

AGREEMENT

BETWEEN

VILLAGE OF CHATHAM,

A MUNICIPAL CORPORATION

AND

**INTERNATIONAL UNION OF OPERATING ENGINEERS'
LOCAL 965, AFL-CIO**

FOR
THE BARGAINING UNIT
AS CERTIFIED IN SLRB S-RC-00-16

EFFECTIVE MAY 1, 2018 THROUGH APRIL 30, 2021

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PREAMBLE

The Village of Chatham, an Illinois municipal corporation, hereinafter referred to as the “Employer” and the International Union of Operating Engineers, Local 965, hereinafter referred to as the “Union,” enters into this Contract.

The purpose of this Contract is to provide an orderly collective bargaining relationship between the Employer and the Union representing the employees in the bargaining unit, and to make clear the basic terms upon which such relationship depends. It is the intent of both the Employer and the Union to work together to provide and maintain satisfactory terms and conditions of employment, and to prevent as well as to adjust misunderstandings and grievances relating to employees’ conditions of employment including but not limited to wages, hours and working conditions.

In consideration of mutual promises, covenants and Contract contained herein, the parties hereto, by their duly authorized representative and/or agents, do mutually covenant and agree as follows:

ARTICLE I - RECOGNITION

Section 1. Unit Description - The Employer hereby recognizes the Union as the sole and exclusive collective bargaining representative for the purpose of collective bargaining on matters relating to wages, hours, and other terms and conditions of employment of all Village of Chatham employees as certified under SLRB No. S-RC-00-16. Except as indicated below, all full-time and temporary full-time employees of the Village of Chatham, employed in the Administrative Department, Street Department, Water and Sewer Department, Parks Department, Maintenance Department and Police Department are covered by this Agreement. Guards, supervisors, confidential employees, accountants, police officers and firefighters and others not identified above are excluded from coverage under this Agreement.

Section 2. Short-Term/Part-Time Employees - The Employer may continue to utilize the services of short-term and part-time employees to perform bargaining unit work in accordance with past practice so long as they do not cause layoffs, reduction of regularly scheduled hours. Full-time employees shall be those employees who are expected to be scheduled to work forty (40) hours per workweek for twelve months. Temporary Full-Time employees are expected to be scheduled forty (40) hours per workweek for a period of more than six (6) months, but less than twelve (12) months. Permanent Part-Time employees are those employees who are expected to be scheduled less than an average of twenty-four (24) hours per workweek for twelve (12) months. Seasonal employees are those employees who work no more than two (2) consecutive quarters in a calendar year.

Section 3. Individual Agreements - There shall be no individual agreements between the Employer and the bargaining unit employees that conflict with or supersede this Agreement.

Section 4. New Position Classification - If a new position or classification is agreed to by the parties, the parties shall negotiate the proper pay, the appropriate unit and the proper classification. If no agreement is reached within thirty (30) calendar days from the date the

position or classification was established, the Union may appeal the matter to the arbitration step in the grievance procedure.

Section 5. Internal Postings - The parties agree that if there is an internal posting for a specific department, only the members of that specified department will have the ability to apply under the internal posting. If said position is not filled via internal posting, any and all employees of the Village of Chatham can apply for said position once said position is posted externally.

ARTICLE II - MANAGEMENT RIGHTS

The Employer possesses the sole right to operate the Departments of the Village and all management rights repose in it. Except as specifically limited by the express terms of this Agreement, these rights include, but are not limited to, the following:

- a) To direct all operations of the Departments; and
- b) To establish reasonable work rules and schedules of work;
- c) To hire or promote, transfer, schedule and assign employees in positions and to create, combine, modify and eliminate positions within the Departments;
- d) To suspend, discharge and take other disciplinary action against employees;
- e) To lay off employees;
- f) To maintain efficiency of Departments' operations;
- g) To introduce new or improved methods or facilities;
- h) To change existing methods or facilities;
- i) To determine the kinds and amounts of services to be performed as pertains to Departments' operations; and the number and kind of employee and classifications to perform such services;
- j) To contract out for goods or services;
- k) To determine the methods, means and personnel by which Departments' operations are to be conducted;
- l) To take whatever action is necessary to carry out the functions of the Departments in situations of emergency.

It is understood and agreed that any of the rights, powers, or authority the Village had prior to the signing of this Agreement are retained by the Employer except those specifically limited by the express terms of this Agreement.

ARTICLE III - SUBCONTRACTING

Section 1. General Policy - It is the general policy of the Employer to continue to utilize employees to perform work they are qualified to perform. However, the Employer reserves the right to contract out any work it deems necessary in the interests of economy, improved work product, or emergency.

Section 2. Notice and Discussion - Absent an emergency situation, prior to the Employer subcontracting bargaining unit work, when such subcontracting results in loss of work of bargaining unit employees, the Employer shall notify the Union and offer the Union an opportunity to discuss and participate in considerations over the desirability of such subcontracting of work, including means by which to minimize the impact of such on employees.

ARTICLE IV - UNION BUSINESS/UNION SECURITY

Section 1. Condition of Employment and Dues - As a condition of continued employment, all employees included in the collective bargaining unit, ninety (90) days after the start of their employment with the Employer or the effective date of this Agreement, whichever is later, shall become members of the Union and pay to the Union periodic monthly dues and initiation fees uniformly required of all union members or pay to the union a fair share fee equivalent to the periodic monthly dues required of union members.

Section 2. Dues Deduction - The Employer agrees to deduct the periodic monthly membership dues and initiation fees from the pay of each employee who voluntarily submits a proper check-off authorization form and remit such deductions to the Union. The Employer shall automatically deduct the periodic monthly service fees equivalent to the Union's periodic monthly membership dues from the pay of each employee who elects not to become a Union member and remit such deductions to the Union on the first of the following month. One-half the monthly dues shall be deducted from each paycheck.

Section 3. Dues Notification - The Union shall notify the Employer in writing of any changes in the amount of dues, initiation and fair share fees. The Employer agrees to furnish the Union a monthly record, including Social Security Number, of those employees for whom deductions have been made and the amount deducted.

Section 4. Non-Association Based Upon Bona Fide Religious Tenets - The parties agree that where an employee is a member or has a religious feeling or belief with the conviction of a traditional religious belief, the safeguards under the Illinois Labor Relation Act shall apply. As such, an amount equal to his/ her proportionate share to a non-religious charity mutually agreed upon by the employee and the Union will be chosen. If the employee and the Union are unable to come to an agreement on the matter, an organization shall be chosen by the employee from an approved list of charitable organizations established by the Illinois Labor Relations Board.

Section 5. Union Access to Property - Union representative(s) from IUOE Local 965 shall be granted access to the premises of the Employer in order to conduct Union business. It is not the intent of the Union to disrupt the normal work process. However, necessary discussions

will be held as to be non-disruptive as possible. Lengthy discussions will be held on employees' time only.

Section 6. Union Stewards - The Union shall appoint Union stewards as necessary to assist in the compliance of the contract. In the event of dispute, the stewards will be allowed reasonable time to conduct Union business as necessitated by dispute or problems without loss of pay or benefits. An employee scheduled to work during the time negotiation meetings are scheduled shall be allowed time off from work with pay and benefits.

Section 7. Non-Discrimination - The Employer agrees that there will be no discrimination against stewards or officers of the Union engaged in the negotiation of agreements, the adjustment of grievances or the performance of related work in the interest of the Union and its members.

Section 8. Notification - The Union shall be given a fourteen (14) day notice prior to any new hire of the Village and/or any benefit change or offer to the employees.

ARTICLE V - NO STRIKE/NO LOCKOUT

Section 1. No Strike/No Lockout Commitment -

- a) Neither the Union nor any employee will call, initiate, authorize, participate in, sanction, encourage, or ratify any work stoppage, slow down, or the concerted interference with the full, faithful and proper performance of the duties of employment with the Employer during the term of this Agreement. Failure to cross a picket line by whomever established, is subject to the penalties of Section 3, if refusal to cross such picket line interferes with the full, faithful and proper performance of the employee's job duties.
- b) The Employer agrees not to lockout the employees during the term of this Contract.
- c) The Employer will take such actions within its authority to minimize the possibility of employees having to cross a picket line.

Section 2. Resumption of Operations - In the event of action prohibited by Section 1 above, the Union immediately will disavow such action and request the employees to return to work, and will use its best efforts to achieve a prompt resumption of normal operations. The Union, including its officials and agents, will not be liable for any damages, direct or indirect, upon complying with the requirements of this Section.

Section 3. Discipline of Strikers - Any employee who violates the provisions of Section 1 of this Article will be subject to immediate discharge. Any action taken by the Employer against any employee who participates in action prohibited by Section 1 above will not be considered as a violation of this Agreement and will not be subject to the provisions of the grievance procedure, except that the issue of whether an employee in fact participated in a prohibited action will be subject to the grievance and arbitration procedure.

ARTICLE VI - EQUAL EMPLOYMENT

The Village of Chatham is an equal employment opportunity Employer, hiring employees without regard to race, creed, color, national origin, religion, ancestry, marital status, age, sex, physical or mental disability, membership in the Union, current employment with the Village, or any other form of discrimination under Federal or State law or Government contract regulation.

ARTICLE VII - SENIORITY

Section 1. Definition of Seniority - As used herein, the term “seniority” will refer to and be defined as the continuous length of service as a full-time employee in each job classification and each Department covered by this Agreement from the date of last hire within each Department.

Section 2. Probation Period - An employee is a “probationary employee” for their first ninety (90) calendar days of employment. No matter concerning the discipline, layoff or termination of a probationary employee will be subject to the grievance and arbitration procedures. A probationary employee will have no seniority except as otherwise provided in this Agreement, until they have completed their probationary period. Upon the completion of the probationary period, they will acquire seniority from their date of hire.

Section 3. Seniority List - Lists shall finally resolve all questions of seniority affecting employees covered under this Agreement or employed at the time the Agreement becomes effective. Seniority shall be by department and prevail in lay-off and vacation requests. Disputes as to seniority listing shall be resolved through the grievance procedure.

Section 4. Termination of Seniority - An employee will be terminated by the Employer and his seniority broken when he or she:

- a) quits; or
- b) is discharged for just cause; or
- c) is laid off pursuant to the provisions of the applicable agreement for a period of twenty-four (24) months; or
- d) accepts gainful employment while on an approved leave of absence from a Department unless the employment is part of the request for leave; or
- e) is absent for three (3) consecutive scheduled work days without proper notification or authorization; or
- f) fails to return to work at the conclusion of an approved leave of absence for a period of three (3) consecutive days.

Section 5. Seniority While On Leave - Employees will continue to accrue seniority credit for time spent on authorized paid leave of absence. Employees on unpaid leave of absence

(except those on reserve military leave) shall not accrue paid holidays, vacation, sick leave or any other paid time off.

Section 6. Seniority For Filling Position(s) - For at least five (5) calendar days, the Employer shall post notice of any vacancy internally to all other bargaining unit employees. All bargaining unit employees in the department that has the vacancy may apply for said position pursuant to said internal posting. The Employer also may take steps to recruit or advertise the vacancy outside the specific office as deemed appropriate. An employee covered by this Agreement desiring to bid on the posted vacancy shall submit their name and any other materials in support of their bid by the date indicated on the posted notice to be eligible for consideration. Employees within the specified Department shall be given first consideration. Where qualifications to perform the required work, as determined by the Employer, are relatively equal among the employees concerned, the Employer shall fill the vacancy by selecting the employee with the greater seniority.

ARTICLE VIII - DISCIPLINE AND DISCHARGE

Section 1. Disciplinary Actions - The Employer agrees with the tenets of corrective and progressive discipline. Disciplinary action shall include only the following:

- a) Oral warning
- b) Written warning
- c) Suspension without pay
- d) Discharge

Disciplinary actions will be based on the severity of the violation. Cause for discipline shall include but is not limited to the following: various acts or actions of misconduct, violations of Department or Village policies and procedures, violations of standing operating procedures, Village Handbook or conduct which causes unreasonable risk to persons or property.

Section 2. Discipline and Timing - The Employer agrees that disciplinary action for a non-probationary employee shall only be imposed for just cause. Said investigation into the misconduct, if needed, shall occur as soon as practical after Employer learns of the occurrence giving rise to potential need for disciplinary action. After Employer has a reasonable opportunity to investigate the facts, the Employer shall impose discipline in a reasonable time frame.

Section 3. Use of Progressive Disciplinary Action - The requirement to use progressive disciplinary action does not prohibit the Employer from using a more severe measure, including discharge, when the offense indicates that a substantial shortcoming or action of an employee renders the continuation of employment, or the employee, is detrimental to the Employer.

Section 4. Disciplinary Notification - Both the employee and the Union shall be notified of disciplinary action. Such notification shall be in writing and reflect the specific nature of the offense and directions to the employee for future behavior. The employee will be entitled to Union representation and advised of such at any and all disciplinary actions by the Employer or their designee.

ARTICLE IX – GRIEVANCE PROCEDURE

Section 1. Definition of a Grievance - A grievance is defined as any unresolved difference between the Employer and the Union or any employee regarding the application, meaning or interpretation of this Contract. This grievance procedure is subject to and shall not conflict with any provisions of the Illinois Public Labor Relations Act.

Section 2. Oral Grievance - In the interest of resolving disputes at the earliest possible time, it is agreed that an attempt to resolve a dispute will be made between the employee and his/her Director or Director's designee. The employee will orally make his grievance to his/her Director or Director's designee within five (5) days of the occurrence giving rise to the grievance. The Director or Director's designee will notify the employee of the decision within five (5) working days following the day when the oral grievance was made. Settlements or withdrawals at this step shall not constitute a precedent in the handling of other grievances. The employee will first complete his assigned work task and grieve later.

Section 3. Representation - Grievances may be processed by the Union on behalf of an employee or on behalf of a group of employees. The Employer may file Contract interpretation grievances directly at Step 3 of Section 8 of this Article.

Section 4. Subject Matter - Only one subject matter will be covered in any one grievance. A grievance will contain a statement of the grievant's position, the Article and Section of the Agreement allegedly violated, the date of the alleged violation, the relief sought, and the signature of the grieving employee(s) and the date.

Section 5. Time Limitations - Grievances may be withdrawn at any step of the grievance procedure without precedent. Grievances not appealed to the next step within the designated time limits will be treated as withdrawn grievances. The Employer's failure to respond within the time limits will not find in favor of the grievant, but will automatically advance the grievance to the next step, except Step 4. Failure to respond at Step 3 for a period of five (5) working days will automatically advance the grievance to Step 4. Time limits may be extended by mutual agreement.

Section 6. Grievance Processing - No employee or Union representative will leave their work assignment to file or process grievances without first securing permission of their Director or Director's designee. In the event of a grievance, the employee will always perform their assigned work task and file the grievance at the conclusion of the work assignment. Grievances will not be investigated during working hours unless mutually agreed between the Union and the Director or Director's designee that an investigation would expedite the grievance process.

Section 7. Grievance Meetings - A maximum of two (2) employees (the grievant and/or Union Steward) per work shift will be excused from work with pay to participate in a Step 1 or Step 2 grievance meeting. The employee(s) will only be excused for the amount of time reasonably required to present the grievance. The employee(s) will not be paid for any time during which a grievance meeting occurs outside of the employee's work shift.

Section 8. Steps in Procedure - For purposes of this Article only, working day means any day that the administrative offices of the Village are open. Grievances shall be resolved as follows:

- Step 1.** If no agreement is reached between the employee and the Director or Director's designee, as provided for in Section 2, Oral Grievances, the Union will prepare a written grievance on a form supplied by the Union and filed with the Village Clerk no later than five (5) working days after the employee was notified of the decision by the Director or Director's designee. Within five (5) working days after the grievance has been submitted, the Director or Director's designee will meet with the grievant and a Union Steward to discuss the grievance and make a good faith attempt to resolve the grievance. The Director or Director's designee will respond in writing to the grievant and the Union within five (5) working days following the meeting.
- Step 2.** If the grievance is not settled at Step 1 the grievance may be referred in writing, within five (5) working days after the decision of the Director or Director's designee, to the Director and President, or their designee. Within five (5) working days after the grievance has been filed at this Step 2, the Director and Mayor, or their designee, will meet with the Union and the grievant to discuss the grievance and make a good faith effort to resolve the grievance. The Director and Mayor, or their designee will respond in writing to the grievant and the Union within five (5) working days following the meeting.
- Step 3.** If the grievance is not settled at Step 2, the grievance may be referred in writing, within five (5) working days after the decision of the Mayor and Director, or their designee, to the full Village Board, or their designee. Within five (5) working days after the grievance has been filed at Step 3, the full Village Board, or their designee will meet with the Union and the grievant to discuss the grievance and make a good faith effort to resolve the grievance. The full Village Board or their designee will respond in writing to the grievant and the Union within five (5) working days following the meeting.
- Step 4.** If the dispute is not settled at Step 3, the matter may be submitted to arbitration within five (5) working days after the full Village Board's written decision or the expiration of the five (5) working days if the Village Board, or their designee, fail to render a written decision. Within five (5) working days after the matter has been submitted to arbitration, a representative of the Employer and the Union will meet to select an arbitrator from a list of mutually agreed to arbitrators. If the parties are unable to agree on an arbitrator within five (5) working days after such meeting, the parties will request the State Labor Relations Board to submit a list of seven (7) arbitrators. Either party will have the right to reject an entire list of arbitrators with reasonable

explanation. The arbitrator will be selected from the list of seven (7) by alternate strikes by the Employer representative and the Union. The Employer and the Union will take turns as to the first strike with the party asking for arbitration striking first. The person whose name remains on the list will be the arbitrator. The arbitrator will be notified of his selection by a joint letter from the Employer and the Union. Such letter will request the arbitrator to set a time and a place for the hearing subject to the availability of the Employer and Union representatives and shall be notified of the issue where mutually agreed by the parties. All hearings will be held at a neutral site in the Village of Chatham, Illinois, unless otherwise mutually agreed.

Both parties agree to make a good faith attempt to arrive at a joint statement of facts and issues to be submitted to the arbitrator, which will be submitted verbally unless otherwise mutually agreed. Once a determination is made that the matter is arbitral or if such preliminary determination cannot be reasonably made, the arbitrator will then proceed to determine the merits of the dispute. The arbitrator will have no power to amend, modify, nullify, ignore, add to or subtract from the provisions of the Contract. The Employer and Union will share the expenses and fees of arbitration and the cost of the hearing room equally. Each party shall be responsible for compensating its own representatives and witnesses. Costs of arbitration will include the arbitrator's fees, room cost and transcription costs, if any. Nothing in this Article will preclude the Employer and Union from agreeing to use expedited arbitration procedures. The decision and award of the arbitrator will be made within thirty (30) days following the hearing and will be final and binding on the Employer, the Union and the employee or employees involved.

ARTICLE X - HOLIDAYS

Section 1. Holidays –

- a) General Provisions - Full-time employees and Temporary Full-time employees, if they are employed, of the Village of Chatham shall receive their regular compensation for eight (8) hours on the following legal holidays, or any other day proclaimed in writing as a Village holiday by the President and Board of Trustees, during which time the public offices of the Village are closed:

| | |
|------------------|------------------|
| New Year's Day | Veteran's Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Christmas Day |
| Labor Day | |

- b) Holiday Observance - Employees whose normal work week is Monday through Friday shall observe a holiday which falls on a Saturday the previous Friday, and a holiday which falls on a Sunday the following Monday. Employees whose normal workweek is other than Monday through Friday shall observe the holiday on the day it occurs. If a paid holiday falls during an employee's paid vacation period, they are eligible for holiday pay or their vacation period shall be extended by one day.

- c) Holiday For Those Who Work On A Scheduled Basis - Those employees who work on a holiday shall be paid time straight time for all hours actually worked in addition to their holiday pay, unless said holiday is on the employee's regular day off.

Section 2. Qualification - An employee must work, or be on approved leave, his regularly-scheduled day preceding and following a holiday to be eligible for holiday pay.

ARTICLE XI - VACATION

Section 1. Vacation Pay - Full-time employees and temporary full-time employees, while they are employed, will be awarded annual vacation periods with full pay and vacation shall be taken in any time increments within timekeeping policy, on the following basis:

From the date of hire, eighty (80) hours a year per the following schedule: should be 6.67 per month

From the completion of five (5) years of continuous service until the completion of ten (10) years of continuous service, one hundred twenty (120) hours a year per the following schedule: should be 10 per month

From the completion of ten (10) continuous years of service until the completion of fifteen (15) years of continuous service, one hundred sixty (160) hours a year per the following schedule: should be 13.33 per month

From the completion of sixteen (16) continuous years of service until the completion of seventeen (17) years of continuous service, one hundred sixty-eight (168) hours a year per the following schedule: should be 14 per month

From the completion of seventeen (17) continuous years of service until the completion of eighteen (18) years of continuous service, one hundred seventy-six (176) hours a year per the following schedule: should be 14.67 per month

From the completion of eighteen (18) continuous years of service until the completion of nineteen (19) years of continuous service, one hundred eighty-four (184) hours a year per the following schedule: should be 15.33 per month

From the completion of nineteen (19) continuous years of service until the completion of twenty (20) years of continuous service, one hundred ninety-two (192) hours a year per the following schedule: should be 16 per month

From the completion of twenty (20) continuous years of service, 200 hours a year per the following schedule: should be 16.67 per month

Section 2. Carryover of Vacation Days - Employees may carry over vacation time for twenty-four (24) months after the calendar year in which it is earned. If the carryover vacation days are taken as additional compensation as provided herein, then such compensation shall be based on the rate of pay for the days earned and not on the rate of pay when taken, if there is a difference; vacation days used or paid shall be deducted in the order earned.

