

AGREEMENT
BETWEEN
CITY OF ROCK FALLS, ILLINOIS
AND
LOCAL UNION NO. 196 OF THE
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

Effective
September 1, 2019 to August 31, 2023
(UTILITIES)

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AGREEMENT

This Agreement is entered into as of this 1st day of September, 2019 by and between the CITY OF ROCK FALLS, ILLINOIS (hereinafter designated "the City" or "the Employer") and LOCAL UNION NO. 196 OF THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO (hereinafter designated as "the Union" or "employees") for and on behalf of those employees of the City occupying positions within the unit described in Article 2 of this Agreement.

In as much as the Employer and the Union desire to establish a standard of conditions under which the employees shall work for the Employer during the term of this Agreement and to regulate the mutual relations between the parties with the view of securing harmonious cooperation and for settling of any disputes, it is agreed as follows:

ARTICLE 1

CONTRACT PERIOD

Section 1.01 This Agreement, when approved and signed by the appropriate authorities for and on behalf of the City and the Union, shall have force and effect from September 1, 2019 and until August 31, 2023, and thereafter shall continue in full force and effect for successive periods of one (1) year unless written notice of the desire to terminate or modify the agreement is served by either party upon the other party more than sixty (60) days prior to the date of termination. Where written notice to terminate or modify this Agreement is timely served, this Agreement shall terminate on the stated date of expiration, provided however that the parties may thereafter mutually agree to extend the period during which this Agreement shall remain in full force and effect upon such terms as may be acceptable to both parties.

It is understood that this Agreement is subject to the approval of the International President of the International Brotherhood of Electrical Workers.

Section 1.02 Any party serving written notice of the desire to terminate or modify this Agreement upon the other party shall, at least sixty (60) days prior to the expiration of the Agreement, submit its written proposals for amendments, or for a new agreement, to the other party, and shall thereafter continue to observe the terms of this Agreement until its expiration.

Section 1.03 It shall be understood that the provisions of this Agreement may be modified at any time upon mutual agreement of the parties, provided that all such modifications shall be in writing and signed by authorized representatives of the Union and the City.

ARTICLE 2

RECOGNITION

Section 2.01 In accordance with the certification issued by the Illinois Public Labor Relations Board pursuant to the authority of the Illinois Public Labor Relations Act (the "Act") in Case No. S-RC-75 and clarified in Case No. S-UC-(S)-00-011, LOCAL UNION NO. 196 of the INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS is recognized as the exclusive representative of employees within the following bargaining unit:

All full and part-time service and maintenance employees in the Department of Public Works and Electrical Department of the City of Rock Falls, excluding all employees of the City of Rock Falls excluded from the definition of public employee under the Act, supervisors, managerial and confidential employees, and short-term employees, clerical employees and all other employees of the City of Rock Falls.

for the purposes of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as defined in the Act.

Section 2.02 All functions of management of the operations of the City and the direction of its employees which are not limited by the express language of this Agreement, are exclusively vested in and retained by the Employer, including but not limited to the right to determine the means, methods and place of operations, and to decide what work or services shall be performed by employees; the right to hire, discipline or discharge employees for causes; to transfer, promote or relieve from duty because of lack of work or for other legitimate reasons; and to maintain discipline, order and efficiency; the right to make and enforce reasonable shop rules, to introduce new and improved methods, materials, equipment or facilities, or change or eliminate existing methods, materials, equipment or facilities; provided this will not be used for purposes of discrimination against any employee for membership in the union.

Section 2.03 Neither the City nor the Union shall discriminate against any employee because of race, creed, color, religion, age, national origin, ancestry, sex, marital status, handicap unrelated to the ability to perform, or unfavorable military discharge as defined by federal and state laws, nor because of any employee's participation or non-participation in lawful union activity.

Section 2.04 Feminine or neuter pronouns shall be substituted for those of masculine form or vice versa and the plural shall be substituted for the single number or vice versa in any place in this agreement in which the context may require such substitution. The use of the masculine gender in any language herein shall be construed to include the feminine gender.

ARTICLE 3

EMPLOYEES

Section 3.01 Whenever the term "Employee" appears in this Agreement, it shall be construed to mean those persons included within the bargaining unit defined in Section 2.01.

Section 3.02 All employees shall be required to serve a probationary period of employment with the City of six (6) continuous months following their date of hire. During this period, each probationary employee's suitability for employment beyond the probationary period will be evaluated by the City, and the City shall retain the right to dismiss any probationary employee at any time without prior notice or assignment of specific reasons for dismissal, and no probationary employee shall have any rights or recourse under this Agreement. Upon successful completion of the probationary period, employees shall thereafter be credited with seniority from their last date of hire and be credited with a one-time allocation of 2 additional personal days in recognition of their successful completion of the probationary period. These 2 personal days must be used within one year from the date of completion of the probationary period.

Where it feels the action is appropriate, the Union may request a meeting with the Department Head or the Personnel Committee to determine whether the probationary employee was treated fairly, and the Department Head or Personnel Committee shall meet with and consider any concerns of the Union, but the decision of the Department Head or Personnel Committee shall be final.

Section 3.03 The City shall have the right to employ short-term employees as defined by the Act to perform any work required, provided such employees are employed for less than two consecutive calendar quarters in any calendar year. Such short-term employees shall not be entitled to any rights or benefits provided to employees within the bargaining unit under this Agreement, provided however that no short-term employee shall be paid less than the probationary hourly wage rate provided by this Agreement and that the employment of any short-term employees shall not cause the layoff of any regular employee.

However, the City may hire a maximum of four (4) students during the period May 1 each year to August 31 of each year. Such "summer help" must be enrolled as a student (high school or college) at the time of employment. Children of bargaining unit employees will be given preference for hire, but nothing within the contract shall restrict the ability of the City to discipline any person hired as "summer help" under the City's managerial authority. No work performed by "summer help" will reduce, curtail or replace any overtime opportunity of any regular bargaining unit employee. The requirements for payment of an hourly wage not less than the probationary wage rate provided by this agreement shall not apply to any such "summer help" which may be hired by the City.

Section 3.04 The term regular part-time employee, when utilized within this Agreement, shall include any employee hired, and regularly scheduled to work less than thirty (30) hours in a regular workweek.

Section 3.05 Residency Requirement. All employees of the City of Rock Falls covered by this agreement shall reside within a thirty (30) minute response time of their reporting location. For the purposes of this provision, an employees reporting location shall be defined as the Electric, Water, Wastewater and Street Department buildings and shall include City Hall. Employees hired by the City shall have one (1) year to meet this requirement. Employees failing to meet this requirement shall be subject to discipline up to and including discharge.

ARTICLE 4

UNION DUES - CHECK-OFF AND FAIR SHARE

Section 4.01 The City shall deduct from the pay of each bargaining unit member from whom it has received a written authorization to do so, the amount required for the payment of monthly Union dues and uniform fees, provided the Union certifies to the City by affidavit the amount required to be deducted.

Such fees, accompanied by a list of persons from whom they have been deducted and the amount deducted from each, and by a list of persons who had authorized deductions and from whom no deduction was made and the reason therefore, shall be forwarded to the Local Union 196 office no later than ten (10) working days after such deductions are made. Written authorization of the deductions shall be submitted to the Office of City Clerk upon forms approved by the City Clerk. The City's only obligations hereunder shall be to deduct said fees and submit them to the Union, and the City shall bear no obligation or liability to the Union or to any employee for any mistakes made in compliance with such obligations.

Section 4.02 Any bargaining unit member may terminate the dues check-off by submitting written notice of revocation of the authorization to the office of the City Clerk and the Local Union 196 office.

Section 4.03 The Union shall indemnify, defend and hold harmless the City, its officers, officials, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of any actions by the City for the purposes of complying with the provisions of this Article, or in reliance on any list, notice, certification, affidavit or assignment furnished under any of the provisions of this Article.

Section 4.04. New Hires. The City, within seven (7) working days, of the 1st date of work, shall notify the Union business office, of all new hires for positions within the bargaining unit. If requested by the Union the City shall, upon reasonable advance request, permit the new hire to meet with a Union representative at the end or beginning of a shift to discuss the benefits of membership. The time spent in meeting shall not be compensable.

