

# UPWARD MOBILITY PROGRAM

*A joint venture of the State of Illinois and AFSCME*



## **POLICY GUIDELINES EFFECTIVE JULY 1, 2019**

1021 North Grand Ave. East

Sangamo Building

Springfield, IL 62702

HOTLINE 1-833-452-4836 (TDD 1-800-526-0844)

Springfield Centrex 4-1073 (TDD 217-785-3979)

[www.cms.illinois.gov/ump](http://www.cms.illinois.gov/ump)



## **I. PROGRAM PURPOSE**

The Upward Mobility Program is designed to provide designated groups of State employees with career counseling and, contingent upon available funding, direct-paid educational and training opportunities that will permit employees to work toward advancement in selected career paths.

## **II. ELIGIBILITY**

A. All certified and promotional probationary employees in an AFSCME represented bargaining unit whose contract so provides and all employees in a non-bargaining unit position classification for which a certificate or a credential is issued by the Upward Mobility Program are eligible for participation.

B. Participating employees who are promoted into non-eligible position titles will be withdrawn from the Program. Their names will be removed from any Upward Mobility eligibility lists. They may complete any course work for which they are already enrolled.

C. Employees on layoff status can continue or begin participation in the Upward Mobility Program unless or until they do not respond to or accept a recall notice to the same or equal position classification, pursuant to Article XX, Section 4, of the Master Agreement. Employees who are recalled to an Upward-Mobility-eligible position title shall be allowed to continue participation in the Program.

## **III. PROCEDURES FOR ENTRANCE**

A. There will be at least one (1) registration month per calendar year. The designated months during which employees register for the program is (are) determined by the Upward Mobility Advisory Committee.

B. Each registration period a notice will be mailed to eligible employees who have never enrolled in the program. The notice shall contain directions for employees to obtain information and forms from the CMS website, agency personnel offices, the Upward Mobility Program or an AFSCME Upward Mobility Representative.

C. Completed registration forms must be returned to the Upward Mobility Program office and postmarked by the last day of the registration period. Late registration forms will be kept on file for the next registration period.

## **IV. SELECTION**

A. If a greater number of employees apply to the program than can be accommodated, employees shall be selected on the basis of seniority as defined in Article XVIII, Section 1, of the Master Agreement.

B. Employees who are not selected will be given first consideration for the next registration period.

C. No employee who is on leave of absence, except Educational Leave of Absence or paid Military Leave of absence, may enroll in the Program or in a course, except with the prior approval of the Upward Mobility Advisory Committee.

## **V. TARGET TITLES**

A. Employees selected for enrollment in the Program shall be required to select one (1) of the position classifications (target titles) or language options which are part of the Program. Each employee may have a maximum of one (1) credential and two (2) certificate titles at one time.

The categories of such titles and language options are defined as follows:

### **1. Certificate Titles**

These titles include positions for which employees must pass a written proficiency examination (See Article VII).

### **2. Credential Titles**

These titles include positions for which a specific license and/or degree is required.

### **3. Dual Titles**

These titles include positions for which employees may earn a certificate either by passing a written proficiency examination or by acquiring a specific license and/or degree.

### **4. Language options**

Participants may take course work to qualify for the bilingual or sign language option of their target title. For titles with bilingual or sign language options that are not targeted titles in the Upward Mobility Program, employees may participate in the Program in order to take bilingual or sign language courses which qualify for the relevant option.

Participants who target the bilingual option may enroll in introductory, intermediate, conversation and composition language courses.

Participants who target the manual communication option may enroll in introductory, intermediate, and advanced American Sign Language workshops.

B. Titles may be frozen, added to or deleted from this list by the Upward Mobility Advisory Committee. However, employees who are currently pursuing an affected title will be able to complete their work for their certificate, license and/or degree. Such employees shall be eligible for selection to the target title as provided in the policy guidelines.

C. Only employees who have earned a bachelor's degree may target credential titles requiring a master's or doctorate degree.

