



**CFY 2022 ANNUAL PLAN  
CHAMPAIGN COUNTY**



Supreme Court of Illinois  
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

Marcia M. Meis  
Director

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Chicago, IL 60601  
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Springfield, IL 62701  
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May 2, 2022

Mr. Michael Williams, Director  
Champaign County Probation  
and Court Services Department  
Champaign County Courthouse  
101 E. Main Street  
Urbana, Illinois 61801

Dear Mr. Williams:

The Administrative Office of the Illinois Courts (AOIC) has approved Champaign County Probation and Court Services Department's County Fiscal Year 2022 Annual Probation Plan. The final County Fiscal Year 2022 budget has been received. In reviewing proposed CFY 2022 expenditures from the Probation and Court Services Fund, it appears the majority of departmental operational costs are paid out of the Probation Service Fee Fund. Please note, the use of fees for this purpose is not in line with the Administrative Office's Probation Services Fees Policies and Guidelines (March 1, 2012), as well as do not fall within statutory provisions as provided by 730 ILCS 110-15(11). The approval of the submitted detention center policies and procedures are being deferred to allow for the recently assigned Field Coordinator to review and discuss how well the policies reflect the Juvenile Detention Standards.

The Administrative Office received the Good Cause Salary Increase Supplement which requests an 8% increase to the salary ranges for Court Services Officer-Supervision, Court Services Officer-Juvenile Detention, and Senior Court Services Officer is approved. Additionally, an 8% wage increase for all currently employed professional level staff, both bargaining as well as non-bargaining, is approved based on the justification provided. The accompanying documentation for this supplement is attached.

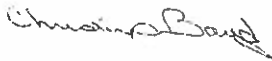
The updated policies and procedures for Interstate Compact on Adult Offender Supervision (ICAOS) have been reviewed and are consistent with the Interstate Compact Rules. Training logs received indicate there were staff at the detention center as well as the probation department that failed to complete the training hours required by the Administrative Office of Illinois Courts. According to the training requirements in the Policies Governing Hiring, Promotion and Training of Illinois Probation/Court Services Personnel (1998), "Any person employed by Illinois probation

and court services departments shall, in the second and each subsequent year of employment in the position, complete 20 hours of formal in-service training related to the function of the position." These Officers must make up the deficient number of hours this county fiscal year as well as the completing their required 20 hours. AOIC applauds the efforts this past year of supervisors reviewing case plans and meeting with officers individually to assist with improving the quality of case plans. The collaborative efforts with various community stakeholders to assist with the needs of the youth in the area as well as efforts to address the increase in community violence is admirable.


The Administrative Office will follow-up with the probation department as well as the detention center regarding the Annual Probation Plan and the CFY 2022 Organizational Plans. We welcome the opportunity to work with the probation staff to fully implement case work standards including core correctional practice as well as detention staff to implement the revised detention standards.

As always, the Annual Probation Plan approval is based upon a department's continued compliance with the provisions of the Probation and Probation Officers Act (730 ILCS 110), and with applicable administrative, operational, and program standards and guidelines established by the Administrative Office of the Illinois Courts. We look forward to working with your department and the detention center in the upcoming year especially in the continued application of evidence-based practices.

Sincerely,



Christine Boyd  
Field Services Coordinator



Daniel S. Hunt  
Assistant Director  
Probation Services Division

c: Honorable Randall B. Rosenbaum, Chief Circuit Judge, Sixth Judicial Circuit  
Marcia Meis, Director  
Darlene A. Kloepfel, Champaign County Executive

County Fiscal Year 2022 Salary Ranges

Table 1 (Union Staff) Department: Champaign County

Position Title	Position Class/Grade	Annual Salary Range(s)			Union Position (e.g. ASST. FOR. etc.)	% of Range	70% of Minimum	Minimum	Recognized Midpoint	Recognized Maximum	Range cannot be over 70%
		Minimum	Midpoint	Maximum							
Senior Court Services Officer	N A	\$45,123		\$76,799	FOP	70%	\$76,799	\$45,123	\$66,910	\$76,799	70%
Court Services Officer-Juvenile Detention	N A	\$45,065		\$76,577	FOP	70%	\$76,577	\$45,065	\$66,811	\$76,577	70%
Court Services Officer-Supervision	N A	\$40,638		\$69,585	FOP	70%	\$69,585	\$40,638	\$54,961	\$69,585	70%

Table 2 (Non-Union Staff) Department: Champaign County

Position Title	Position Class/Grade	Annual Salary Range(s)			Union Position (e.g. ASST. FOR. etc.)	% of Range	70% of Minimum	Minimum	Recognized Midpoint	Recognized Maximum	Range must be equal
		Minimum	Midpoint	Maximum							
Director	M	\$75,641	\$94,556	\$113,471	N A	70%	\$128,590	\$75,641	\$102,115	\$128,590	70%
Superintendent-JDC	K	\$59,475	\$74,354	\$89,232	N A	70%	\$101,108	\$59,475	\$98,291	\$131,108	70%
Supervisor-Administrative Services	K	\$59,475	\$74,354	\$89,232	N A	70%	\$101,108	\$59,475	\$98,291	\$131,108	70%
Assistant Superintendent-JDC	J	\$52,923	\$66,144	\$79,365	N A	70%	\$89,969	\$52,923	\$71,446	\$89,969	70%
Supervisor-Adult Services	J	\$52,923	\$66,144	\$79,365	N A	70%	\$89,969	\$52,923	\$71,446	\$89,969	70%
Supervisor-Juvenile Services	J	\$52,923	\$66,144	\$79,365	N A	70%	\$89,969	\$52,923	\$71,446	\$89,969	70%
Supervisor-Specialized Services	J	\$52,923	\$66,144	\$79,365	N A	70%	\$89,969	\$52,923	\$71,446	\$89,969	70%
Problem Solving Court Coordinator	I	\$46,293	\$57,376	\$69,459	N A	70%	\$78,698	\$46,293	\$62,496	\$78,698	70%

**Michael Williams**

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**From:** Google Forms <forms-receipts-noreply@google.com>  
**Sent:** Friday, March 4, 2022 8:50 AM  
**To:** Michael Williams  
**Subject:** CFY21 EY Matrix Closing Data Survey

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Thanks for filling out CFY21 EY Matrix Closing Data Survey

Here's what was received.

[edit response](#)

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## CFY21 EY Matrix Closing Data Survey

Email \*

mwilliams@co.champaign.il.us

County \*

Champaign

Circuit \*

6

Director/CMO Name \*

Michael B Williams

Director/CMO Phone Number \*

(217) 384-3753

Director/CMO Email \*

Enter your county email address here. Use your Google email above.

mwilliams@co.champaign.il.us

Field Coordinator \*

Christine Boyd

### Splitting Figures - Department Status

If you have Pretrial and were not able to split out your data from probation figures LAST fiscal year, what fiscal year DID you indicate that you would anticipate being able to begin reporting separately? \*

No Pretrial

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**Michael Williams**

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**From:** Google Forms <forms-receipts-noreply@google.com>  
**Sent:** Friday, March 4, 2022 8:51 AM  
**To:** Michael Williams  
**Subject:** PSC Splitting Financials (PLEASE NOTE)

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Thanks for filling out [PSC Splitting Financials \(PLEASE NOTE\)](#)

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---

## PSC Splitting Financials (PLEASE NOTE)

This information is per court/county. Do not group all of your courts and/or counties into one submission.

Email \*

mwilliams@co.champaign.il.us



County \*

Champaign

Circuit \*

Director/CMO Name \*

Michael B. Williams

Director/CMO Phone Number \*

(217) 384-3753

Director/CMO Email \*

Enter your county email address here. Use your Google email above.

mwilliams@co.champaign.il.us

Field Coordinator \*

Christine Boyd

### Splitting Figures - Department Status

If you have PSC and were not able to split out your data from probation figures LAST fiscal year, what fiscal year DID you indicate that you would anticipate being able to begin reporting separately? \*

[Already Reporting](#)

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**Michael Williams**

---

**From:** Google Forms <forms-receipts-noreply@google.com>  
**Sent:** Friday, March 4, 2022 8:52 AM  
**To:** Michael Williams  
**Subject:** PSC Status (PLEASE NOTE)

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Thanks for filling out PSC Status (PLEASE NOTE)

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---

## PSC Status (PLEASE NOTE)

This information is per court/county. Do not group all of your courts and/or counties into one submission.

Email \*

mwilliams@co.champaign.il.us

---

PSC Data Status

County \*

Champaign

Circuit \*

Director/CMO Name \*

Michael B. Williams

Director/CMO Phone Number \*

(217) 384-3753

Director/CMO Email \*

Enter your county email address here. Use your Google email above.

mwilliams@co.champaign.il.us

Field Coordinator \*

Christine Boyd

Year you are reporting on. \*

2020

2021

Did you have a Problem Solving Court? \*

Yes

No

Is there a plan to develop a new or additional problem-solving court in your jurisdiction? \*

Yes

No

2020 Existing PSC

Is there an existing problem-solving court in your jurisdiction? \*

If YES: Submit information on EACH of your existing courts using the second form provided on website.

Yes

No

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**Michael Williams**

---

**From:** Google Forms <forms-receipts-noreply@google.com>  
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**To:** Michael Williams  
**Subject:** PSC Status (PLEASE NOTE)

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Thanks for filling out PSC Status (PLEASE NOTE)

Here's what was received.

[Edit response](#)

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## PSC Status (PLEASE NOTE)

This information is per court/county. Do not group all of your courts and/or counties into one submission.

Email \*

mwilliams@co.champaign.il.us



County \*

Champaign

Circuit \*

Director/CMO Name \*

Michael B. Williams

Director/CMO Phone Number \*

(217) 384-3753

Director/CMO Email \*

Enter your county email address here. Use your Google email above.

mwilliams@co.champaign.il.us

Field Coordinator \*

Christine Boyd

Year you are reporting on. \*

2020

2021

Did you have a Problem Solving Court? \*

Yes

No

Is there a plan to develop a new or additional problem-solving court in your jurisdiction? \*

Yes

No

2020 - Existing PSC

Is there an existing problem-solving court in your jurisdiction? \*

If YES: Submit information on EACH of your existing courts using the second form provided on website.

Yes

No

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**Michael Williams**

---

**From:** Google Forms <forms-receipts-noreply@google.com>  
**Sent:** Wednesday, March 30, 2022 3:01 PM  
**To:** Michael Williams  
**Subject:** Existing Courts (PLEASE NOTE)

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# Google Forms

Thanks for filling out Existing Courts (PLEASE NOTE)

Here's what was received.



---

## Existing Courts (PLEASE NOTE)

This information is per court/county. Do not group all of your courts and/or counties into one submission.

Email \*

mwilliams@co.champaign.il.us



County \*

Champaign

Circuit \*

Director/CMO Name \*

Michael B. Williams

Director/CMO Phone Number \*

(217) 384-3753

Director/CMO Email \*

Enter your county email address here. Use your Google email above.

mwilliams@co.champaign.il.us

Field Coordinator \*

Christine Boyd

Year you are reporting on? \*

2020

2021

County Information

Population Served \*



Adult

Court Type \*

Drug (Adult)

If "Hybrid & Other (Adult)", select all that apply:

Drug

DUI

Mental Health

Veteran

Court Name \*

Champaign County Drug Court

Street Address \*

101 E. Main Street, Urbana, IL 61801



Is this problem-solving court certified? \*

Yes

No

If No, are you in the process of obtaining certification?

Yes

No

Probation Positions

For the calendar year 2020 or 2021 (01/01 – 12/31), how many total probation positions are dedicated to this problem-solving court? (in Full-Time Equivalent)

Number of dedicated officers (in FTE) \*

2.00

Number of dedicated supervisors (in FTE) \*

.125

Number of dedicated support staff (in FTE) \*

0

Problem Solving Court Clerks

For the calendar year 2020 or 2021 (01/01 – 12/31), how many individuals were

Number screened for eligibility \*

37

Number assessed \*

22

Number accepted \*

17

Number rejected \*

5

Average length of program from acceptance to graduation? \*

21

Length of program is reported in: \*

Months

What is the annual capacity or number of program slots available each year? \*

80

What is the current enrollment in this problem-solving court? \*

Please note, this question refers to the date of survey submission (i.e., the date today).

18

Total number of clients supervised during calendar year 2020 or 2021 (1/1 – 12/31) for this problem-solving court? \*

Average length of time between an individual's referral and acceptance into or rejection from the problem-solving court? \*

2

Length of time between referral and acceptance/rejection is reported in: \*

Weeks

For calendar the year 2020 or 2021 (01/01 – 12/31), what was your average daily active caseload? \*

59.4

Discharge Category

For calendar the year 2020 or 2021 (01/01 – 12/31), what were the total number of discharges? \*

24

For calendar the year 2020 or 2021 (01/01– 12/31), how many individuals were discharged by:

Graduation \*

13

Neutral \*

0

Voluntary \*

0

Unsuccessful \*

11

Total number of unsuccessful discharges due to the following reasons:

Technical Violation Only \*

10

New Arrest Only \*

1

Both Technical Violation & New Arrest \*

0

Other \*

0

If Other: Specify reason(s) \*

0

Active Caseload by Risk Level

Existing Caseload Risk Level at Start of Calendar Year

How many clients were on your active Problem Solving Court caseload on January 1? \*

The sum of the next 6 questions MUST equal this to number.

47

How many were Very High? \*

1

How many were High? \*

15

How many were Moderate? \*

22

How many were Low Moderate? \*

0

How many were Low? \*

0

How many were Unassessed? \*

9

New Caseload Risk Level at Throughout Calendar Year

How many clients came on to your active caseload between January 1 and December 31? \*  
The sum of the next 6 questions MUST equal this to number.

22

How many were Very High? \*

1

How many were High? \*

21

How many were Moderate? \*

0

How many were Low Moderate? \*

0

How many were Low? \*

0

How many were Unassessed? \*

0

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**Michael Williams**

---

**From:** Google Forms <forms-receipts-noreply@google.com>  
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EXTERNAL: External email, be careful when opening.



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---

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This information is per court/county. Do not group all of your courts and/or counties into one submission.

Email \*

mwilliams@co.champaign.il.us



County \*

Champaign

Circuit \*



Director/CMO Name \*

Michael B. Williams

Director/CMO Phone Number \*

(217) 384-3753

Director/CMO Email \*

Enter your county email address here. Use your Google email above

mwilliams@co.champaign.il.us

Field Coordinator \*

Christine Boyd

Year you are reporting on? \*

2020

2021



Population Served \*

Adult

Court Type \*

Drug (Adult)

If "Hybrid & Other (Adult)", select all that apply:

Drug

DUI

Mental Health

Veteran

Court Name \*

Champaign County Drug Court

Street Address \*

101 E. Main Street, Urbana, IL 61801

Verification

Is this problem-solving court certified? \*

Yes

No

If No, are you in the process of obtaining certification?

Yes

No

### Probation Positions

For the calendar year 2020 or 2021 (01/01 – 12/31), how many total probation positions are dedicated to this problem-solving court? (in Full-Time Equivalent)

Number of dedicated officers (in FTE) \*

2.0

Number of dedicated supervisors (in FTE) \*

.125

Number of dedicated support staff (in FTE) \*

0

### Problem-Solving Court Clients

For the calendar year 2020 or 2021 (01/01 – 12/31), how many individuals were

Number screened for eligibility \*

32

Number assessed \*

20

Number accepted \*

12

Number rejected \*

8

Average length of program from acceptance to graduation? \*

24

Length of program is reported in: \*

Months

What is the annual capacity or number of program slots available each year? \*

80

What is the current enrollment in this problem-solving court? \*

Please note, this question refers to the date of survey submission (i.e., the date today).

18

Total number of clients supervised during calendar year 2020 or 2021 (1/1 – 12/31) for this problem-solving court? \*

48

Average length of time between an individual's referral and acceptance into or rejection from the problem-solving court? \*

2

Length of time between referral and acceptance/rejection is reported in: \*

Weeks

For calendar the year 2020 or 2021 (01/01 – 12/31), what was your average daily active caseload? \*

42.8

Discharge by Category

For calendar the year 2020 or 2021 (01/01 – 12/31), what were the total number of discharges? \*

23

For calendar the year 2020 or 2021 (01/01– 12/31), how many individuals were discharged by:

Graduation \*

11

Neutral \*

0

Voluntary \*

0

Unsuccessful \*

11

Total number of unsuccessful discharges due to the following reasons:

Technical Violation Only \*

10

New Arrest Only \*

1

Both Technical Violation & New Arrest \*

0

Other \*

0

If Other: Specify reason(s) \*

0

Active Global by Risk Level

Existing Caseload Risk Level at Start of Calendar Year

How many clients were on your active Problem Solving Court caseload on January 1? \*

The sum of the next 6 questions MUST equal this to number.

48

How many were Very High? \*

1

How many were High? \*

36

How many were Moderate? \*

11

How many were Low Moderate? \*

0

How many were Low? \*

0

How many were Unassessed? \*

0

New Caseload Risk Level at Throughout Calendar Year

How many clients came on to your active caseload between January 1 and December 31? \*

The sum of the next 6 questions MUST equal this to number.

13

How many were Very High? \*

1

How many were High? \*

12

How many were Moderate? \*

0

How many were Low Moderate? \*

0

How many were Low? \*

0

How many were Unassessed? \*

0

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**COUNTY FISCAL YEAR 2022**  
**ANNUAL PROBATION PLAN SIGNATORIES**

**DIRECTOR OF COURT SERVICES**

As Director of Court Services of the Sixth Judicial Circuit Probation Department serving Champaign County, I hereby submit this County Fiscal Year 2022 Annual Probation Plan. I certify that the information in this plan is true and correct to the best of my knowledge. I further certify that my department will comply with all standards, policies and regulations established by the Supreme Court under provisions of the Probation and Probation Officers Act (730 ILCS 110), and acknowledge that compliance is subject to monitoring, auditing, and qualitative review by staff of the Administrative Office of the Illinois Courts.

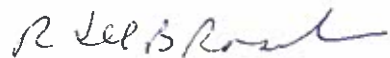


Michael B. Williams  
Director of Court Services

Dated: 02/15/2022

**CHIEF CIRCUIT JUDGE**

As Chief Judge of the Sixth Judicial Circuit, I hereby certify that I have reviewed and approve the County Fiscal Year 2022 Annual Probation Plan submitted by the Judicial Circuit Probation/Court Services Department serving Champaign County.



Randall B Rosenbaum  
Chief Circuit Judge

Dated: 2/15/22

## COUNTY EXECUTIVE

As County Executive of Champaign County, I hereby acknowledge the County Fiscal Year 2022 Annual Probation Plan submitted by the Sixth Judicial Circuit Probation Department serving Champaign County. I understand that submission of the Annual Probation Plan and compliance with the provisions of the Probation and Probation Officers Act (730 ILCS 110) are conditions of state reimbursement.



2/14/2022

Dated: \_\_\_\_\_

\_\_\_\_\_  
Champaign County Executive

Darlene A. Kloepfel

Print Name



# ANNUAL PROBATION PLAN

OF THE

*SIXTH JUDICIAL CIRCUIT  
PROBATION & COURT SERVICES DEPARTMENT*

SERVING

CHAMPAIGN COUNTY

**COUNTY FISCAL YEAR 2022**

January 1, 2022

TO

December 31, 2022

*Submitted to the  
Administrative Office of the Illinois Courts  
Probation Services Division  
Supreme Court of Illinois*

# CFY 2022 ANNUAL PROBATION PLAN



## SECTION I. ORGANIZATIONAL DEVELOPMENT

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The Annual Probation Plan, as referenced in the Illinois statutes [730 ILCS 110/15(6)], requires probation and court services departments "have on file with the Supreme Court an annual probation plan for continuing, improved, and new Probation and Court Services Programs approved by the Supreme Court or its designee. This plan shall indicate the manner in which Probation and Court Services will be delivered and improved, consistent with the minimum standards and regulations for Probation and Court Services, as established by the Supreme Court...The annual probation plan shall seek to generally improve the quality of probation services and to reduce the commitment of adult and juvenile offenders to the Department of Corrections..."

The purpose of the Annual Probation Plan is to provide a roadmap for ongoing organizational development for probation and court services departments across the state. The AOIC believes better planning leads to better outcomes as evidenced by the development of the Judicial Branch Operational Strategic Plan and the AOIC Probation Services Division Strategic Plan. Traditionally, strategic planning has four or more elements built upon a mission/vision statement and a department's core values to drive long-term goals. In that spirit, the Organizational Development section of the Annual Plan will focus on elements of a strategic plan.

### A. Organizational Plan (If your department has a detention center, [please see Section III](#))

1. Submit the [CFY 2022 Organizational Plan](#)
  - a. If your department had an AOIC Operational Review, your department's Organizational Plan will need to reflect implementation of the recommendations contained in the review report.
  - b. Probation Casework Standards implementation
    - i. Referring back to CFY 21 Annual Probation Plan (Question Id.), what steps have been taken to overcome the obstacles identified to fully implement Probation Casework Standards?
    - ii. What additional skills, knowledge, competencies, training, etc. is needed to fully implement the Probation Casework Standards? (Data, management/HR skills, technology, etc.)
    - iii. Please provide a detailed plan on how your department will meet the requirements of the Probation Caseworks Standards. The plan must include objectives and dates, as well as who will be responsible. Include status of home/field contacts.
2. Submit the [Status of CFY 2021 Organizational Plan Goals](#)

### B. Annual Report

1. The department completes a separate annual report for the county board. Yes  No
2. If yes, submit a copy of the annual report. *N/A*

## CFY 2022 ANNUAL PROBATION PLAN

### SECTION I. ORGANIZATIONAL DEVELOPMENT

#### A. Organizational Plan

##### b. Probation Casework Standards Implementation

- i. Referring back to CFY 21 Annual Probation Plan (Question 1d.), what steps have been taken to overcome the obstacles identified to fully implement Probation Casework Standards.

*All officers have now completed Adult Risk Assessment Training or Juvenile Risk Assessment Training, including Correctional Case Planning. Several officers have also completed ARA, JRA, and Case Planning booster trainings in Relias. All supervisors completed Core Correctional Practices for Managers/Supervisors in 2021 and two adult officers completed Module 2: Core Correctional Practices and Case Planning. Additionally, 10 officers completed ARA Recertification and six officers completed JRA Recertification in 2021-2022. Supervisors have also conducted case audits to identify deficiencies and have implemented remediation plans and assigned additional training, as appropriate.*

- ii. What additional skills, knowledge, competencies, training, etc. is needed to fully implement the Probation Casework Standards?

*As we continue to fully implement Probation Casework Standards, officers will need training on the use of additional screening instruments (i.e., Community Supervision Screening Tool, Misdemeanor Screening Tool, and Misdemeanor Assessment Tool). Supervisors will also identify those officers in need of additional training on the use of the Illinois Risk Assessment System and will assign those officers to complete ARA/JRA booster training as appropriate. We will also be providing training and equipment for officers to address safety concerns related to field contacts.*

- iii. Please provide a detailed plan on how your department will meet the requirements of the Probation Casework Standards. The plan must include objectives and dates, as well as who will be responsible. Include status of home/field contacts.

*Please see our CFY 2022 Organizational Plan for a detailed plan for full implementation of Probation Casework Standards.*

# CFY 2022 ANNUAL PROBATION PLAN



## SECTION II. ADMINISTRATION

### A. Fiscal Resource Management

1. Please submit County Fiscal Year 2022 Budget(s) (e.g., any source such as county general fund, probation fee fund, grant funding, etc.)
2. Grant Funding
  - a. The department has been awarded a grant(s).  
Yes  No
  - b. If yes, submit a copy each grant awarded. *N/A*
3. Salary Shortfall (730 ILCS 110/15.1(h))
  - a. Monies will be used from the Probation and Court Services Fund for salary shortfall.  
Yes  No
  - b. If yes, submit a completed [Salary Shortfall Worksheet](#). *N/A*
4. Please complete and submit the [Budget Worksheet](#). (If your department has a detention center, please see Section III)

### B. Interstate Compact

1. Is there a NEW or UPDATED Administrative Order for collecting Interstate Compact Transfer Fees?  
Yes  No
2. If yes, please submit a copy. *N/A*

### C. Compensation Management

1. Compensation Plan (730 ILCS 110/15(4); 730 ILCS 110/15(70))
  - a. Submit the approved, current compensation plan(s).
  - b. A new, revised compensation plan needs approval.  
Yes  No
  - c. If yes, submit the new, revised compensation plan. *N/A*
  - d. A variance is being requested from the AOIC Compensation Standards around the department's compensation plan.  
Yes  No 
    - i. If yes, designate below what aspect of the compensation plan is requested to be waived.  

<i>N/A</i>
------------
    - ii. If yes, provide a rationale for the variance.  

<i>N/A</i>
------------

### 2. Salary Increases

- a. Salary increases for staff.  
Yes  No
- b. If yes, provide below: Percentage (%) and/or amount (\$).  

<i>Effective January 1, 2022, all officers represented by the Fraternal Order of Police received a 2.0% general wage increase, plus a \$1,000 annual Market Adjustment.</i>
---
- c. If yes, provide what the increase was based on (COLA, performance, longevity, etc.).  

<i>FY2022 salary increases for FOP Bargaining Unit staff are set by the Collective Bargaining Agreement.</i>
--
- d. Salary increases for managers/exempt staff.  
Yes  No

# CFY 2022 ANNUAL PROBATION PLAN



- e. If yes, provide below: Percentage (%) and/or amount (\$).

**Effective January 1, 2022, all non-Bargaining Unit staff received a 3.0% salary increase.**

- f. If yes, provide below what the increase was based on (COLA, performance, longevity, etc.).

**FY2022 salary increases for non-Bargaining Unit staff were approved by the Champaign County Board upon recommendation of the County Executive.**

### 3. Salary Ranges

- a. Salary ranges will be adjusted.

Yes  (Bargaining Unit Positions Only—see below) No

- b. If yes, provide below: Percentage (%) and/or amount (\$).

**Effective January 1, 2022, salary ranges for positions represented by the Fraternal Order of Police increased by \$1,000 (\$.51 per hour based on 1,950 hours per year). Salary ranges for non-Bargaining Unit positions are unchanged for FY2022.**

- c. If yes, provide below the rationale to support the needed adjustment and why the ranges were adjusted by the indicated amount.

**FY2022 salary range increases for positions represented by the FOP are set by the Collective Bargaining Agreement.**

- d. Submit completed [Salary Range Worksheet](#) including detention personnel.

### 4. Collective Bargaining Agreement [730 ILCS 110/15(4)]

- a. Staff are covered under collective bargaining agreement.

Yes  No

- b. If yes, submit the current collective bargaining agreement.

- c. The collective bargaining agreement is under negotiation.

Yes  No

- d. If yes, what is the expected completion date for the collective bargaining agreement.

**N/A**

### D. Performance Management

#### 1. Performance Appraisal [730 ILCS 110/15(4); 730 ILCS 110/15(7)(d)]

- a. The performance appraisal has been revised.

Yes  No

- b. If yes, submit the revised performance appraisal for approval.

- c. A variance is being requested from the statute requiring the use of performance to base salary increases on.

Yes  No

- d. If yes, designate below what aspect is being waived and a rationale for the variance.

**N/A**

### E. Organizational Structure (If your department has a detention center, [please see Section III](#))

1. Submit [Organizational Chart](#) for probation department.

#### 2. Reorganization Request

- a. Reorganization request submitted for approval.

Yes  No

# CFY 2022 ANNUAL PROBATION PLAN



- b. If yes, describe below the rationale for such a request which contains the supportive information as designated above.

N/A

- c. If yes, submit an updated Organizational Chart Worksheet which reflects the proposed changes. *N/A*

## F. Policies and Procedures

1. Policies and procedures submitted for approval
  - a. New or updated policies and procedures submitted for approval with updates highlighted.  
Yes  No
  - b. If yes, submit new policies and procedures with updates highlighted.
2. ICAOS Updated Policies and Procedures (a [template](#) is provided)
  - a. Submit policies and procedures for the Interstate Compact.

## G. Training Logs- **This is the last year you will provide training logs for the AP.**

(If your department has a detention center, **please see Section III**)

1. Submit [Annual Training Logs](#) for each probation employee.

## H. Collaboration (730 ILCS 110)

1. Any changes in Justice System Stakeholder from your last annual plan? Yes  No 
  - a. If yes, please describe the changes in detail.

N/A

2. Are you involved in any regular or ongoing justice stakeholder meetings and if so, please explain.

**Reentry Council, Youth Assessment Center Advisory Committee, Community Coalition, C-U Fresh Start, Countywide Committee to Address Community Violence**

3. Describe how the department supports the rights of crime victims [\[730 ILCS 110/15\(6\)\(d\)\]](#) how it has implemented and how it coordinates that support with other criminal justice agencies within the jurisdiction.

**Please see attachment.**

## I. Data Collection

As a reminder, many of your questions regarding the implementation of the new data variables and integration with AOIC's data management system can be found on the Qualtrics Q&A page which is updated regularly: <https://sites.google.com/a/probation.illinoiscourts.gov/aoic-probation/qualtrics-qa>

1. Have you discussed implementation of data variables and integration to AOIC's system (Qualtrics) with your case management system vendor?

Yes  No

- a. If yes, please summarize those discussions.

**We have met with our CMS developer, JANO Technologies, Inc., on a number of occasions since May 2021 to discuss implementation of data variables and integration to Qualtrics. As recently as January 27, 2022, JANO advised that integration to Qualtrics has been designated a top priority.**

- b. If no, indicate why.

Click or tap here to enter text.



# CFY 2022 ANNUAL PROBATION PLAN



2. Have you added your department's IP address to the "Qualtrics whitelist" so that we can safely receive data from your servers?

Yes  No

If no, please use this link to complete the task: [https://aoic.gov1.qualtrics.com/ife/form/SV\\_267h7aXf6uFCzIO](https://aoic.gov1.qualtrics.com/ife/form/SV_267h7aXf6uFCzIO)

3. Implementation and Integration Plan

- a. What is your plan for implementation of the new data variables into your case management system?

***As noted above, we have met with our CMS developer, JANO Technologies, Inc., and they have been provided with datasets of the new variables. JANO is currently working on development of fields/codes which will allow us to enter all required variables in our case management system.***

- b. What is your plan for integration of your case management system into Qualtrics?

***See above.***

- c. What is your funding plan?

***JANO's contract with Champaign County requires them to integrate our case management system into Qualtrics. As such, we are not expecting to incur any expenses related to this project. Any unanticipated expenses would be covered by Probation Fees.***

4. What steps have you taken to ensure you will be in compliance with implementation and integration by the July 1, 2022, deadline?

***See above.***

5. What barriers have you experienced (or foresee) in the process of implementation and integration by the July 1, 2022, deadline?

***The most significant barriers will likely be: 1.) training officers how to gather and enter the information required by the new data variables, and 2.) officers finding/allocating the time to obtain the new data and recording it in our case management system.***

6. Describe your estimated timeline for full implementation of variables (i.e., Probation, PSC, and Pretrial) into your system by the July 1, 2022, deadline?

***We expect to meet the July 1, 2022 deadline for full implementation of variables.***

7. Describe your estimated timeline for full integration of your case management system into AOIC's system (Qualtrics) by the July 1, 2022, deadline?

***We expect to meet the July 1, 2022 deadline for full integration of our case management system into Qualtrics.***

## SECTION III. DETENTION

**This section must be completed if your department has a detention center**

### A. Organizational Plan

Juvenile Detention Standards are expected to be implemented January 2022. Please provide a detailed Organizational Plan on how your department will meet the requirements of the Juvenile Detention Standards. The plan must include objectives and dates, as well as who will be responsible.

1. Submit the CFY 2022 [Organizational Plan](#) for the detention center.

# CFY 2022 ANNUAL PROBATION PLAN



2. If you completed an organizational plan for detention last year, submit the [Status of CFY2021 Organizational Plan Goals](#). *N/A*

## B. Fiscal Resource Management

1. Submit a separate [Budget Worksheet](#) for the detention center.

## C. Organizational Structure

2. Submit [Organizational Chart](#) specific to detention
3. Reorganization Request
  - a. Reorganization request submitted for approval. Yes  No
  - b. If marked "Yes", describe below the rationale for such a request which contains the supportive information as designated above.

*N/A*
  - c. If marked "Yes", submit an updated Organizational Chart Worksheet which reflects the proposed changes.

## D. Training Logs- **This is the last year you will provide training logs for the AP.**

1. Submit [Annual Training Logs](#) for each detention employee.

## SECTION IV. SIGNATURE PAGES

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1. Submit [Annual Plan Signature Page](#)

## CFY 2022 ANNUAL PROBATION PLAN ORGANIZATIONAL PLAN

**Department Name:** Champaign County Probation & Court Services Department

**Goal:** *Full Implementation of Probation Casework Standards*

<b>Objectives:</b>	<b>Date:</b>	<b>Responsibility</b>
Reassignment of Adult Probation cases by offense categories: 1. First Offender, Second Chance, ICOTS; 2. Domestic Battery, Aggravated Domestic Battery, Battery, Aggravated Battery, VOOB, Assault, Harassment, Unlawful Restraint; 3. DUI, Aggravated DUI, Reckless Driving; 4. Standard.	02/01/2022	Supervisors
Assignment of two Adult Probation Officers to a Field Contact Unit, with primary responsibility for conducting all Field Contacts required by the Probation Casework Standards.	02/01/2022	Supervisors
Incorporate use of additional screening instruments into the Adult Risk Assessment process (i.e., Community Supervision Screening Tool, Misdemeanor Screening Tool, Misdemeanor Assessment Tool) and provide training for officers as necessary.	06/30/2022	Supervisors; Officers
Provide training and equipment for officers to address safety concerns related to Field Contacts.	06/30/2022	Director; Supervisors
<b><i>NOTE: In July 2021, the Department relaxed COVID-19-related restrictions, allowing officers to resume Field Contacts.</i></b>		

**Goal: Full Implementation of Core Correctional Practices (CCP)**

<b>Objectives:</b>	<b>Date:</b>	<b>Responsibility</b>
All veteran officers will complete a 2-day CCP training in accordance with the training schedule set by the Department and the AOIC.	TBD	AOIC; Supervisors; Officers
All new officers will attend a 3-day AOIC Module 2 training within their first 6 months of employment, where they will learn all components of CCP as well as how to incorporate CCP in case planning.	Ongoing	AOIC; Supervisors; Officers
Supervisors will complete mandatory training on the use of the CCP Feedback Form and providing coaching and feedback in a way that creates a learning environment for improvement.	TBD	AOIC; Supervisors
Supervisors will incorporate random analyses of CCP skills on moderate and/or high-risk clients into existing case audit procedures.	Ongoing	Supervisors
Twice per quarter, each officer will be observed by their supervisor, either via audio recording or by live observation for training purposes. Following each observation, the officer and their supervisor will participate in a one-on-one feedback session. Feedback will be provided using the CCP Feedback Form.	Ongoing	Supervisors; Officers
Officers will attend training boosters at least once per quarter.	Ongoing	Officers; Supervisors
Supervisors will present information on one CCP skill to officers twice per year, as well as conducting live role play to demonstrate the skill in unit staff meetings.	Ongoing	Supervisors
Supervisors will develop a professional development plan in conjunction with the officer for any officer who does not achieve basic CCP performance standards.	As Needed	Supervisors

## Status of CFY2021 Department Goals

Please provide an update on the goals submitted in the department's County Fiscal Year 2021 Annual Probation Plan. Describe progress as well as any barriers encountered.

For those goals that were not addressed or not completed during the past year, please explain why and indicate whether it remains a goal or if modifications to the original plan have been made. Please provide a detailed description of the modifications, if applicable.

<b>Status of CFY 2021 Strategic Plan</b>	
<b>Goal:</b> Improve the quality of case plans.	
<b>Progress (Please check one):</b>	<input type="checkbox"/> Completed <input checked="" type="checkbox"/> Progress Toward <input type="checkbox"/> Amended <input type="checkbox"/> Not Addressed
<b>Outcome(s)</b> <i>(Please provide a brief summary of the status including qualitative and quantitative data and information.):</i> After reviewing a minimum of 10 case plans per officer, Supervisors met with individual officers to discuss findings from case plan reviews and developed individualized plans for improvement, where necessary.	
<b>Goal:</b> Full implementation of home/field contacts per Probation Casework Standards.	
<b>Progress (Please check one):</b>	<input type="checkbox"/> Completed <input checked="" type="checkbox"/> Progress Toward <input type="checkbox"/> Amended <input type="checkbox"/> Not Addressed
<b>Outcome(s)</b> <i>(Please provide a brief summary of the status including qualitative and quantitative data and information.):</i> In a continuing attempt to fully implement Probation Casework Standards, the Adult Probation Division will be re-assigning cases based on offense categories and will be dedicating two officers to a Field Contacts Unit in 2022. We hope to have this Unit fully operational in the second quarter. This will, in part, depend upon our ability to fill two current vacancies in the Adult Probation Division. Please see our CFY2022 Probation Organizational Plan for details.	
<b>Goal:</b> Ensure that all officers meet annual training requirements.	
<b>Progress (Please check one):</b>	<input type="checkbox"/> Completed <input checked="" type="checkbox"/> Progress Toward

Amended

Not Addressed

**Outcome(s)** *(Please provide a brief summary of the status including qualitative and quantitative data and information.)* The Director and Supervisors consulted regularly in 2021 to ensure that officers were meeting annual training requirements and that training hours were being recorded accurately. As noted in our CFY2021 Annual Plan, some staff failed to complete the number of training hours required by the AOIC in 2019. With only three exceptions, all staff made up the deficient number of hours in County FY2020 and/or FY2021.

*(This form may be added to or duplicated as needed)*

# JUVENILE DETENTION CENTER

Fund 080 Dept 051		2020 Actual	2021 Original	2021 Projected	2022 Budget	
331	73	USDA-NAT SCHL LUNCH SNACK	\$13,659	\$18,000	\$10,000	\$18,000
331	74	USDA-NAT SCHOOL BREAKFAST	\$7,545	\$10,000	\$5,500	\$10,000
332	38	CURE PROGRAM	\$3,005	\$0	\$0	\$0
332	41	FEMA PA	\$0	\$0	\$492	\$0
334	62	ISBE-IL SCHL BRKFST/LUNCH	\$769	\$350	\$250	\$350
335	60	STATE REIMBURSEMENT FEDERAL, STATE & LOCAL SHARED REVENUE	\$998,864	\$1,431,814	\$1,277,901	\$1,428,099
			\$1,023,842	\$1,460,164	\$1,294,143	\$1,456,449
341	27	OUT OF COUNTY DETAINEES FEES AND FINES	\$1,495	\$0	\$5,000	\$0
			\$1,495	\$0	\$5,000	\$0
		<b>REVENUE TOTALS</b>	\$1,025,337	\$1,460,164	\$1,299,143	\$1,456,449
511	3	REG. FULL-TIME EMPLOYEES	\$1,409,225	\$1,522,622	\$1,362,206	\$1,538,219
511	5	TEMP. SALARIES & WAGES PERSONNEL	\$44,268	\$65,210	\$35,000	\$55,000
			\$1,453,493	\$1,587,832	\$1,397,206	\$1,593,219
522	1	STATIONERY & PRINTING	\$0	\$200	\$100	\$200
522	2	OFFICE SUPPLIES	\$465	\$1,700	\$1,500	\$1,500
522	3	BOOKS,PERIODICALS & MAN.	\$0	\$200	\$0	\$0
522	6	POSTAGE, UPS, FED EXPRESS	\$8	\$50	\$50	\$50
522	10	FOOD	\$5,597	\$5,000	\$6,000	\$6,000
522	11	MEDICAL SUPPLIES	\$3,880	\$3,000	\$4,000	\$4,000
522	13	CLOTHING - INMATES	\$2,289	\$3,500	\$3,500	\$3,750
522	14	CUSTODIAL SUPPLIES	\$296	\$700	\$500	\$500
522	15	GASOLINE & OIL	\$1,805	\$5,000	\$3,000	\$4,000
522	19	UNIFORMS	\$0	\$0	\$11,100	\$5,500
522	28	LAUNDRY SUPPLIES	\$966	\$1,500	\$1,500	\$1,500
522	44	EQUIPMENT LESS THAN \$5000	\$4,444	\$2,000	\$2,000	\$2,000
522	90	ARSENAL & POLICE SUPPLIES	\$489	\$200	\$200	\$200
522	91	LINEN & BEDDING	\$364	\$1,000	\$1,000	\$1,000
522	93	OPERATIONAL SUPPLIES COMMODITIES	\$3,480	\$4,000	\$4,000	\$4,000
			\$24,083	\$28,050	\$38,450	\$34,200
533	6	MEDICAL/DENTAL/MENTL HLTH	\$134,916	\$141,275	\$140,000	\$148,000
533	7	PROFESSIONAL SERVICES	\$0	\$300	\$250	\$250
533	12	JOB-REQUIRED TRAVEL EXP	\$3	\$250	\$1,763	\$100
533	16	OUTSIDE PRISON BOARDING	\$0	\$20,000	\$0	\$14,500
533	33	TELEPHONE SERVICE	\$1,030	\$1,700	\$1,100	\$1,250
533	36	WASTE DISPOSAL & RECYCLNG	\$0	\$200	\$100	\$200
533	40	AUTOMOBILE MAINTENANCE	\$946	\$1,000	\$1,000	\$1,000
533	42	EQUIPMENT MAINTENANCE	\$250	\$2,000	\$1,000	\$2,000
533	51	EQUIPMENT RENTALS	\$0	\$150	\$0	\$150
533	70	LEGAL NOTICES,ADVERTISING	\$0	\$250	\$250	\$250
533	95	CONFERENCES & TRAINING	\$2,371	\$3,000	\$2,500	\$3,000

		<b>Fund 080 Dept 051</b>	<b>2020 Actual</b>	<b>2021 Original</b>	<b>2021 Projected</b>	<b>2022 Budget</b>
534	11	FOOD SERVICE	\$33,598	\$42,700	\$26,000	\$42,700
534	40	CABLE SATELLITE TV EXP SERVICES	\$157	\$160	\$160	\$160
			\$173,271	\$212,985	\$174,123	\$213,560
		<b>EXPENDITURE TOTALS</b>	\$1,650,847	\$1,828,867	\$1,609,779	\$1,840,979



