

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

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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 1 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. C.*

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 Proctor*

Dated: _____

APPROVED BY THE BOARD OF
COOK COUNTY COMMISSIONERS

JUN 08 2016

COM _____

**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 = 24

Side Letter

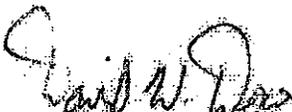
Employees may not use time not yet posted in the Timetracker. Employees may only use the various types of leave only after the leave is posted and appears in Timetracker. If an employee requests time off, but has an insufficient amount of the requested leave in Timetracker, the employee's supervisor 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.

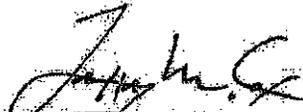
EXAMPLE: An employee was scheduled to begin work at 8:30 a.m. She telephones her supervisor before 9:30 a.m. to request a Personal Day. The employee has 0.7 days of Personal Leave and eight (8) hours of Time Due in the Timetracker. The supervisor will use 0.5 days of Personal Leave and four (4) hours 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 Date
AFSCME Council 31 5/10/16



Chief Spokesperson Date
Assessor's Office 10 May 2016

Cook County Benefit Overview (Cont.)

Dental – HMO	Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
<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

Dental – PPO	Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
<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)

Blue Advantage HMO	Effective until 11/30/2015	Effective 12/1/2015	Effective 12/1/2016
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%

PPO	Effective until 11/30/2015	Effective 12/1/2015	Effective 12/1/2016
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%

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

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

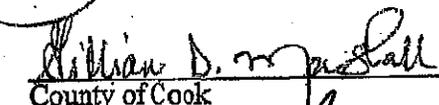
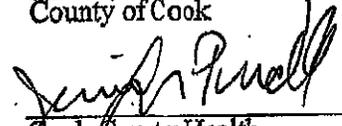
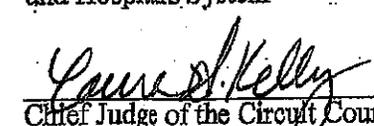
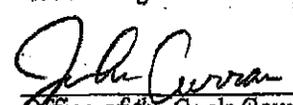
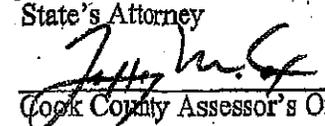
7-8-15

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.

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

[Signature] 5-7-15
Chief/Spokesperson Date
Employers

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

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

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

[Signature] 5-18-15
Office of the Cook County State's Attorney Date

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

[Signature] 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

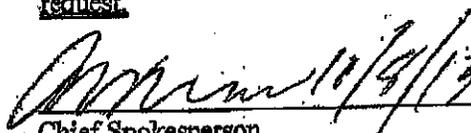
**AFSCME NON-ECONOMIC PROPOSAL NO. 7, Article V, Section 1
ALTERNATIVE WORK SCHEDULES**

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

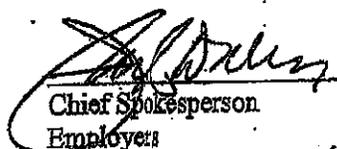
Add the following side letter of agreement:

Alternative Work Schedules:

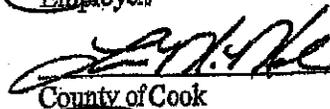
The parties understand the positive benefits that alternate work schedules have for employees. Therefore, the parties agree that no later than 90 days after ratification of this agreement, upon request of the Union, the parties shall meet to determine which position classifications may be eligible to 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.



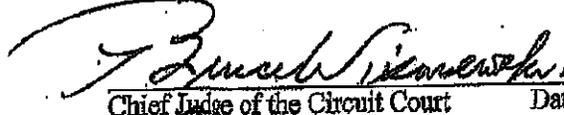
Chief Spokesperson Date
AFSCME Council 31



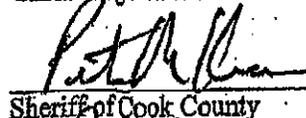
Chief Spokesperson Date
Employers 10-8-13



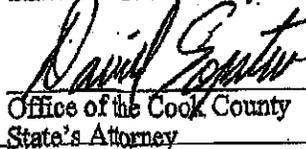
County of Cook Date
10/8/13



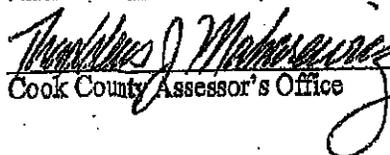
Chief Judge of the Circuit Court Date
10/8/13



