

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**METROPOLITAN ALLIANCE OF POLICE
COOK COUNTY DCSI DEPUTY CHIEFS
CHAPTER #438**

AND

**COUNTY OF COOK/SHERIFF OF COOK COUNTY
(AS JOINT EMPLOYERS)**

December 1, 2012 – November 30, 2017

Effective upon Approval by the Cook County Board of Commissioners

APPROVED BY THE BOARD OF
COOK COUNTY COMMISSIONERS

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Appendix C – Cook County Healthcare Plan Design

PREAMBLE

This Agreement entered into by the County of Cook and the Sheriff of Cook County, Illinois (hereinafter referred to as the "County", or the "Employer") and the Metropolitan Alliance of Police D.C.S.I. Deputy Chiefs Chapter #438 (hereinafter referred to as "Chapter"). The purpose of this Agreement is the promotion of harmonious relations between the Employer and the Chapter; the establishment of a prompt, equitable and peaceful procedure for the resolution of differences; and the establishment of an agreement covering rates of pay, hours of work and conditions of employment applicable to bargaining unit D.C.S.I. Deputy Chiefs. Therefore, in consideration of the mutual promises and agreements contained in the Agreement, the Employer and the Chapter do mutually promise and agree, as follows:

ARTICLE I

RECOGNITION

Section 1.1 Recognition

In accordance with the Illinois State Labor Relations Board's (ISLRB) Certification of Representation, dated May 24, 2007, the Employer hereby recognizes the Chapter as the sole and exclusive collective bargaining representative for all Deputy Chiefs and Electronic Monitoring Sergeants employed by the Sheriff of Cook County and County of Cook in the Sheriff's Electronic Monitoring Unit within the Sheriff's Office; but excluding all other employees of the Sheriff of Cook County and the County of Cook; all employees of the County of Cook; all confidential, managerial or supervisory employees, or short-term employees, as defined by the Act, and the Sheriff of Cook County and all elected officials of the County of Cook.

Section 1.2 Chapter Membership

The Employer does not object to Chapter membership by its employees, and believes that certain benefits may inure from such membership. For the purpose of this Section, an employee shall be considered to be a member of the Chapter if he/she timely tenders the dues and initiation fee required as a condition of membership.

The Employer will grant the Chapter an opportunity during the orientation of new employees to present the benefits of Chapter membership, at which time the Chapter may give such employees a copy of this Agreement.

Section 1.3 Dues Checkoff

Upon receipt of a written and signed authorization form from a Deputy Chief the Employer shall deduct the amount of Chapter dues and initiation fees, if any, set forth in such form and any authorization increase therein, and shall remit such deduction along with a list of the names and the amounts from whom deductions have been made each pay period to the Metropolitan Alliance of Police at the address designated by the Chapter in accordance with the laws of the State of Illinois, Chapter within thirty (30) calendar days after close of the pay period for which the deductions are made. The Chapter shall advise the Employer of any increase in dues, at least thirty (30) days prior to its effective date on an annual basis.

Section 1.4 Fair Share

During the term of this Agreement, Covered Employees who are not members of the Chapter shall, commencing thirty (30) days after the effective date of this Agreement, pay a fair share fee to the Chapter for collective bargaining and contract administration services tendered by the Chapter as the exclusive representative of the officers covered by this Agreement. Such fair share fee shall be deducted by the Employer from the earnings of non-members and remitted to the Chapter each month. The Chapter shall annually submit to the Employer a list of the officers covered by this Agreement who are not members of the Chapter and an affidavit which specifies the amount of the fair share fee, which shall be determined in accordance with the applicable law.

Section 1.5 Gender

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

Section 1.6 Employee Title

The use of the title "Deputy Chief" in this document is understood to be for clerical convenience only, and it is further understood that the title shall include any and all bargaining unit members, including those of the rank of Deputy Chief and Electronic Monitoring Sergeant as well.

Section 1.7 DCSI Reference

The use of the phrase "DCSI" in this document is understood to be for clerical convenience only, and it is further understood that this shall include any and all positions held by individuals of the rank of Deputy Chief and Electronic Monitoring Sergeant within the Central Warrant Fugitive Unit and Electronic Monitoring Unit.

ARTICLE II

EMPLOYER AUTHORITY

Section 2.1 Management Rights

The Chapter recognizes that the Employer has the full authority and responsibility for directing its operations and determining policy. The Employer reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon it and vested in it by State and Federal statutes and Constitutions, and to adopt and apply all rules, regulations and policies as it may deem necessary to carry out its statutory and constitutional responsibilities. Employer rights shall be limited only by the terms of this Agreement. Employer rights include, but are not limited to:

- A. The Chapter recognizes the exclusive rights of the Employer to determine its policies, standards of services and to operate and manage its affairs and to direct its work force in accordance with its responsibilities. The Employer has all the customary and usual rights, power and functions of management.
- B. The Chapter recognizes the exclusive rights of the Employer to hire, transfer, promote, discipline and suspend employees for just cause and to establish reasonable work rules, make work assignments, determine schedules of work, methods, processes and procedures by

which work is to be performed, place, methods, means and number of personnel needed to carry out the Employer's responsibilities and duties as well as the right to determine reasonable work, productivity, reasonable performance and evaluation standards.

- C. The Chapter recognizes that the Employer has the right to change existing or introduce new methods, equipment or facilities and the right to contract for goods and services.
- D. The Employer has the right to make, publish and enforce general orders, rules and regulations and the Employer has the right to reclassify existing positions based on assigned duties and responsibilities, or make changes in assigned duties and responsibilities. However, any such changes in existing positions will be discussed with the Chapter prior to implementation.
- E. The Employer has the right to enter into mutual aid and assistance agreements with other units of government.
- F. The Employer has the right to establish standards to which force, including deadly force, can be used.
- G. The Employer has the right to take any and all actions as may be necessary to carry out the duties and responsibilities of the employer in situations of civil emergency as may be declared by the employer. It is the sole discretion of the employer to determine that civil emergency conditions exist, which may include but not be limited to riots, civil disorders, tornado conditions, floods, other emergency conditions, or other circumstances beyond the control of the employer which call for immediate action whereas it may be required to assign employees as the Employer deems necessary to carry out its duties and responsibilities. Upon completion of the emergency assignment, the Officer shall be returned to his original assignment immediately.

Section 2.2 Employer Obligation

The Chapter recognizes that this Agreement does not empower the Employer to do anything that it is prohibited from doing by law. It is further understood that any actions taken in the areas of wages, hours, and terms and conditions of employment shall be done in accordance with the Illinois Public Labor Relations Act.

Section 2.3 Labor Management Conferences

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

- 1) discussion on the implementation and general administration of this Agreement;
- 2) a sharing of general information of interest to the parties;
- 3) notifying the Chapter of changes in conditions of employment contemplated by

- the Employer which may affect Deputy Chiefs
- 4) safety issues.

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Grievances being processed under the grievance procedure shall not be considered at "labor-management conferences", nor shall negotiations for the purpose of altering any or all of the terms of this Agreement be carried on at such meetings.

Attendance at "labor-management conferences" shall be voluntary on the Deputy Chiefs part, and attendance by Deputy Chiefs while on duty shall be considered time worked for compensation purposes. Deputy Chiefs attending "labor-management conferences" when off duty shall not be compensated for their time. Normally, three (3) persons from each side shall attend these meetings, schedules permitting.

ARTICLE III

HOURS OF WORK AND OVERTIME

Section 3.1 Purpose of Article

The provisions of this Article are intended to define and establish regular work hours and to provide the basis for calculating overtime pay, and shall not be construed as a guarantee of hours of work per day or days per week or pay in lieu thereof, or as a limitation upon the maximum hours per day which may be required.

Section 3.2 Regular Work Periods

Unless otherwise agreed to, the normal work week consists of forty (40) hours; with a five-two work schedule consisting of eight (8) hours each day per calendar week for Deputy Chiefs in the Electronic Monitoring Unit. The basic schedule of hours will be determined by the unit commanding officer and will conform to one of the following three watches:

First Watch: 12:00 a.m. to 8:00 a.m.

Second Watch 8:00 a.m. to 4:00 p.m.

Third Watch: 4:00 p.m. to 12:00 a.m.

Based on identified needs, the Employer will decide the number of employees for each shift and days off. Should it be necessary in the interest of efficient operations or for training purposes, the Employer may temporarily depart from the normal workday or work week, however, the Employer will give at least thirty days (30) notice to the individuals affected by such change, except under emergency circumstances or here agreed to by the parties. This section does not apply for Deputy Chiefs who are assigned to be on stand-by.

No officer shall be required to work more than two (2) consecutive shifts in a twenty-four (24) hour period, nor shall an Employee be required to work different shifts (i.e., 8:00 a.m. to 4:00 p.m. one day, 4:00 a.m. to 12:00 midnight another day) within a seven (7) day period.

The Employer agrees that Employees will have two consecutive days off per work week. The

Employer agrees that regular days off will not be cancelled and rescheduled to avoid paying overtime.

Section 3.3 Overtime Policy and Procedures

Contingent upon the needs of the Employer, qualifying Officers will be afforded the opportunity to work extra hours/shifts at their regular rate of pay plus a premium. Overtime shall be offered first to any Deputy Chief already at work and on duty, by seniority. If no Deputy Chief volunteers for said overtime, overtime shall be offered to Deputy Chiefs' who are off-duty, by seniority. If there is no volunteer for overtime, the Employer may mandate Deputy Chiefs to work in order of inverse seniority. Except in the event of an emergency, a Deputy Chief on Duty will not be required to work more than consecutive work 16 hours. The County shall refuse overtime that would result in more than 40 hours of overtime in any pay period, or that would result in more than 624 hours of overtime in a fiscal year, except for situations of operational necessity as determined by the Sheriff.

In the event that the Deputy Chief on Duty cannot work the offered overtime, that Deputy Chief will be offered the next available opportunity.