**COURT SERVICES**  
**Fund 080-052**

Fund 080		Dept 052	2020 Actual	2021 Original	2021 Projected	2022 Budget
332	38	CURE PROGRAM	\$54,685	\$0	\$0	\$0
332	41	FEMA PA	\$0	\$0	\$1,264	\$0
335	60	STATE REIMBURSEMENT	\$696,455	\$901,417	\$879,089	\$934,365
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$751,140	\$901,417	\$880,353	\$934,365
369	90	OTHER MISC. REVENUE	\$10	\$0	\$0	\$0
		MISCELLANEOUS	\$10	\$0	\$0	\$0
<b>REVENUE TOTALS</b>			<b>\$751,150</b>	<b>\$901,417</b>	<b>\$880,353</b>	<b>\$934,365</b>
511	2	APPOINTED OFFICIAL SALARY	\$93,515	\$95,487	\$95,487	\$97,968
511	3	REG. FULL-TIME EMPLOYEES	\$1,550,993	\$1,608,517	\$1,515,295	\$1,591,599
511	5	TEMP. SALARIES & WAGES PERSONNEL	\$0 \$1,644,508	\$1,000 \$1,705,004	\$0 \$1,610,782	\$0 \$1,689,567
522	1	STATIONERY & PRINTING	\$401	\$850	\$500	\$750
522	2	OFFICE SUPPLIES	\$1,967	\$5,000	\$2,500	\$3,000
522	3	BOOKS,PERIODICALS & MAN.	\$638	\$700	\$700	\$700
522	6	POSTAGE, UPS, FED EXPRESS	\$9	\$50	\$50	\$50
522	11	MEDICAL SUPPLIES	\$89	\$225	\$200	\$225
522	14	CUSTODIAL SUPPLIES	\$185	\$150	\$150	\$150
522	15	GASOLINE & OIL	\$2,924	\$5,000	\$3,500	\$5,000
522	44	EQUIPMENT LESS THAN \$5000	\$2,568	\$3,000	\$3,000	\$5,000
522	90	ARSENAL & POLICE SUPPLIES	\$162	\$700	\$500	\$700
522	93	OPERATIONAL SUPPLIES COMMODITIES	\$2,393 \$11,336	\$1,500 \$17,175	\$1,500 \$12,600	\$2,000 \$17,575
533	6	MEDICAL/DENTAL/MENTL HLTH	\$0	\$200	\$0	\$200
533	7	PROFESSIONAL SERVICES	\$0	\$200	\$0	\$200
533	12	JOB-REQUIRED TRAVEL EXP	\$38	\$200	\$0	\$200
533	33	TELEPHONE SERVICE	\$1,030	\$3,000	\$2,000	\$2,000
533	36	WASTE DISPOSAL & RECYCLNG	\$400	\$500	\$500	\$500
533	40	AUTOMOBILE MAINTENANCE	\$806	\$2,000	\$2,500	\$3,000
533	42	EQUIPMENT MAINTENANCE	\$66	\$1,000	\$500	\$500
533	51	EQUIPMENT RENTALS	\$536	\$300	\$300	\$400
533	70	LEGAL NOTICES,ADVERTISING	\$0	\$500	\$100	\$500
533	93	DUES AND LICENSES	\$0	\$100	\$0	\$100
533	95	CONFERENCES & TRAINING SERVICES	\$466 \$3,342	\$2,000 \$10,000	\$2,000 \$7,900	\$2,000 \$9,600
<b>EXPENDITURE TOTALS</b>			<b>\$1,659,186</b>	<b>\$1,732,179</b>	<b>\$1,631,282</b>	<b>\$1,716,742</b>

**COURT SERVICES OPERATIONS FEES**  
**Fund 618-051**

Fund 618 Dept 051		2020 Actual	2021 Original	2021 Projected	2022 Budget	
341	10	COURT FEES AND CHARGES	\$42,875	\$42,000	\$45,000	\$45,000
		FEES AND FINES	\$42,875	\$42,000	\$45,000	\$45,000
		<b>REVENUE TOTALS</b>	<b>\$42,875</b>	<b>\$42,000</b>	<b>\$45,000</b>	<b>\$45,000</b>
522	44	EQUIPMENT LESS THAN \$5000	\$5,097	\$0	\$2,202	\$0
		COMMODITIES	\$5,097	\$0	\$2,202	\$0
533	7	PROFESSIONAL SERVICES	\$0	\$50,000	\$0	\$50,000
		SERVICES	\$0	\$50,000	\$0	\$50,000
571	14	TO CAPITAL IMPRV FUND 105	\$150,493	\$0	\$0	\$0
		INTERFUND EXPENDITURE	\$150,493	\$0	\$0	\$0
		<b>EXPENDITURE TOTALS</b>	<b>\$155,590</b>	<b>\$50,000</b>	<b>\$2,202</b>	<b>\$50,000</b>

**PROBATION SERVICES**  
**Fund 618-052**

Fund 618 Dept 052			2020	2021	2021	2022
			Actual	Original	Projected	Budget
341	18	PROBATION SERVICES FEE	\$363,940	\$400,000	\$375,000	\$375,000
		FEEES AND FINES	\$363,940	\$400,000	\$375,000	\$375,000
361	10	INVESTMENT INTEREST	\$4,418	\$13,000	\$750	\$750
363	10	GIFTS AND DONATIONS	\$0	\$10,000	\$0	\$10,000
364	10	SALE OF FIXED ASSETS	\$2,700	\$0	\$0	\$0
369	90	OTHER MISC. REVENUE	\$4,951	\$500	\$250	\$500
		MISCELLANEOUS	\$12,069	\$23,500	\$1,000	\$11,250
		<b>REVENUE TOTALS</b>	<b>\$376,009</b>	<b>\$423,500</b>	<b>\$376,000</b>	<b>\$386,250</b>
522	1	STATIONERY & PRINTING	\$0	\$500	\$100	\$500
522	2	OFFICE SUPPLIES	\$0	\$500	\$0	\$500
522	3	BOOKS,PERIODICALS & MAN.	\$271	\$6,000	\$2,500	\$5,000
522	6	POSTAGE, UPS, FED EXPRESS	\$0	\$250	\$50	\$250
522	11	MEDICAL SUPPLIES	\$30,783	\$45,500	\$30,000	\$45,500
522	15	GASOLINE & OIL	\$21	\$500	\$250	\$500
522	19	UNIFORMS	\$0	\$500	\$0	\$500
522	44	EQUIPMENT LESS THAN \$5000	\$0	\$10,000	\$5,000	\$10,000
522	45	VEH EQUIP LESS THAN \$5000	\$0	\$500	\$0	\$500
522	90	ARSENAL & POLICE SUPPLIES	\$0	\$1,500	\$2,500	\$1,500
522	93	OPERATIONAL SUPPLIES	\$0	\$5,000	\$1,500	\$5,000
		COMMODITIES	\$31,075	\$70,750	\$41,900	\$69,750
533	6	MEDICAL/DENTAL/MENTL HLTH	\$705	\$3,250	\$1,000	\$3,250
533	7	PROFESSIONAL SERVICES	\$86,158	\$250,000	\$115,000	\$250,000
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$250	\$125	\$250
533	24	CLIENT EMPLOYABILITY EXP	\$61	\$2,500	\$1,000	\$2,500
533	29	COMPUTER/INF TCH SERVICES	\$1,279	\$1,000	\$1,000	\$1,000
533	33	TELEPHONE SERVICE	\$0	\$250	\$0	\$250
533	36	WASTE DISPOSAL & RECYCLNG	\$0	\$500	\$100	\$500
533	40	AUTOMOBILE MAINTENANCE	\$250	\$1,000	\$500	\$1,000
533	42	EQUIPMENT MAINTENANCE	\$597	\$3,000	\$1,000	\$2,500
533	50	FACILITY/OFFICE RENTALS	\$900	\$1,500	\$1,000	\$1,500
533	51	EQUIPMENT RENTALS	\$1,167	\$4,000	\$2,000	\$4,000
533	70	LEGAL NOTICES,ADVERTISING	\$96	\$0	\$0	\$0
533	79	PUBLIC SERVICE WORKER EXP	\$0	\$2,500	\$500	\$2,500
533	84	BUSINESS MEALS/EXPENSES	\$420	\$10,000	\$500	\$10,000
533	93	DUES AND LICENSES	\$2,850	\$3,500	\$3,500	\$3,500
533	95	CONFERENCES & TRAINING	\$6,380	\$25,000	\$5,000	\$25,000
		SERVICES	\$100,863	\$308,250	\$132,225	\$307,750
544	30	AUTOMOBILES, VEHICLES	\$19,643	\$35,000	\$0	\$36,500
		CAPITAL	\$19,643	\$35,000	\$0	\$36,500

		<b>Fund 618 Dept 052</b>	<b>2020 Actual</b>	<b>2021 Original</b>	<b>2021 Projected</b>	<b>2022 Budget</b>
571	14	TO CAPITAL IMPRV FUND 105 INTERFUND EXPENDITURE	\$10,000 \$10,000	\$10,000 \$10,000	\$10,000 \$10,000	\$10,000 \$10,000
		<b>EXPENDITURE TOTALS</b>	<b>\$161,581</b>	<b>\$424,000</b>	<b>\$184,125</b>	<b>\$424,000</b>

## **ORDINANCE NO. 2021-13**

### **FY2022 ANNUAL BUDGET AND APPROPRIATION ORDINANCE**

**WHEREAS**, the Finance Committee of the Whole of the County Board of Champaign County, Illinois, has considered and determined the amounts of monies estimated and deemed necessary expenses to be incurred by and against the County of Champaign, State of Illinois, within and for the fiscal year beginning January 1, 2022 and ending December 31, 2022, and has further proposed County expenditures in the attached recommended Budget; and

**WHEREAS**, pursuant to 55 ILCS 5/6-1002, the recommended Budget includes the following:

- a. A statement of the receipts and payments and a statement of the revenues and expenditures of the fiscal year last ended.
- b. A statement of all monies in the county treasury or in any funds thereof, unexpended at the termination of the fiscal year last ended, of all amounts due or accruing to such county, and of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year.
- c. Estimates of all probable income for the current fiscal year and for the ensuing fiscal year covered by the budget, specifying separately for each of said years the estimated income from taxes, from fees, and from all other sources. The estimated income from fees shall indicate both the estimated total receipts from fees by county fee officers and the estimated net receipts from fees to be paid into the county treasury.
- d. A detailed statement showing estimates of expenditures for the current fiscal year, revised to the date of such estimate, and, separately, the proposed expenditures for the ensuing fiscal year for which the budget is prepared. Said revised estimates and proposed expenditures shall show the amounts for current expenses and capital outlay, shall specify the several objects and purposes of each item of current expenses, and shall include for each of said years all floating indebtedness as of the beginning of the year, the amount of funded debt maturing during the year, the interest accruing on both floating and funded debt, and all charges fixed or imposed upon counties by law.
- e. A schedule of proposed appropriations itemized as provided for proposed expenditures included in the schedule prepared in accordance with the provisions of paragraph (d) hereof, as approved by the county board.


**WHEREAS**, the level of appropriation for each fund and department is defined by the amount as listed with the following exceptions: the legal level of control in all departments (except the Regional Planning Commission) is by category, Personnel and Non-Personnel, for each department or group of departments within the same fund and headed by the same administrator. Transfers between any line items in the Personnel category and transfers between any line items in the Non-Personnel category, in the same department or group of departments headed by the same administrator within the same fund, may be made with the approval of the signing authority for the fund/department. Transfers between the Personnel and Non-Personnel categories, as well as transfers between different departments headed by different administrators may be made only with the approval of a 2/3 vote of the full County Board; and

**WHEREAS**, the Regional Planning Commission's legal level of budgetary control is by fund. Transfers between any line items in the same department or group of departments within the same fund may be made with the approval of the signing authority for the fund/department;


**NOW, THEREFORE, BE IT ORDAINED** by the Champaign County Board that the attached recommended Budget is hereby adopted as the Annual Budget and Appropriation Ordinance of Champaign County for the fiscal year beginning January 1, 2022 and ending December 31, 2022. The full budget is available on the County website at the following link <http://www.co.champaign.il.us/CountyBoard/Budget.php>.


**PRESENTED** by the County Board of Champaign County, Illinois, at the recessed October, A.D. 2021 session.

**PRESENTED, PASSED, APPROVED, AND RECORDED** by the County Board of Champaign County, Illinois, this 18<sup>th</sup> day of November, A.D. 2021.

  
\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

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Recorded  
& Attest:   
\_\_\_\_\_  
Aaron Ammons, County Clerk  
And ex-officio Clerk of the Champaign  
County Board  
Date: 12-6-21

Approved:  
  
\_\_\_\_\_  
Darlene A. Kloeppel, County Executive  
Date: 11-23-21

County Fiscal Year 2022 Projected Probation Department Revenue & Expenses			
Fiscal Start Date:	1/1/2022	County:	Stith
Fiscal End Date:	12/31/2022	County:	County
	County General Fund	Probation Fees Fund	"Other" Fees
<b>Funding</b>			
Balance at Start of Fiscal Year		\$1,815,308.76	
FY Funding/Income	\$1,716,742.00	\$431,250.00	
Fringe Benefits	\$641,929.00	\$0.00	
Allocation (Grant-In-Aid)			
Allocation (Salary Subsidy)			
Allocation (Pretax)			
IGA (Inter-Governmental Agreement) Revenue	\$0.00	\$0.00	
Other Receivables	\$0.00	\$0.00	
<b>DEPARTMENT PERSONNEL:</b>			
Overtime	\$0.00	\$0.00	
Salary Shortfall			
Total Department Fringe Benefits	\$641,929.00	\$0.00	
Total Department Salaries	\$1,689,567.00	\$0.00	
Other Salary (Contingency, Bonuses, etc.)	\$0.00	\$0.00	
Other Personnel Payouts	\$0.00	\$0.00	
<b>DETECTION:</b>			
In County Detention	\$0.00	\$0.00	
Out of County Detention	\$0.00	\$0.00	
Other Detention Cost	\$0.00	\$0.00	
<b>CLIENT SERVICES:</b>			
Cognitive Programming & Supplies	\$0.00	\$55,000.00	
Contracted Services (include Specialized Subcontractory)	\$0.00	\$0.00	
Drug/Alcohol Testing	\$0.00	\$45,500.00	
Drug/Alcohol Treatment	\$0.00	\$15,000.00	
Educational Programs & Supplies	\$0.00	\$10,000.00	
Electronic Monitoring/GPS	\$0.00	\$50,000.00	
Emergency Housing	\$0.00	\$5,000.00	
Employment Services	\$0.00	\$5,000.00	
Incentives	\$0.00	\$5,000.00	
Individual & Group Counseling Services	\$0.00	\$50,000.00	
Language Access Services	\$0.00	\$15,000.00	
Psychological Testing/Evaluations - Residents	\$0.00	\$25,000.00	
Public/Community Service Supervision Contract	\$0.00	\$0.00	
Photograph Testing	\$0.00	\$5,000.00	
Residential Placement	\$0.00	\$0.00	
Other Professional/Client Services/Contracts	\$0.00	\$6,750.00	
<b>DEPARTMENT OPERATIONS:</b>			
Auto Expenses (gas, new car, oil changes, etc.)	\$8,000.00	\$38,500.00	
Building Rent/Manager/Bond	\$0.00	\$1,500.00	
Case Management System	\$0.00	\$50,000.00	
Computer Hardware/Software	\$0.00	\$0.00	
Computer Video Equipment	\$0.00	\$0.00	
Employee Drug Testing	\$0.00	\$0.00	
Maintenance/Cleaning Staff Salaries & Benefit	\$0.00	\$0.00	
Memberships, Dues, Subscriptions	\$100.00	\$3,500.00	
Office Supplies	\$4,675.00	\$1,000.00	
Officer Safety Equipment	\$700.00	\$11,500.00	
Officer Uniforms	\$0.00	\$500.00	
Operation Service Contracts	\$400.00	\$0.00	
Psychological Testing/Evaluations - Applicants & Employees	\$0.00	\$5,000.00	
Public/Community Service Supplies	\$0.00	\$2,500.00	
Security Computer & Video Equipment	\$0.00	\$0.00	
Training	\$2,000.00	\$15,000.00	
Travel Expenses (Conferences, Home Visits, Meetings, etc.)	\$2,000.00	\$250.00	
Utilities	\$2,000.00	\$250.00	
Other Operations	\$9,100.00	\$22,250.00	
<b>ALL OTHER EXPENDITURES:</b>			
Reimbursement's to Other Department	\$0.00	\$0.00	
Other Capital Expenses	\$0.00	\$10,000.00	
Other Expenditures	\$0.00	\$0.00	
<b>TOTAL EXPENDITURES:</b>	<b>\$2,358,671.00</b>	<b>\$474,000.00</b>	<b>\$0.00</b>

			\$0.00		\$1,772,558.76		\$0.00
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**Champaign County**  
**Probation & Court Services Department**  
**Compensation Plan**

Officers in the following job classifications are covered under a Collective Bargaining Agreement with the Fraternal Order of Police: Court Services Officer (Supervision), Court Services Officer (Juvenile Detention Center), and Senior Court Services Officer.

Annual salary increases for employees covered by the Collective Bargaining Agreement are subject to the provisions of Article XIX, Sections 19.1 and 19.2 of the Agreement (see attached). In accordance with Article XIX, Section 19.1, all employees in the bargaining unit will receive a “two (2.0) percent general wage increase, plus \$1,000 Market Adjustment,” effective January 1, 2022. In addition, Article XX of the Collective Bargaining Agreement provides that performance appraisals for employees covered by the Agreement will be completed on an annual basis.

For all non-bargaining unit employees, the Department adheres to the Salary Administration Guidelines set forth in Chapter 9 of the County’s Personnel Policy (see attached). Non-bargaining unit personnel include the Director, Superintendent-Juvenile Detention Center, Supervisor-Administrative Services, Supervisor-Adult Services, Supervisor-Juvenile Services, Supervisor-Specialized Services, and Assistant Superintendents-Juvenile Detention Center. In accordance with the recommendation of the County Executive (see attached Memorandum dated September 3, 2021) and pursuant to County Board Resolution No. 2021-013 adopted November 18, 2021 (see attached), a 3.0% COLA for County FY2021 has been allocated to non-bargaining employees, effective January 1, 2022.

No employee shall accumulate more than the maximum accrual as stated. Hours gained above the maximum will not be credited to the employee's vacation balance, but will be forfeited.

**Section 17.2.**

Vacation leave pay shall be taken on a scheduled basis and, subject to exigent circumstances, may be taken at any time with the approval of the Employer except that no vacation shall be taken prior to the successful completion of six (6) months continuous employment with the Employer.

Earned vacation leave, when used, is charged against the employee's vacation leave benefits balance for the actual number of hours used.

**ARTICLE XVIII - HOLIDAYS**

Subject to the administrative and supervisory authority of the Illinois Supreme Court, holidays shall be those days designated by the Chief Judge of the Sixth Judicial Circuit in his yearly announcement. Should the Chief Judge announce fewer holidays than is offered by the Champaign County Board, the difference shall be offered as personal hours.

Holiday pay will be equal to the number of hours the employee would have been scheduled to work at the employee's regular rate of pay.

All employees, other than Juvenile Detention Center employees, shall receive a paid work day off for each holiday at their regular rate of pay. If required to work on a holiday, non-JDC employees shall receive compensatory time at the rate of hour for hour.

Adjustments to the schedules of Senior Court Services Officers shall be made when necessary to assure that the employees shall not lose a paid work day off by virtue of a holiday falling on a day that is already a scheduled day off for the employee. The schedule adjustment shall enable the Senior Court Services Officer to receive an additional work day off with pay either immediately preceding or immediately following the employee's regularly scheduled days off.

**ARTICLE XIX - WAGES**

**Section 19.1. Wage Rates**

All employees in this bargaining unit shall be paid according to the following schedule:

Effective January 1, 2020: two (2) percent general wage increase, plus \$1,000 Market Adjustment;

Effective January 1, 2021: two (2) percent general wage increase, plus \$1,000 Market Adjustment;

Effective January 1, 2022: two (2) percent general wage increase, plus \$1,000 Market Adjustment.

Annual base wages for each position classification shall be increased by \$1,000 (\$.51 per hour based on 1,950 hours per year) on the first day of each fiscal year as follows:

POSITION	STARTING HOURLY WAGE RATES		
	EFFECTIVE 01/01/2020	EFFECTIVE 01/01/2021	EFFECTIVE 01/01/2022
Court Services Officer (Supervision)	\$18.28	\$18.79	\$19.30
Court Services Officer (Juvenile Detention)	\$20.37	\$20.88	\$21.39
Senior Court Services Officer (Supervision)	\$20.41	\$20.92	\$21.43

**NOTE** – The base wage rate for Court Services Officer (Juvenile Detention) was initially determined by adding the following amounts to the base wage rate established for Court Services Officer (Supervision): 96 hours for holiday pay, 9 hours for mandatory staff meeting attendance, and 130 hours for lunch pay (260 days X ½ hour).

**Section 19.2. Retroactivity**

All retroactive pay increases to January 1, 2020 shall be paid on all hours within forty-five (45) days of the execution of the Agreement, if not sooner.

**ARTICLE XX - EVALUATIONS**

Each employee covered by this Agreement shall have their performance evaluated on an annual basis. The evaluation shall comply with the standards established by the Administrative Office of the Illinois Courts. The evaluation shall be completed by the Supervisor having the greatest first-hand knowledge of the employee's work. This evaluation shall be completed and reviewed with the individual employee. The evaluated employee shall have the opportunity to comment on the evaluation and those comments shall be taken into consideration in the completion of the performance evaluation.

The employee evaluated shall sign the performance evaluation after review of the document with the evaluating Supervisor. The employee's signature shall signify only that the employee has been given his or her performance evaluation. The employee shall have the opportunity to have written comments regarding the evaluation submitted with the evaluation and placed into the employee's permanent record.

In the event that the Supervisor completing an employee's performance evaluation determines that he or she has insufficient knowledge of the employee's performance with regard to a particular objective, the Supervisor shall gather all such pertinent reference materials and information necessary for completing the employee's performance evaluation.

## CHAPTER 9 – SALARY ADMINISTRATION GUIDELINES

### 9-1 DEFINITIONS

- 9-1.1 **Position Description** - A written set of criteria regarding the essential duties and responsibilities performed in a position and the minimum knowledge, skills, abilities, education, training and experience required to perform the job. Position descriptions will be written and maintained by the Salary Administrator, in consultation with the appropriate Department Heads.
- 9-1.2 **Authorized Position** - A single job slot allocated to a County department authorized by the Board as full time or part time. Part-time positions are stated as a percentage of full-time, or average hours worked. All authorized positions shall be identified by a specified County position description.
- 9-1.3 **New Position Description** - Creation of a new job and, therefore, a new position description.
- 9-1.4 **New Position** - Creation of a new authorized position in a County department or increase in an existing position based upon an existing or a new position description, which has been documented by a position questionnaire and has been evaluated by the Job Evaluation Committee.
- 9-1.5 **Transfer** - The process of hiring or moving a current County employee from one authorized position and position description to a new authorized position and/or position description within the County personnel system.
- 9-1.6 **Reclassification/Position Re-Evaluation** - The process of deleting an existing authorized position in a County department and creating a new authorized position based upon an existing or new position description.
- 9-1.7 **Midpoint** - The midpoint as a control point, represents the dollar value that the County is willing to pay an experienced employee for performing consistently competent work that fully meets all position requirements in a job of a given level of difficulty and responsibility. It also reflects favorable competitive rates paid in the employment market for experienced employees in similar jobs.
- 9-1.8 **Maximum** - The maximum salary is the highest salary paid for a particular position. The maximum is expressed as 120% of the midpoint.
- 9-1.9 **Minimum** - The minimum salary is beginning salary for a particular position. The minimum is expressed as 80% of the midpoint.
- 9-1.10 **Salary Administrator** - A Department Head or employee who has been appointed by the Champaign County Board and whose responsibilities include the implementation of and compliance with the Salary Administration Guidelines.
- 9-1.11 **Salary Range** - A salary range is established based on the midpoint, which represents the dollar value the County is willing to pay an experienced employee for performing consistently competent work that fully meets all position requirements. The salary range represents the normally expected variation in individual performance. The salary minimum is 80% of the midpoint, and the maximum is 120% of the midpoint. The range, from minimum to maximum is 150%. The established salary range for the Attorney grade varies in that the range from minimum to maximum is 172%, with the minimum established at 77.3% of the midpoint; and the maximum established at 133% of the mid-point for this grade.