Sheriff of Cook County Date
10/8/13



Office of the Cook County State's Attorney Date
10-8-13



Cook County Assessor's Office Date
10-8-13

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	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	15,767	16,427	17,126	17,868	18,649	19,470	19,849	19,849	19,849
	Bi-Weekly	1,112.66	1,169.84	1,208.12	1,280.66	1,344.16	1,370.08	1,428.24	1,467.44	1,498.80	1,467.44	1,467.44	1,467.44
	Annual	26,926	30,165	31,437	32,774	34,168	35,822	37,134	38,163	38,916	38,163	38,163	38,163
10	Hourly	14,886	15,530	16,189	16,877	17,594	18,342	19,122	19,949	20,811	20,811	20,811	20,811
	Bi-Weekly	1,161.68	1,242.40	1,289.12	1,380.16	1,407.62	1,437.86	1,529.76	1,571.62	1,603.28	1,571.62	1,571.62	1,571.62
	Annual	30,583	32,302	33,673	35,104	36,595	38,161	39,773	40,869	41,685	40,869	40,869	40,869
11	Hourly	15,981	16,660	17,369	18,106	18,876	19,678	20,515	21,380	22,271	22,271	22,271	22,271
	Bi-Weekly	1,278.48	1,332.80	1,388.62	1,448.48	1,510.00	1,574.24	1,641.20	1,709.40	1,780.40	1,709.40	1,709.40	1,709.40
	Annual	33,240	34,662	36,127	37,680	39,260	40,930	42,671	43,648	44,722	43,648	43,648	43,648
12	Hourly	17,114	17,844	18,602	19,392	20,216	21,076	21,971	22,878	23,807	23,807	23,807	23,807
	Bi-Weekly	1,389.12	1,427.62	1,489.16	1,551.32	1,617.28	1,688.08	1,767.68	1,850.08	1,942.16	1,850.08	1,850.08	1,850.08
	Annual	36,697	37,115	38,692	40,335	42,049	43,838	45,696	46,938	47,886	46,938	46,938	46,938
13	Hourly	18,330	19,109	19,921	20,766	21,641	22,547	23,480	24,431	25,400	25,400	25,400	25,400
	Bi-Weekly	1,466.40	1,528.72	1,593.66	1,661.44	1,732.06	1,805.66	1,882.40	1,963.16	2,047.88	1,963.16	1,963.16	1,963.16
	Annual	38,128	39,746	41,435	43,197	45,034	46,947	48,942	50,268	51,294	50,268	50,268	50,268
14	Hourly	19,680	20,517	21,389	22,296	23,246	24,233	25,253	26,297	27,366	27,366	27,366	27,366
	Bi-Weekly	1,574.40	1,641.36	1,711.12	1,783.84	1,859.60	1,938.64	2,021.04	2,076.66	2,118.16	2,118.16	2,118.16	2,118.16
	Annual	40,834	42,676	44,489	46,379	48,349	50,404	52,547	53,980	55,072	55,072	55,072	55,072
15	Hourly	21,167	22,067	22,999	24,004	25,024	26,088	27,190	27,945	28,504	28,504	28,504	28,504
	Bi-Weekly	1,694.86	1,769.96	1,842.98	1,920.32	2,001.82	2,087.04	2,175.68	2,235.80	2,280.32	2,280.32	2,280.32	2,280.32
	Annual	44,088	45,940	47,894	49,928	52,049	54,283	56,667	58,125	59,288	59,288	59,288	59,288
16	Hourly	22,744	23,711	24,718	25,767	26,862	28,004	29,189	29,993	30,688	30,688	30,688	30,688
	Bi-Weekly	1,819.52	1,896.88	1,977.44	2,061.88	2,149.98	2,240.32	2,335.80	2,399.84	2,447.84	2,447.84	2,447.84	2,447.84
	Annual	47,307	49,318	51,413	53,685	56,072	58,248	60,726	62,396	63,643	63,643	63,643	63,643
17	Hourly	24,408	25,445	26,526	27,654	28,828	30,055	31,331	32,193	32,897	32,897	32,897	32,897
	Bi-Weekly	1,952.64	2,036.80	2,122.08	2,212.32	2,306.24	2,404.40	2,506.48	2,575.44	2,626.66	2,626.66	2,626.66	2,626.66
	Annual	50,769	52,925	55,174	57,620	60,162	62,814	65,568	68,001	68,980	68,980	68,980	68,980
18	Hourly	26,145	27,265	28,414	29,621	30,880	32,193	33,561	34,488	35,174	35,174	35,174	35,174
	Bi-Weekly	2,091.60	2,190.40	2,273.12	2,369.68	2,470.40	2,575.44	2,684.88	2,788.84	2,813.92	2,813.92	2,813.92	2,813.92
	Annual	64,381	66,690	69,101	71,611	74,230	76,961	79,808	81,724	82,161	82,161	82,161	82,161
19	Hourly	28,077	29,297	30,548	32,492	33,872	35,314	36,813	37,827	38,888	38,888	38,888	38,888
	Bi-Weekly	2,294.16	2,391.76	2,493.44	2,609.36	2,709.76	2,826.12	2,945.04	3,028.16	3,096.84	3,096.84	3,096.84	3,096.84
	Annual	59,848	62,185	64,829	67,583	70,453	73,489	76,571	78,560	80,252	80,252	80,252	80,252
20	Hourly	31,481	32,829	34,226	36,679	37,195	38,718	40,424	41,635	42,366	42,366	42,366	42,366
	Bi-Weekly	2,619.28	2,628.32	2,739.00	2,864.32	2,976.60	3,102.08	3,239.82	3,322.60	3,389.28	3,389.28	3,389.28	3,389.28
	Annual	65,601	68,284	71,188	74,212	77,366	80,664	84,061	86,392	88,121	88,121	88,121	88,121
21	Hourly	34,007	36,078	37,611	39,209	40,876	42,613	44,424	45,546	46,558	46,558	46,558	46,558
	Bi-Weekly	2,798.86	2,886.24	3,009.66	3,136.72	3,270.66	3,408.04	3,553.82	3,651.60	3,724.64	3,724.64	3,724.64	3,724.64
	Annual	71,982	76,042	78,280	81,564	85,022	88,668	92,461	94,943	98,840	98,840	98,840	98,840
22	Hourly	37,078	39,691	41,274	43,028	44,855	46,762	48,751	50,091	51,092	51,092	51,092	51,092
	Bi-Weekly	3,088.24	3,167.28	3,301.82	3,442.24	3,588.48	3,740.88	3,800.08	4,007.28	4,087.36	4,087.36	4,087.36	4,087.36
	Annual	78,994	82,849	85,849	89,498	93,300	97,264	101,462	104,189	106,271	106,271	106,271	106,271
23	Hourly	38,832	41,626	43,291	45,181	47,049	49,003	51,133	52,836	53,590	53,590	53,590	53,590
	Bi-Weekly	3,189.66	3,322.08	3,463.28	3,610.48	3,763.92	3,923.84	4,090.64	4,203.04	4,287.20	4,287.20	4,287.20	4,287.20
	Annual	82,850	88,974	90,045	93,872	97,881	102,009	106,388	109,279	111,467	111,467	111,467	111,467