Section 3. Requests For Vacation - Preference for vacation shall be given those scheduled by February 15. An employee shall request vacation at least twenty-four (24) hours prior to the vacation requested. The vacation period of employees will be approved by the Director subject to the needs of the Village.

Section 4. Payment of Vacation Credits Annually - An employee may request pay for vacation accrued and unused once in each calendar year. The request shall be submitted in writing to the Director and shall be processed on the ensuing pay period.

ARTICLE XII - SICK LEAVE

Section 1. Sick Leave - Full-time employees and Temporary Full-time employees will receive full pay during absence from work due to sickness, with sick days accumulated at the rate of eight (8) hours per month of employment, after ninety (90) days of employment.

- a) Accumulated sick leave is limited to a maximum of 960 hours. In the event the employee continues to be absent from work after the expiration of the time to which he is entitled, his allowance for sick pay will cease. Continued disability pay allowance from Illinois Municipal Retirement Fund would be available following the expiration of sick leave payments. I.M.R.F. rules would prevail in this case. When the services of an employee are terminated as a result of disciplinary action, no compensation will be paid for accrued sick leave. In all other cases, accrued paid sick leave will be paid at one-half (1/2) of the employee's then current straight-time rate of pay.
- b) The Personnel Office will maintain a record of sick days used during the calendar year.
- c) During that time when an employee is off work due to a reduction in force (temporary layoff), no sick days for that month(s) will be accumulated. Any payment due an employee under Worker's Compensation or pension laws or

regulations during or for any particular disability for which he is entitled to pay allowances, will be deducted from such pay allowance.

Section 2. Procedures -

- a) No employee will be permitted to take leave if it has not yet been earned. Sick leave will be paid at full pay at the current rate of compensation.
- b) Sick leave may be utilized by employees for personal illness or illness of the employee's spouse, minor child, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent. Sick leave may be taken in half-hour thirty (30) minute increments. Personal illness includes illness, disability or injury, and disability due to pregnancy and the complications of pregnancy. The employee shall contact the Director or their designee within one (1) hour prior to the start time of the affected shift. Sick leave may also be utilized for routine medical and dental appointments.
- c) Upon the prior approval of the employee's Director, an employee may be permitted to take sick leave during the illness, recovery from accident, surgery or pregnancy of the dependent members of employee's household (as if an employee), including spouse, child or parent, to the extent of the employee's accumulated sick leave. No such leave shall be granted retroactive to any application for such leave. The Director's decision to grant or deny such request shall be final.
- d) Employees who are unable to return to work upon expiration of sick leave benefits and all other authorized benefit time must request a leave of absence without pay. Upon the expiration of sick leave benefits and all other authorized benefit time, the Employer shall notify the employee of such expiration. The employee will then have thirty (30) days to apply for a leave of absence for extended illness. Failure to apply for a leave of absence for extended illness upon expiration of all such benefits may result in automatic termination.
- e) Any absence of three (3) working days or longer may require a physician's statement of release and verification substantiating that he may return to work. The Director, or their designee, may also require the employee to be examined by a physician of the Director's, or their designee's, choice and at the expense of the Employer.
- f) Notice of an employee's desire to return to work after an extended illness must be given to the Director, or their designee, no less than twenty-four (24) hours in advance.
- g) The Director or their designee may direct an employee who appears ill to leave work to protect the health of other employees. Compliance with such an order will not be charged to sick leave for the first day.
- h) An employee will be paid sick leave equivalent to the normally scheduled straight-time day.

- i) The Personnel Office shall maintain a record of sick leave accrual, sick leave taken, and the balance of sick leave allowance available for the individual employees.

Section 3. Sick Leave Abuse Sanctions - For the purposes of the provisions contained in this Article, "abuse" of sick leave is the utilization of such for reasons other than those stated in Sections 1 and 2 of this Article. Upon sufficient evidence of the abuse of such sick leave, the employee will not be paid for such leave taken nor will the employee accrue any rights such as seniority or other rights. Abuse of sick leave will subject the employee to disciplinary action pursuant to the terms of this Agreement. All employees agree to cooperate fully with the Department in verifying illness.

ARTICLE XIII - LEAVES OF ABSENCE

Section 1. Discretionary Leave -

- a) The Director may recommend and the Employer may grant leaves of absence, without pay or salary, to full-time employees under their supervision for job-related reasons (such as further training or study), which will enable employees to perform their usual and customary duties with greater efficiency and expertise, or for other valid reasons (such as prolonged illness of the employee, his/her spouse, or his/her child or children, or childbirth).
- b) No leave will be granted for a period exceeding one hundred eighty (180) consecutive calendar days, nor will any employee be granted a leave, or leaves, totaling more than one hundred eighty (180) days in a given calendar year without the approval of the President and Board of Trustees.

Section 2. Funeral Leave - Any full-time employee of the Village of Chatham will receive up to three (3) fully paid days off to attend the funeral and take care of personal matters related to a death which occurs in that employee's immediate family which shall be taken within two (2) weeks from time of death. Immediate family herein shall be defined as a spouse, child or grandchild, parent, grandparent, and siblings, and equivalent relatives of an existing spouse. The Village shall follow the Child Bereavement Leave Act rules and regulations.

The Village may require documentation for such leave requests on a case by case basis.

Section 3. Jury Duty - Employees called for jury duty will be granted their regular compensation for the length of their jury duty, minus the amount of any payment received for jury duty. The employee will keep mileage reimbursement. If an employee works a shift other than a day shift as outlined in Article XIV Section 1, is called for jury duty and serves, they shall be compensated at the rate of their regular shift and shall not be required to work their next shift if it falls on a regularly scheduled work day.

Section 4. Personal Leave - Full-time employees shall receive sixty-four (64) hours of Personal Leave. Said personal leave shall be distributed thirty two (32) hours per half to the total of sixty four hours per year. The hours will be distributed at the same times each year: January 1; and July 1st. Existing Employees at the Village of Chatham will not have this go into effect until January 1, 2019. Any new hire as of May 1, 2018, shall be given thirty two (32) hours per

half to the total of sixty four hours per year. The hours will be distributed at the same times each year: January 1; and July 1st. No days/hours shall be carried forward to the following calendar year. The days may be used in any time increments within timekeeping policy at the employee's discretion, with the approval of the Director. Approval shall not be unreasonably withheld. Requests shall be filed with the Director twenty-four (24) in advance of the requested leave, except in an emergency.

