

**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**JOHN A. LOGAN COLLEGE  
(CAMPUS POLICE)**

**AND**

**THE LABORERS' INTERNATIONAL UNION OF NORTH AMERICA,  
THE SOUTHERN AND CENTRAL ILLINOIS LABORERS' DISTRICT COUNCIL,**

**AND**

**LABORERS' LOCAL 773**



**EFFECTIVE JULY 1, 2017 THROUGH JUNE 30, 2021**

JOHN A. LOGAN COLLEGE  
(CAMPUS POLICE)

TABLE OF CONTENTS

ARTICLE	TITLE	PAGE NO.
	Agreement	
Article 1	Recognition and Purpose	
Article 2	Management Rights	
Article 3	Non-Discrimination	
Article 4	Dues Deduction and Fair Share Agreement	
Article 5	Personnel and Hours of Work	
Article 6	Employee Rights/Grievance-Arbitration Procedure	
Article 7	Compensation	
Article 8	Holidays and Leave	
Article 9	Additional Employee Benefits	
Article 10	Miscellaneous Provisions	
Article 11	No Strike – No Lockout	
Article 12	Savings Clause	
Article 13	Complete Agreement	
Article 14	Termination	
Appendix A	Clothing and Equipment Allowance List	
Appendix B	Dues Deduction Authorization Form	

**AGREEMENT  
BETWEEN**

**JOHN A. LOGAN COLLEGE**

**AND**

**LABORERS' INTERNATIONAL UNION OF NORTH AMERICA, THE SOUTHERN  
AND CENTRAL ILLINOIS LABORERS' DISTRICT COUNCIL AND LABORER'S  
LOCAL 773**

This Agreement is entered into by John A. Logan College, hereinafter referred to as "Employer" or "College" and Laborers' International Union of North America, The Southern and Central Illinois Laborers' District Council and Laborers' Local 773, as the collective bargaining agent for certain employees of John A. Logan College Campus Police Department, hereinafter referred to as "Union".

It is the purpose of this Agreement to achieve and maintain harmonious relations between the employer and the Campus Police Department, to provide for equitable and peaceful adjustments of differences, which may arise, and to establish this written Agreement covering standards of wages, fringe benefits, hours of employment, and working conditions of employment, to be observed between the parties hereto.

**ARTICLE 1**  
**RECOGNITION AND PURPOSE**

**SECTION 1.1 RECOGNITION:**

The College recognizes the Laborers' International Union of North America, as the sole and exclusive bargaining representative for the purpose of collective bargaining on matters relating to wages, hours, and other terms and conditions of employment of all full-time employees in the bargaining unit as follows:

**Included:** All full-time and permanent part-time employees in the job titles of Campus Police Law Enforcement Officer and Campus Police Security Officer employed at John A. Logan College ("College").

**Excluded:** The Director of Campus Police, all supervisors, managerial employees, confidential employees, student and short-term employees as defined in the Act; and all employees of the College other than those listed as included.

**SECTION 1.2 PURPOSE:**

This Agreement is established for the purpose of prescribing the legitimate rights of the Employees, Union, and John A. Logan College, and to protect the educational rights of citizens attending the College, through the establishment of certain hours, wages, and other conditions of employment for persons within the bargaining unit and by

establishing procedures for the resolution of disputes concerning interpretation and the application of this Agreement.

**SECTION 1.3 PAST PRACTICE:**

While the College is not bound by past practice that existed prior to this Agreement, it recognizes that it has, on various occasions provided certain discretionary employment benefits beyond those negotiated in, and which are not a part of, this Agreement. The Board of Trustees agrees that it will continue to use good faith judgement in exercising its discretionary authority in the application of these benefits. No discretionary benefits shall be denied for having formed, joined, or otherwise participated in, the Union or in its lawful activities.

**SECTION 1.4 DEFINITIONS:**

FOLLOWING ARE TERMS USED IN THIS AGREEMENT, AND THEIR DEFINITIONS:

**EMPLOYEE:**

Members of this bargaining unit shall be referred to as employees in this Agreement.

**FULL-TIME:**

Full-time employees are those individuals who work at least thirty (30) hours per week for a continuing period of nine (9) months

**PART-TIME:**

A part-time employee shall be defined as one who regularly works less than thirty (30) hours per week and is regularly scheduled to work for nine (9) consecutive months or more.

**IMMEDIATE FAMILY:**

Immediate family means any spouse, son daughter, mother, father, brother, sister, or (corresponding in-law) and any person living in the employee's household for whom she/he has a legal responsibility.

**SENIORITY:**

Seniority for full-time employees shall be defined as the length of an employee's full-time continuous service with the College in years, months, and days from his/her most recent first date of continuous service. An employee's seniority will not accrue during an unpaid leave of absence, but shall resume when an employee returns from leave. Seniority will not be affected or interrupted due to utilization of approved leaves of absence, vacations, or normal breaks in the contractual year. Seniority for part-time staff shall be determined by the date of first hour worked after probation has ended. Probationary and temporary employees have no seniority. Seniority will be used, if necessary, when assigning vacation and other leave requests. Seniority shall be the determining factor for layoffs and recall of all employees.

**GRIEVANCE:**

A grievance is defined as any difference, complaint, or dispute between the College and the Union or any employee regarding the application, meaning, or interpretation of this Agreement.

**ARTICLE 2**  
**MANAGEMENT RIGHTS**

Except as specifically limited by the express provisions of this Agreement, the College retains the right to manage and direct the affairs of the College in all of its various aspects and to manage and direct its employees, including, but not limited to, all rights and authority exercised by the College prior to the execution of this Agreement. These rights include, but are not limited to, the following: To plan, direct, control, and determine all of the operations and services of the College; to determine the College's budget and budgetary priorities; to supervise and direct the work forces; to establish and amend the qualifications for employment; job descriptions; (however, unless new qualifications or new terms of a job description are required by State or Federal law, rules or regulations, employees holding those positions at the time of the signing of this Agreement shall be entitled to retain the position), and to employ employees; to lay off employees; to schedule and assign work; to assign overtime; to determine the methods, means, organizations, and number of personnel by which operations are conducted; to maintain the efficiency of government operations; to determine whether goods or services shall be made or purchased; to make, alter, and discipline, suspend, and discharge employees for just cause; to change or eliminate existing methods, equipment, or facilities requiring an employee to submit to a drug and alcohol testing pursuant to policy established by the College.