Effective June 1, 2014

**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	14,116	14,716	15,341	15,993	16,673	17,383	18,121	18,818	18,891	19,941		
	Bi-Weekly	1,129.28	1,177.20	1,227.28	1,278.44	1,333.84	1,390.84	1,449.68	1,489.44	1,519.28	1,588.28		
	Annual	28,361	30,607	31,809	33,266	34,679	36,166	37,891	36,726	39,601	41,477		
10	Hourly	15,119	15,763	16,432	17,130	17,858	18,617	19,409	19,844	20,942	21,959		
	Bi-Weekly	1,208.82	1,261.04	1,314.88	1,370.40	1,428.64	1,488.88	1,552.72	1,585.52	1,627.88	1,708.72		
	Annual	31,447	32,787	34,178	35,830	37,144	38,723	40,370	41,489	42,811	44,426		
11	Hourly	16,221	16,910	17,630	18,378	19,156	19,973	20,823	21,398	21,824	22,915		
	Bi-Weekly	1,297.68	1,352.80	1,410.40	1,470.24	1,532.84	1,597.84	1,665.84	1,711.88	1,745.92	1,839.20		
	Annual	33,739	35,172	36,670	38,228	39,848	41,543	43,311	44,503	45,893	47,863		
12	Hourly	17,371	18,112	18,891	19,693	20,519	21,382	22,301	22,916	23,372	24,541		
	Bi-Weekly	1,389.68	1,448.89	1,510.48	1,574.64	1,641.62	1,711.89	1,784.08	1,833.20	1,868.76	1,969.28		
	Annual	36,131	37,672	39,272	40,940	42,679	44,485	46,366	47,869	48,613	51,045		
13	Hourly	18,605	19,396	20,220	21,080	21,976	22,910	23,883	24,540	25,031	26,292		
	Bi-Weekly	1,488.40	1,561.66	1,617.80	1,688.40	1,768.08	1,832.80	1,910.84	1,953.20	2,002.48	2,102.68		
	Annual	38,698	40,343	42,057	43,848	45,710	47,652	49,679	51,043	52,064	54,666		
14	Hourly	19,976	20,825	21,710	22,632	23,594	24,595	25,642	26,346	26,874	28,216		
	Bi-Weekly	1,598.00	1,668.00	1,738.80	1,810.66	1,887.52	1,967.88	2,051.38	2,107.68	2,148.82	2,267.44		
	Annual	41,548	43,315	45,168	47,074	49,076	51,189	53,335	54,799	55,897	58,893		
15	Hourly	21,505	22,418	23,371	24,364	25,399	26,479	27,604	28,364	28,992	30,377		
	Bi-Weekly	1,720.40	1,789.44	1,860.68	1,949.12	2,051.92	2,162.22	2,285.92	2,289.12	2,314.56	2,439.16		
	Annual	44,730	46,628	48,811	50,877	52,829	55,076	57,418	59,897	60,179	63,184		
16	Hourly	23,086	24,067	25,089	26,154	27,265	28,424	29,633	30,449	31,057	32,510		
	Bi-Weekly	1,849.80	1,925.36	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	52,185	54,400	56,711	59,121	61,688	63,331	64,598	67,828		
17	Hourly	24,774	25,827	26,924	28,069	29,260	30,506	31,801	32,678	33,380	34,988		
	Bi-Weekly	1,981.82	2,068.16	2,153.92	2,246.52	2,340.80	2,440.88	2,544.08	2,614.08	2,666.40	2,799.60		
	Annual	51,628	53,720	56,001	58,383	60,860	63,482	66,146	67,969	69,326	72,789		
18	Hourly	26,537	27,684	28,840	30,055	31,348	32,738	34,234	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	2,850.16	2,988.98		
	Annual	55,168	57,541	59,887	62,838	65,193	67,888	70,883	72,600	74,260	77,872		
19	Hourly	28,407	30,345	31,838	33,979	34,880	36,844	37,385	38,394	39,162	41,121		
	Bi-Weekly	2,328.56	2,427.60	2,490.88	2,638.32	2,750.40	2,867.82	2,989.20	3,071.82	3,132.66	3,289.68		
	Annual	60,642	65,117	66,802	68,598	71,510	74,55	77,719	79,899	81,456	85,831		
20	Hourly	31,068	33,321	34,738	36,214	37,753	39,388	41,030	42,168	43,001	45,161		
	Bi-Weekly	2,587.04	2,685.68	2,778.04	2,897.12	3,020.24	3,148.88	3,282.40	3,372.64	3,440.08	3,612.08		
	Annual	66,463	69,307	72,255	75,325	78,528	81,884	85,342	87,688	89,442	93,914		
21	Hourly	35,128	36,619	38,175	39,797	41,489	43,262	45,090	46,331	47,285	49,619		
	Bi-Weekly	2,810.08	2,929.52	3,054.00	3,183.76	3,318.12	3,458.88	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	100,267		
22	Hourly	39,548	40,186	41,893	43,673	45,528	47,463	49,462	50,842	51,858	54,452		
	Bi-Weekly	3,088.84	3,214.80	3,361.44	3,493.84	3,642.32	3,797.44	3,958.88	4,087.36	4,148.84	4,366.16		
	Annual	80,179	83,584	87,137	90,899	94,700	98,73	102,922	105,751	107,884	113,260		
23	Hourly	40,428	42,149	43,940	45,808	47,755	49,784	51,890	53,326	54,894	57,114		
	Bi-Weekly	3,234.32	3,371.92	3,518.20	3,664.84	3,820.40	3,982.72	4,152.00	4,266.08	4,361.62	4,589.12		
	Annual	84,092	87,669	91,395	95,280	99,390	103,580	107,952	110,918	113,139	118,797		

