

Agreement

Between the Community College District No. 535
County of Cook, State of Illinois

and the

Oakton Community College
Classified Staff Association
A chapter of the
Cook County College Teachers Union Local 1600
American Federation of Teachers

2026-2028

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This agreement is entered into by and between the Board of Trustees of Community College District No. 535 and the Oakton Community College Classified Staff Association (OCCCSA), a chapter of the Cook County College Teachers Union, Local 1600, of the American Federation of Teachers.

ARTICLE I – DEFINITIONS

SECTION 1.1 - AGREEMENT

The term "Agreement" shall mean this current collective bargaining Agreement between the Board and the Association.

SECTION 1.2 - BOARD OF TRUSTEES

The term "Board of Trustees" shall mean the seven (7) persons elected to govern Community College District No. 535, County of Cook, and State of Illinois.

SECTION 1.3 - BOARD

The term "Board" shall mean the Board of Trustees and its managerial and supervisory employees.

SECTION 1.4 - ADMINISTRATION

The term "Administration" shall mean the managerial and supervisory employees appointed by the Board of Trustees.

SECTION 1.5 - ASSOCIATION

The term "Association" shall mean the Oakton Community College Classified Staff Association, a chapter of the Cook County College Teachers Union, Local 1600, of the American Federation of Teachers.

SECTION 1.6 - FULL-TIME EMPLOYEES

A. Full-Time/Full-Year Employees.

Full-time/full-year employees are those employees who regularly work forty (40) hours per week, twelve (12) months per fiscal year, in Board-authorized positions.

B. Full-Time/Short-Year Employees.

Full-time/short-year employees are those employees who regularly work forty (40) hours per week (and, where applicable, its equivalent during the summer) and at least thirty-six (36) weeks per fiscal year, but not regularly more than forty-three (43) weeks per fiscal year in Board-authorized positions.

SECTION 1.7 - PART-TIME EMPLOYEES

Part-time employees are those employees who regularly work less than forty (40) hours per week, but at least twenty-five (25) hours per week, twelve (12) months per fiscal year in Board-authorized positions. This includes regularly authorized Alliance employees who work at least 1,300 hours.

SECTION 1.8 - 20-HOUR EMPLOYEES

Twenty-hour employees are those employees who regularly work twenty (20) hours per week, twelve (12) months per fiscal year, in Board-authorized positions. This includes regularly authorized Alliance employees who work 1,000 hours per year.

SECTION 1.9 - OTHER CONTINUING EMPLOYEES

Other continuing employees are those employees who regularly work less than twenty (20) hours per week. Continuing employees are not eligible for benefits, except those specifically listed in the contract.

SECTION 1.10 – PROFESSIONAL/TECHNICAL

A. Classification.

The professional/technical designation is for exempt employees. When a new classification or vacancy exists, the Chief Human Resources Officer and the Association shall meet to decide if the classification shall be exempt.

SECTION 1.11 – COLLEGE-TERM EMPLOYEES

See Appendix C – Supplemental Agreement

ARTICLE II – RECOGNITION

SECTION 2.1 - ASSOCIATION RECOGNIZED

The Board recognizes the Association as the sole and exclusive bargaining agent for the purpose of establishing wages, hours and conditions of employment, as prescribed by the Illinois Educational Labor Relations Act, for employees in the classifications listed in Appendix A.

SECTION 2.2 - NEW CLASSIFICATIONS

The Board shall promptly notify the Association of its decision to add new classifications or change existing classifications. If the new classification is a successor title to a classification covered by this Agreement, with no substantial change in duties, the new classification shall become a part of this Agreement. If the proposed new classification contains a significant part of the work now done by any of the classifications in this bargaining unit or whose functions or community of interest are similar to those in this bargaining unit, the Board will notify the Association. The Administration and Association will meet within fifteen (15) working days of notification to review the classification. Upon installation of the new classification, the position shall be filled in accordance with Section 6.3 of the Agreement. The Chief Human Resources Officer will notify the Association prior to the Board meeting and provide a copy of the new or revised job descriptions and their classifications.

SECTION 2.3 – ELIMINATION OF A JOB TITLE

The Administration shall notify and discuss with the Association the effects of the elimination or merger of any job title under this Agreement.

SECTION 2.4 - SUBCONTRACTING

If the Board determines that subcontracting is necessary and that it would result in a layoff of employees, the Board shall notify the Association in writing. If the Association requests, the Board shall enter into negotiations with the Association over the effects of the layoff(s).

SECTION 2.5 - ASSOCIATION EXCLUSIVITY

The Board shall not negotiate with any other employee organization or with any individual employee covered by this Agreement over matters negotiable under the Illinois Educational Labor Relations Act.

ARTICLE III - ASSOCIATION RIGHTS

SECTION 3.1 - DUES CHECK-OFF

A. Deductions.

The Administration will deduct from the pay of each Association member, from whom it receives voluntary authorization to do so, the required amount of monthly Association dues. Said deductions, when calculated on a percentage basis, shall apply to the member's base pay. Said deductions shall be implemented within thirty (30) calendar days of the receipt of the authorization.

B. Procedure.

The Association may change the method or amount of said deductions upon written notice to the College by the Treasurer of the Cook County College Teachers Union, provided such change does not occur more than once each fiscal year. The dues and a list of employees from whose pay the dues have been deducted, along with the amount deducted from each, and a list of Association members who had authorized such deductions shall be forwarded to the Cook County College Teachers Union no later than ten (10) days after such deductions were made.

C. Indemnity.

The Association agrees to indemnify and hold the Board harmless against any and all claims, suits, or judgments against the Board as a result of any action taken or not taken under this section.

D. Revocation.

The Association shall notify the Administration of any bargaining unit member's revocation of dues authorization. The Administration shall honor any revocation of dues authorization within thirty (30) calendar days of its receipt, and any termination of employment shall likewise be treated as a revocation of such authorization.

E. Reinstatement.

Whenever employees take a leave of absence and are dropped from dues deduction, they will be automatically reinstated on dues deduction upon their return to the job.

SECTION 3.2 - ASSOCIATION MEETINGS

The Association shall have the right to schedule a meeting once each month, usually on the day following the Board meeting, during the first, second and third shift. All bargaining unit employees shall be free to attend such meetings without loss of pay or time. Such meetings shall not exceed one (1) hour.

SECTION 3.3 - ALTERNATE TIME FOR ASSOCIATION OFFICERS, HOUSE REPRESENTATIVES, AND LATE-SECOND/THIRD SHIFT STEWARD

The President of the Association shall be provided ten (10) hours a week to transact the business of the Association, of which four (4) hours may be for on-or off-campus activities. Each of the other officers of the Association shall be provided three (3) hours per week to conduct official business of the Association. Two (2) members of the House of Representatives shall be provided with up to two (2) hours of alternate time per month to attend House of Representatives meetings when such meetings are called. Late-Second/Third Shift Steward shall be provided up to two (2) work days of alternate time per year for Association training, and up to one (1) travel day of alternate time associated with such training.

SECTION 3.4 - PUBLIC RECORDS

The Board shall make available to the Association, upon its request, any existing public records which are relevant to negotiations or to the enforcement of this Agreement, provided that the Board shall not be obligated hereunder to provide any such records more than once.

SECTION 3.5 - BOARD OF TRUSTEES' AGENDA

The Association shall be supplied a copy of the agenda and the date of any regular or special meeting of the Board of Trustees the morning of the day of the meeting, with sufficient information thereon to know the subjects of discussion at the Board meeting. The President of the College shall make available to the President of the Association or designee, at the beginning of the Board meeting, additional non-confidential Board of Trustees' reports, including recommendations of the President of the College and the minutes of the last meeting.

SECTION 3.6 - ASSOCIATION ADDRESSING THE BOARD OF TRUSTEES

The President of the Association or designees shall be accorded the privilege of speaking at Board of Trustees' meetings for a period of time allocated by the Chairman of the Board of Trustees in the same manner as time is allocated to other employee organizations. The Association President shall submit their request prior to the time the agenda is prepared and shall identify the subject(s) on which they wish to speak. Collective bargaining shall not be discussed, nor shall grievances be discussed.

SECTION 3.7 - BOARD OF TRUSTEES' POLICIES

One (1) copy of the Board of Trustees' official policies, regulations, and by-laws and all subsequent additions, deletions, and amendments shall be provided to the Association President for use by the Association.

SECTION 3.8 - ASSOCIATION ACCESS

The Association shall have the right of access at reasonable times to areas in which employees work, the right to use bulletin boards, mailboxes, interoffice mail, email and other means of communication, for necessary activities of the Association (but not any affiliated organization) subject to reasonable regulation. The Association shall have the right to use other facilities and equipment of the College subject to the specific approval of the President of the College or designee.

SECTION 3.9 - ASSOCIATION OFFICE

As long as space and equipment are available, the Association shall receive an office for use for its legitimate business.

SECTION 3.10 - CLASSIFIED STAFF SEAT ON COLLEGE COMMITTEES

The Administration shall solicit the recommendation of the Association president in the appointment of classified staff to College committees that deal with issues affecting employees covered by this Agreement. Upon initial appointment, participation on committees shall be for a two- or three-year term or until the work of the committee is completed, whichever comes first. If a committee remains in effect for longer than two or three years, the Association President shall make a recommendation for replacement(s) or re- appointment(s) for a second term.

If the Association president's recommendation for replacement of an incumbent for a second term is not accepted, and the incumbent committee member serves a second term, the second term will be final and the appointee will not be considered for any subsequent consecutive appointment to the same committee.

The Chief Human Resources Officer shall be informed of any College committees being created that invite membership from multiple bargaining units and that deal with issues affecting employees covered by this Agreement. The Chief Human Resources Officer, will be responsible for contacting the OCCCSA President, regarding classified staff member participation.

SECTION 3.11 – UNION EMPLOYMENT

In the event that a full-time classified employee shall become a full-time employee of the Union, the employee shall notify the Oakton College President and shall be granted a leave of absence not to exceed two years without pay for the purpose of accepting this position. Any Union officer who accepts such a leave of absence shall be entitled to all benefits or rights accorded to a classified employee on unpaid leave of absence.

The Board agrees to make available up to 16 hours per week to any classified employee who is elected a part-time officer (vice-president, secretary, treasurer, legislative chair, grievance chair) of Local 1600 to serve a two- year term of office.

Both President and part-time Executive Positions described in the above paragraphs may be eligible for additional periods of up to two years, with management approval.

SECTION 3.12 – FREE SPEECH AND EXPRESSION AND INDEMNIFICATION

A. Staff members are members of the Oakton College community, society, and members of an educational institution. Current board policy 1120 affirms Oakton College’s commitment to maintaining an educational environment that fosters the free exchange of thoughts and ideas.

B. The Board shall defend, hold harmless, and indemnify a bargaining unit member from demands, claims, suits, actions, and legal proceedings brought against the bargaining unit member in their individual capacity, or in their official capacity as an employee of the College, provided the incident arose while the bargaining unit member was acting within the scope of their employment.

ARTICLE IV - HOURS OF WORK

SECTION 4.1 - WORK WEEK

Except as the needs of the College otherwise require, the normal work week for employees, including professional/technical, is five (5) consecutive days. The work week shall not be changed on a week-to-week basis to avoid the payment of overtime.

SECTION 4.2 - SUMMER WORK WEEK

A. The College will adopt a four- (4) day summer work week (i.e., Monday through Thursday). For 2026 to 2028, the schedule is as follows:

- 2026*, ** Sunday, May 17 - Saturday, August 1, 2026
- 2027*, ** Sunday, May 23 - Saturday, August 7, 2027
- 2028 Sunday, May 21 - Saturday, August 5, 2028

*The College will be closed on Monday in observance of July 4 holiday (*per Section 17.2*)

**The College will be closed on Monday in observance of Juneteenth (June 19) holiday (*per Section 17.2*)

The normal workday will be nine and one quarter (9 ¼) hours including one (1) unpaid three-quarter (¾) hour lunch period. Facilities personnel, who are not office staff, shall have a normal work day of nine (9) hours, including a one-half (½) hour unpaid lunch period and one (1) paid fifteen (15) minute break. Time and one-half (1 ½) rates will be paid for work in excess of thirty-four (34) hours per week during the summer work schedule.

- B. Full-time/full-year employees shall be paid their regular work week salary during the summer work week.
- C. Full-time/short-year employees shall be paid their regular standard work week salary during the summer work week provided that they work the full week; otherwise they shall be paid for the hours actually worked.
- D. All other employees shall be paid for the hours actually worked.

SECTION 4.3 - WORK DAY

A. Work Day

The regular work day shall be eight and three quarters (8 ¾) hours, including a three-quarters (¾) hour unpaid lunch period, except as provided in Section 4.2, above. Facilities personnel, who are not office staff, shall have a normal work day of eight and one-half (8 ½) hours, including a one-half (½) hour unpaid lunch period and one (1) paid fifteen (15) minute break.

Off-site seminar/workshop/conference attendance in excess of four (4) hours shall be considered a full work day.

B. Flexible Scheduling

Employees will be considered for flexible work scheduling on a case-by-case basis, where flexible work schedules can accomplish both work and personal goals, provide sufficient coverage for department operations, meet the College's operational need, and do not diminish the College's level of service. If there is a need for flexible work scheduling, as a result of short-term major project work, the employee and their supervisor may develop and agree upon an alternate work schedule for the week(s).

Flexible scheduling shall not be used to avoid the payment of overtime. (See Section 4.4 – Overtime.)

An alternative eight (8) hour work day, without any lunch period, may be approved on a case-by-case basis if an employee submits a request and receives pre-approval from their supervisor. Pre-approval of an employee's request for an alternative eight (8) hour work day will be granted only at the supervisor's discretion and must maintain sufficient office coverage and be consistent with departmental and operational needs.