D. Only Department of Corrections and/or Department of Juvenile Justice employees who possess two (2) years of experience as a Correctional Officer, Correctional Sergeant, Juvenile Justice Specialist, Correctional Counselor, Corrections Leisure Activity Specialist, Corrections Residence Counselor, or Corrections Treatment Officer during their current period of continuous service may target the title of Correctional Lieutenant or Juvenile Justice Supervisor.

E. Only employees with six years of tax-related experience or who have a bachelor's degree in an unrelated field may take the LIMP proficiency examination for Revenue Tax Specialist Trainee.

F. Only employees with one-year experience working directly with persons with mental or other developmental disabilities may target Habilitation Program Coordinator.

G. Employees who have been grandfathered into a credential job title which is included in the Upward Mobility Program, and who do not hold the appropriate degree and/or license required for that title, may target their current job title.

H. Employees who currently have a degree which does not qualify them for a credential title may use the Upward Mobility Program to take the necessary course work to become qualified for any credential title.

I. Residential Services Supervisor positions formerly classified as Mental Health Supervisor will continue to be filled pursuant to Article XV and Residential Services Supervisor positions formerly classified as Residential Care Supervisor will continue to be filled as in the past with no application of Article XV.

J. A list of all certificate, credential and dual titles is attached as Appendix A.

## **VI. COUNSELING**

A. Employees who are accepted into the program will be assigned a career counselor who will assist in identifying an appropriate title and career path based upon individual skills, aptitudes, and interests. Counselors will assist employees in developing an appropriate education plan,

specifying the necessary course work to be completed, and identifying the sources where the course work may be available. A copy of each Career Development Plan (CDP) shall be filed by the counselor with the Upward Mobility Program.

B. Upon enrollment, employees shall be permitted reasonable time off without loss of pay to attend an Upward Mobility Program counseling session of up to one (1) hour during their normal work hours after making suitable arrangements with their supervisors. Employees shall receive a copy of their Career Development Plan as verification of attendance at the counseling session.

C. Former participants may be offered the opportunity to waive counseling in order to re-enroll in the program. The Advisory Committee will determine when and how this option will be available.

## **VII. PROFICIENCY EXAMINATIONS**

A. Proficiency examinations for each certificate title will be used to determine the employees' knowledge and skill levels as they relate to the target title.

B. For each certificate title, employees can choose one of two options to earn their certificate:

Option 1:

1. Take the exam.
2. Wait one (1) month and retest non-proficient section(s).
3. Take course work for non-proficient section(s).
4. Retest non-proficient section(s).
5. Wait thirty (30) days and retest non-proficient section(s).

Option 2:

1. Take the exam.
2. Take course work for non-proficient section(s).
3. Retest non-proficient section(s).
4. Wait thirty (30) days and retest non-proficient section(s).

C. Employees who pass all sections of the examination will be awarded the certificate and can select another target title if they so desire.

D. The Program will not pay for classes related to the sections of the proficiency exam in which the employee is proficient.

E. Upon completion of course work for any section of a proficiency exam, the employee may retest for that section. Before a grade will be awarded, employees will be required to pass only those sections of the examination which they did not pass originally.

F. Employees who do not display proficiency after the final attempt to pass non-proficient section(s) will have their scores erased. If they wish an additional test attempt on the non-proficient section(s), they must appeal to the Advisory Committee which will determine whether

employees will be allowed to continue to pursue the title.

G. Effective July 1, 2000, employees will have three (3) years from the first test attempt to earn a grade. Otherwise, the scores will be erased, and employees may start over. Effective April 1, 2016, time served on military leave will not count toward this three-year time period.

Employees who cannot enroll in the required course work due to unavailability or denial of time off will be granted an equivalent extension of time and their grades will continue to be valid under this section.

Employees who are not proficient in all sections of the exam after their final attempt, may retarget the title after eighteen (18) months from the date of the final test attempt. The program will pay for required, repeat course work.

H. Employees may take no more than two (2) exams without loss of pay for certificate titles every six-month period: January through June, and July through December.

