UPWARD MOBILITY PROGRAM

A Joint Venture of the State of Illinois and AFSCME

POLICY GUIDELINES EFFECTIVE JULY 1, 2026

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Upward Mobility Program

Council 31 AFSCME
American Federation of State, County and Municipal Employees

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B. Participating employees who are promoted into non-eligible position titles will be withdrawn from the Program. They may complete any coursework 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 Program 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 Program Advisory Committee.

B. Registration is available through the Online Registration System accessed through the Upward Mobility Program website.

C. Employees who possess a bachelor's or master's degree can submit, prior to registration, a Credential Title Application for any dual or credential Upward Mobility Program grade target title. Copies of official transcripts must accompany the application.

IV. SELECTION

A. If a greater number of eligible 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, paid

Maternity/Paternity Leave, or Military Leave with Pay and Benefits 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 that are part of the Program. Each employee may target 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 Proficiency Examinations).

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 coursework 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 Program 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 evaluation in the target title as provided in the policy guidelines.

An evaluation may include, but not limited to, testing, education review, experience review, licensure certification, or qualified training programs.

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 four (4) years of tax related experience may take the **Upward Mobility Program** 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 coursework 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 Master Agreement 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 Master Agreement.

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 an Upward Mobility Program 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 Career Development Plan (CDP), specifying the necessary coursework and/or proficiency exam(s) to be completed, and identifying the sources where the coursework may be available. A signed copy of each Career Development Plan (CDP) shall be filed by the counselor with the Upward Mobility Program. The signed initial CDP activates participation in 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.

VII. PROFICIENCY EXAMINATIONS

A. Proficiency examinations for each certificate title will be used to determine an employee's 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:
Four Test Attempts

1. Take first exam attempt.
2. Wait thirty (30) days, contact counselor for second test form (Proficiency Examination Registration, PER) and retest non-proficient section(s).
3. Take coursework for non-proficient section(s) per education plan. *
4. Send course grades to counselor for third test form (PER) and retest non-proficient section(s).
5. Wait thirty (30) days, contact counselor for fourth and final test form (PER) and retest non-proficient section(s). **

Option 2:
Three Test Attempts

1. Take the first exam attempt.
2. Take coursework for non-proficient section(s) per education plan.
3. Send course grades to counselor for second test form (PER) and retest non-proficient section(s).
4. Wait thirty (30) days, contact counselor for third and final test form (PER) and retest non-proficient section(s).

*Under Option 1:

Employees targeting the Correctional Lieutenant and Human Services Caseworker titles can retest a third time after completion of study guides without taking coursework.

For all other titles, employees who fall below the proficiency pass point by a single point in a section on either the first or second test attempt will be allowed another attempt on that specific section without completing coursework or filing an appeal with the Upward Mobility Program Appeals Committee.

**Under Option 1, employees targeting the Correctional Lieutenant and Human Services Caseworker titles can request after the thirty (30) day waiting period a fifth and final retest attempt without filing an appeal with the Upward Mobility Program Appeals Committee.

C. Employees who pass all sections of the examination will be awarded the Upward Mobility Program grade and can select another target title if they so desire. Employees must attach and include any Upward Mobility Program grades on their State of Illinois Employee profiles and applications when bidding on positions to be considered qualified and eligible (see Article XIII Filling of Vacancies, Section A).

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 coursework 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 previously.

F. 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 coursework due to unavailability or denial of time-off will be granted an equivalent extension of time and their proficient sections will continue to be valid under this section.

Employees who are not proficient in all sections of the exam after their final attempt, will have their scores erased and may retarget the title after six (6) months from the date of the final test attempt. The program will pay for required, repeat course work.

G. 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. Employees who work shifts other than day shift, who request in advance and receive prior approval, will be allowed up to two (2) hours of paid time-off two (2) times every six (6) months to take Upward Mobility exams, unless such time would substantially interfere with the operating needs of the agency. Current time-off practice for day shift employees shall remain.