ARTICLE 5

UNION BUSINESS

Section 5.01 Duly authorized representatives of the Union will be permitted to enter upon the Employer's premises at reasonable times for purposes of handling grievances or observing conditions under which employees are working. Such Union representatives shall identify themselves, and provide advance notice to the head of the Department or other supervisory employee in charge on each occasion prior to entering any premises or facilities of the City not generally open to the public, and shall conduct their activities or business without interference to the operations of the City and the employees.

Section 5.02 It is understood and agreed that there will be no Union activity or business conducted during employee working hours provided however that in connection with the processing of grievances, where a duly authorized Union officer or steward employed by the City requires to be relieved of his/her duties in order to engage in business which cannot be performed outside normal working hours, such employee shall advise the head of his/her department or immediate supervisor of such circumstances and request to be relieved of his/her duties for the period essential to handle such matter, and permission shall be granted unless the Department Head or immediate supervisor determines that the employee cannot be released from duty because of the immediate requirements of the Department's operations. The Union will notify the City Clerk in writing of the employees designated as officers or stewards, and will promptly provide notice when changes occur.

Section 5.03 Subject to the needs of the City and its operations, the City agrees to grant leaves of absence without pay for periods not to exceed two weeks to any Union official or member for purposes of Union business, provided the Department Head for the Department in which the employee works is notified at least two weeks in advance of the requested leave of absence and its duration and is able to make adequate scheduling arrangements to have the employee's job covered during such absence.

ARTICLE 6

UNION BULLETIN BOARDS

Section 6.01 The Employer agrees that the Union may install and maintain a bulletin board at a location designated by the Employer such that all employees covered by this Agreement may easily read notices posted thereon.

ARTICLE 7

STATE AND FEDERAL LAWS

Section 7.01 In the event that any of the provisions of this Agreement shall conflict with any state or federal law or presidential regulations, such provisions shall be deemed to be modified

sufficiently in respect to either or both parties to the extent necessary to comply with such laws or regulations and the remaining portion of this Agreement shall remain in full force and effect.

ARTICLE 8

NO STRIKE - NO LOCKOUT

Section 8.01 During the term of this Agreement, there shall be no lockout, strike, work stoppage, picketing, slowdown or other form of interference with production regardless of the cause. All employees who hold a position of officer, steward, or committeeman of the Union occupy a position of special trust and responsibility in maintaining and bringing about compliance with this provision, including the responsibility to remain at work during any interruption which may be initiated by other employees and to encourage employees violating this paragraph to return to work.

ARTICLE 9

DISPUTE RESOLUTION PROCEDURE

Section 9.01 - Step 1 Where any employee or group of employees have any disagreement, dispute, difference or complaint concerning employment conditions with the City, such employee(s), accompanied by a steward if the employee elects, may submit the matter to the immediate supervisor or the department head for the involved department and consult with the supervisor or department head in an attempt to arrange a satisfactory solution, provided however that the employee(s) and the supervisor or department head shall possess no authority to make or agree to any arrangement or resolution which conflicts in any way with the provisions of this Agreement. The steward or chief steward of the Union shall be given notice of any solution agreed upon.

Section 9.02 - Step 2 When no satisfactory solution is achieved through consultations with the immediate supervisor and/or department head, any employee, group of employees and/or the Union shall have the right to submit to the department head of the involved department a grievance in writing. For purposes of this Article, a grievance shall be defined as a claim or contention by employee(s) or the Union that the Employer has violated one or more of the terms of this Agreement. The written grievance shall state, at a minimum, the name of the grievant; the Article and Section of the Agreement alleged to have been violated; the date of the occurrence which gave rise to the grievance; a description of the occurrence; and, the remedy requested. The grievance shall be signed and dated by the grievant or their representative. To be timely and valid, any written grievance must be submitted to the involved department head within twenty-one (21) calendar days of the occurrence of the alleged contract violation or when the employee knew or should have known of such violation, and any purported grievance not filed within such period shall be deemed to be a nullity and without force and effect.

Section 9.03 Within fourteen (14) days of the submission of a written grievance to the involved department head pursuant to Section 9.02, the involved department head or his/her delegate shall meet with the appropriate representative for the Union, and any employee filing the grievance, to explore the facts and circumstances involved, and to attempt to achieve a satisfactory solution. Within fourteen (14) days after this meeting, the department head shall prepare a written response to the grievance, summarizing the claims and contentions of the employee(s) and the union, the solution(s) proposed or agreed upon, and where no solution has been agreed upon, his/her response to the grievance, which shall be submitted to the chief steward. Where the department head concludes that additional time is required for investigation or consideration of the grievance, he shall, within the period provided for response, submit such conclusion in writing to the chief steward. The chief steward may disagree with this conclusion and appeal the grievance to the City Administrator pursuant to Section 9.04, in which event the department head's interim response shall be deemed a denial of the grievance.

Section 9.04 - Step 3 Within seven (7) days of submission of the written response of the department head pursuant to Section 9.03, the Union may appeal the decision of the involved department head to the City Administrator, and may request a meeting on the grievance. Where the request for a meeting is submitted, the City Administrator shall schedule such a meeting at the earliest available opportunity within fifteen (15) days, and shall notify the employee(s) involved, the chief steward of the union, and the department head and/or immediate supervisor of the scheduled date of such hearing and request their attendance.

At the hearing, the City Administrator shall consider the grievance, response of the department head and any additional evidence or argument submitted by the employee(s), the Union and the department head, and shall attempt to arrive at a solution satisfactory to all concerned. Where no solution is possible, the City Administrator shall render a decision on the grievance in writing and submit a copy of the decision to the chief steward on behalf of the Union within seven (7) days after the hearing.

Section 9.05 - Step 4 The decision of the City Administrator concerning any grievance shall be final and binding upon the employee(s), the Union, and the department head, unless within seven (7) days of the decision, the employee(s) or the Union submit a request to the full City Council for review of the City Administrator's decision by filing such request in writing with the office of the City Clerk. Where such request for review is filed, the grievance and the decision of the City Administrator shall be brought before the full City Council for consideration at its next regularly scheduled meeting occurring more than five (5) days after the filing of the request for review by the employee(s) or Union. The City Council shall have the authority to consider any additional evidence or argument, which may be offered, and to adopt, amend, alter, modify or reverse the decision of the City Administrator and shall make its decision at the meeting at which the grievance is presented. The City Council's decision on any grievance shall be final and binding upon all concerned unless appealed to arbitration by the Union in accordance with Section 9.06.

Section 9.06 - Arbitration Grievances that are properly processed, but are not adjusted between the Employer and the Union, as provided above, may be referred to arbitration upon

written request of the Union made within twenty-one (21) days of the Employer's answer in Step 4. When arbitration is requested, the parties shall attempt to agree on the selection of an arbitrator. If an agreement cannot be reached within thirty (30) days from the date on which arbitration is requested, then the Federal Mediation and Conciliation Service shall be requested to submit a list of five (5) arbitrators. From such list of arbitrators, the grieving party shall strike two (2) names and the Employer then strike two (2) names and the person whose name remains shall be the arbitrator; provided, however, that either party shall have the right to reject one (1) list of arbitrators and ask for a new list from the Federal Mediation and Conciliation Service.

In settlement of any grievance resulting in retroactive adjustment, such adjustment shall be limited to a maximum of five (5) days prior to the date of filing of the grievance. The decision of the arbitrator shall be final and binding upon the parties. The arbitrator shall have no right to ignore, add to, take from, or modify any of the provisions of this Agreement. The expenses of the arbitrator shall be shared equally by the parties, and such expenses may be at the request of either party, including the cost of a written transcript of the hearing. Each party shall bear all other expenses incurred by it in connection with the proceeding.

This Agreement shall be interpreted only according to its written provisions without regard to the history of negotiations, past practices, and written matters which are not supplements to this Agreement signed by both parties.

Section 9.07 Time shall be of the essence under each provision of this Article. Where a party fails to comply with the time limitations established herein, and no agreement to extend those time limitations has been agreed upon, the grievance shall be deemed to have been decided on the basis of the last timely response. Time limits in this Article may be extended by mutual agreement between the Union and the Employer.

Section 9.08 For purposes of this Article, if at any time, the office of City Administrator is vacant or nonexistent, then the Personnel Committee of the City council shall be substituted for and perform the functions of the City Administrator in the grievance process as delineated herein.

ARTICLE 10

SENIORITY

Section 10.01 Seniority shall be defined as each employee's length of continuous employment within the bargaining unit since his/her most recent date of hire.