**ARTICLE 3**  
**NON-DISCRIMINATION****SECTION 3.1 PROHIBITION AGAINST DISCRIMINATION:**

The College and Union agree not to discriminate against any employee on the basis of race, sex, creed, national origin, color, age, mental or physical disability unrelated to ability to perform work, or where a qualified individual with a disability can be reasonably accommodated without creating undue hardship, marital or parental status, political affiliations or beliefs, or sexual orientation, or less than honorable discharge from the military service, or for the reason of having sought an Order of Protection.

**SECTION 3.2 UNION ACTIVITY:**

Both the College and the Union agree that no employee shall be discriminated against, intimidated, restrained, or coerced in the exercise or any rights granted by the Illinois law related to labor relations, or by this Agreement, or on the account of membership or non-membership in, or lawful activities on behalf of the Union.

### **SECTION 3.3 EQUAL EMPLOYMENT:**

Both parties recognize the need to comply with the federal and state equal employment laws.

## **ARTICLE 4** **DUES DEDUCTION AND FAIR SHARE AGREEMENT**

All current employees on the date of execution of this Agreement may maintain membership in the Union. All employees are covered by this Agreement who are not members of the Union shall either join the Union or pay to the Union a fair share fee for services rendered as a condition of employment sixty (60) calendar days following the date of first employment or the effective date of this Agreement. "Fair Share Agreement" means an agreement between the employer and an employee organization under which all or any of the employees in a collective bargaining unit are required to pay their proportionate share of the costs of the collective bargaining process, contract administration and pursuing matters affecting wages, hours, and other conditions of employment, but not to exceed the amount of the dues uniformly required of members.

Employees who are members of the bargaining unit shall authorize dues deduction or fair share fee by presenting an authorization card to the Business Office. Such authorization shall remain in effect until notified in writing by the employee to terminate the deduction. The Union shall be responsible for notifying the Business Office as to the amount to be withheld. Deductions shall be remitted monthly to the Union.

## **ARTICLE 5** **PERSONNEL AND HOURS OF WORK**

### **SECTION 5.1 COURT TIME:**

If an employee is required to attend a court call outside of his/her scheduled workday during hours which are not contiguous to his/her scheduled hours of work, then the employee shall be assured of a minimum of two (2) hours of work at the applicable rate under this Article. For an employee to be eligible to receive any pay for court attendance under this Section the employee must document to the Director of Campus Police or his designee that the court appearance is job related prior to court attendance.

### **SECTION 5.2 OVERTIME:**

An employee shall be paid (1½) one and one half times his regular straight time of pay for all hours worked in excess of forty (40) hours in the employee's normal seven (7) day work cycle. Sick leave, personal leave, and vacation should be considered hours worked.

Before any employees may become eligible to receive any overtime pay under this Agreement, the additional hours worked must be approved in advance by the Employer.

Overtime cannot be used as a supplement to your normal forty (40) hour work week. You must work five (5) regular eight (8) or four (4) ten (10) hour shifts during the week. If you miss any time during your regular shift schedule, you must use vacation, personal, or sick time to make your required forty (40) hour work week.

*Example: If you work Monday through Friday and you are assigned to work a Saturday shift, you cannot call in on Friday and use the Saturday overtime towards your forty hour for the week. You must use vacation, personal, or sick time. Saturday will be considered an overtime shift.*

Overtime for pre-planned events will be posted for voluntary sign-up at least (5) five days prior to the event. This may include graduation, athletic events, conferences, etc.. If no one has signed up for the overtime (2) two days prior to the event, the person at the top of the turn sheet will be mandated to work the event. That person will then be moved to the bottom of the turn sheet. If, for some legitimate reason, (as approved by the Director) the person at the top of the turn sheet cannot work the event, the next person on the list will be mandated to work. The person at the top of the list will stay at the top of the list and the person who actually works the event will be moved to the bottom. Overtime for longer events (such as an all-day conference) may be posted in increments ((2) two 4-hour slots as opposed to one 8-hour slot). One person may sign up for both slots if desired.

Anyone who signs up for voluntary overtime will not be allowed to remove their name from the sign up within (3) three days of the event. For example, if you sign up to work an event a week in advance, you cannot come in the day before the event and cancel your sign up.

Reasonableness must be used in mandating overtime from the turn sheet. For example, if a midnight worker is at the top of the turn sheet and an event which starts at 10:00 a.m. the next day is scheduled, the midnight worker would not be required to work the event on (2) two hours rest. The next person on the list would be mandated. Except in emergencies, every attempt will be made to allow (8) eight hours between a person's last shift and a mandated shift.

Voluntary overtime sign up is available to both full and part time employees, however, part time employees are still limited to hours per week. If signing up for a shift will put you over (29) twenty-nine hours, you cannot sign up for it. Part time employees will not be paid at a higher overtime rate unless the shift is a holiday.

Every attempt will be made to make overtime available to all who desire to work it. The voluntary sign up will be monitored to ensure equitable distribution of overtime is occurring.

The Union will be responsible for the updating and correctness of the turn sheet and shall furnish the Employer such updated sheet on a weekly basis. If no turn sheet is supplied, the Employer will not be held accountable for errors claimed by the Union.

No shift assignment shall be made for disciplinary purposes, or because of a person's membership or Union activity.

Part-time employees will be entitled to overtime pay whenever they work more than eight (8) hours in a calendar day.

### **SECTION 5.3 WORKWEEK:**

The work week for the College shall be Monday through Sunday.

### **SECTION 5.4 HOURS OF WORK:**

Hours in the Campus Police Department of the College will be dictated by the needs of the College. The normal workday for Campus Police officers of the College is eight (8) hours or ten (10) hours if management approves. Campus Police officers will be allowed to eat lunch during their shift. They will not normally leave campus during this thirty minute lunch period, but may, with approval, leave the campus in their assigned patrol vehicle, in order to purchase or pick up their meals locally.

The Employer shall not unreasonably deny approval for training, vacation, and personal days. The Employer will give at least seven (7) calendar days' notice to the employee(s) in advance of a permanent change in shift.

### **SECTION 5.5 TRAINING:**

All mandated training shall be compensated when scheduled outside of normal working hours.

### **5.6 LEAD PERSON ASSIGNMENT:**

#### **1. Job Responsibilities:**

- a. Serves as lead sworn Police officer performing a variety of law enforcement and related administrative duties. Assist the Director in planning daily, weekly, and monthly work schedules, and coordinates the security operation and duties of assigned shift to maintain a secure and safe campus. Assist in the control of emergency situations and insures notification procedures are implemented as outlined. The duties included with this assignment are to be performed during regular working hours.
- b. Overtime is subject to the provisions included in the Collective Bargaining Agreement.
- c. The lead person's responsibilities do not include discipline of employees within the bargaining unit, but they do have the obligation to notify the Director of any misconduct.