Section 3.4 Normal Work Periods and Overtime Pay

The normal workday shall be eight hours per day. Overtime which has been duly authorized or approved shall be compensated as follows: All compensated time in excess of eighty (80) hours per biweekly pay period by an Employee shall be compensated at the rate of one and one-half (1 1/2). Overtime shall be paid in increments of 15 minutes, rounded up to the nearest quarter of one hour.

Section 3.5 Compensatory Time

At the Deputy Chiefs option, time and one-half (1 ½) overtime may be accumulated as compensatory time due, calculated at the employee's overtime rate, in lieu of pay. All compensatory time due (earned from whatever source) shall be accumulated to a maximum of four hundred and eighty (480) hours. All hours earned in excess of four hundred and eighty (480) shall be paid in cash. Compensatory time off may be used in time blocks of one (1) hour or more, at the Deputy Chiefs request. When compensatory time off is granted, the Deputy Chief shall not be required to remain on stand-by status.

Section 3.6 Swapping of Shifts

Deputy Chiefs may swap individual shifts by notifying their supervisor prior to the start of the shift to be the switched, provided that said swap does not result in the payment of overtime to accommodate the shift switch.

Section 3.7 Assignment to Special Units

Any deputy chief assigned to a special multi-agency unit outside the Cook County Sheriff DCSI Department, including but not limited to the HDTA, U.S. Marshal's, or any other specialized unit by acceptance of such assignment, shall be bound by that unit's standard operating procedures and policies concerning shift assignments, call-back pay, alteration of shift hours, overtime scheduling, overtime pay, and compensatory time off. Deputy Chiefs will not be involuntarily assigned to such units.

ARTICLE IV

SENIORITY

Section 4.1 Definition of Seniority

- A. DCSI Seniority. As used herein, the term "DCSI seniority" shall refer to and be defined as commencing on the member's promotion date to the rank of Deputy Chief as covered by this Collective Bargaining Unit.

Seniority earned within each department will be considered for the following within the department:

1. Job posting and bidding,
2. Vacation selection,
3. Overtime selection. and
4. Layoff and recall provisions of this Agreement.

In the event two or more Officers have the same seniority date, preference shall be given to the Deputy Chief with the most County-Wide Seniority.

- B. County-Wide Seniority shall be defined as a combination of Department seniority plus any time which is credited under this section or County Service in another department of Cook County.

County-wide seniority will be considered for the following:

1. Calculation of vacation credit, and
2. Salary step placement

- C. Any Employee of the County of Cook who has rendered continuous service to the City of Chicago, the Chicago Park District, the Forest Preserve District, the Water Reclamation District of Greater Chicago and/or Chicago Board of Education shall have the right to have the period of such service credited and counted for the purpose of computing the number of years of service as Employees of the County for vacation credit only. All discharges and resignations not followed by reinstatement within one (1) year shall interrupt continuous service, and shall result in the loss of all prior service credit.

Credit for such prior service shall be established by filing, in the Office of the Comptroller of Cook County, a certificate of such prior service from such former place or places of employment

Section 4.2 Loss of Seniority

A Deputy Chiefs seniority shall be broken only when:

- a. The Employee resigns or quits,
- b. The Employee retires on regular service retirement,

- c. The Employee is discharged or permanently removed from the payroll and the separation is not reversed through the grievance procedure,
- d. The Employee will not accrue seniority credit for time spent on an unauthorized unpaid leave of absence in excess of thirty (30) days,
- e. The Employee does not return or renew at the expiration of a leave of absence,
- f. The Employee does not return to work when recalled from layoff pursuant to the applicable provisions of this agreement.

Section 4.3 Reduction in Work Force and Layoffs

The Employer, in its discretion, shall determine whether layoffs are necessary. If the Employer determines that layoffs are necessary, Deputy Chiefs covered by this Agreement will be laid off in inverse order in accordance with their length of service as a Deputy Chief within the bargaining unit. Except in an emergency, no layoff will occur without at least a sixty (60) calendar day notification to the Chapter, to afford the Chapter the opportunity to provide advisory input through a labor management meeting, provided this process will not be used to delay the layoffs.

In the event of layoff, every reasonable effort will be made to transfer the effected Employees to another department or division within the Sheriff's Department to a position with a similar pay structure. In the event that there is no such position available, the effected Employee will be reduced to the last held merit rank within the Sheriff's Department. In the event that a position with a similar pay structure becomes available within the time limits described within the recall provision (4.4) of this agreement, the effected employee will be placed within said position.

Section 4.4 Recall

Deputy Chiefs who are laid off or reduced in rank in accordance with this Agreement shall be placed on a recall list for a period of two (2) years. In the event of a recall, Employees shall be recalled in the inverse order of their layoff, provided they are fully qualified to perform the work to which they are recalled. Employees recalled to duty shall be subject to a reasonable amount of retraining at the discretion of the Chief of the assigned unit. Deputy Chiefs who are eligible for a recall shall be given fourteen (14) calendar days' notice of recall, and notice of recall shall be sent to the Employee by certified mail, with a copy to the Chapter, provided that the Employee must notify the Chief or his designee of his intention to return to work within seven (7) days after receiving notice of recall. The County shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the Employee, it being the obligation and responsibility of the Employee to provide the Employer with his latest mailing address.

Section 4.5 Seniority List

The Employer shall prepare a list setting forth the present seniority dates for all Deputy Chiefs covered by this Agreement and shall become effective on or after the date of execution of this Agreement. Such lists shall show the actual hire date with the county, and the promotion date for all Deputy Chiefs covered under this Agreement.

ARTICLE V

RATES OF PAY

Section 5.1 Job Classifications

All bargaining unit employees shall receive the biweekly salary provided for their respective grade and length of service as a sworn law enforcement officer with the Cook County Sheriff's Department, as set forth in Appendix A of this Agreement. Employees will be increased to the appropriate step upon completion of the required length of service in the classification.

The salary grades and steps applicable to this bargaining unit shall be increased as follows during the term of this agreement:

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%

Section 5.2 Time Sheet Examination

The covered Employee or a Chapter representative with the employee's consent, shall have the right to examine time sheets or other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the employee pertaining to a specific grievance, during the regular business hours of the administration division of the County.

Section 5.3 Court Time

If a Deputy Chief is required by the Department to appear in court during off-duty hours, such court time will be compensated at the rate of one and one-half (1 ½) times the Officers regular hourly rate of pay so long as these hours are in excess of the Officers regularly scheduled work hours.

Section 5.4 Callback (Renumbered)

Callback is defined as an assignment of work that does not immediately precede or follow a Deputy Chiefs regularly scheduled workday. Covered employees called back for a work assignment shall be

compensated for a minimum of two (2) hours, or the actual time worked, whichever is greater, at one-and-one-half (1-1/2) times their regular rate of pay. Notification for court or other assignments by telephone does not constitute callback.

Section 5.5 Me Too Clause

The Employer and MAP 438 agrees that if during the term of this Agreement the Employer enters into any new agreement with Investigator II, Fugitive Investigators, or Correctional Sergeants, Correctional Lieutenants, providing for increased wages, or a change in dental, vision or health insurance benefits or contribution levels, that the Employer shall immediately apply such provisions automatically to this Agreement.

ARTICLE VI

HOLIDAYS

Section 6.1 Designation of Holidays

The following days are hereby declared holidays, except in emergency and for necessary operations, for all employees in the bargaining unit.

1. New Year's Day - January 1
2. Martin Luther King's Birthday - Third Monday in January
3. Lincoln's Birthday - February 12
4. Washington's Birthday - Third Monday in February
5. Casimir Pulaski's Birthday - 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

It is the intent of the Board of Commissioners of Cook County that all salaried Cook County employees be granted twelve (12) holidays, or equivalent paid days off per year. Holidays will be celebrated on the day on which it actually occurs.

- B. In addition to the above, any other day or part of a day shall be considered a holiday when so designated by the Board of Commissioners of Cook County.
- C. Effective December 1, 1993, Employees who work on any one of the six (6) major holidays, i.e., New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day shall receive time and one half (1-1/2) for all hours worked, plus an additional day off with pay.

Employees who work on any one of the seven (7) minor holidays, shall receive straight time pay for all hours worked plus an additional day off with pay.

- D. In addition to the holidays listed, an employee shall be credited with one (1) floating holiday on December 1 of each year, which must be used by the employee between December 1 and November 30. The floating holiday may not be carried over into the next fiscal year by the employee except as provided below. The floating holiday will be scheduled in accordance with the procedures for vacation selection. Use of the floating holiday is restricted to a full day increment. Requests shall not be unreasonably denied. If the floating holiday is not used prior to end of the fiscal year (November 30th), the employee shall be compensated in cash (at the applicable rate) or compensatory time, in accordance with current practice provided that the employee has submitted at least three (3) requests for such floating holiday by September 1 and the employer failed to grant one of the three days requested.

If an Employee is required to work on an approved floating holiday, the Employee shall receive one and one-half times the Employee's regular hourly rate for the hours actually worked plus, at the officers discretion, either: 1) eight (8) hours pay, including shift premium, if applicable, at the same hourly rate or; 2) eight (8) hours compensatory time. The form of compensation (cash or compensatory time), and the usage of such time, shall be in accordance with current practice of the Employer in effect on the date of the Agreement.

Section 6.2 Holiday in Vacations

If a holiday falls within an employee's scheduled vacation, such employee, if otherwise eligible, shall be granted an additional day of vacation.

ARTICLE VII

VACATIONS

Section 7.1 Vacation Leave

- A. All bargaining unit employees, who have completed one year of service with Cook County, including service mentioned in Article IV, Section 4.1 (B), shall be granted vacation leave with pay for periods as follows:

<u>Anniversary of Employment</u>	<u>Days of Vacation</u>	<u>Maximum Accumulation</u>
1 st thru 6 th	10 working days	20 working days
7 th thru 14 th	15 working days	30 working days
15 th years and over	20 working days	40 working days

- B. Vacation accruals will be carried out in accordance with the bi-weekly payroll system. Employees must be in a pay status for a minimum of five days in a pay period to accrue time in that period.