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

I. 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.

J. 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 an Upward Mobility Program grade and be eligible to promote 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. Employees are responsible for sending the Upward Mobility Program an acceptable course registration form or course schedule to receive Upward Mobility Program tuition and fees and/or time-off benefits. Once an acceptable course registration form/schedule is received, the Upward Mobility Program will issue a Participation Verification Agreement (PVA).

B. All PVA requests must be received by the Upward Mobility Program no later than 10 business days following the last day of the add/drop period for the institution and term the participant is requesting tuition and fees and/or time-off benefits. Course schedules/PVA requests received after the 10-day grace period will not be eligible for UMP tuition and fees or time-off benefits and will be the full responsibility of the participant.

C. Employees are responsible for submitting all PVAs to the college/university.

D. Contingent upon available funding, employees will be able to attend up to 24 credit hours per fiscal year. Employees may be enrolled in no more than two classes concurrently, excluding summer

term. Employees may enroll in one course during summer semester. The following are considered as one (1) course:

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

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

E. 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 Program Appeals Committee.

F. Employees enrolling in Master's programs are responsible for sending the Program a copy of their acceptance letter from the approved program at least 30 days prior to the start date of the courses they are seeking tuition and fees and/or time-off benefits through Upward Mobility. Employees who submit acceptance letters less than 30 days prior to the start of requested courses will not be eligible for any program benefits for the related target title until the next term after the documentation is received and approved.

G. 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.

H. Employees who wish to take more courses may appeal to the Upward Mobility Program Appeals 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 through the Online Registration System accessed on the Upward Mobility Program website following the completion of the withdrawal period.

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

D. Employees who do not enroll in a course, take a proficiency exam, or revise their Career Development Plan to change target titles within three (3) years from the date of last activity will be withdrawn from the Program for a period of six (6) months. They may re-enroll after the

withdrawal period has been completed. Effective April 1, 2016, time served on military leave will not count toward this three-year period.

E. 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, paid Maternity/Paternity Leave, or Military Leave with Pay and Benefits will continue to be eligible to receive Program benefits.

H. Employees may appeal any issue that arises under this Article to the Upward Mobility Program Appeals 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 Program paid time-off, determined by the formula in Section C of the counselor provided Time Off Calculation Form for Class(es), 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.

   Employees shall be eligible for Upward Mobility Program paid time-off for half of the total time that the approved class(es) meet(s) per week. Section B of the Time Off Calculation Form for Class(es).

   The maximum amount of Upward Mobility Program time employees may be absent from their work location to attend Upward Mobility Program approved 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 I, J, and K for exceptions.)

C. 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.

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

E. Time-off must be scheduled with management at least one (1) month prior to the start of the first class, or as soon as 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 Program Appeals Committee if they disagree with management's decision.

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

G. Requests by employees to alter starting and quitting time, change or eliminate lunch hours, or utilize breaks to attend approved Upward Mobility Program class(es) shall be at the sole discretion of the agency.

H. 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.

I. 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.

J. The maximum amount of time employees may be absent from their work location to attend classes defined in Section I 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.

K. 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.

L. 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.

M. 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 coursework by such attendance and the more senior employee(s) will not.

N. Time-off policy for counseling sessions is found in Article VI Counseling, Section B.

O. Time-off policy for Upward Mobility Program proficiency exams is found in Article VII Proficiency Examinations, Section 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 Program 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, including, 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. 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.

D. Employees are responsible for costs such as textbooks and non-mandatory fees, etc.; however, employees may appeal to the Upward Mobility Program Appeals 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.

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

F. Approved time-off for attending Upward Mobility Program counseling sessions, classes (as defined in Article X Time Off), 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.

G. 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 Proficiency Examinations shall not be required to fulfill a work commitment.

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, twelve (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.

H. An annual interest rate of 7% will be charged to the amount owed to the State of Illinois beginning thirty (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 Program 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. Employees who separate for these reasons and wish to dispute payback, should submit a written request to the Program.

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 receive an Upward Mobility Program grade for that title and option. Employees must attach and include any Upward Mobility Program grades on their State of Illinois Employee profiles and applications when bidding on positions to be considered qualified and eligible (see Article XIII Filling of Vacancies, Section A).

Employees will receive an **Upward Mobility Program** grade of A.

Employees eligible for the Upward Mobility Program, per Article II Eligibility, whether or not currently enrolled in Upward Mobility Program, who already possesses the necessary degree for a dual title shall submit an official transcript designating the degree conferred and a Credential Title Application (UMP100B) to the Upward Mobility Program to receive an Upward Mobility Program grade. This application can be found on the Upward Mobility Program website.

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 a Credential Title Application (UMP100B) to the Upward Mobility Program to receive a grade.

Employees eligible for the Upward Mobility Program, per Article II Proficiency Exams, whether

or not currently enrolled in the Upward Mobility Program, who already possess the necessary degree and/or license for a position classification shall, by filing the necessary paperwork, be granted an Upward Mobility Program grade for the appropriate credential title.

C. For certificate, credential and dual titles, employees, whether or not currently enrolled in the Upward Mobility Program, will receive formal notification of the Upward Mobility Program grade. Effective July 1, 2023, this grade will remain in effect unless there is a change in the Class Specification for that title and option. Certificate holders must retest, and credential holders must submit a new Credential Title Application (UMP100B) in order to qualify under the new Class Specification. 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 Proficiency Examinations for testing policies.)

D. An employee who becomes certified in a position classification for which they have earned an Upward Mobility Program grade, is no longer eligible to qualify for an Upward Mobility Program grade for that position classification.

E. Participants promoted to their target title who subsequently return to their previous title, voluntarily or involuntarily, previously certified or not, must send a written request to their Upward Mobility Program counselor to reinstate the Upward Mobility Program grade for that target title.

Employees who cannot qualify for an Upward Mobility Program grade based on this section may appeal to the Upward Mobility Program Appeals Committee. Employees who after three (3) attempts do not successfully complete any required training program or probationary period shall be referred to the Upward Mobility Program Advisory Committee to determine if he/she is eligible for grade reinstatement.

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 an Upward Mobility Program grade for the targeted title and option. To be considered eligible, employees must upload Upward Mobility Program grades to their State of Illinois Employee profile.

If an employee is considered ineligible in the application process, an appeal of a validated numerical score ranking or ineligible designation shall be submitted within 10 working days of issuance of the notice. Bidders that prevail in an appeal will be added to the bid record in the applicable priority in accordance with contractual order of selection and seniority order. Nothing herein prevents the employer from proceeding with making offers when the highest priority within the contractual order of selection and seniority bidder(s) does not require an appeal. Employees with a timely active appeal shall not be bypassed for selection. Appeals shall be submitted in accordance with the current process as stated on the validation notice.

Effective April 25, 2025, in accordance with Article XIX, Section 2, H. Electronic Hiring, 6), employees who obtain the UMP certificate or credential and grade prior to the end of the posting period and do not adequately upload documents concerning UMP to the electronic profile, may appeal. Such appeals shall not be unreasonably denied when placed within procedural guidelines.

B. Employees with an Upward Mobility Program grade must submit an application through the internal employee portal for posted vacancies during the posting period in order to be eligible for consideration.

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 agreement, 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. In those instances where non-AFSCME covered employees who have an Upward Mobility Program grade, their continuous service date 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 an Upward Mobility Program grade or who is otherwise qualified who desires the position.

