

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

RESCINDS: PER-043, 2014-036, revised 05-09-2014.	REVISED: 12-20-2018 2018-050
RELATED DOCUMENTS:	RELATED CALEA STANDARDS: 24.1.1, 24.1.2, 25.1.2

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 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 (IUOE) – 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
 - II.C.9. Fraternal Order of Police (FOP) Trooper's Lodge #41 – (Lieutenants and Captains) – SRC-018

III. RESPONSIBILITIES

- III.A. The Office of Labor Relations and Special Projects 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 Office of Labor Relations and Special Projects.

IV. PROCEDURES

IV.A. Command/supervisory personnel will:

IV.A.1. As soon as practical, contact the Office of Labor Relations and Special Projects 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 Office of Labor Relations and Special Projects. (See ISP Directive PER-031, "Grievance Procedures," for further information.)

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

IV.A.3. Notify the Office of Labor Relations and Special Projects, 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 Office of Labor Relations and Special Projects is the clearing-house for all collective bargaining issues.

| Indicates new or revised items.

-End of Directive-