

RESOLUTION NO. R-35-11

**A RESOLUTION APPROVING A  
COLLECTIVE BARGAINING AGREEMENT  
BETWEEN THE VILLAGE OF PALATINE, ILLINOIS AND  
INTERNATIONAL UNION OF OPERATING ENGINEERS  
LOCAL 150 PUBLIC EMPLOYEES DIVISION**

WHEREAS, negotiations between the Village of Palatine and the International Union of Operating Engineers, Local 150, Public Employees Division have resulted in the proposed Collective Bargaining Agreement resulting therefrom, a copy of which is attached hereto and incorporated by reference hereof; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Village Council of the Village of Palatine, that said labor agreement for certain employees within the Department of Public Works be hereby approved; and

BE IT FURTHER RESOLVED, that the Mayor and Village Clerk of the Village of Palatine be hereby authorized and directed to execute said Collective Bargaining Agreement on behalf of the Village Council and that it be appropriately filed with the Illinois State Labor Relations Board.

AYES: 6 NAYS: 0 ABSENT: 0 PASS: 0

ADOPTED this 5th day of July, 2011

  
\_\_\_\_\_  
Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this 5th day of  
July, 2011

  
\_\_\_\_\_  
Village Clerk

**COLLECTIVE BARGAINING AGREEMENT**  
**BETWEEN**  
**VILLAGE OF PALATINE, ILLINOIS**  
**AND**  
**INTERNATIONAL UNION OF OPERATING ENGINEERS**  
**LOCAL NO. 150, PUBLIC EMPLOYEES DIVISION**

**January 1, 2011 to December 31, 2012**

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## **PREAMBLE**

In order to establish harmonious employment relations through a mutual process, to provide fair and equitable treatment to all employees, to promote the quality and continuance of public service, to prevent interruptions of work and interference with the operations of the Village, to achieve full recognition for the value of employees and the vital and necessary work they perform, to specify wages, hours, benefits and working conditions, and to provide for the prompt and equitable resolution of disputes, the parties agree as follows:

## **AGREEMENT**

**THIS AGREEMENT** has been made and entered into by and between the **VILLAGE OF PALATINE** (hereinafter referred to as the "Village" or "Employer") and the **INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 150, PUBLIC EMPLOYEES DIVISION** (hereinafter referred to as the "Union"), on behalf of certain employees described in Article I.

## **ARTICLE I.** **RECOGNITION**

**Section 1.1 - Recognition.** The Village recognizes the Union as the sole and exclusive bargaining representative in all matters establishing and pertaining to wages and salaries, hours, working conditions and other conditions of employment for employees within the following collective bargaining unit within the Public Works Department, as certified by the Illinois Public Labor Relations Board:

All full-time and regular part-time employees within the Village of Palatine Public Works Department presently in the following job classifications:

UTILITY TECHNICIAN I  
RADIO TECHNICIAN  
ASSISTANT BUILDING ENGINEER  
MAINTENANCE WORKER I  
MAINTENANCE WORKER III  
ELECTRONICS TECHNICIAN  
PARTS CLERK  
LABORER  
ASSISTANT VILLAGE FORESTER  
ASSISTANT BUILDING ENGINEER II

UTILITY TECHNICIAN II  
CUSTODIAN I  
UTILITY SERVICE MAN  
MAINTENANCE WORKER II  
MECHANIC I  
MECHANIC II  
ELECTRICIAN  
SUPPLY CONTROLLER  
TEAM LEADER

Excluding all irregular part-time, short term and temporary, managerial, supervisory and confidential employees, as defined under the Illinois Public Labor Relations Act, and the employees in the following job classifications within the Public Works Department: Foreman I; Mechanic Foreman; Forestry Foreman; Technical Foreman; Building Engineer; Inspection Engineer; Superintendents of Public Works; clerical employees including but not limited to Secretary; and, all other employees employed by the Village of Palatine.

"Regular part-time employees" are defined as those employees who are assigned to work in the above listed classifications for a schedule of less than forty (40) hours per week during at least two (2) consecutive calendar months in any calendar year.

"Temporary employees" are employed in a full-time capacity for no more than 120 calendar days in a calendar year and shall not result in the reduction of regular hours worked by any bargaining unit employees.

**Section 1.2 - New Classifications.** The Village may establish, modify or eliminate job classifications and the requirements of those classifications provided that the Village shall not do so and/or replace it with a new classification performing the same work as the existing classification for the purpose of lowering wage rates for the same work or reducing regular hours worked of bargaining unit employees and must first meet and discuss such modifications and/or eliminations with the Union. In the event the Village establishes any new classifications pertaining to work of a

nature performed by employees within the bargaining unit as established in Section 1.1, it shall provide the Union with at least fifteen (15) calendar days' notice prior to the time the new classification will be implemented, together with notice of the proposed salary rate. If the new classification is a successor to a classification included in the bargaining unit or if the new classification will perform a significant amount of work then being performed by a classification in the bargaining unit, the new classification shall be accreted to the bargaining unit and the parties shall file an appropriate petition for accretion with the Illinois Public Labor Relations Board. The Union may notify the Village within seven (7) calendar days of a desire to meet for the purposes of negotiating the proposed salary rate for the new classification. If the parties are unable to agree on a salary rate, the Village may temporarily implement its proposed rate while the Union grieves the issue of the proposed wage rate only, pursuant to the Grievance Procedures contained herein, commencing at Step III therein.

## **ARTICLE II.**

### **UNION SECURITY**

**Section 2.1 - Dues Checkoff.** During the term of this Agreement, the Village shall deduct from each employee's paycheck the Union dues and initiation fees for each employee covered by this Agreement for whom a written dues checkoff authorization, signed by the employee, has been filed with the Village. Any employee electing to join the Union during the term of this Agreement or who is a Union member at the time of signing this Agreement, shall maintain said membership for the duration of this Agreement and the Village shall deduct from such employees the appropriate dues for the duration of this Agreement. Such dues deduction shall be irrevocable for the life of this Agreement. The actual dues amounts to be deducted, as determined by the Union, shall be uniform. The Union may change the amounts once each year during life of this Agreement by giving the

Village at least thirty (30) days' notice of any change in the amounts of the dues to be deducted. If an employee has no earnings or insufficient earnings to cover the amount of the dues deduction, the Union shall be responsible for the collection of dues.

The amount of the above employee deductions shall be remitted to the Union by the Village after the deduction(s) is made by the Village with a listing of the employee, social security number, address and the individual employee deduction(s), along with deductions remitted pursuant to this Article.

**Section 2.2 - Fair Share.** Bargaining unit employees who are not members of the Union shall, as a condition of employment, commencing thirty (30) days after employment or thirty (30) days after the effective date of this Agreement, be required to pay a fair share fee to the Union for collective bargaining and contract administration rendered by the Union. Such fair share fee shall not exceed the full dues amount paid by members of the Union. The fair share fee shall be deducted by the Employer from the earnings of non-members and remitted to an address provided by the Union. The Union shall supply to the Employer a list of non-members and shall certify to the Employer the fair share amount to be deducted. Fair share amounts shall not include any contributions related to the election or support of any candidate for political office.

The Union agrees to assume full responsibility to insure full compliance with the requirements laid down by the United States Supreme Court in Chicago Teachers Union v. Hudson, 106 U.S. 1066 (1986), with respect to the constitutional rights of fair share payers.

Accordingly, the Union agrees to the following:

1. Give timely notice to fair share fee payers of the amount of the fee and an explanation of the basis for the fee, including the major categories of expenses, as well as verification of same by an independent auditor.



2. Advise fair share fee payers of an expeditious and impartial decision-making process whereby fair share payers can object to the amount of the fair share fee.

3. Place the amount reasonably in dispute into an escrow account pending resolution of any objections raised by fair share fee payers to the amount of the fair share fee.

It is hereby agreed that any dispute concerning the amount of the fair share fee and/or the responsibilities of the Union with respect to fair share fee payers as set forth above, shall not be subject to the grievance/arbitration procedure set forth in this Agreement.

Non-members who object to this fair share fee based upon bona fide religious tenets or teachings shall pay an amount equal to such fair share fee to a non-religious charitable organization mutually agreed upon by the employee and the Union. If the affected employee and the Union are unable to reach agreement on the organization, the organization shall be selected by the affected employee from an approved list of charitable organizations established by the Illinois Public Labor Relations Board and the payment shall be made to said organization. This Section shall be applicable only if the Union produces evidence at the beginning of each fiscal year that at least 75% of the unit are members of the Union.

**Section 2.3 - Indemnification.** The Union shall indemnify and hold harmless the Village, its elected officials, officers, administrators, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability (monetary or otherwise) that may arise out of or by reason of any action taken or not taken by the Village for purposes of complying with the provisions of this Article, or in reliance on any written checkoff authorization or notice which is furnished pursuant to the provisions of this Article. If an improper deduction is made, the Union shall refund directly to the employee any improper amount received.

### **ARTICLE III.** **UNION RIGHTS**

**Section 3.1 - Union Release Time.** Upon prior request and approval of the appropriate supervisor, an employee shall be allowed to attend meetings with management or supervisors scheduled on work time for the purpose of discussing disciplinary grievances provided the employee is directly involved in the matter or is a designated Union steward.

Union stewards shall be allowed to request to use paid leave (e.g., vacation, personal days) or unpaid leave (leaves of absence) for attending Union business. Such requests shall be handled under the same procedures and provisions of this Agreement that apply to such leave requests in all other situations and shall not be unreasonably denied.

**Section 3.2 - Right of Access.** Duly authorized officials of the Union shall be permitted during normal working hours, to enter Village facilities for purposes of handling grievances or administering the contract where such access does not reasonably interfere with Village operations. The Union official shall notify the Public Works Director or his designee that he desires access to Village facilities. The Union will not abuse this privilege, and shall at all times be conducted in a manner so as not to interfere with normal operations. The Employer may change or set reasonable access rules and such shall be subject to the grievance procedures set herein.

**Section 3.3 - Union Bulletin Boards.** The Village shall provide a bulletin board or space on a board at the Public Works garage facility to be used by the Union for posting information pertaining to the Union. Items or information shall not be posted which are political, partisan, defamatory or inflammatory in nature.