Section 10.02 Each employee's seniority and employment with the City shall terminate upon the occurrence of any of the following:

- (a) resignation or voluntary termination;

(b) retirement;

(c) discharge;

(d) absence from work for three (3) consecutive work days without proper notice to the head of the department of such absence and the reasons for absence unless circumstances beyond the employee's control precludes the employee from providing notice;

(e) failure to report for work upon the expiration of scheduled vacation or any authorized leave of absence unless the employee can show just cause for the failure to report;

(f) failure to report for work following written notice by the City to the last address furnished by the employee to the City Clerk of a recall from layoff, provided an employee shall have up to twenty-one (21) days after such recall notice is mailed to report;

(g) absence from work due to layoff or other reason for a period equal to the lesser of the employee's seniority or two (2) calendar year(s), provided, however, that this provision shall not apply to any employee absent from work because of any injury or illness arising from his employment with the City and covered by the Worker's Compensation Act.

Section 10.03 The City will furnish the Union a list showing the name, address, classification and last hiring date of each employee, and whether the employee is entitled to seniority or not. The City shall post this list, without employee addresses. Within thirty (30) calendar days from the date of posting, each employee must notify the City Clerk in writing of any error concerning his/her last hiring date as stated upon such list, or the date will be considered correct and binding upon the employee and the Union from that time forth and forever. The City will furnish the Union notice of any changes to the seniority list, and will furnish a revised list every twelve (12) months, which will also be posted in accordance with the procedures above.

Section 10.04 The City retains the right to select employees to fill positions within the City administration outside the bargaining unit established in Section 2.01 in its unfettered discretion.

Where an employee accepts a transfer or promotion to a position outside the bargaining unit, other than on a temporary basis, the employee shall cease to accumulate or accrue further seniority within the bargaining unit after the date of transfer or promotion, but shall retain seniority previously accumulated while employed within the bargaining unit for a period of six months only, after which any accumulated bargaining unit seniority shall terminate.

ARTICLE 11

LAYOFF AND RECALL

Section 11.01 Where the City determines it is necessary to reduce the number of employees employed within the Bargaining Unit, the City may, at its discretion, layoff employees, after giving notice in writing delivered thirty (30) days in advance by personal delivery or certified mail addressed to the last available address of Local 196 Union Hall, and the City shall follow the following procedures in the layoff and recall of employees:

(a) All probationary employees shall be laid off before any employee with established seniority;

(b) Thereafter, employees within the Bargaining Unit, will be laid off in inverse order to their established seniority, provided, however, that any employee with greater seniority must be qualified and able to satisfactorily perform the duties of any new position to which the employee will be assigned because of the layoff of a less senior employee in order to avoid layoff in place of a qualified less senior employee;

(c) In recalling employees from layoff, the City will recall employees with established seniority in inverse order of their layoff from the Unit, provided that the employee being recalled is qualified and able to satisfactorily perform the duties of the position within the Unit to be filled by recall;

(d) Nothing in this article shall prevent or bar the Union and the City from mutually agreeing to a program designed to avoid or curtail layoffs by spreading available work or hours among employees within the unit.

ARTICLE 12

POSTING OF VACANCIES AND JOB BIDDING

Section 12.01 Where any vacancy or job opening within the bargaining unit occurs, such vacancy or opening will be filled by first posting the opening for bidding by employees within the bargaining unit. Notice of such opening or vacancy will be posted upon the bulletin board of the Unit for seven (7) calendar days before other means are utilized to fill the vacancy or opening. Interested employees may bid for the vacancy or opening by submitting a written statement of interest to the head of the department within which such vacancy or opening exists, and shall forward a copy of their bid to the steward or chief steward of the Union. Where no timely bids are submitted for any vacancy or opening, the City may thereafter proceed to fill the job or position in the manner it deems appropriate. The job description, or a statement of the job's duties, any special qualification required for the job, work hours and job wage scale shall be made available to any interested employee upon request to the Department Head where the vacancy exists. However, nothing herein shall prohibit the employer from hiring outside the bargaining unit to fill a vacancy in the position of

Journeyman Lineman or Apprentice Lineman above step IV if a vacancy occurs in the position of Journeyman Lineman or Apprentice above step IV within twenty-four (24) months following the date when a prior vacancy in the position of Journeyman Lineman or Apprentice above step IV has occurred.

Any temporary assignment or transfer of any bargaining unit employee to a new or different job assignment or newly created position, which is reasonably expected to last for thirty (30) days or more, shall be done according to Job Bidding Procedures, in accordance with this Article.

Section 12.02 In the awarding of bids such decision by the Employer shall be made within thirty (30) days of the closing of the bid posting period. When necessary, temporary assignment will be made within this thirty (30) day period. The above action taken shall be posted on the bulletin board in each department within seven (7) days of the date of the decision by the Employer.

Section 12.03 In filling job vacancies, including promotions, the following factors shall be used except as provided otherwise:

- (a) Ability to do the work measured by physical fitness, experience, training, skill and demonstrated work habits; and
- (b) Seniority.

Where, as measured by factor (a), two or more applicants are substantially equal, factor (b) shall govern. Final determination of ability shall be made by the Employer, except that any dispute, which may arise in this connection, shall be handled in accordance with the provisions of this Agreement for the settlement of grievances.

Section 12.04 Any employee who successfully bids for any vacancy or job opening shall be given a qualifying period of two (2) continuous months following transfer or promotion to the vacancy or job opening, and will be given the opportunity during this period to demonstrate the ability to satisfactorily perform the duties of the job or position. Where the employee fails to demonstrate the ability to satisfactorily perform the duties of the job or position, the employee shall return to his/her previous position within the unit and the vacancy or opening will be re-posted for bidding.

Section 12.05 Where any employee successfully bids for any vacancy or job opening, and successfully demonstrates the ability to perform the duties of the job or position during the qualifying period, the employee shall be ineligible to bid for any further vacancies or job openings for a period of twenty-four (24) months following completion of the qualifying period in such job or position unless waived by the Employer. This provision, shall apply prospectively, to individuals bidding into vacancies on or after October 15, 2019.

Section 12.06 Any employee bidding for a vacancy or job opening may, prior to acceptance of a successful bid, withdraw his bid for such vacancy or job opening by submitting written

notice of the withdrawal to the department head, provided, however, that the City shall not be required to re-post the vacancy or job opening by reason of any withdrawn bids. Employees withdrawing bids upon a vacancy or job opening shall be ineligible to bid for any further vacancy or job opening for a period of three (3) months thereafter unless waived by the Employer. Once a bargaining unit job vacancy is filled the City shall notify the Union by email, as to who was awarded the job.

Section 12.07 Any employee who has successfully bid to an apprenticeship job in the Electrical Department, and who has completed his/her six (6) month probationary period will be required to complete the lineman apprenticeship program. This will be furnished by the City, and the Employee will be required to complete each set of lessons in the designated time period of six (6) months. If the Employee does not meet the above requirements, he/she is liable for termination, and in addition, if, during the training program or within three (3) years of completing the program, the employee voluntarily drops from the program or leaves employment with the City, either voluntarily or as a result of a discharge for cause, the employee shall reimburse the cost incurred by the City for the training received by the employee, unless the voluntary drop was for reasonable cause, per the following schedule:

While still in the program:

0-12 months	0% reimbursement.
13-24 months	Employee shall repay 33% of the cost.
25-36 months	Employee shall repay 66% of the cost.
37-48 months	Employee shall repay 100% of the cost.

After completing the program:

One (1) year or less-	Employee shall repay 100% of the cost.
1-2 years	Employee shall repay 75% of the cost.
2-3 years	Employee shall repay 50% of the cost.

The reimbursement obligation of this paragraph will begin effective with an employee hired as an apprentice after September 6, 2010, and shall be effective only if the cost of the training program has been documented by the City to the employee and the union in writing prior to the hire.

An employee hired into the Electric Department Apprentice program above Step 2 will receive credit against necessary time as an apprentice, and will be slotted at the hourly rate applicable as slotted, for any time spent and passed in the apprentice program of either the Illinois Municipal Utilities Agency or the IBEW as an employee of another employer, and the time spent in the employ of the other employer shall count toward the time required to attain journeyman pay, but shall not be counted as seniority within the department. In order to be entitled to the credit, the employee is responsible for obtaining and providing to the City evidence of time spent in either of the approved apprentice programs.

