

COLLECTIVE BARGAINING AGREEMENT

Between

**SERVICE EMPLOYEES INTERNATIONAL UNION,
LOCAL 73, CTW/CLC**

Representing

Service and Maintenance

**(John H. Stroger, Jr. Hospital, Cermak Health Services
and Oak Forest Health Center)**

And

COUNTY OF COOK

December 1, 2012 through November 30, 2017

Effective upon approval by the Cook County Board of Commissioners

TABLE OF CONTENTS

PREAMBLE.....	1
ARTICLE I – Recognition	1
Section 1.1 Representative Unit	1
Section 1.2 Union Membership	1
Section 1.3 Dues Checkoff	1
Section 1.4 “Fair Share”	2
Section 1.5 Religion Exemption.....	2
Section 1.6 Indemnification.....	3
Section 1.7 Fair Representation.....	3
ARTICLE II – Employer and Union Rights and Obligations	3
Section 2.1 Community Interest	3
Section 2.2 County Authority	3
Section 2.3 Integrity of the Bargaining Unit	4
Section 2.4 Union and County Meetings.....	4
Section 2.5 Union and County Meetings Respecting Health Care.....	4
Section 2.6 Employee and Management Obligation	4
ARTICLE III – Hours of Work and Overtime	5
Section 3.1 Purpose of Article.....	5
Section 3.2 Regular Work Periods	5
Section 3.3 Overtime Pay	5
Section 3.4 No Duplication of Overtime Pay	6
Section 3.5 Time Considered as Time Worked	6
Section 3.6 Overtime Work	6
Section 3.7 Rest Periods	6
Section 3.8 Rotation of Duty at Stroger and Cermak	7
Section 3.9 Employee Health Service	8
Section 3.10 Weekends for Oak Forest Health Center	8
Section 3.11 Flex Time.....	8
Section 3.12 Schedules	8
Section 3.13 Call-In Pay	8
ARTICLE IV – Seniority	9
Section 4.1 Probationary Period	9
Section 4.2 Definition of Seniority	9
Section 4.3 Promotion, Transfer, Layoff and Recall	9
Section 4.4 Reduction in Work Force	10
Section 4.5 Promotion and Shift Assignment Stroger and Cermak:	12
Section 4.6 Promotion and Assignment: ACHN	13
Section 4.7 Return to Former Job.....	14
Section 4.8 Return to Represented Unit	15

Section 4.9	Seniority List	15
Section 4.10	Termination of Seniority	15
Section 4.11	Transfer of Stewards.....	16
Section 4.12	Temporary Employees.....	16
Section 4.13	Job Posting at Stroger and Cermak.....	16
Section 4.14	Floating to ACHN Clinics.....	17
ARTICLE V – Rates of Pay		17
Section 5.1	Job Classification.....	17
Section 5.2	New, Changed or Misclassification.....	18
Section 5.3	Classification and Grade Changes.....	19
Section 5.4	Weekend Differentials.....	20
Section 5.5	Part-Time Employees	21
Section 5.6	Newly Certified Employees.....	21
ARTICLE VI – Holidays.....		21
Section 6.1	Regular Holidays	21
Section 6.2	Eligibility	21
Section 6.3	Working Holidays.....	22
Section 6.4	Holidays in Vacations.....	22
Section 6.5	Failure to Report.....	22
Section 6.6	Holiday Pay	22
Section 6.7	Floating Holiday	22
ARTICLE VII – Vacations.....		23
Section 7.1	Eligibility	23
Section 7.2	Eligibility Year	23
Section 7.3	Vacation Accrual	23
Section 7.4	Vacation Pay.....	23
Section 7.5	Vacation Preference and Scheduling.....	24
Section 7.6	Accrued Benefits at Separation	25
ARTICLE VIII – Welfare Benefits		25
Section 8.1	Hospitalization Insurance Employee Contributions.....	25
Section 8.2	Sick Pay	25
Section 8.3	Attendance	26
Section 8.4	Disability Benefits	26
Section 8.5	Life Insurance.....	27
Section 8.6	Pension Plan	27
Section 8.7	Dental Plan	27
Section 8.8	Vision Plan	27
Section 8.9	Hospitalization - New Hires	27
Section 8.10	Flexible Benefits Plan.....	28

Section 8.11	Insurance Opt Out.....	28
Section 8.12	Insurance Claims	28
Section 8.13	Insurance Coverage Oak Forest Health Center Health Center	28
Section 8.14	Confidentiality of Wellness Program	28
ARTICLE IX – Additional Benefits.....		28
Section 9.1	Bereavement Pay	28
Section 9.2	Jury Make-Up Pay	29
Section 9.3	Election Day	29
Section 9.4	Education and Seminars	29
Section 9.5	School Conference and Activity Leave	30
ARTICLE X – Leaves of Absence		30
Section 10.1	Regular Leave.....	30
Section 10.2	Sick Leave and Family Responsibility Leave	31
Section 10.3	Seniority on Leave.....	32
Section 10.4	Retention of Benefits	32
Section 10.5	Union Leave	32
Section 10.6	Military Leave	32
Section 10.7	Educational Leave	32
Section 10.8	Maternity Leave at Oak Forest Health Center.....	33
Section 10.9	Use of Benefit Time	33
ARTICLE XI – Grievance Procedure		33
Section 11.1	Policy	33
Section 11.2	Definition.....	34
Section 11.3	Representation	34
Section 11.4	Grievance Procedure Steps.....	34
Section 11.5	Time Limits	35
Section 11.6	Stewards.....	35
Section 11.7	Union Representatives	35
Section 11.8	Impartial Arbitration.....	36
Section 11.9	Grievance Training Program	36
Section 11.10	Right to Representation	36
Section 11.11	Expedited Arbitration	37
ARTICLE XII – Continuity of Operation		37
Section 12.1	No Strike.....	37
Section 12.2	Union Responsibility	37
Section 12.3	Discharge of Violators.....	38
Section 12.4	No Lock Out	38
Section 12.5	Reservation of Rights	38

ARTICLE XIII – Miscellaneous	38
Section 13.1 No Discrimination	38
Section 13.2 Safety, Work Environment and Health.....	39
Section 13.3 Doctor’s Statement	40
Section 13.4 Voluntary Workers	40
Section 13.5 Bulletin Boards	41
Section 13.6 Partial Invalidity	41
Section 13.7 Uniforms	41
Section 13.8 Personnel Files.....	41
Section 13.9 Personnel Rule Changes	41
Section 13.10 Representation at Security Investigations.....	41
Section 13.11 Sub-Contracting.....	41
Section 13.12 Dignity and Respect.....	42
Section 13.13 Day Care for Stroger and Cermak	42
Section 13.14 Travel Reimbursement for Stroger and Cermak.....	42
Section 13.15 Auto Insurance for Stroger and Cermak.....	42
Section 13.16 Americans with Disabilities Act.....	42
Section 13.17 Bilingual Pay for Stroger and Cermak	43
Section 13.18 Welfare Recipients/Participants in Welfare to Work Initiatives at Stroger and Cermak	43
Section 13.19 Parking at Cook County Hospital	43
Section 13.20 Distribution of Workload.....	44
Section 13.21 Core Health Center	44
Section 13.22 Training in new Techniques – Oak Forest Health Center	44
Section 13.23 Supplies for Oak Forest Health Center.....	44
Section 13.24 Job Quality for Oak Forest Health Center	44
Section 13.25 Job Advancement and Training for Oak Forest Health Center	44
Section 13.26 Orientation.....	45
 ARTICLE XIV – Discipline.....	 45
Section 14.1 General.....	45
Section 14.2 Form of Discipline.....	46
Section 14.3 Training	46
 ARTICLE XV – Duration	 46
Section 15.1 Term.....	46
Section 15.2 Notice.....	46

APPENDIX A

APPENDIX C

COLLECTIVE BARGAINING AGREEMENT

PREAMBLE

This Collective Bargaining Agreement hereinafter referred to as "Agreement," is made and entered into between LOCAL 73, SERVICE EMPLOYEES INTERNATIONAL UNION, representing two separate and distinct bargaining units at: (1) John H. Stroger, Jr. Hospital/Cermak Service Employees and (2) Oak Forest Health Center Health Center Service and Maintenance Employees, hereinafter referred to as the "Union", and the COUNTY OF COOK, hereinafter referred to as the "Employer" or "County."

ARTICLE I **Recognition**

Section 1.1 Representative Units:

The County recognizes the Union as the sole and exclusive representative for all employees of the County at John H. Stroger, Jr. Hospital, Cermak, and Oak Forest Health Center Health Center in the job classifications set forth in Appendix **TBD** (John H. Stroger, Jr. Hospital/Cermak Service Employees) and Appendix **TBD** (Oak Forest Health Center Health Center Service and Maintenance Employees) of this this Agreement, except those employees working less than twenty (20) hours per week and excluding all office employees, technicals, professionals, supervisors and all other employees.

Section 1.2 Union Membership:

The County does not object to Union 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 Union if he/she timely tenders the dues and initiation fee as a condition of membership.

The County shall grant the Union thirty (30) minutes at the end of the orientation of new employees to present the benefits of union membership, at which time the Union may give the employees a copy of this Agreement.

The County and Union agree to communicate monthly regarding the time and place of the orientation. A steward designated by the Union shall be given reasonable notice of the orientation and he/she shall also be released with pay for such purpose.

Section 1.3 Dues Checkoff:

The Union has established a political action committee which is called SEIU COPE. Union members may contribute voluntarily to this committee to support the political activities of the Union.

The Employer agrees to deduct the contribution amount established by the committee per pay period from the wage of employees who voluntarily authorize in writing such deductions. Such amounts shall be forwarded in a separate check thirty (30) days after the close of the pay period for which the deductions are made.

Section 1.4 "Fair Share":

- A. The County shall grant "Fair Share" to the Union in accordance with Sections 6(e)-(g) of the Illinois Public Labor Relations Act upon satisfactory demonstration to the County that the Union has more than fifty percent (50%) of the eligible employees in the bargaining unit signed up as dues paying members. Once this condition has been met, all employees covered by this Agreement will within thirty (30) days of the Union meeting said conditions or within thirty (30) days of their employment by the County either (1) become members of the Union and pay to the Union regular Union dues and fees or (2) pay to the Union each month their fair share of the Union's costs of the collective bargaining process, contract administration and pursuing matters affecting employee wages, hours, and other conditions of employment.
- B. Such fair share payment by non-members shall be deducted by the County from the earnings of the non-member employees and remitted to the Union, provided, however, that the Union shall certify to the County the amount constituting said fair share, not exceeding the dues uniformly required of members of the Union, and shall certify that said amount constitutes the non-members' proportionate share of the Union's costs of the collective bargaining process, contract administration and pursuing matters affecting employee wages, hours and other conditions of employment.
- C. Upon receipt of such certification, the County shall cooperate with the Union to ascertain the names of and addresses of all employee non-members of the Union from whose earnings the fair share payments shall be deducted and their work locations.
- D. Upon the Union's receipt of notice of an objection by a non-member to the fair share amount, the Union shall deposit in an escrow account, separate from all other Union funds, fifty percent (50%) of all fees being collected from non-union employees. The Union shall furnish objectors and the County with verification of the terms of the escrow arrangement and, upon request, the status of the fund as reported by the bank.

The escrow fund will be established and maintained by a reputable independent bank or trust company and the agreement therefore shall provide that the escrow accounts be interest bearing at the highest possible rate; that the escrowed fund be outside of the Union's control until the final disposition of the objection; and that the escrow fund will terminate and the fund therein be distributed by the terms of an ultimate award, determination, or judgment including any appeals or by the terms of a mutually agreeable settlement between the Union and an objector or group of objectors.

- E. If an ultimate decision in any proceeding under state or federal law directs that the amount of the fair share should be different than the amount fixed by the Union, the Union shall promptly adopt said determination and notify the County to change deductions from the earnings of non-members to said prescribed amount.

Section 1.5 Religion Exemption:

Employees who are members of a church or religious body having a bona fide religious tenet or teaching which prohibits the payment of a fair share contribution to a union shall be required to

pay an amount equal to their fair share of Union dues, as described in Section 1.4 of this Article, to a non-religious charitable organization mutually agreed upon by the Union and the affected employees as set forth in Section 6(g) of the Illinois Public Labor Relations Act.

Section 1.6 Indemnification:

The Union shall indemnify and save the County harmless against any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of any action taken by the County for the purpose of complying with any provision of this Agreement. If an incorrect deduction is made, the Union shall refund any such amount directly to the involved employee.

Section 1.7 Fair Representation:

The Parties agree that classifications and units of unrepresented employees shall be free to communicate with and to choose or not choose representation by the Union. Such a choice shall be made consistent with the Illinois Public Labor Relations Act and in accordance with the procedures established by the Illinois Labor Relations Board.

ARTICLE II

Employer and Union Rights and Obligations

Section 2.1 Community Interest:

The parties acknowledge the interest of the general community in the medical care offered by the Hospital and its employees, and declare their intent that this humanitarian service shall not be interrupted by reason of any dispute or disagreement among the Union, the Hospital or its employees. The purpose of this Agreement is to establish and maintain harmony and cooperation between the Hospital and the employees by setting forth the complete understanding between the County and Union with respect to wages, hours and other terms and conditions of employment of such employees, and to provide an orderly procedure for the prompt and fair disposition of any grievances that might arise, thereby assuring patients at the Hospital that, with the flexibility in the use of Hospital personnel provided herein, they will receive efficient and uninterrupted care at all time.

Section 2.2 County Authority:

For the purpose of assuring the maintenance of efficient and uninterrupted medical care, and recognizing that all functions of the Hospital are integrally related to such care, the parties agree that the County shall have full right and authority to manage all functions of the Hospital and to direct its employees, except as such rights are specifically limited by this Agreement. These rights include, but are not limited to, the right to manage the business of the Hospital; to determine standards of patient care; to develop and use new methods, procedures and equipment; to train employees; to decide whether to purchase or use its own personnel; to direct the working force; to determine the schedules and nature of work to be performed by employees, and the methods, procedures and equipment to be utilized by the employees in the performance of their work; to eliminate, consolidate and develop new classifications, operating units and departments; to achieve the highest level of employee performance and production consistent with safety, good health and sustained effort; to make and enforce reasonable rules of conduct and regulations; to hire, layoff, promote and transfer employees, to discipline or discharge employees for just cause; to utilize employees wherever and however

necessary in cases of emergency, or in the interest of patient care or the efficient operation of the Hospital; and to maintain safety, efficiency and order in the Hospital. The exercise or non-exercise of rights hereby retained by the County shall not be construed as waiving any such rights, or the right to exercise them in some other way in the future. The Union recognizes that this Agreement does not empower the County to do anything that it is prohibited from doing by law.

Section 2.3 Integrity of the Bargaining Unit:

Non-bargaining unit employees shall not be permitted to perform bargaining unit work except in emergency situations, in training situations where a supervisor or management personnel is teaching or instructing an employee, or where bargaining unit members are unavailable through no fault of the employer to perform required work other than with normal absenteeism and vacations, or where circumstances exist which are out of the ordinary and beyond the control of the employer.

If non-bargaining unit employees repeatedly perform bargaining unit work, the issue shall immediately be grievable at the second step of the grievance procedure.