**2. Selection:**

- a. The College shall have sole authority to select the lead person from among those in the employment classification. Seniority will not be the basis of selection. The College is not obligated to keep this assignment in place and may, from time to time, activate and deactivate the position based upon the supervisory needs within the department.

**3. Termination of Lead Person Assignment:**

- a. The College shall maintain the right to terminate the lead person assignment without cause at any time.
- b. The employee may also determine s/he no longer wishes to perform this assignment. Because of the structure of the compensation, self-termination will be effective at the end of the month.
- c. Upon termination, the employee will return to his/her previous status.

**4. Compensation:**

- a. Compensation shall equate to 10% of the base wage at the time of selection and shall be rounded to the nearest dollar. Compensation shall be adjusted to the current base wage at the beginning of each fiscal year. The employee shall direct such compensation to be paid to a 403(b) retirement savings program of the employee's choosing at the same frequency as is used for other voluntary retirement contributions. Eligible providers are determined by the College according to current College policy.
- b. Should the lead person's assignment be terminated, compensation shall end effective with the end of the pay period in which the termination occurred.

**5. Grievance:**

- a. The parties agree that there shall be no grievance rights associated with the selection or termination of the lead person.

**SECTION 5.7 CAMPUS CLOSURE**

A Campus Closure will be defined as any time the president or his/her designee closes the campus, thus vacating the College campus. The president, vice president, or designee will decide when to resume normal operations. In those situations, Laborers who are scheduled to work on that date must report to work unless released by the supervisor and shall receive comp time equivalent to the number of hours during which the campus is closed between the 8 a.m. and 4:00 p.m. If scheduled off for vacation, personal, or sick leave, the leave time will be credited back to the employee.

Employees shall utilize their comp time earned prior to the use of vacation days, sick days, and personal days. The Employer reserves the right to call for moratorium on the

use of comp time, if provided in writing to the Union Steward with a specified reason and length of time for the moratorium. If not scheduled to work on the day of a closure, no comp time will be awarded.

**ARTICLE 6**  
**EMPLOYEE RIGHTS**  
**GRIEVANCE AND ARBITRATION PROCEDURE**

**SECTION 6.1 STEWARD:**

The Local Union Business Manager will appoint a Steward, who shall assist an employee in presenting a grievance to the employee's Supervisor. The Steward shall be recognized Representative of the Union during working hours and shall be subject to the same terms and conditions of employment as any other employee.

**SECTION 6.2 DISPUTE RESOLUTION:**

Pursuant to Section D, Step 1, of this article and in the interest of resolving at the earliest possible time, it is agreed that an attempt to resolve a dispute shall be made between the employee and his/her immediate supervisor. The employee or the Steward shall make his/her complaint to his immediate supervisor. The supervisor will notify the employee of the decision within fifteen (15) working days following the day when the complaint was made.

Settlements or withdrawals at this step shall not constitute a precedent in the handling of other grievances. In the event of a complaint, the employee shall first complete his/her assigned work task, and complain later, unless the employee reasonably believes that the assignment endangers his/her safety.

**SECTION 6.3 PROCEDURE:**

Grievances or disputes, which may arise, including the interpretation of this Agreement, shall be settled in the following manner.

1. All grievances must be initiated no later than five (5) calendar days from the date the grievant or the Union became aware, or should have reasonably been aware of the occurrence giving rise to the complaint. Waiver of the five (5) day requirement, at any time, by the College, shall not be considered the establishment of a past practice for any future grievances. Knowledge of the occurrence by the affected employee, or Union representative, is considered knowledge by the Union.
2. Any grievance beyond Step 1. must be in writing, on a form approved by the College, and shall include the following:
  - a. The date of the alleged violation and the date when Step 1 was exercised.

- b. Statement of facts upon which the grievance is based.
  - c. The provision(s) of the Agreement violated.
  - d. The remedy requested.
  - e. Initial list of persons known at the time the grievance is filed who have direct knowledge of the facts giving rise to the grievance. Unintentional mistakes made on the written grievance form shall not be deemed a waiver of the right to grieve the alleged-6c-occurrence.
- 3. The time at any point throughout the grievance procedure for filling a grievance, appeal to the next higher step, or any response/decision may be extended by mutual agreement of the parties.
  - 4. Any waiver by the College of the content requirements of a written grievance shall not be considered the establishment of a past practice for future grievances.
  - 5. Nothing in this Agreement prevents an employee from presenting a grievance to the College and have the grievance heard and settled without intervention of the Union; provided that the Union is afforded the opportunity to be present at such conference and that any settlement made shall not be inconsistent with the terms of any agreement in effect between the College and the Union.
  - 6. Failure of the College to respond to a grievance within the time frame of a step shall be considered an authorization for the employee or the Union to advance the same to the next step.

#### **SECTION 6.4 GRIEVANCE STEPS:**

##### **Step I. Immediate Supervisor:**

An employee or Union shall first present any such matters to the immediate supervisor. This must be done within five (5) calendar days from the date that the grievant or the Union became aware, or reasonably should have become aware, of the occurrence giving rise to the complaint. The immediate supervisor must render his/her decision on the matter within ten (10) calendar days after the grievance is presented. In those circumstances where oral discussion with the first level supervisor who is physically not available would have adversely effected a timely submittal of the grievance, the grievance will be submitted to the second level without such discussion.

**Step II. Director of Police:**

If the grievance is not resolved with the immediate supervisor, the Union may submit the matter to the Director of Police within five (5) calendar days after the receipt of the immediate supervisors answer from Step 1, or the date such answer was due, whichever is earliest. The Director of Police is to conduct a meeting with the grievant/Union to review the facts and render his/her decision in writing to the employee and Union within ten (10) calendar days from the meeting.

**Step III. Vice-President for Business Services:**

If the matter is not satisfactorily resolved at Step II, the Union may submit the grievance in writing to the vice-president of business services in within five (5) calendar days from the receipt of the answer from Step II. or the date such answer was due, whoever is earliest. The vice-president is to conduct a meeting with the grievant to review the facts and render his/her decision in writing to the employee and the Union within fifteen (15) calendar days after the meeting.

**Step IV. President**

If the grievance still exists after exercising Step III, the Union may submit the grievance in writing to the President of the College. This must be done within five (5) calendar days after receipt of the Step III response or after Step III is due, whichever is earliest. The President shall review the facts and render his/her decision in writing to the employee within fifteen (15) calendar days after receipt of the grievance. The President may, if he/she so chooses to do so, have a meeting with the grievant/Union to review the facts if he/she has determined that a meeting is necessary in order to render an appropriate decision. In the even a meeting takes place with the President, a written decision shall be provided within fifteen (15) calendar days of that meeting.

