) no later than one (1) business day prior to the vacation. If the employee's request is to use five (5) or more days of vacation, then he/she should submit a written request for such vacation to his/her immediate supervisor no earlier than six (6) months and no later than ten (10) business days prior to the anticipated vacation.

A written request for Vacation Time may be submitted even though the employee has not accrued sufficient Vacation Time at the time the request is submitted. If the employee fails to have the requested Vacation Time when the vacation is taken, the employee shall have the option to use accrued Time Due or Personal Time in order to add to the accrued Vacation Time in the amount necessary to complete the length of time originally requested. Should the employee not have sufficient accrued Time Due or Personal Time to satisfy the entire vacation as originally requested, then the employee may 1) choose to shorten the period of the vacation accordingly; or 2) take the vacation as originally requested, without pay for any day or days for which the employee does not have Vacation Time, Time Due or Personal Time, with attendance points assessed.

E. Within the parameters established by subsection (C), the Employer shall generally grant or deny vacation requests in the order in which they are received and shall respond to such requests within five (5) business days of their submission if submitted more than three (3) months prior to the anticipated vacation and within two (2) business days of their submission for all other vacation requests. In the event of a conflict in requests for particular vacation periods, the Employer will grant the vacation request of the more senior employee, unless compelling reasons exist for granting the request of a less senior employee.

F. If an employee's vacation is interrupted by a death in the immediate family, any days within the vacation that qualify as bereavement leave shall not be charged as vacation days.

G. An employee who is separated from employment for reasons other than a discharge for just cause shall be paid for any earned unused vacation at the employee's regular hourly rate at the time of separation. In the event of an employee's death, the employee's spouse or estate shall be entitled to receive the same compensation for the employee's earned unused vacation.

H. Approved requests for Vacation Time, Personal Leave or 8 hours of Time Due must be rescinded in writing to the employee's immediate supervisor at least one (1) business day prior to the first day of the absence from the Office. Any employee who schedules and is approved for an absence from the Office, but nevertheless decides to come to work on the scheduled day off will be sent home, except for situations outside the employee's control (e.g., a doctor canceling an appointment the afternoon before the scheduled day off).

## **ARTICLE 11 LEAVES OF ABSENCE**

### **Section 11.1: General Provisions**

A. An employee may request a leave of absence by submitting such request in writing on an appropriate form if applicable to his/her immediate supervisor (and all other persons as designated by their immediate supervisor) and by otherwise complying with any procedure governing the type of leave requested. The written request shall state the type of leave, the purpose of the leave and the period of leave requested with beginning and ending dates and shall provide any additional information or certifications necessary to process the leave request.

B. The Employer may deny an employee's request for a leave of absence if the employee's absence from employment during the period requested would interfere with the conduct of the Employer's business, unless the employee has the unconditional right to such leave under federal or state law.

C. An employee who is on an unpaid leave of absence shall be required to utilize any accumulated compensatory time off during the period of unpaid leave prior to utilizing any other form of elective time. If an employee exhausts his/her accumulated compensatory time off, then he/she will have the option of utilizing other forms of available elective time, including vacation days, a floating holiday and personal days.

D. An employee who has been absent from work for five (5) or more consecutive work days for any personal or familial health reason will be required to provide a diagnostic report from

a physician or practitioner as proof of the personal or familial illness or injury and shall comply with all other applicable return to work requirements established by the Cook County Human Resources Department. For health-related absences of less than five (5) consecutive work days, the Employer may require the employee to provide a diagnostic report from a physician or practitioner as proof of the personal or familial illness or injury when the circumstances suggest that the employee did not have a valid health reason for the absence. The Employer may require any employee to submit to a medical examination in accordance with federal and state law or Cook County policy.

E. Upon return from a leave of absence, an employee who has not suffered a break in continuous service shall be reinstated as follows:

1. The employee shall be assigned either (a) to the same position he/she held at the time the leave began or to an equivalent position as required by law or (b) to the same position he/she held at the time the leave began if available, a comparable position if available or any vacant position for which he/she is qualified after orientation and without specialized training in this order of priority;
2. The employee may have his/her anniversary date adjusted to account for the period of absence in accordance with Section 4.3; and
3. The employee will be entitled to the compensation and benefits that he/she received at the time the leave began with a retroactive adjustment for any wage increases implemented while the employee was in paid status and without automatic progression on the salary schedule while the employee was in unpaid status.

F. Depending on the type and length of leave of absence at issue, an employee on leave shall be required to contribute towards the cost of his/her health care coverage to maintain such coverage during the leave as required by Cook County policy. Arrangements for the payment of such costs through payroll deductions or otherwise must be made with the Employer prior to the beginning of the leave. If an employee fails to pay such costs, the Employer may cancel insurance benefits during the leave and then reinstate them upon the return from leave, subject to any waiting period and other rules and regulations as may be applicable to the insurance plan.

G. The effect of a leave of absence on an employee's pension benefits shall be determined by the rules and regulations established by the County Employees' Annuity and Benefits Fund of Cook County.

#### **Section 11.2: Regular Leave**

An employee who is not affected by the leave of absence rules of Cook County may be granted an unpaid leave of absence in emergency situations by the Assessor's Office with the written approval of the Cook County Comptroller. Such leave shall be limited to one (1) month of leave for every full year of continuous service with Cook County up to a maximum of twelve (12) months.

### **Section 11.3: Family and Medical Leave Act Leave**

A. Employees who are eligible for leave under the federal Family and Medical Leave Act ("FMLA") shall be entitled to twelve (12) or more work weeks of unpaid leave within a defined twelve- (12-) month period for the following purposes:

1. Because of the birth of a child of the employee and to care for such child;
2. Because of the placement of a child with the employee for adoption or foster care;
3. To care for the spouse or a child or parent of the employee if such spouse, child or parent has a serious health condition;
4. Because of a serious health condition that renders the employee unable to perform the functions of his/her position;
5. To care for an injured service member of the U.S. Armed Forces who is the employee's spouse, child, parent or next of kin; or
6. Because of a qualifying exigency arising out of the fact that the employee's spouse, child or parent is on active duty or has been notified of any impending call or order to active duty in the U.S. Armed Forces in support of a contingency operation.

B. An employee who is on a leave of absence that otherwise qualifies as leave under the FMLA (e.g., family responsibility leave, sick leave or maternity and paternity leave) shall have the periods of absence on such other leave charged to the employee's FMLA leave entitlement.

### **Section 11.4: Sick Leave**

A. An employee accrues paid sick leave by an amount of .4616 days per payroll period up to a maximum of twelve (12) work days per year. An employee must be in paid status for a minimum of five (5) work days per payroll period to accrue paid sick leave during such period. An employee may accumulate no more than 175 work days of paid sick leave.

B. An employee may only use paid sick leave for non-occupational personal illness or injury and disability incidental to the employee's pregnancy; appointments with physicians, dentists or other recognized practitioners; maternity or paternity leave; or for leave related to a serious illness, disability or injury in the immediate family of the employee. Paid sick leave shall not be used for vacation purposes under any circumstances.

C. The Employer shall maintain a record of each employee's accumulation and use of paid sick leave.

D. The employee's separation from employment terminates all rights to accumulated paid sick leave.

### **Section 11.5: Parental Leave**

All full-time Employees shall be eligible for paid time off as a result of the birth or adoption of a child ("Parental Leave") under the following conditions. To be eligible for Parental Leave, an employee must apply for and be determined to be eligible for FMLA (Family and Medical Leave Act) leave. If an employee has FMLA coverage at the time he or she requests Parental Leave, and has utilized some or all of the allotted 480 hours of FMLA coverage, the employee will nevertheless be entitled to Parental Leave pursuant to all other provisions of this section and provided that the employee submits an FMLA certification form to support the request for Parental Leave.

Eligible employees are entitled to receive the following Parental Leave:

- Up to four (4) weeks of Parental Leave to a birth mother to recover from a non-surgical delivery; or
- Up to six (6) weeks of Parental Leave to a birth mother to recover from a surgical delivery; or
- Up to two (2) weeks of Parental Leave for the birth of a child or children to a spouse or domestic partner or civil union partner.

Parental Leave shall be administered in conjunction with the Family & Medical Leave Act and may be combined with other accrued paid time off such as vacation, personal, and or sick time to achieve the maximum amount of paid time off while taking FMLA leave. However, employees cannot use Parental Leave prior to the date of birth/adoption and must use Parental Leave in a continuous block of time beginning on the day of birth or adoption. An employee who qualifies for Parental Leave may be entitled to additional time off pursuant to the FMLA. Health insurance benefits for an employee receiving Parental Leave shall be maintained and administered under the same conditions as for an employee covered by FMLA.

Parental Leave shall be considered an alternative to Family Responsibility Leave, and an employee who chooses Parental Leave will not be eligible for additional leave pursuant to the Family Responsibility Leave provision in this Agreement.

### **Section 11.6: Family Responsibility Leave**

Employees, except those who have applied for and been granted paid Parental Leave, shall be granted maternity or paternity leaves of absence to cover periods of pregnancy, and post-partum child care, and adoption with regard to an employee or an employee's domestic partner or civil union partner. The length of such leave, in general, shall not exceed six (6) months, but may be renewed by the Department Head. In addition, an employee who has at least two (2) years of service and has a need to be absent from work to meet family responsibilities arising from the employee's role in his/her family or household may, upon request and for good cause shown, be granted a leave of absence for a period not to exceed a total of six (6) months (increasing up to one (1) year for those employees who have accrued personal leave entitling them to more time under current County policy) without pay. Eligible employees are entitled to up to twelve (12) work weeks unpaid leave for Family and Medical Leave Policy. Insurance coverage shall be maintained

only in accordance with the Family Medical Leave Act ("FMLA") leave, i.e., up to twelve (12) weeks and meeting FMLA standards.

#### **Section 11.7: Educational Leave**

An unpaid leave of absence for a period not to exceed twelve (12) months may be granted to an employee who has at least two (2) years of seniority for the purpose of attending a recognized college, university, trade, technical or high school, provided that the course of instruction is logically related to the employee's employment opportunities with the Employer. Such leave shall not be arbitrarily or capriciously denied and may be extended for good cause.

#### **Section 11.8: Union Leave**

A. An unpaid leave of absence not to exceed twelve (12) months will be granted to an employee who is elected, delegated or appointed to participate in duly authorized business of the Union that requires a full-time absence from employment with the Employer. Such leave may be extended by mutual agreement of the parties.

B. Employees duly elected as delegates of the Union may be allowed unpaid leave to attend national conferences and conventions of the Union not to exceed ten (10) work days for all employees.

C. Elected delegates will be permitted to attend a state AFSCME convention once every other year without loss of compensation for two (2) work days, including travel time. The Union will be entitled to three (3) delegates for the state AFSCME convention. Approval of delegates to attend the state AFSCME convention under this provision is subject to the legitimate operational needs of the Employer.

#### **Section 11.9: Military Leave**

An eligible employee who requires leave from employment for purposes of military service shall be entitled to the compensation, benefits, restoration rights and other guarantees provided by the federal Uniformed Services Employment and Reemployment Rights Act, the Illinois Military Leave of Absence Act, the Local Government Employees Benefits Continuation Act, the Illinois Public Employee Armed Services Rights Act and any other applicable federal or state statute or local ordinance.

#### **Section 11.10: Veterans' Conventions**

An employee who is a delegate or an alternate delegate to a national or state convention of a recognized veterans' organization may request a leave of absence for the purpose of attending such convention, provided that an employee requesting such leave without loss of compensation must satisfy the following conditions: (A) the employee must be a delegate or an alternate delegate to the convention as established in the by-laws of the organization; (B) the employee must register with the credentials committee at the convention headquarters; (C) the employee's name must appear on the official delegate-alternate rolls that are filed in the state headquarters of his/her organization at the close of the convention; (D) the employee must have attended no other convention with a paid leave of absence during the fiscal year; and (E) upon returning from the

convention, the employee must produce a registration card signed by a proper official of the convention indicating attendance.

#### **Section 11.11: Jury Duty**

An employee will be provided leave without loss of compensation for the purpose of responding to a summons for jury duty and for the duration of service on a jury, provided that the employee remits his/her jury compensation less any travel allowance to the Employer.

#### **Section 11.12: Bereavement Leave**

A. An employee will be granted leave without loss of compensation for up to three (3) work days to attend the funeral of a member of the employee's immediate family or household. Where death occurs in the immediate family and the funeral is to be held outside a one hundred fifty (150) mile radius from the Cook County Building, 118 North Clark Street, Chicago, Illinois, the employee shall be entitled to a maximum of five (5) normal days' pay.

B. For the purpose of this Section, the employee's immediate family shall include his/her mother, father, spouse, child (including step child and foster child), brother, sister, grandchild, grandparent, spouse's parent or such persons who have reared the employee.

