

**EX. A**

**AGREEMENT**

**BETWEEN**

**CITY OF NAPERVILLE, ILLINOIS**

**AND**

**LOCAL UNION NO. 150**

**INTERNATIONAL UNION OF OPERATING ENGINEERS**

**WATER AND WASTEWATER UTILITY**

**January 1, 2023 through December 31, 2027**

**PREAMBLE**

This Agreement entered into by the City of Naperville, Illinois (hereinafter referred to as the "City", or the "Employer") and the International Union of Operating Engineers Local #150 (hereinafter referred to as the "Union"). The purpose of this Agreement is the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and conditions of employment applicable to bargaining unit employees.

Therefore, in consideration of the mutual promises and agreements contained in this Agreement, the Employer and the Union do mutually promise and agree, as follows:

**AGREEMENT**

This Agreement has been made and entered into by and between the CITY OF NAPERVILLE (hereinafter referred to as the "Employer") and the INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 150, PUBLIC EMPLOYEES' DIVISION (hereinafter referred to as the "Union"), on behalf of certain employees described in Article I.

**ARTICLE 1**  
**RECOGNITION**

**SECTION 1.1**

**Recognition**

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

**Including: All persons employed by the City of Naperville in its Department of Public Utilities – Water/Wastewater in the following job classification: Field Supervisor.**

**Excluded: All other employees of the City of Naperville. All confidential, supervisory, and managerial employees as defined by the Illinois Public Labor Relations Act.**

**ARTICLE 2**  
**NON-DISCRIMINATION**

**SECTION 2.1**

**Prohibition Against Discrimination**

In the application and implementation of the terms of this Agreement, the Employer and the Union agree that neither will discriminate against any employee on the basis of his rights as defined under the Illinois Labor Relations Act.

**ARTICLE 3**  
**MANAGEMENT RIGHTS**

Except as specifically limited by the express provisions of the Agreement, the Employer retains all traditional rights through its Manager and his agents and designees to manage and direct the affairs of the Employer in all of their various aspects and to manage and direct employees, including but not limited to the following:

To determine the mission of the Employer and its various Departments and to take any and all actions as may be necessary to carry out the mission of the Employer;

To determine the number and location of facilities and offices as well as the staffing and equipment for such offices and facilities;

To determine whether and to what extent it will contract and/or subcontract for the provision of any services and upon what terms and conditions such contracts will be entered into, pursuant to this Agreement;

To plan, direct, control and determine all the operations and services of the Employer and its various Departments;

To supervise and direct the working forces;

To assign and transfer employees;

To establish the qualifications of employment, determine the number of employees, and to employ employees;

To schedule and assign work;

To assign overtime;

To determine the methods, means, organization and number of personnel by which such operations and services shall be provided or purchased;

To make, alter and enforce various rules, regulations, safety rules, orders, procedures and policies;

To evaluate employees;

To discipline, demote, suspend and discharge employees for just cause (probationary employees without just cause);

To change, alter, modify, substitute or eliminate existing methods, equipment, uniforms or facilities; to hire employees and to promote employees;

To lay off employees when necessary;

To establish dress and appearance standards;

To determine the duties, responsibilities and work assignments of any position or job classification;

To establish performance standards;

To assign merit raises; and

To take any and all actions as may be necessary to carry out the mission of the City and the Department in the event of civil emergency as may be declared by the Mayor or an authorized designee (who will have the sole discretion to determine that civil emergency conditions exist which may include, but not be limited to, riots, civil disorders, tornado conditions, floods or other catastrophes).

Inherent managerial functions, prerogatives and policy-making rights which the Employer has not expressly restricted by a specific provision of this Agreement outside of this Article 3 Management Rights provision are not in any way, directly or indirectly, subject to the grievance and arbitration procedures contained herein provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement. All grievances arising under the terms of this contract shall be processed through the grievance procedure set forth in Article 5 of this Agreement and bargaining unit employees are specifically excluded from use of the grievance procedure contained in the City of Naperville's Employee Policy Manual. All personnel matters not specified in this Agreement shall be subject to the provisions of the City of Naperville Employee Policy Manual as amended from time to time, to the extent that it is not inconsistent with the terms of this Agreement.

**ARTICLE 4**  
**NO STRIKE/NO LOCKOUT**

**SECTION 4.1**                      **No Strike/Slowdown**

During the term of this Agreement, neither the Union nor any officers, agents, designees or employees of Employer shall instigate, promote, sponsor, engage in or condone any strike, including sympathy strikes, slowdown, concerted stoppage of work, concerted refusal to work overtime, picketing, or any other intentional interruption or disruption of the operation of the City, regardless of the reasons of doing so.

Any or all of the employees who violate any of the provisions of this Article may be subject to discipline or discharge based upon the circumstances by the City. Each employee who holds the position of officer or steward of the Union occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Article. In addition, in the event of a violation of this Section of this Article, the Union agrees to inform its members of their obligations under this Agreement and to direct them to return to work.

**SECTION 4.2**                      **No Lockout**

The City will not lock out any employees during the term of this Agreement as a result of a labor dispute with the Union.

**SECTION 4.3**                      **Penalty**

The only matter which may be made the subject of a grievance concerning disciplinary action imposed for an alleged violation of Section 1 above is whether or not the employee actually engaged in such prohibited conduct. The failure to confer a penalty in any instance is not a waiver of such right in any other instance nor is it precedent.

**SECTION 4.4**                      **Judicial Restraint**

Nothing contained herein shall preclude the City or the Union from obtaining judicial restraint and damages in the event the other party violates this Article.

**ARTICLE 5**  
**GRIEVANCE PROCEDURE**

**SECTION 5.1**                      **Grievance and Business Days Defined**

A grievance is defined as any meritorious difference, complaint or dispute, including disciplinary action of an employee, between the Employer and the Union or any employee regarding the application, meaning or interpretation of an express provision(s) of this Agreement. Business days shall be defined as Mondays through Friday, excluding contractual holidays.

**SECTION 5.2**                      **Grievance Forms**

The written grievance as required under this Article shall be on a form which shall be provided by the Union. It shall contain a statement of the grievant's complaint, the section(s) of this Agreement that have been allegedly violated, if applicable, the date of the alleged violation(s) and the relief being sought. The form shall be signed and dated by the grievant and/or the Union.

**SECTION 5.3**                      **Processing of Grievance**

Grievances shall be processed only by the Union on behalf of an employee or on behalf of a group of employees or itself, setting forth name(s) or group (s) of the employee (s) in the grievance. Either party may have the grievant or one grievant representing a group of grievants present at any step of the grievance procedure. Employees are entitled to Union representation at each and every step of the Grievance Procedure. The resolution of a grievance filed on behalf of a group of employees shall be made applicable only to the appropriate employees within that group. Furthermore, the parties may mutually agree to extend time limitations regarding processing of grievances.

**SECTION 5.4**                      **Employees Excluded from Grievance Procedures**

Introductory employees are expressly excluded from the terms of this Article and shall not be entitled to utilize the Grievance Procedure during their introductory term.

**SECTION 5.5**                      **Grievance Steps**

**Step One – Supervisor**

The employee, with or without a Union representative, shall first attempt to resolve a grievance with his Supervisor orally and, only after such attempt is made, upon its failure, take up the matter as a formal grievance by taking it to the employee's supervisor within ten (10) business days of its occurrence. The formal grievance shall be submitted in writing specifically indicating that the matter is a grievance under this Agreement. It shall contain a complete statement of facts within reason, the provision or provisions of this Agreement which are alleged to have been violated, and the relief being requested. The supervisor shall then meet with the employee and attempt to adjust the matter. If a resolution is reached it shall be reduced to writing within five (5) business days after such resolution. Any resolution of a grievance at this step shall not be of precedential value in resolving future grievances. If the grievance is not resolved, the supervisor shall issue a written Step One Response within five (5) business days of the meeting.

**Step Two – Division Manager**

If not adjusted in Step One, the grievance shall be presented by the Union to the Division Manager. The grievance shall specifically state the basis upon which the grievant believes the grievance was improperly denied at the previous step in the Grievance Procedure. The Division Manager shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within five (5) business days with the grievant and a union representative, at

a time mutually agreeable to the parties. If a resolution is reached it shall be reduced to writing within five (5) business days after such resolution. Any resolution of a grievance at this step shall not be of precedential value in resolving future grievances. If no resolution of the grievance is reached, the Division Manager shall provide a written answer to the grievance within five (5) business days following the meeting.

**Step Three – Department Director**

If not adjusted in Step Two, the grievance shall be presented by the Union to the Department Director within five (5) business days following the receipt of the answer in Step Two. The Department Director shall schedule a meeting with the grievant, his supervisor and a union representative within five (5) business days after receipt of the grievance from the Union. If a resolution is reached it shall be reduced to writing within five (5) business days after such resolution. Any resolution of a grievance at this Step shall not be of precedential value in resolving future grievances. If no resolution of the grievance is reached, the Department Director shall provide a written answer to the grievance within five (5) business days following the meeting.

**Step Four – City Manager**

If the grievance is not settled at Step Three and the Union desires to appeal, it shall be referred by the Union in writing to the City Manager within five (5) business days after receipt of the City's answer in Step Three. Thereafter, the City Manager or his designee and the Department Director or other appropriate individual(s) as desired by the City Manager, shall meet with the grievant, the Steward involved and a representative of the Union, if desired by the employee, within fifteen (15) business days of receipt of the Union's appeal, if at all possible. If a resolution is reached it shall be reduced to writing within five (5) business days after such resolution. Any resolution of a grievance at this Step shall not be of precedential value in resolving future grievances. If no resolution of the grievance is reached, the City Manager shall provide a written answer to the grievance within ten (10) business days following the meeting.

If the grievance is not settled in Step Four and the Union or the City desires to appeal the grievance from Step Four, the Union or the City may refer the grievance to arbitration, as described below within fifteen (15) business days of receipt of the City's written answer as provided to the Union at Step Four. A request for arbitration must be made in writing to the other party. If no written request for arbitration is made within fifteen (15) business days of the City's Step Four answer, the grievance shall be considered resolved based upon the Step Four answer and the matter shall be considered not arbitrable.

