



COLLECTIVE BARGAINING AGREEMENT

Between

I. THE COUNTY OF WILL
EXECUTIVE BRANCH

And

AFSCME LOCAL 1028, AFL-CIO

And

Between

II. THE COUNTY OF WILL
EXECUTIVE BRANCH
SUNNY HILL NURSING HOME

And

AFSCME LOCAL 1028, AFL-CIO
FOR
LICENSED PRACTICAL NURSES

December 1, 2016 – November 30, 2021

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PREAMBLE

This Agreement is individually entered into by the County of Will signatories hereto, hereinafter individually referred to as "the Employer", with and between the American Federation of State, County and Municipal Employees (AFSCME) Council 31, for and on behalf of its Local 1028, hereinafter referred to as "the Union", as agent/representative for the Bargaining Unit, hereinafter referred to as "the Employee(s)".

The purpose of the Agreement is to promote harmonious relations among the Employer, the Union, and the Employees; to establish an equitable and peaceful procedure for resolving grievances of the Employees; and to set forth certain terms of employment for Employees. The Union recognizes, however, that this Agreement shall in no way restrict the right of any governmental bodies or elected public officials to perform their duties and obligations, as required by law.

ARTICLE I **RECOGNITION**

Section 1.1 - Recognition/Executive Branch

The Employer recognizes the Union as the sole bargaining agent for Employees who are employed in the classifications indicated on Annex B, which is attached hereto and made a part hereof, in matters concerning wages, hours, working conditions, fringe benefits, and other employment problems.

Section 1.2 - Recognition/Licensed Practical Nurses

The Employer recognizes the Union as the sole bargaining agent for Employees who are assigned to the Sunny Hill Nursing Home (SHNH), in the non-supervisory classification of Licensed Practical Nurse (LPN), for matters concerning wages, hours, working conditions, fringe benefits, and other employment considerations, as set forth herein.

Section 1.3 - Contract Consolidation

The parties have agreed to consolidate two collective bargaining agreements between the Employer and the Union relating to the Executive Branch and the Licensed Practical Nurses into one document. It is the intent of the parties that the separate bargaining units remain as separate bargaining units retaining their existing practices unless expressly modified by the parties.

Section 1.4 - New Classifications

When the Employer establishes a new classification, and that classification is a successor title to a classification covered by this Agreement with no substantial changes in duties, or the new classification contains a significant part of the work now done by any of the classifications in the Bargaining Unit, the new classification shall become a part of this Agreement.

Section 1.5 - Integrity of the Bargaining Unit

The Employer recognizes the integrity of the Bargaining Unit and shall not take any action directed at eroding it. Subject to the provisions of this Agreement, the Employer shall continue to endeavor to assign Bargaining Unit work to Bargaining Unit Employees.

Section 1.6 - Union Exclusivity

The Employer shall not meet, discuss, confer, subsidize or negotiate with any other Employee organization or its representatives, on matters pertaining to hours, wages, and working conditions, nor shall the Employer negotiate with Employees over their hours, wages and working conditions, except as provided herein.

ARTICLE II **MANAGEMENT RIGHTS**

Section 2.1 - Rights Residing in Management

Except as amended, changed or modified by this Agreement, the Employer retains the exclusive right to manage the operations, determine its policies, budget and operations, the manner of exercise of its statutory functions and the direction of its working forces, including, but not limited to the rights to hire, promote, demote, transfer, allocate and assign Employees; to discipline, suspend and discharge for just cause; to relieve Employees from duty, because of lack of work or other legitimate reasons; to determine the size and composition of the work force; to make and enforce reasonable rules of conduct and regulations; to determine the departments, divisions and sections and work to be performed therein; to determine the number of hours of work and shifts per workweek; to establish and change work schedules and assignments; to introduce new methods of operation; to eliminate, contract, and relocate or transfer work and maintain efficiency.

Section 2.2 - Statutory Obligations

Nothing in this Agreement shall be construed to modify, eliminate or detract from the statutory responsibilities and obligations of the Employer, except that the exercise of its rights in the furtherance of such statutory obligations shall not be in conflict with the provisions of this Agreement.

Section 2.3 - Work Rules

Whenever the Employer determines it is necessary to formalize work rules, such rules shall be in writing.

Copies of written work rules, including formal policies and procedures, shall be provided to affected Employees.

ARTICLE III **UNION RIGHTS**

Section 3.1 - Union Activity During Working Hours

- a. Employees shall, after giving appropriate notice to their supervisor, be allowed reasonable time-off, with pay, during working hours, to investigate and process grievances, to attend Union negotiations, labor/management meetings, and committee meetings, if such committees have been established by this contract, or meetings called or agreed to by the Employer, if such Employees are entitled or required to attend such meetings, by virtue of being Union representatives, stewards, witnesses, or grievants.
- b. Employees may not be excused from employment, for the purpose of Union negotiations, if such absence would substantially hinder the efficient operation of their Department.

Section 3.2 - Union Business Access

- a. The Employer agrees that a Local representative or officer, or AFSCME Staff Representative shall have reasonable access to the premises of the Employer for the purpose of the administration of this Agreement, giving notice upon arrival to the appropriate Employer representative.
- b. Appointments and/or schedules for all necessary Union business meetings, involving three (3) or more people from the Bargaining Unit on County premises, shall be made in advance, with the appropriate Agency Heads or their designated representatives.
- c. Time and space are to be made available, at reasonable times, as needed, in a manner that does not interfere with providing service to the public.

Section 3.3 - Time-Off for Union Activities

- a. 1) Executive Branch:
A maximum of five (5) Local Union Representatives shall be allowed time-off, without pay, for legitimate Union business, such as State or area-wide Union committee meetings, or conventions, provided such Representatives shall give reasonable notice to their Supervisors of such absence, and shall be allowed such time-off, if it does not substantially interfere with the operating needs of the Employer.
- 2) LPN:
A maximum of four (4) Local Union Representatives shall be allowed time-off, without pay, for legitimate Union business, such as State or area-wide Union committee meetings, or conventions, provided such Representatives shall give reasonable notice to their Supervisors of such absence, and shall be allowed such time-off, if it does not substantially interfere with the operating needs of the Employer.

- b. Employees may use any accumulated holidays, personal days, vacation days, or compensatory time in lieu of taking such time without pay.
- c. No more than fifty (50) working days shall be granted, per contract year, for all Employees of the Bargaining Unit. An Employee who utilizes accumulated time in lieu of taking such time without pay shall not have such days counted toward the fifty (50) day maximum.
- d. One (1) Union officer shall be allowed time off, without pay, to attend the monthly County Board meeting, if it does not substantially interfere with the operating needs of the Employer. The Employer shall provide the Union President with a copy of the approved minutes of each County Board meeting and shall further provide to the Union President, copies of the approved minutes of all County Board committee meetings.

Section 3.4 - Union Bulletin Boards

- a. The Employer shall provide bulletin boards or space in each department or geographical location.
- b. The number, size and location of each board shall be mutually agreed to by the parties in each location.
- c. The boards and/or space shall be for the sole and exclusive use of the Union.
- d. The items posted shall not be political, partisan or defamatory in nature.
- e. The Agency Head shall be provided with a copy of notices upon posting.

Section 3.5 - Designation of Stewards

The Union shall provide the Employer with a written designation of Stewards for each Bargaining Unit and shall keep the written designation current. Union Stewards may represent Employees in any Agency or Bargaining Unit.

ARTICLE IV **UNION SECURITY**

Section 4.1 - Union Presentation at Orientation

- a. By mutual arrangement regarding time and place with the Employer, the Union shall be allowed to orient, educate and update each employee for up to one (1) hour for the purpose of informing employees of their rights and obligations under this collective bargaining agreement and without loss of pay for the employees involved. New hires shall be included in such orientation as soon as possible, but not later than one (1) month from their initial date of employment.
- b. The Employer shall provide the Union with the names of new Employees, within five (5) working days, after the new Employees report for duty.

Section 4.2 - Union Withholding

- a. The Employer agrees to deduct from the pay of those who individually request it any or all of the following:
 1. Union membership dues, assessments, or fees;
 2. Union sponsored benefit programs;
 3. P.E.O.P.L.E. contributions (Public Employees Organized to Promote Legislative Equality)

Requests for any of the above shall be made on a form agreed to by the parties.

- b. Upon receipt of an appropriate written authorization from an employee, such deduction shall be withheld from each regular payroll paycheck and remitted to the Union at the address designated, in writing, to the Employer by the Union. The Union shall advise the Employer of any increase in dues or other approved deductions in writing at least fifteen (15) days prior to its effective date.

The Union Treasurer shall certify, to the Employer, the amount of the monthly dues, required for membership in the Union.

This Section is pursuant to 50 ILCS 125/0.01 et. Seq.

Section 4.3 - Fair Share

- a. Employees covered by this Agreement, who are not members of the Union paying dues by voluntary payroll deduction, shall be required to pay in lieu of dues, their proportionate fair share of the costs of the collective bargaining process, contract administration and the pursuance of matters affecting wages, hours and conditions of employment in accordance with the applicable Labor Relations Act.
- b. The fair share payment, as certified by the Union, shall be deducted by the Employer from the earnings of the non-member employees. The aggregate deductions of the employees and a list of their names, addresses and social security numbers shall be remitted semi-monthly to the Union at the address designated in

writing to the Employer by the Union. The Union shall advise the Employer of any increase in fair share fees in writing at least fifteen (15) days prior to its effective date. The amount constituting each non-member employee's share shall not exceed dues uniformly required to union members.

- c. Should any employee be unable to pay their contribution to the Union based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member, such amount equal to their fair share, shall be paid to a non-religious charitable organization mutually agreed upon by the employee affected and the Union. If the Union and the employee are unable to agree on the matter, such payments shall be made to a charitable organization from an approved list of charitable organizations. The employee will on a monthly basis furnish a written receipt to the Union that such payment has been made.
- d. The Union agrees to provide notices and appeal procedures to employees in accordance with applicable law.
- e. The Union shall indemnify, defend, and hold the Employer harmless against any claim, demand, suit or liability arising from any action taken by the Employer in complying with this Article.

ARTICLE V – A **HOURS OF WORK**

Section 5A.1 - Regular Hours

The regular hours of work each day shall be consecutive, except that they may be interrupted by a meal period.

Section 5A.2 - Work Week

The workweek shall consist of five (5) consecutive, pre-scheduled, eight (8) hour days, except as provided in Section 5A.6.

Section 5A.3 - Work Day

Eight (8) consecutive hours of work, within the twenty-four (24) hour period, beginning at the scheduled time, shall constitute the regular workday, except as provided in Section 5A.6.

Section 5A.4 - Work Shift

- a. Eight (8) consecutive hours of work shall constitute a work shift, except as provided in Section 5A.6.
- b. All full-time Employees shall be scheduled to work on a regular work shift, and each work shift shall have a regular starting and quitting time.

Section 5A.5 - Work Schedule

- a. Work schedules, showing Employees' shift, workdays, and hours shall be posted at convenient places and times.
- b. Except for emergency situations, work schedules shall not be changed, unless proven programmatic or operational needs of the Employer so necessitate.
- c. Work schedule changes, for reasons other than emergency, programmatic or operational needs, may be made only by mutual agreement.

Section 5A.6 - Continuous Operations

- a. Employees, engaged in continuous operations, are defined as being any Employee or group of Employees, engaged in an operation for which there is regularly scheduled employment for twenty-four (24) hours a day, seven (7) days a week.
- b. The work week, for Employees, engaged in continuous operations, shall consist of five (5) eight (8) hour days, or, if the needs of the institution require the scheduling of longer work days, the schedule shall be in accordance with existing customs and practices; however, no Employee shall be regularly scheduled for work more than eighty (80) hours in a two (2) week period.

Section 5A.7 - Temporary Schedule Modification

In lieu of the normal workweek as defined in Section 5A.2, an Employee may request a temporary schedule modification. Subject to the operational needs of the Employer, and where practical, the Employer will try to accommodate such request. Where there are more requests than may be accommodated, an Employee who demonstrates a greater personal need shall have preference.

Section 5A.8 SHNH Shift Overlap Compensation

All Sunny Hill Nursing Home Employees whose regular daily work shift requires them to be present at the work site for eight and one-half hours, and who work two full contiguous overlapping shifts totaling at least fifteen and one-half work hours, shall receive an additional one-half hour pay as shift overlap compensation.

ARTICLE V – B
HOURS OF WORK AND OVERTIME – CORONER’S OFFICE

This article shall take precedence and supersede all other provisions in this Agreement relating to the foregoing matters:

Section 5B.1 - Application of Article

This Article is intended only as a basis of calculating overtime payments, and nothing in this Article or Agreement shall be construed as a guarantee of hours of work per day or per work cycle, nor shall it be construed as a minimum or maximum work schedule.

Section 5B.2 - Normal Workday

The normal workday shall be one of the following:

- a. Eight (8) consecutive hours of work including a one-half hour meal period. Employees shall remain available for work during the meal period.
- b. Twelve (12) consecutive hours of work. Within each twelve (12) hour period, the employee shall report to an assigned work site for a minimum of eight (8) hours, including a one-half hour meal period. For the remaining time of the twelve (12) hour period, the employee shall remain on pager duty and report for duty within one-half hour of receiving the page. Employees shall remain available for work during the meal period.
- c. Twenty-four (24) consecutive hours of work. Within each twenty-four (24) hour period, the employee shall report to an assigned work site for a minimum of eight (8) hours, including a one-half hour meal period. For the remaining time of the twenty-four (24) hour period, the employee shall remain on pager duty and report for duty within one-half hour of receiving the page. Employees shall remain available for work during the meal period.
- d. Employees shall receive two (2) fifteen (15) minute rest breaks during their shift. Employees, who are unable to take their first rest period, shall be able to combine such time, with their meal period or second rest period, that same day, with the consent of their immediate supervisor.

Section 5B.3 - Normal Work Cycle

The normal work cycle shall be as follows:

- a. For eight (8) hour shifts, one hundred sixty (160) hours in a twenty-eight (28) day period.
- b. For twelve (12) and/or twenty-four (24) hour shifts, one hundred sixty-eight (168) hours in a twenty-eight (28) day period.

Section 5B.4a - Overtime Pay

For all authorized hours of work, overtime, at the rate of time and one-half the employee's regular hourly rate of pay, shall be paid as follows:

- a. For eight (8) hour shifts, all time worked in excess of one hundred sixty (160) hours in the twenty-eight (28) day period.
- b. For twelve (12) and/or twenty-four (24) hour shifts, all time worked in excess of one hundred sixty-eight (168) hours in the twenty-eight (28) day period.

For purposes of overtime pay calculations, "time worked" shall include all authorized paid time off.

Section 5B.4b - Overtime Shifts

- a. For each 24 hour period that an employee is on overtime shift coverage status they shall receive six (6) hours of straight time pay (either as pay or as compensatory time at the Employer's election) effective January 1, 2019, and seven (7) hours of straight time pay (either as pay or as compensatory time at the Employer's election) effective January 1, 2020, and eight (8) hours of straight time pay (either as pay or as compensatory time at the Employer's election) effective January 1, 2021.
- b. When an employee takes phone reports during back-up or shift coverage, Employer will compensate as pay for hours worked at straight time unless over 168 hours in a 28 day period, then overtime (either as pay or as compensatory time at the employer's election).
- c. Call-outs (field calls) will continue to be compensated as a minimum of 3 hours (1.5x) or hours worked.

Section 5B.5 - Sick Leave Accrual and Usage

- a. For eight (8) hour shifts sick leave shall accrue at the rate of eight (8) hours per each month worked. Sick leave shall be used on an hour for hour basis. All other sick leave matters are subject to the Agreement.
- b. For twelve (12) and twenty-four (24) hour shifts sick leave shall accrue at the rate of 8.4 hours per each month worked. Sick leave shall be used on an hour for hour basis. All other sick leave matters are subject to the Agreement.

Section 5B.6 - Personal Leave Time

An employee may take up to twenty-four (24) hours of personal leave each year, after one (1) year of service, subject to the approval of the Agency Head. All other personal leave matters are subject to the Agreement.

Section 5B.7 - Vacation Time

- a. Eight (8) hour shifts: Follow the Agreement
- b. Twelve (12) and twenty-four (24) hour shifts:

<u>Service Requirements</u>	<u>Vacation Period</u>
After one (1) year of employment (Anniversary date)	84 hours
After five (5) years of employment (Anniversary date)	126 hours
After ten (10) years of employment (Anniversary date)	168 hours
After fifteen (15) years of employment (Anniversary date)	210 hours

Section 5B.8 - Holidays

- a. For eight (8) hour shifts, a holiday shall be considered to be eight (8) hours, including calculations for compensatory time off. All other holiday matters are subject to the Agreement.
- b. For twelve (12) and twenty-four (24) hour shifts, a holiday shall be considered to be 8.4 hours, including calculations for compensatory time off. All other holiday matters are subject to the Agreement.

ARTICLE VI

DAILY WORK BREAKS

Section 6.1 - Rest Periods

- a. Division of Transportation Employees' work schedules shall provide for three (3) twenty (20) minute rest periods, during each shift or work day, which may be combined, in whole or in part, to provide an extended break period, with the consent of their immediate supervisor.
- b. All other Employees' work schedules shall provide for a fifteen (15) minute rest period as follows:
 - (1) For Employees who are regularly scheduled for a four-hour shift or workday, one (1) fifteen (15) minute rest period, during each half of their shift or workday, which shall be scheduled at the middle of each half of the shift or work day, whenever this is feasible.
 - (2) For employees who are regularly scheduled for a four to eight-hour shift or workday: Two (2) fifteen (15) minute rest periods, one (1) each during each half of their shift or work day, which shall be scheduled at the middle of each half of the shift or workday, whenever feasible.
- c. Employees who, for any reason, work beyond their regular quitting time, i.e., beyond their regular eight (8) hour shift or workday, shall:
 - (1) Receive a fifteen (15) minute rest period, before they start to work the additional hours, except for Correctional Officers, who shall receive one fifteen-minute break during the first two (2) hours of a holdover shift; and
 - (2) Be granted the regular rest periods that occur, during this shift.
- d. Employees, who are unable to take their first rest period, shall be able to combine such time, with their meal period or second rest period, that same day, with the consent of their immediate supervisor.

Section 6.2 - Meal Period

- a. All Employees, except those in Highway Maintenance Division of Transportation, who are regularly scheduled for six (6) or more hours per shift or work day shall be granted a meal period, during each shift or work day.
- b. Whenever possible, the meal period shall be scheduled at the middle of each shift or work day, in accordance with present standards and procedures, but in no event shall the meal period be less than thirty (30) minutes.

ARTICLE VII **SENIORITY**

Section 7.1 - Seniority Defined

- a. Seniority is defined as the length of continuous service of an employee for the Employer, within a given County Agency, since the employee's most recent date of hire. In the event that two (2) or more employees have the same seniority date, the tie shall be broken first by the employee with the longest continuous service with the County in this AFSCME bargaining unit from most recent date of hire being the most senior. If the employees remain tied, a coin flip will determine the most senior.
- b. All Employees shall serve in a probationary status, for six (6) months from their current date of initial appointment or hire, unless the Employer and the Union agree to extend the probationary period.
- c. Telecommunicators shall serve in a probationary status, for a period of twelve (12) months from their date of initial appointment or hire, unless the Employer and the Union agree to extend the probationary period.
- d. Each Agency shall provide the Union with a semi-annual Seniority List, as of November 30th, but no later than the following January 1st, and as of May 31st, but not later than the following July 1st.

Section 7.2 - Breaks in Continuous Service

- a. An Employee's continuous service record shall be broken by voluntary resignation, discharge or retirement.
- b. If an Employee returns to work for the Employer, within one (1) year and has not withdrawn from the Illinois Municipal Retirement Fund (IMRF), the break in continuous service shall be disregarded, except that no seniority shall have accumulated during the break in service.
- c. There shall be no deduction from continuous service, for any time lost, which does not constitute a break in continuous service.

Section 7.3 - Seniority Application

- a. In all applications of seniority, the "ability of the Employee" shall include the qualifications of an Employee to perform the required work.
- b. Where ability and qualifications to perform the required work are, among the Employees concerned, relatively equal, seniority, as defined in Section 7.1 above, shall govern.

Section 7.4 - Layoff

- a. In the event it becomes necessary to lay-off Employees, for any reason, they shall be laid-off in the inverse order of their seniority, in their assigned Agency.
- b. No full-time Employee shall be laid-off, until any part-time, temporary, provisional or emergency Employee has first been laid-off.

Section 7.5 - Bumping

When Employees are laid-off, due to a reduction in force (RIF), they shall be permitted to exercise their seniority rights, to replace Employees with less seniority, provided that senior Employees have the ability and qualifications to fill the position in question.

Section 7.6 - Recall

- a. Employees shall be recalled from layoff, according to their seniority.
- b. Employees shall remain on layoff recall status for four (4) years.
- c. Notice of recall shall be given to the Employee, in writing, by certified mail, at the last known address of the Employee on file with the Agency. It shall be the responsibility of the Employee to maintain a current address with the Agency.
- d. Upon recall, a laid-off Employee shall have ten (10) working days from the date of receipt of the certified letter to accept recall. An unclaimed letter shall be considered as a refusal to return to work. If the Employee fails to return to work after notification, the Employee shall lose all recall rights.
- e. No new bargaining unit Employees shall be hired until all Employees, who have been on layoff status not more than four (4) years and who desire to return to work have been given a recall notice as provided herein.

Section 7.7 - Consolidation or Elimination of Jobs

- a. The Employer shall notify the Union forty-five (45) days, prior to a layoff or the consolidation or elimination of jobs, as defined, in this Section.
- b. Upon notification, the Employer and the Union shall meet and negotiate the impact on Employees affected.
- c. The ultimate decision, as to which positions and/or Employee classes are to be affected by any layoff and when, is vested in the Employer.
- d. Employees, displaced by the elimination of jobs through layoff, job consolidation (combining the duties of two or more jobs), the installation of new equipment or machinery, the curtailment or replacement of existing facilities, the development of new facilities, or for any other reason, shall be permitted to exercise their seniority rights, to transfer to any job in that agency, provided the Employee has the ability to perform the job.

Section 7.8 - Definition of an Agency

The term "Agency," as used in this Agreement, shall be as listed in Annex A or any successor thereto.

ARTICLE VIII
ASSIGNMENT OF SHIFT AND DAYS OFF

Section 8.1 - General

Employees shall have permanent shift and job assignments, based on seniority.