Vacation

3.08 hours per pay period x 26 pay periods = 10.0022 days
 4.62 hours per pay period x 26 pay periods = 15.0000 days
 6.16 hours per pay period x 26 pay periods = 20.0018 days

- C. Employees may use only such vacation leave as has been earned and accrued provided, however, that five (5) working days of the initial vacation allowance may be allowed after the first six (6) months of service. The Sheriff may establish the time when the vacation shall be taken. Employees shall be allowed to schedule their vacation periods in increments of five (5) days beginning on a Sunday and ending on a Saturday. Employees shall be allowed to schedule all unused vacation time as mutually agreed upon by the employer and the affected employee in increments of (1) one day or more and shall be scheduled pursuant to Section 9.6 contained herein.
- D. All discharges and resignations not followed by reinstatement within one (1) year shall interrupt continuous service, and shall result in the loss of all prior service credit. Credit for such prior service shall be established by filing, in the Office of the Comptroller of Cook County, a certificate of such prior service from such former place or places of employment.
- E. In the event an employee has not taken vacation leave as provided by reason of separation from service, the employee, or in the event of death, the employee's spouse or estate, shall be entitled to receive the employee's prevailing salary for such unused vacation periods.
- F. In computing years of service for vacation leave, employees shall be credited with regular working time plus the time of duty disability.
- G. Any Cook County employee who is a re-employed veteran shall be entitled to be credited with working time for each of the years absent due to Military or Naval service. The veteran's years of service for purposes of accrual of vacation time in the year of return to employment with Cook County, shall be the same as if employment had continued without interruption by Military Service.
- H. Holidays recognized by the Board of Commissioners of Cook County are not to be counted as part of a vacation.

Section 7.2 Vacation Scheduling

Deputy Chiefs shall select the periods of their annual vacation on the basis of seniority within the various work units of the Department. Insofar as practicable, vacations will be granted to meet the requests of employees. Where two or more employees in the same department performing the same job request vacation on the same day for the same calendar period and all the employees cannot be released at the same time, then the vacation requests shall be granted in order of the employees' seniority, by the date in current rank.

ARTICLE VIII

WELFARE BENEFITS

Section 8.1 Hospitalization Insurance

- A. The various hospitalization insurance plans (as described in the attached Appendix C) which are in effect shall remain in effect for the duration of this Agreement. An explanation booklet of the various health insurance plans shall be prepared and made available to the employees.
- B. All rules and procedures governing the calculation and collection of such contributions shall be established by the County's Department of Risk Management, after consultation with the Chapter. All employee contributions for Health Insurance shall be made on a pre-tax basis.

The County may institute or continue a cost containment program (such a second opinion on elective surgery, out-patient surgery, weekend admission prohibition, etc.) so long as the health insurance coverage remains the same. The Chapter will be notified before any proposed change in hospitalization benefits are implemented and shall have the right to bargain over the impact of such changes.

All new employees covered by this Agreement shall be required to enroll in the County HMO plan of their choosing, such enrollment to be effective from the date of hire through the expiration of the first full health plan year following such date of hire.

- C. The employer will provide prescription benefits and mail order prescription program as described in the attached Appendix C.
- D. This provision is subject to modification as described by Section 5.5 of this Agreement.

Section 8.2 Sick Leave

- A. Sick leave accruals will be carried out in accordance with the bi-weekly payroll system. Employees must be in a pay status for a minimum of 5 days in a pay period to accrue sick time in that period.

3.70 hours per pay period x 26 pay periods = 12.0016 days.

Accrued sick leave will carry over if employees change offices or Departments within the County as long as there is no break in service longer than thirty (30) days.

- B. Sick leave may be accumulated to equal, but at no time to exceed, one hundred seventy-five (175) working days, at the rate of twelve (12) working days per year. Records of sick leave credit and use shall be maintained by the Personnel Department of Cook County Department of Corrections. Severance of employment terminates all rights for the compensation hereunder. Additional leave shall continue to accrue while an employee is using that already accumulated.
- C. Sick pay is not to be used by employees as vacations or simply to take time off with pay.

The Employer shall keep the Chapter informed of employees suspected of abusing sick pay and the Chapter will cooperate with the County in counseling individuals in an effort to minimize such abuse. Employees who continued to abuse sick pay will be subject to disciplinary action up to and including discharge.

- D. Sick leave may be used for illness, disability incidental to pregnancy, or non-job related injury to the employee; appointments with physicians, dentists, or other recognized practitioners; or for serious illness, disability, or injury in the immediate family of the employee. After five (5) consecutive working days or more of absence due to illness, employees shall submit to their department/unit head a doctor's certificate as proof of illness. Sick leave may be used as maternity or paternity leave by employees.
- E. An employee who has been off duty for five (5) consecutive working days or more for any health reason shall be required to undergo examination by the Employer's physician before returning to work.

For health related absences of less than five (5) consecutive working days, a doctor's statement or proof of illness will not be required except in individual instances where the sheriff has sufficient reason to suspect that the individual did not have a valid health reason for the absence. If indicated by the nature of a health related absence, examination by a Facility physician may be required to make sure that the employee is physically fit for return to work.

- F. If, in the opinion of a physician designated and retained by the County, the health of an employee or immediate family, warrants prolonged absence from duty, the employee will be permitted to combine his/her vacation, sick leave and personal days, and any other compensatory time for such leave.
- G. The employee may apply for disability under the rules and regulations established by the Retirement Board.

Section 8.3 Disability Benefits

Employees incurring any occupational illness or injury will be covered by Workers' Compensation insurance benefits. Employees injured or sustaining occupational disease on duty, who are off work as result thereof shall be paid Total Temporary Disability Benefits pursuant to the Workers' Compensation Act.

Duty Disability and ordinary disability benefits also will be paid to employees who are participants in the County Employee Pension Plan. Duty disability benefits are paid to the employee by the Retirement Board when the employee is disabled while performing work duties. Benefits amount to seventy-five percent (75%) of the employee's salary at the time of injury, and begin the day after the date the salary stops.

Ordinary disability occurs when a person becomes disabled due to any cause, other than injury on the job. An eligible employee who has applied for such disability compensation will be entitled to receive, on the thirty-first (31st) day following disability, fifty percent (50%) of salary, less an amount equal to the sum deducted for all annuity purposes. The first thirty (30) consecutive days of

ordinary disability are compensated for only by the use of any accumulated sick pay and/or vacation pay credits unless the employee and the Employer otherwise agree. The employee will not be required to use sick time and/or vacation time for any day of duty disability. All of the provisions of this Section are subject to change in conjunction with changes in State laws.

Section 8.4 Public Safety Employee Benefits Act

The Employer agrees to abide by the Public Safety Employee Benefits Act, 820 ILCS 320/1, *et. seq.*

Section 8.5 Life Insurance

All Employees shall be provided with life insurance in an amount equal to the Employee's annual salary (rounded to the next \$1,000), at no cost to the Employee, with the option to purchase additional insurance up to a maximum of the Employee's annual salary. No life insurance shall be offered through the County's HMO plans.

Section 8.6 Pension Plan

Pension benefits for Employees covered by this Agreement shall be as mandated under the Illinois Compiled Statutes.

Section 8.7 Dental Insurance

All Employees shall be eligible to participate, at no cost to them, in the dental plan that is set forth in Appendix C as revised by this agreement and specifically described in Appendix C. No dental coverage shall be offered through the County's HMO plans. This provision is subject to modification as described by Section 5.5 of this Agreement.

Section 8.8 Maintenance of Benefits

All economic benefits which are not set forth in this Agreement and are currently in effect shall continue and remain in effect until such time as the Employer shall notify the Chapter of its intention to change them. Upon such notification, and if requested by the Chapter, the Employer shall meet and discuss such change before it is finally implemented. Any change made without such notice shall be considered temporary pending the completion of such discussion. The Chapter reserves the right to bargain over such changes, including the right to arbitrate any dispute over such changes.

Section 8.9 Employee Assistance Program

The Employer has established an Employee Assistance Program (EAP) to function as a professional diagnostic and referral service for employees. This program is designed to deal comprehensively with any personal problems of employees which affect their physical or mental health and which may have a negative impact on their work productivity. It is understood that EAP is not intended to be a substitute or alternative to disciplinary action, when such action is warranted.

Section 8.10 Vision Plan

All employees shall be eligible to participate, at no cost to them, in the vision plan as set forth in Appendix C as revised by this Agreement and specifically described in Appendix C. No vision coverage shall be offered through the County's HMO plans. This provision is subject to modification as described by Section 5.5 of this Agreement.

Section 8.11 Insurance Opt-Out

The Employer agrees to pay \$800.00/year to eligible employees who opt-out of the Employer's

health benefit program. Prior to opting-out of such program, the employee must demonstrate to the Employer's satisfaction that he/she has alternative healthcare coverage. Any employee electing to opt-out of the Employer's health benefit program may request that in lieu of a payment to the employee, this amount be credited to a medical flexible spending account. Eligible employees who lose their alternative healthcare coverage may enroll in or be reinstated to the Employer's health benefit program. Covered employees may not opt out if their spouse is also a County employee.

ARTICLE IX

ADDITIONAL BENEFITS

Section 9.1 Bereavement Leave

- A. Excused leave with pay will be granted, up to three (3) days, to an employee for the funeral of a member of the employee's immediate family or household. For purposes of this Section, an employee's immediate family includes parents, or such persons who have reared the employee, (either one or the other not both may be used), husband, wife, child (including step children and foster children), brothers, sisters, grandchildren, grandparents, spouse's parents. An additional two (2) days leave with pay will be granted for an employee to attend a funeral of a member of the employee's immediate family or household if said funeral takes place more than one hundred fifty (150) miles from the Cook County Department of Corrections, 2700 S. California Ave., Chicago IL.
- B. Leave requested to attend the funeral of someone other than a member of an employee's immediate family or household may be granted, but time so used shall be deducted from the accumulated vacation or personal leave of the employee making the request.
- C. All leaves requested must be in writing.