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	10th 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	20,040	20,840	18,483	19,260	20,040
	Bi-Weekly	1,151.84	1,200.72	1,251.84	1,305.04	1,360.48	1,418.48	1,478.64	1,540.80	1,605.00	1,671.00	1,478.64	1,540.80	1,605.00
	Annual	29,947	31,218	32,547	33,981	36,372	38,880	38,444	39,498	40,291	42,307	38,444	39,498	40,291
10	Hourly	15,421	16,078	16,761	17,473	18,215	18,989	19,787	20,613	21,469	22,346	20,613	21,469	22,346
	Bi-Weekly	1,239.68	1,286.24	1,340.88	1,397.84	1,457.20	1,518.12	1,583.76	1,652.44	1,724.16	1,798.80	1,583.76	1,652.44	1,724.16
	Annual	32,076	33,442	34,862	36,348	37,867	38,497	41,177	42,313	43,167	45,314	41,177	42,313	43,167
11	Hourly	16,545	17,248	17,983	18,748	19,541	20,372	21,239	22,124	23,026	23,945	21,239	22,124	23,026
	Bi-Weekly	1,323.60	1,379.84	1,438.84	1,499.68	1,563.28	1,629.76	1,699.12	1,771.92	1,848.00	1,928.40	1,699.12	1,771.92	1,848.00
	Annual	34,413	35,676	37,404	38,991	40,646	42,873	44,177	45,893	46,900	48,815	44,177	45,893	46,900
12	Hourly	17,718	18,474	19,259	20,077	20,928	21,810	22,714	23,641	24,590	25,561	22,714	23,641	24,590
	Bi-Weekly	1,417.44	1,477.92	1,540.72	1,606.16	1,674.32	1,745.00	1,819.76	1,898.84	1,982.40	2,070.60	1,819.76	1,898.84	1,982.40
	Annual	36,653	38,426	40,058	41,760	43,532	45,385	47,313	48,615	49,586	52,026	47,313	48,615	49,586
13	Hourly	18,977	19,784	20,624	21,502	22,416	23,368	24,351	25,361	26,398	27,461	24,351	25,361	26,398
	Bi-Weekly	1,518.16	1,582.72	1,649.92	1,720.16	1,793.28	1,869.44	1,948.88	2,032.48	2,042.66	2,144.64	1,948.88	2,032.48	2,144.64
	Annual	38,472	41,150	42,897	44,724	46,625	48,685	50,670	52,084	53,106	55,760	50,670	52,084	53,106
14	Hourly	20,375	21,242	22,144	23,085	24,068	25,089	26,156	27,267	28,411	29,589	26,156	27,267	28,411
	Bi-Weekly	1,630.00	1,699.36	1,771.52	1,846.80	1,925.28	2,007.04	2,092.40	2,181.84	2,192.88	2,302.88	2,092.40	2,181.84	2,302.88
	Annual	42,380	44,183	46,059	48,016	50,057	52,163	54,402	55,895	57,014	59,868	54,402	55,895	57,014
15	Hourly	21,896	22,866	23,868	24,911	25,997	27,122	28,286	29,481	30,711	31,976	28,286	29,481	30,711
	Bi-Weekly	1,754.80	1,829.28	1,907.04	1,988.08	2,072.56	2,160.12	2,252.48	2,344.48	2,350.88	2,478.80	2,160.12	2,252.48	2,344.48
	Annual	45,624	47,691	49,683	51,680	53,988	56,109	58,664	60,178	61,982	64,449	58,664	60,178	61,982
16	Hourly	23,547	24,548	25,591	26,677	27,810	28,982	30,226	31,531	32,898	34,326	31,531	32,898	34,326
	Bi-Weekly	1,883.76	1,969.84	2,047.28	2,134.16	2,224.80	2,318.36	2,418.08	2,494.56	2,534.24	2,660.96	2,418.08	2,494.56	2,660.96
	Annual	48,977	51,059	53,239	55,488	57,844	60,308	62,870	64,588	65,890	69,164	62,870	64,588	65,890
17	Hourly	25,299	26,344	27,462	28,630	29,845	31,118	32,437	33,800	35,207	36,656	33,800	35,207	36,656
	Bi-Weekly	2,021.52	2,107.82	2,196.96	2,290.40	2,387.60	2,488.28	2,594.96	2,698.40	2,719.76	2,855.60	2,698.40	2,719.76	2,855.60
	Annual	52,558	54,795	57,120	59,560	62,077	64,711	67,468	69,328	70,713	74,246	67,468	69,328	70,713
18	Hourly	27,088	28,217	29,417	30,686	31,970	33,300	34,746	36,200	37,661	39,126	36,200	37,661	39,126
	Bi-Weekly	2,168.44	2,257.36	2,363.36	2,453.28	2,557.60	2,666.40	2,779.60	2,898.00	2,913.28	3,056.96	2,779.60	2,898.00	3,056.96
	Annual	56,301	58,691	61,187	63,786	66,497	69,308	72,289	74,268	75,745	79,632	72,289	74,268	75,745
19	Hourly	29,089	30,252	31,469	32,739	34,061	35,436	36,861	38,336	39,861	41,436	36,861	38,336	39,861
	Bi-Weekly	2,375.12	2,478.16	2,581.62	2,691.12	2,805.44	2,924.88	3,048.96	3,182.96	3,195.60	3,355.44	3,048.96	3,182.96	3,355.44
	Annual	61,759	64,980	67,119	69,959	72,941	76,088	79,272	81,456	82,086	87,241	79,272	81,456	82,086
20	Hourly	32,902	33,997	35,133	36,308	37,508	38,741	40,016	41,351	42,746	44,191	40,016	41,351	42,746
	Bi-Weekly	2,608.16	2,718.96	2,834.64	2,955.04	3,080.64	3,211.60	3,348.08	3,440.08	3,508.88	3,684.92	3,348.08	3,440.08	3,684.92
	Annual	67,812	70,692	73,700	76,831	80,086	83,501	87,160	89,442	91,230	95,792	87,160	89,442	91,230
21	Hourly	35,829	37,061	38,339	40,693	42,119	43,592	45,092	46,619	48,171	49,746	45,092	46,619	48,171
	Bi-Weekly	2,866.32	2,986.08	3,115.12	3,247.44	3,385.62	3,529.76	3,679.88	3,780.84	3,866.08	4,048.88	3,679.88	3,780.84	4,048.88
	Annual	74,624	77,690	80,993	84,433	88,029	91,793	95,693	98,298	100,269	105,270	91,793	95,693	100,269
22	Hourly	39,319	40,689	42,131	44,546	46,440	48,412	49,472	51,559	52,895	55,441	49,472	51,559	52,895
	Bi-Weekly	3,145.52	3,279.12	3,419.48	3,563.68	3,715.20	3,872.36	4,037.76	4,148.72	4,231.60	4,449.28	4,037.76	4,148.72	4,231.60
	Annual	81,783	85,287	88,980	92,885	98,596	100,608	104,681	107,866	110,921	115,525	104,681	107,866	110,921
23	Hourly	41,238	42,992	44,819	46,724	48,710	50,788	52,938	54,398	55,482	58,256	52,938	54,398	55,482
	Bi-Weekly	3,299.04	3,439.36	3,585.82	3,737.92	3,896.80	4,062.40	4,235.04	4,351.44	4,438.56	4,660.48	4,235.04	4,351.44	4,438.56
	Annual	85,776	89,423	93,223	97,155	101,316	105,622	110,111	113,187	116,402	121,172	110,111	113,187	116,402