**Arbitration Procedure**

When the grievance is appealed in writing to arbitration, the representatives of the Employer and the Union shall meet to select an Arbitrator from a list of mutually agreed to arbitrators. If the parties are unable to agree on an arbitrator within ten (10) business days after the written request for arbitration, the parties shall request the Federal Mediation and Conciliation Service to submit a list of seven (7) arbitrators who are members of the National Academy of Arbitrators. The parties shall alternately strike the names of three (3) arbitrators. The winner of a

coin flip shall have the right to determine when that party strikes. The person whose name remains shall be the arbitrator, provided that either party, before striking any names shall have the right to reject one (1) panel of arbitrators. The arbitrator shall be notified of their selection by a joint letter from the Employer and the Union, requesting that they set a time and 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.

Both parties agree to attempt to arrive at a joint stipulation of the facts and issues as outlined to be submitted to the arbitrator. Both parties shall have the right to request the arbitrator to require the presence of witnesses and/or documents. Each party shall bear the costs of its own witnesses.

Questions of procedural arbitrability shall be decided by the arbitrator. The arbitrator shall make a preliminary determination on the question of procedural arbitrability. Once a determination is made that the matter is procedurally arbitrable or if such preliminary determination cannot be reasonably made, the arbitrator shall then proceed to determine the merits of the dispute. The arbitrator shall not amend, modify, ignore, add to or subtract from the provisions of this Agreement.

The expenses and fees of the arbitrator and the cost of the hearing room shall be shared equally by the parties. Nothing in this Article shall preclude the parties from agreeing to the appointment of a permanent arbitrator(s) during the term of this Agreement.

The decision and award of the arbitrator shall be final and binding on the Union, employee(s) and Employer. Such decision shall be within the scope and terms of this Agreement but shall not change any of its terms or conditions. The arbitrator through their award shall have no authority to add to the terms herein or impose on any party hereto limitations or obligations not specifically provided for in this Agreement.

If either party desires a verbatim record of the proceedings, it may cause such to be made, providing it pays for the record and makes a copy available without charge to the arbitrator. If the other party desires a copy it shall equally pay for such expenses of the other party initially ordering such record, minus the costs of copying such.

**ARTICLE 6**  
**LABOR/MANAGEMENT CONFERENCES**

**SECTION 6.1**                      **Labor/Management Conferences**

The Union and the Employer mutually agree that in the interest of efficient management and harmonious employee relations, it is desirable that meetings be held between the Union representatives and responsible administrative representatives of the Employer. Such meetings shall be held when requested by either party but not more than once per quarter unless mutually agreed. Such meetings and locations, if mutually agreed upon, shall be limited to:

1. Discussion on the implementation and general administration of this Agreement.



2. A sharing of general information of interest to the parties.
3. Notifying the Union of changes in conditions of employment contemplated by the Employer which may affect employees.

**SECTION 6.2**                      **Exempt Issues**

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedures. Grievances being processed under the grievance procedure shall not be considered at "labor-management conferences", nor shall negotiations for the purpose of altering any or all of the terms of this Agreement be carried on at such meeting.

**SECTION 6.3**                      **Attendance**

Attendance at "labor-management conferences" shall be voluntary on the employee's part. Employees shall be compensated for attendance only if the meetings are held during their regular working hours. Normally, two (2) persons from each side shall attend these meetings, schedules permitting.

**ARTICLE 7**  
**SENIORITY**

**SECTION 7.1**                      **Seniority Defined**

An employee's seniority for layoff/recall purposes shall be the period of the employee's most recent continuous regular employment as a Field Supervisor within the Department of Public Utilities – Water/Wastewater for the City of Naperville. An employee's seniority for City-provided benefits shall be the period of the employee's most recent continuous regular employment with the City of Naperville.

**SECTION 7.2**                      **Application of Seniority**

On all applications of seniority under this Agreement, the employee must have the ability to perform the required work and meet the qualifications of the position. Where ability and qualifications to perform the required work are, among the employees concerned, relatively equal, seniority as defined in Section 1 of this Article shall govern.

**SECTION 7.3**                      **Seniority List**

The Employer shall prepare a list setting forth the present seniority dates for all employees covered by this Agreement. Such lists shall finally resolve all questions of seniority affecting employees covered under this Agreement. Disputes as to seniority listing shall be resolved through the grievance procedure.

**SECTION 7.4**                      **Termination of Seniority**

An employee shall be terminated by the Employer and their seniority broken when they:

1. quits; or
2. is discharged for just cause; or
3. is laid off pursuant to the provisions of the applicable agreement for a period of thirty (30) months; or
4. accepts gainful employment while on an approved leave of absence from the Employer provided that with the prior consent of the City Manager, seniority will not terminate; or
5. is absent for three (3) consecutive scheduled workdays without proper notification or authorization.

**SECTION 7.5**                      **Seniority Non-Accrual**

Employees will not continue to accrue seniority credit for all time spent on an authorized unpaid leave of absence; except for cases of suspensions with/without pay.

**SECTION 7.6**                      **Introductory Employees**

An employee promoted to a Field Supervisor position from within the City shall serve an introductory period for first the ninety (90) days of employment in the position. Employees hired into a Field Supervisor position from outside of the City shall serve a six (6) month introductory period.

No matter concerning the discipline, layoff, or termination of a Field Supervisor serving in the introductory period shall be subject to the grievance or arbitration procedures. An introductory employee shall have no bargaining unit seniority until they have completed the required introductory period. Upon such completion, the employee shall acquire bargaining unit seniority retroactive to the date of employment as a Field Supervisor.

**SECTION 7.7**                      **Return to Unit**

A Field Supervisor who is promoted or transferred to a position outside of the bargaining unit and within 90 days is thereafter returned to an open position in the bargaining unit, shall be restored to their former bargaining unit seniority. Members of the bargaining unit who leave City employment and thereafter return to City employment, shall not be entitled to a restoration of their former bargaining unit or City seniority. Nothing herein shall confer any rights under this contract to a promoted employee who is disciplined by the Employer while in the promoted position.

**ARTICLE 8**  
**LAYOFF AND RECALL**

**SECTION 8.1**                      **Definition and Notice**

A layoff is defined as a reduction in currently filled bargaining unit positions. The Employer shall have the right determine whether a layoff is necessary, the section it is implemented in and the time it is implemented except that the Employer shall give the Union and the employee at least twenty-one (21) days' notice of any layoffs except in emergency situations wherein such period of notice may be reduced.

**SECTION 8.2**                      **Seniority Lists and Layoff/Recall Procedure**

There shall be separate seniority lists created for layoff/recall purposes for the Water Distribution and Collection Section and the Springbrook Water Reclamation Section respectively. In the event of a layoff, employees shall be laid off within their respective section in inverse order of seniority except those employees who scored below an average of 3.0 on their three most recent performance evaluation scores conducted prior to the layoff shall be laid off first. If more than one employee in a section subject to layoff has a score below 3.0 as calculated above, the employee with the lowest score shall be the first employee laid off. If at the time of the layoff there is a position vacancy in the IBEW Local 196 bargaining unit that the Employer has decided to fill, the laid off employee will get preference over an outside applicant provided that they are qualified to perform the job.

**SECTION 8.3**                      **Recall**

Employees who are laid off shall be placed on a recall list for a period of thirty (30) months. If there is a recall, employees who are on the recall list shall be recalled in the inverse order of their layoff.

Employees who are eligible for a recall shall be given ten (10) calendar days' notice of recall and notice of recall shall be sent to the employee by certified or registered mail with a copy to the Union, provided that the employee must notify the Department Director or their designee of their intention to return to work within five (5) days after receiving notice of recall. The City shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the employee, it being the obligation and responsibility of the employee to provide the Department Director or their designee with the latest mailing address. If an employee fails to timely respond to a recall notice, their name shall be removed from the recall list. Employees returning from layoff may be subject to a physical examination at the Employer's discretion.

**ARTICLE 9**  
**EMPLOYEE SECURITY**

**SECTION 9.1**                      **Personnel Records**

Employee personnel records are available during regular business hours for any employee and/or their designee to review. However, the record shall not be removed from the Human Resources Department. Each employee is encouraged to contribute documents to their record that relates to their performance and accomplishments.

**SECTION 9.2**                      **Right of Inspection and Copies**

Employees will be granted the right to inspect their personnel records and medical records which are related to their employment. The following procedures must be followed in order for the Employer to grant the employee such request:

1. Any employee who wishes to inspect their personnel record must make such request to the Human Resources Department. An employee may designate another individual to review their file but must do so in writing.
2. The inspection shall be granted to the employee within three (3) working days from the receipt of the request.
3. The City shall make a copy of the personnel file or any portion thereof at the request of the employee or designee, and at no cost to the employee, within three (3) business days of such request.

**SECTION 9.3**                      **Employee Representative**

An employee involved in a current grievance may designate in writing a representative to inspect their personnel records in an attempt to resolve said grievance.

**SECTION 9.4**                      **Disciplinary Records**

Written notice will be mailed to the employee's last reported address on or before the day a disciplinary report, letter, reprimand or other documentation is released to an external third party. This requirement will be waived if:

- a) The disclosure is ordered in a legal action;
- b) Information is requested by a government agency to substantiate an employee's claim or complaint;
- c) The employee waives this right in writing.

**SECTION 9.5**                      **Phone Usage**

The City shall allow employees to use their city-issued phones for personal calls provided such usage is reasonable and the right is not abused.

**SECTION 9.6**                      **Off Duty Phone Calls**

When taking work-related phone calls during off-duty, non-standby hours, employees shall record the date, call information, start and end times, call duration and nature of the call on the form supplied. The completed form must be turned in at the end of each pay period. The employee will be paid for the actual time spent taking work-related phone calls during off-duty, non-standby time periods. The actual number of minutes rounded up to the nearest whole minute shall be recorded for each call.

The employee shall sign and date the off-duty phone call log prior to submission to their supervisor. Employees shall not sign off-duty phone call logs that are inaccurate. Unsigned or inaccurate off-duty phone logs shall not be processed for payment. Knowingly recording inaccurate time or signing inaccurate off-duty phone call logs will result in disciplinary action, up to and including termination. All off-duty phone call logs are subject to audit. All off-duty phone call logs shall be reviewed and management and the field supervisor shall discuss the off-duty phone call logs.

**ARTICLE 10**  
**SUBCONTRACTING**

**SECTION 10.1**                      **General Policy**

It is the general policy of the City to continue to utilize its employees to perform work they are qualified to perform. However, the City reserves the right to contract out any work it deems necessary in the exercise of its best judgment and consistent with the City's lawful authority under the Illinois Statutes.

**SECTION 10.2**                      **Notice and Negotiate**

Except where an emergency situation exists, before the City changes its policy involving the overall subcontracting of work in a general area where such policy change will result in a substantial loss of work to bargaining unit employees, the City will notify the Union and offer the Union an opportunity to negotiate the City's proposed subcontracting decision and its effect on bargaining unit employees.