SECTION 4.4 - OVERTIME

A. Qualification.

Overtime shall be compensated as prescribed by law except hours worked shall include holidays observed, as stated in Section 17.1 A and B, any accrued and unused paid leave time taken by the classified staff member, during the same work week, including but not limited to sick leave, personal days, compensatory time, floating holidays, and vacation days.

B. Overtime on Holidays.

Employees required to work on a holiday shall be compensated for all hours worked at the appropriate rate of pay in accordance with 4.4 A, in addition to holiday pay. There shall be no pyramiding of overtime.

C. Compensatory Time.

Compensatory time may be provided in lieu of salary and paid at the rate of one and one-half (1 ½) hours for each hour of overtime worked and may be accumulated to a maximum of two hundred and forty (240) hours. Such compensatory time off shall be taken by the employee within ninety (90) days of the overtime worked. Any compensatory time off which is not taken within ninety (90) days shall be compensated as a cash payment on the regular payday for the pay period which immediately follows the ninety (90) day period.

D. Winter Break.

Employees who work during the winter break, as defined in Section 17.1 C, shall be compensated for all hours worked at the appropriate rate in addition to receiving pay for the day off (double time). If an employee works on a holiday listed in Section 17.1 A, the employee shall receive overtime pay in addition to holiday pay.

SECTION 4.5 - ROTATION OF OVERTIME

A reasonable effort shall be made to equitably rotate overtime opportunities among employees who normally perform the work within the department.

SECTION 4.6 - VOLUNTARY OVERTIME

Where feasible, overtime shall be voluntary.

SECTION 4.7 - CALL-BACK PAY

Employees called back to work thirty (30) minutes or more after the completion of their regular shift on any day after completing the work shift shall receive a minimum of four (4) hours pay at time and one-half (1 ½) their regular straight-time hourly rate, if eligible for overtime. If not eligible for overtime, straight time will be paid. (See Section 4.4 – Overtime.)

SECTION 4.8 - STAND-BY PAY

Employees placed on stand-by shall receive \$2.50 per hour effective July 1, 2004, unless called in to work. The employee then will receive call-back pay in accordance with Section 4.7, above.

SECTION 4.9 - SHIFT DIFFERENTIAL

Employees regularly assigned to work for a period of four (4) consecutive hours or more after 3:30 p.m. and before 11 p.m. shall be paid a premium of seven percent (7%) of their regular salary for the full shift for that day. Employees regularly assigned to work for a period of four (4) consecutive hours or more after 11 p.m. but before 6 a.m. shall be paid a premium of ten percent (10%) of their regular salary for the full shift for that day. No employee shall be assigned to work a split shift without prior labor and management approval. There shall be no pyramiding of premium pay.

SECTION 4.10 - EMERGENCY CLOSING

When the Administration determines that it is necessary to close a facility because of an emergency situation, to include inclement weather, the following shall apply:

A. Procedure.

If a majority of bargaining unit employees are not required to report to work on a particular shift, the employees who have already reported for work will be paid for the closed building day as well as for the time actually worked. Employees who are unable to report for work on this designated shift shall be paid only for the closed building day. If a majority of the employees have reported for work when the building is declared closed, the day shall be considered a regular workday with early dismissal; employees who do not report to work on the designated shift shall be charged with a personal day or a vacation day at their option unless they have previously called in sick prior to the building closing. Employees on subsequent shifts will report to work unless called by their supervisor and told not to report. Closed building day hours shall be paid at straight time and not count in overtime calculation.

B. Employees Who Work.

Non-exempt employees who are required to remain at, or report to, work during a closed building period shall receive closed building pay for their regularly scheduled work hours for that day. In addition, all hours actually worked shall be paid at straight time until overtime provisions apply. (See Section 4.4 – Overtime.)

C. Campus Exclusivity.

An emergency situation at one facility shall not necessarily affect employees at any other facility.

D. Part-Time, 20-Hour and Other Continuing Employees.

Part-time, 20-hour, and other continuing employees will be treated like full-time employees, as described in 4.10 A. If applicable, they will be paid for up to the number of hours normally worked on that day (including any time actually worked).

E. Emergency Closing Designation.

The emergency closing designation will not extend beyond four (4) consecutive work days. If the closed condition extends beyond four (4) days, the employees will not be paid but can use vacation, floating holidays, or personal days.

F. Application of this Section for Employees with Approved Remote Work

Employees who are approved for remote work will only be paid for time they actually worked remotely on a closed building day. If an employee approved for remote work is unable to work remotely on a closed building day and it is a day they are scheduled to work, they will only be paid for the closed building day.

If an employee approved for remote work is required to work on-campus on a closed building day, the employee will be paid for the closed building day as well as for the time they actually worked.

ARTICLE V - SENIORITY

SECTION 5.1 - DEFINITION

A. Full-Time Employees.

Seniority is the length of continuous service. Upon employment, each employee is to receive a seniority date which is the first day of actual work. If two (2) or more employees have the same seniority date, the dates of the employees' applications control seniority. The employee with the earlier application is senior.

B. Part-Time, 20-Hour and Other Continuing Employees.

Seniority is the length of continuous service.

Part-time (25-hour) employees shall earn seniority at an accrual rate of 62.5%.
20-hour and other continuing employees shall earn seniority at an accrual rate of 50%.

C. College Term Employees

See Appendix C – Supplemental Agreement

D. Identical Seniority.

If the seniority of two (2) or more employees shall be identical, preference shall be determined by lot. (e.g., the flip of a coin or pulling a name out of a bag)

SECTION 5.2 - APPLICATION OF SENIORITY

In the application of seniority under this Agreement, the ability of the employee means the ability to perform the required work.

SECTION 5.3 - SENIORITY DURING LEAVE

Seniority shall continue to accumulate during an approved paid leave of absence or an unpaid leave of absence of less than ninety (90) consecutive days.

SECTION 5.4 - SENIORITY LISTS

The Administration shall prepare and post a seniority list at each campus within sixty (60) calendar days following the execution of this Agreement and annually thereafter. Such seniority list shall be determinative as to all persons employed on the date of posting unless the employee objects in writing within fifteen (15) calendar days. Any such objection, if not promptly resolved, shall be submitted to Expedited Arbitration.

SECTION 5.5 - PROBATIONARY PERIOD

A. New Employees.

All new employees shall be considered probationary employees until they complete a probationary period of sixty-five (65) working days, counting only those days actually worked. Days worked during the summer work week shall be credited as one (1) day toward completion of the probationary period. During the employee's probationary period, the employee shall be represented by the Association except in discharge cases. At the discretion of the area administrator, the probationary period may be extended once for up to thirty (30) working days.

B. Current Employees.

A probationary period of not more than twenty (20) working days shall be served by a current employee who accepts an assignment to another bargaining unit position covered under this Agreement. At the discretion of the area administrator, the probationary period may be extended once for an additional twenty (20) days. If the employee fails to satisfactorily complete the probationary period in the new position because of inability to perform the required work, the Board shall place the employee in their previous position, if unfilled, or an alternative available position for which they are qualified. The employee will receive a written evaluation upon completion of the probationary period as provided in Section 8.1 B.

SECTION 5.6 - LAYOFF

If the Board in its sole discretion shall determine that layoffs are necessary, whether by reason of reduction in force, discontinuance of program, or otherwise, employees shall be dismissed by classification provided:

A. Temporary and probationary employees in such classification or lower shall first be terminated if performing any work which the non-probationary employee might reasonably perform.

B. Within the affected classification, the least senior employee(s) shall be dismissed first, provided that the remaining employees are qualified to perform the work to be done.

SECTION 5.7 - RECALL

A. Eligibility.

Employees who are laid off shall be put on a recall list for a period of one (1) year. If there is a recall, employees who are still on the recall list shall be recalled in the inverse order of the lay-off. If an employee is recalled to a position in a lower classification, the employee shall have the right to return to the previous position when a vacancy occurs. If an employee is recalled to a lower classification, the employee shall have the right to refuse recall without jeopardizing the employee's right to remain on the recall list. The Administration shall not hire new employees in bargaining unit positions as long as there are fully qualified employees who have not refused the positions on the recall list.

B. Procedure.

Notice of recall shall be mailed to the employee's last known address and the Association president shall be notified. If the employee fails to accept such offer of return to employment and to return to employment within fourteen (14) calendar days of mailing of the notice of recall or within seven (7) calendar days of the employee's actual receipt of such notice of recall, whichever shall first occur, the employee shall be deemed to have rejected such offer and to have waived their recall rights. Such employee shall no longer be eligible for any other vacant or new position that becomes available within the recall period or thereafter.

C. Seniority.

Recalled employees shall retain their accrued rights, paid leave benefits and accumulated seniority, but the period between dismissal and return to work by recall shall not be counted toward seniority or the accumulation of any additional paid leave or other benefits.

ARTICLE VI - FILLING OF VACANCIES

SECTION 6.1 – POSTING

A. Internal Posting.

If the Board determines that it is necessary to create a new position in the bargaining unit or to fill a position formerly held by an employee, the Administration shall furnish a link to a notice of posting via email to the Association. Such positions shall be posted internally for five (5) working days before appearing in advertisements in appropriate web postings and other media. Any job vacancy posted after 2 p.m. shall be counted as if it had been posted on the following day.

The five-day internal posting is an exclusive posting period. Any applications received from non-employees during the five-day period will not be considered. Internal applicants will be asked upon application whether or not their current supervisor may be contacted.

B. Custodial Posting.

For custodial positions only, at least once each calendar year the Administration shall post a link to a general custodial vacancy notice. Current employees may bid on any vacant custodial positions that may arise until the next posting. All qualified applicants shall be placed in a hiring pool. When vacancies occur during the calendar year, the Administration shall be required to post a link to a vacancy notice but shall select applicants from the hiring pool.

SECTION 6.2 - BIDDING RIGHTS

Employees covered under this Agreement shall have the right to bid on any vacancy in the bargaining unit. Employees bidding on posted positions shall be notified when the position has been filled. Internal applicants will be flagged with an icon denoting “internal candidate.” Applicant logs will be ordered by receipt date first to last. If the applicant pool is being reviewed by Human Resources, internal applicants who meet the position requirements will remain on the list.

SECTION 6.3 - FILLING OF VACANCIES

Positions shall be filled as follows:

- A. Employees may use their seniority to fill a vacant position in their classification on another shift.
- B. Qualified employees subject to layoff.
- C. Qualified employees recalled from layoff.
- D. The best qualified to perform the required work. Only factors related to the job requirements will be considered. Unsuccessful candidates will not be required to train the candidate selected.
- E. Bona Fide Learning Capacity.

No job will be filled in a bona fide learning capacity until the job has been posted, advertised, and all applications for qualified candidates have been accepted and reviewed. A current bargaining unit employee may be employed by the College in a bona fide learning capacity at their current salary with the approval of both the Chief Human Resources Officer and the Association President. In such instances, this learning status will be for individuals who will meet the required qualifications listed at the time of the job posting (e.g., education requirements or experience requirements) within six (6) months from the date of appointment. The employee and supervisor will provide the rationale for participating in a bona fide learning capacity status, necessary to complete/meet the position’s requirements. The bona fide learning capacity may be extended once for an additional period of up to six (6) months with the mutual agreement of the Administration and the Association.

If the employee fails to obtain the necessary qualifications or meet the requirements of a position while serving in a bona fide learning capacity, or does not satisfactorily perform the duties of the position, the Board shall place the employee in their previous position, if unfilled. If their previous position is filled, the Board shall place the employee in an alternative available position for which they are qualified.

SECTION 6.4 - NEW EMPLOYEES

The Administration shall provide the Association within ten (10) working days from the date of hire the employee's name, salary, grade, step, job title, worksite location, date of hire, and employee contact information of any new employee covered under this Agreement.

ARTICLE VII - DISCIPLINE

SECTION 7.1 - DEFINITION

The Board acknowledges that discipline should be timely and, where applicable, progressive in nature. Work rules adopted by the Board shall seek to embody this principle.

SECTION 7.2 - PRE-DISCIPLINARY MEETING

For discipline other than oral or written warnings, the Administration shall notify the Association and schedule a pre-disciplinary meeting with the employee and the Association. At this meeting the Administration shall inform the employee of the reason(s) for the contemplated discipline. The employee and the Association shall have the right to rebut or to clarify the reasons for such discipline.

SECTION 7.3 - REMOVAL OF DISCIPLINE

Any oral or written warning, and related documentation to the oral or written warning, shall be removed from the personnel file after one (1) year if the employee has received no other discipline.

SECTION 7.4 - JUST CAUSE

The suspension without pay or dismissal of non-probationary employees shall be for just cause.

SECTION 7.5 - REPRESENTATION

When scheduling a disciplinary conference for an oral or written warning, Human Resources shall notify the employee of their right to have a Union representative present at the conference. Any employee subject to oral or written warning may request that an Association representative be present during the disciplinary conference, if such is held. If such request is made, any disciplinary conference shall be suspended up to twenty-four (24) hours until an Association representative is present. The employee and the Association representative may present information at the conference and/or shall have forty-eight (48) hours to familiarize themselves with the material and, if desired, refute or contextualize some of the presented material and arguments. Human Resources shall review any information submitted within the contractual timeframe and notify the employee and the Association representative of the determination as to the oral or written warning.

ARTICLE VIII - EMPLOYEE EVALUATIONS AND PERSONNEL FILES

SECTION 8.1 – EVALUATIONS

A. Informal Evaluations.

From time to time the Administration is encouraged to hold informal evaluation conferences between the employee and the supervisor to discuss work performance, job satisfaction, work-related problems and the work environment. If work performance problems are identified, the supervisor shall seek to offer constructive suggestions and otherwise seek to aid the employee in resolving any problems. If the conference involves a written evaluation, the employee shall be given a copy of the evaluation.

B. Formal Evaluations.

The Administration shall periodically prepare formal evaluations of employees via an electronic evaluation platform, a maximum of once per year, unless subject to a performance improvement plan as described below.