Section 9.2 Personal Days

All employees shall be permitted four (4) days off with pay each fiscal year. Employees may be permitted these four (4) days off with pay for personal leave for such occurrences as observance of a religious holiday or for other personal reasons. Such personal days shall not be used in increments of less than one-half (½) day at a time. Scheduling of personal time shall be pursuant to Section 9.6 herein.

Personal days may be used consecutively with the approval of the Sheriff/Designee and may be used as additional vacation leave with the prior approval of the Sheriff/Designee. If the health of an employee warrant's prolonged absence from duty, the employee will be permitted to combine personal days, sick leave, and vacation leave.

Accruals shall be 1.24 hours per pay period x 26 pay periods = 4.0014 days

Personal days off shall be scheduled in advance, absent an emergency, to be consistent with operating necessities and the convenience of the employee, subject to such approval

Section 9.3 Family and Medical Leave Act

Provisions of the Family and Medical Leave Act (FMLA), as provided by Federal Law. Covered employees must utilize all paid leave before eligibility for unpaid leave. Changes to the Employers

FMLA policy will be discussed with the Chapter prior to implementation

Section 9.4 Jury Duty Leave

Deputy Chiefs called upon for jury duty should notify their Department Director as soon as possible. Time off with pay shall be granted to individuals serving on jury duty. Straight time pay for eight (8) hours per day will be paid for the period served. The Deputy Chiefs time served on jury duty shall not be charged against sick time or vacation time and shall be considered time worked. Any compensation received for jury duty service shall be turned into the Personnel Department.

Section 9.5 Americans with Disabilities Act

The parties acknowledge that the employers are bound by the provisions of the Americans with Disabilities Act.

Section 9.6 Notice of Leave

Employees must give at least twenty-four (24) hours notice before utilizing any leave benefits, including but not limited to a vacation day, personal day, compensatory time day, floating holiday, or any other paid time off which was not previously scheduled. All requests for time off shall be granted, man power allowing. Request for time off shall not be unreasonably denied by the Employer.

ARTICLE X

LEAVES OF ABSENCE

Section 10.1 Regular Leave

Leaves of absence without pay for Employees shall be granted in compliance with the Rules and Regulations of the Employer and the Cook County Sheriff's Merit Board.

- A. Leaves of absence without pay may be granted any covered employee. The leave shall be from the position and rank he or she holds at the time the leave is granted and on termination of the leave, the officer shall be returned to the same rank he or she held at the time the leave was granted provided a vacancy exists.
- B. All leaves of absence, except for military service, shall be for one year or less, with the privilege of obtaining a new leave at the expiration of the first. Leaves of absence shall be granted by the Sheriff, with notification to the Board. An officer, who fails to return to his position following the granted leave, or to request and be granted a new leave of absence on or before the expiration of this first leave, shall be deemed to have resigned.
- C. Leaves of absence without pay may be granted for the following reasons and purposes:
 - 1. Illness of an Employee properly certified by a physician acceptable to the Sheriff and the Board; however, the Board may require a member who has applied for such leave to submit to a physical examination by a physician of its choosing;
 - 2. Active duty in the military or naval service of the United States;
 - 3. Training in an institution of higher learning;

4. Other reasons acceptable to the Sheriff and the Board.

Absence from County service on leave without pay for periods in excess of thirty (30) calendar days, suspensions for more than 30 calendar days, time after layoffs for more than thirty (30) calendar days but less than one (1) year, all absences without leave shall be deducted in computing total continuous service and will effect a change in the anniversary date.

Section 10.2 Seniority on Leave

An Employee on an approved leave of absence shall retain seniority, but shall not accrue seniority or pension benefits during such period (except as may be otherwise provided in the County's Pension Plan).

Section 10.3 Retention of Benefits

An Employee will not earn sick pay or vacation credits while on an unpaid leave of absence. An Employee on a leave of absence except for maternity or paternity leave will be required to pay the cost of the insurance benefits provided in Article VIII in order to keep these benefits in full force and effect during the period of leave. Arrangements for payments of such costs through normal deductions or otherwise must be made with the County's Payroll Office prior to departure on the leave. For the failure to make such arrangements the Employer may cancel insurance benefits, which will be reinstated upon the Employee's return to work, subject to such waiting period and other rules and regulations as may be applicable to the insurance plan.

Section 10.4 Military Leave

Military leave shall be provided in accordance with applicable laws.

Section 10.6 Approval of Leave

No request for a leave, as defined in Sections 1 and 4 of this Article will be considered unless approved by the Sheriff/Designee. The Sheriff/Designee may withhold such approval, if, in his judgment, such absence from duty at the particular time requested would interfere with the conduct of Employer business. Approval of leaves of absence will not be arbitrarily or capriciously denied, providing that the reasons for the leaves are in conformance with the existing policies regarding leaves of absence.

ARTICLE XI

GRIEVANCE PROCEDURE

Section 11.1 Policy

The provisions of this Article supplement and modify the provisions of the Employer's Grievance Procedure applicable to all employees.

The purpose of this Article is to specify the method by which employees may present grievances and seek redress.

This policy shall apply to all bargaining unit employees under the jurisdiction of the Employer.

This policy shall apply to all bargaining unit employees without discrimination as to age, sex, marital status, race, creed, color, national origin, disability, political affiliation or political activity.

All employees shall have a right to file a grievance and shall be assured freedom from coercion, restraint, or reprisal.

The term "Employer" as read throughout this procedure refers to both the County and the Sheriff as "Joint Employers." It is recognized that because a joint employer relationship exists, certain grievances are appropriately answered by the elected official and others by county administration, depending on the subject matter of the grievance. An "Internal Grievance" is defined as a dispute or difference of opinion raised by an employee or the Chapter which pertains to the internal operations of the Sheriff's Department involving an alleged violation of this Agreement which pertain to matters within the jurisdiction of the Sheriff, including discipline. "County/External Grievance" is defined as a grievance which pertains to a matter involving policies established by the County involving an alleged violation of this Agreement including any dispute or difference of opinion concerning a matter or issue subject to the jurisdiction of the Cook County. The classification of a grievance as either an Internal or External Grievance shall be made by the Sheriff's Office after completion of Step 1 of the grievance process. In the event that the joint employers do not agree as to the classification of said grievance, the grievance shall be considered denied and may advance directly to Step 3 (impartial arbitration) if requested by the Chapter.

For the purposes of this Article, a "day" is defined as a calendar day exclusive of Saturdays, Sundays or Holidays.

The Employer is committed to fair employment practices and recognizes its responsibility to review and make reasonable effort to resolve employees' grievances.

An employee is encouraged first to discuss the problem with the immediate supervisor.

If the employee feels the problem has not been satisfactorily adjusted as a result of this discussion, the employee may advance review in accordance with this grievance procedure.

Section 11.2 Definitions

A "grievance" is a difference between an employee or the Chapter and the employer with respect to the interpretation or application of, or compliance with the terms of this Agreement between the Employer and Chapter, including disciplinary action. The parties agree that failure to pursue a grievance concerning any statute or ordinance referenced within this agreement through the grievance procedure shall not be the basis of a bar to proceed before any State or Federal Agency or Court.

Section 11.3 Representation

Only the aggrieved employee(s) and/or Representatives of the Chapter may present grievances. Employees may take up grievances through Steps One to Two either on their own and individually or with representation by the Chapter. If an employee takes up a grievance without Chapter representation, any resolution of the grievance shall be consistent with this Agreement and the Chapter representative shall have the right to be present at and receive a copy of such resolution. A grievance relating to all or a substantial number of employees (Class Action) or to the Chapter's own interests or rights with the Employer may be initiated at Step Four per the Chief Union

Representative or his designee only. Once a Grievance has been filed for discipline of 30 calendar days or less, the Employer shall not impose such discipline until the completion of the 2nd Step of the Grievance Procedure.

Section 11.4 Grievance Procedure

A grievance filed against the Cook County Sheriff (DCSI) for an internal grievance, or against the County for a County/External Grievance, shall be processed in the set forth in this article on the form attached hereto as Appendix B (herein after "Grievance Form").

<u>Step</u>	<u>Submission Time Limit This Step</u>	<u>To Whom Submitted</u>	<u>Time Limits</u>	
			<u>Meeting</u>	<u>Response</u>
1	15 days	Supervisor/ Designee	7 days	7 Days
2	7 days	Deputy Director (DCSI), or County Manager	7 days	7 days
3	30 days	Impartial Third Party	15 days	30 days

Step 1:

Any Deputy Chief and/or Chapter representative who has a grievance shall submit the grievance in writing on the Grievance Form to the Deputy Chief's immediate supervisor or designee, not to include a bargaining unit member, specifically indicating that the matter is a grievance under this Agreement. The grievance shall set forth a complete statement of facts, the provision(s) of this Agreement which are alleged to have been violated, and the relief requested. All grievances must be presented no later than fifteen (15) business days from the date of the occurrence of the matter giving rise to the grievance or within fifteen (15) business days after the Deputy Chief, through the use of reasonable diligence, could have obtained knowledge of the occurrence of the event giving rise to the grievance. The immediate supervisor, or his or her designee, shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within seven (7) business days of receipt with the grievant and an authorized Chapter representative, if one is requested by the Deputy Chief, at a time mutually agreeable to the parties. The immediate supervisor shall render a written response to the grievance within seven (7) business days after the grievance is presented.

Step 2:

(a) Internal Grievance Step 2 Appeal: If an internal grievance is not settled at Step 1 and the Chapter desires to appeal, the appeal shall be submitted in writing on the Grievance Form by the Chapter to the Deputy Executive Director of DCSI within seven (7) business days of receipt of the decision of the Division Commander rendered at Step 1. The grievance appeal shall specifically state the basis upon which the grievant believes the grievance was improperly denied at Step 1. The Deputy Executive Director of DCSI, or his designee, may investigate the grievance as he deems necessary and appropriate and shall offer to meet with a Chapter representative and the grievant to discuss the grievance within seven (7) business days of receipt of the Chapter's timely appeal. If no settlement of the grievance is reached, the Deputy Executive Director of DCSI, or his designee, shall submit a written answer to the Chapter within seven (7) business days following the meeting. If the grievance is settled at this Step, the settlement will be reduced to writing unless both parties agree otherwise.