Section 5. Prohibition Against Misuse of Leaves - During any leaves granted pursuant to the terms of this Agreement, regardless of being with or without pay, an employee may not be gainfully employed or independently self-employed without prior approval by the employee's Director. Violation of the provisions contained within this Agreement will subject the employee to immediate discharge and loss of all benefits and rights accrued pursuant to the terms of this Agreement.

Section 6. Subpoena Leave - If an employee is subpoenaed to testify in reference to a work-related incident, they shall be released from work without a loss of pay if said subpoena is issued pursuant to work related at the Village.

Section 7. FMLA Leave - Employees covered by this Agreement shall be entitled to the rights set forth in the Family and Medical Leave Act.

Section 8. Child Bereavement Leave - Employees covered by this Agreement shall be entitled to the rights set forth under the Child Bereavement Leave Act.

ARTICLE XIV - HOURS OF WORK/OVERTIME

Section 1. Regular Hours - The regular hours of work each day will be consecutive except that they may be interrupted by a thirty (30) or forty five (45) minute unpaid lunch period. All departments and employees, except dispatch employees, shall work the same or uniform schedule, 7:30 a.m. to 4:15 p.m. All others covered by this Agreement may alter the start time of the shift by one (1) hour in either direction with approval of the Director and a consensus of the Department employees. All departments may utilize four (4) ten (10) hour day shifts at the discretion of the Lead Worker and the approval of the Village Manager or his/her designee.

Section 2. Work Period - The work period is defined as a regularly recurring period of seven (7) days.

Section 3. Work Day - Eight (8) consecutive hours of work within a twenty-four (24) hour period constitutes the regular work day.

Section 4. Work Shift - All full-time employees will be scheduled to work on a regular work shift in each seven (7) day work period. An employee may be assigned to work up to forty (40) hours in each work period as their regular shift. Nothing herein will guarantee a forty (40) hour workweek to any employee.

Section 5. Work Schedule - The normal work schedule for all employees, except dispatch, shall be Monday through Friday. Dispatch employees shall be scheduled Monday through Sunday. The work schedules showing the employee's normal shifts, work days, and

hours will be posted on department bulletin boards at all times, fourteen (14) days prior to beginning of schedule.

Section 6. Meal Periods - All employees, except dispatch employees who receive a thirty (30) minute paid meal period, will be granted an unpaid lunch period of thirty (30) minutes or forty five (45) during each shift which may be interrupted to meet the operating needs of the department. Whenever possible, the lunch period will be scheduled near the middle of each shift. Any employee working their regular shift whom is denied a meal period will be paid at the appropriate rate.

Section 7. Breaks - A break may be taken near the middle of the first half and near the middle of the second half of each shift in accordance with past practice, not to exceed fifteen (15) minutes.

Section 8. Overtime - Employees will be paid at the rate of 1.8 for all authorized overtime actually worked (including approved leave) beyond forty (40) hours in each seven (7) day work period. Employees will be paid at the rate of 1.8 for all authorized time on Holidays in addition to their eight (8) hours of Holiday pay. In case of emergency on a holiday or Sunday, overtime shall be paid at two (2) times the rate of pay. "Emergency" is defined as a water main break, snow removal event or natural disaster.

Section 9. Overtime/Rest Period - An employee who has worked for sixteen (16) or more continuous hours shall, upon release, be entitled to an eight (8) hour rest period before returning to work. If the rest period extends into the regularly-scheduled work day, the employee shall lose no time thereby, provided that he or she returns to work at the end of the eight (8) hour rest period. For the purpose of administering the overtime period and rest period, the work period shall be considered continuous unless interrupted by a continuous eight (8) hour period.

Section 10. Call Back - An employee that is called back to work after having been released from the regular day's work shall receive a minimum of two (2) hours pay at the appropriate rate. The Lead Worker of the affected department will be the first employee called in after normal work hours for problems or emergencies.

Section 11. Compensatory Time - Employees may elect compensatory time in lieu of overtime, based upon the rate identified in Article XIV, Section VIII of this agreement on an hour for hour basis. Compensatory time may be accumulated to a maximum of one hundred fifty (150) hours in a calendar year, and one hundred (100) hours may be carried forward to the following calendar year. Compensatory time may be used when scheduled and approved by the Director or his/her designee. New hires as of May 1, 2018 may only accrue one hundred hours (100) of compensatory time and may only carry over only sixty (60) hours of compensatory time.

Section 12. Overtime Procedure - Overtime shall be distributed to those employees who regularly perform the work required in the following order:

1. Lead Worker
2. Department by duty function

3. Other qualified employees in seniority order within the department's seniority order

ARTICLE XV - WAGES AND COMPENSATION

Section 1. Salaries – The wages contained in this Section will be retroactive back to May 1, 2018. Wages shall be increased by seventy-two cents (\$.72) in year one (1) of this Agreement, seventy-two cents (\$.72) in year two (2) of this Agreement, and seventy-two cents (\$.72) in year three (3) of this Agreement.

| | 05/01/2018 | 05/01/2019 | 05/01/2020 |
|-------------------------------------|-------------------|-------------------|-------------------|
| <u>Water & Sewer Department</u> | | | |
| Lead | 32.44 | 33.16 | 33.88 |
| Maintainer | 25.11 | 25.83 | 26.55 |
| <u>Street Department</u> | | | |
| Lead | 32.44 | 33.16 | 33.88 |
| Maintainer | 25.11 | 25.83 | 26.55 |
| Mechanic | 30.10 | 30.82 | 31.54 |
| <u>Office Department</u> | | | |
| Lead | 29.48 | 30.20 | 30.92 |
| GIS Technician/Maintainer | 25.11 | 25.83 | 26.55 |
| Senior Utility Clerk | 22.72 | 23.44 | 24.16 |
| Utility Clerk | 20.67 | 21.39 | 22.11 |
| <u>Grounds Department</u> | | | |
| Lead | 29.48 | 30.20 | 30.92 |
| Maintainer | 25.11 | 25.83 | 26.55 |
| Temporary Fulltime | 16.31 | 17.03 | 17.75 |

Dispatcher Department

| | | | |
|-------------------|-------|-------|-------|
| Senior Dispatcher | 22.72 | 23.44 | 24.16 |
| Dispatcher | 20.79 | 21.51 | 22.23 |

Section 2. Tier 2 Employees - Said employees are any employees hired after May 1, 2018. Said employees shall be paid at 80% of the current hire rate for said position and shall remain at said salary as a base with the normal wages increases as negotiated by the collective bargaining agreement.

Starting Wages Directly below is the starting wage scale/schedule for all employees that are based on a three (3) year progression for all employees hired before May 1, 2018.

0 to completion of 12 months 80%

13 to completion of 24 months 87.5%

25 to completion of 36 months 95%

Beginning of 37 months 100%

Section 3. Longevity - After completion of five (5) years of full-time service to the Village and after the completion of every five (5) continuous years thereafter, an employee shall receive an additional ten cents (\$0.10) per hour, which shall be added to the employees' hourly base pay. The additional ten cents (\$0.10) per hour shall be added to the employees' hourly rate on their anniversary date of hire with the Village. The provisions of this Section shall only apply beginning with the effective date of this contract.