C. To qualify for pay as provided herein, the employee must provide satisfactory proof of death, relationship to the deceased and attendance at the funeral. Any additional time needed in the event of bereavement may be taken as emergency vacation. If an employee's vacation is interrupted by a death in the immediate family, bereavement pay as described herein shall be allowed, and such days will not be counted as vacation.

#### **Section 11.13: Other Leaves of Absence**

An employee will be entitled to any other leaves of absence established by the Employer's policies or provided by federal or state statute or local ordinance, including, but not limited to, leave under the Illinois Family Military Leave Act, the Illinois School Visitation Rights Act and the Illinois Victims' Economic Security and Safety Act, in accordance with the terms and conditions established for such leave by such policies, statutes or ordinances.

### **ARTICLE 12 HEALTH AND SAFETY**

The Employer shall endeavor to provide a healthy and safe work environment for all employees. Employees are equally responsible for promoting a healthy and safe work environment and for performing their assigned duties in accordance with applicable health and safety rules and regulations. Any employee who witnesses or is involved in a workplace accident or injury or who observes potentially unhealthy or unsafe working conditions shall immediately report such information to his/her immediate supervisor.

**ARTICLE 13  
GENERAL PROVISIONS**

**Section 13.1: Direct Deposit**

The Employer will maintain a direct deposit program whereby an employee may elect to have his/her paycheck directly deposited into a bank account of his/her choice, provided that the bank is capable of receiving direct deposit.

**Section 13.2: Personnel Records**

The Employer shall maintain personnel records for employees and shall permit employees to inspect their personnel records in accordance with the Illinois Personnel Record Review Act. An employee who desires to inspect his/her personnel record shall submit a written request for such inspection to the Deputy of Human Resources, with a copy to his/her immediate supervisor.

**Section 13.3: Substitution of Elective Time for Unapproved Absences**

If an employee is permitted to utilize compensatory time off or other elective time (e.g., vacation days, a floating holiday or personal days) in lieu of being docked for an unapproved absence, the employee's use of compensatory time off or other elective time shall not prevent the Employer from recording the unapproved absence as an attendance violation and disciplining the employee if warranted pursuant to the Employer's attendance policy.

**Section 13.4: Printing of Contracts**

The Union will have this Agreement printed in booklet form. Employees shall receive a copy of the printed Agreement. The Union shall receive a reasonable number of extra copies. The Employer shall pay half the Union's costs of printing. If the Employer does not reimburse the union within sixty (60) days of its receipt of the bill, the Employer will be liable for the full cost of printing.

**ARTICLE 14  
HEALTH AND WELFARE BENEFITS**

Except as may be agreed upon by the parties in writing, the health and welfare benefits currently offered in Appendix C (attached) to employees in the bargaining unit shall remain unchanged and in effect through November 30, 2017 and shall thereafter remain unchanged and in effect during the period in which Cook County negotiates successor collective bargaining agreements with all other AFSCME bargaining unit employees. In the event that such negotiations result in modifications of or amendments to Cook County's current health and welfare benefits, the agreed-upon modifications and amendments shall be applicable to employees in the bargaining unit on the same terms, conditions and effective dates as are applicable to all other AFSCME bargaining unit employees, including, but not limited to, the following benefit plans, policies and procedures: employee health care contributions; insurance opt-out; the AFSCME Personal Support Program; the dental plan; the vision plan; hospitalization benefits for new hires; the flexible benefits plan; life insurance; insurance claim disputes; benefits for part-time employees; health care benefits for domestic partners; insurance benefits for laid off employees;

hospitalization insurance; disability benefits; the pension plan; tax shelters; and a mass transit benefit program. Children will be eligible for health insurance benefits in accordance with applicable state and federal law.

## **ARTICLE 15 RATES OF PAY**

### **Section 15.1: General Wage Increases**

A. Employees shall receive the following retroactive increases in their base salaries effective the first full payroll period following the ratification of this Agreement and its adoption in ordinance form by the Cook County Board of Commissioners:

Effective the first full pay period on or after June 1, 2013 the pay rates for all classifications shall be increased 1.00%.

Effective the first full pay period on or after June 1, 2014 the pay rates for all classifications shall be increased 1.50%.

Effective the first full pay period on or after June 1, 2015 the pay rates for all classifications shall be increased 2.00%.

Effective the first full pay period on or after December 1, 2015 the pay rates for all classifications shall be increased 2.00%.

Effective the first full pay period on or after December 1, 2016 the pay rates for all classifications shall be increased 2.25%.

Effective the first full pay period on or after June 1, 2017 the pay rates for all classifications shall be increased 2.00%.

B. Effective the first full payroll period after December 1, 2008, any percentage wage increases or economic benefits and enhancements (including, but not limited to, bonuses, stipends, premium pay, allowances, reimbursements, paid leave, benefit days, vacation and educational benefits) agreed upon between and among Cook County and all other AFSCME bargaining unit employees effective on or after such date shall be applicable to employees in the bargaining unit on the same terms, conditions and effective dates as are applicable to such bargaining unit employees.

### **Section 15.2: Bilingual Pay**

An employee who is bilingual or proficient in sign language and who is designated by the Employer as an employee who is required to provide interpretive assistance upon request shall receive an additional \$50.00 per month.

### **Section 15.3: Travel Reimbursement**

An employee who is required to use a personally owned automobile during the course of his/her employment shall be reimbursed in accordance with the Cook County Travel Expense Reimbursement Policy.

## **ARTICLE 16 GRIEVANCE AND ARBITRATION PROCEDURE**

### **Section 16.1: Grievance Defined**

A grievance is defined as a dispute between the Union or an employee and the Employer with respect to the interpretation of, application of or compliance with the provisions of this Agreement.

### **Section 16.2: Right to Union Representation**

Employees may pursue grievances through Steps One and Two of the grievance procedure either individually or with representation by the Union. If an employee pursues a grievance without Union representation, a Union representative shall be permitted to attend grievance conferences, and any resolution of the grievance shall be consistent with this Agreement. Union stewards and employees shall be released from their job duties without loss of compensation to participate in grievance conferences conducted pursuant to the grievance procedure or to attend arbitration hearings as either a party or a witness.

### **Section 16.3: Grievance Procedure**

Prior to filing a grievance, the Union or the employee shall sincerely and earnestly attempt to resolve the dispute on an informal basis with the employee's immediate supervisor before the dispute is formalized as a grievance. If this attempt to resolve the dispute is unsuccessful, then the following procedure shall apply:

**Step One:** A grievance shall be filed by the Union or the employee with the deputy, director or manager to whom the employee's immediate supervisor directly reports (hereinafter referred to as the "senior executive") within fifteen (15) business days following the date of the events or circumstances that form the basis for the grievance or the date on which such events or circumstances become known to the Union or the employee, whichever is earlier. All grievances shall be submitted on a form to be agreed upon by the parties and shall describe the facts that form the basis for the grievance, the specific provisions of the Agreement allegedly violated and the specific relief requested. Failure to identify a specific provision of the Agreement or specific remedy shall not prejudice either party. Within ten (10) business days of the filing of the grievance, the Union and/or the employee and the senior executive shall meet to discuss the basis for the grievance and explore a resolution to the dispute if appropriate. Within ten (10) business days following the meeting, the senior executive shall communicate his/her Step One Decision and the rationale for such decision in writing to the Union and the employee.

**Step Two:** If the Step One response is not satisfactory, the Union or the employee may pursue the grievance by submitting it to the Chief Deputy Assessor or his/her designee within ten (10) business days from the date the Step One Decision is provided to the Union or the date upon which the Step One Decision is due, whichever is earlier. Within ten (10) business days of the submission of the grievance, the Union and/or the employee and the Chief Deputy Assessor or his/her designee shall meet to discuss the basis for the grievance and explore a resolution to the dispute if appropriate. Within ten (10) business days following the meeting, the Chief Deputy Assessor or his/her designee shall communicate his/her Step Two Decision and the rationale for such decision in writing to the Union and the employee.

**Step Three:** If the Step Two response is not satisfactory, the Union only may appeal the grievance to arbitration by filing a demand for arbitration in writing with the Chief Legal Counsel for the Assessor's Office within thirty (30) calendar days following the date of the Step Two response. A grievance filed by the Employer may be initiated at Step Three and appealed directly to arbitration by filing a demand for arbitration with the Union.

#### **Section 16.4: Advanced Step Filing**

If a grievance is based on the action or inaction of an authority above the senior executive as defined in Section 16.3, then the grievance may be filed directly with the Chief Deputy Assessor or his/her designee at Step Two.

#### **Section 16.5: Arbitration**

A. Within ten (10) business days of the filing of a demand for arbitration or the conclusion of any mediation, whichever is later, the parties shall attempt to select a mutually agreeable arbitrator. If the parties are unable to agree on an arbitrator, the parties shall request a panel of arbitrators from the Federal Mediation and Conciliation Service or any other appropriate and agreed-upon agency and shall select an arbitrator through an alternate striking process with the party who appealed the grievance to arbitration initially striking a name from the panel. After alternate striking by the parties, the name of the arbitrator that remains on the panel shall be the arbitrator. If the arbitrator selected is not available, then the parties will meet to determine the most efficient course of action to select an arbitrator.

B. The parties shall schedule a hearing with the arbitrator within ten (10) business days following the arbitrator's appointment.

C. The arbitrator shall not have the authority to amend, modify, nullify, ignore, disregard, add to or subtract from the provisions of this Agreement. The arbitrator shall only consider and decide the specific issue or issues appealed to arbitration and shall have no authority to decide any other issues. The arbitrator's decision shall be based upon his/her interpretation or application of the terms of this Agreement in light of the facts presented during the arbitration.

D. Within sixty (60) calendar days of the adjournment of the hearing, the arbitrator shall issue a decision and opinion in writing. The arbitrator's decision shall be final and binding

on the Union, the employee and the Employer, provided that the arbitrator does not exceed his/her authority as defined in this Agreement.

E. The Employer and the Union shall share equally the fees and expenses of the arbitrator and any other arbitration costs that are common to the parties. If an arbitration hearing date is postponed, the party responsible for the postponement shall be responsible for any charges submitted by the arbitrator. If the parties settle the grievance and cancel the arbitration hearing, the parties shall share equally any cancellation charges submitted by the arbitrator. Each party shall be responsible for compensating its own attorneys and representatives.

#### **Section 16.6: Time Limits**

The established time limits for processing grievances and demanding arbitration are essential to the efficiency and effectiveness of the grievance and arbitration procedure and may only be extended by mutual agreement of the parties. If the Employer neither meets with the Union or the employee nor responds to the grievance within the established time limits, the grievance may be advanced to Step Two by the Union or the employee or to Step Three by only the Union as the case may be. If the Union or the employee fails to file a Step One Grievance, Step Two Grievance or Demand for Arbitration within the established time limits, then the grievance shall be dismissed as untimely.

### **ARTICLE 17 CONTINUITY OF OPERATION**

#### **Section 17.1: Strike Prohibition**

The Union will not cause, call, institute, participate in, sanction, ratify, encourage or permit its members to cause, call, institute, participate in or encourage in any way any work stoppage, strike, sympathy strike, picketing, slow down or any other concerted refusal to perform work for any reason or to honor any picket line or other curtailment, restriction or interference with any of the Employer's functions or operations. No employee will participate in any such action during the term of this Agreement or any extension thereof.

#### **Section 17.2: Union Responsibility**

If any action prohibited by this Article occurs, the Union shall immediately comply as follows:

- A. Publicly disavow such action by the employees or other persons involved;
- B. Advise the Employer in writing that such action has not been caused or sanctioned by the Union;
- C. Notify the employees stating that it disapproves of such action and instructing all employees to cease such action and return to work immediately; and

- D. Engage in such other measures as are reasonably appropriate to conform with the provisions of this Article, including compliance with reasonable requests by the Employer to accomplish this end.

**Section 17.3: Discharge of Violators**

Any employee who engages in any action prohibited by this Article shall be subject to immediate discharge. In such circumstances, the employee or the Union on his/her behalf shall have no recourse to the grievance and arbitration procedure, except for the sole purpose of determining whether an employee in fact participated in the action prohibited by this Article. If an arbitrator concludes that the employee in fact participated in such action, the Employer's decision to discharge the employee may not be denied.

**Section 17.4: Lock Out Prohibition**

The Employer shall not lock out employees during the term of this Agreement or any extension thereof.

**Section 17.5: Reservation of Rights**

In the event of any violation of this Article by the Employer or the Union, the affected party may pursue any legal or equitable remedy otherwise available, and the exhaustion of the grievance and arbitration procedure shall not be a condition precedent to the pursuit of any legal or equitable remedy.