**ARTICLE 11**  
**UNION RIGHTS**

**SECTION 11.1**                    **Union Activity During Working Hours**

Employees shall, with approval of the Employer, after giving appropriate notice to their supervisor, be allowed to attend grievance hearings and other activities of such nature if established by this contract, if such employees are entitled or required to attend such meetings by virtue of being Union representatives or participants in grievance hearings. Such incidents must relate to disciplinary action of an employee and not be an unreasonable interference with the Employer operations.

**SECTION 11.2**                    **Time Off for Union Activities**

Local representatives shall be allowed time off without pay for legitimate Union business such as Union meetings, State or International conventions, provided such representatives give reasonable prior notice to their supervisor of such absence and shall be allowed such time off if it does not substantially interfere with the operating needs of the Employer. The Employee may utilize any accumulated time-off (holiday, personal, vacation days) in lieu of the employee taking such without pay.

**SECTION 11.3**                    **Union Bulletin Boards**

The Employer shall provide bulletin boards and/or space at the work location. The boards or space shall be for the sole and exclusive use of the Union subject to Employer approval. The items posted shall not be political, partisan, defamatory or inflammatory in nature.

**SECTION 11.4**                    **Right to Access**

Duly authorized Officials of the Union shall be permitted during normal working hours to enter Employer facilities for purposes of handling grievances or administering the contract where such access does not unreasonably interfere with the Employer operations. The Union Official shall give advance notice to Department Director or their designee that they desire access to the City facilities. The Union shall not abuse this privilege and shall at all times be conducted in a manner so as not to interfere with normal operations.

**SECTION 11.5**                    **Union Representatives**

The Employer agrees to recognize and deal solely with the International Union of Operating Engineers, Local 150, by and through its Business Representatives or other duly authorized representatives with respect to the administration of the terms and conditions of this Agreement, except as otherwise provided for herein.

Furthermore, the Union shall notify the Employer, in writing, of the selection of its representatives within the bargaining unit (Stewards), which shall not exceed two (2), as well as

who shall serve as the Chief Steward. Said Stewards shall have the authority, along with the Union, to process and investigate disputed matters under this Agreement.

**ARTICLE 12**  
**DISCIPLINE PROCEDURES**

**SECTION 12.1**

The City has the right to discipline employees for just cause. Discipline will be imposed as soon as reasonably possible within forty-five (45) days of discovery of the event giving rise to the discipline. If the Employer requires beyond forty-five (45) days to complete any investigation and impose discipline, it shall inform the Union in writing of the need for more time and the approximate date when a disciplinary decision will be rendered. When just cause exists, the City shall have the right to invoke any of the following disciplinary measures outlined below

**SECTION 12.2**                      **Oral or Written Reprimand**

This is a censure, expressing formal disapproval of the actions of an employee, but carries no loss of privileges. Oral reprimands will be recorded in writing in the supervisor's or department's file and will not be recorded in the employee's official personnel file. When the supervisor issues a written reprimand, it should be countersigned by the Department Director. A copy of the written reprimand must be given to the employee, and another must be placed in the employee's personnel file.

**SECTION 12.3**                      **Suspension Without Pay**

This is the temporary removal from employment, accompanied by a concurrent and temporary loss of wages. The Department Director has the authority to implement a suspension of an employee up to a maximum of three (3) days. Any suspension greater than three (3) days must be approved by the City Manager. In both cases, the appropriate "change of payroll" form must be completed, as well as a complete report of the incident ("Suspension Report"). The Suspension Report must be signed by the Department Director and indicate the days of suspension.

**SECTION 12.4**                      **Transfer/Demotion**

When an appropriate job opening exists in the Department, the Department Director, at their discretion, can recommend that an employee be transferred to that open position as a means of discipline. The open position may entail a reduction in wages and/or benefits consistent with the terms governing the position. The City retains the sole right to determine whether an appropriate job opening exists and whether to impose transfer or demotion as a disciplinary measure. The Field Supervisor shall have no right in arbitration to seek transfer/demotion as an appropriate alternative disciplinary measure to the discipline that they received.

**SECTION 12.5**

**Discharge from Employment**

This is the permanent loss of all privileges of employment. The Department Director may recommend to the City Manager that an employee be discharged from employment.

**SECTION 12.6**

**Pre-disciplinary Meeting**

Prior to the actual imposition of a suspension without pay (other than suspension without pay pending investigation) or discharge, the City shall give the affected employee an opportunity to discuss the circumstances underlying the disciplinary action, which shall take place as soon as practicable and the employee shall be informed at that time of the basis for the disciplinary action. The employee upon request shall be allowed to have a Union Representative present during the discussion, although a discussion will not be inordinately delayed if a Representative is not immediately available. The City shall make a good faith effort to remind employees of their rights under NLRB v. Weingarten, Inc. 420 U.S. 251 (1975) and any state corollary, but failure to do so shall not be asserted as a basis for challenging any subsequent disciplinary action.

**ARTICLE 13**  
**HOLIDAYS**

**SECTION 13.1**

Twelve (12) paid holidays are granted to employees. For each holiday employees will receive eight (8) hours of pay at the employee's straight time hourly rate. The holidays are as follows: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and three (3) floating holiday. Employees will be allowed to select three days off as their floating holidays anytime between January 1<sup>st</sup> and December 31<sup>st</sup>, subject to supervisory approval. Employees will receive eight (8) hours of pay at their straight time hourly rate for the floating holiday. When an employee works on a City observed holiday, they shall be paid at two times their regular hourly rate of pay for each hour worked; in addition to receiving eight hours of straight time for holiday pay.

Employees hired from outside of the City or otherwise hired into the City under the PTO 11-time off plan shall not be eligible to receive floating holidays.

When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on Sunday, it will be observed on the following Monday.

In order to qualify for holiday pay, an employee must have actually worked the last workday immediately before the holiday and the workday immediately following the holiday, unless absence is authorized for a scheduled vacation, verified illness, or other authorized leave.



**SECTION 13.2**

Employees who work a minimum of four hours on an observed holiday may elect to receive either 1) a vacation day in lieu of their holiday worked, or 2) holiday pay. If an employee elects to take a vacation day, this day must be taken as a full eight (8) hour period, and within 30 days of the observed holiday worked. The holiday time or pay must be taken within the current fiscal year. If the vacation day is not taken within the 30-day period, holiday pay at the appropriate rate will be given to the employee.

**ARTICLE 14**  
**LEAVES OF ABSENCE**

**SECTION 14.1**                      **Short-Term Leave of Absence**

Leave without pay may be granted for a period of up to one (1) month where the continued absence of the employee does not adversely affect the ability of the City to adequately perform its governmental function, (four (4) calendar weeks) during the calendar year if all vacation time is exhausted. A request for short-term leave shall be in writing to the Department Head and may be granted with the approval of the City Manager. Short-term leave is not to be used as a substitute for sick leave or disability leave. At the completion of a short-term leave, an employee will return to their previous position and status without change to seniority and salary. Vacation, sick leave, and holiday pay shall not accrue nor be paid during this period. If the employee does not return to work after a short-term leave, any other benefits paid by the City during the leave shall be repaid at termination by the employee. Any employee who does not report back to work within five (5) days of the end of an unpaid absence shall be considered to have terminated their employment with the City.

**SECTION 14.2**                      **Extended Leave of Absence**

Extended leave without pay may be granted for a period not to exceed one (1) year where the continued absence of the employee does not adversely affect the ability of the City to adequately perform its governmental function. Requests for extended leave shall be in writing to the Department Head and may be granted with the approval of the Department Head and City Manager. Sick leave, vacation, and holiday benefits will not accrue during the period of leave of absence. The employee shall have the right to assume health and life insurance payments and remain a part of the group medical coverage during the leave. If the employee is granted a leave of absence of more than one (1) month, the employee is not guaranteed reinstatement to their former position. The Employee may be replaced at the discretion of the Department Head, the approval of the Personnel Manager, and the City Manager.

At the expiration of the leave period, the Personnel Manager shall attempt to place the employee in their former position or one that is similar, if possible, depending on the employee's qualifications and positions available. If the period of leave is one (1) month or longer, the employee's benefit accruals and appointment date shall be adjusted according to the period of absence.

During a period of approved short or long-term leave for purposes other than illness or accident, the employee shall not accept any other employment for remuneration. Employees on approved short or long-term leave due to illness or accident may accept other employment for remuneration so long as the required duties do not aggravate the illness or injury.

The City will provide a written notice of termination to an employee who has not returned to work within five (5) days after the end of the approved leave period. After the five (5) day period, the City shall terminate employment, including all City benefits, if the employee has not returned to work.

**SECTION 14.3**                      **Jury Duty Leave**

Employees called upon for jury duty should notify their Department Head as soon as possible. Time off without pay shall be granted to individuals serving on jury duty on a regularly scheduled day of work when adequate documentation is provided. Straight time pay for eight (8) hours per day will be paid for the period served if the employee provides a copy of the notice or other evidence of actual days served. The employee should submit proof of service with their time sheet to receive a regular paycheck. An employee's time served on jury duty shall not be charged against sick time or vacation time and shall be considered as time worked. Employees may keep any payment for jury duty served.

**SECTION 14.4**                      **Funeral Leave**

When there is a death in the immediate family, an employee will be granted up to three (3) working days off between the date of the death and the date of the funeral or memorial service. A working day is defined as eight (8) hours. These days shall be granted without loss of pay and without charge to accrued leave. Immediate family is defined as spouse, parents, parents-in-law, children, brothers and sisters, brothers- and sisters-in-law, grandchildren, grandparents, grandparents of spouse or other persons who have been members of the employee's household at the time of death (this list includes relationships of "step," "half," and "great.") Time taken in addition to three days funeral leave may be taken at the discretion of the employee with approval of the Department Director and will be chargeable to other accrued leaves excluding sick leave. This provision does not prohibit an employee from using available time off under other provisions of this Agreement.

**SECTION 14.5**                      **Military Leave**

An employee shall receive military leave and seniority in accordance with applicable law as it may be amended from time to time. An employee anticipating military leave must register their military status with Human Resources, notify their immediate supervisor, and then furnish Human Resources with a copy of the official orders as soon as available. An employee going to and returning from military duty must submit his military earnings statement to Payroll in order to receive any salary provided for (whether adjusted or not by the amount of the military pay).

**SECTION 14.6**

**Maternity/New Parent Leave**

Employees shall receive this benefit per **Appendix D**.