Section 2.4 Union and County Meetings:

For the purpose of conferring on matters of mutual interest which are not appropriate for consideration under the grievance procedure, the Union and County agree to meet periodically through designated representatives at the request of either party and at mutually agreed upon times and locations. The party requesting the meeting shall prepare a written agenda one (1) week prior to meeting if so asked by the other party. The Union and County shall each designate not more than seven (7) representatives inclusive of both bargaining units to a labor-management committee for this purpose. Both parties agree that prompt responses to issues raised in these meetings are of primary importance. Therefore, the time frame by which responses shall be provided to issues raised in these meetings will be determined by the designated representatives.

Section 2.5 Union and County Meetings Respecting Health Care:

For the purpose of maintaining communications between labor and management in order to cooperatively discuss issues respecting health care coverage for all County employees, each Local Union, the County and members of bargaining units not covered by this Agreement shall meet quarterly through designated representatives. Each Local Union shall designate not more than one (1) representative to the Health Care/Management Committee. The County, through its Office of Risk Management, shall prepare and submit an agenda to the other parties at least one

(1) week prior to the scheduled meeting, which agenda shall address, among other things, issues raised by each Local Union to the Office of Risk Management. The date and location for such meetings shall be established by the Office of Risk Management, taking into account the scheduling concerns of all County bargaining units.

Section 2.6 Employee and Management Obligation:

The parties recognize that there may be reasonable differences of opinion as to whether a particular work assignment to an employee is within a specific limitation of this Agreement. It

is agreed that in such instance the employee shall comply with the assignment and shall then utilize the grievance procedure, if necessary, to settle the difference.

ARTICLE III **Hours of Work and Overtime**

Section 3.1 Purpose of Article:

The provisions of this Article are intended 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 or per week which may be required.

Section 3.2 Regular Work Periods:

A. Regular Work Periods for Stroger and Cermak

The regular work day for all employees except Certified Nursing Assistant, Patient Care Attendant and Ward Clerk shall consist of eight (8) hours, including a paid forty five (45) minute lunch break and one (1) paid fifteen (15) minute break. The regular pay period shall consist of two (2) regular work weeks.

B. Regular Work Periods for Oak Forest Health Center

The regular work day for a full-time employee shall consist of eight (8) hours, including a thirty (30) minute paid lunch period, within the twenty-four (24) hour period beginning at his/her scheduled starting time. The regular work day for some attendants and ward clerks may be scheduled by the Hospital as eight and one-quarter (8 ¼) consecutive hours, including a forty-five (45) minute lunch period, thirty (30) minutes of which will be paid. Building and grounds employees will be given breaks during severely cold weather. The regular pay period shall consist of two (2) regular work weeks.

Section 3.3 Overtime Pay:

A. Overtime Pay for Stroger and Cermak

An employee shall be paid one and one-half (1 ½) times the average of the employee's regular hourly rate (including any shift differential) for all hours worked in excess of eight (8) in any regular work day, or over eighty (80) in any regular pay period. Daily overtime pay shall not be paid for excess hours worked on any day because of a change in an employee's schedule, if the employee is free from all duty for at least eight (8) hours after completing his/her first eight (8) hours of work that day. The County will continue its present pattern of not ordinarily scheduling more than five (5) consecutive work days with consecutive days off.

B. Overtime Pay for Oak Forest Health Center

An employee shall be paid one and one-half (1 ½) times the total of the employee's regular hourly rate (including any shift differential) for all hours worked in excess of eight (8) in any regular work day, or over eighty (80) in any regular pay period. Daily overtime pay shall not be paid for excess hours worked on any day because of a permanent change in an employee's schedule, if the employee is free from all duty for at least eight (8) hours after completing his/her first eight (8) hours of work that day. Employees shall not be laid off from their regularly scheduled work to avoid the payment of overtime.

Section 3.4 No Duplication of Overtime Pay:

There shall be no pyramiding or duplicating of overtime pay. Hours compensated for at overtime rates under one provision of this Agreement shall be excluded as hours worked in computing overtime pay under any other provision. When two (2) or more provisions requiring the payment of overtime or other premium pay are applicable, the one (1) most favorable to the employee shall apply.

Section 3.5 Time Considered As Time Worked:

Paid vacation time and holiday time, including a compensatory day off as defined in this Agreement, shall be considered as hours worked for the purpose of computing overtime. Time spent on jury duty shall also be considered as time worked for overtime purposes.

Section 3.6 Overtime Work:

Employees will be expected to perform any reasonable amounts of overtime work assigned to them. The County will attempt to assign overtime work to the employees who are immediately available when the need for overtime occurs and who normally and customarily perform the work involved, except that in cases of emergency the County may assign the overtime work to any employees immediately available. It is the intention of the parties that overtime will be distributed equitably among the employees in the same job classification within a department or operating unit. In the event an employee for any reason does not receive a fair share of overtime, the employee shall not be entitled to payment for overtime not worked, but the Hospital will, when the matter is called to attention, give preference to such employee with respect to future overtime assignments for which he/she would be normally eligible until a reasonably fair balance in the overtime distribution is re-established. The Hospital shall maintain such records as may be necessary to establish the overtime hours worked by each employee, which records shall be available for inspection by the union.

Section 3.7 Rest Periods:

A. Rest Periods for Stroger and Cermak

Employees working a shift of eight (8) or eight and one-quarter (8 1/4) hours will be granted two (2) rest periods of ten (10) minutes each. Employees assigned to work overtime for a continuous period of four (4) hours or more beyond their regular work day will be granted an additional rest period of ten (10) minutes, and employees assigned to work overtime for a continuous period of eight (8) hours or more beyond their regular work day will be granted

two (2) additional rest periods of ten (10) minutes each. "Heat breaks" will be granted to elevator operators, transporters, environmental service workers and food service workers who are passing trays when, in the opinion of the Department Director, the temperature in these employees' work areas requires an additional break or breaks. The Department Director shall schedule the break or breaks in accordance with operational needs. Part-time employees who work six (6) hours shall be entitled to two (2) breaks of fifteen (15) minutes.

The number and length of rest periods presently granted at each institution shall remain in effect, except that if a lunch period is forty-five (45) minutes or less, employees will be given a break period if a break period is not already granted.

Where two (2) break periods are allowed, it is understood that one (1) break shall be granted in the first four (4) hours of work but no earlier than the first two (2) hours worked, and the remaining break period shall be in the second four (4) hours of the shift, provided that when due to operational needs, it is not possible to provide the employees with their breaks, the employees shall receive a lunch period of one (1) hour.

Employees assigned to work overtime for a continuous period of four (4) hours or more beyond their regular work day will be granted an additional rest period of fifteen (15) minutes. Employees assigned to work overtime for a continuous period of eight (8) hours or more beyond their regular work day shall receive two (2) rest periods of fifteen (15) minutes and a forty-five (45) minute paid lunch period.

B. Rest Periods for Oak Forest Health Center

The number and length of rest periods presently granted at each institution shall remain in effect except that if a lunch period is a forty-five (45) minutes or less, employees will be given a break period if a break period is not already granted. Where two (2) break periods are allowed, it is generally understood that one (1) shall be granted in the first four (4) hours of work but no earlier than the first two (2) hours worked, and the remaining break period shall be in the second four (4) hours of the shift, provided that when due to operational needs, it is not possible to provide the employees with their breaks, the employees shall receive a lunch period of one (1) hour.

Employees assigned to work overtime for a continuous period of four (4) hours or more beyond their regular work day will be granted an additional rest period of fifteen (15) minutes. Employees assigned to work overtime for a continuous period of eight (8) hours or more beyond their regular work day shall receive two (2) rest periods of fifteen (15) minutes and a forty-five (45) minute paid lunch period.

Section 3.8 Rotation of Duty at Stroger and Cermak:

Except for employees who request weekend work, the number of weekends off work shall be scheduled to be as equal as possible among employees within each scheduling period. A weekend is defined as beginning with the night shift Friday and continuing through the evening shift Sunday.

The parties agree to study the issue of rotation from permanent assignment in the Professional Committee within sixty (60) days of ratification of the Agreement.

Health Care Professionals may have areas of specialization and expertise to which they are assigned. Whenever possible, professional career interests should be taken into account by management.

Section 3.9 Employee Health Service:

Employees incurring any occupational illness or injury shall be paid for time spent during their regular work day at the direction or request of the Hospital in obtaining medical care from Employee Health Service. Employees incurring non-occupational illness or injury during their regular work day shall be paid for time spent at the direction or request of the Hospital in obtaining emergent and urgent care from Employee Health Service, but shall not be paid for time spent thereafter in obtaining follow-up, long term or in-depth care from Employee Health Service or their private physician or health facility. Employees taking physical exams or obtaining clearances in return to work after a non-occupational illness or injury shall be paid for time so spent during the regular work day at the direction or request of the Hospital.

Section 3.10 Weekends for Oak Forest Health Center:

Except as otherwise provided in this Section, Patient Care Attendants, also known as a Certified Nurse Assistant (CNA), will be schedule to work every other weekend. A weekend is defined as beginning with the day shift Saturday and continuing through the night shift Sunday. Except for Attendants who request weekend work, the number of weekends off shall be scheduled equally among attendants within each scheduling unit during each scheduling period.

Section 3.11 Flex Time:

Flex time schedules shall be granted for legitimate and compelling personal reasons when consistent with the operational needs of the hospital. Requests for flex time must be submitted by the employee at least two (2) weeks in advance, or when the situation is first known to the employee, but in no event less than one (1) week before the flex time schedule becomes effective. Flex time privileges may be cancelled or suspended by the employer for legitimate operational reasons, or due to misuse by the employee with proper timely notification.

Section 3.12 Schedules:

The County shall establish work schedules one (1) pay period in advance where they are normally and customarily used, the schedules shall be posted in the employee's department. After the work schedule has been posted changes shall be made only for legitimate hospital operations. Employees whose schedules are changed shall normally be notified at least seven (7) days in advance of the change. Employees shall not be laid off from their regularly scheduled work to avoid the payment of overtime.

Employees may switch work shifts and days off either temporarily or permanently with approval from their department head or designee. The department head or designee shall respond to the requested change within seven (7) days of receiving the employee's written request.

Employees will not be required to be involved in developing policy manuals and will not be held responsible for the policy manual.

Section 3.13 Call-In Pay:

In the event an employee is called into work and their services are no longer needed, the employee shall be paid a minimum of three (3) hours of their rate of pay.

ARTICLE IV
Seniority

Section 4.1 Probationary Period:

After the date of this Agreement, the probationary period for a new employee, or an employee hired after a break in continuous service, shall be ninety (90) calendar days. The probationary period shall be extended for a period equal to the time required for any formal training program required of any probationary employees, and the Union shall be consulted about the instituting of any such training program which extends the probationary period. A probationary employee shall have no seniority and may be terminated at any time during the probationary period for any lawful reason, and shall have no recall rights or recourse to the grievance procedure with respect to any such discipline or discharge. Upon completion of the probationary period, the employee's seniority shall be computed as of the date of most recent hire.

Section 4.2 Definition of Seniority:

Seniority is an employee's length of most recent continuous employment at the Hospital since his/her last hiring date as a full-time employee and as a regular part-time employee entitled to benefits pursuant to Article V, Section 5.5. Seniority for such regular part-time employees shall be prorated.

Section 4.3 Promotion, Transfer, Layoff and Recall:

A. Stroger and Cermak

In cases of promotion and transfer, employees shall have first preference in order of their seniority, as hereinafter provided in this Section, provided that the employee has the ability and fitness to perform the required work. When ability and fitness to perform the work are relatively equal, then seniority shall govern on promotions, transfers, recalls and layoffs for all but layoffs of five (5) days or less. In cases of layoff or recall for a period in excess of five (5) calendar days, employees shall be laid off in inverse order of seniority and recalled in order of seniority; provided, however, that the Hospital may retain a less senior employee if there is no employee with greater seniority who has the ability and fitness to perform the required work.

B. Oak Forest Health Center

In case of promotion, layoff for a period in excess of five (5) days, and recalls for a period in excess of five (5) days, preference shall be given to employees as hereafter, provided on the basis of:

- (i) Seniority, and
- (ii) Ability and fitness to perform the required work.

When the qualifications in (ii) are equal among the employees involved, seniority as hereafter provided, shall be controlling.

Section 4.4 Reduction in Workforce

The Union and the County agree that security in employment becomes relatively more important as employees increase their service at the Hospital. Should the County find it necessary to decrease the number of employees working within a job classification, the County shall give written notice of a general nature to the Union at least three (3) weeks prior to the effective date of layoff of employees, except when a layoff of five (5) days or less is made under Section 4.3 of this Article, in which case no notice need be given before or after such period. During that interim period the County will meet with the Union to discuss any alternatives to the layoff of employees. Prior to the layoff of any bargaining unit employees the County shall first layoff all temporary and probationary County employees. Employees in the affected classifications shall be initially selected for layoff in accordance with Section 4.3, and shall be given notice thereof at least two (2) weeks prior to the effective date, except when a layoff of five (5) days or less is made under Section 4.3 of this Article, in which case no notice need be given before or after such period. At the time notice of layoffs is given to the Union, Cook County will provide the Union with a list of employees impacted with their respective seniority. Prior to the displacement meeting, Cook County will provide a list of all SEIU bargaining unit vacancies by classification, department, and location.

An employee so selected shall be transferred to any other classification in which there is a vacancy, or which is filled by another employee who has not completed his/her probationary period, or, if neither such situation exists, the employee so selected shall be permitted to exercise bumping rights, all in accordance with Section 4.3 of this Article, as follows:

In Non-ACHN: First within the Department/Division, then Division/Department, then the Facility and then throughout the Bureau of Health

If ACHN: First within the Clinic, then the Region and Hub facility, then throughout the Bureau of Health

To the extent that it is consistent with the efficient operation of the Hospital and the seniority of the employees, those employees initially selected for layoff will be transferred to positions on the same shift as that worked by them immediately prior to being selected for layoff. Employees not having the right to be transferred to any job shall be laid off, and employees initially selected for layoff may accept it in lieu of any transfer as herein above provided. Employees laid off as a result of this procedure shall be subject to recall in accordance with the provisions of Section 4.3 of this Article before hiring new employees. Employees will be recalled to the classification held by them at the time of the layoff, if a vacancy exists. Employees otherwise will be recalled to a vacancy in another classification, and subsequently returned to their classification prior to the layoff, all in accordance with Section 4.3 of this Article. Employees may refuse recall to a classification other than that from which they were laid off.