Section 8.2 - Assignment Units/ Executive Branch

- a. The affected Employees of the Sunny Hill Nursing Home shall be permanently assigned to the following units and shifts, based on seniority as defined in Article VII, and in accordance with Article IX of this Agreement.
- b. The units of assignment, for Nursing Aides and Housekeeping & Laundry Workers, shall be:
 - (1) 1st Avenue
 - (2) 2nd Avenue
 - (3) 3rd Avenue
 - (4) 4th Avenue
 - (5) 5th Avenue
 - (6) 6th Avenue
 - (7) Laundry Unit (For H&L Workers only)
 - (8) Office Unit (For H&L Workers only)
 - (9) Detail Pool Unit
- c. The Detail Pool Unit shall be a regularly scheduled, permanent assignment, established on each shift, for Nursing Aides.
- d. Employees, assigned to the Detail Pool Unit, shall:
 - (1) Initially report to work on their regularly assigned shift and work days; and then
 - (2) Report to the designated Departmental office; and then
 - (3) Be directed to the Unit on which they are to perform the work of their classification for that day.
- e. State-mandated requirements shall dictate shift-staffing levels, but the parties agree to meet and discuss changes considered in such shift staffing levels that may be appropriate.

Section 8.3 - Assignment Units/ LPN

- a. The affected Employees of the Sunny Hill Nursing Home shall be permanently assigned to the following units and shifts, based on seniority as defined in Article VII, and in accordance with Article IX of this Agreement.
- b. The units of assignment, for Licensed Practical Nurses shall be:
 - (1) 1st Avenue
 - (2) 2nd Avenue
 - (3) 3rd Avenue
 - (4) 4th Avenue
 - (5) 5th Avenue
 - (6) 6th Avenue
 - (7) Detail Pool Unit
- c. The Detail Pool Unit shall be a regularly scheduled, permanent assignment, established on each shift.
- d. Employees, assigned to the Detail Pool Unit, shall:
 - (1) Initially report to work on their regularly assigned shift and work days; and then
 - (2) Report to the designated Departmental office; and then
 - (3) Be directed to the Unit on which they are to perform the work of their classification for that day.
- e. State-mandated requirements shall dictate shift-staffing levels, but the parties agree to meet and discuss changes considered in such shift staffing levels that may be appropriate.

Section 8.4 - Telecommunicators

The “days off” rotation system currently in effect shall remain in effect throughout the duration of the contract provided that, by mutual agreement of the Employer and Employees, the Employees may elect to change the current days off.

Section 8.5 - Sheriff Department Custody Officers

- a. Affected Employees, within the same general work assignment and same shift, may exercise their seniority, as defined in Article VII, to retain their current scheduled days off.
- b. Scheduled days-off shall be assigned by seniority, from among Employees within the same general work assignment and same shift, with the most senior Employee choosing first, but no Employees shall be permitted to exercise their choice hereunder more than once during each contract year.

ARTICLE IX – A
JOB VACANCIES – EXECUTIVE BRANCH

Section 9A.1 - Definition of a Permanent Vacancy

For the purposes of this Article a permanent vacancy is created when:

- a. The Employer determines to increase the work force and to fill the new position(s).
- b. Any of the following personnel transactions take place and the Employer determines to replace the previous incumbent: terminations, transfers, promotions, demotions, and related transactions.

Section 9A.2 - Posting

- a. Permanent vacancies shall be posted for bid, on a bulletin board in each work site of the posting Agency, for a period of ten (10) calendar days, as well as in other County Agencies. On the day of posting a vacancy for bid, the posting Agency shall provide the Union President or his/her designee with a copy of the posting.
- b. Employees interested in the vacancy must submit written notice to the Employer's designated agent within the ten (10) calendar day period.
- c. The bid notice shall state the position classification, the shift, the work location and assignment and the rate of pay for such job; however, the shift, work location or job assignment may be subject to change, as a result of the exercise of shift or job assignment preference, and the exercise of a shift or job assignment preference shall not necessitate reposting.
- d. Permanent vacancies shall be filled by the application of the provisions of this Article and Article VII, in the following order of priority:
 - (1) Job assignment and shift preference
 - (2) Recall or transfer on layoff
 - (3) Promotion and voluntary reduction
 - (4) Transfer
 - (5) Other County Agencies as listed in Annex "A"

Section 9A.3 - Job Assignment

- a. When a job assignment vacancy is posted and more than one (1) Employee, within the position classification, requests such assignment, the basis of Employee selection shall be in accordance with Section 7.3.
- b. When a new job assignment is created and more than one (1) Employee, within the position classification, requests such assignment, the most senior Employee shall be given first consideration therefore.
- c. When permanent changes in job assignments are made by the Employer, in any Agency, the Employees, within the position classification affected by the change,

- may exercise their seniority, as defined in Article VII, to remain at their current assignments.
- d. When a job assignment vacancy is filled by job assignment preference, any vacancy created, as a result of such selection, shall thereafter be filled from the original bid list, without further posting; however, Employees, exercising their rights under this subsection, may do so only once every ninety (90) days.
 - e. If the posted vacancy does not result in any Employee changing job classification and is just a job assignment posting, the following shall apply:
 - (1) Once the posted job assignment vacancy is filled, from those Employees in the same job classification who requested such, there shall be no further posting to fill the vacated assignment, unless the filling of such would therefore result in an Employee changing job classifications;
 - (2) Notwithstanding the seniority provisions, the vacated assignment shall be filled by the Employer, from available Employees in the same job classification, except that a request for such assignment, by the most senior Employee in the same classification making such request, shall be honored by the Employer.
 - f. If the posted vacancy shall eventually result in any Employee changing job classification (promotions, etc.), the following shall apply:
 - (1) If the posted vacancy is filled by a request from an Employee in the same job classification from another work assignment, there shall be no additional posting to fill the vacated assignment, unless otherwise agreed, on an Agency basis.
 - (2) Such vacated assignment shall be filled, pursuant to Section 9.3c above, from among those Employees, not in the posted classification, who bid on the original vacancy and who have the qualifications and ability to do the work.

Section 9A.4 - Shift Preference

- a. Absent any emergency operating needs, as defined by the Employer, or unless waived by mutual written agreement between the Employer and the Employee, any permanent change, in an Employee's normal shift assignment, shall be preceded by a seven (7) day advance written notice.
- b. When permanent changes in shift assignments are made, Employees, within a position classification in an Agency, shall be entitled to exercise seniority, as defined in this Article, to retain their current shift assignments.
- c. During each contract year, an Employee shall be permitted to exercise seniority, as defined in Article VII, to displace in the shift of his choice, the least senior Employee within such position classification and shift, so long as the Employee is able and qualified to perform the duties of the shift, and such choice is exercised within the Employee's normal area of assignment (unit in the Sunny Hill Nursing

Home, or geographical location within an Agency, etc.) except that an Employee shall be permitted to exercise his choice hereunder only once, during each contract year.

- d. "Shift Bumping" Request Procedure:
- (1) Requests shall be made, in writing, to the immediate supervisor, at least fifteen (15) days, in advance of the time the Employee requests such shift change to take place.
 - (2) The Employee, being displaced by such request, shall be given notice of such displacement and the shift assigned as soon as possible, but no later than ten (10) working days, prior to such change.
 - (3) The change or exchange of shifts shall take place starting with the first day of the "bumped" Employee's workweek.
 - (4) Such change may cause the displacing Employee's requested date of change to be delayed, but by no more than seven (7) days after the effective date of change requested.
 - (5) A Displaced Employee may exercise his seniority to displace the least senior Employee on a shift of his preference and such Employees may give fifteen (15) days' notice, required by Section 9.4d (1) above, any time after he receives notice of the original displacement.
- e. The Employer shall notify the Union of all shift displacements, prior to the actual displacements taking place.

Section 9A.5A - Promotions

- a. The term "promotion" means the advancement of an Employee to a classification with a higher upper schedule range and/or a position requiring more skill and ability to perform the work required.
- d. If two (2) or more Employees apply to fill a promotional vacancy, it shall be filled in accordance with seniority, as defined and applied in Article VII.
- e. The Employer shall judge the ability of Employees objectively and on the basis of merit factors.
- f. The promoted Employees shall serve a thirty (30) day probationary period, except for Telecommunicators, who shall serve a ninety (90) day probationary period.
- g. If, during the probationary period, Employees should prove not to have the ability to perform the required work, they shall be returned to their former job classification.
- h. No Employee shall be expected to have more ability or qualifications than are necessary to perform the required work.
- i. Any promoted Employees, during the thirty (30) day probation period, or in the case of a Telecommunicator, during the ninety (90) day probationary period, may request and be granted a return to their former classifications.

- j. During the probationary period, the promoted Employees' former positions shall be filled, as a temporary assignment.
- k. When an employee is promoted within an agency, the promoted employee shall receive an increase in pay.

Section 9A.5B – Promotions – Division of Transportation

Effective September 1, 2017, when an employee is awarded a position per Section 9A.5A Promotions and the awarded position has a higher top wage step than the next highest classification that would be considered a promotion, the following shall apply:

1. The promoted employee shall move one step on the Division of Transportation pay schedule when the next annual scheduled step movement occurs.

Section 9A.6 - Temporary Assignment

- a. The Employer may, within the provisions of this Article, temporarily assign an Employee to perform the duties of another position classification.
- b. The Employer shall attempt to make temporary assignments to Employees in the next lower classification, in the series in which the temporary assignment occurs, and shall equitably distribute such assignments on a rotating basis, giving due consideration to seniority and the operating needs of the Agency.
- c. To be eligible for temporary assignment pay, Employees must:
 - (1) Be directed to perform duties or the duty which distinguish the position classification and/or be held accountable for the responsibility of a different position classification; and
 - (2) Perform duties and/or be held accountable for responsibilities not considered a normal part of their regular position classification.
- d. Employees, temporarily assigned to a position classification, in a pay grade equal to or lower than their permanent classification, shall be paid their proper, permanent position classification rate.
- e. If Employees are temporarily assigned to a position classification, having a higher pay grade than their permanent position classification, they shall be paid such higher pay grade.
- f. Employees shall not receive temporary assignment pay for paid days off, unless:
 - (1) Such days-off fall within such period of time; and
 - (2) The Employee works seventy-five percent (75%) of the time in the temporary assignment.
- g. The time limits, for temporarily filling a position classification, shall be as listed in this Section and stated in terms of work days or calendar months, except that such time limits herein may be extended by mutual agreement of the parties:
 - (1) While the Employer posts and fills a job vacancy for a period of thirty (30) work days from the date of posting.

- (2) While an absent regular incumbent is using Sick Leave, or other accumulated time-off, i.e., vacation, holidays, personal days, etc.
 - (3) While a regular incumbent is on disciplinary suspension or layoff, for a period not to exceed thirty (30) work days, within six (6) calendar months.
 - (4) While a regular incumbent is attending required training classes.
 - (5) While a regular incumbent is on any authorized leave of absence, for a period, not to exceed six (6) months.
 - (6) While there is temporary change in workload, or other reasonable work-related circumstance, for a period not to exceed thirty (30) workdays, in any twelve (12) calendar months.
- h. For temporary assignment, except those to relieve an Employee for a rest period(s) or a meal period, the Employer shall pay the Employee the higher rate for the full time of such assignment(s). For the purpose of calculation:
- (1) Any temporary assignment, of less than one-half day, shall be considered one-half day; and
 - (2) Any temporary assignment, of more than one-half but less than a full day, shall be considered a full day.
- i. The Employer shall not split duties or rotate or reassign other Employees to any specific temporary assignment, in order to circumvent the payment provisions of this Agreement.
- j. When Employees return from a temporary assignment, they shall be allowed reasonable time to catch up, check and integrate the work of their regular assignment.

Section 9A.7 - Sunny Hill Nursing Home Special Provisions

- a. General: The following provisions shall govern and prevail, for Sunny Hill Nursing Home Employees, when in conflict with the foregoing Sections of this Article.
- b. Posting and Bidding:
- (1) Vacancies shall be posted for ten (10) calendar days.
 - (2) Employees, interested in the vacancy, must submit written notice, to the Employer's designated agent, within the ten (10) calendar day posting period.
 - (3) The vacancy shall be awarded to the most qualified, senior, full-time Employee, in the same classification, on staff.
 - (4) The vacated position, caused by the awarding of this bid, shall be reposted and filled, based on ability and seniority.
 - (5) If no Employee desires to fill the vacated position, the Employer shall select an Employee from the part-time or work pool list.
 - (6) If no part-time or work pool Employee desires to fill the vacated position, the Employer may select a candidate from outside the bargaining unit.

- (7) Bidding on vacancies is limited to one (1) successful bid in a position title, every six (6) months, per Employee.

c. Transfer Requests and Bumping:

- (1) The Employee shall notify the Employer's designated agent, in writing, of a desire to change shifts.
- (2) Within three (3) working days of receipt of the request, the Employer shall post a notice, advising of an Employee's request to change shifts. This notice shall:
 - (a) Be posted for five (5) days;
 - (b) List the current shift and unit assignment of the Employee, desiring to change shifts;
 - (c) Indicate the shift to which the Employee desires to transfer.
- (3) Employees, interested in switching shifts, shall make a written request to do so, within the five (5) day posting period.
- (4) Shift changes shall be awarded to Employees, on the same shift as that originally requested, based on ability and seniority.
- (5) If there are not requests to change or transfer shifts, within the five (5) day posting period, the Employee, who desires to make a shift change, can "bump" the least senior, full-time Employee, on the desired shift, including the Detail Pool.
- (6) "Bumping" is limited to one (1) time per year, per Employee.

Section 9A.8 – Intra-Agency Transfers

An employee who transfers to a classification within the same Agency, which has a schedule range that is identical to that of the employee's current classification, shall not have their step rate decreased.

ARTICLE IX – B
JOB VACANCIES – LPN

Section 9B.1 - Definition of a Permanent Vacancy

For the purposes of this Article a permanent vacancy is created when:

- a. The Employer determines to increase the work force and to fill the new position(s).
- b. Any of the following personnel transactions take place and the Employer determines to replace the previous incumbent: terminations, transfers, promotions, demotions, and related transactions.

Section 9B.2 - Procedures

- a. Posting and Bidding:
 - (1) Vacancies shall be posted for ten (10) calendar days. On the day of the posting for bid, the posting Agency shall provide the Union President or his/her designee with a copy of the posting.
 - (2) Employees, interested in the vacancy, must submit written notice, to the Employer's designated agent, within the ten (10) calendar day posting period.
 - (3) The vacancy shall be awarded to the most senior Employee possessing the necessary skills, knowledge and abilities.
 - (4) The vacated position, caused by the awarding of this bid, shall be re-posted.
 - (5) If no Employee desires to fill the vacated position, the Employer shall select an Employee from the part-time, on-call listing.
 - (6) If no part-time Employee desires to fill the vacated position, the vacancy shall be posted for re-bid.
- b. Transfer Requests:
 - (1) The Employee shall notify the Employer's designated agent, in writing, of a desire to change shifts.
 - (2) Within three (3) working days of receipt of the request, the Employer shall post a notice, advising of an Employee's request to change shifts. This notice shall:
 - (a) Be posted for five (5) days;
 - (b) List the current shift and unit assignment of the Employee, desiring to change shifts; and
 - (c) Indicate the shift to which the Employee desires to transfer.
 - (3) Employees, interested in switching shifts, shall make a written request to do so, within the five (5) day posting period.
 - (4) Shift changes shall be awarded to Employees, on the same shift as that originally requested, based on ability and seniority.

ARTICLE X **HOLIDAYS**

Section 10.1 - Holidays Recognized and Observed

- a. The following days shall be recognized and observed as paid holidays, for which Employees shall receive one (1) day's pay or a compensatory day off with pay:

New Year's Day	Labor Day (Observed Monday)
Martin Luther King, Jr. Holiday	Columbus Day (Observed Monday)
Lincoln's Birthday	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Thanksgiving Friday
Memorial Day (Observed Monday)	Christmas Day
Independence Day	

- b. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday.
- c. Whenever any of the holidays, listed above, shall fall on a Saturday, the preceding Friday shall be observed, as the holiday.
- d. In any operation within an Agency, for which there is scheduled work on a seven (7) day a week basis, holidays shall be observed as provided above, except that the Independence Day, Veteran's Day, Christmas Day, and New Year's Day holidays shall be observed on July 4, November 11, December 25, and January 1, respectively.
- e. For employees in the State's Attorney's Office, in the event that the courthouse is declared by a lawful authority to be closed, except for closures due to elections, the State's Attorney's Office shall be considered closed with no loss of pay.

Section 10.2 - Compensatory Day

- a. When a holiday falls on an Employee's scheduled day off, or an Employee works on a holiday, equivalent time off shall be granted, within a time mutually agreed to, at a time convenient to the Employee and consistent with the Employer's operational needs.
- b. An employee who is regularly scheduled to work, and who works, Thanksgiving Day, Christmas Day, and/or New Year's Day, shall receive one-half day compensatory time in addition to the equivalent time off granted pursuant to Subsection (a). An employee who is regularly scheduled to work, and who works the Fourth of July shall receive one-half day pay or compensatory time, at employer's discretion, in addition to the equivalent time off granted pursuant to Subsection (a).

Section 10.3 - Eligibility Requirements

Only Employees, who have been employed by the Employer for at least thirty (30) consecutive days, and who also have met the following conditions, shall be eligible for holiday pay:

- a. They worked their last scheduled work day prior to the holiday; and
- b. They worked their first scheduled day after the holiday, provided that proven sick leave usage on either such day shall not disqualify them from holiday pay.
- c. New employees shall not be paid for any holiday which falls within the first thirty (30) days of their employment until they have completed six (6) months of employment with the Employer, at which time the employee shall be compensated for any holiday which fell within the first thirty (30) days of employment at the pay rate in effect when the holiday occurred.

Section 10.4 – Work on Observed Holiday – Special Provisions

Whenever an Employee works on their scheduled day off, which also coincides with their observed holiday as provided in Section 10.1, or whenever an Employee works time in addition to their regular shift on their observed holiday, as provided in Section 10.1, they shall be compensated as follows:

In addition to their regular hourly wages or normal time off due an Employee as holiday pay, Employees shall be paid at the rate of two (2) times their regular base rate of pay for hours actually worked, provided the holiday worked is in excess of a forty (40) hour week.

ARTICLE XI
VACATIONS

Section 11.1 - Eligibility and Allowance

Employees shall be granted an annual, paid vacation for the period specified below, based upon the following service requirements:

<u>Service Requirements</u>	<u>Vacation Period</u>
After one (1) year of employment (Anniversary date)	Two (2) weeks
After five (5) years of employment (Anniversary date)	Three (3) weeks
After ten (10) years of employment..... (Anniversary date)	Four (4) weeks
After fifteen (15) years of employment (Anniversary date)	Five (5) weeks

Section 11.2 - Vacation Pay

- a. The rate of vacation pay shall be the Employee's regular base rate straight time pay, including shift differential.
- b. Employees shall receive their vacation pay, on the regularly scheduled pay periods.

Section 11.3 - Choice of Vacation Period

- a. Time-off and vacation periods shall be selected by Employees according to their seniority.
- b. The Employer shall have the right to schedule vacations, throughout the fiscal year, to maintain efficiency within Agencies.
- c. The Employer shall follow the seniority basis, as far as practical.
- d. Vacation periods shall be taken each year and cannot be accumulated, except as mutually agreed to, in writing, by the Employer and Employee, to allow for emergency scheduling or to maintain efficiency in the Agency.
- e. After the schedule is posted, changes can only be made with approval of the Agency Head.
- f. Sunny Hill Nursing Home Employees, who submit their vacation request, at least one (1) month prior to the initial date requested, shall have their vacation request answered within two (2) weeks.
- g. In the Sheriff's Department, Employees who are eligible for more than one (1) week of vacation shall be allowed to divide their vacations into increments of one

(1) week or more. Employees shall be permitted to take one (1) week of their vacation on a daily basis subject to the following: 1) daily vacation must be utilized prior to the last scheduled week of the Employee's Vacation; and 2) the Employer must approve of such use.

Section 11.4 - Holidays during Vacation

- a. If a holiday occurs, during the calendar week, in which a vacation is taken by Employees, those Employees shall be allowed an additional vacation day, for every holiday which occurs during their scheduled vacation period.
- b. The Employee may schedule said vacation days, in accordance with the Employer's scheduling rights, as described in Section 11.3 above.

Section 11.5 - Work During Vacation Period

- a. Any Employees, who are requested to and do work during their vacation period, shall be paid for regular hours at one and one-half (1½) their regular rate.
- b. In addition, the Employee's vacation may be rescheduled, to any future period the Employee may request, in accordance with the Employer's scheduling rights, as described in Section 11.3 above.
- c. By mutual agreement of the Employee and the Employer, an Employee shall be compensated for all or any portion of their accumulated vacation time rather than taking the time off. Employees shall receive their compensation on the pay period following the agreement unless the parties agree otherwise. If this option is selected, subsections (a) and (b) do not apply.

Section 11.6 - Vacation Rights in Case of Retirement

In order to use vacation, prior to retirement, the Employee must notify the Employer, at least three (3) months in advance of retirement, so that all vacation time may be taken, prior to retirement.

ARTICLE XII **SICK LEAVE**

Section 12.1 - Non-Work Related Sick Leave

- a. An Employee, contracting or incurring any non-service connected illness or injury, which renders such Employee unable to perform the duties of his employment, shall receive Sick Leave, with pay, for a period not to exceed the number of such Employee's accrued sick days; and further, an Employee shall be allowed to use accrued Sick Leave, for the purpose of caring for an ill or injured member of the immediate family. The immediate family of the Employee or spouse shall include spouse, mother, father, child, sister, brother, grandparents, grandchildren, step-parents, step-children, legal guardian, or other persons currently resident in the immediate household.
- b. If an Employee, who claims sick leave pay, has been absent for three (3) consecutive working days, he shall furnish, at the Employer's request, proof of his illness or injury, to the Employer.
- c. Recurring absences of more than one (1) absence of less than three (3) consecutive working days, without a doctor's certificate, shall be cause for loss of pay for those days, or may result in discharge.
- d. Employees shall be first eligible to use Sick Leave, after they have completed six (6) months of employment, with the Employer.
- e. Employees shall be allowed one (1) day of Sick Leave, for each month of service.
- f. Employees shall start to earn Sick Leave, from their dates of hire, and they shall accumulate Sick Leave, as long as they are in the service of the Employer, to a maximum of two hundred forty (240) days.
- g. No Sick Leave or unpaid leave shall exceed six (6) months, unless it is extended in writing by agreement, but in no case, shall any such leave or unpaid leave exceed a total of one (1) year.
- h. An Employee, on Sick Leave, shall suffer no loss of seniority and shall continue to accumulate seniority.
- i. Records must be kept of accumulated Sick Leave and such records shall be made available to the Employee.
- j. Employees shall be compensated for one-half (0.5) of any accumulated Sick Leave, when they are permanently separated from employment, as a result of retirement or death:
 - (1) In the event of death, payment is to be made to the estate of Employee or his heirs.
 - (2) Tier 1 - To retire, a person must have twenty (20) years' service, or have attained age fifty-five (55), with at least eight (8) years' service.
 - (3) Tier 2 – To retire, a person must have twenty (20) years' service, or have attained age sixty-two (62), with at least ten (10) years' service.