**ARTICLE 15**  
**DUES DEDUCTION AND FAIR SHARE**

**SECTION 15.1**

**Dues Deduction**

While this Agreement is in effect, the City will deduct from each employee's paycheck once each pay period the regular monthly Union dues or voluntary Fair Share payments assessed by Local Union #150 for each employee in the bargaining unit who has filed with the City a voluntary, effective check-off authorization. If a conflict exists between that form and this Article, the terms of this Article and Agreement control.

A Union member desiring to revoke the dues check-off may do so by written notice to the Employer at any time during the thirty (30) day period prior to the annual anniversary date of the contract in each year during the life of the contract.

If the employee has no earnings due for the period, the Union shall be responsible for collection of dues. Local Union #150 agrees to refund to the employee any amounts paid to the Union in error on account of this dues deduction provision. Local Union #150 may change the fixed uniform dollar amount, which will be considered the regular monthly fees once each year during the life of this Agreement. Local Union #150 will give the City thirty (30) days' notice of any such change in the amount of uniform dues to be deducted.

**SECTION 15.2**

**Fair Share**

Any present employee who is not a member of Local Union #150 shall, as a condition of employment, be required to pay a Fair Share (not to exceed the amount of Union dues) of the cost of the collective bargaining process, contract administration in pursuing matters affecting wages, hours, and other conditions of employment, but not to exceed the amount of dues uniformly required by members. All employees hired on or after the effective date of this Agreement and who have not made application for membership shall, on or after the thirtieth (30<sup>th</sup>) day of their employment, also be required to pay a Fair Share as defined above.

With respect to any employee on whose behalf the City has not received a written authorization as provided for above, the City shall deduct from the wages of the employee the Fair Share financial obligation, including any retroactive amount due and owing and shall forward said amount to Local Union #150 on the tenth (10<sup>th</sup>) day of the month following the month in which the deduction is made, subject only to the following:

- a) Local Union #150 has certified to the City that the affected employee has been delinquent in his obligations for at least thirty (30) days;

- b) Local Union #150 has certified to the City that the affected employee has been notified in writing of the obligation and the requirement for each provision of this Article and that the employee has been advised by Local Union #150 of his obligation pursuant to this Article and of the manner in which Local Union #150 has calculated the Fair Share fee;
- c) Local Union #150 has certified to the City that the affected employee has been given a reasonable opportunity to prepare and submit any objections to the payment and has been afforded an opportunity to have said objections adjudicated before an impartial arbitrator selected from a panel of five (5) arbitrators from the F.M.C.S. Arbitration Service for the purpose of determining and resolving any objections the employee may have to the Fair Share fee. The employee shall have the right to strike first on panel selection.

**SECTION 15.3**

**Objections on Other Grounds**

Any non-member making a Fair Share payment may object to the amount of their Fair Share payments on the grounds that all or part of such payments have been expended by Local Union #150 for political activities or causes not germane to the collective bargaining process, contract administration and matters affecting employee wages, hours and conditions of employment.

Any such employee with any such objection shall process his objection in accordance with the notice and obligation procedure established by Local Union #150 which procedure shall be consistent with the requirements of law.

**SECTION 15.4**

**Religious Objections**

The objections to pay a Fair Share fee to Local Union #150 shall not apply to any employee, who on the basis of a bona fide religious tenet, teaching of a church or religious body of which such employee is a member objects to the payment of a Fair Share fee to Local Union #150. Upon proper substantiation and collection of the entire fee, Local Union #150 will make payment on behalf of the employee to a non-religious charitable organization mutually agreed to by the objecting employee and the Union. If the employee and Local Union #150 are unable to agree upon a non-religious charitable organization, the organization shall be determined in accordance with the procedures established by the Illinois State Labor Relations Board and shall not be inconsistent with Section 6 G of the Act.

**SECTION 15.5**

**Indemnification**

Local Union #150 and the City agree to indemnify and save the City harmless against any claims, demands, suits or other forms of liability which may arise by reason of action taken or omitted by Local Union #150 or the City acting in good faith, in complying with the provisions of this Article.

**ARTICLE 16**  
**VACATION**

**SECTION 16.1**                      **Vacation Benefit**

The City Time Off Plan (“TOP”) policy is attached hereto as **Appendix A**. All employees on the TOP on the effective date of this agreement shall remain on the TOP. Current City employees who are on the TOP and are transferred or promoted into the bargaining unit shall remain on the TOP. Employees hired under the PTO 11 plan who are promoted or transferred into the bargaining unit and employees hired from outside of the City into the bargaining unit shall be placed on the PTO 11 plan which is attached as **Appendix B**.

All other employees who are not on the TOP or PTO 11 shall receive the following paid vacation benefit. Accruals for time earned are posted to employee records each pay period. No vacation will accrue during an unpaid leave of absence. A vacation day will not be charged where a holiday falls within an employee’s vacation period.

Accrual rates for employees not on TOP or PTO 11 are as follows:

<b><u>Start of Service Year</u></b>	<b><u>Hours Accrued Per Year</u></b>	<b><u>Hours Accrued Per Pay Period</u></b>
1 <sup>st</sup> thru 4 <sup>th</sup>	80.00	3.08
5 <sup>th</sup>	88.00	3.38
6 <sup>th</sup>	96.00	3.69
7 <sup>th</sup>	104.00	4.00
8 <sup>th</sup>	112.00	4.31
9 <sup>th</sup> thru 14 <sup>th</sup>	120.00	4.62
15 <sup>th</sup>	160.00	6.15
16 <sup>th</sup>	168.00	6.46
17 <sup>th</sup>	176.00	6.77
18 <sup>th</sup>	184.00	7.08
19 <sup>th</sup>	192.00	7.38
20 <sup>th</sup> and over	200.00	7.69

The hourly accrual is rounded on last pay period of calendar year to balance to the yearly accrual total. When the maximum accrual allowed is reached, accruals are capped and no further vacation accrual is earned until the accrued time balance is “used down” to something less than the cap (the maximum allowed).

All bargaining unit employees shall be eligible to accrue up to sixty (60) hours of compensatory time on a rolling basis, superseding the compensatory time limits in Appendix B.

**SECTION 16.2**

An employee cannot carry-over more than a two-year accumulation (200%) of his current annual vacation time accrual amount. Starting on May 1, 2014, the maximum accrual shall be

reduced to 180% of current annual accrual amount. On May 1 of each subsequent year through 2017, the maximum vacation accrual carryover shall be reduced by twenty percent each year such that by May 1, 2017 the maximum vacation accrual carryover shall be reduced to one year of current annual accrual amount.

Employees may take their annual vacation all at one time or divide their total time into separate periods each not less than one (1) week in length except that ten vacation periods may be taken in increments of four (4) or more hours, but in no case, except with department head approval (or designee), shall an employee take more than ten (10) single day occurrences (4 or 8 hour periods) in a year. An employee may take their vacation on separate occasions provided that the Employer reserves the right to assign vacation periods to the extent it deems necessary to avoid disruption of operations.

**SECTION 16.3**

The Department Director shall establish a vacation schedule for employees sufficiently early each year so that all employees can plan their own schedules and so that Department Supervisors can program the work of the Department. Vacation schedules shall be arranged so as to provide as minimal a disruption to the work of the Department as can be reasonably achieved. For like positions, departmental seniority shall govern the granting of priorities for vacation scheduling.

**SECTION 16.4**

When an employee's service with the Employer is terminated, he shall receive compensation for any accrued unused vacation leave. Any employee who leaves the Employer's service before completing six (6) months of full and continuous service will receive no vacation pay.

**ARTICLE 17**  
**HOURS OF WORK AND OVERTIME**

**SECTION 17.1**                      **Application of Article**

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

**SECTION 17.2**                      **Workday and Shift Schedules**

A. The normal work week schedule for **Field Supervisor** personnel shall consist of forty (40) hours of five (5) consecutive days as follows:

- SWRC Maintenance 1<sup>st</sup> Shift      7:00am to 3:30pm: Monday – Friday
- SWRC Operations 1<sup>st</sup> Shift      6:30am to 3:00pm: Monday – Friday

SWRC Operations 2<sup>nd</sup> Shift      10:00am to 6:30pm: Monday and Friday  
2:45pm to 11:15pm: Tuesday, Wednesday, and Thursday

WD&C Division Shift      6:45am to 3:30pm: Monday – Friday. Employees assigned to this shift shall receive pay at time and one-half the regular rate for the first 0.25 hours of the shift provided that they report to work on time.

Field Supervisor employees may be temporarily assigned to another shift due to employee absences, illnesses, vacancy, or special project. The following procedure will be followed by the City for these temporary assignments:

1. After a minimum of seven (7) calendar days' notice an employee may be temporarily reassigned as necessary to ensure operations and/or maintenance due to employee absences, illnesses, vacancies, or special project(s). Shift start and end times may be altered by mutual agreement by the Division Manager or designee and the Field Supervisor who is being temporarily reassigned.
2. No additional compensation shall be given for second shift hours or temporary assignments.

After a minimum 48-hour notice, a Field Supervisor may be temporarily reassigned due to Water Supervisor absence, illness, vacancy, or special project(s).

#### Vacancy Bidding Procedures

Vacant Field Supervisor positions will be posted internally at each Division location for a minimum of 7 days. Current Field Supervisors will have the right to bid for a vacant position. To qualify for a vacant position a bidder will need to fully meet the vacant positions job description and shall have an interview score of 70% or greater. If there is more than one qualified bidder, the City shall choose the bidder with the highest interview score. If there is a tied score, then bargaining unit seniority shall prevail. If there are no qualified bidders the City may post the vacant position department-wide, in other City departments and/or externally.

When a Field Supervisor is qualified for a vacant position and has passed the interview, they will be given a 90-day introductory period. During the 90-day period, they will demonstrate they can satisfactorily perform the job duties set forth in the job description. Any time before the end of the 90-day introductory period, if the employee fails to demonstrate satisfactory performance of the duties of the position they will be returned to his former position. Also, during the first 30 days of the introductory period if the employee wishes to return to their former position, they may do so without reason.

- B.** Lunch periods shall be scheduled as nearly as possible during the period between 11:00 a.m. and 1:00 p.m. Employees on 2<sup>nd</sup> shift shall schedule lunch periods between the 4<sup>th</sup> and 6<sup>th</sup> hours of their shift. Employees who are in the field will have a forty-five (45) minute lunch

period consisting of a thirty (30) minute unpaid and a fifteen (15) minute paid period with no afternoon break. Employees working at designated City facilities which have lunchrooms will have a thirty (30) minute unpaid lunch period. All lunch time is from the time a person stops working until they start working again. Stopping to pick up meals, personal phone calls, and mingling with co-workers are all part of the lunch time. Employees who must leave their work site in the field to wash up for lunch shall be granted up to ten (10) minutes for clean up at the closest available facility.