(b) County/External Grievance Step 2 Appeal: If an external grievance is not settled at Step 1 and the Chapter desires to appeal, the appeal shall be submitted in writing by the Chapter to the Director of Human Resources/Designee within seven (7) business days of receipt of the decision of the Deputy Director (EMU) rendered at Step 1. The grievance appeal shall specifically state the basis upon which the grievant believes the grievance was improperly denied at Step 1. Thereafter, the Executive Director of DCSI, or his designee, and such other individuals as may be deemed appropriate by the Executive Director of DCSI, shall meet with the grievant, the Chapter representative, and an outside, non-Deputy Chief representative of the Chapter if desired by the Deputy Chief, within seven (7) business days of receipt of the Chapter's timely appeal, if at all possible. If no settlement of the grievance is reached, the Chief, or his designee, shall submit a written answer to the Chapter within seven (7) business days following the meeting. If the grievance is settled at this Step, the settlement will be reduced to writing unless both parties agree otherwise.

Step 3. Impartial Arbitration

If the grievance is not settled in Step 2 and the Chapter wishes to appeal the grievance from Step 2 of the grievance procedure, the Chapter may refer the grievance to arbitration, as described below, within thirty (30) business days of receipt of the Employer's written answer as provided to the Chapter at Step 2.

1. The Employer and the Chapter shall attempt to agree upon an arbitrator within five (5) business days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator within said five (5) day period, the parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of seven (7) arbitrators, pursuant to its Labor Arbitration Rules. The parties agree that they can mutually reject an entire panel and request that a new panel be submitted before the striking process begins. The parties shall determine by the toss of a coin who shall strike first, then alternately strike names one at a time until one arbitrator is selected. If the arbitrator selected is unavailable for hearing for more than six (6) months a new arbitrator will be selected from the current panel or a new panel requested only by mutual agreement.
2. The arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing, subject to the availability of Chapter and Employer representatives.
3. The Employer and the Chapter shall have the right to request the arbitrator to require the presence of witnesses or documents. The Employer and the Chapter retain the right to employ legal counsel at their own cost.
4. The arbitrator shall submit his/her decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.
5. More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.
6. The fees and expenses of the arbitrator and the cost of the arbitrator's written transcript, if one is requested, shall be divided equally between the Employer and the Chapter. Each party shall be responsible for compensating its own representative and witnesses, and for the cost of their own transcript.

Section 11.5 Limitations on Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact as to whether there has been violation, misinterpretation or misapplication of this Agreement. The arbitrator shall be without power to make any decision or award, which is contrary to or inconsistent with, in any way, applicable laws, or of rules and regulations of administrative bodies that have the force and effect of law. Any decision or award of the arbitrator rendered within the limitations of this Section shall be final and binding upon the Joint Employers, the Chapter and the covered employees.

Section 11.6 Time Limits

No grievance shall be entertained or processed unless it is submitted within the time frames set forth in this Agreement. The initial time limit for presenting a grievance shall be fifteen (15) working days. Time limits may be extended by mutual agreement in writing between the Employee and/or the Chapter and the Employer.

If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved Deputy Chief and/or the Chapter may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limits of this procedure may be extended by mutual agreement of the parties.

Section 11.7 Representatives

The Chapter will advise the Employer in writing of the names of the Chapter Representatives and alternates and shall notify the Employer promptly of any changes. Upon obtaining approval from their supervisor before leaving their work assignment or area, Chapter Representatives will be permitted to handle and process grievances referred by employees at the appropriate steps of the grievance procedure during normal hours without loss of pay, or to represent covered employees during disciplinary investigations, provided that the operations of the Employer are not adversely affected. In all cases the primary mission of the Employer and proper manpower considerations shall be controlling. It is mutually recognized that the principle of proportional representation is a sound and sensible basis for determining the number of Representatives.

Section 11.8 Union Representatives

Duly authorized representatives of the Union will be permitted at reasonable times to enter the appropriate Employer facility for purposes of handling grievances or observing conditions under which employees are working. These representatives will be identified to the Sheriff/Designee in a manner suitable to the Employer and on each occasion will first secure the approval of the Sheriff/Designee to enter and conduct their business so as not to interfere with the operation of the Employer. The Union will not abuse this privilege, and such right of entry shall at all times be subject to general Sheriff department rules applicable to non-employees.

ARTICLE XII

CONTINUITY OF OPERATION

Section 12.1 No Strike

The Chapter will not cause or permit its members to cause, and will not sanction in any way, any work stoppage, strike, or slowdown of any kind or for any reason, or the honoring of any picket line or other curtailment, restriction or interference with any of the Employer's functions or operations; and no employee will participate in any such activities during the term of this Agreement or any extension thereof.

Section 12.2 No Lock-Out

The Employer agrees that it will not lock out its employees during the term of this Agreement or any extension thereof.

Section 12.3 Reservation of Rights

In the event of any violation of this Article by the Chapter or the Employer, the offended party may pursue any legal or equitable remedy otherwise available, and it will not be a condition precedent to the pursuit of any judicial remedy that any grievance procedure provided in this Agreement be first exhausted.

ARTICLE XIII

MISCELLANEOUS

Section 13.1 Prohibition Against Discrimination

In accordance with applicable law neither the County nor the Chapter shall discriminate against any employee covered by this Agreement on the basis of race, sex, creed, religion, color, sexual preference, marital (including parental) status, age, national origin, military discharge status, source of income or housing, membership or lack of membership in the Chapter/Union, or mental and/or physical disability unrelated to the Covered Employee's ability to perform the job. The parties agree that failure to pursue such a complaint of discrimination through the grievance procedure shall not be the basis of a bar to proceed before any State or Federal Agency or Court.

Section 13.2 Safety and Working Conditions

It is agreed that the Employer is subject to applicable statutory responsibilities in the area of Health and Safety.

Section 13.3 Partial Invalidity (RENUMBERED)

In the event any of the provisions of this Agreement shall be or become invalid or unenforceable by reason of any Federal or State law or local ordinance now existing or hereinafter enacted, such invalidity or unenforceability shall not affect the remainder of the provisions hereof. The parties agree to meet, negotiate and replace those provisions declared invalid.

Section 13.4 Sub-Contracting

It is the general policy of the Employer to continue to utilize its employees to perform work they are qualified to perform. The Employer may, however, subcontract where circumstances warrant. The Employer will advise the Chapter at least 30 days in advance when such changes are contemplated

and will discuss such contemplated changes with the Chapter, pursuant to the Illinois Public Labor Relations Act of 1984. The Employer will work with the Chapter in making every reasonable effort to place adversely affected employees into other bargaining unit positions.

The Chapter recognizes that the County has statutory and charter rights and obligations in contracting for matters relating to County operations. The rights of contracting or subcontracting are vested in the County. In cases of contracting or subcontracting resulting in layoff of employees covered by this Agreement, the County will hold advance discussions with the Chapter prior to letting the contract and will advise the Chapter of the nature, scope and work to be performed by the subcontracting. The Chapter will have the opportunity to submit proposals during these meetings for the purpose of decreasing the effects of any subcontracting on members of the bargaining unit. It is understood by the parties that the right to contract or subcontract shall not be used for the purpose or intention of undermining the Chapter.

Section 13.5 Tuition Reimbursement

- A. The Employer recognizes the benefits of a well-educated work force and therefore encourages employees to continue their education and acquisition of new skills through any state accredited college or university.
 - 1. The Employee's selected major or minor discipline can be related to his/her present job or a perspective departmental position.
 - 2. The Employee completes the course with a minimum passing grade of "B" or "Pass".
 - 3. The Employee notifies and completes the request for reimbursement procedure within 30 days prior to the commencement of the course, employees shall notify the Employer within thirty (30) days of the successful completion of said course in order to qualify for this benefit. Applications for reimbursement are available by contacting the Cook County Department of Human Resources - Training Division.
- B. All County of departmentally sponsored courses and training programs will be afforded to all employees fairly and without restrictions. Notice of these courses or programs will be posted on all bulletin boards where notices to employees are normally posted. These postings will be for a period of five (5) working days during the period when each course or program is open for application.
- C. It is understood that the education reimbursement fund allocations are designed to refund educational expenses to employees and not supplement the existing training budget or plans. Reimbursements shall not exceed \$300 per employee per fiscal year on a first come basis.
- D. Tuition fund allocations shall be used for the sole purpose of uses defined under this article. If funds fall in danger of depletion/exhaustion, employee departmental seniority (in addition to A-1, 2, & 3) will be the primary factor of consideration for remaining disbursement of funds.
- E. The Employee will receive reimbursement within 60 days of approval and verification of courses taken, grades received and expenses incurred.

Section 13.6 Deputy Chiefs Personnel Files

Upon written request to the Department Personnel Office, an employee may inspect on a reasonable basis his/her personnel file at any time mutually acceptable to the employee and employer. Copies of materials in an employee's personnel file shall be provided to the employee upon request. It is understood that only one official file shall exist for each employee. The Employer agrees to abide by the Illinois Personnel Record Review Act as amended, 820 ILCS 40/01 et seq. It is understood that only one official file shall exist for each employee.

- A. Number, Type and Content - Only one (1) Personnel file will be maintained at the Employee's respective department for each employee. The County shall have the right to maintain a personnel file at their central office. No other files, records or notations shall be kept by the employer or any of its Representatives except as may be prepared or used by the employer or its counsel in the course of preparation for any pending case, such as a Merit Board matter or grievance.
- B. Division Files - All Personnel files shall be maintained in the Personnel office only. Divisions or units shall maintain attendance records and those files necessary for the efficient operation of that Division or unit. All files pertaining to any disciplinary action shall be maintained in the Personnel office, Executive Director's office, or Investigative section.
- C. Employee Review - Employees and/or their authorized Chapter Representative, if authorized by the employee, shall have the right, at reasonable intervals, upon request, to review the contents of their personnel file or Division/Unit files. Such review may be during working hours, with no loss of pay for time spent and the employee may be accompanied by a Chapter representative if he/she so wishes. Reasonable requests to copy documents in the files shall be honored and shall be provided to the employee in writing within a reasonable period of time. A covered employee has the right to have placed in the file a written rebuttal to any adverse material.
- D. Employee Notification - A copy of any disciplinary action or material related to employee performance which is placed in the Personnel file shall be served upon the employee (the employee so noting receipt) or sent by certified mail (return receipt requested) to his/her last address appearing on the records of the employer. It is the obligation of each employee to provide the employer with his/her current address.