I. Proficiency exam information guides for the certificate titles are available to employees upon request.

J. Proficiency examinations are not required for credential titles; however, employees will be required to meet selection standards for the position as determined by the Department of Central Management Services.

K. Employees on a waiting list who were not enrolled due to unavailability of funds shall be permitted one (1) opportunity to test without loss of pay for one (1) certificate target title without being enrolled in the Program. Employees successfully completing the exam shall be granted a certificate and be placed on the appropriate eligibility list but will be eligible for no other Program benefits until they are enrolled. Once employees not successfully completing the exam are enrolled, the score received on this first exam date will be considered the first exam score.

## **VIII. CLASS ENROLLMENT**

A. Once a course registration form/schedule has been received the Upward Mobility Program counselor will issue a Participation Verification Agreement (PVA). It is the employees' responsibility to submit the PVA to the school.

B. Contingent upon available funding, employees will be able to attend up to eight (8) classes per fiscal year while taking no more than two classes concurrently, except during the summer term at a semester school where employees may take only one. The following are considered as one (1) course:

- A laboratory class required to be taken simultaneously with another course;
- Two (2) non-concurrent 1- or 2-credit-hour courses;
- Three (3) non-concurrent 1-credit-hour courses.

Nursing and Master of Social Work Courses required to be taken together (such requirement must be verified by the Educational Institution) are not subject to fiscal year limitations contingent upon available funding, with agency approval.

C. Employees are responsible for sending the Upward Mobility Program a copy of the class schedule or class enrollment form upon request of the Program.

D. Employees are responsible for sending the Upward Mobility Program a copy of their grades or course certification. Until this documentation is received, employees will not be eligible for any further program benefits. Any employee who submits altered documentation (i.e.: grade notices, course certifications, course schedules) may be withdrawn from the program for at least one year. Re-admittance to the Program is subject to the appeal process under the Upward Mobility Advisory Committee.

E. Employees in Masters' programs are responsible for sending the Program a copy of their acceptance letter from the approved program. Until this documentation is received, participants will not be eligible for any program benefits for the related target title.

F. It is recommended that employees who have not taken any courses for academic credit within the past five (5) years take only one (1) class during the first term of Upward Mobility participation.

G. Employees who wish to take more courses may appeal to the Upward Mobility Advisory Committee.

## **IX. CLASS PROGRESSION**

A. Employees who drop or fail a class must contact their counselor immediately to complete a revised Career Development Plan explaining the reason the class was dropped or failed. The employee may not participate further in Upward Mobility until the revised CDP is signed and returned to the counselor.

B. Employees who drop and/or fail three (3) classes may be withdrawn from the Program for at least one (1) year from the last day of the last term that they were enrolled in classes. The employee may re-enroll during the next regular registration period following the completion of the withdrawal period.

C. A Participation Verification Agreement will not be issued a second time for a class for which Upward Mobility has previously paid all or any portion of tuition.

D. Employees who do not enroll in a course or take a proficiency exam within three (3) years from the date of last activity may be withdrawn from the Program for a period of one (1) year. They may re-enroll during the next regular registration period after that year.

E. In order for employees to change a target title, they must complete a revised Career Development Plan with their counselor.

F. Employees may pursue an approved course of study for only one (1) target title at a time.

G. Upward Mobility Program participants on an agency-approved Education Leave will continue to be eligible to receive Program benefits.

H. Employees may appeal any issue that arises under this Article to the Upward Mobility Advisory Committee.

## **X. TIME OFF**

A. Employees shall take classes during non-working hours when circumstances permit.

B. When class attendance conflicts with work, employees may use Upward Mobility paid time off, determined by the formula in Section C, to travel to and from and to attend class. If more time for class attendance and travel is necessary than the employee has available through Upward Mobility, employees must contribute their own benefit time, except sick leave, to make up the difference.

C. Employees shall be eligible for Upward Mobility paid time off for half of the total time that the approved class(es) meet(s) per week.