Pursuant to agreement between the Cook County Health and Hospitals System and the Union dated June 30, 2011, the following terms of the June 30, 2011 order issued by Arbitrator Edwin Benn are hereby incorporated into this Agreement:

1. With respect to the Termination of Seniority provisions in any applicable collective bargaining agreement, employees laid off in January of 2010 will have two years of recall rights instead of one. During the layoff, employees will not continue to accrue seniority, but if they are recalled within two years, they will retain the seniority they had as of the date of layoff.
2. HHS began the notice process under Article IV in October of 2009. However, in order to accommodate requests of Local 73 for system-wide bumping rights which HHS and the County do not believe are required by certain of the applicable collective bargaining agreements, HHS sent additional notices to employees who may be affected by the process and who may be "bumped" as a result of the system-wide procedural steps requested by Local 73. Please note that additional employees who are "bumped" will be notified of the action during the layoff process and allowed to exercise rights under Section 4.4.
3. HHS has identified the least senior employees in each classification at each facility. In addition, the employees have been ranked in each classification in each facility by seniority.
4. For purposes of this layoff only, and not for purposes of amending the Oak Forest Health Center Hospital Service & Maintenance Collective Bargaining Agreement, the Transporter positions in the "DC" and the "DE" classifications at Oak Forest Health Center Hospital only shall be treated as a single classification as the job requirements are substantially similar.
5. For the purposes of this layoff only, and not for purposes of amending Article IV, seniority will be determined by reference to most recent hire date with the County. In the event two employees have equal hire dates, the order of selection and seniority for this layoff will be determined on a "last name alpha basis" with A being given preference to B and so on. Just as "Adam" has precedence over "Baker", "Cane" would have preference over "Cone". Definitions of seniority in the applicable CBA's will continue to govern seniority issues for all other purposes.
6. Employees identified for layoff will be listed in order of seniority without regard to job title or classification. Employees then will be allowed to exercise their rights under Article IV in the order of seniority (with the most senior employee acting first) as defined in this email.
7. An employee first will be allowed to claim vacancies for positions in any classification for which the employee is qualified based on ability and fitness, and as set forth in the job description for the position.
8. If no vacancy exists, then the employee will be allowed to "bump" employees in probationary positions.

9. If the foregoing steps in (7) and (8) do not result in the placement of the employee, he or she will be allowed to “bump” system-wide beginning with his or her current classification. Only if the employee cannot “bump” within his or her classification, will the employee be allowed to “bump” down in pay grades sequentially.
10. For any employee “bumping down”, he or she will be allowed to review and bump a less senior employee in the next pay grade down, provided the employee is qualified for the position.
11. If there is an available position in the next pay grade down from the employee exercising rights, he or she must either accept the position or accept layoff.
12. If there are no “bumping” opportunities in the next lower pay grade down for the employee identified for layoff, the employee then will continue to the following lower pay grades, sequentially, until a placement opportunity arises. If there is an available position in the next lower pay grade down from the employee exercising rights, he or she must either accept the position or accept layoff. No employee may forego a “bumping” opportunity to take a position in a lower pay grade. The bumping process for any employee will end when the first position is available for which the employee is qualified. The employee must accept that position or accept layoff.
13. Employees must qualify themselves for placement into a position at the time of layoff. This means they must bring supporting documentation acceptable to management, certifications and/or proof of education and training to verify their qualification for a new position if they exercise rights to claim a vacancy, or bump a probationary or less-senior regular employee.
14. All employees affected by the layoff must be present at the meetings. SEIU Local 73 is authorized to and must make a selection on behalf of any absent employee or any employee who otherwise is unable to attend the meeting.

Section 4.5 Promotion and Shift Assignments Stroger and Cermak:

Vacant positions shall be posted concurrently on all posted boards in the Cook County Health and Hospitals System for a period of fourteen (14) days. Preferential consideration shall be given in accordance with Section 4.3 of this Article to employees in the bargaining unit in an equal or lower pay grades or classifications from within the Department/Division, then within the Hub Facility and Region, then other Hub Facilities/ACHN and finally the Cook County Health and Hospitals System before new employees are hired for the vacancy.

Employees in higher paying classifications may make application and will be considered by the Hospital for transfer to a lower paying classification. In assigning employees to a different regular shift, where no employee applies for the vacant shift assignment, the qualified employee in the classification and in the department or division with the least seniority shall be so assigned. In assigning employees to a different shift on a temporary basis, consideration shall be given to

seniority and the employee's desires. Management agrees to interview all applicants from the bargaining unit who possess minimum qualifications to be considered for the open position. Any bargaining unit employee who submits a job bid but who does not, in the opinion of management, possess the minimum qualifications to perform the job shall receive a written notice that they shall not be interviewed for this position.

Section 4.6 Promotion and Assignment: ACHN:

A. ACHN - Fantus

Vacant positions shall be posted concurrently on all posted boards in the Bureau of Health for a period of fourteen (14) days. Preferential consideration shall be given in accordance with Section 4.3 of this Article to employees in the bargaining unit in an equal or lower pay grades or classifications from within the region and JSH (Hub facility), then the other Hub Facilities and ACHN, and finally the Bureau of Health before new employees are hired for the vacancy.

Employees in higher paying classifications may make application and will be considered by the Hospital for transfer to a lower paying classification. different regular assignment within his/her department and current job classification, a notation or record shall be kept by the department head. While these assignments within a department and classification are strictly the decision of management consideration should be given whenever reasonably possible to senior employees desiring specific job assignments. The Hospital agrees to interview all qualified applicants from the bargaining unit and a response to an application shall be given thirty (30) days after the application process closes. Grant positions will be posted the same as all other positions.

B. ACHN- Oak Forest Health Center

Vacant positions shall be posted concurrently on all posted boards in the Bureau of Health for a period of fourteen (14) days. Preferential consideration shall be given in accordance with Section 4.3 of this Article to employees in the bargaining unit in an equal or lower pay grades or classifications from within the clinic, then the HUB facility in region, then other HUB facilities/ACHN, and finally the Bureau of Health, before new employees are hired for the vacancy.

Employees in higher paying classifications may make application and will be considered by the Hospital for transfer to a lower paying classification. different regular assignment within his/her department and current job classification, a notation or record shall be kept by the department head. While these assignments within a department and classification are strictly the decision of management consideration should be given whenever reasonably possible to senior employees desiring specific job assignments. The Hospital agrees to interview all qualified applicants from the bargaining unit and a response to an application shall be given thirty (30) days after the application process closes. Grant positions will be posted the same as all other positions.

C. ACHN, Excluding Fantus and Oak Forest Health Center

Vacant positions shall be posted concurrently on all posted boards in the Bureau of Health for a period of fourteen (14) days. Preferential consideration shall be given in accordance with Section 4.3 of this Article to employees in the bargaining unit in an equal or lower pay grades or classifications from within the clinic, then the Hub Facility and region, then other hub facilities/ACHN, and finally the Bureau of Health before new employees are hired for the vacancy.

Employees in higher paying classifications may make application and will be considered by the Hospital for transfer to a lower paying classification. When an employee requests in writing a different regular assignment within his/her department and current job classification, a notation or record shall be kept by the department head. While these assignments within a department and classification are strictly the decision of management, consideration should be given whenever reasonably possible to senior employees desiring specific job assignments. The Hospital agrees to interview all qualified applicants from the bargaining unit and a response to an application shall be given thirty (30) days after the application process closes. Grant positions will be posted the same as all other positions.

Section 4.7 Return to Former Job:

A. Stroger/Cermak

An employee who has been promoted or transferred to another job within the represented unit may be returned by the County to his/her former job or an equivalent position, within ninety (90) calendar days or before completion of a formal training program, if the employee does not demonstrate the ability and fitness to satisfactorily perform the job to which promoted or transferred. An employee who has accepted another job within the represented unit may ask to return to his/her former job within five (5) calendar days after commencing work on the new job.

An employee who receives a new job under this procedure shall not be permitted to bid for another job for one (1) year thereafter, and an employee who returns to his/her former classification under this procedure will not be permitted to bid again on the same job for six (6) months thereafter.

B. Oak Forest Health Center

An employee who has been promoted, transferred or recalled to another job within the represented unit may be returned by the hospital to his/her former job or status within a reasonable period, but not to exceed (30) calendar days, if the employee does not demonstrate the ability and fitness to satisfactorily perform the job to which promoted, transferred, or recalled. During such thirty (30) calendar days, an employee shall retain seniority in the job classification from which promoted, transferred, or recalled, and only thereafter shall seniority be transferred to the new job classification.

An employee who has accepted another job within the represented unit may ask to return to his/her former job within seven (7) calendar days after commencing work on the new job without loss of seniority in the old job.

Section 4.8 Return to Represented Unit:

A. Stroger/Cermak:

An employee who has been promoted or transferred out of the represented unit, and who is later transferred back to the unit by the Hospital, shall upon return to the represented unit be granted the seniority he/she would have had, had the employee continued to work in the classification from which promoted or transferred out of the unit. Upon such an employee's return to the represented unit, membership shall be in accordance with the provisions of Article I, Section 1.2, of this Agreement. An employee who is transferred into the represented unit, but who has not previously worked in the unit, shall be granted seniority equal to the length of most recent continuous employment at the Hospital, after ninety (90) calendar days and completion of any formal training period on the new job.

B. Oak Forest Health Center

An employee who has been promoted or transferred out of the represented unit, and who is later transferred back to the unit by the Hospital, shall upon return to the represented unit be granted the seniority he/she would have had, had the employee continued to work in the classification from which promoted or transferred out of the unit; provided that such an employee may retain and exercise such rights under this section on only one (1) occasion.

Section 4.9 Seniority List:

The County shall furnish the Union a list showing the name, social security number, address, Business Unit/department, classification and last hiring date of each employee, and whether the employee is entitled to seniority or not. The County shall allow the Union to post a list that contains the name and last date of hire for each employee in a mutually agreed upon location within the department. The County will furnish the Union monthly reports of any changes to such list, and shall furnish a revised list every six (6) months. At any time an employee may challenge any error in his/her relative position on the list or seniority date as it appears on the list. A simple challenge form will be provided by the County. Challenges will be resolved and corrections made as soon as possible.

Section 4.10 Termination of Seniority:

An employee's seniority and employment relationship with the County shall terminate upon the occurrence of any of the following:

- A. Resignation or retirement;
- B. Discharge for just cause;

- C. Absence for three (3) consecutive work days without notification to the department head or designee during such period of the reason for the absence, unless the employee has a reasonable explanation for not furnishing such notification;
- D. Failure to report to work at the termination of a leave of absence or vacation, unless the employee has a reasonable explanation for such failure to report for work;

Absence from work because of layoff or any other reason for twelve (12) months in the case of an employee with less than one (1) year of service twenty four (24) months in the case of an employee with one (1) or more years of service, or thirty six (36) months in case of an employee with seven years or more of service when the absence began, except that this provision shall not apply in the case of an employee on an approved leave of absence, or absent from work because of illness or injury covered by duty disability or ordinary disability benefits;

- E. Failure to notify the County within nine (9) calendar days of the employee's intent to report to work upon recall from layoff, or failure to report for work within sixteen (16) calendar days, after notice to report for work is sent by registered or certified mail, or by telegram, to the employee's last address on file with the Personnel Office where the employee works. Employer shall send a copy of the letter of recall to the Union; or
- F. Engaging in gainful employment while on an authorized leave of absence, unless permission to engage in such employment was granted in advance by the County in writing.

Section 4.11 Transfer of Stewards:

Employees acting as Union stewards under Article XI, Section 11.6 of this Agreement shall not be transferred from their job classification or departments because of their activities on behalf of the Union. Any transfers of Union stewards from their job classifications or departments, other than in an emergency, will be discussed with the Union at least five (5) days in advance of any such transfers.

Section 4.12 Temporary Employees:

Bargaining unit positions shall not be filled by temporary employees for more than ninety (90) calendar days (one hundred twenty (120) days in the case of summer replacements) without being posted for bid under the applicable provisions of this Agreement. Employees, including the employee temporarily filling the position, may submit a bid for the position. If the temporary employee is awarded the job, his/her seniority shall be calculated from their original hire date. Nothing herein is intended to apply to the circumstances when a temporary employee is assigned to temporarily assume the position of a permanent employee who is off work for any reason.

Section 4.13 Job Posting at Stroger and Cermak:

The names of Employees awarded positions pursuant to this Article shall be posted on all bulletin boards where notices to employees are normally posted for a period of ten (10) working days from the effective date of the awarding of the position.

Section 4.14 Floating to ACHN Clinics:

Employees normally assigned to a HUB Hospital may be utilized to cover unanticipated staffing shortages in the ACHN Clinics. Such staffing will be accomplished in the following order:

1. Volunteers will first be solicited.
2. If no one volunteers, employees will be floated on a rotating basis starting with the least senior.
3. Staffing will occur only within the region of the HUB Hospital.
4. Any travel required of an employee will be reimbursed in accordance with the Cook County Travel and Transportation Expenses Reimbursement Policy.
5. Subject to the County's rights set forth in the subcontracting provisions of this agreement, offsite Clinics established by the County shall have bargaining unit members doing established bargaining unit work.

**ARTICLE V
Rates of Pay**

Section 5.1 Job :Classifications/Rates of Pay

Employees in the job classifications set forth in the appendices to this Agreement shall receive the hourly rate provided for their respective grade and length of service in the job classification. 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 New, Changed or Misclassification:

- A. During the term of this Agreement, the County may establish new and changed job classifications and change the duties of existing job classifications, provided that a major alteration of the classification structure shall not be made. The County may put the new and changed job classifications or duties into effect after timely notice to the Union, and discuss and set rate of pay with the Union, using the duties, responsibilities, qualifications, and grade levels of the classification in Appendix A as a guide for determining the new rate. If the parties are unable to agree on the rate of pay, the County may put a rate into effect, and the Union, thereafter, may submit any dispute to the grievance procedure.
- B. An employee also may request that his/her position be reclassified, and the request will be reviewed by that Department's Head; if the Department Head agrees that the request is reasonable and/or justified, the Department Head will promote the employee if possible, or include this reclassification in the forthcoming departmental budget request. The County will discuss any reclassifications with the Union prior to implementation.
- C. **Committee for Stroger and Cermak:** Within thirty (30) days after the effective date of this Agreement, the parties shall begin regular meetings of a joint committee that shall be established to discuss current job titles and pay grades of bargaining unit employees.
- The committee shall begin meeting each year to review Local Union and employee-generated requests for upgrades and reclassifications. Such review shall include requests for individual desk audits, and sample desk audits to be applied to whole departments. The committee shall devote sufficient time in order to complete its discussions in a timely fashion. In any case, audits agreed upon shall be complete no later than June 1 of each year during this Agreement. During such process, there will be a free exchange of information and the parties will make reasonable attempts to review those requests which appear to have the most merit using objective and fair standards. After the review and analysis is completed, the County will submit the committee's findings to the appropriate departments and elected officials for their review. The decision as to whether to include any or all of the upgrades and reclassifications in budget requests shall be made using objective and fair standards.
- D. Job descriptions will be provided to the Union upon request. The Employer agrees to meet with the Union at the Union's request to discuss changes in job descriptions.
- E. **Working Out of Classification (Oak Forest Health Center):** If the County agrees to specific compensation with any other union to be paid when employees are performing

essentially all of the functions of a supervisory or managerial position the County will agree to the same level of compensation under the same circumstances with Local 73.

Section 5.3 Classification and Grade Changes:

If an employee is promoted, reclassified, demoted, or transferred into another classification through the application of the Agreement, the following rules shall apply:

A. Promotions:

An employee who is promoted to a job in a higher salary grade shall be entitled to placement in the step of the new salary grade which will provide a salary increase at least two (2) steps above the salary received at the time the promotion is made, provided that:

1. The new salary does not exceed the maximum established for the grade to which the employee is promoted.
2. The new salary is not below the first step established for the grade to which the employee is promoted.