Section 13.7 Expungement of Personnel File Information

Records of minor disciplinary infractions shall be expunged from the Deputy Chiefs personnel files by the Chief, or his designee, in the following manner:

1. After a finding of "Exonerated," "Unfounded," or "No conclusion," the material shall be expunged immediately.
2. After verbal counseling/reprimand, the material shall be expunged after 6 months
3. After a sustained charge/written reprimand, the material shall be expunged after 12 months.
4. After the issuance of three (3) day or less suspension, the material shall be expunged after eighteen (18) months.
5. After the issuance of more than three but less than thirty (30) days suspension, the material shall be expunged after two (2) years.

6. A sustained allegation involving excessive force, sexual harassment, discrimination or dishonesty in the performance of official duties, or criminal conduct related to their official duties shall not be subject to expungement.

Records of investigations of misconduct and disciplinary actions shall not be expunged in the above timeframes when a Deputy Chief has investigations of misconduct or disciplinary actions pending that are similar in nature to any files that are due for expungement. The prior disciplinary records may be used for the purposes of progressive discipline for newly sustained allegations. Upon conclusion of the new investigation, the previous records may then be expunged in accordance with all of the above stated rules.

Any information of an adverse employment nature that may be contained in any Exonerated, Unfounded, or No Conclusion file shall not be used against the Deputy Chief in any future disciplinary proceeding. A Sustained allegation of misconduct involving excessive force, sexual harassment, discrimination, dishonesty in the performance of official duties or criminal conduct may be used in future employment decisions, including disciplinary proceedings to determine credibility, notice, and the appropriate penalty.

Section 13.8 Indemnification

- A. **Employee Responsibility**
The Employer shall be responsible for, hold officers harmless from and pay for damages or moneys which may be adjudged, assessed, or otherwise levied against any officer covered by this Agreement, subject to the conditions set forth in Section D.
- B. **Legal Representation**
Officers shall have legal representation by the Employer in any civil cause of action brought against an officer resulting from or arising out of the performance or execution of his/her duties and within the scope of his/her employment, or in the furtherance of the business of the Employer. Civil causes of action which arise from acts committed by the Officer solely for his/her own benefit and which are not ordered, authorized, directed or sanctioned by the Employer shall not, for purposes of this document, be considered within the scope of the Officer's employment, nor pursuant to the performance of his/her duties.
- C. **Cooperation**
Officers shall be required to cooperate with the Employer during the course of the investigation, administration or litigation of any claim arising under this Section.
- D. **Applicability**
The Employer will provide the protections set forth in Sections A and B above so long as the officer is acting within the scope of his employment and where the officer cooperates, as defined in Section C with the County of Cook in defense of the action or actions or claims.

Section 13.9 Cook County Sheriff's Merit Board

Notwithstanding any other express provisions of this Agreement, it is understood that employees are subject to the Rules and Regulations of the Cook County Sheriff's Merit Board.

Section 13.10 Credit Union

The Employer agrees to deduct from the wages of employees who so authorize and remit payments to either the Members Advantage Credit Union (sponsored by Metropolitan Alliance of Police), or Credit Union One, offered by the County. These funds will be remitted on the same day as the employee's pay day.

Section 13.11 General Orders

Notwithstanding any other provision of this Agreement, the Chapter must be notified in advance of any contemplated change in the general orders directly affecting the covered employees.

Upon hire, the Employer shall provide each employee Officer covered by this Agreement with an up-to-date copy of all general orders, which shall be in a 3-ring binder. Upon issuance of any newly published General Order(s) or addenda, each employee covered by this agreement will be tendered a copy of such Order(s) and/or addenda. Each employee shall sign for his/her copy upon receipt of these general orders and/or addenda. A current copy of all General Orders will be kept in an area accessible by all employees for reference by the Officers.

Section 13.12 Uniforms and Equipment

In the event that the employer requires specialty equipment or uniforms, it will provide a uniform allowance equal to the uniform allowance provided to other unionized sworn law enforcement units within the Sheriff's Department.

Section 13.13 Travel Reimbursement

Bargaining unit members will be reimbursed for travel in the event of utilizing their personal vehicle after reporting for duty and will be reimbursed at the maximum rate per mile allowed by the IRS; Parking fees and tolls will be reimbursed by the Employer for use of personal vehicle if used while on duty or Employer owned vehicle while in the performance of official duties.

Section 13.14 Secondary Employment

Employees engaged in secondary employment with permission shall be allowed to work unlimited hours as long as these hours do not affect the employee's ability to perform his assignments with the employer. Secondary employment shall not unreasonably be denied and once allowed, shall not be terminated except for just cause.

Section 13.15 Duty Related Injury

In the event a Covered Employee is injured on duty and is unable to perform his/her duties, the employee may be placed on duty related injury leave until such time as the employee is deemed fit to return to duty. During the time the officer is on a duty related injury leave he/she shall retain all seniority and benefits, to include, but not limited to, their credentials and badge; however, the Sheriff retains the right to recall credentials for just cause, and officers shall surrender their credentials and badge if they are absent from work for more than 180 days (six months).

Section 13.16 Temporary Light Duty

Covered Employees may be returned to full-time restricted duty position for a period of not more than 6 months so long as the employee's attending physician has provided a written prognosis of expected return to full duty, the employee has a medical release from the same physician to perform such work, providing both parties agree that a temporary light duty position can be accommodated.

Section 13.17 Retirement Star and Identification

All Covered Employees who retire from the Cook County Sheriff's Department of DCSI shall be issued their retirement badge and identification on their final day of service with the Department after having given at least 60 days notice in writing of his/her intention to retire. The Sheriff reserves the right to deny the issuance of the identification and the star upon good cause shown.

Section 13.18 Accident Review Board

The parties agree that there shall be a Board to review all accidents the current practicing policy that the Employer has instituted involving employees Pursuant to the Cook County Sheriff DCSI General Orders.

Section 13.19 Election Day

An employee who is a registered voter will receive two hours (2) time off without pay during his regular workday so that he/she may vote in the general election.

Section 13.20 Residency

The parties agree that there shall be no residency requirements for any covered employees who have been employed by the Sheriff's Office prior to March 31, 2010. Any new employees must reside within the County of Cook within 12 months of their date of promotion to the rank of Deputy Chief.

Section 13.21 Creation of New Units

The Employer agrees that when a new unit is sought to be created within DCSI which may impact upon the Chapter, the Chapter will be given in advance notice of at least thirty (30) days and will be given an opportunity to discuss the Unit.

Section 13.22 Alcohol and Drug Testing

The covered employees agree to abide by the Sheriff's current drug and alcohol testing policy.

Section 13.23 Mandatory Retirement

Pursuant to the Home Rule authority of the County of Cook, the age for retirement of any Deputy Chief appointed after March 31, 2010 is 65 years. The County of Cook and/or Sheriff of Cook County agree to defend and indemnify the Metropolitan Alliance of Police and its Agents for any legal action taken or not taken concerning the interpretation or enforcement of this provision.

ARTICLE XIV

JOB POSTING AND TRANSFERS

Section 14.1 DCSI Assignments

Deputy Chiefs shall be assigned within DCSI to Records, the Fugitive Section, the Technical Services Section (TSS), the Monitoring Unit, and Patrol. Covered employees shall not be transferred from their assignments without just cause.

Section 14.2 Job Posting and Temporary Assignments

A vacancy is recognized for the purpose of this Article exists when an employee is transferred, resigns, retires, dies, is discharged, when there are new facilities/units created, or when the Employer increases the number of employees in a facility/unit, except for details for not more than 30 days.

When an employee is suspended and removed for disciplinary reasons for more than 30 days, a recognized vacancy is created. A successful bidder may not bid for another recognized vacancy for one (1) year.

A list of any vacancies so defined shall be submitted, in writing, to the union on a rotating thirty (30) day basis and shall include the thirty (30) day temporary assignments. A minimum maximum list for staffing of all areas to be submitted, in writing, by the Employer to the Union on a six (6) month basis

A. Posting of Vacancies and Bidding. Whenever a recognized vacancy occurs within the Electronic Monitoring Unit or other sections of DCSI or any other new programs or units under the auspices of the Office of the Sheriff of Cook County and where there would be a Deputy Chief the vacancy will be posted and filled in the following manner:

1. In order to bid for any vacancy, a covered employee must be on active duty status. No employee shall be allowed to bid who is on duty injury, disability, maternity leave, or suspensions of 30 days or more.
2. In order to be considered for the job vacancy the interested employees must submit their bids in writing to the Executive Director's office within the seven (7) day posting period.
3. All vacancies will first be filled by the most senior employee who bids thereof. In the event there are no bidders, the Employer may fill a recognized vacancy at his discretion with the least senior employee with the ability to do the job or with any consenting employee.
4. The Employer shall fill a vacancy with the successful bidder within 15 days after bids are closed.

B. Temporary Assignments. The employer may temporarily assign employees based on inverse seniority, without being required to post said temporary assignment, provided that at the time of assignment it is anticipated that the assignment will not exceed thirty (30) calendar days. The temporarily assigned employee will be reassigned to the position from which he was transferred from upon completion of the temporary assignment. Temporary assignments will not be used to avoid job posting and bidding or used as a way to harass or discriminate against an employee. The temporary assignment shall not exceed 30 days without mutual agreement. Notice shall be given of temporary assignments including dates during which the temporary assignment shall be made.

