

AGREEMENT

BETWEEN

CITY OF ROLLING MEADOWS

AND

**AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES (AFSCME),
COUNCIL 31, AFL-CIO**

Expiring December 31, 2026

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Preamble

This Agreement has been made and entered into by and between the City of Rolling Meadows, hereinafter referred to as the City or Employer, and the American Federation of State, County and Municipal Employees, Council 31, AFL-CIO, for and on behalf of Local 8247, hereinafter referred to as the Union, on behalf of certain employees described in Article I.

In order to establish harmonious employment relations between the City and the employees represented by the Union, to establish equitable and peaceful procedures for the resolution of disagreements, to prevent interruptions of work, to promote the quality and continuance of public service, to specify wages, hours, benefits, and working conditions and to provide for the prompt and equitable resolution of grievances the parties agree as follows:

ARTICLE I **RECOGNITION AND REPRESENTATION**

Section 1. Recognition

The Employer recognizes the Union as the sole and exclusive bargaining representative in all matters concerning wages, hours, and other conditions of employment for employees within the following collective bargaining unit, as certified by the Illinois Labor Relations Board:

Included: All full-time and regularly scheduled part-time clerical, paraprofessional and technical employees of the City of Rolling Meadows in the following titles: Health Officer/Environmental Health Practitioner; Clerk Typist; Code Compliance Inspector; Building Code Inspector (including Building and Engineering Code Inspector); Account Technician (Public Works Department); Secretary (Community Development Department); Account Technician (Finance Department); Accountant with Bachelor's Degree; Cashier; Senior Accountant; Accountant; Information Technology Network Administrator; Information Technology Computer Technician; Information Technology System Administrator; Community Service Officer; Community Service Officer II; Outreach Worker; Police Assistant; Police Assistant Certified; Police Assistant II Evidence Investigator; Police Assistant II Administration; Data Analyst; Secretary (Public Works); Public Works Administrative Assistant; Clinical Mental Health Therapist; Community Social Worker; Human Services Office Manager.

Excluded: Secretary to the City Manager; Assistant to the City Manager; Human Resources Specialist; Plan Review/Inspection Supervisor; Secretary to Chief of Police; Information Technology Coordinator; Executive Secretary/ Administrative Support Coordinator; Logistics Coordinator; all other employees of the City of Rolling Meadows, and all

confidential, supervisory and managerial employees as defined by the Illinois Public Labor Relations Act.

Section 2. New Job Titles/Positions

The City shall notify the Union within fifteen (15) working days of its decision to implement any and all new job titles/positions and appropriate rate of pay pertaining to work of a nature performed by employees within the bargaining unit. The City shall determine an appropriate rate of pay. If the Union does not agree that the rate of pay established by the City is appropriate, it may, within fifteen (15) days of notification by the City, as provided above, request in writing to bargain regarding the appropriate rate of pay for such new title/position, but the City may immediately implement the new title and pay rate fifteen (15) days or more after its notification to the Union, notwithstanding such bargaining. If the rate mutually agreed on differs from that established by the City, such rate shall be applied retroactively to the start of work in the new job title/position.

Section 3. Continuation of Historical Practices

The City is authorized to continue its historical practice of utilizing non-bargaining unit employees and volunteers to perform what may be described as “bargaining unit work” (*e.g.*, interns, contractors, electrical inspectors, consultants, and volunteers to assist bargaining unit members).

Section 4. Fair Representation

The Union recognizes its responsibility as the bargaining agent and agrees fairly to represent all employees in the bargaining unit, whether or not they are members of the Union. The Union further agrees to indemnify, defend and hold harmless the City and its officials, representatives and agents from any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all legal costs resulting from any failure on the part of the Union to fulfill its duty of fair representation.

ARTICLE II
MANAGEMENT RIGHTS

Except as specifically modified by the express provisions of this Agreement, the Union recognizes the exclusive right of the City to make and implement decisions with respect to the operation and management of its operations in all respects. Such rights include, but are not limited to the following: to determine the mission of its various departments; to determine the number and location of facilities and offices, as well as the staffing and equipment for such offices and facilities; to determine whether services are to be provided by employees covered by this Agreement or by other employees or non-employees and to what extent it will contract and/or subcontract for the provisions of any services and upon what terms and conditions such contracts will be entered into; to plan, direct, control and determine all the operations and services of the City and its various departments; to supervise and direct the working forces; to assign and transfer employees; to establish the qualifications of employment; to determine the number of employees, and to employ employees; to schedule and assign work; to establish performance and productivity standards and objectives and, from time to time, to change those standards; to assign overtime; to determine the methods, means, organization and number of personnel by which such operations and services shall be provided or purchased; to make, alter and enforce various reasonable rules, regulations, safety rules, orders, procedures and policies; to evaluate employees; to discipline, demote, suspend and discharge employees for just cause (probationary employees without 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; and to determine the duties, responsibilities and work assignments of any position or job classification; provided, however, that the exercise of any such rights by the City shall not conflict with any of the express provisions of this Agreement.

ARTICLE III
UNION RIGHTS

Section 1. Union Activity During Working Hours

There shall be no loss of wages for attendance by the Union bargain team members, if the negotiations are scheduled by mutual agreement during regular work hours, as is past practice.

Section 2. Access to Premises by Union Representatives

Duly authorized AFSCME staff representatives shall have reasonable access to the premises of the City with prior notice to the City for the purposes of attending meetings or hearings or otherwise representing employees at Steps 1, 2, 3 and 4 of the grievance procedure as set forth in Article VI of this Agreement, provided, however, there is no interruption of the City's working schedule. AFSCME staff representatives will be identified to the City Manager or his/her designee and must secure permission from the City Manager or his/her designee for each occasion on which access to the City's premises is sought. Such permission shall not be unreasonably denied.

Section 3. Union Bulletin Board

The City shall provide a bulletin board at the City Hall, located at 3600 Kirchoff Rd, Rolling Meadows, IL 60008, for the posting of official Union notices of a non-political, non-inflammatory nature. Bargaining unit members will have full access to the Union Bulletin Board. The Union will limit the posting of Union notices to such bulletin board.

Section 4. Information Provided to Union

The City shall furnish the Union with a seniority roster electronically in Excel at an email address designated by the Union, at least once per month, which shall include employee name, address on file with the employer, job title, worksite location, work telephone numbers, identification number if available, date of hire, work email address, any home and personal cellular telephone numbers on file with the employer, any personal email addresses on file with the Employer, and aggregate deduction of all employees. Any untimely furnishing of information by the City shall first be noticed to the City by the Union before it takes action to enforce the subject matter of this Section and the City shall have five (5) business days to cure the defect(s).

Section 5. Orientation for New Hires in Bargaining Unit Positions

The Union shall have the right to meet with newly hired employees during the nonworking time for one (1) hour, normally within the first two (2) weeks of the employee's starting date. The meeting will be held at a time and location which is mutually agreeable between the Employer and the Union. If the Employer agrees to authorize the Union, one (1) Union steward, and the newly hired employee to meet during working time, then there shall be no loss of pay for the one (1) Union steward and newly hired employee. Such agreements shall be in writing.

ARTICLE IV
CHECKOFF/UNION SECURITY

Section 1. Deductions

The Employer shall honor employees' individually authorized deduction forms. The Employer agrees to deduct (a) Union membership dues, assessments, or fees, and/or (b) P.E.O.P.L.E. contributions from the first two paychecks of each month of those employees in the bargaining unit who individually submit to the Union a lawfully written authorization, upon notification to the City by the Union. The Union is not required to provide a copy of the dues authorization to the City. Dues deduction authorizations remain valid until the employee leaves the bargaining unit or the Employer receives notice from the Union that an employee has revoked his/her authorization in writing in accordance with the terms of the authorization.

The Employer shall honor employees' individually authorized deduction forms, and shall make such deductions in the amounts certified by the Union for union dues, assessments of fees; and P.E.O.P.L.E. contribution. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Deductions shall be remitted semi-monthly to the Union at the address designated in writing to the Employer by the Union. The actual dues amount deducted, as determined by the Union, shall be uniform for each full-time employee and uniform for each part-time employee (at a rate of 75% or 50% of the full-time employee dues), in order to ease the City's burden in administering this provision. The Union may change this fixed uniform dollar amount a maximum of three times each year during the life

of this Agreement, by giving the City at least thirty (30) days' notice of any change in the amount of the uniform dues. An employee may change his or her P.E.O.P.L.E. contribution a maximum of three (3) times each year during the life of this Agreement, by giving the City at least thirty (30) days' notice of any such change. Nothing in this paragraph shall prevent an employee from opting out of contributing to P.E.O.P.L.E. at any time.

If an employee has no earnings or insufficient earnings to cover the amount of the dues deduction, the City shall not be responsible for collection of dues. The Union agrees to refund to the employee any amounts paid to the Union in error, on account of this dues deduction provision.

Section 2. Indemnification

The Union shall indemnify, defend, and hold harmless the City, its elected representatives, officers, administrators, agents and employees from any and all claims, demands, actions, complaints, suits or other forms of liability (monetary or otherwise) that arise out of or by reason of any action taken or not taken by the City for the purpose of complying with the provisions of this Article, or in reliance on any written checkoff authorization furnished under any of such provisions or based on the Employer's good faith reliance of information provided by the Union regarding dues checkoff authorization.

ARTICLE V
NON-DISCRIMINATION

Section 1. Prohibition Against Discrimination

Both the City and the Union agree not to discriminate against any employee covered by this Agreement on the basis of race, gender, sexual orientation, gender-identity, creed, religion, color, marital or parental status, age, national origin, veteran status, disability, political affiliation, or other non-merit factors.

Section 2. Union Membership and Activity

The City and the Union agree that no employee shall be discriminated against, intimidated, restrained or coerced in the exercise of any rights granted by Illinois Public Labor Relations Act

or by this Agreement, or on account of membership or non-membership in, or lawful activities on behalf of the Union.

ARTICLE VI **GRIEVANCE PROCEDURE**

Section 1. Grievance Defined

A grievance is defined as any difference, complaint or dispute between the City and the Union or any bargaining unit member over the application, meaning or interpretation of an express provision of this Agreement.

An employee is entitled to Union representation at each and every step of the Grievance Procedure.