- (4) The amount of payment, for all unused Sick Leave, is to be calculated at the Employee's rate of pay, in effect on the payday immediately preceding the date of the Employee's permanent separation.
- k. In the event of resignation:
 - (1) Employees shall be paid two (2) days, for each year of service, not to exceed their accumulated Sick Leave balances.
 - (2) Any payment, to Employees, is to be calculated at their rates of pay, in effect on the payday immediately preceding the date of their resignations.
- l. An employee who does not use any sick time during the full designated annual term (one-year period) shall receive one additional personal day during the following annual term. The annual term shall be determined by the Department or Agency practice (anniversary, fiscal or calendar).

Section 12.2 - Work-Related Disability

- a. In all cases, when Employees are forced to be absent from work, by reason of injury or illness, arising out of the scope of their employment and covered by Workers' Compensation benefits, they shall be paid the difference between the amount of weekly Workers' Compensation benefits to which such Employees would be entitled and the Employees' full weekly salaries, as of the day they last worked, for a period not to exceed sixty (60) weeks.
- b. In the event that the length of absence from work of the Employees do not qualify them for Workers' Compensation payments, during the first three (3) days of their absences, then, in such case, they shall receive their full salaries for this three (3) day period from the County, and such time lost shall not be charged to Sick Leave time.

ARTICLE XIII
LEAVE OF ABSENCE

Section 13.1 - Eligibility Requirements

- a. Employees shall be first eligible for leaves of absence, after they have completed six (6) months of employment with the Employer, except that in the case of bereavement and jury duty leaves the Employee shall be eligible for such leaves upon commencing employment.
- b. Notwithstanding any other provision herein to the contrary, the Employer has the exclusive right to determine whether and when any leaves of absence may be granted.

Section 13.2 - Application for Leave without Pay

- a. Any request for a leave of absence shall be submitted, in writing, by the Employee to his immediate Supervisor.
- b. The request shall state the reason the leave of absence is being requested and the approximate length of time-off that the Employee desires.
- c. Employees may take an unpaid leave of absence from their employment, if they secure written permission from the Employer.
- d. Authorization for a leave of absence must be in writing and must contain the signature of the Employer's authorized representative.
- e. Permission for unpaid leave of absence shall not be unreasonably withheld, but in no case shall a leave be granted for employment elsewhere, except for work directly related to the operation of the Union. Any grievance filed by an Employee regarding the Employer's decision on whether to grant or deny the requested leave of absence may only be advanced to Step 3 of the grievance procedure set forth in Article XVII of this Agreement and may not be advanced to arbitration.
- f. Any request for a leave of absence shall be answered promptly:
 1. A request for a short leave of absence (defined as a leave not exceeding a month) shall be answered within seven (7) days.
 2. A request for a leave of absence exceeding one (1) month shall be answered within ten (10) days.
- g. No unpaid leave shall exceed six (6) months, unless it is extended in writing by agreement, but in no case, shall any such extended leave exceed a total of one (1) year.
- h. An Employee on unpaid leave shall not accumulate any seniority.

Section 13.3 - Bereavement Leave

- a. An Employee may take Bereavement Leave, which shall not affect his seniority, for a necessary period of absence, three (3) days, which may be extended to a maximum of five (5) days by the Employer, depending on the distance to travel, caused by a death, in the immediate family of the Employee or the Employee's spouse or civil union partner. In the event of the death of the spouse, civil union partner or child of the Employee, an Employee may take Bereavement Leave, which shall not affect his seniority, for up to a maximum period of absence of ten (10) days, five (5) days paid regardless of travel distance. Bereavement Leave under this section shall run concurrently with any bereavement leave the Employee may be entitled to under the Child Bereavement Leave Act. Such leave must be taken within 30 days of the death of the immediate family member.
- b. Requests for a Bereavement Leave shall be answered by the end of the shift on which the request is submitted.
- c. Employees shall be paid their regular base rate of pay, for each working day, while they are on Bereavement Leave.
- d. The immediate family as used in paragraph (a) above shall include spouse or civil union partner, mother, father, child, sister, brother, grandparents, grandchildren, step-parents, step-children, legal guardian, or other persons currently resident in the immediate household.

Section 13.4 - Maternity Leave

- a. Employees shall be granted leaves of absence, to cover periods of their pregnancy.
- b. The length of such leave shall not exceed six (6) months but may be renewed pursuant to Section 13.1 above.
- c. Seniority and continuous service shall be retained by and accumulate for the Employee, during the first six (6) months of such leave.
- d. A pregnant Employee shall inform her immediate supervisor of her condition, not later than three (3) months prior to her expected date of delivery and shall present to her immediate supervisor a written statement, signed by her physician, stating the expected date of delivery.
- e. A pregnant Employee may continue her regular duties, so long as her physician, upon request by the Employer, states in writing that she is able to perform her normal work assignments.
- f. An Employee, who has been absent because of maternity leave, may return to employment, as soon as her physician advises the Employer, in writing, that she is then able to perform her normal work assignments.
- g. The Employer reserves the right to verify any physician's statement, requested or presented under this Section, through the use of a physician of its own choice (other than a doctor regularly employed by the County) and any such examination shall be paid for by the Employer.

- h. Sick Leave may be used, to cover periods of disability occurring during or caused by pregnancy and condition thereof and accumulation of seniority during such periods shall be in accordance with Section 12.1h.
- i. For the first two (2) months of maternity leave, the cost sharing of health insurance premiums shall continue in the same amounts as if the employee was still an active employee. In the event an employee, who is on maternity leave and who is also on concurrent unpaid FMLA, exhausts their FMLA while on maternity leave, the cost sharing of health insurance premiums shall continue in the same amounts as if the employee was still on active duty for an additional two (2) month period, not to exceed the maternity leave period. This provision shall be applicable once during the course of a pregnancy.

Section 13.5 - Failure to Return from Leave

Failure to return from a leave of absence, within five (5) days after the expiration date thereof, may be cause for discharge, unless within five (5) days of the expiration, the Employee presents evidence that it was impossible for the Employee to return to work on the day after the expiration date of the Employee's leave of absence.

Section 13.6 - Personal Leave Days

- a. An Employee may take three (3) days of personal leave each year, after one (1) years' service, subject to the approval of the Agency Head.
- b. After one (1) year of service, each Employee shall be eligible for three (3) days of Personal Leave, to be used for the Employee's personal business, annually. The annual term shall be determined by the Department or Agency practice (anniversary, fiscal or calendar).
- c. Personal Leave may be used for any purpose, except other employment.
- d. Except in cases of emergency, an Employee, planning to use a Personal Leave day, shall submit his request at least forty-eight (48) hours in advance of intended use.
- e. When requested within the guidelines of advance notice, the requested personal business day shall be granted, unless an emergency of an extreme nature would cause the cancellation of such day off.
- f. When an Employee is claiming an emergency situation, in regard to use of a personal business day, the Employer has the right to inquire as to the nature of the emergency.
- g. The Employee shall suffer no loss of pay for such leave.
- h. Personal Leave shall not accrue from year to year, except that Personal Leave, which is unused, at the end of the annual period, shall be added to Sick Leave, so long as such addition does not exceed the maximum accumulated authorized.

Section 13.7 - Jury Duty Leave

- a. Any Employee, called for jury duty or subpoenaed by a legislative, judicial, or administrative tribunal, shall be allowed time away from work with pay, except in matters of non-work-related personal litigation.
- b. Upon receiving the sum paid for jury service or witness fees, the Employee shall submit the warrant, or its equivalent, to the Employer, unless an Employee elects to fulfill such call or subpoena with accrued time-off or personal leave, in which case, the Employee shall retain the full amount received for such service.
- c. Employees, called for reasons contained herein, shall have such days considered as days worked, for the purpose of scheduling, and shall be given commensurate days-off from work on their next scheduled work day(s), for any days which they would otherwise not have worked.

Section 13.8 - Family and Medical Leave Act

The Employer shall comply with the provisions of the Family and Medical Leave Act. Any paid leave used by an Employee shall not be deducted from the annual leave time provided by the Act. The annual FMLA leave period shall be a rolling year period.

An Employee who has available paid leave and is on FMLA leave shall be required to use paid leave time concurrently with FMLA leave except for one half of their accrued annual vacation allotment. This excepted vacation time may be used upon the Employee's return to active employment. This Section is not to be interpreted so as to permit an employee to carry over unused vacation at the conclusion of their applicable annual term.

ARTICLE XIV

OVERTIME

Section 14.1 - Rate of Pay

Time and one-half of the Employee's regular hourly rate of pay, or compensatory time-off, as defined below, shall be paid for work under any of the following conditions, but compensation shall not be paid twice for the same hours.

Section 14.2 - Compensatory Time-Off

- a. If Compensatory Time-Off is used, as the method of paying Employees for overtime worked, the overtime rate of pay shall be one and one-half hours of compensatory time-off for each hour of overtime worked.
- b. If Compensatory Time-Off is used, it shall be by mutual agreement, but the taking of the time shall be at the discretion of the Employer.

Section 14.3 - Work at Employer's Option

- a. The Employer reserves the right to require any or all Employees to perform overtime work, if they are reasonably available to perform such work.
- b. Overtime hours shall be distributed, as equally as possible, to Employees working within the same classification, job title, or description of duties.
- c. Employees, in higher classifications, shall not be called out to perform work normally considered the duties of lower classifications, unless there are not enough lower classified employees to perform the work.
- d. All work, performed in excess of eight (8) hours in any work day, shall be considered overtime, provided the Employee works or is compensated, per this Agreement, at least forty (40) hours a week.
- e. All work, performed in excess of forty (40) hours in any work week, shall be considered overtime, provided the Employee works or is compensated for forty (40) hours of work per week, per this Agreement.
- f. All work, performed before or after any scheduled work shift, shall be considered overtime, provided the Employee works or is compensated, per this Agreement, for eight (8) hours of work a day and forty (40) hours of work per week.
- g. All work, performed on Saturday and Sunday, shall be considered overtime, except as noted below:
 - (1) The overtime rate, specified above, for Saturday work and for Sunday work, shall not be paid to Employees, for whom these days fall regularly within the first five (5) days of their workweek. These Employees shall be paid time and one-half for all work performed on the sixth day of their regular work week and time and one-half for all work performed on the seventh day in their regular work week.
 - (2) Employees, whose regular work schedule is more than eight (8) hours in a work day and more or less than a five (5) day work week, in accordance with Section 5.6, shall receive time and one-half for all work performed on

their regularly scheduled days-off, and for all work performed in excess of eighty (80) hours in a two (2) week period.

ARTICLE XV
WAGES AND BENEFITS

Section 15.1 - Employee Defined

A. Executive Branch

- a. For the purpose of any non-wage, economic benefit, including the Group Insurance Program, payable per this Agreement, including seniority accrual, an Employee shall be defined as a person, whose regular duty week is at least forty (40) hours, including all daily work breaks, i.e., meal and rest periods.
- b. Persons, whose regular duty week is less than forty (40) hours, shall:
 - (1) Receive full benefits of the Group Insurance Program and contribute to the plan as follows:
 - (a) An Employee whose regular duty week is at least 30 hours shall, for purposes of contributions for the Group Insurance Program only, be treated as a full-time employee and contribute the same rates as an Employee whose regular duty week is at least forty (40) hours; or
 - (b) An Employee whose regular duty week is less than thirty (30) hours shall, for purposes of contributions for the Group Insurance Program only, contribute a sum equal to [(40- {scheduled hours})/40] x applicable county premium.
 - (2) Be entitled to the aforesaid benefits, *except* for the Group Insurance Program, on a proportional, prorated basis, i.e.:

$$\frac{40 \text{ hours}}{100\%} = \frac{\text{Lesser Hours}}{x\%}$$
 - (3) Have their related costs and benefits calculated semi-annually.
- c. Excluded, from any and all non-wage, economic benefits of this Agreement, are those seasonal or temporary Employees, provisionally hired for a specified period, part-year, whether full-time or part-time, i.e., summer work, special projects or work-load relief, etc.

B. LPN

- a. For the purpose of the Group Insurance Program, Vacations, Personal Leave, Longevity and Seniority Accrual, Uniform Allowances, and Sick Leave, and any other non-wage economic benefit, payable per this

Agreement, an Employee shall be defined as a person, who works at least thirty-seven and one half (37.5) hours per week, including rest periods.

- b. Persons, working less than thirty-seven and a half (37.5) hours per week shall:
- (1) Receive full benefits of the Group Insurance Program and contribute to the plan as follows:
 - (a) An Employee whose regular duty week is at least 30 hours shall, for purposes of contributions for the Group Insurance Program only, be treated as a full-time employee and contribute the same rates as an Employee whose regular duty week is at least thirty-seven and one half (37.50) hours; or
 - (b) An Employee whose regular duty week is less than thirty (30) hours shall, for purposes of contributions for the Group Insurance Program only, contribute a sum equal to $[(37.50 - \{\text{scheduled hours}\})/37.50] \times \text{applicable county premium}$.
 - (2) Be entitled to the aforesaid benefits, *except* for the Group Insurance Program, on a proportional, prorated basis, i.e.:

$$\frac{37.50 \text{ hours}}{100\%} = \frac{\text{Lesser Hours}}{x\%}$$
 - (3) Have their related costs and benefits calculated semi-annually.
- c. Excluded, from any and all non-wage, economic benefits of this Agreement, are those seasonal or temporary Employees, provisionally hired for a specified period, part-year, whether full-time or part-time (i.e., summer work, special projects or work-load relief, etc.).

Section 15.2 - Wage Schedule

- a. Employees shall be compensated, in accordance with Annex C which is attached hereto and made a part hereof, and in accordance with the budget adopted by the Will County Board, authorizing the payment of such compensation. No new employee shall start at a pay grade and step which is higher than a current employee with the same job duties in the Agency.

Section 15.3 - Longevity

Employees on the County payroll as of January 31, 1998 shall continue to participate in the Schedule A longevity plan unless they become eligible for the Schedule B Plan, in which case they shall participate in the Schedule B Plan. No employee may participate in both plans. Employees hired on or after February 1, 1998 are not eligible for the Schedule A Plan.

A. Schedule A Plan

- a. Longevity shall be computed from the date Employees began their initial, regular employment by the Employer, but shall be computed only on the time that the Employee was in actual service for the Employer, providing not more than five (5) years have elapsed, since the last regular employment with the Employer.
- b. Anyone returning after a lapse of employment, for a period of five (5) years, shall be treated as a new Employee.
- c. Employees shall be compensated, on the wage schedule, at the rate of \$2.00 per month, for each year of actual service worked after three (3) years of actual service, to a maximum of twenty (20) years of actual service.
- d. Changes and rate of longevity pay shall be made on December 1st and June 1st of each year.

B. Schedule B Plan

- a. Effective December 1, 2017, Employees, who are in the top step of a position range in the wage schedule for one (1) year, shall, at the beginning of the second year, receive a longevity payment of \$200 per month. Employees with at least ten (10) years' of service with the County and who receive longevity, shall not suffer a loss in longevity should they move in any way to another job/classification.

Section 15.4 - Call Time

Any employees, called-back to work, outside of their regular shift, shall be paid for a minimum of three (3) hours.

Section 15.5 - Nursing Home Uniform Allowance

- a. An annual uniform voucher amount of Three Hundred Eighty Dollars (\$380) shall be allowed to Sunny Hill Nursing Home Employees, in the following job classifications:

- (1) Certified Nursing Aides
 - (2) Activity Aides
 - (3) Rehab Aides
 - (4) Cooks
 - (5) Unit Clerks
 - (6) Housekeeping and Laundry Workers
 - (7) Dietary Aides
 - (8) Licensed Practical Nurses (LPN)
- b. Such allowance shall be paid on completion of six (6) months satisfactory service and at subsequent one (1) year intervals from then.
 - c. The application of this provision, to related part-time Employees, shall be governed by Section 15.1 above.

Section 15.6 - Group Insurance

- a. The Employer shall provide a Group Insurance Program, which shall include the following:
 1. Comprehensive medical coverage, either through a health maintenance organization (HMO), an indemnity/PPO (preferred provider organization), or for active employees only, an IRS qualified high-deductible health plan (HDHP) with a Health Savings Account (HSA) including:
 - a. Hospitalization and physician
 - b. Eye/vision care
 - c. Prescription drugs
 - d. Dental coverage

For each employee participating in the HSA the County will contribute \$1,350.00 to the HSA for individual and \$2,700.00 to the HSA for family. The County's contribution will be dispersed quarterly in four equal amounts (\$337.50/individual or \$675/family) in the first pay period of each calendar year quarter.

Dental Service Maximum Allowable Limit: Will be increased by an additional \$175 for the term of the agreement for in and out of network. Dental Implants are covered under the schedule of benefits at maximum allowable.

2. Short term disability income (employee only):
 - a. \$225.00 per week, not to exceed four (4) weeks; and which
 - b. Shall not be effective until an eligible Employee has exhausted all accrued Sick Leave.
 3. Term life coverage (employee only).
- b. The coverage and conditions provided by the Employer's Group Insurance Program shall be set forth in the County Health Plan, adopted January 1, 2018.

- c. Eligibility for the Employer's Group Insurance Program extends equally to both Employees and their legal dependents, except as noted above.
- d. To participate in the Employer's Group Insurance Plan, the Employee must:
 - 1. Make application, as directed or required by the Employer; and
 - 2. Pay the share of the monthly premium rates established by the Insurer.
- e. Cost-sharing of the monthly premiums shall be:
 - 1. Comprehensive medical and dental coverage:
 - 1.1 The Employee shall contribute to the cost of the Medical (PPO & HMO) and Dental plans by making a contribution each pay period based on a percentage of premium as follows:
 - (a) Employees will pay a percentage of premiums. The percentage of premium paid is determined by where the employee falls in the four (4) salary bands set forth in Exhibit A. The employees' premium contribution rates will be adjusted to ensure that the aggregate percentage contributions set forth below are reached.
 - (i) For plan year 2017, the premium amounts and percentages of premium paid by employees in each of the four (4) salary bands shall be based on an aggregate employee contribution of 10%.
 - (ii) For plan year 2018, the premium amounts and percentages of premium paid by employees in each of the four (4) salary bands shall be based on an aggregate employee contribution of 11%. Additionally, should the Employer experience an increase in its insurance premium over the prior plan year, it will increase the total premiums paid by Employees on aggregate by the same percentage increase it experiences. Should the Employer experience a decrease in its insurance premium from the prior plan year, it will reduce the amount of total premiums paid by Employees by the same percentage decrease it experiences.
 - (iii) For plan year 2019, the premium amounts and percentages of premium paid by employees in each of the four (4) salary bands shall be based on an aggregate employee contribution of 12%. Additionally, should the Employer experience an increase in its insurance premium over the prior plan year, it will increase the total premiums paid by Employees on aggregate by the same percentage increase it experiences. Should the Employer experience a decrease in its insurance

premium from the prior plan year, it will reduce the amount of total premiums paid by Employees by the same percentage decrease it experiences.

- (iv) For plan year 2020, the premium amounts and percentages of premium paid by employees in each of the four (4) salary bands shall be based on an aggregate employee contribution of 13%. Additionally, should the Employer experience an increase in its insurance premium over the prior plan year, it will increase the total premiums paid by Employees on aggregate by the same percentage increase it experiences. Should the Employer experience a decrease in its insurance premium from the prior plan year, it will reduce the amount of total premiums paid by Employees by the same percentage decrease it experiences.
- (v) For plan year 2021, the premium amounts and percentages of premium paid by employees in each of the four (4) salary bands shall be based on an aggregate employee contribution of 15%. Additionally, should the Employer experience an increase in its insurance premium over the prior plan year, it will increase the total premiums paid by Employees on aggregate by the same percentage increase it experiences. Should the Employer experience a decrease in its insurance premium from the prior plan year, it will reduce the amount of total premiums paid by Employees by the same percentage decrease it experiences.

1.2 The Employee shall contribute to the cost of the HSA Medical Plan by making a contribution each pay period based on a percentage of premium as follows:

- (a) Employees will pay a percentage of premiums. The percentage of premium paid is determined by where the employee falls in the four (4) salary bands set forth in Exhibit A. The employees' premium contribution rates will be adjusted to ensure that the aggregate percentage contributions set forth below are reached.
 - (i.) For plan years 2018 through 2021, the premium amounts and percentages of premium paid by employees in each of the four (4) salary bands shall be based on an aggregate employee contribution of 9.2%. Additionally, should the Employer experience an increase in its insurance premium over the prior plan year, it will increase the total premiums paid by Employees on aggregate by the same percentage increase it experiences. Should the Employer experience a

decrease in its insurance premium from the prior plan year, it will reduce the amount of total premiums paid by Employees by the same percentage decrease it experiences.

2. Salary Bands:

2.1 The four (4) Salary Bands shall be adjusted annually as follows:

(a) Effective January 1, 2018, the salary bands for premium contributions shall be as follows:

1. (Less Than \$31,000); 2. (\$31,000 - \$51,499); 3. (\$51,500 - \$77,000); 4. (Over \$77,000)

(b) Effective January 1, 2019, the salary bands for premium contributions shall each increase by \$500.

(c) Effective January 1, 2020, the salary bands for premium contributions shall each increase by \$500.

(d) Effective January 1, 2021, the salary bands for premium contributions shall each increase by \$500.

3. Term Life Coverage:

(a) The Employer shall pay all related premiums for the Employee.

(b) This coverage is not available to dependents

4. Premium amounts shall be calculated annually, pursuant to COBRA based requirements.

f. The Employer and the Union shall establish an Insurance Committee to meet and discuss, as appropriate or required, matters related to this Section.

g. The plan design will be as set forth on attached Exhibit A.

h. The Employer shall establish an IRS approved pre-tax contribution plan to be used for the employee's portion of the premium for the group insurance plan.

i. An employee who is on approved short-term disability or an approved IMRF temporary disability shall be treated as an active employee for purposes of their insurance contributions, which shall be computed as of their most recent active duty salary rate.

j. The Employer's Wellness Program will continue as previously adopted as set forth in Exhibit B.

Section 15.7 - Individual Insurance

a. The Employer shall continue to make available:

(1) Permanent (Whole) Life Insurance/Annuity programs; and

(2) Cancer and Intensive Care Insurance programs.

- b. Eligibility, benefits, and extent of coverage provided shall be as determined by the Insurer.
- c. To participate in these programs, the Employee must:
 - (1) Make application, through the Employer, as directed or required by the Insurer; and
 - (2) Pay one hundred percent (100%) of all related premiums.

Section 15.8 - Mandated Insurance

In accordance with law, the following insurance coverage is also provided to Employees:

- a. Paid by the Employer:
 - (1) Tort Immunity
 - (2) Unemployment Compensation
 - (3) Worker's Compensation
- b. Paid jointly by the Employer and the Employee:
 - (1) Illinois Municipal Retirement Fund (IMRF) disability coverage.
 - (2) Social Security (FICA) disability coverage and retirement health and hospitalization coverage.