1. The formal evaluation shall be prepared by the employee's supervisor in consultation with the employee's area administrator. The evaluation shall be discussed with the employee, and the employee shall be given a copy of the evaluation. The employee shall acknowledge receipt of the evaluation. The employee may submit a written response to such evaluations and such response shall be maintained within the

employee's profile in the electronic evaluation platform. The response must be submitted within forty-five (45) working days of receipt of the evaluation. If an employee requests to inspect or have a copy of their personnel file, it will include the employee's evaluation(s) and any response(s).

2. If the employee disagrees with the evaluation, the employee may appeal. Requests for the appeal of a formal evaluation must be received by the Department of Human Resources no later than twenty (20) working days after the signed and dated copy of the evaluation is received. The request for appeal must be submitted in the following manner:
 - a. The appeal must be in writing;
 - b. The written appeal is submitted directly to the immediate supervisor and administrator with a copy given to Human Resources;
 - c. The written appeal will outline the basis of the appeal and include any additional information which is appropriate;
 - d. A committee will be formed to hear the appeal. The Chief Human Resources Officer, or designee, chairs the committee. A Vice President (who is not in a supervisory position to the employee appealing) and a classified staff representative selected by the OCCCSA President will also serve on the committee;
 - e. Appeals will be upheld or revised within twenty (20) working days after the request for appeal is received by the Department of Human Resources;
 - f. If the results of the appeal uphold a determination of "Inadequate Performance" from the original evaluation, another evaluation will be prepared in accordance with Section 8.1B.3;
 - g. Action taken by the committee is final.
3. If the evaluation is "Inadequate Performance," the reasons therefore shall be made known to the employee and the Association shall be notified by the supervisor within five (5) working days of the "Inadequate Performance" evaluation, with a copy to the Chief Human Resources Officer. A performance improvement plan will be developed and implemented for any employee receiving an evaluation of "Inadequate Performance." A performance improvement plan shall include interim assessments by the employee's supervisor at thirty (30) working day intervals for a ninety (90) working day period and a summative evaluation and rating upon completion. The employee and the Association shall be given a written copy of all assessments before the assessments are discussed with the employee. If the employee's summative performance evaluation rating is Inadequate Performance, the employee may be dismissed, subject to the provisions of Section 7.4 (Just Cause).

C. Modification of Evaluation Process.

The evaluation process (e.g., frequency, timeliness, and procedural steps) shall not be changed without mutual agreement between the Administration and Association.

SECTION 8.2 - PERSONNEL FILES

A. Maintenance of Files.

The Administration shall keep one (1) official personnel file in the Human Resources Office for each employee. No other official file shall be kept on employees except a file containing employee medical and worker's compensation information.

B. Placing Materials in the Permanent File.

1. No material may become a part of an employee's record until the employee has received a copy of the material and had the opportunity to acknowledge receipt of it.

2. Adverse materials may be placed in the file by the appropriate supervisor whose name shall be noted on the material.
 3. Adverse material placed in an employee's file may be responded to, in writing, within ten (10) working days of the material being placed in the file and will be attached to the adverse material.
 4. Any oral or written warning, and related documentation to the oral or written warning shall be removed from the personnel file after one (1) year if the employee has received no other discipline.
- C. Viewing the File.
1. Employees shall have the right to inspect their personnel file by appointment at any reasonable time.
 2. The employee may be accompanied by an Association representative.
 3. An Association representative shall have the right, with the written consent of the employee, to inspect the employee's personnel file.
 4. A Human Resources or designee employee may be present during such review.
 5. Nothing shall be permanently removed from the personnel file except by mutual consent.
 6. Employees shall be able to copy materials from their personnel file.

ARTICLE IX - CLASSIFICATION REVIEW

SECTION 9.1 – REVIEW AND APPEAL PROCESS

A. Review.

Employees may request review of their job classification and/or salary grade placement, after being employed in their job classification for a period of one year. A rationale, i.e., a completed questionnaire, shall accompany such request and be submitted to the Chief Human Resources Officer through the appropriate Vice President. If there are minimal changes in the job classification, an employee may ask for a review once every 24 months. If there are substantial changes in the job classification, the employee may appeal in 12 months. The Chief Human Resources Officer shall determine if there are substantial changes in the job classification. If the employee disagrees with the Chief Human Resources Officer whether or not there are substantial changes, the employee may appeal to the Appeals Committee as outlined in Section 9.1B.

Time Frame	Day	Action
Anytime		File with appropriate Supervisor/Administrator.
10 Working Days	10	Supervisor/Administrator forwards to the appropriate Vice President.
15 Working Days	25	The appropriate Vice President, Supervisor/Administrator, the employee, and two Association Executive Board member(s) will meet to review and discuss the reclassification.
10 Working Days	35	Vice President reviews and forwards to Human Resources. Within ten (10) working days of the reclassification meeting, Human Resources will notify the employee and the Association that the review has been received.

20 Working Days	55	Human Resources reviews, meets with the supervisor and employee to discuss the job description, reviews grading, makes recommendations, and notifies the employee and the Association.
Pay Period Following Approval, if applicable		Salary adjustment effective.

B. Appeal.

If the employee requesting a reclassification or salary grade change is not satisfied with the recommendations of the Chief Human Resources Officer, the employee may submit a rationale to the Association Executive Board. The Executive Board shall consider the request. If the Executive Board supports the appeal, it shall be submitted to a review committee consisting of the Chief Human Resources Officer or designee, and the Association President or designee, an Association Executive Board member, and a President’s Council (PC) Member outside of the employee’s division. The decision of the committee, including the reasons therefore, shall be co-written by the Chief Human Resources Officer or designee and the Association President or designee and forwarded to the President of the College, who shall act on the committee’s determination. In the event of a split decision, an Association Executive Board member may provide the committee with a further statement in support of its position to be included in the submission to the President. The President’s decision shall be in their sole discretion and non-precedential. If the President disagrees with the committee, the President shall submit written reasons to said committee.

Time Frame	Day	Action
10 Working Days	65	Association reviews all associated documentation and files appeal.
15 Working Days	80	Review committee examines cases, makes recommendations, and submits decisions to the President of the College.
15 Working Days	95	President reviews appeals and acts on the recommendations, and notifies employee and Association.
Pay Period Following Approval, if applicable		Salary adjustment effective.

SECTION 9.2 - CHANGES IN DUTIES AND RESPONSIBILITIES

Whenever a job description is updated, the incumbent and the OCCCSA will be provided a copy of the updated description and be permitted to comment on or question it during the next ten (10) working days.

SECTION 9.3 - OTHER DUTIES

Job descriptions will include the following language: "other job-related duties as assigned" rather than "other duties as assigned."

ARTICLE X - EMPLOYEE HEALTH AND SAFETY

SECTION 10.1 - NON-DISCRIMINATION

Employees and the Association may exercise all of their legal rights to secure a safe and healthful workplace without reprisals of any kind.

An employee may contact the area Administration or Human Resources to meet to discuss job satisfaction, work-related problems, and the work environment. Next steps, if any, shall be in the sole discretion of the area Administrator or Human Resources. The area Administrator or Human Resources will follow-up with the employee.

SECTION 10.2 - COMPLIANCE WITH LAWS

The Board agrees to comply with applicable federal, state, and local laws that concern the safety and health of employees.

SECTION 10.3 - ACCESS TO INFORMATION AND RECORDS

To the extent required by law, the Administration shall supply to the Association the generic names and composition of all hazardous materials which are used in the workplace. This list shall be updated as chemicals are introduced.

SECTION 10.4 - RIGHT TO REFUSE UNSAFE OR UNHEALTHY WORK

No employee shall be required to work where such would be patently unsafe. Any employee, who asserts a right to not work because such work is patently unsafe, may be temporarily reassigned. If not reassigned, the employee shall receive no salary unless it is thereafter determined that it would be patently unsafe to continue work. Disputes hereunder shall be resolved through Expedited Arbitration.

SECTION 10.5 - PROTECTIVE EQUIPMENT

The Administration agrees to provide employees with necessary personal protective equipment, including, but not limited to: safety glasses, work shoes, hard hats, respiration devices, and hearing protection devices. Starting January 1, 2009, Facilities employees working in the Grounds, Maintenance, HVAC and Housekeeping Departments will be required to wear appropriate safety shoes during working hours. In the fall of each year, employees will be able to select from a number of different style shoes appropriate for the department they work in. The College will allocate up to \$125 to each above mentioned Facilities employee, on an annual basis, for the purchase of safety shoes. New employees will be allocated up to \$250 for the purchase of safety shoes, upon hire.

SECTION 10.6 - ERGONOMICS

The College will supply wrist rests to those who request them. The College will utilize the services of the ergonomic evaluation provided through its workers' compensation carrier. Ergonomic evaluation of workstations will be made upon request of an employee who provides supporting medical documentation.

SECTION 10.7 – DRUG TESTING FOR EMPLOYEES REQUIRED TO HAVE A CDL

Any employee in a position requiring a Commercial Driver's License (CDL) is required to submit to post-offer, reasonable suspicion, random and post-accident alcohol and controlled substance tests at the College's expense. Discipline for violating the Drug Free Workplace Policy or testing positive under the Drug Testing provision shall be governed by the College's disciplinary and termination policies.

ARTICLE XI - OFFICE AUTOMATION AND REORGANIZATION

SECTION 11.1 - CONSULTATION

Employees and the Association shall be kept informed of any Board programs of reorganization and/or automation.

SECTION 11.2 - TRAINING

When changes in operations due to technological innovations occur, the Administration shall give first consideration to the utilization of affected employees. The current practices of offering training to affected employees shall remain in effect during the term of the Agreement.

ARTICLE XII - WORK RULES, UNIFORMS AND TOOLS

SECTION 12.1 - WORK RULES

Whenever the Administration issues or amends work rules, seven (7) days advance notice shall be given to all affected employees and to the Association President or designee.

SECTION 12.2 - UNIFORMS

The Administration agrees to provide employees with the necessary work apparel, including but not limited to uniform shirts, pants and jackets. Starting January 1, 2009, Facilities employees working in the Grounds, Maintenance, HVAC and Housekeeping Departments will be required to wear safety shoes (see Protective Equipment 10.5) and a uniform shirt during working hours, reflecting a professional appearance. In the fall of each year, employees will be able to select from a number of different style uniform shirts as well as other optional work clothing items, or be reimbursed for uniform purchases. Uniform shirts will be embroidered with the employee’s first name and department. The college will be responsible for the cost of embroidery and it will not be included in the amount allocated. The amount allocated to each employee, on an annual basis for the purchase of work apparel, will be as follows:

New employees*	Existing employees
\$275	\$200

** Upon successful completion of their probationary period*

SECTION 12.3 - TOOLS AND MATERIALS

The Administration shall continue its current practice of providing all tools and materials which, in its discretion, are deemed necessary.

ARTICLE XIII - GRIEVANCE PROCEDURE

SECTION 13.1 - DEFINITION

A grievance shall be a complaint by an employee or the Association that there has been a violation, misinterpretation, or misapplication of the Agreement.

It is the declared objective of the Union and the Board to encourage the prompt and informal resolution of complaints as they arise and the satisfactory adjustment of complaints without resorting to formal grievances.

SECTION 13.2 - GRIEVANCE STEPS

Step 1. The employee and/or up to two (2) Association representatives shall discuss the grievance with the immediate supervisor at the first step meeting. The immediate supervisor shall respond within five (5) working days. If the grievance does not involve the immediate supervisor, the grievance may be filed at Step 2.

Step 2. If the grievance is not settled in Step 1, the grievant and/or the Association may file a written grievance to the next higher supervisor within five (5) working days of the Step 1 grievance answer. The supervisor shall discuss the grievance with up to two (2) Association representatives and/or the grievant within five (5) working days. If no settlement is reached, the supervisor shall give a written answer to the Association within five (5) working days of said meeting.

Step 3. If the grievance is not settled at Step 2, the Association and/or the grievant may appeal the grievance in writing to the Vice President for Administrative Affairs within five (5) working days of the Step 2 answer. If the VP for Administrative Affairs is the administrator for the department and/or grievant involved, upon request of the Association and/or grievant the Chief Human Resources Officer will assign the grievance to a different member of the President's Council. The assigned member of the President's Council shall discuss the grievance within five (5) working days with up to three (3) representatives of the Association and the grievant at a time mutually agreeable to the parties. If no settlement is reached, the assigned member of the President's Council shall give a written answer within five (5) working days of the meeting.

Step 4. If the grievance is not settled at Step 3, the Association may refer the grievance to arbitration within twenty (20) working days of the Step 3 answer. The parties shall jointly request the American Arbitration Association to submit a panel or panels of arbitrators from which an arbitrator will be selected pursuant to the practices of the American Arbitration Association.

SECTION 13.3 - AUTHORITY OF ARBITRATOR

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issues submitted in writing and shall have no authority to make any decision or recommendation on any other issue not submitted. The arbitrator shall not make any decisions contrary to law. The arbitrator shall submit a decision thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later. The arbitrator's decision shall be based solely upon interpretation of the meaning or application of the Agreement. The decision of the arbitrator shall be final and binding.

SECTION 13.4 - EXPENSE OF ARBITRATION

The fees of the arbitrator shall be divided equally between the Board and the Association. All other expenses shall be borne by the party incurring them.

SECTION 13.5 - TIME LIMITS FOR FILING

A grievance shall be submitted in writing at Step 2 within fifteen (15) working days after the grievant or the Association becomes aware of the complaint giving rise to the grievance. Time limits may be extended by mutual agreement only. Failure to communicate a decision to the grievant or the Association within the time limits shall automatically move the grievance to the next step.

SECTION 13.6 - TIME OFF

Grievants, witnesses, and Association representatives shall be allowed time off with pay to attend grievance meetings called by the Board and/or the arbitration hearing. Witnesses are allowed time off only for such time as their presence is required.