Section 2. Grievance Steps

If the parties are unable to resolve the grievance informally, a Union Steward on behalf of an employee or on behalf of a group of employees or the Union may submit such grievance for resolution by means of the formal grievance procedure. Grievances may be withdrawn at any step of the Grievance Procedure without precedent or prejudice. It is mutually desirable and hereby agreed that all grievances shall be handled in accordance with the steps listed below. Any time period provided for under the steps in the grievance procedure may be mutually extended in writing. The grievance, which shall be on a form provided by the Union, attached as Appendix "B," will contain a summary statement of facts surrounding the grievance, the specific Articles and Sections of the Agreement allegedly violated, the date of the alleged violation and the relief sought. The grievance document shall be signed and dated by the grievant and Union Steward.

The Steward may file a Class Grievance, if it affects two or more bargaining unit members whose grievances involve the same issues, interpretations, and contract provisions, so that a decision as to one grievant shall be decisive as to all members of the class. All such Class Grievances will be submitted by the Steward, and shall contain all of the information required to be specified, as provided in the preceding paragraph.

Step One: Supervisor

Grievances shall be presented in writing to the employee's immediate supervisor that is outside the bargaining unit as designated by the employee's Department Head ("Supervisor") within ten (10) calendar days of the occurrence giving rise to the grievance, not including the day of the occurrence, or within ten (10) calendar days of the date when the affected employee knew, or reasonably should have known of such occurrence, not including the day of the occurrence. Any grievance not presented to the employee's Supervisor within the time period stated above shall be deemed untimely and shall be deemed waived. The employee's Supervisor shall provide an answer in writing no later than ten (10) calendar days from the receipt of the Step One grievance, generally stating whether the City is granting or denying the grievance.

Step Two: Department Head

If the grievance is not resolved at Step One or the employee's Supervisor's response is not received within ten (10) calendar days following receipt of the Step One grievance, and the employee and Union wish to appeal the grievance to Step Two of the grievance procedure, the grievance shall be delivered in writing to the employee's Department Head or his/her designee within ten (10) calendar days after the receipt of the employee's Supervisor's written response to the grievance, not including the day the response was received, or within ten (10) calendar days of the day the response was due, if no response was received.

The written appeal shall generally state the basis upon which the employee believes the grievance was improperly denied at the previous step of the grievance procedure. The Department Head or his/her designee shall offer to discuss the grievance with the grievant and an authorized representative from the Union. If no settlement of the grievance is reached, the Department Head or his/her designee shall provide a written response to the grievant within ten (10) calendar days after receiving the written Step Two grievance, not including the day the Step Two grievance was received, generally stating the basis upon which the City is denying the grievance.

Step Three: City Manager

If the grievance is not resolved at Step One or the employee's Department Head's or his/her designee's response is not received within ten (10) calendar days following receipt of the Step One grievance, and the employee and Union wish to appeal the grievance to Step Two of the grievance procedure, the grievance shall be delivered in writing to the City Manager or his/her designee within ten (10) calendar days after the receipt of the employee's Supervisor's written response to the grievance, not including the day the response was received, or within ten (10) calendar days of the day the response was due, if no response was received.

The written appeal shall generally state the basis upon which the employee believes the grievance was improperly denied at the previous step of the grievance procedure. The City Manager or his/her designee shall offer to discuss the grievance with the grievant and an authorized representative from the Union. If no settlement of the grievance is reached, the City Manager or his/her designee shall provide a written response to the grievant within ten (10) calendar days after receiving the written Step Two grievance, not including the day the Step Two grievance was received, generally stating the basis upon which the City is denying the grievance.

Step Four: Arbitration

If the grievance is not resolved at Step Three and the Union wishes to appeal the grievance from Step Three of the grievance procedure, the Union may refer the grievance to arbitration, as described below, within twenty-eight (28) calendar days of receipt of the written answer as provided to the Union at Step Three, not including the day the response was received, or within twenty-eight (28) calendar days of the day the response was due, if no response is received:

- (a) Within said twenty-eight (28) calendar days, the Union shall provide to the City Manager written notice of such referral to arbitration. The parties shall attempt to agree upon an arbitrator within ten (10) calendar days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator within said period, the parties shall jointly request the Federal Mediation and Conciliation Service (FMCS) to submit a panel of seven (7) arbitrators, who are members of the National Academy of Arbitrators residing in Illinois. The parties shall alternatively strike the name of an arbitrator, with the party requesting arbitration to make the first strike. The person whose name remains shall be the arbitrator, provided that each party, before striking any names, shall have the right to reject one (1) panel of arbitrators.

- (b) The arbitrator shall be notified of his/her selection and shall be requested to set a time and a place for the hearing, subject to availability of Union and City representatives. The arbitrator shall notify the City and the Union of the mutually agreed upon date and time of the hearing.
- (c) The City and the Union shall have the right to request the arbitrator to subpoena the presence of witnesses or documents.
- (d) The arbitrator shall submit his/her decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.
- (e) The fees and expenses of the arbitrator and the cost of the court reporter and the written transcript, if any, shall be divided equally between the City and the Union; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 3. Authority of the Arbitrator

The arbitrator shall have no right or authority to amend, modify, nullify, ignore, add to, or subtract from the provisions of the Agreement. The arbitrator shall consider and decide only the question as to whether there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement. The arbitrator shall only be empowered to determine the issue raised by the grievance as initially presented in writing and shall have no authority to make a decision on any issue not so submitted or raised. Such decision and award of the arbitrator shall be final and binding on the Employer, the Union, and the employee(s) involved, unless reversed on appeal in accordance with the provisions of the Uniform Arbitration Act and/or the Illinois Public Labor Relations Act.

Section 4. Time Limits

Grievances may be withdrawn at any step of the procedure. If a grievance is not presented by the employee and/or the Union within the time limits set forth above, it shall be considered "waived" and may not be pursued further. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. Grievances not discussed or answered by the Employer within the

designated time limits stated in this grievance procedure shall be viewed by the aggrieved employee as denied and the employee may elect to appeal the grievance to the next step of the grievance procedure, in accordance with such procedures set forth hereinabove. The parties may, by mutual agreement in writing, extend any of the time limits set forth in this Article, but no extension of time shall be implied by any action or inaction of either party, if not expressly stated in writing.

Section 5. Advanced Grievance Step Filing

Certain issues which by nature are not capable of being settled at a preliminary step of the Grievance Procedure or which would become moot due to the length of time necessary to exhaust the grievance steps, may be filed at the appropriate advance step upon mutual consent between the appropriate bargaining unit member and the Union and the appropriate Employer representative at the step where it is desired to initiate the grievance.

Section 6. Grievance Processing and Meeting Space

Three (3) duly authorized bargaining unit employees shall be designated by the Union as Stewards. The Union will provide written notice to identify the Stewards of the Union to the City Manager or his/her designee and at such other times during the year if there is a change.

Employees and/or the Union representatives shall investigate and/or file grievances only on their non-work time (which, under this Agreement, means before work, after work, during approved breaks or during a lunch period, subject to emergency work duties) and only in a manner which will not disturb other employees who are working. In the event a grievance meeting(s) is scheduled by the Employer during the time the employee(s) would otherwise be working, the employee(s) shall receive compensation for such time spent in such meeting(s). Neither their Union Stewards nor other representatives shall be compensated by the Employer for the attendance at arbitration hearings.

The Employer agrees to allow conference and meeting rooms to be used for Union meetings if such space is available. Requests for such space must be made in advance by the designated Union representative. Such requests shall not be unreasonably denied.

ARTICLE VII
DISCIPLINE

Section 1. Definition

The City agrees with the tenets of progressive and corrective discipline. This provision does not prohibit the City from imposing discipline, up to and including dismissal, even where there is no prior discipline, where it is warranted by the seriousness of the offence. When the City believes that just cause exists to institute disciplinary actions (except for probationary employees, who may be disciplined with or without just cause), it shall have the option to assess the following penalties:

- a. Oral reprimand, with documentation of such filed in the employee's personnel file;
- b. Written reprimand, with documentation of such filed in the employee's personnel file;
- c. Suspension without pay, with documentation of such filed in the employee's personnel file;
- d. Demotion, with documentation of such filed in an employee's personnel file; and
- e. Discharge, with documentation of such filed in the employee's personnel file.

The City reserves the right to impose discipline based upon the severity of the employee's conduct, actions or inactions. The Union reserves the right to grieve discipline; however, the discharge of a new employee on probation shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

Section 2. Manner of Discipline

If the City has reason to discipline an employee, it shall normally be done in private. Discipline shall be imparted in a professional manner.

Section 3. Pre-Disciplinary Meeting

Whenever appropriate, prior to actual imposition of written reprimands, suspension without pay, demotion, or discharge, an employee shall be afforded an opportunity to discuss his/her views concerning the conduct causing such disciplinary action. Such discussion should

take place as soon as practicable and not be unduly or unreasonably delayed. Furthermore, upon request of the employee, a representative of the Union (Steward) shall be allowed to be present and participate in such discussions, but such discussion shall not be delayed in order to allow a particular Steward to be present, if another Steward is available.

Section 4. Notification and Measure of Disciplinary Action

In the event disciplinary action is taken against an employee, the City shall promptly furnish the employee with notice of such disciplinary action.

Employees may be placed on administrative leave while under formal investigation. Nothing in this Section shall prevent the Employer from relieving employees from duty with pay.

Notice of discipline shall be provided to the affected employee as soon as possible after the City has made its final determination to impose such discipline.

ARTICLE VIII **SENIORITY**

Section 1. Definition

- a) "Seniority" for full-time bargaining unit members is defined as the period of the employee's most recent continuous regular full-time employment in a classification that is included in the bargaining unit. For part-time bargaining unit members, "seniority" is defined as the period of the employee's most recent continuous regular part-time employment in a classification that is included in the bargaining unit. If a laid off employee is recalled, his/her seniority shall include the period of the employee's most recent continuous regular employment with the City prior to being laid off but shall not include the period of the layoff.
- b) Employees shall retain and accrue seniority while on paid leave.
- c) A probationary employee shall have no seniority, except as otherwise provided in this Agreement, until he/she has completed his/her probationary period. Upon the completion of his/her probationary period, he/she will acquire seniority from his/her date of hire. Any part-time employee who becomes a full-time employee in the same position in the same department without any break in service will have that continuous temporary employment period counted towards completion of their probationary period.

Section 2. Loss of Seniority

Seniority for all purposes shall be terminated if the employee:

- a) He/she resigns or retires; or
- b) He/she is discharged for just cause (or if a probationary employee is discharged with or without cause); or
- c) He/she is absent for three (3) consecutive work days without notifying his/her Department Head or designee. After such absence, the City shall send written notification to the employee at his/her last known address reflected in the Employer's records that he/she has lost seniority, and employment has been terminated; or
- d) He/she is laid off for a period of twelve (12) months or fails to respond to a notice of recall to work; or
- e) He/she falsifies the reason for a leave of absence or engages in employment while on an authorized leave of absence; or
- f) He/she does not perform work for the Employer (except for absences for military service) for a period in excess of twelve (12) months.