**ARTICLE IV.**  
**MANAGEMENT RIGHTS**

Except as specifically limited by the express provisions of the Agreement, the Village retains all traditional rights through its Village Manager and his agents and designees to manage and direct the affairs of the Village of Palatine in all of their various aspects and to manage and direct employees, including the following: to determine the mission of the Village and its various departments; to determine the number and location of facilities and offices as well as the staffing and equipment for such offices and facilities; to determine whether and to what extent it will contract and/or subcontract for the provisions of any services and upon what terms and conditions such contracts will be entered into, pursuant to this Agreement; to plan, direct, control and determine all the operations and services of the Village and its various departments; to supervise and direct the working forces; to assign and transfer employees; to establish the qualifications of employment; determine the number of employees, and to employ employees; to schedule and assign work; to establish performance standards and objectives and from time to time, to change those standards; to assign overtime; to determine the methods, means, organization and number of personnel by which such operations and services shall be provided or purchased; to make, alter and enforce various rules, regulations, safety rules, orders, procedures and policies; to evaluate employees; to discipline, demote, suspend and discharge employees for just cause (probationary employees without just cause); to change, alter, modify, substitute or eliminate existing methods, equipment, uniforms or facilities; to hire employees and to promote employees; to lay off employees when necessary; to establish dress and appearance standards; to determine and establish, change, combine or abolish positions and job classifications pursuant to this Agreement; and to determine the duties, responsibilities and work assignments of any position or job classification; provided, that the

exercise of such management rights by the Village shall not conflict with the provisions of this Agreement. The Village expressly reserves the right under this Agreement to exercise all management rights set forth in Section 4 of the Illinois Public Labor Relations Act. In addition, the Village may establish all requirements, rules, policies and procedures for newly hired employees during their probationary period.

If in the sole discretion of the Mayor and Village Council or Village Manager, it is determined that extreme civil emergency conditions exist, including, but not limited to, riots, civil disorders, tornado conditions, floods, or other similar catastrophes, the provisions of this Agreement may be suspended by the Mayor or the Village Manager during the time of the declared emergency, provided that wage rate and monetary fringe benefits shall not be suspended. Should an emergency arise, the Village Manager or his designee shall advise the President of Local No. 150 or the next highest officer of Local No. 150 of the nature of the emergency. The Village Manager or his designee shall follow up said advice in writing as soon thereafter as practicable and shall forward said written notice to the President of Local No. 150.

#### **ARTICLE V.** **NO STRIKE/NO LOCKOUT**

**Section 5.1 - No Strike/No Lockout Commitment.** Neither the Union nor any employees covered by this Agreement, agents or employees of the Union, will call, initiate, authorize, participate in, sanction, encourage or ratify any strike, sympathy strike, slowdown, work stoppage, picketing or concerted interference with any matters involving the Village or its agents, regardless of the reason for so doing. No employee of the Village covered by this Agreement shall refuse to enforce or carry out lawful orders and directives of the Village arising from or related to the

performance of functions even if there is a labor dispute involving other persons. The Village agrees not to lockout employees during the term of this Agreement.

**Section 5.2 - Resumption of Operations and Union Liability.** In the event of action prohibited by Section 1 above, the Union and any stewards appointed under this Agreement immediately shall disavow such action and request the employees to return to work, and shall use its best efforts to achieve a prompt resumption of normal operations. The Union, including its officials and agents, shall not be liable for any damages, direct or indirect, upon complying with the requirements of this Section.

**Section 5.3 - Discipline of Strikers.** Any employee who violates the provisions of Section 1 above shall be subject to discipline, including immediate discharge. The Village retains all rights set forth in Section 17(b) of the Illinois Public Labor Relations Act.

**Section 5.4 - Judicial Restraint.** Nothing contained herein shall preclude the Village from obtaining judicial restraint and damages in the event the other party violates this Article. There shall be no obligation to exhaust any other remedies before instituting court action seeking judicial restraint and/or damages.

## **ARTICLE VI.**

### **GRIEVANCE PROCEDURES**

**Section 6.1 - Grievance Defined.** A "grievance" is defined as meritorious dispute, complaint or difference of opinion raised by an employee or the Union against the Village during the term of this Agreement involving an alleged violation of an express provision of this Agreement.

**Section 6.2 - Grievance Procedure.** It is mutually desirable for an employee and his immediate supervisor to resolve problems through free and informal discussions. If, however, the informal process does not resolve the matter, a grievance shall be processed as follows:

**Step I:** The employee, with or without a Union representative, or the Union, shall take up the grievance in writing with the Foreman responsible for the employee's position within five (5) working days of the first occurrence of the event giving rise to the grievance. (Probationary employees are excluded from this Article and may not file grievances.) The grievance shall be signed by the grievant and shall set forth a statement of relevant facts, the provision or provisions of the Agreement allegedly violated, and the relief requested. The Foreman, in consultation with the appropriate Division Superintendent, if necessary, shall then attempt to adjust the matter and shall respond in writing within five (5) working days.

No grievance shall be entertained or processed unless it is submitted in writing as set forth above within five (5) working days after the first occurrence of the event giving rise to the grievance or within five (5) working days after the employee, through the use of reasonable diligence, could have obtained knowledge of the first occurrence of the event giving rise to the grievance.

**Step II:** If the grievance remains unsettled after the response in Step I and if the grievant desires to appeal the grievance, the grievant shall within five (5) working days of receipt of the response, present the grievance in writing to the Director of Public Works, giving specific reasons for rejecting the response in Step I. The Director or his designee may, in his discretion, schedule a conference within five (5) working days of receipt of the appeal to discuss the grievance. If no agreement is reached or if no conference is scheduled, the Director or his designee shall submit a written response within ten (10) working days of receipt of the appeal.

**Step III:** If the grievance remains unsettled after the response in Step II and if the grievant desires to appeal the grievance, the grievant shall within five (5) working days of receipt of the response in Step II, present the grievance in writing to the Village Manager, giving specific reasons for rejecting the response of the Director in Step II. The Manager shall respond to the grievance appeal in writing within ten (10) working days of receipt of the appeal.

**Step IV - Arbitration:** If the grievance is not settled in Step III, the matter may be referred by the Union only for arbitration by written request made by the Union within ten (10) working days of the Manager's response in Step III. Arbitration shall proceed in the following manner:

1. The parties shall attempt to agree upon an arbitrator within seven (7) calendar days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator, the parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of seven (7) arbitrators. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. Upon receipt of such list, each party shall alternately strike a

name from the list until there is only one name. The party requesting arbitration shall strike the first name. The person remaining shall be the arbitrator. The arbitrator shall be notified of his selection and shall be requested to set a time and place for the hearing, subject to the availability of the Village and Union representative.

2. The arbitrator shall submit his decision in writing within thirty (30) calendar days following the close of the hearing or the submission of the briefs by the parties, whichever is later. The parties may agree to waive this requirement.

3. The fees and expenses of the arbitrator and the cost of a written transcript, if any, shall be divided equally between the Village and the Union provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

4. The arbitrator shall have no right to amend, nullify, ignore, add to, take from or modify any of the provisions of this Agreement. The arbitrator shall consider and decide questions of fact as to whether there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement. The arbitrator shall have no authority to make a decision on any issue not submitted or raised. The parties shall have the right to request the arbitrator to issue subpoenas compelling the attendance of witnesses and the production of documents. The arbitrator shall be without power to make any decision or award which is contrary to or inconsistent with, in any way, applicable laws or of rules and regulations of administrative bodies that have the force and effect of law. The arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the Village which are, under law, applicable court decisions, or pursuant to this Agreement, granted to the Village.

5. Any decision and award of the arbitrator rendered within the limitations of this Section shall be **final and binding** on the Union, the Village, the grievant(s), and employees by this Agreement.

**Section 6.3 - Time Limit for Filing.** If a grievance is not presented by the employee within the time limits set forth above, it shall be considered "waived" and may not be further pursued by the employee or Union. If the grievance is not appealed to the next Step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Village's last response. If the Village does not respond to a grievance or an appeal thereof within the specified time limits, the aggrieved employee and/or the Union may elect or treat the grievance as denied at the Step and immediately appeal the grievance at the next Step. Any time period provided under the Steps of the grievance procedure may be extended by mutual agreement.

**Section 6.4 - Grievance Forms.** The written grievance required under this Article shall be presented on a form approved by the Village and the Union.

**Section 6.5 - Union Stewards.** Duly authorized representatives of the Union shall be designated in January of each year as stewards by written notice given to the Village Manager or his designee. The Union may designate up to three (3) stewards, who shall be the Union representatives for the purposes of this Agreement.

## **ARTICLE VII.**

### **HOURS OF WORK AND OVERTIME**

**Section 7.1 - Application of Article.** This Article is intended only as a basis for calculating overtime payments, and nothing in this Article or Agreement shall be construed as a guarantee of hours of work per day or per week or per year.



**Section 7.2 - Normal Work Schedule and Work Week.** The normal workday and work week for full-time employees consists of eight (8) consecutive hours per scheduled workday, and forty (40) hours per work week of five (5) consecutive calendar days. Regular part-time employees work hours as may be scheduled. The normal starting time currently varies from 6:00 a.m. to 6:00 p.m. Employees are required to report to work at the normal scheduled starting time. Any or all employees covered by this Agreement shall be subject to call twenty-four (24) hours per day in case of emergency. An emergency shall exist if so determined by the Employer or his designee.

However, the normal hours of work for bargaining unit employees other than those listed below shall be 6:30 a.m. through 3:00 p.m., from Monday through Friday, with any changes in work scheduling being discussed with the Union prior to their taking effect. This schedule will initially be put in place on a trial basis for a ninety (90) day period to determine if it is appropriate to continue it for the remaining term of the agreement. **The following positions have special needs and will observe hours of work consistent with the needs and expectations of their positions: Assistant Building Engineer, Utility Servicemen, Train Station Attendant, Part-time Positions, and Custodian.**

The Village may not change, alter or modify the normal work schedule of employees without first providing at least twenty-four (24) hours prior notice to any such employee, except in the event of an emergency. In the event the Village alters or modifies the regularly scheduled work week for one or more employees to include work on Saturday or Sunday, the Union and the Village shall negotiate the effects of such change upon request by the Union.

