

NOTICE TO EMPLOYEES

FROM THE ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD

NOTICE OF INTENT TO CLARIFY A BARGAINING UNIT BY STIPULATION

Case No. 2025-UC-0016-C

American Federation of State, County and Municipal Employees, Council 31, AFL-CIO (Union) and Western Illinois University (University) have filed a petition to clarify the bargaining unit to add and remove position titles from the bargaining unit, which is currently described as:

Included: All clerical employees that are employed at Western Illinois University including the following job titles: Accounting Assistant, Accounting Officer, Accounting Specialist, Administrative Cler, Assistant Duplicating Service Supervisor, Bookstore Clerk I, Bookstore Department Supervisor, Cashier II, Cashier III, Cashier IV, Chief Cler, Clerical Assistant, Clerk, Digital Computer Operator II, Digital Computer Operator III, Duplicating Machine Operator III, Golf Course Pro Shop Assistant, Imagine Processing Technician II, Image Processing Technician III, Inventory Record Control Supervisor, Library Assistant, Mail Messenger, Main Desk Attendant, Medical Insurance Specialist II, Medical Insurance Specialist IV, Medical Record Technician, Medical Records Administrator I, Medical Transcriptionist I, Office Administrator, Officer Manager, Office Support Assistant, Office Support Associate, Office Support Specialist, Payroll Specialist III, Routing Supervisor, Routing Dispatcher III, Shipping/Receiving, Clerk, Space Administrator I, Staff Clerk, Transportation Clerk, Library Specialist, Desktop Publisher Coordinator, Storekeeper III, Mailing Services Supervisor, Medical Assistant (Credentialed/Certified), Radiologic Technologist and all other eligible employees as defined by the Act.

Excluded: Employees designated as "extra help," employees working at the Quad Cities campus and all managerial, supervisory and confidential employees as defined by the Ac.

The unit, as clarified, will be described as:

Included: All clerical employees that are employed at Western Illinois University including the following job titles: Accounting Assistant, Accounting Officer, Accounting Specialist, **Accounting Clerk, Administrative Clerk**, Assistant Duplicating Service Supervisor, ~~Bookstore Clerk I, Bookstore Department Supervisor~~, Cashier II, Cashier III, Cashier IV, ~~Chief Clerk, Clerical Assistant, Clerk, Digital Computer Operator II, Digital Computer Operator III~~, Desktop Publisher Coordinator, Duplicating Machine Operator III, Golf Course Pro Shop Assistant, **Graphic Design Manager, Human Resource Representative**, Imagine Processing Technician II, Image Processing Technician III, Inventory Record Control Supervisor, Library Assistant, **Library Specialist**, Mail Messenger, Mailing Services Supervisor I, Main Desk Attendant, Medical Insurance ~~Specialist II Associate~~, Medical Assistant (Credentialed/Certified), **Medical Assistant**, Medical Insurance ~~Specialist IV~~ **Assistant Manager**, Medical Record Technician, Medical Records Administrator I, Medical Transcriptionist I, Office Administrator, Officer Manager, Office Support Assistant, Office Support Associate, Office Support Specialist, Payroll Specialist III, **Retail Associate, Retail Supervisor**, Routing Dispatcher III, Routing Supervisor, Shipping/Receiving, Clerk, Space Administrator I, ~~Staff Clerk, Transportation Clerk, Library Specialist, Storekeeper I, Storekeeper III, Transportation Clerk, Radiologic Technologist~~ and all other eligible employees as defined by the Act.

Excluded: Employees designated as "extra help," employees working at the Quad Cities campus and all managerial, supervisory and confidential employees as defined by the Ac.

This Notice will be posted for a period of twenty (20) school days as defined in the Board's Rules and Regulations. Within this notice period, any party may petition the Illinois Educational Labor Relations Board to state objections to the proposed clarification.

The Illinois Educational Labor Relations Board is an agency of the State of Illinois and does not endorse any particular choice in connection with representation for purposes of collective bargaining.

This Notice must not be altered, defaced or covered by any other material. Any questions concerning this Notice or compliance with its provisions may be directed to the Board's offices.

ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD

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