- 9-1.12 **Experienced** - A candidate whose Knowledge, Skills, Abilities; and Education and Experience substantially exceed the minimum requirements as stated in the appropriate position description.
- 9-1.13 **Inexperienced** - A candidate whose Knowledge, Skills, Abilities; and Education and Experience meet the minimum requirements as stated in the appropriate position description.
- 9-1.14 **Exempt/Non-Exempt Pay Practice Status** - Determination made by the State's Attorney's Office, according to Fair Labor Standards Act (FLSA) Guidelines, of the salary grid applicable to a position.
- 9-1.15 **Job Content Evaluation Committee** - A selected group of County employees who have been trained in the Champaign County Salary Administration System. The Committee, as convened by the Salary Administrator, meets to review existing or proposed County position documentation and establish a job point evaluation to the position. The Job Content Evaluation Committee will be comprised of the following positions with Champaign County government:
- a. County Administrator
  - b. Deputy County Administrator
  - c. Director of Probation/Court Services
  - d. Chief Deputy Sheriff
  - e. Chief Deputy Treasurer
  - f. Assistant County Engineer
  - g. Supervisor of Grounds Maintenance
  - h. Senior Assistant State's Attorney Labor & Personnel
- 9-1.16 **Job Content Evaluation Points** - The expression of a position's relative importance to the County as it compares to the contribution made by all other positions. Job points are established by utilizing the Employers' Association of Illinois Plan. The four areas of basic criteria used to determine the "total point value" are: Working Conditions, Effort, Knowledge/Skill and Responsibility.

## **9-2 SCHEDULE OF AUTHORIZED POSITIONS & SALARY GRID**

- 9-2.1 The Schedule of Authorized Positions reflects the quantity and position title of all permanent positions in every County Department as approved by the Champaign County Board. Temporary positions are controlled solely by a Department's line item in their appropriated budget. The County Board's appropriations for salaries to Department's budgets will only be made to positions approved for the Schedule of Authorized Positions. No full-time, part-time, or per diem employee may be paid except through service in a position which is authorized to the Schedule of Authorized Positions. Recommendation for additions or deletions to the Schedule of Authorized Positions will be made by committee approval initiated by the Finance Committee for recommendation to the County Board. The Salary Administrator will be responsible for maintaining the Schedule of Authorized Positions.
- 9-2.2 The Salary Grids reflect every position title in the County personnel system, with the exception of positions represented by bargaining units, with a minimum, midpoint, and maximum salary for each position. Per Diem employees are reflected in the salary grids with a single daily per diem figure.

An employee's salary may be between the minimum and maximum, but may not exceed the maximum.

### **9-3 HIRING**

- 9-3.1 **Beginning Salary** - Unless otherwise authorized under these guidelines or recommended by the Policy, Personnel, & Appointments Committee, a new or promoted employee's beginning salary shall be paid at the minimum salary for an approved authorized position.
- 9-3.2 **Salary Administration** - In order to assure consistent and uniform salary administration program application and maintenance, the hiring Department Head shall advise the Salary Administrator of all planned salary actions for new hires, promotions, transfers, etc. At the time of hire, an employee should be informed of the salary range of the position.
- 9-3.3 **Prior to Offer of Employment at Salary Above Minimum** - Prior to offering a salary above the minimum to a candidate the Department Head shall verify that the proposed starting salary meets the Salary Administration Guidelines and that adequate appropriations exist in the Department's appropriate current or proposed budget line item. The hiring Department Head may confer with the Salary Administrator regarding these issues.
- 9-3.4 **Beginning Salary Above Minimum For Inexperienced Candidate** - Normally, an inexperienced candidate (a candidate who meets the minimum Knowledge, Skills, Abilities; and Education and Experience requirements as stated in the position description) should be hired at the minimum salary for the position.

However, in order to meet market conditions or to offer a competitive salary appropriately exceeding the current salary of a qualified candidate, the hiring Department Head may offer a salary up to 90% of the position's salary range midpoint, after following the provisions of 9-3.3.

- 9-3.5 **Beginning Salary Above Minimum For Experienced Candidates** - A candidate with previous directly applicable work experience should be carefully evaluated. Candidates with previous experience acquired elsewhere should not normally be considered of any greater value than comparable experience at Champaign County. Starting salaries should reflect experience as it relates to the specific job and staffing requirements for which the candidate is being considered.
- a. In the case of an experienced candidate (a candidate who substantially exceeds the minimum Knowledge, Skills, Abilities; and Education and Experience requirements as stated in the position description) a hiring Department Head may offer a starting salary up to the position's salary range midpoint, after following the provisions of 9-3.3.
  - b. Any request by a Department Head to hire an experienced candidate at a salary exceeding the position's midpoint will be referred by the Salary Administrator to the Finance Committee for approval.
  - d. The Attorney grade positions are not subject to the requirements of 9-3.5 (a) and (b), but shall be managed as follows: a candidate who has been licensed to practice law for less than ten years may be hired at a salary between the minimum and mid-point based on the affected department head's determination and current fiscal year budget limitations; and a candidate who has been licensed to practice law for more than ten years may be hired at a salary above the mid-point based on the affected department head's determination and current fiscal year budget limitations.

9-3.6 **Promotion** - A promotion exists when an employee is proposed to be hired to an open position or a re-evaluation of a current position has been accepted by the Finance Committee where the job content has increased, resulting in placement at a higher grade range in the salary grade scale.

- a. The hiring Department Head shall confirm compliance with the Salary Administration Guidelines, and budget requirements before promoting an employee to a new position. Promotions include movement between positions in all County departments.
- b. An employee receiving a promotion shall receive up to a 10% increase in salary at the Department Head discretion or increase to the new salary range minimum, whichever is greater and which normally shall not exceed the new position's salary range midpoint. If such adjustment places the employee's salary above the midpoint, the Salary Administrator will refer the request to the Finance Committee for approval.

9-3.7 **Transfer To a Lower Salary Range** - Transfer to a lower salary range is defined as a permanent change from a position in one salary range to a position where the job is placed in a lower salary range, as expressed by job content evaluation points. An employee will also be considered to have been reassigned when, as a result of reevaluation, total job size results in placement in a lower salary range.

- a. In such instances, the Department Head must follow the provisions of 9-3.3 and 9-3.4 or 9-3.5, as applicable; however, the current salary may not be exceeded.

9-3.8 **Lateral Transfer** - A lateral transfer occurs when an employee moves to a new position, which is assigned to the same grade range as the employee's previous position.

- a. An employee who makes a lateral transfer to a position in the same grade range will not receive a salary increase or decrease, and shall be credited with years of experience in that grade/range.

9-3.9 **Exceptional Situations** - Although the Salary Administration Program is designed to be flexible enough to accommodate most specific situations, there will be occasions that require techniques or solutions outside the established guidelines. In order to ensure internal consistency, however, some control must be maintained over exceptional situations. Therefore, proposed salary administration actions deviating from established guidelines will be referred by the Salary Administrator to the Policy, Personnel, and Appointments Committee for recommendation to the Finance Committee and County Board for final approval.

9-3.10 **New Employee Training Period** - For purposes of training and subject to budgetary restraints, an authorized position may be filled by two County employees for a period of no longer than two weeks prior to the last day worked by the employee who is terminating employment or taking a Leave of Absence Without Pay (LOA).

#### **9-4 PROCEDURE**

The effective planning and control of salary costs requires a systematic procedure which includes:

- a. Review and adjustment of the midpoint salary policy consistent with competitive and economic conditions;

- b. Determination of funds required for policy implementation;
- c. Distribution of allocated funds among departments;
- d. Efficient control of fund utilization throughout the budget period.

No change or addition to the Schedule of Authorized Positions of a department or Salary Grid will be made except in accordance with the following procedures or the Reduction in Force procedure (Section 5-2).

9-4.1 **Market Adjustments** – Each year in March-April, Salary Administration will conduct a salary survey to review the mid-point valuation of jobs in Champaign County. In May, Salary Administration will provide a recommendation to the Finance Committee of any recommended mid-point changes pursuant to market to be implemented on the following January 1st for the ensuing fiscal year.

9-4.2 **Movement Through Salary Ranges** – In June of each year, Salary Administration will present to the Finance Committee the anticipated cost of implementation of the following compa-ratio schedule for non-bargaining employees (with the exception of the Attorney Grade) to be implemented the following January 1st.

<u>Years Completed as of December 1st</u>	<u>Compa-Ratio</u>
0	80%
1	83%
2	86%
3	89%
4	92%
5	95%
6	98%
7	100%

The compa-ratio schedule insures that each employee moves toward compensation at the full market value of their position upon completion of seven years worked in that position or grade.

The Compa-ratio schedule for the Attorney Grade is established as follows:

<u>Years Completed as of January 1<sup>st</sup></u>	<u>Compa-Ratio</u>
1	77.31%
2	79.56%
3	81.86%
4	84.24%
5	86.68%
6	89.19%
7	91.78%
8	94.44%
9	97.18%
10	100%

9-4.3 **Merit Adjustments** - In June of each year, Salary Administration will present to the Finance Committee a recommendation for a percentage allowance for merit increases to be awarded non-bargaining employees the following January 1st. Determination of individual merit increases will be made by Department Heads based on employee performance.

9-4.4 New Positions, Position Descriptions and Salary Ranges will be proposed by a Department Head in most instances.



- a. The Department Head, after presenting the new proposed concept to the Policy, Personnel, and Appointments Committee and receiving a recommendation to proceed, should consult the Salary Administrator and complete a Position Description Questionnaire for the proposed new position.
- b. After receipt of the completed questionnaire, the Salary Administrator will convene the Job Content Evaluation Committee and a job point evaluation will be made to determine the job size.
- c. The Salary Administrator will consult the State's Attorney's Office in order to receive a determination of the exempt/non-exempt status of the proposed position.
- d. If necessary, the Salary Administrator will prepare a new position description.
- e. The Salary Administrator will forward the Job Content Evaluation Committee Report documenting the job point evaluation, proposed salary range and position description to the Policy, Personnel & Appointments Committee and to the Department Head.
- f. The Salary Administrator is responsible for presenting the report of the Job Content Evaluation Committee to the Policy, Personnel, and Appointments Committee, which shall determine whether the new position, position classification and recommended salary range should be approved and make a recommendation to the Finance Committee.
- g. The Finance Committee shall review the new position, position classification, and recommended salary range and recommend to the County Board final approval of any New Position to be added to the Schedule of Authorized Positions.
- h. Unless otherwise specified, the new position, will take effect immediately upon approval by the Board.

**9-4.5 Reclassifications/Job Re-Evaluations** - Reclassifications/Job Re-Evaluations may be requested of the Policy, Personnel, & Appointments Committee by a Department Head.

- a. The Department Head, after presenting the justification for position re-evaluation review to the Policy, Personnel, & Appointments Committee and receiving a recommendation to proceed, should contact the Salary Administrator and receive a Position Description Questionnaire.
- b. The questionnaire should be completed by the employee working in the position to be reclassified/re-evaluated.
- c. After the receipt of completed questionnaires for all positions to be re-evaluated for reclassification purposes, the Salary Administrator will convene the Job Content Evaluation Committee. The Job Evaluation Committee will evaluate all positions for which documentation has been received.
- d. The results will be presented to the Policy, Personnel, & Appointments Committee for approval.
- e. After approval, the re-evaluations will be forwarded to the Finance Committee for approval of the resulting change to the Schedule of Authorized Positions, and then to the County Board for final approval.

- f. Unless otherwise specified, a Reclassification or Job Re-Evaluation shall take effect on the first day of the fiscal year immediately following approval by the Board.

9-4.6 **Department Head Salary Adjustments** - Except as provided by statute or contract, are made as per the guidelines and rules of implementation in compliance with the annual salary administration recommendation for non-bargaining employees adopted pursuant to Sections 9-4.1, 9-4.2 and 9-4.3 of this policy.



## OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

### MEMORANDUM

TO: COUNTY BOARD MEMBERS  
FROM: DARLENE A. KLOEPPEL, COUNTY EXECUTIVE  
DATE: SEPTEMBER 3, 2021  
RE: 2022 COUNTY BUDGET

The IL Counties Code (55ILCS 5/2-5009(c)) provides for the County Executive to prepare the annual county budget for board approval. Following budget meetings with all departments, the legislative budget hearings and most recent updates to 2021 YTD expenses (in progress), I present the *2022 Budget* for the board's consideration.

This is a balanced budget, reflecting all revenues and expenses to perform the county's required operations, and is in compliance with the County's fiduciary obligations to the public. All department budgets are adequate for the County to meet its statutory obligations to the public.

The county has reached healthy fund balances in both the general fund and PSST, and this should help improve the county's bond rating before the county considers acquiring additional debt related to jail consolidation. The recommended goal for the General Fund is 16.7% of annual expenditures, and the PSST balance must remain greater than 1.25 times our bond debt and currently calculated to be at least \$1,612,071.

	General Fund		Public Safety Sales Tax
FY2020 Fund Balance (unaudited)	\$9,610,730	(24.4% of exp.)	\$2,107,190
FY 2021 Fund Balance (projected)	\$13,211,250	(31.6% of exp.)	\$3,035,406
FY 2022 Fund Balance (budgeted)	\$9,532,022	(20.5% of exp.)	\$4,012,839

In addition to department operating budgets, the *2022 Budget* contains the following items:

#### **Continued support for initiatives already in progress in the County's 6-Year Strategic Plan**

- ERP implementation for both financial systems and human resource management modules
- transition of lighting for county buildings to LED fixtures
- expansion of the county emergency siren system to smaller communities
- implementation of the new shared law enforcement RMS database
- decrease debt and restoration of county fund reserves and fund balance

#### **Investments to "catch up" on deferred facility maintenance and replace outdated technology**

- fully fund the Capital Asset Replacement Fund
- fund projects in *10-year Facility Deferred Maintenance Plan* (and complete roof/HVAC repairs needed due to hail damage)
- address space needs in Courthouse for Circuit Clerk and Public Defender

- fund projects in the *6-Year IT Plan*
- set aside \$3.75m in anticipation of 2 upcoming large capital projects (jail consolidation and upgrade to JANO court database)

### **Investments in the county's workforce**

Personnel costs are the largest ongoing expense in the county's budget. AFSCME contracts are in progress – adjustments to 2022 budget will be made when negotiations are finalized. Other bargaining unit wage increases are included in this budget. A 3% COLA is included for non-bargaining employees, to retain equity to bargaining unit increases and adjustments to address wage compression due to moving all county entry-level positions starting wages to at least \$15/hr. by 2024. Other personnel items in this budget include:

- County Workforce Study
- Additional staff for Planning & Zoning (zoning officer), Public Defender (attorney), Sheriff (2 law enforcement deputies)
- Pre-employment physicals for Probation recruits
- Moves 2 FT clerk positions from Recorder's special fund back into the general fund

### **American Rescue Plan Act funding**

The County received approximately \$41m from the American Rescue Plan Act (ARPA) allocations, with \$20,364,815 received in 2021 and the second half to be received in 2022. ARPA Fund 840-000 has been created by the auditor's office and all approved projects have been included in this budget with 2022 expenditures currently totaling \$103,803. The Treasurer is investing remaining unallocated funds to obtain maximum interest.

### **Pending Decisions**

Several items are still pending decisions. For inclusion in the tentative budget to be placed on file for public review, decisions will need to be made on the following items by the end of September at the Special Finance Committee of the Whole meeting:

- Elected Officials' salaries for the County Executive, Treasurer, Auditor, Clerk and Sheriff to start in December 2022 (see separate memo on this)
- The Treasurer requested a budget amendment for a pay grade increase for the Chief Deputy Treasurer position in mid-2021 that was deferred for board reconsideration in the 2022 budget
- Specify uses for the allocation of \$130,000 in County Board's county administrator line item (recommend \$37,000 for ERP project management; \$20,000 for public process consultant for jail consolidation funding; \$15,000 for legal fees, \$58,000 for other uses to be determined)
- Specify uses for PSSST surplus of \$977,433 (recommend retaining for possible out of county boarding costs for jail inmates or adding to CARF for expenses related to jail consolidation)
- ARPA allocations for 2022 (both for departments and any others)
- Dept. ARPA requests not funded by ARPA that are to be included in dept. operating budgets

Many thanks to the department heads, Tami Ogden, Bill Colbrook and Rita Kincheloc, for their diligence and hard work on this budget that supports the efforts of all county staff to benefit the residents of Champaign County.

## **ORDINANCE NO. 2021-13**

### **FY2022 ANNUAL BUDGET AND APPROPRIATION ORDINANCE**

**WHEREAS**, the Finance Committee of the Whole of the County Board of Champaign County, Illinois, has considered and determined the amounts of monies estimated and deemed necessary expenses to be incurred by and against the County of Champaign, State of Illinois, within and for the fiscal year beginning January 1, 2022 and ending December 31, 2022, and has further proposed County expenditures in the attached recommended Budget; and

**WHEREAS**, pursuant to 55 ILCS 5/6-1002, the recommended Budget includes the following:

- a. A statement of the receipts and payments and a statement of the revenues and expenditures of the fiscal year last ended.
- b. A statement of all monies in the county treasury or in any funds thereof, unexpended at the termination of the fiscal year last ended, of all amounts due or accruing to such county, and of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year.
- c. Estimates of all probable income for the current fiscal year and for the ensuing fiscal year covered by the budget, specifying separately for each of said years the estimated income from taxes, from fees, and from all other sources. The estimated income from fees shall indicate both the estimated total receipts from fees by county fee officers and the estimated net receipts from fees to be paid into the county treasury.
- d. A detailed statement showing estimates of expenditures for the current fiscal year, revised to the date of such estimate, and, separately, the proposed expenditures for the ensuing fiscal year for which the budget is prepared. Said revised estimates and proposed expenditures shall show the amounts for current expenses and capital outlay, shall specify the several objects and purposes of each item of current expenses, and shall include for each of said years all floating indebtedness as of the beginning of the year, the amount of funded debt maturing during the year, the interest accruing on both floating and funded debt, and all charges fixed or imposed upon counties by law.
- e. A schedule of proposed appropriations itemized as provided for proposed expenditures included in the schedule prepared in accordance with the provisions of paragraph (d) hereof, as approved by the county board.


**WHEREAS**, the level of appropriation for each fund and department is defined by the amount as listed with the following exceptions: the legal level of control in all departments (except the Regional Planning Commission) is by category, Personnel and Non-Personnel, for each department or group of departments within the same fund and headed by the same administrator. Transfers between any line items in the Personnel category and transfers between any line items in the Non-Personnel category, in the same department or group of departments headed by the same administrator within the same fund, may be made with the approval of the signing authority for the fund/department. Transfers between the Personnel and Non-Personnel categories, as well as transfers between different departments headed by different administrators may be made only with the approval of a 2/3 vote of the full County Board; and

**WHEREAS**, the Regional Planning Commission's legal level of budgetary control is by fund. Transfers between any line items in the same department or group of departments within the same fund may be made with the approval of the signing authority for the fund/department;


**NOW, THEREFORE, BE IT ORDAINED** by the Champaign County Board that the attached recommended Budget is hereby adopted as the Annual Budget and Appropriation Ordinance of Champaign County for the fiscal year beginning January 1, 2022 and ending December 31, 2022. The full budget is available on the County website at the following link <http://www.co.champaign.il.us/CountyBoard/Budget.php>.

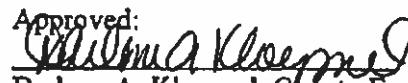
**PRESENTED** by the County Board of Champaign County, Illinois, at the recessed October, A.D. 2021 session.

**PRESENTED, PASSED, APPROVED, AND RECORDED** by the County Board of Champaign County, Illinois, this 18<sup>th</sup> day of November, A.D. 2021.

