

Section 14.7 Credit Union:

After approval by the County Board, the County shall deduct from the wages of the employees who so authorize, and remit payments to the Local 73 Credit Union or the County's Pay Saver Credit Union.

Section 14.8 Personnel Files:

Upon written request to the Department Personnel Office, an employee may inspect his/her personnel file at any time mutually acceptable to the employee and Employer. Copies of materials in employee's personnel file shall be provided to the employee upon request. An employee may file a written rejoinder, to be placed in his/her personnel file, concerning any matter in the file.

The Union, upon request, shall be provided access to documentation relied upon by the Employer in matters invoking discipline, promotion, transfer or layoff, including documentation retained in departmental files.

The Employer shall maintain records in accordance with the Personnel Record Review Act, 820 ILCS 40/1 et seq..

Section 14.9 Discipline:

- A. The Employer shall not demote, suspend, discharge or take any disciplinary action against an employee without just cause. Employees who are to be or may be disciplined are entitled to Union Representation exclusively in any disciplinary proceedings. The Union and the Employer agree that discipline should be timely, progressive and accompanied by counseling where appropriate and it shall normally be done in a manner that will not embarrass the employee before other employees or the public. It is understood that all discipline below suspension shall be discarded after one (1) calendar year if there has not been a like discipline problem.
- B. The Employer agrees with the principles of fairness and consistency in imposing discipline. Generally, disciplinary action will include the following steps:

- Oral reprimand
- Written reprimand
- Suspension
- Discharge

In determining what disciplinary action is appropriate, the Employer will consider the nature and the gravity of the misconduct, the employee's disciplinary record, and any mitigating circumstances.

Section 14.10 Conduct of Disciplinary Investigation

Whenever an employee covered by this Agreement is the subject of a disciplinary investigation by the Office of Professional Review ("OPR") or similar type agency, the interrogation will be conducted in the following manner: