

# New Employee Orientation for Faculty, Professionals, and Security



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City Colleges Vice-President  
Cook County College Teachers Union**

# Reading and Understanding Your Rights in the Collective Bargaining Agreement (CBA)



**Each Bargaining Unit has its own CBA.  
Every step is time-sensitive!!**



# Mandatory Online Trainings/Forms

- Residency Form
- Outside Employment Form (full-time faculty)
- Ethics Training
- Bystander Training
- Sexual Harassment Training
- Title IX Training

*that you must complete within a month*



## What should you do when called into a meeting with Administration?

- State your Weingarten Rights if the discussion could lead to discipline.
  - Ask for your Union Rep (The meeting should end here.)
  - Contact your Union Rep immediately after the meeting.
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- Note: a meeting can start off friendly and quickly turn to accusatory. Here is where you invoke your Weingarten Rights.
  - "If this discussion could in any way lead to my being disciplined or terminated, I respectfully request that my Union representative be present at the meeting. Without representation present, I choose not to respond to any questions or statements."



## How to stay informed:

There are several ways to stay connected:

1. Attend monthly union meetings (Yes, even in the summer. That is when CCC uses skullduggery).
2. Attend monthly faculty council meetings (if faculty).
3. Attend monthly department meetings (They are required; otherwise, you must take a half personal day.)
4. Provide your union secretary with your personal email (to receive information).
5. Attend union workshops, conferences, and rallies.



# What is a Grievance?

- It is reflected in an article, section, and number in the CBA.
- It is violation of your rights (not a slight, not a gripe).
- It is committed by administration onto members. (Members cannot grieve each other, but they can grieve the process that unjustly pits members against each other).
- There is a timeframe to file a grievance. Step I Grievances must be filed within 10 business days (Monday through Friday) of a violation.
- A grievance may be initiated by a member or the Grievance Chair. Members initiating should inform their Union Leadership.
- The Union can request documentation from the administration for the grievance hearing.



# Chain of Command for Union Service

- **You have an arsenal of support in Local 1600:**
- **At the college level:**
  - Union Chapter Chair
  - Union Grievance Chair
- **At the Local Level**
  - Union Divisional Vice-President (Rochelle Robinson-Dukes)
  - Union In-house Legal Counsel (Alice Johnson)
- **Outside of Local**
  - Links to government agencies that enforce human rights



# What is professional development?

- These are funds that are allotted to you by the college.
- You may use them for the following purposes:
  - Attend conferences
  - Have memberships
  - Acquire graduate credits for lane advancement (tuition reimbursement) and classes for your erudition.





# What is the Process to Acquire Professional Development?

- Go to [ccc.edu](http://ccc.edu) and select “Faculty & Staff”.
- Select “Travel Expense Reimbursement”.
- Select “Get Started Online”.
- Select “Create/Modify”. “Add a value” is the default.
- Select “Add” to create a Travel Authorization.
- Select “Quick Start”.
- Select “A Travel Authorization”.
- After selecting the TA, a Travel Expense (TE) will be generated.
- Select “Save for later”.



# Gathering the Correct Forms for Your Travel Expenses

- Download Forms.
- Complete and Print Forms.
- Sign the Union Local 1600 Expense and AFSCME Travel Tuition Reimbursement Request Form.
- Collect your documents (such as Union Form, Official Conference announcement, Official Conference agenda).
- Costs/quotes to attend (airfare, hotel, conference fee, meals, mileage, rental car).
- Print out Copy of GSA meal per diem.
- Expect approval to take two to four weeks to get all the signatures (from the Chapter Chair, Professional Development Chair, Dean, VP, President, Eugene Nichols, and Chancellor).

# Who to contact and when:

Situations	Union	Steps	Escalation
When you are called in for discipline hearing at the college level	Your Chapter Chair	An interview w/ chair prior to meeting w/admin.	Your Divisional VP and In-house counsel
When you feel your rights are violated	Your Chapter Chair/Grievance Chair	File a Step I Grievance	Local Grievance Chair files Step II/ Lawyer files Arbitration
When you are called into an OIG hearing	Your Union Attorney	Have a prep meeting with attorney and Divisional VP	Union and CCC lawyer may talk offline.
When you have a question about the CBA	Your Chapter Chair or Grievance Chair	Set up a meeting and take notes	If there is CBA is silent on an issue or no past practice, CCC board rules



## If you need to speak to me directly?

- My email is [shelldukes@mac.com](mailto:shelldukes@mac.com)
- My cell is 312.402.6218
- My teaching schedule is T/R from 8 am to 11 am. I am handling union business on all other days.
- Remember to follow protocol and contact your Chapter Chair or Grievance Chair first. If issues can be resolved at the college, that is a success.