**Section 7.3 - Lunch/Rest Periods.** There shall be two (2) paid rest periods of fifteen (15) minutes each during regular shift: one during the first half and the other during the second half of the employee's normal workday. Subject to emergency needs, employees will be allowed to take

one-half (1/2) hour unpaid meal period when they are scheduled for a normal workday. Employees may combine the afternoon break with lunch only when authorized or directed by a supervisor. Employees will take their breaks at their work site or at any other convenient location which is not detrimental to the operation of the Village as determined by the Foreman or Superintendent overseeing the operation. Any employee asked to work without a lunch break shall be paid 1/2 hour additional time actually worked.

Break periods and meal periods shall be available when employees are called-in for or assigned additional duties during work periods outside their regular schedule as follows: After three (3) hours of work, an employee is entitled to one fifteen (15) minute paid break period which shall be scheduled as arranged between the supervisor and the employee; after four and one-half (4 1/2) hours of work, an employee is entitled to a thirty (30) minute meal period. This meal period shall be unpaid except when the assignment involves emergency work (e.g., snowplowing), when it will be a paid meal period. If the employee works eight (8) hours on this assignment, he shall be entitled to a second, fifteen (15) minute paid break period during the last two (2) hours of work, to be scheduled as arranged between the supervisor and employee. If the work assignment exceeds eight (8) hours, this procedure shall be repeated.

**Section 7.4 - Overtime.** Employees shall be paid overtime pay at the rate of one and one-half (1.5) times their regular hourly rate of pay for all hours worked in excess of forty (40) hours in their normal work week or in excess of eight (8) hours in their normal workday, except employees who work on Sundays or holidays will be paid double time. Employees who work during Street Fest (or the same event with a similar name) shall receive time and one half (1.5) times their regular rate of pay for Sunday work. For the purposes of determining an employee's regular hourly rate of pay for full-time employees, an employee's base salary shall be divided by 52 weeks and then divided by

40. A regular part-time employee's regular hourly rate of pay is that which may be set or the applicable annual base salary amount divided by the method set forth above. For purposes of this Article, "time worked" shall be defined to include those hours for which the employee actively performs services for the Village as well as paid leaves of absence such as: vacation time; sick leave; personal days; holidays, safety days; and, workers disability leave. Overtime shall be assigned as needed by the Director of Public Works or his designee(s).

**Section 7.5 - Compensatory Time In Lieu of Compensatory Pay.** In situations where it is determined to be in the best interest of the Village and when mutually agreed upon by the Village and an employee covered by this Agreement, the Village shall grant compensatory time off in lieu of overtime at the appropriate overtime rate. In such situations, compensatory time shall be granted in such time blocks as are mutually agreed upon between the employee and the Village. Compensatory time off shall be taken within a reasonable period of time, and in any event it shall be used within three hundred and sixty-five (365) days of when it was earned. Compensatory time which is unused and which has been previously awarded at the rate of time and one-half or double time shall be compensated at the employee's regular hourly rate of pay. Employees may not accumulate more than one hundred twenty (120) hours of compensatory time. Permission to utilize compensatory time will not be unreasonably denied if operating requirements will not be adversely affected, as may be determined by the Public Works Director or his designee. Permission to accrue compensatory time will not be unreasonably withheld.

In the event an employee is called to work outside his/her regularly scheduled working hours, he/she may utilize comp time benefits during his/her regular shift on that day, provided: (a) the remaining provisions of Section 7.5 are satisfied by the employee, and (b) the additional hours were

not previously scheduled by the Village. Comp time benefits taken in accordance with this paragraph shall be considered as "hours worked" for purposes of computing overtime payments.

**Section 7.6 - Required Overtime/On-Call.** The Village shall have the right to require overtime work when necessary at any time. Employees shall not refuse overtime except in the case of a family or personal emergency relating to the health and safety of the employee or his family, provided that such an emergency situation does not also apply to the Village or a significant portion thereof. The details of the meaning of the term "emergency" shall be determined by a labor-management committee including the Village Manager or his designee. In consideration of this obligation and in recognition that emergency overtime assignments may be necessary at any time, and arise with regularity during winter months for snow removal work, the Village will establish an on-call list in the Department commencing at 12:01 a.m. on the first Saturday following November 15th, and concluding at 12:00 midnight on the first Friday following March 15th in the next year. All employees regularly required for snow removal work will be rotated weekly on the list as established by the Director. The list will be posted for consecutive seven day periods commencing at 12:01 a.m. on Friday. Any employee who is placed on the list for that seven day period will receive three (3) hours straight time pay calculated at his regular rate of pay for that week, such pay to be in addition to any compensation for hours worked for that week. The employee whose name appears on the on-call list during that seven day period is expected to report for any emergency overtime as required and directed during the period. If the employee fails to report when directed or cannot be reached by telephone, he will lose the supplemental on-call pay provided by this Section for that period for the first occurrence. In the event an employee is directed to report for overtime work and he fails to report or cannot be reached on a second and/or subsequent occasion, he shall be

appropriately disciplined. The Village may require overtime work by callout or assignment at other times not covered during the months that the rotating list set forth above is in effect.

**Section 7.7 - No Pyramiding.** Compensation shall not be paid (nor compensatory time taken) more than once for the same hours under any provision of this Article or Agreement.

**Section 7.8 - Call-In Pay.** Employees who are called in to work outside their regular scheduled hours (i.e., work hours not contiguous to their previously scheduled hours or not on their previously scheduled workday) shall be compensated for time worked at their applicable overtime rate of pay pursuant to this Article. In the event the call-in is for emergency work (not scheduled in advance), a minimum guarantee of two (2) hours of pay shall apply.

**Section 7.9 - Overtime Distribution.** It is agreed that the nature of overtime work available to employees covered by this Agreement is often of an emergency nature, and may require special skills, qualifications and abilities that may limit the potential assignment of the work. The Village will seek to make overtime work opportunities primarily available to the employee in the Public Works Department divisions that are normally assigned to that work who have the necessary skills, qualifications and abilities, these factors being equal, the most senior employees shall be given first opportunity of "on-call" and overtime opportunities. Employees are allowed to lower their position for overtime on the call-out list if they choose. The Union and the Employer agree to use the labor-management meetings to monitor this section.

**Section 7.10 - Recording of Time:** Effective upon signing of the successor collective bargaining agreement, the covered employees will be relieved of their obligation to utilize the electronic time clock to record their hours of work. Provided, however, consistent with the Village's obligations under the state and federal wage and hour laws, all employees shall be required to accurately record their hours of work and every employee is expected to sign in when reporting to

work and out upon completion of the work day. In the event of abuse of this practice, the Village retains the right to return to the time clock system without prior notice.

## **ARTICLE VIII.**

### **SENIORITY**

**Section 8.1 - Definition of Seniority.** As used herein, the term "seniority" shall refer to and be defined as the continuous length of service or employment from the date of last hire as a full-time employee with the Village's Public Works Department. Employees hired on the same date will be ranked in order of seniority alphabetically based on their last name. Seniority accrues retroactively after completion of the probationary period set forth below.

**Section 8.2 - Probationary Period - Newly Hired Employees.** All new employees (including employees rehired after loss of seniority) shall be probationary employees until they complete a probationary period of six (6) months of work. Upon the recommendation of the Director of Public Works, the Village Manager may extend an employee's probationary period for up to three (3) additional months. Before the Director makes such recommendation, he will notify the Union and discuss the matter with a Union representative if requested.

During an employee's probationary period, the employee may be disciplined, suspended, laid off, or terminated at the sole discretion of the Village without recourse to the grievance procedure. Upon request of the Union made within two (2) workdays of the termination, the Village may meet with a representative of the Union to discuss the termination of a probationary employee. In the event an employee's probationary period is extended pursuant to this Section for up to an additional three (3) months, the employee shall then attain all other rights as may exist under this agreement **except** seniority and recourse to the grievance procedure in the event of termination, discipline, suspension or layoff.

There shall be no seniority among probationary employees. Upon successful completion of the probationary period, an employee shall acquire seniority consistent with Section 8.1 which shall be retroactive to his last date of hire with the Village in a full-time position. In the event a temporary employee becomes a full-time employee performing substantially the same work he was performing for a continuous period immediately prior to becoming a full-time employee, such time served as a temporary employee shall be credited to the probationary period and seniority shall date from the time of hire as a temporary employee.

**Section 8.3 - Seniority Termination.** An employee shall be terminated and his seniority broken when he:

- (a) Quits;
- (b) Is discharged for just cause (probationary employees without just cause);
- (c) Is laid off pursuant to the provisions of the applicable Agreement for a period of two (2) years;
- (d) Retires;
- (e) Fails to report to work at the conclusion of an authorized leave of absence or when fit to return to duty after a medical leave as determined by a doctor;
- (f) Is laid off and fails to report for work within fourteen (14) calendar days of being recalled;
- (g) Does not perform work for the Village for any reason for a continuous period in excess of eighteen (18) months (except for absence due to military service); or
- (h) Fails to report to work or notify the Village during an absence of two consecutive workdays unless the employee is unable to do so for reasons beyond his control which could not be reasonably anticipated or planned for.



**ARTICLE IX.**  
**LAYOFF AND RECALL**

**Section 9.1 - Layoff.** The Village in its discretion shall determine whether layoffs are necessary and shall determine which positions or classification will be subject to layoff. If it is determined that layoffs are necessary in any position covered by this Agreement, any temporary or part-time employees in the affected position shall be laid off first, followed by probationary employees in the affected position, and then followed by the least senior employees in the position in inverse order of their seniority. The Village may layoff employees out of this inverse order of seniority in a position or classification if it determines that retention of a less senior employee is necessary to perform the remaining work based on relative skills and abilities.

In the event an employee is selected for layoff pursuant to the procedure set forth above, the employee may exercise the right to bump into the **last** classification or position he may have held (provided it is not a higher level position), if **any**, provided that he has more seniority than any other person in that classification or position, and further provided that he is qualified to perform the duties of the position within three (3) working days of training and experience. In this circumstance, the least senior employee in the position will then be laid off pursuant to the procedure set forth in the paragraph above, although he may then likewise exercise any bumping rights he might have under this Section. This procedure will be followed until any bumping rights are exhausted.