**ARTICLE 18  
LEGALITY CLAUSES**

**Section 18.1: Complete Agreement**

During the negotiations for this Agreement, each party had an unlimited right to submit demands and proposals with respect to any subject of collective bargaining. The agreements reached by the parties after the exercise of this right are set forth fully in this Agreement. For the duration of this Agreement, the Employer shall not be obligated to bargain collectively with respect to any issue that has been or may have been a subject of collective bargaining during these negotiations, regardless of whether such issue was raised or could have been raised or whether such issue is covered or excluded by the terms of this Agreement. This Agreement supersedes and cancels all prior practices and understandings between the parties, whether oral or written, unless expressly stated herein, including the neutrality agreement fully executed by the parties on December 12, 2006.

**Section 18.2: Savings and Severability**

No provision of this Agreement is intended to violate any federal, state or local laws, regulations and rules. If any provision of this Agreement is determined to be unlawful or unenforceable by a court of competent jurisdiction or by virtue of any subsequently enacted legislation, the remaining provisions of this Agreement shall remain in full force and effect. In

such circumstances, upon the request of either party, the parties shall meet promptly to negotiate a substitute provision for any provision declared or rendered unlawful or unenforceable.

**Section 18.3: Amendments to Agreement**

The provisions of this Agreement may only be modified or amended during its term or any extension thereof through a written agreement executed by both parties.

**ARTICLE 19  
DURATION AND TERMINATION**

This Agreement shall become effective on December 17, 2012 and shall remain in effect through November 30, 2017. This Agreement shall automatically renew itself from year to year thereafter, unless either party submits a written notice to the other party not less than sixty (60) calendar days prior to the expiration date or any anniversary thereof that it desires to modify or terminate this Agreement. In the event such notice is submitted by either party, this Agreement shall remain in effect after the expiration date until a successor collective bargaining agreement has been reached or until either party submits written notice of cancellation to the other party at least five (5) business days prior to the effective date of the cancellation. Any notice submitted pursuant to this Article shall be delivered by registered or certified mail to the following addresses as appropriate:

Cook County Assessor's Office  
118 North Clark Street, Room 300  
Chicago, Illinois 60602

Office of the President  
Cook County Board of Commissioners  
118 North Clark Street, Room 537  
Chicago, Illinois 60602

AFSCME Council 31  
29 North Wacker Drive, Suite 800  
Chicago, Illinois 60606

Any notice of a change in address shall be delivered in the same fashion to the above addresses as appropriate.

IN WITNESS WHEREOF, the parties to this Agreement affix their signatures below:

FOR THE COOK COUNTY ASSESSOR'S OFFICE

FOR AFSCME COUNCIL 31, LOCAL 3835

By: *Jerry M. G.*

By: *David W. Dean*

Dated: 10 May 2016

Dated: 5/10/16

FOR THE COUNTY OF COOK

AFSCME COUNCIL 31, LOCAL 3835  
BARGAINING TEAM

By: *Joni Presumida*

Dated: \_\_\_\_\_

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APPROVED BY THE BOARD OF  
COOK COUNTY COMMISSIONERS

JUN 08 2016

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**APPENDIX A  
BARGAINING UNIT POSITIONS**

Job Code	Grade	Title
4895	9	Freedom Of Information Junior Specialist I
4896		Receptionist I
4883		Support Staff I
4897		Supply Assistant I
4898		Taxpayer Information Junior Specialist I
4899	10	Freedom Of Information Junior Specialist II
4900		Receptionist II
4901		Support Staff II
4902		Taxpayer Information Junior Specialist II
4903	11	Freedom Of Information Junior Specialist III
4904		Freedom of Information Specialist I
4905		Receptionist III
4906		Residential Junior Analyst
4907		Residential Permit Analyst I
4908		Supply Assistant II
4909		Support Staff III
4910		Taxpayer Information Junior Specialist III
4911		Taxpayer Information Specialist I
4912		Technical Review Specialist I
4913	12	Administrative Assistant (Correspondence)
4914		Freedom Of Information Junior Specialist IV
4915		Freedom of Information Specialist II
4916		Receptionist IV
4917		Residential Permit Analyst II
4918		Support Staff IV
4919		Taxpayer Information Junior Specialist IV
4920		Taxpayer Information Specialist II
4921		Technical Review Specialist II
4922	13	Administrative Assistant I (Assessor)
4923		Division Junior Analyst I
4924		Exempt Department Coordinator

Job Code	Grade	Title
4925		Freedom of Information Specialist III
4926		I/C Valuations Junior Analyst
4927		Liaison to Foreign Language Community
4928		Liaison to Religious Institutions
4929		Receptionist V
4930		Records Management Specialist I
4931		Residential Field Inspector
4932		Residential Junior Analyst I
4933		Residential Junior Field Inspector I
4934		Residential Permit Analyst III
4935		Senior Support Staff I
4936		Supply Coordinator
4937		Support Staff V
4938		Taxpayer Information Senior Specialist I
4939		Taxpayer Information Specialist III
4940		Taxpayer Information Senior Specialist / Group Leader I
4941		Technical Review Specialist III
4942	14	Administrative Assistant II (Assessor)
4943		Automation Coordinator
4944		Division Analyst I
4945		Division Junior Analyst II
4946		Exempt Analyst I
4947		Freedom of Information Specialist IV
4884		I/C Valuations Junior Analyst I
4948		Industrial Commercial Junior Field Inspector I
4949		Junior Programmer I
4950		Receptionist VI
4951		Records Management Specialist II
4885		Residential Analyst I
4952		Residential Field Inspector I
4953		Residential Field Workflow Coordinator
4954		Residential Junior Analyst II
4955		Residential Junior Field Inspector II
4956		Residential Modeling Junior Analyst I

Job Code	Grade	Title
4957		Residential Permit Analyst IV
4958		Senior Support Staff II
4959		Specific Properties Analyst I
4960		Support Staff VI
4886		Taxpayer Information Senior Specialist II
4961		Taxpayer Information Senior Specialist / Group Leader II
4962		Taxpayer Information Specialist IV
4963		Technical Review Residential Analyst I
4964		Technical Review Specialist IV
4965		Van Driver
4966	15	Administrative Assistant III (Assessor)
4967		Division Analyst II
4968		Division Junior Analyst III
4969		Exempt Analyst II
4970		I/C Valuations Junior Analyst II
4971		Industrial Commercial Junior Field Inspector II
4972		Landmarks Analyst
4973		Junior Programmer II
4974		Records Management Specialist III
4975		Residential Analyst II
4976		Residential Field Inspector II
4977		Residential Junior Analyst III
4978		Residential Junior Field Inspector III
4979		Residential Modeling Junior Analyst II
4980		Senior Support Staff III
4981		Specific Properties Analyst II
4982		Taxpayer Advocate Analyst I
4983		Taxpayer Information Specialist
4984		Taxpayer Information Senior Specialist III
4985		Taxpayer Information Senior Specialist / Group Leader III
4986		Technical Review Residential Analyst II
4987	16	Administrative Assistant IV (Assessor)
4988		Affordable Housing Specialist
4989		Automation Analyst I

Job Code	Grade	Title
4990		Division Analyst III
4887		Division Senior Analyst I
4991		Exempt Analyst III
4992		I/C Valuations Analyst I
4993		I/C Valuations Junior Analyst III
4994		I/C Valuations Support Staff Group Leader
4995		Industrial Commercial Field Inspector I
4996		Industrial Commercial Junior Field Inspector III
4997		Junior Programmer III
4998		Records Management Specialist IV
4999		Research Analyst I
5000		Residential Analyst III
4888		Residential Field Inspector III
4889		Residential Group Leader I
5001		Residential Modeling Junior Analyst III
5002		Residential Modeling Senior Analyst I
4890		Residential Permit Group Leader
5003		Residential Senior Analyst I
5004		Residential Senior Field Inspector I
5005		Senior Support Staff IV
4891		Specific Properties Analyst III
5006		Specific Properties Senior Analyst I
4892		Taxpayer Advocate Analyst II
5007		Taxpayer Information Senior Specialist / Group Leader IV
5008		Taxpayer Information Senior Specialist IV
5009		Technical Review Industrial and Commercial Analyst I
4893		Technical Review Residential Analyst III
5010		Technical Review Support Staff Group Leader
5011	17	Administrative Assistant V (Assessor)
5012		Automation Analyst II
5013		Division Analyst IV
5014		Division Senior Analyst II
5015		Exempt Analyst IV
5016		I/C Valuations Analyst II

Job Code	Grade	Title
5017		I/C Valuations Junior Analyst IV
5018		Industrial Commercial Field Inspector II
5019		Industrial Commercial Junior Field Inspector IV
5020		Programmer I (Assessor)
5021		Junior Programmer IV
5022		Records Management Specialist V
5023		Research Analyst II
5024		Residential Analyst IV
5025		Residential Field Inspector IV
5026		Residential Group Leader II
5027		Residential Modeling Junior Analyst IV
5028		Residential Modeling Senior Analyst II
5029		Residential Senior Analyst II
5030		Residential Senior Field Inspector II
5031		Senior Support Staff V
5032		Specific Properties Analyst IV
5033		Specific Properties Senior Analyst II
5034		Systems Analyst I (Assessor)
5035		Taxpayer Advocate Analyst III
5036		Technical Review Industrial and Commercial Analyst II
5037		Technical Review Residential Analyst IV
5038		Township Assessor Liaison
5039	18	Automation Analyst III
5040		Division Senior Analyst III
5041		I/C Valuations Analyst III
5042		I/C Valuations Group Leader I
5043		Industrial Commercial Field Inspector III
5044		Industrial/Commercial Group Leader/ Senior Field Inspector I
5045		Payroll Coordinator
5046		Programmer II (Assessor)
5047		Research Analyst III
5048		Residential Group Leader III
5049		Residential Modeling Senior Analyst III
5050		Residential Senior Analyst III

Job Code	Grade	Title
5051		Residential Senior Field Inspector III
5052		Specific Properties Senior Analyst III
5053		Support Staff
5054		Systems Analyst II (Assessor)
5055		Taxpayer Advocate Analyst IV
5056		Taxpayer Information Senior Specialist
5057		Technical Review Industrial and Commercial Analyst III
5058		Technical Review Verification Specialist
5059	19	Automation Analyst IV
5060		Division Senior Analyst IV
5061		GIS Analyst I
5062		I/C Valuations Analyst IV
5063		I/C Valuations Group Leader II
5064		I/C Valuations Senior Analyst I
5065		Industrial Commercial Field Inspector IV
5066		Industrial/Commercial Group Leader/ Senior Field Inspector II
5067		Programmer III (Assessor)
5068		Research Analyst IV
5069		Research Senior Analyst I
5070		Residential Group Leader IV
5071		Residential Modeling Senior Analyst IV
5072		Residential Senior Analyst IV
5073		Residential Senior Field Inspector IV
5074		Senior Programmer I
5075		Senior Systems Analyst I
5076		Special Projects Coordinator
5077		Specific Properties Senior Analyst IV
5078		Systems Analyst III (Assessor)
5079		Technical Review Industrial and Commercial Analyst IV
5080		Web Developer
5081	20	2nd Pass Coordinator & C/E Specialist
5082		Automation Analyst V
5083		Condominium Valuation Group Leader
5084		Division Senior Analyst V

Job Code	Grade	Title
5085		GIS Analyst II
5086		I/C Valuations Analyst V
5087		I/C Valuations Group Leader III
5088		I/C Valuations Senior Analyst II
5089		Industrial Commercial Field Inspector V
5090		Industrial/Commercial Group Leader/ Senior Field Inspector III
5091		Programmer IV (Assessor)
5092		Records Coordinator
5093		Research Analyst V
5094		Research Senior Analyst II
5095		Residential Group Leader V
5096		Residential Modeling Senior Analyst V
5097		Residential Senior Analyst V
5098		Residential Senior Field Inspector V
5099		Senior Programmer II
5100		Senior Systems Analyst II
5101		Specific Properties Senior Analyst V
5102		Systems Analyst IV (Assessor)
5103		Technical Review Industrial and Commercial Analyst V
5104	21	GIS Analyst III
5105		Group Leader of Application Development
5106		I/C Valuations Group Leader IV
5107		I/C Valuations Senior Analyst III
5108		Industrial/Commercial Group Leader/ Senior Field Inspector IV
5109		Program Developer
5110		Research Senior Analyst III
5111		Senior Programmer III
5112		Senior Systems Analyst III
5113	22	Communications Specialist/Spokesperson
5114		GIS Analyst IV
5115		I/C Valuations Senior Analyst IV
5116		Industrial/Commercial Group Leader/ Senior Field Inspector V
5117		Research Senior Analyst IV
5118		Senior Programmer IV

Job Code	Grade	Title
5119		Senior Systems Analyst IV
5120	23	GIS Analyst V
5121		I/C Valuations Senior Analyst V
5122		Research Senior Analyst V
5123		Senior Programmer V
5124		Senior Systems Analyst V
		Total titles in bargaining unit = 241

Side Letter

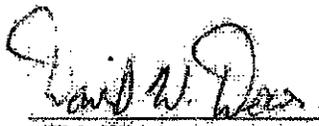
Employees may not use time not yet posted in the Timetracker. Employees may only use the various types of leave only after the leave is posted and appears in Timetracker. If an employee requests time off, but has an insufficient amount of the requested leave in Timetracker, the employee's supervisor will substitute an alternate type of leave for requested time off, if available to the employee. The supervisor will use leave in the following order: Personal Leave, and then Time Due. The Floating Holiday, a full eight (8) hours of Time Due and Vacation Time, even if available, cannot be substituted by the supervisor, as these must be requested at least one (1) day in advance. The supervisor cannot substitute leave the day before or after a paid holiday. Further, Sick Leave may only be used for illness or injury and shall not be used for vacation purposes under any circumstances and therefore can only be used when an employee requests Sick Leave. If the employee does not have any other leave, nor enough of the type of leave requested, the employee will be docked for the deficient amount and may accrue points as described below.