Section 12.08 Any employee who successfully bids to a vacancy pursuant to this article will be paid at the wage rate fixed by the contract for the position to which the bid is awarded with the Employee's seniority.

ARTICLE 13

HOLIDAYS AND HOLIDAY PAY

Section 13.01 The following dates (or dates observed as such) shall be observed as holidays during the course of the calendar year:

January 1st (New Year's Day)	Labor Day
Presidents Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
July 4 th	Christmas Eve Day
	Christmas Day

Where a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday, and where a holiday falls on a Sunday, the holiday shall be observed on the following Monday.

Section 13.02 Regular full-time employees shall be paid eight (8) hours pay at their current hourly wage rate for each holiday on which they are eligible to receive pay for a holiday. Regular part-time employees shall be paid at their current hourly wage rate for the average number of hours regularly scheduled per workday for each holiday on which they are eligible to receive pay for a holiday.

Section 13.03 Where any holiday occurs during an employee's scheduled vacation period, the employee may, with prior approval from the department head, elect to extend his scheduled vacation an additional day, or may elect an additional day of vacation to be scheduled pursuant to the provisions of Article 14.

Section 13.04 To be eligible to receive pay for a holiday, every employee shall be required to work the last regularly scheduled work day before, and the first regularly scheduled work day after, the holiday, provided however, that where verification of illness or excusable absence deemed reasonable by the department head is provided, the employee shall nevertheless be eligible for holiday pay.

Where an employee is scheduled to work on any holiday, the employee must report for work as scheduled, and any employee who fails to report for work shall not be eligible for pay for the holiday, provided however, that where verification of illness or excusable absence deemed reasonable by the department head is provided, the employee shall nevertheless be eligible for holiday pay.

Section 13.05 In addition to the regular holiday pay provided herein, any employee who works on a holiday shall receive double the current hourly wage rate for the job for all hours actually worked on a holiday. If the holiday falls on a weekend, the employee gets paid the double-time rate if the employee works on the day observed as the holiday (not the actual holiday).

Section 13.06 Employees shall be entitled to two (2) personal days off with pay during each year of this Agreement beginning January 1, 2001, which shall be used during the calendar year in which it is authorized, except that the employee may carry over one (1) personal day to the next calendar year, so long as no employee shall utilize more than five (5) personal days in any calendar year. In order to utilize personal day(s), the employee must request authorization to utilize the day twenty-four (24) hours in advance (if possible), and must receive approval of his/her supervisor or department head. Personal day(s) may be used in no less than one-hour increments with approval of the supervisor or department head.

An Employee shall be entitled to a third personal day per calendar year beginning with the next calendar year following completion of seven (7) years of service, and if the employee elects to not use the third day in any calendar year, he/she shall receive one-half day's pay at the then current wage rate in lieu thereof.

An Employee shall be entitled to an additional personal day beginning with the next calendar year following completion of fifteen (15) years of service.

ARTICLE 14

VACATIONS

Section 14.01 All regular full and part-time employees shall be eligible for vacation time during each calendar year of this Agreement on the basis of the following schedule:

- After one year of service -- one week
- After two years of service -- two weeks
- After five years of service -- two weeks and two days
- After seven years of service -- three weeks
- After ten years of service -- three weeks and one day
- After twelve years of service -- three weeks and three days
- After fifteen years of service -- four weeks
- After twenty years of service -- four weeks and two days
- After twenty-five years of service -- five weeks

Section 14.02 Vacation time may be scheduled at any time between January 1 and December 31 of the calendar year, subject to the needs of the City and the approval of the Department Head. However, if an anniversary date of hire reached by an Employee results in that Employee's eligibility for additional vacation, such additional vacation shall be immediately available for use by the Employee, subject to the scheduling requirements of this article. Each

employee shall be credited with his vacation time for the completed years of service which he possesses on January 1 for that calendar year. Where the employee does not possess one (1) year of completed service on January 1 of any calendar year, the employee, upon completion of one full year of service with the City, shall be eligible for the vacation time specified in Section 14.01 during the remainder of that calendar year.

Prior to February 1 of each year, employees shall be entitled to schedule their vacation time in order of their department seniority, provided however, that no employee shall be entitled to schedule more than three weeks of vacation time consecutively. After February 1, vacation time may be scheduled at any available time, but more senior employees may not bump any less senior employee who previously scheduled his/her vacation time. The department head shall retain the right to determine the appropriate number of employees who may schedule vacation time during any particular period in order to insure adequate staffing, but provided that an employee may not be denied the right to take scheduled vacation of one (1) week or more if no other employee has previously scheduled vacation for the requested period. If the City for any valid reason refuses an IBEW employee vacation time, that employee's fiscal dates will be extended forty-five (45) additional days, or, with the consent of the department head, the employee may elect to receive pay, computed at the employee's regular hourly rate, for up to one (1) week of vacation in lieu of taking the vacation as time off work.

Section 14.03 To be eligible to receive pay for vacation time, every employee must have worked at least twenty-six weeks during the preceding calendar year, provided however, that any week not worked during a year due to any work-related injury or illness covered by the Worker's Compensation Act shall be considered time worked for purposes of vacation pay.

Section 14.04 Regular full-time employees eligible to receive pay for vacation time shall be paid for forty hours at their current hourly wage rate for each week of vacation time. Regular part-time employees eligible to receive pay for vacation time shall be paid according to the average number of hours of work for which they are regularly scheduled each week at their current hourly wage rate for each week of vacation time.

Section 14.05 No employee shall be entitled to accumulate or accrue any vacation time or vacation pay from year to year, or to take vacation pay and work in lieu of vacation time, except as specified in Section 14.02 above. For each completed month of service during the calendar year in which the employee terminates, the employee shall receive one-twelfth (1/12 or .083) percent of his or her annual vacation pay. An employee who: (i) resigns his or her position after giving at least 2 weeks notice of resignation; (ii) is released from employment by the City due to reduction of employees or layoff; or, (iii) whose employment is terminated for any other reason except discipline or performance shall receive pay for any vacation credited under section 14.02 or accrued under this section, such pay to be included with the final paycheck of the employee. However, an employee whose employment is terminated by resignation without at least 14 days notice or for disciplinary or performance related issues shall not be paid for vacation accrued under this section for the year in which the termination occurs. All payments for vacation shall be made to the employee within 14 days of the termination of employment, or, if the basis for termination is disputed, within 14 days of resolution of the dispute.

Section 14.06 Vacation may be used in no less than one-half day increments.

ARTICLE 15

SICK LEAVE

Section 15.01 Each regular full and part-time employee shall be granted one day of sick leave with pay for each month of service, or a maximum of ten (10) days per year, to be used whenever the employee, by reason of any injury or illness not arising out of his/her employment, is unable to work when scheduled. Each employee shall be entitled to accumulate a maximum of ninety (90) days of unused sick leave for subsequent use, other than for those purposes permitted under Section 15.05,. Notwithstanding other restrictions upon use of sick leave, an Employee who is unable to work because of injury or illness arising from or out of his or her employment shall be entitled to be paid under sick leave benefits for the first three (3) days of absence due to such work related illness or injury, but further provided that if the Employee later is eligible for and receives temporary total disability benefits under the City's Workers' Compensation Program, then the wages paid to the Employee for such initial three (3) day period of absence shall be due and payable to the City by the Employee within thirty (30) days. If the Employee fails to voluntarily reimburse the City, the City may deduct such amounts from the Employee's next payroll following the thirty (30) day period. Once reimbursed, the Employee's sick days shall be added back to the Employee's total available sick leave.

Section 15.02 Where any employee has accumulated the maximum number of unused sick leave days authorized above (e.g. 90 days), and does not utilize any sick leave days in a calendar year, the employee shall be entitled to one day's pay at the current hourly wage rate for his/her perfect attendance during the year. Where any Employee has accumulated the maximum number of unused sick leave days authorized above, and utilizes only one (1) sick leave day in a calendar year, the employee shall be entitled to one-half day's pay at the current wage rate for his/her attendance during the year.

Section 15.03 The sick leave benefits provided herein are to be utilized only when an employee has a legitimate injury or illness which precludes the employee from performing the duties of his/her job or when an employee needs to attend to a member of the employee's immediate family because of a serious injury or illness. Immediate family member shall be limited to the employee's legal spouse, child, parent, grandchild and grandparent. Employees may also utilize sick leave to care for any other form of relative or significant other, as long as that relative or significant other resides in the employee's household at the time of such serious illness or injury. The head of each department may require adequate verification of the employee's, family members, or significant other's asserted illness or injury, including the certification of an attending physician attesting to the illness or injury or disability after the third consecutive day on sick leave. Where such verification is requested, sick leave days with pay shall be denied when the verification is not submitted, in addition to any disciplinary measures found to be appropriate by the City.