The Village shall give the Union at least thirty (30) days' notice of any initial layoff under this Section except in emergency situations, during which time the Village and the Union will meet to negotiate the layoffs and any alternatives available.

**Section 9.2 - Recall.** Employees who are laid off shall be placed on a recall list for a period equivalent to two (2) years. If there is a recall in the employee's job classification or position, employees who are still on the recall list shall be recalled, in the inverse order of their layoff, provided they are fully qualified to perform the work to which they will be recalled without substantial additional training.

Employees who are eligible for recall shall be given fourteen (14) calendar days' notice of recall commencing upon the date of delivery of the recall notice at the employee's last address on file with the Village by certified mail, return receipt requested. The recalled employee shall report for duty within fourteen (14) days following receipt of the recall notice. The Village shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the employee, it being the obligation of the employee to provide the Village with his current address. If an employee fails to timely report for duty following receipt of a recall notice, his name shall be removed from the recall list.

## **ARTICLE X.**

### **HOLIDAYS AND PERSONAL DAYS**

**Section 10.1 - Holidays.** All full-time employees shall receive the following paid holidays:

New Year's Day	Memorial Day
Independence Day	Labor Day
Christmas Day	Veterans Day
Thanksgiving Day	
Day after Thanksgiving	
President's Day	

In addition, full-time employees are entitled to one (1) floating holiday on a calendar year basis, after completion of the probationary period. Floating holidays are scheduled pursuant to policies established by the Director and subject to his approval. Floating holidays must be used within the calendar year in which they are earned and shall be paid at the employee's regular rate of

pay for eight (8) hours. Floating holidays may not be carried over from one calendar year to the next, and floating holidays not taken by the end of the calendar year shall be forfeited.

**Section 10.2 - Specific Applications - Holidays.**

- (a) If a holiday falls on a weekend, Saturday holidays shall be designated as Friday off and Sunday holiday shall be designated as Monday off.
- (b) If a holiday occurs during an employee's regularly scheduled vacation, the extra day shall be added to the employee's regularly scheduled vacation period.
- (c) In order to qualify for holiday pay, the employee shall work his last scheduled day before the holiday and the scheduled day after the holiday, unless absence is excused by the Director.
- (d) In the event one or more of the above-listed holidays is designated a floating holiday by the Village Manager and is scheduled for another day for all other non-represented Village employees, the same shall apply here. This shall not result in any reduction in holiday benefits.
- (e) Employees are permitted to use an earned and unused vacation or personal day to celebrate Martin Luther King's Birthday, provided the Employee otherwise satisfies the requirements for receiving such a day off.

**Section 10.3 - Holiday Pay.** Holiday pay shall be based on eight (8) hours' pay at the regular rate of hourly pay for full-time employees. Employees who work on a holiday shall be paid for time worked at double their applicable rate of pay in addition to eight (8) hours of holiday pay at their regular rate of pay. Compensatory time in lieu of holiday pay may be granted, consistent with Section 7.5 of the contract.

**Section 10.4 - Personal Days (3).** Full-time employees are entitled to personal days on a calendar year basis after completion of the probationary period. Personal days are scheduled pursuant to policies established by the Director and subject to his approval. During the term of this Agreement, full-time employees are entitled to three (3) personal days. Personal days must be used within the calendar year in which they are earned and shall be paid at the employee's regular rate of pay for eight (8) hours. Such personal days may not be carried over from one calendar year to the

next and may not be taken on any of the above-mentioned holidays. Personal day(s) not taken by the end of the calendar year shall be paid to the employee. Any accrued personal days outstanding and due to the employee shall be paid to him upon his resignation or retirement from employment.

## **ARTICLE XI.**

### **VACATIONS**

**Section 11.1 - Vacation Accrual.** Full-time employees shall be eligible to accrue and use vacation leave time pursuant to the terms of this Article. Vacation credits are accrued as follows:

- A. Beginning with the first day of service through the completion of six (6) years of continuous service, an employee shall be allowed to accrue ten (10) vacation days' credit. Such vacation day credit shall be calculated on the basis of 5/6th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed two (2) work weeks (10 workdays).
- B. Beginning with the first day following completion of six (6) years of continuous service, an employee shall be allowed to accrue five (5) additional vacation days' credit. Such additional vacation day credit shall be calculated on the basis of 5/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed three (3) work weeks (15 workdays).
- C. Beginning with the first day following completion of fourteen (14) years of continuous service, an employee shall be allowed to accrue up to five (5) additional vacation days' credit. Such additional vacation days' credit will be calculated on the basis of 5/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed four (4) work weeks (20 workdays).
- D. Beginning with the first day following completion of twenty (20) years of continuous service, an employee shall be allowed to accrue up to three (3) additional vacation days' credit. Such additional vacation days' credit will be calculated on the basis of 3/12th vacation day credit for each full month of service.  
  
The total yearly credit under this paragraph shall not exceed twenty-three (23) workdays.
- E. Beginning with the first day following completion of twenty-five (25) years of continuous service, an employee shall be allowed to accrue up to two (2) additional vacation days' credit. Such additional vacation days' credit will be calculated on the basis of 3/12th's vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed twenty-five (25) workdays.

- F. Probationary employees shall earn vacation credit at the rate of 5/6th of a vacation day for each calendar month of satisfactory service.
- G. No employee is entitled to use any vacation time until he has completed six (6) full months of consecutive full-time employment. Entitlement may be granted by the Director for unusual circumstances.
- H. In the event the employee completes his six month probationary time before the calendar year ends, the employee may either utilize his vacation credit earned in the current year, or carry them over to the next year.
- I. Vacation credits shall not be earned in any calendar month in which the employee actually works less than eighty (80) hours (excluding vacation time; sick leave and worker's disability leave due to a job-related injury).

**Section 11.2 - Scheduling and Vacation Pay.** Vacations shall be scheduled pursuant to procedures established by the Director, and vacation scheduling shall be subject to the Director's final approval. The number of employees who may schedule vacations during the period of November 15th through May 15th may be limited by the Director in his discretion. Seniority will apply in the event of a dispute over scheduling vacation time that cannot be resolved by other means. Employees must take vacation credits accrued within the twelve (12) month period following the end of the calendar year in which they were earned, and they may not be carried over past that time except upon request to and the approval of the Village Manager. Payment in lieu of vacation time off may be allowed only in the sole discretion of the Village Manager. However, unused vacation time which is not carried over shall be paid to the employee at the end of the calendar year if the Village's scheduling and operational needs resulted in the inability of the employee to take such vacation time off during the calendar year. In the event a holiday occurs during an employee's vacation, the employee will be credited with an additional vacation day. Vacation pay shall be paid at the employee's regular hourly rate of pay (straight time) in effect on the pay date immediately preceding the vacation. Vacation credit is calculated at the beginning of each calendar year. In the event an employee reaches another vacation period level on his anniversary date during the calendar

year, he will be given additional pro-rated hours of vacation time from the anniversary date through the end of the calendar year. Regular part-time employees shall not be eligible for vacation.

## **ARTICLE XII.**

### **SICK LEAVE**

**Section 12.1 - Sick Leave Purpose.** Sick leave with pay is provided as a benefit to full-time employees in recognition that employees do contract various illnesses from time to time; that their financial resources may be diminished in such instances if pay is discontinued; and that it may not be in the best interest or health of the employee or fellow employees for them to work while sick. To the extent permitted by law, sick employees are expected to remain at home unless hospitalized, visiting their physician or other treating professional, or acting pursuant to reasonable instructions for care. Unfortunately, sick leave abuse sometimes occurs. The parties agree that sick leave abuse is a very serious offense, and the parties further agree that the Village may ferret out sick leave abuse. Abuse of sick leave, including but not limited to feigned illness or carrying out of personal chores unrelated to the illness or other employment, are cause for discipline up to and including termination.

**Section 12.2 - Allowance.** Any full-time employee contracting or incurring any non-job-related sickness or disability shall be eligible for sick leave with pay under the conditions set forth in this Article. In the event of an absence due to injuries or illnesses directly attributable to work at other employment, the employee is not eligible for sick leave payments under this Article. Sick leave is not personal time or personal leave, and it will be allowed only in the case of injury or illness as defined herein.

**Section 12.3 - Accumulation, Deduction and Buy-Back.** Sick leave shall be earned at the rate of eight (8) hours for each calendar month of service. In the event an employee actively works less than eighty (80) hours (excluding vacation time, holiday and personal time) in a calendar month,

he will not earn sick leave credit for that month under this Article. Sick leave taken during the year shall be deducted from sick leave earned during the twelve (12) months preceding December 1st. Employees who have not exhausted their sick leave credits for the current year are eligible for up to two (2) days' pay, payable on the pay day preceding Christmas, based upon the following schedule:

<u>Number of Sick Leave Days Used</u>	<u>Number of Days Eligible For Buy Back</u>
0-4	2
5	1.5
6	1
7 or more	0

Sick leave days that are bought back will be deducted from unused sick leave earned, and any remaining sick leave days will be accumulated with sick leave carried over from prior years.

Nothing in this Agreement shall abrogate the rights of certain employees who have letter agreements maintained in their personnel files providing that they may seek reimbursement for specified amounts of sick leave hours upon separation from employment under the terms and conditions set forth in those letter agreements.

**Section 12.4 - Sick Leave Payments and Conditions.** Sick leave pay shall be equivalent to the employee's regular hourly rate of pay in effect at the time sick leave is taken. In the case of an absence of more than three (3) consecutive scheduled workdays, the Village may require an employee to submit an acceptable physician's certification to be eligible to receive sick leave pay for any such time; such certification may also be required under these circumstances before an employee will be allowed to return to work. Failure to produce such certification when requested results in ineligibility for and forfeiture of sick leave pay for that occurrence. In addition, the Village may, at its discretion, require an employee who is or otherwise eligible to receive sick leave pay for an absence of more than three (3) workdays to submit to an examination by a physician at the Village's

expense to determine fitness for duty. Failure to submit to such examination shall result in a forfeiture of eligibility for sick leave pay. Failure to return to work upon a finding of fitness for duty following the examination by the Village physician, if he shall so determine, shall also result in forfeiture of all sick leave pay commencing after the finding is issued. Sick leave will not be paid until the days are earned under the schedule set forth above.