  
\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

AYE 16 NAY 5 ABSENT 0

Recorded  
& Attest:   
\_\_\_\_\_  
Aaron Ammons, County Clerk  
And ex-officio Clerk of the Champaign  
County Board  
Date: 12-6-21

Approved:  
  
\_\_\_\_\_  
Darlene A. Kloepfel, County Executive  
Date: 11-23-21

County Fiscal Year 2022 Salary Ranges

Department: Champaign County

Table 1 (Union Staff)

Position Title	Position Class/Grade	Annual Salary Range(s)			Union Position (e.g., AFSCME, FOP, etc.)	% of Range	70% of Minimum	Minimum	Recognized Midpoint	Recognized Maximum	Range cannot be over 70%
		Minimum	Midpoint	Maximum							
Senior Court Services Officer	N/A	\$41,789		\$71,040	FOP	70%	\$71,040	\$56,414	\$71,040	70%	
Court Services Officer-Juvenile Detention	N/A	\$41,711		\$70,908	FOP	70%	\$70,908	\$56,309	\$70,908	70%	
Court Services Officer-Supervision	N/A	\$37,635		\$63,980	FOP	70%	\$63,980	\$50,807	\$63,980	70%	

Department: Champaign County

Table 2 (Non-Union Staff)

Position Title	Position Class/Grade	Annual Salary Range(s)			Union Position (e.g., AFSCME, FOP, etc.)	% of Range	70% of Minimum	Minimum	Recognized Midpoint	Recognized Maximum	Range must be equal
		Minimum	Midpoint	Maximum							
Director	M	\$75,641	\$94,556	\$113,471	N/A	50%	\$128,589	\$75,641	\$94,551	\$113,461	50%
Superintendent-JDC	K	\$59,475	\$74,354	\$89,232	N/A	50%	\$101,108	\$59,475	\$74,344	\$89,213	50%
Supervisor-Administrative Services	K	\$59,475	\$74,354	\$89,232	N/A	50%	\$101,108	\$59,475	\$74,344	\$89,213	50%
Assistant Superintendent-JDC	J	\$52,923	\$66,144	\$79,365	N/A	50%	\$89,969	\$52,923	\$66,154	\$79,385	50%
Supervisor-Adult Services	J	\$52,923	\$66,144	\$79,365	N/A	50%	\$89,969	\$52,923	\$66,154	\$79,385	50%
Supervisor-Juvenile Services	J	\$52,923	\$66,144	\$79,365	N/A	50%	\$89,969	\$52,923	\$66,154	\$79,385	50%
Supervisor-Specialized Services	J	\$52,923	\$66,144	\$79,365	N/A	50%	\$89,969	\$52,923	\$66,154	\$79,385	50%
Problem Solving Court Coordinator	I	\$46,293	\$57,876	\$69,459	N/A	50%	\$78,698	\$46,293	\$57,876	\$69,459	50%

# **ILLINOIS FOP LABOR COUNCIL**

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and

## **THE CHIEF JUDGE OF THE SIXTH JUDICIAL CIRCUIT - CHAMPAIGN COUNTY PROBATION**

**Adult and Juvenile Probation Officers**

**January 1, 2020 – December 31, 2022**

**Springfield - Phone: 217-698-9433 / Fax: 217-698-9487**

**Western Springs - Phone: 708-784-1010 / Fax: 708-784-0058**

**Web Address: [www.fop.org](http://www.fop.org)**

**24-hour Critical Incident Hot Line: 877-IFOP911**





**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**ILLINOIS FRATERNAL ORDER OF POLICE  
LABOR COUNCIL**

**ON BEHALF OF AND WITH THE BARGAINING UNIT  
MEMBERS OF THE CHAMPAIGN COUNTY ADULT AND  
JUVENILE PROBATION OFFICERS**

**AND**

**THE CHIEF JUDGE OF THE 6<sup>th</sup> JUDICIAL CIRCUIT**

**January 1, 2020 through December 31, 2022**

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## **AGREEMENT**

This Agreement is entered into by and between the Chief Judge of the Sixth Judicial Circuit (hereinafter referred to as the "Employer") and the Illinois Fraternal Order of Police Labor Council on behalf of the Adult and Juvenile Probation Officers working in Champaign County (hereinafter referred to as the "Council").

## **PREAMBLE**

WHEREAS, it is the intent and purpose of the parties hereto to set forth the agreement between them for the term hereof concerning rates of pay, wages, hours of employment and other working conditions to be observed by them and the employees covered hereby and to establish an equitable and peaceful procedure for the resolution of differences; and

WHEREAS, the parties recognize the constitutional, statutory, and inherent powers of the Judicial Branch of government and agree that no provision of this Agreement may be interpreted or enforced in such a manner as to interfere with the constitutional, statutory, and inherent powers of the Judicial Branch; and

WHEREAS, the parties recognize the central role of the Employer in assuring compliance with the laws, the constitution of the State of Illinois, and the United States Constitution; and

WHEREAS, the parties recognize the vital and necessary role of the employees in carrying out the day-to-day work of the judicial system; and

WHEREAS, the parties recognize that the users of the court's services demand and have a constitutional right to the prompt and efficient adjudication of complaints and disputes, and insist upon the fullest protection of common law, statutory, civil, and constitutional rights;

NOW, THEREFORE, in consideration of the mutual promises and agreements herein contained, the parties do mutually covenant and agree as follows:

## **ARTICLE I - RECOGNITION**

The Employer recognizes the Council as the sole and exclusive bargaining representative in all matters concerning and pertaining to wages, hours of work, and other terms and conditions of employment for employees in the positions described below as certified by the Illinois State Labor Relations Board, Case #S-RC-97-90.

Included: All full time employees in the classifications of probation officer, detention officer, court services officer, senior court services officer, senior probation officer in the Champaign County Probation Department.

Excluded: All supervisory, managerial and confidential employees as defined by the Illinois Public Labor Relations Act and all other employees of the Chief Judge of the Sixth Judicial Circuit.

## **ARTICLE II- MANAGEMENT'S RIGHTS**

Except as expressly amended, changed or modified by a provision of this Agreement, subject to the general administrative and supervisory authority of the Illinois Supreme Court, the Chief Judge retains traditional and constitutional rights to operate the Judiciary. The Chief Judge retains the respective rights as Employer enumerated below and as modified by the Illinois Public Labor Relations Act. Such management rights include, but are not limited to, the following:

- (a) to plan, direct, control, and determine all operations and services of the Judiciary;
- (b) to establish the qualifications for employment and to employ employees;
- (c) to establish reasonable work rules and work schedules and assign such;
- (d) to hire, promote, transfer, schedule, and assign employees in positions and to create, combine, modify, and eliminate positions within the Judiciary;
- (e) to suspend, demote, discharge, and to take other disciplinary action against employees for just cause (with the exception of probationary employees, who may be discharged without cause);
- (f) to establish reasonable work and productivity standards and, from time-to-time, amend such standards;
- (g) to lay off employees due to lack of work or funds or for other legitimate reasons;
- (h) to assign overtime;
- (i) to contract out for goods and services;
- (j) to maintain efficiency of operations and services of the Judiciary;
- (k) to determine the methods, means, organization, and number of personnel by which such operations and services shall be provided;
- (l) to maintain efficiency of the Employer's operations;
- (m) to take whatever action is necessary to comply with State and Federal law;
- (n) to secure equipment and facilities for the improvement of the operation;

- (o) to determine the kinds and amounts of services to be performed and the number and kind of classifications to perform such services;
- (p) to determine the methods, means and personnel by which operations are to be conducted to include minimum staffing requirements by program, unit, and division;
- (q) to establish standards for equipment, dress and grooming;
- (r) to determine the standards of professionalism required of the employees and, from time-to-time, to change those standards;
- (s) to make changes, whenever necessary, to policies and procedures;
- (t) to administer and interpret policies considering changing circumstances and situations;
- (u) The Employer and the Council for the term of this Agreement each voluntarily waives the rights and each agrees that the other shall not be obligated to bargain over any subject that is covered in this Agreement, however, this waiver shall not apply to the impact of the exercise of management rights reserved to the Employer nor to subjects not provided for in this Agreement.

### **ARTICLE III - DUES DEDUCTION**

#### **Section 3.1. Dues Deduction**

Upon receipt of a written and signed authorization form from an employee (attached as Appendix A), the Employer shall deduct the amount of the Council dues and the initiation fee, if any, set forth in such form and any authorized increase therein, from the wages of the employee and shall remit such deductions monthly to the Illinois Fraternal Order of Police Labor Council at the address designated by the Council in accordance with the laws of the State of Illinois, within thirty (30) days after the deductions have been made. The Council shall advise the Employer of any increase in dues, in writing, at least fifteen (15) days prior to its effective date.

#### **Section 3.2. Membership List**

The Employer shall request that the appropriate County official forward to the Illinois Fraternal Order of Police Labor Council a list to include the names of each employee that has paid dues..

#### **Section 3.3. Indemnification**

The Council hereby indemnifies and agrees to hold the Employer harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the Employer for the purpose of complying with the provisions of this Article.



## ARTICLE IV - DISCIPLINE

### **Section 4.1. Definition**

The parties recognize the principle of progressive and corrective discipline for non-probationary employees. The right of the Employer to discipline for just cause is recognized by the Council. Disciplinary action may include, but is not limited to, the following:

(a) **Oral Reprimand:** For what may be considered a minor infraction of the rules, Supervisors may counsel the employee and make every effort to determine and resolve the issues(s) which led to the oral reprimand. It may be issued for minor infractions (i.e., being late for work, substandard job performance, etc.). The oral reprimand will not normally be placed in the employee's personnel file. Instead, the Supervisor will create an "employee action log" (maintained by the Director, or the Superintendent, or Supervisors) where the Supervisor is to note the issuance of the oral reprimand. The original oral reprimand is to be attached to the employee action log. Although not normally part of the personnel file, reference to (or copies) of previously issued oral reprimands if less than twelve (12) months old may be noted in written reprimands, suspension notices or final written reprimands which are subject to filing in the personnel file. Oral reprimands are not subject to the grievance procedures.

(b) **Written Reprimand:** An employee may be issued a written reprimand for a violation of a Departmental policy, county policy or the Code of Professional Conduct for Probation/Court Services Employees, Sixth Judicial Circuit. The violation may be moderate in nature, in the judgment of the supervisory personnel issuing the reprimand (i.e., failure to respond to a previously issued oral reprimand or arguing with another member of the Department in view of the public, etc.).

(c) **Suspension:** An employee may be suspended for a violation of Departmental policy, county policy or the Code of Professional Conduct for Probation/Court Services Employees, Sixth Judicial Circuit. The violation may be moderate to serious in nature, in the judgment of the supervisory personnel issuing the suspension (i.e., failure to respond to previously issued written reprimands, unsatisfactory work performance, etc.). Dependent upon the seriousness of the violation, the employee may be suspended (without pay) for up to seventy-five (75) hours.

(d) **Final Written Reprimand:** A final written reprimand may only be issued by the Director. It may be issued for a single incident of misconduct or failure to respond to previously issued oral or written reprimand(s). In conjunction with the final written reprimand, the employee may be suspended (without pay) for up to 225.0 hours. Following the suspension, the employee will be subject to a 90-day evaluation process. During the evaluation process, the employee is to be advised that he/she could be terminated for even a single further infraction of the rules and regulations of the Department, county policy or violation of the Code of Professional Conduct for Probation/Court Services Employees, Sixth Judicial Circuit. During the 90-day assessment period, the employee will meet with his/her immediate Supervisor on a daily basis, and the progress of the employee is to be assessed and documented. The additional

attention afforded the employee is necessary in an attempt to assist the employee in improving and sustaining job performance. If the employee does not improve and sustain performance, at the expiration of the 90-day assessment period his/her employment with the Department will be terminated.

(e) **Discharge of an Employee:** An employee can be terminated at any time without regard to the aforementioned steps. Action can be done so if an employee is involved in an act, or fails to act, and in the Director's judgment, the employee's presence would be contrary to the best interests of the Department or any of its employees. Also, the Director or Supervisors do not necessarily have to follow the progressive discipline process in the order as presented.

The agreement to use progressive and corrective disciplinary action does not prohibit the Employer in any case from imposing discipline which is commensurate with the severity of the offense. The Employer and the Council, with the agreement of the employee, may agree to the use of a modified form of discipline. Such modified discipline shall not be precedent setting and shall not be subject to the grievance procedure. Written reprimands, final written reprimands, and notifications of suspension are forms of formal discipline and will be placed permanently in the employee's personnel file, subject to the provisions of Section 11.3.

#### **Section 4.2. Just Cause**

Disciplinary action may be imposed upon an employee only for just cause. When an employee violates a Departmental policy, county policy or the Code of Professional Conduct for Probation/Court Services Employees, Sixth Judicial Circuit, or otherwise performs or attends to the obligation of the job in an unacceptable fashion, the employee will be subject to discipline. Discipline shall be imposed as soon as practicable after the Employer is aware of the event or action giving rise to the discipline and has a reasonable period of time to investigate the matter.

#### **Section 4.3. Pre-Disciplinary Meeting**

For discipline other than oral or written reprimands, a pre-disciplinary meeting will be held between the Employer and the employee. The employee will be advised in writing as to the date and time of the meeting by his/her immediate Supervisor, or another Supervisor. The meeting is to be held within five (5) working days of said notice. The employee may elect to notify the Council of the meeting. At the pre-disciplinary meeting, the employee shall have the right to be represented by the Council at the meeting and the employee and the Council representative shall be given the opportunity to rebut or clarify the reasons for such discipline. The employee will be advised as to the reason for the contemplated disciplinary action and will be provided with the names of witnesses and copies of documents relating to proposed disciplinary action. If the employee does not request Council representation, a Council representative shall nevertheless be entitled to be present as a non-active participant at any and all such meetings, unless such presence is objected to by the employee. Pre-disciplinary meetings shall be conducted during an employee's normal hours of work, unless the employee, the Council and the Employer mutually agree otherwise.

## **ARTICLE V - NO STRIKE OR LOCKOUT**

### **Section 5.1. No Strike/No Lockout Commitment**

Neither the Council nor any employee will call, initiate, authorize, participate in, sanction, encourage, or ratify any work stoppage or the concerted interference with the full, faithful and proper performance of the duties of employment with the Employer during the term of this Agreement. No employee shall refuse to cross any picket line, by whoever established, during the term of this Agreement.

### **Section 5.2. Resumption of Operations**

In the event of action prohibited by Section 5.1 above, the Council immediately shall disavow such action and request the employees to return to work and shall use its best efforts to achieve a prompt resumption of normal operations. The Council, including its officials and agents, shall not be liable for any damages, direct or indirect, upon complying with the requirements of this Section.

### **Section 5.3. Council Liability**

Upon failure of the Council to comply with the provisions of Section 5.2 above, any agent or official of the Council who is an employee covered by this Agreement may be subject to the provisions of Section 5.4 below.

### **Section 5.4. Discipline of Strikers**

Any employee who violates the provisions of Section 5.1 of this Article shall be subject to immediate discharge. Any action taken by the Employer against any employee who participates in action prohibited by Section 5.1 above shall not be considered a violation of this Agreement and shall not be subject to the provisions of the grievance procedure, except that the issue of whether an employee, in fact, participated in a prohibited action shall be subject to the grievance and arbitration procedure.

### **Section 5.5. No Lockout**

The Employer agrees that it will not lock out employees during the term of this Agreement.

### **Section 5.6. Employer's Judicial Remedies**

Nothing contained herein shall preclude the Employer from obtaining judicial restraint and damages in the event of a violation of this Article.

## **ARTICLE VI - DISPUTE RESOLUTION AND GRIEVANCE PROCEDURE**

### **Section 6.1. Definition of a Grievance**

A grievance is defined as any unresolved difference of opinion between the Employer and any employee covered by this Agreement regarding the meaning of this Agreement as applied.

### **Section 6.2. Dispute Resolution**

In the interest of resolving disputes at the earliest possible time, it is agreed that an attempt to resolve a dispute shall be made between the employee and his or her immediate Supervisor. The employee shall make his or her complaint to his or her immediate Supervisor within ten (10) working days of the date on which the employee knew or reasonably should have known of the event-giving rise to the complaint. The Supervisor will notify the employee of the decision within ten (10) 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, employees shall first complete their assigned work tasks, and grieve later, unless it is reasonably believed that the assignment will endanger their safety.

### **Section 6.3. Representation**

Grievances may be processed by the Council on behalf of an employee or on behalf of a group of employees. The Council may have the grievant or one grievant representing group grievances present at any step of the grievance procedure, and the employee is entitled to Council representation at each and every step of the grievance procedure upon the employee's request. Grievances may be filed on behalf of two or more employees only if the same facts, issues, and requested remedy apply to all employees in the group.

### **Section 6.4. Subject Matter/Settlement**

Only one subject matter shall be covered in any one grievance; oral reprimands shall not be subject to the grievance procedure. A grievance shall contain a statement of the grievant's position, the Article and Section of the Agreement allegedly violated, the date of the alleged violation, the relief sought, and the signature of the grieving employee(s) and the date. When the grievance is settled, the settlement shall be reduced to writing and signed by the Employer or his/her designees, the Council, and the grievant(s). Absent Council approval, no grievance may be settled with an individual grievant where the terms of that settlement are in violation of the terms of this Agreement.

### **Section 6.5. Time Limitation**

Grievances may be withdrawn, settled, or granted at any step of the grievance procedure without precedent. Grievances not appealed within the designated time limits will be treated as withdrawn grievances. The Employer's failure to respond within the time limits shall not find in favor of the grievant(s) but shall automatically advance the grievance to the next step. Time limits may be extended or waived by mutual agreement.

### **Section 6.6. Grievance Processing**

No employee or Council representative shall leave their work assignment to investigate, file or process grievances without first making mutual arrangements with the Supervisor. In the event of a grievance, the employee shall always perform his or her assigned work tasks and submit the grievance later, unless the employee reasonably believes that the assignment endangers his or her safety.

### **Section 6.7. Grievance Meetings**

A maximum of two (2) employees shall be excused from work with pay to participate in a Step 1 or Step 2 grievance meeting. The employee(s) shall only be excused for the amount of time reasonably required to present the grievance. The employee(s) shall not be paid for any time during which a grievance meeting occurs outside of the employee's work hours.

### **Section 6.8. Steps in Procedure**

Disputes arising under this Agreement shall be resolved as outlined. In the event that an otherwise timely and appropriate grievance is filed at the wrong step or if a step is skipped, the Employer may demand that the grievance be referred back to the appropriate step.

Notwithstanding the above, the parties may agree to begin the grievance process at a step other than Step 1 or to advance a grievance to a higher step.

#### **Step 1 - Intermediate Supervisor**

If no agreement is reached between the employee and the Supervisor, as provided for in Section 6.2 Dispute Resolution, the grievant or the Council shall prepare a written grievance on a form mutually agreed to (attached as Appendix B) and present it to the Superintendent of the Juvenile Detention Center (or the designee of the Director of Court Services) no later than ten (10) working days after the employee was notified of the decision of the Supervisor. In no case shall the grievance be submitted in writing later than ten (10) working days from the date on which the employee knew or reasonably should have known of the occurrence giving rise to the grievance. Within ten (10) working days after the grievance has been submitted, the Superintendent of the Juvenile Detention Center shall meet with the grievant and the Council representative to discuss the grievance and make a good faith attempt to resolve the grievance. The Superintendent of the Juvenile Detention Center shall respond in writing to the grievant within ten (10) working days following the meeting.

#### **Step 2 - Director of Court Services**

If the grievance is not settled at Step 1, the grievance may be referred in writing within ten (10) working days after the decision of the Superintendent of the Juvenile Detention Center (or the designee of the Director of Court Services) to the Director of Court Services. Within ten (10) working days after the request for Step 2 review has been filed, the Director of Court Services shall meet with the Council and the grievant to discuss the grievance and make a good faith effort to resolve the grievance. The Director of Court Services shall respond in writing to the grievant within ten (10) working days following the meeting.

#### **Step 3 - Presiding Judge**

If the grievance is not settled at Step 2, the grievance may be referred in writing within ten (10) working days after the decision of the Director of Court Services to the Presiding Judge of Champaign County, or his or her designee. Within twenty (20) working days after the request for Step 3 review has been filed, the Presiding Judge and/or his/her designee shall meet with the Council and the grievant to discuss the grievance and make a good faith effort to resolve the grievance. The Presiding Judge or his/her designee shall respond in writing to the grievant within ten (10) working days following the meeting.

#### **Step 4 - Arbitration**

If the dispute is not settled at Step 3, the matter may be submitted to arbitration by the Council, with notification to the Employer, within ten (10) working days after the Step 3 response or the expiration of the ten (10) day period if the Presiding Judge of Champaign County, or his or her designee, fails to render a written decision. Within twenty (20) working days after the matter has been submitted to arbitration, the Council and Employer shall jointly request the Federal Mediation and Conciliation Service (FMCS) to forward a list of recognized arbitrators. Upon receipt of such list, each party shall alternately strike a name from the list, until there is one name remaining. The remaining individual shall be the arbitrator. The order of striking names shall be determined by a coin toss. Either party reserves the right to reject one panel of arbitrators.

Both parties agree to make a good faith attempt to arrive at a joint statement of facts and issues to be submitted to the arbitrator.

The Employer and Council shall have the right to request the arbitrator to require the presence of witnesses and or documents. Each party shall bear the expenses of its witnesses.

Once a determination is made that the matter is arbitrable or if such preliminary determination cannot be reasonably made, the arbitrator shall then proceed to determine the merits of the dispute.

The expenses and fees of arbitration and the cost of the hearing room shall be shared equally by the parties. Costs of arbitration shall include the arbitrator's fees and room cost.

The decision and award of the arbitrator shall be final and binding on the Employer, the Council and the employee(s) involved. The arbitrator shall have no power to amend, modify, nullify, ignore, add to, or subtract from, the provisions of the Agreement.

### **ARTICLE VII - NON-DISCRIMINATION**

#### **Section 7.1. Prohibition Against Discrimination**

The Employer and Union shall not discriminate against any employee covered by this Agreement in a manner which would violate any applicable laws. The Employer will continue to provide equal opportunity for all employees and develop and apply equal employment practices.

#### **Section 7.2. Union Membership**

Neither the Employer nor the Union shall interfere with the right of employees covered by this Agreement to become or not become members of the Union, and there shall be no discrimination against any such employees because of Union membership or non-membership or the exercise of their lawful rights.

### **Section 7.3. Violations**

Violations of Sections 7.1 and 7.2 shall not be subject to the grievance and arbitration provisions of this Agreement. Violations of Sections 7.1 and 7.2 must be pursued through the appropriate State or Federal agencies.

## **ARTICLE VIII - LABOR-MANAGEMENT CONFERENCES**

### **Section 8.1.**

Representatives of the Employer and of the Council may meet from time-to-time on a reasonable basis.

It is understood that the above-referenced meetings are consensual. Nothing herein shall obligate the parties to such matters nor shall it inhibit the parties from meeting on a less formal basis, should circumstances allow.

### **Section 8.2.**

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Grievances being processed under the grievance procedure may be discussed at labor-management conferences. However, any such discussion of a pending grievance shall be non-binding on either party and solely for the purpose of exploring alternatives to settle such grievances. Such grievance discussions shall only be held by mutual agreement of the Employer and the Council.