**Step V. Board of Trustees:**

If the grievance is still unresolved, it may be presented by the Union to the Board of Trustees in writing within five (5) calendar days after receipt of the Step IV response or after Step IV is due, whichever is earliest. If the Board of Trustees, at its discretion, decides to review the grievance, the Board shall give its written answer within twenty-five (25) working days following the next regular Board meeting after the grievance has been submitted to the Secretary of the Board. The Board of Trustees, at its option, may call for a meeting with the grievant to review the facts, and then under those conditions, its decision shall be issued in writing to the employee and the Union within twenty-five (25) working days after the meeting.

**Step VI. Arbitration:**

- A. If the Union or the Grievant is not satisfied with the disposition of the grievance at Step V, the matter may be submitted to arbitration within 15 calendar days of the Board of Trustees decision, or within 15 calendar days that a written decision is due, whichever is earliest. Within 10

working days after the matter has been submitted for arbitration, a representative of the College and the Union shall meet to select a mutually agreeable arbitrator. If the parties are unable to agree on an arbitrator within those 10 days, the parties shall request the Federal Mediation and Conciliation Service to submit a list of seven arbitrators. Either party shall have the right to reject an entire list of arbitrators. The arbitrator shall be selected from the list of seven by alternate strikes by the College representative and the Union. The person whose name remains on the list shall be the arbitrator, provided that either party before striking any names shall have the right to reject one of the arbitrators on the list.

- B. The College and the Union agree to attempt to arrive at a joint stipulation of facts and issues as outlined for the purpose of submission to the arbitrator.
- C. The arbitrator shall neither amend, modify, nullify, ignore, add, or subtract from the provisions of this Agreement.
- D. The expenses and fees of the arbitrator and any additional cost shall be shared equally by the parties. Nothing in this Article shall preclude the parties from agreeing to the appointment of a permanent arbitrator(s) during the term of this Agreement.
- E. The decision and award of the arbitrator shall be final and binding on the College, the Union and the employee or employees involved, except that either party is entitled to file an appeal pursuant to law.
- F. If either party desires verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record and makes a copy available without charge to the arbitrator. If the other party desires a copy, it shall pay for the cost of the same.

#### **SECTION 6.5 ADVANCE GRIEVANCE STEP FILING:**

Certain issues which by nature are not capable of being settled at a preliminary step of the Grievance procedure may be filed at the appropriate advanced step where the action giving rise to the grievance was initiated. Mutual agreement shall take place between the appropriate Union representative and the appropriate College representative at the step where it is desired to initiate the grievance.

#### **SECTION 6.6 NO REPRISALS CLAUSE:**

No reprisals shall be taken by the College or the Union against any employee because of the employee's participation or refusal to participate in a grievance.

#### **SECTION 6.7 WITHDRAWAL OF GRIEVANCE:**

A grievance may be withdrawn any time prior to the completion of Step II without establishing precedent, and will be deemed as to never having been filed.

**SECTION 6.8 FILING OF MATERIALS:**

Except for actual discipline, all records related to a grievance shall be filed separately from the personnel files of the participants.

**SECTION 6.9 RELEASED TIME:**

If any investigatory proceedings should require that an employee or a Union representative be present, said employee will be released from his/her regular assignment; the employee and/or Union representative shall be released without loss of pay or benefits for the length of that meeting.

**SECTION 6.10 UNION PARTICIPATION – EMPLOYEE REPRESENTED:**

The College acknowledges the right of the Union's grievance representative to participate in the processing of a grievance at any level, and no employee shall be required to discuss any grievance if the Union's representative is not present.

**SECTION 6.11 UNION PARTICIPATION – EMPLOYEE NOT REPRESENTED:**

When an employee is not represented by the Union, the Union shall reserve the right to have its representative present to state its views at any formal stage of the grievance procedure. Any settlement reached when a member of the bargaining unit is not represented by the Union shall be consistent with the terms and conditions of the collective bargaining agreement and Board Policy. Within ten (10) days of any settlement, the President of the Union will be furnished, in writing, all of the terms and conditions of the settlement.

**ARTICLE 7  
COMPENSATION****SECTION 7.1 PAY SCHEDULE:**

Hourly rates for employees covered by this Agreement will be increased as follows:

<b><u>WAGES</u></b>	<b><u>Effective</u></b>	<b><u>07-01-2017</u></b>	<b><u>07-01-2018</u></b>	<b><u>07-01-2019</u></b>	<b><u>07-01-2020</u></b>
Full Time Police		2.11%	2.11%	Wage Opener	
Part Time Police		2.11%	2.11%	Wage Opener	
Full Time Security		2.11%	2.11%	Wage Opener	
Part Time Security		2.11%	2.11%	Wage Opener	

**SECTION 7.2 STARTING WAGE:**

Full-time employee starting wage will be as follows:

Law Enforcement Officer:	\$17.10
Security Officer:	\$15.06

Part-time employee starting wage will be as follows:

Law Enforcement Officer:	\$16.08
Security Officer:	\$13.01

**SECTION 7.3 ALL CALL BACK:**

Call-back work is work performed when an employee is required by the College to return to his/her place of employment for any reason after completing his/her normal work day. Any employee required to return to work will be guaranteed two (2) hours of pay at the applicable pay rate.

**SECTION 7.4 SHIFT DIFFERENTIAL:**

A ten cent (10¢) per hour shift differential will be paid for all actual hours worked on second or midnight shifts.

**SECTION 7.5 DIRECT DEPOSIT:**

Effective September 1, 2008, full-time and continuing part-time employee payroll will be electronically deposited into the bank account(s) of the employee's choice.

**ARTICLE 8**  
**HOLIDAYS AND LEAVE**

**SECTION 8.1 HOLIDAYS:**

NEW YEAR'S DAY  
PRESIDENT'S DAY  
MEMORIAL DAY  
LABOR DAY  
THANKSGIVING DAY

MARTIN LUTHER KING'S BIRTHDAY  
GOOD FRIDAY  
INDEPENDENCE DAY  
VETERAN'S DAY  
CHRISTMAS DAY

When any of these holidays fall on Saturday, the preceding Friday shall be observed as a holiday; when a holiday falls on Sunday, the following Monday shall be observed as a holiday.

Campus Police officers may be required to work holidays. If a full-time officer works a holiday, they will receive holiday pay not to exceed eight (8) hours per day at straight time plus they will be compensated for all hours worked on the holiday at the overtime rate. Holiday compensation shall not exceed forty (40) hours of work within the work week as defined in section 5.3, Work Week.