Section 4. Temporary Lead Person - An employee assigned in writing by the Village to the position of Temporary Lead Person shall be paid an additional one dollar (\$1.00) per hour for the time performing those duties. The Temporary Lead position will automatically receive the wage increase in the absence of the Lead Worker on an hour to hour basis.

ARTICLE XVI - INSURANCE AND PENSION

Section 1. Insurance –

The Village will provide plan similar to the current Blue Cross Blue Shield 80/20 Plan.

Employees hired prior to May 1, 2018, the Employer shall provide the major medical insurance package wherein the Employer shall pay 100% of the employee's health insurance, 100% of the

employee's dental and vision insurance but shall only pay the following for dependent care: In calendar year July 1, 2018 through June 30, 2019, the Employee shall pay 22% of dependent care, spouse care and family dependent health, dental and vision; in calendar year July 1, 2019 to June 30, 2020, the Employee shall pay 24% of spouse dependent care, child dependent care, and family dependent health insurance, dental and vision insurance; and in calendar year July 1, 2020 to June 30, 2021, the Employee shall pay 26% of spouse dependent care, child dependent care and family dependent care for health insurance, dental and vision insurance.

Tier 2 employees, any employee hired after May 1, 2018, the Employer shall pay 100% of the employee's health insurance, 100% of the employee's dental and vision insurance and the Employer shall pay 50% of spouse dependent care, child dependent care, and family dependent health insurance, dental and vision insurance. The Tier 2 employees shall be responsible for the other 50% of spouse dependent care, child dependent care and family dependent care for health insurance, dental and vision insurance.

Section 2. Pensions - Employer shall continue to contribute on behalf of the employees to the Illinois Municipal Retirement Fund in the amount the Employer is required to contribute by State Statute.

Section 3. Retiree Insurance - The employer shall pay the employees single medical insurance coverage provided the employee is not eligible from other sources as per the following schedule upon retirement until said employee is eligible for Medicare Benefits. If the employee is eligible for coverage from other sources, the Village will pay that amount provided it does not exceed the amount the Village regularly pays for single member premium coverage. If the premium contribution exceeds the cost of the Village contribution, the employee will be eligible to remain on the Village plan. To be eligible for this benefit, the employee shall be at least fifty-five (55) years of age and has been an employee of the Village of Chatham for a minimum of ten (10) years.

10 years of employment with the Village 25% of single medical coverage premium.

15 years of employment with the Village 50% of single medical coverage premium.

20 years of employment with the Village 100% of single medical coverage premium.

The Village shall provide supplemental insurance to Medicare for all retirees through the Village plan. This insurance shall be paid one hundred percent (100%) by the employee.

ARTICLE XVII - GENERAL PROVISIONS

Section 1. Work Rules - Work rules of each Director or their designee; and rules and policies of the Village which are not in conflict with the express terms of this collective bargaining agreement, will continue in full force and effect.

Section 2. Residence Requirements - All employees of the Village of Chatham will live within the district limits of the Ball-Chatham School District or within a twenty (20) minute drive time from the intersection of Walnut and Main Streets in the Village of Chatham, Illinois, whichever is greater. Employees of the Village who are presently living outside the district limits of the Ball-Chatham School District may continue to live at their present address as

exempt from this rule but if they should change residence, they will move within the limits above described.

Section 3. Secondary Employment - All full-time employees will consider the Village of Chatham their primary employer. All secondary employment will be reported to the Village Manager prior to the start of said secondary position. The Village Manager or his /her designee will be reasonable in said response as to whether he/she finds the secondary employment to be in conflict with the employee's work at the Village.

Section 4. Travel Expense Reimbursement - Employees traveling on official Village business shall be entitled to reimbursement in the following manner as per State and Federal Regulations.

a) **Transportation** -

- 1) Auto - An employee traveling on Village business shall either be provided with a Village vehicle, given mileage at the IRS rate for the use of their private vehicle and provide proof of auto insurance for said vehicle, or provided with an allowance for transportation expenses as noted below. Travel to training within Sangamon County will not be considered compensable. For travel to training outside of Sangamon County, the usual and customary travel time will be compensated at a straight compensation rate at quarter of hour increments.
- 2) Other - An employee traveling on official Village business and utilizing modes of transportation other than a Village vehicle or his/her personal automobile shall be reimbursed for the actual cost thereof, provided that he or she utilizes the least expensive fare for the mode of transportation chosen, and with the exception of Uber or taxi cabs, receives the prior written approval of the Director.

b) **Reimbursement and Documentation** - Upon completion of travel, the employee shall submit the appropriate travel papers as per Resolution 03-17 passed January 24, 2017:

Section 5. Tuition Reimbursement - Full-time employees are entitled to participate in the tuition reimbursement program as stated in the Village Personal Manual.

Section 6. On-The-Job Safety - Employees are expected to conduct themselves and handle equipment in such manner as to avoid accidents. Employees are responsible for observing all safety rules and instructions communicated to them by their supervisors. Use of available safety devices is expected. All unsafe working conditions or equipment should be reported to the Director.

Section 7. Political Activity - While working for the Village, employees may not use their position of influence for the purpose of interfering with an election or affecting the results thereof. Any violation of the above may be deemed detrimental to the public service and a just cause for suspension or dismissal. Any employee who chooses to run for a Chatham Municipal

Office may do so. Employees elected to a Chatham Municipal Office must resign from employment with the Village.

The following rights are specifically guaranteed for all municipal employees:

- a) The right to vote.
- b) The right to make voluntary contributions to political party funds.
- c) The right to express privately a personal view on political subjects.

Section 8. Personal Use of Village Property - No employee shall use any Village property for personal use or gain. Such use is expressly prohibited.

Section 9. Dress Code - Employees shall wear attire appropriate to his/her job function. Every employee shall report to work in a clean uniform in good repair. Effective June 1, 2009 uniforms for all employees shall match in color and design to be determined by the Directors.

- a) All full-time employees shall receive \$600.00 clothing allowance yearly. Such payment shall be made on the first paycheck in January of each calendar year.
- b) The Village shall provide five (5) summer uniform tops and five (5) winter uniform tops for each newly hired full-time employee. The newly hired employee shall be eligible for uniform replacement allowance after completion of one (1) year of service. Village Handbook dress code policies shall apply. The Dispatcher Unit shall not participate in this uniform top program and/or replacements regarding the same.

Section 10. Personnel Files - The Village agrees to abide by the Personnel Records Review Act, 820 ILCS 40, as it may from time to time be amended.

Section 11. Mechanics' Tools - Tools which are lost or damaged due to theft or fire will be replaced or repaired by the Employer without cost to the employee, provided such loss was not due to the mechanics' negligence. Mechanics shall make every effort to purchase tools with a warranty. However, if the damage or destruction is not covered by the warranty, the Employer shall replace or repair the tool. The Employer shall purchase any specialty tools upon proof of detailed statement specified the need for the same. The mechanics will maintain and submit to the Director a detailed and complete list of all personal tools at all times. Prior to purchasing new equipment and/or tools, a request shall be provided to the Village Manager. Purchase may only be made upon obtaining approval from the Village Manager. In emergency situations, where the Village Manager is not available, the Mayor or his designee may review the memo and approve the same.