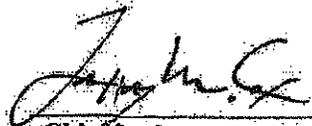
**EXAMPLE:** An employee was scheduled to begin work at 9:00 a.m. He telephones his supervisor before 10:00 a.m. to report that he is ill and requests to use one-half Sick Leave and one-half Personal Leave. The employee has 0.3 days of Sick Leave and 0.7 days of Personal Leave in the Timetracker. The employee also has seven (7) hours of Time Due. The supervisor will use 0.5 days of Personal Leave and four (4) hours of Time Due. No points will be assessed in this circumstance.

**EXAMPLE:** An employee was scheduled to begin work at 8:30 a.m. She telephones her supervisor before 9:30 a.m. to request a Personal Day. The employee has 0.7 days of Personal Leave and eight (8) hours of Time Due in the Timetracker. The supervisor will use 0.5 days of Personal Leave and four (4) hours of Time Due. No points will be assessed in this circumstance.

**EXAMPLE:** An employee was scheduled to begin work at 9:00 a.m. He telephones his supervisor before 10:00 a.m. to report that he is ill and requests to use one-half Sick Leave and one-half Personal Leave. The employee has 0.7 days of Sick Leave and 0.2 days of Personal Leave in the Timetracker. The employee has no Time Due. The supervisor will use 0.5 days of Sick Leave and dock the employee four (4) hours. Points may be assessed in this circumstance.

**EXAMPLE:** An employee was scheduled to begin work at 8:30 a.m. She telephones her supervisor before 9:30 a.m. to report that she is will and requests to use one-half Sick Leave and one-half Personal Leave. The employee has 0.3 days of Sick Leave, 0.2 days of Personal Leave and eight (8) hours of Time Due in the Timetracker. Because the supervisor cannot substitute eight (8) hours of Time Due, the employee will be docked for eight (8) hours. Points may be assessed in this circumstance.

  
\_\_\_\_\_  
Chief Spokesperson                      3/10/16  
AFSCME Council 31                      Date

  
\_\_\_\_\_  
Chief Spokesperson                      10 May 2016  
Assessor's Office                      Date

**Cook County Benefit Overview (Cont.)**

<b>Dental – HMO</b>	<b>Benefits Effective until 11/30/2015</b>	<b>Benefits Effective 12/1/2015</b>
<i>Annual Deductible</i>	\$0 (None)	\$0 (None)
<i>Benefit Period Maximum</i>	None	None
<i>Preventive</i>	100% of Maximum Allowance Includes 2 exams / cleanings per benefit period; Includes fluoride treatments under age 19	Requires a Maximum Allowance Includes 2 exams / cleanings per benefit period; Includes fluoride treatments under age 19
<i>Basic Benefits</i>	Requires a copayment for each specific service; Copayments equal a discount of approximately 70%	Requires a copayment for each specific service; Copayments equal a discount of approximately 70%
<i>Major Services</i>	Requires a copayment for each specific service; Copayments equal a discount of approximately 60%	Requires a copayment for each specific service; Copayments equal a discount of approximately 60%
<i>Orthodontics</i>	Requires copayments; Copayments equal a discount of approximately 25%; Max one full course of treatment for dependent children under 19	Requires copayments; Copayments equal a discount of approximately 25%; Max one full course of treatment for dependent children under 19

<b>Dental – PPO</b>	<b>Benefits Effective until 11/30/2015</b>	<b>Benefits Effective 12/1/2015</b>
<i>Annual Deductible</i>	\$25 Individual / \$100 Family (In network) \$50 Individual / \$200 Family (Out of network)	\$25 Individual / \$100 Family (In network) \$50 Individual / \$200 Family (Out of network)

<i>Preventive (2 exams / cleanings per Benefit Period)</i>	100% of Maximum Allowance (In network) 80% of Maximum Allowance (Out of network)	100% of Maximum Allowance (In network) 80% of Maximum Allowance (Out of network)
<i>Primary Services X-Rays Space Maintainers</i>	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)
<i>Restorative Services Routine Fillings</i>	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)
<i>Emergency Services</i>	80% of Maximum Allowance (In network) 80% of Maximum Allowance (Out of network)	80% of Maximum Allowance (In network) 80% of Maximum Allowance (Out of network)
<i>Endodontics</i>	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)
<i>Periodontics</i>	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)
<i>Oral Surgery</i>	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)
<i>Prosthetics</i>	50% of Maximum Allowance (In and out of network)	50% of Maximum Allowance (In and out of network)

<i>Orthodontics</i>	50% up to a lifetime max of \$1,250 (In and out of network)	50% up to a lifetime max of \$1,250 (In and out of network)
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**Cook County Benefit Overview (Cont.)**

**Employee Contributions – As a Percentage of Salary (Pre-Tax)**

<b>Blue Advantage HMO</b>	<b>Effective until 11/30/2015</b>	<b>Effective 12/1/2015</b>	<b>Effective 12/1/2016</b>
Employee Only	0.50%	1.00%	1.50%
Employee + Spouse	1.00%	1.50%	2.00%
Employee + Child(ren)	0.75%	1.25%	1.75%
Employee + Family	1.25%	1.75%	2.25%

<b>PPO</b>	<b>Effective until 11/30/2015</b>	<b>Effective 12/1/2015</b>	<b>Effective 12/1/2016</b>
Employee Only	1.50%	2.00%	2.50%
Employee + Spouse	2.00%	2.50%	3.00%
Employee + Child(ren)	1.75%	2.25%	2.75%
Employee + Family	2.25%	2.75%	3.25%

<b>Dental</b>	<b>Effective until 11/30/2015</b>	<b>Effective 12/1/2015</b>	<b>Effective 12/1/2016</b>
HMO	\$0	\$0	\$0
PPO	\$0	\$0	\$0

<b>Vision</b>	<b>Effective until 11/30/2015</b>	<b>Effective 12/1/2015</b>	<b>Effective 12/1/2016</b>
Vision Plan	\$0	\$0	\$0

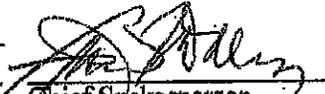
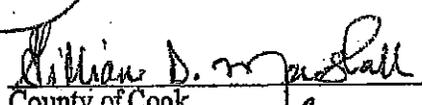
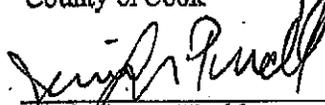
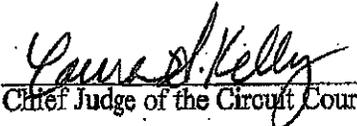
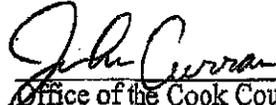
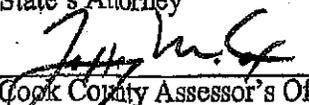
7-8-15

**TENTATIVE AGREEMENT BETWEEN AFSCME COUNCIL 31, AFSCME LOCALS 1111, 1178, 1276, 3477, 3486, 3969, 3696, 3315, 1767 (EXCEPT JTDC CASEWORKERS), 2060, 3835, AND THE COUNTY OF COOK, CHIEF JUDGE OF THE CIRCUIT COURT OF COOK COUNTY, OFFICE OF THE COOK COUNTY STATE'S ATTORNEY, COOK COUNTY ASSESSOR'S OFFICE AND THE COOK COUNTY HEALTH AND HOSPITALS SYSTEM**

**SIDE LETTER OF AGREEMENT  
MOST FAVORED NATION CLAUSE**

The Agreements will be amended in whatever manner is necessary to accomplish the changes herein:

For the period from the date of the execution of this tentative agreement through November 30, 2017 only, if Cook County enters into an agreement with any other union for a non-interest arbitration eligible bargaining unit that contains across-the-board wage increases greater than those set forth in the Parties' tentative agreement regarding general increases, or agrees to a lower rate of employee contribution to health insurance (either in employee contribution to premium or through plan design changes that are more favorable to employees) for a non-interest arbitration eligible bargaining unit, then upon demand by the union, those wage increases or health insurance changes will be applied to the members of these bargaining units.

	7/10/15		7-10-15
Chief Spokesperson AFSCME Council 31	Date	Chief Spokesperson Employers	Date
			7-10-15
		County of Cook	Date
			7-14-15
		Cook County Health and Hospitals System	Date
			7/14/15
		Chief Judge of the Circuit Court	Date
			7-13-15
		Office of the Cook County State's Attorney	Date
			13 July 2015
		Cook County Assessor's Office	Date

5-7-15

**SIDE LETTER OF AGREEMENT  
BETWEEN AFSCME COUNCIL 31, AFSCME LOCALS 1111, 1178, 1276, 3477, 3486,  
3969, 3696, 3315, 1767 (EXCEPT JTDC CASEWORKERS), 3692, 3958, 2226, 2264, 2060,  
3835, AND THE COUNTY OF COOK, CHIEF JUDGE OF THE CIRCUIT COURT OF  
COOK COUNTY, OFFICE OF THE COOK COUNTY STATE'S ATTORNEY, THE  
SHERIFF OF COOK COUNTY, COOK COUNTY ASSESSOR'S OFFICE AND THE  
COOK COUNTY HEALTH AND HOSPITALS SYSTEM**

**SHUTDOWN DAYS**

The Employers agree that they will not implement any shutdown days from the date of execution of this side letter through the termination of the collective bargaining agreement. This Agreement shall automatically expire upon Cook County Board of Commissioners' ratification of the successor agreement. This agreement is non-precedential and shall not be used by either party in any proceeding except to enforce its terms. Further, the parties agree that by executing this agreement neither the Union nor the Employers waive any positions, rights, claims or defenses regarding shutdown days.

*Michael P. Brennan* 5/7/15  
Chief Spokesperson Date  
AFSCME Council 31

*James D. Willey* 5-7-15  
Chief/Spokesperson Date  
Employers

*William B. Marshall* 5-7-15  
County of Cook Date

*Mark P. ...* 5/7/15  
Chief Judge of the Circuit Court Date

*Dee Weaver* 5/7/15  
Sheriff of Cook County Date

*David ...* 5-19-15  
Office of the Cook County State's Attorney Date

*Mark ...* 5/7/15  
Cook County Health and Hospitals System Date

*John ...* 7 MAY 2015  
Cook County Assessor's Office Date

10-8-13

TENTATIVE AGREEMENT BETWEEN AFSCME COUNCIL 31, AFSCME LOCALS 3477, 3486, 3969, 3696, 3315, 1767 (EXCEPT JTDC CASEWORKERS), 3692, 3958, 2226, 2264, 2060, 3835, AND THE COUNTY OF COOK, CHIEF JUDGE OF THE CIRCUIT COURT OF COOK COUNTY, OFFICE OF THE COOK COUNTY STATE'S ATTORNEY, THE SHERIFF OF COOK COUNTY, AND COOK COUNTY ASSESSOR'S OFFICE

AFSCME NON-ECONOMIC PROPOSAL NO. 7, Article V, Section 1 ALTERNATIVE WORK SCHEDULES

The Agreements will be amended in whatever manner is necessary to accomplish the changes herein:

Add the following side letter of agreement:

Alternative Work Schedules:

The parties understand the positive benefits that alternate work schedules have for employees. Therefore, the parties agree that no later than 90 days after ratification of this agreement, upon request of the Union, the parties shall meet to determine which position classifications may be eligible to participate in alternative work schedules and to resolve any procedural issues. If the Employer in its sole discretion determines its own needs may appropriately be met by allowing an employee the opportunity to have an alternative work schedule, the Employer may grant the request.