Proper notice of any illness or injury, or of the need to attend to an immediate family member, and the inability to work as scheduled as a result, shall be furnished in advance of any absence to the department head or immediate supervisor in order to qualify for sick leave pay benefits. Sick leave benefits shall be available for any absence for any elective surgery, and may be used for any form of preventive medicine or treatment requiring the employee to take time off during working hours to see a doctor, receive hospital or clinical services or similar medical attention. Such usage must be reported to the supervisor prior to leaving the workstation.

Section 15.04 Upon termination of employment by the employee, the employee shall be entitled to be paid for any accumulated unused sick leave, not used for service credit with IMRF, at the rate of two day's pay for each ten accumulated unused sick leave days, and the pay shall be computed at the rate applicable to the employee on the last day of his/her employment.

Section 15.05 Where an employee has accumulated the maximum unused sick leave of ninety (90) days specified in Article 15.01, the employee will be permitted to accumulate additional unused sick leave days solely for purposes of IMRF retirement credit upon retirement. Any unused sick leave days accumulated in excess of ninety (90) days shall not be available for use for sick leave with pay, nor compensation pursuant to Section 15.04, and may be utilized solely to obtain additional credit for retirement under the Illinois Municipal Retirement Fund. Employees shall be notified annually of their sick leave balance, where such balance exceeds (90) days.

Section 15.06. This provision is intended to clarify the accounting for available sick time. For purposes of keeping track of available sick leave the City keeps one running balance. As sick time is used under Section 15.01, the time used is deducted from the balance. Where additional days accrue, they shall be added to the existing balance. An employee who exhausts the balance of available sick leave, permitted under section 15.01, the employee will be deemed to have exhausted available paid sick leave. Examples to clarify are as follows:

- (a) Employee has accumulated 100 sick days, during service with the City. In the year 2019, they use 90 sick days due to illness. They will have a balance of 10 days, but the days are not available for use as sick time. Once new days accrue, they will be added and become available.
- (b) Employee has accumulated 120 sick days, during service with the City. In the year 2019, they use 30 sick days due to illness. They will have a balance of 90 days, but only 60 days are available for use as sick time. In the next year, however, they accrue an additional 10 days; thereby increasing the balance to 100 days.
- (c) Employee has accumulated 120 sick days, during service with the City. They choose to retire, applying all of the 120 days towards IMRF service credit. No days are available for payment under section 15.04.

ARTICLE 16

BEREAVEMENT LEAVE

Section 16.01 Each regular employee shall be allowed seven (7) days off with pay in the event of the death of the employee's legal spouse, or natural or adoptive child. Three (3) days off with pay shall be allowed a regular employee to attend the funeral and to details of any funeral when a death occurs in the employee's immediate family, which shall include the employee's father, mother, stepfather, stepmother, father-in-law, mother-in-law, brother, sister, grandparent, grandchild, or son-in-law or daughter-in-law or significant other residing in the employee's household. One (1) day off with pay shall be granted to an employee to attend the funeral of an aunt, uncle, grandparent-in-law, brother-in-law, or sister-in-law. In addition, up to two (2) sick leave days may be used to supplement any bereavement leave, with notice to the department head in advance of that use. In addition, days off without pay may be granted due to the death of any other close friend or relative with the approval of the department head. To qualify for bereavement leave the employee must attend the related service for the deceased.

ARTICLE 17

JURY DUTY

Section 17.01 Where an employee is required to serve upon a jury during his/her regularly scheduled work time, the employee shall receive his regular hourly wages for such period of time. In order to be eligible for payment for lost work time spent on jury duty, however, the employee shall be required to verify and turn over to the City all compensation received for service on jury duty.

ARTICLE 18

LEAVES OF ABSENCE

Section 18.01 Any regular full or part-time employee may request a leave of absence without pay for a period up to one year by submitting the request in writing to the head of the department where the employee works, with copies to the office of City Clerk and to the chief steward. Any requested leave of absence shall be subject to the approval of the department head and the mayor, who may approve or disapprove the request on the basis of the operating requirements of the department, the availability of substitute employees, the reasons for the requested leave of absence, and any other relevant factors. Employees granted leave of absence shall be prohibited from accepting any employment while on leave of absence without prior approval of the department head and the mayor, and shall be deemed to have voluntarily terminated their employment with the City where they fail to comply with such limitation. Employees granted a leave of absence shall not have any guarantee of

reinstatement to the position held before taking a leave of absence upon their return, and shall neither accrue nor accumulate seniority during such leave of absence.

Where an employee on a leave of absence requires an extension, a request for an extended leave of absence shall be submitted and processed in accordance with the procedures for original requests for leave.

Section 18.02 - Childcare Leave Any regular employee who is to become a parent of a newborn or adoptive child shall have the right to an unpaid leave of absence of up to three months. The leave will begin and salary shall stop at the end of the last full day of employment. An employee who is placed on childcare leave will retain any accrued annual leave, but no benefits shall be earned during the childcare leave period. In the case of adoption, the beginning of the leave period shall be determined by the adoption agency in relation to the availability of the child.

Application for childcare leave should be filed with the department head at least thirty (30) days prior to the anticipated beginning date of the leave. In the case of early delivery or adoption, the thirty (30) day rule shall be omitted, but the employee must notify the department head at the earliest opportunity of the intent to take such childcare leave. Written application for childcare leave shall:

1. Be accompanied by the proper certification of impending childbirth or adoption by the employee's physician or adoptive agency;
2. The date that leave is requested to begin;
3. The anticipated date the employee expects to return to normal duties;
4. Employees on childcare leave, upon payment of the appropriate premiums, may continue their coverage under the City's life insurance, health insurance, and disability insurance programs.

When the employee indicates in writing the intention of returning to work, the department assumes an obligation to reinstate the employee to the same position or to one of equal status and pay, provided that such written notice must be presented at least seven (7) days in advance of the anticipated date of return. Such leaves shall not be subject to extension beyond the initial period requested.

Section 18.03 - Military Leave Any regular employee who leaves active employment for the purposes of being inducted, entering, determining physical fitness to enter, or performing training duty in the armed forces or Coast Guard, either by enlistment, draft or recall will be granted a leave of absence.

Upon the expiration of such leave of absence, each employee will be restored to his/her former job classification or to a position of like seniority, status and pay, unless circumstances of the City have so changed as to make it impossible or unreasonable to do so, provided:

1. Application for re-employment is made within 90 days after discharge from active service or hospitalization continuing after discharge for a period of not more than one year;
2. The employee presents a certificate showing satisfactory completion of service;
3. The employee's voluntary period of enlistment or recall to active duty does not exceed four (4) years, plus one (1) year additional voluntary extension of active duty if the extension is at the request and for the convenience of the government.

Any employee who, as a member of the military reserve unit of the United States or State of Illinois, attends special training assignments, shall be given leave--not to exceed 15 calendar days a year. This special leave shall in no way affect vacation, sick leave, or other emergency leave benefits of the employee's job status. The employee will receive full pay during the absence which shall be computed at the amount equal to 100% of base pay less any taxable wages paid by the reserve unit of the United States or State of Illinois.

Section 18.04 - Child Birth Leave Each regular employee shall be allowed one day off with pay where the employee has a newborn child or adopts a child not previously a member of the employees household, which leave may be taken on the date the child is born or adopted, or on the date the child is released from the hospital or adoption agency to go home following birth or adoption, or may be split between those two dates. The foregoing shall apply to a child adopted up to eighteen (18) years of age. Up to four (4) additional days of leave with pay shall be granted and charged to sick leave if an employee elects to take such leave, and said leave shall be taken in conjunction with the aforementioned initial day of leave.

Section 18.05 - Americans With Disabilities And Family And Medical Leave Act Compliance The City and the Union agree to comply with the Americans With Disabilities Act, including the duty to make reasonable accommodation, in the implementation of this Agreement. The parties also agree to comply with the Family And Medical Leave Act of 1993, as enacted or hereafter amended. Requests for leave under the statute shall be submitted to the City Clerk's office.