### **Section 8.3.**

When absence from work is required to attend labor-management conferences, Council members shall, before leaving their work station, give reasonable notice to and receive approval from their Supervisor in order to remain in pay status. Supervisors shall not arbitrarily withhold approval of the absence. Council members attending such conferences shall be limited to two (2) on-duty employees. Travel expenses associated with any labor-management conferences shall be the responsibility of the employee.

## **ARTICLE IX - LAYOFF AND RECALL**

### **Section 9.1. Layoff**

The Employer in its discretion shall determine whether layoffs are necessary. Although not limited to the following, layoffs shall ordinarily be for lack of work and/or lack of funds. If it is determined that layoffs are necessary, employees will be laid off in the following order:

- (a) Probationary employees;
- (b) In the event of further reductions in force, employees will be laid off in accordance with their seniority within Court Services.

## **Section 9.2. Recall**

Subject to Illinois Department of Juvenile Justice and/or Illinois Department of Corrections regulations, employees shall be recalled from layoff according to Court Services seniority. No new employees shall be hired until all employees on layoff desiring to return to work have been given the opportunity to return to work. Recall rights under this provision shall terminate eighteen (18) months after layoff. In the event of recall, eligible employees shall receive notice of recall by certified mail, return receipt requested. It is the responsibility of all employees eligible for recall to notify the Director of Court Services, or his designee, concerning any change of address during the recall term. Upon receiving the notice of recall, eligible employees shall have five (5) working days to notify the Director of Court Services, or the Director's designee, of their acceptance of the recall. The employee shall have ten (10) working days thereafter to report to duty, or less time if mutually agreed upon by the employee and the Employer. If the former employee fails to respond within five (5) working days upon receipt of said notice, or if the individual declines the opportunity for the assigned position, the next eligible former employee will be contacted. Any employee eligible for recall may request that his/her name be deleted from the list of individuals eligible for recall. If this should occur, the individual's name will be deleted and the rank on the seniority recall list adjusted accordingly. An employee failing to respond to a recall notice, or who can't report to work within fifteen (15) working days following receipt of a recall notice, or who elects not to accept the position offered, will be moved to the bottom of the recall seniority list.

In any situation where a position is eliminated, either due to lack of funding or cut-backs by the Administrative Office of the Illinois Courts, or by reduction of work force and/or lack of funding as mandated by the Champaign County Board, the employee with the least amount of seniority in the Department will be the first to be laid off in order to avoid a system flush. Employees whose positions have been eliminated shall be afforded the opportunity to replace the laid off individual and perform that individual's job duties. If the displaced employee elects to take the opening of the least senior employee in the Department, pay will be at the filled position's rate of pay (with corresponding years of service).

In the event of suspension of an entire specialized program or unit in the Department, the Employer reserves the right to reassign supervisory personnel.

## **ARTICLE X- IMPASSE PROCEDURE**

The parties agree that nothing contained in this Agreement, or in the negotiations that preceded, waived or prejudiced either party's position relative to the applicability of 5 ILCS 315/14 to this bargaining unit.

## **ARTICLE XI - EMPLOYEE SECURITY AND PERSONNEL FILES**

### **Section 11.1. Personnel File Inspection**

Upon request of an employee, the Employer shall reasonably permit an employee to inspect his personnel file subject to the following:



- a. Such inspection need not occur immediately following receipt of the request and, upon Employer directive, inspection may take place in the presence of a representative of the Employer;
- b. The employee shall not be permitted to remove any part of the personnel file from the premises but may obtain copies of any information contained therein at no cost;
- c. Such inspection shall occur during the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding all holidays, upon reasonable request;
- d. Upon written authorization by the requesting employee, in cases where such employee has a written grievance pending, and is inspecting his file with respect to such grievance, that employee may have a representative of the Council present during such inspection and/or may designate in such written authorization that said representative may inspect his personnel file subject to the procedures contained in this Article;
- e. Pre-employment information, such as reference reports, credit checks or information provided to the Employer with a specific request that it remain confidential, shall not be made part of the personnel file. In addition, psychological tests, reports and evaluations, which are the sole property of the Employer, shall be confidential and shall not be released to the employee for examination or copying.

#### **Section 11.2. Notification and Reply**

Employees shall be given formal notice by the Employer when a written reprimand or other disciplinary documentation is permanently placed in their personnel file. Such notice shall be given within five (5) working days of permanent placement. A copy of the written reprimand or disciplinary documentation shall be delivered to the employee, at which time the employee may prepare a written reply to the written reprimand or disciplinary documentation. The written reply shall be permanently attached to the written reprimand or other disciplinary documentation prior to placement in the personnel file. Upon receipt of such copy, the employee shall acknowledge such receipt by initialing and dating the original.

#### **Section 11.3. Removal from file**

Upon receipt of a written request from the employee to the Director, written reprimands shall be removed from their active personnel file after three (3) years but may be retained by the Employer as evidence to show efforts at appropriate corrective actions should the employee be subject to future disciplinary actions.

## **ARTICLE XII - HOURS AND OVERTIME**

### **Section 12.1. Work Day and Work Week**

The normal work day for Probation Officers shall be seven and one-half (7-1/2) consecutive actual hours worked broken by a one (1) hour unpaid meal break. The normal work week for Probation Officers shall be defined as thirty-seven and one-half (37-1/2) hours in the seven-day work period from Sunday through Saturday. The work week shall be further defined as five (5) consecutive work days followed by two (2) consecutive days off. The pay period will consist of the two-week period, or 75-hour pay period as designated by the County Auditor and so noted on each pay stub.

Juvenile Detention Officers shall work 75 hours in a two-week pay period as designated by the Champaign County Auditor and so noted on each pay stub. Juvenile Detention Officers shall be provided a one (1) hour unpaid meal break within the premises, subject to the provisions of Article XII, Section 3 (Break Periods and Meal Breaks). Amendments may occur at any time through an agreement between the FOP and Management. Amendments could include, but are not limited to, changes in starting/ending times, changes in gender assignments for certain shifts or changes in standard shift days. While Management maintains the absolute right to establish staff hours and requirements, the Union may propose a schedule different from the current schedule at any time. If a schedule change is agreeable to Management, an approval vote by all affected officers shall take place prior to the enactment of a non-standard workday or work week. A Letter of Agreement signed by the Union and Management would document a change in the work week.

### **Section 12.2. Compensatory Time**

Compensatory time shall be defined as actual work performed in excess of the seventy-five (75) hours referenced above. All hours in a pay status, except for inactive hours in connection with on-call, shall be credited toward the seventy-five (75) hours referenced in this Article. No compensatory time shall be performed without the express consent of a Supervisor. If the employee is required to work beyond their regular 75 hours in a two-week period, they shall receive compensatory time at the rate of 1.0 hours for each hour worked up to 80 hours and 1.5 hours for each hour worked thereafter. Compensatory time shall be taken at a mutually agreeable time within six (6) months of the time it is earned. If not so taken, the Employer will assign time off following passage of the six (6) month period.

### **Section 12.3. Break Periods and Meal Breaks**

Reasonable breaks will be allowed not to exceed a total of 30 minutes per work shift and may not be used to change an employee's starting or quitting times. When circumstances prevent an employee from taking a meal break, the employee is to contact his/her Supervisor who will arrange for their meal break.

If an employee is called back to work for emergency purposes during his meal break, he shall be compensated for time worked at the applicable rate, unless the remainder of his meal break is taken later in the work shift.

#### **Section 12.4. Court Time**

An employee required to testify or appear for court or other lawfully impaneled body for Court Services Department related business during hours other than their regularly scheduled shift shall receive compensation for a minimum of two (2) hours or the actual time worked, whichever is greater. This two (2) hour minimum will not be included if the court appearance is inside the two (2) hour time of the start or end of the employee's work shift.

#### **Section 12.5. Call-out**

An employee who must leave his home because he is called out to work by a Supervisor or by another law enforcement agency during an off-duty period shall receive the greater of three (3) hours compensatory time or compensatory time equal to 1.5 times the actual hours worked, whichever is greater.

#### **Section 12.6. Hold Over**

Hold over is defined as official assignment of work which continuously precedes or follows an officer's regularly scheduled working hours. Employees may be mandated to continue work assignments by a Supervisor until relief can be located. Additionally, employees may be required to complete an assignment without supervisory approval of hold over time. Hold over is allowed in specific instances such as staffing requirements, court appearances, transportation and search incidents.

#### **Section 12.7. Scheduling**

Staffing hours and requirements will be established by Management. The filling of said shifts will be by seniority with gender needs taken into consideration. Probationary employees will be assigned by Management.

#### **Section 12.8. Bidding**

- a. Employees shall bid for duty schedule shifts based on seniority.
- b. Bid forms shall be posted for ten (10) working days.
- c. Shift bidding within the Juvenile Detention Center shall take place twice annually on or about December 1 with the awarded shifts being effective on or about January 1 and on or about June 1 with the awarded shifts being effective on or about July 1.
- d. Management reserves the right to assign employees to the teams within a duty schedule at the Juvenile Detention Center in order to ensure proper coverage and break-up of experience levels.
- e. In units where there are only two officers assigned, bids will take place when there is a change in personnel, a permanent schedule change by Management, or when approved by Management.
- f. Compensatory time will be charged or credited as needed during periods of shift bidding and schedule changes.

## ARTICLE XIII - INDEMNIFICATION

The Employer agrees to represent and indemnify the employees in accordance with applicable statutes.

## ARTICLE XIV - SENIORITY

### **Section 14.1.**

As used herein, the term "seniority" shall refer to and be defined as the continuous length of service or employment covered by this Agreement from the date of last hire within the Court Services Department.

### **Section 14.2. Promotions & Lateral Transfers**

Lateral Transfers shall be movement into positions of equal pay.

Promotions shall be any opportunity to move into a position where an increase in job points will occur.

The candidate must meet minimum qualifications based on established criteria for each position posted.

Promotions & Lateral Transfers shall be based on the following criteria:

Seniority	30%
Job Performance	25%
Training/Experience	20%
Ability	15%
Interview	10%

The Employer can pick from the top four (4) candidates. In the event that there is only one (1) applicant for an opening within the Department, the Employer reserves the right to select from outside the Department, while agreeing to consider the lone applicant from within as one of the top four (4) candidates.

Openings for promotional or lateral transfers shall be posted for ten (10) working days.

### **Section 14.3. Seniority List**

The parties shall prepare a list setting forth the present seniority dates and dates of promotion for all employees covered by this Agreement and shall become effective on or after the date of execution of this Agreement. Such lists shall finally resolve all questions of seniority affecting employees covered under this Agreement or employed at the time this Agreement becomes effective. Disputes as to seniority listing shall be resolved through the grievance procedure.

**Section 14.4. Disputes regarding Use of Personal Time**

Any dispute within a job classification as to the use of personal time shall be resolved by seniority.

**Section 14.5. Termination of Seniority**

An employee shall be terminated by the Employer and his seniority broken when he:

- a. Quits via resignation; or
- b. Is discharged for just cause; or
- c. Is laid off pursuant to the provisions of this Agreement for a period of eighteen (18) months; or
- d. Accepts gainful employment while on an approved leave of absence from the Department; or
- e. Is absent for three (3) consecutive scheduled work days without proper notification, justification, or authorization.

**Section 14.6. Unpaid Leave of Absence**

Employees will not continue to accrue seniority credit for time spent on authorized unpaid leave of absence.

**Section 14.7. Probationary Period**

A new or rehired employee filling a job classification covered by this Agreement shall be subject to an initial probationary period of one-year continuous service to determine his ability and fitness for the work. The Director of Court Services shall have the sole right to determine his/her suitability at any time during such probationary period. The employee will not have or accumulate seniority during the probationary period. The right to discharge, discipline or rehire an employee during the probationary period shall be vested exclusively with the Director, and shall not be the subject of a grievance.

No employee within the Department that is currently under probationary status within their current job assignment is eligible to apply for a lateral transfer.

Upon satisfactory completion of the probationary period, an employee shall be credited with his seniority beginning from the date of his continuous employment within the Department and shall receive all other rights and benefits for which a regular employee is eligible.

An employee involved in a lateral transfer or promoted within the Department shall be subject to an evaluation period of one-year continuous service to determine his/her ability and fitness for the work. The Director shall have the sole right to determine his/her suitability at any time during this period. The right to transfer the employee back to his/her previous assignment during the evaluation period shall be vested exclusively with the Director. The sole remedy for

failing to satisfactorily complete the evaluation period shall be the return to the previous job assignment.

## **ARTICLE XV - F.O.P. LABOR COUNCIL REPRESENTATIVES**

For the purposes of administering and enforcing the provisions of this Agreement, the Employer agrees as follows:

### **Section 15.1. Authorized Representatives**

Authorized representatives of the Council shall be permitted reasonable visits to the Champaign County Probation Department and the Champaign County Juvenile Detention Center during work hours to talk with employees of the local Council and/or representatives of the Employer concerning matters covered by this Agreement.

### **Section 15.2. Timekeeping Records**

The Council or a representative shall have the right to examine timekeeping records and other records pertaining to the computation of compensation of an employee whose pay is in dispute or any records of the employee pertaining to a specific grievance, at mutually agreeable times with the employee's consent.

### **Section 15.3. Grievance Procedure**

Reasonable time while on duty shall be permitted to Council representatives for the purpose of representing employees in any of the hearings or meetings with the Employer which are specified in the grievance Article and such reasonable time shall be without loss of pay.

### **Section 15.4. Council Negotiating Team**

Providing their absence would not unduly burden the work of the Department or conflict with obligations that could not be rescheduled by the officer (such as a court appearance), four (4) members designated as being on the Council negotiating team who are scheduled to work on a day on which negotiations will occur, shall, for the purpose of attending up to four (4) scheduled negotiations, be excused from their regular duties and remain in pay status.

## **ARTICLE XVI - LEAVES**

### **Section 16.1. Sick Leave**

Employees with less than ten (10) years of continuous service shall be granted 75 hours of sick leave annually with full pay at a proportionate rate per pay period. Employees with ten (10) or more years of continuous service shall earn 90 hours of sick leave annually. An employee with less than six (6) months service shall be entitled to take up to 15 hours of sick leave. Accrual of sick leave shall be subject to a cap of 220 days or 1650 hours.

Sick leave is defined as the absence of an employee due to illness or due to the serious illness of a member of the employee's immediate family (i.e., spouse, mother, father, children, domestic partner, or sibling if the sibling resides in the employee's household).

Sick leave pay shall be at the employee's regular straight-time hourly rate, exclusive of overtime or other premiums. No payment shall be made for unused sick leave at the termination of an employee's employment. Retiring employees may receive pension service credit for unused sick leave in accordance with law governing the Illinois Municipal Retirement Fund. Such benefits time shall be capped at 220 days or 1650 hours. Employees shall notify their Supervisor of their illness as soon as practicable and the approximate length of absence required. The employee's Supervisor, within his or her discretion, may require a certificate by the appropriate physician.

Sick leave is a privilege granted by the Employer for the benefit of employees. Any abuse by an employee could result in this privilege being denied that individual.

Sick leave days shall be expressed in terms of working hours on bi-weekly pay stubs. Earned sick leave, when used, is charged against the employee's sick leave benefits balance for the actual number of hours used.

#### **Section 16.2. Personal Leave**

Employees with less than twelve (12) months continuous employment shall earn 7.5 hours of personal leave annually, except that no personal leave shall be taken prior to the successful completion of six (6) months of employment.

Employees with more than twelve (12) months of continuous service shall earn 22.5 hours of personal leave annually. Employees shall be credited with 22.5 hours of personal leave annually on their anniversary date. At their anniversary date, employees shall forfeit any unused personal leave hours.

Subject to prior approval by the Director or Supervisor and exigent circumstances, this leave may be taken at any time.

#### **Section 16.3. Bereavement Leave**

Full-time employees shall be granted paid bereavement leave for the scheduled working hours on five (5) consecutive workdays (37.5 total hours) following the death of a spouse, child (including step or adoptive) or parent (including step or adoptive), and for the scheduled working hours on three (3) consecutive workdays (22.5 total hours) following the death of a sibling (including step or adoptive), grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law or grandchild.

#### **Section 16.4. Witness/Jury Duty**

Any employee who is called for jury duty, regardless of duty, shall be excused from work for the days served. The employee shall receive his/her normal rate of pay for each day of jury duty for which he or she would have worked. During this time, if the employee is not actually performing jury duty, the employee shall return to work for the remainder of the workday. The payment received for jury duty shall be returned to the Employer; however, the mileage reimbursement may be retained by the employee.

If an employee is required to testify or appear for court or other lawfully impaneled body for Court Services Department related business, the individual will be paid his/her normal salary during the time the employee is required to be away from his/her place of work.

The Director shall maintain records of the days on which jury and witness duty is served by employees.

#### **Section 16.5. Family and Medical Leave of Absence and Child Bereavement Leave**

The Employer shall comply with the requirements of the Family and Medical Leave Act and the Illinois Child Bereavement Leave Act, as amended from time to time, neither of which shall be part of this Agreement, or enforced under it.

#### **Section 16.6. Leave of Absence Without Pay**

A Leave of Absence Without Pay may be granted for short term disability, or reasons other than those covered by the Family and Medical Leave Act, as approved by the Director of Court Services.

A non-probationary employee must use all of his/her accrued benefit time, including sick time, if available under the circumstances, before beginning a Leave of Absence Without Pay. The employee may choose to reserve the equivalent of 22.5 hours of sick time. Benefit time is exhausted when less than one (1) hour is available to be taken.

A Leave of Absence Without Pay of less than one (1) calendar month may be arranged between an employee and the Director of Court Services. If possible, an employee requesting a Leave of Absence Without Pay for a period of one (1) month or less shall notify the Director of the request, in writing, at least three (3) days prior to the exhaustion of all applicable accrued benefit time.

If the employee will be absent from work longer than the accrued benefit time available to be taken plus one month, if granted, a request for a Leave of Absence Without Pay not to exceed four (4) months shall be submitted to the Director of Court Services. The employee shall notify the Director in writing of this request as soon as he/she becomes aware of the need for additional Leave of Absence Without Pay and at least three (3) days prior to the end of benefit time or leave time already granted, if possible. The written request shall contain the reason and expected length of the absence.

All Leaves of Absence Without Pay under Section 16.6 shall be without payment of salary. Employees on an approved Leave of Absence Without Pay will not earn or accrue benefit time (vacation, sick, holiday or personal leave). The Employer will continue to pay the Employer's contribution for health insurance coverage for a period not to exceed five (5) months. The employee remains responsible for payment of any additional individual or dependent coverage premiums for health insurance while on an approved Leave of Absence Without Pay.

Time spent on an approved Leave of Absence Without Pay will count toward determination of length of service with the Employer in computing benefits when the employee returns to work.



Before an employee may return to work from a Leave of Absence Without Pay granted due to a short-term illness, the employee must present a doctor's statement approving the return to work in the employee's position to the Director of Court Services.

An employee who is granted a Leave of Absence Without Pay under Section 16.6 will be returned to his/her prior position at the end of such leave, unless the position has been abolished, in which case the Layoff and Recall Article of this Agreement shall be applied.

An employee who does not report for work at the end of an approved Leave of Absence Without Pay shall be deemed to have resigned as of the date of the employee's next scheduled work day after the expiration of the Leave of Absence Without Pay.

The Employer may fill a position that is vacant due to an employee being on an approved Leave of Absence Without Pay with a temporary employee.

A leave of absence necessitated by a work-related injury will be granted as of right. The employee shall not be required to exhaust benefit time. When the request for leave is due to a work-related injury, accrued benefit time may be used to supplement Worker's Compensation benefits, not to exceed his or her normal compensation at the option of the employee.

#### **Section 16.7. Extended Leave of Absence**

Although the Leave of Absence policy in Section 16.6 is designed to be flexible enough to accommodate most situations, there will be occasions that require techniques or solutions outside the established guidelines. If an employee will be absent from work longer than the five (5) months provided for in Section 16.6, the employee may submit a request for an Extended Leave of Absence to the Director of Court Services. The employee shall notify the Director in writing of this request as soon as he/she becomes aware of the need for an Extended Leave of Absence and at least three (3) days prior to the end of leave time already granted, if possible. The written request shall contain the reason and expected length of the absence.

All Extended Leaves of Absence under Section 16.7 shall be without payment of salary. Employees on an approved Extended Leave of Absence will not earn or accrue benefit time (vacation, sick, holiday or personal leave). Employer paid health insurance benefits will not be provided if a Leave of Absence is approved or extended to an employee for a period longer than the five (5) months provided for in Section 16.6.

Time spent on an approved Extended Leave of Absence will count toward determination of length of service with the Employer in computing benefits when the employee returns to work.

The Director may permanently fill a vacancy created by approval of an Extended Leave of Absence. The employee will be placed in his/her previous position only if it is vacant on the date the Extended Leave of Absence expires. If the position has been abolished, the Layoff and Recall Article of this Agreement shall be applied.

**Section 16.8. Military Leave**

Military leave shall be granted in accordance with State and Federal law.

**Section 16.9. Illinois Municipal Retirement Fund (IMRF)**

The benefits of the Illinois Municipal Retirement Fund and eligibility for IMRF are determined by law and not by the Employer. The benefits are subject to change without notice from the Employer. Included are temporary and permanent disability payments, pension and death benefits. See the most recent edition of the pamphlet distributed by IMRF or visit [www.imrf.org](http://www.imrf.org) for a detailed description of your benefits.

**Section 16.10. Worker's Compensation Policy**

All employees are covered by a Worker's Compensation policy for job-related injuries or death as prescribed under the State of Illinois Worker's Compensation Law.

The Employer may elect to make "limited or light duty" work available for employees who have work-related injuries or illnesses if "limited or light duty" work is available and if appropriate medical release is given by a physician.

**ARTICLE XVII - VACATIONS**

**Section 17.1.**

Employees with less than five (5) years of continuous employment shall earn 75 hours of vacation time annually with full pay at a proportionate rate per pay period. Maximum accrual of vacation time shall be limited to 150 hours of vacation time.