**SECTION 17.3**      **Standby Assignment**

The Employer shall have the right to require employees to accept stand-by assignments at each division on the following basis:

1. A stand-by list will be posted thirty (30) days in advance at each division setting forth the division's stand-by schedule. The scheduled stand-by hours may be added to without notice or subtracted from with a minimum of seven (7) days' notice, depending upon the short-term operational requirements of the division. Non-scheduled stand-by assignments will be made as far in advance as possible.
2. The Employer shall endeavor to distribute stand-by assignments equally and impartially. Employees may trade stand-by assignments with the Employer's approval, not less than three (3) days before the duty assignment. The responsibility to provide a replacement is that of the employee and if they cannot secure any such replacement, then the assigned employee must perform the duty.
3. If no employee is available or qualified to perform the required service, then the Employer may utilize whatever means is necessary to perform the work.
4. Stand-by assignments shall consist of a five (5) hour minimum period with additional hours added based on operational needs. Compensation for stand-by assignments shall be paid on the basis of one (1) hour straight time for the initial five (5) hour period at the employee's straight time rate of pay. Additional hours shall be paid on the ratio of 1 to 5 and rounded to the nearest quarter hour.

Employees on stand-by must be fit for duty (in accordance with all applicable City and Union Drug-Free Workplace policies). They must verify the proper operation of their pager or other employer-furnished communications device before leaving the work premises. If they will not be at home, they must leave a phone number where they can be reached with the specified department representative as designated by departmental work rules or advise the Department that they will be available by pager or other communications device. The Department should also be advised when they return home. If circumstances make it impossible for them to respond as required, they must immediately notify the Department. They must not extend their travel distance to the City beyond their residential area and they must be able to respond within a fifteen (15) minute period of time and report within a reasonable time under normal conditions. Employees failing to promptly respond while on stand-by shall be subject to discipline.



**SECTION 17.4**                      **Call-Out Pay**

Call-out pay is defined as compensation received for non-scheduled or non-prearranged work during off duty periods which is not an extension of the regular workday. When an employee is called-out for duty, they shall receive three (3) hours inconvenience pay, at the straight time rate of pay, plus payment at applicable rates for actual time worked (with a one (1) hour minimum) when less than eight (8) hours' notice is given at the applicable rate of pay.

**SECTION 17.5**                      **Overtime Pay**

Time and one-half (1-1/2) the straight time regular hourly rate of pay shall be paid for all hours worked in excess of eight (8) hours in one day, or forty (40) hours in one week. There shall be no pyramiding of overtime. When an employee is required to work overtime on Sunday, the employee shall be paid at double their straight time hourly rate for all hours worked.

**SECTION 17.6**                      **Required Overtime**

The Department Director or their designee shall have the right to require overtime work and employees may not refuse overtime assignments. The Department Director or their designee, as a general rule, shall take reasonable steps to obtain volunteers for overtime assignments before assigning required overtime work. The Department Director or their designee will make overtime assignments on a sectional basis. Also, specific employees may be selected for special assignments based upon specific skills, ability and experience they may possess. If there are no volunteers for overtime, the Department Director or their designee shall assign mandatory overtime on a reverse seniority basis within each division.

**SECTION 17.7**                      **No Pyramiding**

Compensation shall not be paid more than once for the same hours under any provision of this Article or Agreement.

**SECTION 17.8**                      **Rest Period**

Employees will work no more than sixteen (16) hours in a twenty-four-hour period without being allowed an eight (8) hour, unpaid rest period. If the City ends any call-out or the required overtime period ends during the employee's normal workday, then the employee may utilize accrued vacation or personal time to complete the remainder of the workday with compensation.

**SECTION 17.9**                      **Inclement Weather**

Employees shall not be required to work outside of vehicles or buildings on an extended basis. Outside work shall not be required when temperatures are below 0° F as designated by the approved thermometer at each division location. Exceptions to this shall include normal process control monitoring, distribution and collection, essential operations and adjustment changes which are able to be done in a minimal time frame, as well as emergency operations. Employees working under the provisions of this Article shall perform such duties as are assigned while indoors.

**ARTICLE 18**  
**SICK LEAVE**

**SECTION 18.1**                      **Sick Leave**

All employees on the Employer's TOP on the effective date of this agreement shall remain on the TOP. Current City employees who are on the TOP and are transferred or promoted into the bargaining unit shall remain on the TOP. New employees hired from outside of the City into the bargaining unit shall be placed on the PTO 11 plan. Current employees on the PTO 11 plan and those promoted into the bargaining unit who are on the PTO 11 plan shall remain on that plan. These employees shall be entitled to sick leave consistent with the City's PTO 11 sick leave policy found in Appendix B. All other employees who are not on the TOP or PTO 11 shall receive paid sick leave at the rate of one and one-quarter (1.25) days for each month employed by the City and their sick leave shall be governed by the City Employee Policy Manual.

**SECTION 18.2**                      **Permissible Uses**

Sick leave may be granted for employees for of the following reasons:

- a) Incapacitation due to illness, injury or disability;
- b) Personal medical or dental appointments which cannot be scheduled during non-working hours (all reasonable effort will be made to schedule routine appointments during non-working hours).
- c) Absence required by illness or disability of the employee's spouse, children, parents, parent-in-law, sister, and brothers, other persons living in the employee's household are also included. An employee may request additional time for extenuating circumstances from the Department Head.
- d) Fathers may use up to five (5) sick days for the birth of their child.

Any use of sick leave for purposes other than those outlined above is not authorized. Misuse of sick leave may be grounds for disciplinary action.

**SECTION 18.3**                      **Verification**

The Department Director will establish reasonable procedures for employees to notify their supervisors of absence and intent to use sick leave. If the sick leave is used for more than five (5) consecutive days, or in conjunction with a day off, a supervisor may request a written confirmation of illness or injury signed by a physician. If sick leave is used for more than five (5) consecutive days, a statement from a physician may be required indicating that the employee's physical or mental ability will allow a return to normal duty. A supervisor may also require a statement from a physician confirming illness when there have been more than five (5) instances of absence for

sick leave in any one (1) year (contract year period). Employees are responsible for obtaining a physician's statement when required. The City reserves the right to require an employee to be examined by a City appointed physician at the City's expense.

**SECTION 18.4**                      **Advanced Sick Leave**

Employees are expected to use sick leave only when they are ill. Judicious use of sick leave will help provide the employee with continuing income in the event of a serious illness. However, if an employee not in the TOP plan incurs a serious illness that requires a lengthy absence, physician care or hospitalization and all accumulated sick leave is exhausted, arrangements can be made to receive advance sick leave.

- (a) After sick leave is exhausted and an employee has been ill for seven (7) days, he may be advanced thirty (30) days additional sick leave, subject to the following:
- (b) This benefit is not intended to be a substitute for benefits that may be available from a pension fund. Consequently, at the expiration of regular sick leave benefits, the employee must apply to the appropriate pension fund for coverage if they are to become indebted to the City for sick leave. After applying to the appropriate pension fund for coverage, the employee may borrow sick leave until the pension fund approves the employee's application, subject to the maximum of thirty (30) days.
- (c) The employee must sign an installment agreement to repay the sick leave that is advanced. The agreement must be signed before any additional sick leave is paid.
- (d) When the employee returns to work, the Finance Department will advise the employee how much sick leave is owed. Repayment will involve crediting one-half (1/2) of all sick leave earned to the debt until it is repaid. The employee may also repay the debt or a portion of it with cash or vacation time credit. If employment with the City is terminated, the employee will be required to pay the debt. Repayment is required whether termination is voluntary or involuntary. Employees may repay any unpaid portion of the additional sick leave time by cash, vacation time credit or unused sick leave credit. Refunds from the pension contributions may also be used. If a debt remains after all available credits and payments have been applied at the time of termination the employee will repay the debt within a period of time agreed to by the City. If an employee dies while still in service to the City and is indebted to the City for borrowed sick leave, then the debt still due shall be cancelled by the City.

**SECTION 18.5**                      **Use With Workers' Compensation**

Sick leave may also be used, at the employee's discretion, to supplement Worker's Compensation payments provided by the City or its insurance carrier in accordance with the provisions of the Illinois Statutes for "in lieu" salary purposes. Said sick leave payments shall not exceed an amount equal to the difference between the employee's regular pay and said Worker's Compensation payments and may be paid until the employee's return to work or their accumulated sick leave credits are used up. The employee must inform Human Resources if they wish to supplement their Worker's Compensation payment with accrued sick leave.

**SECTION 18.6**                      **Misuse**

All absences with pay granted under this provision shall be based on the basis that the reason given by the employee for same is valid and that the request is in conformance to the policies herein stated, and shall be subject to investigation by the City. Errors of fact or omission and/or intentional abuse of the sick leave benefit by the employees may result in loss of leave with pay and disciplinary action up to and including termination from employment.

**SECTION 18.7**                      **RHSP**

Upon formal retirement from the City of Naperville, employees under this collective bargaining agreement other than those on the PTO 11 plan shall convert up to 720 hours (90 days), of earned but unused sick leave to a Retirement Health Savings Plan (RHSP) as a sick leave termination bonus. The sick leave termination bonus eligible for contribution to the RHSP is made at the employee's salary rate in effect on their last day of work. The RHSP is used for the payment of health insurance premiums and other eligible health care expenses in retirement. Formal retirement is defined as separated from employment with the City and qualifying for a pension as defined by IMRF.

**ARTICLE 19**  
**EQUIPMENT AND LICENSES**

**SECTION 19.1**                      **Equipment**

All necessary tools and equipment to perform assigned work will be provided by the Employer, and shall be replaced as needed, as determined by the employer. The Employer shall provide protective work boots on an as needed basis up to an amount of \$300.00 per pair. Employees must receive prior approval from the Employer before purchasing new boots.

**SECTION 19.2**                      **License Reimbursement**

The City shall reimburse employees for the cost of acquiring and maintaining their Commercial Driver's License, including any endorsements that the Employer requires employees to acquire or maintain.

**ARTICLE 20**  
**MEAL ALLOWANCE**

**SECTION 20.1**

When an employee works three (3) hours of unscheduled overtime (with less than eight (8) hours' notice), they shall receive a meal allowance. A second meal allowance shall be paid when the employee works a subsequent five (5) hours of overtime.