SECTION 13.7 - DISCHARGE GRIEVANCES

Grievances involving the termination of an employee shall go directly to Step 3 of the grievance procedure. The Board and the Association agree to a panel of five arbitrators to be selected within thirty (30) days of the signing of this agreement. When the Association appeals a discharge case to arbitration, each member of the panel will be requested to submit the following information:

1. Earliest date for hearing the case.
2. Whether they will agree in writing to issue a decision within thirty (30) days of the submission of post-hearing briefs by the parties.

The arbitrator with the earliest possible date who agrees to issue a decision within thirty (30) days of submission of post-hearing briefs will be selected.

The parties will have thirty (30) days after the arbitration hearing or fifteen (15) days after receipt of the hearing transcript, whichever date is later, to submit briefs to the arbitrator. Briefs which are not timely filed under these guidelines shall not be considered by the arbitrator.

If an arbitrator does not issue a decision within thirty (30) days as agreed, the arbitrator shall be stricken from the panel.

If the panel of arbitrators is reduced to less than five members, the Board and the Association shall meet and agree to an additional arbitrator.

SECTION 13.8 - HARASSMENT

Bargaining unit members who assert that they have been threatened or harassed by any other employee of the College shall promptly report the details of such threat and/or harassment to a member of the Association Executive Board and the Chief Human Resources Officer.

The Chief Human Resources Officer shall initiate an investigation within ten (10) working days of receipt of a formal complaint and shall issue a report on the accusation within sixty (60) working days. The report shall include the findings of the Chief Human Resources Officer and an appropriate remedy.

If dissatisfied with the results, the employee may appeal in writing within fifteen (15) working days to the President, who will render a decision on the appeal within twenty (20) working days. The President's decision shall be final.

This section shall not be subject to Article XIII (grievance procedure) of this Agreement and shall not be applicable where an alternative procedure is available (e.g., sexual harassment allegations).

ARTICLE XIV - EDUCATIONAL BENEFITS AND TRAINING

SECTION 14.1 - EDUCATIONAL BENEFITS

A. Tuition Waiver.

1. Employees covered by this Agreement, their children, and their spouse/domestic partner may enroll in credit courses offered by the College at no tuition charge (tuition is waived) and have associated fee(s) waived according to the following schedule:

<u>Academic Year</u>	<u>Full-time Employee</u>	<u>Part-time (25-hour) Employee</u>	<u>20-hour Employee</u>
Number of Credits	No limit*	24	18
Fees apply only to employee	\$250	\$160	\$130

**Upon approval of the immediate supervisor, an employee may attend one (1) college credit class per semester during work time.*

Part-time (25-hour) or 20-hour employees, their children, and their spouse/domestic partner who take more than 24/18 credit hours respectively during an academic year will be charged at the in-district tuition rate.

B. Educational Reimbursement.

1. The Board will create an Educational Reimbursement Fund as shown below. The fund will be used for tuition reimbursement for full-time, part-time (25-hour), 20-hour, and other continuing employees (19-hour or less) after one year of employment, in accredited (by the Higher Learning Commission or equivalent), credit-bearing programs of study at a college or university.

For FY 2026 (7/1/2025 – 6/30/2026) the amount will be \$42,000
 For FY 2027 (7/1/2026 – 6/30/2027) the amount will be \$45,000
 For FY 2028 (7/1/2027 – 6/30/2028) the amount will be \$45,000
 For FY 2029 (7/1/2028 – 6/30/2029) the amount will be \$45,000

2. Approved courses must be in one or more of the following categories:
 - Courses which contribute to personal or professional development
 - Courses which provide job-related information
 - Courses which develop job-related skills
 - Courses in an accredited degree program
3. All courses must be taken for credit. Eligible employees must receive a grade of “C” or better to receive reimbursement. Continuing education units (CEUs) and courses taken on an audit basis are not eligible for tuition reimbursement.
4. If an employee receives a scholarship, monetary gift, or grant for educational expenses, the employee must provide proof of the amount, and the Educational Reimbursement Fund may reimburse the difference owed, per the stipulations in items 9 and 13 below.
5. To receive money from the fund, the employee must submit a Staff Tuition Reimbursement form to Human Resources 4 weeks prior to the start date of the course, and must provide:
 - A copy of the student schedule with start/end dates, and
 - A copy of the detailed tuition bill.

6. Employees who meet these deadlines shall be reimbursed for courses up to \$450 per credit hour for classes taken on a semester schedule and \$300 per credit hour for courses taken on a quarter/trimester schedule. Costs for student activity fees and other miscellaneous expenses related to taking courses are not reimbursable.
7. No later than 30 days after the completion of the course, employees who have submitted all materials according to above deadlines shall submit to Human Resources:
 - Proof of grade or official transcript/or certificate of completion (H.R. will retain these documents); and
 - Original paid tuition receipt.
8. To receive reimbursement, the course must be completed within six months of the course ending date.
9. An eligible employee may be reimbursed for not more than five semester hours (seven and a half quarter hours) per term, and not more than ten semester hours (15 quarter hours) per fiscal year (July 1 through June 30).
10. Employees must maintain their status as College employees throughout the approved term and at the time the grade is submitted to Human Resources to receive tuition reimbursement.
11. Employees may also request money from this fund for work-related educational seminars, workshops and travel.
12. No employee shall receive more than \$750 per year from the fund for seminars, workshops and travel.
13. No employee may be reimbursed more than \$4,500 from this fund per fiscal year, except as provided under item 15 below.
14. A list of employees who have been reimbursed and the status of the Educational Reimbursement Fund shall be given to the Association President prior to June 1 of each year.
15. Should there be excess funds available after the June 1 list is received, the Educational Reimbursement Committee, which considers requests and approves funding, may reimburse employees who have received funding for that year.

C. Advanced Degree Adjustment

Employees who obtain, with prior approval of the appropriate administrator and the concurrence of the Chief Human Resources Officer, a doctorate or master's degree in a field related to their position shall advance one (1) step on the salary schedule up to the maximum of the salary range. The one (1) step advance on the salary schedule will be effective the beginning of the next pay period following the submission of official College transcript of the advanced degree to the Human Resources office for verification and inclusion in the employee's personnel file.

D. Educational Advancement Stipend and Professional Development

1. Educational Advancement Stipend

After one year of service, any employee who receives an Oakton certificate or degree, or who completes a bachelor's degree, will receive, upon providing an unofficial Oakton College transcript (official transcript for bachelor's) to the Chief Human Resources Officer, a stipend as follows:

- Certificate:** \$150 (maximum 3 per person)
- Associate degree:** \$400 (maximum one per person)
- Bachelor's degree:** \$800 (maximum one per person)

Maximum Educational Advancement Stipend Amounts*

FY 2026: \$9,000
FY 2027: \$9,500
FY 2028: \$9,500
FY 2029: \$9,500

**An employee who submits a transcript after funds have been exhausted for that year, will be placed on a list for next year's funds.*

2. Professional Development

Full-time staff who have completed at least one (1) year of employment shall be eligible for reimbursement for the expense of books, software, or other professional development materials that support their employment, or on non-required memberships in professional organizations incurred during that fiscal year. All Professional Development reimbursement requests are to be emailed to the Educational Reimbursement Committee by May 1st of each fiscal year. After all Educational Advancement Stipends have been paid for that fiscal year, the Educational Reimbursement Committee shall divide the remaining funds equally amongst the submitted requests. No employee may be reimbursed more than they paid nor more than a maximum of \$1,000.

E. Required Training.

Training or study courses required of an employee, recommended by an appropriate administrator, and approved by the Chief Human Resources Officer shall be fully funded by the College.

SECTION 14.2 - TRAINING

The Board and the Association recognize the need for training and development of employees to provide more efficient and effective services and to give employees the opportunity to develop their skills and potential. In recognition of this principle, the Board shall endeavor to provide employees with reasonable orientation with respect to current procedures, forms, methods, techniques, materials, equipment, and periodic changes thereof, including, where applicable, procedural manuals normally used in employees' work assignments.

ARTICLE XV - LEAVES OF ABSENCE

SECTION 15.1 - BEREAVEMENT LEAVE

A. Family Members.

In the event of a death in the employee's immediate family (spouse or domestic partner, child, stepchild, parent, parents of their spouse or domestic partner, siblings, grandparents, step-parents, or a relative living in the employee's household), the employee shall be entitled to up to five (5) work days to be taken within six (6) months without loss of salary. If more days are needed, an employee may use any accumulated personal leave days which the employee is entitled to receive. If still more days are needed, the immediate supervisor and the Chief Human Resources Officer may allow an employee to use accumulated sick leave or vacation leave.

An employee shall be entitled to up to two (2) work days in a single 12-month period to be taken within five (5) business days, without loss of salary, in the event of the following: stillbirth, miscarriage, unsuccessful IVF procedure, unfinalized adoption agreement, unfinalized surrogacy agreement, or initial diagnosis of infertility. After three (3) instances, Human Resources reserves the right to request documentation statement to support the basis for leave.

B. Other Relatives.

Personal leave days may be taken to attend the funeral of relatives not specifically listed above. In the event that an employee has previously used their personal leave days, or if additional days are needed, the immediate supervisor and the Chief Human Resources Officer may allow an employee to use accumulated sick leave or vacation leave.

C. Interruption.

An employee, at their option, may interrupt or terminate a vacation leave in order to take bereavement leave.

SECTION 15.2 - LEAVE FOR JURY DUTY

All employees subpoenaed as witnesses in a criminal proceeding or as jurors in a civil or criminal proceeding will notify the immediate supervisor as soon as possible after being subpoenaed. Subpoenaed employees required to serve as jurors or to appear as witnesses during a working day shall be paid their normal salary during this period. Monies paid by the court shall be retained by the employee to cover expenses. While on leave, the employee shall keep the appropriate supervisor informed as to the possible length of absence.

SECTION 15.3 - MILITARY LEAVE

Employment and re-employment of employees who leave their jobs voluntarily or involuntarily to serve in the military, including the military reserves and the National Guard, will be in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) (38 U.S.C. § 4301-4334).

SECTION 15.4 - PARENTAL LEAVE

A. Eligibility.

A full-time/full-year employee who has completed two (2) years of service to the College may request a parental leave without pay for a period not to exceed one (1) year to rear a dependent child under five (5) years of age. The leave request shall not be denied. If the staff member meets the eligibility requirements of an FMLA leave, the FMLA leave shall precede the Parental Leave.

B. Benefit Coverage.

The employee may continue benefit coverage by applying to Human Resources thirty (30) calendar days prior to the requested leave and by paying for the first month of elected coverage and continuing to pay for the coverage at the beginning of each month.

An alternative option of a flexible plan for the repayment of insurance benefit costs shall be available for any employee who has completed at least five (5) years of service on or before the commencement date of their parental leave, as follows:

Repayment shall begin when the employee returns to work after the leave and must be paid within one (1) year of return to work. A promissory note or other payment collection vehicle must be signed.

C. Salary Movement.

While such a leave shall not constitute a break in service, it shall not apply to vertical movement on the salary schedule.

D. Reinstatement.

A full-time/full-year employee returning from such leave within eighteen (18) weeks of the beginning of the leave shall return to the position they occupied prior to the leave. An employee returning from a leave of more than eighteen (18) weeks may be reinstated in their former position or a comparable position available at a salary level commensurate with the salary grade and step occupied at the beginning of such leave of absence. The employee must submit, to the appropriate supervisor and Human Resources, notification of return thirty (30) days prior to returning from such a leave.

SECTION 15.5 - ELECTION LEAVE

Leaves of absence without pay for Election Day activity shall be granted upon approval of the area administrator and the Chief Human Resources Officer.

SECTION 15.6 - SICK LEAVE

A. Sick Leave Definition.

Sick leave is granted for personal illness, medical appointment, quarantine at home, or illness of a spouse, domestic partner, child, stepchild, or parent.

B. Sick Leave Rate of Accrual for Full-Time/Full-Year Employees.

1. Full-time/full-year employees shall accrue sick leave at the rate of ten (10) hours (1.25 days) per month up to a maximum of 2,560 hours (320 days).
2. Full-time/short-year employees shall accrue sick leave on a pro-rata basis according to the above schedule.

C. Sick Leave for Less Than Full-Time Employees.

All other employees shall accrue sick leave on a monthly basis according to the following schedule:

1. Employees who are scheduled to work at least 1,500 hours in a calendar year shall be credited at the rate of 60 hours of accrued sick leave per year.
2. Employees who are scheduled to work at least 1,250 hours but less than 1,500 hours in a calendar year shall be credited at the rate of 50 hours of accrued sick leave per year.
3. Employees who are scheduled to work at least 1,000 hours but less than 1,250 hours in a calendar year shall be credited at the rate of 40 hours of accrued sick leave per year.
4. Any other continuing employee who worked at least 500 hours but less than 1,000 in a calendar year shall be credited with 12 hours of accrued sick leave per year.

D. Use.

1. Sick leave shall be taken at a minimum of an initial one (1) hour block, and in fifteen (15) minute increments thereafter.
2. A full day of sick leave used during the summer work week will be charged at eight (8) hours.
3. Sick leave cannot be taken during probationary period.

E. Reporting Sick Leave Absences

An employee will make every effort to notify their direct supervisor as soon as they become aware that they will not be able to report to work. If, due to a bona fide emergency, an employee is unable to contact their direct supervisor, as noted above, every effort should be made to notify the direct supervisor as soon as practicable.

Human Resources will focus on addressing abuse of sick time based on a demonstrated pattern of absence

over a period of time, e.g., Fridays, Mondays, the day before or after a holiday, etc., which may include but not be limited to requesting a doctor's note to Human Resources to support an absence.

Human Resources will not determine excessive use of sick time based on a formula or a specific number of days used.