Where an employee contends either the City or the Union, or both, have failed to comply with the Americans With Disabilities Act, or the Family And Medical Leave Act, the employee may pursue relief under the grievance and arbitration procedures of this Agreement, provided the employee electing to do so gives the City and the Union written notice of his claim or contention(s), and agrees to submit such claim or contention(s) to arbitration proceedings which shall be final and binding upon him.

ARTICLE 19

INSURANCE

Section 19.01 The City will continue to provide medical health insurance coverage to regular full-time employees and their dependents upon the same terms accorded to employees of the City not within the bargaining unit described herein. The City and City administration retains the right to change insurers or insurance policies whenever such actions are deemed appropriate. Coverage under the medical health insurance shall terminate whenever an employee's seniority and employment relationship terminates under this Agreement. Employees on layoff or any leave of absence or absences of more than 120 days duration shall be required to pay the costs of maintaining their insurance coverage should they elect to maintain their coverage.

Section 19.02 During the term of this contract, the cost of premiums required to maintain medical health insurance coverage for regular full-time employees and their dependents shall be paid by the City and Employees as follows:

The City shall pay eighty-four percent (84%) of the premium, and the Employee shall pay sixteen percent (16%) of the premium. Upon authorization, the City will deduct the employee's payment from his/her paycheck each month, but each employee shall have the sole responsibility for submission of any required premium payments to the City in advance to insure continuation of coverage, and the City shall assume no responsibility for the employee's failure to make such payment and any lapse of coverage resulting from it.

Commencing July 1, 2018 if an employee's spouse has health insurance coverage available to them through their own employment, the spouse will not be eligible for coverage under the City plan.

For any employee hired, or whose first date of employment is on or after January 1, 2011, then the percentages of participation in insurance plan and coverage costs as set forth above shall not apply, and in lieu thereof the following shall apply:

- (a) The City shall pay or contribute eighty percent (80%) of such cost;
- (b) The employee shall pay or contribute twenty percent (20%) of such cost.

Section 19.03 Any bargaining unit employee who has attained age sixty (60), and after twenty-five (25) years of continuous service as an employee of the City and who elects to retire, shall be entitled to continue participation in the group health care plan maintained for employees of the City, and the City shall pay a portion of the customary and usual monthly cost for that health care plan according to the following schedule:

<u>Period following retirement</u>	<u>Portion of cost to be paid by City</u>
1 st year	90%
2 nd year	80%
3 rd year	70%

4 th year	60%
5 th year	50%

The amounts to be paid by the City as contributions to the cost of participation of a retired employee in the group health care plan according to the above schedule shall continue until the employee is eligible for participation in the federal Medicare program, at which time the City's participation in accordance with this paragraph shall cease, and thereafter the City's participation in health care plan costs for the retired employee shall be in accordance with other policies of the City.

For any Employee hired after August 31, 2008, in lieu of the table of cost division set forth in this section, for each of the five (5) years following retirement, the City shall pay 60% of the cost of the insurance, and the Employee shall pay 40%.

ARTICLE 20

CONTRACTED WORK

Section 20.01 The Employer may contract out work as long as such contracting out does not result in either layoff or part-timing of employees.

Section 20.02 Non-bargaining personnel within the Electrical and Public Works Departments shall not be permitted to perform any work on any established bargaining unit job within their Department except in the following situations: (1) in case of emergency, including during any declared snow emergency; (2) for purposes of instruction or training of an employee; (3) in testing or demonstrating new equipment, methods, operations or processes; and (4) whenever employees covered by this Agreement and qualified to perform the work are unavailable for the work.

ARTICLE 21

WAGES

Section 21.01 During the term of this Agreement, the hourly wages for bargaining unit personnel shall be computed in accordance with the schedule listed on the document attached as Exhibit A.

An employee who is assigned to the position of crew leader shall receive an additional two dollar (\$2.00) per hour in addition to the base rate of pay.

An employee who is assigned to the position of Electrical Service Truck Operator shall receive an additional fifty cents (\$.50) per hour in addition to the base rate of pay.

ELECTRICAL DEPARTMENT

Each Lineman, the Custodian and Meter Reader shall be paid in accordance with the wage schedule for the employees in the Electric Department, attached hereto as Exhibit A and entitled "Wage Progression Schedule".

Apprentice Lineman shall be paid in accordance with the following schedule:

Electrical Apprentice	Step I	60% of lineman's wage rate
	Step II	65% of lineman's wage rate
	Step III	70% of lineman's wage rate
	Step IV	75% of lineman's wage rate
	Step V	80% of lineman's wage rate
	Step VI	85% of lineman's wage rate
	Step VII	90% of lineman's wage rate
	Step VIII	95% of lineman's wage rate

Years of experience as a journeyman lineman, as noted in Schedule A, shall apply to years of experience gained and working as Journeyman Lineman regardless of the place of employment where such experience has been obtained, and any Journeyman Lineman possessing the years of experience noted within Schedule A shall qualify for the wage attributable to those years of experience.

DEPARTMENT OF PUBLIC WORKS

Any Employee who is assigned to the position of Crew Leader shall receive an additional two dollar (\$2.00) per hour in addition to the base rate of pay.

An employee who is assigned to the position of Water Serviceman shall receive an additional fifty cents (\$.50) per hour in addition to the base rate of pay.

Wastewater

Wastewater Operator/Maintenance employees shall receive the following incentives for obtaining the respective licensing. These incentives shall be paid in addition to the base wages, however, they are not accumulative, and if an employee is working in a position other than a position in the Wastewater Department because the employee has bid or been promoted to the other position, then the incentive shall not be due or payable to the employee.

- Class IV – fifty cents (.50¢)
- Class III – one dollar (\$1.00)
- Class II – one dollar and fifty cents (\$1.50)
- Class I – two dollars (\$2.00)

Wastewater Operator/Maintenance employees shall receive Longevity increases of eighty cents (.80) per hour for the completion of every five (5) years of continuous service with the

City. These Longevity increases shall be accumulative. Effective for any Employee hired after August 31, 2008, the Longevity increase provided for in this paragraph shall be awarded after ten (10) years of continuous service with the City, and thereafter for completion of every five (5) years of service. Such Longevity increases shall be accumulative.

Water

Water Operator/Maintenance employees shall receive the following incentives for obtaining the respective licensing. These incentives shall be paid in addition to the base wages, however, they are not accumulative, and if an employee is working in a position other than a position in the Water Department because the employee has bid or been promoted to the other position, then the incentive shall not be due or payable to the employee.

Class D – fifty cents (.50¢)

Class C – one dollar (\$1.00)

Class B – one dollar and fifty cents (\$1.50)

Class A – two dollars (\$2.00)

However, until such time as the City is required to or does operate a Class A Water Supply facility, an employee who, while employed by the City, has obtained and held a Class B license for seven (7) consecutive years shall receive two dollars (\$2.00) per hour as license incentive.

Water Operator/Maintenance employees shall receive Longevity increases of eighty cents (.80) per hour for the completion of every five (5) years of continuous service with the City. These Longevity increases shall be accumulative. Effective for any Employee hired after August 31, 2008, the Longevity increase provided for in this paragraph shall be awarded after ten (10) years of continuous service with the City, and thereafter for completion of every five (5) years of service. Such Longevity increases shall be accumulative.

Street

Street department Operator/Maintenance employees shall receive Longevity increases of eighty cents (.80) per hour for the completion of every five (5) years of continuous service with the City. These Longevity increases shall be accumulative. Effective for any Employee hired after August 31, 2008, the Longevity increase provided for in this paragraph shall be awarded after ten (10) years of continuous service with the City, and thereafter for completion of every five (5) years of service. Such Longevity increases shall be accumulative.

An Employee directed to be in charge of the department in the absence of the superintendent will receive two dollars (\$2.00) per hour, over his regular pay, for time spent in charge of the department as designated.

License Maintenance

The amounts provided for as license incentive pay for Wastewater and Water Maintenance Operators shall be paid provided that the license classification for which awarded is maintained by the employee in a current condition under the regulations of the state of Illinois.

Custodian and Meter Reader

The longevity pay amounts and qualifying dates and periods provided for herein, as applied to Employees within the Wastewater, Water and Street Departments, shall also apply to those persons holding the position of Custodian and Meter Reader in the Wastewater/Water and Electric Departments.

Section 21.02. (Department of Public Works and Electrical Department / Crew Leader.