Effective December 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	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	14,888	15,309	15,881	16,499	17,246	18,086	18,853	19,370	19,758	20,747			
	BI-Weekly	1,174.86	1,224.72	1,276.66	1,331.12	1,387.88	1,448.88	1,508.24	1,549.80	1,588.84	1,659.76			
	Annual	30,646	31,842	33,193	34,609	36,079	37,618	39,214	40,289	41,086	43,183			
10	Hourly	16,729	18,400	17,086	17,822	18,579	19,389	20,193	20,760	21,184	22,222			
	BI-Weekly	1,289.32	1,312.00	1,367.88	1,425.78	1,486.82	1,549.62	1,616.44	1,680.00	1,693.12	1,777.76			
	Annual	32,716	34,112	35,859	37,089	38,644	40,267	42,091	43,180	44,021	46,221			
11	Hourly	18,878	17,589	18,348	19,121	19,892	20,779	21,684	22,260	22,706	23,840			
	BI-Weekly	1,360.08	1,407.44	1,467.44	1,529.68	1,594.86	1,662.82	1,733.12	1,780.80	1,816.40	1,907.20			
	Annual	35,402	35,893	36,453	37,771	41,468	43,220	45,081	46,300	47,228	49,587			
12	Hourly	18,072	18,843	19,644	20,479	21,348	22,269	23,202	23,840	24,316	25,533			
	BI-Weekly	1,448.76	1,507.44	1,571.82	1,639.88	1,707.84	1,780.18	1,856.16	1,907.20	1,946.28	2,042.64			
	Annual	37,889	38,198	40,859	42,898	44,408	46,392	48,280	49,687	50,877	53,108			
13	Hourly	19,857	20,180	21,088	21,892	22,884	23,915	24,848	25,532	26,043	27,344			
	BI-Weekly	1,548.66	1,614.40	1,682.88	1,754.58	1,828.12	1,903.80	1,987.84	2,042.66	2,089.44	2,187.82			
	Annual	40,282	41,874	43,754	45,818	47,557	49,576	51,883	53,106	54,169	56,575			
14	Hourly	20,783	21,887	22,587	23,547	24,547	25,590	26,676	27,410	27,958	29,388			
	BI-Weekly	1,662.64	1,733.36	1,806.96	1,883.76	1,963.76	2,047.20	2,134.24	2,192.80	2,236.72	2,348.84			
	Annual	43,228	45,057	46,980	48,977	51,857	53,277	55,460	57,012	58,164	61,084			
15	Hourly	22,874	23,328	24,318	25,348	26,428	27,549	28,719	29,610	30,101	31,808			
	BI-Weekly	1,789.92	1,865.84	1,948.20	2,027.84	2,114.00	2,203.82	2,297.62	2,360.80	2,408.08	2,528.40			
	Annual	46,597	48,511	50,876	52,723	54,954	57,381	59,785	61,880	62,810	65,738			
16	Hourly	24,018	25,039	26,103	27,211	28,368	29,572	30,831	31,878	32,312	33,927			
	BI-Weekly	1,821.44	2,003.12	2,088.24	2,176.88	2,269.28	2,365.16	2,464.48	2,534.24	2,584.88	2,714.16			
	Annual	48,857	52,081	54,284	55,898	58,001	61,589	64,128	65,890	67,208	70,889			
17	Hourly	25,774	26,871	28,011	29,203	30,442	31,730	33,068	33,997	34,877	36,409			
	BI-Weekly	2,081.92	2,149.68	2,240.88	2,356.24	2,485.36	2,628.84	2,804.88	2,719.76	2,774.16	2,912.72			
	Annual	53,609	55,891	58,282	60,742	63,319	66,016	68,818	70,713	72,128	75,730			
18	Hourly	27,609	28,781	30,005	31,279	32,609	33,997	35,440	35,414	37,144	38,002			
	BI-Weekly	2,208.72	2,302.48	2,400.40	2,502.32	2,608.72	2,719.76	2,835.20	2,813.12	2,971.82	3,120.16			
	Annual	57,428	59,884	62,410	65,090	67,826	70,718	73,716	73,716	77,289	81,124			
19	Hourly	30,383	31,571	32,914	34,312	35,799	37,387	38,874	39,948	40,744	42,782			
	BI-Weekly	2,422.64	2,625.68	2,683.12	2,744.96	2,851.82	2,985.28	3,109.82	3,165.80	3,268.82	3,422.56			
	Annual	62,988	66,667	68,481	71,388	74,399	77,887	80,857	83,086	84,747	88,988			
20	Hourly	33,254	34,667	36,142	37,677	39,278	40,946	42,688	43,861	44,788	46,879			
	BI-Weekly	2,660.32	2,773.36	2,891.36	3,014.16	3,142.24	3,275.84	3,415.04	3,508.88	3,579.04	3,758.00			
	Annual	68,168	72,107	75,175	78,368	81,688	85,171	88,791	91,230	93,086	97,708			
21	Hourly	36,848	38,088	39,718	41,406	43,185	44,966	46,812	48,203	49,185	51,823			
	BI-Weekly	2,923.88	3,047.84	3,177.44	3,312.40	3,453.20	3,599.82	3,752.96	3,886.24	3,989.20	4,129.84			
	Annual	76,018	78,248	82,618	86,122	89,783	93,887	97,876	100,282	102,283	107,376			
22	Hourly	40,105	41,809	43,588	45,437	47,359	49,346	51,481	52,898	53,983	56,862			
	BI-Weekly	3,208.40	3,344.72	3,488.88	3,634.96	3,789.52	3,950.40	4,118.48	4,231.66	4,318.24	4,522.16			
	Annual	83,418	86,862	90,888	94,908	99,827	104,710	109,680	110,023	112,222	117,838			
23	Hourly	42,089	43,862	45,715	47,658	49,684	51,798	53,997	55,481	56,982	59,421			
	BI-Weekly	3,366.04	3,508.16	3,657.20	3,812.94	3,974.72	4,143.88	4,319.78	4,488.48	4,627.36	4,783.68			
	Annual	87,481	91,212	96,087	99,128	103,342	107,728	112,313	116,400	117,711	123,686			