**Section 12.5 - Notification.** Notification of absence due to sickness shall be given to the Village no later than thirty (30) minutes before the employee's starting time, and before every scheduled workday thereafter (unless the requirements for notification are waived by the appropriate supervisor). A notification procedure shall be posted at all times to inform employees whom they shall notify and how such notification shall be made. Failure to provide proper notice of sickness may be considered an absence without pay and may result in forfeiture of all sick leave pay.

**Section 12.6 - Sick Leave Donation.** Employees shall continue to be allowed to "donate" accrued sick leave to those employees in need of sick leave, pursuant to prior practice and procedure established by the Village.

### **ARTICLE XIII.**

#### **WAGES**

**Section 13.1- Base Salary.** During the term of this Agreement, the applicable base rates for positions covered by this Agreement effective January 1, 2011 and January 1, 2012, are set forth in Appendix A.

For the year 2012, if Village employees, other than those covered under binding arbitration, receive cost of living adjustments exceeding 1%, the bargaining unit employees will receive the same increase as those employees.



**Section 13.2 - Longevity Bonus Pay.** Senior employees shall be paid longevity bonus pay pursuant to the schedule below during the term of this Agreement. The bonus payment shall be included within employee's regular payroll earnings and will be paid on the second regular payday prior to Christmas of the year the employee's longevity anniversary date occurs:

After 8, 9 and 10 years of full-time service	\$300.00
After 11, 12, 13 and 14 years of full-time service	\$550.00
After 15, 16, 17, 18 and 19 years of full-time service	\$750.00
After 20 years of full-time service	\$1,000.00

**Section 13.3 - Step Advancements.** The base salary rates for each position consist of eight steps (1 through 8). The rate at which the employee is hired at Step 1 in the base salary range for that employee. After six total months of employment, the employee will automatically advance to the next step (Step 2 for the employee). After one year (total) of employment, the employee will automatically advance to the next step (Step 3 for the employee).

Advancement to successive steps (Steps 4 and above for the employee) in the base salary range is based upon review and recommendations conducted prior to each anniversary date commensurate with regularly scheduled performance evaluations. Employees shall be given copies of such performance evaluations. Advancement to Step 4 and above is not automatic but rather is made only if the employee has demonstrated continual development and advancement of skills and abilities; performance of assigned tasks with greater and increasing skills; exemplary behavior; increased work effort; and high quality of work. Employees who are not advanced when eligible on their anniversary dates shall be reviewed again six months prior to their next anniversary date. If

they are advanced at that time, they will remain eligible for consideration to advance to the next step upon their next anniversary date.

Employees eligible for step advancement who may be potentially subjected to an unfavorable performance review evaluation will be notified at least three (3) months prior to their anniversary date. Employees who are denied step advancement may utilize the grievance procedure with all provisions to apply except that the grievance shall be filed in writing commencing at Step 2 within the time limit specified for an initial grievance, and further provided that the denial of a step advancement shall be subject to limited review only to ascertain whether the Village acted arbitrarily and capriciously in denying advancement.

**Section 13.4 Merit Based Incentive Compensation Program.** A full time employee with at least two (2) years of full time service in the Village's Public Works Department will be considered for promotion by the Director (and/or his designee) from the position of MAINTENANCE WORKER I to MAINTENANCE WORKER II, or Mechanic I to Mechanic II in the event he/she meets all of the criteria listed under any one of the following three categories for promotion:

- A. Education Based Promotion:** The employee must have completed and presented adequate proof of receipt of an Associate's Degree from an accredited school, in a previously approved course of study. The Village agrees not to unreasonably withhold approval of a course of study under this provision provided it is reasonably related to the essential job functions of the Maintenance Worker II or Mechanic II position and it is consistent with the betterment of the operations of the Public Works Department. For illustrative purposes only, a course of study in Business Management or Maintenance

would be deemed to be acceptable whereas a course of study in Art, Music or a similar liberal arts subject would not be acceptable for purposes of this provision.

**B. Performance Based Promotion:** The employee must have met all of the following conditions as of the time he/she is eligible to be considered for promotion:

1. Held the position of MWI or Mechanic I in Step 8 for a minimum period of thirty six (36) months as of the time he/she is eligible to be considered for promotion.

The first evaluation year considered for Mechanic II will be 2010.

2. Has no record of work-related and/or driving accidents which resulted in a loss of a safe driving day within the most recent twenty four (24) month period immediately prior to the time he/she is being considered for promotion. (The determination as to whether this factor has been satisfied is determined by the then-sitting members of the Village-wide Safety Committee).

3. Has a work record that is free of any record of disciplinary action within the thirty six (36) month period immediately prior to the time he/she is being considered for promotion.

4. Has achieved minimum ratings of the following on the three (3) most recent annual performance evaluations conducted prior to the time he/she is being considered for promotion: (i) rating of “satisfactory” or higher in all categories of review, and (ii) rating of “strong” in at least ½ of all categories of review.

**C. Extraordinary Contribution Based Promotion:** The employee must have met all of the following conditions as of the time he/she is eligible to be considered for promotion:

1. Achieved the position of MWI or Mechanic I position in Step 8;

2. Has no record of work-related and/or driving accidents which resulted in a loss of a safe driving day within the most recent twenty four (24) month period

immediately prior to the time he/she is being considered for promotion. (The determination as to whether this factor has been satisfied is determined by the then-sitting members of the Village-wide Safety Committee).

3. Has a work record that is free of any record of disciplinary action within the thirty six (36) month period immediately prior to the time that he/she is being considered for promotion. The first evaluation year considered for Mechanic II will be 2010.
4. Has achieved minimum ratings of the following on the four (4) most recent annual performance evaluations conducted prior to the time he/she is being considered for promotion: (i) rating of “satisfactory” or higher in all categories of review, and (ii) rating of “strong” in at least majority of all categories of review.

**D. Applicable Rate upon Promotion:**

An employee promoted under Section A, Education Based Promotion, shall be placed in the Maintenance Worker II or Mechanic II step that is higher than the employee’s current step. An employee promoted under this Section shall be placed in the MWII or Mechanic II classification at the step rate of pay that is at least higher than the Step 8 rate for the MWI position. Employees must maintain satisfactory performance upon promotion. Any employee who has consecutive years of less than satisfactory performance shall be returned to the MWI, or Mechanic I, with no more than a two step reduction and then will be eligible for reconsideration in subsequent years, pursuant to the terms of this paragraph. Thereafter, the employee will be eligible for consideration for a step adjustment following twelve (12) months of satisfactory performance in the MWII position.

Section 13.4 shall be subject to the Grievance Procedure as indicated in Article VI of this Agreement.

**E. Performance Counseling Session.**

If a non-probationary employee who is not at the top step of his/her classification requests in writing, a coordinator will conduct a counseling session regarding such employee's performance, not to exceed one (1) such counseling session per year.

**ARTICLE XIV.  
INSURANCE**

**Section 14.1 - Health Insurance.** All covered employees shall remain ineligible for the Village's health, prescription, dental and life insurance plans and they will no longer be eligible to participate in the Village's flexible spending plans. Full-time bargaining unit employees may participate in the Union's health and dental insurance plan without exclusions on the basis of active working status, hospital confinement or conditions either treated or untreated prior to the effective date of coverage. Effective January 1, 2011, the Village will contribute towards health insurance premiums for eligible covered employees enrolled in the Union plan at the rate of one thousand, two hundred eighty seven dollars (\$1,287) per month for family coverage and five hundred and forty four (\$544) per month for single coverage. Effective August 1, 2011, the Village will contribute one thousand, four hundred twenty dollars (\$1,420) per month for family coverage and six hundred dollars (\$600) per month for single coverage. Effective January 1, 2012, the Village will increase premiums to one thousand, five hundred sixty two dollars (\$1,562) per month for family coverage and to six hundred sixty dollars (\$660) per month for single coverage. However, if the Local 150 family rate is greater than the Village of Palatine family plan rate, the Local 150 rate will be capped at the employer contribution for the Village of Palatine family plan rate. All additional premium costs during the term of this agreement (if any) shall be borne exclusively by the covered employees.

The Union agrees to provide the covered employees health insurance and the Village agrees to remit payment on a monthly basis. Unless mutually agreed to otherwise, the Village will provide the Union the insurance premium amounts on the tenth (10<sup>th</sup>) day of the month preceding the coverage month (*i.e.*, February premium payment paid by January 10th).

If the actual Employer's cost of insurance for the Local 150 Plan Family Rate exceeds the projected Employer's contribution to the Village's Health Insurance Plan Family Rate, then no later than November 1<sup>st</sup>, the union shall choose among the two options listed below, provided that the parties, upon mutual agreement, may substitute an option not listed below.

At implementation, if the actual Employer's contribution for the Village's Health Insurance Plan Family Rate is more than 5% higher than the actual Employer cost of insurance for the Local 150 Plan Family Rate, then the Union shall be allowed to rescind such election of option for that year. This process shall repeat itself each year of the agreement, until such time that the election of option by the Union is made and implemented.

The options from which the Union shall choose are:

- Upon such time that the actual cost of insurance for Local 150 exceeds the employer contribution to the Village plan, Local 150 agrees that the Village's obligation shall be capped at the amount the Village pays per employee into the Village's plan. The Village shall have no additional obligation to pay premiums to Local 150 beyond that amount.
- Upon such time that the actual cost of insurance for Local 150 exceeds the employer contribution to the Village plan, the annual difference between Local 150 rate and Village rate shall be calculated and the agreed upon wage adjustment for that year shall be reduced by the percentage necessary to offset the insurance difference.

For comparison purposes, the Village's plan shall provide substantially similar benefits levels and employee premium co-pays shall be computed at the current 10%. If the Union fails to choose between the options outlined in this paragraph by November 30, the Union shall be considered in

default of these provisions and the Village shall have the right to unilaterally select one of the two options listed above, and such option shall be implemented on the following January 1<sup>st</sup>.