Section 14.3 Notification

The Employer shall inform the Chief Union Representative and/or a Union official in writing on at least a quarterly basis, of the number of the recognized vacancies filled or transfers which the Employer exercised during the past 90 days.

Section 14.4 Transfer of Elected Bargaining Members

Employees acting as President, Vice President or Secretary of the Chapter 438 shall not be transferred from their job classifications, shift, division/unit, or departments because of their activities on behalf of the Union. Any transfers of Union stewards from their job classifications or

department, other than in an emergency, will be discussed with the Union in advance of any such transfers.

ARTICLE XV

DISCIPLINARY ACTION POLICY AND PROCEDURE

Section 15.1 General Statement

The Employer shall not take any disciplinary action against an employee without just cause. The Chapter and the Employer agree that discipline should be timely, progressive and accompanied by counseling where appropriate. Nothing in this Agreement shall be construed to preclude the applicability of "Uniform Peace Officer Disciplinary Act", as set forth in Illinois Compiled Statutes, 50 ILCS 725/1 et. seq., but said Disciplinary Act shall not be incorporated herein by reference. Nothing herein shall be construed as a waiver of Deputy Chiefs' right under the Illinois Public Labor Relations Act to union representation in disciplinary questioning.

Section 15.2 Purpose

To provide a mechanism whereby disciplinary action will be initiated in a series of progressive steps, depending upon the severity of the rules infraction.

Section 15.3 Policy

- A. Discipline is intended to be corrective and should follow a series of timely and progressive steps to change the Employee's unacceptable conduct or behavior.
- C. In general, discipline will include the following steps:
 - 1. Written reprimand(s)
 - 2. Suspension(s)
 - 3. Discharge
- D. Sick time is not to be used by Employees as vacations or simply to take time off with pay, but Employees shall not be disciplined for the bona fide use of sick time. The Employer shall keep the Chapter informed of Employees suspected of abusing sick time and the Chapter will cooperate with the Employer in counseling individuals in an effort to minimize such abuse. Excessive absences from work when not documented as a major illness, disability or injury on duty are unacceptable. This includes both misuse or abuse of medical time and dock time. The parties agree that when an Employee is "written-up" for misuse of sick leave that Employee shall provide a doctor's note at or before his/her Step 1 grievance hearing. In the event the Employee fails to provide such documentation then the grievance shall be denied.
- E. Disciplinary action may begin or advance to any step dependent upon the nature of the infraction. Once disciplinary action has been taken against an Employee, such disciplinary action on the particular charge cannot be increased in severity, unless additional facts are presented, which increase the severity of the offense. Any subsequent adjustment of the discipline shall be made only by mutual agreement in settlement of the dispute.
- F. Should it be necessary to reprimand an Employee, management will attempt to administer

such reprimand so as not to unduly cause embarrassment to the Employee (example: never on roll call or in the presence of an inmate or visitor).

G. All discipline shall be given only for just cause. The level of disciplinary action and/or degree shall be appropriate to the infraction including, if appropriate, consideration of the following:

1. Documentation of Employee's past conduct.
2. Whether or not the Employee was adequately warned and counseled of the consequences of his/her conduct.
3. Length of service.
4. Seriousness and circumstances of the infraction.
5. County or Sheriff's practice in similar cases.
6. Motives and reasons for violating a rule.

Section 15.4 Appeals Procedure

Department disciplinary actions for demotions, suspensions of thirty (30) days or less, excluding counseling and/or written reprimands shall be subject to the grievance procedure. Merit Board action is subject to administrative review of the Circuit Court of Cook County. Grievances involving written reprimands shall be initiated at Step 1 and may be processed only through Step 3 of the grievance procedure. Should the Chapter consider the suspension of an Employee to be improper, the Chapter shall submit a written grievance to the Sheriff or his/her designated Representative within ten (10) calendar days of the Chapter's receipt of the formal notice of the action. The grievance shall be processed in accordance with Step 3 of the grievance procedure.

Section 15.5 Disciplinary Action Form

A. The disciplinary action form is to be completed for all steps of disciplinary action. A form mutually agreed on by the Sheriff and the Chapter shall contain at least the following:

1. Name of employee being disciplined.
2. Date of report.
3. Date and time of infraction.
4. The infraction committed, with a description.
5. Supervisor signature space.

B. The disciplinary action form is given to an Employee by his immediate supervisor in a conference discussing the disciplinary action. The form shall be signed by the immediate supervisor or the Sheriff's designee and the Employee. If the Employee refuses to sign the form, the refusal will be noted in the space designated for the Employee's signature by both the supervisor and the Chapter Representative.

C. Copies of the disciplinary action form are distributed as follows:

1. The Employee
2. Chapter Representative
3. Executive Director
4. Internal Investigations

Section 15.8 Disciplinary Suspensions

Suspensions for thirty (30) calendar days or less may be given when there has been previous disciplinary action or for the first infraction of a serious nature. Suspensions in excess of thirty (30) calendar days, including termination charges, may only be issued after approval by the Sheriff and review by the Command Channel Review process.

Section 15.9 Representation

The parties agree that all bargaining unit employees shall be afforded "Weingarten Rights" under the Illinois Public Labor Relations Act.

Section 15.10 De-Deputization

"De-Deputization" is a process wherein the Officer is required to relinquish his/her deputy card and/or credentials (the affected officer shall be allowed to keep their badges as long as they are employed). No officer covered herein shall be subject to De-Deputization except for just cause. All officers who have been De-deputized and who have either served their suspensions or who are exonerated or whose disciplinary matter had been otherwise disposed of shall have their credentials and deputy card returned immediately following such action or disposition except for just cause. It is agreed that "de-deputized" employees shall be permitted to work with full pay and benefits until either the employee's deputy status is restored or the employee is removed from service through a Loudermill Hearing. This provision does not waive or otherwise diminish the employee's right to a hearing before the Cook County Sheriff's Merit Board.

ARTICLE XVI

SUMMARY PUNISHMENT

Section 16.1 Summary Punishment

Summary Punishment is an alternative to formal disciplinary procedures when conduct of a less serious misconduct is observed by or comes to the attention of a department supervisor. Less serious misconduct are acts of omissions, of a less serious nature, which lend themselves to prompt and appropriate corrective action. These matters include those violations of the DCSI Corrections rules, orders and procedures which pose no threat to the safety or security of correctional staff, inmates or the institution.

Section 16.2 Summary Punishment Limitations

- A. Supervisors will exercise discretion without favoritism in the application of Summary Punishment.
- B. The Summary Punishment which may be administered for less serious misconduct other than tardiness and minor abuse of medical roll shall be limited to:

FIRST OFFENSE: A written reprimand.

SECOND OFFENSE: Suspending an affected member for one (1) day without pay.

THIRD OFFENSE: Suspending an affected member three (3) days without pay.
More than three (3) sustained less serious misconduct charges

will result in action taken under major cause infraction

- C. An officer will be allowed to use accumulated time due, personal days or work regular days off without pay to satisfy days off without pay, i.e., suspension, imposed against said officer as a result of Summary Punishment. However, the initial loss of wages as a result of being absent without permission shall not be considered as Summary Punishment served

Section 16.3 Procedures

When Summary Punishment is deemed appropriate, the supervisor initiating the process will complete the Summary Punishment Action Request form within twenty (20) days upon which he will indicate the less serious misconduct and recommendation for Summary Punishment Penalty and sign in the appropriate signature block. The Summary Punishment Action Request form will then be reviewed with the affected member who shall (no later than the next reporting date) sign the form on the appropriate signature block and indicate on the form by checking the appropriate box one of the following two(2) options:

1. Acceptance of the recommended Summary Punishment which shall constitute a waiver of the grievance and hearing procedure.
2. Refuse to accept the Summary Punishment and implement the Grievance procedure.

ARTICLE XVII

DURATION

Section 17.1 Term

This collective bargaining agreement shall be effective from the date of ratification by the Chapter and Union and the approval by the County Board and the Sheriff of Cook County through November 30, 2017.

It shall automatically renew itself from year to year thereafter unless either party shall give written notice to the other party not less than ninety (90) calendar days prior to the expiration date, or any anniversary thereof, that it desires to modify or terminate this Agreement.

Section 17.2 Notice

Any notice under this Agreement shall be given by registered or certified mail. If given by the Chapter, then such notice shall be addressed to the following individuals:

1. President
Board of Commissioners of Cook County
118 North Clark Street - Room 537
Chicago, IL 60602
2. Sheriff
Daley Center - Room 704
Chicago, IL 60602

3. Chief, Bureau of Human Resources
118 North Clark Street - Room 840
Chicago, IL 60602

If given by the County, then such notice shall be addressed to:

Metropolitan Alliance of Police
215 Remington, Suite C
Bolingbrook, Illinois 60440

And

T. Steven Calcaterra
24 W. 500 Maple Ave., Suite 208
Naperville, Illinois 60540

Either party may, by like written notice, change the address to which notice to it shall be given.

Signed and Entered into this 26th day of October, 2016.