The City reserves sole right of selection when assigning crew leader for both temporary and permanent assignment. Permanent crew leaders are those employees who on a regular basis oversee a job site and crew members daily. Temporary crew leaders are assigned on an as needed basis to cover absent permanent crew leaders and as other needs arise. The employee being assigned crew leader may not refuse the assignment of crew leader but may request, from their direct supervisor, to assign crew leader to another employee however, employee experience, qualifications, along with needs of service may outweigh the employee's request to be replaced as crew leader at such a time. The request may be reconsidered in the future.

ARTICLE 22

HOURS AND OVERTIME

Section 22.01 The normal work week for regular full-time employees shall consist of forty hours (40) per week, and five (5) consecutive work days, Monday through Friday. The normal work week for regular part-time employees will be established by the department head.

The normal work week set forth above shall not be applicable to any newly created jobs or operations not in existence when this Agreement was entered into by the parties. With respect to any newly created jobs or operations established after the date of this Agreement, the City administration shall retain the right to establish the initial work week and/or work hours for employees.

Section 22.02 The normal work day for regular, full-time employees shall consist of eight (8) hours per day, with one-half hour unpaid lunch period, which shall include travel time for purposes of obtaining lunch. The normal shifts shall be:

First Shift – 7:00 AM to 3:30 PM; Second Shift – 3:30 PM to 12:00 AM (Midnight); and Third Shift – 12:00 AM (Midnight) to 8:30 AM, provided the Department Heads shall retain the right and discretion to vary the starting and quitting times on a shift by one (1) hour either way for particular job classifications, crews, divisions or departments whenever such action is necessary. The normal work day for the Water and Electric Service Truck Operators and the Meter Reader shall consist of eight hours from 8:00 AM to 5:00 PM, with one (1) hour unpaid lunch, subject to the right and discretion to vary the starting and quitting times as stated above.

The department head in each department shall establish the scheduled starting and quitting time for specific job classifications and/or divisions within each department according to the operational requirements of the City, provided that if the established starting and quitting time for any employee is altered once scheduled without twenty-four (24) hours advance notice, the employee shall be paid at the regular overtime rates for the period worked with less than twenty-four (24) hours notice.

The City retains the right to schedule employees within different job classifications, divisions and/or departments on staggered starting and stopping times to maintain continuous operations whenever the City concludes such actions are necessary or appropriate. Any employee scheduled to work a shift in which two (2) hours or more of the employee's eight hour day will occur other than between the regular shift hours of 7:00 AM and 3:30 PM shall, in addition to regular wages, be paid a shift premium of twenty-five (25) cents per hour for all scheduled work hours.

Section 22.03

(a) Employees will be permitted two (2) fifteen (15) minute rest periods during each regularly scheduled work day, one during the first four (4) hours of work and a second during the second four (4) hours of work. Rest periods shall be arranged by the department head or immediate supervisor in the manner most compatible with departmental operations.

(b) The Employer shall at all times comply with the provisions of Section 3 of the Illinois "One-Day Rest in Seven Act" to provide each Employee with a meal break of at least twenty (20) minutes, commencing no less than five (5) hours after the start of the work period, and not less frequently than each five (5) hours thereafter. However, the parties acknowledge and agree that there are times when work projects cannot be stopped with all Employees simultaneously taking a one-half hour or longer break for meals, because of the nature of the work being performed. Therefore, from time to time, if the demands of a particular job shall require, the parties agree that work may be continuous (subject to breaks of 20 minutes as provided for in the preceding sentence). With the approval and at the discretion of the Department Head, and provided that the job requiring the continuous work can be completed more than one-half hour before the scheduled work period ends, the Department Head is permitted to offer to Employees the opportunity for leaving work one-half hour early in lieu of the normal one-half hour or longer meal break where all employees break simultaneously. If this optional early work termination is elected, and provided that the Employees have been given the twenty (20) minute breaks as required by the "One-Day Rest in Seven Act", then the

Employees shall not be entitled to overtime for having worked through the normal one-half hour extended meal period.

Department Heads shall not utilize the procedure for early termination of the work day except in those emergency situations where demands of safety, traffic flow or service interruption dictate continuous work on a project.

(c) Meal Allowances. If work situations requiring overtime are reasonably expected by the Department Head to last for more than five (5) hours, then the Employer shall provide a meal to the Employees after the continuous work has extended for four (4) hours and sooner than five (5) hours. If the meal provided by the Employer is to be taken at a restaurant, the time utilized for the meal will not exceed the standard meal period (30 minutes). The amount of the meal allowance provided shall be reasonable, but shall not exceed \$15.00 per employee per meal and shall include only an allowance for portions of food to be consumed by the Employee at the restaurant during that time period, and not include any additional amounts which the Employee plans to remove from the restaurant. The Department Head shall use discretion and consider factors such as weather conditions, nature and type of work being performed, length of time the Employee has been continuously working, and time of day, in making the determination whether the meal is to be taken at a restaurant or at the site of the work. The Department Head shall further attempt to assure that if a meal is to be taken at the site of the work, the meal will be served warm. In lieu of the meal allowance listed above, the employee can choose to waive the meal allowance and be compensated an additional one half (1/2) hour at their current overtime rate of pay if the meal would occur at the end of the employees shift.

The meal allowance shall not be applicable in situations where the overtime is scheduled on a normal day off, and does not exceed twelve (12) hours, but shall apply only to those situations where overtime is required as an extension of a work day completed or to be completed by the Employee, or where the overtime follows a normal work day by less than two (2) hours.

Nothing will prevent Department Heads from providing a meal to Employees in other situations when the Department Head deems such provisions to be reasonable or desirable.

Section 22.04 Employees will be paid overtime pay at the rate of one and one-half times the current wage rate for all hours worked in excess of eight hours per work day or forty (40) hours per work week, except as otherwise provided. Full time employees will be paid one and one-half times the current wage rate for any hours worked on a Saturday, except as otherwise provided.

After sixteen (16) consecutive hours of work or sixteen (16) hours in a twenty-four (24) hour work day from the start of the shift, with intermission for meals included, Employees shall be paid at the rate of twice the then current wage rate for all hours worked until released, and, if the Employee is called back to work before having eight (8) consecutive hours off duty, shall continue to receive pay at double the then current wage rate.

For all hours of any rest period following sixteen (16) or more consecutive hours of work, which fall within the Employee's regular work shift, the Employee shall be paid at regular straight time rate, and all employees shall be available for work during the rest period. However, no pyramiding of overtime shall be allowed.

Section 22.05 Employees will be paid premium pay at the rate of double the current wage rate for all hours worked on Sunday. There shall be no pyramiding or duplication of any overtime or premium pay for Sunday and holiday work.

Section 22.06 Overtime shall be distributed among the employees within each department according to this section. Each department (that is, electric, water, wastewater and street) shall maintain an overtime list for that department. An employee assigned to standby shall respond to any overtime opportunity within the department where that employee works. If the overtime opportunity requires more employees than those on standby, then the opportunity will be offered to the employee within the department with the least amount of overtime on the list. Overtime hours posted to the list will be a total of hours worked and charged, and the list will be updated monthly. If an employee is unreachable by telephone or refuses overtime, he or she will be charged with actual time worked on that opportunity, except that an employee on approved leave will not be charged for hours when unreachable or refused. Approved leave includes vacation, personal leave and sick leave. If the vacation time or personal leave is on a Friday or Monday, then Saturday and Sunday will count as approved leave and an employee will not be charged if called out and is unreachable or refused the call.

For any department which does not have a standby assignment, the overtime list maintained under this section shall be used for determining the distribution of overtime opportunities.

If an overtime opportunity requires more persons than are then currently working within that department, then the overtime lists for the other departments (excluding the electric department for overtime in the water, wastewater and street departments) shall determine the order of offering the opportunity, with the person with the least amount of overtime on all of the other lists being the first to be offered and then moving up the lists in ascending order. However, if the overtime opportunity requires a person with ability to operate the Vactor truck (meaning that none of the persons already responding to the callout has the ability), the order of callout on the list may be disregarded and the person on standby in the wastewater department may be called first. If the overtime opportunity requires more persons than are available from the other departments, then the overtime list for the electric department shall be used for the water, wastewater and street departments. For overtime opportunities within the electric department which require more persons than are available within the electric department, the lists for the other departments shall be used as set forth in this paragraph.

A copy of the list for each department shall be provided to the chief steward monthly.