Section 15.9 - Payroll Deductions

The premium amount(s) for the Employee's share of insurance coverage(s) provided shall be made in equal deductions each payday.

Section 15.10 - Unpaid Leave Status Employees

- a. Employees on any unpaid leave of absence, approved by the Employer, may elect to continue their insurance coverage, including coverage of their legal dependents, by notifying the Employer and paying the total insurance premium due each month, in the manner directed by the Employer.
- b. The benefits and protections of such insurance shall be equal to those received by Employees who are in a paid status.

Section 15.11 - Retired Employees and Legal Dependents

- a. The Employer shall allow all retiring Employees and their legal dependents to continue to participate in the Employer's Group Medical Insurance Program, except for Short-Term Disability Income coverage, until such time as the Retiree is eligible for Social Security MEDICARE benefits.
- b. A Retiree is a former Employee, who is collecting an annuity from the Illinois Municipal Retirement Fund (IMRF).

- c. The benefits of the insurance coverage, provided to Retirees and their legal dependents, shall be the same as that provided to Employees and their legal dependents.
- d. For Retirees, who retire from the service of Will County and who at the time of retirement have eight (8) years of continuous service with Will County for those who are eligible for Tier 1 and ten (10) years of continuous service with Will County for those who are eligible for Tier 2, and are participants in the plan at the time of retirement, the cost-sharing of monthly premiums shall be as follows:
 - (1) The Employer shall pay all related premiums for the Retiree's coverage.
 - (2) The Retiree shall pay all related premiums for Dependent coverage, which shall be equal to the Family premium, minus the Single premium.
 - (3) Premium amounts shall be calculated annually, pursuant to COBRA based requirements.

Section 15.12 - Surviving Legal Dependents

- a. The surviving legal dependents of individuals, who were active or retired Employees, at the time of their death, shall be allowed to remain within the Employer's Group Medical Insurance program, at their own expense, and the related premiums shall be paid, in the manner prescribed by the Employer.
- b. In the case of surviving spouses, participation shall terminate:
 - (1) In the event of remarriage; or
 - (2) At such time as eligibility for Social Security MEDICARE benefits occurs.

Section 15.13 - Employee Development

- a. General: The intent of this program is to expand the competence, knowledge, skills and abilities of Employees, in order to enhance their effectiveness and efficiency and, thereby, improve their present duty performance, as well as promote their potential and preparedness of organizational advancement.
- b. Basis of Participation:
 - (1) Must be job-related.
 - (2) Requested by the Employee, to be taken off-duty.
 - (3) Restricted by established appropriation limitations, budgetary constraints, and operational considerations and requirements.
 - (4) Must be approved, in advance, by the Employer.
 - (5) Attendance must be verified.
 - (6) Receipts are required for reimbursement, to the established maximum allowed.

- (7) Allowed for individual credit or non-credit courses and seminars, as well as degree completion programs.
- (8) Must not interfere with performance of the Employee's assigned duties.
- (9) Authorized solely at the discretion of the Employer.
- (10) Employees shall be reimbursed, upon completion of each individual class, course or seminar, as certified by a grade, certificate or written notification by program sponsor.

c. Allowed Expense Reimbursement:

- (1) Tuition
- (2) Fees
- (3) Equipment
- (4) Books

d. Percentage Reimbursement Basis:

<u>Amount</u>	<u>Grade/Eval.</u>	=	<u>GPA/QPI</u>	<u>Pass/Fail</u>
100%	A/94-100		4	NA
75%	B/87-93		3	NA
50%	C/80-86		2	Pass
25%	D/73-79		1	NA
0%	Other		0	NA

e. Employees, who fail to maintain the standard Grade/Evaluation and Grade Point Average/Quality Point Index indicated below, shall be ineligible to request further participation in this program, until after they achieve such standard, entirely at their expense.

- (1) Undergraduate Programs:
 - (a) Grade/Evaluation: C/80-86
 - (b) GPA/QPI: 2
- (2) Graduate Programs:
 - (a) Grade/Evaluation: B/87-93
 - (b) GPA/QPI: 3

f. Employees, participating in degree-completion programs, shall:

- (1) Only be eligible for expense reimbursement for those courses, which the Employer deems to be job-related.

- (2) Incur a service obligation, to the Employer, upon receipt of the related degree, based on the extent of involvement:
 - (a) Reimbursed degree credits; divided by total degree credits, equals the extent of obligation percentage.
 - (b) Extent of obligation percentage, multiplied by the following, equals the service obligation incurred:
 - (i.) Undergraduate degrees:
 - a. Associate's: 18 months
 - b. Associates to Bachelor's: 18 months
 - c. Four (4) Year Bachelor's 36 months
 - (ii.) Graduate Master's Degrees: 24 months
- (3) Be unable to advance to another degree-completion program, until any existing service obligation has been fulfilled.
- (2) Be released from any incurred obligation, in the event of termination or, if laid-off, the obligation shall be suspended, pending recall.
- (5) Be able to obtain release from their incurred service obligation, by repaying the Employer an amount, equal to the total reimbursement received, multiplied by the unfulfilled service obligation percentage.

Section 15.14 - Sunny Hill Nursing Home - Certified Nursing Assistants

- a. When a Nursing Unit is staffed, at a level of two (2) positions less than scheduled, for at least four (4) hours during a shift, or a Unit operates with only one (1) CNA present for at least four (4) hours during the shift, those Employees, actually working the shift and working during the short staffing shall be entitled to work-load pay.
- b. Work-load pay shall consist of an additional three (3) hours of compensation, at regular or straight-time rates.
- c. The Employer reserves the right to redistribute staff, within Units and shifts, or to call in others, as appropriate, in order to ensure that work-load is as evenly distributed as possible or as otherwise deemed necessary.

Section 15.15 - Animal Control - Standby

Employees assigned to Animal Control, who are directed by the Employer to remain on standby, shall receive one (1) hour of base pay for each eight (8) hour shift spent on standby.

Section 15.16 - Sunny Hill Nursing Home

Upon successful completion of a pre-designated training course as determined by the Employer, a CNA or LPN employee of Sunny Hill Nursing Home shall advance one (1) step on the wage schedule.

Section 15.17 – LPN Vacation Schedules

The Employer and the Union shall form an advisory labor-management committee to review vacation scheduling issues and make recommendations to the Employer on vacation scheduling issues.

ARTICLE XVI
DISCIPLINE AND DISCHARGE

Section 16.1 - Definition

- a. The Employer agrees with the tenets of progressive and corrective discipline.
- b. Disciplinary action or measures shall include only the following:
 - (1) Oral reprimands;
 - (2) Written reprimands:
 - (a) Initial Warnings
 - (b) Final Warnings
 - (3) Suspension (notice to be given in writing); and
 - (4) Discharge (notice to be given in writing).
- c. Disciplinary action may be imposed upon an Employee only for just cause.
- d. Disciplinary action shall be of two (2) types, either formal or informal:
 - (1) Formal disciplinary action shall:
 - (a) Be in writing, with a copy provided to the Employee and placed in his official personnel file, as a matter of record, maintained by the Employer.
 - (b) Be subject to appeal and review, via established grievance procedures, as damaging to the Employee's employment history.
 - (c) Include only written reprimands, suspensions, and notices of discharge.
 - (2) Informal disciplinary action shall:
 - (a) Be oral in nature, with no record of any such individual action being placed in an Employee's official personnel file maintained by the Employer.
 - (b) Not be subject to appeal and review, via established grievance procedures, since the Employee shall have suffered no loss, for which he could be made whole.
 - (c) Include items such as oral reprimands or warnings, and on-the-spot corrections or corrective counseling.
- e. If an accumulation of infractions, which have been the subject of informal disciplinary action, becomes the basis for formal disciplinary action, any incident, so cited by the Employer, shall be subject to grievance procedures.

Section 16.2 - Manner of Discipline

- a. If the Employer has reason to discipline an Employee, it shall normally be done in a manner that shall not embarrass the Employee, before other Employees or the public, and shall be done in a timely fashion. Discipline shall be imposed as soon as possible after the Employer is aware of the event or action giving rise to the discipline and has a reasonable period of time to investigate the matter.
- b. If an Employee is disciplined, for violation of work rules, the absence of related, written, work rules, including formal policies or procedures, shall constitute a grievable defense, against such disciplinary action.

Section 16.3 - Suspension Pending Discharge

The Employer may suspend an Employee for up to thirty (30) calendar days, pending a decision as to whether or not charges for discharge shall be filed against an Employee. If the Employee is not discharged, or if the Employee receives discipline less severe than the unpaid suspension time served pending discharge, the Employee shall be reimbursed for any resulting difference, in base pay, between the loss of pay for the unpaid suspension period and the actual discipline imposed.

Section 16.4 - Pre-Disciplinary Meeting

- a. Prior to notifying the Employee of the contemplated measure of discipline to be imposed, the Employer shall meet with the Employee involved and his Union representative and inform him of the reasons for such contemplated disciplinary action, including any names of witnesses and copies of pertinent documents.
- b. The Employee and Union representative shall be given the opportunity to rebut or clarify the reasons for such discipline.
- c. Pre-disciplinary meetings shall only be required, when formal disciplinary action is contemplated.

Section 16.5 - Notification and Measure of Disciplinary Action

- a. In the event disciplinary action is taken against an Employee, other than the issuance of an oral warning, the Employer shall promptly furnish the Employee and the Union, in writing, with a clear and concise statement of the reasons therefore.
- b. The measure of discipline and the statement of reasons may be modified, especially in cases involving suspension pending discharge, after the investigation of the total facts and circumstances.
- c. Once the measure of discipline is determined and imposed, the Employer shall not increase it for the particular act of misconduct that arose from the same facts and circumstances.

- d. The Employee shall be entitled to the presence of a grievance representative, at an investigatory interview, if he requests one and if he has reasonable grounds to believe that the interview may be used to support disciplinary action against him.
- e. Nothing in this Section shall prevent the Employer from relieving Employees from duty in accordance with its practice, except that the Employees shall not lose any wages, because of such release.

Section 16.6 - Record of Discipline

Any record of disciplinary action shall not be used for progressive disciplinary purposes, if:

- a. From the date of the last written reprimand, twelve (12) months have passed; and/or
- b. From the date of the last suspension, eighteen (18) months have passed.
- c. For discipline issued after the date of adoption of this Agreement by both parties, the time limitations set forth in paragraphs a. and b., immediately above, shall not apply to discipline related to employee workplace violence, sexual harassment, or violations of the County's Drug and Alcohol Policy due to the use of prohibited drugs as set forth in Section 20.18.2.e. of the Agreement.

Section 16.7 - Polygraph

Employees shall not be required to take a polygraph examination, as a condition of retaining employment with the Employer, nor shall they be subject to disciplinary action, for refusal to take such.

ARTICLE XVII

SETTLEMENT OF GRIEVANCES

Section 17.1 - Grievance Definition

- a. A grievance shall be considered a dispute between the Employer and the Union and/or any Employee(s), regarding the application, meaning or interpretation of this Agreement, or arising out of conditions concerning wages, hours and all conditions of Employment.
- b. Grievances may be processed by an Employee, or the Union on behalf of an Employee or on behalf of a group of Employees, or itself.
- c. Either party may have the Grievant present, at any Step of the grievance procedure.
- d. The resolution of a grievance, filed on behalf of a group of Employees, shall be made applicable to the appropriate Employees within that group.
- e. Informal disciplinary actions and probationary status decisions shall not be subject to these grievance procedures.
- f. For purposes of this Article, "working days" are defined as those days, when a person is scheduled to be and is present for duty.

Section 17.2 - Grievance Steps

Grievances shall be settled in accordance with the following procedures:

- a. Step 1 - Immediate Supervisor
 - (1) Any Employee, with or without the Union, shall submit the grievance, in writing, to the Employee's immediate supervisor who is outside the bargaining unit.
 - (2) The written grievance shall contain a statement of the grievant's complaint, citing the specific Section claimed to be violated by the Supervisor and/or Employer, specifics of the violation, and the relief sought. The written grievance shall be signed and dated by the grievant(s).
 - (3) All grievances must be presented, not later than ten (10) working days, from the date the grievant(s) became aware of the occurrence, giving rise to the complaint.
 - (4) The immediate Supervisor shall render a written response to the grievance within five (5) working days after the grievance is presented.
- b. Step 2 - Designated Senior Appointed Official
 - (1) In the event the grievance is not resolved, at Step 1, it may be presented by the Union, in writing, to the designated Senior Appointed Official, within five (5) working days, from the receipt of the answer or the date such answer was due, whichever is earlier.

- (2) Within five (5) working days after the grievance is presented to Step 2, the designated Senior Appointed Official shall discuss the grievance with the Union.
 - (3) The designated Senior Appointed Official shall render a written answer to the grievance within five (5) working days after such discussion is held and shall provide a copy of the answer to the Union.
- c. Step 3 - Employing Elected Official
- (1) If the grievance is not resolved, at Step 2, the Union Grievance Committee may present the grievance to the employing Elected Official, within ten (10) working days from the designated Senior Appointed Official's response, or the date the response was due, whichever is earlier.
 - (2) Within (10) working days of receipt of the written grievance, the parties shall meet and hold discussion, in an attempt to resolve the grievance, unless the parties mutually agree otherwise.
 - (3) The employing Elected Official shall give the written response, to the Union, within ten (10) working days, following the meeting between the parties.
- d. Step 4 - Arbitration
- (1) If the grievance is not settled at Step 3, the Union Grievance Committee may submit the grievance to binding arbitration, by giving written notice to the employing Elected Official of intent to arbitrate, within fifteen (15) working days from receipt of the written response of the Elected Official, at Step 3. If the grievance is to proceed to arbitration, it shall be submitted to arbitration no later than sixty (60) calendar days after the decision in Step 3.
 - (2) The Arbitrator shall be selected, in accordance with the rules and regulations of the Federal Mediation and Conciliation Service (FMCS), from a list provided by FMCS, for that purpose.
 - (3) Arbitration shall be conducted, in accordance with the rules and regulations of FMCS.
 - (4) The Arbitrator shall have no authority to add to, subtract from, or change any of the terms of the Agreement.
 - (5) The costs of arbitration shall be shared equally by the Union and the Employer, and the Arbitrator shall have no authority to otherwise assess costs.
 - (6) The decision of the Arbitrator shall be final and binding on the parties, and the Arbitrator shall be requested to respond, in writing, within thirty (30) days, after the conclusion of the hearing(s), as to the finding(s) and/or award(s).

Section 17.3 - Timeliness

- a. When a grievance is not processed to the next Step, within the required period of time, the grievance shall be considered withdrawn.
- b. When an answer is not received to a grievance, within the required period of time, the grievance shall be considered automatically moved to the next Step.
- c. The time limits may be extended, by written agreement of the parties' authorized representatives.

Section 17.4 - Meetings

Negotiating or meeting in the grievance procedure, involving representatives of the Employer and representatives of the Union, shall be held during working hours, on the Employer's premises and without loss of pay.

Section 17.5 - Free Association

- a. Nothing contained in this Article shall limit the right of any Employees, as individuals, to discuss any matter with their Supervisors.
- b. If the Union representative becomes involved in this discussion, it should be brought to the attention of the Employer or their designated representative, during working hours, providing the results are consistent with the terms of the Agreement.

Section 17.6 - Advance Step Filing

- a. Grievances concerning suspensions, or grievances brought pursuant to Article XIX, occupational Health and Safety, may be initiated at Step 2 of the grievance procedure.
- b. Grievances concerning discharges shall be initiated at Step 3 of the grievance procedure unless the parties mutually agree to first hear the grievance at Step 2.

ARTICLE XVIII
STRIKES AND LOCKOUTS

Section 18.1 - Lockouts

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

Section 18.2 - Strikes, Work Stoppages and Work Slow Downs

The Union shall not call, authorize, ratify or engage in, nor shall any member of the Union take part in any strike, work stoppage, or work slow-down on the Employer's premises.

The Union and the Employees further agree that they shall not picket, in any manner, which would tend to disrupt the operations of the Employer.

Section 18.3 - Sanctions for Breach

The Employer shall have the right to discipline any Employee, who instigates, participates in or affords leadership to an unauthorized strike, work stoppage or work slow-down, in violation of this Agreement.

Such disciplinary action may include discharge.

ARTICLE XIX **OCCUPATIONAL HEALTH AND SAFETY**

Section 19.1 - Equipment Usage

No Employee shall be required to use any equipment, which is defective or unsafe pursuant to applicable federal, state, or local laws or regulations.

Section 19.2 - Working Conditions

No Employee shall be required to work in unsafe or unhealthy conditions that violate applicable federal, state, or local laws or regulations.

Section 19.3 - Safety and Health

Both parties to this Agreement will cooperate in the enforcement of health and safety rules and regulations.

Should Employees complain that their work for the Employer requires them to be in an unsafe or unhealthy situation, in violation of this Article, the matter shall be reviewed immediately by the Employer or an authorized representative.

If the matter is not adjusted satisfactorily, the complaint may be processed, according to the Grievance Procedure of this Agreement, beginning at Step 2.

The parties to this Agreement shall establish a Joint Safety Committee, consisting of representatives of the Union and the appropriate Agency Head, for the purposes of promulgating a written safety code.

Both parties agree to enforce such code.

Notwithstanding the provisions of this Section, the Employer retains the right to promulgate and enforce health and safety rules and regulations, in the absence of a jointly agreed upon Health and Safety Code.

Section 19.4 - Communicable Diseases and Blood Borne Pathogens

Any Employee acting in the Employee's official duties who is exposed to a person suffering with a communicable disease shall have the option to obtain, at the Employer's expense, any immunization, preventative or curative medication to counteract any chance of becoming afflicted with that communicable disease.

The Employer shall comply with applicable law relating to blood borne pathogens.

Section 19.5 - Article XIX Savings Clause

The parties agree that if any of the provisions or application of the current federal, state or local laws or regulations are amended, modified, or declared invalid by any court action or by reason of any existing or subsequently enacted legislation or by executive order, the Union may

notify the Employer of its intent to reopen this Article of the Agreement. Upon such notification, the parties agree to meet and negotiate over Article XIX.

Section 19.6 - Rain Gear

In the event an Employee reports for work on his/her scheduled shift and is assigned to perform outdoor duties during rain conditions, the Employer shall make rain gear and boots available for the Employee.

Section 19.7 - Video Display Terminals/Cathode Ray Equipment

The Employer and the Union will attempt to keep current with industry recognized studies and reports on the effects, if any, of video display terminals on the health and safety of the operators. The parties also agree to summarize any such relevant findings and disseminate them to users.

ARTICLE XX
GENERAL PROVISIONS

Section 20.1 - Division of Transportation Maintenance Licensing and Testing

- a. Employees, who seek to qualify for promotion to duties, which require a Commercial Driver's License (CDL) and/or other special certification or licensing, shall:
 - (1) Be provided the opportunity to receive on-the-job training (OJT), in the operation of associated vehicles and equipment, from qualified personnel, at such times and/or places, as deemed appropriate by their Employer or other Supervisor; and
 - (2) Be required to obtain and maintain such qualifications, at their own expense.

- b. Employees, regularly assigned to duties, for which a Commercial Driver's License (CDL) and/or other certification or licensing is required:
 - (1) Shall have their renewal fees, associated with such qualifications, including any required physical examinations, reimbursed by the Employer, after presenting evidence of payment and qualification renewal. This provision shall not apply to any employee who loses their required certification or licensing.
 - (2) Who lose their required qualification(s), for any reason, shall:
 - (a) Be subject to discipline up to and including termination. Prior to being subject to discipline or termination, employees shall be allowed to use up to five (5) days of vacation, personal or compensatory time in order to resolve the loss of CDL.
 - (b) In the event an employee is terminated under this provision, the employee will be afforded the recall rights under Article 7.6 and bidding rights under Article 9.A.2. of this Agreement;
 - (c) Be required to obtain and maintain re-qualification, at their own expense; and
 - (d) If so re-qualified, be eligible to apply for reappointment to such duties, consistent with their other qualifications and seniority, when related vacancies subsequently occur.

- c. All Employees, whether undergoing initial or renewal testing, shall be allowed the use of appropriate County vehicles and/or equipment depending on its availability, as determined by the Employer's Representative.

Section 20.2 - Pledge against Discrimination and Coercion

- a. The provisions of this Agreement shall be applied equally, to all Employees in the bargaining unit, without discrimination, as established by the laws and customs of the State of Illinois and the United States of America.

- b. The Union shall share equally with the Employer the responsibility for applying this Section of this Agreement.
- c. The Employer agrees not to interfere with the rights of Employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Employer or Employer representatives, against any Employee, because of Union membership or because of any Employee activity, in an official capacity, on behalf of the Union, or for any other cause.
- d. The parties acknowledge that sexual harassment is a form of unlawful sex discrimination, which is not to be condoned and is, therefore, a grievable matter, which may be initially filed with the Supervisor, at that Step of the Grievance Procedure, having authority over the person(s), alleged to have engaged in such conduct.
- e. In accordance with the Illinois Public Employees' Labor Relations Act (IPELRA), as amended, the Employer understands and accepts the right of the Union to solicit membership, during non-work times and in non-work areas or places.

Section 20.3 - Employee Review

- a. Employees shall have the right, upon request, to review the contents of their personnel files and working files.
- b. Reasonable requests, by the Employee, to copy documents in the file, shall be honored.
- c. Requests to review personnel files shall be granted, no later than three (3) working days, following the day of request.
- d. With the written permission of the Employee, authorized Union representatives shall have the right to review and copy Employee files.

Section 20.4 - Intent

- a. It is the specific intent of this Agreement that it shall be binding on the parties, only to the extent provided by law.
- b. It is further agreed by the parties hereto that, to the extent permitted by law, they are the only parties bound by this Agreement, even though the term "Employer", as used in this Agreement, in some instances, means an elected or appointed public official.
- c. The parties further recognize that many of the Employees, covered by this Agreement, are actually employed by elected officials or appointed public officials, and that nothing in this Agreement shall limit the rights of said elected public officials, to carry out the duties of their offices.

Section 20.5 - Damage to Personal Property

- a. An Employee's eyeglasses, watch, clothing, or any other personal property carried by an on-duty employee, which is required for the performance of the Employee's duties, and which is damaged by a third-party non-employee, through no fault of the Employee, shall be repaired or replaced by the Employer at a reasonable value, not to exceed a total of \$200.00 per year. In the event the Employee receives restitution or other reimbursement, the amount expended by the Employer shall be reimbursed by the Employee to the extent of the restitution or reimbursement received. The Employer shall provide an area, which is generally not accessible to the public, for the storage of employee's outerwear.
- b. To be eligible for reimbursement the Employee shall report the incident, in writing, to the Employee's immediate supervisor at or before the end of the work shift on which the incident occurred.