Section 12. Safety Equipment - The Employer shall provide necessary protective equipment/clothing to the employees needing such equipment. The Village Manager or his/her designee will need to verify who needs the following items. These items shall include one (1) pair of (steel toe boots \$200.00 max credit), raincoats, rubber boots and safety glasses. Certain

protective equipment/clothing may need to be replaced on an “as needed” basis this replacement must also be verified by the Village Manager or his/her designee. Safety lenses shall be replaced on an “as needed” basis up to a maximum of one hundred dollars (\$100.00) per year. In instances where items are misused or found being used for other than work purposes, replacement may be denied.

ARTICLE XVIII - EMPLOYEE DRUG TESTING

Section 1. Statement of Policy of the Village of Chatham - It is the policy of the Village of Chatham that the public has the reasonable right to expect persons employed by the Village of Chatham to be free from the effects of drugs and alcohol. The Village of Chatham, as the Employer, has the right to expect its employees to report for work fit and able for duty. The purposes of this policy shall be achieved in such manner as not to violate any established rights of the employees. The Village of Chatham follows the testing procedures and policies of the Midwest Truckers Association.

Section 2. Prohibitions - Employees shall be prohibited from:

- a) Consuming or possessing alcohol or illegal drugs at any time during the work day or anywhere on any Village premises or job sites, including all public buildings, properties, vehicles and the employee’s personal vehicle while engaged in Village business; proof of consuming illegal drugs or the consumption of illegal drugs after hours wherein it impacts the employees’ work day;
- b) Illegally selling, purchasing or delivering any illegal drug during the work day or on the Employer’s premises;
- c) Failing to report to their supervisor any known adverse side effects of medication or prescription drugs, which they are taking.

Section 3. Drug and Alcohol Testing Permitted - Where the Director, or his/her designee, has reasonable suspicion to believe that an employee is then under the influence of alcohol or illegal drugs during the course of the work day or when the employee is involved in an accident or injury during his work shift, the Director, or his/her designee, shall have the right to require the employee to submit to alcohol or drug testing as set forth in this Agreement. The foregoing shall not limit the right of the Village of Chatham to conduct such tests as it may deem appropriate for persons seeking employment as employees prior to their date of hire.

Section 4. Order to Submit to Testing - At the time an employee is ordered to submit to testing authorized by this Agreement, the Director, or his/her designee, shall provide the employee with a written notice of the order to test. The employee shall be permitted to consult with a representative of the bargaining unit at the time the order is given, provided that said consultation shall not prevent the test for alcohol within thirty (30) minutes of delivery of the order. Refusal to submit to such testing within the time limit may subject the employee to discipline, including discharge.

Section 5. Tests to be Conducted - In conducting the testing authorized by this Agreement, the Village of Chatham shall follow the guidelines of the 3rd party vendor, Midwest Trucker's Association. Said guidelines are attached as Appendix A.

- a) Use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act that has or is capable of being accredited by the National Institute of Drug Abuse (NIDA);
- b) Insure that the laboratory or facility selected conforms to all NIDA standards;
- c) Establish a chain of custody procedure for both collection and testing that will insure the integrity of the identity of each sample and test result. No employee covered by this Agreement shall be permitted at any time to become a part of such chain of custody;
- d) Collect a sufficient sample of the same bodily fluid or material from an officer to allow for initial screening, a confirmatory test and a sufficient amount to be set aside reserved for later testing if requested by the employee;
- e) Collect samples in such a manner as to insure a high degree of security for the sample and its freedom from adulteration;
- f) Confirm any sample that tests positive in the initial screening for drugs by testing the second portion of the same sample by gas chromatography mass spectrometry (gcms) or an equivalent or better scientifically accurate and accepted method that provides quantitative data about the detected drug or drug metabolites;
- g) Provide the employee tested with an opportunity to have the additional sample tested by a clinical laboratory or hospital facility of the employee's own choosing, at the employee's own expense; provided the employee notifies the Village of Chatham within seventy-two (72) hours of receiving the results of the tests;
- h) Require that the laboratory or hospital facility report to the Village of Chatham that a blood or urine sample is positive only if both the initial screening and confirmation test are positive for a particular drug. The parties agree that should any information concerning such testing or the results thereof be obtained by the Village of Chatham inconsistent with the understandings expressed herein (e.g., billings for testing that reveal the nature or number of tests administered), the City will not use such information in any manner or forum adverse to the employee's interests;
- i) Require that with regard to alcohol testing, for the purpose of determining whether the employee is under the influence of alcohol, test results that show an alcohol concentration of .08 or more based upon the grams of alcohol per 100 milliliters of blood be considered positive. (Note: the foregoing standard shall not preclude the Village of Chatham from attempting to show that tests results between .05 and .08 demonstrate that the employee was under the influence, but the Village shall bear the burden of proof in such cases);

- j) Provide each employee tested with a copy of all information and reports received by the Village in connection with the testing and the results.

ARTICLE XIX - COMMERCIAL DRIVING LICENSES

All employees whose job responsibilities may require the ownership of a Commercial Driver's License (CDL) under the Laws of the State of Illinois shall be required to have and maintain a valid CDL and the Employer shall pay the differential cost.

ARTICLE XX - ADDITIONAL DEFINITIONS

Section 1. Lead Person - Lead person shall be that person appointed by the President who reports to the Department's Director regarding work assignments, projects, duties and related matters on a daily or weekly basis. At the present time the Village of Chatham has the following lead positions:

Grounds (1),
Street Department (1),
Office (1),
Water and Sewer Department (1).

Nothing herein requires the Village to maintain or limit the number of such positions nor prevents the elimination, merger or consolidation of such positions when the Village determines in its managerial capacity that such action is in the best interest of the Village.

ARTICLE XXI - DISPATCHER UNIT

Section 1. Dispatchers - All articles under this Collective Bargaining Agreement shall apply for the Dispatcher Unit.

Section 2. Senior Dispatcher - The new position of senior dispatchers is created. Said classification is for dispatchers who have seven (7) years of service as a dispatcher at the Village of Chatham. Said senior dispatchers shall be paid an hourly wage of Twenty-two Dollars (\$22.00) with pay increases to base salary.

Section 3. Administrative Dispatcher Specialist - That person shall be appointed by the Chief of Police who reports to Chief and/or the Deputy Chief regarding work assignments, scheduling concerns, projects, duties and related dispatch matters on a daily basis while on shift and will receive \$2080.00 divided by 26 pays to be added to each biweekly paycheck.

Section 4. Vacation Pay - Full-time dispatchers and temporary full-time dispatchers, while they are employed, will be awarded annual vacation periods with full pay and vacation shall be taken in any time increments on the following basis:

From the date of hire, eighty (80) hours a year per the following schedule: should be 6.67 per month

From the completion of five (5) years of continuous service until the completion of ten (10) years of continuous service, one hundred twenty (120) hours a year per the following schedule: should be 10 per month

From the completion of ten (10) continuous years of service until the completion of fifteen (15) years of continuous service, one hundred sixty (160) hours a year per the following schedule: should be 13.33 per month.