If the new classification represents a promotion from a classification outside the represented unit to a classification within the represented unit, the employee shall be placed in the lowest step in the progression schedule for the new classification which will provide the employee an increase in pay. Subsequent increases within any new classification shall occur as of the first pay period commencing after the effective date of placement in the next classification. In all cases of promotion, the effective date will set a new anniversary date.

B. Reclassifications:

1. An employee whose job is reclassified to a lower classification shall continue to receive compensation at the same rate received immediately prior to reclassification. Such action shall not change the employee's anniversary date.

If the salary rate received immediately prior to reclassification is less than the last step rate of the lower classification, the employees shall be entitled to further step advancement.

2. An employee whose job is reclassified to a higher classification shall be placed in the first step of the higher grade which provides an increase one (1) step above the salary received at the time of the reclassification. Such action will change the employee's anniversary date.

In all cases of reclassification, the employee shall receive at least the first step of the grade to which the position is reclassified.

C. Demotions:

The following shall apply to demotions from one grade to another:

1. An employee performing the duties of a job continuously since the beginning of Fiscal Year 1960, and demoted to a job in a lower salary grade, shall have the salary adjusted in the new job to the same step of the new salary grade as was received in the salary grade of the job from which demoted.
2. An employee promoted to a job in a higher salary grade after the beginning of Fiscal Year 1960 and subsequently demoted to a job in a lower salary grade, shall have the salary adjusted to the step of the salary grade to which the employee would be entitled had the employee remained in the salary grade from which the employee was promoted.

D. Transfers:

An employee transferring from one department to another in the same job classification and/or grade shall be eligible to receive the salary the employee has been receiving at the time of transfer. Such appointment shall not set a new anniversary date.

Section 5.4 Shift/Weekend Differential

A. Shift/Weekend Differential for Stroger and Cermak:

In addition, all Building Service Workers who act as "Floor Technicians" (stripping, waxing and buffing) shall be paid an additional twenty-five cents (25¢) an hour for performing such duties. This provision will be extended to those Building Service Workers at Cermak, effective the first full pay period after December 1, 1999.

Effective the first full pay period after December 1, 2002, employees in the following job classifications working on a weekend will be paid a premium of fifty cents (50¢) per hour for all weekend work: Certified Nursing Assistant, Attendant Patient Care. A weekend is defined as beginning at 12:01 a.m. Saturday.

B. Shift/Weekend Differential for Oak Forest Health Center

All employees shall be paid an additional sixty-five cents (65¢) an hour for all time worked between the hours of 3:00p.m. and 7:00a.m. effective May 1, 1994. In all cases, shifts will not be changed to avoid the payment of shift differential.

Effective the first full pay period after December 1, 2002, employees in the following job classifications working on a weekend will be paid a premium of fifty cents (50¢) per hour for all weekend work: Certified Nursing Assistant, Attendant Patient Care. A weekend is defined as beginning at 12:01 a.m. Saturday.

Section 5.5 Part-Time Employees:

Regular part-time employees shall receive the hourly rate provided for the respective grade and length of service as set forth in Appendices TBD of this Agreement.

Part-time employees regularly employed for twenty (20) or more hours a week shall be entitled to vacations, sick pay, holidays, hospitalization insurance, life insurance, jury pay and bereavement pay, on a pro rata basis.

Disability and pension benefits for all part-time employees will be determined by the provisions of the County Employees Pension Plan.

Section 5.6 Newly Certified Positions:

Upon notification from the Union to the Employer and its human resources director, the Employer agrees to meet with the Union within 60 days thereafter to discuss the placement of newly certified bargaining unit positions on a wage scale.

**ARTICLE VI
Holidays**

Section 6.1 Regular Holidays:

The following are regular holidays:

New Year's Day
Lincoln's Birthday
Presidents' Birthday
Fourth of July
Memorial Day
Columbus Day
Labor Day
Thanksgiving Day
Veteran's Day
Christmas Day
Martin Luther King's Birthday

Section 6.2 Eligibility:

To be eligible for holiday pay, an employee must satisfy each of the following requirements:

- A. The employee must have worked the regularly scheduled number of hours on the last scheduled day before and the first scheduled day after the holiday, unless the employee has a reasonable explanation for failing to report.
- B. The employee must have worked at least forty (40) hours during the pay period in which the holiday occurs unless the employee was on vacation or paid sick leave during such period.
- C. It is understood that time off which is approved and scheduled in advance will not disqualify an employee from holiday pay.

Section 6.3 Working Holidays:

Because the Hospital operates every day of the year and it is not possible for all employees to be off duty on the same day, the County has the right at its sole discretion to require any employee to work on any of the holidays listed in Section 6.1 of this Article. Any employee who works on a holiday shall receive one and one-half (1 ½) times the employee's regular hourly rate for the hours actually worked plus holiday pay at eight (8) hours pay, including shift premium, if applicable, at the same hourly rate.

Section 6.4 Holidays in :Vacation:

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

Section 6.5 Failure to Report:

A. Failure to Report at Stroger and Cermak

An employee scheduled to work on a holiday but who fails to report shall not be eligible for a paid holiday, unless the employee has a reasonable explanation for failing to report. An employee scheduled to work on a holiday that calls in sick shall be eligible for the paid holiday providing he or she brings in a doctor's statement.

An employee scheduled to work on a holiday but who fails to report shall not be eligible for a paid holiday unless the employee has a reasonable explanation for failing to report.

B. Failure to Report at Oak Forest Health Center

An employee scheduled to work on a holiday but who fails to report shall not be eligible for a paid holiday, unless the employee has a reasonable explanation for failing to report. If an employee is ill on a scheduled holiday, absence from work will be considered holiday time and not sick time.

Section 6.6 Holiday Pay:

Employees eligible for holiday pay shall be paid eight (8) hours pay including shift premium, if applicable, at their hourly rate. Part-time employees regularly working twenty (20) or more hours per week shall receive holiday pay, including shift premium, on a pro rata basis.

Section 6.7 Floating Holiday:

In addition to the foregoing paid holidays, employees shall be credited with one (1) floating holiday on December 1 of each year, which may be scheduled in accordance with the procedures for vacation selection set forth in Article VII, Section 7.5. If an employee elects not to schedule said day as provided above, the employee may request to use his/her floating holiday at any time during the fiscal year. Requests shall not be unreasonably denied. A two (2) week notification will be required. If an employee is required to work on a scheduled floating holiday by the Employer, the employee shall be entitled to holiday pay pursuant to Section 6.6.

ARTICLE VII
Vacations

Section 7.1 Eligibility:

Vacation credit shall be earned each month that during which the employee is in an active pay status for at least eighty (80) straight-time hours. The amount of annual paid vacation will be according the following schedule:

<u>Service</u>	<u>Vacation</u>
1 Year	3 Weeks
5 Years	4 Weeks
10 Years	5 Weeks

Employees employed for six (6) months shall be entitled to one (1) week vacation with pay, which shall be deducted from the three (3) weeks' vacation with pay to which they are entitled after one (1) year.

Section 7.2 Eligibility Year:

An employee's vacation eligibility year shall be the twelve (12) month period immediately preceding the anniversary of his/her most recent date of hire. An employee must take the vacation to which entitled as of his/her most recent anniversary date during the twelve (12) month period following the anniversary date. Vacations may not be carried over beyond such period, and an employee will not be compensated for vacation time not taken. Employees with more than twelve (12) months of service will be permitted to take accrued time off as it is earned.

Section 7.3 Vacation Accrual:

During the employee's first four (4) years of service, vacation credit will accrue at the rate of 1-2/13 days each two (2) pay periods; during the next five (5) years at the rate of 1-7/13 each two (2) pay periods; and thereafter at the rate of 1-12/13 days each two (2) pay periods.

Section 7.4 Vacation Pay:

A. Vacation Pay at Stroger and Cermak

Vacation pay shall include shift differential pay for employees who have been regularly assigned to evening or night shifts for a period of at least four (4) months prior to the time the vacation is taken. Employees so assigned to evening or night shifts for only a portion of their regular work week shall receive pro rata inclusion of shift premium in their vacation pay. Temporary assignments of such employees to the day shift shall not affect their right to receive such shift differential as part of their vacation pay.

B. Vacation Pay at Oak Forest Health Center

Vacation pay shall include shift differential pay for employees who have been regularly assigned to evening or night shifts for a period of at least six (6) months prior to the time the vacation is taken. Employees so assigned to evening night shifts for only a portion of their regular work

week shall receive pro rata inclusion of shift premium in their vacation pay. Temporary assignments of such employees to the day shift shall not affect their right to receive such shift differential as part of their vacation pay.

Section 7.5 Vacation Preference and Scheduling:

A. Vacation Preference at Stroger and Cermak

Insofar as practicable, vacations will be granted to meet the requests of employees, and seniority will control conflicts in scheduling vacation periods. However, to insure the orderly operation of the Hospital and in the interest of patient care, the right to limit the number of employees who will be permitted to be on vacation at any one time is reserved by the County.

On February 1 of each year, the County will notify the employees of their accrued vacation as of the previous January 1. On February and August 1 of each year, the County also will post a schedule in each department or unit indicating the number of employees who will be permitted to be on vacation at any one time in any one department or unit during the six (6) month periods commencing respectively on April 1 and October 1. By March 1 and September 1, respectively, employees shall indicate their preferred vacation periods, with second and third choices. The County thereafter will schedule vacations based on the employee's seniority as defined herein, and a schedule thereof will be posted no later than (10) days prior to April and October 1, respectively. When two (2) weeks' notice is given, employees thereafter may exchange or change vacation periods, when time is available on the posted schedule. An employee may request to begin and end a vacation on any day of the week and management, as a matter of routine shall not arbitrarily deny this request.

Emergency vacation requests for employees will continue to be granted whenever possible. It is understood that while requests for emergency vacation cannot be automatically granted in every instance such requests should not be automatically denied as a matter of routine Hospital function. Other vacation requests will be granted, consistent with the number of employees who will be permitted to be on vacation at any one time. The County may change an employee's scheduled vacation when emergencies occur, after due consideration for inconvenience and cost to the employee. Requests for emergency vacation are not to be denied solely in order to place employees in "O" status as a punitive measure.

B. Vacation Preference at Oak Forest Health Center

Insofar as practicable, vacations will be granted to meet the requests of employees, and seniority will control in conflicts in scheduling vacation periods. However, to insure the orderly operation of the Hospital and in the interest of patient care, the right to limit the number of employees who will be permitted to be on vacation at any one (1) time is reserved to the County. On February 1 of each year, the County will notify the employees of their accrued vacation as of the previous January 1. On February 1 and August 1 of each year, the County also will post a schedule in each department or unit indicating the number of employees who will be permitted to be on vacation at any one (1) time in any one (1) department or unit during the six (6) month periods commencing respectively on April 1 and October 1. By March 1 and September 1, respectively, employees shall indicate their preferred vacation periods, with second and third choices. The County thereafter will schedule vacations based on the employee's seniority as defined herein, and bargaining unit staffing requirements; and a schedule thereof will be posted no later than ten

(10) days prior to April 1 and October 1, respectively. When two (2) weeks' notice is given, employees thereafter may exchange or change vacation periods when time is available on the posted schedule. An employee may request to begin and end a vacation on any day of the week and management, as a matter of routine shall not arbitrarily deny this request. Emergency vacation requests for employees will continue to be granted whenever possible. It is understood that while requests for emergency vacation cannot be automatically granted in every instance, such requests should not be automatically denied as a matter of routine Hospital function. Other vacation requests will be granted, consistent with the number of employees who will be permitted to be on vacation at any one time. The County may change an employee's scheduled vacation when emergencies occur, after due consideration for inconvenience and cost to the employee. Emergency vacation time is not to be denied solely in order to place the employee in "O" status as a punitive measure.

Section 7.6 Accrued Benefits at Separation :

Upon termination of employment, the employee shall be paid all vacation and holiday pay accrued through the last day worked, but shall not be paid for any accumulated sick time.

**ARTICLE VIII
Welfare Benefits**

Section 8.1 Hospitalization Insurance Employee Contributions:

- A. The County agrees to maintain the level of employee and dependent health benefits that are set forth in Appendix C as revised by this Agreement and specifically described in Appendix C.
- B. Employees who have elected to enroll in the County's PPO health benefits plan shall contribute, in aggregate, by offset against wages, the amount of their base salary set forth in Appendix C as a contribution toward premiums. Employees who have elected to enroll in the County's HMO health benefits plan shall contribute, in aggregate, by offset against wages, the amount of their base salary set forth in Appendix C as a contribution towards premiums. 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 Local 73. All employee contributions for Health Insurance shall be made on a pre-tax basis.

Section 8.2 Sick Pay:

An employee shall accumulate sick pay credits at the rate of one (1) day for each month of service in which the employee works or is paid for at least ten (10) work days. Sick pay may be accumulated to a maximum of one hundred seventy-five (175) days. An employee will not earn sick pay credit while on leave of absence without pay, or during any period the employee is absent from work, because of an occupational illness or injury. Employees using sick leave benefit will be paid at the straight time hourly rate, plus shift differential when applicable. Up to the employee's accumulated sick pay credits, an employee prevented from working because of the employee's illness in the employee's immediate family, shall be entitled to receive sick pay for each day the employee otherwise would have worked. 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.

Section 8.3 Attendance:

Cook County Hospital has drafted an attendance policy which will apply to all hospital employees. It is understood and agreed that County Hospital representatives will meet with representatives of the Union within thirty (30) days after ratification of the new collective bargaining agreement to bargain its impact on the Union membership.

Effective upon ratification of the Collective Bargaining agreement, the twenty-four (24) hour notice requirement is eliminated. An employee prevented from working because of the employee's illness or in the employee's immediate family shall be entitled to receive sick pay.

In no event shall employees be disciplined for the bona fide use of sick time. In conformance with Article XII of the Agreement, discipline shall only be imposed for just cause and shall be timely and progressive.

Section 8.4 Disability Benefits:

A. Disability Benefits at Stroger and Cermak

Employees incurring any occupational illness or injury will be covered by Worker's 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 become 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 Count otherwise agree. The employee will not be required to use sick time and/or vacation time for any day of duty or ordinary disability. All of the provisions of this Section are subject to change in conjunction with changes in State laws.

B. Disability Benefits at Oak Forest Health Center

Employees incurring any occupational illness or injury will be covered by Worker's Compensation insurance benefits. Employees injured or sustaining occupational disease on duty, who are off work as result thereof for no more than five consecutive work days, may be allowed to use accrued sick leave for their days off; however, they shall not be permitted to apply for such sick leave until they have returned to work. 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 his/her 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 his/her salary stops; such benefits to be reduced by any Workers' Compensation paid by the County. 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, provided they are in no pay status at that date. If an employee receives accrued salary beyond the 31st day then disability payment will not begin until the 1st day the employee is in no-pay status after the 30 days have expired. 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 County otherwise agree. The employee will not be required to use sick time and/or vacation time for any day of duty or ordinary disability. A disabled employee is not required to be hospitalized at any institution operated by the County except as so ordered by the Industrial Commission. Since the County is responsible for the benefits payable in respect to disability due to occupational illness or injury, the County may monitor the medical services provided for an employee disabled due to occupational illness or injury. Disability benefits paid by the Annuity and Benefit Fund are subject to statutory limits.