Section 20.6 - Shift Differential

All employees shall receive hourly shift differential, added to their base rates of pay for all shifts starting after 12:00 noon and before 6:00 a.m. as follows:

\$0.60

Section 20.7 - Required Physical Examinations

- a. The Employer shall bear the cost of job-required physical examinations, by either providing a physician or reimbursing the Employee for any expenses incurred.
- b. Upon presentation of proper receipts, the Employee shall receive reimbursement of the initial physical, upon successful completion of the Employee's probationary period.

Section 20.8 - Mileage Reimbursement

Employees, who are required to use their personal vehicles, in the course of their employment duties, shall be compensated per mile of use, at the IRS rate.

Section 20.9 - Labor Management Meeting

- a. The Employer and the Union shall conduct a labor-management meeting for each County Agency no less than once each calendar quarter.
- b. The time and place for such meetings shall be by mutual agreement.
- c. Each party shall submit an agenda to the other party at least seven (7) calendar days prior to the meeting. Discussion will be limited to the specific agenda items unless otherwise agreed by the parties.
- d. Each party shall be limited to three (3) representatives, six (6) for the Sunny Hill Nursing Home, unless otherwise agreed.

- e. The purpose of the labor-management meeting will be to:
 - (1) Discuss the administration of the Agreement;
 - (2) Exchange general information of interest to the parties;
 - (3) Give representatives an opportunity to make suggestions on subjects of interest to the parties.

- f. Unless otherwise specifically agreed by the parties, in writing, labor-management meetings shall not be used for the purpose of discussing grievances or for bargaining. Unless otherwise specifically agreed by the parties, in writing, the parties specifically agree that the results of any labor-management meeting are not to be considered as bargaining agreements.

Section 20.10 - Indemnification

The County shall hold Employees harmless from and pay for damages or money which may be adjudged, assessed or otherwise levied in a cause of action brought against any Employee, other than for punitive damages, for injury or loss sustained as a result of Employee activities occurring within the scope of their employment so long as the Employee is acting properly and within the scope of his/her employment. This indemnification provision shall not expand any Employee rights or obligations established by law. For indemnification to occur, the Employee must immediately notify the County of the filing of a cause of action following proper service by providing the Will County State's Attorney a copy of the suit.

Section 20.11 - Printing of the Agreement

The Employer shall cause the Agreement to be duplicated and shall, during the term of the Agreement, make one copy available to each bargaining unit employee. The Employer shall also provide ten (10) copies of the Agreement to the Union.

Section 20.12 - CDL Drug Testing Policy

The drug testing policy adopted by the County for executive branch employees, excluding Sheriff's Department employees, who are required by their duties to maintain a Commercial Driver's License (CDL) is hereby adopted by reference.

Section 20.13 - Welfare To Work

Prior to the Employer commencing participation in a federal or state sponsored welfare to work program, the Employer shall provide the Union with a forty-five (45) day notice of its participation in said program. The Employer shall provide the Union with the following information on the participants of said program: a) the work location; b) hours of work; c) nature of work; and, d) the anticipated duration of the assignment. The Employer and the Union shall comply with all state and federal laws and regulations regarding any welfare to work program in which the Employer participates.

Section 20.14 - Communications Training Officers

- a. Telecommunicators assigned as Communications Training Officers shall be compensated at the rate of two (2) hour of straight time pay, in addition to their regular pay, for each day that they are assigned to a trainee to perform training duties.
- b. Whenever a Telecommunicator is designated by the Employer, in the Employer's sole discretion, to act in the capacity of lead Telecommunicator they shall receive the sum of \$1.00 per hour, in addition to any other differential paid, for each hour worked in said capacity. Said sum shall be included in the calculation of any overtime worked while acting as a lead Telecommunicator. Further, said sum shall increase as follows:
 - (1) \$1.75 per hour

Section 20.15 – Bilingual Pay

The County Executive, in his sole discretion, but in the case of an employee of another elected official with the approval of that elected official, may designate employees to officially use bilingual skills on a county-wide basis. The County Executive, in his sole discretion, shall determine the selection and continued service of individuals to serve in such capacity, except in the case of an employee of another elected official the designation shall be with the approval of that elected official. Employees so designated, so long as their job duties do not include bilingual skills, shall receive additional compensation of \$60.00 per month for each full month in which they act in such capacity. The duties and qualification of each designated employee shall be determined by the County Executive. The employee may resign their designation status at any time.

Section 20.16 – Drug Testing**Section 20.16.1 – Policy**

- a. It is the policy of the County of Will that all County employees be free from alcohol and illegal drugs in order to ensure that employees can perform their duties without endangering themselves or the public. County employees are expected to be drug and alcohol free at all times that they are in the workplace.
- b. If the Sheriff implements a drug and alcohol policy, employees of the Sheriff's office shall only be subject to the drug and alcohol policy of the Sheriff's Office.
- c. If the State's Attorney implements a drug and alcohol policy, employees of the State's Attorney's office shall only be subject to the drug and alcohol policy of the State's Attorney's office.
- d. Employees of this bargaining unit who are subject to section 20.12, CDL Drug Testing Policy, shall be exempt from the provisions of this section.
- e. The parties agree that Employees of this bargaining unit shall be subject to random alcohol and drug testing.

Section 20.16.2 – Prohibitions

- A. No employee shall:
- a. Report for duty or remain on duty while having an alcohol concentration of 0.04 or greater;
 - b. Be on duty or operate a motor vehicle on duty while the employee possesses alcohol, unless the alcohol is manifested and transported as part of a shipment;
 - c. Use alcohol while on duty;
 - d. Refuse to submit to a post-accident, random, or reasonable suspicion alcohol or prohibited drug test, when required to do so under the terms of this policy;
 - e. Report for duty or remain on duty when the employee has used any prohibited drugs, which are identified as 1) marijuana metabolites; 2) cocaine metabolites; 3) amphetamines; 4) opiate metabolites; 5) phencyclidine (PCP), except when the use is pursuant to the instructions of a physician who has advised the employee that the drug does not adversely affect the employee's ability to safely perform their job duties; or
 - f. Report for duty or remain on duty in the employee has tested positive for a prohibited drug.
 - g. If required to take a post-accident alcohol test, use alcohol for eight hours following an accident, or until he undergoes a post-accident test, whichever occurs first.
- B. A refusal to be tested includes an employee's refusal to sign the certification in Step 2 on the Breath Alcohol Testing Form; refusal to blow an adequate amount of breath for an alcohol breath test, so long as the refusal is not medically related as determined by a physician; the failure of an employee subject to post-accident testing to make himself readily available; and a refusal to otherwise cooperate with the testing process in a way that prevents the completion of the test.

Section 20.16.3 – Drug Testing Procedures

- a. Employer has the right to subject an employee to drug and/or alcohol testing when the employee is involved in a motor vehicle accident while on duty. The County shall apply the testing procedures found in Section 3B of the Will County Controlled Substance and Alcohol Testing Policy to any employee who is involved in any motor vehicle accident while on duty.
- b. Employer has the right to subject an employee to drug and alcohol testing when the Employer has reasonable suspicion to believe that the employee has reported to work under the influence or is at work under the influence of drugs or alcohol. The County shall apply the testing procedures found in Section 3D of the Will County Controlled Substance and Alcohol Testing Policy to any reasonable suspicion testing.
- c. Testing shall proceed under the provisions of Section 7, Testing Procedures, of the Will County Controlled Substance and Alcohol Testing Policy.

Section 20.16.4 – Discipline

- a. The Employer retains the right to impose discipline for violations of its drug and alcohol policy. This section is subject to the grievance procedure of this Agreement.
- b. No disciplinary action may be taken against employees who voluntarily identify themselves as drug or alcohol users prior to any incident which may require a drug or alcohol testing notice to be issued, obtain counseling and rehabilitation through the County's Employee Assistance Program, and, thereafter refrain from violating the County's policy on alcohol and drug use.

Section 20.16.5 – Union Indemnification

The Employer agrees to hold the Union harmless in any litigation that arises out of the Employer's activities in carrying out the drug testing program.

Section 20.17 – Cleaning Allowance – All Civilian Sheriff Employees

All civilian Sheriff employees who are required to wear uniforms, who do not participate in a uniform exchange, will be paid a lump sum of \$150 as soon as reasonably practical following January 31st for each year but no later than March 15th, for the care and cleaning of uniforms.

Section 20.18A – Shoe Allowance – Division of Transportation

All Division of Transportation Employees assigned in the position titles of equipment mechanic, equipment operator, sign maintainer leader, sign maintainer, road maintainer, D.O.T. dispatcher and D.O.T. shop worker will be eligible to receive up to a total of a \$200 reimbursement each fiscal year for the purchase of work shoes/boots/work clothing. In order to receive the reimbursement, the eligible employees must submit to his/her supervisor the original receipt within thirty (30) days of purchase showing the item(s) purchased and the date of the purchase.

Section 20.18B – Shoe Allowance – Craftsman

All Craftsman will be eligible to receive up to a total of a \$150 reimbursement each fiscal year for the purchase of work shoes/boots. In order to receive the reimbursement, the eligible employees must submit to his/her supervisor the original receipt within thirty (30) days of purchase showing the item(s) purchased and the date of the purchase.

Section 20.19 – Backup Shifts – Deputy Coroners

Back-ups will be scheduled on a need basis as determined by Management

- a. In the Coroner's office there is an off-duty status commonly referred to as "Backup" (formerly Pager Pay). For each 24-hour period that an employee is required to be on "Backup" status they shall receive five (5) hours of straight time pay (either as pay or as compensatory time at the Employer's election) effective January 1, 2019, and six (6) hour of straight time pay (either as pay or as compensatory time at the

Employer's election) effective January 1, 2020, and seven (7) hours of straight time pay (either as pay or as compensatory time at the Employer's election) effective January 1, 2021.

- b. When an employee takes phone reports during back-up or shift coverage, Employer will compensate as pay for hours worked at straight time unless over 168 hours in a 28-day period, then overtime (either as pay or as compensatory time at the Employer's election).
- c. Call-outs (field calls) will continue to be compensated as a minimum of 3 hours (1.5x) or hours worked.

ARTICLE XXI

AUTHORITY OF THE AGREEMENT

Section 21.1 - Guarantee of Terms

- a. This Agreement shall immediately be submitted for ratification, by the parties, with subsequent adoption and signatures to occur, in accordance with their practices.
- b. Ratification and adoption, by the County of Will, shall commit the Employers to enact no subsequent rules or regulations, including Executive Orders, having the force or effect of law, which would impair the binding effect or otherwise make unenforceable the terms of this Agreement.

Section 21.2 - Invalidations and Savings

If any provisions of this Agreement, or the application of any such provision, should be rendered or declared invalid, by any Court action, or by reason of any existing or subsequently enacted legislation, the remaining provisions of this Agreement shall remain in full force and effect, and the subject matter of such invalid provision shall be open to immediate negotiations.

Section 21.3 - Term and Effect

- a. This Agreement shall be effective upon its execution by the parties and shall remain in full force and effect, until the 30th day of November 2021
- b. This Agreement shall be automatically renewed, from year to year thereafter, unless either party shall notify the other, in writing, at least ninety (90) days prior to the anniversary date that it desires to modify this Agreement.
- c. Should either party so notify the other, negotiations shall begin, at least (60) days, prior to the anniversary date.
- d. This Agreement shall remain in full force and effect, during the period of negotiations and until notice of termination of this Agreement is provided by one party to the other, in the manner set forth below.
- e. In the event that either party desires to terminate this Agreement, written notice must be given to the other party, at least ten (10) days, prior to the desired termination date, which shall not occur before the anniversary date, set forth below.

Section 21.4 - Supersession

This Agreement terminates the prior Agreement of the parties.

ANNEX A
AGENCIES

1. County Executive--Administrative Offices
2. County Executive--Assessor's Office
3. County Executive--Highway Department
4. County Executive--Sunny Hill Nursing Home
5. County Executive--Management and Information Services
6. County Clerk
7. Sheriff (Civilians)
8. State's Attorney
9. Recorder of Deeds
10. Coroner
11. LCC-911 Dispatch

ANNEX B
POSITION RANGES

<u>POSITION TITLE</u>	<u>SCHEDULE RANGE</u>
Account Clerk/Bookkeeper	B7—C9
Accounting Assistant (Animal Control)	D5 – E5
Accounting Assistant (D.O.T.)	1A - 5
Accounting Assistant (Recorder)	D7—F5
Accounting Assistant (Spvr. Of Assess.)	C3—F3
Accounting Assistant I (Co. Clerk – Accounts Payable)	E4—F3
Accounting Assistant II (Co. Clerk – Tax Extension)	F4—G4
Accounting Assistant	B7—F3
Accounts Payable Specialist (Co. Clerk)	D3—F9
Activity Aide – SHNH	B7—D1
Administrative Assistant (Co. Clerk).....	E7 – F7
Administrative Clerk	B7—D9
Administrative Clerk I (Co. Clerk)	B7—D9
Administrative Clerk I (Spvr. Of Assess.)	B7—D5
Administrative Clerk I (Recorder)	C5—F3
Administrative Clerk I (Recorder) Effective 12/01/2020	C7 – F3
Administrative Clerk II (Co. Clerk)	D9—E9
Administrative Clerk II (Recorder)	D1—F7
Administrative Clerk III (Recorder)	D3—G2
Administrative Clerk II (Spvr. Of Assess.)	B8—F3
Administrative Specialist (Co. Clerk)	F2 – G2
Administrative Specialist	C6—G9
Animal Control Officer	D5—F5
Animal Control Officer (Effective 06/01/2019)	D6 – F5
Animal Control Officer (Effective 06/01/2020)	D7 – F5
Animal Control Officer (Effective 06/01/2021)	D8 – F5
Animal Placement Coordinator	D7 – E7
Building & Grounds Maintenance Tech.	E5—F5
Building Inspector	F2 – F9
Building Inspector II	F4 – G2
Building Technician	D7 – E5
Cartographic Technician	C3—E9
Clerical Receptionist	B7—E3
Clerk/Dispatcher (Animal Control)	D6—E6
Clerk-Stenographer	B7—D9
CNA – Certified Nursing Aide - SHNH.....	C2—E5
Community Development Enforcement Inspector	E9 – F7
Computer Assistant (Recorder)	C6—F1
Computer Operator	B7—D9
Cook	C5—E9
Courier	B7—D1
Customer Service Representative	C8 – D6

Customer Service Specialist (WFS)	D8 – E6
Data Entry Clerk	B7—D5
Data Entry Clerk (Animal Control)	C5 – D5
Deputy County Clerk I	E7—F7
Deputy County Clerk II	F1—G1
Deputy County Clerk II (Effective 06/01/2019)	F2 – G2
Dietary Aide	B7—D3
Dispatcher (D.O.T.)	1A – 5
Document Imaging Technician	C8—D9
Document Imaging Technician/Elections (Co. Clerk)	C8—D9
Election Administrator	E7—F7
Election Analyst I	E4—F1
Election Analyst II	F2 – G2
Election Clerk	E1—F1
Engineering Technician	E6 – F4
Engineering Technician II	E8 – F6
Environmental Educator	E9 – F7
Equipment Maintenance Assistant	C3—E9
Equipment Mechanic (D.O.T.)	1—5
Equipment Operator (D.O.T.)	1—5
File Clerk (State’s Attorney)	B6—C4
Fiscal Technician	C5—D7
General Combination Inspector I	F5—G3
General Combination Inspector II	F7 – G5
GIS Technician I	C2—D9
GIS Technician II	C3—E9
Graphic Design Technician	C6 – E2
Housekeeping & Laundry Worker	B7—D3
Janitor	C9—E2
Key Operator I	C6—D9
Key Operator II	C8—E2
Legal Secretary (State’s Attorney)	C1—C8
Legal Secretary Supervisor (State’s Attorney)	C4—D2
Light Equipment Mechanic	E4—F9
Mail Clerk	B8—D9
Maintenance Worker	D5—F3
Mapping Clerk II (Spvr. Of Assess.)	B9—E7
Mapping Clerk III (Spvr. Of Assess.)	C8—F1
Mapping Coordinator	D5—F9
Medical Records Clerk	B7—D6
Microcomputer Assistant	C3—E5
Microcomputer Assistant (State’s Attorney)	D7—E5
MIS Specialist	C8—E4
Mobile Workforce Center Driver (WFS)	E4—F4
Parking Attendant	B7—D3
Permit Coordinator	F2 – F9

Permit Technician	E2 – E9
Plumbing Inspector	F2 – F9
Plumbing Inspector II	F4– G2
Program Manager	F2–G6
Quality Control Technician	D3—F9
Real Estate Transfer Declaration Processor (Spvr. Of Assess.)	B8—D9
Real Estate Transfer Declaration Processor II (Spvr. Of Assess.)	C7—E5
Receptionist (State’s Attorney)	B6—C4
Recycling Program Specialist.....	F8 – G6
Rehab Aide – SHNH	C2—E9
Road Maintainer	1A—5
Secretary	B7—E6
Secretary (Coroner)	C1—E7
Secretary (D.O.T.)	1A—5
Secretary (Land Use)	D3 – E1
Secretary (Spvr. Of Assess.)	B9—E6
Senior Waste Analyst.....	G2 – G9
Shop Worker (D.O.T.)	1A—5
Sign Maintainer Leader	1—5
Sign Maintainer	1—5
Supply Clerk	B7—C9
Support Staff Coordinator (State’s Attorney)	D7—F3
Telecommunicator (LCC-911).....	F1 – F10
Unit Clerk – SHNH	B7—C9
Van Driver – SHNH	C3—D1
Victim Witness Aide (State’s Attorney)	C3—D1
Victim Witness Coordinator (State’s Attorney)	D3—E1
Waste Analyst.....	E6 – F4
Zoning Technician	D7 – E5

Inactive Classifications

- Admin Clerk I (Co. Clerk)
- Building & Grounds Maintenance Asst.
- Career Resource Facilitator (WFS)
- Driver (WFS)
- Election Absentee Analyst
- Highway Dispatcher
- Program Specialist – MIS (WFS)
- Secretary – Subdivision (Highway)
- Sign Crew Leader
- Sign Truck Driver
- Telecommunicator Asst
- Truck Driver

II. EXECUTIVE BRANCH (SHERIFF’S CIVILIANS)

POSITION TITLE	SCHEDULE RANGE
Administrative Clerk	A8—C1
Administrative Correctional Clerk	B3—C2
Building & Grounds	B5—C3
Classification Specialist	D3—D9
Commissary Assistant	A4—A9
Cook	B2—B7
Coordinator	C3—D4
Craftsman	G3—G9
Custody Officer	C6—D4
Foreclosure Clerk (Strike B7, B8, B9 when Employees are at C1)	B7—D1
Head Cook	C2—C5
Inventory Control	B8—C5
Laundry Assistant	B2—B7
Laundry Coordinator	C3—D1
Lead Building & Grounds	B4—C2
Lead Cook	B6—C3
Leads/Data Entry Clerk (Strike out B3 and B4 when Employees are at B5)	B3—C5
Light Vehicle Mechanic	G1—G9
Payroll/Accounts Payable Asst.	C8—D6
Secretary II	B3—C4
Tender Coordinator	C5—D5

CLASSIFICATIONS TRANSFERRED to LCC-911 DISPATCH AGENCY (County Executive)

Telecommunicator
 Telecommunicator Asst

INACTIVE CLASSIFICATIONS

Electronics Technician

III. EXECUTIVE BRANCH (NON-SHERIFF)

Licensed Practical Nurses.....C8—E9

IV. OFFICE OF THE STATE’S ATTORNEY

File Clerk.....B6—C4

Legal Secretary..... C1—C8

Legal Secretary Supervisor...C4—D2

Microcomputer Assistant..... D7—E5

Receptionist..... B6—C4

Support Staff Coordinator... D7—F3

Victim Witness Coordinator. D3—E1

Victim Witness Aide..... C3—D1

V. CORONER'S OFFICE

Deputy Coroner.....1—11

20 YEAR LONGEVITY

ANNEX C
WAGE SCHEDULES

Wages shall be in accordance with the wage schedules set forth herein.

All employees shall have a wage anniversary date of June 1 of each year. New hires, hired after December 31 of any year, shall not advance step until June 1 of the calendar year following their year of hire.

1. Modify wage scale to reflect the following across-the-board increases as follows:
 - a. Effective September 1, 2017 1.0%
 - b. Effective December 1, 2017 2.0%
 - c. Effective December 1, 2018 2.0%
 - d. Effective December 1, 2019 2.0%
 - e. Effective December 1, 2020 3.0%
 - f. Bargaining unit members actively employed at the time of ratification/adoption of this Agreement by both parties shall receive a one-time lump sum payment in the gross amount of \$500 as soon as administratively feasible, but no later than December 1, 2017.