ARTICLE IX
PROBATIONARY EMPLOYEES

Section 1. Probationary Period

All new hires and any employee rehired after a loss of seniority shall be considered a probationary employee, until they have completed a probationary period of twelve (12) months of employment.

During an employee's probationary period, the employee may be suspended, laid off, terminated or otherwise disciplined at the sole discretion of the City. During this an employee's period of probation, no grievance may be filed by or on behalf of such employee regarding the suspension, layoff, termination or other discipline. During an employee's probationary period, an employee may be discharged for cause or for a shortcoming in his/her job performance at any time during the probationary period and the discharge of a new employee on probation shall not be subject to the grievance procedure set forth in Article VI of this Agreement.

Section 2. Promotional Probationary Period

Employees promoted or transferred will automatically commence a new probationary period of six (6) months for the new position only. A promoted or transferred employee may be

returned to his/her former position classification anytime within six (6) months after such promotion or transfer due to inability to perform duties and responsibilities of the newly promoted position classification, as determined by the City. The return of a promoted or transferred employee during his/her promotional probationary period shall not be subject to the grievance procedure set forth in Article VI of this Agreement.

Section 3. Seniority for Probationary Employees

A probationary employee shall have no seniority until he/she has completed his/her probationary period. Upon completion of his/her probationary period, he/she will acquire seniority, which shall be retroactive to his/her date of hire. Promotional employees' seniority date will remain their initial date of hire.

ARTICLE X LAYOFF AND RECALL

Section 1. Layoff

A "layoff" is defined as is a temporary or permanent termination of employment with the City. If the City, in its sole discretion, determines that layoffs are necessary, employees will be laid off from the affected classification in accordance with their length of service in that classification, and ability to perform the remaining work available.

The employee subject to a layoff shall be transferred to a vacancy in another classification within the bargaining unit, provided that the employee is then qualified to perform the duties of the classification at the time of transfer, as determined by the City, if the City determines that a vacancy exists. Nothing contained herein shall require the City to fill any position that the City determines to leave vacant, but in the event that the City determines to fill a vacant position, the provisions of this Article and Article XXVIII shall apply.

If no such vacancy exists, the employee subject to the layoff may replace ("bump") new hires in the bargaining unit who are still in their probationary period, in a classification within the bargaining unit provided that the employee subject to the layoff is then qualified to perform the duties, as determined by the City.

An employee who is transferred to fill a vacancy or exercises his or her right to bump a probationary employee shall be paid the entry level rate of the classification to which they are transferred or bump. Within fifteen (15) days of working in the new classification, the Union may request to meet and discuss the rate of pay with the City. An employee who is transferred to fill a vacancy or exercises his or her right to bump a probationary employee shall have sixty (60) days to demonstrate to the satisfaction of the City that the employee is qualified to perform the functions of that classification. If the City determines that the employee is unable to perform the duties of the position, the employee may be laid off without further transfer or bumping rights but with recall rights to his or her classification from which he or she was originally laid off. In that event, the employee who had been bumped by the disqualified employee shall be recalled to that position.

No layoff will occur without at least twenty-one (21) calendar days' notification to the Union and employee subject to the layoff. The City agrees to consult the Union, upon request, and afford the Union an opportunity to propose alternatives to the layoff, though such consultation shall not delay the implementation of the layoff.

Section 2. Recall

Employees who are laid off shall be placed on a recall list for a period of twelve (12) months or the length of time the employee has been employed by the City in a position covered by this Agreement, whichever is less. When the City determines to increase staffing in the classification where employees have been laid off, employees on the recall list in said classification shall be recalled in the inverse order of their layoff, and employees who filled vacant positions or bumped probationary employees in lieu of being laid off shall have the right to be recalled. The City shall notify the employee via certified mail to the employee's last known address with a copy to the Union that he/she is being recalled. If the employee fails to respond to the City within seven (7) calendar days from the date of receipt, the employee shall be deemed to have waived any entitlement to re-employment. Any employee who fails to report for work on the date stated within the notice of recall shall be deemed to have waived any entitlement to re-employment.

ARTICLE XI
HOURS OF WORK AND OVERTIME

Section 1. General Provisions

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

There shall be no normal workday or work week for part-time employees. For all employees, the work week shall commence at 12:00 a.m. Sunday and ends at 11:59:59 p.m. the following Saturday.

Except as provided elsewhere in this Article, the normal work day for other full-time bargaining unit employees shall be eight (8) hours, including a one-half (1/2) hour paid meal period.

The normal work day for full-time bargaining unit employees assigned to the Police Department shall consist of ten (10) consecutive hours, including a 30 minute paid meal period, except that the Chief of Police or designee may grant a request to modify the normal work days for a workweek with a holiday, so that the employee is scheduled to work five (5) eight-hour (8-hour) work days, including a 30 minute paid meal period, for the purpose of the employee's request and City's approval to utilize eight (8) hours of benefit time on the holiday.

The normal work day for all full-time employees assigned to the Public Works Department operations shall be eight and one-half (8.5) hours, including an hour meal period that consists of a one-half (1/2) hour paid and a one-half (1/2) hour unpaid.

Section 2. Work Break

a) Rest Periods

Full-time employees shall be entitled to two (2) rest periods, up to fifteen (15) minutes per work day without loss of pay, one during the first half of the shift and one during the second half of the shift, if they so choose, if operations so permit, to be scheduled by the employee's supervisor who is outside of the bargaining unit. For part-time employees, the granting of rest periods and the determination of their time and length shall be discretionary with the employee's supervisor who is outside of the bargaining unit at a schedule consistent with departmental operations, which is

consistent with current practice. Requests to use a rest period shall be in writing, and may not be taken unless approved in writing.

b) Meal Periods

Full-time employees shall be entitled to paid meal period of thirty (30) minutes. Employees shall have the right to leave the work site during such periods. Part-time employees who work a minimum of eight (8) hours per day shall be entitled to a meal break, pursuant to this paragraph and consistent with past practice. Such paid meal periods shall not be construed as "time worked" for the purposes computing overtime compensation, pursuant to Section 4 of this Article. Employees shall not be permitted to work during meal periods unless authorized in writing by the department head or designee.

Section 3. Changes in Normal Workday or Normal Work Week

Should it be necessary, in the City's judgment, to establish schedules departing from the normal workday or the normal work week, or to change the shift schedule or hours of work of an employee or employees, the City shall provide, absent emergency circumstances, at least five (5) business days' advance notice of such change to all employees affected by such change. Should the City reduce an employee's position from full-time to part-time, the City shall provide at least five (5) business days' advance notice of such change to all employees affected by such change. Any covered employee whose position is reduced from full-time to part-time, who declines to accept such reduction, shall be laid-off.

The City may notify the Union of its intended changes to the normal work day or normal work week and, upon timely request by the Union, the parties shall meet and discuss such changes, but the City may immediately implement such changes, absent emergency circumstances, after five (5) business days' advance notice of such changes has been given to the affected employees.

Section 4. Overtime Compensation

The compensation paid employees for overtime work shall be as follows:

- a) Employees working in excess of forty (40) hours in any work week shall be paid at the rate of one and one-half (1-1/2) times the employee's straight time hourly rate for all such hours worked. Overtime will be rounded to the nearest ¼ hour.
- b) Approved compensated time shall be counted as "time worked" for purposes of computing overtime compensation; except that paid meal periods shall not be counted as "time worked" for the purposes computing overtime compensation.

Section 5. Overtime Procedure

- a) Overtime shall be offered to the full-time employees who normally perform the work in the classification in which the overtime is needed, as determined by the City. Overtime that is a continuation of a shift shall be assigned to the employee performing the job requiring overtime on that shift. Overtime that is not a continuation of an employee's shift shall be offered among such employees on a rotating basis in accordance with seniority, the most senior employee having being given the first overtime opportunity. For the purpose of equalizing the distribution of overtime, an employee who is offered but declines an overtime assignment shall be deemed to have worked the hours assigned. Notwithstanding the previous two sentences, overtime in the Police Department shall be offered among such employees, with the most senior employee in the needed classification being offered the overtime first.
- b) If all full-time employees in a classification are offered overtime and do not accept, then the Employer shall assign the overtime in reverse seniority order to the least senior employee in the classification in which the overtime is needed who has not been previously directed by the Employer to work overtime until all employees have been required to work at which time the process shall repeat itself. If an employee is contacted by the City to perform overtime work, the employee shall respond unless excused by the City, and any employee who fails to respond to perform such overtime assignment shall be subject to discipline.
- c) Upon request, the Union shall be given a list of the overtime hours worked, the employees offered overtime, the employees directed to work overtime, the employees who worked overtime and the number of hours each employee so worked, if such documents are in the possession of the City.
- d) An employee may file a grievance if the overtime assignment procedure has not been followed. If an employee demonstrates that the overtime assignment procedure has not been followed, the employee's remedy shall be limited to being given first preference to overtime in the future until the imbalance is corrected.
- e) Employees shall not perform work for the City outside of their normal workday without receiving prior authorization from the department head or designee.

Section 6. Alternative Schedules

In lieu of the normal work schedule, an employee may request an alternative schedule. Requests to work an alternative schedule shall be in writing, and may not be taken unless approved in writing. Such request may be granted, at the sole discretion of the department head or designee of the requesting employee.

Section 7. Call-Back Pay

A “callback” is defined as an official assignment of work which does not continuously precede or follow an employee’s regularly scheduled working hours. An employee who is required to report to work for a callback shall be paid a minimum of three (3) hours at the appropriate rate of pay. Employees shall only be compensated for one guaranteed minimum “callback,” if multiple callbacks occur during the same three (3) hour time period.

Section 8. Standby Pay

Employees shall be paid one (1) hour at their regular hourly rate for each twenty-four (24) hour period they are assigned to be on standby. The City Manager or his/her designee shall have the sole authority and discretion to determine the number of and the personnel selected to be assigned to standby. The time an employee is on standby does not count as hours worked for the computation of overtime.