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 one thousand dollars (\$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:

The County Employees and Officers Annuity and Benefit Fund will be continued in effect for the duration of this Agreement, and all employees of the County are required to become members of that Fund. The Fund will continue to provide employees with annual statements of their interest therein.

Section 8.7 Dental Plan:

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.

Section 8.8 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.

Section 8.9 Hospitalization – New Hires:

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.

Section 8.10 Flexible Benefits Plan:

All employees shall be eligible to participate, at no cost to them, in a flexible benefits plan to be established by the County. Such plan shall include segregated IRS accounts for child care and medical expenses.

Section 8.11 Insurance Opt Out:

Effective December 1, 1999, the Employer agrees to pay eight hundred dollars (\$800.00) per 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.

Section 8.12 Insurance Claims:

A dispute between an employee (or his/her covered dependent) and the processor of claims shall not be subject to the grievance procedure provided for in this Agreement. Employees shall continue to be afforded an opportunity to present appeals of such insurance disputes in person, and may have union representation at such proceedings. This Section shall not be construed to diminish the provisions of Section 8.1 [TBD] of this Article.

Section 8.13 Insurance Coverage (Oak Forest Health Center):

Employees on layoff status shall retain health and dental insurance coverage for a period of two (2) months following the month in which the effective date of the layoff occurs with the Employer paying the full premium, single or family plan as appropriate.

Section 8.14 Confidentiality of Wellness Program

Health information will be kept confidential, Personal health information may only be used and disclosed as permitted by applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Health information may be disclosed to the screening agent, and to the employer acting as health plan sponsor for program administration purposes only as permitted by HIPAA. Program administration purposes may include offering and determining eligibility for Program incentives. The RFP for wellness vendors shall maximize the confidentiality of patient medical records and other privacy and confidentiality issues.

**ARTICLE IX
Additional Benefits**

Section 9.1 Bereavement Pay:

In the event of death in the immediate family (as defined below), an employee who has completed the probationary period shall be granted as an excused absence in the following manner:

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. Immediate family is understood to include mother, father, husband/wife, significant other, child (including step children and foster children), brothers/sisters, grandchildren, grandparents, spouse's parents and such people who have reared the employee.

Any of the days between the date of death and the date of burial (both inclusive), plus any necessary travel time, on which the employee would have worked except for such death and on which he/she is excused from his/her regularly scheduled employment, shall be paid for at the regular straight-time hourly rate (including any applicable shift premium), provided however, that such payment shall not exceed three (3) normal days' pay.

Where death of a covered family member occurs and the funeral is to be held one hundred fifty (150) miles or more from the County Building located at 118 N. Clark St., Chicago IL, the employee shall be entitled to a maximum of five (5) normal days' pay.

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

Section 9.2 Jury Make-up Pay:

In the event an employee is summoned for jury duty, which includes required reporting for jury duty when summoned, whether or not the employee is used as a juror, the County shall pay the employee the difference between the amount received for each day's jury service and the employee's regular straight-time earnings for the days such employee would have been scheduled to work, but for jury service. The employee shall notify his/her supervisor promptly upon receipt of the jury summons.

Section 9.3 Election Day:

An employee who is a registered voter will receive two (2) hours' time off (without pay) during his regular work day so that he/she may vote in any general election. An employee desiring to take such time off shall arrange the exact hours of intended absence with his/her supervisor at least two (2) working days prior to the election.

Section 9.4 Education and Seminars:

Education and Seminars for Stroger and Cermak

Employees who attend approved seminars which are related to their job shall receive pay for the hours they otherwise would have worked. If all employees wishing to attend a particular seminar are not able to attend, selection shall be made on the basis of seniority.

Employees who desire to take a course or courses of instruction not offered by a City or suburban junior college shall submit their request through the Union to the Director of Human Resources of the County.

The Employer agrees to allocate funds for educational purposes in each year of this Agreement to be made available to all SEIU Local 73 bargaining unit employees. The amount allocated shall be an aggregate total of twenty thousand dollars (\$20,000.00) for all SEIU Local 73 bargaining units. Employee requests for such funds shall be for reimbursement for the costs of course offered through any certified educational institutions. Such coursework shall be employment related. An employee may request funds up to an amount no greater than four hundred dollars (\$400.00) in a fiscal year. Approval for reimbursement shall be offered on an equitable basis.

Education and Seminars for Oak Forest Health Center

The Employer agrees to allocate funds for educational purposes in each year of this Agreement to be made available to all SEIU Local 73 bargaining unit employees. The amount allocated shall be an aggregate total of twenty thousand dollars (\$20,000.00) for all SEIU Local 73 bargaining units. Employee requests for such funds shall be for reimbursement for the costs of course offered through any certified educational institutions. Such coursework shall be employment related. An employee may request funds up to an amount no greater than four hundred dollars (\$400.00) in a fiscal year. Approval for reimbursement shall be offered on an equitable basis.

The parties shall meet within thirty (30) days of the date of this Agreement to work out the details concerning the implementation of this educational benefit. It is understood that the educational benefits provided herein are intended to supplement already existing educational benefits.

Section 9.5 School Conference and Activity Leave:

The Employer agrees to comply with the provisions of the School Visitation Rights Act ("Act"), which at the time of the execution of this Agreement includes the following allowances for school conference and activity leave. The Employer must grant an employee leave of up to a total of eight (8) hours during any school year in increments of no less than one (1) hour, no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child. In the event of a conflict between the terms of this section and any subsequent amendment by the Act, the subsequently amended Act shall prevail.

ARTICLE X
Leaves of Absence

Section 10.1 Regular Leave:

An employee not affected by the leave of absence rules of the Civil Service Commission of Cook County may be granted a leave of absence without pay by the Department Head, with the written approval of the Comptroller of Cook County. Such leave shall be intended to take care of emergency situations and shall be limited to one (1) month for every full year of continuous employment by the County and/or Cook County Health Facilities, not to exceed one (1) year, except for military service.

An employee desiring a leave of absence shall make written application to his/her immediate supervisor, who will then refer the application to the Department Head. If approved by the Department Head, the application will then be forwarded to the Cook County Comptroller for consideration. The application shall include the purpose for the leave of absence and the dates for which the leave is requested. An employee granted a leave of absence shall be eligible, when such leave expires, to receive the salary and the same or comparable position at the time the leave was granted.

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

Section 10.2 Sick Leave and Family Responsibility Leave:

Employees absent or expecting to be absent from work due to their illness for any period of intended absence beyond the use of any accumulated vacation days, sick days or compensatory days, are required to request a leave of absence. Applications for sick leaves or any extensions thereof shall be handled in the manner specified in Section 10.1 of this Article, and shall not be denied for periods of bona fide disability.

Employees shall be granted maternity and paternity leaves of absences to cover periods of pregnancy and post-partum child care. The length of such leave, in general, shall not exceed six (6) months, but may be renewed by the Department Head. In addition, an employee who has at least two (2) years of service and has a need to be absent from work to meet family responsibilities arising from the employee's role in his/her family or household may, upon request and for good cause shown, be granted a leave of absence for a period not to exceed a total of six (6) months (increasing up to one (1) year for those employees who have accrued personal leave entitling them to more time under County policy) without pay. Insurance coverage shall be maintained only in accordance with the Family and Medical Leave Act ("FMLA"), i.e. up to twelve (12) weeks and meeting FMLA standards.

Section 10.3 Seniority on Leave:

An employee on an approved leave of absence shall retain seniority, but shall not accrue pension benefits during such period (except as may be otherwise provided in the County's pension plan). Nor shall such period count toward an employee's entitlement to automatic progression in wage scale based on length of service. Employees shall, however, receive retroactive increases for all time in which they were in pay status. An employee returning from a leave of absence under Section 10.1 or 10.2 of this Article will be entitled to return to the same or comparable position held prior to commencement of such leave, if the employee has sufficient seniority.

Section 10.4 Retention of Benefits:

An employee will not earn sick pay or vacation credits while on a 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 Hospital's Payroll Office prior to departure on the leave. For the failure to make such arrangements the County 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 10.5 Union Leave:

A leave of absence not to exceed one (1) year without pay will be granted to an employee who is elected, delegated or appointed to participate in duly authorized business of the Union which requires absence from the job. Such employees shall have the same returning rights as a regular leave of absence.

Employees duly elected as delegates of the Union will be allowed time off without pay, to attend State and National conferences and conventions of the Union, not to exceed ten (10) work days for all employees. Sick pay, vacation and insurance benefits will be provided as set forth in Section 10.4 of this Article.

Section 10.6 Military Leave:

Employees who enter the armed services of the United States shall be entitled to all the re-employment rights in accordance with State and Federal laws.

An employee who has at least six (6) months or more of continuous actual service and is a member of the Illinois National Guard or any of the Reserve Components of the Armed Forces of the United States shall be entitled to leave of absence with full pay for limited service in field training, cruises, and kindred recurring obligations. Such leave will normally be limited to eleven (11) work days in each year or as extended in accordance with Cook County Policy on Military Leave.

Section 10.7 Educational Leave:

Upon request, a leave of absence for a period not to exceed one (1) year may be granted to a full time employee with at least two (2) years of County service, if operational needs allow, in order that the employee may attend a recognized college, university, trade or technical school, or high school, provided that the course of instruction is logically related to the employee's employment

opportunities with the County. Such leave shall not be arbitrarily or capriciously denied. Such leave may be extended for good cause and in accordance with the operational needs of the County.

Section 10.8 Maternity Leave at Oak Forest Health Center:

Employees shall be granted maternity leave of absence to cover periods of pregnancy and post-partum child care. The length of such leave, in general, shall not exceed six (6) months, but may be renewed by the department head.

The following rules shall apply:

1. An employee who will require a maternity leave shall inform her supervisor in writing of her request no later than three (3) months prior to her expected date of delivery and shall present a signed statement by her physician stating the expected date of delivery.
2. A pregnant employee may continue in her assignment as long as her attendant physician deems her to be able to perform her normal work routines. Her physician shall specify in writing the latest date maternity leave shall commence.
3. An employee who has been absent due to maternity leave shall be eligible for reinstatement as soon as her physician deems her to be able to assume her regular duties. The employee shall report to work with a written statement from her physician advising that the employee is physically capable of returning to her duties.
4. Upon return from maternity leave the reinstatement rights of the employee will be identical to those of an employee returning from an ordinary disability leave.

Section 10.9 Use of Benefit Time:

Except where required by law, each employee covered by this Agreement shall not be required to use accumulated time prior to going on unpaid leave.

Section 10.10 Parental Leave:

Upon execution of the Collective Bargaining Agreement, Employees shall be eligible for paid Parental Leave pursuant to Cook County Board Resolution 13-R-346 and the corresponding Cook County Bureau of Human Resources Parental Leave Policy. Employees, except those who have applied for and been granted Parental Leave, shall be eligible for unpaid maternity or paternity leave pursuant to Cook County Personnel rule 6,03 (b).

**ARTICLE XI
Grievance Procedure**

Section 11.1 Policy:

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

Section 11.2 Definition:

A grievance is a difference between an employee or the Union and the County with respect to the interpretation or application of, or compliance with, the agreed upon provisions of this Agreement, the County's rules and regulations or disciplinary action. The Union will send copies of grievances appealed or submitted at steps 3 and 4 to the County's Director of Human Resources or his/her designee. All grievances shall be in writing and contain a statement of the facts, the provisions of this Agreement which the Employer is alleged to have violated, and the relief requested.

Section 11.3 Representation:

Only the aggrieved employee(s) and/or representatives of the Union may present grievances. Employees may take up grievances through steps 1 to 3 either on their own and individually or with representation by the Union. If an employee takes up a grievance without Union representation, any resolution of the grievance shall be consistent with this Agreement and the Union representative shall have the right to be present at such resolution. A grievance relating to all or a substantial number of employees or to the Union's own interests or rights with the County the grievance may be initiated at Step 3 by a Union representative.

Section 11.4 Grievance Procedure Steps:

The steps and time limits as provided in the County's Grievance Procedure are as follows:

<u>Step</u>	<u>Submission Time Limit this Step</u>	<u>Submitted</u>	<u>Meeting</u>	<u>Response</u>
1	30 days	Dept/Division Head or designee	10 days	5 days
2	7 days	Chief Operating Officer/Designee	10 days	10 days
3	10 days	Chief, Bureau of Human Resources/ Hearing Officer (with copy to the Affiliate HR Director)	30 days	30 days (Status report to union if exceeded)
4	30 days	Impartial Third Party Arbitration		

Step 3 shall consist of a meeting that is held at least once every thirty (30) days on a pre-scheduled basis. The parties shall consult with each other at least ten (10) days in advance as to which grievances will be discussed. If the volume of grievances requires additional meetings, additional dates will be agreed upon. The parties can agree upon additional meetings to continue resolution discussions as to specific grievances.

At each step of the grievance procedure, the appropriate County representative shall meet in accordance with the time limits. The primary purpose of the meetings shall be for the purpose of attempting to resolve the grievance. The County representative shall be willing, and shall have the authority needed to engage in meaningful discussion for the purpose of resolving the grievance. There shall be no tape recording of any grievance meetings. When the meeting does not result in a resolution of the grievance, the County representative shall respond to the Union, in writing, within the time limits provided herein.

Section 11.5 Time Limits:

Initial time limit for presenting a grievance shall be thirty (30) days and the same limit shall apply to hearings and decisions at step 4. Time limits may be extended by mutual agreement in writing between the employee and/or the Union and the County. If the Employer fails to respond within the time limits, the grievant and/or union shall have the right to advance the grievance to the next step of the grievance procedure up to and including arbitration.

There shall be strict adherence to time limits described within the grievance procedure by both employer and employee and/or Union. Time extensions may be granted upon mutual agreement and shall be in writing.

Section 11.6 Stewards:

All employees shall be allowed time off with pay to attend meetings agreed to by the Employer required by the Employer, or mandated by this Agreement.

Stewards shall be allowed to attend authorized meetings with Union Representatives during normal working hours without loss of pay. Such meetings shall be limited to a maximum of four (4) per year, per steward.

The Union will advise the County, in writing, with the names of the stewards in each department of or area agreed upon with the County and shall notify the County promptly of any changes. Upon obtaining approval from their supervisor before leaving their work assignment or area, stewards will be permitted to handle grievances referred by employees at the appropriate steps of the Grievance Procedure during normal working hours without loss of pay, provided that such activity shall not exceed a reasonable period of time.

Section 11.7 Union Representatives:

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

Section 11.8 Impartial Arbitration:

If the Union is not satisfied with the Step 3 answer, it may within thirty (30) days after receipt of the Step 3 answer submit in writing to the County notice that the grievance is to enter impartial arbitration. The parties will select an arbitrator from a permanent panel of arbitrators agreed upon by both parties. The Union and the County will make arrangements with the Arbitrator to hear and decide the grievance without unreasonable delay. The decision of the Arbitrator shall be binding. If the two (2) parties fail to reach agreement on an Arbitrator within ten (10) days, the County and Union may request the Local Labor Relations Board, American Arbitration Association or the Federal Mediation and Conciliation service to provide a panel of arbitrators. Each of the two (2) parties will confer within seven (7) days of receipt of the panel to alternately strike one name at a time from the panel until only one (1) shall remain. The remaining name shall be the Arbitrator. The Union and the County will make arrangements with the Arbitrator to hear and decide the grievance without unreasonable delay. The decision of the Arbitrator shall be binding.