Part-time officers are not eligible for holiday pay but will be compensated at the overtime rate for hours worked on a holiday.

## **SECTION 8.2 VACATION:**

- A. All employees employed prior to January 26, 2012 shall receive the following vacation days:

<u>Contract Years of Employment</u>	<u>Number of Days/Hours</u>
1-2	13/104
3	16/128
4	17/136
5	18/144
6	19/152
7	20/160
8	21/168
9	22/176
10	23/184

Vacation days shall be awarded on the beginning date of employment for the first fiscal year on a pro-rated basis and then annually each July first. Vacation will be credited at the beginning of each fiscal year. If employment begins at other than the start of the fiscal year, a pro-rata amount will be credited. In the event of an employee's termination, resignation, or extended illness, the College will calculate the amount of vacation earned and will not allow any vacation time to be utilized that was not earned. If said employee should owe the College for vacation not yet earned, the amount will be deducted by the College from the employee's final paycheck.

Vacation time may be taken off any time during the year. However, it must be planned to accommodate the flow of work and must be approved by the immediate supervisor. Vacation leave will be earned at the rate of 1/12 of the annual award. Vacation pay must be earned prior to use. Employees may accumulate a maximum of 280 hours (35 days) at the end of a fiscal year.

Extra pay shall not be given in lieu of vacation leave.

Any employee who has earned a vacation allowance under the foregoing provisions, but is unable to receive it because he/she is resigning shall receive the accumulated and earned vacation pay if two (2) weeks written notice is given to the Board. Full-time people who work less than a forty-hour week shall receive a proportionate amount of pay. However, if an employee retires from active full-time employment under State Universities Retirement System, he/she can accumulate and be paid a maximum of 448 hours.

Vacation leave will be awarded and reported in hour units. Vacation leave will be taken in no less than fifteen (15) minute increments. A full day absence results in an eight hour charge.



Part-time employees who have completed nine months (780 hours) of work for the College shall be entitled to earn a proportionate amount of vacation time to that which a full-time employee earns.

B. All persons hired after January 26, 2012 shall receive:

Contract Years of Employment	Number of Days/Hours
1 – 4	10/80
5 – 7	15/120
8 – 10 and above	20/160

**SECTION 8.3 SICK LEAVE:**

The annual sick leave shall be one hundred fifty two (152) hours (19 days) per year, cumulative up to the maximum allowed by the State Universities Retirement System for one (1) year of service credit.

Sick leave includes personal illness, quarantine at home, or serious illness or death of immediate family. The immediate family includes husband, wife, son, daughter, mother, father, or corresponding in-law. The College may require a doctor's slip after three (3) consecutive days of absence, or when the College has reason to suspect abuse of the sick leave.

Forty-eight (48) hours of sick leave may be used each year to conduct personal business. If not used for personal business, they will be carried over as sick leave. The employee shall earn 1.58 days per month worked. Sick leave must be earned to be used.

Part-time employees who have completed nine months (780 hours) of work for the College shall be entitled to earn a proportionate amount of sick leave time to that which a full-time employee earns. Part-time employees will receive a report with their sick leave balance with the paycheck they receive on the seventh (7<sup>th</sup>) of each month.

The employee shall earn 1.58 days per month worked. Sick leave must be earned to be used.

All persons hired after the July 1, 2015 shall receive one (1) day per month, accumulative up to a maximum allowed by the State University Retirement System for one (1) year of service credit.

**SECTION 8.4 LEAVE OF ABSENCE:**

The College may grant request for leaves of absence without pay to employees for a period not to exceed twelve (12) months. Requests for leave of absence without pay must be submitted to the immediate supervisor and approved by the President of the College. Reasonable cause for the request must be shown and individual cases will be decided upon their merit.

## **SECTION 8.5    MILITARY LEAVE:**

1. Military leave shall be granted in accordance with the terms of the Federal and State laws.
2. An employee who has to fulfill an annual military obligation in the National Guard or any component of the Armed Forces of the United States shall receive full pay for the time of the official duty, but shall pay to the College any monies received from such duty.
3. The employee may request a leave of absence without pay to fulfill the annual military obligation; in such case, the employee would not be requested to pay the College any money received for such duty. The employee also has the right to use vacation days for such duty.

## **SECTION 8.6    FAMILY MEDICAL LEAVE ACT:**

### **Eligibility:**

To be eligible for a family medical leave, an employee must have worked for the College at least twelve (12) months, and have worked at least twelve hundred and fifty (1,250) hours during the twelve (12) months prior to the start of the family medical leave.

### **Leave Entitlement:**

The College will grant an eligible employee up to a total of twelve (12) work weeks of unpaid leave in a twelve (12) month period for one or more of the following reasons:

For the birth of a son or daughter, and to care for the newborn child;

For the placement with the employee of a child for adoption or foster care, and the care of the newly placed child, to care for immediate family member (spouse, child, or parent-but not parent in law) with a serious health condition; and when the employee is unable to work because of a serious health condition.

Leave to care for a newborn child or for a newly placed child must conclude within twelve (12) months after the birth or placement. Husband and wife employees employed by the College are limited to a combined total of twelve (12) work weeks of family leave for the following reasons: Birth and care of a child; for the placement of a child for adoption or foster care, and to care for the newly placed child; and to care for an employee's parent who has a serious health condition.

"Any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in

the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single 12-month period to care for the service member.

**1. Intermittent/Reduced Scheduled Leave:**

The College will allow employees to take leave on an intermittent basis or to work a reduced schedule under the following circumstances:

Intermittent/Reduced Scheduled Leave may be taken when medically necessary to care for a seriously ill family member (Spouse, child, or parent but not parent in-law), or because of the employee's serious health condition. Intermittent/Reduced Leave may be taken to care for a newborn or newly placed adopted or foster case child with approval of the College. Only the amount of leave actually taken while on intermittent reduced scheduled leave may be charged as a FMLA leave. The College may not require an employee to take more FMLA leave than necessary to address the circumstances that caused the need for leave. Employees needing Intermittent/Reduced Scheduled Leave for foreseeable medical treatment must work with the College to schedule a leave so as not to unduly disrupt care provider. In such cases, the College may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodates reoccurring periods of leave better than the employee's regular job.

**2. Substitution of Paid Leave:**

Employees may choose to use accrued paid leave to cover the FMLA leave.