*[Signature]* 10/9/13  
\_\_\_\_\_  
Chief Spokesperson Date  
AFSCME Council 31

*[Signature]* 10-8-13  
\_\_\_\_\_  
Chief Spokesperson Date  
Employers

*[Signature]* 10/8/13  
\_\_\_\_\_  
County of Cook Date

*[Signature]* 10/8/13  
\_\_\_\_\_  
Chief Judge of the Circuit Court Date

*[Signature]* 10/8/13  
\_\_\_\_\_  
Sheriff of Cook County Date

*[Signature]* 10-8-13  
\_\_\_\_\_  
Office of the Cook County Date  
State's Attorney

*[Signature]* 10-8-13  
\_\_\_\_\_  
Cook County Assessor's Office Date

5-7-15

TENTATIVE AGREEMENT BETWEEN AFSCME COUNCIL 31, AFSCME LOCALS 1111, 1178, 1276, 3477, 3486, 3969, 3696, 3315, 1767 (EXCEPT JTDC CASEWORKERS), 3692, 3958, 2226, 2264, 2060, 3835, AND THE COUNTY OF COOK, CHIEF JUDGE OF THE CIRCUIT COURT OF COOK COUNTY, OFFICE OF THE COOK COUNTY STATE'S ATTORNEY, THE SHERIFF OF COOK COUNTY, COOK COUNTY ASSESSOR'S OFFICE AND THE COOK COUNTY HEALTH AND HOSPITALS SYSTEM

AFSCME ECONOMIC PROPOSAL 3  
SECTION 2, CLASSIFICATION AND GRADE CHANGES

Effective within 60 days after ratification by the Cook County Board of Commissioners, all classifications below Grade 11 of the AFSCME Schedule I Pay Plan shall be upgraded to or merged with Grade 11 classifications and all affected employees shall be placed in a step that contains a salary which is next closest but higher than the employee's current salary. Upon request by either party, the parties shall meet to resolve any resulting classification issues.

*[Signature]* 5/7/15  
Chief Spokesperson  
AFSCME Council 31

*[Signature]* 5-7-15  
Chief Spokesperson  
Employers

*[Signature]* 5-7-15  
County of Cook

*[Signature]* 5/7/15  
Chief Judge of the Circuit Court

*[Signature]* 5/7/15  
Sheriff of Cook County

*[Signature]* 5-19-15  
Office of the Cook County  
State's Attorney

*[Signature]* 5/7/15  
Cook County Health  
and Hospitals System

*[Signature]* 7 MAY 2015  
Cook County Assessor's Office

Effective June 1, 2013

**SCHEDULE I  
BUREAU OF HUMAN RESOURCES  
AFSCME**

Grade	Entry Rate	1st Step	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step	10th Step	After 1	After 1	After 1
												Year at 1st Longevity Rate & 10 Years Service	Year at 2nd Longevity Rate & 15 Years Service	Year at 3rd Longevity Rate & 20 Years Service
9	Hourly	13,907	14,498	15,114	15,757	16,427	17,125	17,853	18,343	18,710	19,049			
	Bi-Weekly	1,112.58	1,159.84	1,208.12	1,250.66	1,314.16	1,370.08	1,428.24	1,467.44	1,498.80	1,571.89			
	Annual	28,926	30,165	31,437	32,774	34,188	35,822	37,184	38,163	38,916	40,869			
10	Hourly	14,888	15,580	16,189	16,877	17,594	18,342	19,122	19,649	20,041	21,043			
	Bi-Weekly	1,191.68	1,242.40	1,288.12	1,350.16	1,407.52	1,467.36	1,529.76	1,571.82	1,603.28	1,683.44			
	Annual	30,983	32,302	33,573	35,104	38,595	38,161	39,773	40,869	41,655	43,789			
11	Hourly	15,981	16,690	17,369	18,105	18,875	19,678	20,515	21,080	21,501	22,578			
	Bi-Weekly	1,278.48	1,332.80	1,388.52	1,448.49	1,510.80	1,574.24	1,641.20	1,688.40	1,720.08	1,808.08			
	Annual	33,240	34,652	36,127	37,380	39,280	40,930	42,571	43,848	44,722	48,958			
12	Hourly	17,114	17,844	18,602	19,382	20,216	21,076	21,971	22,575	23,027	24,178			
	Bi-Weekly	1,399.12	1,427.52	1,488.16	1,551.38	1,617.28	1,685.08	1,767.68	1,806.08	1,842.16	1,934.24			
	Annual	35,697	37,116	38,682	40,335	42,049	43,838	46,689	48,958	47,896	50,280			
13	Hourly	18,330	19,109	19,921	20,766	21,651	22,571	23,530	24,177	24,681	25,894			
	Bi-Weekly	1,465.40	1,528.72	1,593.68	1,661.44	1,732.08	1,805.68	1,882.40	1,934.16	1,972.88	2,071.62			
	Annual	38,126	39,746	41,435	43,187	45,034	46,947	48,942	50,288	51,294	53,589			
14	Hourly	19,680	20,517	21,389	22,296	23,245	24,233	25,263	25,957	26,477	27,801			
	Bi-Weekly	1,574.40	1,641.35	1,711.12	1,783.84	1,859.80	1,938.84	2,021.04	2,076.68	2,118.16	2,224.08			
	Annual	40,934	42,675	44,469	46,379	48,349	50,404	52,547	53,980	55,072	57,826			
15	Hourly	21,167	22,087	23,028	24,004	25,024	26,088	27,196	27,945	28,504	29,928			
	Bi-Weekly	1,594.86	1,759.96	1,842.08	1,920.32	2,001.82	2,087.84	2,176.88	2,235.80	2,280.32	2,394.24			
	Annual	44,088	45,940	47,824	49,928	52,049	54,283	56,687	58,125	59,288	62,260			
16	Hourly	22,744	23,711	24,719	25,767	26,862	28,004	29,185	29,988	30,598	32,128			
	Bi-Weekly	1,819.52	1,896.88	1,977.44	2,061.88	2,149.98	2,240.32	2,333.60	2,398.84	2,470.84	2,570.24			
	Annual	47,307	49,318	51,413	53,595	55,872	58,248	60,725	62,395	63,643	66,826			
17	Hourly	24,408	25,445	26,526	27,654	28,828	30,055	31,334	32,193	32,637	34,178			
	Bi-Weekly	1,952.84	2,035.80	2,122.08	2,212.32	2,308.24	2,404.40	2,506.48	2,575.44	2,626.88	2,758.24			
	Annual	50,769	52,925	55,174	57,620	60,182	62,814	65,168	66,881	68,300	71,714			
18	Hourly	26,145	27,255	28,414	29,621	30,880	32,193	33,561	34,488	35,174	36,933			
	Bi-Weekly	2,091.60	2,190.40	2,273.12	2,369.68	2,470.40	2,578.44	2,684.98	2,758.84	2,813.92	2,964.84			
	Annual	64,381	66,690	69,101	71,611	74,230	76,961	79,808	81,724	82,161	86,820			
19	Hourly	28,077	29,297	31,188	32,492	33,872	35,314	36,813	37,827	38,588	40,519			
	Bi-Weekly	2,294.16	2,391.76	2,493.44	2,599.36	2,709.76	2,828.12	2,945.04	3,028.16	3,086.64	3,241.04			
	Annual	69,849	72,185	74,829	77,583	80,453	83,483	86,168	87,571	88,860	92,827			
20	Hourly	31,491	32,820	34,226	35,679	37,185	38,778	40,424	41,535	42,395	44,494			
	Bi-Weekly	2,519.28	2,626.32	2,738.00	2,854.32	2,975.60	3,102.08	3,233.92	3,322.80	3,389.28	3,559.72			
	Annual	65,601	68,264	71,168	74,212	77,365	80,654	84,081	86,392	88,121	92,528			
21	Hourly	34,607	36,078	37,611	39,209	40,876	42,613	44,424	45,848	46,558	48,886			
	Bi-Weekly	2,798.58	2,988.24	3,099.88	3,188.72	3,270.08	3,408.04	3,553.92	3,661.68	3,784.64	3,910.88			
	Annual	71,982	76,042	78,230	81,564	85,022	88,635	92,401	94,943	96,840	101,582			
22	Hourly	37,978	39,591	41,274	43,028	44,855	46,762	48,751	50,091	51,092	53,947			
	Bi-Weekly	3,098.24	3,167.28	3,301.82	3,442.24	3,588.48	3,740.88	3,800.68	4,007.28	4,037.36	4,291.76			
	Annual	78,994	82,349	85,849	89,498	93,300	97,284	101,402	104,189	106,271	111,585			
23	Hourly	38,832	41,628	43,281	45,131	47,049	49,048	51,133	52,838	53,590	56,270			
	Bi-Weekly	3,186.86	3,322.08	3,463.28	3,610.48	3,763.92	3,923.84	4,090.64	4,208.04	4,287.20	4,601.60			
	Annual	82,850	86,374	89,045	93,872	97,881	102,019	106,366	109,279	111,467	117,041			

Effective June 1, 2014

**SCHEDULE I  
BUREAU OF HUMAN RESOURCES  
AFBOME**

Grade	Entry Rate	1st Step	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step	After 1	After 1	After 1
											Year at 1st Longevity Rate & 10 Years Service	Year at 2nd Longevity Rate & 15 Years Service	Year at 3rd Longevity Rate & 20 Years Service
9 - Hourly	14,116	14,715	15,341	15,993	16,673	17,383	18,121	18,818	19,591	19,941			
Bi-Weekly	1,129.28	1,177.20	1,227.28	1,279.44	1,333.84	1,390.84	1,449.68	1,489.44	1,519.28	1,598.28			
Annual	29,881	30,807	31,809	33,268	34,879	36,165	37,691	39,726	39,801	41,477			
10 Hourly	15,119	15,763	16,432	17,130	17,856	18,617	19,408	19,944	20,342	21,359			
Bi-Weekly	1,205.82	1,261.04	1,314.66	1,370.40	1,428.84	1,489.88	1,552.72	1,585.82	1,627.86	1,708.72			
Annual	31,447	32,767	34,178	36,630	37,144	38,723	40,370	41,489	42,911	44,426			
11 Hourly	16,221	16,910	17,630	18,378	19,155	19,973	20,823	21,398	21,924	22,918			
Bi-Weekly	1,297.68	1,362.80	1,410.40	1,470.24	1,532.84	1,597.84	1,665.84	1,711.88	1,745.92	1,833.20			
Annual	33,739	35,172	36,670	38,226	39,948	41,843	43,911	44,803	45,999	47,663			
12 Hourly	17,371	18,112	18,881	19,683	20,519	21,382	22,301	22,915	23,372	24,541			
Bi-Weekly	1,389.88	1,448.86	1,510.48	1,574.84	1,641.82	1,711.88	1,784.06	1,833.20	1,869.76	1,983.28			
Annual	36,131	37,672	39,272	40,940	42,679	44,488	46,386	47,669	48,613	51,045			
13 Hourly	18,505	19,338	20,220	21,080	21,976	22,910	23,883	24,540	25,031	26,282			
Bi-Weekly	1,488.40	1,591.88	1,617.80	1,683.40	1,758.08	1,832.80	1,916.84	1,953.20	2,002.48	2,102.66			
Annual	38,698	40,543	42,057	43,848	45,710	47,652	49,679	51,043	52,064	54,669			
14 Hourly	19,675	20,625	21,710	22,632	23,594	24,598	25,642	26,346	26,874	28,118			
Bi-Weekly	1,589.00	1,669.00	1,736.80	1,810.66	1,887.52	1,967.88	2,051.88	2,107.88	2,149.82	2,267.44			
Annual	41,548	43,918	45,166	47,074	49,075	51,169	53,395	54,799	55,997	58,699			
15 Hourly	21,005	22,118	23,271	24,364	25,599	26,876	27,804	28,364	28,992	30,377			
Bi-Weekly	1,720.40	1,793.44	1,859.68	1,940.12	2,021.92	2,118.32	2,208.92	2,269.12	2,314.66	2,430.16			
Annual	44,730	46,629	48,611	50,677	52,829	55,076	57,416	58,997	60,178	63,184			
16 Hourly	23,085	24,087	25,089	26,184	27,288	28,424	29,593	30,448	31,057	32,510			
Bi-Weekly	1,846.80	1,926.38	2,007.12	2,092.32	2,181.20	2,273.82	2,370.64	2,435.84	2,484.88	2,608.80			
Annual	48,019	50,089	52,188	54,400	56,711	59,121	61,636	63,331	64,598	67,826			
17 Hourly	24,774	25,827	26,824	27,869	28,960	30,096	31,281	32,676	33,380	34,985			
Bi-Weekly	1,981.92	2,088.16	2,153.92	2,246.52	2,340.80	2,440.48	2,544.08	2,614.08	2,666.40	2,799.60			
Annual	51,629	53,720	56,001	58,383	60,860	63,462	66,146	67,969	69,326	72,789			
18 Hourly	26,637	27,664	28,640	29,665	31,343	32,676	34,084	35,000	35,702	37,487			
Bi-Weekly	2,122.88	2,213.12	2,307.20	2,405.20	2,507.44	2,614.08	2,725.12	2,800.00	2,858.16	2,999.66			
Annual	56,169	57,541	59,987	62,535	65,183	67,966	70,888	72,800	74,280	77,972			
19 Hourly	28,107	30,345	31,638	32,979	34,390	35,884	37,395	38,394	39,182	41,121			
Bi-Weekly	2,326.56	2,427.60	2,530.88	2,638.32	2,750.40	2,867.52	2,989.20	3,071.82	3,132.96	3,289.88			
Annual	60,542	63,117	65,802	68,598	71,510	74,556	77,719	79,859	81,486	85,531			
20 Hourly	31,963	33,321	34,738	36,214	37,753	39,368	41,030	42,166	43,001	45,151			
Bi-Weekly	2,587.04	2,665.68	2,779.04	2,897.12	3,020.24	3,148.84	3,282.40	3,372.64	3,440.08	3,612.08			
Annual	68,483	69,807	72,285	75,325	78,526	81,884	85,342	87,668	89,442	93,914			
21 Hourly	35,126	36,819	38,175	39,787	41,469	43,232	45,080	46,331	47,266	49,610			
Bi-Weekly	2,810.08	2,929.62	3,054.00	3,183.76	3,319.12	3,460.16	3,607.20	3,708.48	3,780.48	3,969.62			
Annual	73,082	76,167	79,404	82,777	86,297	89,984	93,787	95,368	96,292	100,207			
22 Hourly	38,548	40,166	41,893	43,673	45,529	47,463	49,482	50,842	51,858	54,452			
Bi-Weekly	3,088.84	3,214.80	3,361.44	3,493.84	3,642.82	3,787.34	3,935.66	4,037.38	4,148.84	4,366.16			
Annual	80,179	83,584	87,137	90,899	94,700	98,728	102,922	105,751	107,684	113,260			
23 Hourly	40,428	42,149	43,940	45,808	47,765	49,714	51,800	53,326	54,384	57,114			
Bi-Weekly	3,234.32	3,371.82	3,516.20	3,664.64	3,820.40	3,982.72	4,152.00	4,266.08	4,351.52	4,569.12			
Annual	84,092	87,689	91,395	95,280	99,330	103,580	107,952	110,918	113,139	118,787			