**Section 14.2 – Plan Coverage.** The Union and the authorized representatives of the Trustees of the Union’s health insurance plan have provided assurances to the Village that they will be responsible for the administration and compliance with all obligations under the COBRA provisions of federal law. Additionally, the Union and the authorized representatives of the Trustees of the Union’s health insurance plan have represented that all of the employees covered by this collective bargaining agreement are eligible to participate in the union’s insurance plan throughout the term of this agreement. In the event that the Union (and/or the Plan Trustees) refuses to cover any of the employees who are covered by the collective bargaining agreement, then this will be deemed to be a breach of this Agreement by the Union.

**Section 14.3 - Retiree Health Insurance.** Throughout the entire term of this Agreement and for so long as required by law, the Union and the authorized Trustees of the Union’s health insurance plan represent and agree that they will comply with all applicable laws to ensure that the health insurance plan offered to the covered employees includes a retiree health insurance to covered employees sufficient to satisfy the obligations of both the Village and the Union as required by applicable law, including the Municipal Employees’ Continuance Privilege, 215 ILCS 5/367j.

**Section 14.4 - Retirement Health Savings Plan (RHS).** Covered employees will participate in the Retiree Health Savings program subject to the remaining terms and conditions of the Plan. Upon separation of employment from the Village, any sick leave buy back benefit available at that time will be deposited into the employee’s RHS account. Following ratification of the Collective Bargaining Agreement dated January 1, 2011, the employer will contribute \$516.53 to each

employee's RHS account on a one-time only basis. This represents savings in legal fees and health insurance premiums during the first year of the contract.

**Section 14.5 - Terms of Plan to Govern.** The extent and scope of coverage under the insurance policies or programs referred to in this Article shall be resolved according to the terms and conditions of said policies and plan documents, and shall not be subject to the grievance procedure as such matters are outside the scope of the Village's control and solely within the discretion and control of the Union.

## **ARTICLE XV.**

### **BIDDING AND POSTING**

**Section 15.1 - Procedure.** When the Village determines that there is a vacancy either in an existing classification covered by this Agreement (other than Laborer and Custodian I) or by virtue of the establishment of a new classification covered by this Agreement, a notice of the vacancy shall be posted on bulletin boards regularly used for such purpose accessible to employees covered by this Agreement for at least five (5) working days. The Village may also post notice of such vacancy to other Village employees or take other steps to recruit or advertise the vacancy outside the Village as it deems appropriate. Any employee covered by this Agreement desiring to bid on the posted vacancy shall submit his name and any other materials in support of his bid by the date indicated on the posted notice to be eligible for consideration. An employee may not, however, bid down, i.e., bid upon a vacancy in a lower-rated or lower-paid classification. Nothing herein shall otherwise restrict the Village's management rights under this Agreement. This Section applies only to posted job openings and does not restrict the Village's right to transfer employees.

**Section 15.2 - Selection.** The Village shall first consider the bids of any employees covered by this Agreement, and shall award the vacancy to the most senior, qualified bidder (if any).



Qualifications shall be judged by the Village Manager and the Public Works Director, whose judgment shall not be overturned unless arbitrary and capricious. In the event it is determined that there is no qualified bidder from among employees covered by this Agreement, the Village may fill or not fill the vacancy as it deems appropriate. In addition, the Village may determine at any time not to fill the vacancy even if there are qualified bidders or applicants, provided that such determination is not for the purpose of discriminating against an employee in contravention of the non-discrimination clause.

**Section 15.3 - Trial Period.** In the event an employee is selected to fill the vacancy following a bid, the employee will serve a trial period of sixty (60) calendar days, during such period he may be returned to his original position by the Village for any reason related to work performance or inability to satisfy job expectations. The employee may also return to his original position by written request submitted no later than thirty (30) days following the start of the trial period; an employee may request to return to his original position between the thirty-first (31st) day and the sixtieth (60th) day, which may be approved by the Village Manager and the Director in their discretion.

## **ARTICLE XVI.**

### **LEAVES OF ABSENCE**

**Section 16.1 - Discretionary Leaves.** The Village may grant a leave of absence to any employee without pay under the following circumstances. Any request for a leave of absence shall be submitted in writing by the employee to the Village Manager and the Director of Public Works as far in advance as practicable. The request shall state the reason for the leave of absence and the period of time off desired by the employee. The Village Manager in his sole discretion may grant such a request for a period not to exceed ninety (90) days, and will set forth the terms and period for

such leave. An extension may be requested and will be considered only under unusual circumstance.

A leave of absence **will not** be granted to enable an employee to seek work, to work at, or to accept other employment; an employee who violates this prohibition may be terminated immediately. Employees who engage in unauthorized employment during such leave may be disciplined or terminated immediately, and their leave shall be immediately revoked in addition to any other action that may be taken. An employee may be disciplined or terminated for violating any conditions imposed upon his leave of absence. Seniority shall not accumulate while an employee is on a discretionary leave of absence, although there will be no loss of accumulated seniority. All other economic benefits under this Agreement are terminated during the period of the leave. Credit for vacation, sick leave and retirement fund shall not be earned during the leave.

Upon timely return from a discretionary leave of absence, the Village will place the employee in his previous position, if the position still exists and is vacant as determined in the Manager's sole discretion; if the position still exists and it is not vacant, the employee will be placed in the first available opening in his position according to seniority if skills and abilities are otherwise equal. If, upon expiration of a leave of absence, there is no work available and if the employee could have been laid off except for his absence on leave, he shall go directly to layoff.

An employee on leave of absence will be terminated if he fails to return from leave at the conclusion of the authorized leave; or if he resigns, quits or is terminated by the Village while on leave.

**Section 16.2 - Military Leave.** Military leave without pay shall be granted in accordance with applicable law.

**Section 16.3 - Maternity Leave.** Disability due to pregnancy as certified by an employee's doctor will be treated like any other sickness or disability. Additional unpaid leaves of absence

related to maternity where no disability exists may be granted under the conditions set forth in Section 16.1. Return to duty after unpaid maternity leave is governed by Section 16.1.

**Section 16.4 - Funeral Leave.** In the event of death in the immediate family (defined as the employee's spouse, children, step-children, parents, step-parents, mother-in-law, father-in-law, grandparents, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law), an employee shall be granted time off with pay up to a maximum of three (3) consecutive workdays as may be needed prior to and including the day of the funeral, if the employee attends the funeral. Additional unpaid time off for the purpose of activities associated with the funeral or a death in the immediate family approved by the Director of Public Works in his sole discretion.

**Section 16.5 - Jury Duty.** An employee summoned for jury duty before a recognized court of law will be granted an excused absence with pay for the period of jury duty. If the employee receives compensation as jury pay and/or expenses, he shall retain same and submit documentation to the Village concerning the amount. He will receive his regular pay for the days in question less the compensation paid for the jury duty. Employees who are summoned by subpoena or legal process to testify in a court proceeding shall also receive benefits in accord with this Section.

**Section 16.6 - Family and Medical Leave Act.** The Employer shall adhere to all terms and conditions under the Federal Family and Medical Leave Act, as hereinafter amended.

## **ARTICLE XVII.**

### **GENERAL PROVISIONS**

**Section 17.1 - Employee Safety.** Employees are expected to conduct themselves and to perform work in a manner consistent with safe practices. The Village's Public Works Department has established a comprehensive safety policy as well as a safety committee. Nothing in this Agreement shall abrogate or affect in any way the Village's right to establish, modify and enforce its

safety rules and regulations, as well as the operation of its safety committee, and matters pertaining to the safety rules and the safety committee are not subject to this Agreement, including but not limited to the grievance and arbitration procedure. In the event an employee reasonably and justifiably believes that his health and safety are in danger due to unsafe working conditions or equipment, he shall immediately inform his Foreman or other supervisor who shall have the responsibility to determine what action, if any, shall be taken, including whether the job should be continued or working conditions should be modified. The employee shall follow the direction given by the supervisor.

Employees are also entitled to receive one additional personal day off with pay during the calendar year as a "safe driving day". Employees covered by this Agreement who are required to drive a motor vehicle and who are determined to have had no preventable accidents (alone or by shared responsibility) during the calendar year are entitled to take this additional personal day under Article X of this Agreement as a safe driving day. Determination of preventable accidents is made pursuant to the established safety rules and regulations set forth in the paragraph above.

**Section 17.2 - Uniforms.** The Village will provide necessary uniforms and work clothing to employees covered by this Agreement. The Village reserves the right to modify, alter, or change any uniform or uniform items, and to establish all aspect of the type, amount, nature and style or uniforms provided. Uniforms shall be worn during working hours and shall not be worn at any other time except when traveling to and from work.

**Section 17.3 - Shoe and Boot Allowance.** The Village will provide each full-time employee with a \$125.00 allowance each calendar year for purchase of boots and/or work shoes approved by the Director. Employees may carry over the allowance for an additional calendar year, up to a maximum of a \$250 allowance. Employees will be reimbursed up to that amount for the purchase

of approved shoes and/or boots upon presentation of receipts. During the term of this contract, the Village shall provide each employee an additional \$100 toward the reimbursement of approved shoes and/or boots. The additional \$100 can be used during the term of this agreement.

**Section 17.4 - Tool Allowance.** Employees who are required to purchase or supply tools may request reimbursement from the Director for tools that are broken, lost, stolen or damaged in the conduct of Village work. The annual tool allowance for mechanics shall be \$600 in 2011 and \$625 in 2012. The Director shall exercise the sole discretion to approve such requests, as well as to establish the terms and conditions upon which such requests may be granted. The Director may require an employee to supply a minimum required set of tools and an inventory list of the tools he supplies.

**Section 17.5 - Driver's License.** It is a necessary prerequisite for any position covered by this Agreement that the employee possess and maintain at all times an Illinois driver's license (Class B Commercial Driver's License with an X Endorsement) in good standing that has not been revoked or suspended in any way that would prohibit him from driving as part of his regular work duties with the Village. In the event an employee is unable to legally drive a motor vehicle to carry out his duties with the Village, he may be assigned other work or he may be laid off or terminated by the Village in its discretion.