SECTION 15.7 - PERSONAL LEAVE

Effective January 1, 2022, subject to approval by their supervisor, each employee shall be permitted, without loss of salary, two (2) days each year for personal days. Personal days will not be charged against sick leave and may be used as an extension of a holiday or vacation day. Personal leave shall be taken at a minimum of an initial one (1) hour block, and in fifteen (15) minute increments thereafter, and may not be taken during an employee's probationary period. Personal leave during peak periods as defined by departments may be granted at the discretion of the supervisor. To support sufficient staffing levels, a request to use personal leave should be made to the supervisor as soon as possible.

- Full-time employees may use up to 16 hours of Personal time per calendar year.
- Part-time (25 hour) employees may use up to 10 hours of Personal time per calendar year.
- 20-hour employees may use up to 8 hours of Personal time per calendar year.
- Other continuing employees may use up to 8 hours of Personal time per calendar year.

Accrued unused personal leave shall be transferred to the employee's sick leave accumulation amount at the end of each contract year and will not be reported to SURS for additional retirement service credit purposes when the employee separates from employment with the College.

SECTION 15.8 – LONG-TERM LEAVE

A. Eligibility.

Other unpaid leaves may be granted by the President of the College upon advice of the employee's area administrator and the Chief Human Resources Officer under the following conditions:

1. The leave is for good and sufficient reason.
2. The employee has two (2) years of service.
3. The requested period is for one (1) year or less.
4. The employee requests such leave at least ninety (90) calendar days in advance of the intended leave, provided less advance notice may be given by the employee if ninety (90) days is not possible or such notice is waived by the Chief Human Resources Officer in their sole discretion because of extraordinary circumstances. In no event shall the granting of leave with less than ninety (90) day notice be a precedent for whatsoever reason or constitute a precedent or past practice for such employee or any other person now or hereafter employed by the College.
5. The employee re-affirms, in writing, their intent to return to work at least three (3) months prior to the return date.
6. The granting of long-term leaves shall be at the sole discretion of the President and shall be non-precedential.
7. All requests shall be submitted in writing through the employee's area administrator to the Chief Human Resources Officer.

B. Reinstatement.

Upon returning from long-term leave, the employee shall be reinstated in their former position, if available, or in a comparable position available at a salary level commensurate with the grade and step occupied at the beginning of such leave. If no comparable position is available, the provisions of Sections 5.7 and 6.3 shall apply.

C. Dismissal.

Failure of an employee to return to work at the end of a long-term leave shall constitute just cause for dismissal.

SECTION 15.9 - PERMANENT DISABILITY

Upon exhaustion of all accumulated paid leave, if the employee is still unable to return to regular duties as a consequence of illness or disability, the employee shall be granted leave without pay, provided that at any time after the employee has been absent from work because of a particular illness or disability for at least 120 days, whether continuous or intermittent, the Administration may declare such employee to be permanently disabled. If, at some future date, the employee is able to return to work, the provisions of Section 6.3 C shall apply.

SECTION 15.10 - CONVENTION LEAVE

The Administration shall grant four (4) days paid leave in each even numbered year for members elected to attend the convention of the American Federation of Teachers.

SECTION 15.11 - FAMILY AND MEDICAL LEAVE

The Administration agrees to adhere to the Family and Medical Leave Act of 1993 (FMLA) and its regulations and the state law and its regulations for all employees in the bargaining unit.

A. Leave Year/Schedule.

A Leave Year shall be a 12-month period, measured forward from the first date an employee uses FMLA leave.

B. Benefits.

During the period of family or medical leave, the employer will maintain the employee’s coverage under its group health plan at the level and under the conditions coverage would have been provided if the employee had remained in employment continuously for the duration of such leave.

ARTICLE XVI – VACATION

SECTION 16.1 - RATE OF ACCRUAL

A. Qualification.

Full-time/full-year employees receive a paid vacation based upon the number of years of continuous service. No vacation leave may be taken during the first six (6) months of employment. Full-time/short- year employees shall accrue vacation on a pro-rata basis.

Non-exempt Employees.

Non-exempt employees shall earn vacation as follows:

Years of Service	Number of Vacation Hours
1-5	80 hours (10 days)
6	104 hours (13 days)

7	112 hours (14 days)
8	120 hours (15 days)
9	128 hours (16 days)
10-14	136 hours (17 days)
15-19	144 hours (18 days)
20+	152 hours (19 days)

B. Exempt Employees.

Exempt employees shall earn vacation as follows:

Years of Service	Number of Vacation Hours
1-5	120 hours (15 days)
6	144 hours (18 days)
7+	160 hours (20 days)

SECTION 16.2 - USE OF VACATION

- A. Vacation leave shall be taken at a minimum of a one (1) hour block and in fifteen (15) minute increments thereafter.
- B. When a holiday falls while an employee is on vacation, the day shall be counted as a holiday, not as a vacation leave day.
- C. All employees shall be entitled, at their option, to take at least one (1) vacation leave period of seven (7) continuous calendar days, if earned, during any given year, scheduled in accordance with Section 16.3, below.
- D. Vacation used during the summer shall be charged at eight (8) hours per work day.

SECTION 16.3 - VACATION SCHEDULING

A. Procedure.

The area administrator shall grant vacation requests, which shall be scheduled according to the needs of the College. Employees who apply for vacation leave prior to April 1 of each year shall be allowed to exercise their seniority in scheduling vacation leave for the following twelve-month period. After April 1, vacation leave shall be scheduled on a first-come, first-served basis. The supervisor shall schedule vacation leaves as far as possible in advance.

B. Entitlement Protection.

An employee's request for vacation leave, received at least thirty (30) days prior to the leave date, cannot be denied if such denial would result in the employee losing any vacation entitlement in accordance with Section 16.4, below, and if a previous request for vacation leave has been denied during the six (6) month period preceding December 1 of each year.

SECTION 16.4 - UNUSED VACATION

Effective January 1, 2026, on January 1 of each year, any vacation leave hours the employee has accumulated in excess of seventy-six hours (76 hours) more than the employee is eligible to earn in one (1) calendar year will be converted into sick leave hours.

SECTION 16.5 - VACATION ACCRUAL FOR LESS THAN FULL-TIME EMPLOYEES

Part-time, 20-hour and other continuing employees shall accrue vacation time on a bi-weekly basis according to the following schedule. Years of service are continuous and include continuous years of service in any full-time, part-time, 20-hour and other continuing employee staff position.

Years of service are calculated using hire date.

Vacation Accruals

Hours Scheduled to Work per Calendar Year	Years of Service	
	1 – 5	6+
1,500	60 hours	90 hours
1,250-1,499	50 hours	75 hours
1,000-1,249	40 hours	60 hours
Other Continuing Employees	18 hours	24 hours

SECTION 16.6 - FINAL COMPENSATION

Upon separation from employment with the College, an employee shall be paid for vacation leave accrued but not used at the regular salary rate of the employee at the time of separation. (Also see Appendix D.)

ARTICLE XVII – HOLIDAYS

SECTION 17.1 - HOLIDAYS OBSERVED

A. Regular Holidays.

The following shall be the regular paid holidays for full-time, part-time and 20-hour employees: Labor Day, Veterans Day, Thanksgiving Day, the Friday following Thanksgiving Day, the day of Christmas Eve Day, Christmas Day, New Year’s Eve Day, New Year's Day, the birthday of Dr. Martin Luther King, Jr., Presidents Day, Memorial Day, Juneteenth (June 19), and Independence Day. Full-time/short-year employees shall be entitled to receive holiday pay for Independence Day provided they work or are pre-approved for use of accrued and unused paid leave the day before and the day after the holiday, if they are normally scheduled to work on those days.

B. Floating Holiday.

1. Employees shall receive one (1) floating holiday per fiscal year, to be taken subject to approval of the employee's supervisor.
2. Employees shall receive (1) additional floating holiday in 2027 due to winter break, to be taken subject to the approval of the employee’s supervisor.
3. Employees shall receive (1) additional floating holiday in 2028 due to winter break, to be taken subject to the approval of the employee’s supervisor.

C. Winter Break.

The College will close during the week between Christmas Day and New Year's Day. The winter break will consist of the following days:

2026 College Closed Thursday, December 24, 2026, through Friday, January 1, 2027

2027 College Closed Friday, December 24, 2027 – Saturday, January 1, 2028

2028 College Closed Saturday, December 23, 2028 – Monday, January 1, 2029

SECTION 17.2 - HOLIDAYS ON WEEKENDS

When a holiday falls on a Saturday, the College shall observe the holiday on the preceding Friday. When a holiday falls on a Sunday, the College shall observe the holiday on the following Monday. When a holiday occurs on a Friday, Saturday, or Sunday during the summer session, the College shall observe the holiday on the following Monday.

SECTION 17.3 - HOLIDAYS FOR PART-TIME EMPLOYEES

- A. Employees who work at least 1,500 hours in a calendar year shall receive six (6) hours holiday pay for each holiday.
- B. Employees who work at least 1,250 hours but less than 1,500 hours in a calendar year shall receive five (5) hours holiday pay for each holiday.
- C. Employees who work at least 1,000 hours but less than 1,250 hours in a calendar year shall receive four (4) hours holiday pay for each holiday.

SECTION 17.4 - HOLIDAY DURING UNPAID LEAVE

Holiday pay shall not be applicable while an employee is on unpaid leave.

ARTICLE XVIII – INSURANCE

SECTION 18.1 - HEALTH INSURANCE

- A. Benefits – Full-Time Employees.
 - 1. The Board shall continue the Hospitalization, Dental Plan for full-time/full-year employees and their dependents as comparable as possible to that provided faculty. Full-time/short-year employees shall have the same benefits as full-time/full-year employees while they work full time and for those months they are in regular pay status for at least ten (10) working days. New employees entitled to benefits shall receive the same effective upon date of hire.
 - 2. A supplemental option for vision insurance will be available through the College. The cost for the supplemental option will be the same percentages as Section 18.1C (Funding).
- B. Benefits – Part-time Employees.
 - 1. Part-time employees as defined in Section 1.7 shall be eligible to purchase individual HMO health insurance upon date of hire. The Board shall pay for 50% of the cost of the part-time employee’s individual health insurance.
 - 2. Full-time employees who move into part-time positions and who have worked at the College shall receive health care benefits as defined in Section 18.1 B. 1.
 - 3. See Appendix E.

C. Funding

For employees on the payroll prior to and after the signing of this contract, funding for the benefits described in Section 18.1.A.1 will be as follows:

Effective January 1, 2024 the College will pay eighty percent (80%) of the full-time employee’s selected single or family health insurance coverage. The College will pay eighty (80%) of the full-time employee’s selected single or family dental insurance. The CSA has the option of using the Insurance Reserve Fund.

D. Insurance Review Committee.

During the term of this Agreement there shall be a committee of nine individuals, comprised of an equal number of representatives from full-time faculty, classified staff and the administration, to (1) approve health insurance carriers; (2) set coverages; and (3) modify insurance plans to ensure optimum coverage from available resources. The President of the Association shall appoint the classified staff members to the committee, the President of the OCCFA shall appoint the faculty members to the committee, and the President of the College shall appoint the administrators to the committee. The consensus of at least seven members of the committee shall be required to approve any action. The committee shall recommend for ratification any alteration in the insurance program provided herein to the Boards of their respective groups, which shall not be unreasonably withheld. Any changes to premium costs and plan benefits made by the insurance committee will ordinarily be announced preceding the open enrollment period in November.

The insurance review committee shall meet as often as necessary, at least six times per calendar year, to review and recommend alterations in insurance coverage, including but not limited to, comparability of costs and benefits between self-insurance, commercial insurance, HMOs, and other relevant insurance models.

E. Staff Insurance Reserve Fund.

1. There shall be a Staff Benefits Subcommittee, comprised of the President of the OCCCSA or a designee, two of the staff representative members of the Insurance Review Committee, and three administrators, who shall determine the use of the Staff Insurance Reserve Fund. The consensus of at least four members of the Subcommittee shall be required to approve any action.
2. Any monies remaining in the Staff Insurance Reserve Fund at the end of each year shall carry forward to the following year and will be used at the discretion of the Staff Benefits Subcommittee.
3. Each July and January, the Association shall be provided a balance sheet, reflecting current status of funds.

F. IRS Section 125.

The Board shall make available to employees an IRS Section 125 salary reduction program for insurance premiums and eligible non-reimbursed medical and dependent care expenses.

G. Employees who are approved by SURS for disability leave will have their individual health benefits continue as if the employee had worked for the period of the disability or for one year, whichever is less. The employee on disability leave shall pay the same rate for individual coverage as current employees pay and the Board shall pay \$100 per month toward the cost of family coverage for the same period.

SECTION 18.2 - LIFE INSURANCE

A. Term life insurance and accidental death and disability insurance will be provided to full-time employees at no cost in amounts equal to two (2) times their annual base salary, including shift differential, rounded to the next highest \$1,000. Adjustments in the amounts of insurance will be made the first of the month following the payment of any salary adjustment.

B. A \$10,000 term life insurance and accidental death and dismemberment insurance will be provided to part-time employees at no cost.

SECTION 18.3 - WORKER'S COMPENSATION

All employees are covered under the Illinois Worker's Compensation Act. All occurrences of accident or injury shall be reported to the employee's supervisor. The supervisor will notify the College Police Department at the earliest opportunity. Employees will follow the procedure outlined on the "Oakton College Workers' Compensation Program" form: if you are injured or become ill due to a work-related accident or incident, you should report it right away to your immediate supervisor and complete the Employee Report of Injury Form. Workers' Compensation Training for supervisors will be provided annually by Human Resources.

SECTION 18.4 - INSURANCE DURING UNPAID LEAVE

An employee who is on parental leave or on an approved leave of absence or who has exhausted sick leave and is not in pay status shall be allowed to participate in group insurance policies provided that the employee pays the full cost of such participation within thirty-one (31) days of billing.

SECTION 18.5 - RECALL LIST EMPLOYEES (See 5.7 A – Recall Eligibility)

Employees on recall shall be allowed to participate in group insurance policies provided that the employee pays the full cost.