Effective June 1, 2015

**SCHEDULE I  
BUREAU OF HUMAN RESOURCES  
AFSCME**

Grade	Entry Rate	1st Step	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step	After 1	After 1	After 1
											Year at 1st Longevity Rate & 10 Years Service	Year at 2nd Longevity Rate & 16 Years Service	Year at 3rd Longevity Rate & 20 Years Service
9	Hourly	14,398	15,009	15,648	16,313	17,006	17,731	18,483	19,260	19,371	20,340		
	Bi-Weekly	1,161.84	1,200.72	1,251.84	1,305.04	1,360.48	1,418.48	1,478.64	1,540.80	1,549.88	1,627.20		
	Annual	28,847	31,218	32,547	33,931	35,372	36,880	38,444	39,499	40,291	42,307		
10	Hourly	15,421	16,076	16,761	17,473	18,215	18,989	19,787	20,343	20,749	21,786		
	Bi-Weekly	1,233.68	1,286.24	1,340.88	1,397.84	1,457.20	1,518.12	1,580.76	1,627.44	1,658.92	1,742.88		
	Annual	32,076	33,442	34,862	36,348	37,887	38,497	41,177	42,318	43,167	45,314		
11	Hourly	16,545	17,240	17,963	18,746	19,541	20,372	21,239	21,824	22,280	23,373		
	Bi-Weekly	1,323.60	1,379.84	1,438.64	1,499.68	1,563.28	1,629.76	1,699.12	1,745.62	1,780.60	1,899.84		
	Annual	34,413	35,676	37,404	38,991	40,648	42,879	44,177	45,993	48,360	48,816		
12	Hourly	17,718	18,474	19,259	20,077	20,929	21,820	22,747	23,373	23,889	25,032		
	Bi-Weekly	1,417.44	1,477.92	1,540.72	1,606.16	1,674.32	1,745.60	1,819.76	1,889.84	1,907.12	2,002.66		
	Annual	36,653	38,426	40,088	41,780	43,532	45,345	47,318	48,816	49,568	52,066		
13	Hourly	18,977	19,784	20,624	21,502	22,416	23,369	24,361	25,081	25,532	26,808		
	Bi-Weekly	1,618.16	1,682.72	1,749.92	1,820.16	1,893.28	1,969.44	2,048.88	2,042.48	2,042.88	2,144.84		
	Annual	33,472	41,150	42,897	44,724	46,625	49,689	50,870	52,084	52,106	56,790		
14	Hourly	20,375	21,242	22,144	23,086	24,068	25,089	26,155	26,873	27,411	28,782		
	Bi-Weekly	1,630.00	1,699.36	1,771.62	1,846.80	1,925.28	2,007.94	2,092.40	2,149.84	2,192.88	2,302.66		
	Annual	42,880	44,183	48,059	48,059	50,557	52,183	54,402	55,895	57,014	59,668		
15	Hourly	21,896	22,866	23,898	24,981	26,107	27,279	28,489	28,931	29,511	30,985		
	Bi-Weekly	1,754.80	1,829.28	1,907.04	1,988.08	2,072.66	2,160.72	2,252.48	2,314.48	2,380.88	2,478.80		
	Annual	45,624	47,591	49,583	51,680	53,888	55,479	58,864	60,176	61,882	64,448		
16	Hourly	23,547	24,548	25,591	26,677	27,810	28,992	30,226	31,067	31,678	33,282		
	Bi-Weekly	1,883.76	1,969.84	2,047.28	2,134.16	2,224.80	2,318.36	2,418.08	2,484.66	2,534.24	2,680.86		
	Annual	48,977	51,059	53,229	55,488	57,844	60,368	62,870	64,598	65,880	69,184		
17	Hourly	25,269	26,344	27,462	28,630	29,845	31,110	32,437	33,330	33,997	35,985		
	Bi-Weekly	2,021.62	2,107.62	2,199.98	2,290.40	2,387.80	2,489.28	2,594.98	2,666.40	2,719.76	2,866.60		
	Annual	52,559	54,795	57,120	59,560	62,077	64,721	67,468	69,328	70,713	74,248		
18	Hourly	27,088	28,217	29,417	30,688	31,970	33,380	34,745	35,700	36,416	38,237		
	Bi-Weekly	2,166.44	2,267.36	2,363.36	2,453.28	2,557.60	2,666.40	2,779.60	2,856.00	2,913.28	3,058.98		
	Annual	56,301	58,891	61,187	63,786	66,497	69,329	72,289	74,266	76,745	79,832		
19	Hourly	28,989	30,192	32,269	33,639	35,085	36,601	38,112	39,182	39,945	41,943		
	Bi-Weekly	2,378.12	2,476.16	2,581.62	2,691.12	2,805.44	2,924.88	3,048.66	3,132.96	3,196.60	3,388.44		
	Annual	61,753	64,980	67,119	69,959	72,641	76,048	79,272	81,466	83,089	87,241		
20	Hourly	32,902	33,987	35,433	36,938	38,508	40,146	41,851	43,001	43,861	46,054		
	Bi-Weekly	2,608.16	2,718.96	2,846.64	2,988.04	3,140.64	3,211.80	3,348.08	3,440.08	3,508.88	3,684.92		
	Annual	67,812	70,692	73,790	76,851	80,088	83,901	87,060	88,442	91,230	95,792		
21	Hourly	35,829	37,351	38,939	40,593	42,319	44,117	45,982	47,258	48,201	50,811		
	Bi-Weekly	2,866.32	2,988.08	3,118.12	3,247.44	3,385.62	3,529.36	3,679.39	3,780.64	3,856.09	4,048.88		
	Annual	74,624	77,890	80,893	84,433	88,029	91,789	95,663	98,298	100,268	105,270		
22	Hourly	39,319	40,889	42,731	44,646	46,440	48,412	50,472	51,859	52,695	55,641		
	Bi-Weekly	3,146.52	3,278.12	3,418.48	3,563.68	3,715.20	3,872.88	4,037.76	4,148.72	4,231.60	4,443.28		
	Annual	81,783	85,237	88,980	92,868	98,596	100,886	104,881	107,888	110,021	116,526		
23	Hourly	41,238	42,992	44,819	46,724	48,710	50,788	52,938	54,395	55,482	58,286		
	Bi-Weekly	3,299.04	3,439.36	3,665.82	3,737.92	3,896.80	4,062.40	4,235.04	4,351.44	4,439.66	4,660.48		
	Annual	86,776	89,423	93,223	97,186	101,316	105,832	110,111	113,137	116,402	121,172		

Effective December 1, 2016

**SCHEDULE I  
BUREAU OF HUMAN RESOURCES  
AFSCME**

Grade	Entry Rate	1st Step	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step	After 1	After 1	After 1	
											Year at 1st Longevity Rate & 10 Years Service	Year at 2nd Longevity Rate & 15 Years Service	Year at 3rd Longevity Rate & 20 Years Service	
9	Hourly	14,088	16,309	18,531	18,639	17,848	18,088	18,883	19,370	19,758	20,747			
	Bi-Weekly	1,174.88	1,224.72	1,276.88	1,331.12	1,387.88	1,446.98	1,508.24	1,549.80	1,580.84	1,689.76			
	Annual	30,646	31,842	33,198	34,809	36,079	37,618	39,214	40,289	41,088	48,159			
10	Hourly	16,728	18,400	17,086	17,822	18,579	18,389	20,193	20,750	21,184	22,222			
	Bi-Weekly	1,288.32	1,312.00	1,387.88	1,425.78	1,488.82	1,549.82	1,618.44	1,660.00	1,693.12	1,777.76			
	Annual	32,716	34,112	35,659	37,069	38,644	40,287	42,001	43,180	44,021	46,221			
11	Hourly	18,876	17,893	18,343	19,121	19,932	20,779	21,884	22,280	22,705	23,840			
	Bi-Weekly	1,360.08	1,407.44	1,467.44	1,629.88	1,594.86	1,662.82	1,738.12	1,780.80	1,816.40	1,907.20			
	Annual	38,102	38,598	38,153	39,771	41,468	43,220	45,051	46,300	47,226	49,587			
12	Hourly	18,072	18,843	19,844	20,479	21,348	22,266	23,202	23,840	24,316	25,533			
	Bi-Weekly	1,446.78	1,507.44	1,671.82	1,698.82	1,707.84	1,780.48	1,856.16	1,907.20	1,945.28	2,042.64			
	Annual	37,888	38,188	40,859	42,898	44,403	46,212	46,280	49,887	60,877	58,108			
13	Hourly	19,857	20,180	21,088	21,832	22,884	23,835	24,848	25,532	26,048	27,344			
	Bi-Weekly	1,548.88	1,614.40	1,692.88	1,784.88	1,828.12	1,808.80	1,987.84	2,042.88	2,088.44	2,187.82			
	Annual	40,282	41,874	43,754	46,818	47,557	49,876	51,688	58,108	64,169	58,878			
14	Hourly	20,783	21,687	22,587	23,547	24,547	25,590	26,678	27,410	27,959	29,388			
	Bi-Weekly	1,682.84	1,733.38	1,808.88	1,883.78	1,968.76	2,047.20	2,134.24	2,192.80	2,238.72	2,348.84			
	Annual	48,228	46,087	48,980	48,877	61,087	53,227	66,480	67,012	68,154	81,084			
15	Hourly	22,374	23,328	24,318	25,348	26,425	27,549	28,719	29,810	30,101	31,605			
	Bi-Weekly	1,789.92	1,865.84	1,948.20	2,027.84	2,114.00	2,203.82	2,297.82	2,380.80	2,409.08	2,528.40			
	Annual	48,637	48,811	60,876	52,723	64,964	67,301	69,735	61,580	62,610	66,738			
16	Hourly	24,018	25,039	26,108	27,211	28,388	29,672	30,881	31,878	32,912	33,927			
	Bi-Weekly	1,821.44	2,003.12	2,088.24	2,176.88	2,269.28	2,365.76	2,466.48	2,634.24	2,684.88	2,714.18			
	Annual	48,957	52,081	64,284	68,888	69,001	61,889	64,128	66,890	67,208	70,868			
17	Hourly	28,774	28,871	28,011	29,208	30,442	31,738	33,088	33,997	34,877	36,408			
	Bi-Weekly	2,081.82	2,148.88	2,240.88	2,386.24	2,485.38	2,588.84	2,646.88	2,719.76	2,774.16	2,812.72			
	Annual	68,809	66,891	68,282	60,742	68,818	68,818	68,818	70,718	72,128	76,730			
18	Hourly	27,808	28,781	30,005	31,279	32,609	33,997	35,440	36,414	37,144	39,002			
	Bi-Weekly	2,208.72	2,302.48	2,400.40	2,502.32	2,608.72	2,718.78	2,835.20	2,918.12	2,871.82	3,120.18			
	Annual	67,428	68,884	62,410	66,090	67,828	70,718	73,718	76,741	77,289	81,124			
19	Hourly	30,289	31,871	32,914	34,312	35,789	37,282	38,874	39,848	40,744	42,782			
	Bi-Weekly	2,422.64	2,626.88	2,688.12	2,744.88	2,881.82	2,988.38	3,109.82	3,188.80	3,288.52	3,422.68			
	Annual	62,888	68,887	68,481	71,388	74,399	77,887	80,887	83,888	84,747	88,888			
20	Hourly	33,254	34,887	36,142	37,877	39,278	40,940	42,688	43,881	44,788	46,878			
	Bi-Weekly	2,680.32	2,773.38	2,881.38	3,014.16	3,142.24	3,278.84	3,415.04	3,508.88	3,579.04	3,788.00			
	Annual	69,188	72,107	78,178	78,388	81,688	85,171	88,791	91,230	93,058	97,708			
21	Hourly	36,848	38,088	39,718	41,408	43,188	44,888	46,812	48,203	49,188	51,828			
	Bi-Weekly	2,923.88	3,047.84	3,177.44	3,312.40	3,453.20	3,598.82	3,752.86	3,858.24	3,939.20	4,128.84			
	Annual	76,018	78,248	82,818	86,122	88,783	88,887	87,878	100,262	102,283	107,878			
22	Hourly	40,108	41,808	43,888	45,497	47,369	49,389	51,481	52,898	53,883	56,882			
	Bi-Weekly	3,208.40	3,344.72	3,488.88	3,634.86	3,789.82	3,950.40	4,118.48	4,231.88	4,316.24	4,522.18			
	Annual	83,418	86,882	80,888	84,808	98,827	102,710	107,080	110,023	112,222	117,888			
23	Hourly	42,083	43,882	45,715	47,688	49,884	51,781	53,897	55,481	56,892	59,421			
	Bi-Weekly	3,365.04	3,508.18	3,687.20	3,812.84	3,974.72	4,143.88	4,319.78	4,488.48	4,627.36	4,783.88			
	Annual	87,481	91,212	88,087	98,128	103,842	107,788	112,813	115,400	117,711	123,888			