Employees with more than five (5) years and less than ten (10) years of continuous employment shall earn 112.5 hours of vacation time annually with full pay at a proportionate rate per pay period. Maximum accrual of vacation time shall be limited to 225 hours of vacation time.

Employees with more than ten (10) years and less than 20 years of continuous employment shall earn 157.5 hours of vacation time annually with full pay at a proportionate rate per pay period. Maximum accrual of vacation time shall be limited to 315 hours of vacation time.

Employees with more than 20 years and less than 25 years of continuous employment shall earn 165 hours of vacation time annually with full pay at a proportionate rate per pay period. Maximum accrual of vacation time shall be limited to 330 hours of vacation time.

Employees with more than 25 years of continuous employment shall earn 187.5 hours of vacation time annually with full pay at a proportionate rate per pay period. Maximum accrual of vacation time shall be limited to 375 hours of vacation time.

No employee shall accumulate more than the maximum accrual as stated. Hours gained above the maximum will not be credited to the employee's vacation balance, but will be forfeited.

**Section 17.2.**

Vacation leave pay shall be taken on a scheduled basis and, subject to exigent circumstances, may be taken at any time with the approval of the Employer except that no vacation shall be taken prior to the successful completion of six (6) months continuous employment with the Employer.

Earned vacation leave, when used, is charged against the employee's vacation leave benefits balance for the actual number of hours used.

**ARTICLE XVIII - HOLIDAYS**

Subject to the administrative and supervisory authority of the Illinois Supreme Court, holidays shall be those days designated by the Chief Judge of the Sixth Judicial Circuit in his yearly announcement. Should the Chief Judge announce fewer holidays than is offered by the Champaign County Board, the difference shall be offered as personal hours.

Holiday pay will be equal to the number of hours the employee would have been scheduled to work at the employee's regular rate of pay.

All employees, other than Juvenile Detention Center employees, shall receive a paid work day off for each holiday at their regular rate of pay. If required to work on a holiday, non-JDC employees shall receive compensatory time at the rate of hour for hour.

Adjustments to the schedules of Senior Court Services Officers shall be made when necessary to assure that the employees shall not lose a paid work day off by virtue of a holiday falling on a day that is already a scheduled day off for the employee. The schedule adjustment shall enable the Senior Court Services Officer to receive an additional work day off with pay either immediately preceding or immediately following the employee's regularly scheduled days off.

**ARTICLE XIX - WAGES**

**Section 19.1. Wage Rates**

All employees in this bargaining unit shall be paid according to the following schedule:

Effective January 1, 2020: two (2) percent general wage increase, plus \$1,000 Market Adjustment;

Effective January 1, 2021: two (2) percent general wage increase, plus \$1,000 Market Adjustment;

Effective January 1, 2022: two (2) percent general wage increase, plus \$1,000 Market Adjustment.

Annual base wages for each position classification shall be increased by \$1,000 (\$.51 per hour based on 1,950 hours per year) on the first day of each fiscal year as follows:

POSITION	STARTING HOURLY WAGE RATES		
	EFFECTIVE 01/01/2020	EFFECTIVE 01/01/2021	EFFECTIVE 01/01/2022
Court Services Officer (Supervision)	\$18.28	\$18.79	\$19.30
Court Services Officer (Juvenile Detention)	\$20.37	\$20.88	\$21.39
Senior Court Services Officer (Supervision)	\$20.41	\$20.92	\$21.43

**NOTE** – The base wage rate for Court Services Officer (Juvenile Detention) was initially determined by adding the following amounts to the base wage rate established for Court Services Officer (Supervision): 96 hours for holiday pay, 9 hours for mandatory staff meeting attendance, and 130 hours for lunch pay (260 days X ½ hour).

#### **Section 19.2. Retroactivity**

All retroactive pay increases to January 1, 2020 shall be paid on all hours within forty-five (45) days of the execution of the Agreement, if not sooner.

### **ARTICLE XX - EVALUATIONS**

Each employee covered by this Agreement shall have their performance evaluated on an annual basis. The evaluation shall comply with the standards established by the Administrative Office of the Illinois Courts. The evaluation shall be completed by the Supervisor having the greatest first-hand knowledge of the employee's work. This evaluation shall be completed and reviewed with the individual employee. The evaluated employee shall have the opportunity to comment on the evaluation and those comments shall be taken into consideration in the completion of the performance evaluation.

The employee evaluated shall sign the performance evaluation after review of the document with the evaluating Supervisor. The employee's signature shall signify only that the employee has been given his or her performance evaluation. The employee shall have the opportunity to have written comments regarding the evaluation submitted with the evaluation and placed into the employee's permanent record.

In the event that the Supervisor completing an employee's performance evaluation determines that he or she has insufficient knowledge of the employee's performance with regard to a particular objective, the Supervisor shall gather all such pertinent reference materials and information necessary for completing the employee's performance evaluation.

The parties agree that in completing an employee's performance evaluation bias and favoritism are to be avoided in every way possible.

It is further agreed that the performance evaluation system shall not be used as a subterfuge for the discipline provisions of this Agreement.

Evaluations may be grieved only if the cumulative score falls below that needed to meet standards of satisfactory performance and the issues raised in the grievance may result in raising the evaluation up to, or above, the minimum satisfactory performance score.

## **ARTICLE XXI - HEALTH AND LIFE INSURANCE**

### **Section 21.1.**

The County shall make available to all employees a group health insurance plan. Employees shall be eligible for health insurance coverage if they work at least thirty (30) hours per week and after the completion of two (2) months of full-time, permanent employment immediately prior to becoming eligible for health insurance coverage. Employees may elect health insurance coverage for themselves and their eligible dependents.

### **Section 21.2. Health Insurance Plan/Benefit Structure**

The benefits structure of the Health Insurance Plan offered by the County through December 31, 2022 may be modified only in accordance with the terms of the Agreement for Joint Labor Management Health Insurance Committee for Champaign County, set forth in Appendix D.

### **Section 21.3. Additional Alternative Health Care Plans**

The Employer may offer additional alternative health care plans to its Employees only in accordance with the terms of the Agreement for Joint Labor Management Health Insurance Committee for Champaign County, set forth in Appendix D. If an employee selects an alternate health care plan provided by the County with a premium rate higher than the Health Insurance Plan defined in Sections 21.2 and 21.3, the employee shall pay the additional premium cost associated with that plan. If an employee selects an alternative health care plan provided by the County with a premium rate lower than the Health Insurance Plan defined in Sections 21.2 and 21.3, the County shall make available the difference in annual premium to be applied toward deductible costs through a Health Reimbursement Account made available to the employee.

### **Section 21.4. Employee Premium Cost Sharing**

Employee contributions to monthly single premium health insurance shall be as follows: the employee shall pay fourteen (14) percent of single premium. Wages and health insurance increases are retroactive to January 1, 2020.

### **Section 21.5. Dependent Premium Cost Sharing**

The Employer shall provide an additional contribution of \$70.00 per month to dependent coverage for employees who enroll in dependent coverage.

**Section 21.6.**

When spouses are both employed by the County, the County shall pay the designated premium for the spouse who signs up for family coverage, and the County shall contribute to the family coverage on behalf of the second spouse an amount equal to the premium contribution to be paid by the Employer in that fiscal year as defined in Section 21.4, or an amount equal to the balance due for that couple's family/dependent coverage, whichever is less.

**Section 21.7.**

The County will make available at its group rate health insurance coverage for employees who retire and their dependents. The premium for retiree and retiree dependent coverage will be paid in full by the retired employee.

**Section 21.8.**

An employee on a Leave of Absence Without Pay or an Extended Leave of Absence Without Pay or on FMLA leave who fails to pay his portion of health insurance premiums by the appropriate due date, shall have his health insurance cancelled. Upon such employee's return to work, he shall have thirty (30) days to notify the County in writing of his desire to reinstate his health insurance coverage. The effective date of the reinstated health insurance coverage shall be the date upon which the employee returns to work. The employee shall be responsible for his portion of health insurance premiums retroactive to the pay period within which the employee returns to work. If an employee fails to reinstate his health insurance coverage within thirty (30) days of his return to work, he shall be ineligible for health insurance coverage through the County until the next open enrollment period.

**ARTICLE XXII - GENERAL PROVISIONS**

**Section 22.1. Training/Professional Development**

The Employer shall provide a systematic training program to all employees entering a new position within this Department. The training program shall be complete and comprehensive, designed specifically for each position within this Department. The Employer agrees to provide training and the opportunity for non-probationary employees to further develop their skills and potential.

**Section 22.2. Use of Personal Vehicle**

If an employee is required to use their personal vehicle in the performance of their employment, they shall be reimbursed per the applicable County policy regarding mileage reimbursement, as it may be amended.

**Section 22.3. Inoculations**

The Employer agrees to pay all expenses for inoculations, immunization shots or required medical tests for an employee and for members of the employee's family (if such inoculations for the employee's family are advised by a physician, in writing, and the cost of such inoculations are not covered by the employee's health insurance) when such become necessary as a result of

said employee's exposure to contagious diseases where said employee has been exposed to said diseases in the line of duty.

#### **Section 22.4. Bulletin Boards**

The Employer shall provide the Council with designated space on available bulletin boards, or provide bulletin boards on a reasonable basis where none are available, for purposes of the Council.

#### **Section 22.5. Notification of Elections**

The Employer shall be provided written notification of election or selection of Union representatives, stewards, or negotiation team members within ten (10) days of election or selection.

#### **Section 22.6. Safety Committee**

A two-member committee shall be elected by the members of the bargaining unit with one (1) being elected from the Juvenile Detention Center and one (1) being elected from Probation. This committee will meet with a Management representative on an as needed basis to address safety concerns brought to the committee by the bargaining unit.

#### **Section 22.7. Working Apparel**

In addition to the current dress code, employees will be allowed to wear solid colored polo (golf) shirts. These shirts will bear the Department emblem that will be affixed to the shirt. Employees may wear "Dockers" style slacks with the polo shirt. Appropriate footwear will be worn. This attire will be acceptable for Court appearances if approved by the Presiding Judge of Champaign County.

### **ARTICLE XXIII - SUBSTANCE ABUSE TESTING**

#### **Section 23.1. Statement of Policy**

It is the policy of the Employer that the public has the right to expect persons employed by the Sixth Judicial Circuit to be free from the effects of drugs and alcohol. The Employer has the right to expect their employees to report for work fit and able for duty. The purpose of this policy shall be achieved in such a manner as to not violate any established rights of the employee.

#### **Section 23.2. Prohibitions**

Employees shall be prohibited from:

- a. Consuming or possessing alcohol, legal cannabis/marijuana or illegal drugs at any time during the work day or when on-call or when performing field contacts or anywhere on any Employer premises or job sites, including all Employer buildings, properties, vehicles and the employee's personal vehicle while engaged in Employer business;

- b. Illegally selling, purchasing or delivering any illegal drug, except as required in the line of duty;
- c. Being under the influence of alcohol, legal cannabis/marijuana or illegal drugs during the course of the work day;
- d. Failing to report to their supervisor any known adverse side effects of medication or prescription drugs which they are taking.

**Section 23.3. Drug and Alcohol Testing Permitted**

Where the Employer has reasonable suspicion to believe that an employee is under the influence of alcohol, legal cannabis/marijuana or illegal drugs during the course of the work day, the Employer shall have the right to require the employee to submit to alcohol or drug testing as set forth in this Agreement. There shall be no random or unit wide testing of employees, except random testing of an individual employee as authorized in Section 23.8 below. The foregoing shall not limit the right of the Employer to conduct such tests as it may deem appropriate for persons seeking employment prior to their date of hire.

**Section 23.4. Order to Submit to Testing**

At the time an employee is ordered to submit to testing authorized by this Agreement, the Employer shall provide the employee with a written notice of the order, setting forth all of the objective facts, and reasonable opportunity, not to exceed one (1) hour, to consult with a representative of the Council at the time the order is given. No questioning of the employee shall be conducted without first affording the employee the right to Council representation and/or legal counsel. Refusal to submit to such testing shall subject the employee to discipline, but the employee's taking of the test shall not be construed as a waiver of any objection or rights that he may have.

**Section 23.5. Tests to be Conducted**

In conducting the testing authorized by this Agreement, the Employer shall:

- a. Use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act that has or is capable of being accredited by the National Institute of Drug Abuse (NIDA);
- b. Ensure that the laboratory or facility selected conforms to all NIDA standards;
- c. Establish chain of custody procedures for both sample collection and testing that will ensure the integrity of the identity of each sample and test result. No employee covered by this Agreement shall be permitted at any time to become a part of such chain of custody;
- d. Collect a sufficient sample of the same bodily fluid material from an employee to allow for initial screening and a confirmatory test and a sufficient amount to be set aside reserved for later testing if requested by the employee;



- e. Collect samples in such a manner as to preserve the individual employee's right to privacy and ensure a high degree of security for the sample and its freedom from adulteration. Employees shall not be witnessed by anyone while submitting a sample, except in circumstances where the laboratory or facility does not have a "clean room" for submitting samples or where there is reasonable belief that the employee has attempted to compromise the accuracy of the testing procedure;
- f. Confirm any sample that tests positive in the initial screening for drugs by testing the second portion of the same sample by gas chromatography, plus mass spectrometry or an equivalent, or a better scientifically accurate and accepted method that provides quantitative data about the detected drug metabolites;
- g. Provide the employee tested with an opportunity to have the additional sample tested by a clinical laboratory or hospital facility of the employee's own choosing, at the employee's own expense; provided the employee notifies the Director of Court Services within seventy-two (72) hours of receiving the results of the tests;
- h. Require that the laboratory or hospital facility report to the Employer that a blood or urine sample is positive only if both the initial screening and confirmation test are positive for a particular drug. The parties agree that should any information concerning such testing or the results thereof be obtained by the Employer inconsistent with the understandings expressed herein (e.g., billing for testing that reveals the nature or number of tests administered), the Employer will not use information in any manner or forum adverse to the employee's interests;
- i. Require that with regard to alcohol testing, for the purpose of determining whether the employee is under the influence of alcohol, test results that show an alcohol concentration of .04 or more based upon the grams of alcohol per 100 milliliters of blood be considered positive.
- j. Provide each employee tested with a copy of all information and reports received by the Employer in connection with the testing and results;
- k. Ensure that no employee is the subject of any adverse employment action except emergency temporary assignment with pay during the pending of any testing procedure. Any such emergency reassignment shall be immediately discontinued in the event of a negative test result.

#### **Section 23.6. Right to Consent**

The Council and/or the employee, with or without the Council, shall have the right to file a grievance concerning any testing permitted by this Agreement, contesting the basis for the order to submit to the tests, the right to test, the administration of the tests, the significance and the accuracy of the tests, the consequences of the testing or results or any other alleged violation of this Agreement. Such grievance shall be commenced at Step 2 of the grievance procedure. It is agreed that the parties in no way intend or have in any manner restricted, diminished or otherwise impaired any legal rights that employees may have with regard to such testing.

Employees retain any such rights as may exist and may pursue the same in their own discretion, with or without the assistance of the Council.

### **Section 23.7. Voluntary Request for Assistance**

The Employer shall take no adverse employment action against an employee who voluntarily seeks treatment, counseling or other support for an alcohol or drug related problem, other than the Employer may require reassignment of the employee with pay if he is then unfit for duty in his current assignment. The employee shall pursue all referrals and treatment to appropriate agencies as offered by the employee's health insurance provider. All such requests shall be confidential and any information received by the Employer, through whatever means, shall not be used in any manner adverse to the employee's interests, except reassignment as described above.

### **Section 23.8. Discipline**

Use of illegal controlled drugs at any time while employed by the Employer, abuse of prescribed drugs, as well as being under the influence of alcohol or legal cannabis/marijuana or the consumption of alcohol or legal cannabis/marijuana while on duty shall be cause for discipline, up to and including termination, subject to confirmation by the grievance and arbitration procedure of this Agreement. While all such disciplinary issues shall be subject to the jurisdiction of the arbitrator, all other issues relating to the drug and alcohol testing process (e.g., whether there is probable cause for ordering an employee to undertake a test, whether a proper chain of custody has been maintained, etc.) may be grieved in accordance with the grievance and arbitration procedure set forth in this Agreement.

Nothing in this Section shall be construed to prevent an employee from:

- a. Asserting, or the arbitrator from considering, that there should be treatment in lieu of discipline in any disciplinary proceeding, or
- b. Contesting any discipline that may be imposed under applicable Federal or State discrimination laws.

The Employer understands that alcohol and drug addiction is considered a disease by the American Medical Association. The Employer may, in disciplining an employee with a drug or alcohol problem, consider this point as well as the employee's willingness to seek help for the addiction.

In the first instance that an employee tests positive on both the initial and the confirmatory test for drugs or is found to be under the influence of alcohol or legal cannabis/marijuana, and for whom the Employer or arbitrator has deemed appropriately should undergo treatment in lieu of, or in addition to, some disciplinary action, and all employees who voluntarily seek assistance with drug and/or alcohol related problems, shall be subject to the following conditions:

- a. The employee agreeing to appropriate treatment as determined by the physicians(s) involved;

- b. The employee discontinues his use of illegal drugs or abuse of alcohol or legal cannabis/marijuana;
- c. The employee completes the course of treatment prescribed, including an "after-care" group for a period of up to twelve (12) months;
- d. The employee agrees to submit to random testing during hours of work during the period of "after-care".

Employees who do not agree to the foregoing or who test positive a second or subsequent time for the presence of illegal drugs, alcohol, or legal cannabis marijuana during the hours of work shall be subject to discipline, up to and including discharge.

The foregoing shall not be construed as an obligation on the part of the Employer to retain an employee on active status throughout the period of rehabilitation if it is appropriately determined that the employee's current use of alcohol, legal cannabis/marijuana, or drugs prevents such individual from performing the duties of a Court Services employee or whose continuance on active status would constitute a direct threat to the property or safety of others. Such employees shall be afforded the opportunity to use accumulated paid leave or take an unpaid leave of absence pending treatment. The foregoing shall not limit the Employer's right to discipline employees for misconduct provided such discipline shall not be increased or imposed due to alcohol, legal cannabis marijuana, or drug abuse.

Employees who are taking prescribed or over-the-counter medication that has adverse side effects which interfere with the employee's ability to perform his/her normal duties may be temporarily reassigned with pay to other more suitable duties.

#### **ARTICLE XXIV - SAVINGS CLAUSE**

If any provision of this Agreement or any application thereof should be rendered or declared unlawful, invalid or unenforceable by virtue of any judicial action, or by any existing or subsequently enacted Federal or State legislation or by Executive Order or other competent authority, the remaining provisions of this Agreement shall remain in full force and effect. In such event, upon the request of either party, the parties shall meet promptly and negotiate with respect to substitute provisions for those provisions rendered or declared unlawful, invalid, or unenforceable.

#### **ARTICLE XXV - DURATION**

##### **Section 25.1. Term of Agreement**

This Agreement shall be effective from January 1, 2020 and shall remain in full force and effect until December 31, 2022. It shall continue in effect from year to year thereafter unless notice to amend or modify this Agreement is given in writing by certified mail by either party no

earlier than one hundred twenty (120) days preceding expiration. The notices referred to shall be considered to have been given as of the date shown on the postmark. Written notice may be tendered in person, in which case the date of notice shall be the written date of receipt.

**Section 25.2. Continuing Effect**

Notwithstanding any provision of this Article or Agreement to the contrary, this Agreement shall remain in full force and effect after any expiration date while negotiations or Resolution of Impasse Procedure are continuing for a new Agreement or part thereof between the parties. Wages shall neither be increased nor decreased during such an interim period.

**SIGNATURES**

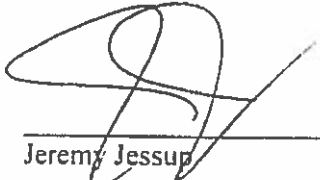
IN WITNESS WHEREOF, the parties have affixed their signatures this 17 day of May, 2020.

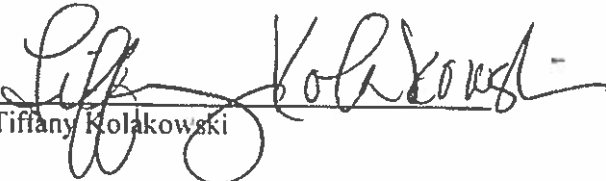
For the Employer:

  
\_\_\_\_\_  
The Honorable Karle E. Koritz


For the Labor Council:

  
\_\_\_\_\_  
Laura Hawk

  
\_\_\_\_\_  
Jeremy Jessup

  
\_\_\_\_\_  
Tiffany Kolakowski

  
\_\_\_\_\_  
John Naese

  
\_\_\_\_\_  
William E. Jarvis, Attorney  
Illinois Fraternal Order of Police  
Labor Council

**APPENDIX A - DUES AUTHORIZATION FORM**

**ILLINOIS FRATERNAL ORDER OF POLICE  
LABOR COUNCIL  
974 CLOCKTOWER DRIVE  
SPRINGFIELD, ILLINOIS 62704**

I, \_\_\_\_\_ (insert your name), understand that under the U.S. Constitution I have a right not to belong to a union. By my signature I hereby waive this right and opt to join the IL FOP Labor Council.

I, \_\_\_\_\_ (insert your name), hereby authorize my Employer, \_\_\_\_\_ (insert Employer name), to deduct from my wages the uniform amount of monthly dues set by the Illinois Fraternal Order of Police Labor Council, for expenses connected with the cost of negotiating and maintaining the collective bargaining agreement between the parties and to remit such dues to the Illinois Fraternal Order of Police Labor Council as it may from time to time direct. (In addition, I authorize my Employer named hereinabove to deduct from my wages any back dues owed to the Illinois Fraternal Order of Police Labor Council from the date of my employment, in such manner as it so directs.)