**3. Serious Health Condition:**

A "serious health condition" means an illness, injury, impairment or physical or mental condition that involves:

Any period of incapacity of treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical facility; or a period of incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activities that also involves continuing treatment by a health care provider; or any period of incapacity due to pregnancy, or prenatal; any period of incapacity (or treatment therefore) due to a chronic serious health condition "e.g. asthma, diabetes, epilepsy, etc."; or a period of incapacity that is permanent or long term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal disease, etc.); or any absences to receive multiple treatments (including any period of recovery there from) by or on referral by, a health care provider for a condition that would likely result in incapacity of more than three (3) days if left untreated (e.g. chemotherapy, physical therapy, dialysis, etc.).

**4. Medical Certification:**

The College may require that the need for leave for a serious health condition of the employees or the employee's immediate family member be supported by a certification issued by health care provider. The College will allow the employee at least fifteen (15) calendar days to obtain the medical certification.

The College may, at its own expense, require the employee to obtain a second medical certification from a health care provider. The College may choose a health care provider for the second opinion, except that in most cases the College shall not regularly contract with or otherwise regularly use the services of the health care provider. If the opinions of the employee's and the College's designated health care provider differ, the employer may require the employee to obtain certification from a third health care provider, again, at the College's expense. This third opinion shall be final and binding. The third health care provider must be approved jointly by the College and the employee. The "certification of a health care provider" may be used to obtain certification.

**5. Health Care Provider:**

Health care providers that may provide certification of a serious health condition include:

Doctors of medicine or osteopathy authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices;

Podiatrists, dentists, clinical psychologist, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the State and performing, within the scope of their practice under State Law;

Nurse practitioners, nurse-midwives, and clinical social workers authorized to practice under State law and performing within the scope of their practice as defined under State law;

Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts;

Any health care provider recognized by the employer or the employer's group health plan's benefits manager; and,

A health care provider listed above who practices in a country other than the United States and who is authorized to practice under the laws of the country.

**6. Maintenance of Health Benefits:**

The College will maintain group health insurance coverage for an employee on FMLA leave on the same terms as if the employee continued to work. An employee on unpaid FMLA leave must make arrangements to pay his or her normal portion of the insurance premiums to maintain insurance coverage. The College's obligation to maintain health benefits under FMLA stops if and when an employee informs the College of an intent not to return to work at the end of the leave, or if the employee fails to return to work when the FMLA leave entitlement is exhausted. The College's obligation also ceases if the employee's premium payment is more than thirty (30) days late and the College has given the employee written notice at least fifteen (15) days in advance advising that coverage will cease if payment is not received.

The College may recover premiums if paid to maintain health insurance coverage for an employee who fails to return to work from a FMLA leave.

**7. Other Benefits:**

An employee, while on unpaid FMLA leave shall accrue benefits on the same basis as other types of unpaid leave. Any employee taking an unpaid leave may continue life insurance coverage by making the premium payments.

**8. Job Restoration:**

Upon return from an FMLA leave, the employee will be restored to her/his original job or to an "equivalent" job, which shall mean identical to the original job in terms of pay, benefits, and other employment terms and conditions.

An employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using unpaid FMLA leave.

**SECTION 8.7 JURY DUTY:**

Full-time and part-time employees of the College who are called for jury duty or subpoenaed as a witness during working hours, shall receive full pay for the time of such official duty, but shall pay to the College any money received for such duty other than money paid for traveling expenses.

**SECTION 8.8 TIME INCREMENTS USED FOR LEAVE TIME**

Sick, personal, and vacation leave will be used in increments of fifteen (15) minutes. The College reserves the right to revert back to one (1) hour increments if it deems necessary at a later time, but will do so only with a thirty (30) day written notification.

## **SECTION 8.9 UNPAID LEAVE**

When full or part time employees take time off from scheduled duty, they must use any accumulated time accrued before they will be approved to take unpaid leave time off from work.

## **ARTICLE 9** **ADDITIONAL EMPLOYEE BENEFITS**

### **SECTION 9.1 GROUP HEALTH INSURANCE**

The College will provide group health insurance (including major medical, dental, prescription drug and vision) for members covered by this Agreement. The Costs of the group health insurance will be shared at forty percent (40%) for the member and sixty (60%) for the College and the total premium contribution shall not exceed forty percent (40%). It is mutually agreed that the Health Insurance Committee, which includes representation from the Union, will recommend changes to the coverage and other means at their disposal that will have the effect of reducing, if not eliminating, cost increases.

Should a plan be adopted that provides for materially different breakdown of premium rates than is currently in effect, the amount to be paid by the Board of Trustees will be proportional to the current amounts.

The coverage provided by the College should remain consistent, as far as practicable, with the plan offered at the date of this Agreement. In the even the College is unable to provide comparable coverage at a reasonable price, as determined by the College, it agrees to notify the Union and negotiate the impact of the change of coverage and/or premiums.

While the College reserves the right to select the plan, it agrees to have a committee which includes employees from the various Bargaining Units to review proposals and make recommendations to the College.

### **SECTION 9.2 UNIFORMS**

The College will provide a full set of uniforms and equipment for use by newly hired employees. After initial employment, replacements will be provided as needed not to exceed five hundred (\$500.00) dollars per fiscal year. Employees shall be eligible to receive the five hundred (\$500.00) dollar uniform replacements upon presenting the Employer receipts for replacement items up to the amount allotted per year. Reimbursement will be made only for Security/Police officer clothing and/or equipment approved by the College.

### **SECTION 9.3 IMMUNIZATIONS:**

Any immunizations required due to performance of duties shall be made available, (including family members of employees), and will be paid for by the employer.

**SECTION 9.4 LIFE INSURANCE:**

The Board of Trustees will pay the cost of the premium for a fifty-thousand (\$50,000.00) convertible term group life insurance policy with accidental death and dismemberment benefits for each full-time operational employee who is insurable without an increase in the normal premium rate. Coverage is optional to the employee.

**SECTION 9.5 TUITION:**

A full-time employee or members of his/her immediate family may attend John A. Logan College without payment of tuition as defined by Board Policy 7370. A part-time employee who has worked for the College a minimum of nine (9) months or members of his/her immediate family may attend John A. Logan College without payment of tuition. Immediate dependent child is one claimed by the employee on their prior year's Federal income tax return. Tuition is defined as money which is collected for the general support of the College's instructional operation;; fees are defined as money which is collected by the College that is designated as a charge to an individual class. Tuition for special programs, (i.e., continuing education public service, business and industry, construction management, and highly specialized healthcare classes, etc.) cannot be waived because they do not reflect the normal or traditional tuition.

Those individuals who are allowed tuition waivers shall be required to pay any appropriate fees except in such cases where the intent of the tuition waiver, as determined by the president, is to provide a total wavier of tuition and fees.

