

**Memorandum of Understanding  
between  
Rock Island County Health Department  
and  
AFSCME Council 31  
on behalf of Local 2025B**

The parties agree to following pre-disciplinary and tardiness policies effective January 1, 2006:

- 1) All pre-disciplinary actions, i.e., counselings, shall be memorialized in writing, dated and signed by the effected employee, and placed in the employee's personnel file;
- 2) An employee who is one (1) minute late for a work shift, and/or, returning for lunch shall be considered tardy; however, only periods of tardiness of three (3) minutes or longer in duration shall be subject to possible disciplinary action;
- 3) Only tardiness disciplinary or pre-disciplinary actions within the same calendar year (January 1 - December 31) shall be considered in the progressive disciplinary process for tardiness.

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AFSCME Council 31

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AFSCME Local 2025B

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Rock Island County Health Department