Effective December 2, 2015

**SCHEDULE I  
BUREAU OF HUMAN RESOURCES  
AFSCME**

Grade	Entry Rate	1st Step	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step	After 1	After 1	After 1
											Year at 1st Longevity Rate & 10 Years Service	Year at 2nd Longevity Rate & 15 Years Service	Year at 3rd Longevity Rate & 20 Years Service
9	Hourly	14,086	15,309	16,581	17,899	19,248	20,635	22,059	23,519	25,014	19,867	19,867	20,651
	Bi-Weekly	1,174.66	1,224.72	1,276.83	1,331.12	1,387.68	1,446.65	1,508.24	1,572.41	1,639.16	1,588.56	1,588.56	1,658.08
	Annual	30,548	31,842	33,188	34,609	36,079	37,616	39,214	40,889	42,641	41,302	41,302	43,370
10	Hourly	15,729	17,000	18,318	19,672	21,061	22,485	23,944	25,438	26,967	21,270	21,270	22,333
	Bi-Weekly	1,258.32	1,312.00	1,367.68	1,425.76	1,486.32	1,549.52	1,615.44	1,684.00	1,755.16	1,701.60	1,701.60	1,786.94
	Annual	32,716	34,112	35,559	37,089	38,644	40,217	41,801	43,400	45,016	44,241	44,241	49,482
11	Hourly	17,378	18,749	20,161	21,614	23,108	24,643	26,218	27,834	29,491	22,619	22,619	23,959
	Bi-Weekly	1,350.08	1,407.44	1,467.44	1,529.89	1,594.88	1,662.32	1,732.12	1,804.40	1,879.16	1,826.62	1,826.62	1,916.72
	Annual	36,102	39,693	41,663	44,217	47,056	49,984	52,912	55,951	59,000	47,483	47,483	49,634
12	Hourly	19,027	20,498	22,010	23,563	25,158	26,794	28,471	30,189	31,948	24,488	24,488	25,681
	Bi-Weekly	1,445.76	1,607.44	1,671.62	1,838.32	1,909.12	2,084.96	2,162.88	2,347.84	2,432.00	1,935.04	1,935.04	2,032.88
	Annual	37,589	40,193	40,869	42,585	44,403	46,282	48,260	49,887	50,881	50,881	50,881	53,374
13	Hourly	20,676	22,247	23,869	25,532	27,237	28,984	30,773	32,604	34,477	26,173	26,173	27,481
	Bi-Weekly	1,548.89	1,614.40	1,682.66	1,754.56	1,829.12	1,906.80	1,987.84	2,072.32	2,160.16	2,088.84	2,088.84	2,186.46
	Annual	40,282	41,974	43,754	45,616	47,657	49,876	51,883	53,706	54,488	54,488	54,488	57,180
14	Hourly	22,325	23,996	25,718	27,491	29,306	31,163	33,062	35,003	36,986	27,810	27,810	29,585
	Bi-Weekly	1,682.84	1,733.36	1,806.96	1,883.76	1,963.76	2,047.20	2,134.24	2,224.80	2,318.40	2,247.92	2,247.92	2,380.40
	Annual	43,226	45,037	46,980	49,077	51,367	53,827	56,480	59,260	62,112	58,445	58,445	61,970
15	Hourly	23,974	25,745	27,567	29,440	31,365	33,342	35,371	37,452	39,584	29,610	29,610	31,789
	Bi-Weekly	1,789.92	1,895.84	1,946.20	2,027.84	2,114.00	2,203.62	2,297.52	2,395.84	2,498.40	2,420.16	2,420.16	2,541.04
	Annual	46,587	48,511	50,575	52,723	54,964	57,301	59,736	61,380	62,924	62,924	62,924	66,067
16	Hourly	25,623	27,494	29,416	31,389	33,414	35,491	37,620	39,801	42,034	32,474	32,474	34,087
	Bi-Weekly	1,921.44	2,003.12	2,086.24	2,176.88	2,288.28	2,395.76	2,489.48	2,534.24	2,597.92	2,597.92	2,597.92	2,727.76
	Annual	49,967	52,081	54,294	56,598	59,001	61,589	64,123	65,880	67,545	67,545	67,545	70,921
17	Hourly	27,272	29,243	31,265	33,338	35,463	37,640	39,869	42,150	44,483	34,860	34,860	36,691
	Bi-Weekly	2,061.92	2,149.68	2,240.88	2,336.24	2,435.36	2,539.04	2,648.88	2,719.76	2,846.80	2,785.00	2,785.00	2,927.28
	Annual	53,609	55,991	58,262	60,742	63,419	66,216	69,118	71,916	74,713	72,488	72,488	76,109
18	Hourly	28,921	30,992	33,114	35,287	37,512	39,789	42,118	44,500	46,935	36,414	36,414	38,197
	Bi-Weekly	2,208.72	2,302.48	2,400.40	2,502.32	2,608.72	2,719.76	2,835.20	2,913.12	2,986.40	2,986.40	2,986.40	3,136.76
	Annual	57,426	59,884	62,410	65,080	67,828	70,716	73,716	76,741	77,646	77,646	77,646	81,529
19	Hourly	30,570	32,741	34,963	37,236	39,561	41,938	44,367	46,848	49,381	38,948	38,948	40,995
	Bi-Weekly	2,422.84	2,625.68	2,633.12	2,744.98	2,861.82	2,983.18	3,108.82	3,189.60	3,276.84	3,276.84	3,276.84	3,439.88
	Annual	62,888	65,667	66,461	71,388	74,399	77,617	80,857	83,085	85,171	85,171	85,171	89,491
20	Hourly	32,219	34,490	36,812	39,185	41,609	44,084	46,611	49,190	51,821	40,948	40,948	42,995
	Bi-Weekly	2,660.32	2,773.36	2,891.39	3,014.16	3,142.24	3,275.68	3,415.04	3,508.88	3,598.88	3,598.88	3,598.88	3,776.80
	Annual	69,168	72,107	76,175	78,368	81,698	85,111	88,791	91,239	93,520	93,520	93,520	98,186
21	Hourly	33,868	36,239	38,661	41,134	43,658	46,233	48,860	51,539	54,270	42,611	42,611	44,881
	Bi-Weekly	2,823.68	3,047.84	3,177.44	3,312.40	3,453.20	3,599.82	3,752.96	3,896.24	3,986.88	3,986.88	3,986.88	4,180.48
	Annual	76,016	79,243	82,613	86,122	89,783	93,597	97,576	100,282	102,774	102,774	102,774	107,912
22	Hourly	35,517	37,988	40,510	43,083	45,707	48,382	51,109	53,888	56,719	44,223	44,223	46,985
	Bi-Weekly	3,208.40	3,344.72	3,486.88	3,634.56	3,788.62	3,950.40	4,118.48	4,231.68	4,337.84	4,337.84	4,337.84	4,684.80
	Annual	83,416	86,962	90,868	94,808	98,927	102,771	107,080	110,023	112,788	112,788	112,788	118,424
23	Hourly	37,166	39,737	42,359	45,032	47,756	50,481	53,258	56,087	58,968	45,811	45,811	48,881
	Bi-Weekly	3,365.04	3,506.16	3,657.20	3,812.64	3,974.72	4,143.80	4,319.76	4,488.48	4,660.00	4,660.00	4,660.00	4,977.44
	Annual	87,491	91,212	95,087	99,128	103,342	107,731	112,313	116,400	119,360	119,360	119,360	124,213