EXECUTED BY THE PARTIES ON THE DATE(S) INDICATED

BELOW: FOR THE UNION:

Jeff Dexter

JEFF DEXTER,
STAFF REPRESENTATIVE
AFSCME COUNCIL 31

DATE: 1/14/2019

David Delrose

DAVE DELROSE,
PRESIDENT, LOCAL 1028
AFSCME COUNCIL 31

DATE: 1/14/2019

FOR THE EMPLOYERS:

Lawrence M. Walsh

LAWRENCE M. WALSH,
WILL COUNTY EXECUTIVE
On Behalf of Himself And As
Presiding Official Of The Will
County Board

DATE: January 15, 2019

Lauren Staley-Ferry

LAUREN STALEY-FERRY,
WILL COUNTY CLERK

DATE: 01/15/2019

Mike Kelley

MIKE KELLEY,
WILL COUNTY SHERIFF

DATE: 1/17/19

James Glasgow

JAMES GLASGOW,
WILL COUNTY STATE'S ATTORNEY

DATE: 01-17-2019

Karen Stukel

KAREN STUKEL
WILL COUNTY RECORDER
OF DEEDS

DATE: January 17, 19

Rhonda Novak

RHONDA NOVAK
WILL COUNTY SUPERVISOR
OF ASSESSMENTS

DATE: 1-23-2019

Patrick O'Neil 1-22-2019

PATRICK O'NEIL
WILL COUNTY CORONER

DATE: 1-22-2019

EXECUTIVE BRANCH (NON-SHERIFF)

2,080

Grade B

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL							\$ 25,466	\$ 26,102	\$ 26,751
	Hourly							\$12.2434	\$12.5491	\$12.8613
FY 2017 (9/1)		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	1%							\$ 25,721	\$ 26,363	\$ 27,019
FY 2018 (12/1)		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	2%							\$ 26,235	\$ 26,890	\$ 27,559
FY 2019 (12/1)		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	2%							\$ 26,760	\$ 27,428	\$ 28,111
FY 2020 (12/1)		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	2%							\$ 27,295	\$ 27,977	\$ 28,673
FY 2021 (12/1)		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	3%							\$ 28,114	\$ 28,816	\$ 29,533

Grade C

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 27,422	\$ 28,108	\$ 28,806	\$ 29,528	\$ 30,264	\$ 31,023	\$ 31,806	\$ 32,591	\$ 33,406
	Hourly	\$13.1836	\$13.5134	\$13.8492	\$14.1961	\$14.5501	\$14.9151	\$15.2912	\$15.6687	\$16.0604
FY 2017 (9/1)		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	1%							\$27,696	\$28,389	\$29,094
FY 2018 (12/1)		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	2%							\$28,250	\$28,957	\$29,676
FY 2019 (12/1)		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	2%							\$28,815	\$29,536	\$30,270
FY 2020 (12/1)		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	2%							\$29,391	\$30,127	\$30,875
FY 2021 (12/1)		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	3%							\$30,273	\$31,030	\$31,802

RATE BASED ON 2,080 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
 Hourly rates for illustrative purposes only and are subject to software rounding

EXECUTIVE BRANCH (NON-SHERIFF)

2,080

Grade D

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 34,241	\$ 35,095	\$ 35,972	\$ 36,871	\$ 37,790	\$ 38,737	\$ 39,704	\$ 40,697	\$ 41,713
	Hourly	\$16.4621	\$16.8724	\$17.2942	\$17.7266	\$18.1685	\$18.6235	\$19.0886	\$19.5657	\$20.0544
FY 2017 (9/1) 1%	ANNUAL	\$34,584	\$35,445	\$36,332	\$37,240	\$38,168	\$39,124	\$40,101	\$41,104	\$42,130
	Hourly	\$16.6267	\$17.0411	\$17.4671	\$17.9038	\$18.3502	\$18.8097	\$19.2794	\$19.7613	\$20.2549
FY 2018 (12/1) 2%	ANNUAL	\$35,275	\$36,154	\$37,058	\$37,985	\$38,932	\$39,907	\$40,903	\$41,926	\$42,973
	Hourly	\$16.9593	\$17.3819	\$17.8165	\$18.2619	\$18.7172	\$19.1859	\$19.6650	\$20.1566	\$20.6600
FY 2019 (12/1) 2%	ANNUAL	\$35,981	\$36,877	\$37,799	\$38,744	\$39,710	\$40,705	\$41,721	\$42,764	\$43,832
	Hourly	\$17.2984	\$17.7295	\$18.1728	\$18.6271	\$19.0915	\$19.5696	\$20.0583	\$20.5597	\$21.0732
FY 2020 (12/1) 2%	ANNUAL	\$36,700	\$37,615	\$38,555	\$39,519	\$40,505	\$41,519	\$42,556	\$43,619	\$44,709
	Hourly	\$17.6444	\$18.0841	\$18.5363	\$18.9997	\$19.4734	\$19.9610	\$20.4595	\$20.9709	\$21.4947
FY 2021 (12/1) 3%	ANNUAL	\$37,801	\$38,743	\$39,712	\$40,705	\$41,720	\$42,765	\$43,832	\$44,928	\$46,050
	Hourly	\$18.1737	\$18.6267	\$19.0923	\$19.5697	\$20.0576	\$20.5599	\$21.0733	\$21.6000	\$22.1395

Grade E

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 42,758	\$ 43,826	\$ 44,921	\$ 46,032	\$ 47,194	\$ 48,372	\$ 49,582	\$ 50,823	\$ 52,092
	Hourly	\$20.5566	\$21.0700	\$21.5969	\$22.1308	\$22.6894	\$23.2560	\$23.8377	\$24.4340	\$25.0443
FY 2017 (9/1) 1%	ANNUAL	\$43,185	\$44,264	\$45,371	\$46,492	\$47,666	\$48,856	\$50,078	\$51,331	\$52,613
	Hourly	\$20.7622	\$21.2807	\$21.8128	\$22.3521	\$22.9163	\$23.4886	\$24.0761	\$24.6783	\$25.2948
FY 2018 (12/1) 2%	ANNUAL	\$44,049	\$45,149	\$46,278	\$47,422	\$48,619	\$49,833	\$51,080	\$52,358	\$53,665
	Hourly	\$21.1774	\$21.7063	\$22.2491	\$22.7992	\$23.3746	\$23.9583	\$24.5576	\$25.1719	\$25.8007
FY 2019 (12/1) 2%	ANNUAL	\$44,930	\$46,052	\$47,204	\$48,371	\$49,592	\$50,830	\$52,101	\$53,405	\$54,739
	Hourly	\$21.6010	\$22.1404	\$22.6941	\$23.2551	\$23.8421	\$24.4375	\$25.0487	\$25.6753	\$26.3167
FY 2020 (12/1) 2%	ANNUAL	\$45,829	\$46,973	\$48,148	\$49,338	\$50,583	\$51,847	\$53,143	\$54,473	\$55,833
	Hourly	\$22.0330	\$22.5832	\$23.1480	\$23.7202	\$24.3189	\$24.9262	\$25.5497	\$26.1888	\$26.8430
FY 2021 (12/1) 3%	ANNUAL	\$47,204	\$48,382	\$49,592	\$50,818	\$52,101	\$53,402	\$54,738	\$56,107	\$57,508
	Hourly	\$22.6940	\$23.2607	\$23.8424	\$24.4318	\$25.0485	\$25.6740	\$26.3162	\$26.9745	\$27.6483

RATE BASED ON 2,080 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
Hourly rates for illustrative purposes only and are subject to software rounding

EXECUTIVE BRANCH (NON-SHERIFF)

2,080

Grade F

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 53,393	\$ 54,728	\$ 56,094	\$ 57,498	\$ 58,933	\$ 60,405	\$ 61,915	\$ 63,464	\$ 65,049
	Hourly	\$25.6698	\$26.3113	\$26.9684	\$27.6431	\$28.3329	\$29.0408	\$29.7668	\$30.5114	\$31.2736
FY 2017 (9/1) 1%	ANNUAL	\$ 53,927	\$ 55,275	\$ 56,655	\$ 58,073	\$ 59,522	\$ 61,009	\$ 62,534	\$ 64,098	\$ 65,700
	Hourly	\$25.9265	\$26.5744	\$27.2381	\$27.9196	\$28.6163	\$29.3312	\$30.0645	\$30.8165	\$31.5864
FY 2018 (12/1) 2%	ANNUAL	\$55,006	\$56,380	\$57,788	\$59,234	\$60,712	\$62,229	\$63,785	\$65,380	\$67,014
	Hourly	\$26.4450	\$27.1059	\$27.7829	\$28.4780	\$29.1886	\$29.9179	\$30.6658	\$31.4329	\$32.2181
FY 2019 (12/1) 2%	ANNUAL	\$56,106	\$57,508	\$58,944	\$60,419	\$61,927	\$63,474	\$65,061	\$66,688	\$68,354
	Hourly	\$26.9739	\$27.6480	\$28.3385	\$29.0475	\$29.7724	\$30.5162	\$31.2791	\$32.0615	\$32.8624
FY 2020 (12/1) 2%	ANNUAL	\$57,228	\$58,658	\$60,123	\$61,627	\$63,165	\$64,743	\$66,362	\$68,022	\$69,721
	Hourly	\$27.5134	\$28.2010	\$28.9053	\$29.6285	\$30.3678	\$31.1265	\$31.9047	\$32.7028	\$33.5197
FY 2021 (12/1) 3%	ANNUAL	\$58,945	\$60,418	\$61,927	\$63,476	\$65,060	\$66,686	\$68,353	\$70,062	\$71,813
	Hourly	\$28.3388	\$29.0470	\$29.7725	\$30.5173	\$31.2788	\$32.0603	\$32.8618	\$33.6838	\$34.5253

Grade G

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 66,674	\$ 68,342	\$ 70,048	\$ 71,801	\$ 73,595	\$ 75,433	\$ 77,321		
	Hourly	\$32.0549	\$32.8568	\$33.6768	\$34.5195	\$35.3822	\$36.2661	\$37.1736		
FY 2017 (9/1) 1%	ANNUAL	\$67,341	\$69,026	\$70,748	\$72,519	\$74,331	\$76,188	\$78,094		
	Hourly	\$32.3755	\$33.1854	\$34.0136	\$34.8647	\$35.7361	\$36.6288	\$37.5453		
FY 2018 (12/1) 2%	ANNUAL	\$68,688	\$70,406	\$72,163	\$73,969	\$75,818	\$77,712	\$79,656		
	Hourly	\$33.0230	\$33.8491	\$34.6939	\$35.5620	\$36.4508	\$37.3613	\$38.2962		
FY 2019 (12/1) 2%	ANNUAL	\$70,062	\$71,814	\$73,607	\$75,448	\$77,334	\$79,266	\$81,249		
	Hourly	\$33.6834	\$34.5261	\$35.3878	\$36.2732	\$37.1798	\$38.1086	\$39.0622		
FY 2020 (12/1) 2%	ANNUAL	\$71,463	\$73,251	\$75,079	\$76,957	\$78,881	\$80,851	\$82,874		
	Hourly	\$34.3571	\$35.2166	\$36.0955	\$36.9987	\$37.9234	\$38.8707	\$39.8434		
FY 2021 (12/1) 3%	ANNUAL	\$73,607	\$75,448	\$77,331	\$79,266	\$81,247	\$83,277	\$85,361		
	Hourly	\$35.3878	\$36.2731	\$37.1784	\$38.1086	\$39.0611	\$40.0369	\$41.0387		

RATE BASED ON 2,080 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
Hourly rates for illustrative purposes only and are subject to software rounding

GRADE F		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
FY 2017 (9/1)	ANNUAL	\$41,214	\$42,843	\$44,535	\$46,295	\$48,122	\$50,024	\$51,999	\$53,300	\$54,632	\$55,998
1%	(Tele-communicators)	\$19.8147	\$20.5977	\$21.4112	\$22.2572	\$23.1356	\$24.0502	\$24.9998	\$25.6248	\$26.2652	\$26.9223
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
FY 2018 (12/1)	ANNUAL	\$42,039	\$43,700	\$45,426	\$47,221	\$49,085	\$51,025	\$53,039	\$54,366	\$55,724	\$57,118
2%	(Tele-communicators)	\$20.2110	\$21.0096	\$21.8394	\$22.7023	\$23.5983	\$24.5312	\$25.4997	\$26.1373	\$26.7905	\$27.4607
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
FY 2019 (12/1)	ANNUAL	\$42,880	\$44,574	\$46,334	\$48,165	\$50,066	\$52,045	\$54,100	\$55,453	\$56,839	\$58,261
2%	(Tele-communicators)	\$20.6152	\$21.4298	\$22.2762	\$23.1563	\$24.0703	\$25.0218	\$26.0097	\$26.6601	\$27.3263	\$28.0099
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
FY 2020 (12/1)	ANNUAL	\$43,737	\$45,466	\$47,261	\$49,128	\$51,068	\$53,086	\$55,182	\$56,562	\$57,975	\$59,426
2%	(Tele-communicators)	\$21.0275	\$21.8584	\$22.7217	\$23.6195	\$24.5517	\$25.5222	\$26.5299	\$27.1933	\$27.8728	\$28.5701
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
FY 2021 (12/1)	ANNUAL	\$45,049	\$46,829	\$48,679	\$50,602	\$52,600	\$54,679	\$56,838	\$58,259	\$59,715	\$61,209
3%	(Tele-communicators)	\$21.6583	\$22.5142	\$23.4034	\$24.3281	\$25.2883	\$26.2879	\$27.3258	\$28.0091	\$28.7090	\$29.4272

Hourly rates are for illustrative purposes only and are subject to system rounding
Based on 2,080 annual hours

EXECUTIVE BRANCH (SHERIFF CIVILIANS)

2080

GRADE A

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$26,834	\$27,439	\$28,414	\$29,436	\$30,466	\$31,486	\$32,478	\$34,238	\$35,008
1%	Hourly	\$12.9010	\$13.1916	\$13.6607	\$14.1519	\$14.6471	\$15.1373	\$15.6144	\$16.4606	\$16.8306

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2017 (9/1)	ANNUAL	\$27,102	\$27,713	\$28,698	\$29,730	\$30,771	\$31,800	\$32,803	\$34,580	\$35,358
1%	Hourly	\$13.0300	\$13.3235	\$13.7973	\$14.2934	\$14.7936	\$15.2887	\$15.7706	\$16.6252	\$16.9989

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2018 (12/1)	ANNUAL	\$27,644	\$28,267	\$29,272	\$30,325	\$31,386	\$32,436	\$33,459	\$35,272	\$36,065
2%	Hourly	\$13.2906	\$13.5900	\$14.0732	\$14.5793	\$15.0895	\$15.5945	\$16.0860	\$16.9577	\$17.3389

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2019 (12/1)	ANNUAL	\$28,197	\$28,833	\$29,858	\$30,931	\$32,014	\$33,085	\$34,128	\$35,977	\$36,786
2%	Hourly	\$13.5564	\$13.8618	\$14.3547	\$14.8709	\$15.3912	\$15.9063	\$16.4077	\$17.2969	\$17.6857

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2020 (12/1)	ANNUAL	\$28,761	\$29,409	\$30,455	\$31,550	\$32,654	\$33,747	\$34,811	\$36,697	\$37,522
2%	Hourly	\$13.8276	\$14.1390	\$14.6418	\$15.1683	\$15.6991	\$16.2245	\$16.7359	\$17.6428	\$18.0394

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2021 (12/1)	ANNUAL	\$29,624	\$30,291	\$31,369	\$32,497	\$33,634	\$34,759	\$35,855	\$37,798	\$38,648
3%	Hourly	\$14.2424	\$14.5632	\$15.0810	\$15.6233	\$16.1700	\$16.7112	\$17.2379	\$18.1721	\$18.5806

GRADE B

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 35,795	\$ 36,601	\$ 37,571	\$ 38,566	\$ 39,588	\$ 40,638	\$ 41,613	\$ 42,801	\$ 43,746
1%	Hourly	\$17.2092	\$17.5968	\$18.0629	\$18.5415	\$19.0328	\$19.5375	\$20.0061	\$20.5773	\$21.0318

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2017 (9/1)	ANNUAL	\$36,153	\$36,967	\$37,947	\$38,952	\$39,984	\$41,044	\$42,029	\$43,229	\$44,184
1%	Hourly	\$17.3813	\$17.7728	\$18.2435	\$18.7270	\$19.2231	\$19.7329	\$20.2062	\$20.7830	\$21.2421

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2018 (12/1)	ANNUAL	\$36,876	\$37,707	\$38,705	\$39,731	\$40,784	\$41,865	\$42,869	\$44,093	\$45,067
2%	Hourly	\$17.7289	\$18.1283	\$18.6084	\$19.1015	\$19.6075	\$20.1276	\$20.6103	\$21.1987	\$21.6669

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2019 (12/1)	ANNUAL	\$37,614	\$38,461	\$39,480	\$40,526	\$41,599	\$42,703	\$43,727	\$44,975	\$45,969
2%	Hourly	\$18.0835	\$18.4908	\$18.9806	\$19.4835	\$19.9997	\$20.5301	\$21.0225	\$21.6227	\$22.1002

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2020 (12/1)	ANNUAL	\$38,366	\$39,230	\$40,269	\$41,336	\$42,431	\$43,557	\$44,601	\$45,875	\$46,888
2%	Hourly	\$18.4452	\$18.8607	\$19.3602	\$19.8732	\$20.3997	\$20.9407	\$21.4429	\$22.0551	\$22.5423

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2021 (12/1)	ANNUAL	\$39,517	\$40,407	\$41,477	\$42,576	\$43,704	\$44,863	\$45,939	\$47,251	\$48,295
3%	Hourly	\$18.9985	\$19.4265	\$19.9410	\$20.4694	\$21.0117	\$21.5689	\$22.0862	\$22.7168	\$23.2185

EXECUTIVE BRANCH (SHERIFF CIVILIANS)

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GRADE C

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 44,700	\$ 45,674	\$ 46,679	\$ 47,683	\$ 48,542	\$ 49,710	\$ 50,780	\$ 51,887	\$ 52,858
1%	Hourly	\$21.4903	\$21.9589	\$22.4420	\$22.9247	\$23.3374	\$23.8990	\$24.4134	\$24.9458	\$25.4124
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2017 (9/1)	ANNUAL	\$45,147	\$46,131	\$47,146	\$48,160	\$49,027	\$50,207	\$51,288	\$52,406	\$53,386
1%	Hourly	\$21.7052	\$22.1784	\$22.6664	\$23.1539	\$23.5708	\$24.1380	\$24.6575	\$25.1953	\$25.6665
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2018 (12/1)	ANNUAL	\$46,050	\$47,054	\$48,089	\$49,123	\$50,008	\$51,211	\$52,313	\$53,454	\$54,454
2%	Hourly	\$22.1393	\$22.6220	\$23.1198	\$23.6170	\$24.0422	\$24.6208	\$25.1506	\$25.6992	\$26.1798
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2019 (12/1)	ANNUAL	\$46,971	\$47,995	\$49,051	\$50,106	\$51,008	\$52,235	\$53,360	\$54,523	\$55,543
2%	Hourly	\$22.5821	\$23.0745	\$23.5822	\$24.0893	\$24.5231	\$25.1132	\$25.6537	\$26.2131	\$26.7034
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2020 (12/1)	ANNUAL	\$47,910	\$48,955	\$50,032	\$51,108	\$52,028	\$53,280	\$54,427	\$55,614	\$56,654
2%	Hourly	\$23.0337	\$23.5359	\$24.0538	\$24.5711	\$25.0135	\$25.6155	\$26.1667	\$26.7374	\$27.2375
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2021 (12/1)	ANNUAL	\$49,347	\$50,423	\$51,533	\$52,641	\$53,589	\$54,879	\$56,060	\$57,282	\$58,354
3%	Hourly	\$23.7247	\$24.2420	\$24.7754	\$25.3083	\$25.7639	\$26.3839	\$26.9517	\$27.5395	\$28.0546

GRADE D

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 53,830	\$ 54,816	\$ 55,808	\$ 56,808	\$ 57,813	\$ 58,829	\$ 59,848	\$ -	\$ -
1%	Hourly	\$25.8799	\$26.3540	\$26.8307	\$27.3113	\$27.7945	\$28.2832	\$28.7729	\$0.0000	\$0.0000
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2017 (9/1)	ANNUAL	\$54,369	\$55,365	\$56,366	\$57,376	\$58,391	\$59,417	\$60,446		
1%	Hourly	\$26.1387	\$26.6176	\$27.0990	\$27.5844	\$28.0724	\$28.5660	\$29.0606		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2018 (12/1)	ANNUAL	\$55,456	\$56,472	\$57,493	\$58,523	\$59,558	\$60,606	\$61,655		
2%	Hourly	\$26.6615	\$27.1499	\$27.6410	\$28.1361	\$28.6339	\$29.1373	\$29.6418		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2019 (12/1)	ANNUAL	\$56,565	\$57,601	\$58,643	\$59,694	\$60,750	\$61,818	\$62,888		
2%	Hourly	\$27.1947	\$27.6929	\$28.1938	\$28.6988	\$29.2065	\$29.7201	\$30.2346		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2020 (12/1)	ANNUAL	\$57,696	\$58,753	\$59,816	\$60,887	\$61,965	\$63,054	\$64,146		
2%	Hourly	\$27.7386	\$28.2468	\$28.7576	\$29.2728	\$29.7907	\$30.3145	\$30.8393		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2021 (12/1)	ANNUAL	\$59,427	\$60,516	\$61,610	\$62,714	\$63,824	\$64,946	\$66,070		
3%	Hourly	\$28.5708	\$29.0942	\$29.6204	\$30.1510	\$30.6844	\$31.2239	\$31.7645		

RATE BASED ON 2,080 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
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GRADE E

		Step 1 Step 1	Step 2 Step 2	Step 3 Step 1	Step 4 Step 2	Step 5 Step 3	Step 6 Step 4	Step 7 Step 5	Step 8 Step 6	Step 9 Step 7	Step 10 Step 8	Step 11 Step 9	Step 12 Step 10
FY 2016 (1/1)	ANNUAL	\$ -	\$ -	\$ 32,914	\$ 34,481	\$ 36,046	\$ 36,934	\$ 37,845	\$ 38,778	\$ 39,747	\$ 40,741	\$ 41,758	\$ 42,803
1%	Hourly	\$0.0000	\$0.0000	\$15.8241	\$16.5772	\$17.3299	\$17.7567	\$18.1946	\$18.6431	\$19.1092	\$19.5868	\$20.0760	\$20.5783
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
FY 2017 (9/1)	ANNUAL	\$33,243	\$34,825	\$36,407	\$37,303	\$38,223	\$39,165	\$40,145	\$41,148	\$42,176	\$43,231		
1%	Hourly	\$16.1375	\$16.9056	\$17.6731	\$18.1084	\$18.5550	\$19.0123	\$19.4876	\$19.9747	\$20.4736	\$20.9858		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
FY 2018 (12/1)	ANNUAL	\$33,908	\$35,522	\$37,135	\$38,049	\$38,988	\$39,949	\$40,947	\$41,971	\$43,019	\$44,095		
2%	Hourly	\$16.3020	\$17.0779	\$17.8532	\$18.2930	\$18.7441	\$19.2061	\$19.6863	\$20.1783	\$20.6823	\$21.1997		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
FY 2019 (12/1)	ANNUAL	\$34,586	\$36,232	\$37,877	\$38,810	\$39,768	\$40,748	\$41,766	\$42,810	\$43,880	\$44,977		
2%	Hourly	\$16.6280	\$17.4194	\$18.2103	\$18.6588	\$19.1190	\$19.5903	\$20.0800	\$20.5819	\$21.0959	\$21.6237		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
FY 2020 (12/1)	ANNUAL	\$35,278	\$36,957	\$38,635	\$39,587	\$40,563	\$41,563	\$42,602	\$43,667	\$44,757	\$45,877		
2%	Hourly	\$16.9606	\$17.7678	\$18.5745	\$19.0320	\$19.5014	\$19.9821	\$20.4816	\$20.9935	\$21.5179	\$22.0562		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		
FY 2021 (12/1)	ANNUAL	\$36,336	\$38,066	\$39,794	\$40,774	\$41,780	\$42,810	\$43,880	\$44,977	\$46,100	\$47,253		
3%	Hourly	\$17.4694	\$18.3008	\$19.1317	\$19.6030	\$20.0864	\$20.5815	\$21.0960	\$21.6233	\$22.1634	\$22.7179		

GRADE G

		Step 1 Step 1	Step 2 Step 2	Step 3 Step 1	Step 4 Step 2	Step 5 Step 3	Step 6 Step 4	Step 7 Step 5	Step 8 Step 6	Step 9 Step 7
FY 2016 (1/1/16)	ANNUAL	\$ -	\$ -	\$ 58,485	\$ 59,946	\$ 61,445	\$ 62,981	\$ 64,556	\$ 66,170	\$ 67,823
1%	(Craftsman & Light Vehicle Mechanic)	\$0.0000	\$0.0000	\$28.1176	\$28.8203	\$29.5409	\$30.2794	\$31.0364	\$31.8124	\$32.6074
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7		
FY 2017 (9/1)	ANNUAL	\$59,070	\$60,546	\$62,059	\$63,611	\$65,201	\$66,832	\$68,502		
1%	(Craftsman & Light Vehicle Mechanic)	\$28.3988	\$29.1085	\$29.8363	\$30.5822	\$31.3468	\$32.1305	\$32.9335		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7		
FY 2018 (12/1)	ANNUAL	\$60,251	\$61,757	\$63,301	\$64,883	\$66,505	\$68,168	\$69,872		
2%	(Craftsman & Light Vehicle Mechanic)	\$28.9668	\$29.6906	\$30.4330	\$31.1938	\$31.9737	\$32.7732	\$33.5922		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7		
FY 2019 (12/1)	ANNUAL	\$61,456	\$62,992	\$64,567	\$66,181	\$67,835	\$69,532	\$71,269		
2%	(Craftsman & Light Vehicle Mechanic)	\$29.5461	\$30.2845	\$31.0416	\$31.8177	\$32.6132	\$33.4286	\$34.2640		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7		
FY 2020 (12/1)	ANNUAL	\$62,685	\$64,251	\$65,858	\$67,504	\$69,192	\$70,922	\$72,695		
2%	(Craftsman & Light Vehicle Mechanic)	\$30.1370	\$30.8901	\$31.6625	\$32.4541	\$33.2654	\$34.0972	\$34.9493		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7		
FY 2021 (12/1)	ANNUAL	\$64,566	\$66,179	\$67,834	\$69,530	\$71,268	\$73,050	\$74,875		
3%	(Craftsman & Light Vehicle Mechanic)	\$31.0412	\$31.8168	\$32.6124	\$33.4277	\$34.2634	\$35.1201	\$35.9978		

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GRADE A		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL						\$ 24,210	\$ 24,814	\$ 25,433	\$ 26,071
1%	Hourly						\$11,6396	\$11,9297	\$12.2273	\$12.5340
FY 2017 (9/1)	ANNUAL								\$25,687	\$26,331
1%	Hourly								\$12.3496	\$12.6593
FY 2018 (12/1)	ANNUAL								\$26,201	\$26,858
2%	Hourly								\$12.5966	\$12.9125
FY 2019 (12/1)	ANNUAL								\$26,725	\$27,395
2%	Hourly								\$12.8485	\$13.1708
FY 2020 (12/1)	ANNUAL								\$27,259	\$27,943
2%	Hourly								\$13.1055	\$13.4342
FY 2021 (12/1)	ANNUAL								\$28,077	\$28,781
3%	Hourly								\$13.4986	\$13.8372
GRADE B		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 26,723	\$ 27,390	\$ 28,075	\$ 28,777	\$ 29,496	\$ 30,233	\$ 30,987	\$ 31,764	\$ 32,559
1%	Hourly	\$12.8477	\$13.1685	\$13.4978	\$13.8351	\$14.1805	\$14.5350	\$14.8975	\$15.2710	\$15.6532
FY 2017 (9/1)	ANNUAL	\$26,990	\$27,664	\$28,356	\$29,065	\$29,790	\$30,535	\$31,297	\$32,081	\$32,884
1%	Hourly	\$12.9762	\$13.3002	\$13.6328	\$13.9735	\$14.3224	\$14.6803	\$15.0465	\$15.4238	\$15.8097
FY 2018 (12/1)	ANNUAL	\$27,530	\$28,218	\$28,923	\$29,646	\$30,386	\$31,146	\$31,923	\$32,723	\$33,542
2%	Hourly	\$13.2357	\$13.5662	\$13.9054	\$14.2530	\$14.6088	\$14.9740	\$15.3474	\$15.7322	\$16.1259
FY 2019 (12/1)	ANNUAL	\$28,081	\$28,782	\$29,502	\$30,239	\$30,994	\$31,769	\$32,561	\$33,378	\$34,213
2%	Hourly	\$13.5004	\$13.8375	\$14.1835	\$14.5380	\$14.9010	\$15.2734	\$15.6543	\$16.0469	\$16.4484
FY 2020 (12/1)	ANNUAL	\$28,643	\$29,358	\$30,092	\$30,844	\$31,614	\$32,404	\$33,212	\$34,045	\$34,897
2%	Hourly	\$13.7704	\$14.1142	\$14.4672	\$14.8288	\$15.1990	\$15.5789	\$15.9674	\$16.3678	\$16.7774
FY 2021 (12/1)	ANNUAL	\$29,502	\$30,238	\$30,995	\$31,769	\$32,562	\$33,376	\$34,209	\$35,066	\$35,944
3%	Hourly	\$14.1835	\$14.5377	\$14.9012	\$15.2736	\$15.6550	\$16.0463	\$16.4465	\$16.8588	\$17.2807

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GRADE C		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 33,373	\$ 34,206	\$ 35,059	\$ 35,937	\$ 36,837	\$ 37,757	\$ 38,701	\$ 39,669	\$ 40,660
1%	<i>Hourly</i>	\$16.0448	\$16.4450	\$16.8553	\$17.2776	\$17.7100	\$18.1524	\$18.6064	\$19.0715	\$19.5481
FY 2017 (9/1)	ANNUAL	\$33,707	\$34,548	\$35,410	\$36,297	\$37,205	\$38,135	\$39,088	\$40,065	\$41,067
1%	<i>Hourly</i>	\$16.2053	\$16.6095	\$17.0238	\$17.4504	\$17.8871	\$18.3339	\$18.7925	\$19.2622	\$19.7436
FY 2018 (12/1)	ANNUAL	\$34,381	\$35,239	\$36,118	\$37,023	\$37,949	\$38,897	\$39,870	\$40,867	\$41,888
2%	<i>Hourly</i>	\$16.5294	\$16.9416	\$17.3643	\$17.7994	\$18.2448	\$18.7006	\$19.1683	\$19.6474	\$20.1384
FY 2019 (12/1)	ANNUAL	\$35,069	\$35,943	\$36,840	\$37,763	\$38,708	\$39,675	\$40,668	\$41,684	\$42,726
2%	<i>Hourly</i>	\$16.8599	\$17.2805	\$17.7116	\$18.1554	\$18.6097	\$19.0746	\$19.5517	\$20.0404	\$20.5412
FY 2020 (12/1)	ANNUAL	\$35,770	\$36,662	\$37,577	\$38,518	\$39,482	\$40,469	\$41,481	\$42,518	\$43,580
2%	<i>Hourly</i>	\$17.1971	\$17.6261	\$18.0658	\$18.5185	\$18.9819	\$19.4561	\$19.9427	\$20.4412	\$20.9520
FY 2021 (12/1)	ANNUAL	\$36,843	\$37,762	\$38,704	\$39,674	\$40,667	\$41,683	\$42,725	\$43,793	\$44,888
3%	<i>Hourly</i>	\$17.7131	\$18.1549	\$18.6078	\$19.0740	\$19.5514	\$20.0398	\$20.5410	\$21.0544	\$21.5806
GRADE D		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 41,676	\$ 42,719	\$ 43,787	\$ 44,881	\$ 46,002	\$ 47,151	\$ 48,332	\$ 49,540	\$ 50,781
1%	<i>Hourly</i>	\$20.0368	\$20.5380	\$21.0514	\$21.5773	\$22.1162	\$22.6688	\$23.2364	\$23.8171	\$24.4139
FY 2017 (9/1)	ANNUAL	\$42,093	\$43,146	\$44,225	\$45,329	\$46,462	\$47,623	\$48,815	\$50,035	\$51,289
1%	<i>Hourly</i>	\$20.2371	\$20.7434	\$21.2619	\$21.7930	\$22.3374	\$22.8954	\$23.4687	\$24.0553	\$24.6580
FY 2018 (12/1)	ANNUAL	\$42,935	\$44,009	\$45,109	\$46,236	\$47,391	\$48,575	\$49,791	\$51,036	\$52,314
2%	<i>Hourly</i>	\$20.6419	\$21.1583	\$21.6871	\$22.2289	\$22.7841	\$23.3534	\$23.9381	\$24.5364	\$25.1512
FY 2019 (12/1)	ANNUAL	\$43,794	\$44,889	\$46,011	\$47,161	\$48,339	\$49,546	\$50,787	\$52,056	\$53,361
2%	<i>Hourly</i>	\$21.0547	\$21.5814	\$22.1209	\$22.6735	\$23.2398	\$23.8204	\$24.4169	\$25.0271	\$25.6542
FY 2020 (12/1)	ANNUAL	\$44,670	\$45,787	\$46,932	\$48,104	\$49,306	\$50,537	\$51,803	\$53,097	\$54,428
2%	<i>Hourly</i>	\$21.4758	\$22.0131	\$22.5633	\$23.1269	\$23.7046	\$24.2968	\$24.9052	\$25.5276	\$26.1673
FY 2021 (12/1)	ANNUAL	\$46,010	\$47,161	\$48,340	\$49,547	\$50,785	\$52,054	\$53,357	\$54,690	\$56,061
3%	<i>Hourly</i>	\$22.1201	\$22.6735	\$23.2402	\$23.8207	\$24.4157	\$25.0257	\$25.6524	\$26.2935	\$26.9523

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GRADE E		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 52,050	\$ 53,349	\$ 54,685	\$ 56,052	\$ 57,452	\$ 58,891	\$ 60,360	\$ 61,870	\$ 63,417
1%	<i>Hourly</i>	\$25.0242	\$25.6487	\$26.2907	\$26.9483	\$27.6210	\$28.3128	\$29.0192	\$29.7452	\$30.4888
FY 2017 (9/1)	ANNUAL	\$52,571	\$53,883	\$55,231	\$56,613	\$58,026	\$59,480	\$60,964	\$62,489	\$64,051
1%	<i>Hourly</i>	\$25.2745	\$25.9051	\$26.5536	\$27.2178	\$27.8972	\$28.5960	\$29.3094	\$30.0427	\$30.7937
FY 2018 (12/1)	ANNUAL	\$53,622	\$54,960	\$56,336	\$57,745	\$59,187	\$60,669	\$62,183	\$63,739	\$65,332
2%	<i>Hourly</i>	\$25.7800	\$26.4233	\$27.0847	\$27.7622	\$28.4552	\$29.1679	\$29.8956	\$30.6435	\$31.4096
FY 2019 (12/1)	ANNUAL	\$54,695	\$56,060	\$57,463	\$58,900	\$60,370	\$61,883	\$63,426	\$65,013	\$66,639
2%	<i>Hourly</i>	\$26.2956	\$26.9517	\$27.6264	\$28.3174	\$29.0243	\$29.7512	\$30.4935	\$31.2564	\$32.0378
FY 2020 (12/1)	ANNUAL	\$55,789	\$57,181	\$58,612	\$60,078	\$61,578	\$63,120	\$64,695	\$66,314	\$67,971
2%	<i>Hourly</i>	\$26.8215	\$27.4908	\$28.1789	\$28.8837	\$29.6048	\$30.3463	\$31.1034	\$31.8815	\$32.6785
FY 2021 (12/1)	ANNUAL	\$57,462	\$58,896	\$60,370	\$61,881	\$63,425	\$65,014	\$66,636	\$68,303	\$70,010
3%	<i>Hourly</i>	\$27.6261	\$28.3155	\$29.0243	\$29.7503	\$30.4929	\$31.2566	\$32.0365	\$32.8380	\$33.6589
GRADE F		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 65,003	\$ 66,629	\$ 68,293	\$ 70,002	\$ 71,752	\$ 73,544	\$ 75,382	\$ -	\$ -
1%	<i>Hourly</i>	\$31.2515	\$32.0333	\$32.8332	\$33.6547	\$34.4964	\$35.3576	\$36.2415	\$0.0000	\$0.0000
FY 2017 (9/1)	ANNUAL	\$ 65,653	\$ 67,296	\$ 68,976	\$ 70,702	\$ 72,470	\$ 74,279	\$ 76,136		
1%	<i>Hourly</i>	\$31.5640	\$32.3536	\$33.1615	\$33.9913	\$34.8413	\$35.7112	\$36.6039		
FY 2018 (12/1)	ANNUAL	\$ 66,966	\$ 68,641	\$ 70,356	\$ 72,116	\$ 73,919	\$ 75,765	\$ 77,659		
2%	<i>Hourly</i>	\$32.1953	\$33.0007	\$33.8248	\$34.6711	\$35.5381	\$36.4254	\$37.3360		
FY 2019 (12/1)	ANNUAL	\$ 68,306	\$ 70,014	\$ 71,763	\$ 73,558	\$ 75,398	\$ 77,280	\$ 79,212		
2%	<i>Hourly</i>	\$32.8392	\$33.6607	\$34.5013	\$35.3645	\$36.2489	\$37.1539	\$38.0827		
FY 2020 (12/1)	ANNUAL	\$ 69,672	\$ 71,415	\$ 73,198	\$ 75,029	\$ 76,906	\$ 78,826	\$ 80,796		
2%	<i>Hourly</i>	\$33.4960	\$34.3339	\$35.1913	\$36.0718	\$36.9739	\$37.8970	\$38.8443		
FY 2021 (12/1)	ANNUAL	\$ 71,762	\$ 73,557	\$ 75,394	\$ 77,280	\$ 79,213	\$ 81,190	\$ 83,220		
3%	<i>Hourly</i>	\$34.5009	\$35.3640	\$36.2470	\$37.1540	\$38.0831	\$39.0339	\$40.0097		

RATE BASED ON 2,080 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
 Hourly rates are for illustrative purposes only and are subject to systems rounding

EXECUTIVE BRANCH - DEPUTY CORONER

2,184

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11		
FY 2016 (1/1)	ANNUAL	\$ 42,585	\$ 44,740	\$ 47,020	\$ 44,740	\$ 47,020	\$ 49,429	\$ 51,962	\$ 54,497	\$ 57,665	\$ 60,833	\$ 64,248	\$ 67,460	\$ 70,834
	Hourly	\$19.4967	\$20.4851	\$21.5294	\$20.4851	\$21.5294	\$22.6322	\$23.7919	\$24.9530	\$26.4034	\$27.8538	\$29.4176	\$30.8885	\$32.4329
FY 2017 (9/1)	ANNUAL	\$45,187	\$47,491	\$49,923	\$52,481	\$55,042	\$58,242	\$61,441	\$64,891	\$68,135	\$71,542			
	Hourly	\$20.6900	\$21.7447	\$22.8585	\$24.0298	\$25.2026	\$26.6674	\$28.1323	\$29.7118	\$31.1974	\$32.7573			
FY 2018 (12/1)	ANNUAL	\$46,091	\$48,440	\$50,921	\$53,531	\$56,143	\$59,407	\$62,670	\$66,188	\$69,498	\$72,973			
	Hourly	\$21.1038	\$22.1796	\$23.3157	\$24.5104	\$25.7066	\$27.2008	\$28.6950	\$30.3060	\$31.8213	\$33.4124			
FY 2019 (12/1)	ANNUAL	\$47,012	\$49,409	\$51,940	\$54,601	\$57,266	\$60,595	\$63,923	\$67,512	\$70,888	\$74,432			
	Hourly	\$21.5259	\$22.6232	\$23.7820	\$25.0006	\$26.2208	\$27.7448	\$29.2689	\$30.9122	\$32.4578	\$34.0806			
FY 2020 (12/1)	ANNUAL	\$47,953	\$50,397	\$52,979	\$55,693	\$58,411	\$61,807	\$65,202	\$68,862	\$72,306	\$75,921			
	Hourly	\$21.9564	\$23.0757	\$24.2576	\$25.5006	\$26.7452	\$28.2997	\$29.8542	\$31.5304	\$33.1069	\$34.7623			
FY 2021 (12/1)	ANNUAL	\$49,391	\$51,909	\$54,568	\$57,364	\$60,164	\$63,661	\$67,158	\$70,928	\$74,475	\$78,198			
	Hourly	\$22.6151	\$23.7680	\$24.9854	\$26.2657	\$27.5475	\$29.1487	\$30.7499	\$32.4763	\$34.1001	\$35.8051			

Step increases implemented on June 1st.
 Rates based on 2,184 annual hours unless otherwise indicated
 Hourly rates are for illustrative purposes only and are subject to systems rounding
 *Years

LPN- LICENSED PRACTICAL NURSES - SHNH

1,950

GRADE C

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL								\$ 47,562	\$ 48,632
1%	Hourly								\$24.3908	\$24.9394
FY 2017 (9/1)	ANNUAL								\$ 48,038	\$ 49,118
1%	Hourly								\$24.6347	\$25.1888
FY 2018 (12/1)	ANNUAL								\$ 48,998	\$ 50,100
2%	Hourly								\$25.1274	\$25.6926
FY 2019 (12/1)	ANNUAL								\$ 49,978	\$ 51,103
2%	Hourly								\$25.6299	\$26.2064
FY 2020 (12/1)	ANNUAL								\$ 50,978	\$ 52,125
2%	Hourly								\$26.1425	\$26.7305
FY 2021 (12/1)	ANNUAL								\$ 52,507	\$ 53,688
3%	Hourly								\$26.9268	\$27.5325

RATE BASED ON 1,950 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
 Hourly rates are for illustrative purposes only and are subject to systems rounding

LPN- LICENSED PRACTICAL NURSES - SHNH

1,950

GRADE D

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 49,726	\$ 50,841	\$ 51,988	\$ 53,157	\$ 54,352	\$ 55,578	\$ 56,824	\$ 58,102	\$ 59,407
	Hourly	\$25.5003	\$26.0726	\$26.6603	\$27.2599	\$27.8729	\$28.5014	\$29.1406	\$29.7960	\$30.4653
FY 2017 (9/1)	ANNUAL	\$ 50,223	\$ 51,350	\$ 52,508	\$ 53,688	\$ 54,896	\$ 56,133	\$ 57,393	\$ 58,683	\$ 60,001
	Hourly	\$25.7553	\$26.3333	\$26.9269	\$27.5325	\$28.1516	\$28.7864	\$29.4321	\$30.0939	\$30.7699
FY 2018 (12/1)	ANNUAL	\$ 51,227	\$ 52,377	\$ 53,558	\$ 54,762	\$ 55,994	\$ 57,256	\$ 58,540	\$ 59,857	\$ 61,201
	Hourly	\$26.2705	\$26.8600	\$27.4655	\$28.0831	\$28.7146	\$29.3621	\$30.0207	\$30.6958	\$31.3853
FY 2019 (12/1)	ANNUAL	\$ 52,252	\$ 53,424	\$ 54,629	\$ 55,857	\$ 57,113	\$ 58,401	\$ 59,711	\$ 61,054	\$ 62,425
	Hourly	\$26.7959	\$27.3972	\$28.0148	\$28.6448	\$29.2889	\$29.9494	\$30.6211	\$31.3097	\$32.0130
FY 2020 (12/1)	ANNUAL	\$ 53,297	\$ 54,493	\$ 55,721	\$ 56,975	\$ 58,256	\$ 59,569	\$ 60,905	\$ 62,275	\$ 63,674
	Hourly	\$27.3318	\$27.9451	\$28.5751	\$29.2177	\$29.8747	\$30.5484	\$31.2335	\$31.9359	\$32.6533
FY 2021 (12/1)	ANNUAL	\$ 54,896	\$ 56,128	\$ 57,393	\$ 58,684	\$ 60,003	\$ 61,356	\$ 62,733	\$ 64,143	\$ 65,584
	Hourly	\$28.1517	\$28.7834	\$29.4323	\$30.0942	\$30.7709	\$31.4648	\$32.1705	\$32.8940	\$33.6329

RATE BASED ON 1,950 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
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LPN- LICENSED PRACTICAL NURSES - SHNH

1,950

GRADE E		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2016 (1/1)	ANNUAL	\$ 60,744	\$ 62,113	\$ 63,509	\$ 64,938	\$ 66,397	\$ 67,890	\$ 69,417	\$ 68,417	\$ 69,417
	Hourly	\$31.1506	\$31.8526	\$32.5686	\$33.3017	\$34.0498	\$34.8156	\$35.5986	\$35.5986	\$35.5986
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2017 (9/1)	ANNUAL	\$ 61,351	\$ 62,734	\$ 64,144	\$ 65,588	\$ 67,061	\$ 68,569	\$ 70,111		
	Hourly	\$31.4621	\$32.1712	\$32.8943	\$33.6347	\$34.3903	\$35.1638	\$35.9546		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2018 (12/1)	ANNUAL	\$ 62,578	\$ 63,988	\$ 65,427	\$ 66,899	\$ 68,402	\$ 69,941	\$ 71,514		
	Hourly	\$32.0914	\$32.8146	\$33.5522	\$34.3074	\$35.0781	\$35.8670	\$36.6737		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2019 (12/1)	ANNUAL	\$ 63,830	\$ 65,268	\$ 66,735	\$ 68,237	\$ 69,770	\$ 71,340	\$ 72,944		
	Hourly	\$32.7332	\$33.4709	\$34.2232	\$34.9935	\$35.7797	\$36.5844	\$37.4071		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2020 (12/1)	ANNUAL	\$ 65,106	\$ 66,574	\$ 68,070	\$ 69,602	\$ 71,166	\$ 72,766	\$ 74,403		
	Hourly	\$33.3879	\$34.1403	\$34.9077	\$35.6934	\$36.4953	\$37.3161	\$38.1553		
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
FY 2021 (12/1)	ANNUAL	\$ 67,060	\$ 68,571	\$ 70,112	\$ 71,690	\$ 73,301	\$ 74,949	\$ 76,635		
	Hourly	\$34.3895	\$35.1645	\$35.9549	\$36.7642	\$37.5901	\$38.4356	\$39.2999		

RATE BASED ON 1,950 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
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**EXECUTIVE BRANCH - DIVISION OF TRANSPORTATION
HIGHWAY MAINTENANCE DEPARTMENT**

2080

1/1/2016	1.00%	NEW STEP	HOURLY RATE	
TRUCK DRIVER				
STEP #				
1A	STARTING WAGE	1	\$44,425	\$21.3580
1B	YEAR	2	\$50,771	\$24.4092
2	YEAR	4	\$53,944	\$25.9347
3	YEAR	6	\$57,117	\$27.4603
4	YEAR	8	\$60,291	\$28.9859
5	YEAR	10	\$63,464	\$30.5114

1/1/2016	1.00%	NEW STEP	HOURLY RATE	
DISPATCHER & SHOP WORKER				
STEP #				
1A	STARTING WAGE	1	\$43,341	\$20.8368
1B	YEAR	2	\$49,532	\$23.8135
2	YEAR	4	\$52,628	\$25.3018
3	YEAR	6	\$55,724	\$26.7901
4	YEAR	8	\$58,819	\$28.2785
5	YEAR	10	\$61,915	\$29.7668