If an employee can be temporarily released for a meal, they shall be given an allowance of fifteen dollars (\$15.00) and shall eat on the Employer's time. If he cannot be temporarily released, the Employer will either give the employee the meal money allowance or will furnish a meal which shall be eaten on the Employer's time at the job site, within a maximum of one-half (1/2) hour. If the employee cannot be released, they shall receive an additional one-half (1/2) hour of pay.

**SECTION 20.2**

If an employee can be temporarily released for a meal, they shall be given a meal allowance in accordance with Section 23.1 and shall eat on the Employer's time. If they cannot be temporarily released, the Employer either will give the employee the meal money allowance or will furnish a meal, which shall be eaten on the Employer's time at the job site within a maximum of thirty (30) minutes. If the employee cannot be released, they shall receive an additional one-half hour of pay at the appropriate rate.

**ARTICLE 21**  
**SUPERVISORY WORK**

The parties recognize that historically departmental supervisors have performed the same work as performed by bargaining unit employees. The Employer shall have the right to continue this practice and assign departmental supervisors to perform work that is also performed by bargaining unit employees provided that such assignments shall not be used to reduce any bargaining unit employee's hours below forty (40) in a workweek.

**ARTICLE 22**  
**INSURANCE**

**SECTION 22.1**                      **Health and Dental Insurance**

The City shall provide group health insurance benefits to full-time employees, with such benefits to be provided under the same terms and in the same amounts as provided to all non-union employees of the City, as the same may be changed from time to time by the City. Nothing in this Agreement restricts the City's right: to change insurance carriers, plan administrators or networks; to self-insure and to change the method or manner of self-insurance; to change benefit levels as

recommended by the City Council; to implement a health insurance program with multiple plan options (that may include but is not limited to a high deductible plan, Health Savings Account, or Health Reimbursement Account); to participate in programs to reduce health insurance costs, or to utilize health maintenance organizations or other similar groups, provided that the coverage and benefit levels are the same for employees under this Agreement as provided to all other non-union employees of the City, as the same may be changed from time to time by the City.

**SECTION 22.2**      **Employee Health and Dental Insurance Premium Contributions**

Employees participating in the Employer sponsored group health and dental insurance plans shall pay a monthly premium contribution of twenty percent (20%) of the monthly premium amounts established by the Employer for each plan and plan option. The Employer shall thereafter adjust the premium amounts for each plan and plan option effective on January 1 of each year irrespective of whether the contract has expired. Employee premium contributions for January 1, 2023 are appended hereto as **Appendix C**.

**SECTION 22.3**      **Terms of Policies to Govern**

The extent of coverage under the insurance policies or programs referred to in this Article shall be resolved in accordance with the terms and conditions in said policies, rules, and guidelines (including provisions governing self-insurance) and shall not be subject to the grievance procedure.

**ARTICLE 23**  
**WAGES**

**SECTION 23.1**      **Hourly Rate**

The hourly wage rate for employees covered under this agreement shall be as follows:

- 1/1/23 - \$44.8968
- 1/1/24 - \$46.6927
- 1/1/25 - \$48.5604
- 1/1/26 - \$49.2888
- 1/1/27 - \$49.7817

**SECTION 23.2**      **Retroactive Wage Increases**

For this agreement only, all employees in the bargaining unit at the time of execution of this agreement shall receive a retroactive wage increase back to January 1, 2023 on all hours paid.

**SECTION 23.3**      **Certification Bonus**

The City shall pay an annual lump sum bonus of \$500.00 to any employee who attains and/or maintains a Class "D" Certified Water Operator License, a Class "C" Certified Water

**Commented [DC1]:** This is not a complete copy/paste from the IBEW 196 CBA. Some of the content of this section differs from the aforementioned contract.

Operator License, and/or a Class "1", "2", "3", and/or "4" Certified Wastewater Operators License and a Cross Connection Control Device Inspector. A \$150 bonus shall be paid for any employee who attains a CDL or "Operator in Training" for the above referenced operator certifications. Payment for any or all of these licenses and/or certifications shall be cumulative but in no case, shall the City pay a bonus in any year to an employee in excess of \$3,000. The bonus will be paid on the first payroll of December each year. To be paid for a certification in a given year, the employee must attain the certification by June 30. See **Appendix D**.

#### **SECTION 23.4**

The City shall have the right to not hire a replacement employee for the next two (2) voluntary vacancies (retirement, voluntary, quit, promotion, transfer) in the bargaining unit and to reassign bargaining unit work currently performed exclusively by unit employees to non-bargaining unit employees as part of the decision to not fill the two (2) Water/Wastewater Field Supervisor positions. The City shall have the right to determine the nature of the bargaining unit work to be reassigned due to the two (2) Water/Wastewater Field Supervisors vacancies but shall not use the reassignment of said work to assert that the bargaining unit has abandoned said work as exclusive to bargaining unit employees. This right to not replace exclusive bargaining unit work shall remain in effect until such time as two voluntary vacancies occur. The City shall maintain five (5) Water/Wastewater Field Supervisor positions during the term of this agreement.

#### **ARTICLE 24** **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 existing or subsequently enacted Federal or State legislation or by Executive Order or other competent authority, including boards or agencies, the remaining provisions of this Agreement shall remain in full force and effect. In such event, upon the request of either party, the parties shall meet promptly and negotiate with respect to substitute provisions for those provisions rendered or declared unlawful, invalid or unenforceable.

#### **ARTICLE 25** **COMPLETE AGREEMENT AND DURATION**

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 supersedes and cancels all prior practices and agreements, whether written or oral, which conflict with the express terms of this Agreement. If a past practice is not addressed in the Agreement, it may be changed by the Employer as provided in the Management Rights Clause, Article 3. The understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Except as may be stated in this Agreement, each party voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated

to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated and signed this Agreement. The Union specifically waives any right it might have to impact or effects bargaining for the life of this Agreement.

This Agreement shall be effective from January 1, 2023, and shall remain in effect until December 31, 2027, except as hereinafter provided. After December 31, 2027, this Agreement shall continue in effect from year to year, except that no wage increase of any nature will be granted beyond the expiration of this Agreement, hereafter unless notice of termination or renegotiation is given in writing by registered or certified mail by either party not less than sixty (60) nor more than ninety (90) days before midnight, December 31, 2027, or any subsequent annual expiration date. Notices of termination or renegotiation required by this provision, if by Employer, shall be addressed to International Union of Operating Engineers, Local No. 150, 6200 Joliet Road, Countryside, Illinois 60525, and if by Local No. 150, at the Office of the City Manager, 400 South Eagle Street, Naperville, Illinois 60540. Either party may, by a like written notice, change the address to which such notice shall be given. Termination or renegotiation notices shall be considered to have been given as of the date shown on the postmark.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures this \_\_\_\_ day of March, 2024.

**CITY OF NAPERVILLE**

**LOCAL NO. 150**

\_\_\_\_\_  
Douglas A. Krieger  
City Manager

\_\_\_\_\_  
James Sweeney  
Business Manager/President

\_\_\_\_\_  
Dawn Portner  
City Clerk

\_\_\_\_\_  
Deanna Distasio  
Attorney





**City of Naperville Employee Policy Manual**  
**4. PAID AND UNPAID TIME OFF**

## 4.2 Time Off Plan (TOP)

### Paid Time Off (PTO)

TOP was implemented on June 9, 2001. All employees hired on or after June 9, 2001 until June 30, 2011 automatically have TOP as their leave plan unless their Collective Bargaining Agreement has other provisions

PTO is earned each pay period, effective with the first pay period of employment. Employees who regularly work less than a 40-hour workweek will have their PTO accrual prorated accordingly. Accruals are based on budgeted hours for the position, not on actual hours worked. For example, an employee in a 20 hour per week position who temporarily works 25 hours per week will still receive accruals based on the originally budgeted 20-hour work week.

PTO time will not accrue if an employee is unpaid for an entire pay period. PTO for full-time employees is earned according to the following schedule:

<b>Start of Service Year</b>	<b>Hours Accrued Per Year</b>	<b>* Hours Accrued Per Pay Period</b>	<b>** Maximum Accrual Allowed</b>
1 – 4	120	4.62	120
5 – 10	160	6.15	160
11 – 15	200	7.69	200
16	208	8.00	208
17	216	8.31	216
18	224	8.62	224
19	232	8.92	232
20+	240	9.23	240

\*Accrual is rounded on the last pay period of the calendar year to balance the accrual as required.

\*\*When the maximum accrual allowed is reached, accruals are capped, and no further accruals are allowed, until the accrued time is less than the maximum allowed.



## City of Naperville Employee Policy Manual

### 4. PAID AND UNPAID TIME OFF

Employees **paid in lieu of holidays** will accrue an extra 40 hours of PTO time (1.54 hours per pay period) which are placed in their “Holiday Vacation Bank,” as explained in the **Payment in Lieu of Holidays** section in this chapter. These employees working 40 hours/week will accrue as follows:

<b>Start of Service Year</b>	<b>Hours Accrued Per Year</b>	<b>* Hours Accrued Per Pay Period</b>	<b>** Maximum Accrual Allowed</b>
1 – 4	160	6.16	160
5 – 10	200	7.69	200
11 – 15	240	9.23	240
16	248	9.54	248
17	256	9.85	256
18	264	10.16	264
19	272	10.46	272
20+	280	10.77	280

\*Accrual is rounded on the last pay period of the calendar year to balance the accrual as required.

\*\*When the maximum accrual allowed is reached, accruals are capped, and no further accruals are allowed, until the accrued time is less than the maximum allowed.

#### PTO Cash Out (TOP)

Employees may cash out up to a maximum of 48 PTO hours each calendar year in which they have at least 640 hours of sick leave accrued.

#### Sick Leave (TOP) – Accumulation & Use

Employees on TOP will accrue 80 sick leave hours per year (3.08 hours each pay period) up to a maximum of 960 hours (accrual and limitation is prorated for employees scheduled less than 40 hours per week).

Employees who converted to TOP with an excess of 960 hours will not earn sick leave until their balance is reduced by utilization to below the 960-hour maximum. Sick leave will be earned in the same pay period as the employee’s sick leave drops below 960 hours.

Employees may transfer a maximum of 48 unused PTO hours into their sick leave account annually if they have less than 960 hours of sick time accrued.

No sick leave will accrue if an employee is unpaid for an entire pay period.

Sick leave may be granted for any of the following reasons:

- Incapacitation due to illness, injury or disability.
- Personal medical or dental appointments, which cannot be scheduled during non-working hours (although every attempt should be made to schedule these appointments outside of working hours).