ARTICLE XIX - SALARY

SECTION 19.1 - SALARY SCHEDULE

All employees shall be paid according to the salary schedules in Appendix B of this Agreement. These schedules, increases and step movement shall take effect as follows:

January 1, 2026: For Steps 2-8: 5.25% increase to base through one (1) step increase. For remaining steps: 4.25% increase to base, through one (1) step increase.

January 1, 2027: For Steps 2-8: 5.25% increase to base through one (1) step increase. For remaining steps: 4.25% increase to base, through one (1) step increase.

January 1, 2028: For Steps 2-8: 5.25% increase to base through one (1) step increase. For remaining steps: 4.25% increase to base, through one (1) step increase.

Employees who have obtained Step X shall receive annual increases, effective January 1 of each year for the term of the Agreement, as follows:

Grades 1 through 11: The greater of:

- (a) \$1,100 higher than Step X from the prior calendar year, or
- (b) \$1,100 higher than the top Step in the current calendar year.

Grades 12 through 16: The greater of:

- (a) \$650 higher than Step X from the prior calendar year, or
- (b) \$650 higher than the top Step in the current calendar year.

SECTION 19.2 – CALCULATION OF HOURLY RATE

For the purposes of determining the hourly rate of pay, and in accordance with past practices, the following formula shall be used: annual rate of pay as determined by grade and step placement divided by 2,015 (2,080 for Facilities employees).

SECTION 19.3 – PAY DAYS

Employees shall be paid every other Friday. If a pay day shall occur on a Friday when the College is scheduled to be closed, the pay day shall be on the preceding Thursday.

SECTION 19.4 – LEAVE INFORMATION

The Administration shall provide written information on accumulated vacation leave and sick leave to each employee.

SECTION 19.5 – PROMOTIONAL PAY INCREASE

Employees promoted to a higher paying classification or reclassified in accordance with Article IX of this Agreement shall be paid at their current step in the new classification.

SECTION 19.6 – PLACEMENT ON THE SALARY TABLE FOR HARDER TO FILL POSITIONS

For those job titles where a primary function is IT, Accounting/Finance and/or Fundraising/Development, the College has discretion to place a new hire at up to Step 7 of the respective grade classification for the position, provided such placement does not result in a new hire being placed higher on the salary table than an existing employee(s) holding the same position with the same years of experience. If in exercising this discretion the result means that a new hire would be placed higher than an existing employee(s) in the same position with the same years of experience, then that existing employee shall be placed one step higher on the salary table than the new hire. The College will notify the Union President or designee if discretion under this Section is exercised by the College.

ARTICLE XX – RETIREMENT

SECTION 20.1 – TUITION WAIVERS

Retirees (who had been regularly employed 25 hours or more per week) may receive tuition waivers for up to six (6) credit hours of their choice during an academic year.

SECTION 20.2 – RETIREMENT PROVISIONS

Full-time employees with fifteen (15) years or more of service, or full-time employees and full-time/short-year employees who have worked the equivalent of fifteen (15) years or more of full-time service, and who are eligible to retire under SURS between January 1, 2025 and December 31, 2028, will receive a retirement payment based upon the following formula: (base pay at time of notice x .00375 x years of service at Oakton Community College) In addition, an eligible retiree may receive payment for retirement vacation days. Retirement vacation days are added to the total accumulated vacation hours on the employee's last day at work and paid out as part of the vacation day pay out. Retirement vacation days are calculated by the following formula: (total accumulated sick time divided by 8 divided by 10). The lump sum payment will be made within sixty (60) calendar days following the effective date of retirement. A break in service or unpaid leave of three (3) or more months will not be counted toward

years of service except for FMLA leave or any leave under law. To receive the retirement provision, employees must notify the Department of Human Resources of their intention to retire at least three (3) months prior to retirement. The lump sum payment will be made within sixty (60) calendar days following the effective date of retirement. The College is not responsible for any tax consequences or SURS liability when making this lump sum payment.

ARTICLE XXI – MISCELLANEOUS

SECTION 21.1 – LABOR MANAGEMENT MEETINGS

The current policy of monthly meetings between the Association Executive Board and the Vice President for Administrative Affairs and Chief Human Resources Officer shall remain in effect during the term of the Agreement.

SECTION 21.2 – TEMPORARY ASSIGNMENT

When an employee is assigned to work temporarily for at least twenty (20) working days, sixteen (16) working days during the four- (4) day summer work weeks, in a higher paying classification, the employee shall be paid at their current step in the higher classification, retroactive to the commencement of such assignment.

SECTION 21.3 – WORK ASSIGNMENTS

A. Where feasible, the College shall provide five (5) calendar days notice before assigning an employee to another campus.

B. Mileage Reimbursement.

Employees will be reimbursed for one-way or round trip mileage expenses, whichever applies, if a work assignment requires them to travel between campuses on a given day.

SECTION 21.4 – RESIGNATIONS

All resignations from employment should be submitted in writing, signed by the employee, and submitted to the appropriate supervisor, with a copy to the Human Resources Department.

SECTION 21.5 – MANAGEMENT RIGHTS

Management rights are defined by the Illinois Educational Labor Relations Act (IELRA).

The Board of Trustees shall not be required to bargain over matters of inherent managerial policy, which shall include such areas of discretion or policy as defined through the IELRA. The Board, however, shall be required to bargain collectively with regard to policy matters affecting wages, hours and terms and conditions of employment as well as the impact thereon upon request by the Association.

Subject to any specific limitations set forth in this agreement the College reserves the following management rights:

- A. supervising and directing the work force and determining classified employees' duties, responsibilities, and assignments;
- B. establishing qualifications for employment;
- C. promoting, assigning, or transferring classified employees;
- D. determining the methods, means and number of classified personnel necessary to carry out the College's mission; and
- E. establishing work and productivity standards for classified employees.

SECTION 21.6 – ARTIFICIAL INTELLIGENCE (AI)

The College is subject to Public Act 103-0804 and its implementing regulations, which governs the use of artificial intelligence in employment-related decisions.

The College agrees that the Association has the right to bargain the effects on bargaining-unit employees of any decision to introduce, expand, or materially modify artificial intelligence or automated decision systems that affect wages, hours, or working conditions. Upon request by the Association, the College will meet and bargain in good faith over such impacts and will provide relevant information reasonably necessary to conduct bargaining. Nothing in this provision waives the Association’s statutory rights.

ARTICLE XXII – PRECEDENCE OF AGREEMENT

The parties agree that the Agreement shall supersede any provisions of Board rules or departmental or College work rules that differ with this Agreement.

ARTICLE XXIII – PRINTING OF THE AGREEMENT

SECTION 23.1 – RESPONSIBILITY

The Administration shall be responsible for the printing of the Agreement and shall provide the Association an opportunity to proofread the Agreement prior to printing. The Administration shall assume the cost of printing the Agreement.

SECTION 23.2 – DISTRIBUTION

The Administration shall post the complete Agreement on the Human Resources employee-only website. Both the Administration and the Association shall each receive fifty (50) copies of the Agreement. When hired, each new employee shall receive a copy of the Agreement from the College’s Department of Human Resources.

SECTION 23.3 – UPDATING

Appendix A – Job Title by Grade Classification shall be updated annually by the first week in April. The updating will take place on the electronic copy of the Agreement and posted on the Human Resources website.

ARTICLE XXIV – NO STRIKE

During the term of this Agreement, the Association shall not engage in any strike.

ARTICLE XXV – TERMINATION

This Agreement shall be effective January 1, 2026, and shall remain in full force and effect until 11:59 p.m. on December 31, 2028. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least one hundred and twenty (120) days prior to the expiration date that it desires to modify the Agreement. In the event that such notice is given, negotiations shall begin no later than seventy-five (75) days prior to the expiration date of the Agreement unless both parties shall agree otherwise in writing.

ARTICLE XXVI – EFFECTIVE DATE AND DURATION

This Agreement shall be effective January 1, 2026.

This Agreement shall continue in effect until 11:59 p.m. on December 31, 2028.

**OAKTON COMMUNITY COLLEGE
Classified Staff Association**

**OAKTON COMMUNITY COLLEGE
Board of Trustees**

Dated: _____

Jennifer Crowley
President

Martha Burns
Chair

John Donoghue
Vice President

William Stafford
Secretary

Heather Jakob-Short

Tamara Laws

Francisco Sosa

Robert Peterson

APPENDIX A

JOB TITLE BY GRADE CLASSIFICATION

Center Assistant	7
Telecommunications Operator	7
Central Services Assistant	7
Custodian	7
Library Assistant Circulation	7
Security Guard	7
Bookstore Assistant - RHC	8
Bookstore Receiving Clerk	8
College Transitions Assistant	8
Computer Lab Assistant	8
Department Assistant - BNAT	8
Department Assistant - Business and Career Technologies	8
Department Assistant - Division of Health Careers	8
Department Assistant - Division of STEM	8
Department Assistant - Liberal Arts	8
Department Assistant - Student Life	8
Senior Library Assistant Circulation RHC	8
Testing Center Monitor RHC/DP	8
Athletics Department Program Assistant	9
Academic Scheduling Specialist	9
Account Assistant Cashier	9
Administrative Assistant	9
Administrative Assistant - Business and Career Technologies	9
Administrative Assistant - Evening High School	9
Administrative Assistant - Fire Science	9
Administrative Assistant - Health Services	9
Administrative Assistant Student Affairs	9
ADRC Administrative Assistant	9
Art Lab Support Assistant	9
Assistant Teacher ECE	9
Athletic Department Communication Assistant	9
Athletics Department Program Assistant	9
Bookstore Textbook Buyer	9
College Events Assistant	9
College Transitions Assistant	9
CE&T Program Support	9
Curriculum & Instruction Coordinator	9

Graphic Design Lab Assistant	9
Head Custodian DP/RHC	9
IT Customer Support Technician	9
Language Lab Assistant DP/RHC	9
Learning Center Office Coordinator	9
Library Acquisitions Assistant	9
Maintenance Assistant Mailroom RHC	9
Office Coordinator Learning Center	9
Operations Assistant, CE&T	9
Program & Marketing Assistant, CETT	9
Program Assistant CE&T	9
Purchasing Assistant	9
Registration and Records Assistant CE&T	9
Registrar Technical Support Specialist	9
Senior Technical Services Assistant	9
Academic Affairs Assistant	10
Academic Operations Specialist	10
Academic Records & Credentials Analyst	10
Academic Records Specialist	10
Accounting Assistant Accounts Payable & Grants	10
Admissions Operations Specialist	10
Advising & Enrollment Specialist-RHC	10
AHR Lab Assistant	10
Art Laboratory Assistant	10
Assistant Testing Coordinator	10
Assistant Literacy Program Manager	10
Automation Lab Technician	10
Electronics & Computer Networking Technician	10
Enrollment Specialist	10
Fitness Center Supervisor	10
General Maintenance DP	10
Groundworker	10
IT Help Desk Assistant	10
IT Support Associate	10
Language Lab Assistant Technology	10
Maintenance Painter DP	10
Manufacturing Lab Technician	10
Photo/Graphic Design Lab Assistant	10
Purchasing Assistant Special Purchases/Fixed Assets	10
Science Lab Technician - BIO and CHM	10
Science Lab Technician - CHM	10
Senior Department Assistant - Division of Business and Career Technologies	10

Senior Department Assistant - Division of Health Careers	10
Senior Department Assistant - Division of Liberal Arts	10
Senior Department Assistant - Division of STEM	10
Senior Library Circulation and Technical Services Specialist	10
Administrative Support Coordinator	11
Admission Specialist	11
Alumni Relations Specialist	11
Associate Tech Director PAC	11
Career and Transfer Coach	11
Coordinator, Continuing Education, Training, and Workforce Development	11
Copy Center Manager	11
Degree Completion & Assessment Coordinator	11
Equity Coordinator Andale	11
Equity Coordinator for Asian and Pacific Islander (API) Student Success	11
Equity Coordinator for B.L.A.C.K. Student Success	11
Facilities Coordinator	11
Health Careers Education Center Administrative Support Specialist	11
Health Careers Lab Assistant	11
Housekeeping Supervisor	11
Language Lab Coordinator	11
Marketing Coordinator	11
Naturalist	11
Nursing Program Support and Clinical Compliance Specialist	11
Nursing Skills and Resource Lab Specialist	11
Office Coordinator Library	11
Office Coordinator-Advising	11
Operations Specialist CE&T	11
Payroll Specialist	11
Production Coordinator for the PAC*	11
Program Specialist, Auxiliary Services	11
Risk Management Compliance Coordinator*	11
Science Lab Specialist BIO - CHM	11
Science Lab Specialist - Microbiology	11
Senior Admission Operations Specialist	11
Senior Enrollment Specialist	11
STEM and Health Careers Laboratory Specialist	11
Web Content Specialist	11
Workforce Development Coordinator	11
Academic Intervention Specialist*	12
Academic Scheduling Coordinator	12
Accounts Receivable Coordinator	12

Adult Education Project Manager	12
Advancement Services Coordinator	12
Annual Giving Coordinator	12
Athletic Operations Specialist	12
Athletic Support/Compliance Specialist	12
BNAT Assessment and Advising Specialist	12
Cannabis Lab Assistant	12
College Events and Scheduling Coordinator	12
Coordinator of Student Academic Records	12
Coordinator for the Center of Research, Innovation, and Creative Engagement	12
College Transitions Coordinator*	12
Coordinator Library Access Services	12
Digital Media Specialist	12
Division Office Manager - Division of Business and Career Technologies	12
Division Office Manager - Division of Health Careers	12
Division Office Manager - Division of Liberal Arts	12
Division Office Manager - Division of STEM	12
Financial Aid Technical and Accounts Analyst	12
Financial Assistance Advisor and Analyst	12
Financial Assistance and Financial Literacy Coordinator	12
Grants Coordinator/Writer*	12
Graphic Designer	12
IT Technical Associate	12
IT Technical Associate (AV)	12
Library Electronic Resources Consultant	12
Learning Specialist	12
Marketing Specialist	12
Office Coordinator, Office of Access, Equity, and Diversity	12
Payroll & Accounting Coordinator, CE&T*	12
Physical Therapy Skilled Lab Assistant	12
Police Department Office Manager	12
Research and Planning Coordinator	12
Senior Media Services Technician	12
Senior Web Content Specialist	12
Skilled HVAC Mechanic	12
Skilled Maintenance	12
Skilled Maintenance-Certified Plumber	12
Student Employment Specialist	12
Student Life Coordinator DP/RHC	12
Teacher, Early Childhood Education Center	12
Enrollment Systems and Communications Coordinator	12
Technical Specialist, CE & T	12
Testing Center Coordinator	12