Expenses for the Arbitrator's services and the expenses which are common to both parties to the arbitration shall be borne equally by the County and the Union. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses.

The Arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore or add to the provisions of this Agreement. The issue or issues to be decided will be limited to those presented to the Arbitrator in writing by the County and the Union. His/her decision must be based solely upon his interpretation of the meaning or application of the express relevant language of the Agreement.

The Union and the County shall meet within thirty (30) days after the effective date of this Agreement for the purpose of selecting a permanent panel of seven (7) arbitrators. The arbitrators shall be selected on a rotating basis. Either party shall have the authority to strike an arbitrator from the permanent panel at any time. The struck arbitrator will proceed on the cases currently assigned, but will not receive any new case assignments. In the event that an arbitrator is struck from the panel, the parties shall meet as soon as possible to choose a mutually agreed upon replacement. Nothing herein shall prevent the parties, by mutual agreement, from selecting an arbitrator from outside the panel. Absent such mutual agreement, the arbitrator shall be selected from the panel in accordance with the above procedure.

Section 11.9 Grievance Training Program:

The County agrees to develop and implement a training program for supervisors, managers and hearing officers in the handling and processing of grievances. The Chief of Cook County Bureau of Health Services will issue a memorandum to supervisors, managers and hearing officers regarding fair and equitable treatment in the processing of grievances.

Section 11.10 Right to Representation:

An employee shall be entitled to the presence of a Union representative at an investigatory interview if he/she requests one and if the employee has reasonable grounds to believe that the interview may be used to support disciplinary action against him/her.

Section 11.11 Expedited Arbitration:

The parties may mutually agree that a grievance shall be submitted to expedited arbitration. If the parties agree to expedited arbitration, the following provisions of this paragraph shall apply. Immediately upon notification of the designated arbitrator, the parties shall arrange a place and date to conduct a hearing within a period of no more than thirty (30) calendar days, unless the parties agree to a longer period. If the designated arbitrator is not available to conduct a hearing within the thirty (30) calendar days and the parties do not otherwise agree to a longer period, the next panel member in the rotation shall be notified until an available arbitrator is obtained. Nothing herein precludes multiple cases being heard on the same day before the same arbitrator.

The hearing shall be conducted under the following procedures:

- a. The hearing shall be informal;
- b. No briefs shall be filed or transcripts made;
- c. There shall be no formal rules of evidence, however the arbitrator shall only rely on credible relevant evidence;
- d. The hearing shall normally be completed within one (1) day;
- e. The arbitrator may issue a bench decision at the hearing, but in any event shall render a decision within seven (7) calendar days after the conclusion of the hearing. Such decision shall be based on the evidence before the arbitrator and shall include a brief written explanation of the basis for such conclusion. Any arbitrator who issues a bench decision shall furnish a written copy of the award to the parties within seven (7) calendar days of the close of the hearing.

The decision of the arbitrator shall be final and binding, except that it shall not be regarded as precedent or be cited in any future proceeding.

The Parties further agree to increase the arbitration panel from seven (7) arbitrators to twelve (12) arbitrators.

ARTICLE XII
Continuity of Operation

Section 12.1 No Strike:

The Union will not cause or permit its members to cause, and will not sanction in any way, any work stoppage, strike, picketing or slowdown of any kind or for any reason, or the honoring of any picket line at the Hospital, or other curtailment, restriction or interference with any of the County'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 Union Responsibility:

Should any activity prescribed in Section 12.1 of this Article occur, which the Union has or has not sanctioned, the Union shall immediately:

- A. Publicly disavow such action by the employees or other persons involved;
- B. Advise the County in writing that such action has not been caused or sanctioned by the Union;
- C. Notify the employees stating that it disapproves of such action and instructing all employees to cease such action and return to work immediately;
- D. Take such other steps as are reasonably appropriate to bring about observance of the provisions of this Article, including compliance with reasonable requests of the County to accomplish this end.

Section 12.3 Discharge of Violators:

The County shall have the right to discharge or otherwise discipline any or all employees who violate any of the provisions of this Article. In such event, the employee or employees, or the Union in their behalf, shall have no recourse to the grievance procedure, except for the sole purpose of determining whether an employee participated in the action prohibited by this Article. If it is determined that an employee did so participate, the disciplinary action taken by the County may not be disturbed. In the taking of such disciplinary action, the County will not discriminate among employees on the basis of race, color, or creed.

Section 12.4 No Lock Out:

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

Section 12.5 Reservation of Rights:

In the event of any violation of this Article by the Union or the County, 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 procedures be first exhausted.

**ARTICLE XIII
Miscellaneous**

Section 13.1 No Discrimination:

No employee shall be discriminated against on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, political affiliation and/or beliefs, or activity or non-activity on behalf of the Union. The County and the Union acknowledge that the County of Cook has adopted and implemented a human rights ordinance which will be complied with.

It is the policy of the County of Cook that applicants for employment are recruited, selected, and hired on the basis of individual merit and ability with respect to positions being filled and potential for promotions or transfer which may be expected to develop.

Applicants are to be recruited, selected, and hired without discrimination because of race, color, creed, religion, national origin, ancestry, political belief, age, sex or marital status.

Section 13.2 Safety, Work Environment, and Health:

A. Safety, Work Environment, and Health at Stroger and Cermak:

1. **General:** The Employers shall endeavor to provide a safe and healthful work environment for all employees. The Employers agree to comply with all applicable state and federal laws. The parties shall share information adequately and fully in order to assure that health and safety issues are adequately addressed. Where there is a serious threat to the health and safety of an employee or employees and the situation necessitates a speedy resolution, the issue shall be immediately referred to the appropriate committee as set forth in this Section.
2. **Health and Safety Committee:** The Employers and Local 73 shall establish a joint labor/management Health and Safety Committee. The parties shall also establish joint subcommittees, as needed, by work location. Issues of a County wide nature, and those not resolved in the subcommittees, shall be discussed in full committee. The full committee and needed to assure that issues are adequately addressed.

The Committee and subcommittees shall meet for the purpose of identifying and correcting unsafe or unhealthy working conditions, including inadequate ventilation, ergonomically incorrect equipment, unsanitary conditions, inadequate personal security for employees or inadequate lighting. The County will agree to jointly request with Local 73 that the Sheriff of Cook County provide additional surveillance at Cook County Hospital.

Within a reasonable period of time after the effective date of this Agreement, the parties agree to meet to establish the composition and operation of the committee(s).

3. **Video Display Terminals:** The Employer and the Union will attempt to keep current with monitoring studies and reports on the effects, if any, of video display terminals ("VDTs") and their effect on the health and safety of the operators. Employers agree that employees who operate VDTs will be granted fifteen (15) minute breaks away from the screen in the first and second half of their shifts. For those employees who already receive two (2) fifteen (15) minute breaks, this provision is not in addition to those breaks currently granted. Pregnant employees and employees who are nursing and who regularly operate VDTs may request an adjustment, temporary transfer, or other change in their assignment, if such assignment or change can reasonably be made and is consistent with the Employer's operating needs. Once the employee is no longer pregnant or nursing, the employee shall be allowed to return to her original position if available.

Employee complaints about VDT screen glare will be investigated and action taken to correct the problem within two (2) weeks of the complaint. If attempts to correct the glare through modifications of the working environment do not succeed, the employer will provide glare screens.

4. **Communicable Diseases:** The Employer and the Union are committed to taking reasonable necessary steps to limit and/or prevent the spread of communicable diseases in the workplace. Therefore, generally, the County agrees as follows:

- a. To provide training and/or distribute written materials to employees regarding the protocols for preventing the spread of communicable diseases. The extent and level of training will vary based on the needs of the applicable entity.
- b. To make professional medical counseling available to, any employee who has reason to believe that she/he has become infected with TB, HIV, or Hepatitis B during the course of his/her employment. The Employer shall make available to the employee who has occupational exposure during the course of his/her employment to blood or bodily substances or airborne particles, a Hepatitis B Vaccine, and a TB vaccine at no cost to the employee.

Specific concerns related to the health and safety of employees may be referred to the applicable Health and Safety Committee or Sub-Committee.

B. Safety at Oak Forest Health Center

The County will continue to make reasonable provisions for the safety of its employees during their hours of employment. A safety committee shall be formed at the Hospital, and two (2) employees from the represented unit mutually agreed upon by the Hospital and the Union shall serve thereon.

Section 13.3 Doctor's Statement:

An employee who has been off duty for five (5) consecutive days or more for any health reason will be required to provide a doctor's statement as proof of illness, and may be required to undergo examination by the Facility's or County's physician before returning to work.

For health related absences of less than five (5) consecutive days, a doctor's statement or proof of illness will not be required except in individual instances where the facility has sufficient reason to suspect that the individual did not have 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.

Section 13.4 Voluntary Workers:

Voluntary organizations and workers perform services in the Hospital that are a valuable and necessary contribution to the welfare of patients and to the operation of the Hospital. Also, the Hospital engages in education and research which involve persons performing tasks and being taught to perform tasks which are similar or identical to work of employees of the Hospital. The Hospital shall continue to have the right to avail itself of any and all such voluntary services, and to engage in such educational and research activities. No regular employees shall be laid off because of work done by volunteers.

Section 13.5 Bulletin Boards:

The County will make bulletin boards available for the use of the Union in non-public locations. The Union will be permitted to have posted on these bulletin boards notices of a non-controversial nature, but only after submitting them to the Hospital Director/Designee for approval and posting. Permission to post shall not be unreasonably denied. There shall be no distribution or posting by employees of advertising or political material, notices or other kinds of literature on the Hospital property other than herein provided.

Section 13.6 Partial Invalidity:

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.

Section 13.7 Uniforms:

The County and the Union shall discuss the color, style, availability and other problems relating to uniforms required to be worn by employees and not furnished by the County.

Section 13.8 Personnel Files:

Upon written request to the Human Resources Department, an employee may inspect his/her personnel file at any time mutually acceptable to the employee and employer. The official personnel file is the file within the Human Resources Department.

Section 13.9 Personnel Rule Changes:

When the Employer is considering modifications in its personnel policies or rules, it shall notify the Union at least twenty-one (21) calendar days prior to any modification, and shall discuss such contemplated changes with the Union, pursuant to the provisions of the Illinois Public Labor Relations Act.

Section 13.10 Representation at Security Investigations:

Employees detained by Hospital Security shall be entitled to union representation. Before interviewing an employee, Security shall notify the Union to be present at an interview.

Section 13.11 Sub-Contracting:

A. Sub-Contracting at Stroger and Cermak

It is the general policy of the County to continue to utilize its employees to perform work they are qualified to perform. The County may, however, subcontract where circumstances warrant.

The County will advise the Union at least ~~four~~ (4) five (5) months in advance when such changes are contemplated and will discuss such contemplated changes with the Union, pursuant to the Illinois Public Labor Relations Act of 1984. The County will work with the Union in making every reasonable effort to place adversely affected employees into other bargaining unit positions.

B. Sub-Contracting at Oak Forest Health Center

It is the general policy of the County to continue to utilize its employees to perform work they are qualified to perform. The County may, however, subcontract where circumstances warrant. The County will advise the Union at least five (5) months in advance when such changes are contemplated and will discuss such contemplated changes with the Union, pursuant to the Illinois Public Labor Relations Act of 1984. The County will work with the Union in making every reasonable effort to place adversely affected employees into other bargaining unit positions.

Section 13.12 Dignity and Respect:

The County and the Union agree to promote a professional working atmosphere. Employees who believe they have been subjected to unprofessional or inappropriate treatment by a supervisor or co-worker may raise their concern regarding said treatment with the manager of Labor Relations (or equivalent) who will investigate the complaint and advise the employee and the Union of any action taken which has been deemed necessary and appropriate under the circumstances.

Section 13.13 Day Care for Stroger and Cermak:

A Day Care Committee composed of a mutually agreed upon equal number of Union and County representatives shall meet to study the feasibility of establishing day care centers for the dependents of employees of the County. This Committee will meet at the request of the Union, within sixty (60) days after ratification of the Collective Bargaining Agreement.

Section 13.14 Travel Reimbursement for Stroger and Cermak:

Employees required to use personally owned automobiles in the course of their employment shall be reimbursed in accordance with the Cook County Travel Expense Reimbursement Policy except that the reimbursement rate shall not at any time be less than the maximum allowable business standard mileage rate set by the Internal Revenue Service. Provided, however, that the Employer will have sixty (60) days to implement any revised rates from the effective date of such rate set by the Internal Revenue Service.

Section 13.15 Auto Insurance for Stroger and Cermak :

The parties agree that the County shall explore the feasibility of making available to all employees through payroll deduction, standard automobile insurance on a no decline basis. No later than ninety (90) days after the effective date of this Agreement the County shall report the results of its investigation to the Union. Such information shall include any proposed costs and benefits, the names of the potential carrier(s), and any problem the County believes must be overcome in order to implement the insurance, and any other relevant information. Within thirty (30) days after this information is provided to the Union, the parties shall meet to discuss the possibility of implementing any proposals offered by a carrier as well as any other options regarding the issue.

Section 13.16 Americans with Disabilities Act:

Whenever an employee (or the Union at the request of an employee) requests an accommodation under the Americans with Disabilities Act ("ADA"), or an accommodation of an employee is otherwise contemplated by the Employer -- the Employer, the employee and the Union shall meet to discuss the matter.

It is the intent of the parties that any reasonable accommodations adopted by the Employer conform to the requirements of this Agreement where practicable. The Employer may take all steps necessary to comply with the ADA. Any such steps which might conflict with the terms of this Agreement shall be discussed with the Union prior to implementation. The parties shall cooperate in resolving potential conflicts between the Employer's obligation under the ADA and

the rights of the Union. Neither party shall unreasonably withhold its consent to the reasonable accommodation of an employee. The Employer agrees that it shall not apply this Section in a discriminatory, arbitrary or capricious manner.

Nothing in this Section shall require the employer to take any action which would violate the ADA or any other applicable statutes. Information obtained regarding the medical condition or history of an employee shall be treated in a confidential manner.

Section 13.17 Bilingual Pay for Stroger and Cermak:

Employees whose positions require the employee to be bilingual, or to use sign language, shall receive an additional fifty dollars (\$50.00) per month.

Section 13.18 Welfare Recipients/Participants in Welfare Work Initiatives: at Stroger & Cermak:

- A. Welfare recipients and participants in welfare to work initiatives will not displace or replace regular employees. For example, if there are ten Building Service Workers and five (5) welfare recipients and participants in welfare to work initiatives, and two (2) Building Service Workers retire, the Employer will not replace the two (2) regular vacant positions with two (2) additional welfare recipients and participants in welfare to work initiatives raising their number to seven (7). This policy, however, does not require the Employer to fill vacancies which they desire to keep vacant.
- B. Bargaining unit work that constitutes the normal duties and responsibilities of regular employees on current payroll will not be removed and reassigned to welfare recipients and participants in welfare to work initiatives. Welfare recipients and participants in welfare to work initiatives will be assigned work in a manner that will not jeopardize the job classification of the current employees.
- C. Welfare recipients and participants in welfare to work initiatives will in no way interfere with the contractual procedures for filling vacancies. The contractual procedures will be used for filling bargaining unit vacancies.
- D. The Union will be notified when the County determines to use welfare recipients and participants in welfare to work initiatives.