D. The maximum amount of Upward Mobility time employees may be absent from their work location to attend Upward Mobility class(es) may not exceed eight (8) hours per week, (Sunday through Saturday, unless otherwise defined by the agency). Time off for part-time employees will be pro-rated based upon the percent of time in work status as represented by their part-time schedule. (See Sections K, L and M for exceptions.)

E. On days employees attend class, they are allowed to use available benefit time, except sick leave, in lesser amounts than stated in the Master Agreement pursuant to this Article.

F. Employees attending Upward Mobility-approved courses for which they have independent funding are eligible for time-off benefits pursuant to this Article and Article VIII, Section A, so long as the employees continue to meet all other program requirements.

G. Time off must be scheduled with management at least one (1) month prior to the start of the first class, or as soon as the employees are aware of their class schedules. Employees are encouraged to take advantage of early registration. Disapproval of time off requests must be documented by unusual operational needs, class availability or untimely submission (as defined above). Employees may file an appeal with the Upward Mobility Advisory Committee if they disagree with management's decision.

H. Involuntary rearrangement of previously agreed flextime hours by management is prohibited.

I. Requests by employees to alter starting and quitting time, change or eliminate lunch



hours, or utilize breaks in order to attend approved Upward Mobility Program class(es) shall be at the sole discretion of the agency.

J. Employees will not be offered nor be required to work overtime when such overtime would conflict with the employees' ability to travel to or participate in a class under the auspices of Upward Mobility, except in times of extreme emergency. Employees are required to provide their supervisor with a copy of their PVA and a copy of their course registration form/schedule at the beginning of each semester.

Employees who are not available for mandatory overtime due to class attendance will remain at the top of the mandatory overtime list for days not conflicting with Upward Mobility classes until selected.

Furthermore, AFSCME Council 31 agrees not to grieve for an employee and the State of Illinois agrees not to discipline an employee who refuses to work overtime under the circumstances of this section.

K. Some courses, including courses offered by the State of Illinois training centers, are held on a full-day basis and last from one day to several days. Employees enrolled in such courses shall be eligible for one-half of the class time for each course taken.

L. The maximum amount of time employees may be absent from their work location to attend classes defined in Section K may not exceed twenty (20) days per semester. Paid Upward Mobility time and personal benefit time must be applied on a 50/50 basis for each class.

M. When employees work a rotating schedule, their maximum time away from work may exceed eight (8) hours in any particular week, so long as the average time away for the month does not exceed eight (8) hours per week.

N. Employees who are required to take qualifying examinations or state board examinations for licensure to qualify for their target title will be granted time off to travel to and from and to take the required examination(s) for the amount of time which conflicts with their normal work schedule. Employees taking review classes for examinations must use their own accumulated benefit time in accordance with Section B.

O. When unusual operational needs limit the number of employees who may take time off for a course, the most senior employee(s) shall receive the time off, unless a less senior employee will have fulfilled all of the required course work by such attendance and the more senior employee(s) will not.

P. Time off policy for counseling sessions is found in Article VI, Section B.

Q. Time off policy for Upward Mobility proficiency exams is found in Article VII, Sec. H.

## **XI. FINANCIAL RESPONSIBILITY**

A. Participants are encouraged to attend a public institution. The Upward Mobility Program will pay 100% of each employee's tuition and approved fees at all state colleges, universities, community colleges, state agencies and contractual training centers, contingent upon available funding. Employees will be able to attend pre-approved institutions. Employees wishing to attend non-approved institutions must first request approval from CMS and if denied, may submit an appeal request to the Upward Mobility Appeals Committee. Once approval is granted, it shall be in force for the duration of the employee's education plan. The amount to be paid to any accredited private or out-of-state institution will be determined by the Upward Mobility Advisory Committee based on the highest rate charged by a similar public institution. Employees may receive full tuition at an approved private and/or out-of-state institution for no more than one (1) class per term, not to exceed four (4) classes per fiscal year in lieu of the regular program rate. Proof of enrollment must be provided by the employees, and the classes must be in accordance with the employees' individual Career Development Plans on file.