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Personal E-mail: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_

Title: \_\_\_\_\_

-----  
**Employer, please remit all dues deductions to:**

Illinois Fraternal Order of Police Labor Council  
Attn: Accounting  
974 Clock Tower Drive  
Springfield, Illinois 62704

(217) 698-9433

*Dues remitted to the Illinois Fraternal Order of Police Labor Council are not tax deductible as charitable contributions for federal income tax purposes; however, they may be deductible on Schedule A of Form 1040 as a miscellaneous deduction. Please check with your tax preparer regarding deductibility.*

**APPENDIX B - GRIEVANCE FORM**

(use additional sheets where necessary)

Lodge/Unit No.: \_\_\_\_\_ Year: \_\_\_\_\_ Grievance No.: \_\_\_\_\_



Date Filed: \_\_\_\_\_

Department: \_\_\_\_\_

Grievant's Name: \_\_\_\_\_

Last

First

M.I.

**STEP ONE**

Date of Incident or Date Knew of Facts Giving Rise to Grievance: \_\_\_\_\_

Article(s) Sections(s) violated: \_\_\_\_\_, and all applicable Articles

Briefly state the facts: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedy Sought: \_\_\_\_\_

\_\_\_\_\_ in part and in whole, make grievant(s) whole.

Given To: \_\_\_\_\_ Date: \_\_\_\_\_

Grievant's Signature

FOP Representative Signature

**EMPLOYER'S RESPONSE**

\_\_\_\_\_

\_\_\_\_\_

Employer Representative Signature

Position

Person to Whom Response Given

Date

**STEP TWO**

Reasons for Advancing Grievance: \_\_\_\_\_

\_\_\_\_\_

Given To: \_\_\_\_\_ Date: \_\_\_\_\_

Grievant's Signature

FOP Representative Signature

**EMPLOYER'S RESPONSE**

\_\_\_\_\_

\_\_\_\_\_

Employer Representative Signature

Position

Person to Whom Response Given

Date

Lodge/Unit No.:

Year:

Grievance No.:

**STEP THREE**

Reasons for Advancing Grievance: \_\_\_\_\_

\_\_\_\_\_

Given To: \_\_\_\_\_

Date: \_\_\_\_\_

Grievant's Signature

FOP Representative Signature

**EMPLOYER'S RESPONSE**

\_\_\_\_\_

\_\_\_\_\_

Employer Representative Signature

Position

Person to Whom Response Given

Date

**REFERRAL TO ARBITRATION by Illinois FOP Labor Council**

Person to Whom Referral Given

Date

FOP Labor Council Representative





## APPENDIX C - HEALTH INSURANCE BENEFITS

### Champaign County PPO Plan

**\$2,000 Deductible, \$2,000 OPX \$25 OV**

Effective January 1 2020



BlueCross BlueShield  
of Illinois

### BENEFIT HIGHLIGHTS

*This provides only highlights of the benefit plan. After enrollment, members will receive a Certificate that more fully describes the terms of coverage.*

#### PPO Network

#### Program Basics

##### Lifetime Benefit Maximum

Per individual

Unlimited

##### Individual Coverage Deductible

Per calendar year

\$2,000

\$4,000

##### Family Coverage Deductible

Per calendar year

\$4,000

\$8,000

##### Individual Coverage Out-of-Pocket Expense (OPX) Limit

The amount of money that any individual will have to pay toward covered health care expenses during any one calendar year including the deductible and co. The following items will not be applied to the out-of-pocket expense limit:

- Claims for uncovered services
- Preauthorization Penalties
- Charges that exceed the eligible charge

\$2,000

\$4,000

##### Family Coverage Out-of-Pocket Expense (OPX) Limit

\$4,000

\$8,000

#### Physician Services

##### Physician Office Visits

One copayment per day when you receive services from a Family Practice, Internal Medicine, OB/GYN or Pediatrician. Surgeries, therapies and certain diagnostic procedures performed in a physician's office may be subject to the deductible and/or coinsurance, including mental health and substance abuse services.

\$25 Copay

80% after deductible

##### Specialist Office Visits

One copayment per day when you receive services from a specialist. Surgeries, therapies and certain diagnostic procedures performed in a physician's office may be subject to the deductible and/or coinsurance.

\$50 Copay

80% after deductible

##### Vision Exams

Vision screenings and examinations for determining the refractive state of the eyes are covered. No materials are covered under this benefit.

\$40 Copay

not covered

##### Preventive Care

Services that have a rating of "A" or "B" in the current recommendations of the United States Preventive Services Task Force ("USPSTF"). Includes benefits for routine physical examinations, well child care and routine diagnostic tests including, but not limited to PSA, Pap Smear, Bone Density and Colonoscopy. Health Education and Counseling services including, but not limited to Smoking Cessation and Obesity.

100%

80% after deductible

##### Maternity Services

Copayment applies to first prenatal visit (per pregnancy). All other maternity physician covered services are paid the same as Medical - Surgical Services.

\$25 Copay

80% after deductible

##### Medical / Surgical Services

Coverage for surgical procedures, inpatient visits, therapies, allergy injections or treatments, and certain diagnostic procedures as well as other physician services.

100% after deductible

80% after deductible

#### Hospital Services

##### Inpatient Hospital Services

Coverage includes services received in a hospital, skilled nursing facility, coordinated home care and hospice including mental health and substance abuse services. Room allowances based on the hospital's most common semi-private room rates.

100% after deductible

80% after deductible

##### Outpatient Hospital Services

Coverage for services includes, but is not limited to outpatient or ambulatory surgical procedures, x-ray, lab tests, chemotherapy, radiation therapy, renal dialysis, and mammograms performed in a hospital or ambulatory surgical center including mental health and substance abuse services. Routine mammograms performed in an in-network outpatient hospital setting are payable at 100% - no deductible will apply.

100% after deductible

80% after deductible

##### Outpatient Emergency Care (Accident or Illness)

Emergency Medical and Emergency Accident. Applies to both in- and out-of-network emergency room visits. The co-occurrence is waived if the member is admitted to the hospital.

\$200 Copay then 100%  
Ambulance transportation \$100 per trip/visit

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

## Champaign County PPO Plan

\$2,000 Deductible, \$2,000 OPX \$25 OV

Effective January 1 2019



### BENEFIT HIGHLIGHT

### PPO Network

#### Additional Services

##### Muscle Manipulation Services

Coverage for spinal and muscle manipulation services provided by a physician or physical therapist. Related office visits are paid the same as other Physician Office Visits.

- Maximum of 30 visits per calendar year

PPO  
(In Network)

Non-PPO  
(Out of Network)

100% after deductible

80% after deductible

##### Therapy Services – Speech, Occupational and Physical

Coverage for services provided by a physician or therapist

100% after deductible

80% after deductible

##### Temporomandibular Joint (TMJ) Dysfunction and Related Disorders

100% after deductible

80% after deductible

##### Other Covered Services

- Private duty nursing (Please refer to Certificate for details)
- Artificial limbs and other prosthetic devices
- Blood and blood components
- Skilled Nursing
- Ambulance services
- Orthotic appliances
- Prosthetic appliances
- Medical supplies

100% after deductible

80% after deductible

##### Prescription Drug Card

Prescription Drug benefit paid at 100% after co-payment at participating pharmacy. CVS (including CVS inside a Target Store) and Doc's Drugs are not covered pharmacies under this BCBS Plan.

Benefits at a non-out-of-network pharmacy are covered at 75% of the amount that would have been paid at a participating pharmacy minus the appropriate copayment amount.

Mail Order Prescription Drug Program provides up to a 90-day supply of maintenance drugs used on a continuous basis for treatment of chronic health conditions.

- \$7 copay for generic drugs
- \$25 copay for preferred brand drugs
- \$50 copay for non-preferred brand drug
- \$100 copay for specialty drugs

Mail Order: 2x retail copay 90-day supply maintenance drug (specialty drugs not available thru mail order)

To Locate a Participating Provider: Visit our Web site at [www.bcbsil.com/providers](http://www.bcbsil.com/providers) and use our Provider Finder®. Or Search the network named Participating Provider Option (PPO).

**\*\*This is a general summary of your benefits.** Please refer to your Summary of Benefits and Coverage (SBC), or you may request a copy of the policy or plan document by calling Customer Service, for additional details and a description of the plan requirements and benefit design. This plan does not cover all health care expenses. Please carefully review the plan's limitations and exclusions.

Out of network benefits are subject to maximum allowable charge limitations which will limit the amount of charges that will be allowed or considered to be eligible to be paid. This means that generally less than the full amount of the charge will count toward the out of network deductible and less than the full amount of the charge will be covered at the out of network coinsurance limit. Members will be responsible for the differences between the allowed amount and the amount (if any) that the insurance plan will pay.

## **APPENDIX D - AGREEMENT ON JOINT HEALTH INSURANCE COMMITTEE**

**WHEREAS**, the County of Champaign offers a program of group health care coverage to its employees, retirees, and their respective dependents; and

**WHEREAS**, the parties to this Agreement, as set forth below in Paragraph 1, seek to establish a joint process for the operation and structure of the procurement of health insurance for Champaign County and its employees, and to that end, hereby mutually agree to the establishment of a Health Insurance Committee; and

**WHEREAS**, a consensus has been reached among the County Board of Champaign County, the exclusive representatives of the County employees pursuant to the Illinois Public Labor Relations Act, County Employees not so represented by an exclusive representative, and the Administration of the County, that a Health Insurance Committee appears to be the most effective option for dealing with the problem of maintaining quality health care for the County employees and their dependents, while controlling costs.

**NOW, THEREFORE, IT IS AGREED BETWEEN and AMONG THE PARTIES TO THIS AGREEMENT AS FOLLOWS:**

1. The parties to this Agreement are as follows: County of Champaign; American Federation of State, County and Municipal Employees Council 31, Local 900 (AFSCME), and Fraternal Order of Police Labor Council;
2. Each of the parties hereby agrees to the Health Benefit Plan attached hereto and incorporated herein as set forth in Attachment I. Attachment I is the current health insurance plan;
3. The plan as described in Attachment I shall continue in force as the Champaign County Health Benefit Plan for the term of this Agreement, unless modified as provided in Paragraph 4. It is understood and agreed that if any provision of the Health Benefit Plan is or shall be prohibited or limited by law or any modification be required by law., the necessary revisions to the Plan shall be made as required by law.
4. The provisions of the Plan as described in Attachment J may be modified only upon 75% or 14 vote of the total number of members of the Health Insurance Committee, and approved, if necessary (i.e. budget and contract approval), by the County Board of Champaign County, Illinois. As an example, twelve members of a sixteen member committee would be required to vote for a change in order to modify the provisions of the Plan, subject to County Board approval if necessary. Each party shall have the right to discuss all proposed changes with its membership and seek their input prior to any final vote.
5. Each of the parties has full authority of its governing board, its membership, or whatever group or sub-group within its structure who would have the ultimate authority to enter into this Agreement. Each of the parties represents to each of the parties as an inducement to enter into this Agreement that it has such authority and that it intends to and does bind itself and each of its members to the terms of the Agreement. For the term of this Agreement, this Committee shall be the exclusive forum for dealing with non-work related health care issues, including but not limited to: the health plan design and benefit levels; deductibles, co-pays and out-of-pocket costs; premium levels; participant eligibility and general coverage; and claims levels and appeals. During said period each of the parties waives any rights to bargain over the subject of health care or health insurance or to

impose other terms or to strike or arbitrate concerning other terms for health care coverage or benefits except for the cost sharing of health insurance premiums. As provided in paragraph 4 above, however, each party reserves the right to discuss all changes with its membership.

Changes in the cost sharing of health insurance premiums between each labor group and the County of Champaign may be bargained individually by non-represented employees.

The parties agree that should any dispute concerning the interpretation or application of this Agreement arise between any two or more of them which cannot be resolved after good faith efforts, it shall be submitted to binding arbitration pursuant to the terms of the Uniform Arbitration Act (710 ILCS 51 | et seq.). It is understood that this provision for arbitration shall not apply to operation of the Plan itself or to any individual claims or disputes under the Plan.

To select an arbitrator, the parties in dispute, by joint letter, shall request that the Federal Mediation and Conciliation Services (FMCS) submit a panel list of seven (7) arbitrators. The representatives of the parties shall within thirty (30) days of their receipt of this list from FMCS engage in a mutual striking process to select an arbitrator. Each party shall have the right to reject one entire list. The parties shall alternatively strike a name from the list until there is one name remaining, with the order of striking to be determined by coin toss. The arbitrator shall be notified of his/her selection by joint letter, requesting that a hearing be scheduled in Urbana, Illinois, on mutually agreed dates, subject to the reasonable availability of the parties and their representatives.

The parties agree to attempt to arrive at a joint stipulation of the facts and issues as outlined to be submitted to the arbitrator. The parties have the right to request the arbitrator to require the presence of witnesses and/or reasonable documents. Employees of the County called to testify at the arbitration shall be released from duty for such purposes without loss of pay or benefits. The arbitrator shall have no authority to amend, modify, nullify, ignore, add or subtract from the provisions of this Agreement. The arbitrator shall consider and decide the issue(s) presented and fashion an appropriate remedy. The arbitrator's decision shall be rendered and delivered in writing to the parties within thirty (30) days of the close of the hearings or the submission of post hearing briefs, whichever is later. Post hearing briefs shall be filed simultaneously by the parties on the date established by the arbitrator. Fees and expenses of the arbitrator, the cost of the hearing room, and the cost of a court reporter to provide a written transcript for the arbitrator shall be shared equally by the parties. If either party desires a verbatim record of the proceedings, it shall pay for the cost of its copy.

6. The parties to this Agreement, in consideration of their mutual undertakings and obligation, mutually agree for the term of this agreement, that this Agreement represents a collectively bargained agreement between and among all of the parties and that no provision concerning this plan shall be raised as an issue in any other collective bargaining agreement, contract or negotiations between those exclusive representatives and the County of Champaign. It is further understood and agreed that this Agreement does not represent a collectively bargained agreement between the County of Champaign and its non-represented employees, either individually or collectively, nor does it represent any undertaking to bargain with any exclusive representative concerning insurance, health care, or any other benefit or provision with the retirees who are or were members of any bargaining unit;
7. The Health Insurance Committee shall be composed of sixteen (16) regular and four (4) alternative members appointed by the parties as follows:

- a. The County Board shall appoint two (2) regular members of the Committee and one alternate as representatives of the Board;
- b. The AFSCME and FOP unions shall each select four (4) regular members of the Committee and one alternate as representative of each respective union;
- c. The County Administrator, Health Insurance Specialist, HR Generalist and three (3) non-bargaining employees appointed by the County Administrator shall constitute the six (6) regular members of the Committee and one alternate as representatives of administration;

Members of the Committee shall be appointed for a term of 2 years, unless sooner replaced by the appointing authority. Recognizing the need for stability in the Committee, each of the parties and participating groups agree insofar as it is practical to maintain the same representatives on the Committee for the term of this Agreement. Also recognizing the importance of this committee and the function of this committee attendance is mandatory, and absences must not exceed 2 or more in a one year period, except for emergency reasons. If it becomes necessary to permanently replace one of its previously designated representatives, such party or group will notify the co-chairs of the Committee in writing as soon as practical and not less than five (5) days prior to any regular Committee meeting.

- 8. The Committee shall determine its own internal structure. including arrangement for subcommittees and chairing of the Committee and subcommittees. Both Labor and Management shall be represented by co-chairs and within the membership of all subcommittees. Labor and Management Committee co-chairs shall be elected by majority vote of their regular Committee members.
- 9. The Committee shall meet on a bi-monthly basis from January through June, and shall meet on a monthly, semi-monthly or weekly basis. as determined by the Committee, from July through September. A special meeting of the Committee shall be called upon demand of any three of the regular members submitted in writing to the co-chairs. Meetings shall be called with a minimum of 10 working days written notice to the members. A quorum for any meeting of the Committee is established when at least nine (9) regular members of the Committee are present, and of those nine (9) there is at least one regular member from each represented bargaining unit and County administration in attendance.

Regular meetings of the Committee will be open to all signatories of this Agreement and outside agencies participating in the Champaign County Health Insurance Plan.

The Co-Chairs of the Committee shall present to the County Board Finance Committee of the Whole at its September meeting, the recommendation from the Health Insurance Committee for the Insurance Plan or Plans to be adopted for the ensuing fiscal year.

- 10. A designated committee member or the designated alternate (if attending due to the absence of a designated committee member) to the committee who are employees and who are on duty shall be granted time off work to attend Committee and subcommittee meetings and be paid at the appropriate rate when attending said meetings.
- 11. In the event that, after reasonable effort, the Health Insurance Committee is unable to reach agreement or the Insurance Plan is not approved by the County Board and the Committee, the Health Insurance Committee may be dissolved by the County Board or upon eight or more voting Committee members providing written notice of intent to withdraw from participation to the Committee Co-Chairs. Should fewer than eight Committee members request to dissolve the Committee, the Committee shall continue to function. In the event that such dissolution occurs,

any party to this Agreement may demand to bargain over the issue of health insurance. Until the outcome of such negotiations is determined, the Insurance Plan shall remain unchanged as of the date of dissolution.

12. It is agreed and understood that the County of Champaign, being a unit of local government, that this Agreement and all actions, procedures, and processes under this Agreement are subject to all of the statutes and ordinances governing the conduct of units of local government, including but not limited to, requirements for bidding and contracting for the provisions of goods and services and compliance with all legal provisions for equal employment opportunity and affirmative action applicable to the County and any other party.
13. This Agreement shall remain in full force and effect for a period of three (3) years from the date hereof. This Agreement shall remain in effect from year to year after the expiration date unless one or more of the parties serves a thirty (30) day written notice on the others of their wish to modify or terminate this Agreement.

In the event that such notice is served, all parties to this Agreement agree to meet within sixty (60) days to begin good faith negotiations for a successor agreement. If no agreement can be reached within one hundred twenty (120) days after the parties begin good faith negotiations, the parties agree to request the services of a mediator through the Federal Mediation and Conciliation Services (FMCS) in an attempt to reach resolution in the dispute. If no agreement can be reached with the assistance of an FMCS mediator, the parties may then pursue the matter through interest arbitration. Until such resolution procedure is complete and final, this Agreement shall remain in full force and effect, and the Committee shall continue with the full participation from all parties to the Agreement.

In the event the Committee is ever dissolved, any party to this Agreement may demand to bargain over the issue of health insurance. Until the outcome of such negotiations is determined and until any impasse resolution procedure is complete, the Insurance Plan shall remain unchanged as of the date of dissolution.

The remainder of the Agreement shall remain unaffected. Each Party represents and warrants to the other that their respective undersigned representatives are fully authorized to enter into and bind it to the terms of the Agreement.

County Fiscal Year 2022 Organizational Chart

Department: Champaign County Date: 2/1/2022

Funding Source	Position #	First Name	Last Name	Title	Responsibility	Unit/ Division	Supervisor	Union Name
GIA	100	John	Doe	Dir/CMO	B	N/A	N/A	N/A
GIA	100	Michael	Williams	Dir/CMO	B	N/A	N/A	N/A
GIA	200	DeShonna	Matthew	PO	A	Specialized Serv	Julie Roesch	FOP
GIA	1000	Jennifer	Crites	PO	A	Adult Services	Amanda Wells	FOP
GIA	1100	VACANT		PO	A	Adult Services	Amanda Wells	FOP
GIA	1200	Lucas	Roush	PO	A	Specialized Serv	Julie Roesch	FOP
GIA	1300	Jeremy	Jessup	Sr. PO/DO	A	Specialized Serv	Julie Roesch	FOP
GIA	1400	Takia	Devine	PO	A	Specialized Serv	Julie Roesch	FOP
GIA	1500	Lacey	Busboom	PO	A	Specialized Serv	Julie Roesch	FOP
GIA	1700	Heidi	Slough	Sr. PO/DO	J	Juvenile Service	Teresa Zebe	FOP
GIA	1750	Natalie	Hall		PSC		N/A	N/A
GIA	1800	Paul	McKinney	PO	A	Specialized Serv	Julie Roesch	FOP
SS	2100	David	Cardani	PO	A	Adult Services	Amanda Wells	FOP
SS	2200	Teresa	Zebe	Sup	J	Juvenile Service	Michael William	N/A
SS	2300	Shannon	Siders	PO	A	Adult Services	Amanda Wells	FOP
SS	2400	Timothy	Worman	PO	A	Adult Services	Amanda Wells	FOP
GIA	2500	Kimberley	Easton-Morris	PO	A	Adult Services	Amanda Wells	FOP
GIA	2600	Heather	Rumple-Stahl	PO	A	Specialized Serv	Julie Roesch	FOP
SS	2800	Siobhan	Reynolds	PO	J	Juvenile Service	Teresa Zebe	FOP
SS	2900	Nicki	Reelfs	Sr. PO/DO	A	Specialized Serv	Julie Roesch	FOP
SS	3100	Amber	Davis	PO	J	Juvenile Service	Teresa Zebe	FOP
SS	3200	Jeff	Nugent	PO	A	Adult Services	Amanda Wells	FOP
SS	3300	Julie	Roesch	Sup	A	Specialized Serv	Michael William	N/A
SS	3400	Amanda	Wells	Sup	A	Adult Services	Michael William	N/A
SS	3500	Thomas	Foster	PO	J	Juvenile Service	Teresa Zebe	FOP
SS	3600	Jennifer	Jarvis	Sup	B	Administrative	Michael William	N/A
SS	3700	John	Naese	PO	A	Adult Services	Amanda Wells	FOP
SS	3800	VACANT		PO	A	Specialized Serv	Julie Roesch	FOP
GIA	3900	Daryl	Jackson	PO	A	Adult Services	Amanda Wells	FOP
GIA	4800	Cale	Robertson	PO	J	Juvenile Service	Teresa Zebe	FOP

Key

Funding Source Categories	Title Categories	Job Function	Union Name
Grants-in-Aid	Director/CMO	Both Adult & Juvenile	Teamsters
Salary Subsidy	Supervisor	Adult	AFCSCME
Pretrial	Prob. Officer	Juvenile	FOP
Grant Funded	Detention Off	Detention	Etc.
County Funded	Senior Officer	Problem Solving Co	N/A
		Pretrial	PT
		Other	D