## City of Naperville Employee Policy Manual

### 4. PAID AND UNPAID TIME OFF

- Absence required to care for seriously ill or disabled member of the employee's immediate family. Immediate family is defined as the employee's spouse, domestic partner, child, stepchild, parent, stepparent, parent-in-law, sibling, grandparent, or grandchild.
- Once an employee has been granted and is using vacation leave, they may not change the status to sick leave unless they become admitted to the hospital.

Any use of sick leave for purposes other than those outlined above is not authorized. Misuse of sick leave may be grounds for disciplinary action, up to and including discharge, and will be considered part of the employee's overall performance. Sick leave will run concurrently with family and medical leave under the Family and Medical Leave Act (FMLA), described later in this chapter.

#### Sick Leave (TOP) – Documentation & Notification

Department Directors will establish procedures for employees to notify supervisors of absence and intent to use sick leave. In some cases, the department's written work rules or General Orders can supersede City policies related to sick leave documentation and notification.

If sick leave is used for more than five consecutive work days or in conjunction with a day off, a statement from a physician will be required confirming illness and indicating the need for time off. A supervisor will also require a statement from a physician confirming illness when there have been more than five instances of absence for sick leave in any one year. An illness for which a doctor's statement has been received will not be counted in determining whether five instances have occurred in any one year. For a continuing illness or condition, one annual statement from a doctor will suffice for all sick leave usage arising out of the illness or condition for that year.

All employees are responsible for obtaining a physician's statement when required. If determined necessary, the City reserves the right to require an employee to be examined by a City appointed physician at the City's expense.

#### Sick Leave (TOP) Donation Bank

A sick leave donation bank has been established to continue the income of eligible employees under the following circumstances:

- An employee's own non-job related, serious illness, until the employee is eligible to draw disability payments from his/her pension fund.
- To care for a member of an employee's immediate family (defined as an employee's spouse, parent or child) who has a serious health condition as defined under the Family and Medical Leave Act (FMLA) and is certified as such by a Physician.

Employees may withdraw a maximum of 160 sick leave hours during their employment with the City. To withdraw time from the Sick Leave Donation Bank, an employee must be a participant in the Bank. To participate, an employee must have at least 160 sick hours accrued and have donated at least 8 hours to the Bank. An employee may donate a maximum of 40 hours of sick leave to the Bank in any calendar year.



## City of Naperville Employee Policy Manual

### 4. PAID AND UNPAID TIME OFF

Donations to the Sick Leave Bank are irrevocable. To donate hours into the Bank, an employee must complete a TOP Sick Leave Bank Donation Form.

To withdraw from the Bank, an employee must have depleted all other accrued leaves and have submitted all necessary documentation required under FMLA, IMRF or other pension fund. An employee who withdraws time from the Bank does not have to “repay” the Bank at a later date. To withdraw hours from the Bank, an employee must complete a TOP Sick Leave Bank Withdrawal Form.

The requirements and benefits afforded under the Sick Leave Bank program are pro-rated accordingly for part-time employees.

#### Sick Leave Incentive: 401(a) (TOP)

Each year, employees on TOP who utilize 3 or less workdays/24 hours of sick leave (pro-rated for part-time employees and those employees working a flexible schedule) will be eligible for a sick leave incentive. The incentive is calculated by multiplying the employee’s current wage rate by the hour multiplier in the following table:

Years of service completed <u>(completed employment)</u>	Days of Pay <u>(based on full-time)</u>
1-4 years	1.00 day (8 hours)
5-9 years	1.15 days (9.2 hours)
10-14 years	1.35 days (10.8 hours)
15-19 years	1.40 days (11.2 hours)
20-24 years	1.50 days (12 hours)
25-29 years	1.75 days (14 hours)
30+ years	2.00 days (16 hours)

The following are examples to illustrate the design of the program:

Sam is a full-time, 13-year employee who works 8-hour days at an hourly wage rate of \$20.00 per hour. Sam utilizes only 10 sick hours in a year. Sam is eligible for a sick leave incentive of \$216.00 which is calculated as follows: **8 hours x \$20.00 per hour x 1.35 days = \$216.00**

George is a 2-year, part-time employee who works 20 hours per week (five days a week, 4 hours a day) at an hourly wage rate of \$15.00 per hour. George utilizes 12 sick hours in a year. George is eligible for a \$60.00 sick leave incentive as follows: **4 hours x \$15.00 per hour x 1 day = \$60.00**



## City of Naperville Employee Policy Manual

### 4. PAID AND UNPAID TIME OFF

The sick leave incentive will be paid by the City into the employee's individual 401(a) account. The City's contribution is pre-tax. Employees will manage their own investment options available in their 401(a) account. All funds in an employee's 401(a) account are portable upon separation from employment.

The sick leave incentives will be paid by the end of August each year for the incentive year that runs from July 1st to June 30th. Employees must be actively employed at the time of the August payment in order to receive the sick leave incentive payment for the previous incentive year.

#### Compensatory Time (TOP)

Compensatory time allows any non-exempt employee on TOP to bank payment for overtime hours worked and use it as paid leave time later on. Compensatory time can be earned only for hours over the 40 hours paid in a work week. For example, if an employee works 44 hours in a workweek, the four hours of overtime may be banked (at 1 ½ times the employee's regular rate of pay) as 6 hours of compensatory time.

A maximum of 40 hours of compensatory time may be accrued at any one time. Utilization of compensatory time is subject to supervisory approval. An employee may elect to have compensatory time paid out on any subsequent paycheck. (An employee may not take compensatory time off in the same pay period as that in which the compensatory time is earned.) All accrued compensatory time will be paid out at the time an employee separates from employment.

In cases where a non-exempt employee is promoted or transferred to an exempt position, if they have accrued compensatory time, they must either use it before their effective promotion date, or cash it out, preferably prior to the start of their new exempt position.



## City of Naperville Employee Policy Manual

### 4. PAID AND UNPAID TIME OFF

#### 4.3 PTO - 11

##### Paid Time Off (PTO-11)

The Paid Time Off – 2011 Plan hereafter referred to as PTO-11, was approved by the City Council on June 21, 2011 and was implemented on July 1, 2011. All employees hired on or after July 1, 2011, automatically have PTO-11 as their leave plan. The PTO-11 plan was amended and approved by City Council on January 21, 2020 for eligible employees to include the sick leave provisions outlined later in this policy. The amendments to PTO-11 were implemented on April 3, 2020.

Utilization of PTO during a new hire probationary period is subject to supervisory approval.

Full-time employees earn a total of 120 hours of paid time off (PTO) in the first year of employment. Employees who work less than a 40-hour workweek will have their PTO accrual prorated accordingly. PTO time will not accrue if an employee is unpaid for an entire pay period.

Employees will not be eligible to take PTO time during their first 30 calendar days of employment. After 30 days, 40 hours of PTO time will be placed in the employee's accrual bank. Separately, employees accrue the remaining hours over the remaining pay periods during their first 12 months (up to the annual maximum accrual allowed). These numbers are prorated for employees who work less than a 40-hour workweek.

Thereafter, every year on the employee's anniversary date, an additional 8 hours (or prorated amount) of PTO time will be added to their annual accrual, up to a maximum of 240 hours (*see the accrual schedule below*).

A maximum 1-years' worth of accrual of PTO time may be accumulated at any one time. When this maximum accrual allowed is reached, PTO accruals are capped, and no further accruals occur, until the accrued time is "used down" to less than the maximum allowed.



## City of Naperville Employee Policy Manual

### 4. PAID AND UNPAID TIME OFF

PTO is earned according to the following schedule effective August 1, 2013:

<b>Start of Year</b>	<b>Annual PTO Accrual (hours)</b>	<b>*Accrual Per Pay Period (hours)</b>	<b>Maximum Accrual</b>
1	120	3.08**	120
2	128	4.92	128
3	136	5.23	136
4	144	5.53	144
5	152	5.84	152
6	160	6.15	160
7	168	6.46	168
8	176	6.76	176
9	184	7.07	184
10	192	7.38	192
11	200	7.69	200
12	208	8.00	208
13	216	8.30	216
14	224	8.61	224
15	232	8.92	232
16+	240	9.23	240

\* Accrual is rounded on the last pay period of the calendar year to balance the accrual as required.

\*\* 3.08 hours will accrue each pay period for 26 pay periods. After 30 calendar days of employment, the employee will realize these accruals, plus an initial deposit of 40 hours of PTO in his/her PTO accrual bank.

Should a paid holiday fall within an employee's scheduled paid time off, their PTO accrual will not be charged.

Usage of PTO is governed by each department's work rules. PTO must be scheduled in advance and have supervisory approval, except in the case of illness or emergency. All accrued PTO will be paid out at the time an employee separates from employment.



## City of Naperville Employee Policy Manual

### 4. PAID AND UNPAID TIME OFF

Employees in PTO-11 who are **paid in lieu of holidays** will accrue an extra 40 hours of PTO time (1.54 hours per pay period) or prorated amount, which are placed in their "Holiday Vacation Bank," as explained in the **Payment in Lieu of Holidays** section in this chapter. These employees working 40 hours/week will accrue as follows:

Start of Year	Annual PTO Accrual (hours)	*Accrual Per Pay Period (hours)	Maximum Accrual
1	160	4.62**	160
2	168	6.46	168
3	176	6.77	176
4	184	7.08	184
5	192	7.38	192
6	200	7.69	200
7	208	8.00	208
8	216	8.31	216
9	224	8.62	224
10	232	8.92	232
11	240	9.23	240
12	248	9.54	248
13	256	9.84	256
14	264	10.15	264
15	272	10.46	272
16+	280	10.77	280

\* Accrual is rounded on the last pay period of the calendar year to balance the accrual as required.

\*\* 4.62 hours will accrue each pay period for 26 pay periods. After 30 calendar days of employment, the employee will realize these accruals, plus an initial deposit of 40 hours of PTO in his/her PTO-11 accrual bank.





## City of Naperville Employee Policy Manual

### 4. PAID AND UNPAID TIME OFF

#### Sick Leave (PTO-11) – Accumulation & Use

Employees on PTO-11 will accrue 80 sick leave hours per year (3.08 hours each pay period) up to a maximum of 480 hours (accrual and limitation is prorated for employees budgeted to work less than 40 hours per week). When this maximum accrual allowed is reached, sick accruals are capped, and no further accruals occur, until the accrued time is “used down” to less than the maximum allowed.