**SECTION 9.6 RETIREMENT:**

The employee planning to retire must complete a John A. Logan College retirement application and submit to the Human Resources Office. A benefits summary will be provided to the employee. If the employee chooses to proceed, he/she must notify the Human Resources Office in writing, with copy to the President's Office, of their intention to retire at least three (3) months in advance of their retirement date in order to be eligible for the retirement date in order to be eligible for the retirement enhancement benefits provided for in this Article.

For employees hired prior to July 1, 2008, John A. Logan College will provide ten (10) percent of an employee's salary earned during their last year of employment up to a maximum of \$5,000 as retirement incentive. To be eligible, employees must have completed at least fifteen (15) years of full-time employment, of which the last ten (10) years must be continuous, at John A. Logan College. John A. Logan College will provide ten (10) percent of an employee's salary earned during their last year of employment up to a maximum of \$7,500 to employees with twenty (20) consecutive years of full-time employment at John A. Logan College.

Employees who will have been employed full-time for ten (10) years or more at the date of retirement, employee may be awarded up to fifty-five (55) additional sick leave days if the employee can verify these were lost because of maximum accumulation restrictions at the College or the employee can verify these days from his/her previous employer.

The maximum number of hours these employees may elect to be paid is 440 hours (55 days) of sick leave. If the employee elects this option, these days will not count as extended service credit with SURS. Payment can be made as part of the employee's regular monthly salary during the last six months prior to retirement but will not count toward increasing an individual's retirement annuity.

#### **SECTION 9.7 HEALTH INSURANCE FOR RETIRED EMPLOYEES:**

Retiring employees may continue to participate in the group health insurance plan after retirement in accordance with COBRA. Following the COBRA period, retirees may participate in the College Insurance Program for retirees administered by Illinois Central Management Services (CMS).

#### **SECTION 9.8 TUITION WAIVERS FOR RETIRED EMPLOYEES:**

Employees who retire from active full-time employment at the College and have been employed full-time for ten (10) year or more are eligible for tuition waivers. Employees who retire from active full-time employment at the College and have been employed full-time for ten (10) years or more are eligible for tuition waivers are provided for in section 9.5.

Tuition is defined as money which is collected for the general support of the College's instructional operation; fees are defined as money which is collected by the College that is designated as a charge to an individual class. Tuition for special programs, (i.e., continuing education public service, business and industry, construction management, and highly specialized healthcare classes, etc.) cannot be waived because they do not reflect the normal or traditional tuition.

Those individuals who are allowed tuition waivers shall be required to pay any appropriate fees except in such cases where the intent of the tuition waiver, as determined by the president, is to provide a total waiver of tuition and fees.

#### **SECTION 9.9 EMERITUS STATUS:**

The designation of Emeritus status will be provided to all employees of John A. Logan College as an honorary title corresponding to that held last during their active service if they have served ten (10) years as a full-time employee at the College. The following privileges will be extended to all Emeritus staff:

1. To be informed of major College activities and functions that would be of interest to Emeritus staff.
2. To provide free access to and use of the College library and aerobic center.
3. To be invited to all future retirement dinners.
4. To provide other benefits that may be desirable and feasible as determined by the Board of Trustees or the administration.



**ARTICLE 10**  
**MISCELLANEOUS PROVISIONS**

**SECTION 10.1    TIME CHANGES:**

Spring and fall time changes will compensate employees for their time actually worked.

**SECTION 10.2    TARDINESS AND ABSENTEEISM:**

All members of the bargaining unit are required to report to work on time, to remain until the completion of their tour of duty, to be prompt in reporting to their assigned duties, and to faithfully perform their obligations of employment. Employees not expecting to work a scheduled tour of duty, for reason of illness, shall notify the supervisor at least four (4) to eight (8) hours in advance. In case of an emergency, the employee shall notify the supervisor of his absence at least their (30) minutes in advance of work time.

**SECTION 10.3    RETIREMENT BENEFITS:**

The College is a member of the State Universities Retirement System. Effective July 1, 1991, everyone employed on a continuous basis for at least four months or one academic term must become a participant in the retirement system as a condition of employment. Effective January 1, 1999, the College will offer not only the traditional defined benefit plan, but the portable defined benefit plan and the optional self-managed plan. The employee contribution is treated as a tax sheltered item for income tax withholding purposes. The State Universities Retirement System is only the mandatory retirement coverage as John A. Logan College employees are not eligible for Federal Social Security coverage.

**SECTION 10.4    PROBATIONARY PERIOD:**

All new employees and those hired after loss of seniority shall be considered probationary employees until they complete a probationary period of two thousand eighty (2,080) hours of work for full time employees and one thousand forty (1040) hours of work for part time employees. Time absent from duty or not served for any reason shall not apply toward satisfaction of the probationary period, except for holidays, vacation, and paid sick leave. Probationary employees shall be entitled to all rights, privileges and benefits provided for in this Agreement, except that during an employee's probationary period, the employee may be suspended, laid off, or terminated without cause at the sole discretion of the Employer. No grievance shall be presented or entertained in connection with the suspension, layoff, or termination of a probationary employee. There shall be no seniority among probationary employees. Upon successful completion of the probationary period, an employee shall acquire seniority, which shall be retroactive to his last date of hire with the Employer in a position covered by the Agreement.

**SECTION 10.5    DRUG-FREE WORKPLACE:**

As provided by the employer's policy.

## **SECTION 10.6 SENIORITY:**

### **Termination of Seniority:**

An employee shall have seniority broken when s/he:

1. Quits; or
2. Is discharged for just cause; or
3. Accepts gainful employment while on an approved leave of absence; or is absent for three (3) consecutive days without notifying the Employer; or
4. Fails to return to work at the conclusion of an approved leave of absence without approval of the Employer;
5. Or any time when employment is severed by any means.

### **Use of Seniority in Layoffs**

In the even the Employer determines a layoff is necessary, employees shall be laid off in the inverse order of their seniority. Temporary and probation employees shall be laid off first, then part-time, non-probationary followed by full-time employees. In the event of a layoff, the College will notify the members in writing of the layoff not less than thirty (30) days prior to the effective date of such layoff. The Administration shall have the ability to cut hours before having to cut positions or initiate a layoff. Laid off employees shall have the first opportunity at any part time work offered in their department and shall be paid for this work at the appropriate wage rate listed in Article 7 this Agreement and in effect at that time.

## **ARTICLE 11** **NO STRIKE – NO LOCKOUT**

The Union agrees on behalf of itself and its members that it will not call any strike, work stoppage, or work slow-down. The Employer agrees that it will not lockout any employee at any time.