Section 9. Compensatory Time

As an alternative to paid overtime, full-time employees may opt to earn compensatory time off, if requested by the employee. Compensatory time shall be granted in the minimum of (30) minute blocks. Employees may accrue up to two hundred (200) hours of Compensatory time at any given time (a rolling bank), but any Compensatory in excess of seventy (70) hours not used by December 1 of any year shall be paid to the employee at the rate of pay in effect for such employee on the date of such payment, and such payment shall be made to the employee on the second payroll of December. Requests to use Compensatory time must be made at least forty-eight (48) hours in advance, where practicable, and shall be subject to obtaining supervisor’s approval of such use. Compensatory time cannot be scheduled before it is earned. Employees may request to cash out accrued Compensatory time, not to exceed forty-eight (48) hours per payroll period, upon completion of a payroll form, subject to the approval of the Department Director and the City Manager.

Section 10. Remote Work

Bargaining unit members in the Information Technology division may request to remote work pursuant to the procedures and conditions contained in the City's Remote Working policy. One process period per quarter, the City shall arrange for the Senior Accountant and the Accountant to work remotely.

ARTICLE XII
HOLIDAYS

Section 1. Amounts

Except as provided hereinafter, full-time and part-time employees not assigned to the Police Department shall have time off without loss of pay on the following holidays:

New Year's Day
Rev. Dr. Martin Luther King, Jr. Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

For full-time and part-time employees not assigned to the Police Department, when a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday.

Part-time employees assigned to the Police Department, except for part-time employees in the positions of Police Assistant II Evidence Investigator and Police Assistant II Administration ("eligible part-time employees"), who are not scheduled to work on the actual holiday shall receive pay on a prorated basis. Such proration shall be based upon the part-time employee's regularly scheduled hours of work in comparison to forty (40) hours per week. Such pay shall not be considered time worked for purposes of computing overtime.

In lieu of time off with pay, eligible part-time employees who are scheduled to work on the actual holiday shall receive pay on a prorated basis, in addition to any Holiday Pay that an

eligible part-time employee receives pursuant to Section 2 of this Article. Such proration shall be based upon the part-time employee's regularly scheduled hours of work in comparison to forty (40) hours per week.

In lieu of time off with pay, full-time employees assigned to the Police Department shall receive eight (8) hours pay on the actual holiday, in addition to any Holiday Pay that an employee received pursuant to Section 2 of this Article.

The City agrees to compensate employees for all holiday hours at the employee's current hourly rate of pay, in order to reduce the employees' holiday banks to zero hours.

Section 2. Holiday Pay

A full-time or part-time employee not assigned to the Police Department shall be paid time and a half for all hours worked on the observed holiday. These payments shall be in addition to any payments provided for in Section 1 hereof.

A full-time or part-time employee assigned to the Police Department shall be paid time and a half for all hours worked on the actual holiday. These payments shall be in addition to any payments provided for in Section 1 hereof.

Section 3. Advance Notice

Employees scheduled to work a holiday shall be given as much advance notice as practicable.

Section 4. Holiday During Vacation

When a holiday falls on an employee's regularly scheduled work day during the employee's vacation period, the employee will be charged with that holiday and retain the vacation day.

ARTICLE XIII FLOATING HOLIDAYS

All regular full-time bargaining unit members may choose three (3) floating holidays (24 hours) per year to be taken on any date approved, in advance, by their Department Head or his/her designee. Regular part-time employees not assigned to the positions of Police Assistant II Evidence Investigator or Police Assistant II Administration ("eligible part-time employees") shall

be entitled to receive a pro-rated portion of floating holidays that is provided to a full-time employee, to be taken on any date approved, in advance, by their Department Head or his/her designee. Such proration to be based upon the part-time employee's regularly scheduled hours of work in comparison to forty hours per week (e.g., 20 work hours per week equals 12 hours of floating holidays per year). Part-time bargaining unit members assigned to the positions of Police Assistant II Evidence Investigator or Police Assistant II Administration are not eligible for floating holidays.

The City, at its discretion, may block out certain periods during which no employee will be allowed to schedule holidays. Floating holidays must be taken in the calendar year in which they are available or they are lost. Upon separation, there will be no compensation for unused floating holidays. New employees serving a probationary period shall not be eligible for a floating holiday until they have successfully completed six (6) months of consecutive service to the City. New appointees serving a probationary period who voluntarily terminate their employment prior to the six-month period shall not be paid for any floating holidays.

ARTICLE XIV **VACATION**

Section 1. Accrual

All full-time bargaining unit members and part-time bargaining unit members not assigned to the positions of Police Assistant II Evidence Investigator or Police Assistant II Administration in the service of the City shall be allowed vacation leave, with pay, subject to obtaining the approval of the Department Head or his/her designee. Part-time bargaining unit members assigned to the positions of Police Assistant II Evidence Investigator or Police Assistant II Administration are not eligible for vacation leave. Employees hired by the City prior to January 26, 2011, with previous municipal, state or county government service, other than in Rolling Meadows, shall be entitled to credit for such service for purposes of calculating length of continuous service for vacation accrual. The means of determining anniversary date for employees shall be 365

consecutive calendar days from their date of hire or previous anniversary. Vacation allowances shall be earned per pay period in accordance with the following schedules:

For those full-time employees hired on or before November 2, 2010:

Years of Completed Service	Vacation Hours Earned Per Year	Throughout the Anniversary Period – Maximum Accrual Hours*
0-4	80	160
5-9	120	240
10-14	160	320
15-19	200	400
20+	240	480

The City agrees to compensate employees for the number of vacation hours accumulated in excess of the applicable maximum accrual at the employee’s current hourly rate of pay, in order to reduce the employees’ accrual to the applicable maximum.

For those full-time employees hired on or after November 3, 2010:

Years of Completed Service	Vacation Hours Earned Per Year	Throughout the Anniversary Period – Maximum Accrual Hours*
0-5	80	160
6-15	120	200
16-25	160	240
After 25	200	280

All part-time employees not assigned to the positions of Police Assistant II Evidence Investigator or Police Assistant II Administration earn vacation allowances per pay period on a pro-rated basis. Such proration is to be based upon the part-time employee’s regularly scheduled hours of work in comparison to forty hours per week in accordance with the schedules above.

(*This reflects the eligible vacation hours carry over/accrual, plus vacation accrual hours earned during the following year.)

Section 2. Requests and Use

Vacation time may be taken in single full days or all at one time; however employees shall be required to take, at least once per year, vacation in one week block of time. Vacation allowances shall be available for use once earned. Uses of vacation leave are subject to the approval of the employee's Department Head or his/her designee at least forty-eight hours in advance for a full vacation day. Vacation time may be taken in increments for less than a full day, subject to the approval of the employee's Department Head or his/her designee in his/her discretion.

ARTICLE XV
SICK LEAVE

Section 1. Accumulation and Usage

All full time employees hired before January 25, 2011, shall accumulate paid sick leave at the rate of eight (8) hours per month. Regular full-time employees hired on or after January 25, 2011, shall earn sick leave at the rate of four (4) hours per month. After the completion of five (5) years of service, full time employees hired on or after January 25, 2011 shall earn eight (8) hours per month.

Regular part-time employees not assigned to the positions of Police Assistant II Evidence Investigator or Police Assistant II Administration ("eligible part-time employees" for purposes of this Section) are entitled to monthly accrue a pro-rated portion of the sick leave per month that is provided to a full-time employee. Such proration to be based upon the part-time employee's regularly scheduled hours of work in comparison to forty hours per week. A regular part-time employees average number of hours worked per year shall be used in determining the extent of the benefit. The following are examples:

- (1) Eligible part-time employees hired before January 25, 2011, who worked an average of 20 hours a week shall accumulate paid sick leave at the rate of four (4) hours per month.
- (2) Eligible part-time employees hired after January 25, 2011, who worked an average of 20 hours a week shall accumulate paid sick leave at the rate of two (2) hours per month.
- (3) After the completion of five (5) years of service, eligible part-time employees hired after January 25, 2011, who worked an average of 20 hours a week shall accumulate paid sick

leave at the rate of four (4) hours per month. Sick leave may be taken for the following reasons:

- Any illness or injury of an employee, or any exposure to a contagious disease, as a result of which the health of others may be endangered by his or her attendance at work.
- Serious illness in the employee's immediate family. Immediate family shall be defined as the employee's spouse, children, mother, father, mother-in-law, father-in-law, brothers, sisters, or grandparents.

In order to receive compensation while absent on sick leave, the employee shall notify his or her Department Head or designee prior to beginning daily duties. If said notification is not made, the employee shall be considered absent without leave by the Department Head or supervisor and use of sick leave will not be allowed.

A written medical certificate, as evidence of the illness or injury to an employee or family member which prevents (or prevented) attendance at work, may be required by the City Manager or Department Head or his/her designee for absences in excess of two (2) consecutive days.

Section 2. Maximum Accumulation

Regular full-time employees hired before January 25, 2011 may accumulate sick leave up to a maximum of seven hundred sixty-eight hours (768) hours. The City agrees to compensate employees for the number of sick leave hours accumulated in excess of hundred sixty-eight hours (768) hours at the employee's current hourly rate of pay, in order to reduce the employees' sick leave bank to hundred sixty-eight hours (768) hours.

Regular full-time employees hired on or after January 25, 2011 may accumulate sick leave up to a maximum of one hundred eighty (180) hours in their Regular Sick Leave Bank. However, whenever a regular employee hired on or after January 25, 2011, has one hundred eighty (180) hours in their Regular Sick Leave Bank, any additional sick leave earned by such employee shall be placed in such employees Serious Medical/Disability Leave Bank, up to a maximum of an additional one hundred forty (140) hours. Such Serious Medical/Disability Leave Bank may only be used for absences occurring as a result of the employee's own serious medical condition (*i.e.*, FMLA qualifying) or disability, and may be used only upon exhaustion of the employee's Regular Sick Leave Bank, and only after obtaining approval from the City Manager or designee. Unused

sick leave in both the Regular Sick Leave Bank and Serious Medical/Disability Leave Bank of employees hired on or after January 25, 2011 shall have no cash value.

Section 3. Post-Employment Health Plan Account (PEHP)

For employees hired before January 25, 2011, an employee must reach seven hundred twenty (720) accumulated hours of sick leave to be eligible for participation in the PEHP Sick Leave incentive program described below. Employees hired on or after January 25, 2011 are not eligible for participation in the PEHP sick leave program described below. Once employees have achieved the minimum balance in their sick leave accrual, the equivalent of one-half (1/2) of the sick days accumulated and unused during the preceding anniversary year shall be credited to the employee's Post Employee Health Plan account, at his/her regular rate of compensation. The balance of the hours not credited to the employee's PEHP account shall remain in the employee's sick leave accrual. However, at no time shall the conversion cause the total balance in the employee's sick leave accrual to drop below the minimums established for eligibility.