Effective December 2, 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	Year at 2nd Longevity Rate & 15 Years	Year at 3rd Longevity Rate & 20 Years
9	Hourly	14,686	15,309	15,931	16,553	17,176	17,798	18,421	19,043	19,665	20,287	20,909	21,531
	Bi-Weekly	1,174.68	1,224.72	1,274.76	1,324.80	1,374.84	1,424.88	1,474.92	1,524.96	1,575.00	1,625.04	1,675.08	1,725.12
	Annual	30,548	31,842	33,136	34,430	35,724	37,018	38,312	39,606	40,900	42,194	43,488	44,782
10	Hourly	15,729	16,400	17,071	17,742	18,413	19,084	19,755	20,426	21,097	21,768	22,439	23,110
	Bi-Weekly	1,258.32	1,312.00	1,365.68	1,419.36	1,473.04	1,526.72	1,580.40	1,634.08	1,687.76	1,741.44	1,795.12	1,848.80
	Annual	32,716	34,112	35,508	36,904	38,300	39,696	41,092	42,488	43,884	45,280	46,676	48,072
11	Hourly	16,876	17,593	18,310	19,027	19,744	20,461	21,178	21,895	22,612	23,329	24,046	24,763
	Bi-Weekly	1,350.68	1,407.44	1,464.20	1,520.96	1,577.72	1,634.48	1,691.24	1,748.00	1,804.76	1,861.52	1,918.28	1,975.04
	Annual	35,102	36,583	38,064	39,545	41,026	42,507	43,988	45,469	46,950	48,431	49,912	51,393
12	Hourly	18,072	18,843	19,614	20,385	21,156	21,927	22,698	23,469	24,240	25,011	25,782	26,553
	Bi-Weekly	1,445.76	1,507.44	1,569.12	1,630.80	1,692.48	1,754.16	1,815.84	1,877.52	1,939.20	2,000.88	2,062.56	2,124.24
	Annual	37,569	39,193	40,817	42,441	44,065	45,689	47,313	48,937	50,561	52,185	53,809	55,433
13	Hourly	19,357	20,160	20,963	21,766	22,569	23,372	24,175	24,978	25,781	26,584	27,387	28,190
	Bi-Weekly	1,548.56	1,614.40	1,680.24	1,746.08	1,811.92	1,877.76	1,943.60	2,009.44	2,075.28	2,141.12	2,206.96	2,272.80
	Annual	40,282	41,974	43,666	45,358	47,050	48,742	50,434	52,126	53,818	55,510	57,202	58,894
14	Hourly	20,783	21,697	22,611	23,525	24,439	25,353	26,267	27,181	28,095	29,009	29,923	30,837
	Bi-Weekly	1,682.64	1,783.36	1,884.08	1,984.80	2,085.52	2,186.24	2,286.96	2,387.68	2,488.40	2,589.12	2,689.84	2,790.56
	Annual	43,228	45,067	46,906	48,745	50,584	52,423	54,262	56,101	57,940	59,779	61,618	63,457
15	Hourly	22,374	23,323	24,272	25,221	26,170	27,119	28,068	29,017	29,966	30,915	31,864	32,813
	Bi-Weekly	1,789.92	1,888.34	1,986.76	2,085.18	2,183.60	2,282.02	2,380.44	2,478.86	2,577.28	2,675.70	2,774.12	2,872.54
	Annual	46,537	48,511	50,485	52,459	54,433	56,407	58,381	60,355	62,329	64,303	66,277	68,251
16	Hourly	24,018	25,039	26,060	27,081	28,102	29,123	30,144	31,165	32,186	33,207	34,228	35,249
	Bi-Weekly	1,921.44	2,003.12	2,084.80	2,166.48	2,248.16	2,329.84	2,411.52	2,493.20	2,574.88	2,656.56	2,738.24	2,819.92
	Annual	49,867	52,081	54,295	56,509	58,723	60,937	63,151	65,365	67,579	69,793	72,007	74,221
17	Hourly	25,774	26,871	27,968	29,065	30,162	31,259	32,356	33,453	34,550	35,647	36,744	37,841
	Bi-Weekly	2,081.92	2,149.68	2,217.44	2,285.20	2,352.96	2,420.72	2,488.48	2,556.24	2,624.00	2,691.76	2,759.52	2,827.28
	Annual	53,809	55,881	57,953	60,025	62,097	64,169	66,241	68,313	70,385	72,457	74,529	76,601
18	Hourly	27,609	28,781	29,953	31,125	32,297	33,469	34,641	35,813	36,985	38,157	39,329	40,501
	Bi-Weekly	2,208.72	2,302.48	2,396.24	2,489.99	2,583.75	2,677.51	2,771.27	2,865.03	2,958.79	3,052.55	3,146.31	3,240.07
	Annual	57,426	59,854	62,282	64,710	67,138	69,566	71,994	74,422	76,850	79,278	81,706	84,134
19	Hourly	30,289	31,571	32,853	34,135	35,417	36,699	37,981	39,263	40,545	41,827	43,109	44,391
	Bi-Weekly	2,422.64	2,525.68	2,628.72	2,731.76	2,834.80	2,937.84	3,040.88	3,143.92	3,246.96	3,350.00	3,453.04	3,556.08
	Annual	62,888	65,657	68,426	71,195	73,964	76,733	79,502	82,271	85,040	87,809	90,578	93,347
20	Hourly	33,264	34,667	36,070	37,473	38,876	40,279	41,682	43,085	44,488	45,891	47,294	48,697
	Bi-Weekly	2,660.32	2,773.36	2,886.40	3,000.44	3,113.48	3,226.52	3,339.56	3,452.60	3,565.64	3,678.68	3,791.72	3,904.76
	Annual	69,168	72,107	75,046	77,985	80,924	83,863	86,802	89,741	92,680	95,619	98,558	101,497
21	Hourly	36,548	38,098	39,548	41,098	42,548	44,098	45,548	47,098	48,548	50,098	51,548	53,098
	Bi-Weekly	2,923.68	3,047.84	3,172.00	3,296.16	3,420.32	3,544.48	3,668.64	3,792.80	3,916.96	4,041.12	4,165.28	4,289.44
	Annual	76,016	79,243	82,470	85,697	88,924	92,151	95,378	98,605	101,832	105,059	108,286	111,513
22	Hourly	40,105	41,809	43,513	45,217	46,921	48,625	50,329	52,033	53,737	55,441	57,145	58,849
	Bi-Weekly	3,208.40	3,344.72	3,481.04	3,617.36	3,753.68	3,889.99	4,026.32	4,162.64	4,298.96	4,435.28	4,571.60	4,707.92
	Annual	83,416	86,942	90,468	94,000	97,532	101,064	104,596	108,128	111,660	115,192	118,724	122,256
23	Hourly	42,088	43,952	45,816	47,680	49,544	51,408	53,272	55,136	57,000	58,864	60,728	62,592
	Bi-Weekly	3,395.04	3,508.16	3,621.28	3,734.40	3,847.52	3,960.64	4,073.76	4,186.88	4,299.99	4,413.12	4,526.24	4,639.36
	Annual	87,481	91,212	94,943	98,674	102,405	106,136	109,867	113,598	117,329	121,060	124,791	128,522