Participants must indicate whether they are or are not receiving tuition aid from other sources, such as, but not limited to: GI Bill, federal grants or scholarships. A participant is not rendered ineligible for Program benefits; however, Upward Mobility payment will be made only toward the balance between the outside aid awarded and the remaining tuition due.

B. The Upward Mobility Program will pay for any required college proficiency tests and for any remedial classes which are subsequently required by the college, contingent upon available funding.

C. Employees are responsible for costs such as text books and non-mandatory fees, etc.; however, employees may appeal to the Upward Mobility Advisory Committee for additional financial assistance if payment of such costs would impose a serious financial hardship on the employee. Approval of such appeals is contingent upon available funding.

D. The Upward Mobility Program will not pay any college fees for health insurance, health care, etc.

E. Approved time off for attending Upward Mobility Program counseling sessions, classes (as defined in Article X), core modules, or for traveling or taking course-related examinations on work time shall be with pay. Any such time outside normal work hours shall be without pay.

F. 1) All employees who target a credential title and certain employees who target a dual title after July 1, 1994, and who receive tuition toward a credential title or toward a degree for a dual title must fulfill a work commitment of two (2) years in state service from completion of the most recent course taken as part of a degree program. Any such employee who voluntarily leaves state service without fulfilling this commitment shall, upon state separation, reimburse the amount received for tuition and fees on a prorated basis relative to the extent the work commitment is fulfilled. Notwithstanding the above, employees who target a certificate title which has a degree option but do not pursue a degree at the Program's expense and take coursework for a proficiency examination per Article VII shall not be required to fulfill a work commitment.

2) For employees who targeted a credential title prior to July 1, 1994, and are currently working toward that title, the Upward Mobility Program may, upon appeal within each fiscal year and contingent upon available funding, pay tuition and approved fees for a full course load, 12 or more credit hours, if the employees agree in writing to work two (2) years for the State of Illinois following the completion of their degrees or the most recent course taken as part of their degree programs.

Any such employees who voluntarily leave state employment prior to fulfilling this commitment, will be responsible at the time of state separation for repaying the program any amounts paid above normal program benefits (defined as twelve [12] or more credit hours during a term). Repayment of such amounts above the normal program benefits shall be prorated on a monthly basis according to the state service time concluded after completion of their degrees or the most recent course taken as part of their degree programs.

G. An annual interest rate of 7% will be charged to the amount owed to the State of Illinois beginning 30 days after notification of repayment. The State of Illinois can withhold funds, including, but not limited to, retirement distribution and tax refunds, if payment is not made and will refer accounts past ninety (90) days overdue to a private collection agency.

The Upward Mobility Advisory Committee will determine on an individual basis if payback is required for employees who separate for such reasons as health, layoff, discharge and "resignation no reinstatement rights. Employee's who separate for these reasons and wish to dispute payback, should submit a written request to the Program.

H. The Upward Mobility Program will pay for required qualifying and licensure examinations, and for any review classes which prepare a participant to take such examinations, contingent upon available funding.

## **XII. PROMOTIONAL GRADE**

### **A. Certificate and Dual Titles**

Once employees have successfully completed course work and passed the proficiency examination or earned a qualifying degree and/or license for a dual title, they will be placed on an UMP eligible list.

Employees will receive an UMP grade of A.

Employees eligible for Upward Mobility, per Article II, whether or not currently enrolled in Upward Mobility, who already possesses the necessary degree for a dual title shall submit an official transcript designating the degree conferred and an Upward Mobility Program promotional application to Upward Mobility to receive a grade.

### **B. Credential Title**

Once employees have completed the education plan and obtained the specific degree and/or license, they must submit an official transcript designating the degree conferred

and an Upward Mobility Program promotional application to Upward Mobility to receive a grade.

Employees eligible for Upward Mobility, per Article II, whether or not currently enrolled in Upward Mobility, who already possess the necessary degree and/or license for a position classification shall, by filing the necessary paperwork, be granted a credential for the appropriate credential title.

Employees who meet the educational requirements but lack the necessary one year of experience to earn a grade for certain credential titles may receive a "C" grade and be placed on the appropriate eligibility list. (See Article XIII, Section D.)