In the event that an employee who was hired before January 25, 2011, reaches the maximum accumulation as provided above, the value of the total unused sick leave hours (*i.e.*, 100%), up to a maximum permitted to be earned in a year, shall be credited to the employee's Post Employment Health Plan account at his/her regular rate of compensation.

Section 4. Sick Leave and PEHP Retirement Benefits.

The following criteria are established for eligibility to participate in the PEHP Retirement benefit program, which is limited to employees hired before January 25, 2011:

1. Employees who have completed eight (8) years of service and are at least fifty-five (55) years of age; or who have completed twenty (20) years of service with the City, including regular part-time employees hired before 1991, who have not been dismissed by the City;
2. Employees who sustain a permanent disability while on the job with the City prior to twenty (20) years of service, which leaves the employee unable to perform their duties as a regular full-time employee, making him/her eligible for a duty related disability pension.

Employees eligible for participation in this program shall be compensated for unused sick leave at the rate of his/her regular rate of pay in effect on his/her last day of actual work for the

City for all accrued and unused sick leave days accumulated as of his/her last day of actual work for the City in accordance with the following program elements:

1. Cash Payment: The City shall issue to the employee a check whose value shall be determined by multiplying the employee's ending hourly wage times the accrued and unused sick leave, not to exceed four hundred eighty (480) hours. Proceeds from his/her cash payment are subject to withholding of applicable state and federal taxes. Employees may request that the value of the cash payment be converted into the equivalent monthly health insurance premium payments, the value of which shall be based on the current cost to the City for the desired health insurance plan. These pre-paid health insurance premiums shall be utilized first as the source of funds to enable the employee to maintain participation in the City's Health Insurance programs as provided Rules and Regulations. In the event that the employee passes away prior to the complete utilization of the pre-paid medical insurance premiums, their spouse and or dependents would be able to continue participation in the plans or request in writing a cash settlement based on the value of the premiums at the time they were purchased and the balance remaining in the account, pursuant to a beneficiary declaration made by the employee.
2. Deposit of Remaining Sick Leave: In the event that there is a remaining sick leave balance, the dollar value equivalent shall be deposited in the employee's Post Employment Health Plan (PEHP) account, based on the ending rate of pay on the date of the employee's retirement multiplied by the number of eligible credits, up to two hundred eighty-eight (288) hours.

The proceeds within the PEHP account may be used to pay premiums due for the retired employee's continued participation in the City sponsored health insurance programs on behalf of the retired employee, or his/her spouse and dependent children, or other recognized expenditures allowed under the terms of the PEHP.

Section 5. Sick Leave Buy Back

Once a full-time employee, who was hired before January 25, 2011, has accumulated seven hundred twenty (720) hours of sick leave, they shall be eligible for the following program:

Employees may request that up to one half of the annual sick leave hours be cashed out in any given calendar year. The value of the payment shall be based on the employee's current hourly rate of pay multiplied by the number of hours being requested. The request can be made at any time during the year and shall be in writing to the employee's department head, which shall forward the same to the City's Human Resource Director. However, at no time shall the conversion

cause the total balance in the employee's sick leave accrual to drop below the minimums established for eligibility. Proceeds from this cash payment are subject to withholding for applicable state and federal taxes.

ARTICLE XVI
JURY DUTY AND WITNESS PAY/
BEREAVEMENT LEAVE/FAMILY MEDICAL LEAVE ACT

Section 1. Jury Duty and Witness Pay

An employee called for jury duty shall be released from duty with pay for those hours in which the employee is required to report for jury duty. An employee on a jury panel shall return to work for the balance of any day that the employee is excused by the court from further attendance. The employees shall turn over to the City any jury duty compensation he or she receives from the County or federal court. There will be no further City reimbursement for expenses incurred by the employee.

Employees who are subpoenaed to attend a trial ,or any administrative body with such authority, on account of the employee's performance of duties for the City while on duty shall be released from duty with pay to attend such trial or hearing. If an employee was scheduled to be on duty then he/she will be expected to return to work once witness duty obligations have been fulfilled.

Section 2. Bereavement

All full-time employees shall be granted, by their Department Head or designee, up to three (3) days leave with pay, and all part-time employees shall be granted, by their Department Head or designee, two (2) days leave with pay, at the time of a death of his or her spouse, children (natural, step or adopted), mother, father, step-parents, sister, brother, mother-in-law, father-in-law, grandparents, grandchildren, brother-in-law and sister-in-law. Under extenuating circumstances, the City Manager, in his/her sole discretion, may allow the employee to use other accumulated leave, if additional time is needed.

Section 3. Family Medical Leave Act

The City shall comply with the Family Medical Leave Act, in accordance with Section 17.9 of the City's Personnel Rules and Regulations, as amended from time to time. The City shall utilize a rolling twelve (12) month period for FMLA leave.

Section 4. Waiver of the Paid Leave for All Workers Act

In consideration of the City agreeing to provide paid sick leave, vacation leave and bereavement leave, bargaining unit members hereby waive the paid leave provided by the Paid Leave for All Workers Act (820 ILCS 192/1), and all provisions of said Act.

**ARTICLE XVII
NO PYRAMIDING**

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

**ARTICLE XVIII
EVALUATIONS & PERSONNEL FILES**

Section 1. Evaluations and Personnel Files

The performance of each employee shall be reviewed by his or her supervisor outside the bargaining unit and the Department Head for the purpose of evaluating job performance and determining whether the employee shall receive a salary increase.

Performance evaluations will normally be completed within four (4) months of April 30th of each year. However, as is current practice, a special review may also be conducted as management deems appropriate to address discipline or performance issues. Among other things, the employee's personnel record, accumulated since the last review, including tardiness reports, commendations, reprimands, performance evaluations, and length of service, shall be considered. The evaluation shall be discussed with the employee, and the employee shall be given a copy of immediately after completion and shall sign the evaluation as recognition as having read it. Such signature shall not constitute agreement with evaluation. An evaluation cannot be subsequently altered without notice and review by the employee. If the employee disagrees with any information

contained in the evaluation, the employee shall be entitled to submit a written statement regarding his or her evaluation and such written comments shall be attached to the employee's evaluation. The City is under no responsibility to agree with employee comments.

Major emphasis is to be placed on the evaluation of services rendered to the City by the employee. After the above analysis by the supervisor and Department Head, they shall report their recommendations to the City Manager, who shall determine the final evaluation to be given the employee and enter the finding in the employee's personnel record.

The most current evaluations of the employee shall be used in determining whether a pay increase will be granted. The possible ratings on evaluation shall be "above expectations;" "at expectations;" or "below expectations." The forms and procedures for performance evaluations shall be prescribed by the Department Heads, and approved by the City's legal staff. The City shall provide documentation to an employee who receives a "below expectations" rating.

Employees receiving an evaluation "below expectations" shall not receive a pay increase or salary range adjustment. Repeated evaluation of "below expectations" may result in a demotion, discharge, or other appropriate action. Employees performing "at expectations" or "above expectations" shall be granted a pay increase to the next step in the salary schedule for the class to which their position has been assigned.

Section 2. Disclosure of Information

Pursuant to Section 6(c-5) of the Illinois Public Labor Relations Act (5 ILCS 315/6(c-5)), the City shall not disclose the following information of any employee to any party other than AFSCME: (1) the employee's home address (including ZIP code and county); (2) the employee's date of birth; (3) the employee's home and personal phone number; (4) the employee's personal email address; (5) any information personally identifying employee membership or membership status in AFSCME or other voluntary association affiliated with a labor organization or a labor federation (including whether employees are members of such organization, the identity of such organization, whether or not employees pay or authorize the payment of any dues or moneys to

such organization, and the amounts of such dues or moneys); and (6) emails or other communications between AFSCME and its members.

Before responding to a request to a third party who seeks information in this Section, the City shall provide a written copy of a request to the AFSCME Staff Representative. The City shall provide a copy of any response it has made within five (5) business days of sending the response to any request.

An employee or Union's remedy for a violation of the subject matter of this Section shall be through the grievance procedure and not in any other forum (*e.g.*, administrative or judicial tribunal).

This Section does not apply to disclosures (i) required under the Freedom of Information Act, (ii) for purposes of conducting public operations or business, or (iii) to the exclusive representative.

ARTICLE XIX **LABOR/MANAGEMENT MEETINGS**

The Union and the Employer mutually agree that in the interest of efficient management and harmonious employee relations, meetings shall be held between Union and Employer representatives when appropriate. Such meetings shall be scheduled within one week of either party submitting an agenda to the other, or at a time mutually agreed upon by the parties, but such meetings shall not occur more often than once per calendar quarter. Such meetings shall be limited to:

- (A) Discussion of the implementation and general administration of this Agreement;
- (B) A sharing of general information of interest to the parties;
- (C) The identification of possible health and safety concerns.

The Employer may assign appropriate management personnel to attend. Up to three local representatives and an AFSCME Staff Representative, if necessary will represent the Union. By mutual agreement, the Union will be allowed to have more local representatives where attendance is necessary for an agenda item.

ARTICLE XX
SAFETY AND HEALTH

The Employer shall provide a safe and health work place. The Union agrees to primarily discuss safety issues at Labor/Management Meetings. However, the Union may grieve violations of this Article up to the third step (City Manager), but cannot arbitrate these grievances.

ARTICLE XXI
DRUG AND ALCOHOL TESTING

The City's Drug & Alcohol Policy, as amended from time to time, is made part of this Agreement, is incorporated by reference, and is applicable to all bargaining unit employees. Application of this policy is subject to the Grievance Procedure. The Union shall be notified of any intended changes to the City's Drug & Alcohol Policy. The Union may request a meeting to discuss such changes.

ARTICLE XXII
EMPLOYEE ASSISTANCE PROGRAM

The City shall continue to administer its Employee Assistance Program, as amended from time to time.

ARTICLE XXIII
LIGHT DUTY

The City Manager, or designee, may, at his discretion, assign available light duty work with a City physician's approval to an employee if the employee is qualified to perform such light duty work and if the employee is unable to perform full duty responsibilities because of illness, injury or temporary disability (as opposed to disability pension), provided there is a reasonable expectation that the employee will be able to resume full duties and responsibilities within six (6) months. Light duty assignments shall last no longer than ninety (90) calendar days, unless the City Manager approves an extension. An extension shall be for a period or periods of thirty (30) calendar days. Light duty, including extensions, shall not exceed six (6) months in duration. If the

employee cannot return to full duty within a six (6) month period, the City may terminate the employment of such employee.