COUNTY OF COOK:

BY:

Toni Preckwinkle

Toni Preckwinkle, President
Cook County Board of Commissioners

Thomas Dart

Thomas Dart, Sheriff

David Orr

ATTEST:

David Orr, Cook County Clerk

CHAPTER:

Metropolitan Alliance of Police
Cook County DCSI Deputy Chiefs Chapter #438

BY:

Keith George

President, Keith George
Metropolitan Alliance of Police

Brian O'Toole
Chapter President

APPROVED BY THE BOARD OF
COOK COUNTY COMMISSIONERS

OCT 26 2016

COM _____

Effective June 1, 2013

**SCHEDULE XXXI
BUREAU OF HUMAN RESOURCES
DEPUTY CHIEF**

<u>Grade</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>	<u>6th Step</u>	<u>7th Step</u>	<u>8th Step</u>	<u>9th Step</u>	<u>10th Step</u>	After 1	Year at	Year at	Year at	Year at	
											Year at	1st	2nd	3rd	4th	
											Maximum	Longevity	Longevity	Longevity	Longevity	
											Rate & 5	Rate & 10	Rate & 15	Rate & 20	Rate & 25	
											Years	Years	Years	Years	Years	
											Service	Service	Service	Service	Service	
DC1 Hourly	26,779	28,053	29,380	30,791	32,274	33,768	35,115	36,512	37,985	39,482						
BI-Weekly	2,142.32	2,244.24	2,350.40	2,463.28	2,581.92	2,701.28	2,809.20	2,920.98	3,037.20	3,159.56						
Annual	55,700	58,350	61,110	64,045	67,129	70,233	73,039	75,944	78,967	82,122						

Effective June 1, 2014

**SCHEDULE XXXI
BUREAU OF HUMAN RESOURCES
DEPUTY CHIEF**

<u>Grade</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>	<u>6th Step</u>	<u>7th Step</u>	<u>8th Step</u>	<u>9th Step</u>	<u>10th Step</u>	After 1	Year at	Year at	Year at	Year at
											Year at	1st	2nd	3rd	4th
											Maximum	Longevity	Longevity	Longevity	Longevity
											Rate & 5	Rate & 10	Rate & 15	Rate & 20	Rate & 25
											Years	Years	Years	Years	Years
											Service	Service	Service	Service	Service
DC1 Hourly	27.181	28.474	29.821	31.253	32.758	34.272	35.842	37.060	38.534	40.074					
BI-Weekly	2,174.48	2,277.92	2,385.68	2,500.24	2,620.64	2,741.76	2,851.36	2,964.80	3,082.72	3,205.92					
Annual	56,536	59,225	62,027	65,006	68,136	71,285	74,185	77,084	80,150	83,359					

**SCHEDULE XXXI
BUREAU OF HUMAN RESOURCES
DEPUTY CHIEF**

Effective June 1, 2015
DRAFT

<u>Grade</u>		<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>	<u>6th Step</u>	<u>7th Step</u>	<u>8th Step</u>	<u>9th Step</u>	<u>10th Step</u>	<u>After 1</u>	<u>Year at</u>	<u>Year at</u>	<u>Year at</u>	<u>Year at</u>
												<u>Year at</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>
												<u>Maximum</u>	<u>Longevity</u>	<u>Longevity</u>	<u>Longevity</u>	<u>Longevity</u>
												<u>Rate & 5</u>	<u>Rate & 10</u>	<u>Rate & 15</u>	<u>Rate & 20</u>	<u>Rate & 25</u>
												<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>
												<u>Service</u>	<u>Service</u>	<u>Service</u>	<u>Service</u>	<u>Service</u>
DC1	Hourly	27.725	28.043	30.417	31.878	33,418	34,957	36,355	37,801	39,305	40,875					
	Bi-Weekly	2,218.00	2,323.44	2,433.36	2,650.24	2,673.04	2,796.56	2,908.40	3,024.08	3,144.40	3,270.00					
	Annual	57,668	60,409	63,267	66,308	68,499	72,710	75,618	78,628	81,754	85,020					

**SCHEDULE XXXI
BUREAU OF HUMAN RESOURCES
DEPUTY CHIEF**

Effective December 1, 2016
DRAFT

<u>Grade</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>	<u>6th Step</u>	<u>7th Step</u>	<u>8th Step</u>	<u>9th Step</u>	<u>10th Step</u>	After 1	Year at	Year at	Year at	Year at
											Year at	1st	2nd	3rd	4th
											Maximum	Longevity	Longevity	Longevity	Longevity
											Rate & 5	Rate & 10	Rate & 15	Rate & 20	Rate & 25
											Years	Years	Years	Years	Years
											Service	Service	Service	Service	Service
DC1 Hourly	28,916	30,291	31,723	33,248	34,848	36,458	37,916	39,425	40,993	42,631					
BI-Weekly	2,313.28	2,423.28	2,537.84	2,659.84	2,787.84	2,916.64	3,033.28	3,154.00	3,279.44	3,410.48					
Annual	60,145	63,005	65,983	69,155	72,483	75,832	78,865	82,004	85,265	88,672					

Effective June 1, 2017
DRAFT

**SCHEDULE XXXI
BUREAU OF HUMAN RESOURCES
DEPUTY CHIEF**

<u>Grade</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>	<u>6th Step</u>	<u>7th Step</u>	<u>8th Step</u>	<u>9th Step</u>	<u>10th Step</u>	<u>After 1</u>	<u>Year at</u>	<u>Year at</u>	<u>Year at</u>	<u>Year at</u>
											<u>Year at</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>
											<u>Maximum</u>	<u>Longevity</u>	<u>Longevity</u>	<u>Longevity</u>	<u>Longevity</u>
											<u>Rate & 5</u>	<u>Rate & 10</u>	<u>Rate & 15</u>	<u>Rate & 20</u>	<u>Rate & 25</u>
											<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>
											<u>Service</u>	<u>Service</u>	<u>Service</u>	<u>Service</u>	<u>Service</u>
DC1 Hourly	28,484	30,897	32,357	33,913	35,545	37,187	38,874	40,214	41,813	43,484					
BI-Weekly	2,359.52	2,471.76	2,588.56	2,713.04	2,843.60	2,974.96	3,093.92	3,217.12	3,345.04	3,478.72					
Annual	81,347	84,265	87,302	70,539	73,933	77,348	80,441	83,645	86,971	90,446					

Effective December 1, 2015

**SCHEDULE XXXI
BUREAU OF HUMAN RESOURCES
DEPUTY CHIEF**

<u>Grade</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>	<u>6th Step</u>	<u>7th Step</u>	<u>8th Step</u>	<u>9th Step</u>	<u>10th Step</u>	After 1	Year at	Year at	Year at	Year at	
											Year at	1st	2nd	3rd	4th	
											Maximum	Longevity	Longevity	Longevity	Longevity	
											Rate & 5	Rate & 10	Rate & 15	Rate & 20	Rate & 25	
											Years	Years	Years	Years	Years	
											Service	Service	Service	Service	Service	
DC1 Hourly	28,280	29,624	31,025	32,516	34,081	35,658	37,082	38,557	40,091	41,693						
Bi-Weekly	2,262.40	2,369.92	2,482.00	2,601.28	2,726.48	2,852.48	2,986.56	3,084.56	3,207.28	3,335.44						
Annual	58,822	61,617	64,532	67,633	70,888	74,164	77,130	80,198	83,389	86,721						

Cook County Benefit Overview

HMO(s)	Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
Classic Blue Option	In Effect	Eliminated
<i>Out of Pocket Maximum</i>	Drug Copays do not accumulate to OOP Max	All Copays accumulate to OOP Max
<i>Out of Pocket Maximum</i>	\$1,500 single / \$3,000 family	\$1,600 single / \$3,200 family
<i>Inpatient Facility</i>	\$100 copay per admit	\$100 copay per admit
<i>Preventive</i>	\$10 copay	\$0 copay (100% Covered)
<i>Other PCP / Urgent Care</i>	\$10 copay	\$15 copay
<i>Specialists</i>	\$10 copay	\$20 copay
<i>X-Ray / Diagnostic tests (performed in lab or hospital)</i>	\$0 copay	\$0 copay
<i>Accident / illness</i>	\$10 copay	\$15 copay
<i>Emergency Room</i>	\$40 copay	\$75 copay

PPO	Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
<i>Deductible and Out of Pocket Maximum</i>	Copay and Deductibles do not accumulate to OOP Max	Copay and Deductibles do accumulate to OOP Max
<i>Annual Deductible</i>	\$125 / \$250 (Single / Family) 2x Out of Network	\$350 / \$700 (Single / Family) 2x Out of Network
<i>Out of Pocket Maximum</i>	\$1,500/\$3,000 (Single / Family) 2x Out of Network	\$1,600/\$3,200 (Single / Family) 2x Out of Network
<i>Inpatient Facility</i>	90% In network / 60% Out of network	90% In network / 60% Out of network
<i>Preventive</i>	90% coinsurance after \$25 copay / 60% Out of network	\$0 copay (100% Covered)

<i>PCP</i>	90% coinsurance after \$25 copay / 60% Out of network	90% coinsurance after \$25 copay / 60% Out of network
<i>Specialists</i>	90% coinsurance after \$25 copay / 60% Out of network	90% coinsurance after \$35 copay / 60% Out of network
<i>X-Ray / Diagnostic tests (performed in lab or hospital)</i>	90% In network 60% Out of network	90% in network 60% Out of network
<i>Accident / Illness</i>	90% coinsurance after \$25 copay / 60% Out of network	90% coinsurance after \$25 copay / 60% Out of network
<i>Emergency Room – In / Out of Network</i>	\$40 copay	\$75 copay

Cook County Benefit Overview (Cont.)

Drug	Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
<i>Prescription Drugs – Retail</i>	Generic: \$7 copay Brand Formulary: \$15 copay Brand Non-Formulary: \$25 copay Mail Order: 2 x retail	Generic: \$10 copay Brand Formulary: \$25 copay Brand Non-Formulary: \$40 copay Mail Order: 2 x retail
<i>Generic Step Therapy</i>	N/A	PBM's generic step therapy program
<i>Mandatory Maintenance Choice</i>	N/A	Mandatory mail-order for maintenance drugs

Vision	Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
<i>Eye Examination</i>	\$0 copay Once per 12 months	\$0 copay Once per 12 months
<i>Eyeglass Lenses*</i>	\$0 copay standard uncoated plastic Once per 12 months	\$0 copay standard uncoated plastic Once per 12 months
<i>Frames</i>	\$0 copay up to \$100 / Amount over \$100 less 10% Once per 24 months	\$0 copay up to \$100 / Amount over \$100 less 10% Once per 24 months
<i>Contact Lenses*</i>	\$0 copay up to \$100 Once per 12 months	\$0 copay up to \$100 Once per 12 months

****Either eyeglass lenses OR contact lenses are covered every 12 months***

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</i>	80% of Maximum Allowance (In network)	80% of Maximum Allowance (In network)

<i>Space Maintainers</i>	60% of Maximum Allowance (Out of network)	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)

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