C. For certificate, credential and dual titles, employees, whether or not currently enrolled in Upward Mobility, will receive formal notification of the promotional grade. This grade will be valid for six (6) years. After six years, certificate holders must retest, and credential holders must submit a new promotional application in order to extend their promotional grade for six (6) more years. Dual title certificate holders who qualified by taking an exam follow the certificate procedure and those who qualified by earning a degree and/or license follow the credential procedure. If the grade was for a title which is currently frozen, employees may re-target the title without appeal, unless the Advisory Committee specifies otherwise. (See Article VII for testing policies.)

D. Employees promoted to an Upward Mobility target title will be informed in writing of their removal from the eligibility list(s) for titles with a lesser permissible maximum salary. Employees must notify Upward Mobility in writing within fourteen (14) calendar days if they want to be reinstated to the eligibility list(s).

E. Participants promoted to their target title who subsequently return to their previous title, voluntarily or involuntarily, must send a written request to the Upward Mobility Program Executive Director in order to be placed back on the Upward Mobility eligibility list. An employee who becomes certified in a position classification for which they have earned a certificate or credential through the Upward Mobility Program, is no longer eligible to qualify for an UMP promotional grade for that position classification. Employees who cannot qualify for an UMP promotional grade based on this section may appeal to the Advisory Committee. Employees who after 3 attempts do not successfully complete any required training program or probationary period shall be referred to the Upward Mobility Advisory Committee to determine if he/she will be placed back on the eligible list for such title.

F. Employees will be placed on eligibility lists for their targeted title in designated counties as follows:

1. Employees shall be allowed to select in writing up to three counties of preference for each job title in which they earn a certificate or credential.
2. An employee who has earned a certificate and/or credential will automatically be placed on the Upward Mobility Program eligibility list for that job title at the time he or she indicates the initial county preferences pursuant to F1 of this Section.

3. Employees may change county preferences during the life of this Agreement by contacting the Department of Central Management Services, Division of Examining and Counseling in writing to indicate which county(s) they desire to have added or deleted.

4. An employee may, on his or her own initiative, contact an agency to indicate, in writing, a preference beyond the three counties. This written request must be made for a specific position during the posting period and the individual will be treated as though they were on the eligibility list for that position.

### **XIII. FILLING OF VACANCIES**

A. For the purpose of filling a vacancy, employees must be "qualified and eligible." To be considered qualified, employees must have received a grade utilizing the Upward Mobility Program promotional application form. To be considered eligible, employees must have submitted their Upward Mobility Program promotional application form to the Department of Central Management Services by the close of the posting period and/or have received a grade within five (5) working days after the close of the posting period for the position.

B. Employees with an Upward Mobility grade must bid on vacancies posted for their work location or for other work locations in their current work county. For positions in other work counties or other agencies, the employer will contact the eligible employee(s) without the need for the employee(s) to bid.

C. In addition to the job openings required to be maintained on a central list pursuant to Article XV, Section 7, of the current AFSCME contract, the employer will maintain on that same central list all job openings in all job classifications which are covered by the Master Agreement, as listed in Appendix A

D. Positions will be filled in accordance with Article XV, Section 4, of the current AFSCME contract.

E. Employees with an UMP promotional grade shall have their names placed on the UMP eligibility list, maintained by the Department of Central Management Services (CMS). CMS will make the list available to all agencies under their jurisdiction.

F. In those instances where non-AFSCME covered employees having certificates are on the promotional lists, their continuous service dates will be considered in lieu of a seniority date; however, no such employee shall be selected for a position in an AFSCME bargaining unit if there is an eligible bargaining unit employee with a certificate or who is otherwise qualified who desires the position.

G. For targeted positions outside an AFSCME bargaining unit, bargaining unit and non-bargaining unit employees shall be considered equally, after any non-AFSCME bargaining unit employees who have rights to the position through a non-AFSCME contract.