An employee who is unable to perform full duty responsibilities because of illness, injury or temporary disability (as opposed to disability pension) has the right to request that he be assigned available light duty work that he is qualified to perform provided he has a City physician's approval and provided that there is a reasonable expectation the employee will be able to assume full duties and responsibilities within six (6) months. The City will not deny an employee's request for available light duty work, except for reasonable justification, and provided that it is clearly understood that nothing in this Section shall be construed to require the City to create light duty assignments for an employee. Employees will only be assigned light duty assignments when the City reasonably determines that the need exists and only so long as such need exists.

When an employee is performing light duty assignments under this Section, the employee shall continue to receive his regular compensation and benefits.

Upon confirmation by a City approved physician that the employee is able to perform the full range of duties for his/her position, the employee shall be returned to their previous position.

ARTICLE XXIV **EDUCATION INCENTIVE PLAN**

Full-time regular employees may elect to participate in this plan five years after commencement of employment and must be in courses or programs that are above the educational reimbursements of the employee's position.

The education incentive is as follows:

1. The employee will receive a 1% increase in pay (calculated from the base pay) for receiving or holding an Associate in Arts (AA) degree or similar (roughly sixty credit hours or two years of college).
2. The employee will receive a 2% increase in pay (calculated from the base pay) for receiving or attaining three years of accredited college credit or similar.
3. An employee may receive a 3% increase in pay (based on base pay) for receiving or holding a Bachelor of Arts (BA)/Bachelor of Science (BS) degree from an accredited college or similar.

If an employee decides to participate in the education incentive plan, they will not be entitled to participate in the longevity bonus plan contained in Article XXXI of this Agreement or switch back to it at a later date, to the longevity bonus plan.

ARTICLE XXV
TUITION REIMBURSEMENT

Regular full-time employees will be reimbursed for courses/programs taken that have been approved by their Department Head and City Manager. The tuition assistance program is a discretionary program, subject to the availability of funds, and may be discontinued at any time by the Mayor and City Council or the City Manager. If the tuition program is discontinued, the City will notify the Union, and the parties will meet and discuss the impact of such discontinuation.

Employees must be employed with the City a minimum of three (3) years before they are eligible to participate in the tuition reimbursement program. Employees must be meeting performance expectations based upon their yearly performance evaluations to qualify for the program. Employees desiring to participate in the program must complete and submit an Employee Education Request for Reimbursement Form to Human Resources for approval prior to enrolling in any course. Human Resources, with input from the employee's Department Head and taking into account the employee's current and future job assignments, potential impact on the employee's work responsibilities and availability of funding, will advise the employee in writing as to whether the request has been approved. Such requests shall be required to be filed by October 1 for the following budget year. If possible, attached to the form should be the school schedule and classes in order for the City to properly evaluate budget considerations for reimbursement.

The following points will be examined in relation to each application for tuition reimbursement:

- a. The immediate benefit which the course would provide to the employee, and the immediate effect which it would have on job performance. The opinion of the

employee's Department Head in regard to the specific benefit to the department, the City and the to the employee's overall educational pursuits.

- b. The employee's written explanation of the benefits (both personal and job-related) provided by the course.
- c. In the event that the course for which tuition reimbursement is requested is not directly related to the employee's present position and responsibilities, the request may be evaluated in terms of the benefits the course would provide by preparing the employee for another position within the organization for which they may be eligible (*e.g.*, a course which provides supervisory training for an employee in a non-supervisory position who may soon be placed in a supervisory position).
- d. Whether or not the course for which tuition reimbursement funds are requested is to be taken as part of a program leading to a college degree which is related to the employee's position and responsibilities (*e.g.*, some courses required for a college degree may not appear to be job-related when examined in isolation, but may be classified as job-related when viewed in the context of the employee's degree program).

The reimbursable amount for tuition is a maximum of \$4,500 per employee per fiscal year. Reimbursement will be made for the cost of tuition according to the following scale:

Directly job-related and receives an "A"/pass = 75%, "B" = 50% or "C" = 25% reimbursement. Indirectly job-related and/or required for a degree which is directly job-related and receives an "A" or "B" or Pass = 50% or "C" = 25% reimbursement. No reimbursement will be provided for a grade of "D"/fail or lower.

The City will not reimburse tuition for grades other than those above, nor will the City reimburse for any expenses associated with taking classes such as books, commuting, meals, and supplies. If grants, scholarships, or other means are available to assist the employee in paying for tuition, those other means should be pursued and the City's reimbursement will be secondary to any other source of funding tuition costs.

Any employee receiving reimbursement under this plan and who voluntarily (retires, resigns, quits, etc.) leaves City employment must repay the City according to the following schedule: less than three (3) years between receiving assistance and terminating employment = 100%; three (3) to five (5) years = 75%; over five (5) years from the time between receiving

assistance and terminating employment = 0%. The determination of repayment for tuition reimbursement for employees who involuntarily (lay-offs, dismissed for non-performance, etc.) leave the City will be done on an individual basis. Additionally, as per Internal Revenue Service (IRS) rules regarding Fringe Benefits, a portion of the City's reimbursement may be subject to state and federal taxes, which are the responsibility of the employee. (Such payments may be deducted from final paychecks or other moneys owed to the employee by the City).

ARTICLE XXVI
SUBCONTRACTING

The City shall have the right to subcontract out beyond current practices. Should the City exercise its right to subcontract out beyond current practices, it shall notify the Union within thirty (30) calendar days of the decision unless it is deemed an emergency situation. The Union will have the right to meet with the City to discuss both in-house and proposed contractor's cost estimates of the work, but such discussions shall not delay the implementation of the City's decision to subcontract.

ARTICLE XXVII
NO STRIKE/NO LOCKOUT

Section 1. No Strike

During the term of this Agreement, neither the Union nor any officers, agents or employees will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, secondary boycott, slowdown, speed-up, sit-down, concerted stoppage of work, concerted refusal to perform overtime, mass absenteeism, or other efforts to impeded the work of the City. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the City, and the only issue that may be raised in any proceeding in which such discipline or discharge is challenged is whether or not the employee actually and knowingly instigated, promoted, sponsored, engaged in, or condoned 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 a precedent. 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. The Union further agrees that it will take reasonable means which are within its power to induce employees engaged in prohibited conduct, as described in this Section, in violation of this Agreement to return to work.

Section 2. No Lockout

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

**ARTICLE XXVIII
FILLING OF VACANCIES**

Section 1. Posting

Whenever the Employer intends to fill a job vacancy within the bargaining unit other than a temporary vacancy, as defined below, a notice of such vacancy shall be posted on all bulletin boards for no less than ten (10) calendar days and emailed to all bargaining unit employees.

Section 2. Definition of Vacancy

A job vacancy exists when the Employer determines to increase the work force and to fill the new position(s) and/or when any of the following personnel transactions take place and the Employer determines to replace the previous incumbent: terminations, transfers, promotions, and demotions.

Section 3. Temporary Vacancies

Temporary vacancies are defined as job vacancies that may periodically develop in any job classification that do not exceed sixty (60) days.

Section 4. Selection

The Employer shall determine whether or not a vacancy should be filled. If the Employer determines to fill a vacancy, the Employer will determine which candidate shall fill such vacancy. The Employer shall determine the most qualified candidate. If the Employer determines that two

or more candidates are equally the most qualified, the senior most employee shall be offered the position.

ARTICLE XXIX
GROUP INSURANCE

Section 1. Benefits and Coverage

The Employer shall continue to make available health, dental, and life insurance coverage and benefits for all non-retired full-time employees and their eligible dependents during the term of this agreement. The City reserves the right to change insurance carriers, health maintenance organizations, or benefit levels or to self-insure as it deems appropriate; however, the plan must provide the same or similar benefits for healthcare plans that are offered to other City employees.

All new full-time employees hired in FY 2003 and thereafter until January 1, 2017, who elect insurance coverage, shall be required to enroll in the HMO plan for health and hospitalization insurance from date of hire through the expiration of the first full health plan year following such date of hire. Full-time employees hired on or after January 1, 2017, who elect insurance coverage, shall only be eligible to enroll in the HMO plan for health and hospitalization insurance.

Further, the City will make available to employees who are under the age of sixty-five (65) and who retire during the life of this Agreement, the same individual and dependent coverage (where the dependent(s) are under the age of 65 years) health and hospitalization insurance coverage offered to regular employees, with such premiums to be paid by the retired employees, for the life of this Agreement.

Employees who are over the age of sixty-five (65) and who retire from City service shall have the option of electing individual and dependent coverage through the City's plans as secondary coverage with such premiums to be paid by the retired employees. Retired employees who chose to utilize their accumulated sick leave days to pay for health insurance premium costs for coverage provided through the City's sponsored health insurance programs would have the following programs in which they could participate:

- Any health and dental insurance programs currently available to non-retired City employees; and
- Reimbursement to the employee for actual payments made by the employee to any other insurance carrier of the employee's choice in accordance with the terms of the Post Employment Health Plan procedures.

Section 2. Employee Contribution

Upon the effective date of this Agreement, employees shall contribute to the cost of group health and hospitalization insurance or HMO coverage based on the following schedule of employee contributions, which will be deducted from employees' paychecks on a twice monthly basis:

HMO and PPO:

Effective January 1, 2023 – 15%

Section 3. Voluntary Discontinuation Bonus

Pursuant to the terms of the City's IRC Section 125 Plan, any full-time bargaining unit member who voluntarily discontinues their participation in the City's health and hospitalization insurance program for a period of not less than twelve (12) calendar months, corresponding with the term of the City's health insurance policies, shall receive a bonus payment (less applicable withholding) which shall be \$500.00/month for employees who opt out of all City insurance who were eligible for coverage under the family plan, or \$200/month for employees who opt out of all City insurance who were eligible for coverage under the single plan. This payment will be paid on the first check of each month in which the employee qualifies to receive such bonus payment. Said employee shall be eligible to re-establish participation in the City's health and hospitalization insurance program, pursuant to the qualifications set forth for enrollment. Employees who opt out at times other than open enrollment shall be paid on a prorated basis and the bonus received will be owed back (on a pro-rated basis) to the City of Rolling Meadows, if for any reason the employee needs to reinstate health insurance or if they terminate employment within a plan year.

Section 4. Post-Employment Health Plan (PEHP)

The City agrees to provide a Post-Employment Health Plan (PEHP) program for those employees who are eligible for health insurance. In accordance with the Internal Revenue Service Code, and all applicable federal and state statutes, the PEHP will allow the City and the members to make contributions and accumulate reserves, which could be drawn upon, free of federal and state income taxes, to make permitted medical payments, including premiums for health insurance upon separation from service or retirement with the City or where an existing employee achieves a *de minimum* account balance of five thousand dollars (\$5,000) in the PEHP account.

