

**POLICY 15**  
**LABOR RELATIONS AND NEGOTIATIONS**

**University Policy**

The University recognizes the principle of collective bargaining for Civil Service employees. Employees may make their own personal decisions on labor union membership. There will be no discrimination against any employee because of union membership or because the employee is acting as a representative of employees covered by a collective bargaining agreement.

The University will negotiate the subjects of wages, hours, and terms and conditions of employment with a labor union when such union has been certified as the “exclusive representative” of an appropriate bargaining unit. Labor relations and negotiations shall be governed by applicable provisions of the Illinois Educational Labor Relations Act and the Illinois Public Labor Relations Act and Regulations adopted thereunder.

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**Rule 15.01 - Responsibility for Collective Bargaining**

All negotiations for collective bargaining agreements for Civil Service employees will be under the direction of the University Office of Administration and Human Resources through the Vice President for Business and Finance.

Subject to the advice and consent of the Chancellor, the head of the campus human resources office shall secure all relevant information (including sources of funding) relating to proposed changes to collective bargaining agreements which have been submitted by the campus, units, or labor unions; prepare appropriate analyses of this information; and develop proposed contract changes in final form. Information and proposals shall be submitted to the Associate Vice President for Administration and Human Resources or a designee for approval.

A negotiations committee will be established by the University for each labor contract to be negotiated. Committee members shall be appointed by the head of the campus human resources office from representatives nominated by the units whose employees are affected by the negotiations. Committee membership shall not exceed a reasonable number based upon the size of the bargaining unit.

The Associate Vice President for Administration and Human Resources will appoint a chief negotiator for the negotiation of each collective bargaining agreement. The chief negotiator, in conjunction with the negotiations committee, is authorized to develop a tentative agreement to be submitted for ratification by the University after campus approval.

**Regulation**

**15.011 Recommending Changes in Collective Bargaining Agreements**

Prior to the negotiation or renegotiation of any changes in a collective bargaining agreement, the head of the campus human resources office shall invite interested units to recommend changes in existing collective bargaining agreements and to participate in the formulation of a position for all affected units. After approval of the proposed changes by the campus administration, the recommendations will be forwarded to the Associate Vice President for Administration and Human Resources for approval and formulation of the consolidated University position.

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**Rule 15.02 - Incorporation of Federal and State Laws and University Policy and Rules**

The State Universities Civil Service System Statute and Rules, the University Policy and Rules, and appropriate federal and state laws will be incorporated into all collective bargaining agreements. Any deviation from Policy and Rules shall be expressly stated and set forth as such in the collective bargaining agreement.

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**Rule 15.03 - Approval and Distribution of Collective Bargaining Agreements**

The Board of Trustees must ratify collective bargaining agreements. Prior to submission to the Board of Trustees for ratification, the Director of Labor Relations will recommend tentative agreements for approval and signature, and will submit them for review to the campus Chancellor or a designee, the Associate Vice President for Administration and Human Resources, and the University Counsel. If approved, each tentative collective bargaining agreement, with a summary of changes and recommendations, will be forwarded to the Board of Trustees for ratification. If the Board ratifies the tentative agreement, the Secretary of the Board of Trustees shall sign the agreement to attest the ratification.

Following ratification of each negotiated collective bargaining agreement, the Director of Labor Relations is responsible for publication and distribution of copies to the Chancellor or a designee, the University Counsel, the Associate Vice President for Administration and Human Resources, the Board of Trustees, the relevant labor union, the State Universities Civil Service System, the Illinois Educational Labor Relations Board, the Public Labor Relations Board, and the head of the campus human resources office. The campus human resources office will distribute the agreement to affected unit heads and other appropriate members of the campus. Supervisors of employees covered by the agreement will receive copies of the agreement either from unit heads or from the campus human resources office.

**Regulation**

15.031 Notification of Changes in Collective Bargaining Agreements

The head of the campus human resources office is responsible for informing supervisors about the content of collective bargaining agreements applicable to employees under their supervision and for other action as needed to assure that affected supervisors fully understand the terms of the agreements.

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**Rule 15.04 - Use of University Facilities by Exclusive Representatives**

University employees and non-employee union representatives may not conduct union business that interrupts or interferes with an employee's work assignment, and may not use University facilities, equipment, or supplies in connection with union business unless specifically authorized by the joint agreement of the Vice Chancellor for Administration and Human Resources and the Director of Labor Relations or their designees.

Providing requests are made in advance to proper University officials and space is available, meeting rooms may be used by the union bargaining committee to meet immediately prior to and subsequent to scheduled negotiations to discuss matters relating to negotiations. The University may provide meeting rooms, depending upon availability, for negotiating a collective bargaining agreement.

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**Rule 15.05 - Pay Status for Employees**

The labor union may appoint or elect employees of the University to serve on a union negotiation committee. The University and labor union shall mutually agree to the number, from those elected or appointed, who will be allowed to participate in negotiations. Those who are allowed to participate will receive full pay for time required in negotiation meetings that are conducted during their regular workdays or shifts.

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**Rule 15.06 - Labor/Management Meetings**

At the request of either the University or the union, labor/management meetings may be scheduled through the Director of Labor Relations and/or the head of the campus human resources office for the purpose of considering matters of mutual interest, but not for grievances which are under consideration in the grievance procedure nor for the purpose of continuing contract negotiation or modification of a collective bargaining agreement.

There must be mutual agreement between the University and the union about the arrangements regarding time and place of scheduled meetings. Meeting rooms may be provided by the University or the labor union. Prior to the scheduled meeting, the party requesting the meeting shall provide the Director of Labor Relations and the head of the campus human resources office or their designees with an agenda of the issues to be discussed. A University Administration Labor Relations Specialist and/or a representative of the campus will be present at any scheduled meeting.

Representatives of the union who are employees of the University, and other employees of the University whose attendance is mutually agreed to by the University and the union, shall not suffer loss of time or pay when absent from their assigned work areas during their scheduled hours of work for the purpose of attending the meeting. The head of the campus human resources office or a designee will notify supervisors and arrange for the release of employees attending the meeting. Employees must report back to their supervisors at the end of the meeting if it is not the end of their work shift.

The University is not responsible for any travel expense or other expense incurred by employees of the University for the purpose of complying with the rules and regulations set forth in this Policy Number 15.