Section 13.19 Parking at John H. Stroger, Jr. Hospital:

The Employer and the Union agree to participate in a committee to study the issue of parking spots at Cook County Hospital. The Director of Human Resources will serve as one of the representatives for the hospital.

Section 13.20 Distribution of Workload:

It is the intention of the parties that workloads will be distributed equitably among the employees in the same job classification within a department or operating unit in consideration of patient care and operational needs. In the event an employee is not treated fairly the issue will be brought to the Hospital's attention or a grievance may be submitted.

The County and the Union agree that quality patient care and an appropriate working environment are important considerations and the County and the Union agree to discuss the Union's concerns regarding staffing levels and changes in working conditions.

Section 13.21 Core Health Center:

Employees assigned to John H. Stroger, Jr. Hospital who are required to work at the Core Center shall be paid an additional fifty cents (50¢) an hour up to a maximum of three (3) hours while working at the Core Center.

Section 13.22 Training in new Techniques – Oak Forest Health Center:

It is understood by the parties to this Agreement that employees need to be trained in new methods, procedures, and techniques as needs arise. Seniority will be the primary consideration in these matters.

When authorized representatives of the Employer determine training is necessary, the Employer will provide and pay for such training to current employees to teach new or different skills pertaining to the employee's job requirements. Time spent by employees in such training will be provided on hospital premises. Employees must successfully complete such training in order to remain qualified for their classification. When training is determined to be necessary, the Employer will notify the Union of such training and its effective date. If necessary, the parties will meet to discuss the implementation of such training.

Section 13.23 Supplies for Oak Forest Health Center:

Employees are to bring concerns over the quality or lack of necessary supplies and equipment to the attention of their supervisor. If the supervisor is unable to take corrective action, the problem will be promptly brought to the attention of a Divisional Director. Employees shall be kept informed of efforts to remedy such problems. If such efforts have not requested in corrective action, a meeting will be arranged at the Union's request with the Facility Administrator or Designee.

Section 13.24 Job Quality for Oak Forest Health Center:

Healthcare workers will not be expected to ignore the responsibilities of their profession.

Section 13.25 Job Advancement and Training for Oak Forest Health Center:

The Human Resource Director or designee will direct bargaining unit employees having questions regarding job advancement, including questions regarding skills and training needed for specific jobs and the availability of training inside and outside the Hospital, to the appropriate hospital official.

Section 13.26 Orientation:

The County shall grant the Union thirty (30) minutes at the end of the orientation of new employees to present the benefits of union membership at which time the Union may give the employees a copy of this Agreement.

The County and the Union agree to communicate monthly regarding the time and place of the orientation. A steward designated by the Union shall be given reasonable notice of the orientation and he/she shall also be released with pay for such purpose.

**ARTICLE XIV
Discipline**

Section 14.1 General:

Employees who are to be or may be disciplined are entitled to Union Representation exclusively in any disciplinary proceedings consistent with the Cook County Disciplinary Action Policy and Procedure. The Union and the County agree that discipline should be timely, progressive and accompanied by counseling. It is understood that all disciplines below suspension shall be discarded after one (1) calendar year if the employee has not received additional discipline for the same or similar offense. Suspensions will be discarded from an employee's personnel file forty-eight (48) months from the date the suspension was issued, provided the employee has not received discipline for the same or similar offense during that forty-eight (48) month period.

Once discipline is removed, it will not be considered in determining future disciplinary actions; provided, however, that neither the employee nor the Union will claim in any subsequent arbitration that the employee had a "clean" or "unblemished" record. In the event the Union or the employee makes such a claim or claims the County will be free to use any discipline issued to the employee regardless of the provisions of this Section.

If the County has reason to discipline an employee it shall normally be done in a manner that will not embarrass the employee before other employees or the public.

A pre-disciplinary meeting for suspensions and discharges shall be held. The County shall notify the Union and the employee of a pre-disciplinary meeting and set forth a brief statement of the facts surrounding the incident including dates if known and identify any witnesses whose testimony will be relied upon. During the pre-disciplinary meeting the employee and/or the Union representative shall be given an opportunity to rebut or clarify the charges which gave rise to the pre-disciplinary meeting. The pre-disciplinary meeting shall be scheduled in a timely manner. In the event, the Union's representative or designee does not respond to scheduling of such hearing, the employee may be disciplined accordingly.

An employee's disciplinary record in accordance with the provisions of Article IV, Section 4.13 of the Healthcare Professionals, Technicians, Technologists, Oak Forest Health Center Hospital and Article XIV, Section 14.1 of the Stroger/Cermak Agreements shall not be used to determine whether or not they are promoted or laterally transferred.

Section 14.2 Form of Discipline:

The Employer agrees with the principles of fairness and consistency in imposing discipline. Generally, disciplinary action will include the following steps:

- Oral reprimand
- Written reprimand
- Suspension
- Discharge

In determining what disciplinary action is appropriate, the Employer will consider the nature and gravity of the misconduct, the employee's disciplinary record and any mitigating circumstances. Certain serious misconduct may result in suspension or automatic discharge as defined in the Rules and Regulations Governing Employee Conduct (see Appendix [TBD]).

Section 14.3 Training:

The Employer will train supervisors in the fair and consistent administration of this policy.

**ARTICLE XV
Duration**

Section 15.1 Term:

This Agreement shall become effective on [TBD] and shall remain in effect through [TBD]. 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.

In the event such written notice is given by either party, this Agreement shall continue to remain in effect after the expiration date, until a new Agreement has been reached or either party shall give the other party five (5) calendar day's written notice of cancellation thereafter.

Section 15.2 Notice:

Any notice under this Agreement shall be given by registered or certified mail, if by the Union, then one such notice shall be addressed to the President, Board of Cook County Commissioners, Room 537, with a copy to the County's Chief, Bureau of Human Resources, Room 840, and both addressed to 118 North Clark Street, Chicago, Illinois; or if by the County, then such notice shall be addressed to the Union's President at 300 South Ashland, Suite 400 Chicago, Illinois 60607. Either party may, by like written notice, change the address to which notice to it shall be given.

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. 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:

President/Business Manager
SEIU Local 73
Service Employees International Union 300 S. Ashland, Suite 400
Chicago, Illinois 60607

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

Signed and entered into this 5th day of October, 2016.

COUNTY OF COOK:

BY:



TONI PRECKWINKLE, President
Cook County Board of Commissioners

APPROVED BY THE BOARD OF
COOK COUNTY COMMISSIONERS

OCT 05 2016

Attest:

COM _____



DAVID D. ORR
Cook County Clerk
UNION: Service Employees International Union, Local 73

BY:



ELISEO MEDINA, TRUSTEE
Service Employees International Union, Local 73

**APPENDIX A
LOCAL 73- CHS/ACHN/JSH**

Job Code	Grade	Title
2437	CB	Elevator Operator
1889		Laboratory Aide
1030		Messenger
0912	CC	Administrative Aide
1895		Animal Caretaker
2132		Food Service Worker
1892		Laboratory Assistant
2172		Laundry Worker
1880		Morgue Keeper
1921		Occupational Therapy Aide
1967		Transporter
1961 / 2166	CD	Attendant Patient Care
0927	CE	Administrative Aide (CCU)
0990		Darkroom Assistant
1899		Pathologist Assistant
1934		Physical Therapy Aide
2160		Power Machine Operator
1968		Scheduler/Dispatcher
1240		Storekeeper Leadman
0908		Ward Clerk
1915	X-Ray Technician Aide	
2147	CF	Building Service Worker
0908		Ward Clerk (2007 Upgrade)
2146	CG	Building Service Leader
2441		Storekeeper Leader (CCU)
2126	CK	Baker
2127		Butcher
2123		Cook

**APPENDIX A
Local 73 - OFH**

<u>JOB CODE</u>	<u>GRADE</u>	<u>TITLE</u>
0235	DA	Food Service Cashier
1225		Sales Clerk
1890	DB	Laboratory Aide
1251		Supply Clerk
1962	DC	Attendant Patient Care
1696		Certified Nursing Assistant
2133		Food Service Worker
2173		Laundry Worker
4776		Supply Clerk/Clerical Sterile
1694		Transporter
2071 / 1697	DE	Certified Nursing Assistant (ARNTE)
2408		Greenhouse Worker
1969		Operating Room Attendant
1900		Pathologist Assistant
1933		Physical Therapy Aide
1968 / 2000		Scheduler/Dispatcher
0909		Ward Clerk
1695		Transporter (ARNTE)
2130	DF	Groundskeeper
2148		Building Service Worker
1230		Supply Clerk Leadman
4777		Supply Clerk/Warehouse Store Room 21
0909		Ward Clerk (2008 Upgrade)
2018	DJ	Barber
2017		Beautician
2125	DK	Cook

**SCHEDULE VIII
BUREAU OF HUMAN RESOURCES
SERVICE EMPLOYEES - STROGER & CERMAK
HEALTH & HOSPITAL SYSTEMS - SEIU LOCAL 73**

Grade	Entry Rate	After 3	After 9	After 1	After 1	After 1	Year at	Year at	Year at	Year at	
		Months at	Months at	Year at	Year at	Year at	5th Step	6th Step	7th Step	8th Step	
		Entry	1st Step	2nd Step	3rd Step	4th Step	& 10	& 12	& 15	& 20	
		Rate					Years	Years	Years	Years	
							Service	Service	Service	Service	
			1st Step	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step
CA	Hourly	14.825	14.949	15.051	15.356	15.678	15.913	16.271	16.287	16.636	17.391
	Bi-Weekly	1,186.00	1,195.92	1,204.08	1,228.48	1,254.24	1,273.04	1,301.68	1,302.96	1,330.88	1,391.28
	Annual	30,836	31,093	31,306	31,940	32,610	33,099	33,843	33,876	34,602	36,173
CB	Hourly	15.051	15.279	15.356	15.678	15.913	16.381	16.750	16.767	17.127	17.903
	Bi-Weekly	1,204.08	1,222.32	1,228.48	1,254.24	1,273.04	1,310.48	1,340.00	1,341.36	1,370.16	1,432.24
	Annual	31,306	31,780	31,940	32,610	33,099	34,072	34,840	34,875	35,624	37,238
CC	Hourly	15.356	15.509	15.678	15.913	16.241	16.663	17.039	17.055	17.422	18.213
	Bi-Weekly	1,228.48	1,240.72	1,254.24	1,273.04	1,299.28	1,333.04	1,363.12	1,364.40	1,393.76	1,457.04
	Annual	31,940	32,258	32,610	33,099	33,781	34,659	35,441	35,474	36,237	37,883
CD	Hourly	15.356	15.509	15.678	15.913	16.241	16.663	17.039	17.055	17.422	18.213
	Bi-Weekly	1,228.48	1,240.72	1,254.24	1,273.04	1,299.28	1,333.04	1,363.12	1,364.40	1,393.76	1,457.04
	Annual	31,940	32,258	32,610	33,099	33,781	34,659	35,441	35,474	36,237	37,883
CE	Hourly	16.107	16.241	16.381	16.663	16.979	17.410	17.801	17.818	18.202	19.028
	Bi-Weekly	1,288.56	1,299.28	1,310.48	1,333.04	1,358.32	1,392.80	1,424.08	1,425.44	1,456.16	1,522.24
	Annual	33,502	33,781	34,072	34,659	35,316	36,212	37,026	37,061	37,860	39,578
CF	Hourly	16.381	16.545	16.663	16.979	17.227	17.647	18.044	18.062	18.449	19.285
	Bi-Weekly	1,310.48	1,323.60	1,333.04	1,358.32	1,378.16	1,411.76	1,443.52	1,444.96	1,475.92	1,542.80
	Annual	34,072	34,413	34,659	35,316	35,832	36,705	37,531	37,568	38,373	40,112
CG	Hourly	16.666	16.863	16.948	17.300	17.472	17.889	18.292	18.309	18.704	19.552
	Bi-Weekly	1,333.28	1,349.04	1,355.84	1,384.00	1,397.76	1,431.12	1,463.36	1,464.72	1,496.32	1,564.16
	Annual	34,665	35,075	35,251	35,984	36,341	37,209	38,047	38,082	38,904	40,668
CK	Hourly	18.683	18.814	18.960	19.248	19.578	19.952	20.401	20.421	20.859	21.807
	Bi-Weekly	1,494.64	1,505.12	1,516.80	1,539.84	1,566.24	1,596.16	1,632.08	1,633.68	1,668.72	1,744.56
	Annual	38,860	39,133	39,436	40,035	40,722	41,500	42,434	42,475	43,386	45,358

**SCHEDULE VIII
BUREAU OF HUMAN RESOURCES
SERVICE EMPLOYEES - STROGER & CERMAK
HEALTH & HOSPITAL SYSTEMS - SEIU LOCAL 73**

<u>Grade</u>	<u>Entry Rate</u>	<u>After 3</u>	<u>After 9</u>	<u>After 1</u>	<u>After 1</u>	<u>After 1</u>	<u>Year at</u>	<u>Year at</u>	<u>Year at</u>	<u>Year at</u>
		<u>Months at</u>	<u>Months at</u>	<u>Year at</u>	<u>Year at</u>	<u>Year at</u>	<u>5th Step</u>	<u>6th Step</u>	<u>7th Step</u>	<u>8th Step</u>
		<u>Entry</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>& 10</u>	<u>& 12</u>	<u>& 15</u>	<u>& 20</u>
		<u>Rate</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>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>6th Step</u>	<u>7th Step</u>	<u>8th Step</u>	<u>9th Step</u>
CA Hourly	15.122	15.248	15.352	15.663	15.992	16.231	16.596	16.613	16.969	17.739
CA Bi-Weekly	1,209.76	1,219.84	1,228.16	1,253.04	1,279.36	1,298.48	1,327.68	1,329.04	1,357.52	1,419.12
CA Annual	31,453	31,715	31,932	32,579	33,263	33,760	34,519	34,555	35,295	36,897
CB Hourly	15.352	15.585	15.663	15.992	16.231	16.709	17.085	17.102	17.470	18.261
CB Bi-Weekly	1,228.16	1,246.80	1,253.04	1,279.36	1,298.48	1,336.72	1,366.80	1,368.16	1,397.60	1,460.88
CB Annual	31,932	32,416	32,579	33,263	33,760	34,754	35,536	35,572	36,337	37,982
CC Hourly	15.663	15.819	15.992	16.231	16.566	16.996	17.380	17.396	17.770	18.577
CC Bi-Weekly	1,253.04	1,265.52	1,279.36	1,298.48	1,325.28	1,359.68	1,390.40	1,391.68	1,421.60	1,486.16
CC Annual	32,579	32,903	33,263	33,760	34,457	35,351	36,150	36,183	36,961	38,640
CD Hourly	15.663	15.819	15.992	16.231	16.566	16.996	17.380	17.396	17.770	18.577
CD Bi-Weekly	1,253.04	1,265.52	1,279.36	1,298.48	1,325.28	1,359.68	1,390.40	1,391.68	1,421.60	1,486.16
CD Annual	32,579	32,903	33,263	33,760	34,457	35,351	36,150	36,183	36,961	38,640
CE Hourly	16.429	16.566	16.709	16.996	17.319	17.758	18.157	18.174	18.566	19.409
CE Bi-Weekly	1,314.32	1,325.28	1,336.72	1,359.68	1,385.52	1,420.64	1,452.56	1,453.92	1,485.28	1,552.72
CE Annual	34,172	34,457	34,754	35,351	36,023	36,936	37,766	37,801	38,617	40,370
CF Hourly	16.709	16.876	16.996	17.319	17.572	18.000	18.405	18.423	18.818	19.671
CF Bi-Weekly	1,336.72	1,350.08	1,359.68	1,385.52	1,405.76	1,440.00	1,472.40	1,473.84	1,505.44	1,573.68
CF Annual	34,754	35,102	35,351	36,023	36,549	37,440	38,282	38,319	39,141	40,915
CG Hourly	16.999	17.200	17.287	17.646	17.821	18.247	18.658	18.675	19.078	19.943
CG Bi-Weekly	1,359.92	1,376.00	1,382.96	1,411.68	1,425.68	1,459.76	1,492.64	1,494.00	1,526.24	1,595.44
CG Annual	35,357	35,776	35,956	36,703	37,067	37,953	38,808	38,844	39,682	41,481
CK Hourly	19.057	19.190	19.339	19.633	19.970	20.351	20.809	20.829	21.276	22.243
CK Bi-Weekly	1,524.56	1,535.20	1,547.12	1,570.64	1,597.60	1,628.08	1,664.72	1,666.32	1,702.08	1,779.44
CK Annual	39,638	39,915	40,225	40,836	41,537	42,330	43,282	43,324	44,254	46,265

