ILLINOIS STATE POLICE DIRECTIVE
PER-043, OFFICE OF LABOR RELATIONS AND SPECIAL PROJECTS

REVISED: 02-28-2022 2022-088
22.3.1, 22.3.2, 22.4.2

I. POLICY

The Illinois State Police (ISP) will:

I.A. Strive to develop and maintain harmonious employee relations in the interest of efficient and productive departmental operations.

I.B. Maintain an Office of Labor Relations and Special Projects (OLR) at the Director's staff level.

I.C. Participate in "good faith" bargaining with representatives from duly recognized bargaining units.

I.D. Comply with the provisions of the "Illinois Public Labor Relations Act", 5 ILCS 315/1, et seq.

I.E. Comply with and administer the terms of collective bargaining agreements between the State of Illinois and all recognized bargaining units representing ISP employees.

II. DEFINITIONS

II.A. Agreement - any negotiated collective bargaining contract.

II.B. Collective bargaining representative - for purposes of this directive, collective bargaining representative is defined as any elected officer, district trustee, steward, officer of the union, business agent, or union employee for code employee unions of any recognized bargaining unit.

II.C. Recognized bargaining units include:

II.C.1. American Federation of State, County, and Municipal Employees (AFSCME) – RC-014, 28, 42, 62, and 63

II.C.2. Illinois Federation of Public Employees Local 4408 (IFPE) – RC-029

II.C.3. Illinois State Employees Association Local 2002 (ISEA) – VR-704

II.C.4. International Brotherhood of Electrical Workers (IBEW)

II.C.5. International Union of Operating Engineers (IUEO) – VR-007

II.C.6. Teamsters (Fox Valley) – RC-020

II.C.7. Fraternal Order of Police (FOP) Trooper’s Lodge #41 – (Troopers, Special Agents, and Sergeants) – RC-164

II.C.8. Teamsters Local #700 – (Master Sergeants) – SRC-120


III. RESPONSIBILITIES

III.A. The OLR will:

III.A.1. Report to the Director

III.A.2. Administer code and sworn grievance procedures
III.A.3. Respond to Step III grievances on behalf of the Director

III.A.4. Represent the Department at contract or non-contract grievance meetings beyond the Step III level

III.A.5. Obtain written, signed copies of all negotiated, ratified labor agreements impacting the ISP

III.A.6. Ensure dissemination of information relative to new labor agreements, including modifications to existing agreements, to command/supervisory personnel of bargaining unit employees

III.A.7. Prepare cases for arbitration in conjunction with legal counsel

III.A.8. Provide advice to command/supervisory personnel to ensure uniform administration of collective bargaining agreements

III.A.9. Serve as liaison between the Department, collective bargaining representatives, the Illinois Department of Central Management Services, and other state and federal entities

III.A.10. Serve as the Department's principal representative in all matters related to the collective bargaining process

III.A.11. Develop and recommend changes in departmental directives and represent the Department at meetings to ensure compliance with all agreements

III.A.12. Conduct training and provide input into the development, implementation, and coordination of training programs for command/supervisory personnel in the area of labor and employee relations

III.A.13. Coordinate the AFSCME Upward Mobility Program

III.A.14. Represent the Department before the:

III.A.14.a. State Labor Relations Board
III.A.14.b. Civil Service Commission
III.A.14.c. Asian-American Law Enforcement Association
III.A.14.d. Command Officers Association
III.A.14.e. Hispanic Illinois State Law Enforcement Association
III.A.14.f. Illinois Association of Black Law Enforcement Officers
III.A.14.g. Other fraternal or employee associations

III.A.15. On behalf of the Director, authorize the use of department time, personnel, and resources for fraternal organizations to meet and engage in activities deemed to be in the best interests of the Department

III.A.16. Administer the Department's secondary employment policy and approve or deny all secondary employment requests on behalf of the Director

III.A.17. Gather and maintain resource information on related labor relations issues and/or rulings (e.g., court cases, arbitration decisions, etc.)

III.A.18. Monitor proposed legislation affecting labor relations and recommend formal positions in the best interests of the Department

III.A.19. Provide written opinions to management regarding the handling of labor issues and grievance matters

III.B. Command/supervisory personnel will coordinate all labor relations issues with the OLR.
IV. PROCEDURES

IV.A. Command/supervisory personnel will:

IV.A.1. As soon as practical, contact the OLR to discuss grievances and, when applicable, obtain a grievance number. Prior to responding to or providing any information to the union regarding a grievance that has already been initiated, consult with the OLR. (See ISP Directive PER-031, “Grievance Procedures,” for further information.)

IV.A.2. As soon as practical, notify the OLR, by telephone, of any employee work action affecting the Department and follow the notification with a detailed written report.

IV.A.3. Notify the OLR, in writing, of any meetings, discussions, problems, solutions, etc., occurring as a result of formal contact with collective bargaining representatives.

IV.A.4. Consult with the OLR regarding the code employee disciplinary process.

IV.B. The OLR is the clearing-house for all collective bargaining issues.

Indicates new or revised items.

-End of Directive-