H. The order of selection for certificate and dual titles is as follows:

1. Job assignment, shift preference.
2. Recall, re-employment, transfer on lay-off.
3. Intra- and Inter-Agency Transfer on Recall. An employee on a recall list shall have the right to transfer to a permanent vacancy in any bargaining unit in the same position classification or to other position classification for which he/she is qualified in the employing agency and other agencies. The employee is responsible for applying for and/or identifying available vacancies by the close of the posting period for the position(s). Any successful bidder shall be removed from the recall list unless the position results in a loss of pay. It is understood by the parties that promotion is not an option under this provision.
4. Agency bidders with an UMP promotional grade and other qualified and eligible bidders (pursuant to Article XIX of the Master Agreement) with an A grade in the next lower position classification within the position classification series from the bargaining unit in which the vacancy occurs, within the work location or facility, by seniority.
5. UMP certificate holders only, in the following order:
  - a. Agency bidders within the same county, by seniority.
  - b. Agency employees on the UMP or promotional eligibility list for that county, by seniority.
  - c. Employees from other agencies on the UMP eligibility list for that county, by seniority.
6. Other promotions and voluntary reductions.
7. Transfers between agency or work site.
8. Other means available.

I. The order of selection for credential titles is as follows:

1. Job assignment, shift preference.
2. Recall, re-employment, transfer on lay-off.
3. Intra- and Inter-Agency Transfer on Recall. An employee on a recall list shall have the right to transfer to a permanent vacancy in any bargaining unit in the same position classification or to other position classification for which he/she is qualified in the employing agency and other agencies. The employee is responsible for applying for and/or identifying available vacancies by the close of the posting period for the position(s). Any successful bidder shall be removed from the recall list unless the position results in a loss of pay. It is understood by the parties that promotion is not an option under this provision.
4. All qualified and eligible bidders in the same bargaining unit, including Upward Mobility credential holders, by seniority; and voluntary reductions.
  - a. Agency bidders within the work location or facility with an A grade, then those with a B grade, then those with a C grade.
  - b. Agency bidders within the same county, in grade order.
  - c. Agency employees on the UMP eligibility list for that county in grade order.
5. Transfers between agency or work site.
6. Employees with an UMP credential from other bargaining units in the same

agency, in order listed in I. 3a, b, and c (above), by seniority;  
then employees on the UMP eligible list from other agencies.

7. Other means available.

J. If more than one employee is eligible for selection under this article, seniority shall prevail, unless a less senior employee has demonstrably superior skill and ability to perform the work required in the position classification. Non-merit factors unrelated to work shall not be considered. Seniority for target titles in AFSCME bargaining units shall be determined by the definition of seniority for the bargaining unit of the targeted title.

K. Employees with an Upward Mobility grade of "C" are eligible for promotion after those with an Upward Mobility or competitive promotional "A" or "B" grade. Such employees who receive a promotion will serve an extended probationary period of up to eight (8) months beyond the normal four-month probationary period. During the normal four-month probationary period, employees will have contractual rights to return to their previous position classification. Employees who do not complete the extended probationary period shall be allowed to return to their former position classification unless a vacant position is not available. In the latter case, employees are subject to the layoff and recall provisions of Article XX of the Master Agreement.

L. Employees promoted to Disability Claims Adjudicator I will serve an extended probationary period of fourteen (14) months beyond the normal four-month probationary period. During the normal four-month probationary period, employees will have the right to return to their previous position classification. Employees who do not complete the extended probationary period shall be allowed to return to their former position classification unless a vacant position is not available. In the latter case, employees are subject to the layoff and recall provisions of Article XX of the Master Agreement.

M. Employees promoted to Child Welfare Associate Specialist, Child Welfare Specialist or Child Protective Associate Specialist will serve an extended probationary period of two (2) months beyond the normal four (4) month probationary period. During the normal four (4) month probationary period, employees will have the right to return to their previous position classification. Employees who do not complete the extended probationary period shall be allowed to return to their former position classification, seniority permitting.