Sick leave may be granted for any of the following reasons:

- Incapacitation due to illness, injury or disability.
- Personal medical or dental appointments, which cannot be scheduled during non-working hours (although every attempt should be made to schedule these appointments outside of working hours).
- Absence required to care for seriously ill or disabled member of the employee's immediate family. Immediate family is defined as the employee's spouse, domestic partner, child, stepchild, parent, stepparent, parent-in-law, sibling, grandparent, or grandchild.
- Once an employee has been granted and is using vacation leave, they may not change the status to sick leave unless they become admitted to the hospital.

Any use of sick leave for purposes other than those outlined above is not authorized. Misuse of sick leave may be grounds for disciplinary action up to and including discharge and will be considered part of the employee's overall performance. Sick leave will run concurrently with family and medical leave under the Family and Medical Leave Act (FMLA), described later in this chapter.

Sick leave for employees on PTO-11 will not be paid out at retirement or separation, nor will it be used for IMRF service credit.

No sick leave will accrue if an employee is unpaid for an entire pay period.

#### Sick Leave (PTO-11) – Documentation & Notification

Department Directors will establish procedures for employees to notify supervisors of absence and intent to use sick leave. In some cases, the department's written work rules or General Orders can supersede City policies related to sick leave documentation and notification.

If sick leave is used for more than five consecutive work days or in conjunction with a day off, a statement from a physician will be required confirming illness and indicating the need for time off. A supervisor will also require a statement from a physician confirming illness when there have been more than five instances of absence for sick leave in any one year. An illness for which a doctor's statement has been received will not be counted in determining whether five instances have occurred in any one year. For a continuing illness or condition, one annual statement from a doctor will suffice for all sick leave usage arising out of the illness or condition for that year.



## City of Naperville Employee Policy Manual

### 4. PAID AND UNPAID TIME OFF

All employees are responsible for obtaining a physician's statement when required. If determined necessary, the City reserves the right to require an employee to be examined by a City appointed physician at the City's expense.

#### Sick Leave Incentive: 401(a) (PTO-11)

Each year commencing on July 1, 2020, employees on PTO-11 who utilize 3 or less workdays/24 hours of sick leave (pro-rated for part-time employees and those employees working a flexible schedule) will be eligible for a sick leave incentive. The incentive is calculated by multiplying the employee's current wage rate by the hour multiplier in the following table:

Years of service completed <u>(completed employment)</u>	Days of Pay <u>(based on full-time)</u>
1-4 years	1.00 day (8 hours)
5-9 years	1.15 days (9.2 hours)
10-14 years	1.35 days (10.8 hours)
15-19 years	1.40 days (11.2 hours)
20-24 years	1.50 days (12 hours)
25-29 years	1.75 days (14 hours)
30+ years	2.00 days (16 hours)

The following are examples to illustrate the design of the program:

Sam is a full-time, 9-year employee who works 8-hour days at an hourly wage rate of \$20.00 per hour. Sam utilizes only 10 sick hours in a year. Sam is eligible for a sick leave incentive of \$184.00 which is calculated as follows: **8 hours x \$20.00 per hour x 1.15 days = \$184.00**

Pat is a 2-year, part-time employee who works 20 hours per week (five days a week, 4 hours a day) at an hourly wage rate of \$15.00 per hour. Pat utilizes 12 sick hours in a year. Pat is eligible for a \$60.00 sick leave incentive as follows: **4 hours x \$15.00 per hour x 1 day = \$60.00**

The sick leave incentive will be paid by the City into the employee's individual 401(a) account. The City's contribution is pre-tax. Employees will manage their own investment options available in their 401(a) account. All funds in an employee's 401(a) account are portable upon separation from employment.

The sick leave incentives will be paid by the end of August each year for the incentive year that runs from July 1st to June 30th. Employees must be actively employed at the time of the August payment in order to receive the sick leave incentive payment for the previous incentive year.



## City of Naperville Employee Policy Manual

### 4. PAID AND UNPAID TIME OFF

#### Compensatory Time (PTO-11)

Compensatory time allows any non-exempt employee on PTO-11 to bank payment for overtime hours worked and use it as paid leave time later on. Compensatory time can be earned only for hours over the 40 hours paid in a work week. For example, if an employee works 44 hours in a workweek, the four hours of overtime may be banked (at 1 ½ times the employee's regular rate of pay) as 6 hours of compensatory time.

A maximum of 40 hours of compensatory time may be accrued at any one time. An employee may elect to have compensatory time paid out on any subsequent paycheck. All accrued compensatory time will be paid out at the time an employee separates from employment.

APPENDIX C

<b>City of Naperville 2024 Rates</b>					
	<b>Total Monthly Premium</b>	<b>80% Employer Monthly Rate</b>	<b>20% Employee Monthly Rate</b>	<b>City Cost per pay period</b>	<b>Employee Cost per pay period</b>
<b>Blue Cross Medical Plans</b>					
<b>HMO Blue Advantage</b>					
Employee	\$ 742.47	\$ 593.98	\$ 148.49	\$ 296.99	\$ 74.25
Employee + Spouse	\$ 1,468.88	\$ 1,175.10	\$ 293.78	\$ 587.55	\$ 146.89
Employee + Child(ren)	\$ 1,414.74	\$ 1,131.79	\$ 282.95	\$ 565.90	\$ 141.47
Employee + Family	\$ 2,215.47	\$ 1,772.38	\$ 443.09	\$ 886.19	\$ 221.55
<b>PPO Plan</b>					
Employee	\$ 856.20	\$ 684.96	\$ 171.24	\$ 342.48	\$ 85.62
Employee + Spouse	\$ 1,795.95	\$ 1,436.76	\$ 359.19	\$ 718.38	\$ 179.60
Employee + Child(ren)	\$ 1,771.45	\$ 1,417.16	\$ 354.29	\$ 708.58	\$ 177.15
Employee + Family	\$ 2,718.69	\$ 2,174.95	\$ 543.74	\$ 1,087.48	\$ 271.87
<b>PPO Plan - Health Savings Account</b>					
Employee	\$ 544.38	\$ 435.50	\$ 108.88	\$ 217.75	\$ 54.44
Employee + Spouse	\$ 1,146.02	\$ 916.82	\$ 229.20	\$ 458.41	\$ 114.60
Employee + Child(ren)	\$ 1,107.09	\$ 885.67	\$ 221.42	\$ 442.84	\$ 110.71
Employee + Family	\$ 1,714.60	\$ 1,371.68	\$ 342.92	\$ 685.84	\$ 171.46
<b>Delta Dental</b>					
Employee	\$ 39.90	\$ 31.92	\$ 7.98	\$ 15.96	\$ 3.99
Employee + 1 (Spouse or 1 Child)	\$ 81.90	\$ 65.52	\$ 16.38	\$ 32.76	\$ 8.19
Employee + Children	\$ 110.00	\$ 88.00	\$ 22.00	\$ 44.00	\$ 11.00
Employee + Family	\$ 138.60	\$ 110.88	\$ 27.72	\$ 55.44	\$ 13.86
<b>BCBS Vision</b>					
Employee	\$ 5.28				\$ 2.64
Employee + One	\$ 10.32				\$ 5.16
Employee + Family	\$ 15.47				\$ 7.74

## APPENDIX D

### Certified Operator Bonus Program

<b>Water Supply Operator</b>	<b>Bonus Amount</b>	<b>Wastewater Operator</b>	<b>Bonus Amount</b>
Class C	\$500	Class 1	\$500
Class D	\$500	Class 2	\$500
Operator in Training	\$150	Class 3	\$500
		Class 4	\$500
		Operator in Training	\$150
Cross-Connection Control Device Inspector	\$500	Closed Circuit TV Certification	\$500
Commercial Driver's License (CDL)	\$150	Collections License	\$500



## City of Naperville Employee Policy Manual

### 4. PAID AND UNPAID TIME OFF

For the last five holidays of the year (Veteran's Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas Day), the police department "shift workers" will receive 60 hours of pay in lieu of holidays (40 hours as accrued vacation or PTO over 26 pay periods plus 20 hours as Holiday Sellback, paid in cash in January each year). The employees have the option to sell back any or all of the 40 vacation or PTO hours throughout the calendar year.

#### 4.6 Maternity/New Parent Leave

The Maternity/New Parent Leave was approved by City Council on January 21, 2020 for eligible employees beginning on January 22, 2020. Maternity/New Parent Leave provides employees paid time off for:

- The birth of a child and to care for the newborn child within one year of birth, or
- The placement of a child for adoption or foster care and to care for the newly placed child within one year of placement.

This policy will run concurrently with Family Medical Leave Act (FMLA) leave, as described in this chapter.

Up to 12 consecutive weeks of paid leave is given for *Maternity Leave*, to begin at the date of birth.

Up to 6 consecutive weeks of paid leave is given for *New Parent Leave*. These six weeks are all to be taken within one year of the qualifying event, provided the employee meets the eligibility requirements as of the date of birth/placement of adoption or foster care.

#### Eligibility for Maternity/New Parent Leave

An employee must meet all of the following conditions in order to be eligible for Maternity/New Parent Leave:

- Is a regular full-time or part-time non-union employee (i.e. not a temporary employee) or a regular full-time or part-time employee subject to a collective bargaining agreement that has adopted Maternity/New Parent Leave, and
- Has been employed with the City for at least 12 months (the 12 months do not need to be consecutive) as of the date of the birth or placement of adoption or foster care, and
- Has worked at least 1,250 hours during the 12-month period immediately before the date of the birth or placement of adoption or foster care, and
- Has filed and meets the requirements as defined under FMLA.

Employees are eligible for *Maternity Leave* if they:

- Have given birth to a child,

Employees are eligible for *New Parent Leave* if they:

- Are a spouse of a woman who has given birth to a child or the father of the child, or



## City of Naperville Employee Policy Manual

### 4. PAID AND UNPAID TIME OFF

- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger); the adoption of a new spouse's child is excluded from this policy.

Employees do not need to exhaust all of their vacation/PTO or sick accruals before taking Maternity/New Parent Leave.

#### **While on Maternity/New Parent Leave**

The City will continue to make payroll deductions to collect the employee's share of benefit premium(s).

The employee will not accrue PTO/vacation and sick leave, while on Maternity/New Parent Leave.

Maternity/New Parent Leave does not constitute a break in service for purposes of longevity, seniority or any employee benefit plan.

Maternity/New Parent Leave will be continuous leave, inclusive of any City-observed holidays that may fall during the time off. No intermittent leave will be permitted.

Maternity/New Parent Leave will run concurrently with an approved FMLA leave.