## **ARTICLE 12** **SAVINGS CLAUSE**

In any provision of this Agreement, or the application of such provisions in this Agreement, should be determined to be declared to be invalid by appropriate court action, or are determined to be inconsistent with the Federal or State Law, the remaining parts or portions for this Agreement shall remain in full force and effect.

**ARTICLE 13**  
**COMPLETE AGREEMENT**

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area for collective bargaining and that the understandings and agreements arrived at by the parties after, the exercise of that right and opportunity are set forth in this Agreement.

Therefore, Employer and Union, for the life of this Agreement agree that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement unless such subject or matter was not or could not have been within the knowledge or contemplation of either or both parties at the time they negotiated and signed this Agreement. The waiver contained in this article is intended to apply to the proposal of changes in or additions to language contained in this Agreement.


**ARTICLE 14**  
**TERMINATION**

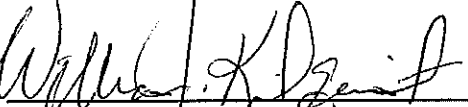
This agreement shall be effective from July 1, 2017, and shall remain in full force and effective until 11:59p.m. on the 30<sup>th</sup> day of June, 2021. It shall be automatically renewed from each year to year thereafter unless either party shall notify the other in writing or earlier than 120 days and no later than 90 preceding expiration. In the event that such notice is given, negotiations shall begin no later than 60 days prior to the contract's anniversary date. All notices provided in this Article shall be served upon the other party by certified mail, return receipt requested.

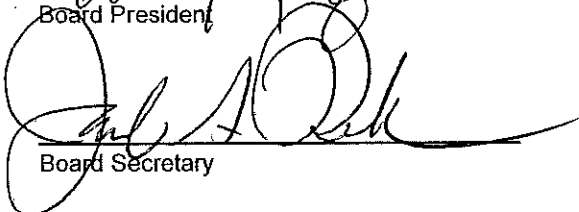
## SIGNATURES

IN WITNESS WHEREOF, the parties have set their hands on this 26<sup>th</sup> day  
of September, 2017.

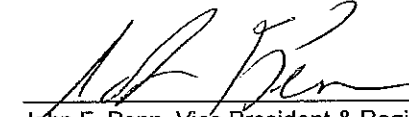
**FOR THE EMPLOYER:**  
**John A. Logan College;**

  
\_\_\_\_\_  
Dr. Ron House, President

  
\_\_\_\_\_  
Board President

  
\_\_\_\_\_  
Board Secretary

**FOR THE UNION:**  
**Laborers' Local 773;**

  
\_\_\_\_\_  
John F. Penn, Vice President & Regional Manager

**The Southern and Central Illinois**  
**Laborers' District Council**

  
\_\_\_\_\_  
Chad B. Taylor, Business Manager

## **Appendix A**

### **CLOTHING AND EQUIPMENT ALLOWANCE FOR FULL AND PART TIME POLICE & CAMPUS SECURITY OFFICERS**

#### **FULL TIME OFFICER OFFICER**

1. Four Long Sleeve Shirts
2. Four Short Sleeve Shirts
3. Four Pairs of Pants
4. One Duty Belt – Outer (Nylon)
5. One Duty Belt – Inner (Nylon)
6. One Flashlight
7. One Flashlight Holder
8. One Can OC Spray
9. One OC Spray Holder
10. One Pair Handcuffs
11. One Handcuff Holder
12. Four Belt Keepers
13. One Winter Coat
14. One Pair of Work Shoes or Boots (Black)  
(Black)
15. One Badge
16. One Holster
17. One Magazine Holder
18. Rain Gear
19. Baton
20. Baton Holder
21. Radio Holder

#### **PART TIME POLICE & SECURITY**

1. Two Long Sleeve Shirts
2. Two Short Sleeve Shirts
3. Two Pairs of Pants
4. One Duty Belt – Outer (Nylon)
5. One Duty Belt – Inner (Nylon)
6. One Flashlight
7. One Flashlight Holder
8. One Can OC Spray
9. One OC Spray Holder
10. One Pair Handcuffs
11. One Handcuff Holder
12. Four Belt Keepers
13. One Winter Coat
14. One Pair of Work Shoes or Boots
15. One Badge
16. One Holster
17. One Magazine Holder
18. Rain Gear

#### **CRITERIA FOR REPLACING EQUIPMENT:**

Equipment is replaced as it breaks, wears out, or in some cases, such as tearing a shirt or pants, when it is damaged.

#### **OWNERSHIP OF EQUIPMENT:**

The College's Campus Police Department retains ownership of any equipment that it purchases for an officer.

## LABORERS' LOCAL 773

5102 Laborers' Way  
Marion, Illinois 62959  
(618) 993-5773  
E-mail: laborer@local773.com

Affiliated with  
THE LABORERS' INTERNATIONAL UNION OF NORTH AMERICA

### CHECKOFF AUTHORIZATION AND ASSIGNMENT

**John A. Logan Police**

Name of Employer

I, \_\_\_\_\_, (print name), do hereby assign to Local Union 773, Laborers' International Union of North America, AFL-CIO such amounts from my wages as shall be required to pay an amount equivalent to the initiation fees, readmission fees, membership dues, and assessments of the Local Union as may be established for its members from time to time. My Employer, including my present Employer and any future Employer, is hereby authorized to deduct amounts from my wages and pay the same to Local Union and/or its authorized representative, in accordance with the collective bargaining agreement in existence between the Union and my Employer.

This authorization shall become operative upon the effective date of each collective bargaining agreement entered into between my Employer and the Union.

This authorization shall be irrevocable for a period of one (1) year, or until termination of the collective bargaining agreement in existence between my Employer and the Union, whichever occurs sooner; and I agree and direct that this authorization shall be automatically renewed and shall be irrevocable for successive periods of one (1) year each, or for the period of any subsequent agreement between my Employer and the Union, whichever shall be shorter, unless written notice is given by me to my Employer and the Local Union not more than twenty (20) days and not less than ten (10) days prior to the expiration of each period of one (1) year, or of each applicable collective bargaining agreement between my Employer and the Union, whichever occurs sooner. Furthermore, this check off authorization shall continue in accordance with the above renewal and revocation provisions irrespective of my membership in the Union.

Union Dues and fees are not deductible as charitable contributions for federal income tax purposes. Local dues may qualify as business expenses, however, and may be deductible in limited circumstances subject to various restrictions imposed by the Internal Revenue Service.

This assignment has been executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

_____		_____	
Phone Number		Employee Signature	
_____		_____	
Date of Birth		Social Security Number	
_____		_____	
_____			
Street			
_____		_____	
City		State	Zip Code
_____		_____	
County		Email Address	
_____		_____	
Initiation Fee		Date Employed	Dues