**Section 17.6 - Light Duty.** The Village may require an employee who is on sick leave or who has incurred an injury compensable under workers' compensation to return to work in an available light duty assignment. Whether a light duty assignment is available shall be determined by the Village in its sole discretion based on operational needs and the skills and qualifications of the employee. Light duty assignments will be made only where there is minimal risk of reaggravating an injury and there is a reasonable expectation the employee will assume regular duties within ninety (90) days or less. The Village reserves the right to require an employee to submit to a physician's

examination at its expense for the purpose of determining fitness for light duty. In the case of dispute over whether an employee is fit for a light duty assignment, the employee and the Village shall select a physician to conduct an examination at shared cost who will determine fitness for the light duty assignment.

**Section 17.7 - Fitness Examinations.** Before an employee returns to duty from an extended leave of absence or if the Village has any nonarbitrary reason to question the fitness of an employee for duty, the Village may require that the employee be examined by a qualified and licensed physician and/or other appropriate medical professional selected by the Village. The foregoing requirement shall be in addition to any requirement that an employee provide a statement from his/her doctor upon returning from sick leave under Article XII or disability leave.

**Section 17.8 - Designation of No-Smoking Areas.** The Village reserves the right to designate areas where smoking will be allowed or prohibited.

**Section 17.9 - Attendance.** The Village reserves the right to implement attendance recording and control programs as necessary to establish expectations for tardiness and attendance.

**Section 17.10 - Outside Employment.** Employees covered by this Agreement shall be subject to the Village's rules and regulations concerning outside employment as such rules and regulations exist upon the effective date of this Agreement. In addition, those rules and regulations shall be interpreted to allow an employee covered by this Agreement to submit a request for permission to engage in outside employment on an annual basis, where the employee requests permission to engage in occasional work of the same type during the year. Such a request shall be submitted before January 1 to request permission for the calendar year, and shall describe with particularity the type and amount of work anticipated, and the persons or business (or the types of persons or businesses) the work will be performed for. In the event that the circumstances

substantially change during the calendar year concerning the type, amount, nature and persons for whom work is performed for which permission has been previously granted, the employee shall notify the Village Manager to request approval work under the changed circumstances. In the event the Village Manager denies any request to engage in outside employment, he shall prepare and submit a statement to the employee stating his reasons for the denial.

**Section 17.11 - Translation Reward Program.** Bargaining unit members shall be eligible to participate in the Village's Translation Reward Program, described in Section 5.11 of the Palatine Employee Handbook, and as such Section may be hereafter amended.

## **ARTICLE XVIII.**

### **DISCIPLINE**

Employees shall not be disciplined except for just cause. When just cause exists, the Village shall have the right to invoke one or more of the following disciplinary measures:

- (a) Oral Warning;
- (b) Written Reprimand;
- (c) Suspension Without Pay;
- (d) Demotion; or
- (e) Discharge

Discipline shall be appropriate for the circumstances. In instances of poor work performance, inefficiency, failure to follow orders or direction, insubordination, and absenteeism and tardiness, progressive discipline will be imposed prior to discharge.

Prior to the actual imposition of a suspension without pay (other than suspension without pay pending investigation) or discharge, the Village shall give the affected employee an opportunity to discuss the circumstances underlying the disciplinary action, which shall take place as soon as

practicable, and the employee shall be informed at that time of the basis for the disciplinary action. The employee upon request shall be allowed to have a Union Steward present during the discussion, although a discussion will not be inordinately delayed if a Steward is not immediately available. The Village shall provide to the employee a copy of a written reprimand that is placed in his file.

Employees must initial any disciplinary documents to be placed in their personnel files; employees upon request shall be given a copy of such documents. Failure to so initial shall constitute insubordination.

Where practicable, employees shall not be disciplined in front of other employees.

#### **ARTICLE XIX.** **LABOR-MANAGEMENT CONFERENCES**

At the request of either party, the Village and the Union may meet by agreement for a "labor-management conference" in the interest of efficient management and harmonious employee relations. The party requesting the conference shall submit an agenda in writing at the time the request is made. Such conferences shall be limited to the following matters:

- (a) discussion of the implementation and general administration of the Agreement;
- (b) sharing of general information of interest to the parties; and
- (c) discussion of possible health and safety concerns.

The Union may invite up to two employees (who will not be removed from pay status if they are presently on duty) and one non-employee representative to attend such conferences. It is expressly understood that such conferences are exclusive of the grievance procedure, and matters being processed under the grievance procedure shall not be subject to discussion.



**ARTICLE XX.**  
**EMPLOYMENT TRAINING AND EDUCATION**

**Section 20.1 - Employee Training Programs.** The Village's Public Works Department regularly plans and schedules training programs for its employees, and may direct employees to attend and participate in such programs as may be necessary. In addition, the Village may plan, schedule and design training for employees based upon its evaluations of employee performance and upon specific employee requests. The Village agrees to reimburse all employees for the costs, if any, that may be associated with such programs that they are directed to attend and participate in under this Section.

**Section 20.2 - Employee Education Assistance.** The Village Manager has established a policy regarding reimbursement of certain educational expenses upon request, applicable to all Village employees including those employees included in this bargaining unit. Employees covered by this Agreement shall continue to be eligible to apply for educational assistance pursuant to the policy as may be in effect from time to time. The Village Manager's application of his policy shall be final in all respects, except that he shall not grant or deny assistance to any employee covered by this Agreement for reasons related to the employee's Union status (or lack thereof), and this exception only shall be subject to application of the grievance and arbitration procedure.

**Section 20.3 - Special Licensure/Training.** The Employer shall pay for all direct expenses incurred by the employee in obtaining any special licensure and/or training related to their work duties, pursuant to present practice and procedures.

**ARTICLE XXI.**  
**TEMPORARY PROMOTION**

An employee who is temporarily assigned or promoted by the Village to a Coordinator classification for at least four (4) hours in any day shall be paid one (1) additional hour of pay at the employee's regular hourly rate of pay.

**ARTICLE XXII.**  
**DISABILITY AND RETIREMENT**

Disability and retirement benefits are available to eligible employees under the Illinois Municipal Retirement Fund (IMRF) and federal social security. Any contributions for such benefits, and any such benefits as may be provided, shall be subject exclusively to the law, rules, policies and procedures governing the IMRF and shall not be subject to or affected by this Agreement, including but not limited to the grievance and arbitration procedure.

**ARTICLE XXIII.**  
**PERSONNEL RECORDS**

An employee's personnel file shall be made available for inspection by the employee upon written request. Upon request of an employee, the Village shall have 48 hours to produce the employee's personnel file. All requests for file inspection are governed solely by the Personnel Record Review Act, as amended hereafter. (820 ILCS 40/1 *et seq.*) An employee involved in a pending grievance may designate in writing a Union representative to inspect his personnel file pursuant to the terms of the Act set forth therein.

**ARTICLE XXIV.**  
**NON-DISCRIMINATION**

In accordance with applicable law, neither the Village nor the Union will discriminate against any employee covered by this Agreement with regard to employment, tenure or any other term or condition of employment on the basis of race, sex, age, religion, creed, color, or ancestry. Likewise,

neither the Village nor the Union shall discriminate in any way against any employee on account of his/her union activity or his/her refraining from such activity. Any dispute concerning the interpretation and application of this paragraph shall be provided through the federal or state agency or court rather than through the grievance procedure set forth in this Agreement.

**ARTICLE XXV.**  
**SUBSTANCE ABUSE**

The parties recognize that the Village, its employees, and the public generally has the right to expect its employees to be free from the effects of alcohol and illegal drugs. The Village has previously adopted, and has the right to adopt and enforce, policies and procedures pertaining to alcohol and illegal drugs as they affect the work place.

**ARTICLE XXVI.**  
**EXISTING BENEFITS**

All direct economic benefits which affect all employees in the bargaining unit and which are neither set forth in this Agreement nor are covered by a subject matter included in this Agreement, and are currently in effect, shall not be diminished or reduced until such time as the Village shall notify the Union of its intention to change them. Upon such notification, and if requested by the Union, the Village shall meet and negotiate the impact of such changes before it is finally implemented by the Village. Any changes made without such notice to the Union shall be considered temporary pending the completion of such impact bargaining by the parties. If the Union becomes aware of such change and has not received notification, the Union must notify the Village as soon as possible and request such meetings if so desired. The failure of the Union to make such request shall act as a waiver of the rights provided herein. This provision shall neither restrict nor apply in any way to the rights of the Village set forth in this Agreement, including the Management Rights clause, Article IV.

**ARTICLE XXVII.**  
**SUBCONTRACTING**

The Village retains the right to subcontract work as it deems necessary. Except where an emergency exists, if the Village plans to layoff two (2) or more bargaining unit employees and to subcontract the work they perform, the Village shall notify the Union and offer the Union an opportunity to discuss the planned layoffs and subcontracting, including alternatives the Union may propose and the effect of the Village's decision on bargaining unit employees.

**ARTICLE XXVIII.**  
**ENTIRE AGREEMENT**

This Agreement constitutes the complete and entire agreement between the parties, and concludes collective bargaining between the parties for its term. This Agreement supersedes and cancels all prior practices and agreements, whether written or oral, which conflict with the express terms of this Agreement. If a past practice is not addressed in this Agreement, it may be changed by the Employer unless otherwise limited or restricted by the Existing Benefits clause, Article XXVI.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or ordinance from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The Union specifically waives any right it might have to bargain collectively or to impact or effect bargaining other than that provided for within this Agreement for the life of this Agreement.

**ARTICLE XXIX.**  
**SAVINGS CLAUSE**

In the event any Article, section or portion of this Agreement should be held invalid and unenforceable by any board, agency or court of competent jurisdiction or by reason of any

subsequently enacted legislation, such decision or legislation shall apply only to the specified Article, section or portion thereof specified in the board, agency or court decision or subsequent legislation, and the remaining parts or portions of this Agreement shall remain in full force and effect.