Effective December 1, 2016

**SCHEDULE I  
BUREAU OF HUMAN RESOURCES  
AFSCME**

Grade	Entry Rate	1st Step	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step	After 1	After 1	After 1	
											Year at 1st Longevity Rate & 10 Years Service	Year at 2nd Longevity Rate & 15 Years Service	Year at 3rd Longevity Rate & 20 Years Service	
8	Hourly	18,016	18,888	19,320	17,013	17,738	18,493	19,277	19,806	20,304	21,320			
	Bi-Weekly	1,201.28	1,252.24	1,305.60	1,361.04	1,418.88	1,479.44	1,542.16	1,584.48	1,624.82	1,705.80			
	Annual	31,293	32,558	33,945	35,387	38,890	38,466	40,056	41,199	42,232	44,346			
10	Hourly	16,088	16,799	17,481	18,223	18,997	19,805	20,647	21,217	21,749	22,895			
	Bi-Weekly	1,286.64	1,341.82	1,398.48	1,457.84	1,519.78	1,584.40	1,651.78	1,697.36	1,739.92	1,828.80			
	Annual	33,452	34,679	36,360	37,803	39,512	41,194	42,948	44,191	45,237	47,499			
11	Hourly	17,286	17,989	18,768	19,581	20,380	21,247	22,161	22,761	23,552	24,498			
	Bi-Weekly	1,380.48	1,439.12	1,500.48	1,564.08	1,630.40	1,699.18	1,772.08	1,820.88	1,866.56	1,959.84			
	Annual	35,882	37,417	39,012	40,686	42,390	44,193	46,074	47,842	48,680	50,855			
12	Hourly	18,479	19,267	20,086	20,940	21,828	22,757	23,724	24,376	24,988	26,288			
	Bi-Weekly	1,478.32	1,541.38	1,608.88	1,675.20	1,746.24	1,820.86	1,897.92	1,950.88	1,999.04	2,099.04			
	Annual	38,498	40,076	41,778	43,655	45,402	47,384	48,346	50,702	51,976	54,576			
13	Hourly	19,793	20,634	21,509	22,426	23,378	24,371	25,407	26,108	26,762	28,099			
	Bi-Weekly	1,689.44	1,680.72	1,720.72	1,794.00	1,870.24	1,949.88	2,032.88	2,098.48	2,140.98	2,247.82			
	Annual	41,189	42,918	44,736	46,644	48,628	50,691	52,846	54,300	55,684	58,448			
14	Hourly	21,251	22,168	23,095	24,077	25,089	26,168	27,278	28,027	28,731	30,169			
	Bi-Weekly	1,700.08	1,772.40	1,847.60	1,926.16	2,007.92	2,093.78	2,182.24	2,242.16	2,288.48	2,413.62			
	Annual	44,202	46,082	48,337	50,090	52,205	54,428	58,739	58,296	59,780	62,751			
15	Hourly	22,877	23,848	24,862	25,918	27,020	28,169	29,368	30,174	30,993	32,478			
	Bi-Weekly	1,630.16	1,607.84	1,688.96	2,078.44	2,181.60	2,293.82	2,349.20	2,413.92	2,474.84	2,598.24			
	Annual	47,584	49,608	51,742	53,909	58,201	58,591	61,079	62,781	64,340	67,854			
16	Hourly	24,588	25,602	26,680	27,823	29,014	30,237	31,526	32,891	33,206	34,884			
	Bi-Weekly	1,664.84	2,048.16	2,156.20	2,225.84	2,320.32	2,418.16	2,522.00	2,591.28	2,658.40	2,788.12			
	Annual	61,080	63,282	55,616	57,971	60,328	62,812	68,672	67,573	69,086	72,617			
17	Hourly	26,354	27,476	28,641	29,860	31,127	32,442	33,830	34,762	35,684	37,414			
	Bi-Weekly	2,108.32	2,199.08	2,291.28	2,388.80	2,490.16	2,598.16	2,708.40	2,780.98	2,850.72	2,993.12			
	Annual	54,816	67,150	58,573	62,109	64,744	67,600	70,368	72,304	74,118	77,821			
18	Hourly	28,230	29,429	30,680	31,985	33,343	34,762	36,237	37,299	38,170	40,079			
	Bi-Weekly	2,258.40	2,354.32	2,454.40	2,658.96	2,867.44	2,780.16	2,889.88	2,978.84	3,053.80	3,208.32			
	Annual	68,718	81,212	68,614	66,524	69,393	72,394	76,372	77,444	79,393	83,354			
19	Hourly	30,904	32,281	33,685	35,094	36,574	38,111	39,749	40,844	41,888	43,988			
	Bi-Weekly	2,477.12	2,582.48	2,692.40	2,808.72	2,928.92	3,050.48	3,178.82	3,297.82	3,349.82	3,517.04			
	Annual	84,405	87,144	70,062	72,974	78,073	79,312	82,877	84,985	87,087	91,448			
20	Hourly	34,002	35,447	36,965	38,525	40,162	41,880	43,648	44,848	46,974	48,272			
	Bi-Weekly	2,720.16	2,895.78	2,958.40	3,082.00	3,212.88	3,349.82	3,491.84	3,587.84	3,677.92	3,861.78			
	Annual	70,724	73,728	76,868	80,182	83,536	87,087	90,787	93,283	95,626	100,405			
21	Hourly	37,868	39,886	40,812	42,837	44,136	45,011	47,988	49,288	50,523	53,048			
	Bi-Weekly	2,869.44	3,116.40	3,248.96	3,388.98	3,530.88	3,680.88	3,837.44	3,943.04	4,041.84	4,243.84			
	Annual	77,728	81,026	84,472	86,080	84,802	89,702	93,773	102,619	105,087	110,339			
22	Hourly	41,007	42,750	44,567	46,459	48,435	50,491	52,639	54,088	55,443	58,218			
	Bi-Weekly	3,280.68	3,420.00	3,556.36	3,718.72	3,874.80	4,039.28	4,211.12	4,326.88	4,436.44	4,657.28			
	Annual	85,284	88,920	92,699	98,834	100,744	108,021	109,489	112,498	116,321	121,099			
23	Hourly	43,009	44,839	46,744	48,730	50,802	52,961	55,212	56,729	58,165	61,082			
	Bi-Weekly	3,440.72	3,587.12	3,739.52	3,898.40	4,064.16	4,238.88	4,416.96	4,538.32	4,662.40	4,894.98			
	Annual	89,458	93,295	97,227	101,356	105,688	110,188	114,840	117,886	120,962	127,008			

Effective June 1, 2017

**SCHEDULE I  
BUREAU OF HUMAN RESOURCES  
AFSCME**

Grade		Entry Rate	1st Step	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step	10th Step	After 1	After 1	After 1	
													Year at 1st Longevity Rate & 10 Years	Year at 2nd Longevity Rate & 15 Years	Year at 3rd Longevity Rate & 20 Years	
													After 2 Years At 5th Step	After 2 Years Service	After 2 Years Service	After 2 Years Service
9	Hourly	15,816	15,956	16,096	17,363	18,091	18,819	19,547	20,275	20,710	21,145	21,580	19,547	19,547	19,547	19,547
	Bi-Weekly	1,226.29	1,277.28	1,331.88	1,388.24	1,447.28	1,508.04	1,573.04	1,641.16	1,658.60	1,731.29	1,799.68	1,573.04	1,573.04	1,573.04	1,573.04
	Annual	31,867	38,209	34,628	36,094	37,829	39,235	40,899	42,020	48,076	45,291	45,291	40,899	40,899	40,899	40,899
10	Hourly	16,405	17,104	17,831	18,597	19,377	20,201	21,060	21,941	22,184	23,292	23,922	21,060	21,060	21,060	21,060
	Bi-Weekly	1,312.40	1,388.32	1,426.48	1,486.86	1,550.18	1,616.08	1,684.80	1,731.29	1,774.72	1,863.36	1,893.59	1,684.80	1,684.80	1,684.80	1,684.80
	Annual	34,122	35,576	37,088	38,660	40,304	42,018	43,804	45,013	48,142	48,447	48,447	43,804	43,804	43,804	43,804
11	Hourly	17,801	18,349	18,131	19,942	20,788	21,672	22,594	23,216	23,789	24,968	25,668	22,594	22,594	22,594	22,594
	Bi-Weekly	1,408.08	1,467.02	1,530.48	1,595.36	1,668.04	1,738.76	1,807.82	1,857.28	1,903.82	1,998.84	2,059.04	1,807.82	1,807.82	1,807.82	1,807.82
	Annual	38,610	38,185	38,792	39,792	41,479	43,239	45,077	46,995	48,289	49,501	51,976	45,077	45,077	45,077	45,077
12	Hourly	19,849	19,952	20,469	21,359	22,288	23,212	24,188	24,864	25,469	26,763	27,468	24,188	24,188	24,188	24,188
	Bi-Weekly	1,507.92	1,572.16	1,639.04	1,708.72	1,781.20	1,858.96	1,935.84	1,999.12	2,039.04	2,141.04	2,198.04	1,935.84	1,935.84	1,935.84	1,935.84
	Annual	39,205	40,878	42,615	44,428	46,311	48,280	50,331	51,717	53,015	58,697	58,697	50,331	50,331	50,331	50,331
13	Hourly	20,189	21,047	21,939	22,874	23,846	24,899	25,915	26,826	27,297	28,691	29,322	25,915	25,915	25,915	25,915
	Bi-Weekly	1,615.12	1,683.76	1,755.12	1,829.92	1,907.68	1,988.94	2,073.20	2,130.24	2,183.76	2,282.88	2,322.88	2,073.20	2,073.20	2,073.20	2,073.20
	Annual	41,983	43,777	45,933	47,877	49,899	51,794	53,903	55,386	58,777	60,814	60,814	53,903	53,903	53,903	53,903
14	Hourly	21,676	22,598	23,567	24,589	25,601	26,699	27,824	28,688	29,308	30,772	31,476	27,824	27,824	27,824	27,824
	Bi-Weekly	1,734.08	1,807.84	1,884.56	1,964.72	2,048.08	2,135.12	2,225.92	2,287.04	2,344.48	2,461.76	2,461.76	2,225.92	2,225.92	2,225.92	2,225.92
	Annual	45,086	47,003	48,998	51,082	53,260	55,518	57,873	59,463	60,969	64,005	64,005	57,873	57,873	57,873	57,873
16	Hourly	23,395	24,325	25,359	26,436	27,560	28,732	29,982	30,777	31,562	33,126	33,918	29,982	29,982	29,982	29,982
	Bi-Weekly	1,889.80	1,946.00	2,026.72	2,114.88	2,204.80	2,298.88	2,398.16	2,462.16	2,524.16	2,680.24	2,680.24	2,398.16	2,398.16	2,398.16	2,398.16
	Annual	49,538	50,686	52,746	54,968	57,324	59,782	62,300	64,018	65,828	68,908	68,908	62,300	62,300	62,300	62,300
18	Hourly	28,049	28,114	27,224	28,379	29,684	30,882	32,168	33,039	33,889	35,591	36,591	32,168	32,168	32,168	32,168
	Bi-Weekly	2,009.92	2,089.12	2,177.92	2,270.32	2,366.72	2,467.36	2,572.48	2,648.12	2,709.62	2,844.89	2,844.89	2,572.48	2,572.48	2,572.48	2,572.48
	Annual	52,101	54,317	56,925	59,028	61,834	64,191	68,994	68,721	70,447	73,958	73,958	64,191	64,191	64,191	64,191
17	Hourly	26,861	28,026	29,214	30,467	31,760	33,111	34,507	35,487	36,347	38,162	39,162	34,507	34,507	34,507	34,507
	Bi-Weekly	2,160.46	2,242.09	2,337.12	2,436.89	2,540.00	2,648.89	2,760.59	2,839.56	2,907.76	3,052.99	3,052.99	2,760.59	2,760.59	2,760.59	2,760.59
	Annual	55,912	58,294	60,798	63,380	66,040	69,090	71,774	73,760	75,801	79,376	79,376	71,774	71,774	71,774	71,774
18	Hourly	29,795	30,018	31,294	32,628	34,010	35,467	36,982	37,876	38,989	40,861	41,861	36,982	36,982	36,982	36,982
	Bi-Weekly	2,309.60	2,401.44	2,503.62	2,609.84	2,720.80	2,836.89	2,956.96	3,039.24	3,114.94	3,270.48	3,270.48	2,956.96	2,956.96	2,956.96	2,956.96
	Annual	69,893	72,437	75,091	77,855	80,740	83,760	86,932	88,980	90,980	95,032	95,032	86,932	86,932	86,932	86,932
19	Hourly	31,593	32,927	34,328	35,788	37,305	38,881	40,544	41,991	42,706	44,842	45,842	38,881	38,881	38,881	38,881
	Bi-Weekly	2,528.64	2,634.16	2,746.24	2,862.88	2,984.40	3,111.82	3,243.82	3,332.89	3,416.48	3,687.36	3,687.36	3,243.82	3,243.82	3,243.82	3,243.82
	Annual	66,682	68,488	71,402	74,484	77,694	80,658	84,551	86,664	88,828	98,271	98,271	84,551	84,551	84,551	84,551
20	Hourly	34,692	36,156	37,694	39,298	40,965	42,701	44,521	45,746	46,893	49,287	50,287	44,521	44,521	44,521	44,521
	Bi-Weekly	2,774.88	2,892.48	3,015.62	3,143.89	3,277.20	3,416.48	3,561.68	3,689.80	3,751.44	3,938.66	3,938.66	3,561.68	3,561.68	3,561.68	3,561.68
	Annual	72,136	75,204	78,403	81,735	85,207	88,528	92,803	95,149	97,537	102,412	102,412	92,803	92,803	92,803	92,803
21	Hourly	38,115	39,734	41,424	43,184	45,019	46,931	48,927	50,274	51,533	54,109	54,109	48,927	48,927	48,927	48,927
	Bi-Weekly	3,049.20	3,178.72	3,313.92	3,454.72	3,601.82	3,754.49	3,914.16	4,021.82	4,122.64	4,328.72	4,328.72	3,914.16	3,914.16	3,914.16	3,914.16
	Annual	79,279	82,846	86,161	89,822	93,859	97,819	101,769	104,559	107,188	112,848	112,848	101,769	101,769	101,769	101,769
22	Hourly	41,827	43,805	45,459	47,389	49,404	51,501	53,692	55,168	56,562	59,980	61,168	53,692	53,692	53,692	53,692
	Bi-Weekly	3,348.16	3,488.40	3,636.64	3,791.04	3,982.82	4,120.08	4,266.88	4,413.44	4,524.16	4,780.40	4,780.40	4,266.88	4,266.88	4,266.88	4,266.88
	Annual	87,000	90,998	94,582	98,597	102,780	107,122	111,679	114,748	117,828	123,610	123,610	111,679	111,679	111,679	111,679
23	Hourly	49,889	46,798	47,679	49,705	51,819	54,021	56,316	57,894	59,318	62,283	63,283	56,316	56,316	56,316	56,316
	Bi-Weekly	3,509.52	3,689.88	3,814.32	3,976.40	4,148.44	4,321.80	4,506.28	4,629.12	4,746.44	4,982.64	4,982.64	4,506.28	4,506.28	4,506.28	4,506.28
	Annual	91,247	95,190	99,172	103,388	107,781	112,361	117,137	120,357	123,361	129,648	129,648	117,137	117,137	117,137	117,137