N. Employees promoted to Human Services Caseworker will serve an extended probationary period of eight (8) months beyond the normal four-month probationary period. During the normal four-month probationary period, employees will have the right to return to their previous position classification. Employees who do not complete the extended probationary period shall be allowed to return to their former position classification unless a vacant position is not available. In the latter case, employees are subject to the layoff and recall provisions of Article XX of the Master Agreement.

O. Employees may take a Leave of Absence from their previous position to accept an appointment to an Upward Mobility Trainee or Intern title. Such employees who wish to return to their previous position classification may do so unless a vacant position is not available, in which case employees are subject to the layoff and recall provisions of Article XX of the Master

Agreement.

P. Agencies may contact multiple Upward Mobility candidates by seniority simultaneously when sending out interview letters. Employees' failure to respond to such letter shall not constitute a waiver of the position. Employees may submit permanent waivers to agencies, work locations and/or work shifts for which they do not want to be considered for employment.



**XIV. RULE CHANGES AND DISPUTE RESOLUTIONS**

A. These rules and regulations may be amended by the Upward Mobility Advisory Committee.

B. Any question and/or dispute regarding the administration or regulation of this Program which the Upward Mobility Advisory Committee is unable to resolve may by mutual agreement of both parties represented on the Committee be submitted for resolution to the Upward Mobility Review Board, which shall consist of a total of seven members, including three (3) AFSCME representatives from the Upward Mobility Advisory Committee, three (3) Department of Central Management Services representatives from the Upward Mobility Advisory Committee, and one (1) member-at-large selected mutually by the parties.

C. In order for the appeal procedure to function efficiently and effectively, the parties shall endeavor to resolve all appeals within a reasonable period of time.

\_\_\_\_\_  
For State of Illinois

\_\_\_\_\_  
For AFSCME

## **APPENDIX A**

### **CERTIFICATE TITLES**

Account Clerk II	Information Services Specialist I – A, C, S, M
Account Technician I	Office Administrative Specialist
Accountant	Office Administrator I
Cook I	Office Administrator II
Cook II	Office Specialist
Correctional Lieutenant	Rehabilitation Case Coordinator I
Corrections Food Service Supervisor I	Residential Services Supervisor *
Data Processing Administrative Specialist	Security Officer
Data Processing Specialist	Site Technician I
Data Processing Supervisor I	Site Technician II
Data Processing Technician	Switchboard Operator
Dietary Manager I	Telecommunicator Trainee
Employment Security Program Rep	Unemployment Insurance Revenue Specialist
Executive Secretary I	
Executive Secretary II	

\* see Article V (I) for limitation on titles

### **CREDENTIAL TITLES**

Accounting & Fiscal Administration Career Trainee (AFACT)	Financial Institutions Examiner Trainee
Activity Therapist	Habilitation Program Coordinator
Bank Examiner I	Information Services Intern
Behavioral Analyst I	Internal Auditor Trainee
Chemist I	Juvenile Justice Specialist Intern
Child Protective Associate Trainee	Juvenile Justice Supervisor
Child Welfare Associate Specialist	Juvenile Justice Youth & Family Specialist (Opt. 1)
Child Welfare Specialist	Liability Claims Adjuster Trainee
Corrections Assessment Specialist	Life Sciences Career Trainee
Corrections Identification Technician	Pharmacist Technician
Corrections Leisure Activity Specialist I	Psychologist I
Corrections Medical Technician	Psychologist II
Corrections Nurse I	Rehabilitation Counselor Trainee – V, H, F
Daycare Licensing Rep I	Registered Nurse I
Daycare Licensing Rep II	Revenue Auditor Trainee
Dietitian	Social Worker I
Disability Claims Adjudicator I	Social Worker II
Environmental Protection Engineer 1	Veterans Nursing Assistant - Certified
Financial Institutions Examiner I	

### **DUAL TITLES**

Correctional Counselor I	Laboratory Associate I
Corrections Parole Agent	Revenue Tax Specialist Trainee
Human Services Caseworker	

**NOTE:** Titles may have been added, deleted, or frozen by the UMP Advisory Committee.