**ARTICLE XXX.**  
**DURATION AND TERM OF AGREEMENT**

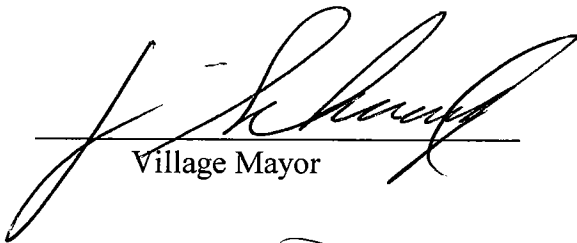
This Agreement shall be effective as of the day after it is executed by both parties, and it shall remain in full force and effect until December 31, 2012. However, the wage increases provided for herein shall be effective retroactively to January 1, 2011, inclusive of any and all overtime payments thereto. The Agreement shall continue in full force and effect for successive yearly periods thereafter **unless** either party shall notify the other in writing mailed at least ninety (90) days prior to the expiration date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the expiration date. This Agreement shall remain in full force and effect following the notice given above during the period of negotiations until written notice of termination is given by either party to the other party not less than ten (10) days prior to the desired termination date, which shall not be before the stated expiration date.

**Village of Palatine and International Union of Operating Engineers, Local 150  
Collective Bargaining Agreement  
2011 through 2012**

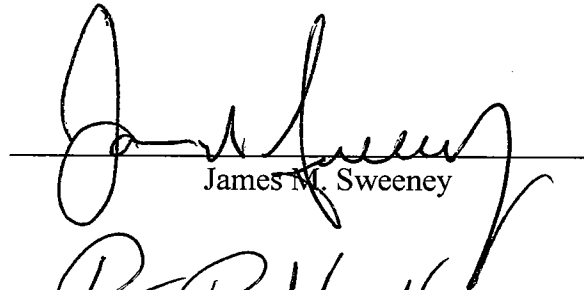
**EXECUTED** this 5 day of July, 2011.

**VILLAGE OF PALATINE**

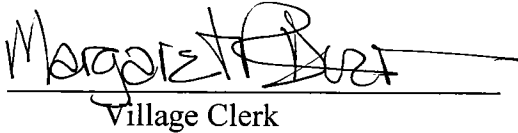
**INTERNATIONAL UNION OF OPERATING  
ENGINEERS, LOCAL NO. 150**



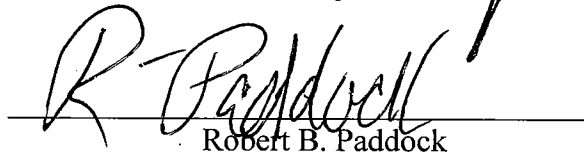
Village Mayor



James M. Sweeney



Village Clerk



Robert B. Paddock

## APPENDIX A

### 2011 SALARY SCHEDULE

Position	Hourly Rates							
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Asst Bldg Engineer 1	20.05	21.01	22.68	23.77	24.91	26.11	27.02	27.97
Maintenance 1	20.44	21.42	23.12	24.23	25.39	26.61	27.54	28.50
Supply Controller	21.43	22.46	24.24	25.40	26.62	27.90	28.88	29.89
Mechanic 1	23.13	24.24	26.17	27.43	28.75	30.13	31.18	32.27
Utility Tech 1	23.21	24.32	26.25	27.51	28.83	30.21	31.27	32.36
Maintenance 2	23.34	24.46	26.40	27.67	29.00	30.39	31.45	32.55
Asst Bldg Engineer 2	23.34	24.46	26.40	27.67	29.00	30.39	31.45	32.55
Utility Tech 2	23.38	24.50	26.45	27.72	29.05	30.44	31.51	32.61
Electronics Tech	23.62	24.75	26.71	27.99	29.33	30.74	31.82	32.93
Team Leader	24.72	25.91	27.97	29.31	30.72	32.19	33.32	34.49
Acting Team Leader	24.72	25.91	27.97	29.31	30.72	32.19	33.32	34.49
Electrician	25.23	26.44	28.54	29.91	31.35	32.85	34.00	35.19
Mechanic 2	25.55	26.78	28.91	30.30	31.75	33.27	34.43	35.63
Technical Team Leader	26.03	27.28	29.45	30.86	32.34	33.89	35.08	36.31

### 2012 SALARY SCHEDULE

Position	Hourly Rates							
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Asst Bldg Engineer 1	20.25	21.22	22.91	24.01	25.16	26.37	27.29	28.25
Maintenance 1	20.65	21.64	23.36	24.48	25.65	26.88	27.82	28.79
Supply Controller	21.64	22.68	24.48	25.66	26.89	28.18	29.17	30.19
Mechanic 1	23.38	24.50	26.44	27.71	29.04	30.43	31.49	32.59
Utility Tech 1	23.43	24.55	26.50	27.77	29.10	30.50	31.57	32.68
Maintenance 2	23.58	24.71	26.67	27.95	29.29	30.70	31.77	32.88
Asst Bldg Engineer 2	23.58	24.71	26.67	27.95	29.29	30.70	31.77	32.88
Utility Tech 2	23.62	24.75	26.72	28.00	29.34	30.75	31.83	32.94
Electronics Tech	23.85	25.00	26.98	28.27	29.63	31.05	32.14	33.26
Team Leader	24.96	26.16	28.24	29.60	31.02	32.51	33.65	34.83
Acting Team Leader	24.96	26.16	28.24	29.60	31.02	32.51	33.65	34.83
Electrician	25.49	26.71	28.83	30.21	31.66	33.18	34.34	35.54
Mechanic 2	25.79	27.03	29.18	30.58	32.05	33.59	34.77	35.99
Technical Team Leader	26.28	27.54	29.73	31.16	32.66	34.23	35.43	36.67

## **APPENDIX B**

### **LETTER OF UNDERSTANDING**

The Village and Union agree that the practice of job completion and release will continue for snow plow operations for the length of this contract.



## LETTER OF UNDERSTANDING AND AGREEMENT

This Letter of Understanding and Agreement ("LOUA") is entered into by and between the Village of Palatine ("VOP") and the International Union of Operating Engineers, Local 150, AFL-CIO ("Union").

WHEREAS, the VOP and the Union are parties to a collective bargaining agreement ("CBA") which expired on December 31st 2010;

WHEREAS, the VOP has given notice of it's of budgetary concerns to the Union, during negotiations and intent to layoff one position effective January 2011.

WHEREAS, a savings in the overtime budget of \$65,000 (approximately 1312 hours) could be transferred for fiscal year 2011 in order to prevent this lay-off within the Bargaining Unit, VOP and the UNION Have agreed to the following;

In consideration of the above the parties wish to confirm their understandings and agreements on these issues through the provisions of this LOUA, as follows:

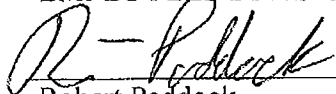
1. As of January 1, 2011, employees will accrue compensatory time in lieu of overtime earnings through a special earnings code entitled "Special Compensatory Time." The Special Compensatory Time will be used by each employee by no later than December 31, 2012, unless mutually agreed to extend for special circumstances.

2. From the signing of this LOUA until December 31st, 2011, each employee performing work under the Bargaining Unit of the CBA, shall receive Compensatory Time consistent with this LOUA and the CBA, in lieu of paid overtime, for the first forty eight (48) hours (minimum) up to sixty (60) hours of Comp-time. The parties agree to revisit this Agreement on September 1, 2011.

3. This LOUA in no way waives any issue or withdraws any proposal for which the parties are currently negotiating and only modifies the CBA as specifically referenced herein. All of the remaining provisions of the CBA not specifically modified by the terms of this LOU remain unchanged.

Entered into and agreed upon as effective as of the last date written below.

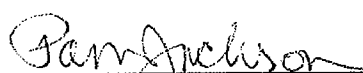
INTERNATIONAL UNION OF OPERATING  
ENGINEERS, LOCAL 150, PUBLIC  
EMPLOYEES DIVISION



Robert Paddock  
Negotiator/Organizer

1-18-11  
Date

VILLAGE OF PALATINE



Pam Jackson  
Human Resources Director

1/18/11  
Date

**TYPE:** RESOLUTION **SUBMITTED BY:** ADMINISTRATION **DATE:** JULY 5, 2011

**DESCRIPTION:** CONSIDER A RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE VILLAGE OF PALATINE AND INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 150, PUBLIC EMPLOYEES DIVISION.

**SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:**

<input checked="" type="checkbox"/>	<i>Financially Stable Government</i>	<input type="checkbox"/>	<i>Safe Place to Live</i>
<input checked="" type="checkbox"/>	<i>Cost Effective Services Responsive to Citizens</i>	<input type="checkbox"/>	<i>Downtown as a Community Focal Point</i>
<input type="checkbox"/>	<i>Open Government w/ Involved Citizens</i>	<input type="checkbox"/>	<i>Regional Partnerships</i>

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**COMMITTEE ACTION:**

**DATE:**

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**BACKGROUND:** International Union of Operating Engineers Local No. 150, Public Employees Division provides union representation for Palatine's represented Public Works employees. The previous contract expired on December 31, 2010.

**DISCUSSION:**

Parties have agreed to the following changes to the previous agreement:

- A two-year contract, expiring December 31, 2012.
- 1% increase in base wages for year 2011 and 2012.
- Increase health insurance rates 10% each year, capped at the employer-contribution rate for the Village of Palatine family plan.
- The merit-based incentive program was extended to Mechanics in exchange for demotion language if performance standards are not met.
- Contribution into a Retirement Health Savings Program (RHS) from labor attorney savings and delay of health insurance rate increase.
- Shoe and Boot Allowance: a one-time contribution of \$100 toward safety boots.
- Increase Mechanic Tool Allowance by \$25 in 2011 and \$25 in 2012.
- Clarifying language on overtime practices (non-economic).

The parties participated in mediation through a federal mediator and did not use attorneys. Members of Local 150 ratified the Agreement on June 20, 2011.

**RECOMMENDATION:** Staff recommends approval of a Resolution authorizing the collective bargaining agreement with International Union of Operating Engineers Local 150.

**ACTION REQUIRED:** Motion to adopt a Resolution approving the collective bargaining agreement between the Village of Palatine and International Union of Operating Engineers Local 150 and to authorize the Mayor and Village Clerk to sign the agreement.