From the completion of sixteen (16) continuous years of service until the completion of seventeen (17) years of continuous service, one hundred sixty-eight (168) hours a year per the following schedule: should be 14 per month.

From the completion of seventeen (17) continuous years of service until the completion of eighteen (18) years of continuous service, one hundred seventy-six (176) hours a year per the following schedule: should be 14.67 per month.

From the completion of eighteen (18) continuous years of service until the completion of nineteen (19) years of continuous service, one hundred eighty-four (184) hours a year per the following schedule: should be 15.33 per month.

From the completion of nineteen (19) continuous years of service until the completion of twenty (20) years of continuous service, one hundred ninety-two (192) hours a year per the following schedule: should be 16 per month.

From the completion of twenty (20) continuous years of service, 200 hours a year per the following schedule: should be 16.67 per month.

Section 5. Carryover of Vacation Days - Employees may carry over vacation time for twenty-four (24) months after the calendar year in which it is earned. If the carryover vacation days are taken as additional compensation as provided herein, then such compensation shall be based on the rate of pay for the days earned and not on the rate of pay when taken, if there is a difference; vacation days used or paid shall be deducted in the order earned.

Section 6. Requests For Vacation - Preference for vacation shall be given those scheduled by January 31. The vacation period of employees may only be approved by the Chief of Police or his designee subject to the needs of the Village. After the first quarter of the calendar year, vacation time shall be available on a first come basis. If seniority is equal, first right to selection shall be settled by drawing lots. It is expressly understood that the final right to determine who may be on vacation at any time is exclusively reserved to Chief or his designee, in order to ensure the orderly operations of the Department.

Section 7. Payment of Vacation Credits Annually - An employee may request pay for vacation accrued and unused once each calendar year. The request shall be submitted in writing to the Chief and shall be processed on the ensuing pay period.

Section 8. Regular Hours of Work and Assigned Shifts:

Dispatch employees' regular hours shall be 7:00 a.m. to 3:00 p.m., 3:00 p.m. to 11:00 p.m., or 11:00 p.m. to 7:00 a.m. as scheduled by the Chief of Police; or his/her designee. The work shift of dispatch may be altered by the Chief of Police with two (2) weeks' notice to the employee. The Dispatchers must utilize four (4) ten (10) hour shifts when the schedule dictates said ten (10) hour shifts, this occurs approximately eight (8) times per year. On ten hour shift can start (2) hours prior to regularly schedule start time or (2) hours after regularly scheduled end time. The Chief or his/her designee has a (48) hour window to give notice to dispatcher to adjust the 10 hour shift. Moreover, the four (4) ten (10) hour shifts may be requested by said dispatcher employee and can be allowed by Management at Management's discretion regarding the same.

A dispatcher will be notified of an assigned shift by email. If it is less than a fourteen (14) day notice, a dispatcher will be allowed to submit a time off request with no specific time notice as long as their dispatch partner on the shift is working that day. No dispatcher may request time off if their partner dispatcher is already off on the same shift for personal time, vacation time or comp time if it creates an overtime shift. If someone is able to be assigned to cover an open shift, it will be approved as long as it is within the fourteen (14) day notice. If the partner dispatcher is off on a regularly scheduled day off or has been assigned to another shift, the dispatcher requesting time off must give a one hundred twenty (120) hours notice and the shift will be posted as an overtime shift. If an overtime shift is not filled, the request for time off will be denied for all circumstances other than sick time. All volunteer assignments and signing up for overtime will be done by seniority. When requiring time off, any benefit (personal, compensatory and vacation) time may be used.

Section 9. Dress Code for Dispatcher – Dispatcher may wear business/dress attire, yoga pants and leggings are acceptable as well as the approved Police Department polo or jacket. No shorts or jeans/pants with holes will be allowed. There will be no facial piercings visible beyond ear piercing.

Section 10. Shift Bidding – Shift bidding must be submitted by November 30th. Shifts will be assigned based on seniority in the Department. New shift schedules will start on or around January 1st of each year.

Section 11. Shift Differential - Employees covered by this Agreement who are scheduled and work the second shift shall receive an additional thirty-five (\$.35) cents per hour, employees who are scheduled and work the third shift shall receive an additional forty-five (\$.45) cents per hour.

ARTICLE XXII – CLERICAL UNIT

Section 1. Clerical Staff - All articles under this Collective Bargaining Agreement shall apply for the Clerical Unit.

Section 2. Lead Person - The Lead Person shall be that person appointed by the Village Manager who reports to the Department's Director and/or to the Village Manager regarding work assignments, projects, duties and related matters on a daily basis.

Section 3. Accountant Position - It is agreed by both parties that the accountant position pilot program will no longer continue as it has been unsuccessful and shall not continue pursuant to the terms previously negotiated in a memorandum of understanding. Any and all positions for accountant and job duties related to the same shall be outside of Union membership.

Section 4. Senior Utility Clerks – There will no longer be a senior accounting technician. There will be the new position of senior utility clerk which is a classification for individuals who have worked as a clerk for seven (7) years at the Village. Said individuals shall receive an hourly wage of Twenty-two Dollars (\$22.00) with the negotiated pay increases to base salary.

ARTICLE XXIII – SAVINGS CLAUSE

If any provision of this Agreement or any application thereof should be rendered or declared unlawful, invalid or unenforceable by virtue of any judicial action, or by any existing or subsequently enacted Federal or State legislation, or by Executive Order or other competent authority, the remaining provisions of this Agreement will remain in full force and effect. In such event, upon the request of either party, the parties will meet promptly and negotiate with respect to substitute provisions for those provisions rendered or declared unlawful, invalid or unenforceable.

ARTICLE XXIV - COMPLETE AGREEMENT

The parties acknowledge that during the negotiations which preceded 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 from the area of collective bargaining. This Agreement contains all the rights pertaining to conditions of employment affecting the employees of the bargaining unit. The understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE XXV- DURATION AND SIGNATURE

Section 1. Term of Agreement - This Agreement shall be effective from May 1, 2018 and shall remain in full force and effect until April 30, 2021, and shall terminate on said date. Negotiations for a successor agreement shall commence within a reasonable time after January 1, 2021, upon written notice or request from either party to the other. The notices referred to will be considered to have been given as of the date shown on the postmark.

All notices shall be served personally or by certified mail upon the parties' representatives:

For the Employer:

Village of Chatham
Village Manager Patrick McCarthy
116 E. Mulberry Street
Chatham, IL 62629

For the Union:

Mr. Dennis Minick- Business Manager
International Union of Operating Engineers Local Union 965
3520 East Cook Street
Springfield Il 62703

IN WITNESS WHEREOF, the parties hereto have affixed their signatures this _____ day of _____, 2018.

FOR THE EMPLOYER:

FOR THE UNION:

President

President

Village Clerk

Recording-Corres. Secretary

Business Manager
International Union of Operating

Appendix A