The City agrees to establish accounts for each of the members and contribute the equivalent of one half of one percent (.5%) of the member's base salary (as of January 1st) into the account by February 1st of each year.

Members will be responsible for choosing an investment option for their accounts. This PEHP program will remain in effect so long as it continues to be permitted by the Internal Revenue Code and all applicable federal and state statutes. The City also agrees to work with the chosen administrator of the PEHP program to seek approval of the Internal Revenue Service to allow tax exempt employee directed deposits into the individual employee's account. The City would permit the employee contributions should the Internal Revenue Service approve them. Effective January 1, 2006, at the option of each employee, the City shall make tax exempt employee direct deposits into the individual employee's account, as permitted by the Internal Revenue Service and all applicable federal and state laws.

Section 5. Dental Insurance

The City shall contribute one-hundred twenty dollars (\$120) on behalf of each full-time employee each year, which can be applied either toward the cost of the City's dental insurance premiums or, if the employee elects not to participate in the City's dental plan, to reimburse the employee for dental related expenses incurred, as evidenced by the presentation of a receipt by the employee to the Human Resources Director.

Section 6. Life Insurance

The City provides term life insurance (which includes AD&D coverage) for its regular full-time employees with a value of the employees' annual salary in effect at the start of the fiscal year, with the minimum level of coverage being \$20,000. In addition, supplementary insurance is available at the request, and at the sole cost of the employee, through the Illinois Municipal Retirement Fund (IMRF) for those who qualify.

**ARTICLE XXX
WAGES**

Section 1. Wages and Wage Schedule

Bargaining unit members shall receive the following wage increases:

- January 1, 2024: 3.0%
- January 1, 2025: 2.25%
- January 1, 2026: 2.25%

Except for Police Assistant II - Evidence Investigator and Police Assistant II Administration positions, the negotiated pay rates for positions covered by this Agreement are set forth in Appendix "C" of this Agreement.

The City reserves the right to establish the starting hourly for any new Police Assistant II - Evidence Investigator or Police Assistant II Administration. The minimum hourly rate for any Police Assistant II - Evidence Investigator or Police Assistant II Administration shall be as follows:

- January 1, 2024: \$27.00
- January 1, 2025: \$27.61
- January 1, 2026: \$28.23

Section 2. Steps

The Employer reserves the right to establish the starting pay for any new hire, provided that the minimum hourly wage for bargaining unit members shall be equal to or greater than Step 1 in Appendix C, and provided that the starting pay is not greater than all current bargaining unit employees' rate(s) of pay in the classification, and the Employer shall meet and discuss with the Union its reasoning for such rate of pay for the new hire. If the Employer establishes starting pay

for a new hire that is greater than a current bargaining unit employee's rate of pay in the classification, then the Employer shall meet and discuss with the Union its reasoning for such rate of pay for the new hire.

A bargaining unit member who makes less than minimum wage rate established by the Illinois Minimum Wage Law (820 ILCS 105/*et seq.*) shall be paid at the minimum wage until the employee is eligible to be placed at the applicable step set forth in Appendix C that exceeds the minimum wage rate.

Employees performing "at expectations" or "above expectations," pursuant to Article XVIII of this Agreement shall be granted a step increase to the next rate in the salary range for the class to which their position has been assigned, retroactive to their anniversary date. Employees receiving an evaluation "below expectations" shall not receive a pay increase or salary range adjustment.

ARTICLE XXXI **LONGEVITY**

Full-time regular employees may be granted longevity pay for the completion of ten, fifteen, twenty, and twenty-five years of continuous service, respectively, as follows:

After the completion of 10 years of service	2.25%
After the completion of 15 years of service	2.50%
After the completion of 20 years of service	2.75%
After the completion of 25 years of service	3.00%

Longevity pay, when warranted, will be added to the employee's base pay as part of their regular biweekly paychecks. The longevity payments are non-cumulative. Longevity pay is subject to satisfactory performance evaluations, and the City retains the right to determine which employees will receive longevity pay. Any employee who elects to participate in the longevity program shall not be eligible to participate in the education incentive plan, as provided in Article XXIV, and may not switch back at a later date to the education incentive plan.

ARTICLE XXXII
UNIFORMS

Effective January 1, 2022, full-time inspectors shall be reimbursed up to Three Hundred Dollars (\$300.00) per year for eligible uniform items as outlined in the Public Works policy. Effective January 1, 2025, full-time inspectors shall be reimbursed up to Three Hundred Fifty Dollars (\$350.00) per year for eligible uniform items as outlined in the Public Works policy. Reimbursement for uniform items not contained in the Public Works policy shall be at the discretion of the Director of Community Development. Reimbursement shall be provided upon presentation of a receipt for purchase, pursuant to IRS regulations.

All bargaining unit members in the classifications of Community Service Officer, or police personnel assigned to field duty, are eligible to participate in the Quartermaster System. If an item is necessary to perform an assignment, as determined by the Chief of Police or designee, and is unavailable through the Quartermaster System, the employee shall make a request to the employee's immediate supervisor outside of the bargaining unit in writing for the item to be provided, and such request shall not be unreasonable denied.

ARTICLE XXXIII
TEMPORARY ASSIGNMENT

If the Employer requires a bargaining unit member in one classification to perform the duties exclusive to a different bargaining unit classification with a lower rate of pay, the employee acting out of classification will receive his or her regular rate of pay. If the City requires a bargaining unit member in one classification to perform the duties exclusive to a different classification with a higher rate of pay, for the majority of that employee's shift on five (5) or more consecutive work days, then such bargaining unit member shall be compensated at the hourly rate of pay for all hours worked in such different classification, during such five (5) or more consecutive days, at the same step as applicable in the new classification, but shall not receive a wage that exceeds a 5% increase of the employee's current pay grade.

The use of any accrued time (*i.e.*, vacation, sick) shall be at the employee's normal rate of pay.

ARTICLE XXXIV
SAVINGS CLAUSE

Should any provision of this Agreement be determined by a court of competent jurisdiction to be contrary to law, such finding shall not invalidate any other provisions of this Agreement, and the remaining parts or portions of this Agreement shall remain in full force and effect for the duration of this Agreement. Upon issuance of such a decision, the City and Union shall thereafter negotiate over the invalidated Article, Section or portion thereof. The terms of Article XXIV, No Strike/No Lockout, shall remain in full force during the period of any such negotiations.

ARTICLE XXXV
COMPLETE AGREEMENT

This Agreement constitutes the complete and entire agreement between the parties. This Agreement supersedes and cancels all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, which conflict with the express terms of this Agreement.

The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, except as otherwise specifically provided herein, the Employer and the Union, for the duration of this Agreement, each 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 by this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, unless that subject or matter could not have been reasonably within the knowledge or contemplation of both parties at the time that they negotiated and signed this Agreement.

ARTICLE XXXVI
TERM OF AGREEMENT

Unless otherwise specified herein, this Agreement shall be effective as of the day after the Agreement is executed by both parties and shall remain in full force and effect until 11:59 p.m. on the 31st day of December, 2026. It shall be automatically renewed from year to year thereafter unless either party notifies the other in writing at least sixty (60) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than forty-five (45) days prior to the anniversary date, unless mutually agreed.

IN WITNESS WHEREOF, the parties hereto have set their hands this 15th day of March, 2024.

CITY OF ROLLING MEADOWS

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL
EMPLOYEES COUNCIL 31, LOCAL 8247

Date: 3/21/2024

Date: 3/15/2024

By: [Signature]

By: [Signature]

ATTEST:

AFSCME Council 31
Staff Representative

[Signature]
City Clerk

Appendix "A"
Reserved



OFFICIAL GRIEVANCE FORM

NAME OF EMPLOYEE _____ DEPARTMENT _____
CLASSIFICATION _____
WORK LOCATION _____ IMMEDIATE SUPERVISOR _____
TITLE _____

STATEMENT OF GRIEVANCE:

List applicable violation: _____

Adjustment required: _____

I authorize the A.F.S.C.M.E. Local _____ as my representative to act for me in the disposition of this grievance

Date _____ Signature of Employee _____

Signature of Union Representative _____ Title _____

Date Presented to Management Representative _____

Signature _____ Title _____

Disposition of Grievance: _____

THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN TRIPLICATE. ALL THREE ARE TO BE SIGNED BY THE EMPLOYEE AND/OR THE AFSCME REPRESENTATIVE HANDLING THE CASE.

ORIGINAL TO _____

COPY _____

COPY: LOCAL UNION GRIEVANCE FILE

NOTE: ONE COPY OF THIS GRIEVANCE AND ITS DISPOSITION TO BE KEPT IN GRIEVANCE FILE OF LOCAL UNION.