Academic Advisor	13
Administrative Assistant - Enrollment Management	13
Accessibility Specialist	13
Admission Coordinator	13
Assistant Manager of Auxiliary Services*	13
Assistive Technology Specialist	13
Career and Transfer Center Coordinator*	13
Coordinator, Advising & Student Success Initiatives*	13
Coordinator for Registrar Technology	13
Grants Accountant	13
Enrollment Systems and Communications Coordinator	13
Grants Manager STEAM-H and Special Projects*	13
Health Careers Education Center Manager	13
Health Career Specialist	13
Help Desk Supervisor	13
Instructional Designer for Online Curriculum and Instruction*	13
Instructional Technology Specialist	13
Learning Support Coordinator	13
Manager of Enrollment Services and Skokie Supervisor*	13
Manager of Library Technical Services and College Archives	13
Manager of Wm A. Koehline Gallery	13
Media Services Integration Technician	13
Principal Accountant*	13
Program Coordinator, Emory Williams Academy*	13
Registered Nurse DP/RHC	13
Research Analyst	13
Scholarship Coordinator*	13
Science Lab Manager - BIO	13
Science Lab Manager CHM	13
Science Laboratory Manager - Physics, Nanotechnology & Earth Science	13
Senior Microcomputer Technician	13
Student Affairs Technology Specialist	13
Sustainability Specialist	13
System Administrator/Operator	13
Transfer Partnerships Manager*	13
Adult Education & Transitions Manager*	14
Adult Education Manager ESL*	14
Assistant Manager of Auxiliary Services (Campus Bookstore)*	14
Business Analyst - Finance*	14
Business Analyst, Student Financial Assistance*	14
Community Relations Manager	14

Curriculum Compliance Manager and Business Analyst*	14
Data Warehouse Manager*	14
Database and Advancement Services Manager*	14
Endpoint Systems Engineer	14
HVAC Chief	14
Manager of Admissions Operations*	14
Manager of Career & Transfer Services*	14
Manager of Continuing Education	14
Manager of Research*	14
Manager of Scholarships and Donor Stewardship*	14
Manager of Student Financial Assistance*	14
Manager of Volunteer/Literacy Programs*	14
Manager, ECE Center	14
Marketing Content Manager*	14
Network Analyst	14
Program Manager of Workforce Development*	14
Purchasing Manager*	14
Senior Business Analyst Software Developer*	14
Senior Business Analyst Software Specialist	14
Senior Health Career Specialist	14
Senior Systems Administrator	14
Student Conduct Manager & Deputy IX*	14
TDL Program Manager for Workforce Development*	14
Voice Network Manager	14
Web Developer*	14
Athletic Trainer*	15
Bursar*	15
Continuing Education and Health Professionals (CEHP) Manager*	15
Counselor*	15
Counselor Bilingual*	15
Enrollment Systems and Communications Manager*	15
Lead IT Technical Associate	15
Manager of Database Administration	15
Manager of Health Services*	15
Manager of Housekeeping	15
Manager of Media Services*	15
Manager, Transitions and Persistence*	15
Principal Manager of Online Learning Outcomes and Achievement*	15
Project Implementation Manager*	15
Senior Endpoint Systems Engineer	15
Senior Manager, Admission	15
Senior Manager, Early College*	15

Senior Manager of Access and Disability Resource Center*	15
Senior Manager of Operations and Administration*	15
Senior System Integration Developer*	15
Senior Workforce & Continuing Education Program Developer*	15
Service Desk Engineer	15
Strategic Project Implementation Manager*	15
Student Care Coordinator*	15
Supervisor of Building Maintenance DP/RHC	15
Supervisor of Grounds	15
Coordinator of Counseling Services*	16
Senior Student Care Coordinator*	16
Security Analyst System Administration*	16

*FLSA Exempt Positions

APPENDIX B

CALENDAR YEAR 2026 CSA SALARY TABLE
5.25% through 1 step increase for Steps 2-8
4.25% through 1 step increase for Steps 9+

Step	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16	Grade 17	Grade 18	Grade 19
1	36,679	39,456	42,459	45,698	49,155	52,892	56,921	61,242	66,620	72,192	78,045	84,154	90,548	97,288
2	37,941	40,813	43,920	47,270	50,846	54,711	58,879	63,349	68,121	73,192	78,553	84,204	90,153	96,385
3	39,458	42,445	45,676	49,160	52,880	56,899	61,234	65,883	70,820	76,066	81,612	87,559	93,806	100,354
4	41,036	44,144	47,504	51,126	54,995	59,175	63,684	68,519	73,673	79,144	84,929	91,026	97,433	104,151
5	42,678	45,909	49,403	53,171	57,195	61,543	66,231	71,260	76,644	82,384	88,489	94,956	101,784	108,883
6	44,386	47,745	51,380	55,299	59,483	64,005	68,881	74,110	79,693	85,634	91,941	98,614	105,652	113,065
7	46,168	49,666	53,445	57,517	61,874	66,577	71,646	77,086	82,894	89,069	95,619	102,546	109,851	117,536
8	47,951	51,585	55,511	59,734	64,266	69,152	74,412	80,065	86,112	92,569	99,436	106,723	114,441	122,584
9	49,732	53,504	57,576	61,954	66,657	71,724	77,180	83,041	89,305	96,084	103,289	110,926	119,003	127,520
10	51,021	54,897	59,074	63,562	68,392	73,591	79,183	85,199	91,642	98,526	105,876	113,701	122,019	130,830
11	52,788	56,796	61,121	65,760	70,762	76,136	81,923	88,151	94,840	102,009	109,669	117,829	126,499	135,670
12	54,551	58,696	63,161	67,962	73,125	78,686	84,664	91,101	98,002	105,386	113,261	121,636	130,521	139,916
13	56,316	60,598	65,204	70,163	75,490	81,227	87,406	94,052	101,173	108,793	117,018	125,848	135,193	145,054
14	58,078	62,501	67,248	72,364	77,858	83,773	90,141	96,999	104,357	112,226	120,606	129,506	138,937	148,899
15	59,850	64,401	69,293	74,564	80,225	86,322	92,883	99,954	107,567	115,742	124,586	133,999	143,984	154,541
16	61,608	66,306	71,336	76,763	82,590	88,868	95,623	102,901	110,729	119,126	128,093	137,630	147,747	158,444
17	63,374	68,201	73,378	78,966	84,954	91,412	98,362	105,852	113,891	122,500	131,689	141,458	151,807	162,746
18	65,140	70,102	75,425	81,162	87,322	93,957	101,101	108,796	117,156	126,091	135,616	145,731	156,436	167,741
19	66,903	72,002	77,463	83,367	89,689	96,507	103,841	111,751	120,196	129,186	138,821	149,100	160,015	171,140
20	68,663	73,902	79,510	85,566	92,056	99,052	106,586	114,699	123,303	132,427	142,171	152,645	163,859	175,814
21				87,766	94,422	101,596	109,325	117,648	131,805	146,287	162,437	177,056	192,992	210,361
22							112,064	120,600	135,106	149,953	166,503	181,488	197,822	215,626
X	70,080	75,018	80,610	88,866	95,522	102,696	112,714	121,250	135,756	150,603	167,153	182,138	198,472	216,276

CALENDAR YEAR 2027 CSA SALARY TABLE
5.25% through 1 step increase for Steps 2-8
4.25% through 1 step increase for Steps 9+

Step	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16	Grade 17	Grade 18	Grade 19
1	37,321	40,146	43,202	46,498	50,016	53,817	57,917	62,314	69,821	77,526	86,025	93,767	102,206	111,404
2	38,604	41,527	44,688	48,097	51,736	55,668	59,909	64,458	72,223	80,193	88,984	96,992	105,722	115,236
3	39,932	42,955	46,226	49,752	53,516	57,583	61,970	66,675	74,707	82,951	92,045	100,329	109,358	119,200
4	41,530	44,674	48,074	51,741	55,656	59,886	64,449	69,342	77,696	86,269	95,727	104,342	113,733	123,969
5	43,190	46,462	49,997	53,810	57,882	62,281	67,027	72,116	80,803	89,719	99,555	108,515	118,281	128,927
6	44,918	48,319	51,997	55,963	60,198	64,774	69,708	75,001	84,035	93,309	103,539	112,857	123,014	134,086
7	46,716	50,251	54,077	58,203	62,606	67,365	72,497	78,000	87,398	97,041	107,681	117,372	127,935	139,449
8	48,592	52,274	56,251	60,537	65,123	70,072	75,407	81,133	90,909	100,933	112,006	122,087	133,075	145,051
9	50,468	54,293	58,425	62,870	67,640	72,783	78,318	84,268	94,422	104,827	116,337	126,807	138,219	150,659
10	51,845	55,778	60,023	64,587	69,490	74,772	80,460	86,570	97,005	107,684	119,518	130,275	141,999	154,779
11	53,189	57,230	61,585	66,264	71,299	76,719	82,548	88,820	99,530	110,480	122,630	133,666	145,696	158,809
12	55,032	59,210	63,718	68,555	73,769	79,372	85,404	91,897	102,978	114,298	126,880	138,300	150,746	164,314
13	56,869	61,190	65,845	70,850	76,233	82,030	88,262	94,973	106,420	118,122	131,122	142,923	155,786	169,807
14	58,709	63,174	67,975	73,145	78,698	84,680	91,121	98,049	109,861	121,944	135,368	147,551	160,831	175,306
15	60,546	65,157	70,106	75,440	81,167	87,334	93,972	101,122	113,306	125,765	139,615	152,181	165,877	180,806
16	62,394	67,139	72,238	77,733	83,634	89,991	96,830	104,202	116,747	129,585	143,861	156,808	170,921	186,304
17	64,226	69,124	74,368	80,026	86,100	92,645	99,687	107,274	120,191	133,403	148,111	161,441	175,971	191,808
18	66,067	71,100	76,497	82,322	88,565	95,297	102,542	110,351	123,631	137,225	152,352	166,063	181,009	197,300
19	67,908	73,081	78,630	84,611	91,033	97,951	105,397	113,420	127,077	141,045	156,600	170,694	186,057	202,802
20	69,747	75,062	80,755	86,910	93,501	100,609	108,255	116,500	130,517	144,866	160,843	175,319	191,098	208,296
21				89,203	95,968	103,262	111,116	119,574	133,964	148,688	165,092	179,951	196,146	213,799
22							113,971	122,648	137,407	152,504	169,341	184,581	201,194	219,301
X	71,180	76,162	81,855	90,303	97,068	104,362	114,621	123,298	138,057	153,154	169,991	185,231	201,844	219,951

CALENDAR YEAR 2028 CSA SALARY TABLE

5.25% through 1 step increase for Steps 2-8

4.25% through 1 step increase for Steps 9+

Step	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15	Grade 16	Grade 17	Grade 18	Grade 19
1	37,974	40,849	43,958	47,311	50,891	54,759	58,931	63,405	71,043	78,883	87,530	95,408	103,994	113,354
2	39,280	42,254	45,470	48,939	52,641	56,643	60,958	65,586	73,487	81,596	90,541	98,690	107,572	117,253
3	40,631	43,707	47,035	50,622	54,452	58,591	63,055	67,842	76,014	84,403	93,655	102,084	111,272	121,286
4	42,029	45,211	48,652	52,364	56,325	60,607	65,224	70,175	78,629	87,306	96,877	105,596	115,099	125,458
5	43,710	47,019	50,598	54,457	58,578	63,030	67,833	72,983	81,775	90,798	100,752	109,820	119,704	130,477
6	45,458	48,901	52,622	56,635	60,921	65,551	70,546	75,902	85,045	94,430	104,782	114,212	124,491	135,695
7	47,277	50,856	54,727	58,901	63,358	68,174	73,367	78,938	88,447	98,207	108,974	118,782	129,473	141,125
8	49,169	52,889	56,916	61,258	65,893	70,902	76,303	82,095	91,986	102,135	113,334	123,534	134,652	146,771
9	51,143	55,018	59,204	63,715	68,542	73,751	79,366	85,393	95,682	106,232	117,887	128,496	140,061	152,667
10	52,613	56,601	60,908	65,542	70,514	75,876	81,647	87,850	98,435	109,282	121,281	132,196	144,094	157,062
11	54,049	58,148	62,574	67,332	72,443	77,950	83,880	90,250	101,128	112,261	124,598	135,811	148,034	161,358
12	55,450	59,662	64,202	69,080	74,329	79,979	86,057	92,595	103,760	115,176	127,842	139,347	151,889	165,559
13	57,370	61,727	66,426	71,468	76,904	82,745	89,034	95,803	107,355	119,156	132,273	144,177	157,153	171,297
14	59,286	63,791	68,644	73,861	79,473	85,516	92,013	99,009	110,943	123,142	136,695	148,997	162,407	177,024
15	61,204	65,859	70,864	76,254	82,042	88,278	94,994	102,217	114,530	127,127	141,121	153,822	167,666	182,756
16	63,119	67,926	73,085	78,646	84,617	91,045	97,966	105,420	118,122	131,110	145,549	158,649	172,927	188,490
17	65,045	69,992	75,308	81,036	87,189	93,815	100,945	108,630	121,709	135,093	149,975	163,472	178,185	194,221
18	66,956	72,062	77,529	83,427	89,759	96,582	103,924	111,833	125,299	139,073	154,406	168,302	183,449	199,960
19	68,875	74,122	79,748	85,821	92,329	99,347	106,900	115,041	128,885	143,057	158,827	173,121	188,702	205,685
20	70,794	76,187	81,972	88,207	94,902	102,113	109,877	118,241	132,478	147,039	163,256	177,949	193,964	211,421
21				90,603	97,475	104,885	112,855	121,451	136,064	151,023	167,679	182,770	199,219	217,149
22							115,839	124,656	139,658	155,007	172,109	187,599	204,482	222,886
X	72,280	77,287	83,072	91,703	98,575	105,985	116,489	125,306	140,308	155,657	172,759	188,249	205,132	223,536

APPENDIX C

Supplemental Agreement

This Agreement supplements the current collective bargaining Agreement (Contract), between the Board of Trustees of Community College District No. 535 and the Oakton Community College Classified Staff Association (OCCCSA), a chapter of the Cook County College Teachers Union, Local 1600, the American Federation of Teachers, with respect to College Term Employees (subgroup of Contingent Employees).