Until the end of the calendar year in which the probationary period for any newly hired employee is completed, such newly hired employee will be the last person to whom each overtime opportunity is offered within the department of the newly hired employee.

For any non-scheduled overtime opportunity which requires more persons than are on standby within the department, the person or persons then on standby within that department shall be responsible for notification of such other persons in accordance with the requirements of this article, and, after the first notification of the emergency situation by the telecommunications department of the police department, all other notices of need for emergency response shall be made within the department.

Section 22.07 Compensatory Time. Employees may accumulate compensatory (comp) time in lieu of overtime. Hours worked at time and one half shall accumulate at a rate of 1.5 hours of comp time per hour worked. Hours worked at the double-time rate shall accumulate at 2 hours of comp time per hour worked. Comp time may be accumulated to a maximum of forty (40) hours used per calendar year. Use of comp time shall be subject to approval by a Department Head and absent mutual agreement of the employee and Department Head (who denial of less than 7 days notice may not be grieved) requires at least seven (7) days advance notice. Compensatory time may, at the employees election, be paid out in wages. If paid out in wages it shall be paid at the rate applicable when accrued/ banked, not at the rate in place of the time being cashed out.

Compensatory time, not exceeding the maximum permitted, may also be carried over from prior calendar years, but such carry over will not increase the amount of time that may be used by an employee in any given calendar year. Employees shall be responsible to document on their time sheets that overtime is being allocated towards compensatory time.

ARTICLE 23

CALL OUTS AND STAND BY

Section 23.01 Whenever any employee is called to work outside his regularly scheduled work hours, versus working past the regularly scheduled end time, and is not on stand-by assignment, the employee shall be entitled to a minimum of two (2) hours at the applicable overtime rate provided by this Agreement. To be entitled to the full two (2) hours pay, however, the employee must be available for work during the full two hour period.

Section 23.02 Whenever any employee(s) are assigned to stand-by status within any department, or division of a department, and required to maintain continual lines of communication during normal off duty hours in order to respond immediately to any emergency situation or call, the employee(s) shall be entitled to stand-by pay of two (2) hours per twenty-four (24) hour stand-by period at their current hourly wage rate. The department head or immediate supervisor shall have the right to determine whether, and how many, employees shall be assigned to stand-by status, and only those employees assigned to stand-by status shall be eligible to stand-by pay.

Where an employee on stand-by status is called out to handle any emergency situation, the employee shall be entitled to a minimum of two (2) hours at the applicable overtime rate provided by this Agreement, however, the employee shall be required to handle any

emergency situations or calls occurring within that two (2) hour period without duplication of benefits.

Assignments to stand-by shall be on a Thursday through Wednesday basis. All employees within each division shall be assigned to stand-by on a rotating basis, with each assignment changing weekly. Schedules of assignment to stand-by shall be posted at least one (1) week prior to the assignment, and shall be for at least one (1) month's duration.

Section 23.03 An Employee required to report for work (either under stand by assignment or as other unscheduled overtime) for overtime or emergencies during off-duty hours shall be paid for time spent from the time noted on the punch-in time at the time clock of the Employer and until the punch-out time on the time clock of the Employer. No discipline shall be administered to any Employee for failing to respond to a call-out that complies with Section 3.05 of this agreement.

ARTICLE 24

SAFETY

Section 24.02 It is recognized that the department head and the immediate supervisor in each department are responsible for insuring employee compliance with any safety rules and standards. Employees shall be obligated to comply with any existing safety rules and standards established for the job, and to cooperate with the department head and/or supervisor in order to insure the safe performance of every job.

Section 24.03 Except where emergency conditions exist requiring the maintenance or restoration of services, electrical department personnel working on energized lines will not be required to work outdoors for any extended periods of time when temperatures fall below 3 ° Fahrenheit.

Section 24.04 Where the department head or immediate supervisor determines that inclement weather conditions preclude the continuation of outdoor activities for any particular job, division or department, the department head shall attempt to find work which may be performed under shelter by the affected employees.

ARTICLE 25

MISCELLANEOUS PROVISIONS

Section 25.01 The City shall provide tools and equipment needed to perform an employee's job, including, but not limited to, raingear, protective safety equipment (including fire resistant clothing), hand tools, special footwear, uniform shirts and laundering, in accordance with the requirements of standards and regulations established and adopted by the Occupational Safety and Health Administration (OSHA).

Each Employee is responsible for care and safeguarding of all items of safety equipment and clothing issued to him. The City shall replace those items which are made unserviceable through ordinary usage and wear and tear, but each employee shall be responsible for replacing any items which are lost, stolen or damaged due to neglect, misuse or failure to properly safeguard and store. However, by virtue of this language, no employee shall suffer the loss of any benefit, equipment, clothing or protective gear from the implementation of this language.

The city will pay up to seventy-five dollars (\$75.00) every two (2) years for prescription safety glasses to each employee submitting a paid invoice for such safety glasses, provided that the safety glasses meet the safety requirements of the department in which the employee is working.

The city will pay up to fifty dollars (\$50.00) per year to each employee in the Water, Street and Water Reclamation departments submitting a paid invoice for winter clothing for wear on the job.

Section 25.02. Commercial Driver's License (CDL). All City of Rock Falls utility employees are required to possess a CDL. The City agrees to pay all related fees to renew a Commercial Driver's License incurred by employees while they are employed with the City.

Signatures appear on next page hereof.

Signed on behalf of the City of Rock Falls, Illinois and Local Union No. 196 of the International Brotherhood of Electrical Workers, AFL-CIO this 26th day of November 2019.

CITY OF ROCK FALLS, ILLINOIS

LOCAL UNION 196
INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS

Ann. B. Chesatt

Mayor of the City of Rock Falls

Eric Patrek

Business Manager, Local Union 196, IBEW

Michelle K Conklin
Deputy City Clerk



3% Increase per year
WAGE PROGRESSION SCHEDULE
9/1/19 thru 9/1/21

FIRST 3 YEARS OF SERVICE SCHEDULE WATER, WASTEWATER, & STREET, METER READER
 & ELECTRIC AND PUBLIC PROPERTY CUSTODIAN

	9/1/2019	9/1/2020	9/1/2021	9/1/2022
First 6 Months	\$ 17.46	\$ 17.98	\$ 18.52	\$ 19.08
After 6 Months	\$ 17.81	\$ 18.34	\$ 18.89	\$ 19.46
After 12 Months	\$ 18.18	\$ 18.73	\$ 19.29	\$ 19.87
After 18 Months	\$ 18.54	\$ 19.10	\$ 19.67	\$ 20.26
After 24 Months	\$ 18.90	\$ 19.47	\$ 20.05	\$ 20.65
After 30 Months	\$ 19.26	\$ 19.84	\$ 20.43	\$ 21.05

3% Increase per year
WAGE PROGRESSION SCHEDULE
9/1/19 thru 9/1/21

MORE THAN 3 YEARS SERVICE SCHEDULE WATER, WASTEWATER, & STREET, METER READER
 & ELECTRIC AND PUBLIC PROPERTY CUSTODIAN

	9/1/2019	9/1/2020	9/1/2021	9/1/2022
Maintenance S/W/WW	\$ 22.82	\$ 23.50	\$ 24.21	\$ 24.94
Meter Reader	\$ 22.82	\$ 23.50	\$ 24.21	\$ 24.94
Custodian Electric/Public Property	\$ 22.82	\$ 23.50	\$ 24.21	\$ 24.94
Asst. Super W/WW	\$ 27.87	\$ 28.71	\$ 29.57	\$ 30.45

3% Increase per year
WAGE PROGRESSION SCHEDULE
9/1/19 thru 9/1/21

LINE EMPLOYEES - ELECTRIC DEPT ONLY

	9/1/2019	9/1/2020	9/1/2021	9/1/2022
Line Personnel	\$ 38.01	\$ 39.15	\$ 40.32	\$ 41.53
Line Personnel Plus 2 Years	\$ 38.81	\$ 39.97	\$ 41.17	\$ 42.41
Line Personnel Plus 4 Years	\$ 39.79	\$ 40.98	\$ 42.21	\$ 43.48
Line Personnel Plus 6 Years	\$ 40.87	\$ 42.10	\$ 43.36	\$ 44.66
Line Personnel Plus 10 Years	\$ 42.10	\$ 43.36	\$ 44.66	\$ 46.00