F. 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.

G. 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 recall 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 recall 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 Upward Mobility Program 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. Upward Mobility Program grade holders only, in the following order:
    a. Agency bidders within the same county, by seniority.
    b. Agency employees with an Upward Mobility Program grade for that county, by seniority.
    c. Employees from other agencies with an Upward Mobility Program grade for that county, by seniority.
6. Other promotions and voluntary reductions.
7. Transfers between agency or work site.
8. Other means available

H. 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 recall 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 recall 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 Program grade 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.
   b. Agency bidders within the same county, in grade order.
   c. Agency employees with an Upward Mobility Program grade for that county in grade order.
5. Transfers between agency or work site.
6. Employees with an Upward Mobility Program grade from other bargaining units in the same agency, in order listed in H. 4a, b, and c (above), by seniority; then employees with an Upward Mobility Program grade from other agencies.
7. Other means available.

I. 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.

J. Employees promoted to Disability Claims Adjudicator I will serve an extended probationary period of fourteen (14) months beyond the normal four (4) 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.

K. 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-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.

L. Employees promoted to Human Services Caseworker will serve an extended probationary period of eight (8) months beyond the normal four (4) 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.

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.

XIV. RULE CHANGES AND DISPUTE RESOLUTIONS

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

B. Any question and/or dispute regarding the administration or regulation of this Program which the Upward Mobility Program 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 Program Review Board, which shall consist of a total of seven members, including three (3) AFSCME representatives from the Upward Mobility Program 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
Account Technician I
Accountant
Cook I
Cook II
Correctional Lieutenant
Corrections Food Service Supervisor I
Data Processing Administrative Specialist
Data Processing Specialist
Data Processing Supervisor I
Data Processing Technician
Dietary Manager I (Opt. 1 & Opt. 2)
Employment Security Program Representative
Executive Secretary I (Opt. 2 & Opt. 3)
Executive Secretary II (Opt. 2 & Opt. 3)
Information Services Specialist I – A, C, S, M
Office Administrative Specialist
Office Administrator I **
Office Administrator II (Opt. 1, 2 & 3)
Office Administrative Specialist (Opt. 1, 2, 3 & 4)
Office Specialist (Opt. 1, 2, 3 & 4)
Rehabilitation Case Coordinator I
Residential Services Supervisor *
Security Officer
Site Technician I
Site Technician II
Switchboard Operator I
Telecommunicator Trainee **
Unemployment Insurance Revenue Specialist

* see Article V Target Titles (I) for limitation on titles

CREDENTIAL TITLES

Accounting & Fiscal Administration Career Trainee (AFACT)
Activity Therapist
Bank Examiner I
Behavior Analyst I
Chemist I
Child Protective Associate Specialist **
Child Welfare Advanced Specialist
Child Welfare Associate Specialist
Child Welfare Specialist
Correctional Casework Supervisor
Corrections Assessment Specialist
Corrections Identification Technician
Corrections Leisure Activity Specialist I
Corrections Nurse I
Daycare Licensing Representative I
Daycare Licensing Representative II
Dietitian **
Disability Claims Adjudicator I
Environmental Protection Engineer 1
Financial Institutions Examiner I
Financial Institutions Examiner Trainee
Habilitation Program Coordinator
Information Technology Trainee
Internal Auditor Trainee (Opt. 1 & Opt. 2)
Juvenile Justice Specialist Intern
Juvenile Justice Supervisor
Juvenile Justice Youth & Family Specialist (Opt. 1)
Liability Claims Adjuster Trainee **
Licensed Practical Nurse – Corrections
Licensed Practical Nurse I
Licensed Practical Nurse II
Life Sciences Career Trainee (Opt. A, E, J, K & M)
Pharmacy Technician
Psychologist I
Psychologist II **
Registered Nurse I
Rehabilitation Counselor Trainee (Opt. F, H & V)
Revenue Auditor Trainee
Social Worker I
Social Worker II
Veterans Nursing Assistant - Certified

DUAL TITLES

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

**Frozen Titles

NOTE: Titles may have been added, deleted, or frozen by the Upward Mobility Program Advisory Committee.