Section 1. Definitions

1.1 Contingent Employees: Employment in which the employee is not a regular Oakton employee. Contingent employees are those who do not have an implicit or explicit contract for ongoing employment. Contingent employees work hourly, at will, in a position created with budgeted funds. Contingent positions are recommended by the area Vice President to the Chief Human Resources Officer and approved by the President.

*Types of contingent employees at Oakton: Casual, Temporary, and **College Term.***

A Temporary Position will become a College Term Position when the Temporary Position has been on the College payroll for a period of one year and the College determines there is a need for continuation of that position. On the one year anniversary date of the Temporary Position, that position will either end or become a College Term Position and will be renewed for a six month or a one year term of employment.

1.2 College Term Employees are defined as employees whose appointments specify their period of employment, are paid through the regular payroll system and enjoy certain benefits consistent with regular employment. College Term Employees are classified as:

- Full-time/Full Year – Employees who regularly work forty (40) hours per week, twelve (12) months per year.
- Full-time/Short Year – Employees who regularly work forty (40) hours per week (and, where applicable, its equivalent during the summer) and at least thirty-six (36) weeks per fiscal year, but not regularly more than forty-three (43) weeks per fiscal year.
- 25 hr* – Employees who regularly work less than forty (40) hours per week, but at least twenty-five (25) hours per week.
- 25 hr*/Short Year – Employees who regularly work twenty-five (25) hours per week (and, where applicable, its equivalent during the summer) and at least thirty-six (36) weeks per fiscal year, but not regularly more than forty-three (43) weeks per fiscal year.
- 20 hr – Employees who regularly work twenty (20) hours per week.
- 20 hr/Short Year - Employees who regularly work twenty (20) hours per week (and, where applicable, its equivalent during the summer) and at least thirty-six (36) weeks per fiscal year, but not regularly more than forty-three (43) weeks per fiscal year.

- 19 hrs or Less/Other Continuing – Employees who regularly work less than twenty (20) hours per week.

*25 hr employees are also referred to as Part-time Employees in the contract.

Section 2. Rights of College Term Employees

2.1 Entry into OCCCSA Bargaining Unit.

College Term Employees will be notified by Human Resources as to the date they are covered by this Supplemental Agreement and eligible to become members of the OCCCSA. A College Term Position is part of the OCCCSA and the following apply:

- A. The OCCCSA President will be notified when a College Term Employee is hired and of the position renewal.
- B. A College Term Position can be renewed for a six (6) month term and/or for one (1) year terms. A six month term can only be renewed one time for a maximum of two terms.
- C. The College Term Employee will be enrolled with SURS (State Universities Retirement System) and be subject to SURS deductions.
- D. If a former College Term Employee is re-employed in the same or similar position within ninety (90) calendar days of resignation or termination of employment, the returning College Term Employee shall not be subject to a probationary period and service shall be continuous.
- E. If a former College Term Employee is re-employed more than ninety (90) calendar days after resignation or termination of employment in the same or similar position, the returning College Term Employee shall be in an initial probationary status. There shall be no bridge of service.
- F. If a position that has already been determined as a College Term Position is vacated and filled in the same and/or a similar capacity within a ninety (90) day calendar period, that position moves into a College Term status and does not serve in a one (1) year Temporary Employee status. If a similar position is filled after a ninety (90) day calendar period it will serve in the Temporary Employee status for a period of one (1) year before moving into a College Term Position.

Section 3. Contract Provisions Applicable to College Term Employees

The parties agree that the following articles and sections of the current Agreement covering OCCCSA shall apply to certain class of Contingent Employees - **College Term Employees**. Unless specifically included herein, articles and sections of the OCCCSA Agreement shall not apply to other Oakton Contingent Employees.

Article III.	Association Rights
Article IV.	Hours of work
Article V.	Seniority
Section 5.1	Definition
Article VII.	Discipline

Article VIII.	Employee Evaluations and Personnel Files
Article X.	Employee Health and Safety
Article XII.	Work Rules, Uniforms and Tools
Article XIII.	Grievance Procedure
Section 13.1	Definition
Section 13.2	Grievance Steps - Steps 1, 2, & 3
Section 13.5	Time limits for Filing
Section 13.6	Time Off
Section 13.8	Harassment
Article XIV.	Educational Benefits and Training
Section 14.1	Educational Benefits
Section 14.2	Training
Article XV.	Leaves of Absence
Section 15.1	Bereavement Leave
Section 15.2	Leave for Jury duty
Section 15.3	Military Leave
Section 15.5	Election Leave
Section 15.6	Sick Leave
Section 15.7	Personal Leave
Section 15.9	Permanent Disability
Section 15.11	Family and Medical Leave
Article XVI.	Vacation (also see section 4.3 below)
Article XVII.	Holidays Observed
Article XVIII.	Insurance
Section 18.1	Health Insurance
Section 18.2	Life Insurance

Section 18.3	Worker's Compensation
Article XIX.	Salary
Article XX.	Retirement
Section 20.3	Retirement Provisions
Article XXI.	Miscellaneous
Section 21.3	Work Assignments
Section 21.4	Resignations

Section 4. Exceptions to Contract Language Section 4.1 Seniority

Seniority date is determined by the date on which the College Term Employee became part of the OCCCSA and is only applicable/comparable to other College Term Positions.

Section 4.2 Probationary Period

Incumbents who are hired to fill existing College Term Position(s) that have already been established will serve a probationary period of sixty-five (65) working days. No personal, sick time or vacation time will be eligible during the probationary period.

Section 4.3 Vacation

Vacation will be earned as a one-time feed at the start of the College Term assignment. Human Resources will apply the feeds at the start of the College Term assignment and at renewal periods thereafter.

19 hrs or Less/Other Continuing College Term Employees will receive vacation according to the OCCCSA contract provisions (Section 16.5).

Section 4.4 Retirement

If a College Term Employee moves into a permanent classified staff position, the higher number of years of service the employee held in College Term and/or College Temporary status will count towards the years of service in Article XX Retirement Section 20.3 Retirement Provisions.

Section 4.5 Severance

Section 4.5.1 Assignment Ends Prematurely

If Administration determines that the job assignment is no longer needed and the position ends prematurely (before the renewal end date – Term Position ending date), the College Term Employee will be paid sixty percent (60%) of the remaining amount of what the College Term Employee should have been paid had the assignment concluded at the initial date agreed to, in addition to any unused vacation time.

Section 4.5.2 Term Position Ends

When the Term Position ends, the College Term Employee will have a payout that includes any unused vacation time, in addition to an equivalency of one (1) day for every two (2) months of service (hourly rate x hours per day for every year of service as a College Term Employee).

Section 4.5.3 Notice

College Term Employees and the OCCCSA President will be notified by Human Resources as to the date the position is covered by this Supplemental Agreement and when the employee is eligible to become a member of the OCCCSA.

Thirty (30) calendar days prior to the end of the current term of employment, the College Term Employee and the OCCCSA President will be notified in writing as to College's renewal decision. If the Term Position is renewed, the new position termination date will be disclosed. If the Term Position is not renewed, confirmation of the current termination date will be provided.

Section 4.6 Position Exceptions

It is agreed that Alliance Security Guards and Registered Relief Nurses will not be part of the OCCCSA and will remain as Temporary Contingent Employees.

19 hrs or Less/Other Continuing College Term Employees will receive vacation, sick, and holiday pay according to the OCCCSA contract provisions (See sections 15.6 C, 16.5 and 17.3).

Section 4.7 Unit Recognition

The establishment of College Term Position(s) will not replace existing bargaining unit positions.

This Agreement is effective in correlation with the dates of the current contract.

APPENDIX D



INTEROFFICE

Office of Human Resources

DATE: August 27, 2008

COPIES TO:

TO: Patty Lucas, President OCCCSA FROM: D. Arnie Oudenhoven

SUBJECT: Memorandum of Understanding – Lag Payroll

The Association understands and agrees with the College’s need to change its current practice of paying full- time staff employees on a current payroll basis to paying all staff employees on a one-week lag basis.

It is understood that the current frequency of payroll dates on alternate Fridays (26 paychecks per year) will remain unchanged. However, the payroll check being issued on Friday, January 11, 2008, will cover a one- time, one-week pay period of December 30, 2007, through January 5, 2008.

To ease the transition, and to avoid any hardship resulting from receiving only one week’s pay on January 11, 2008, full-time staff employees will be paid the equivalent of one week’s pay on January 11, 2008 for the period January 6 through January 12, 2008. This will be referred to as —**transition pay**.

Income tax, SURS, College Insurance, Union dues, and (if applicable) Medicare will be deducted on the **transition pay** as well as any optional deferred compensation (403B and 457B) and optional deductions (Health Insurance, Section 125-Flex Spending Account, credit union, optional life insurance, Joint Appeal, etc.).

No deductions will be taken when transition pay is paid back (either during employment or at separation). The transition pay payback is not eligible for deferred compensation (403B and 457B).

The **transition pay** can be paid back (entire balance — no installments) either:

- A) At separation (retirement, resignation or death) or;
- B) Any time during employment at the College
 - If paid back during employment, at separation you will receive full amount earned in pay period (up to and including the separation date).

Each employee will receive a document stating the exact dollar amount of the **transition pay**. The College payroll department will track each individual who receives the pay and the College will receipt the repayment of **transition pay** if paid back prior to separation. The Association will also receive a document reporting the amount of **transition pay** for each full-time Classified Staff employee.

APPENDIX E



Office of the Vice President for Business and Finance

INTEROFFICE MEMO

DATE: August 27, 2008

COPIES TO:

TO: Patty Lucas, President of OCCCSA

FROM: George L. Chirempes

SUBJECT: Additional Understandings for OCCCSA Contract 2008-2012

1. Current part-time employees (as defined in Section 1.7) who have health insurance coverage on July 1, 1995, may continue that coverage with the Insurance Fund, paying five-eighths (5/8) of the share paid for full-time employees and dependents.
2. Effective with the signing of the 1995 Agreement, no employee covered by that Agreement and by this Agreement shall regularly work 21, 22, 23 or 24 hours per week.

APPENDIX F



INTEROFFICE

MEMO

Office of Human Resources

DATE: March 16, 2026

COPIES TO:

TO: President of OCCCSA

FROM: Chief Human Resources Officer

SUBJECT: Memorandum of Understanding – Remote/Hybrid/Condensed Schedule Work Program
[CONTINUED]

This MOU is effective for the term of the 2026 CSA Agreement and may be renewed or renegotiated. This MOU will be added as Appendix F to the 2026 CSA Agreement. The program will include the following components:

1. The College reviewed and analyzed the operational needs, responsibilities, and staffing of departments and positions to decide whether the specific department and position were eligible for remote, hybrid or condensed schedule work assignments. The decision and rationale was communicated to the Association by July 1, 2022. Remote work assignments are defined as those performed 100% off campus. Hybrid work assignments are defined as those requiring performance of work both on and off campus. Condensed work schedule is defined as regularly scheduled hours worked and fixed over fewer than five days. (e.g.: employee works four – 10-hour days, Monday through Thursday). Section 1.10 B&D [Professional/Technical] and Section 4.1 [Work Week] do not apply to the condensed work schedule. Section 4.9 [Shift Differential] does not apply to the condensed work schedule for employees not currently eligible for shift differential. Refer to the AWA Guidelines for additional details regarding remote, hybrid or condensed schedule work assignments. Any proposed changes to the AWA Guidelines intended to be applicable to bargaining unit employees during the term of the 2026 - 2028 Agreement shall be presented to the Union President for review, Upon request of the Union President, the College agrees to meet to discuss the proposed changes and engage in impact bargaining prior to implementation.
2. The College will work with each position’s supervisor to review and evaluate the feasibility and appropriateness of any remote, hybrid or condensed work assignment based upon a number of factors, including the ability to effectively communicate and perform the essential duties of the position remotely, department staffing considerations, and the impact of the remote, hybrid or condensed schedule work assignment on department operations. Supervisors will work with their employees to determine their off-campus schedule.
3. If a position is eligible and approved by the College for a remote, hybrid or condensed work assignment, an employee may apply for and/or accept the remote, hybrid or condensed work assignment. If approved, the employee will be notified and must follow and comply with any remote, hybrid or condensed work guidelines and requirements as directed by the College.
4. The College reserves the right to review and reassess any departments or positions as frequently as necessary to determine their continued eligibility for remote, hybrid or condensed schedule work assignments. Any change to an employee’s remote, hybrid or condensed schedule work assignment

eligibility will be communicated to the employee and the Association thirty (30) calendar days prior to the implementation date.

5. Where feasible, for employees on a remote, hybrid or condensed schedule, the employee will be given five (5) calendar days' notice if required to return to work on campus or work a regular work week.

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