**SCHEDULE VIII
BUREAU OF HUMAN RESOURCES
SERVICE EMPLOYEES - STROGER & CERMAK
HEALTH & HOSPITAL SYSTEMS - SEIU LOCAL 73**

		After 3 Months at Entry Rate	After 9 Months at 1st Step	After 1 Year at 2nd Step	After 1 Year at 3rd Step	After 1 Year at 4th Step	Year at 5th Step & 10 Years Service	Year at 6th Step & 12 Years Service	Year at 7th Step & 15 Years Service	Year at 8th Step & 20 Years Service	
<u>Grade</u>	<u>Entry Rate</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>	
CA	Hourly	15.462	15.591	15.697	16.015	16.352	16.596	16.969	16.987	17.351	18.138
	Bi-Weekly	1,236.96	1,247.28	1,255.76	1,281.20	1,308.16	1,327.68	1,357.52	1,358.96	1,388.08	1,451.04
	Annual	32,160	32,429	32,649	33,311	34,012	34,519	35,295	35,332	36,090	37,727
CB	Hourly	15.697	15.936	16.015	16.352	16.596	17.085	17.469	17.487	17.863	18.672
	Bi-Weekly	1,255.76	1,274.88	1,281.20	1,308.16	1,327.68	1,366.80	1,397.52	1,398.96	1,429.04	1,493.76
	Annual	32,649	33,146	33,311	34,012	34,519	35,536	36,335	36,372	37,155	38,837
CC	Hourly	16.015	16.175	16.352	16.596	16.939	17.378	17.771	17.787	18.170	18.995
	Bi-Weekly	1,281.20	1,294.00	1,308.16	1,327.68	1,355.12	1,390.24	1,421.68	1,422.96	1,453.60	1,519.60
	Annual	33,311	33,644	34,012	34,519	35,233	36,146	36,963	36,996	37,793	39,509
CD	Hourly	16.015	16.175	16.352	16.596	16.939	17.378	17.771	17.787	18.170	18.995
	Bi-Weekly	1,281.20	1,294.00	1,308.16	1,327.68	1,355.12	1,390.24	1,421.68	1,422.96	1,453.60	1,519.60
	Annual	33,311	33,644	34,012	34,519	35,233	36,146	36,963	36,996	37,793	39,509
CE	Hourly	16.799	16.939	17.085	17.378	17.709	18.158	18.566	18.583	18.984	19.846
	Bi-Weekly	1,343.92	1,355.12	1,366.80	1,390.24	1,416.72	1,452.64	1,485.28	1,486.64	1,518.72	1,587.68
	Annual	34,941	35,233	35,536	36,146	36,834	37,768	38,617	38,652	39,486	41,279
CF	Hourly	17.085	17.256	17.378	17.709	17.967	18.405	18.819	18.838	19.241	20.114
	Bi-Weekly	1,366.80	1,380.48	1,390.24	1,416.72	1,437.36	1,472.40	1,505.52	1,507.04	1,539.28	1,609.12
	Annual	35,536	35,892	36,146	36,834	37,371	38,282	39,143	39,183	40,021	41,837
CG	Hourly	17.381	17.587	17.676	18.043	18.222	18.658	19.078	19.095	19.507	20.392
	Bi-Weekly	1,390.48	1,406.96	1,414.08	1,443.44	1,457.76	1,492.64	1,526.24	1,527.60	1,560.56	1,631.36
	Annual	36,152	36,580	36,766	37,529	37,901	38,808	39,682	39,717	40,574	42,415
CK	Hourly	19.486	19.622	19.774	20.075	20.419	20.809	21.277	21.298	21.755	22.743
	Bi-Weekly	1,558.88	1,569.76	1,581.92	1,606.00	1,633.52	1,664.72	1,702.16	1,703.84	1,740.40	1,819.44
	Annual	40,530	40,813	41,129	41,756	42,471	43,282	44,256	44,299	45,250	47,305

**SCHEDULE IX
BUREAU OF HUMAN RESOURCES
SERVICE EMPLOYEES - OAK FOREST
HEALTH & HOSPITAL SYSTEMS - SEIU LOCAL 73**

<u>Grade</u>	<u>Entry Rate</u>	<u>After 3</u>	<u>After 9</u>	<u>After 1</u>	<u>After 1</u>	<u>After 1</u>	<u>Year at</u>	<u>Year at</u>	<u>Year at</u>	<u>Year at</u>
		<u>Months at</u>	<u>Months at</u>	<u>Year at</u>	<u>Year at</u>	<u>Year at</u>	<u>5th Step</u>	<u>6th Step</u>	<u>7th Step</u>	<u>8th Step</u>
		<u>Entry</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>	<u>Years</u>
		<u>Rate</u>					<u>Service</u>	<u>Service</u>	<u>Service</u>	<u>Service</u>
			<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>6th Step</u>	<u>7th Step</u>	<u>8th Step</u>	<u>9th Step</u>
DA Hourly	14.319	14.439	14.538	14.833	15.144	15.370	15.716	15.873	16.069	16.798
DA Bi-Weekly	1,145.52	1,155.12	1,163.04	1,186.64	1,211.52	1,229.60	1,257.28	1,269.84	1,285.52	1,343.84
DA Annual	29,783	30,033	30,239	30,852	31,499	31,969	32,689	33,015	33,423	34,939
DB Hourly	14.538	14.758	14.833	15.144	15.370	15.823	16.179	16.341	16.543	17.293
DB Bi-Weekly	1,163.04	1,180.64	1,186.64	1,211.52	1,229.60	1,265.84	1,294.32	1,307.28	1,323.44	1,383.44
DB Annual	30,239	30,696	30,852	31,499	31,969	32,911	33,652	33,989	34,409	35,969
DC Hourly	14.833	14.980	15.144	15.370	15.688	16.095	16.458	16.623	16.828	17.592
DC Bi-Weekly	1,186.64	1,198.40	1,211.52	1,229.60	1,255.04	1,287.60	1,316.64	1,329.84	1,346.24	1,407.36
DC Annual	30,852	31,158	31,499	31,969	32,631	33,477	34,232	34,575	35,002	36,591
DE Hourly	15.558	15.688	15.823	16.095	16.400	16.817	17.194	17.366	17.581	18.379
DE Bi-Weekly	1,244.64	1,255.04	1,265.84	1,287.60	1,312.00	1,345.36	1,375.52	1,389.28	1,406.48	1,470.32
DE Annual	32,360	32,631	32,911	33,477	34,112	34,979	35,763	36,121	36,568	38,228
DF Hourly	15.823	15.981	16.095	16.400	16.639	17.045	17.429	17.603	17.820	18.628
DF Bi-Weekly	1,265.84	1,278.48	1,287.60	1,312.00	1,331.12	1,363.60	1,394.32	1,408.24	1,425.60	1,490.24
DF Annual	32,911	33,240	33,477	34,112	34,609	35,453	36,252	36,614	37,065	38,746
DH Hourly	16.915	17.045	17.191	17.479	17.771	18.172	18.581	18.767	18.999	19.862
DH Bi-Weekly	1,353.20	1,363.60	1,375.28	1,398.32	1,421.68	1,453.76	1,486.48	1,501.36	1,519.92	1,588.96
DH Annual	35,183	35,453	35,757	36,356	36,963	37,797	38,648	39,035	39,517	41,312
DJ Hourly	17.408	17.534	17.682	17.971	18.257	18.662	19.082	19.273	19.511	20.395
DJ Bi-Weekly	1,392.64	1,402.72	1,414.56	1,437.68	1,460.56	1,492.96	1,526.56	1,541.84	1,560.88	1,631.60
DJ Annual	36,208	36,470	36,778	37,379	37,974	38,816	39,690	40,087	40,582	42,421
DK Hourly	18.046	18.172	18.313	18.592	18.910	19.272	19.705	19.902	20.148	21.063
DK Bi-Weekly	1,443.68	1,453.76	1,465.04	1,487.36	1,512.80	1,541.76	1,576.40	1,592.16	1,611.84	1,685.04
DK Annual	37,535	37,797	38,091	38,671	39,332	40,085	40,986	41,396	41,907	43,811

**SCHEDULE IX
BUREAU OF HUMAN RESOURCES
SERVICE EMPLOYEES - OAK FOREST
HEALTH & HOSPITAL SYSTEMS - SEIU LOCAL 73**

Grade	Entry Rate	After 3	After 9	After 1	After 1	After 1	Year at	Year at	Year at	Year at	
		Months at	Months at	Year at	Year at	Year at	5th Step	6th Step	7th Step	8th Step	
		Entry	1st Step	2nd Step	3rd Step	4th Step	& 10	& 12	& 15	& 20	
		Rate					Years	Years	Years	Years	
							Service	Service	Service	Service	
			1st Step	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step
DA Hourly	14.825	14.949	15.051	15.356	15.678	15.913	16.271	16.433	16.636	17.391	
DA Bi-Weekly	1,186.00	1,195.92	1,204.08	1,228.48	1,254.24	1,273.04	1,301.68	1,314.64	1,330.88	1,391.28	
DA Annual	30,836	31,093	31,306	31,940	32,610	33,099	33,843	34,180	34,602	36,173	
DB Hourly	15.051	15.279	15.356	15.678	15.913	16.381	16.750	16.918	17.127	17.903	
DB Bi-Weekly	1,204.08	1,222.32	1,228.48	1,254.24	1,273.04	1,310.48	1,340.00	1,353.44	1,370.16	1,432.24	
DB Annual	31,306	31,780	31,940	32,610	33,099	34,072	34,840	35,189	35,624	37,238	
DC Hourly	15.356	15.509	15.678	15.913	16.241	16.663	17.039	17.209	17.422	18.213	
DC Bi-Weekly	1,228.48	1,240.72	1,254.24	1,273.04	1,299.28	1,333.04	1,363.12	1,376.72	1,393.76	1,457.04	
DC Annual	31,940	32,258	32,610	33,099	33,781	34,659	35,441	35,794	36,237	37,883	
DE Hourly	16.107	16.241	16.381	16.663	16.979	17.410	17.801	17.979	18.202	19.028	
DE Bi-Weekly	1,288.56	1,299.28	1,310.48	1,333.04	1,358.32	1,392.80	1,424.08	1,438.32	1,456.16	1,522.24	
DE Annual	33,502	33,781	34,072	34,659	35,316	36,212	37,026	37,396	37,860	39,578	
DF Hourly	16.381	16.545	16.663	16.979	17.227	17.647	18.044	18.224	18.449	19.285	
DF Bi-Weekly	1,310.48	1,323.60	1,333.04	1,358.32	1,378.16	1,411.76	1,443.52	1,457.92	1,475.92	1,542.80	
DF Annual	34,072	34,413	34,659	35,316	35,832	36,705	37,531	37,905	38,373	40,112	
DH Hourly	17.512	17.647	17.798	18.096	18.399	18.814	19.237	19.430	19.670	20.563	
DH Bi-Weekly	1,400.96	1,411.76	1,423.84	1,447.68	1,471.92	1,505.12	1,538.96	1,554.40	1,573.60	1,645.04	
DH Annual	36,424	36,705	37,019	37,639	38,269	39,133	40,012	40,414	40,913	42,771	
DJ Hourly	18.022	18.153	18.306	18.606	18.902	19.321	19.755	19.953	20.200	21.115	
DJ Bi-Weekly	1,441.76	1,452.24	1,464.48	1,488.48	1,512.16	1,545.68	1,580.40	1,596.24	1,616.00	1,689.20	
DJ Annual	37,485	37,758	38,076	38,700	39,316	40,187	41,090	41,502	42,016	43,919	
DK Hourly	18.683	18.814	18.960	19.248	19.578	19.952	20.401	20.605	20.859	21.807	
DK Bi-Weekly	1,494.64	1,505.12	1,516.80	1,539.84	1,566.24	1,596.16	1,632.08	1,648.40	1,668.72	1,744.56	
DK Annual	38,860	39,133	39,436	40,035	40,722	41,500	42,434	42,858	43,386	45,358	

Cook County Benefit Overview

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

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

PCP	90% coinsurance after \$25 copay / 60% Out of network	90% coinsurance after \$25 copay / 60% Out of network
Specialists	90% coinsurance after \$25 copay / 60% Out of network	90% coinsurance after \$35 copay / 60% Out of network
X-Ray / Diagnostic tests	90% In network	90% in network

<i>(performed in lab or hospital)</i>	60% Out of 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

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.)

	Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
Dental – HMO		
<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 copayment for each specific service;	Requires a Maximum Allowance Includes 2 exams / cleanings per benefit period; Includes fluoride treatments under age 19 Requires a copayment for each specific service;
<i>Basic Benefits</i>	Copayments equal a discount of approximately 70% Requires a copayment for each specific service;	Copayments equal a discount of approximately 70% Requires a copayment for each specific service;
<i>Major Services</i>	Copayments equal a discount of approximately 60% Requires copayments; Copayments equal a discount of approximately 25%; Max one full course of treatment for dependent children under 19	Copayments equal a discount of approximately 60% Requires copayments; Copayments equal a discount of approximately 25%; Max one full course of treatment for dependent children under 19
<i>Orthodontics</i>		

	Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
Dental – PPO		
<i>Annual Deductible</i>	\$25 Individual / \$100 Family (In network) \$50 Individual / \$200 Family (Out of network)	\$25 Individual / \$100 Family (In network) \$50 Individual / \$200 Family (Out of network)
<i>Preventive (2 exams / cleanings per Benefit Period)</i>	100% of Maximum Allowance (In network) 80% of Maximum Allowance (Out of network)	100% of Maximum Allowance (In network) 80% of Maximum Allowance (Out of network)
<i>Primary Services X-Rays Space Maintainers</i>	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)

<i>Restorative Services</i> <i>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)

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