Appendix "C"
Step Schedule

January 1, 2024 - 3.00%

		Step 1	Step 2	Step 3	Step 4	Step 5
Code Compliance Inspector	Annual	74,990	80,346	85,703	96,414	107,126
	Hourly	36.05	38.63	41.20	46.35	51.50
Building Code Inspector	Annual	74,990	80,346	85,703	96,414	107,126
	Hourly	36.05	38.63	41.20	46.35	51.50
Health Officer/Environmental Health Practitioner	Annual	74,990	80,346	85,703	96,414	107,126
	Hourly	36.05	38.63	41.20	46.35	51.50
Senior Accountant	Annual	74,249	79,552	84,853	95,460	106,067
	Hourly	35.70	38.25	40.80	45.89	50.99
Clinical Mental Health Therapist	Annual	74,249	79,552	84,853	95,460	106,067
	Hourly	35.70	38.25	40.80	45.89	50.99
Community Social Worker	Annual	74,249	79,552	84,853	95,460	106,067
	Hourly	35.70	38.25	40.80	45.89	50.99
Outreach Worker	Annual	74,249	79,552	84,853	95,460	106,067
	Hourly	35.70	38.25	40.80	45.89	50.99
Public Works Administrative Assistant	Annual	65,703	70,782	75,861	84,861	93,860
	Hourly	31.59	34.03	36.47	40.80	45.13
IT System Administrator	Annual	61,515	65,910	70,305	79,092	87,880
	Hourly	29.57	31.69	33.80	38.02	42.25
Accountant with Bachelor's Degree	Annual	61,515	65,910	70,305	79,092	87,880
	Hourly	29.57	31.69	33.80	38.02	42.25
Information Technology Computer Technician	Annual	55,325	59,275	63,229	71,131	79,035
	Hourly	26.60	28.50	30.40	34.20	38.00
IT Network Administrator	Annual	55,325	59,275	63,229	71,131	79,035
	Hourly	26.60	28.50	30.40	34.20	38.00
IT Network Technician	Annual	55,325	59,275	63,229	71,131	79,035
	Hourly	26.60	28.50	30.40	34.20	38.00
Data Analyst	Annual	55,325	59,275	63,229	71,131	79,035
	Hourly	26.60	28.50	30.40	34.20	38.00
Secretary (CDD)	Annual	52,499	56,249	60,000	67,498	74,998
	Hourly	25.24	27.04	28.85	32.45	36.06
Accountant	Annual	52,499	56,249	60,000	67,498	74,998
	Hourly	25.24	27.04	28.85	32.45	36.06
Human Services Office Manager	Annual	52,499	56,249	60,000	67,498	74,998
	Hourly	25.24	27.04	28.85	32.45	36.06
Account Technician (P.W. & Finance)	Annual	52,499	56,249	60,000	67,498	74,998
	Hourly	25.24	27.04	28.85	32.45	36.06
Secretary (Public Works)	Annual	52,499	56,249	60,000	67,498	74,998
	Hourly	25.24	27.04	28.85	32.45	36.06
CSO II	Annual	50,461	54,066	57,669	64,878	72,086
	Hourly	24.26	25.99	27.73	31.19	34.66
Clerk Typist	Annual	47,994	51,420	54,848	61,703	68,559
	Hourly	23.07	24.72	26.37	29.66	32.96
Full-Time Cashier	Annual	47,994	51,420	54,848	61,703	68,559
	Hourly	23.07	24.72	26.37	29.66	32.96
CSO I	Annual	47,991	51,419	54,846	61,701	68,558
	Hourly	23.07	24.72	26.37	29.66	32.96
PART TIME						
Police Assistant II - Evidence Investigator	Hourly	27.01				39.28
Police Assistant II - Administration	Hourly	27.01				36.83
Secretary	Hourly	25.24	27.04	28.85	32.45	36.06
Clerk Typist	Hourly	23.07	24.72	26.37	29.66	32.96
Cashier	Hourly	20.30	21.75	23.20	26.10	29.00
Meter Reader	Hourly	16.69	17.88	19.07	21.45	23.84
P-T Police Assistant	Hourly	13.39	13.39	13.39	13.39	14.73
P-T Police Assistant Certified	Hourly					18.41

January 1, 2025 - 2.25%

		Step 1	Step 2	Step 3	Step 4	Step 5
Code Compliance Inspector	Annual	76,677	82,154	87,631	98,583	109,536
	Hourly	36.86	39.50	42.13	47.40	52.66
Building Code Inspector	Annual	76,677	82,154	87,631	98,583	109,536
	Hourly	36.86	39.50	42.13	47.40	52.66
Health Officer/Environmental Health Practitioner	Annual	76,677	82,154	87,631	98,583	109,536
	Hourly	36.86	39.50	42.13	47.40	52.66
Senior Accountant	Annual	75,919	81,342	86,763	97,608	108,454
	Hourly	36.50	39.11	41.71	46.93	52.14
Clinical Mental Health Therapist	Annual	75,919	81,342	86,763	97,608	108,454
	Hourly	36.50	39.11	41.71	46.93	52.14
Community Social Worker	Annual	75,919	81,342	86,763	97,608	108,454
	Hourly	36.50	39.11	41.71	46.93	52.14
Outreach Worker	Annual	75,919	81,342	86,763	97,608	108,454
	Hourly	36.50	39.11	41.71	46.93	52.14
Public Works Administrative Assistant	Annual	67,181	72,375	77,568	86,770	95,972
	Hourly	32.30	34.80	37.29	41.72	46.14
IT System Administrator	Annual	62,899	67,393	71,887	80,871	89,857
	Hourly	30.24	32.40	34.56	38.88	43.20
Accountant with Bachelor's Degree	Annual	62,899	67,393	71,887	80,871	89,857
	Hourly	30.24	32.40	34.56	38.88	43.20
Information Technology Computer Technician	Annual	56,570	60,609	64,651	72,731	80,813
	Hourly	27.20	29.14	31.08	34.97	38.85
IT Network Administrator	Annual	56,570	60,609	64,651	72,731	80,813
	Hourly	27.20	29.14	31.08	34.97	38.85
IT Network Technician	Annual	56,570	60,609	64,651	72,731	80,813
	Hourly	27.20	29.14	31.08	34.97	38.85
Data Analyst	Annual	56,570	60,609	64,651	72,731	80,813
	Hourly	27.20	29.14	31.08	34.97	38.85
Secretary (CDD)	Annual	53,680	57,515	61,350	69,017	76,686
	Hourly	25.81	27.65	29.50	33.18	36.87
Accountant	Annual	53,680	57,515	61,350	69,017	76,686
	Hourly	25.81	27.65	29.50	33.18	36.87
Human Services Office Manager	Annual	53,680	57,515	61,350	69,017	76,686
	Hourly	25.81	27.65	29.50	33.18	36.87
Account Technician (P.W. & Finance)	Annual	53,680	57,515	61,350	69,017	76,686
	Hourly	25.81	27.65	29.50	33.18	36.87
Secretary (Public Works)	Annual	53,680	57,515	61,350	69,017	76,686
	Hourly	25.81	27.65	29.50	33.18	36.87
CSO II	Annual	51,596	55,282	58,966	66,337	73,708
	Hourly	24.81	26.58	28.35	31.89	35.44
Clerk Typist	Annual	49,074	52,577	56,082	63,092	70,101
	Hourly	23.59	25.28	26.96	30.33	33.70
Full-Time Cashier	Annual	49,074	52,577	56,082	63,092	70,101
	Hourly	23.59	25.28	26.96	30.33	33.70
CSO I	Annual	49,071	52,576	56,081	63,089	70,100
	Hourly	23.59	25.28	26.96	30.33	33.70
PART TIME						
Police Assistant II - Evidence Investigator	Hourly	27.62				40.17
Police Assistant II - Administration	Hourly	27.62				37.66
Secretary	Hourly	25.81	27.65	29.49	33.18	36.87
Clerk Typist	Hourly	23.59	25.28	26.96	30.33	33.70
Cashier	Hourly	20.76	22.24	23.72	26.69	29.65
Meter Reader	Hourly	17.06	18.28	19.50	21.94	24.37
P-T Police Assistant	Hourly	13.69	13.69	13.69	13.69	15.06
P-T Police Assistant Certified	Hourly					18.83

January 1, 2026 - 2.25%

		Step 1	Step 2	Step 3	Step 4	Step 5
Code Compliance Inspector	Annual	78,403	84,002	89,603	100,801	112,001
	Hourly	37.69	40.39	43.08	48.46	53.85
Building Code Inspector	Annual	78,403	84,002	89,603	100,801	112,001
	Hourly	37.69	40.39	43.08	48.46	53.85
Health Officer/Environmental Health Practitioner	Annual	78,403	84,002	89,603	100,801	112,001
	Hourly	37.69	40.39	43.08	48.46	53.85
Senior Accountant	Annual	77,627	83,172	88,715	99,804	110,894
	Hourly	37.32	39.99	42.65	47.98	53.31
Clinical Mental Health Therapist	Annual	77,627	83,172	88,715	99,804	110,894
	Hourly	37.32	39.99	42.65	47.98	53.31
Community Social Worker	Annual	77,627	83,172	88,715	99,804	110,894
	Hourly	37.32	39.99	42.65	47.98	53.31
Outreach Worker	Annual	77,627	83,172	88,715	99,804	110,894
	Hourly	37.32	39.99	42.65	47.98	53.31
Public Works Administrative Assistant	Annual	68,693	74,003	79,313	88,723	98,132
	Hourly	33.03	36.38	38.99	43.61	47.18
IT System Administrator	Annual	64,314	68,909	73,504	82,691	91,879
	Hourly	30.92	33.13	35.34	39.75	44.17
Accountant with Bachelor's Degree	Annual	64,314	68,909	73,504	82,691	91,879
	Hourly	30.92	33.13	35.34	39.75	44.17
Information Technology Computer Technician	Annual	57,843	61,973	66,106	74,368	82,632
	Hourly	27.81	29.79	31.78	35.75	39.73
IT Network Administrator	Annual	57,843	61,973	66,106	74,368	82,632
	Hourly	27.81	29.79	31.78	35.75	39.73
IT Network Technician	Annual	57,843	61,973	66,106	74,368	82,632
	Hourly	27.81	29.79	31.78	35.75	39.73
Data Analyst	Annual	57,843	61,973	66,106	74,368	82,632
	Hourly	27.81	29.79	31.78	35.75	39.73
Secretary (CDD)	Annual	54,888	58,809	62,730	70,570	78,411
	Hourly	26.39	28.27	30.16	33.93	37.70
Accountant	Annual	54,888	58,809	62,730	70,570	78,411
	Hourly	26.39	28.27	30.16	33.93	37.70
Human Services Office Manager	Annual	54,888	58,809	62,730	70,570	78,411
	Hourly	26.39	28.27	30.16	33.93	37.70
Account Technician (P.W. & Finance)	Annual	54,888	58,809	62,730	70,570	78,411
	Hourly	26.39	28.27	30.16	33.93	37.70
Secretary (Public Works)	Annual	54,888	58,809	62,730	70,570	78,411
	Hourly	26.39	28.27	30.16	33.93	37.70
CSO II	Annual	52,757	56,526	60,293	67,830	75,366
	Hourly	25.36	27.18	28.99	32.61	36.23
Clerk Typist	Annual	50,178	53,760	57,343	64,511	71,679
	Hourly	24.12	25.85	27.57	31.01	34.46
Full-Time Cashier	Annual	50,178	53,760	57,343	64,511	71,679
	Hourly	24.12	25.85	27.57	31.01	34.46
CSO I	Annual	50,175	53,758	57,342	64,509	71,678
	Hourly	24.12	25.85	27.57	31.01	34.46
PART TIME						
Police Assistant II - Evidence Investigator	Hourly	28.24				41.07
Police Assistant II - Administration	Hourly	28.24				38.51
Secretary						
Clerk Typist						
Cashier	Hourly	26.39	28.27	30.16	33.93	37.70
Meter Reader	Hourly	24.12	25.85	27.57	31.02	34.46
P-T Police Assistant	Hourly	21.22	22.74	24.26	27.29	30.32
P-T Police Assistant Certified	Hourly	17.44	18.69	19.94	22.43	24.92
P-T Police Assistant	Hourly	14.00	14.00	14.00	14.00	15.40
P-T Police Assistant Certified	Hourly					19.25