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	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	16,016	16,669	16,920	17,013	17,736	18,493	19,277	19,800	20,304	21,320			
	Bi-Weekly	1,201.28	1,262.24	1,305.60	1,301.04	1,418.98	1,470.44	1,542.16	1,584.48	1,624.32	1,705.60			
	Annual	31,233	32,658	33,846	35,987	36,890	38,485	40,095	41,168	42,232	44,346			
10	Hourly	16,089	16,789	17,481	18,223	18,997	19,805	20,647	21,217	21,749	22,835			
	Bi-Weekly	1,236.64	1,341.52	1,398.48	1,457.84	1,519.78	1,584.10	1,651.78	1,697.36	1,739.92	1,828.80			
	Annual	33,452	34,679	36,380	37,803	39,612	41,194	42,945	44,131	45,237	47,498			
11	Hourly	17,256	17,989	18,766	19,581	20,380	21,247	22,181	22,781	23,382	24,498			
	Bi-Weekly	1,380.48	1,439.12	1,500.48	1,584.08	1,630.40	1,698.16	1,772.08	1,820.88	1,866.56	1,959.84			
	Annual	36,882	37,417	39,012	40,666	42,360	44,183	46,074	47,842	48,630	50,865			
12	Hourly	18,479	19,297	20,086	20,940	21,828	22,787	23,734	24,376	24,988	26,288			
	Bi-Weekly	1,478.32	1,541.36	1,608.88	1,676.20	1,746.24	1,820.85	1,897.82	1,950.08	1,999.04	2,099.04			
	Annual	38,436	40,075	41,778	43,665	45,402	47,334	49,346	50,702	51,976	54,675			
13	Hourly	19,789	20,634	21,509	22,425	23,378	24,361	25,407	26,108	26,762	28,089			
	Bi-Weekly	1,589.44	1,650.72	1,720.72	1,794.00	1,870.24	1,949.68	2,032.56	2,088.48	2,140.96	2,247.92			
	Annual	41,189	42,918	44,738	46,644	48,628	50,381	52,346	54,300	55,664	58,448			
14	Hourly	21,261	22,165	23,095	24,077	25,089	26,138	27,278	28,027	28,731	30,189			
	Bi-Weekly	1,700.08	1,772.40	1,847.80	1,926.16	2,007.92	2,093.18	2,182.24	2,242.16	2,288.48	2,418.52			
	Annual	44,202	46,082	48,037	50,080	52,205	54,428	56,738	58,288	59,780	62,751			
15	Hourly	22,877	23,848	24,862	25,918	27,020	28,169	29,368	30,174	30,933	32,478			
	Bi-Weekly	1,830.16	1,907.84	1,988.96	2,073.44	2,161.60	2,253.52	2,349.20	2,413.92	2,474.64	2,588.24			
	Annual	47,554	49,603	51,742	53,908	56,201	58,611	61,079	62,761	64,340	67,564			
16	Hourly	24,558	25,602	26,690	27,823	29,004	30,227	31,525	32,891	33,208	34,864			
	Bi-Weekly	1,964.84	2,048.16	2,135.20	2,225.84	2,320.32	2,418.68	2,522.00	2,591.28	2,658.40	2,789.12			
	Annual	51,080	53,282	55,515	57,871	60,328	62,882	65,572	67,373	68,086	72,517			
17	Hourly	26,354	27,476	28,641	29,860	31,127	32,448	33,830	34,762	35,634	37,414			
	Bi-Weekly	2,108.32	2,198.08	2,291.28	2,388.80	2,490.16	2,596.16	2,708.40	2,780.96	2,850.72	2,989.12			
	Annual	54,816	57,150	59,573	62,109	64,744	67,500	70,368	72,304	74,116	77,821			
18	Hourly	28,230	29,429	30,680	31,983	33,343	34,762	36,237	37,238	38,170	40,079			
	Bi-Weekly	2,258.40	2,354.32	2,454.40	2,558.64	2,667.44	2,780.88	2,898.96	2,978.64	3,059.80	3,208.22			
	Annual	68,718	71,212	73,814	76,624	79,583	82,934	86,572	87,372	88,744	92,964			
19	Hourly	30,984	32,281	33,655	35,084	36,574	38,131	39,749	40,844	41,868	43,983			
	Bi-Weekly	2,477.12	2,592.48	2,692.40	2,806.72	2,925.92	3,050.48	3,179.92	3,287.52	3,349.82	3,517.04			
	Annual	84,405	87,144	90,002	92,974	96,073	99,312	102,677	104,985	107,087	111,448			
20	Hourly	34,002	35,447	36,958	38,526	40,162	41,869	43,648	44,848	46,074	48,272			
	Bi-Weekly	2,720.16	2,835.76	2,896.40	3,082.00	3,212.88	3,349.82	3,491.84	3,587.84	3,677.92	3,881.76			
	Annual	70,724	73,728	76,866	80,132	83,538	87,007	90,787	93,283	95,626	100,405			
21	Hourly	37,868	39,395	40,912	42,537	44,138	45,819	47,588	48,288	50,523	53,048			
	Bi-Weekly	2,889.44	3,118.40	3,245.36	3,389.88	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	88,080	91,802	95,702	99,773	102,619	105,087	110,339			
22	Hourly	41,007	42,750	44,567	46,459	48,435	50,491	52,639	54,088	56,443	59,218			
	Bi-Weekly	3,280.58	3,420.00	3,586.36	3,716.72	3,874.80	4,059.28	4,211.12	4,326.88	4,436.44	4,657.28			
	Annual	86,264	89,020	92,899	96,834	100,744	105,021	109,489	112,495	116,321	121,089			
23	Hourly	43,009	44,839	46,744	48,730	50,802	52,961	55,212	56,729	58,185	61,062			
	Bi-Weekly	3,440.72	3,687.12	3,739.52	3,898.40	4,064.16	4,236.88	4,416.88	4,538.32	4,652.40	4,884.96			
	Annual	89,458	93,285	97,227	101,958	106,668	111,158	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 2	After 1	After 1