1/1/2016	1.00%	NEW STEP	HOURLY RATE	
SIGN TRUCK DRIVER				
STEP #				
1	STARTING WAGE	1	\$52,039	\$25.0189
2	YEAR	3	\$55,292	\$26.5826
3	YEAR	5	\$58,544	\$28.1463
4	YEAR	7	\$61,797	\$29.7099
5	YEAR	9	\$65,049	\$31.2736

1/1/2016	1.00%	NEW STEP	HOURLY RATE	
OPERATOR, MECHANIC, SIGN CREW LEADER				
STEP #				
1	STARTING WAGE	1	\$57,440	\$27.6156
2	YEAR	3	\$61,030	\$29.3416
3	YEAR	5	\$64,620	\$31.0675
4	YEAR	7	\$68,211	\$32.7935
5	YEAR	9	\$71,801	\$34.5195

RATE BASED ON 2,080 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
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**EXECUTIVE BRANCH - DIVISION OF TRANSPORTATION
HIGHWAY MAINTENANCE DEPARTMENT**

2080

FY-2017

9/1/2017		1.00%		ANNUAL	HOURLY RATE
ROAD MAINTAINER					
STEP #					
1A	STARTING WAGE	1		\$44,869	\$21.5716
1B	YEAR	2		\$51,279	\$24.6532
2	YEAR	4		\$54,484	\$26.1941
3	YEAR	6		\$57,689	\$27.7349
4	YEAR	8		\$60,894	\$29.2757
5	YEAR	10		\$64,098	\$30.8166

9/1/2017		1.00%		ANNUAL	HOURLY RATE
DISPATCHER & SHOP WORKER					
STEP #					
1A	STARTING WAGE	1		\$43,774	\$21.0451
1B	YEAR	2		\$50,027	\$24.0516
2	YEAR	4		\$53,154	\$25.5548
3	YEAR	6		\$56,281	\$27.0580
4	YEAR	8		\$59,407	\$28.5613
5	YEAR	10		\$62,534	\$30.0645

9/1/2017		1.00%		ANNUAL	HOURLY RATE
SIGN MAINTAINER					
STEP #					
1	STARTING WAGE	1		\$52,560	\$25.2691
2	YEAR	3		\$55,845	\$26.8484
3	YEAR	5		\$59,130	\$28.4277
4	YEAR	7		\$62,415	\$30.0070
5	YEAR	9		\$65,700	\$31.5864

9/1/2017		1.00%		ANNUAL	HOURLY RATE
EQUIPMENT OPERATOR, EQUIPMENT MECHANIC, SIGN MAINTAINER LEADER					
STEP #					
1	STARTING WAGE	1		\$58,015	\$27.8917
2	YEAR	3		\$61,641	\$29.6350
3	YEAR	5		\$65,267	\$31.3782
4	YEAR	7		\$68,893	\$33.1214
5	YEAR	9		\$72,519	\$34.8647

9/1/2017		1.00%		ANNUAL	HOURLY RATE
SECRETARY - DOT					
STEP #					
1A	STARTING WAGE	1		\$31,755	\$15.2669
1B	YEAR	2		\$36,296	\$17.4501
2	YEAR	4		\$38,565	\$18.5407
3	YEAR	6		\$40,833	\$19.6313
4	YEAR	8		\$43,102	\$20.7220
5	YEAR	10		\$45,370	\$21.8126

9/1/2017		1.00%		ANNUAL	HOURLY RATE
ACCOUNTING ASSISTANT - DOT					
STEP #					
1A	STARTING WAGE	1		\$39,658	\$19.0666
1B	YEAR	2		\$45,324	\$21.7904
2	YEAR	4		\$48,157	\$23.1523
3	YEAR	6		\$50,989	\$24.5142
4	YEAR	8		\$53,822	\$25.8761
5	YEAR	10		\$56,655	\$27.2380

RATE BASED ON 2,080 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
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**EXECUTIVE BRANCH - DIVISION OF TRANSPORTATION
HIGHWAY MAINTENANCE DEPARTMENT**

2080

FY-2018

12/1/2017		2.00%	ANNUAL	HOURLY RATE
ROAD MAINTAINER				
STEP #				
1A	STARTING WAGE	1	\$45,766	\$22.0030
1B	YEAR	2	\$52,304	\$25.1463
2	YEAR	4	\$55,573	\$26.7180
3	YEAR	6	\$58,842	\$28.2896
4	YEAR	8	\$62,111	\$29.8612
5	YEAR	10	\$65,380	\$31.4329

12/1/2017		2.00%	ANNUAL	HOURLY RATE
DISPATCHER & SHOP WORKER				
STEP #				
1A	STARTING WAGE	1	\$44,649	\$21.4660
1B	YEAR	2	\$51,028	\$24.5326
2	YEAR	4	\$54,217	\$26.0659
3	YEAR	6	\$57,406	\$27.5992
4	YEAR	8	\$60,596	\$29.1325
5	YEAR	10	\$63,785	\$30.6658

12/1/2017		2.00%	ANNUAL	HOURLY RATE
SIGN MAINTAINER				
STEP #				
1	STARTING WAGE	1	\$53,611	\$25.7745
2	YEAR	3	\$56,962	\$27.3854
3	YEAR	5	\$60,312	\$28.9963
4	YEAR	7	\$63,663	\$30.6072
5	YEAR	9	\$67,014	\$32.2181

12/1/2017		2.00%	ANNUAL	HOURLY RATE
EQUIPMENT OPERATOR, EQUIPMENT MECHANIC, SIGN MAINTAINER LEADER				
STEP #				
1	STARTING WAGE	1	\$59,175	\$28.4496
2	YEAR	3	\$62,874	\$30.2277
3	YEAR	5	\$66,572	\$32.0058
4	YEAR	7	\$70,270	\$33.7839
5	YEAR	9	\$73,969	\$35.5620

12/1/2017		2.00%	ANNUAL	HOURLY RATE
SECRETARY - DOT				
STEP #				
1A	STARTING WAGE	1	\$32,390	\$15.5722
1B	YEAR	2	\$37,022	\$17.7991
2	YEAR	4	\$39,336	\$18.9115
3	YEAR	6	\$41,650	\$20.0240
4	YEAR	8	\$43,964	\$21.1364
5	YEAR	10	\$46,278	\$22.2489

12/1/2017		2.00%	ANNUAL	HOURLY RATE
ACCOUNTING ASSISTANT - DOT				
STEP #				
1A	STARTING WAGE	1	\$40,452	\$19.4479
1B	YEAR	2	\$46,230	\$22.2262
2	YEAR	4	\$49,120	\$23.6153
3	YEAR	6	\$52,009	\$25.0044
4	YEAR	8	\$54,899	\$26.3936
5	YEAR	10	\$57,788	\$27.7827

RATE BASED ON 2,080 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
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**EXECUTIVE BRANCH - DIVISION OF TRANSPORTATION
HIGHWAY MAINTENANCE DEPARTMENT**

2080

FY-2019

12/1/2018		2.00%	ANNUAL	HOURLY RATE
ROAD MAINTAINER				
STEP #				
1A	STARTING WAGE	1	\$46,682	\$22.4431
1B	YEAR	2	\$53,350	\$25.6492
2	YEAR	4	\$56,685	\$27.2523
3	YEAR	6	\$60,019	\$28.8554
4	YEAR	8	\$63,354	\$30.4585
5	YEAR	10	\$66,688	\$32.0615

12/1/2018		2.00%	ANNUAL	HOURLY RATE
DISPATCHER & SHOP WORKER				
STEP #				
1A	STARTING WAGE	1	\$45,542	\$21.8954
1B	YEAR	2	\$52,048	\$25.0233
2	YEAR	4	\$55,301	\$26.5872
3	YEAR	6	\$58,554	\$28.1512
4	YEAR	8	\$61,808	\$29.7151
5	YEAR	10	\$65,061	\$31.2791

12/1/2018		2.00%	ANNUAL	HOURLY RATE
SIGN MAINTAINER				
STEP #				
1	STARTING WAGE	1	\$54,683	\$26.2900
2	YEAR	3	\$58,101	\$27.9331
3	YEAR	5	\$61,518	\$29.5762
4	YEAR	7	\$64,936	\$31.2193
5	YEAR	9	\$68,354	\$32.8624

12/1/2018		2.00%	ANNUAL	HOURLY RATE
EQUIPMENT OPERATOR, EQUIPMENT MECHANIC, SIGN MAINTAINER LEADER				
STEP #				
1	STARTING WAGE	1	\$60,359	\$29.0186
2	YEAR	3	\$64,131	\$30.8322
3	YEAR	5	\$67,903	\$32.6459
4	YEAR	7	\$71,676	\$34.4596
5	YEAR	9	\$75,448	\$36.2732

12/1/2018		2.00%	ANNUAL	HOURLY RATE
SECRETARY - DOT				
STEP #				
1A	STARTING WAGE	1	\$33,038	\$15.8837
1B	YEAR	2	\$37,763	\$18.1551
2	YEAR	4	\$40,123	\$19.2898
3	YEAR	6	\$42,483	\$20.4244
4	YEAR	8	\$44,843	\$21.5591
5	YEAR	10	\$47,203	\$22.6938

12/1/2018		2.00%	ANNUAL	HOURLY RATE
ACCOUNTING ASSISTANT - DOT				
STEP #				
1A	STARTING WAGE	1	\$41,261	\$19.8369
1B	YEAR	2	\$47,155	\$22.6707
2	YEAR	4	\$50,102	\$24.0876
3	YEAR	6	\$53,049	\$25.5045
4	YEAR	8	\$55,997	\$26.9214
5	YEAR	10	\$58,944	\$28.3384

RATE BASED ON 2,080 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
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**EXECUTIVE BRANCH - DIVISION OF TRANSPORTATION
HIGHWAY MAINTENANCE DEPARTMENT**

2080

FY-2020

12/1/2019		2.00%	ANNUAL	HOURLY RATE
ROAD MAINTAINER				
STEP #				
1A	STARTING WAGE	1	\$47,615	\$22.8919
1B	YEAR	2	\$54,417	\$26.1622
2	YEAR	4	\$57,819	\$27.7974
3	YEAR	6	\$61,220	\$29.4325
4	YEAR	8	\$64,621	\$31.0676
5	YEAR	10	\$68,022	\$32.7028

12/1/2019		2.00%	ANNUAL	HOURLY RATE
DISPATCHER & SHOP WORKER				
STEP #				
1A	STARTING WAGE	1	\$46,453	\$22.3333
1B	YEAR	2	\$53,089	\$25.5237
2	YEAR	4	\$56,407	\$27.1190
3	YEAR	6	\$59,726	\$28.7142
4	YEAR	8	\$63,044	\$30.3094
5	YEAR	10	\$66,362	\$31.9047

12/1/2019		2.00%	ANNUAL	HOURLY RATE
SIGN MAINTAINER				
STEP #				
1	STARTING WAGE	1	\$55,777	\$26.8158
2	YEAR	3	\$59,263	\$28.4917
3	YEAR	5	\$62,749	\$30.1677
4	YEAR	7	\$66,235	\$31.8437
5	YEAR	9	\$69,721	\$33.5197

12/1/2019		2.00%	ANNUAL	HOURLY RATE
EQUIPMENT OPERATOR, EQUIPMENT MECHANIC, SIGN MAINTAINER LEADER				
STEP #				
1	STARTING WAGE	1	\$61,566	\$29.5989
2	YEAR	3	\$65,414	\$31.4489
3	YEAR	5	\$69,262	\$33.2988
4	YEAR	7	\$73,109	\$35.1487
5	YEAR	9	\$76,957	\$36.9987

12/1/2019		2.00%	ANNUAL	HOURLY RATE
SECRETARY - DOT				
STEP #				
1A	STARTING WAGE	1	\$33,699	\$16.2013
1B	YEAR	2	\$38,518	\$18.5182
2	YEAR	4	\$40,925	\$19.6756
3	YEAR	6	\$43,333	\$20.8329
4	YEAR	8	\$45,740	\$21.9903
5	YEAR	10	\$48,147	\$23.1477

12/1/2019		2.00%	ANNUAL	HOURLY RATE
ACCOUNTING ASSISTANT - DOT				
STEP #				
1A	STARTING WAGE	1	\$42,086	\$20.2336
1B	YEAR	2	\$48,098	\$23.1241
2	YEAR	4	\$51,104	\$24.5694
3	YEAR	6	\$54,110	\$26.0146
4	YEAR	8	\$57,117	\$27.4599
5	YEAR	10	\$60,123	\$28.9051

RATE BASED ON 2,080 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
Hourly rates are for illustrative purposes only and are subject to system rounding

**EXECUTIVE BRANCH - DIVISION OF TRANSPORTATION
HIGHWAY MAINTENANCE DEPARTMENT**

2080

FY-2021

12/1/2020		3.00%	ANNUAL	HOURLY RATE
ROAD MAINTAINER				
STEP #				
1A	STARTING WAGE	1	\$49,044	\$23.5787
1B	YEAR	2	\$56,050	\$26.9471
2	YEAR	4	\$59,553	\$28.6313
3	YEAR	6	\$63,056	\$30.3155
4	YEAR	8	\$66,559	\$31.9997
5	YEAR	10	\$70,062	\$33.6839

12/1/2020		3.00%	ANNUAL	HOURLY RATE
DISPATCHER & SHOP WORKER				
STEP #				
1A	STARTING WAGE	1	\$47,847	\$23.0033
1B	YEAR	2	\$54,682	\$26.2895
2	YEAR	4	\$58,100	\$27.9326
3	YEAR	6	\$61,517	\$29.5756
4	YEAR	8	\$64,935	\$31.2187
5	YEAR	10	\$68,353	\$32.8618

12/1/2020		3.00%	ANNUAL	HOURLY RATE
SIGN MAINTAINER				
STEP #				
1	STARTING WAGE	1	\$57,450	\$27.6202
2	YEAR	3	\$61,041	\$29.3465
3	YEAR	5	\$64,631	\$31.0728
4	YEAR	7	\$68,222	\$32.7990
5	YEAR	9	\$71,813	\$34.5253

12/1/2020		3.00%	ANNUAL	HOURLY RATE
EQUIPMENT OPERATOR, EQUIPMENT MECHANIC, SIGN MAINTAINER LEADER				
STEP #				
1	STARTING WAGE	1	\$63,413	\$30.4869
2	YEAR	3	\$67,376	\$32.3923
3	YEAR	5	\$71,339	\$34.2978
4	YEAR	7	\$75,303	\$36.2032
5	YEAR	9	\$79,266	\$38.1086

12/1/2020		3.00%	ANNUAL	HOURLY RATE
SECRETARY - DOT				
STEP #				
1A	STARTING WAGE	1	\$34,710	\$16.6874
1B	YEAR	2	\$39,673	\$19.0737
2	YEAR	4	\$42,153	\$20.2658
3	YEAR	6	\$44,632	\$21.4579
4	YEAR	8	\$47,112	\$22.6500
5	YEAR	10	\$49,592	\$23.8421

12/1/2020		3.00%	ANNUAL	HOURLY RATE
ACCOUNTING ASSISTANT - DOT				
STEP #				
1A	STARTING WAGE	1	\$43,348	\$20.8406
1B	YEAR	2	\$49,541	\$23.8178
2	YEAR	4	\$52,637	\$25.3064
3	YEAR	6	\$55,734	\$26.7951
4	YEAR	8	\$58,830	\$28.2837
5	YEAR	10	\$61,926	\$29.7723

RATE BASED ON 2,080 HOURS ANNUALLY UNLESS OTHERWISE INDICATED
Hourly rates are for illustrative purposes only and are subject to system rounding

Medical Benefits: At-a-Glance Summary



**WILL COUNTY
ILLINOIS**

	Blue Cross Blue Shield of Illinois				Blue Advantage
	HDHP-HSA Medical Plan		PPO Plan		HMO Plan
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network Only
HSA Employer Contribution					
Individual	\$1,350		Not available		Not available
Family	\$2,700				
Annual Deductible			Salary < \$50,000	Salary > \$50,000	
Individual	\$1,350		\$350	\$500	None
Family	\$2,700		\$700	\$1,000	None
Out-of-Pocket - Includes Deductibles, Copays, and Coinsurance					
Maximum*					
Individual	\$3,000	\$5,625	\$2,000	\$5,625	\$2,000
Family	\$6,000	\$11,250	\$4,000	\$11,250	\$4,000
Lifetime Maximum	Unlimited				
Co-Insurance**	85%	60%	85%	60%	100%
Physician Care Office Visits					
PCP Copay / Coinsurance	85%	60%	85%	60%	\$20 copay
Specialist Copay / Coinsurance	85%	60%	85%	60%	\$30 copay
Preventive Care***	100% covered	Not covered	100% covered	Not covered	100% covered
Hospital Services					
In-patient Hospital#	85%	60%	85%	\$400 per admission (limit 2 per year) then, 60%	\$125 copay per day for the first 2 days per Plan Year, then 100%
Out-Patient Hospital	85%	60%	85%	60%	\$50 copay, then 100%
Emergency Services					
Hospital Emergency Room	\$150 copay, then 85%		\$150 copay, then 60%		\$150 copay, then 100%
Urgent Care	85%	60%	85%	60%	100%
Prescription Drugs					
	Subject to deductible, then:		In-Network	Out-of-Network	In-Network Only
Retail (30-day supply)					
Generic	85%	25%	\$10 copay	25%	\$10 copay†
Brand Formulary	85%	coinsurance	\$25 copay	coinsurance	\$25 copay†
Brand Non-Formulary	85%	plus copay	\$45 copay	plus copay	\$45 copay†
Mail Order (90-day supply)					
Generic	85%		\$20 copay		\$20 copay
Brand Formulary	85%	Not available	\$50 copay	Not available	\$50 copay
Brand Non-Formulary	85%		\$90 copay		\$90 copay
Coverage Tiers	Bi-Weekly Per-Paycheck Pre-Tax Deductions				
Employee Only	See your rate sheet for details				
Employee +Spouse					
Employee +Child(ren)					
Family	Rates do not include the additional \$125 monthly premium surcharge levied as a result of non-participation in the County's Employee Health & Wellness Program ~ Will Be Well. The wellness premium surcharges run from July 1st - June 30th				

* Includes annual deductible, coinsurance, and copays.

** Subject to deductible.

*** In-network routine preventive care (e.g., annual physical, immunizations, well women exam, mammograms) not subject to deductible.

† A 90-day retail supply can also be obtained with the same mail order copays under the HMO Plan.

\$700 MSA penalty for failure to pre-authorize hospital admission—HDHP-HSA and PPO Medical Plans.

When both spouses work for the County, the one with the longest continuous service covers the family.

BlueCare[®] DENTAL

PREFERRED CHOICE (PPO) DENTAL PLAN

COUNTY OF WILL



BlueCross BlueShield
of Illinois

The following is a listing of common services available through your BlueCare[®] Mutually Preferred Dental Network.
The member's share of the costs is determined whether care is received from a contracting or non-contracting provider.

HIGHLIGHT SHEET

Effective 01/01/2018

Benefits	Contracting Network Provider PPO*	Non-contracting Provider Non-PPO*
Benefit Period Maximum	\$1,675 for contracting providers and \$1,275 for non-contracting providers. Dollars feed both buckets.	
Deductible	\$50 per person per benefit period \$150 maximum per family (Deductible does not apply to preventive and orthodontic services.)	
Dependent Coverage	Spouse and dependents up to age 26	
Preventive Services Dental Exams (2 exams per benefit period) Prophylaxis (2 cleanings per benefit period) Fluoride Treatment (to age 19) Dental X-rays Sealants (to age 19) Space Maintainers (to age 19)	100% of Maximum Allowance	100% of Usual & Customary
Emergency Services Emergency Exams Treatment for the relief of pain	100% of Maximum Allowance	100% of Usual & Customary
Primary Services Routine Fillings (amalgams and resins) Endodontics – root canals – apicoectomy – direct pulp caps – hemisection Periodontics – scaling and root planing – gingivectomy – periodontal maintenance – osseous surgery Oral Surgery – extractions, except as excluded under “Special Limitations” – alveoplasty Recementing of Crowns and Bridges	80% of Maximum Allowance	80% of Usual & Customary
Major Services Inlays, Onlays and Crowns (other than temporary crowns) Full and Partial Dentures Bridges Implants Crown, Bridge and Denture Repairs Denture Adjustments, Rebasing and Relining	50% of Maximum Allowance	50% of Usual & Customary
Orthodontics Coverage for children under age 19	50% of Maximum Allowance to the Orthodontia Lifetime Maximum Benefit of \$1,200; \$50 Lifetime Deductible also applies.	50% of Usual & Customary to the Orthodontia Lifetime Maximum Benefit of \$1,200; \$50 Lifetime Deductible also applies

Please note: This information only provides highlights of this program. After enrollment please refer to your dental benefit Certificate for additional benefit information.

***Schedule of Maximum Allowances**

Contracting PPO providers have agreed to accept the Schedule of Maximum Allowances as payment in full for covered services. **Non-contracting providers are reimbursed** based on the Usual & Customary fee. You will be liable for any difference between the dentist's charge and your covered benefits.

A Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent License of the Blue Cross and Blue Shield Association

Will Be Well

Employee Health & Wellness Program

AWARENESS, ACTION, IMPROVEMENT

The annual Wellness Campaign begins each April 1st and runs through the following March 15th.

While participation in the wellness program is voluntary, employees and eligible spouses covered under the County's comprehensive group health plan must complete certain requirements annually in order to avoid paying a \$125 per month premium surcharge.

The three (3) requirements are:

- 1) Complete biometric screening, measuring:
 - a. Glucose
 - b. LDL/HDL Cholesterol Ratio
 - c. Triglycerides
 - d. Blood Pressure
 - e. Body Mass Index (BMI)
- 2) Designate your primary care physician (PCP)
- 3) Complete a health risk questionnaire (HRQ)

The above requirements must be completed within a certain designated timeframe each year.

You can earn an annual \$200 incentive if you meet 3 of the 5 biometric targets or earn additional points through worksite wellness activities.

Worksite wellness activities are planned and scheduled throughout the year where you can earn extra wellness lottery points. A lottery drawing is held annually to reward those who choose to focus on healthy lifestyle choices by participating in these wellness activities. The more points you earn; the more chances to win!

Eligible employees and covered spouses who choose not to complete the 3 requirements will be subject to a \$125 monthly premium surcharge. The surcharge takes effect on July 1st and runs through the following June 30th.

The information collected under the wellness program is HIPAA protected and is NOT shared on a personally identifiable basis with the County. The results of your screening allow you to develop a personalized health maintenance and improvement program.

The County of Will complies with all applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex.

www.managewell.com