												Years At 6th Step	Year at 1st Longevity Rate & 10 Years Service	Year at 2nd Longevity Rate & 15 Years Service
9	Hourly	15,916	15,966	16,046	17,953	18,091	18,859	19,683	20,202	20,710	21,740			
	Bi-Weekly	1,226.28	1,277.28	1,331.88	1,388.24	1,447.28	1,510.04	1,573.04	1,616.16	1,669.80	1,739.68			
	Annual	31,857	33,209	34,628	38,094	37,629	39,235	40,899	42,020	43,076	45,281			
10	Hourly	16,405	17,104	17,831	18,687	19,377	20,201	21,080	21,641	22,184	23,282			
	Bi-Weekly	1,312.40	1,388.52	1,426.48	1,488.88	1,550.18	1,616.68	1,684.80	1,731.28	1,774.72	1,883.36			
	Annual	34,122	36,676	37,088	39,680	40,504	42,018	43,804	45,013	46,142	48,447			
11	Hourly	17,601	18,349	19,131	19,942	20,788	21,672	22,594	23,216	23,799	24,988			
	Bi-Weekly	1,408.08	1,487.82	1,530.48	1,595.96	1,668.04	1,733.76	1,807.92	1,857.28	1,903.92	1,999.76			
	Annual	38,610	38,186	39,792	41,479	43,239	45,077	46,956	48,269	49,601	51,978			
12	Hourly	18,849	19,652	20,488	21,369	22,285	23,212	24,188	24,854	25,468	26,763			
	Bi-Weekly	1,507.92	1,572.16	1,639.04	1,708.72	1,781.20	1,858.16	1,936.84	1,989.12	2,039.04	2,141.04			
	Annual	38,206	40,878	42,616	44,428	46,311	48,280	50,331	51,717	52,816	56,987			
13	Hourly	20,189	21,047	21,939	22,874	23,846	24,859	25,916	26,628	27,297	28,681			
	Bi-Weekly	1,615.12	1,689.76	1,765.12	1,829.82	1,907.68	1,988.94	2,073.20	2,130.24	2,183.76	2,292.88			
	Annual	41,993	43,777	45,693	47,677	49,599	51,794	53,909	55,366	56,777	60,814			
14	Hourly	21,676	22,588	23,537	24,529	25,561	26,639	27,824	28,698	29,306	30,772			
	Bi-Weekly	1,784.08	1,807.84	1,884.56	1,964.72	2,048.08	2,135.12	2,225.92	2,267.04	2,344.48	2,461.76			
	Annual	46,089	47,003	48,998	51,082	53,260	56,618	57,873	59,483	60,886	64,006			
15	Hourly	23,335	24,325	25,359	26,436	27,560	28,732	29,952	30,777	31,652	33,128			
	Bi-Weekly	1,888.80	1,946.00	2,028.72	2,114.88	2,204.90	2,298.88	2,396.16	2,452.16	2,524.16	2,680.24			
	Annual	48,538	50,686	52,746	54,988	57,324	59,772	62,300	64,016	65,628	69,806			
16	Hourly	25,049	26,114	27,224	28,379	29,584	30,832	32,155	33,039	33,889	35,591			
	Bi-Weekly	2,003.92	2,089.12	2,177.92	2,270.32	2,366.72	2,467.36	2,572.48	2,649.12	2,709.62	2,844.89			
	Annual	52,101	54,317	56,926	59,028	61,534	64,161	66,884	68,721	70,447	73,986			
17	Hourly	26,861	28,028	29,214	30,467	31,760	33,111	34,607	35,457	36,347	38,162			
	Bi-Weekly	2,160.48	2,242.08	2,337.12	2,436.88	2,540.00	2,648.06	2,760.59	2,836.66	2,907.76	3,052.96			
	Annual	56,912	58,264	60,766	63,360	66,040	69,660	71,774	73,760	75,601	79,376			
18	Hourly	28,795	30,018	31,284	32,623	34,010	35,457	36,962	37,878	38,983	40,881			
	Bi-Weekly	2,308.60	2,401.44	2,503.82	2,609.84	2,720.80	2,836.86	2,966.96	3,039.24	3,114.64	3,270.48			
	Annual	60,893	62,437	65,091	67,855	70,740	73,770	76,880	78,994	80,980	85,032			
19	Hourly	31,583	32,927	34,328	35,788	37,305	38,881	40,544	41,661	42,708	44,842			
	Bi-Weekly	2,528.64	2,634.16	2,746.24	2,862.88	2,984.40	3,111.52	3,243.82	3,332.88	3,416.48	3,597.36			
	Annual	65,692	68,499	71,402	74,434	77,694	80,881	84,391	86,664	88,828	93,271			
20	Hourly	34,682	36,155	37,694	39,299	40,966	42,701	44,521	45,745	46,893	49,237			
	Bi-Weekly	2,774.56	2,892.48	3,015.82	3,143.88	3,277.20	3,419.41	3,561.68	3,656.80	3,751.44	3,933.86			
	Annual	72,136	75,204	78,409	81,736	85,207	88,628	92,909	95,149	97,537	102,412			
21	Hourly	38,115	39,734	41,424	43,184	45,019	46,931	48,927	50,274	51,533	54,109			
	Bi-Weekly	3,049.20	3,178.72	3,319.92	3,464.72	3,601.82	3,754.48	3,914.16	4,021.82	4,122.64	4,328.72			
	Annual	79,279	82,646	86,161	89,822	93,639	97,816	101,788	104,869	107,188	112,546			
22	Hourly	41,827	43,505	45,259	47,088	49,004	51,008	53,092	55,166	56,652	59,380			
	Bi-Weekly	3,346.16	3,488.40	3,636.64	3,791.04	3,952.32	4,120.08	4,296.36	4,419.44	4,524.16	4,760.40			
	Annual	87,000	90,696	94,662	98,557	102,760	107,122	111,679	114,749	117,628	123,610			
23	Hourly	45,869	47,736	49,679	51,705	53,818	56,020	58,316	59,864	61,318	64,283			
	Bi-Weekly	3,698.52	3,889.88	3,914.92	3,976.40	4,145.44	4,321.60	4,505.26	4,629.12	4,745.44	4,982.64			
	Annual	91,247	95,130	99,172	103,388	107,781	112,381	117,137	120,957	123,381	129,848			